



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

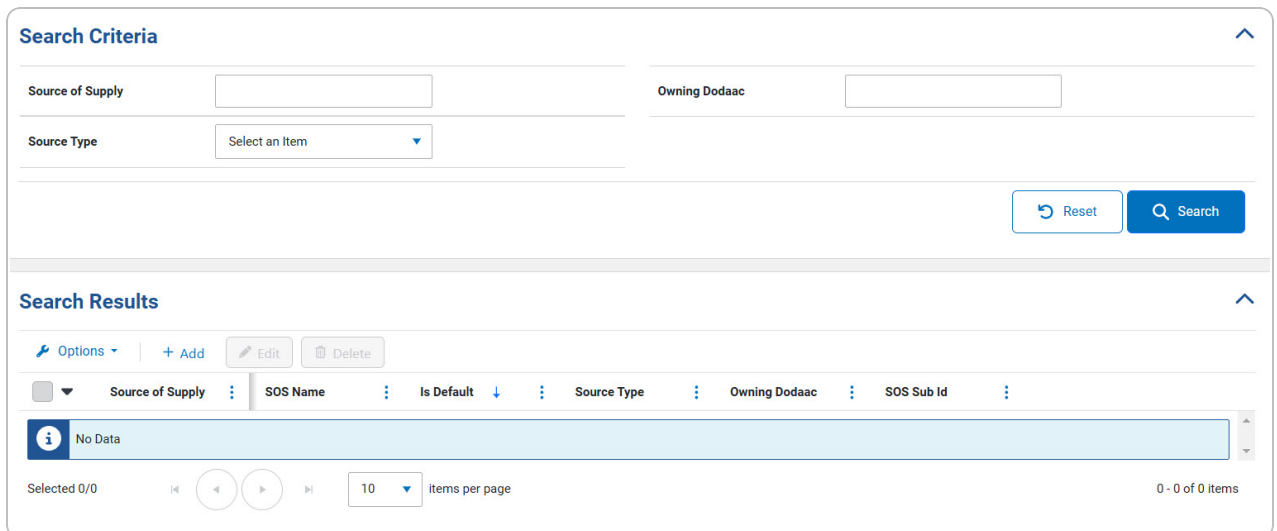
Requisition > Requisition > Source of Supply > Source of Supply Search page

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.

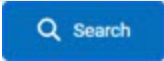
1. In the Search grid, narrow the results by entering one or more of the following optional fields.



The screenshot displays the 'Search for a Source of Supply' interface. At the top, the 'Search Criteria' section includes input fields for 'Source of Supply' and 'Owning Dodaac', and a dropdown for 'Source Type' with the text 'Select an Item'. A 'Reset' button is located to the right of these fields. Below this is the 'Search Results' section, which features a table with columns: 'Source of Supply', 'SOS Name', 'Is Default', 'Source Type', 'Owning Dodaac', and 'SOS Sub Id'. The table currently shows 'No Data'. At the bottom of the results section, there is a pagination bar indicating 'Selected 0/0', navigation arrows, a dropdown for '10 items per page', and a status '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
☐	H92002	1219 - 125 STS	✓	SU	H92001	1219

Selected 0/1

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 >  or  > 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  or . The **Supply Add** slide-out window appears.

Supply Add

Source of Supply Details

* Source Type

SU - Supply

* Source of Supply

Warehouse Name

* SOS Name

* Owning DODAAC

Is Default SOS

Contact

First Name

Last Name

Organization

Email

Phone Nbr

DSN

Cancel

Save

A. Complete the **Source of Supply Details** panel.

a. Use  to select the Source Type.

b. Use  to select the Source of Supply.

Note

Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 7/31/2026

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ELMS Helpdesk
1-844-843-3727



After selecting the Source of Supply, the Warehouse Name and SoS Name automatically populates. The Owning DoDAAC field also becomes available.

- 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 Owning 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,



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

Close

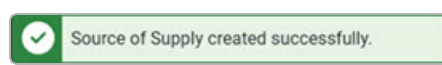
 Save

appears after selecting

Close

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 or in the





Help Reference Guide

corresponding field in the Requisition processes.





Update a Source of Supply

Navigation

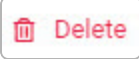
Requisition > Requisition > Source of Supply > Search Criteria > *VARIOUS PROCEDURAL*

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.





Help Reference Guide

Supply Update
×

Source of Supply Details
^

* Source Type

SU - Supply ▼

* Source of Supply

173RDE ▼

* Sub Warehouse Id

173RD EX TEST ▼

Warehouse Name

173RD EX TEST

* SOS Name

173RD EX TEST

* Owning DODAAC

173RDE ▼

☐ Is Default SOS

Contact
^

First Name

Tester

Last Name

Chest

Organization

Leidos Inc

Email

Phone Nbr

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.





Help Reference Guide

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 Owning DoDAAC, using  to select the desired Owning DoDAAC.
- f. Verify the Is Default SoS contains the appropriate  or . *When selected, the Source of Supply is designated as the Default.*

Helpful Tip

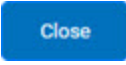


If there is already a Default Source of Supply,

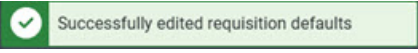


You already have the default source of supply 1219 - 125 STS. If you save, this will become your default source of supply

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

Procedures

Delete a Source of Supply

Selecting  **Cancel** 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  **Edit** and  **Delete** become available.*
2. Select  **Delete**. *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.).





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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

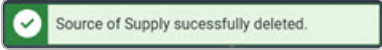


Confirm





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

