Search for a Requisition — Order

Overview

The Maintenance and Utilization module Requisition process provides the ability to create, update, inquiry, or delete Requisition information.

Navigation

Requisition > ILS-S > Order > Requisition Search page

Procedures

Search for a Requisition — Order

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [⟲ Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. Use the Work Queue or Search Criteria grid to generate results.

> **Helpful Tip**
>
> Select [<] to close the Work Queue. *The* **Work Queue** *grid closes to the left of the Search page.*
>
> Select [>] to open the Work Queue. *The* **Work Queue** *grid opens on the top of the Search page.*

- Select the desired criteria. *The selected criteria appears in the Search Results grid.*

OR

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

Work Queue

Draft Orders	**0**
▾ Due In	**1**
Requested	1
Rejected	0
Backorder	0
Shipped	0
▾ Partial Receipt	**0**
Remaining Quantity	0
Missing Account Details	0
▾ Complete	
Cancelled	
Closed	
Received	
All	

- Select the desired criteria. *The selected criteria displays in the Search Results grid.*

Search Results

☐ Doc Nbr ↓₁	Status ↑₂	Stock Nbr	Item Desc	Qty Requested	Ordered By	Unit of Issue	Ordered Date
JTESTT30192001	Requested	100test	test	3	BROOKS	EA - Each	01/19/2023 11:49 AM

1 · 10 ▼ items per page | 1 - 1 of 1 items

Search Criteria

Search Criteria

Basic Search   Advanced Search

Doc Nbr [   ]

Stock Nbr [   ]

Ordered Dt Fr/To

[month/day/year]

[month/day/year]

↺ Reset   🔍 Search

Helpful Tip

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

Work Queue entries automatically appear in the Search 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.*

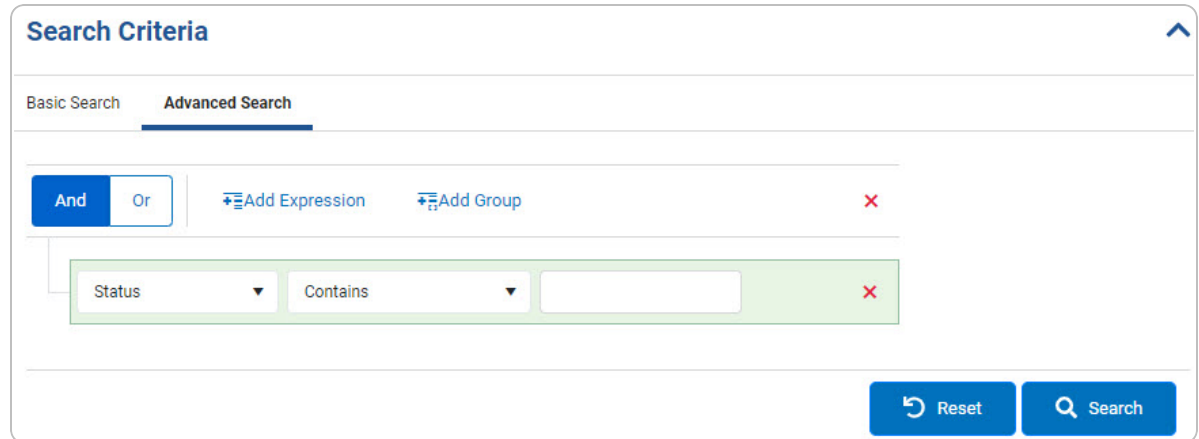- Select [🔍 Search]. *The results display in the **Requisition Search Results** grid.*

Search Results

☐ Doc Nbr ↓₁	Status ↑₂	Stock Nbr	Item Desc	Qty Requested	Ordered By	Unit of Issue	Ordered Date
JTESTT30192001	Requested	100test	test	3	BROOKS	EA - Each	01/19/2023 11:49 AM

1 · 10 ▼ items per page | 1 - 1 of 1 items

OR

Select the Advanced Search tab.

Delete a Row

- Select [Search]. *The results appear in the* **Requisition Search Results** *grid.*

Review the Requisition Details

Select the Doc Nbr hyperlink. *The* **Requisition Review** *page appears.*

View the Requisition Inquiry

1. Click ☐ to select the entry. *The* Doc Nbr *is highlighted, and* [i Inquiry] *becomes available.*

Note

 i Inquiry becomes available when the Status is "Requested" or "Cancelled".

2. Select **i Inquiry**. *The Inquiry pop-up window appears.*

✔ **Your inquiry has been sent:**
For future reference, details of this and other updates are available on the requisition history tab.

Note

 To view the inquiry, select the requisition history tab hyperlink or select the DOC NBR hyperlink. *The **Requisition Review** page appears.* Select the History tab to view the inquiry.

Add a Requisition Order

Navigation

Requisition > ILS-S > Order > Requisition Search > > Add Requisition page

Procedures

Add a Requisition Order

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

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

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

2.   *Complete the Requested Item grid.*

   A.   Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*

   B.   Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*

   C.   Use to choose the Quantity Requested.

D. Use ▼ to select the Unit of Issue.

E. Select [Next >]. *The Requisition Setup tab opens.*

OR

Select the Requisition Setup tab.

1. Requested Item ✓	2. Requisition Setup	3. Requisition Details

Requisition Setup ⌃

* Ordered By	[▼]	* Work Order Nbr	[▼]
Requesting Source	Work Order	Job Control Nbr (JCN)	[ ]
* Document Type	[▼]	ILS-S Work Order	[ ]
* Document Sub Type	[▼]	Ordered From	Base Supply

⊗ Cancel	⊗ Discard Draft	💾 Save	Next >

a. *Complete the Requisition Setup grid.*

1. Use ▼ to select the Ordered By.

2. Use ▼ to select the Document Type.

3. Use ▼ to select the Document Sub Type.

4. Use ▼ to select the Work Order Nbr.

5. Select [Next >]. *The Requisition Details tab opens.*

OR

Select the Requisition Details tab.

A. *Complete the Order Details grid.*

    a. Use ▾ to select the Demand Cd.

B. *Complete the ILS-S Order Details grid.*

    a. Enter the Base Supply DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

    b. Enter the ORG SHOP CD in the field provided. *This is a 5 alphanumeric character field.*

         c.   Use ⏷ to select the UJC.

         d.   Enter the Serial/ID NBR in the field provided. *This is a 30 alphanumeric character field.*

         e.   Enter the Maintenance Unit ID CD in the field provided. *This is a 1 alphanumeric character field.*

     C.   *Complete the ILS-S Data grid.*

         a.   Enter the Standard Reporting Designator (SRD), or use 🔍 to browse for the entry. *This is a 3 alphanumeric character field.*

     D.   *Complete the Additional Information grid.*

3.   Select [❌ Discard Draft]. *The **Delete Confirmation** pop-up window appears.*

4.   Select [💾 Save]. *The information is saved.*

> **Note**
>
> ❓   Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

> **Helpful Tip**
>
> 💡   To view the saved requisition without selecting [✔ Finish], select the Requisition hyperlink at the top left hand corner. *The **Requisition Search — Order** page appears and the information displays in the Search Results grid.*

5.   Select [✔ Finish]. *The **Requisition Search — Order** page appears and the information displays in the Search Results grid.*
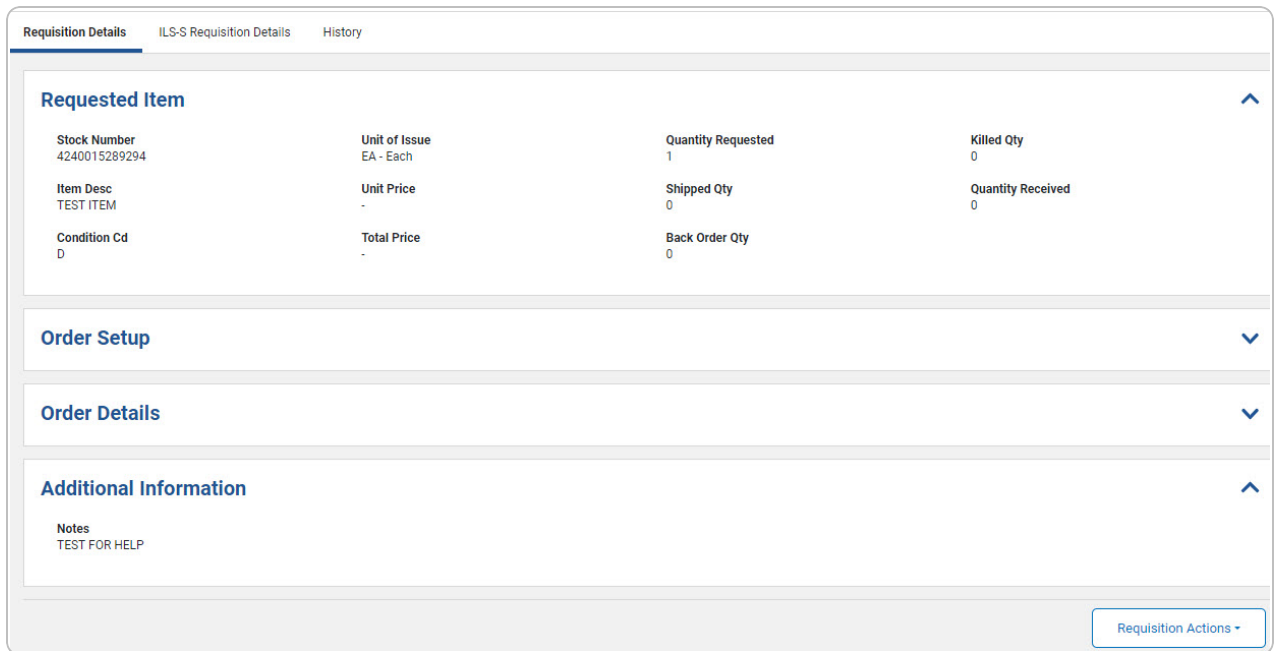
Review the Requisition Details

Navigation

Requisition > ILS-S > Order > Search Criteria > [🔍 Search] > Search Results > Doc NBR hyperlink > Requisition Review page

Procedures

Review the Requisition Details

1. Select the Doc NBR hyperlink. *The **Requisition Review** page appears.*

2. *Verify the Requisition Details tab.*

   A. *Verify the Requested Item panel.*

   B. *Verify the Order Setup panel*

Order Setup

Ordered By	**Document Type**	**Work Order Number**	**ILS-S Work Order**
E10130	MR - MILSTRIP Requisition	2011110900004-1	300004
Requesting Source	**Document Sub Type**	**Job Control Nbr (JCN)**	**Ordered From**
WO - Work Order	NRS - MILSTRIP Requisition - Self	113130000401	BS - Base Supply

C.   *Verify the Order Details panel.*

Order Details

Document Nbr	**Required Delivery Dt**	**Delivery Destination**	**Advice Code**
JTESTT32132000	-	-	-
Status	**Demand Cd**	**Delivery Priority**	**Project Code**
Requested	D	3 - Expedited I - 3 days	-
Ordered Date			
08/01/2023 10:48:05 am			

D.   *Verify the Additional Information panel.*

3.   Select the ILS-S Requisition Details tab.

Requisition Details	**ILS-S Requisition Details**	History

ILS-S Order Details

Base Supply DoDAAC	**Work Unit Cd (WUC)**	**Technical Order Nbr**	**T.O. Index**
NM1234	ZZ	-	-
Org Shop Cd	**T.O. Volume**	**Requester Name**	**UJC**
TESTT	-	-	AM - For Engine
Maintenance Unit ID Cd	**T.O. Figure**	**Requester Phone**	**Serial / ID Nbr**
A	-	-	0765434

ILS-S Data

MICAP Details

Requisition Actions ▾

A.   *Verify the ILS-S Order Details panel.*

B.   *Verify the ILS-S Data panel.*

ILS-S Data

Standard Reporting Designator (SRD)	**Major Command Cd**	**End Item Document Nbr**	**Transaction Exception Code (TEX)**
G15	-	-	-
JOCAS Nbr	**End Item System Designator**	**End Item SRD**	**Issue Exception Code (IEX)**
-	-	-	-

C.   *Verify the ILS-S Due Out Status Updates panel.*

ILS-S Due Out Status Updates

Due Out Qty	Due Out Status Cd	Est Delivery Dt	Supply Status Cd
-	1	-	-

> **Note**
>
> The ILS-S Due Out Status Updates panel appears when the Requisition status is in "Backorder".

    a.   *Verify the Due Out QᴛY.*

    b.   *Verify the Due Out Status CᴅD.*

    c.   *Verify the Est Delivery Dᴛ.*

    d.   *Verify the Supply Status CᴅD.*

D.   *Verify the MICAP Details panel.*

MICAP Details

MICAP Start Dt/Tm	MICAP Condition Cd	MICAP Serial / ID Nbr	Verified By
-	-	0765434	-
MICAP UJC	**MICAP SRD**	**MICAP Command Cd**	
AM - For Engine	G15	-	

4.   *Select the History tab.*

Requisition Details	ILS-S Requisition Details	**History**

Events

🔧 Options ▾   ↻ Reprocess   ↻ Refresh

☐	Event Type	⋮	Event Date ↓	⋮	Doc Status	⋮	Established By	⋮	Remarks	⋮
☐	INQ DN Response		08/01/2023 10:52 AM		Failed		NMLAW		--	
☐	INQ DN Request		08/01/2023 10:52 AM		Processed		NMLAW		--	
☐	ISU Response		08/01/2023 10:48 AM		Failed		NMLAW		--	
☐	ISU Request		08/01/2023 10:48 AM		Processed		NMLAW		--	
☐	Requisition Update		08/01/2023 10:48 AM		--		NMLAW		--	

⏮ ◀ ▶ ⏭

Requisition Actions ▾
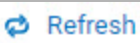
A. Select ☐ next to the desired Event Type record. *The Event Type is highlighted, and* ↻ Reprocess *becomes available.*

> **Note**
>
> ❓ ↻ Reprocess becomes available when the selected record's DOC STATUS is "Failed".

B. Select ↻ Reprocess . *The* **Reprocess Confirmation** *pop-up window appears.*

C. Select ↻ Refresh . *The Events grid refreshes.*

D. Select the Event Type hyperlink. *The selected* **Event Details** *slide-out window appears.*
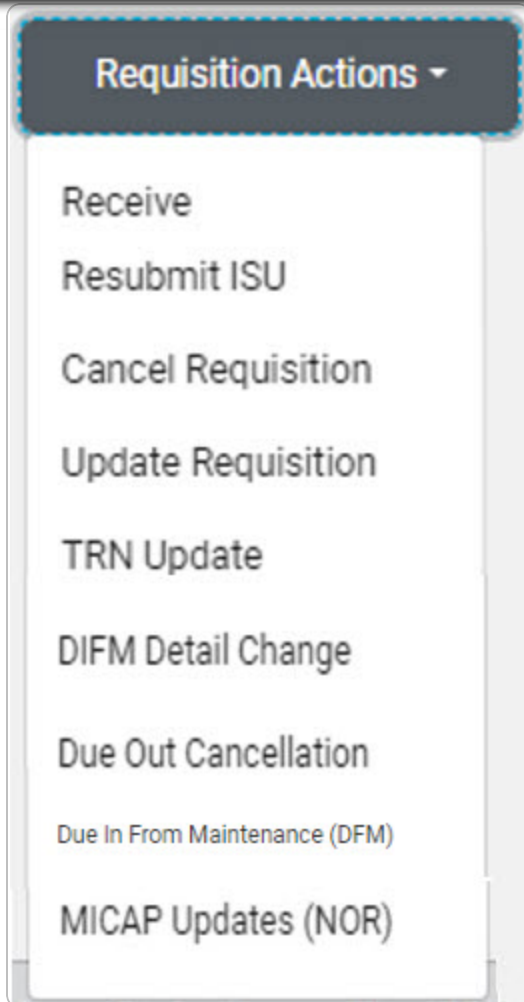
5. Select Requisition Actions ▾ . *The Requisition Actions appear in a drop-down.*

> **Note**
>
> ❓ The Requisition Actions ▾ does not appear when the Status is "Cancelled". Requisition Actions appear based on the selected record's status. Not all requisition action options appear.

Requisition Actions ▾

Receive

Resubmit ISU

Cancel Requisition

Update Requisition

TRN Update

DIFM Detail Change

Due Out Cancellation

Due In From Maintenance (DFM)

MICAP Updates (NOR)

A. Select Receive . *The **Receiving** slide-out window appears.*

B. Select Resubmit ISU . *The **Resubmit Requisition** pop-up window appears.*

C. Select Cancel Requisition . *The **Cancel Requisition** pop-up window appears.*

D. Select Update Requisition . *The **Requisition Update** slide-out window appears.*

E. Select TRN Update . *The **TRN Update** slide-out window appears.*

F. Select DIFM Detail Change . *The **Maintenance Detail Change** slide-out window appears.*

G. Select Due Out Cancellation . *The **Due Out Cancellation (DOC)** slide-out window appears.*

H. Select [Due In From Maintenance]. *The **Due In Detail Updates (DIT)** slide-out window appears.*

I. Select [MICAP Updates (NOR)]. *The **MICAP Updates (NOR)** slide-out window appears.*

Receive a Requisition Order

Navigation

Maintenance > Requisition > Requisition > Search Results > Doc Nbr hyperlink >

Requisition Actions ▾ > Receive > Receiving slide-out window

Procedures

Receive a Requisition Order

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

1. Select Receive . The **Receiving** slide-out window appears.

2. *Verify the Requisition Summary grid.*
3. *Update the Requisition Details grid.*

4. Select 🖫 Save . *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Resubmit a Requisition Order

Navigation

Requisition > ILS-S > Order > Search Criteria > [🔍 Search] > Search Results > Doc

NBRhyperlink > [Requisition Actions ▾] > [Resubmit ISU] > Resubmit Requisition slide-out window

Procedures

Resubmit a Requisition Order

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

1. Select [Resubmit ISU]. *The* **Resubmit Requisition** *page appears.*

2. *Update the Requested Item grid.*

   A. Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*

   B. Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

   C. Update the Quantity Requested, using ▲▼ to choose the revised quantity.

   D. Update the Unit of Issue, using ▾ to select the desired unit.

   Select [Next ❯]. *The Requisition Setup tab opens.*

   E.

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OR

Select the Requisition Setup tab.

a. *Update the Requisition Setup grid.*

1. Update the Ordered By, using ▼ to select the desired entry.

2. Update the Document Type, using ▼ to select the desired type

3. Update the Document Sub Type, using ▼ to select the desired SUB type.

4. Update the Work Order Nbr, using ▼ to select the desired number.

Select [Next >]. *The Requisition Details tab opens.*

5.

OR

Select the Requisition Details tab.

A. *Complete the Order Details grid.*

  a. Update the Demand Cd, using ▾ to select the desired code.

B. *Complete the ILS-S Order Details grid.*

  a. Update the Base Supply DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

  b. Update the ORG SHOP CD, entering the revised code in the field provided. *This is a 5 alphanumeric character*

field.

      c.   Update the UJC, using ▾ to select the desired code.

      d.   Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

      e.   Update the Maintenance Unit ID CD, entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

  C.   *Complete the ILS-S Data grid.*

      a.   Update the Standard Reporting Designator (SRD), using 🔍 to browse for the revised entry. *This is a 3 alphanumeric character field.*

  D.   *Complete the Additional Information grid.*

3.   Select [✔ Resubmit]. *The* **Requisition Search — Order** *page appears and the information displays in the Search Results grid.*

Cancel a Requisition Order

Navigation

Maintenance > Requisition > Requisition > Search Results > Doc Nbr hyperlink >

Requisition Actions ▾ > Cancel Requisition > Cancel Requisition Order Confirmation pop up window
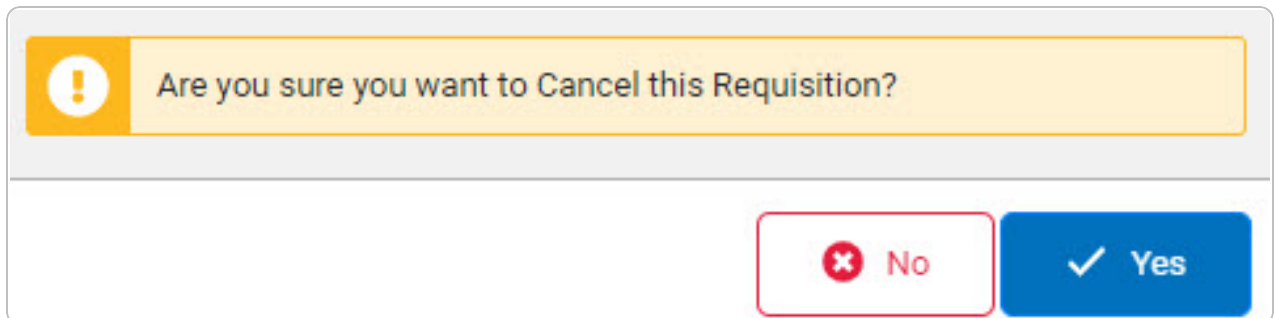
Procedures

Cancel a Requisition Order

Selecting ❌ No *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select Cancel Requisition . *The **Cancel Requisition** pop-up window appears.*

> ⚠ Are you sure you want to Cancel this Requisition?
>
> ❌ No   ✓ Yes

2. Select ✓ Yes . *The pop-up window closes and the selected entry's status changes to "Cancelled" in the Search Results grid.*

Update a Requisition Review

Navigation

Maintenance > Requisition > Requisition > Search Results > Dᴏᴄ Nʙʀ hyperlink >

Requisition Actions ▾ > Update Requisition > Requisition Update slide-out window

Procedures

Update a Requisition Review

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

1. Select ⌗Update Requisition⌗ . *The **Requisition Update** slide-out window appears.*

Requisition Update ✕

Requisition Summary ⌃

Document Nbr	Stock Nbr	Item Desc	Work Order Nbr
JHELPT32142001	Another Test	Test	2023072700001-1

Requisition Update ⌃

Item Description	Test		T.O. Volume	
Deployed Cd (SRAN)			T.O. Figure	
Requestor Name			T.O. Index	
Requestor Phone			Notes	Help Test
Technical Order Nbr				

✔ Cancel   ✔ Finish

2. *Update the Requisition Summary grid.*
3. *Update the Requisition Update grid.*

4. Select [✓ Finish]. *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Update a TRN

Navigation

Maintenance > Requisition > Requisition > Search Results > Doc Nbr hyperlink >

Requisition Actions ▾ > TRN Update > TRN Update slide-out window

Procedures

Update a TRN

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

1.   Select TRN Update . *The* **TRN Update** *slide-out window appears.*

2.   *Verify the Requisition Summary grid.*

3.   *Update the TRN Update Details grid.*

   1.   Update the AF to 350 Tag NBR, entering the revised tag number in the field
           provided. *This is a 6 numeric character field.*

   2.   Update the QTY Turned Around, entering the revised quantity in the field provided.
           This is a 1 numeric character field.

   3.   Update the Maintenance Action Taken Cd, using ⌄ to select the desired code.

   4.   Update the Repair Cycle Days, entering the revised days in the field provided. *This is
           a 3 alphanumeric character field.*

4.   Select   Save . *The* **Requisition Review** *page reappears and the updated information
      appears throughout the Requisition Review and/or in the Events grid.*

Update a Maintenance Detail Change

Navigation

Procedures

Update a Maintenance Detail Change

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

1. Select DIFM Detail Change . *The **Maintenance Detail Change** slide-out window appears.*

2. *Verify the Requisition Summary grid.*

3. *Update the DFM Details grid.*

4. Select 🖫 Save . *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Update a Due In Detail (DIT)

Navigation

Maintenance > Requisition > Requisition > Search Results > Doc Nbr hyperlink >

Requisition Actions ▾ > Due In From Maintenance > Due In Detail Updates (DIT) slide-out window

Procedures

Update a Due In Detail (DIT)

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

1. Select Due In From Maintenance . *The **Due In Detail Updates (DIT)** slide-out window appears.*

2. *Verify the Requisition Summary grid.*

3. *Update the DIT Updates grid.*

4. *Update the Due Out Mark-For Changes grid.*

   A. Update the Serial/IDNbr, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

   B. Update the Standard Reporting Designator (SRD), using 🔍 to browse for the revised entry. *This is a 3 alphanumeric character field.*

5. Select 🖫 Save . *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Cancel a Due Out (DOC)

Navigation

Maintenance > Requisition > Requisition > Search Results > Doc Nbr hyperlink >

[Requisition Actions ▾] > [Due Out Cancellation] > Due Out Cancellation (DOC) slide-out window

Procedures

Cancel a Due Out (DOC)

Selecting [⊗ Cancel] at any point of this procedure removes all revisions and closes the page.

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1. Select Due Out Cancellation . *The **Due Out Cancellation (DOC)** slide-out window appears.*

Due Out Cancellation (DOC) ✕

Requisition Summary ⌃

		Item Desc	
Document Nbr	**Stock Nbr**	Offline Issue Request - Description Update Required	**Work Order Nbr**
J808TL12452000	2310010186668		100006

DOC Updates

Base Supply DoDAAC	KD0402	* Qty To Be Cancelled	0 ▲▼
MICAP Delete Code	0	Type of Account Code	B
Unit of Issue	EA - Each	* Transaction Exception Cd (TEX)	-Select- ▼
Due-Out Qty	1	* Cancellation Status Cd	-Select- ▼
* Maint Action Taken Cd	--Select- ▼	Review Cd	M

❌ Cancel   💾 Save

2. *Verify the Requisition Summary grid.*

3. *Update the DOC Updates grid.*

4. Select 💾 Save . *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Update a MICAP (NOR)

Navigation

Maintenance > Requisition > Requisition > Search Results > Dᴏᴄ Nʙʀ hyperlink >

Requisition Actions ▾ > MICAP Updates (NOR) > MICAP Updates (NOR) slide-out window

Procedures

Update a MICAP (NOR)

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

1. Select MICAP Updates (NOR). *The **MICAP Updates (NOR)** slide-out window appears.*

2. *Verify the Requisition Summary grid.*
3. *Update the NOR Type grid.*

A.   Update the NOR Type, using ˅ to select the desired code.

- NOR B & D

MICAP Details

★ UJC

★ MICAP Start Dt/Tm   --/--/---- --:--

a.   *Update the MICAP Details grid.*

    1.   Update the UJC, using ˅ to select the desired code.

    2.   Use 📅 🕐 to select the MICAP Start Dᴛ/Time, or enter the date (MM/DD/YYYY) in the field provided.

- NOR C

MICAP Details

★ UJC

Condition Cd   A

★ MICAP Start Dt/Tm   --/--/---- --:--

    a.   *Update the MICAP Details grid.*

        1.   Update the UJC, using ˅ to select the desired code.

        2.   Use 📅 🕐 to select the MICAP Start DᴛT/Time, or enter the date (MM/DD/YYYY) in the field provided.

- NOR E

MICAP Details

Serial Nbr	
SRD	🔍
MICAP Dt/Tn	--/--/---- --:-- 📅 🕐
Major Command Cd	▼

    a.   *Update the MICAP Details grid.*

4.   Select 💾 Save . *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*
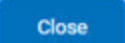
Reprocess the Requisition

Navigation

Maintenance > Requisition > Requisition > Search Results > Doc Nbr hyperlink > History Tab > ☐ (desired record) > C Reprocess > Reprocess Confirmation pop up window

Procedures

Reprocess the Requisition

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

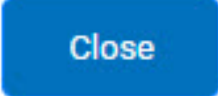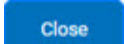1.   Select **C Reprocess**. *The **Reprocess Confirmation** pop-up window appears.*

   Note

   ❓ **C Reprocess** becomes available when the selected record's Doc Status is "Failed".

   ℹ Response has been submitted for Reprocessing

   Close

2.   Select **Close**. *The pop-up window closes and returns to the previous page.*

View the Requisition Update Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria > [Q Search] > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > Requisition Update hyperlink > Requisition Update slide-out window

Procedures

View the Requisition Update Event Details

Selecting [×] *at any point of this procedure removes all revisions and closes the page.*

1. Select the Requisition Update hyperlink. *The **Requisition Update** slide-out window appears.*

Requisition Update ✕

Event Details

Doc Number	Update Date Time	Established By
JTEST232152000	08/03/2023 01:57:25 pm	NMLAW

Update Details

Requisition Detail	Original Value	New Value
Ordered Date Time	8/3/2023 1:55:26 PM	8/3/2023 1:57:17 PM
Filled Quantity		0
Denied Quantity		0
Back Ordered Quantity		0
Status	Draft Orders	Requested

2. *Verify the Requisition Update.*

   A. *Verify the Event Details grid.*

   B. *Verify the Update Details grid.*

View the ISU Request Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria > **[🔍 Search]** > Search Results > Doc Nbr hyperlink > Requisition Review > History Tab > ISU Request hyperlink > ISU Request slide-out window

Procedures

View the ISU Request Event Details

Selecting [×] *at any point of this procedure removes all revisions and closes the page.*

1. Select the ISU Request hyperlink. *The **ISU Request** slide-out window appears.*

   ### ISU Request   ×

   Event Details

Doc Number	To Address	Request Time
JTESTT32142000	W25G1Q	08/02/2023 02:05:43 pm
Document Status	**From Address**	**Transaction Run Date Time**
Processed	W25G1Q	08/02/2023 02:05:43 pm

2. *Verify the Event Details grid.*

View the ISU Response Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria > [Q Search] > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > ISU Response hyperlink > ISU Response slide-out window

Procedures

View the ISU Response Event Details

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

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

ISU Response   ✕

Event Details

Doc Number	To Address	Request Time
JTESTT32142000	W25G1Q	08/02/2023 02:05:43 pm
Document Status	From Address	Proccessed Date Time
Failed	W25G1Q	-

---

2. *Verify the Event Details grid.*

View the INQ DN Request Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria > [Q Search] > Search Results > Doc Nʙʀ hyperlink > Requisition Review > History Tab > INQ DN Request hyperlink > INQ DN Request slide-out window

Procedures

View the INQ DN Request Event Details

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

1. Select the INQ DN Request hyperlink. *The **INQ DN Request** slide-out window appears.*

    ### INQ DN Request ✕

    #### Event Details

Doc Number	To Address	Request Time
JTEST332162003	W25G1Q	08/04/2023 01:29:00 pm
Document Status	**From Address**	**Transaction Run Date Time**
Processed	W81UCX	08/04/2023 01:29:00 pm

2. *Verify the Event Details grid.*

View the INQ DN Response Event Details

Navigation

Requisition > ILS-S > Order > Search Criteria > [🔍 Search] > Search Results > Doc NBR hyperlink > Requisition Review > History Tab > INQ DNResponse hyperlink > INQ DN Response slide-out window

Procedures

View the INQ DN Response Event Details

Selecting [×] *at any point of this procedure removes all revisions and closes the page.*

1. Select the INQ DN Response hyperlink. *The **INQ DN Response** slide-out window appears.*

INQ DN Response   ×

Event Details

Doc Number	To Address	Request Time
JTEST332162003	W25G1Q	08/04/2023 01:29:01 pm

Document Status	From Address	Proccessed Date Time
Failed	W81UCX	-

---

2. *Verify the Event Details grid.*

Update a Requisition Order
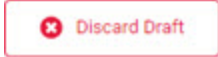
Navigation

Requisition > ILS-S > Order > Search Criteria > [Q Search] > Search Results > ☐
(desired record) > [✎ Edit] > Add Requisition (Update) page

Procedures

Update a Requisition Order

Selecting [❌ Cancel] *at any point of this procedure removes all revisions and closes the page.*

Selecting [❌ Discard Draft] *at any point of this procedure removes all revisions and closes the page. Selecting* [💾 Save] *retains the information.* **Bold** *numbered steps are required.*
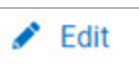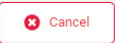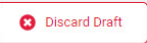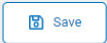
1. Select [✎ Edit]. *The* **Add Requisition (Update)** *page appears.*

> **Note**
>
> [❓] [✎ Edit] is not available when the Status is "Requested". Only Requisitions not in "completed" status can be updated.

2. *Complete the Requested Item grid.*

   A. Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*

   B. Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

   C. Update the Quantity Requested, using ⬍ to choose the revised quantity.

   D. Update the Unit of Issue, using ▾ to select the desired unit.

   E. Select [Next >]. *The Requisition Setup tab opens.*

   OR

   Select the Requisition Setup tab.

   Requisition Setup

* Ordered By	BROOKS MA ▾	* Work Order Nbr	▾
Requesting Source	Work Order	Job Control Nbr (JCN)	
* Document Type	▾	ILS-S Work Order	
* Document Sub Type	▾	Ordered From	Base Supply

   ✖ Cancel   ✖ Discard Draft   💾 Save   Next >

   a. *Complete the Requisition Setup grid.*

      1. Update the Ordered By, using ▾ to select the desired entry.

      2. Update the Document Type, using ▾ to select the desired type

      3. Update the Document Sub Type, using ▾ to select the desired Sᴜʙ type.

      4. Update the Work Order Nbr, using ▾ to select the desired number.

      5. Select [Next >]. *The Requisition Details tab opens.*

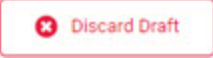   **OR**

      Select the Requisition Details tab.

A.   *Complete the Order Details grid.*

    a.   Update the Demand Cd, using ⌄ to select the desired code.

B.   *Complete the ILS-S Order Details grid.*

    a.   Update the Base Supply DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

    b. Update the ORG SHOP CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

    c. Update the UJC, using [▾] to select the desired code.

    d. Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

    e. Update the Maintenance Unit ID CD, entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

  C. *Complete the ILS-S Data grid.*

    a. Update the Standard Reporting Designator (SRD), using 🔍 to browse for the revised entry. *This is a 3 alphanumeric character field.*

  D. *Complete the Additional Information grid.*

3. Select ❌ Discard Draft . *The **Delete Confirmation** pop-up window appears.*

4. Select 💾 Save . *The information is saved.*

> **Note**
>
> ❓ Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

> **Helpful Tip**
>
> 💡 To view the saved requisition without selecting ✔ Finish , select the Requisition hyperlink in the top left hand corner. *The **Requisition Search — Order** page appears and the information displays in the Search Results grid.*

5. Select ✔ Finish . *The **Requisition Search — Order** page appears and the information displays in the Search Results grid.*

Delete a Requisition Order

Navigation

Requisition > ILS-S > Order > Search Criteria > [Q Search] > Search Results > ☐ (desired record) > [🗑 Delete] > Confirm Delete pop-up window
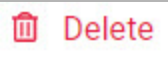
Procedures

Delete a Requisition Order

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

1. Select [🗑 Delete]. *The* **Delete a Requisition** *pop-up window appears.*

2. **Note**

   [🗑 Delete] becomes available when the Status is "Draft Orders".

   ⚠ Are you sure you want to delete this record?

   [⊗ Cancel] [✓ Confirm]

3. Select [✓ Confirm]. *The entry is removed from the Search Results grid.*