



Matériel Release Order

Overview


The Warehouse Management module Matériel Release Order (MRO) process provides the ability to create, edit, or remove a matériel movement plan, matériel movement pick, transportation plan, and a transportation pick. This process also sends matériel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and releases it to the new location. Matériel Release Orders (MROs) are Due Out orders. Orders being issued must be assigned to the Owning DoDAAC.

Navigation

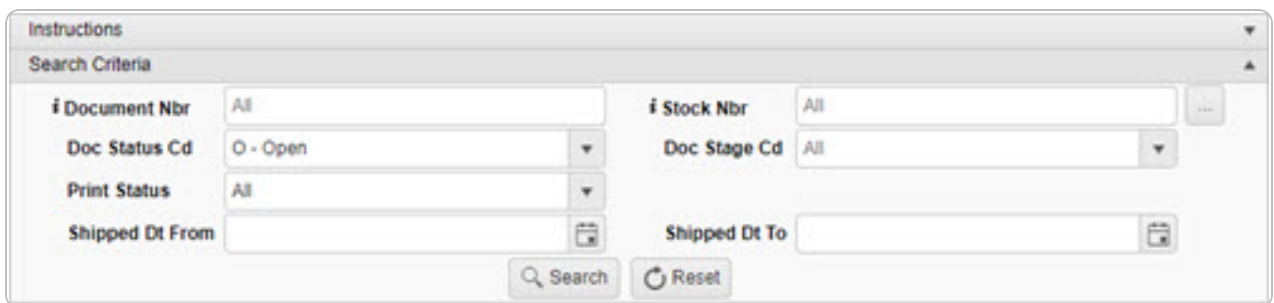
MATERIEL MGMT > Matériel Release Order > Matériel Release Order page

Procedures

Search for a Matériel Release 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. In the Search Criteria box, narrow the results by entering one of the following optional fields.



2. Select . The results display in the Matériel Release Order grid.



Doc Type Cd	Doc Nbr	Priority Cd	Doc Stage Cd	Item Desc	Expanded Qty	Shipped Dt
IS - Test and Evaluation Issue	HC1001027100	15	PK - Pickup	INSTR_PUMPCONV RT	1	0
IS - Stock Issue to Own Component(s)	HC1001027104	15	IN - Insp	INSTR_PUMPCONV RT	1	0





View the Message Log

1. Select . *The **MRO Message Log** pop-up window appears.*

Helpful Tip

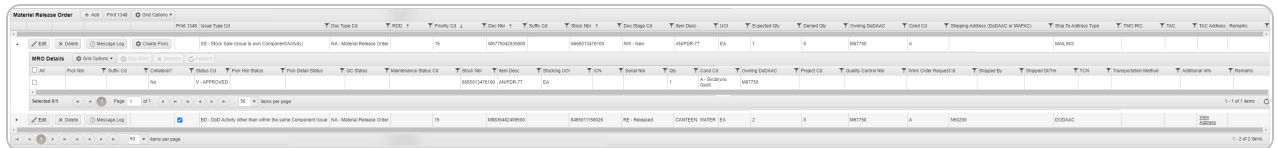


Manually entered MROs also display this pop-up window. However, no information is available, regardless of prior transactions processed on the order.

2. Select . *The **MRO Message Log** pop-up window closes.*

View the Materiel Release Order Pick

1. Select  next to the record with the created pick. *The **MRO Details Results** grid opens.*




2. Select . *The **Pick Plan** pop-up window appears.*
Select the Pick Nbr hyperlink. *The **Materiel Movement Plan** page appears.*

3.

OR

- Click . *The **Pick Plan** pop-up window closes.*

Print a DD 1348

1. Select in the **Print 1348** column of the desired Materiel Release Order. A  appears.

2. Select . *The  toast appears, and then the*

 *toast appears.*






Add a Materiel Release Order

Navigation

MATERIEL MGMT > Materiel Release Order >  > Add Materiel Release Order pop-up window

Procedures

Add an MRO

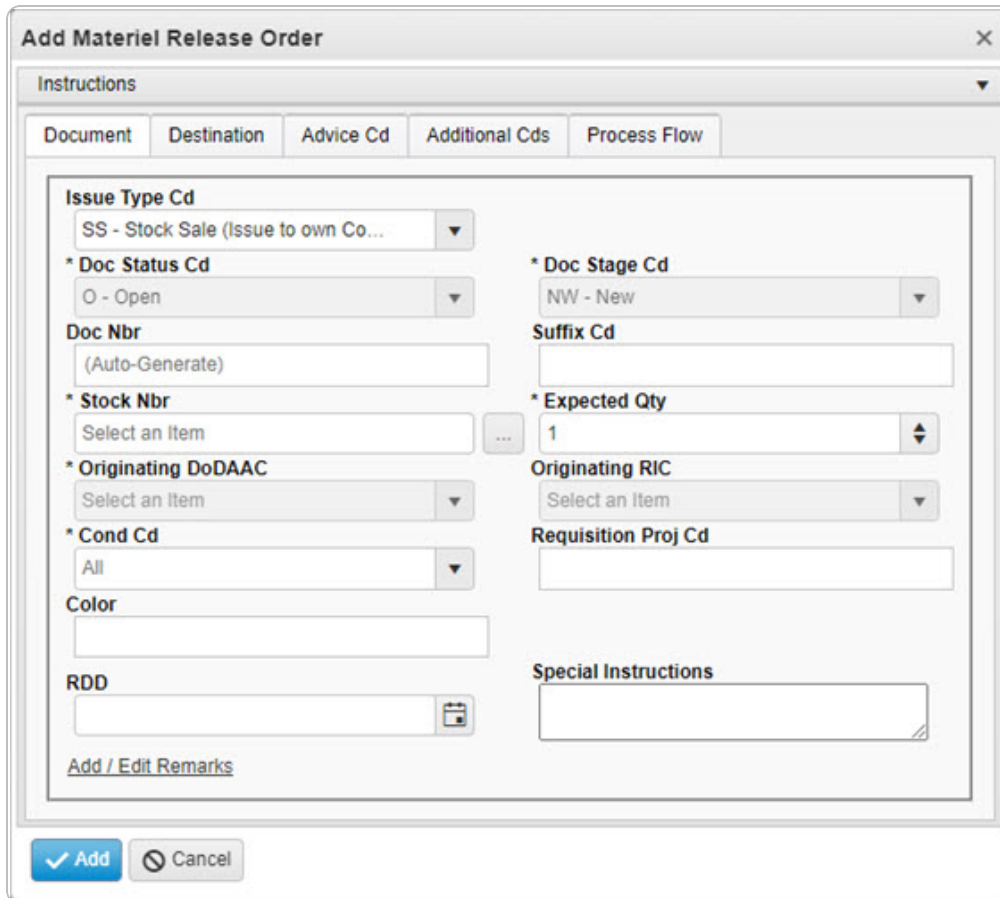
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.






1. Select . The **Add Materiel Release Order** pop-up window displays, open to the Document tab.





Complete the Document tab

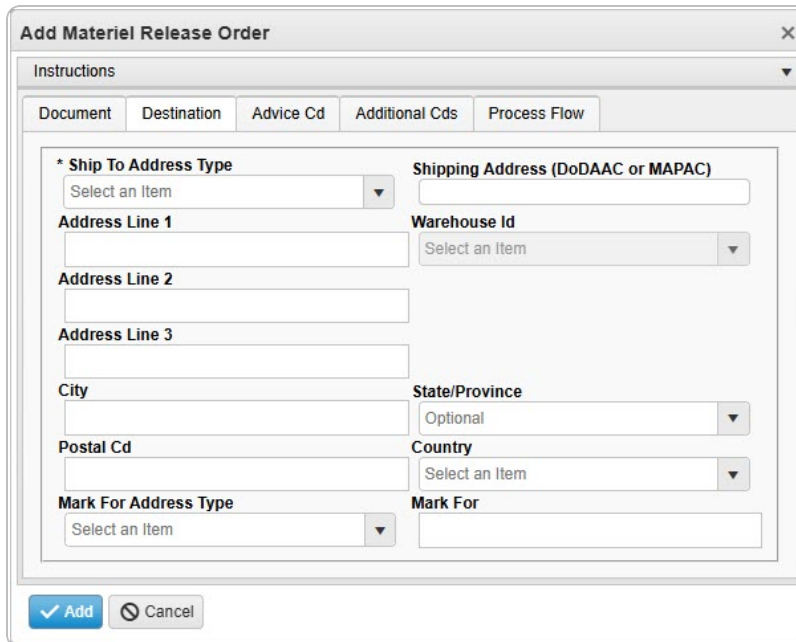


- A. *The DOC STATUS Cd automatically populates and is not editable.*
- B. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- C. Use  to select the Originating DoDAAC. *The Originating RIC field becomes editable.*
- D. Use  to select the Cond Cd.
- E. *The DOC STAGE Cd automatically starts at **NW - New** and is not editable.*
- F. Use  to choose the EXPECTED QTY.






Select the Destination tab



The screenshot shows a dialog box titled "Add Materiel Release Order" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with the "Destination" tab selected. Other tabs include "Document", "Advice Cd", "Additional Cds", and "Process Flow". The main content area contains several fields and dropdown menus:

- * Ship To Address Type**: A dropdown menu with "Select an Item" as the current selection.
- Shipping Address (DoDAAC or MAPAC)**: A text input field.
- Address Line 1**: A text input field.
- Warehouse Id**: A dropdown menu with "Select an Item" as the current selection.
- Address Line 2**: A text input field.
- Address Line 3**: A text input field.
- City**: A text input field.
- State/Province**: A dropdown menu with "Optional" as the current selection.
- Postal Cd**: A text input field.
- Country**: A dropdown menu with "Select an Item" as the current selection.
- Mark For Address Type**: A dropdown menu with "Select an Item" as the current selection.
- Mark For**: A text input field.

At the bottom of the dialog box are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a close icon).

- A. Use  to select the Ship To Address Type. For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.
- B. Enter the Shipping Address (DoDAAC or MAPAC) in the field provided. This is a 6 alphanumeric character field.

For MAPAC:

- a. Enter the MAPAC in the Shipping Address field provided. This is a 6 alphanumeric character field.
- b. Continue to enter the address in the appropriate fields.

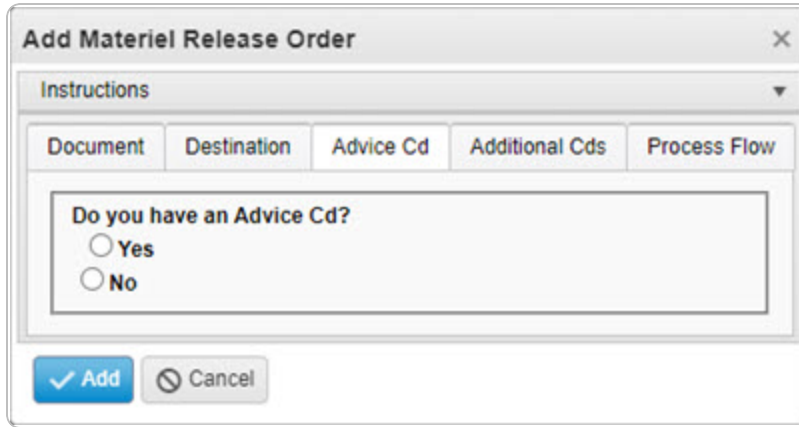
For DoDAAC:

- a. Enter the DoDAAC in the Shipping Address field provided. Available addresses populate in the TAC Address field.
- b. Select the desired address. The address populates in the Address fields.





Select the Advice Cd tab



Add Materiel Release Order


Instructions

Document Destination **Advice Cd** Additional Cds Process Flow

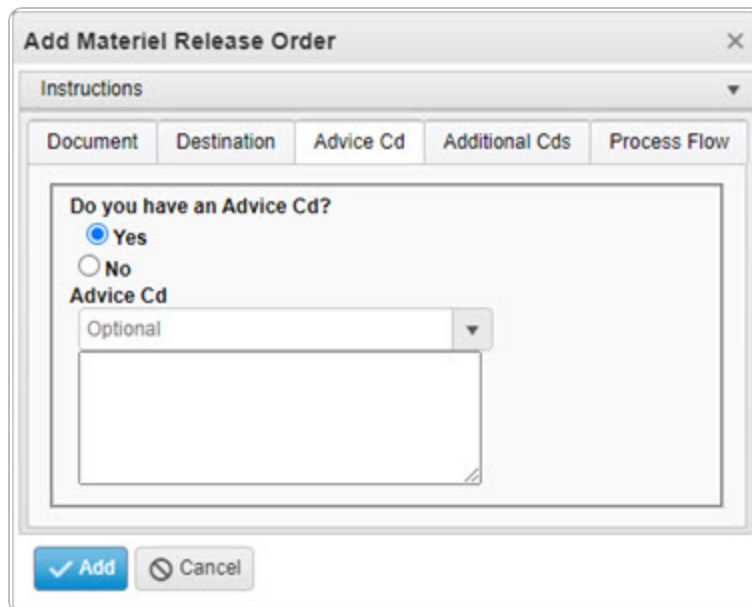
Do you have an Advice Cd?

Yes

No

Choose  to answer the Do you have an ADVICE CD? field.

A. Yes



Add Materiel Release Order

Instructions

Document Destination **Advice Cd** Additional Cds Process Flow

Do you have an Advice Cd?

Yes

No

Advice Cd

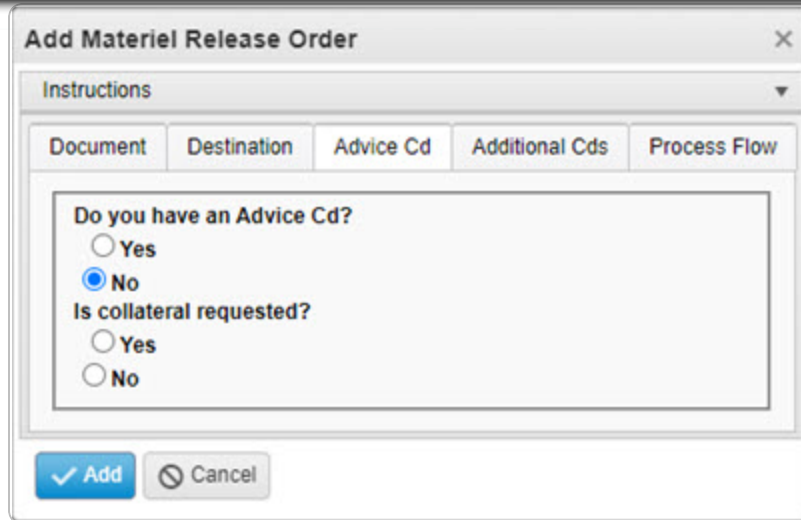
Optional

a. Use  to select the Advice Cd.

b. The full text appears in the text box below. Continue to the next step.

B. No





Add Materiel Release Order

Instructions

Document	Destination	Advice Cd	Additional Cds	Process Flow
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Do you have an Advice Cd?


Yes

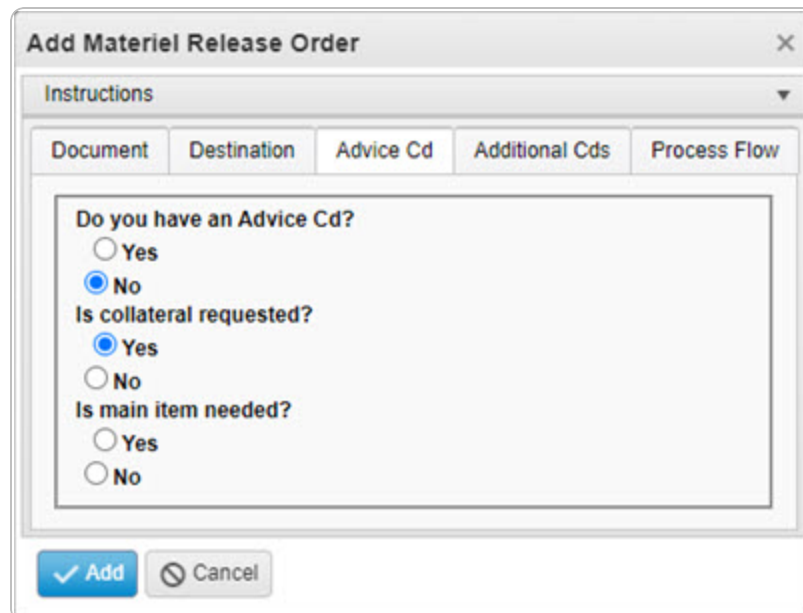
No

Is collateral requested?

Yes

No

- a. Choose  to answer the Is collateral requested? field.
- I. Yes



Add Materiel Release Order

Instructions

Document	Destination	Advice Cd	Additional Cds	Process Flow
----------	-------------	-----------	----------------	--------------

Do you have an Advice Cd?

Yes

No

Is collateral requested?


Yes

No

Is main item needed?

Yes

No

- i. Choose  to answer the Is main item needed? field.
- ii. Click the radio button. Continue to the next step.
- II. No





Add Materiel Release Order [X]

Instructions [v]

Document	Destination	Advice Cd	Additional Cds	Process Flow
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Do you have an Advice Cd?

Yes

No

Is collateral requested?


Yes

No

Is partial shipment allowed?

Yes

No

- i. Choose  to answer the Is partial shipment allowed? field.
- ii. Click the radio button. Continue to the next step.





Select the Additional Codes tab

Add Materiel Release Order

Instructions

Document | Destination | Advice Cd | **Additional Cds** | Process Flow

Media Status Cd
Optional

Signal Cd
Optional

Priority Cd
Optional

Demand Cd
Optional

Purpose Cd
Optional

Order Instructions

Fund Cd

Dist Cd

Select the Process Flow tab

Add Materiel Release Order

Instructions

Document | Destination | Advice Cd | Additional Cds | **Process Flow**

Requires M&U Requires QC

Prep For Shipment Cd
Optional

Cost Center
Optional

Stock Nbr	Qty	Owning DoDAAC	Project Cd	GFM Contract Nbr	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info	Dest Loc Type	Pick Nbr	Pick Detail Status	Assigned Picker	Pick Desc	Pick Priority	Pick must be done by	
6665013476100	1	M67750					No												

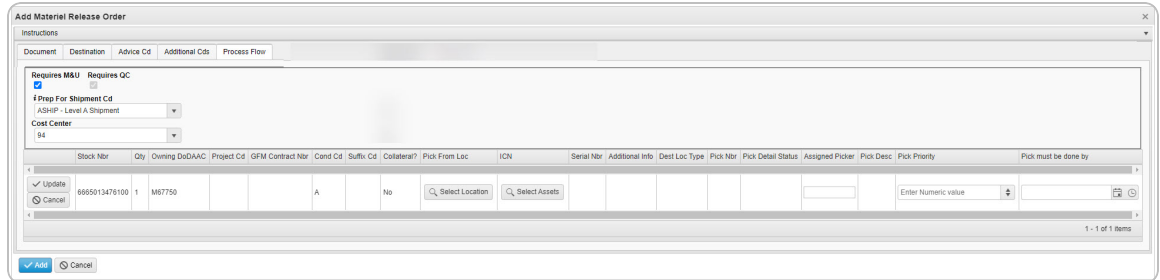
1 - 1 of 1 Items





Update the Process Flow grid

- a. Select  next to the asset.

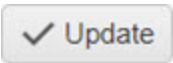



EITHER:

Select a Pick From Location

OR:

Select an ICN

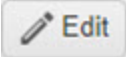
- A. Select  . *The asset is updated, and the row becomes static.*
2. Select  . *The **Add Materiel Release Order** pop-up window closes, and the new MRO is at the top of the Materiel Release Order grid, highlighted in green.*






Update a Materiel Release Order


Navigation

MATERIEL MGMT > Materiel Release Order >  > Update Materiel Release Order pop-up window

Procedures

Update an MRO

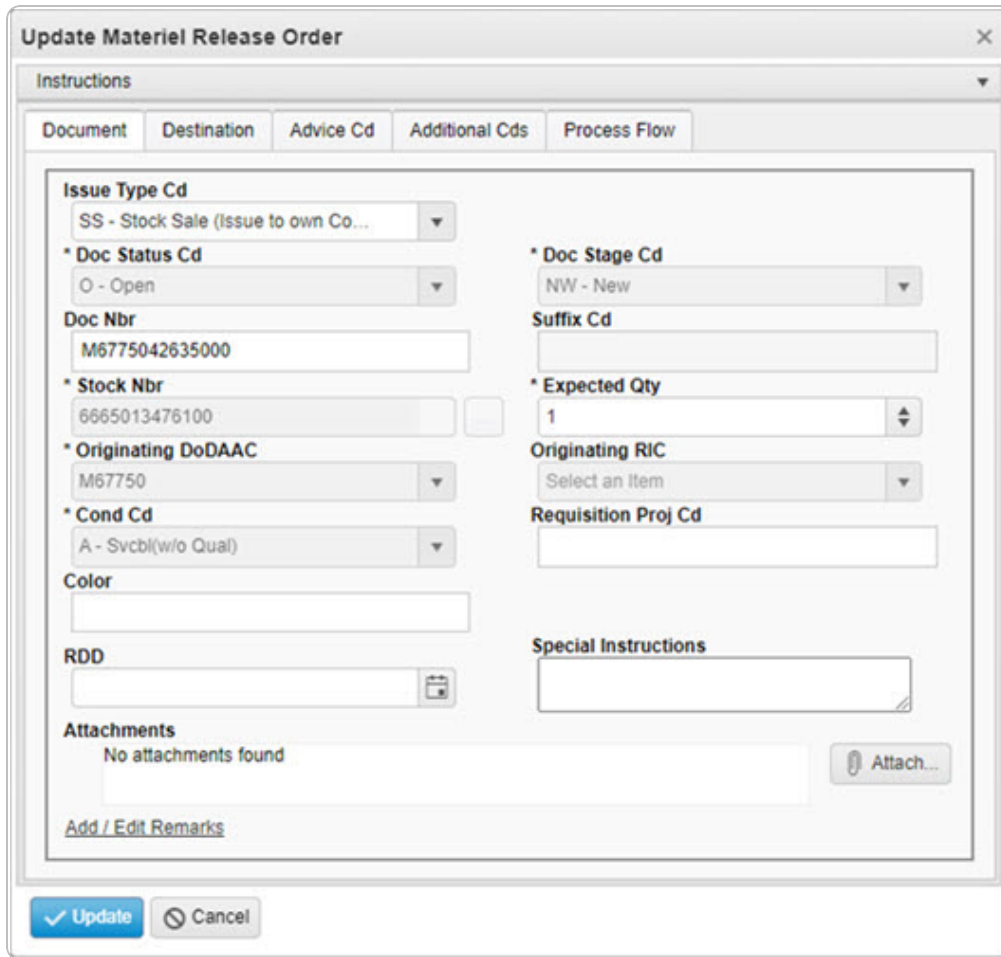
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired MRO record. The **Update Materiel Release Order** pop-up window displays.





Update the Document tab



The screenshot shows a software window titled "Update Materiel Release Order". At the top, there are tabs for "Document", "Destination", "Advice Cd", "Additional Cds", and "Process Flow", with "Document" selected. Below the tabs is a form with various fields:

- Issue Type Cd:** SS - Stock Sale (Issue to own Co...)
- * Doc Status Cd:** O - Open
- Doc Nbr:** M6775042635000
- * Stock Nbr:** 6665013476100
- * Originating DoDAAC:** M67750
- * Cond Cd:** A - Svcbl(w/o Qual)
- Color:** (empty text box)
- RDD:** (empty text box with a calendar icon)
- Attachments:** No attachments found. An "Attach..." button is present.
- * Doc Stage Cd:** NW - New
- Suffix Cd:** (empty text box)
- * Expected Qty:** 1
- Originating RIC:** Select an Item
- Requisition Proj Cd:** (empty text box)
- Special Instructions:** (empty text box)

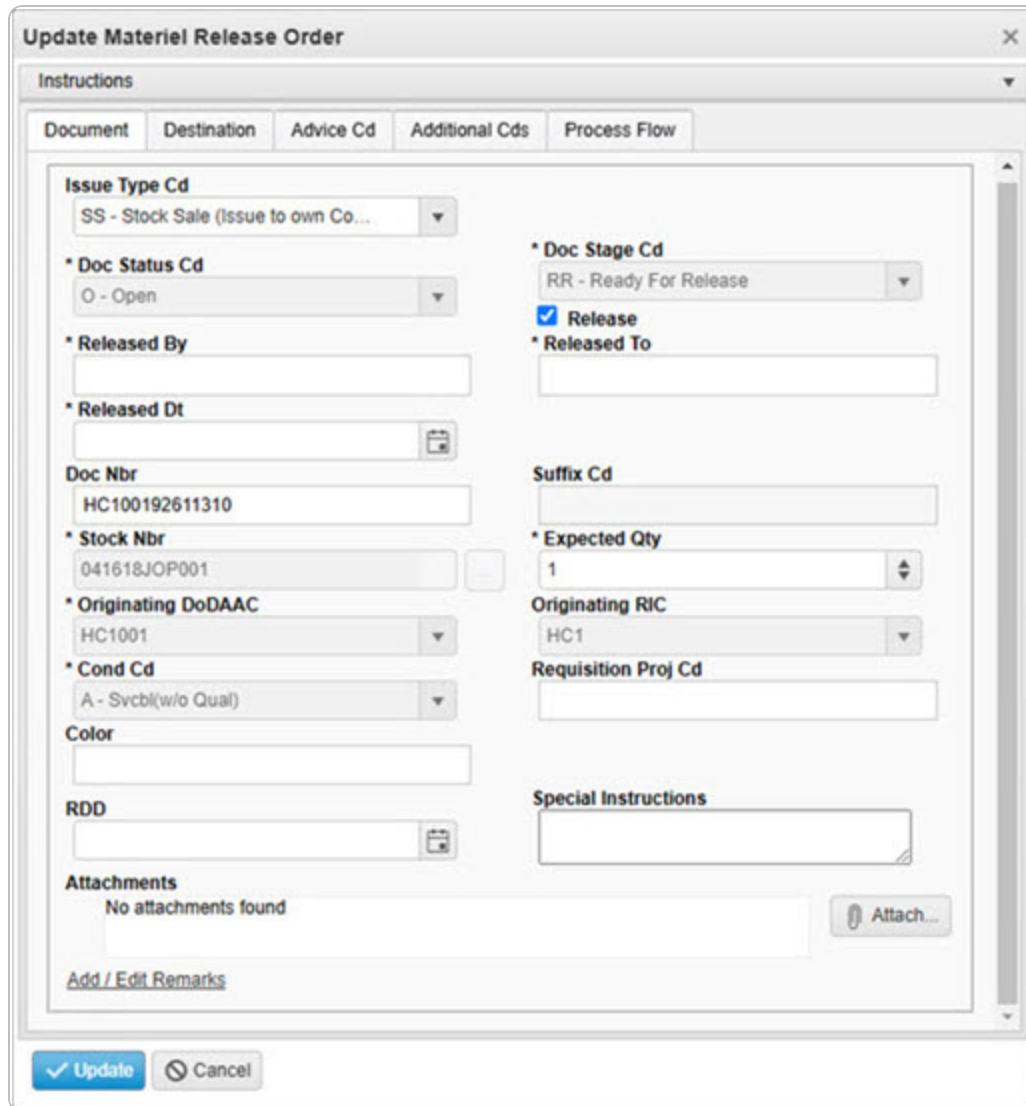
At the bottom of the window, there are "Update" and "Cancel" buttons.


- A. *Verify the Doc Status Cd.*
- B. *Verify the STOCK NBR.*
- C. *Verify the Originating DoDAAC.*
- D. *Verify the Cond Cd.*
- E. *Verify the Doc Stage Cd.*





Ready For Release



- a. Select the Release checkbox. *Additional fields appear.*
- b. Enter the Released By in the field provided. *This is an 8 alphanumeric character field.*
- c. Enter the Released To in the field provided. *This is an 8 alphanumeric character field.*
- d. Use  to select the Released DT, or enter the date (MM/DD/YYYY) in the field provided.





Released

Update Materiel Release Order [X]

Instructions

Document | Destination | Advice Cd | Additional Cds | Process Flow

Issue Type Cd
 SS - Stock Sale (Issue to own Co... [v]

*** Doc Status Cd**
 O - Open [v]

*** Released By**
 POWELL

*** Released Dt**
 9/18/2019 [calendar]

Ship

*** TCN**
 [text field]

*** Shipped By**
 [text field]

Doc Nbr
 HC100192611304

*** Stock Nbr**
 041618JOP001

*** Originating DoDAAC**
 HC1001 [v]

*** Cond Cd**
 A - Svcbl(w/o Qual) [v]

Color
 [text field]

RDD
 [text field] [calendar]

Attachments
 No attachments found [Attach...]

[Add / Edit Remarks](#)

*** Doc Stage Cd**
 RE - Released [v]

Release

*** Released To**
 GRIFFITH

*** Transportation Method**
 Select an Item [v]

*** Shipped Dt**
 [text field] [calendar]

Suffix Cd
 [text field]

*** Expected Qty**
 1 [spinners]

Originating RIC
 HC1 [v]



Requisition Proj Cd
 [text field]

Special Instructions
 [text field]

- a. Verify the Released By.
- b. Verify the Released To.
- c. Verify the Released DT.
- d. Select the Ship checkbox. Additional fields appear.
- e. Enter the TCN in the field provided. This is a 17 alphanumeric character field.
- f. Enter the Shipped By in the field provided. This is an 8 alphanumeric character field.





- g. Use  to select the Transportation Method.
- h. Use  to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.

- F. Update the EXPECTED QTY, using  to choose the revised quantity.

Select the Destination tab

Update Materiel Release Order ✕

Instructions ▼

Document Destination Advice Cd Additional Cds Process Flow

*** Ship To Address Type** **Shipping Address (DoDAAC or MAPAC)**

4 - DODAAC 046103

TAC Address

GPO
 CARNEGIE STOUT PUB LIBRARY
 JJTH AND BLUFF STREETS
 DUBUQUE IA 52001
 US - UNITED STATES OF AMERICA

Address Line 1 **Warehouse Id**

GPO Select an Item

Address Line 2

CARNEGIE STOUT PUB LIBRARY

Address Line 3

JJTH AND BLUFF STREETS

City **State/Province**

DUBUQUE IA - Iowa

Postal Cd **Country**

52001 US - UNITED STATES OF AMERICA

Mark For Address Type **Mark For**

Select an Item

- A. Update the Ship To Address Type, using  to select the desired type. For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.





- B. Update the Shipping Address (DoDAAC or MAPAC), entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

For MAPAC:

- a. Enter the MAPAC in the Shipping Address field provided. *This is a 6 alphanumeric character field.*
- b. Continue to enter the address in the appropriate fields.

For DoDAAC:

- a. Enter the DoDAAC in the Shipping Address field provided. *Available addresses populate in the TAC Address field.*
- b. Select the desired address. *The address populates in the Address fields.*

Select the Advice Cd tab



Update Materiel Release Order

Instructions

Document Destination Advice Cd Additional Cds Process Flow

Advice Cd

4A - Quantity requested is required... ▼

4A - Quantity requested is required to fill an initial issue of an authorized allowance /controlled item as approved by the Commandant of

✓ Update ⓧ Cancel





Select the Additional Codes tab

Update Materiel Release Order [X]

Instructions [v]

Document | Destination | Advice Cd | **Additional Cds** | Process Flow

Media Status Cd
Optional [v]

Signal Cd
Optional [v]

Priority Cd
15 - F/AD V - UND C [v]

Demand Cd
Optional [v]

Purpose Cd
Optional [v]

Order Instructions

Fund Cd

Dist Cd

[Update] [Cancel]

Select the Process Flow tab

Update Materiel Release Order [X]

Instructions [v]

Document | Destination | Advice Cd | Additional Cds | **Process Flow**

Requires M&U Requires QC

Cost Center
94 [v]

Stock Nbr	Qty	Owning DdAAC	Project Cd	GFM Contract Nbr	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info	Dest Loc Type	Pick Nbr	Pick Detail Status	Assigned Picker	Pick Desc	Pick Priority	Pick must be done by	
6665013476100	1	M67750			A		No												

1 - 1 of 1 items

[Update] [Cancel]





Update the Process Flow grid



- a. Select  next to the asset.

EITHER:

Select a Pick From Location

OR:

Select an ICN

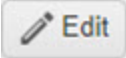

- A. Select  The asset is updated, and the row becomes static.
2. Select  . The **Update Materiel Release Order** pop-up window closes, and the revised MRO is completed.






Add Attachments to a Materiel Release Order


Navigation

MATERIEL MGMT > Materiel Release Order >  > Update Materiel Release Order > Document Tab >  > Attachments pop-up window

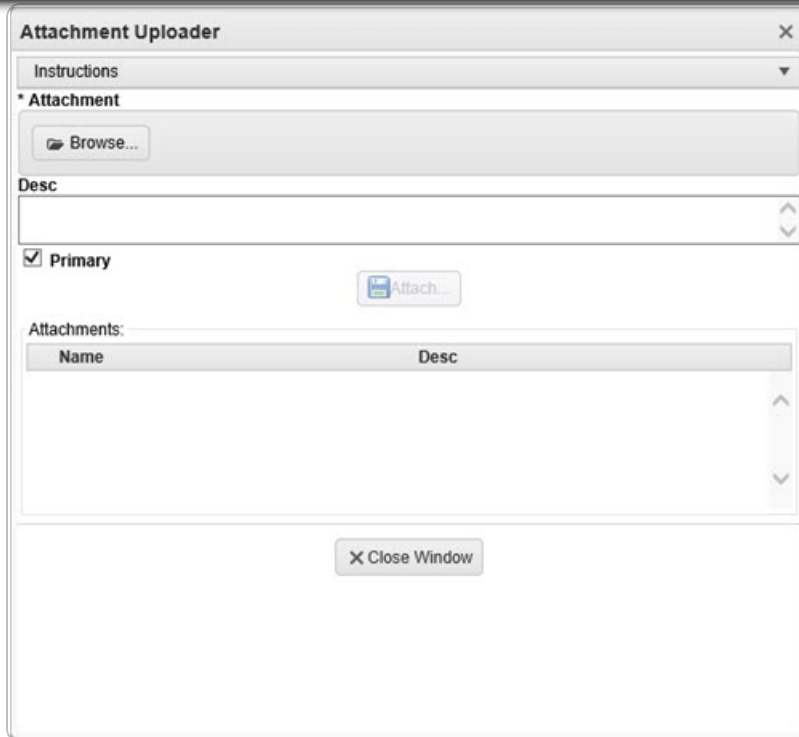
Procedures

Attach a Document to an MRO

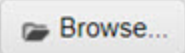

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to add any additional files to the record. The **Attachments** pop-up window appears.

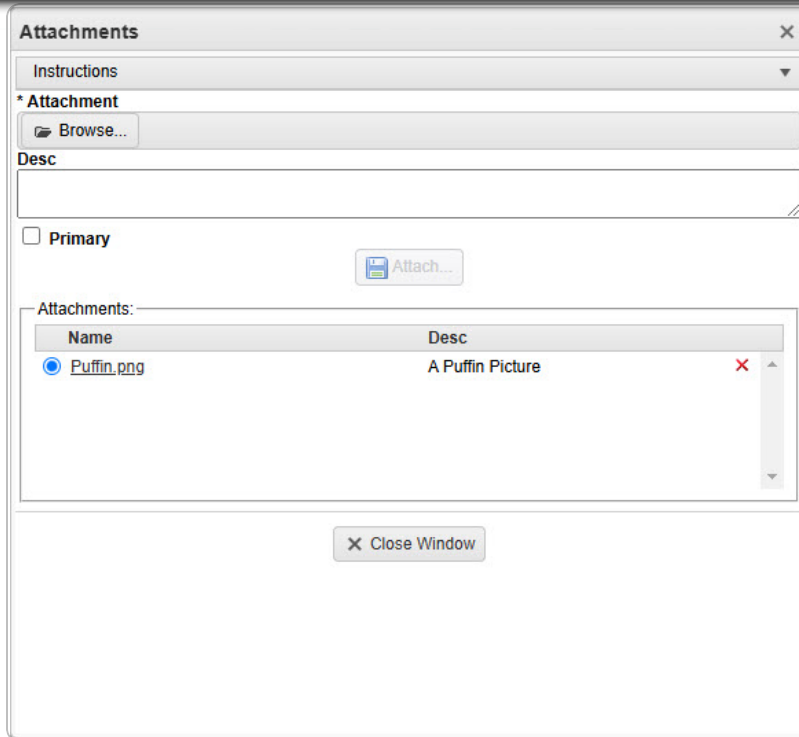




Name	Desc
------	------

2. Select . The Windows **Choose File to Upload** pop-up window appears.
3. Select . The file name appears in the bottom of the window.





Name	Desc
<input checked="" type="radio"/> Puffin.png	A Puffin Picture

4. Select . The **Attachments** pop-up window closes, and the attachment (s) appears in the Attachments field.





Delete a Materiel Release Order

Navigation

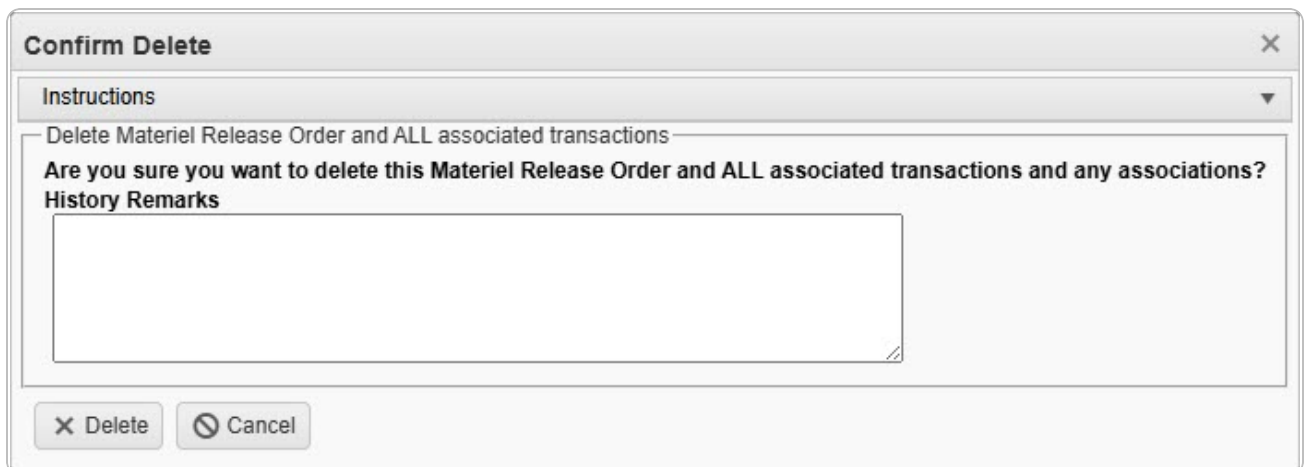
MATERIEL MGMT > Materiel Release Order > > Confirm Delete (Delete Materiel Release Order and ALL associated transactions) pop-up window

Procedures

Delete a Materiel Release Order

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

1. Select next to the desired entry. **The Confirm Delete (Delete Materiel Release Order and ALL associated transactions) pop-up window appears.**



The screenshot shows a 'Confirm Delete' dialog box with a close button (X) in the top right corner. It contains an 'Instructions' dropdown menu, a text area with the message 'Delete Materiel Release Order and ALL associated transactions', a bolded question 'Are you sure you want to delete this Materiel Release Order and ALL associated transactions and any associations?', a 'History Remarks' text area, and 'Delete' and 'Cancel' buttons at the bottom.

2. Click . **The Materiel Release Order is removed from the grid.**

