Materiel Release Order

Overview

The Warehouse Management module Materiel Release Order (MRO) process provides the ability to create, edit, or remove a materiel movement plan, materiel movement pick, transportation plan, and a transportation pick. This process also sends materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and releases it to the new location.
Materiel Release Orders (MROs) are Due Out orders. Orders being issued must be assigned to the Owning DoDAAC.
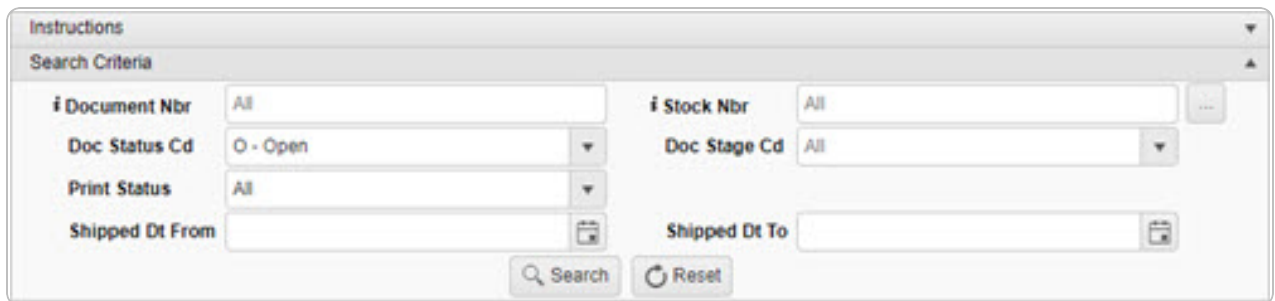
Navigation

MATERIEL MGMT > Materiel Release Order > Materiel Release Order page
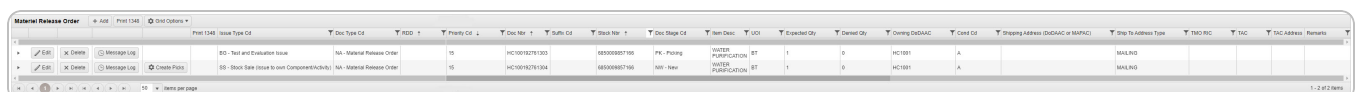
Procedures

Search for a Materiel Release 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. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Instructions	
Search Criteria	
i Document Nbr: All	*i* Stock Nbr: All
Doc Status Cd: O - Open	Doc Stage Cd: All
Print Status: All	
Shipped Dt From:	Shipped Dt To:
	[Search] [Reset]

2. Select [Search]. *The results display in the Materiel Release Order grid.*

	Issue Type Cd	Doc Type Cd	RDD	Priority Cd	Doc Nbr	Suffix Cd	Stock Nbr	Doc Stage Cd	Item Desc	UOI	Expected Qty	Denied Qty	Owning DoDAAC	Cond Cd	Shipping Address (DoDAAC or MAPAC)	Ship To Address Type	TMO RIC	TAC	TAC Address	Remarks
Edit Delete Message Log	BO - Test and Evaluation Issue	NA - Materiel Release Order		15	HC10019276130		6850069857166	PK - Picking	WATER PURIFICATION	BT	1	0	HC1001	A		MAILING				
Edit Delete Message Log Create Picks	BB - Stock Sale (issue to own Component/Activity)	NA - Materiel Release Order		15	HC10019276130		6850069857166	NW - New	WATER PURIFICATION	BT	1	0	HC1001	A		MAILING				

50 items per page — 1 - 2 of 2 items

View the Message Log

1. Select 🕐 **Message Log** . *The* ***MRO Message Log*** *pop-up window appears.*
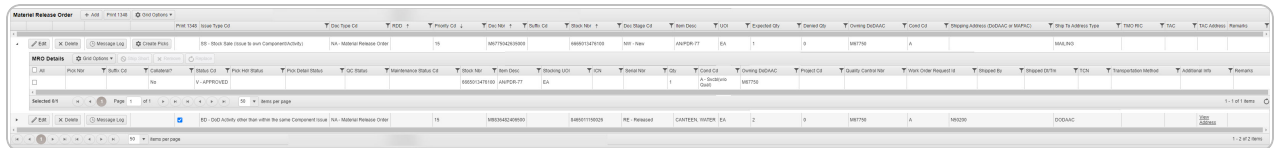
    > **Helpful Tip**
    >
    > 💡 Manually entered MROs also display this pop-up window. However, no information is available, regardless of prior transactions processed on the order.

2. Select ✕ . *The* ***MRO Message Log*** *pop-up window closes.*

View the Materiel Release Order Pick

1. Select ▸ next to the record with the created pick. *The MRO Details Results grid opens.*
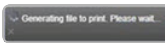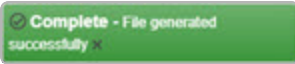
2. Select 🔍 **View Pick** . *The* ***Pick Plan*** *pop-up window appears.*

3. Select the Pick Nbr hyperlink. *The* ***Materiel Movement Plan*** *page appears.*

    OR

    Click ✕ . *The* ***Pick Plan*** *pop-up window closes.*

Print a DD 1348

1. Select ☐ in the **Print 1348** column of the desired Materiel Release Order. *A* ☑ *appears.*

2. Select **Print 1348** . *The* ⏳ Generating file to print, Please wait… *toast appears, and then the* ✓ Complete - File generated successfully ✕ *toast appears.*
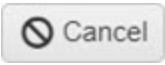
Add a Materiel Release Order

Navigation

Materiel Mgmt > Materiel Release Order > + Add > Add Materiel Release Order pop-up window
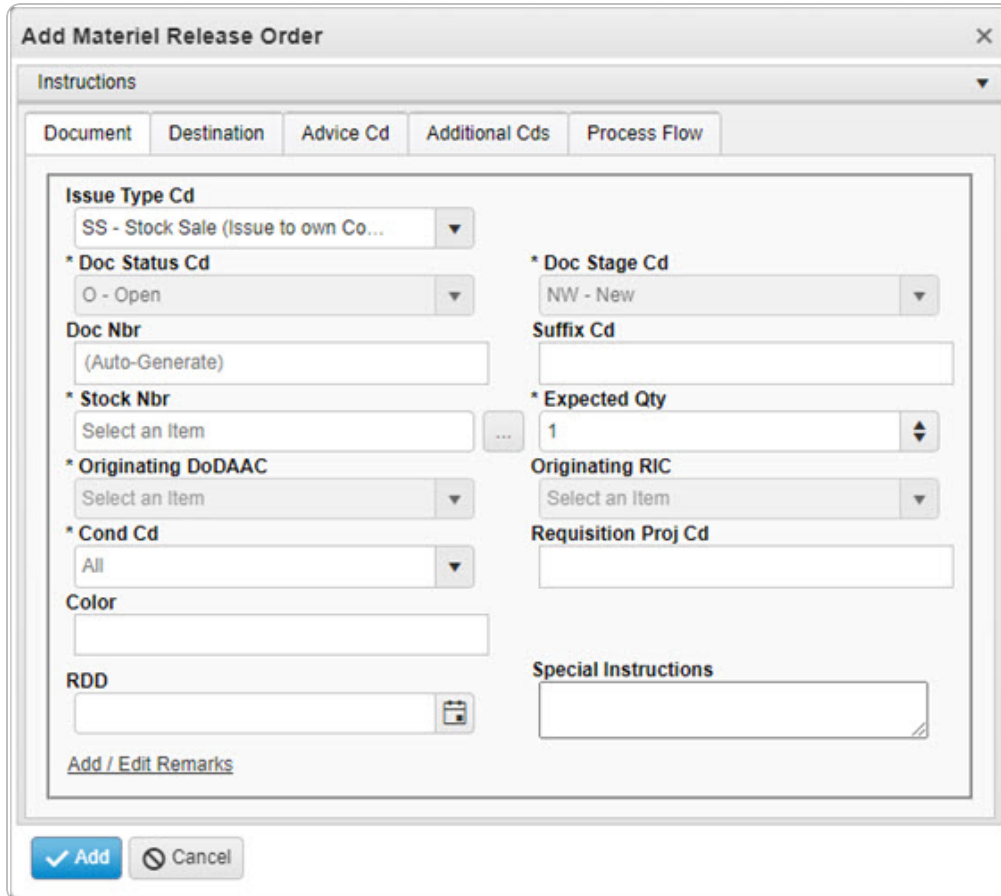
Procedures

Add an MRO

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

1. Select + Add . The **Add Materiel Release Order** pop-up window displays, open to the Document tab.

Complete the Document tab

Add 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

* Doc Stage Cd
NW - New

Doc Nbr
(Auto-Generate)

Suffix Cd

* Stock Nbr
Select an Item

* Expected Qty
1

* Originating DoDAAC
Select an Item

Originating RIC
Select an Item

* Cond Cd
All

Requisition Proj Cd

Color

RDD

Special Instructions

Add / Edit Remarks

✓ Add   ⊘ Cancel
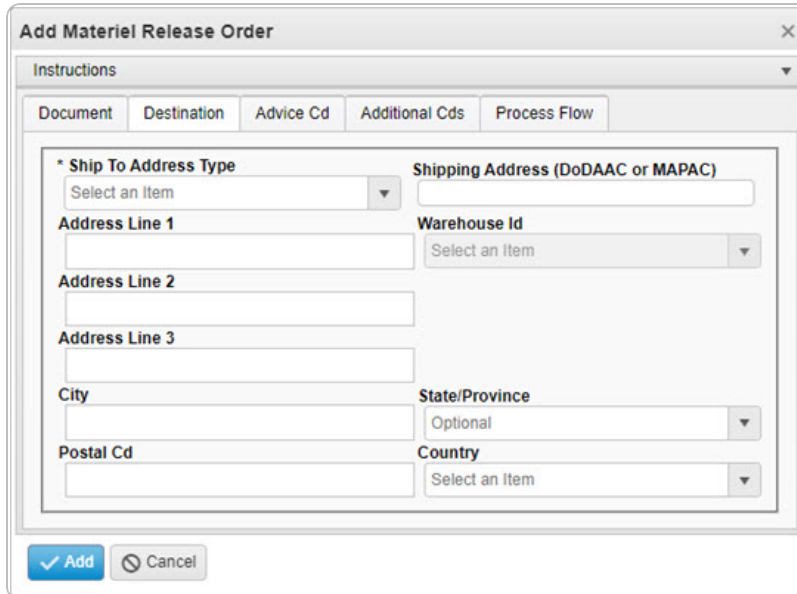
A. *The DOC STATUS CD automatically populates and is not editable.*

B. Use **i** or [...] to assist with the STOCK NBR entry. *This is a 15 alphanumeric char-acter field.*

C. Use [▼] to select the Originating DoDAAC. *The Originating RIC field becomes edit-able.*

D. Use [▼] to select the Cond Cd.

E. *The DOC STAGE CD automatically starts at **NW - New** and is not editable.*

F. Use [▲▼] to choose the EXPECTED QTY.

Help Reference Guide

Select the Destination tab

A. Use to select the Ship To Address Type. *For MAPAC and DODAAC, the Shipping Address field becomes mandatory.*

B. Enter the Shipping Address (DODAAC or MAPAC) in the field provided. *This is a 6 alphanumeric character field.*

For MAPAC:

a. Enter the MAPAC in the Shipping Address field provided. *This is a 6 alpha-numeric character field.*
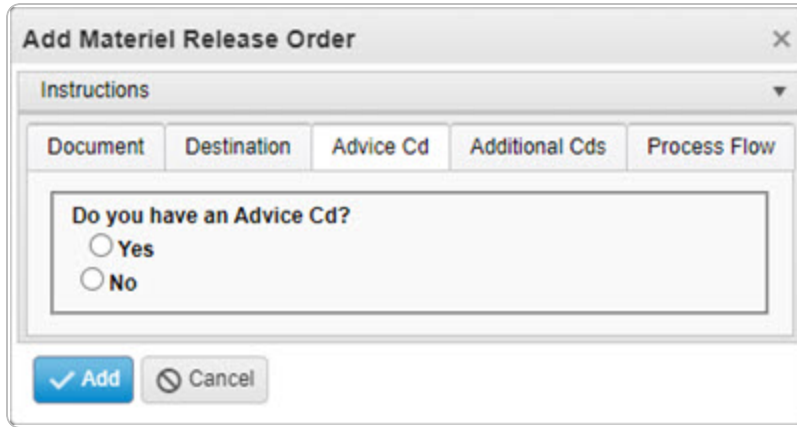
b. Continue to enter the address in the appropriate fields.

For DODAAC:

a. Enter the DODAAC in the Shipping Address field provided. *Available addresses populate in the TAC Address field.*

b. Select the desired address. *The address populates in the Address fields.*

Select the Advice Cd tab

Add Materiel Release Order ✕

Instructions ▼

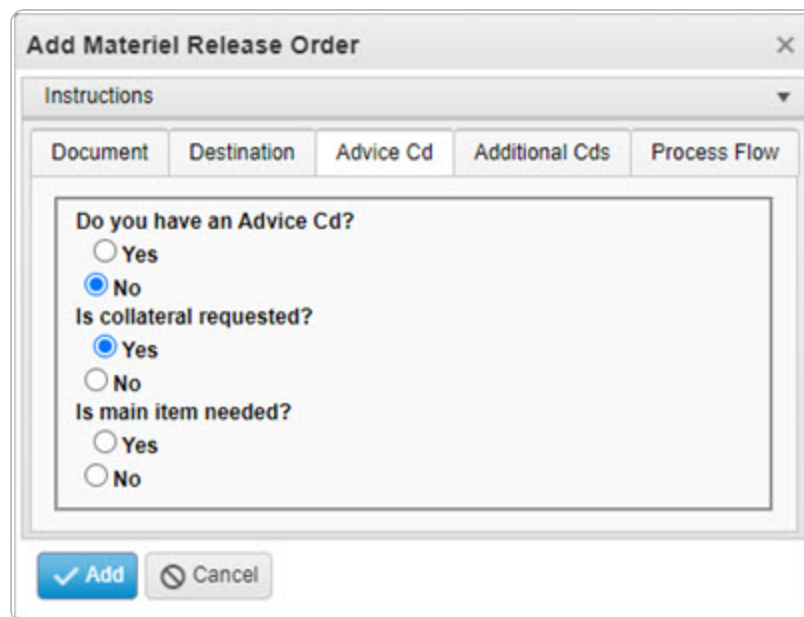| Document | Destination | Advice Cd | Additional Cds | Process Flow |

Do you have an Advice Cd?
○ Yes
○ No

✓ Add   ⊘ Cancel
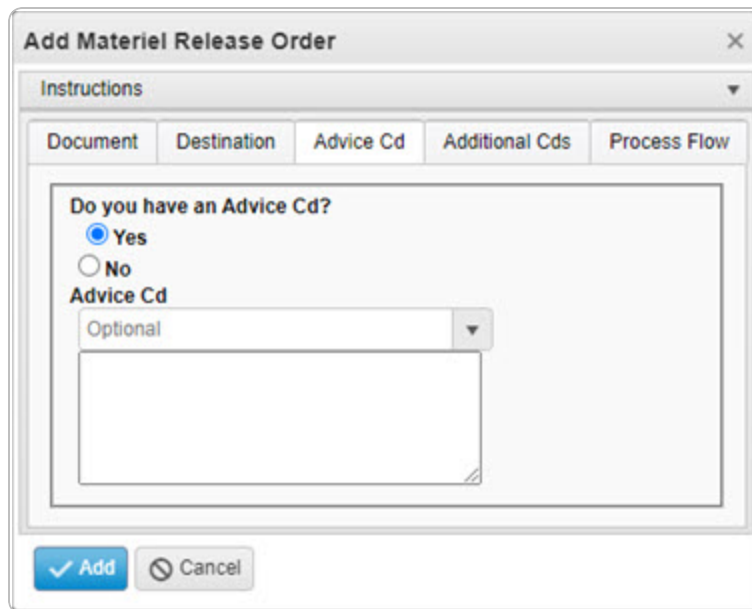
Choose ○ to answer the Do you have an ADVICE CD? field.

A.   Yes

Add Materiel Release Order ✕

Instructions ▼

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

Do you have an Advice Cd?
◉ Yes
○ No
Advice Cd
Optional ▼

✓ Add   ⊘ Cancel
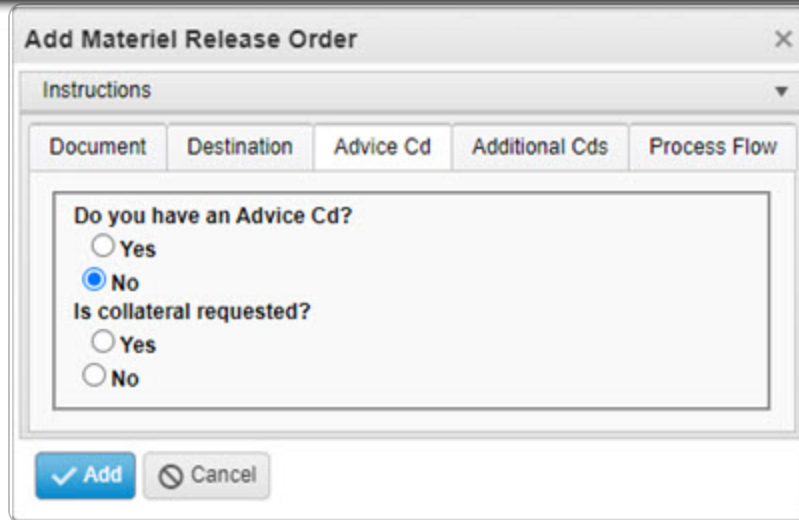
a.   Use ▼ to select the Advice Cd.

b.   The full text appears in the text box below. Continue to the next step.

B.   No

a.   Choose ⦿ to answer the Is collateral requested? field.

    I.   Yes

      i.   Choose ⦿ to answer the Is main item needed? field.

      ii.   Click the radio button. Continue to the next step.

    II.   No

i.   Choose ⊙ to answer the Is partial shipment allowed? field.

ii. Click the radio button. Continue to the next step.

Select the Additional Codes tab

Add Materiel Release Order

Instructions

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

Media Status Cd
Optional

Signal Cd
Optional

Priority Cd
Optional

Demand Cd
Optional

Purpose Cd
Optional

Order Instructions

Fund Cd

Dist Cd

✓ Add   ⊘ Cancel

Select the Process Flow tab

Add Materiel Release Order

Instructions

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

Requires M&U   Requires QC
☑   ☑

i Prep For Shipment Cd
Optional

Cost Center
Optional

	Stock Nbr	Qty	Owning DoDAAC	Project Cd	GFM Contract Nbr	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info	Dest Loc Type	Pick Nbr	Pick Detail Status	Assigned Picker	Pick Desc	Pick Priority	Pick must be done by
✏ Edit	6665013476100	1	M67750					No											
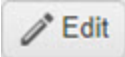
1 - 1 of 1 items
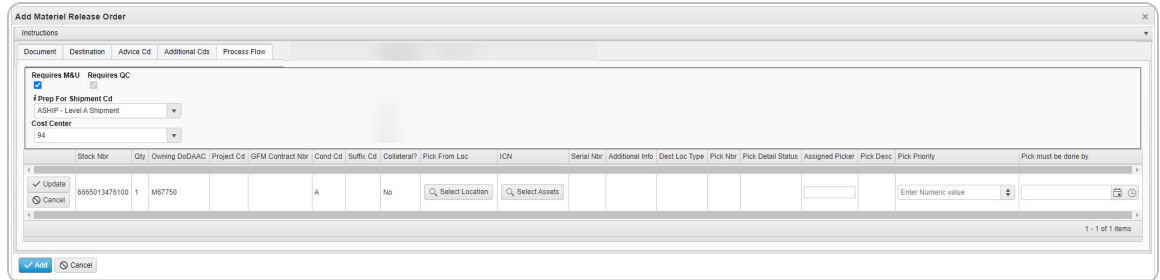
✓ Add   ⊘ Cancel

Update the Process Flow grid
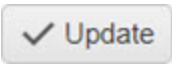
a. Select [Edit] next to the asset.

EITHER:

Select a Pick From Location

OR:

Select an ICN

A. Select [Update]. *The asset is updated, and the row becomes static.*

2. Select [Add]. *The* **Add Materiel Release Order** *pop-up window closes, and the new MRO is at the top of the Materiel Release Order grid, highlighted in green.*
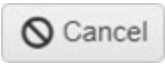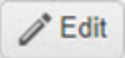
Update a Materiel Release Order

Navigation

MATERIEL MGMT > Materiel Release Order > Edit > Update Materiel Release Order pop-up window

Procedures

Update an MRO

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

1. Select Edit next to the desired MRO record. *The* **Update Materiel Release Order** *pop-up window displays.*

Update the Document tab

A. *Verify the Doc Status Cd.*

B. *Verify the STOCK NBR.*

C. *Verify the Originating DoDAAC.*

D. *Verify the Cond Cd.*

E. *Verify the Doc Stage Cd.*

Ready For Release

a.   Select the Release checkbox. *Additional fields appear.*

b.   Enter the Released By in the field provided. *This is an 8 alphanumeric character field.*

c.   Enter the Released To in the field provided. *This is an 8 alphanumeric character field.*

d.   Use [calendar icon] to select the Released Dᴛ, or enter the date (MM/DD/YYYY) in the field provided.

Released

a. *Verify the Released By.*

b. *Verify the Released To.*

c. *Verify the Released Dᴛ.*

d. Select the Ship checkbox. *Additional fields appear.*

e. Enter the TCN in the field provided. *This is a 17 alphanumeric character field.*

f. Enter the Shipped By in the field provided. *This is an 8 alphanumeric character field.*
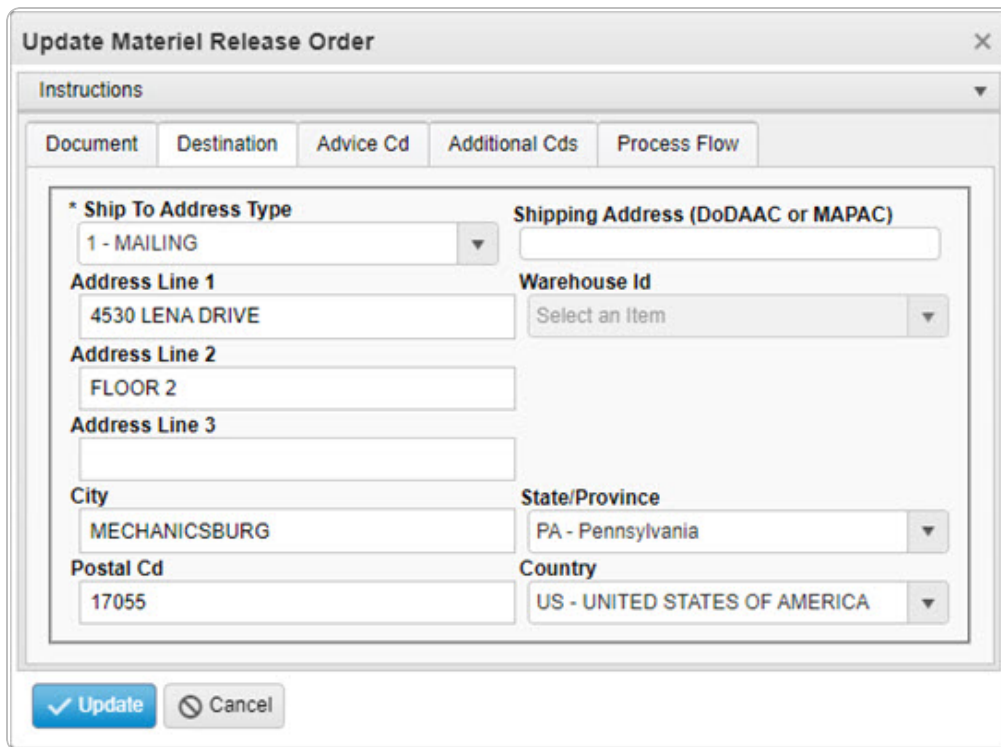
g. Use ▼ to select the Transportation Method.

h. Use 📅 to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Update the EXPECTED QTY, using ⬍ to choose the revised quantity.

Select the Destination tab

A. Update the Ship To Address Type, using ▼ to select the desired type. *For MAPAC and DODAAC, the Shipping Address field becomes mandatory.*

B. Update the Shipping Address (DODAAC or MAPAC), entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

For MAPAC:

a. Enter the MAPAC in the Shipping Address field provided. *This is a 6 alpha-numeric character field.*

b. Continue to enter the address in the appropriate fields.

For DoDAAC:

a. Enter the DoDAAC in the Shipping Address field provided. *Available addresses populate in the TAC Address field.*

b. Select the desired address. *The address populates in the Address fields.*

Select the Advice Cd tab

Select the Additional Codes tab

Update Materiel Release Order   ✕

Instructions   ▼

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

Media Status Cd   **Signal Cd**

Optional   ▼   Optional   ▼

Priority Cd   **Demand Cd**

15 - F/AD V – UND C   ▼   Optional   ▼

Purpose Cd

Optional   ▼   **Order Instructions**

Fund Cd   **Dist Cd**

✓ Update   ⊘ Cancel

Select the Process Flow tab

Update Materiel Release Order   ✕

Instructions   ▼

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

Requires M&U   Requires QC
☐   ☑
Cost Center
94   ▼

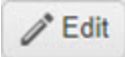|	Stock Nbr	Qty	Owning DoDAAC	Project Cd	GFM Contract Nbr	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info	Dest Loc Type	Pick Nbr	Pick Detail Status	Assigned Picker	Pick Desc	Pick Priority	Pick must be done by
✎ Edit	6665013476100	1	M67750			A		No											

1 - 1 of 1 items
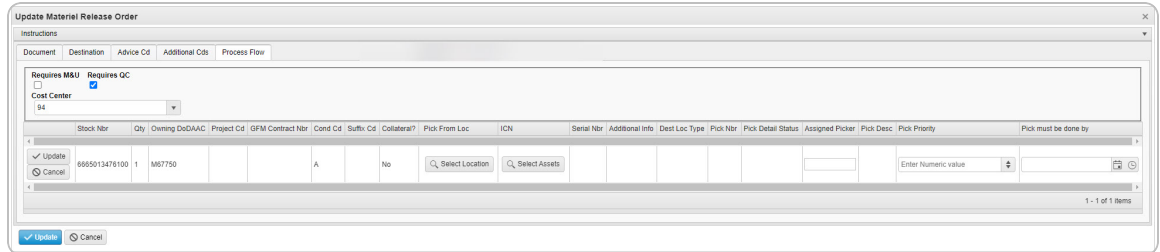
✓ Update   ⊘ Cancel

Update the Process Flow grid
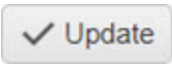
a. Select [Edit] next to the asset.

EITHER:

Select a Pick From Location
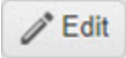
OR:

Select an ICN

A. Select [Update] *The asset is updated, and the row becomes static.*

2. Select [Update]. *The **Update Materiel Release Order** pop-up window closes, and the revised MRO is completed.*

Navigation

MATERIEL MGMT > Materiel Release Order > [Edit] > Update Materiel Release Order > Document Tab > [Attach...] > Attachments pop-up window

Procedures

Attach a Document to an MRO

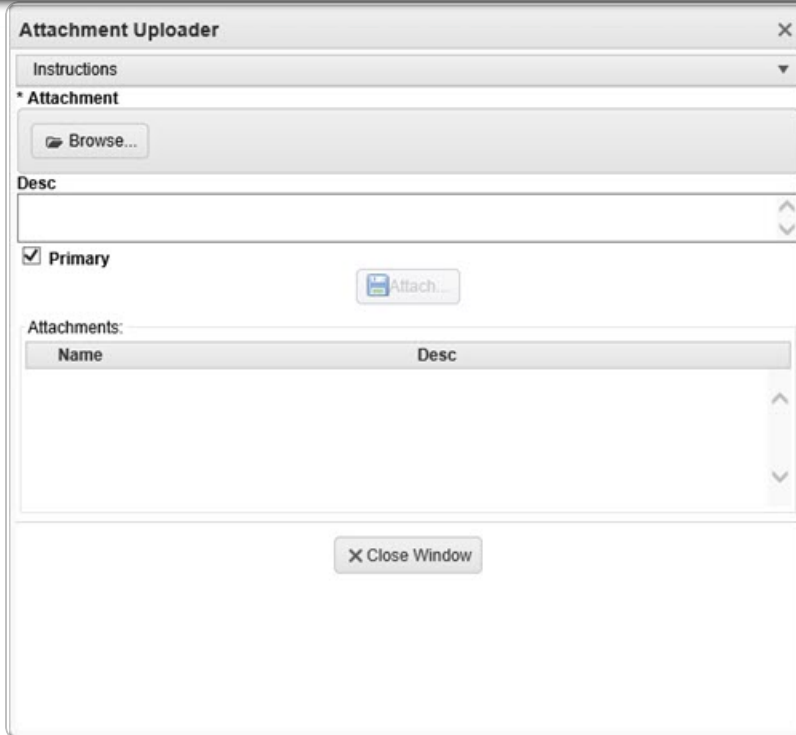*Selecting* [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Attach...] to add any additional files to the record. *The* **Attachments** *pop-up window appears.*
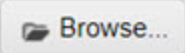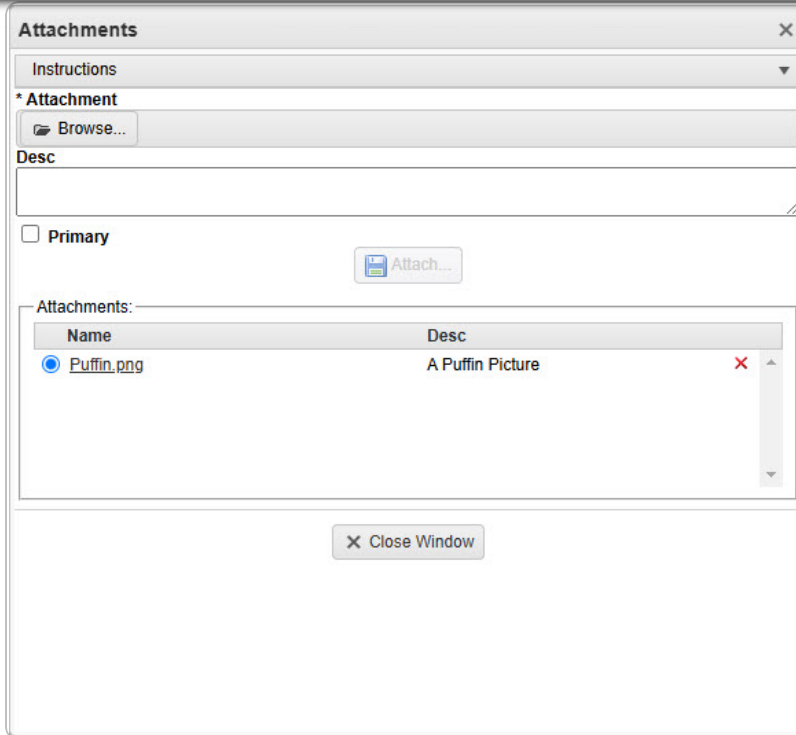
2. Select . *The Windows **Choose File to Upload** pop-up window appears.*

3. Select . *The file name appears in the bottom of the window.*

Attachments ✕

Instructions ▼

* Attachment

📁 Browse...

Desc

☐ Primary

💾 Attach...

┌─ Attachments: ─────────────────────────────────┐
Name	Desc
🔘 Puffin.png	A Puffin Picture ✕

✕ Close Window

4. Select [✕ Close Window]. *The* **Attachments** *pop-up window closes, and the attachment (s) appears in the Attachments field.*
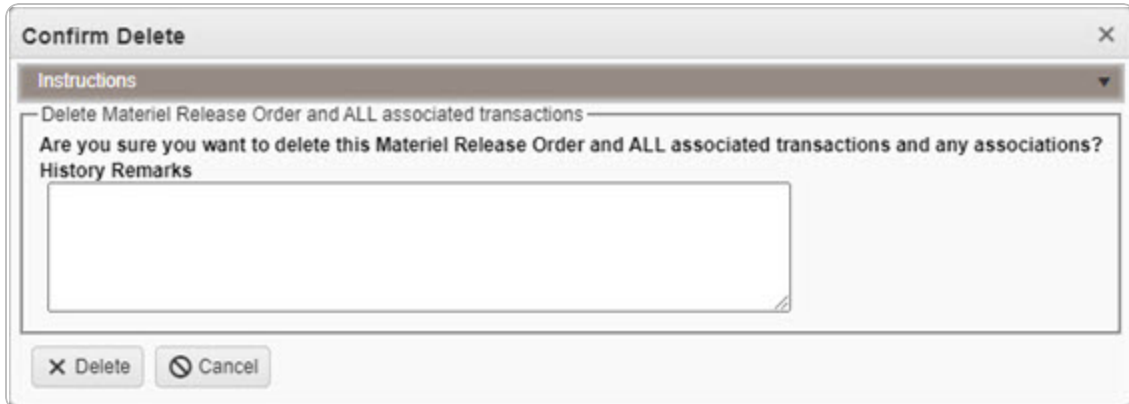
Delete a Materiel Release Order

Navigation

MATERIEL MGMT > Materiel Release Order > ❌ Delete > Confirm Delete (Delete Materiel Release Order and ALL associated transactions) pop-up window
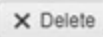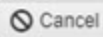
Procedures

Delete a Materiel Release Order

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

1. Select ❌ Delete next to the desired entry. *The **Confirm Delete (Delete Materiel Release Order and ALL associated transactions)** pop-up window appears.*

    Confirm Delete   ✕

    Instructions   ▼
    ┌ Delete Materiel Release Order and ALL associated transactions ─────
    │ Are you sure you want to delete this Materiel Release Order and ALL associated transactions and any associations?
    │ History Remarks
    │ ┌──┐
    │ │   │
    │ │   │
    │ │   │
    │ └──┘
    │
    │ ❌ Delete   ⊘ Cancel

2. Click ❌ Delete . *The Materiel Release Order is removed from the grid.*