



# 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	<b>0</b>
▼ Due In	<b>1</b>
Requested	<u>1</u>
Rejected	<u>0</u>
Backorder	<u>0</u>
Shipped	<u>0</u>
▼ Partial Receipt	<b>0</b>
Remaining Quantity	<u>0</u>
Missing Account Details	<u>0</u>
▼ 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 +1	Status ↑2	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

Ordered Dt To


Reset Search


### Helpful Tip

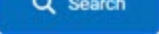


The Search Criteria grid defaults to close when entries generated based on the Work Queue criteria appear in the Search Results grid.

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 +1	Status ↑2	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

10 items per page    1 - 1 of 1 items

## Review the Requisition Details

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

## View the Requisition Inquiry

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


### Note

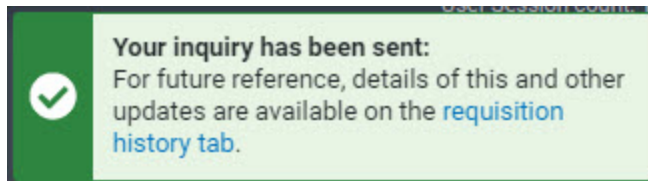


becomes available when the Status is "Requested" or "Cancelled".





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

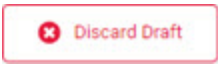

### Navigation

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

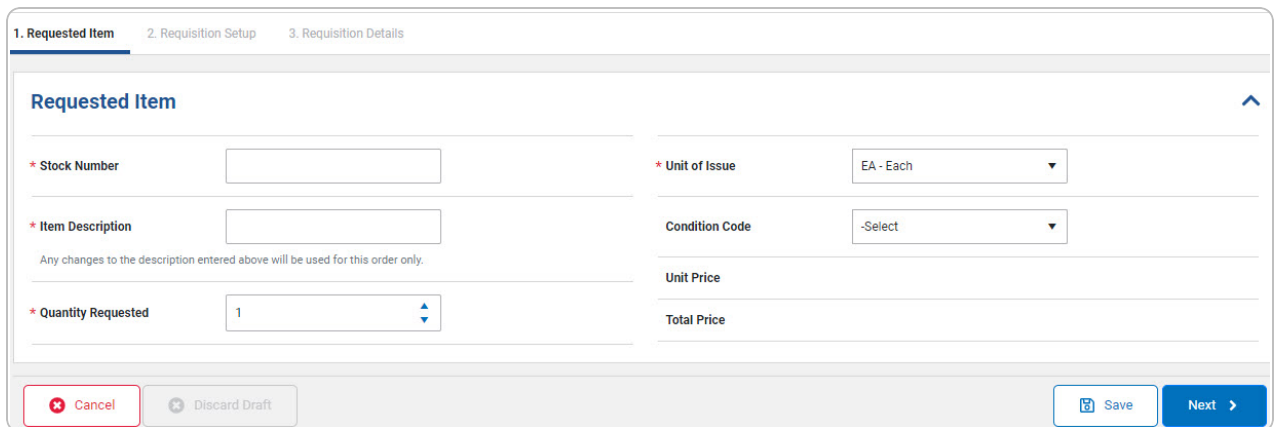
### Procedures

#### 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.



The screenshot shows the 'Add Requisition' form with three tabs: '1. Requested Item', '2. Requisition Setup', and '3. Requisition Details'. The 'Requested Item' tab is active. The form contains the following fields:

- Stock Number**: A text input field.
- Item Description**: A text input field with a note below it: "Any changes to the description entered above will be used for this order only."
- Quantity Requested**: A spinner field with the value '1'.
- Unit of Issue**: A dropdown menu with 'EA - Each' selected.
- Condition Code**: A dropdown menu with '-Select' selected.
- Unit Price**: A text input field.
- Total Price**: A text input field.

At the bottom of the form, there are four buttons: 'Cancel', 'Discard Draft', 'Save', and 'Next'.

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.





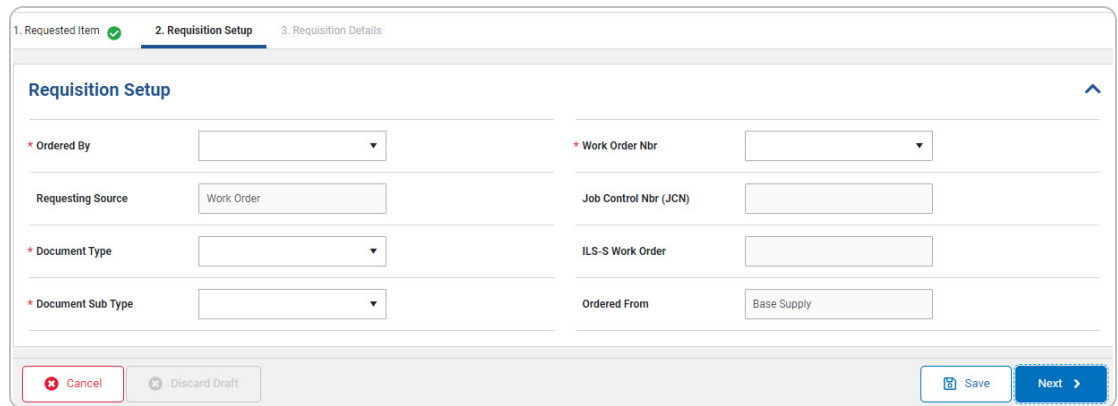
D. Use ▾ to select the Unit of Issue.

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

E.

**OR**

Select the Requisition Setup tab.



The screenshot shows the 'Requisition Setup' form with the following fields:

* Ordered By	<input type="text"/>	* Work Order Nbr	<input type="text"/>
Requesting Source	Work Order	Job Control Nbr (JCN)	<input type="text"/>
* Document Type	<input type="text"/>	ILS-S Work Order	<input type="text"/>
* Document Sub Type	<input type="text"/>	Ordered From	Base Supply

Buttons at the bottom: [Cancel](#), [Discard Draft](#), [Save](#), [Next >](#)

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

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### 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	

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### 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	
<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		

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### 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	

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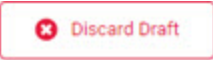

### Additional Information

Notes

- 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

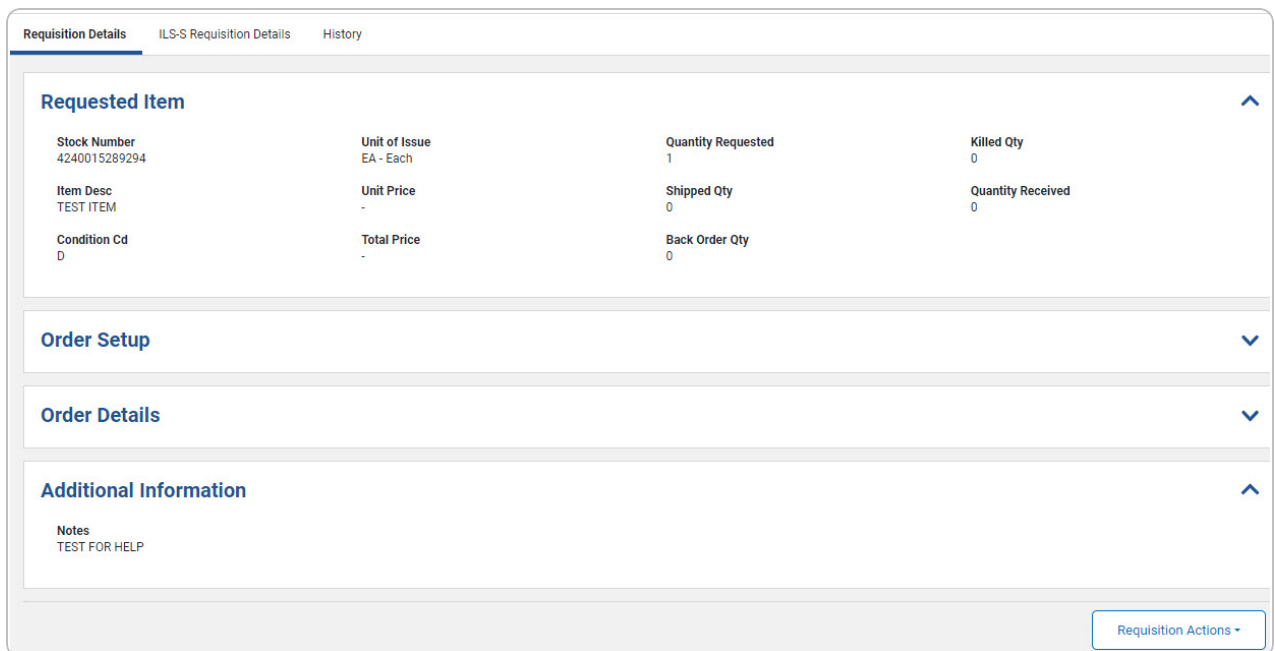
### Navigation

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

### Procedures

#### Review the Requisition Details

1. Select the DOC NBRhyperlink. *The **Review Requisition** page appears.*



Stock Number	Unit of Issue	Quantity Requested	Killed Qty
4240015289294	EA - Each	1	0

Item Desc	Unit Price	Shipped Qty	Quantity Received
TEST ITEM	-	0	0

Condition Cd	Total Price	Back Order Qty
D	-	0

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





## Help Reference Guide

### Order Setup

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

C. *Verify the Order Details panel.*

### Order Details

<b>Document Nbr</b> JTSTT32132000	<b>Required Delivery Dt</b> -	<b>Delivery Destination</b> -	<b>Advice Code</b> -
<b>Status</b> Requested	<b>Demand Cd</b> D	<b>Delivery Priority</b> 3 - Expedited 1 - 3 days	<b>Project Code</b> -
<b>Ordered Date</b> 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

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### ILS-S Order Details

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

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### ILS-S Data

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### MICAP Details

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Requisition Actions ▾

A. *Verify the ILS-S Order Details panel.*

B. *Verify the ILS-S Data panel.*

### ILS-S Data

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

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  
0765434

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**

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**Events**

Options ▾   Reprocess   Refresh



<input type="checkbox"/>	Event Type	Event Date ↓	Doc Status	Established By	Remarks
<input checked="" type="checkbox"/>	INQ DN Response	08/01/2023 10:52 AM	Failed	NMLAW	--
<input type="checkbox"/>	INQ DN Request	08/01/2023 10:52 AM	Processed	NMLAW	--
<input type="checkbox"/>	ISU Response	08/01/2023 10:48 AM	Failed	NMLAW	--
<input type="checkbox"/>	ISU Request	08/01/2023 10:48 AM	Processed	NMLAW	--
<input type="checkbox"/>	Requisition Update	08/01/2023 10:48 AM	--	NMLAW	--

◀   <   >   ▶

Requisition Actions ▾






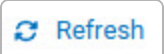

- A. Select  next to the desired Event Type record. *The Event Type is highlighted, and  becomes available.*

### 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.*

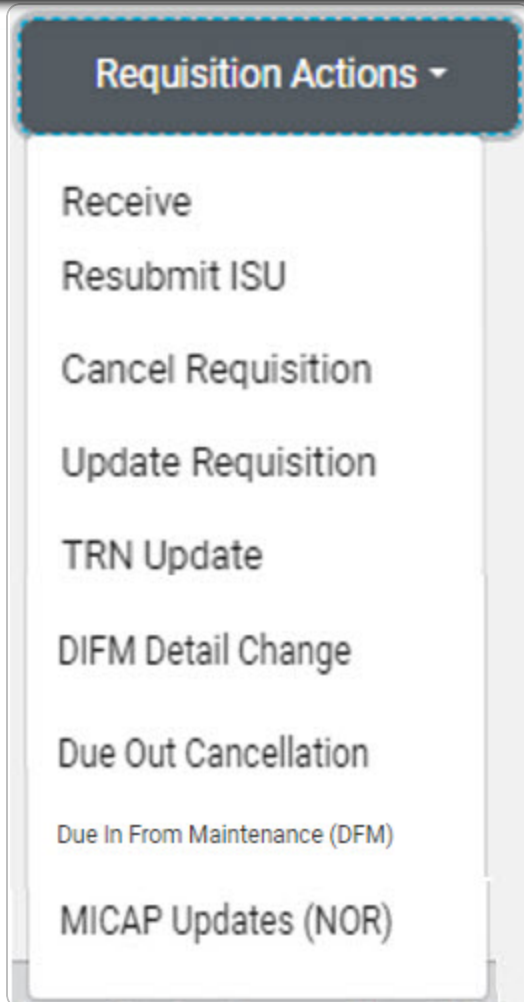
### Note





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.





- 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 >

>  > 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 ✕

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**Requisition Summary** ⤴

Document Nbr	Stock Nbr	Item Desc	Work Order Nbr
J1234510982004	5555555555555555	Fifth Ave CandyBar	2020051400001-1

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**Requisition Details** ⤴

* Received Qty	<input type="text" value="1"/>	* Received Dt/Tm	<input type="text" value="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

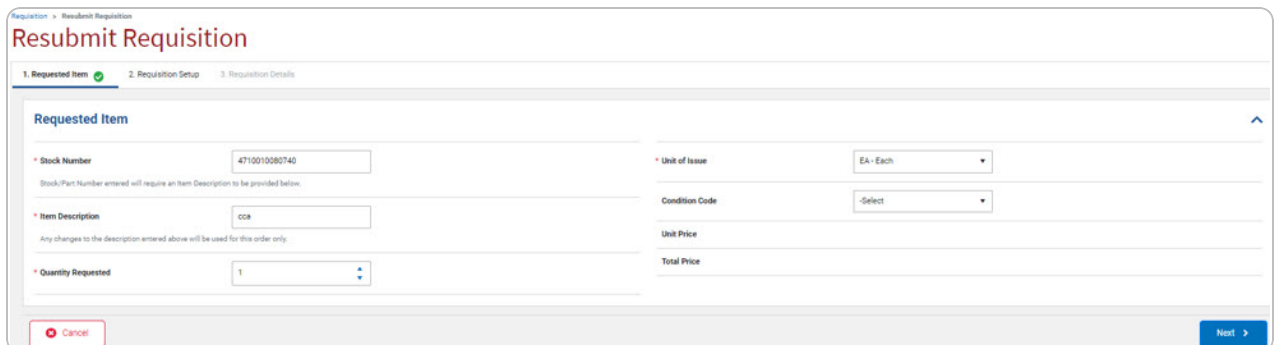
Requisition > ILS-S > Order > Search Criteria >  > Search Results > Doc NBRhyperlink >  >  > Resubmit Requisition slide-out window




### 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.



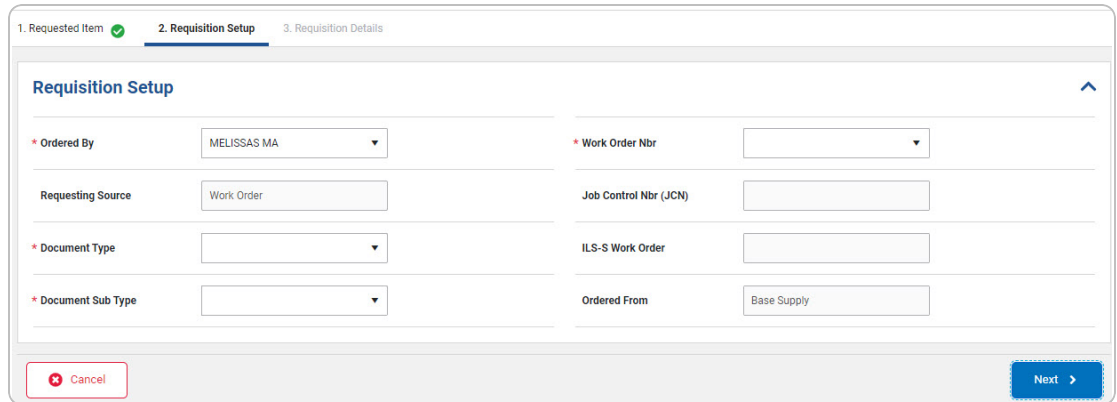
2. Update the Requested Item grid.
  - A. Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*
  - B. Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*
  - 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.



The screenshot shows the 'Requisition Setup' tab in the ELMS system. The tab is active, and the page title is 'Requisition Setup'. The page contains several fields for configuration:

- Ordered By:** MELISSAS MA (dropdown menu)
- Work Order Nbr:** (empty dropdown menu)
- Requesting Source:** Work Order (text input)
- Job Control Nbr (JCN):** (empty text input)
- Document Type:** (empty dropdown menu)
- ILS-S Work Order:** (empty text input)
- Document Sub Type:** (empty dropdown menu)
- Ordered From:** Base Supply (text input)

At the bottom of the form, there are two buttons: a red 'Cancel' button and a blue 'Next >' button.

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 <input type="text"/>	<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	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)	<input type="text"/>	JOCAS Nbr	
Transaction Exception Code (TEX)		End Item System Designator	
Issue Exception Code (EX)		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*







# Cancel a Requisition Order

## Navigation

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


Requisition Actions ▾

> Cancel Requisition

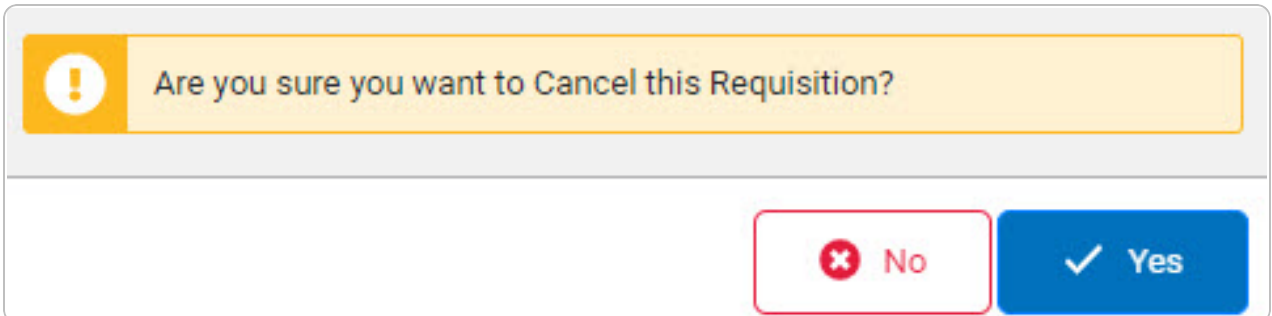
> Cancel Requisition Order Confirmation pop up window

## Procedures

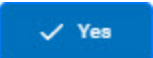
### Cancel a Requisition Order

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.



The image shows a confirmation pop-up window with a yellow header bar containing an exclamation mark icon and the text "Are you sure you want to Cancel this Requisition?". Below the header bar, there are two buttons: a red "No" button with a red 'x' icon and a blue "Yes" button with a white checkmark icon.

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 Update slide-out window

## Procedures

### Update a Requisition Review

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





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

### Requisition Update

✕

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#### Requisition Summary

⬆

<b>Document Nbr</b>	<b>Stock Nbr</b>	<b>Item Desc</b>	<b>Work Order Nbr</b>
JHELPT32142001	Another Test	Test	2023072700001-1

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#### Requisition Update

⬆

**Item Description**

**Deployed Cd (SRAN)**

**Requestor Name**

**Requestor Phone**

**Technical Order Nbr**

**T.O. Volume**

**T.O. Figure**

**T.O. Index**

**Notes**


✓ **Cancel**

✓ **Finish**

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





4. Select . The **Review Requisition** page reappears and the updated information appears throughout the Review Requisition 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.





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

TRN Update
✕

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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" value="▼"/>
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.





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

Maintenance Detail Change
✕

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**Requisition Summary**
⤴

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

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**DFM Details**
⤴

<b>Base Supply DoDAAC</b>	<b>DIFM Location</b>
<input type="text" value="KD0402"/>	<input type="text"/>
<b>Quantity</b>	<b>DIFM Status Code</b>
<input type="text" value="1"/>	<input type="text"/>
<b>Deficiency Report Control Number</b>	<b>RAR Due Out Document Nbr</b>
<input type="text"/>	<input type="text"/>
<b>CE Work Order Number</b>	
<input type="text"/>	

✕ Cancel

📄 Save

2. Verify the **Requisition Summary** grid.
3. Update the **DFM Details** 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 Due In Detail (DIT)

## Navigation



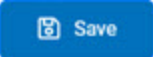
Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink >

 >  > 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  **Cancel** at any point of this procedure removes all revisions and closes the page.





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

Due Out Cancellation (DOC)
✕

---

**Requisition Summary**
⤴

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

---

**DOC Updates**

<table style="width: 100%;"> <tr> <td style="width: 20%;"><b>Base Supply DoDAAC</b></td> <td><input type="text" value="KD0402"/></td> </tr> <tr> <td><b>MICAP Delete Code</b></td> <td><input type="text" value="0"/></td> </tr> <tr> <td><b>Unit of Issue</b></td> <td><input type="text" value="EA - Each"/></td> </tr> <tr> <td><b>Due-Out Qty</b></td> <td><input type="text" value="1"/></td> </tr> <tr> <td><b>* Maint Action Taken Cd</b></td> <td><input type="text" value="--Select--"/></td> </tr> </table>	<b>Base Supply DoDAAC</b>	<input type="text" value="KD0402"/>	<b>MICAP Delete Code</b>	<input type="text" value="0"/>	<b>Unit of Issue</b>	<input type="text" value="EA - Each"/>	<b>Due-Out Qty</b>	<input type="text" value="1"/>	<b>* Maint Action Taken Cd</b>	<input type="text" value="--Select--"/>	<table style="width: 100%;"> <tr> <td><b>* Qty To Be Cancelled</b></td> <td><input type="text" value="0"/></td> </tr> <tr> <td><b>Type of Account Code</b></td> <td><input type="text" value="B"/></td> </tr> <tr> <td><b>* Transaction Exception Cd (TEX)</b></td> <td><input type="text" value="--Select--"/></td> </tr> <tr> <td><b>* Cancellation Status Cd</b></td> <td><input type="text" value="--Select--"/></td> </tr> <tr> <td><b>Review Cd</b></td> <td><input type="text" value="M"/></td> </tr> </table>	<b>* Qty To Be Cancelled</b>	<input type="text" value="0"/>	<b>Type of Account Code</b>	<input type="text" value="B"/>	<b>* Transaction Exception Cd (TEX)</b>	<input type="text" value="--Select--"/>	<b>* Cancellation Status Cd</b>	<input type="text" value="--Select--"/>	<b>Review Cd</b>	<input type="text" value="M"/>
<b>Base Supply DoDAAC</b>	<input type="text" value="KD0402"/>																				
<b>MICAP Delete Code</b>	<input type="text" value="0"/>																				
<b>Unit of Issue</b>	<input type="text" value="EA - Each"/>																				
<b>Due-Out Qty</b>	<input type="text" value="1"/>																				
<b>* Maint Action Taken Cd</b>	<input type="text" value="--Select--"/>																				
<b>* Qty To Be Cancelled</b>	<input type="text" value="0"/>																				
<b>Type of Account Code</b>	<input type="text" value="B"/>																				
<b>* Transaction Exception Cd (TEX)</b>	<input type="text" value="--Select--"/>																				
<b>* Cancellation Status Cd</b>	<input type="text" value="--Select--"/>																				
<b>Review Cd</b>	<input type="text" value="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 >

> 
  > 
 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.

MICAP Updates (NOR)
✕

---

Requisition Summary

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

---

NOR Type

\* NOR Type

-Select-

-Select-  
NOR B - Upgrade to MICAP  
NOR C - Update MICAP UJC  
NOR D - Downgrade to non-MICAP  
NOR E - MICAP condition update

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 slide-out window 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






MICAP Details



---

Serial Nbr


---

SRD  


---

MICAP Dt/Tn   

---

Major Command Cd  

---

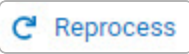
- a. Update the MICAP Details grid.
4. Select . The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.





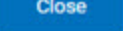
# Reprocess the Requisition

## 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

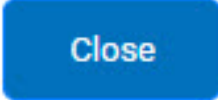


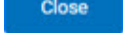


becomes available when the selected record's DOC STATUS is "Failed".



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 Results > Doc NBR hyperlink > Review Requisition > 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.





### 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 > Review Requisition > 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

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

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


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 > Review Requisition > History Tab > INQDN 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

<b>Doc Number</b> JTEST332162003	<b>To Address</b> W25G1Q	<b>Request Time</b> 08/04/2023 01:29:00 pm
<b>Document Status</b> Processed	<b>From Address</b> W81UCX	<b>Transaction Run Date Time</b> 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 > Review Requisition > History Tab > INQDNResponse hyperlink > INQDN 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

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

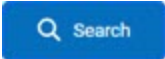


2. Verify the Event Details grid.





## Update a Requisition Order

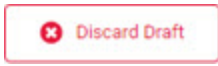

### Navigation

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

### Procedures



#### Update a Requisition Order

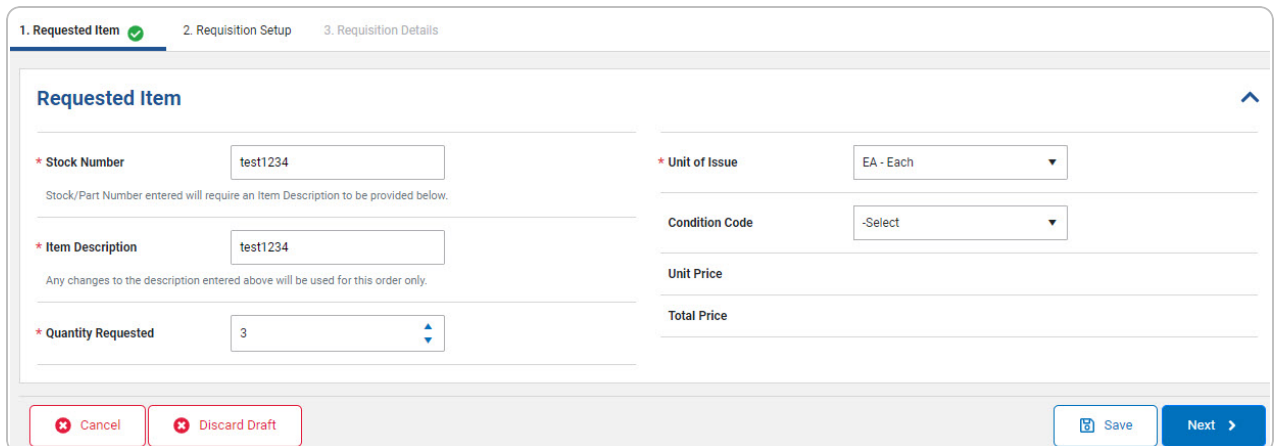
Selecting  at any point of this procedure removes all revisions and closes the page.

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.

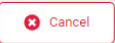
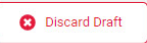
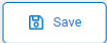

**Note**

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



The screenshot shows the 'Requested Item' form with the following fields:



- Stock Number:** test1234
- Item Description:** test1234
- Quantity Requested:** 3
- Unit of Issue:** EA - Each
- Condition Code:** -Select
- Unit Price:** (empty)
- Total Price:** (empty)


Buttons at the bottom:    





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.





**Requisition Setup** ^

* Ordered By <input style="width: 90%;" type="text" value="BROOKS MA"/>	* Work Order Nbr <input style="width: 90%;" type="text"/>
Requesting Source <input style="width: 90%;" type="text" value="Work Order"/>	Job Control Nbr (JCN) <input style="width: 90%;" type="text"/>
* Document Type <input style="width: 90%;" type="text"/>	ILS-S Work Order <input style="width: 90%;" type="text"/>
* Document Sub Type <input style="width: 90%;" type="text"/>	Ordered From <input style="width: 90%;" type="text" value="Base Supply"/>

✖ Cancel
✖ Discard Draft

Save
Next >

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	H00049	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)	<input type="text"/>	JOCAS Nbr	
Transaction Exception Code (TEX)		End Item System Designator	
Issue Exception Code (EX)		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.*











## Delete a Requisition Order

### Navigation

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

### Procedures


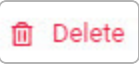
#### Delete a Requisition Order


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



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

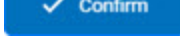
2.

**Note**

  becomes available when the Status is "Draft Orders".

 Are you sure you want to delete this record?

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

