



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 +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 Search . *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.

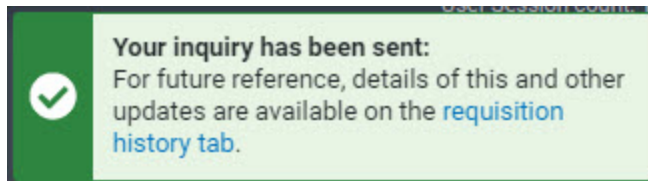
Note

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

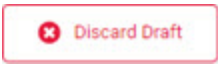

Navigation

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

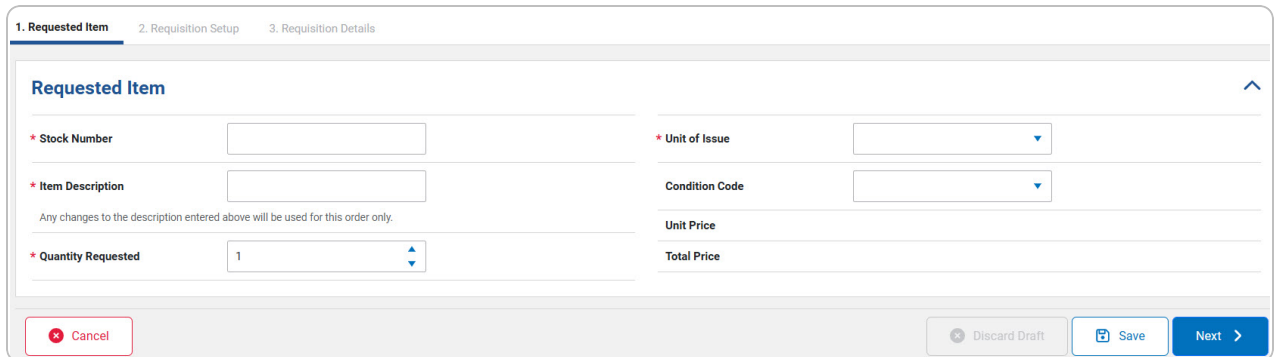
Procedures

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 'Requested Item' form with the following fields and controls:

- Stock Number: Text input field
- Item Description: Text input field with a note: "Any changes to the description entered above will be used for this order only."
- Quantity Requested: Spin-down menu with '1' selected
- Unit of Issue: Dropdown menu
- Condition Code: Dropdown menu
- Unit Price: Text input field
- Total Price: Text input field
- Buttons: Cancel, Discard Draft, Save, 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.



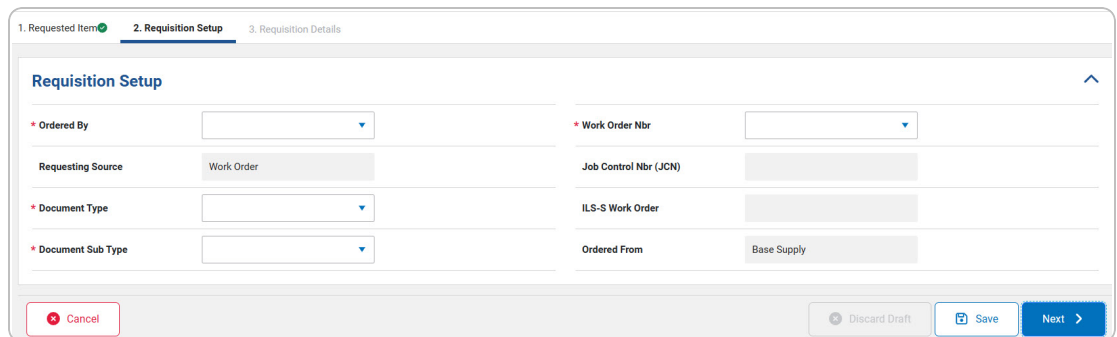


- D. Use  to select the Unit of Issue.
Select . *The Requisition Setup tab opens.*

E.


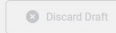


OR

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:    

- 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 . *The Requisition Details tab opens.*

5.

OR

Select the Requisition Details tab.





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

Order Details

Document Nbr	J****G162****	Delivery Destination	
Ordered Dt	06/11/2026	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	13213464	T.O Index	
Work Unit Cd (WUC)		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. 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.*



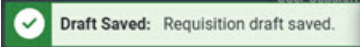
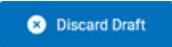
c. Use  to select the UJC.

d. Enter the Serial/ID NBR in the field provided. *This is a 30 alphanumeric character field.*





Help Reference Guide

- 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 .  appears, the information is saved, and  becomes available.

4. To delete the Requisition Order draft, select . The **Delete Confirmation** pop-up window appears.


Note



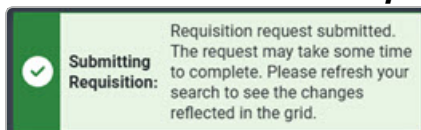
Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

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 with




in the bottom right-hand corner. The Requisition Order information will display in the Search Results grid.





Review the Requisition Details

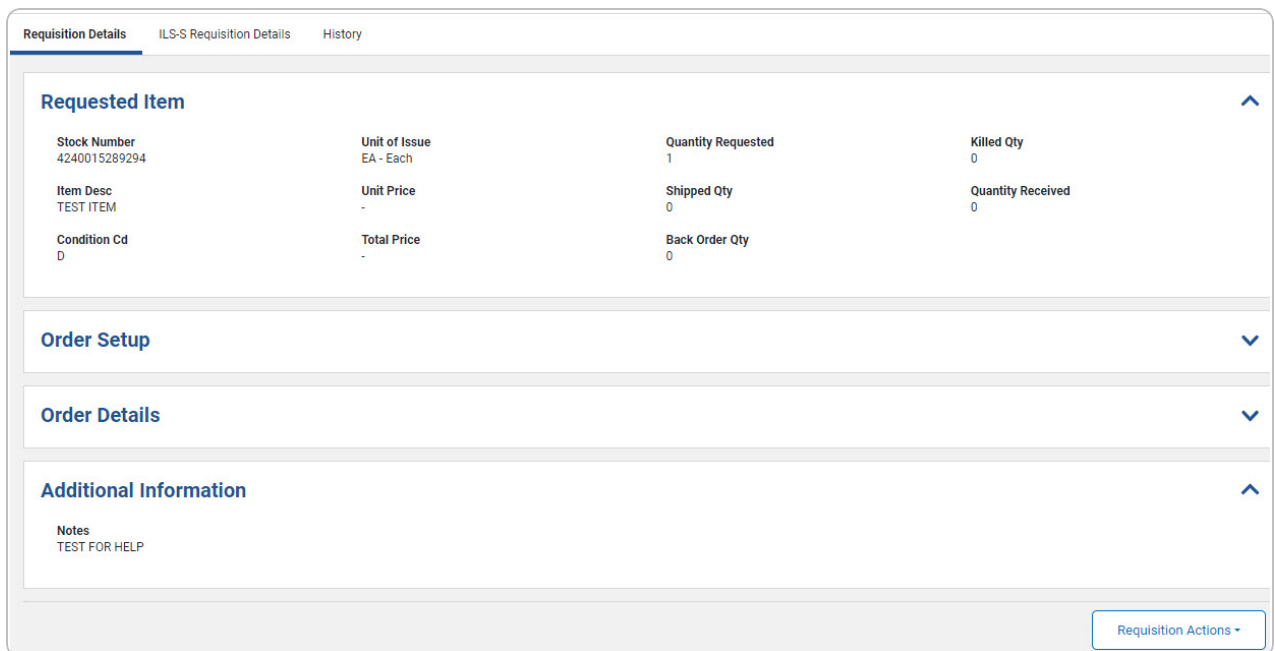
Navigation

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.*



The screenshot shows the 'Review Requisition' page with the following sections:

- Requested Item** (expanded):

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	
- Order Setup** (collapsed)
- Order Details** (collapsed)
- Additional Information** (expanded):
 - Notes: TEST FOR HELP

At the bottom right, there is a 'Requisition Actions' button.

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





Help Reference Guide

Order Setup

Ordered By E10130	Document Type MR - MILSTRIP Requisition	Work Order Number 201111090004-1	ILS-S Work Order 300004
Requesting Source WO - Work Order	Document Sub Type NRS - MILSTRIP Requisition - Self	Job Control Nbr (JCN) 11313000401	Ordered From BS - Base Supply

C. *Verify the Order Details panel.*

Order Details

Document Nbr JTSTT32132000	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
-	-	0765434	-
MICAP UJC	MICAP SRD	MICAP Command Cd	
AM - For Engine	G15	-	

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 ▾





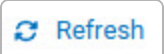



- A. Select  next to the desired Event Type record. *The Event Type is highlighted, and  becomes available.*

Note




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

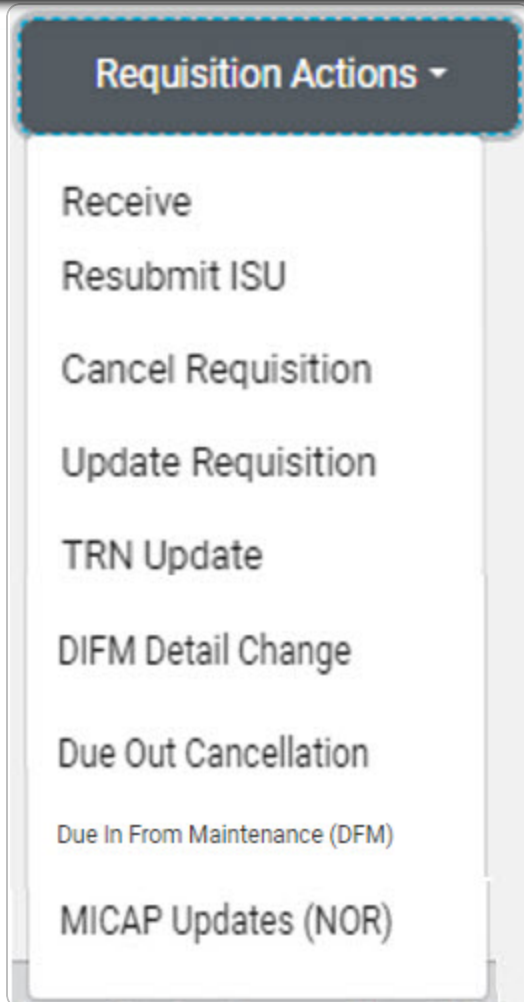
- B. Select . *The **Reprocess Confirmation** pop-up window appears.*
- C. Select . *The Events grid refreshes.*
- D. Select the Event Type hyperlink. *The selected **Event Details** slide-out window appears.*
5. Select . *The Requisition Actions appear in a drop-down.*

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.





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- 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 >

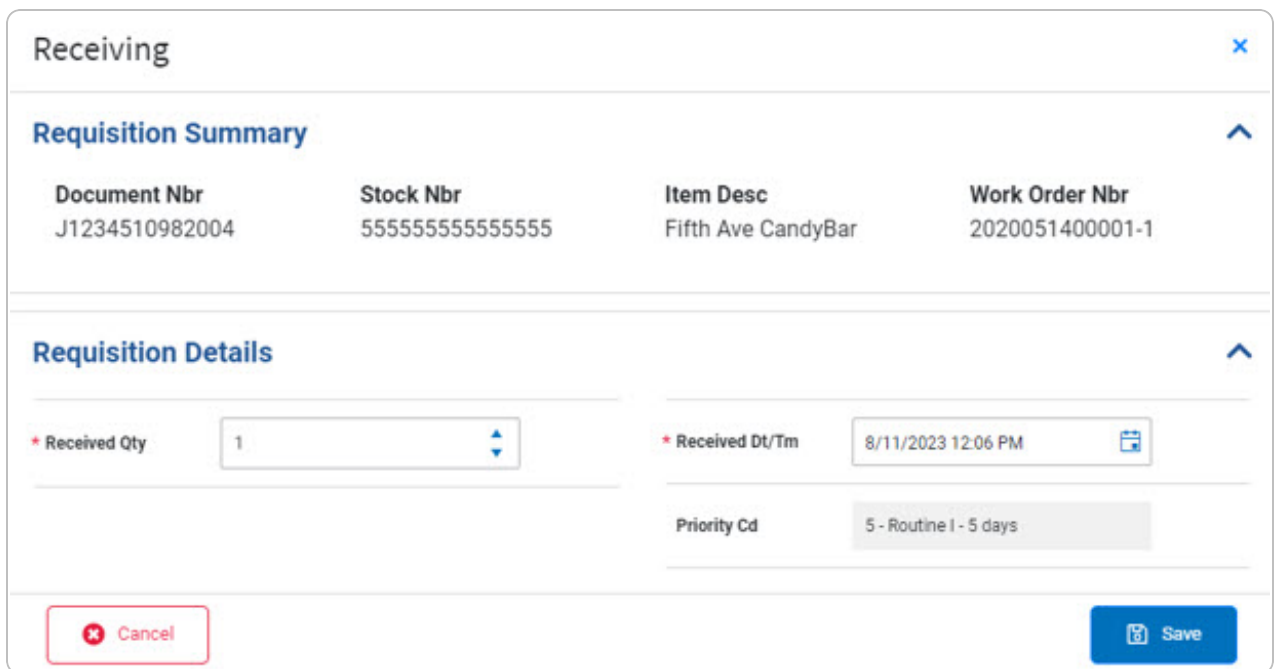
> > Receiving slide-out window

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.



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

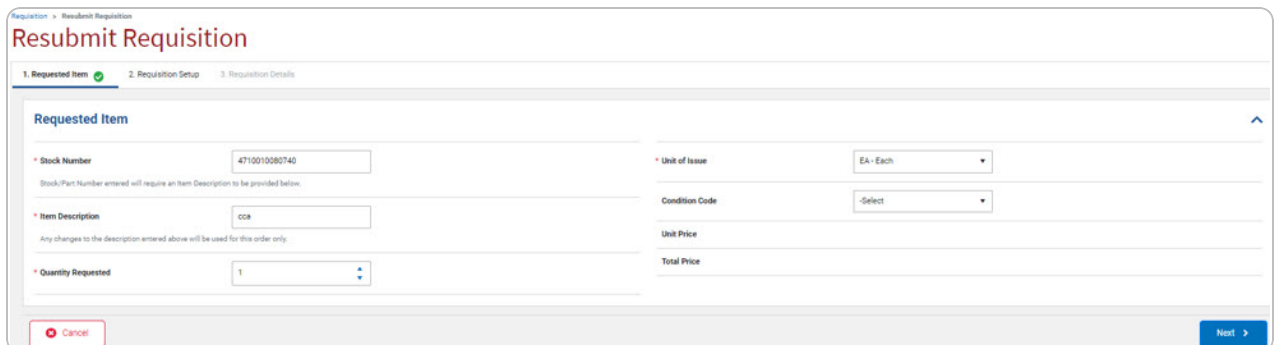
Requisition > ILS-S > Order > Search Criteria >  > Search Results > Doc
 NBRhyperlink >  >  > Resubmit Requisition slide-out window



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.

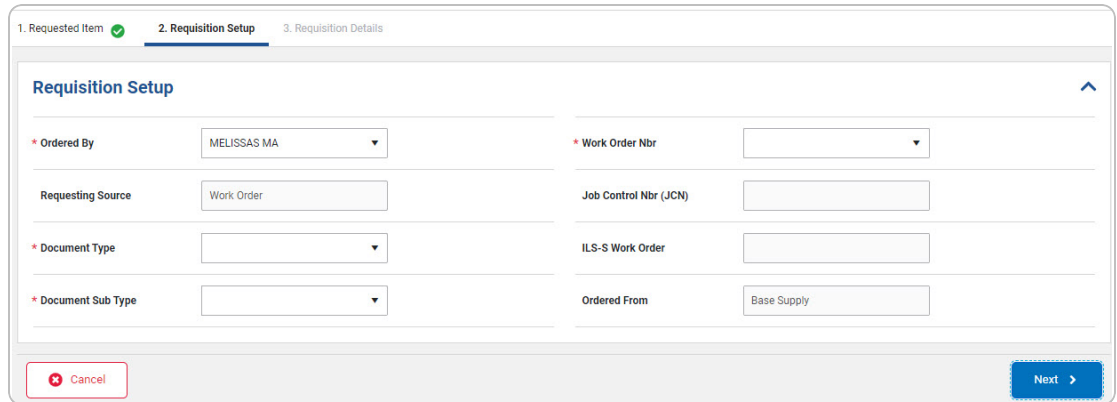
Select . The Requisition Setup tab opens.
- E.





OR

Select the Requisition Setup tab.



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 data entry:

- 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 is a 'Cancel' button on the left and a 'Next >' button on the right.

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 >

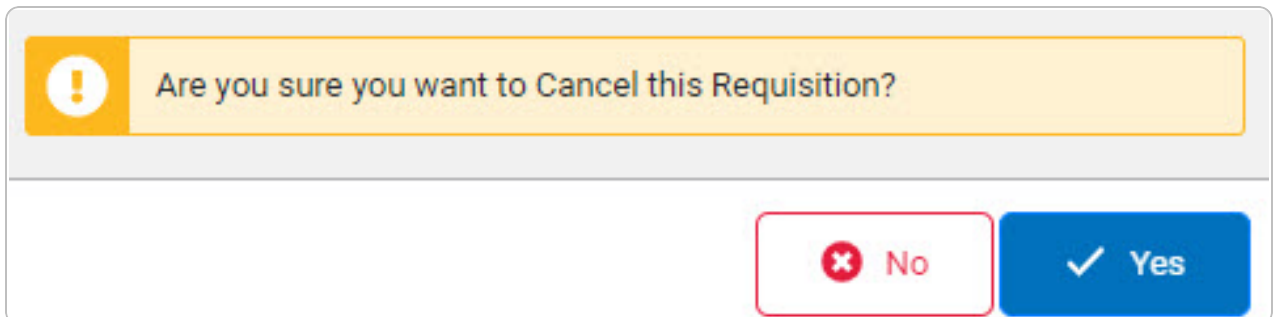
> > Cancel Requisition Order Confirmation pop up window

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.



Are you sure you want to Cancel this Requisition?

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

✕

Requisition Summary

⬆

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

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 >

> > 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
✕

Requisition Summary

Document Nbr	Stock Nbr	Item Desc	Work Order Nbr
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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 >

 >  > 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
✕

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


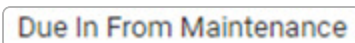




Update a Due In Detail (DIT)

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 >



>


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

Due Out Cancellation (DOC)
✕

Requisition Summary
⤴

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

DOC Updates

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

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.





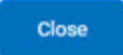
Reprocess the Requisition

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > History Tab >  (desired record) >  > Reprocess Confirmation pop up window



Procedures


Reprocess the Requisition

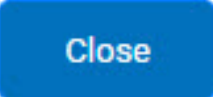
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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
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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

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

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


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 > 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 JTEST332162003	To Address W25G1Q	Request Time 08/04/2023 01:29:00 pm
Document Status Processed	From Address W81UCX	Transaction Run Date Time 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 > INQ DN Response 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 JTEST332162003	To Address W25G1Q	Request Time 08/04/2023 01:29:01 pm
Document Status Failed	From Address W81UCX	Processed Date Time -




2. Verify the Event Details grid.






Update a Requisition Order

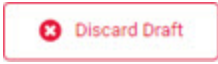

Navigation

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

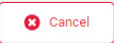
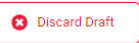
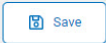



 is not available when the Status is "Requested". Only Requisitions not in "completed" status can be updated.

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

Requested Item



* Stock Number	<input type="text" value="test1234"/>	* Unit of Issue	<input type="text" value="EA - Each"/>
<small>Stock/Part Number entered will require an Item Description to be provided below.</small>		Condition Code	<input type="text" value="-Select"/>
* Item Description	<input type="text" value="test1234"/>	Unit Price	
<small>Any changes to the description entered above will be used for this order only.</small>		Total Price	
* Quantity Requested	<input type="text" value="3"/>		


   





2. Complete the Requested Item grid.

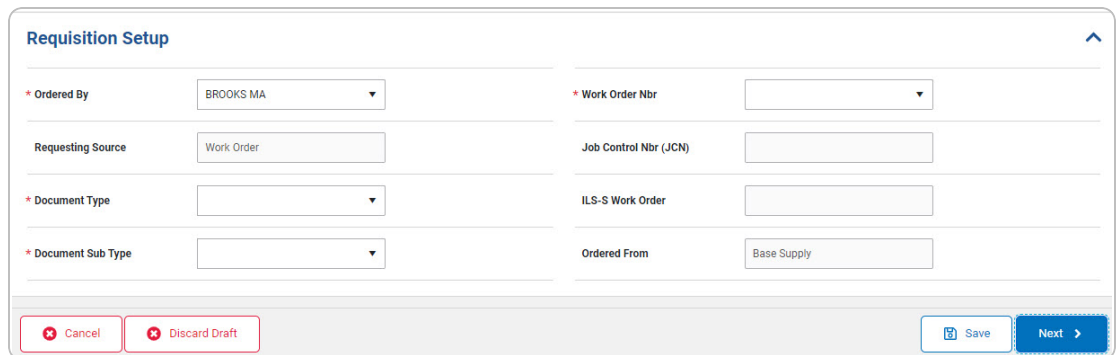
- A. Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*
- B. Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*
- C. Update the Quantity Requested, using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







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

* Ordered By	BROOKS MA	* Work Order Nbr	
Requesting Source	Work Order	Job Control Nbr (JCN)	
* Document Type		ILS-S Work Order	
* Document Sub Type		Ordered From	Base Supply

Buttons at the bottom: 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.

A. Complete the Order Details grid.





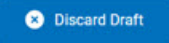
- a. Update the Demand Cd, using to select the desired code.

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 .  appears, the information is saved, and  becomes available.


4. To delete the Requisition Order draft, select . The **Delete Confirmation** pop-up window appears.


Note


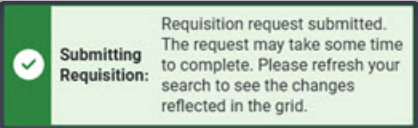


Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

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 with  in the bottom right-hand corner. The Requisition Order information will display 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


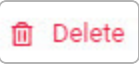
Delete a Requisition Order


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



1. Select . The **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.

