





Presented by  
Michelle Bowman

## Materiel Management – Requisition

Office of the Under Secretary of Defense for Acquisition & Sustainment  
Office of Assistant Secretary of Defense for Sustainment/Logistics

Introductions

**Presenter**  
Michelle Bowman, Technical Trainer


**Q&A**  
Please submit questions to the DPAS Support Team, at [DPASSupport@leidos.com](mailto:DPASSupport@leidos.com)

**Ground Rules**

- You can maximize the presentation pod (**toggle Full Screen**)
- Download the presentation from the **File Sharing pod**


2

8/24/2021



**Agenda**

- **Requisition Process Definitions & Concepts**
  - Process Definitions & Concepts
  - Data Prerequisites
  - Requisition Process Flow
    - Automatic Request vs. Manual Request
    - Review & Approve Request
    - Management Options
    - WM & PA Due In Transactions
    - Completed Requisition Request
- **Requisition Live Demo**
- **Additional Information**
  - Next Upcoming Webinar Details
- **Questions/Survey**



3


8/24/2021



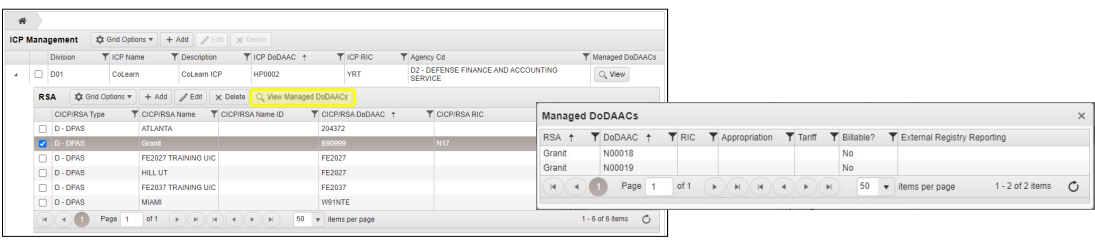
# Requisition Definitions & Concepts

4

8/24/2021



Requisition

- **Requisition Definition & Concept**
  - **Allows the Inventory Control Point (ICP) to manage the procurement of materiel by the Remote Storage Activities (RSAs) for the Managed DoDAACs that the ICP manages**
    - To view/add/delete RSAs & the ICP Managed DoDAACs navigate to Master Data Mgmt > ICP Management




The screenshot shows the 'ICP Management' window with a table of RSAs and a pop-up window for 'Managed DoDAACs'. The RSA table includes columns for CICIPRSA Type, CICIPRSA Name, CICIPRSA Name ID, CICIPRSA DoDAAC, and CICIPRSA RIC. The Managed DoDAACs window shows columns for RSA, DoDAAC, RIC, Appropriation, Tariff, Billable?, and External Registry Reporting.


5
8/24/2021


Requisition

- **Data Prerequisites**
  - **Data Elements –**
    - ICP & RSAs are connected together
    - Stock Number cataloged in the Logistics Program's Stock Number Catalog
      - Identify the Source of Supply (SOS) Routing Identification Code (RIC)
    - Stock Number cataloged in the ICP's Stock Item Catalog



**eCatalog**



**Stock Item**

6
8/24/2021

**DPAS** Requisition

## ● Requisition Process Flow

- **This process communicates with Remote Storage Activities** (DPAS WM & PA Modules/external RSAs) **and Source of Supplies** – via DLMS transactions
  1. Requisition is created (*manually or automatically*) within the ICP
  2. ICP reviews & approves the Requisition
  3. If an SOS is identified against the Stock Number, a DLMS transaction is sent out of the ICP through DAAS to the SOS to place the requisition
  4. A DLMS transaction is also then sent out of the ICP to the RSA to create a "Due In" receipt for the requisitioned inventory
  5. The SOS will send a DLMS transaction back to the ICP once it has shipped the requisitioned inventory
  6. When the RSA receives in the inventory, the RSA will send a DLMS transaction to the ICP to indicate the completion of the receipt, thus closing the Requisition transaction

```

graph LR
    DW[DPAS Warehouse] -- "Due In" --> DM[DPAS Materiel Mgmt]
    DM -- "Receipt" --> DW
    DM -- "Order" --> SOS[SOS]
    SOS -- "Shipped" --> DM
  
```

7

8/24/2021

**DPAS** Automatic vs. Manual Requisition

## ● Automatic vs Manual Requests

- **Automatic Requisitions**
  - created when an Remote Storage Activity (DPAS Warehouse / external RSA) submits a request for materiel
    - DPAS Warehouse can send a Replenishment request up to the ICP for the Requisition
- **Manual Requisitions**
  - created when the ICP manually generates the requisition transaction for an RSA

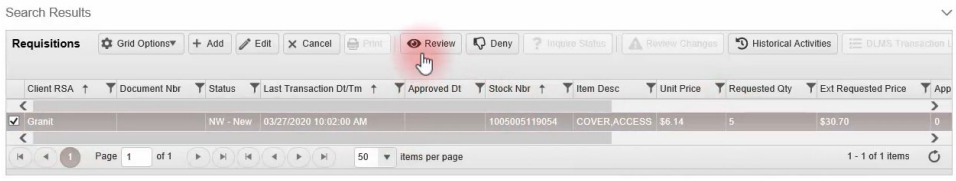
8

8/24/2021

**DPAS** Review & Approve Requisition

### Review & Approval Features

- Edit**
  - Opens the Requisition Request and allows the user to make changes to the data fields
- Denial**
  - Closes the transaction and sets the request to a denied status – indicating that the request was made but was denied
- Cancel**
  - Closes the transaction and sets the request to a canceled status
- Review & Approve**
  - Final time to review the requisition details, finalize the remaining mandatory fields, & approve the quantities



Search Results

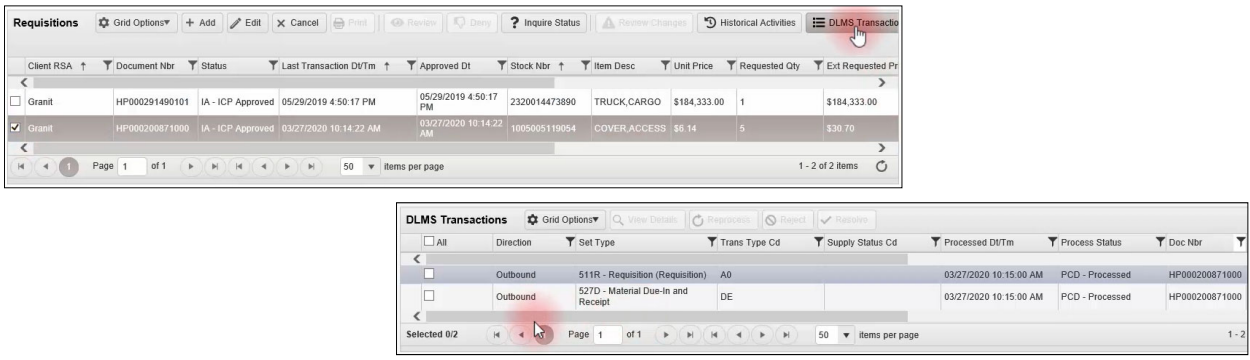
Client RSA	Document Nbr	Status	Last Transaction Dt/Tm	Approved Dt	Stock Nbr	Item Desc	Unit Price	Requested Qty	Ext Requested Price	App
Grant	NW - New		03/27/2020 10:02:00 AM		1005005119054	COVER ACCESS	\$6.14	5	\$30.70	0

Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

**DPAS** Manage Requisition

### Management Options

- DLMS Transaction Log**
  - Displays all the DLMS traffic that corresponds to your transaction



Requisitions

Client RSA	Document Nbr	Status	Last Transaction Dt/Tm	Approved Dt	Stock Nbr	Item Desc	Unit Price	Requested Qty	Ext Requested Pr
Grant	HP000291490101	IA - ICP Approved	05/29/2019 4:50:17 PM	05/29/2019 4:50:17 PM	2320014473890	TRUCK,CARGO	\$184,333.00	1	\$184,333.00
Grant	HP000200871000	IA - ICP Approved	03/27/2020 10:14:22 AM	03/27/2020 10:14:22 AM	1005005119054	COVER ACCESS	\$6.14	5	\$30.70


Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

DLMS Transactions

Direction	Set Type	Trans Type Cd	Supply Status Cd	Processed Dt/Tm	Process Status	Doc Nbr
Outbound	511R - Requisition (Requisition)	A0		03/27/2020 10:15:00 AM	PCD - Processed	HP000200871000
Outbound	527D - Material Due-In and Receipt	DE		03/27/2020 10:15:00 AM	PCD - Processed	HP000200871000

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2



Manage Requisition

- Management Options Continued
  - Inquire Status
    - Sends a DLMS transaction to the SOS to request a status on the requisition request.
      - When the SOS replies, you can view the response in the DLMS Transaction Review screen

Client RSA	Document Nbr	Status	Last Transaction DTm	Approved Dt	Stock Nbr	Item Desc	Unit Price	Requested Q
Grant	HP000291490101	IA - ICP Approved	05/29/2019 4:50:17 PM	05/29/2019 4:50:17 PM	2320014473890	TRUCK,CARGO	\$184,333.00	1
Grant	HP000200871000	IA - ICP Approved	03/27/2020 10:14:22 AM	03/27/2020 10:14:22 AM	1005005119054	COVER,ACCESS	\$6.14	5

Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

11
8/24/2021


DPAS WM Due In Receipts

- DPAS Warehouse Management Due In Receipts
  - Dashboard / Receiving Process

Document Nbr	Status	Stock Nbr	Item Desc	Last Updated DTm
AL0101012901		10001018002	COMPUTER MOUSE	11/06/2018 8:47:38 AM
HC1001007591		100000027484	REVOLVER,CALIBER .38	04/06/2020 11:51:50 AM
HC100102541904		167000992858	PARACHUTE,CARGO	09/10/2020 2:31:51 PM
HC100100205191		167000992858	PARACHUTE,CARGO	09/14/2020 3:20:26 PM
HC100100519192		167000992858	PARACHUTE,CARGO	09/14/2020 3:48:32 PM
HC100102519193		167000992858	PARACHUTE,CARGO	09/14/2020 3:58:31 PM
HC100103221993		96700001234	GLOCK 43X	11/17/2020 8:53:15 AM
HC100103211993		96700001234	GLOCK 43X	11/17/2020 8:53:15 AM
HC100103041998		1005001179547	PIN FIRING	10/12/2018 1:34:40 PM
HC100103041998		99	HAND GLOVES	10/12/2018 1:34:40 PM

Search Criteria

Document Nbr: HP000212291000 | Stock Nbr: All


Document Type: All | Item Desc: All

Document Status: Open | Requisition Pj Cd: All

Serial Number: | Requisition Ref Nbr: All

Status	Document Nbr	Stock Nbr	Item Desc	From Warehouse	Document Type	Reportable Commodity Type	Ordered Qty	Received Qty
	HP000212291000	1005001179547	PIN FIRING		MR - MLLSTRIP Requisition	SI	2	0

12
8/24/2021


DPAS PA Due In Receipts

- DPAS Property Accountability Due In Receipts
  - Dashboard / Pending Trans

**5 Pending Tasks**

Last updated on: 8/17/2021, 7:10:23 PM

**RECEIPT (1)**

PSN RECORD RECEIVED FROM IRAPT AS (0)

PSN RECORD RECEIVED FROM IRAPT TS (0)

RECORD RECEIVED FROM AIT SCANNED RECEIPT (0)

**LOCALLY CREATED DUE-IN (1)**

CIP ASSET (0)

Pending Tasks Inquiry - Receipt UIC: FE2037

My Queries

New Query

**Pending Task Search Results**


Available Field(s) Operands Search Value(s)

Process Action = Locally Created Due-In

Select an Item

Select	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Trans Qty	Item Desc	UIC From	UIC To	Custodian Nbr From	Custodian Nbr To	Site Id From	Site Id To	CAGE Cdf	DODAAC	Loc	Status	Act Cost	Unit
Select	HP000212291001		1005000032287		1	SHOTGUN 12 GAGE	FE2037	FE2037			CUST1		TRAIN02		CC	CC	60.00	

13
8/24/2021


Completed Requisition

- Requisition Completion
  - Search Completed Requisition
    - Utilize the “FR – Fully Received” status filter to locate completed Requisitions

Search Criteria

Client RSA  Document Nbr

Stock Nbr  Status

Source of Supply RIC  Only Approvable

Approved Dt From  Approved Dt To

Required Delivery Dt From  Required Delivery Dt To

Established Dt/Tm From  Established Dt/Tm To

Search Results

**Requisitions**

Client RSA	Document Nbr	Status	Last Transaction Dt/Tm	Approved Dt	Stock Nbr	Item Desc	Unit Price
Grant	HP000200700101	FR - Fully Received	03/10/2020 1:20:02 PM	03/10/2020 12:33:03 PM	1005000032251	RIFLE,CALIBER 22	\$100.00

Page 1 of 1 50 items per page 1 - 1 of

14
8/24/2021

**DPAS** Completed Requisition

- Requisition Completion Continued
  - Historical Transactions
    - view all of the statuses a Requisition Transaction has undergone

Status	Last Transaction Dt/Tm	Approved Dt	Required Delivery Dt	Fund Cd	Requested Qty
FR - Fully Received	03/10/2020 1:20:02 PM	03/10/2020	03/13/2020	JK	5
NW - New	03/10/2020 12:33:03 PM		03/13/2020	JK	5
IA - ICP Approved	03/10/2020 12:33:03 PM	03/10/2020	03/13/2020	JK	5
NW - New	03/10/2020 12:28:01 PM		03/13/2020		5
NW - New	03/10/2020 12:27:44 PM		03/13/2020		5


15 8/24/2021

**DPAS**

# MM Requisition – Live Demo

16 8/24/2021






# Additional Information


17

8/24/2021



*Upcoming Webinar*

- For future webinars, register with us on the DPAS Support Website
  - <https://dpas.adobeconnect.com/admin/show-event-catalog>



[Return to DPAS Support](#)

**Upcoming Events**

Events per page: 5


List View | Date View

No Upcoming Events.

Page 1

18

8/24/2021



Questions / Survey

Send Question to DPAS

Answer Survey

19

8/24/2021



## For More Information

**Support Help Desk Email**  
[dpassupport@leidos.com](mailto:dpassupport@leidos.com)

**Call Support Toll Free**  
 1-844-THE-DPAS or 1-844-843-3727

**DPAS eLearning**  
<http://dpaselearning.golearnportal.org>

**DPAS Support Site**  
<http://dpassupport.golearnportal.org>




Office of the Under Secretary of Defense for Acquisition & Sustainment  
Office of Assistant Secretary of Defense for Sustainment/Logistics

