



## Search for a Source of Supply

### Overview


The Maintenance and Utilization module Source of Supply process provides the ability to create, edit, and delete Source of Supply information.

### Navigation

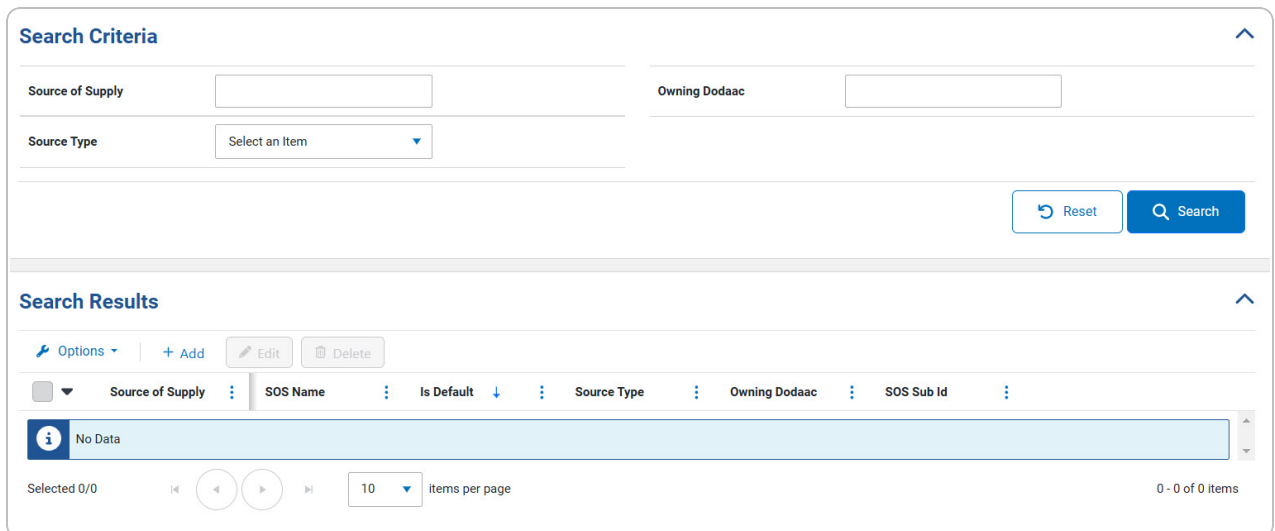
Requisition > Requisition > Source of Supply > Source of Supply Search page

### Procedures

#### Search For a Source of Supply

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.

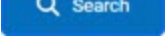
1. In the Search grid, narrow the results by entering one or more of the following optional fields.



The screenshot shows the 'Search Criteria' section with input fields for 'Source of Supply', 'Owning Dodaac', and 'Source Type'. Below these are 'Reset' and 'Search' buttons. The 'Search Results' section shows a table with columns: Source of Supply, SOS Name, Is Default, Source Type, Owning Dodaac, and SOS Sub Id. The table is currently empty, displaying 'No Data'. At the bottom, there are navigation controls including 'Selected 0/0', a '10' items per page dropdown, and '0 - 0 of 0 items'.





2. Click . The results display in the **Source of Supply Search Results** grid.

Search Results

Options + Add Edit Delete

Source of Supply	SOS Name	Is Default	Source Type	Owning Dodaac	SOS Sub Id
<input type="checkbox"/> H92002	1219 - 125 STS	<input checked="" type="checkbox"/>	SU	H92001	1219


Selected 0/1    10 Items per page    1 - 1 of 1 Items






# Add a Source of Supply

## Navigation

Requisition > Requisition > Source of Supply > Search Criteria > *VARIOUS PROCEDURAL STEPS* >  > Supply Add slide-out window

## Procedures

### Add a Source of Supply

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





1. Select . The **Supply Add** slide-out window appears.




## Supply Add

**Source of Supply Details**

* Source Type	SU - Supply	* SOS Name	
* Source of Supply		* Owning DODAAC	
Warehouse Name		<input type="checkbox"/> Is Default SOS	

**Contact**

First Name		Email	
Last Name		Phone Nbr	
Organization		DSN	

- A. Complete the *Source of Supply Details* panel.
- a. Use  to select the Source Type.
  - b. Use  to select the Source of Supply.
  - c. Use  to select the SUB WAREHOUSE ID.







### Note



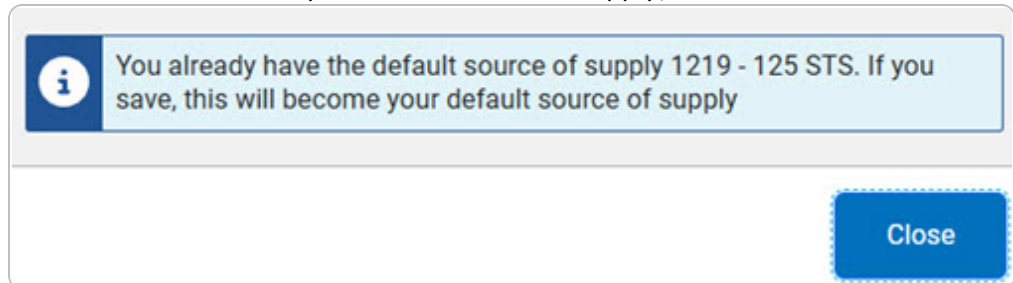
The SUB WAREHOUSE ID field only appears when it is associated with a Source of Supply.

- d. Enter the SoS Name in the field provided. *This is an 25 alphanumeric character field.*
- e. Use  to select the Owing DoDAAC.
- f. Click  to select the Is Default SoS. *When selected, the Source of Supply is designated as the Default.*


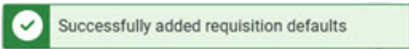
### Helpful Tip



If there is already a Default Source of Supply,



appears after selecting . Select  to remove the pop-up window.


- B. *Complete the Contact panel.*
2. Select .  appears and the new Source of Supply appears in the Search Results Grid on the **Source of Supply Search** page.






# Update a Source of Supply



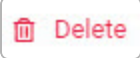

## Navigation

Requisition > Requisition > Source of Supply > Search Criteria > *VARIOUS PROCEDURAL STEPS* >  > Supply Update slide-out window

## Procedures

### Update a Source of Supply

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

1. Click  to select the desired entry. *The Source of Supply is highlighted, and  and  become available.*
2. Select . *The **Supply Update** slide-out window appears.*





### Supply Update ✕

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#### Source of Supply Details ⤴

* Source Type	SU - Supply <span>▼</span>	Warehouse Name	1219 - 125 STS
* Source of Supply	H92002 <span>▼</span>	* SOS Name	1219 - 125 STS
* Sub Warehouse Id	1219 - 125 STS <span>▼</span>	* Owning DODAAC	H92001 <span>▼</span>

Is Default SOS

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#### Contact ⤴

First Name	Test	Email	
Last Name		Phone Nbr	
Organization		DSN	


✕ Cancel Save

A. Update the Source of Supply Details panel.

- a. Update the Source Type, using ▼ to select the desired source.
- b. Update the Source of Supply, using ▼ to select the desired Source of Supply.








- c. Update the Sub Warehouse Id, using  to select the desired SUB WAREHOUSE ID.

### Note



The SUB WAREHOUSE ID field only appears when it is associated with a Source of Supply.

- d. Update the SoS Name, entering the revised name in the field provided. *This is an 25 alphanumeric character field.*
- e. Update the Owing DoDAAC, using  to select the desired Owing DoDAAC.
- f. Verify the Is Default SoS contains the appropriate  or . *When selected, the Source of Supply is designated as the Default.*

### Helpful Tip





If there is already a Default Source of Supply,

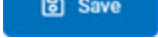



You already have the default source of supply 1219 - 125 STS. If you save, this will become your default source of supply

Close

appears after selecting . Select  to remove the pop-up window.

- B. *Update the Contact panel.*

3. Select ,  appears and the revised Source of Supply appears in the Search Results Grid on the **Source of Supply Search** page.






# Delete a Source of Supply

## Overview

The Source of Supply Delete process allows removal of a Source of Supply.


## Navigation



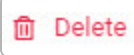
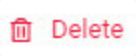
Requisition > Requisition > Source of Supply > Search Criteria > *VARIOUS PROCEDURAL*

*STEPS* >  > Source of Supply pop-up window

## Procedures

### Delete a Source of Supply

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

1. Click  to select the desired entry. *The Source of Supply is highlighted, and  and  become available.*
2. Select . *The **Delete Source of Supply** pop-up window appears.*

#### Note




The message in the Delete Source of Supply pop-up window differs depending on the Source of Supply selected (i.e.: Default Source of Supply, Only Remaining Source of Supply, etc.).






## Help Reference Guide

 Are you sure you want to delete this source of supply?


 Cancel

 Confirm

 You are deleting your only remaining source of supply and will not be able to requisition without one. \*\*\* You are deleting your default source of supply. \*\*\* Are you sure you want to delete this source of supply?


 Cancel

 Confirm

 You are deleting your only remaining source of supply and will not be able to requisition without one. \*\*\* Are you sure you want to delete this source of supply?

 Cancel

 Confirm

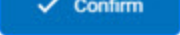
 You are deleting your default source of supply. \*\*\* Are you sure you want to delete this source of supply?

 Cancel

 Confirm





3. Select . *The Source of Supply is removed from the Search Results Grid on the **Source of Supply Search** page.*

