



Customer Requisition Management

Overview

The Materiel Management/Inventory Control Point module Customer Requisition process provides the ability to add or review a Requisition request.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.


This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Customer Requisition > Customer Requisition page

Procedures

Search for a Customer Requisition

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 or more of the following optional fields.

Search Criteria					
<i>i</i> Doc Nbr	<input type="text"/>	<i>i</i> Ordered By	<input type="text"/>	Priority Designator From	<input type="text"/>
<i>i</i> Stock Nbr	<input type="text"/>	<i>i</i> Ship To	<input type="text"/>	Priority Designator To	<input type="text"/>
<i>i</i> Item Desc	<input type="text"/>	Doc Status Cd	All	Received Dt From	<input type="text"/>
<i>i</i> LIN/TAMCN	<input type="text"/>	Reportable Commodity Type	All	Received Dt To	<input type="text"/>



2. Select . The Search Results display.

Search Results

8 Open

0 New

8 In Progress

0 Inquiry Requested

Closed

All Requisitions

Customer Requisition											
Req Stage	Doc Nbr	Suffix Cd	Stock Nbr	Item Desc	Ship To	Ordered By	Qty	RDD	UOI	Priority	Designator
Open - In Progress	NSW0019303S001		1670015277537	PARACHUTE ASSEMBLY MC-6	LS1001	LS1001	1	11/01/2019	SE	01	
Open - In Progress	NSW0010168S001		1670015277537	PARACHUTE ASSEMBLY MC-6	W14FX0	W14FX0	1	06/18/2020	SE	01	
Open - In Progress	W14FX002678002		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	1	09/24/2020	EA	15	
Open - In Progress	W14FX002688001		1670006224462	CANOPY PARACHUTE T-11R	W14FX0	W14FX0	3	09/25/2020	EA	15	
Open - In Progress	W14FX002688002		1670006224462	CANOPY PARACHUTE T-11R	W14FX0	W14FX0	2	09/25/2020	EA	15	
Open - In Progress	W14FX010208002		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	2	01/25/2021	EA	15	
Open - In Progress	W14FX010508002		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	4	02/28/2021	EA	15	
Open - In Progress	W14FX01097D001		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	2	04/09/2021	EA	01	

Selected 0/8 Page 1 of 1 50 Items per page 1 - 8 of 8 Items



Add a New Customer Requisition


Navigation

MATERIEL MGMT > Customer Requisition >  > New Customer Requisition page



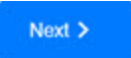
Procedure

Add a Customer Requisition

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The **New Customer Requisition** page displays, open to the Requisition Details step.

2. Enter the Ordered By (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
3. Enter the Owning ICP (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
4. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
5. Select . The Order Information step appears.



1. Requisition Details > 2. Order Information > 3. Item Details > 4. Requisition Codes > 5. Contact Details






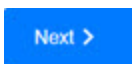
Order Information
All fields marked with an asterisk are required.

Document Number	<input type="text"/>	Stock Number	166001108640	*Quantity	<input type="text"/>	*Required Delivery Date	<input type="text"/>
Status	O - Open	Item Description	OXYGEN SYSTEM PORTABLE	Unit Of Issue	EA - Each	*Date Received	11/5/2021
*Priority Designator	<input type="text"/>	*Condition Code	<input type="text"/>	Unit Price	\$42,761.25	Deliver Not Before Date	<input type="text"/>

Instructions
Optional instructions can be entered below.

Order Instructions

80 characters remaining

6. Use  to choose the Quantity.
7. Use  to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
8. Use  to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.
9. Use  to select the Priority Designator.
10. Use  to select the Condition Code.
11. Select . *The Item Details step appears.*

1. Requisition Details > 2. Order Information > 3. Item Details > 4. Requisition Codes > 5. Contact Details

Item Details
All fields are optional.

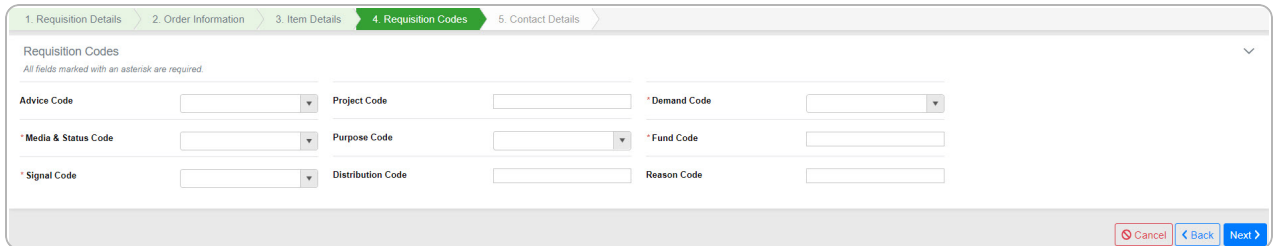
Product Qualifier




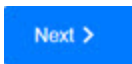
Contract Number

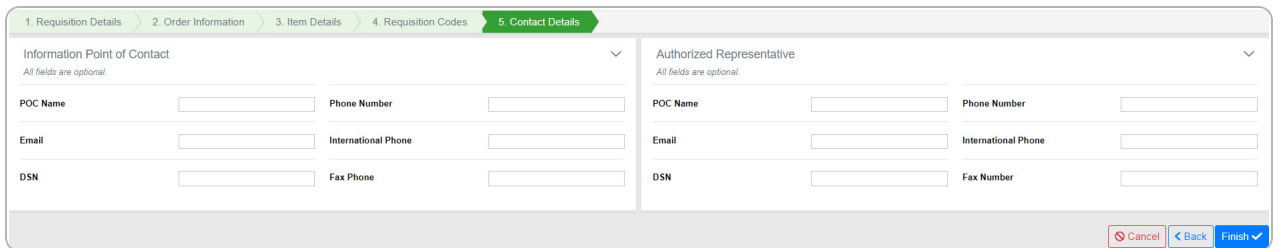
Contract Line Item Number


Color

12. Select . *The Requisition Codes step appears.*



13. Use  to select the Demand Code.
14. Use  to select the Media & Status Code.
15. Enter the Fund Code in the field provided. *This is a 2 alphanumeric character field.*
16. Use  to select the Signal Code.
17. Select . *The Contact Details step appears.*



18. Select  to save the new Requisition record. *The **New Customer Requisition** page shows the Requisition Number and three options to proceed.*

✓ Requisition **CMM00113129900** has been added

Requisition Tasks

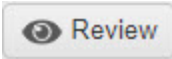
[View all requisitions](#)
View all customer requisitions

[Review requisition CMM00113129900](#)
Review recently added customer requisition

[Add new customer requisition](#)
Create a new customer requisition

Review a Customer Requisition


Navigation

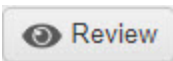
MATERIEL MGMT > Customer Requisition > (desired record) >  > Customer Requisition Review page

Procedure

Review the Customer Requisition Request

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. *The Customer Requisition request is highlighted, and  becomes available.*

2. Select . *The **Customer Requisition Review** page appears.*

3. Select the Details tab.

A. Select the **Order Information** panel.

Details	Destination	Contact Info	History	Action			
Order Information							
Document Number	NSW0010168S001	Stock Number	1670015277537	Requested Quantity	1 SE	Required Delivery Date	06/18/2020
Date Received	06/16/2020	Item Description	PARACHUTE ASSEMBLY MC-6	Priority Designator	01	Deliver Not Before	
Status	Open - In Progress	Condition Code	B - Svcb(With Qual)	Unit Price	\$4,596.00	Program	

B. Select the **Quantity Status** panel.

- If the **Req Stage is New:**
 - And the **inventory comes from an MRO:**

Quantity Status (3 remaining)

+ Add ▾

New MRO

Select	RSA DoDAAC	Owning DoDAAC	Condition Code	Project Code	Contract Number	Qty
No Inventory Available						

Cancel Save

- And the **inventory comes from a Backorder:**

Quantity Status (3 remaining)

+ Add ▾

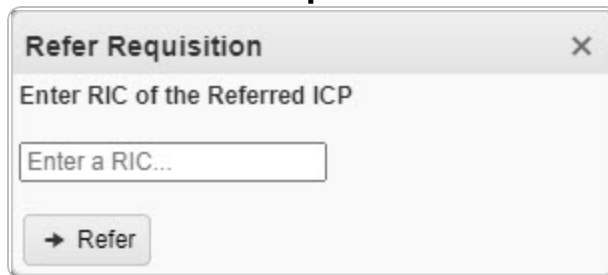
New Backorder

* RSA DoDAAC	<input type="text"/>	▾
* Owning DoDAAC	<input type="text"/>	▾
* Condition Code	<input type="text"/>	▾
* Estimated Ship Date	<input type="text"/>	📅
* Select Quantity	<input type="text"/>	▴ ▾

Cancel Save

- a. Use to select the RSA DoDAAC.
- b. Use to select the Owning DoDAAC.
- c. Use to select the Condition Code.
- d. Use to select the Estimated Ship Date, or enter the date (MM/DD/YYYY) in the field provided.
- e. Use to choose the Select Quantity.
- f. Select . *The Backorder saves, and the panel changes to show the information.*

- a. Select . *The Action dropdown appears.*
 Choose **Refer Requisition**. *The Refer Requisition pop-up appears.*



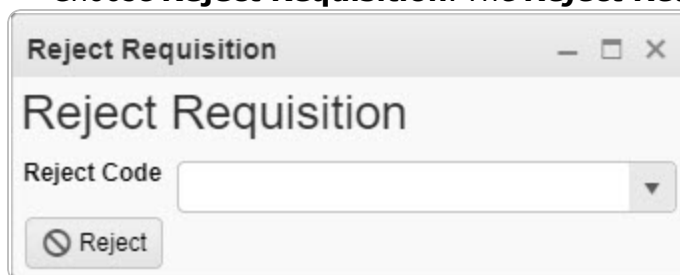
The dialog box is titled "Refer Requisition" and contains the following elements:

- Header: Refer Requisition
- Text: Enter RIC of the Referred ICP
- Input field: Enter a RIC...
- Button: → Refer

- o Select . *The requisition is removed from this ICP and sent to the new ICP.*

b. **OR**

Choose **Reject Requisition**. *The Reject Requisition pop-up appears.*



The dialog box is titled "Reject Requisition" and contains the following elements:

- Header: Reject Requisition
- Text: Reject Requisition
- Text: Reject Code
- Dropdown menu: []
- Button: ⊘ Reject

- o Select . *The requisition is changed to "Closed - Rejected".*

- If the **Req Stage is In Process:**
 - And the **requisition comes from an MRO:**

Quantity Status (0 remaining)

MRO - NSW0010168S001

RSA DoDAAC	Estimated Ship Date
LS1001	6/18/2020
Owning DoDAAC	Condition Code
N57100	A
Project Code	Selected Quantity
	1 SE
Contract Number	
<hr/>	
Planned Quantity	Denied Quantity
1 SE	0 SE
Shipped Quantity	Canceled Quantity
0 SE	0 SE

- And the **requisition comes from a Backorder:**



Help Reference Guide

Quantity Status (0 remaining)

Backorder - CMM00190099901

RSA DoDAAC

CMMCEN

Owning DoDAAC

N68869

Estimated Ship Date

1/25/2019

Condition Code

A

Backordered Quantity

2 EA

- If the **Req Stage is Closed**:





Help Reference Guide

Quantity Status (0 remaining)

MRO - CMM00190159902

RSA DoDAAC	Estimated Ship Date
CMMCEN	N/A
Owning DoDAAC	Condition Code
N68869	A
Project Code	Selected Quantity
	4 EA
Contract Number	
Planned Quantity	Denied Quantity
0 EA	<input type="text" value="0 EA"/>
Shipped Quantity	Canceled Quantity
4 EA	0 EA
TCN	Shipped Date
CMM99948859308503	1/15/2019

C. Select the **Item Identification** panel.

Item Identification

Product Qualifier

Contract Nbr

Contract Line Item Nbr

Color



D. Select the **Requirements** panel.

Requirements			
Advice Code	Project Code	Fund Code	HS
Media & Status Code	0 - No SIs to RQNR or SUPADD O/T Mand Ship SIs to Ship To by DMS	Purpose Code	Reason Code
Signal Code	B - Supplementary Address (rp 45-50)	Demand Code	A
		Special Requirements	PMR Sent To H9D
			Distribution Code

4. Select the **Destination** tab.

Details	Destination	Contact Info	History	Action
Shipping Information		Billing Information		
Ship To DoDAAC	W14FX0	Ship To Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA	Bill To DoDAAC W14FX0
				Bill To RIC
				Bill To Address W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA

A. Select the **Shipping Information**.

B. Select the **Billing Information**.

5. Select the **Contact Info** tab.

A. Select the **Ordered By Information** panel.

Details	Destination	Contact Info	History	Action
Ordered By Information				
Ordered By DoDAAC	W14FX0	Ordered By RIC	Ordered By Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA

B. Select the **Information Point of Contact** panel.





Help Reference Guide

Information Point of Contact ▼

<p>POC Name</p> <hr/> <p>Email</p> <hr/> <p>DSN</p>	<p>Phone Number</p> <hr/> <p>International Phone</p> <hr/> <p>Fax Number</p>
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C. Select the **Authorized Representative** panel.

Authorized Representative ▼

<p>POC Name</p> <hr/> <p>Email</p> <hr/> <p>DSN</p>	<p>Phone Number</p> <hr/> <p>International Phone</p> <hr/> <p>Fax Number</p>
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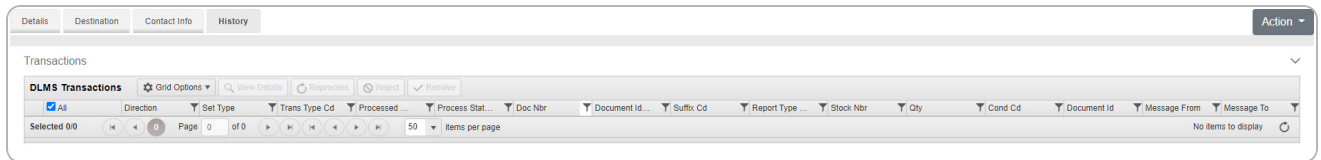
D. Select the **Named Entities** panel.

Named Entities ▼

DoDAAC/RIC	IdentifierCode	Receiving Status
W14FX0	ST	<input type="text"/>
W14FX0	OB	<input type="text"/>



6. Select the **History** tab.



Select the Transactions panel to view the DLMS Transaction Overview for the requisition.

