



Search for a Requisition – Inquiry

Overview


The Maintenance and Utilization module Requisition Inquiry process provides the ability to view requests, responses, and archived inquiries.

Navigation

Requisition > ILS-S > Inquiry > Welcome to DPAS (Requisition Inquiry Search) page

Procedures

Search for a Requisition Inquiry




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. Use the Inquiries or Search Criteria grid to generate results.

Helpful Tip



The Search Criteria grid defaults to close when entries generated based on the Inquiries criteria appear in the Results grid.


- The Stock NBR - Requests entries automatically appears in the Results grid, if available.
- Select  to open the Search Criteria grid. *The **Search Criteria** grid opens.*
- Select  to close the Search Criteria grid. *The **Search Criteria** grid closes.*
- Select  to close the Results grid. *The **Results** grid closes.*





Inquiries

- ▶ Stock Number
- ▶ Part Number
- ▶ End Item Serial Nbr
- ▶ Budget (OCCR)
- ▶ Program Management Fund (PFMR)

- Select  next to the desired criteria. *Additional options become available.*

- Requests
- Responses
- Archived

Helpful Tip



To view the available records for each inquiry option, hover over the desired option.



- **Stock Number**
 - Requests
 - Select the Requests hyperlink. *The available records appear in the Stock NBR - Requests grid.*



Stock Nbr - Requests

+ Add

Stock Nbr	DoDAAC	Detail Record Retrieval Cd	Established Date	Established By
2320011077155	HQ0049	TEST123456789	05/26/2023 02:22 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Responses
Select the Responses hyperlink. *The available records appear in the STOCK NBR - Responses grid.*

Stock Nbr - Responses

+ Add

Response Document	Stock Nbr	DoDAAC	Detail Record Retrieval Cd	Response Date	Established Date	Established By
Stock Nbr Response	TESTHELP	HQ0049	1234566789	06/22/2023 05:04 PM	06/22/2023 05:04 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Archived
Select the Archived hyperlink. *The available records appear in the STOCK NBR - Archived grid.*

Stock Nbr - Archived

+ Add

Response Document	Stock Nbr	DoDAAC	Detail Record Retrieval Cd	Response Date	Established Date	Established By
Stock Nbr Response	TESTAB	HQ0049	123456789012345678	06/22/2023 01:54 PM	06/22/2023 01:54 PM	NMLAW
Stock Nbr Response	TESTABC	HQ0049	123456789012345678	06/22/2023 01:52 PM	06/22/2023 01:52 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Part Number**
 - Requests
Select the Requests hyperlink. *The available records appear in the Part NBR - Requests grid.*

Part Nbr - Requests

+ Add

Part Nbr	DoDAAC	Established Date	Established By
TIRE	HQ0049	06/20/2023 03:59 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Responses
 Select the Responses hyperlink. *The available records appear in the Part NBR - Responses grid.*

Part Nbr - Responses

+ Add

Response Document	Stock Nbr	DoDAAC	Response Date	Established Date	Established By
Part Nbr Response	TESTHELP12	HQ0049	06/22/2023 02:09 PM	06/22/2023 02:09 PM	NMLAW

10 items per page 0 - 0 of 0 items

Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Archived
 Select the Archived hyperlink. *The available records appear in the Part NBR - Archived grid.*

Part Nbr - Archived

+ Add

Response Document	Stock Nbr	DoDAAC	Response Date	Established Date	Established By
Part Nbr Response	TESTHELP12	HQ0049	06/22/2023 02:09 PM	06/22/2023 02:09 PM	NMLAW

10 items per page 0 - 0 of 0 items

Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- End Item Serial Nbr**
 - Requests
 Select the Requests hyperlink. *The available records appear in the End Item Serial NBR - Requests grid.*

End Item Serial Nbr - Requests

+ Add

Serial Nbr	DoDAAC	Standard Reporting Designator	Option	Established Date	Established By
TESTING	HQ0049	G15	A	06/20/2023 04:01 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Responses
Select the Responses hyperlink. *The available records appear in the End Item Serial NBR - Responses grid.*

End Item Serial Nbr - Responses

+ Add

Response Document	Stock Nbr	DoDAAC	Response Date	Standard Reporting Designator	Option	Established Date	Established By
Serial Nbr Response	TESTAID	HQ0049	06/22/2023 02:14 PM	G14	A	06/22/2023 02:14 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Archived
Select the Archived hyperlink. *The available records appear in the End Item Serial NBR - Archived grid.*

End Item Serial Nbr - Archived

+ Add

Response Document	Stock Nbr	DoDAAC	Response Date	Standard Reporting Designator	Option	Established Date	Established By
Serial Nbr Response	TESTAID	HQ0049	06/22/2023 02:14 PM	G14	A	06/22/2023 02:14 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Budget (OCCR)**
 - Requests
Select the Requests hyperlink. *The available records appear in the Budget (OCCR) - Requests grid.*

Budget (OCCR) - Requests

+ Add

Org Cd	Option Cd	Fiscal Year	DoDAAC	Established Date	Established By
TES	I	C	HQ0049	06/20/2023 04:01 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Responses
 Select the Responses hyperlink. *The available records appear in the Budget (OCCR) - Responses grid.*

Budget (OCCR) - Responses

+ Add

Response Document	Stock Nbr	Option Cd	Fiscal Year	DoDAAC	Response Date	Established Date	Established By
Budget Inquiry Response	TRY	K	C	HQ0049	06/22/2023 02:28 PM	06/22/2023 02:28 PM	NMLAW

10 items per page 0 - 0 of 0 items

Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Archived
 Select the Archived hyperlink. *The available records appear in the Budget (OCCR) - Archived grid.*

Budget (OCCR) - Archived

+ Add

Response Document	PFMR Cd	Option Cd	Fiscal Year	DoDAAC	Response Date	Established Date	Established By
Budget Inquiry Response	TRY	K	C	HQ0049	06/22/2023 02:28 PM	06/22/2023 02:28 PM	NMLAW

10 items per page 0 - 0 of 0 items

Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Program Management Fund (PFMR)**
 - Requests
 Select the Requests hyperlink. *The available records appear in the Program Management Fund (PFMR) - Requests grid.*

Program Management Fund (PFMR) - Requests

+ Add

PFMR Cd	Fiscal Year	Option	DoDAAC	Established Date	Established By
TES	C	A	HQ0049	06/20/2023 04:02 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Responses
 Select the Responses hyperlink. *The available records appear in the Program Management Fund (PFMR) - Responses grid.*

Program Management Fund (PFMR) - Responses

+ Add

Response Document	PFMR Cd	Fiscal Year	Option	DoDAAC	Response Date	Established Date	Established By
PFMR Response	TRY	C	E	HQ0049	06/22/2023 02:53 PM	06/22/2023 02:53 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- Archived
 Select the Archived hyperlink. *The available records appear in the Program Management Fund (PFMR) - Archived grid.*

Program Management Fund (PFMR) - Archived

+ Add

Response Document	PFMR Cd	Fiscal Year	Option	DoDAAC	Response Date	Established Date	Established By
PFMR Response	TRY	C	E	HQ0049	06/22/2023 02:53 PM	06/22/2023 02:53 PM	NMLAW

10 items per page 0 - 0 of 0 items

- Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

OR

Select to display the Search Criteria. *The Search Criteria grid appears.*

Search Criteria

Basic Search Advanced Search

Established By

Established Dt Fr/To

[Reset](#) [Search](#)

• Select [Search](#). The results display in the **Stock Nbr - Requests** grid.

Stock Nbr - Requests

[+ Add](#)

Stock Nbr	DoDAAC	Detail Record Retrieval Cd	Established Date	Established By
2320011077155	HQ0049	TEST123456789	05/26/2023 02:22 PM	NMLAW

◀ ◁ ▷ ▶ 10 items per page 0 - 0 of 0 items

OR

Select the Advanced Search tab.

Search Criteria

Basic Search **Advanced Search**



And Or Add Exclude Add Group

Inquiry Type Code Contains SN

Request Status Contains Responses

[Reset](#) [Search](#)

Delete a Row

- Select . *The row is removed from the search criteria grid.*
- Select . *The results appear in the **Stock Nbr - Requests** grid.*

Stock Nbr - Requests ^

[+ Add](#)

Stock Nbr	DoDAAC	Detail Record Retrieval Cd	Established Date	Established By
2320011077155	HQ0049	TEST123456789	05/26/2023 02:22 PM	NMLAW

◀ ▶ 10 items per page 0 - 0 of 0 items

Add a Requisition Inquiry Record

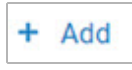
Select . *The **Add Inquiry** page appears.*



Add a Requisition Inquiry

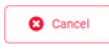

Navigation

Requisition > ILS-S > Inquiry > Welcome to DPAS (Requisition Inquiry Search) >

 > Add Inquiry slide-out window

Procedures

Add a Requisition Inquiry

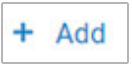
Selecting  or  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Inquiry** page appears.

Note



The Add button is available on all Inquiries type grids (Requests, Responses, and Archived).

Selecting  on any inquiry grid loads the specific add slide-out window for the selected inquiry.





Add Inquiry ✕

Inquiry Type

* Inquiry

Stock Nbr

* Stock Nbr <input type="text"/>	* Detail Record Retrieval Code <input type="text"/>
* DoDAAC <input type="text" value="HQ0049"/>	

2. Complete the Inquiry Type grid.



A. Use ▼ to select the Inquiry.

- **Stock Nbr**

Add Inquiry
✕

Inquiry Type

* Inquiry

Stock Nbr

<p>* Stock Nbr <input style="width: 150px; height: 20px;" type="text"/></p> <p>* DoDAAC <input style="width: 150px;" type="text" value="HQ0049"/></p>	<p>* Detail Record Retrieval Code <input style="width: 150px; height: 20px;" type="text"/></p>
---	--

✕ Cancel
Save

- a. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- b. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- c. Enter the Detail Record Retrieval Code. *This is a 18 alphanumeric character field.*

- **Part Nbr**





Add Inquiry
✕

Inquiry Type

* Inquiry

Part Nbr

* Part Nbr

* DoDAAC

✕ Cancel
Save

- a. Enter the Part NBR in the field provided. *This is a 32 alphanumeric character field.*
- b. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **Serial Nbr**





Add Inquiry
✕

Inquiry Type

* Inquiry

End Item Serial Nbr

* Serial Nbr <input type="text"/>	* DoDAAC <input type="text" value="HQ0049"/>
* Standard Reporting Designator <input type="text" value=""/> 🔍	* Options <input type="text" value="-"/>

✕ Cancel
Save

- a. Enter the Serial NBR in the field provided. *This is a 30 alphanumeric character field.*
 - b. Enter the Standard Reporting Designator (SRD), or use 🔍 to browse for the entry. *This is a 3 alphanumeric character field.*
 - c. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - d. Use ▼ to select the Options.
- **Budget**





Help Reference Guide

Add Inquiry
✕

Inquiry Type

* Inquiry

Budget (OCCR)

* Org Code <input type="text"/>	* Fiscal Year <input type="text" value="Current Year (and all prior years)"/>
* DoDAAC <input type="text" value="HQ0049"/>	* Option Cd <input type="text"/>

✕ Cancel
Save

- a. Enter the ORG CODE in the field provided. *This is a 3 alphanumeric character field.*
 - b. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - c. Use ▼ to select the Fiscal Year.
 - d. Use ▼ to select the Option Cd.
- **Program Fund Management Report**





Add Inquiry
✕

Inquiry Type

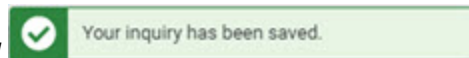
* Inquiry

Program Management Fund (PFMR)

* PFMR Code <input type="text"/>	* DoDAAC <input type="text" value="HQ0049"/>
* Option Cd <input type="text"/>	* Fiscal Year <input type="text" value="Current Year (and all prior years)"/>

✕ Cancel
Save

- a. Enter the PFMR Code in the field provided. *This is a 3 alphanumeric character field.*
 - b. Use ▼ to select the Option Cd.
 - c. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - d. Use ▼ to select the Fiscal Year.
3. Select Save. *The slide-out window closes and appears in the bottom right hand corner. The record appears in the results grid.*






View the Requisition Inquiry Response Details

Navigation

Requisition > ILS-S > Inquiry > Welcome to DPAS (Requisition Inquiry Search) > *VARIOUS PROCEDURAL STEPS* > Response Details slide-out window

Procedures

View the Requisition Inquiry Response Details

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

1. Select the Response Document hyperlink. The **Response Details** slide-out window appears.





- **Stock NBR**

Response Details ✕

Stock Nbr

Inquiry Type	Stock Nbr	DoDAAC	Detail Record Retrieval Cds
Stock Nbr	TESTABC	BROOKS	123456789012345678

Established Dt
6/22/2023, 1:52:16 PM

SBSS Response

INQUIRY

INQSN1730000308397TG01 1 67621801585

ITEM RECORD (101) WHSE-LOC: NONE FOUND
 STK-NBR: 1730000308397TG SD: 01 UI: EA SER/BAL: 0
 UP: \$226.06 NOUN-1-19: FRAME,PLATFORM,MAIN
 NOUN-20-32: RID: SMS ERRC: XF3 AP-CD: 05 CIC: U
 TAC: B FRZ-CD: DOLT: 2016071 DOLI: 2016064 AAC:
 ISG-NBR: RELAT-CD: CALC-KEY: 010**00308397 BUD-CD: 9
 EX: IX: RX: SX: CARGO-TYPE: ISG-ORD-CD:
 SHLF-LFE: 0 OUP: 1 NMFC: 00 DMD-LVL: 00
 DMDS-CURRENT: 00 DMDS-PS-6-MO: 00 DMDS-7-12-MO: 00
 CUM-REC-DMDS: 00 CM-DMD-QTY: 00
 CM-DMD-QY-SQ: 00 DMDS-007SC: 00 DOFD: 0
 DOLD: 0 DOLR: 0 RQMTS-COMP: R F/S-QTR-CD:
 AIR-INV-FLG: XCS-CAUSE: SPC: 4 DTE-SPC-ASSG: 2016064
 STD-DEV: 01 PREC-METALS: A OVRFLW-ADJ: 0 SUPPL-ADJ: 0
 SRD-COLL-FLG: 1 MIN-LVL-FLG: 0 MAX-LVL-FLG: 0 FIX-LVL-FLG: 0
 RBL-FLAG: 0 MIS-CHG-GAIN: 0 MIS-CHG-LOSS: 0 TCTO: 0 EOQ-CONS: 0
 HLTH-HZRD: 0 SUSP-MTRL: 0 PROB-ITM-FLG: 0 STK-FD-CR:
 MULT-DIFM: 0 FUNCT-CHK: 0 LP: 0 RIW: 0 CURRENCY-RCD: 0
 ADPE: INTRCHG-FLG: HZRD-MAT-CD: SPI-IND:
 SPI-NBR: SPI-EFF-DATE: 2016064 DTE-TRAN-UP: 0000000
 SNUD-UPDATE: 0000000 DEMIL-CD: A FOAM-IN-PLAC: CSMS-RPRT: N
 AFRAMS-RPRT: TYPE-PROC-CD: NWRM: MISS-IMPACT: 0
 FAA-IND: MGR-DESIG-CD: JCS PROJECT:
 PRICE-VAL: SER-REP-CD: BAS-CLOS-FLG: 0 XCE-DATE: 0000
 LCL-ERC-FLAG: N FTD-CODE: XE4-DATE: DLA-FLAG:

***** END OF INQUIRY *****

PROCESSING COMPLETE
 DOC-TYPE = N REJ-NBR =



- A. *Verify the STOCK NBR grid.*
- B. *Verify the SBSS Response grid.*

- **Part Nbr**

Response Details ✕

Part Nbr

Inquiry Type	Part Nbr	DoDAAC	Established Dt
Part Nbr	TESTHELP12	BROOKS	6/22/2023, 2:09:55 PM

SBSS Response

INQUIRY

INQPN17P2A3952-565 01 67621801585

PART-NBR-DETAIL (222) WHSE-LOC:
 STK-NBR: 1560015412464BA SYS-DES: 01 CAGE: 88277
 PRT-NBR-1-14: 17P2A3952-565 PRT-NBR-LS18:
 DOLT: 0000000 END-ITM-APPL: 635 SCMG
 CALC-KEY: 0117P2A3952-565 FILLER:

***** END OF INQUIRY *****

PROCESSING COMPLETE
 DOC-TYPE = N REJ-NBR =

- A. *Verify the Part NBR grid.*
- B. *Verify the SBSS Response grid.*

- **End Item Serial Nbr**



Help Reference Guide

Response Details ✕

End Item Serial Nbr

Inquiry Type Serial Nbr	Serial Nbr TESTAID	DoDAAC BROOKS	Standard Reporting Designator G14
Established Dt 6/22/2023, 2:14:10 PM	Options A		





Help Reference Guide

SBSS Response

INQUIRY

INQTN 01ASH87A0023

67621801585

DUE-OUT-DETAIL (205) STK-NBR = 5305009200850SX
 DOCUMENT-NBR: X100CK53131345 SYS-DES: 01 DUO-QTY: 1
 SUP-REQUISIT: ZZZZZZ DUI-DOC-NBR: 5313B005 DTL-REC-TYPE: 0
 DELIV-DEST: 999 UJC: BQ TEX: O PGM-DEC-FLAG: B FAD: B
 DEMAND-CD: R MARK-FOR: 87A0023ASH231C MEMO-FIRM-FL: 0
 DOLT: 2015309 ALREADY-PROC: TYPE-MNT-CD: N DOC-422-FLG:
 PSH-ASST-CAN: CAN-REQ-FLG: FY-OBLIGAT: 2016 AWP-SRD:
 WRM-EQP-FLG: WRM-FUND-FLG: END-ITM-SD: SALES-CD: 81B
 FUND-CD: 6C ADV-CODE: UNIT-PRICE: \$10.49
 PROJECT-NBR: 9GJ DBOF-FLG: N JOB-CTRL-NBR:
 JOCAS-NBR: ORIG-DUI-DOC: 53130007 DEPLOYD-FLG:
 FILLER-1:

DUE-OUT-DETAIL (205) STK-NBR = 5305009200850SX
 DOCUMENT-NBR: X100CK53131322 SYS-DES: 01 DUO-QTY: 1
 SUP-REQUISIT: ZZZZZZ DUI-DOC-NBR: 5313B004 DTL-REC-TYPE: 0
 DELIV-DEST: 999 UJC: BQ TEX: M PGM-DEC-FLAG: B FAD: B
 DEMAND-CD: R MARK-FOR: 87A0023ASH231C MEMO-FIRM-FL: 0
 DOLT: 2015309 ALREADY-PROC: TYPE-MNT-CD: N DOC-422-FLG:
 PSH-ASST-CAN: CAN-REQ-FLG: FY-OBLIGAT: 2016 AWP-SRD:
 WRM-EQP-FLG: WRM-FUND-FLG: END-ITM-SD: SALES-CD: 81B
 FUND-CD: 6C ADV-CODE: UNIT-PRICE: \$10.49

***** END OF INQUIRY *****

PROCESSING COMPLETE
 DOC-TYPE = N REJ-NBR =

- A. *Verify the End Item Serial NBR grid.*
- B. *Verify the SBSS Response grid.*
- **Budget (OCCR)**





Help Reference Guide

Response Details ✕

Program Management Fund (PFMR)

Inquiry Type PFMR	PFMR Code TRY	DoDAAC BROOKS	Established Dt 6/22/2023, 2:53:51 PM
Option Cd E	Fiscal Year C		

SBSS Response

INQUIRY

INQPFMR718B C 600

RESPONSIBILITY CTR 57 MXG RA
 PFMR OBAN FC FUND-DOC FY BPAC DC SD SC ADSN DOLU
 718 7821 30 2017 01 001 01 16 667100 2020121
 SF1080 CONTROLER CODE UDETAIL OUTPUT FLG B
 AVAILABLE BALANCE: CFY \$89,999,999.91 1ST PFY \$0.00

PROCESSING COMPLETE
 DOC-TYPE = N REJ-NBR =

- A. *Verify the Program Management Fund (PFMR) grid.*
- B. *Verify the SBSS Response grid.*

