

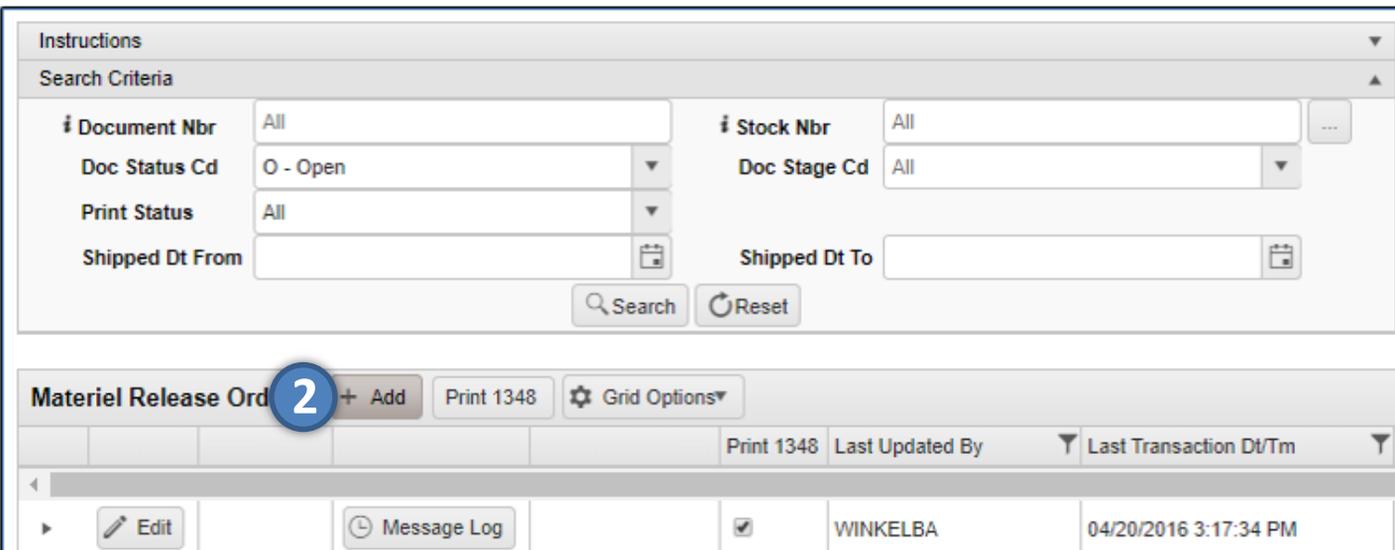


Adding a MRO

1. In the DPAS Warehouse Management module, navigate to **Matériel Release Order** from the **Matériel Mgmt** menu.
2. Select the **Add** button – The **Add Matériel Release Order** page displays.

The **Matériel Release Order (MRO)** process is a “Due Out” issue that can be manually created or externally created by an Inventory Control Point/External Item Manager Interface.

An **MRO** is required when inventory is requested from the DPAS Warehouse & is needed by any organization, DoDAAC, or MAPAC that is external to the warehouses Logistics Program.





Adding a MRO (cont'd)

There are five tabs that must be filled out before a MRO is ready for **Release** and **Shipment**.

3. Under the **Document** tab, choose an **Issue Type Cd** from the drop down menu.
4. Fill out a **Doc Nbr** or allow DPAS to auto-generate it for you.
5. If the shipment is partial, add a **Suffix CD**.
6. Enter a **Stock Nbr** or use the browse button to find the number
7. Choose the amount of **Expected Qty** by moving the amount up or down.
8. Once an item is chosen, select an **Originating DoDAAC**.
9. Based on the location where the **MRO** is being performed, select an **Originating RIC**.
10. Select a **Cond Cd**.
11. If this requisition has an associated project code, enter it in the **Requisition Proj Cd** field.
12. Entering a **Color** is optional.
13. The **RDD** can be entered by selecting the calendar.
14. Enter any **Special Instructions** as necessary.
15. Choose the **Destination** tab.

The screenshot shows the 'Add Materiel Release Order' window with the following fields and callouts:

- 15**: Destination tab
- 3**: Issue Type Cd dropdown menu
- 4**: Doc Nbr text field
- 5**: Suffix Cd dropdown menu
- 6**: Stock Nbr browse button
- 7**: Expected Qty spinner control
- 8**: Originating DoDAAC dropdown menu
- 9**: Originating RIC dropdown menu
- 10**: Cond Cd dropdown menu
- 11**: Requisition Proj Cd text field
- 12**: Color text field
- 13**: RDD text field with calendar icon
- 14**: Special Instructions text area





Adding a MRO (cont'd)

16. Under the **Destination** tab, choose a **Ship To Address Type** from the drop down menu.
17. If the type chosen is **DoDAAC** or **MAPAC**, enter it in the **Shipping Address** box.
18. If a mailing address is chosen, the user can fill it out below on an **Address Line** manually.
 If a **DoDAAC** or **MAPAC** is chosen and filled in, the resulting address must be clicked in order for the information to fill in the lines below.
19. Once the information is filled out correctly, the user can proceed to the **Advice Cd** tab.

Add Materiel Release Order [Close]

Instructions

Document | Destination | Advice Cd **19** | Additional Cds | Process Flow

* Ship To Address Type **16**: 4 - DODAAC

* Shipping Address (DoDAAC or MAPAC) **17**: V21042

TAC Address **18**

USS ALASKA SSBN 732
 UNIT 100248 BOX 1
 FPO AA 34090
 US - UNITED STATES OF AMERICA

USS ALASKA SSBN 732
 CALL NAVSUP WSS T&D 757 443 5434
 DSN 646 5434 OCONUS 312 646 5434
 *
 *

Address Line 1: USS ALASKA SSBN 732

Address Line 2: UNIT 100248 BOX 1

Address Line 3:

City: FPO **State/Province**: AA - Armed Forces Americas

Postal Cd: 34090 **Country**: US - UNITED STATES OF AMERICA

[Add] [Cancel]





Adding a MRO (cont'd)

20. Under the **Advice Cd** tab, choose whether or not you have an **Advice Cd**.
21. If the answer is Yes, choose an **Advice Cd** from the drop down menu and add any remarks as necessary.
22. If the answer is **No**, a few more questions must be answered in order to proceed.
23. If **Collateral** items are part of the order, select **Yes** or **No** as to whether they are needed.
24. If the user selects **Yes**, then the user will be asked if the **Main Item** is needed. If the user selects **No**, then the user will be asked if a **Partial Shipment** is **Allowed**?
25. Once these answers have been filled out, select the **Additional Cds** tab.

Collateral Items are determined and managed in the **Collateral Catalog** housed under the Catalog Mgmt Menu





Adding a MRO (cont'd)

26. Under the **Additional Cds** tab, choose an applicable **Media Status Cd** from the drop down menu.
27. Choose an applicable **Signal Cd**.
28. Depending on the urgency of the order choose an appropriate **Priority Cd** from the drop down menu.
29. Choose an appropriate **Demand Cd**.
30. Choose a **Purpose Cd** if applicable.
31. If there are any **Other Instructions** they can be filled in as well.
32. If applicable, fill out a **Fund Cd**.
33. If applicable, fill out a **Dist Cd**.
34. Choose the **Process Flow** tab.

Add Materiel Release Order ✕

Instructions ▼

Document	Destination	Advice Cd	Additional Cds	Process Flow 34
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<p>Media Status Cd</p> <p>A - 100% Sply and Ship status to .. 26 ▼</p> <p>A</p> <p>Priority Cd</p> <p>01 - F/AD I – UND A 28 ▼</p> <p>Purpose Cd</p> <p>A - General Issue - Stocks held wh 30 ▼</p> <p>Fund Cd</p> <p>SS</p>	<p>Signal Cd</p> <p>B - Ship To: Requisitioner; Bill To: .. 27 ▼</p> <p>B</p> <p>Demand Cd</p> <p>A - Recurring Initial Issue Demand 29 ▼</p> <p>Order Instructions</p> <p><input style="width: 100%; height: 30px;" type="text"/></p> <p>Dist Cd</p> <p><input style="width: 100%; height: 30px;" type="text"/></p>
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✓ Add
✕ Cancel





Adding a MRO (cont'd)

35. Under the **Process Flow** tab, choose whether or not to send the **MRO** through the **Requires M&U** process if this **MRO** fulfills a Work Order.
36. If this **MRO** needs to go through **QC**, then check the **Requires QC** box.
37. Choose an appropriate **Cost Center** from the drop down menu.
38. Select the **Edit** button in order to **Plan** the asset **Pick**.
39. Choose the **Select Assets** button to pick the asset.
40. Choose an **ICN** and increase the value to the needed amount for the **MRO**.
41. Choose **Take Selected**.
42. Choose the **Add** button.

The screenshot shows the 'Add Materiel Release Order' window. Callout 35 points to the 'Process Flow' tab. Callout 36 points to the 'Requires M&U' checkbox. Callout 37 points to the 'Cost Center' dropdown menu showing 'TRAINING101'. Callout 38 points to the 'Edit' button. Callout 39 points to the 'Select Assets' button. Callout 40 points to the 'ICN' column in a table. Callout 41 points to the 'Take Selected' button. Callout 42 points to the 'Add' button.

Stock Nbr	Qty	Owning DoDAAC	Project Cd	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info
041618JOP001	1	HC1001		A		No				
	0							155		B00000000000000271916
	1							156		B00000000000000271916





Picking a MRO

1. Now that the **MRO** has been added, choose the **Create Picks** button.
2. Now, go to **Material Management** then choose **Material Movement** then **Pick**. Find your **MRO** and select the **Pick** button next to your **MRO**.
3. Select the **Pick All** button to **Pick** the planned asset.
4. Choose **Yes** to mark the status to complete, fully picked.

Material Release Order + Add Print 1348 Grid Options

	Print 1348	Issue Type Cd	Doc Type Cd
Edit	Delete	Message Log	Create Picks 1

SS - Stock Sale (Issue to own Component/Activity) NA - Material Release Order

Material Movement Pick + Add Grid Options

Pick Nbr	Pick Desc	Stock Nbr Picks	Inventory Picks	Container Picks	Pick Type
2	01928200001 Pick for Document Nbr HC100192821301, Stock Nbr 041618JOP001	0	1	0	MR - Material Release

Instructions

Pick Plan Selected

Pick Nbr	WHCP2019282000001	Cost Center	TRAINING101 - TRAINING COST CENTER	Priority	2
Pick Status	PL - Pick Planned	Assigned To	N/A	Rqd Pick By Dt/Tm	N/A
Pick Type	MR - Material Release				
Pick Desc	Pick for Document Nbr HC100192821301, Stock Nbr 041618JOP001				

Continue to Next Status?

Are you sure you wish to change status to Complete - Fully Picked?

Yes No

Inventory Picks Grid Options

	All	ICN	Stock Nbr	Item Desc	Serial Nbr	Pick Order	Status	Location
Edit	<input type="checkbox"/>	B0000000000000271916	041618JOP001	MOON RING		0	NP - Not Picked	PARKING SPOT 1

50 items per page





Picking a MRO (cont'd)

5. Once the **MRO** has been **Fully Picked** it needs to have its **Location** changed. In order to do this, check the box next to the **ICN**.

Inventory Picks [Grid Options]

Location Browse [Grid Options]

Select	Location Id	Location Desc	Location Type Cd
Select	001	W900KK07D0010000000000000000	2 - Issue
Select	002	FLOOR	2 - Issue
Select	003	INTRANSIT	8 - Intransit

Mass Edit Location or Container

To Location: 002 [Browse] [Update Selected]

To Container: [Select an Item]

- Next, click the browse button next to the **To Location** or **To Container**.
- This window will allow you to **Select** a **Location** by choosing the **Select** button.
- This will populate the **Location** in the **To Location** box and now select **Update Selected**.
- Now, choose the **Complete Pick** button and a pop-up will notify of the change in status.
- Choose **Yes**.

Back [Complete Pick] Cancel Pick Plan Print

Inventory Picks [Grid Options]

Edit	ICN	Stock Nbr
	B00000000000000271916	041618JO

Continue to Next Status? Are you sure you wish to change status to Complete - Fully Picked?

[Yes] [No]





Releasing a MRO

There are five tabs that must be filled out before a MRO is ready for **Release** and **Shipment**.

1. Once the **MRO Pick** has been completed, follow the path back to **MRO**, by selecting **Material Management/Materiel Release Order** and find your **MRO**. The **MRO** reports a status of **Ready for Release**.
2. Select the **Edit** button to continue. The **Update Materiel Release Order** pop-up displays.
3. Next, find the **Release** box and check it.
4. Fill out the **Released By** with the appropriate person.
5. Fill out the **Released To** with the appropriate person.
6. Select a **Released Dt** by choosing the calendar icon.
7. Choose **Update**.



Update Materiel Release Order

Instructions

Document Destination Advice Cd Additional Cds Process Flow

Issue Type Cd
 SS - Stock Sale (Issue to own Co...)

*** Doc Status Cd**
 O - Open

*** Released By**
 JPowell

*** Released Dt**
 [Calendar icon]

*** Doc Stage Cd**
 RR - Ready For Release

Release

*** Released To**
 SHicks

Suffix Cd

*** Expected Qty**
 1

Originating RIC

Proj Cd

Special Instructions

Attachments
 No attachments found

Add / Edit Remarks

[Update] [Cancel]

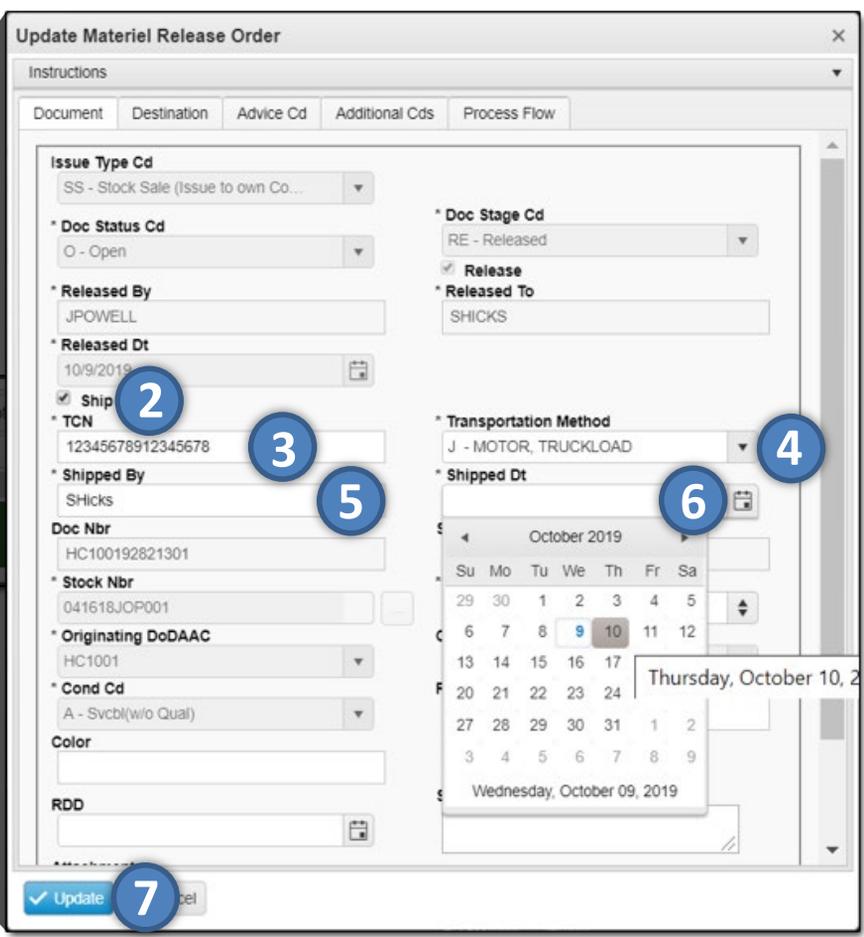
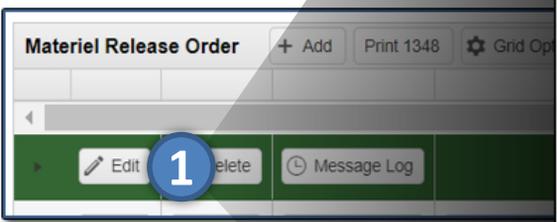




Shipping a MRO

The shipping document can be printed by checking the box in the **Print 1348** column and then selecting **Print 1348** button.

1. The status of the **MRO** is now **Released**. Select the **Edit** button to continue to shipping. The **Update Materiel Release Order** pop-up displays.
2. Check the box next to the word **Ship**.
3. Enter the 17 digit **TCN**.
4. Select an appropriate **Transportation Method** from the drop down menu.
5. Fill out the **Shipped By** with the appropriate person.
6. Choose a **Shipped Dt** by selecting the calendar icon.
7. Select **Update** to process the transaction. The pop-up closes, and the **Doc Stage Cd** displays "SH – Shipped".





Finishing an Existing MRO

1. In order to finish an existing **MRO**, find the **MRO** in the **MRO** screen and select **Edit**. The **Update Matériel Release Order** pop-up displays.
2. Depending on where the **MRO** is in the process, review the above procedures for **Adding**, **Picking**, **Releasing** and **Shipping** a **MRO**.

Instructions

Search Criteria

# Document Nbr	All	# Stock Nbr	All
Doc Status Cd	O - Open	Doc Stage Cd	NW - New
Print Status	All	Shipped Dt From	
Shipped Dt To			

Search Reset

Matériel Release Order + Add Print 1348 Grid Options

	Print 1348	Issue Type Cd	Doc Type Cd	RDD	Priority Cd
1 Edit		SS - Stock Sale (Issue to own Component/Activity)	NA - Matériel Release Order	10/26/2018	15

50 Items per page

