

Section Four - Modifiers, Follow-Ups and Cancellations

Page 1 - Section Objectives

In this fourth section, we will look at ways to modify existing requisitions. How to request cancellation of an existing requisition. How to follow up on requisitions and cancellations requests that have not returned status documents to the customer within prescribed time limit.

Page 2 - Use of Modifier, Follow-Up & Cancellation Documents

Once a requisition is submitted, most of the information it contains must remain unchanged to ensure integrity, but Major Help has learned that there are a few fields that may be modified, notably those dealing with priorities, delivery dates and the identification of the freight forwarder. He has also learned that he can send follow-up documents for requisitions that have not received status, and he has learned how to request cancellation for submitted requisitions. In this section, you'll learn the rules and procedures for follow-ups, modifications and cancellations.

Page 3 - Requisition Modifier Documents

Although many of the fields on the original requisition are "locked" for the life of the document, it is possible for a few select fields to be modified after submission. A requisition modifier document may be initiated by the requisitioner or ILCO only prior to receipt of "BA" or "BV" status. The documents above depict examples of modifications that might occur in the fields where modifications are permitted. Click on each highlighted field for further information on what can be modified, and under what conditions.

Note that the international customer normally will only modify the Priority Designator code (60-61) and the Required Availability Date (62-64).

Page 4 - Cancellation Documents

Occasionally, a submitted requisition will need to be cancelled. Cancellation of requisitions may be initiated by the requisitioner, the ILCO, or the item manager.

Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Funds will not be de-obligated and individual due-in records will not be updated until status has been received indicating that cancellation has been accomplished. Accordingly, cancellation of a single requisition is the preferred method as opposed to a cancellation request for multiple requisitions.

Page 5 - Follow-Up Documents

There are four basic types of follow-up inquiries which will be discussed on this and the following page. Normally, all the codes on the follow-up documents will duplicate the original requisition codes with the exception of document identifier (RP 1-3). In some cases the RIC (RP 4-6), will also change to reflect the last supply activity taking action on the requisition.

Page 6 - Review Question 1

What fields in a requisition may be changed by the international customer?

Page 7 - Review Question 2

The document identifier to follow-up on a requisition for which you have received no status is ___?

Page 8 - Review Question 3

An AFC document is used for what purpose?

Page 9 - Section Summary

In this fourth section, we looked at ways to modify existing requisitions; how to request cancellation of an existing requisition, and how to "follow-up" on requisitions and cancellation requests that have not returned status documents to the customer within prescribed time limits.