



Search for a Requisition — Order

Overview

The Maintenance and Utilization module Requisition process provides the ability to create, update, inquiry, or delete Requisition information.


Navigation

Requisition > ILS-S > Order > Requisition Search page

Procedures

Search for a Requisition — Order


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.

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.





Work Queue

Draft Orders

0

▶ Due In

1

▶ Partial Receipt


0

▶ Complete

All

- Select the desired criteria. *The selected criteria appears in the Search Results grid.*

OR

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





Work Queue



Draft Orders

0

▼ Due In

1

Requested

1

Rejected

0

Backorder

0

Shipped

0

▼ Partial Receipt

0

Remaining Quantity

0

Missing Account Details

0

▼ Complete

Cancelled

Closed

Received

All

- Select the desired criteria. *The selected criteria displays in the Search Results grid.*





Help Reference Guide

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

10 items per page 1 - 1 of 1 items

Search Criteria

Search Criteria

Basic Search Advanced Search

Doc Nbr

Stock Nbr

Ordered Dt Fr/To

month/day/year

month/day/year


Reset Search

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 display 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

10 items per page 1 - 1 of 1 items





OR

Select the Advanced Search tab.

Search Criteria


Basic Search
Advanced Search

And
Or
Add Expression
Add Group

Status
Contains

Reset
Search

Delete a Row

- 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

Review the Requisition Details

Select the DOC NBR hyperlink. The **Requisition Review** page appears.

View the Requisition Inquiry

- Click  to select the entry. The DOC NBR is highlighted, and  becomes available.



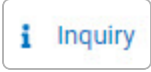


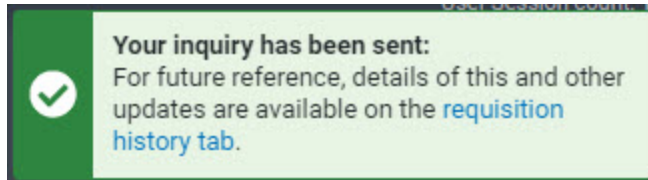
Note



Inquiry

becomes available when the Status is "Requested" or "Cancelled".

2. Select . *The Inquiry pop-up window appears.*



Note




To view the inquiry, select the requisition history tab hyperlink or select the Doc NBR hyperlink. *The **Requisition Review** page appears.* Select the History tab to view the inquiry.





Add a Requisition Order

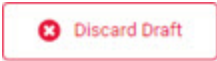
Navigation

Requisition > ILS-S > Order > Requisition Search >  > Add Requisition page

Procedures

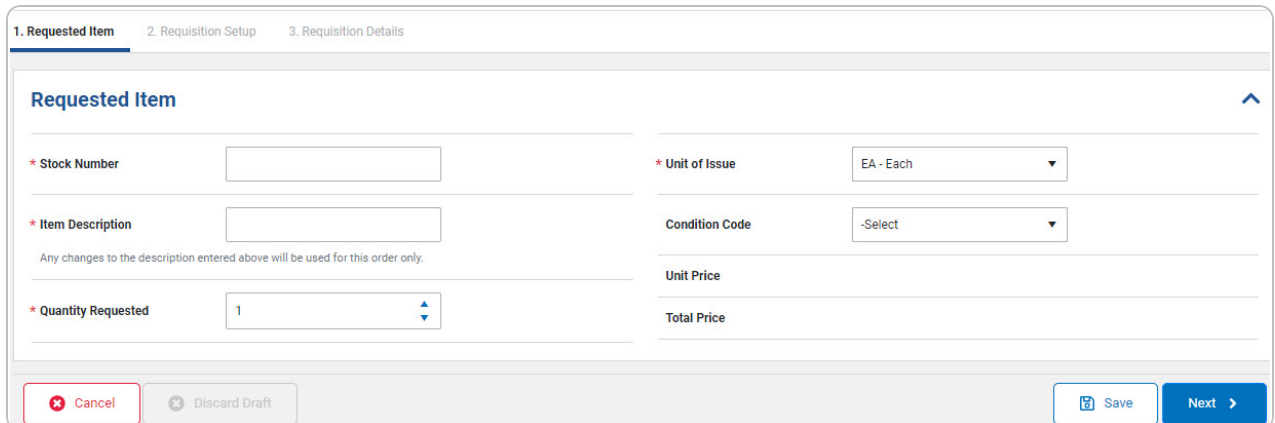
Add a Requisition Order


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

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

Selecting  retains the information. **Bold** numbered steps are required.

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



2. Complete the Requested Item grid.
 - A. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
 - B. Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
 - C. Use  to choose the Quantity Requested.





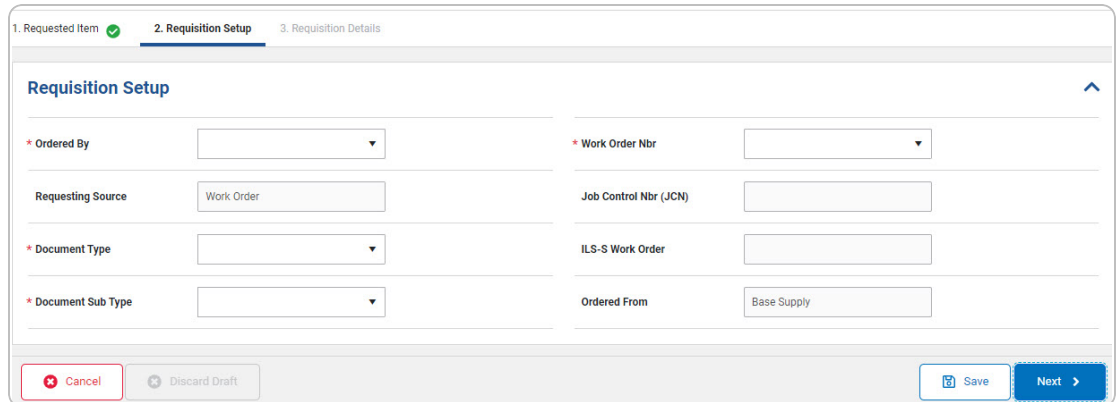
D. Use ▼ to select the Unit of Issue.

Select [Next >](#). *The Requisition Setup tab opens.*

E.

OR

Select the Requisition Setup tab.



a. *Complete the Requisition Setup grid.*

1. Use ▼ to select the Ordered By.

2. Use ▼ to select the Document Type.

3. Use ▼ to select the Document Sub Type.

4. Use ▼ to select the Work Order Nbr.

Select [Next >](#). *The Requisition Details tab opens.*

5.

OR

Select the Requisition Details tab.





Help Reference Guide

1. Requested Item ☒ 2. Requisition Setup ☒ 3. Requisition Details

Order Details

Document Nbr	*****3019****	Delivery Destination	
Ordered Dt	01/19/2023	Delivery Priority	-Select-
Required Delivery Date	month/day/year	Changes to UJC will update the value of this field	
* Demand Cd	R - Recurring Demand	Advice Cd	-Select-
		Project Cd	

ILS-S Order Details

* Base Supply DoDAAC	HQ0049	Technical Order Nbr	
* Org Shop Cd		T.O Volume	
* UJC		T.O Figure	
* Serial / ID Nbr	3213464	T.O Index	
	Value is the last 7 digits of End Item Serial Number of the asset	Requester Name	
Work Unit Cd (WUC)	ZZ	Requester Phone	
* Maintenance Unit ID Cd	A		

ILS-S Data

* Standard Reporting Designator (SRD)		JOCAS Nbr	
Transaction Exception Code (TEX)		End Item System Designator	
Issue Exception Code (IEC)		End Item Document Nbr	
Major Command Cd	-Select-	End Item SRD	

Additional Information


Notes

Cancel Discard Draft Finish Save

- A. Complete the Order Details grid.
 - a. Use ▼ to select the Demand Cd.
- B. Complete the ILS-S Order Details grid.
 - a. Enter the Base Supply DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - b. Enter the ORG SHOP CD in the field provided. *This is a 5 alphanumeric character field.*





- c. Use ▼ to select the UJC.
- d. Enter the Serial/ID NBR in the field provided. *This is a 30 alphanumeric character field.*
- e. Enter the Maintenance Unit ID Cd in the field provided. *This is a 1 alphanumeric character field.*
- C. Complete the ILS-S Data grid.
 - a. Enter the Standard Reporting Designator (SRD), or use  to browse for the entry. *This is a 3 alphanumeric character field.*
- D. Complete the Additional Information grid.

3. Select . The **Delete Confirmation** pop-up window appears.

4. Select . The information is saved.


Note



Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

Helpful Tip



To view the saved requisition without selecting , select the Requisition hyperlink at the top left hand corner. The **Requisition Search – Order** page appears and the information displays in the Search Results grid.


5. Select . The **Requisition Search – Order** page appears and the information displays in the Search Results grid.





Review the Requisition Details

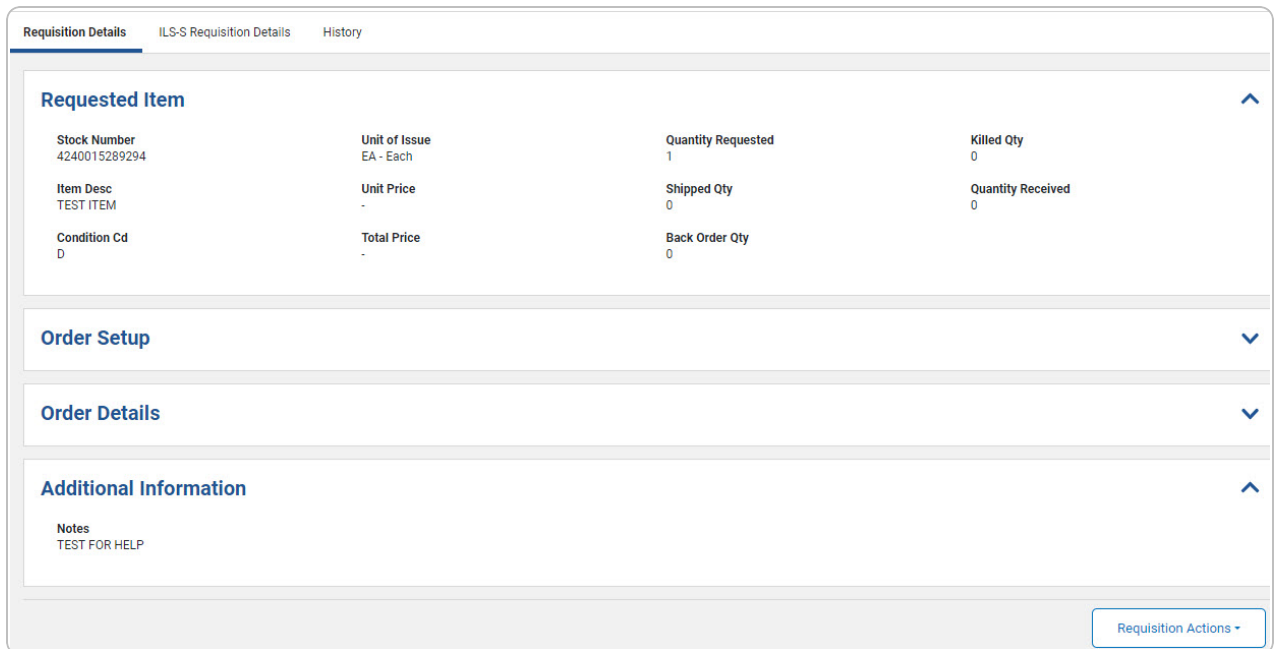
Navigation

Requisition > ILS-S > Order > Search Criteria >  Search > Search Results > Doc NBR hyperlink > Requisition Review page

Procedures

Review the Requisition Details

1. Select the DOC NBR hyperlink. *The **Requisition Review** page appears.*



Requested Item			
Stock Number 4240015289294	Unit of Issue EA - Each	Quantity Requested 1	Killed Qty 0
Item Desc TEST ITEM	Unit Price -	Shipped Qty 0	Quantity Received 0
Condition Cd D	Total Price -	Back Order Qty 0	

Order Setup

Order Details

Additional Information

Notes
TEST FOR HELP

Requisition Actions

2. *Verify the Requisition Details tab.*
 - A. *Verify the Requested Item panel.*
 - B. *Verify the Order Setup panel*



Order Setup

Ordered By E10130	Document Type MR - MILSTRIP Requisition	Work Order Number 2011110900004-1	ILS-S Work Order 300004
Requesting Source WO - Work Order	Document Sub Type NRS - MILSTRIP Requisition - Self	Job Control Nbr (JCN) 113130000401	Ordered From BS - Base Supply

C. Verify the Order Details panel.

Order Details

Document Nbr JTESTT32132000	Required Delivery Dt -	Delivery Destination -	Advice Code -
Status Requested	Demand Cd D	Delivery Priority 3 - Expedited 1 - 3 days	Project Code -
Ordered Date 08/01/2023 10:48:05 am			

D. Verify the Additional Information panel.

3. Select the ILS-S Requisition Details tab.

Requisition Details **ILS-S Requisition Details** History

ILS-S Order Details

Base Supply DoDAAC NM1234	Work Unit Cd (WUC) ZZ	Technical Order Nbr -	T.O. Index -
Org Shop Cd TESTT	T.O. Volume -	Requester Name -	UJC AM - For Engine
Maintenance Unit ID Cd A	T.O. Figure -	Requester Phone -	Serial / ID Nbr 0765434

ILS-S Data

MICAP Details

Requisition Actions

A. Verify the ILS-S Order Details panel.

B. Verify the ILS-S Data panel.

ILS-S Data

Standard Reporting Designator (SRD) G15	Major Command Cd -	End Item Document Nbr -	Transaction Exception Code (TEX) -
JOCAS Nbr -	End Item System Designator -	End Item SRD -	Issue Exception Code (IEX) -

C. Verify the ILS-S Due Out Status Updates panel.



Help Reference Guide

ILS-S Due Out Status Updates

Due Out Qty

Due Out Status Cd

Est Delivery Dt

Supply Status Cd

Note



The ILS-S Due Out Status Updates panel appears when the Requisition status is in "Backorder".

- a. *Verify the Due Out QTY.*
 - b. *Verify the Due Out Status CD.*
 - c. *Verify the Est Delivery DT.*
 - d. *Verify the Supply Status CD.*
- D. *Verify the MICAP Details panel.*

MICAP Details

MICAP Start Dt/Tm

MICAP Condition Cd

MICAP Serial / ID Nbr

Verified By

MICAP UJC
AM - For Engine

MICAP SRD
G15

MICAP Command Cd

4. *Select the History tab.*

Requisition Details
ILS-S Requisition Details
History

Events

Options
Reprocess
Refresh



Event Type	Event Date	Doc Status	Established By	Remarks
INQ DN Response	08/01/2023 10:52 AM	Failed	NMLAW	--
INQ DN Request	08/01/2023 10:52 AM	Processed	NMLAW	--
ISU Response	08/01/2023 10:48 AM	Failed	NMLAW	--
ISU Request	08/01/2023 10:48 AM	Processed	NMLAW	--
Requisition Update	08/01/2023 10:48 AM	--	NMLAW	--

Requisition Actions









Help Reference Guide

- A. Select  next to the desired Event Type record. *The Event Type is highlighted, and  becomes available.*

Note



 becomes available when the selected record's DOC STATUS is "Failed".

- B. Select . *The **Reprocess Confirmation** pop-up window appears.*
- C. Select . *The Events grid refreshes.*
- D. Select the Event Type hyperlink. *The selected **Event Details** slide-out window appears.*
5. Select . *The Requisition Actions appear in a drop-down.*

Note



 The  does not appear when the Status is "Cancelled". Requisition Actions appear based on the selected record's status. Not all requisition action options appear.





Requisition Actions ▾

- Receive
- Resubmit ISU
- Cancel Requisition
- Update Requisition
- TRN Update
- DIFM Detail Change
- Due Out Cancellation
- Due In From Maintenance (DFM)
- MICAP Updates (NOR)

- A. Select . The **Receiving** slide-out window appears.
- B. Select . The **Resubmit Requisition** pop-up window appears.
- C. Select . The **Cancel Requisition** pop-up window appears.
- D. Select . The **Requisition Update** slide-out window appears.
- E. Select . The **TRN Update** slide-out window appears.
- F. Select . The **Maintenance Detail Change** slide-out window appears.
- G. Select . The **Due Out Cancellation (DOC)** slide-out window appears.





Help Reference Guide

- H. Select . The **Due In Detail Updates (DIT)** slide-out window appears.
- I. Select . The **MICAP Updates (NOR)** slide-out window appears.





Receive a Requisition Order

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

Requisition Actions ▾

> Receive

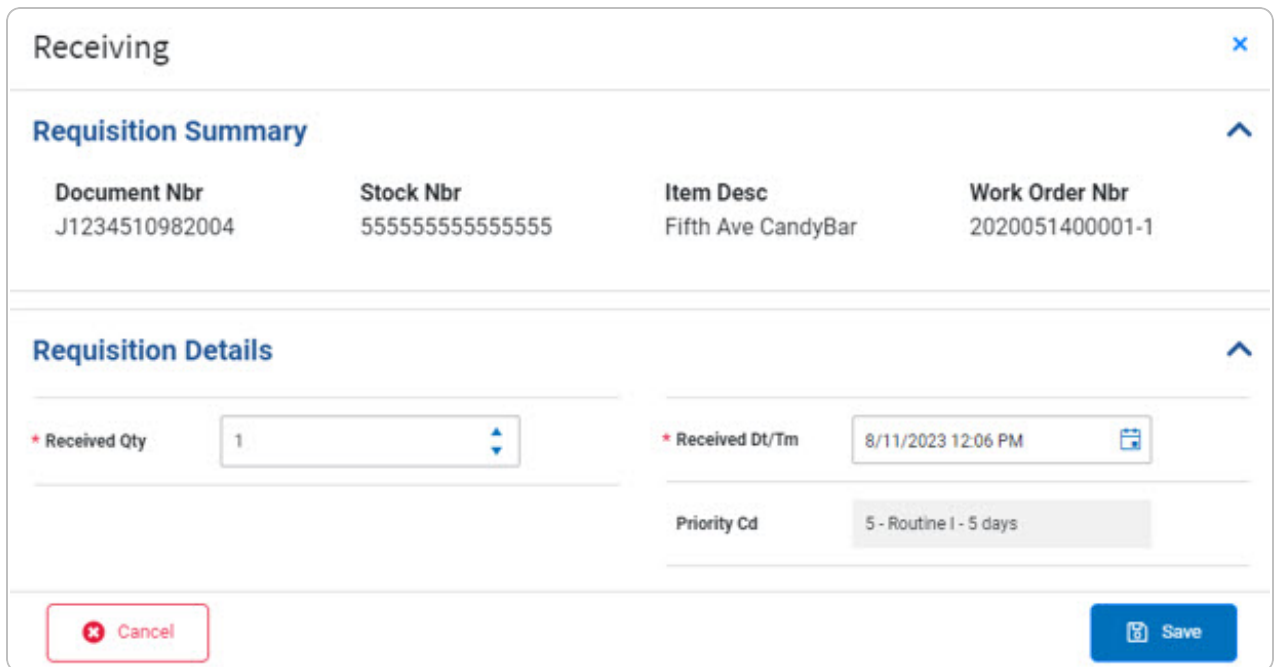
> Receiving slide-out window

Procedures

Receive a Requisition Order

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

1. Select . The **Receiving** slide-out window appears.





Receiving

Requisition Summary

Document Nbr	Stock Nbr	Item Desc	Work Order Nbr
J1234510982004	55555555555555	Fifth Ave CandyBar	2020051400001-1

Requisition Details


* Received Qty	1	* Received Dt/Tm	8/11/2023 12:06 PM
		Priority Cd	5 - Routine I - 5 days

2. Verify the Requisition Summary grid.
3. Update the Requisition Details grid.








4. Select  Save. The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.






Resubmit a Requisition Order

Navigation

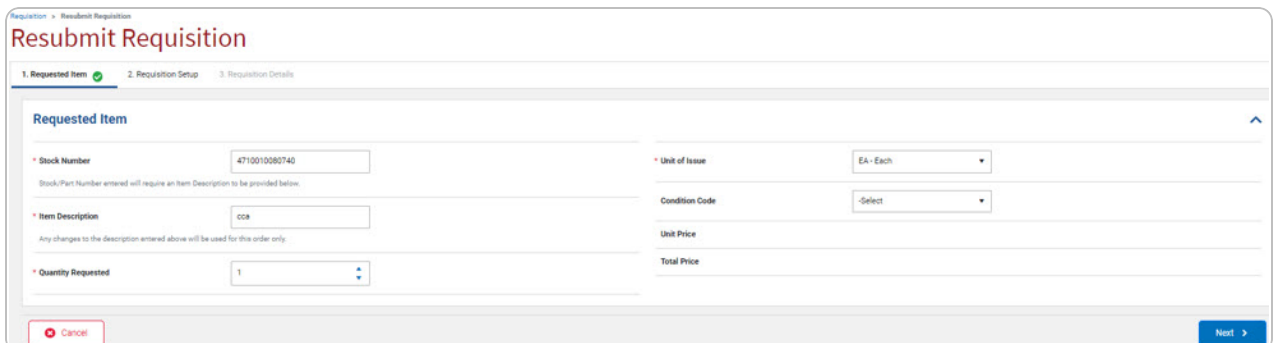
Requisition > ILS-S > Order > Search Criteria >  > Search Results > Doc
NBRhyperlink >  >  > Resubmit Requisition slide-out window




Procedures

Resubmit a Requisition Order

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

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



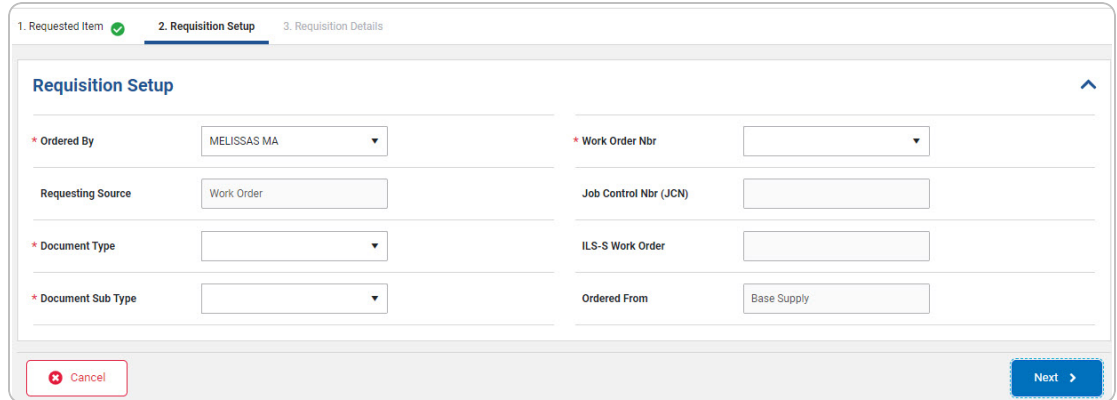
2. Update the Requested Item grid.
 - A. Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*
 - B. Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*
 - C. Update the Quantity Requested, using  to choose the revised quantity.
 - D. Update the Unit of Issue, using  to select the desired unit.Select . The Requisition Setup tab opens.
- E.





OR

Select the Requisition Setup tab.



a. *Update the Requisition Setup grid.*

1. Update the Ordered By, using ▼ to select the desired entry.
2. Update the Document Type, using ▼ to select the desired type
3. Update the Document Sub Type, using ▼ to select the desired SUB type.
4. Update the Work Order Nbr, using ▼ to select the desired number.

Select . *The Requisition Details tab opens.*

5.

OR

Select the Requisition Details tab.





Help Reference Guide

1. Requested Item ☒ 2. Requisition Setup ☒ 3. Requisition Details

Order Details

Document Nbr	J*****3219****	Delivery Destination	
Ordered Dt	08/07/2023	Delivery Priority	-Select-
Required Delivery Date	month/day/year	Changes to UJC will update the value of this field	
* Demand Cd	R - Recurring Demand	Advice Cd	-Select-
		Project Cd	

ILS-S Order Details

* Base Supply DoDAAC	NM1234	Technical Order Nbr	
* Org Shop Cd		T.O Volume	
* UJC		T.O Figure	
* Serial / ID Nbr		T.O Index	
Work Unit Cd (WUC)	ZZ	Requester Name	
* Maintenance Unit ID Cd	A	Requester Phone	

ILS-S Data

* Standard Reporting Designator (SRD)		JOCAS Nbr	
Transaction Exception Code (TEX)		End Item System Designator	
Issue Exception Code (IEC)		End Item Document Nbr	
Major Command Cd	-Select-	End Item SRD	

Additional Information

Notes

- A. Complete the Order Details grid.
 - a. Update the Demand Cd, using ▼ to select the desired code.
- B. Complete the ILS-S Order Details grid.
 - a. Update the Base Supply DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
 - b. Update the ORG SHOP CD, entering the revised code in the field provided. *This is a 5 alphanumeric character*





field.

- c. Update the UJC, using ▼ to select the desired code.
- d. Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
- e. Update the Maintenance Unit ID CD, entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

C. Complete the ILS-S Data grid.

- a. Update the Standard Reporting Designator (SRD), using 🔍 to browse for the revised entry. *This is a 3 alphanumeric character field.*

D. Complete the Additional Information grid.

3. Select . The **Requisition Search — Order** page appears and the information displays in the Search Results grid.





Cancel a Requisition Order

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

Requisition Actions ▾

>


Cancel Requisition

> Cancel Requisition Order Confirmation pop up window


Procedures



Cancel a Requisition Order


 No

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

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

 Are you sure you want to Cancel this Requisition?

 No  Yes

2. Select . The pop-up window closes and the selected entry's status changes to "Cancelled" in the Search Results grid.





Update a Requisition Review

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

Requisition Actions ▾

>


Update Requisition

>

Requisition Update slide-out window

Procedures

Update a Requisition Review

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





Help Reference Guide

1. Select **Update Requisition**. The **Requisition Update** slide-out window appears.

Requisition Update

Requisition Summary

Document Nbr	Stock Nbr	Item Desc	Work Order Nbr
JHELPT32142001	Another Test	Test	2023072700001-1

Requisition Update

Item Description	Test	T.O. Volume	
Deployed Cd (SRAN)		T.O. Figure	
Requestor Name		T.O. Index	
Requestor Phone		Notes	Help Test
Technical Order Nbr			


✓ Cancel

✓ Finish

2. Update the Requisition Summary grid.
3. Update the Requisition Update grid.





4. Select . The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.





Update a TRN

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

Requisition Actions ▾

>

TRN Update

>

TRN Update slide-out window

Procedures

Update a TRN

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





Help Reference Guide

1. Select **TRN Update**. The **TRN Update** slide-out window appears.

TRN Update

Requisition Summary

Document Nbr	Stock Nbr	Item Desc	Work Order Nbr

TRN Update Details

Base Supply DoDAAC	<input type="text"/>	* AF to 350 Tag Nbr	<input type="text"/>
SRD	<input type="text"/>	* Qty Turned Around	<input type="text"/>
Production Control ID	<input type="text"/>	* Maintenance Action Taken Cd	<input type="text"/>
Constants	<input type="text"/>	* Repair Cycle Days	<input type="text"/>

Cancel

Save

2. Verify the Requisition Summary grid.
3. Update the TRN Update Details grid.
 1. Update the AF to 350 Tag NBR, entering the revised tag number in the field provided. *This is a 6 numeric character field.*
 2. Update the QTY Turned Around, entering the revised quantity in the field provided. *This is a 1 numeric character field.*
 3. Update the Maintenance Action Taken Cd, using ▼ to select the desired code.
 4. Update the Repair Cycle Days, entering the revised days in the field provided. *This is a 3 alphanumeric character field.*
4. Select **Save**. The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.





Update a Maintenance Detail Change

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

Requisition Actions ▾

>

DIFM Detail Change

>

Maintenance Detail Change slide-out window

Procedures

Update a Maintenance Detail Change

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





Help Reference Guide

1. Select **DIFM Detail Change**. The **Maintenance Detail Change** slide-out window appears.

Maintenance Detail Change

Requisition Summary

Document Nbr	Stock Nbr	Item Description	Work Order Nbr
J808TL12452000	2310010186668	Offline Issue Request - Description Update Required	100006

DFM Details

Base Supply DoDAAC	KD0402	DIFM Location	
Quantity	1	DIFM Status Code	
Deficiency Report Control Number		RAR Due Out Document Nbr	
CE Work Order Number			

Cancel

Save

2. Verify the **Requisition Summary** grid.
3. Update the **DFM Details** grid.
4. Select **Save**. The **Requisition Review** page reappears and the updated information appears throughout the **Requisition Review** and/or in the **Events** grid.


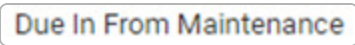




Update a Due In Detail (DIT)


Navigation



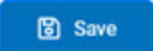
Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

 >  > Due In Detail Updates (DIT) slide-out window

Procedures

Update a Due In Detail (DIT)

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

1. Select . The **Due In Detail Updates (DIT)** slide-out window appears.
2. Verify the Requisition Summary grid.
3. Update the DIT Updates grid.
4. Update the Due Out Mark-For Changes grid.
 - A. Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
 - B. Update the Standard Reporting Designator (SRD), using  to browse for the revised entry. *This is a 3 alphanumeric character field.*
5. Select . The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.





Cancel a Due Out (DOC)

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

Requisition Actions ▾

>

Due Out Cancellation

>

Due Out Cancellation (DOC) slide-out window

Procedures

Cancel a Due Out (DOC)

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





Help Reference Guide

1. Select **Due Out Cancellation**. The **Due Out Cancellation (DOC)** slide-out window appears.

Due Out Cancellation (DOC) ✕

Requisition Summary ^

Document Nbr J808TL12452000	Stock Nbr 2310010186668	Item Desc Offline Issue Request - Description Update Required	Work Order Nbr 100006
---------------------------------------	-----------------------------------	---	---------------------------------

DOC Updates


Base Supply DoDAAC KD0402	* Qty To Be Cancelled 0
MICAP Delete Code 0	Type of Account Code B
Unit of Issue EA - Each	* Transaction Exception Cd (TEX) -Select-
Due-Out Qty 1	* Cancellation Status Cd -Select-
* Maint Action Taken Cd -Select-	Review Cd M

✕ Cancel
Save

2. Verify the Requisition Summary grid.
3. Update the DOC Updates grid.
 - A. Update the Maint Action Taken Cd, using ▼ to select the desired code.
 - B. Update the QTY To Be Cancelled, using ▲▼ to choose the revised quantity.
 - C. Update the Transaction Exception Cd (TEX), using ▼ to select the desired code.
 - D. Update the Cancellation Status Cd, using ▼ to select the desired code.





4. Select  Save. The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.





Update a MICAP (NOR)

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >


Requisition Actions >

MICAP Updates (NOR) >

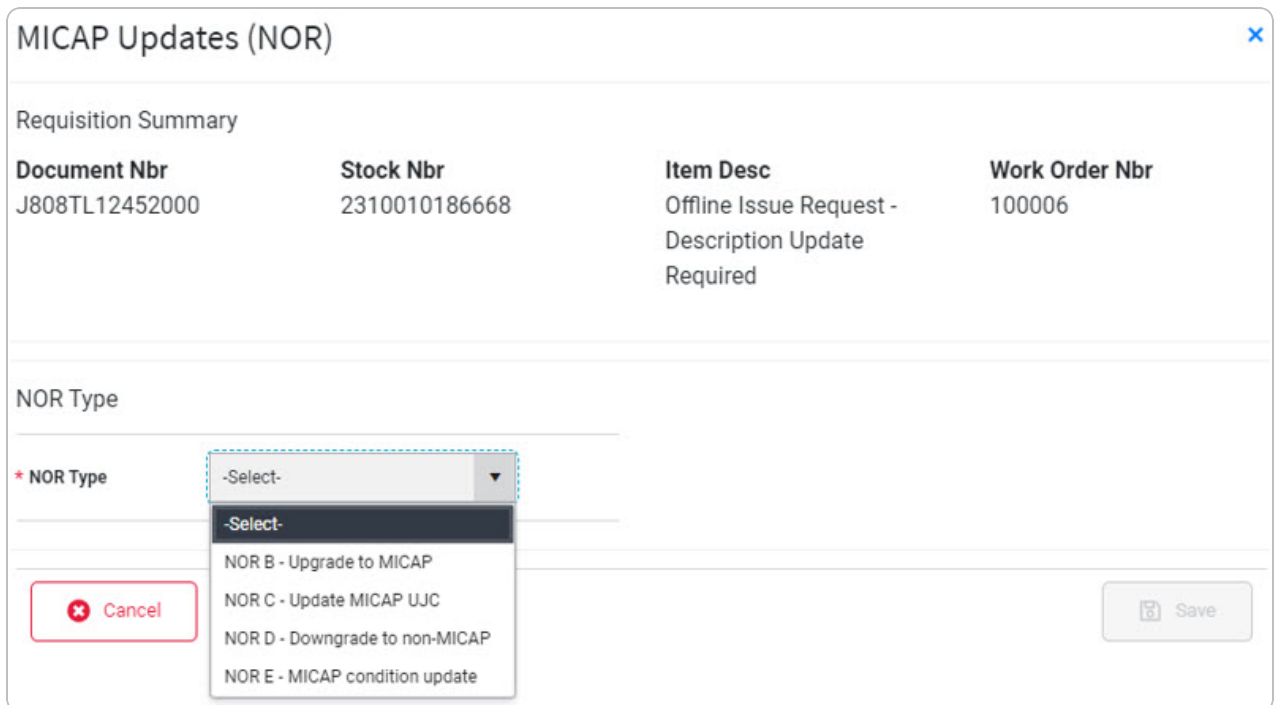
MICAP Updates (NOR) slide-out window

Procedures

Update a MICAP (NOR)

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

1. Select . The **MICAP Updates (NOR)** slide-out window appears.



2. Verify the Requisition Summary grid.
3. Update the NOR Type grid.





- A. Update the NOR Type, using ▼ to select the desired code.

Helpful Tip



The NOR types are available depending on the UJC for the specific Requisition. The NON-MICAP UJC starts with an A, B, or C value. It does NOT start with a 1 or J value.


- If the requisition's UJC is currently a MICAP, the NOR C, NOR D, and NOR E options display.
- If the MICAP Updates drawer is opened, select NOR C - Update MICAP UJC and Condition Code.

- NOR B & D



MICAP Details

★ UJC

★ MICAP Start Dt/Tm



- a. *Update the MICAP Details grid.*

1. Update the UJC, using ▼ to select the desired code.
 2. Use   to select the MICAP Start DT/Time, or enter the date (MM/DD/YYYY) in the field provided.
- NOR C





MICAP Details

★ UJC



Condition Cd

A

★ MICAP Start
Dt/Tm

--/--/----



- a. *Update the MICAP Details grid.*
 1. Update the UJC, using ▼ to select the desired code.
 2. Use   to select the MICAP Start Dt/Time, or enter the date (MM/DD/YYYY) in the field provided.
- NOR E





Help Reference Guide

MICAP Details

Serial Nbr

SRD



MICAP Dt/Tn

--/--/----



Major Command
Cd



a. Update the MICAP Details grid.

4. Select  Save. The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.





Reprocess the Requisition

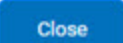
Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > History

Tab >  (desired record) >  > Reprocess Confirmation pop up window

Procedures

Reprocess the Requisition

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

1. Select . The **Reprocess Confirmation** pop-up window appears.

Note

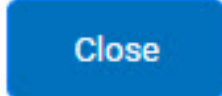




becomes available when the selected record's DOC STATUS is "Failed".



Response has been submitted for Reprocessing




2. Select . The pop-up window closes and returns to the previous page.






View the Requisition Update Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria >  Search > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > Requisition Update hyperlink > Requisition Update slide-out window

Procedures

View the Requisition Update Event Details

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

1. Select the Requisition Update hyperlink. The **Requisition Update** slide-out window appears.





Help Reference Guide

Requisition Update ✕

Event Details

Doc Number
JTEST232152000

Update Date Time
08/03/2023 01:57:25 pm

Established By
NMLAW

Update Details

Requisition Detail	Original Value	New Value
Ordered Date Time	8/3/2023 1:55:26 PM	8/3/2023 1:57:17 PM
Filled Quantity		0
Denied Quantity		0
Back Ordered Quantity		0
Status	Draft Orders	Requested


2. *Verify the Requisition Update.*
 - A. *Verify the Event Details grid.*
 - B. *Verify the Update Details grid.*





View the ISU Request Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria >  > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > ISU Request hyperlink > ISU Request slide-out window

Procedures

View the ISU Request Event Details

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

1. Select the ISU Request hyperlink. The **ISU Request** slide-out window appears.

ISU Request

Event Details

Doc Number	To Address	Request Time
JTESTT32142000	W25G1Q	08/02/2023 02:05:43 pm
Document Status	From Address	Transaction Run Date Time
Processed	W25G1Q	08/02/2023 02:05:43 pm


2. Verify the Event Details grid.





View the ISU Response Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria >  > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > ISU Response hyperlink > ISU Response slide-out window


Procedures

View the ISU Response Event Details

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

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

ISU Response



Event Details

Doc Number	To Address	Request Time
JTESTT32142000	W25G1Q	08/02/2023 02:05:43 pm
Document Status	From Address	Processed Date Time
Failed	W25G1Q	-


2. Verify the Event Details grid.






View the INQ DN Request Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria >  > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > INQ DN Request hyperlink > INQ DN Request slide-out window


Procedures

View the INQ DN Request Event Details

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

1. Select the INQ DN Request hyperlink. The **INQ DN Request** slide-out window appears.

INQ DN Request



Event Details

Doc Number	To Address	Request Time
JTEST332162003	W25G1Q	08/04/2023 01:29:00 pm
Document Status	From Address	Transaction Run Date Time
Processed	W81UCX	08/04/2023 01:29:00 pm


2. Verify the Event Details grid.






View the INQ DN Response Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria >  > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > INQ DNResponse hyperlink > INQ DN Response slide-out window


Procedures

View the INQ DN Response Event Details

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

1. Select the INQ DN Response hyperlink. The **INQ DN Response** slide-out window appears.

INQ DN Response



Event Details

Doc Number	To Address	Request Time
JTEST332162003	W25G1Q	08/04/2023 01:29:01 pm
Document Status	From Address	Processed Date Time
Failed	W81UCX	-




2. Verify the Event Details grid.





Update a Requisition Order

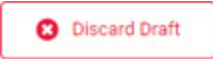

Navigation

Requisition > ILS-S > Order > Search Criteria >  > Search Results > 
 (desired record) >  > Add Requisition (Update) page

Procedures

Update a Requisition Order


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


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

1. Select . The **Add Requisition (Update)** page appears.

Note



 is not available when the Status is "Requested". Only Requisitions not in "completed" status can be updated.

1. Requested Item 
2. Requisition Setup
3. Requisition Details

Requested Item

* Stock Number

* Unit of Issue

EA - Each

Stock/Part Number entered will require an Item Description to be provided below.

* Item Description

Any changes to the description entered above will be used for this order only.

* Quantity Requested

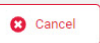
3

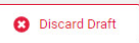
Condition Code


-Select


Unit Price

Total Price
















2. *Complete the Requested Item grid.*

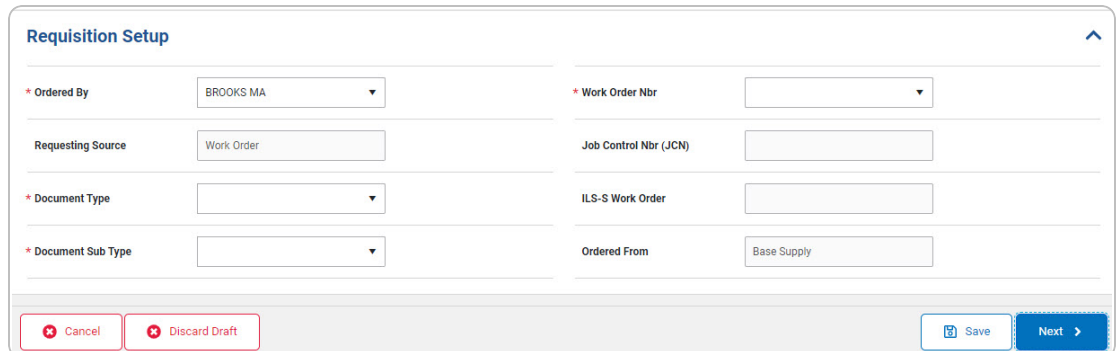
- A.** Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*
- B.** Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*
- C.** Update the Quantity Requested, using  to choose the revised quantity.
- D.** Update the Unit of Issue, using  to select the desired unit.

Select . *The Requisition Setup tab opens.*





E.

OR

Select the Requisition Setup tab.



a. *Complete the Requisition Setup grid.*

- 1.** Update the Ordered By, using  to select the desired entry.
- 2.** Update the Document Type, using  to select the desired type
- 3.** Update the Document Sub Type, using  to select the desired SUB type.
- 4.** Update the Work Order Nbr, using  to select the desired number.

Select . *The Requisition Details tab opens.*

5.

OR

Select the Requisition Details tab.





Help Reference Guide

1. Requested Item ☒ 2. Requisition Setup ☒ 3. Requisition Details

Order Details

Document Nbr	J*****3019****	Delivery Destination	
Ordered Dt	01/19/2023	Delivery Priority	-Select-
Required Delivery Date	month/day/year	<small>Changes to UJC will update the value of this field</small>	
* Demand Cd	R - Recurring Demand	Advice Cd	-Select-
		Project Cd	

ILS-S Order Details

* Base Supply DoDAAC	HQ0049	Technical Order Nbr	
* Org Shop Cd		T.O Volume	
* UJC		T.O Figure	
* Serial / ID Nbr		T.O Index	
<small>Value is the last 7 digits of End Item Serial Number of the asset</small>		Requester Name	
Work Unit Cd (WUC)	ZZ	Requester Phone	
* Maintenance Unit ID Cd	A		

ILS-S Data

* Standard Reporting Designator (SRD)		JOCAS Nbr	
Transaction Exception Code (TEX)		End Item System Designator	
Issue Exception Code (IEX)		End Item Document Nbr	
Major Command Cd	-Select-	End Item SRD	



Additional Information

Notes

- A. Complete the Order Details grid.
 - a. Update the Demand Cd, using ▼ to select the desired code.
- B. Complete the ILS-S Order Details grid.
 - a. Update the Base Supply DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*




Help Reference Guide

- b. Update the ORG SHOP CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*
 - c. Update the UJC, using ▼ to select the desired code.
 - d. Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
 - e. Update the Maintenance Unit ID CD, entering the revised code in the field provided. *This is a 1 alphanumeric character field.*
 - C. Complete the ILS-S Data grid.
 - a. Update the Standard Reporting Designator (SRD), using 🔍 to browse for the revised entry. *This is a 3 alphanumeric character field.*
 - D. Complete the Additional Information grid.
 3. Select  . The **Delete Confirmation** pop-up window appears.
 4. Select  . The information is saved.


Note



 Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

Helpful Tip



To view the saved requisition without selecting , select the Requisition hyperlink in the top left hand corner. *The **Requisition Search – Order** page appears and the information displays in the Search Results grid.*






5. Select . The **Requisition Search — Order** page appears and the information displays in the Search Results grid.




Delete a Requisition Order

Navigation

Requisition > ILS-S > Order > Search Criteria >  > Search Results > 
(desired record) >  > Confirm Delete pop-up window

Procedures

Delete a Requisition Order

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

1. Select . The **Delete a Requisition** pop-up window appears.
- 2.

Note




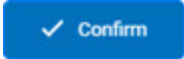
becomes available when the Status is "Draft Orders".



Are you sure you want to delete this record?

 Cancel

 Confirm

3. Select . The entry is removed from the Search Results grid.

