



Main Process Title

Sub Process Title

Use these blocks for Helpful Hint type info. Make sure the background is extended to edge of document.

- In the DPAS Warehouse Management module, navigate to Contractor from the Master Data Mgmt menu - The Results Grid displays a list of all currently available Contractors.
- 2. Select the **Add** button The **Add Contractor** pop-up displays.
- 3. Enter a CAGE Cd for the Corporation.
- 4. Enter a Corporation Name.
- 5. Enter **DoDAAC**, **Division Name** and **POC** information as needed.
- 6. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields.
- 7. Select the **Add** button to process the transaction The new Contractor displays highlighted at the top of the Results Grid.

		Add Contractor	×
		Instructions	•
Instructions		Contractor POC	
Search Criteria		Contractor	
i CAGE Cd	All	0JRZ8	
i Corporation Name	All	VAREHOUSE MANAGEMENT SE 4 Add / Edit Remarks	Division Name
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Adjust the size of these blocks to work with existing content they can be located anywhere (across bottom, on left side, etc.)





Materiel Management Requisition

Add a Requisition

Requisition request can be automatically created when a DPAS Warehouse RSA approves a Replenishment Request for an ICP Managed DoDAAC.

 In the DPAS Materiel Management module, navigate to **Requisition** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Requisitions.

- 2. Select the Add button The application advances to the Requisition Details page.
- 3. Enter the **Stock Number** or use the **Browse** button to select the desired stock number.
- 4. Enter or use the **Increment** button to enter the **Requested Quantity**.
- 5. Use the **Drop Down** button to select the **Client RSA**.
- 6. Use the Drop Down button to select the Managed DoDAAC.
- Complete any of the remaining optional fields.
- 8. Select the **Finish** button to complete the request.

Requisitions within the ICP can also be created by external RSA's that are not managed within the DPAS Warehouse module. These requests will be sent to DPAS Materiel Mngt from the external source through DLATS using DLMS Transactions.

i Stock Nbr	4310015831689	(3)	Item Desc	PRIMER PUMP ASSY	
JI	EA - Each		Qty per Unit Pack	NO QUP	
Unit Price	\$2,500.00		Ext Requested Price	\$10,000.00	
* Requested Qty	4	÷ 4	# Requested Cond Cd	A - Svcbl(w/o Qual)	•
* i Client RSA	Vandenberg	5	Required Delivery Dt		
* i Managed DoDAAC	ED2096	• 6			
Deliver Not Before Dt			Deliver No Later Than Di	t	
Document Nbr					
Ship To	Select an Item	•	i Bill To	ICP	•
i Priority Cd	15 - F/AD V – UN	DC v			
Media Status Cd	S		Distribution Cd		
Fund Cd			Project Cd		
Advice Cd	Select an Item	•	Purpose Cd	Select an Item	





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Materiel Management Requisition

Edit a Requisition

- 1. In the DPAS Materiel Management module, navigate to **Requisition** from the **Materiel Mgmt** menu The Search Results displays a list of all currently available Requisitions.
- 2. Narrow the search for the Requisition being updated by expanding the Search Criteria section and entering information of the desired request into the fields.
- 3. Select the **Search** button The Request displays at the top of the Search Results.
- 4. Select the **Check Box** adjacent to the Request and select the **Edit** button The application advances to Requisition Details screen.

Doquisition Datails

The **Stock Number** and the **Requested Quantity** fields are read-only.

- 5. Perform the necessary updates to the available fields.
- 6. When finished with updates, select the **Finish** button. *The application returns to the Search Results grid.*

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UI	EA - Each	Qty per Unit Pack	NO QUP
Unit Price	\$2,500.00	Ext Requested Price	\$10,000.00
Requested Qty	4	i Requested Cond Cd	A - Svcbl(w/o Qual)
Approved Qty	0	Ext Approved Price	\$0.00
i Client RSA	Vandenberg	Required Delivery Dt	
i Managed DoDAAC	ED2096		
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DPAS Quick Reference Guide

Materiel Management Requisition

Review and Approve a Requisition

- 1. In the DPAS Materiel Management module, navigate to **Requisition** from the **Materiel Mgmt** menu – The Search Results displays a list of all currently available Requisitions.
- 2. Narrow the search for the Requisition being updated by expanding the Search Criteria section and entering information of the desired request into the fields.
- 3. Select the **Search** button The Request displays at the top of the Search Results.
- 4. Select the **Check Box** adjacent to the Request and select the **Review** button The "Review" pop-up window displays.
- 5. Use the **Drop Down** button to select the **Ship To** code.
- 6. Use the **Drop Down** button to select the **Bill To** code.
- 7. Enter the Fund Cd in the line provided.

If no Document Nbr is identified at creation, it is auto-generated by DPAS upon Review approval.

- 8. Verify the **Approved Qty** and use the **Increment** button to change the value.
- 9. When finished, select the **Approve** button. *The pop-up closes, and DPAS will route a transaction to the SOS using a DLMS transaction.*

Client RSA ↑ ▼ Document Nbr ▼ Status ▼ Last Transaction Dt	t/Tm ↑ ▼ Approved Dt ,	Nbr † T Item Desc	▼ Unit Price ▼ Requested Qty	▼ Ext Requested Price ▼ Approved	Qty 🝸 Ext
Patrick NW - New 07/07/2017 9:21:33	3 AM 12650	15102314 RECEIVER/TRANSMITTER SU	BASSY \$44,012.00 1	\$44,012:00 0	\$0.0
Vandenberg NW - New 07/02/2019 2:23:00 Image: Constraint of the state of the stat	Review	manual contraction account	Stock Nhr. This Requisition wi	Read to be completed man	ually
	Document Nbr	(Auto-Generate)	Stock Nbr	4310015831689	
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This can take up to 15	Media Status Cd	S	Distribution Cd		
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with more time needed to	Advice Cd	Select an Item 7	▼ Purpose Cd	All	•
by the SOS.	* Approved Qty	4	\$ 8 sted Qty	4	
	Approved By	ELLIOTTCL1			



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DPAS Quick Reference Guide

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Cancel or Deny a Requisition

- 1. In the DPAS Materiel Management module, navigate to **Requisition** from the **Materiel Mgmt** menu – The Search Results displays a list of all currently available Requisitions.
- 2. Narrow the search for the Requisition being updated by expanding the Search Criteria section and entering information of the desired request into the fields.
- 3. Select the **Search** button The Request displays at the top of the Search Results.
- 4. Select the **Check Box** adjacent to the Request and select the **Cancel** button.

If an approved request is cancelled DPAS will route a DLMS transaction to inform the SOS. If the SOS already processed the requisition the cancellation will most likely be ignored, and the SOS will respond to the transaction accordingly.

The request is removed from the Results Grid.

Requi	isitions 🔅 Grid Options	+ Add 🥒 E	dit 🗙 Cancel 🔼	Review	Deny 🤶 Inqui	ire Status	istorical Activitie	es 📔 DLMS Tra			
Clier	ent RSA † 🍸 Document Nbr	▼ Status ▼	Last Transaction Dt	Approved Dt	▼ Stock Nbr ↑	Item Desc	Unit Price	T Requested Qty	T Ext Requested Price	T Approved Qty	T Ext Ap
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🗌 Van	ndenberg	NW - New	07/16/2019 10:01:00 AM		822-3063-001	Power Amplifier, PA-777	\$19,281.00	2	\$38,562.00	0	\$0.00
<											>
	Page 1 of 1		50 v items per page							1 - 3 of 3 iter	ns 🖒

5. To deny a request, select the **Check Box** adjacent to the Request and select the **Deny**

рор-ир арре	ears.	Deny Requisition			×	
5. Enter a reas Denial field.	on in the Reason for	* Reason for Denial	6 No long	er needed		
7. Select the D	eny button. <i>The pop-up</i>				1	
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