

# **REUTILIZATION CUSTOMER WANT LIST MATCH AGAINST CURRENT INVENTORY GUIDE**

This guide is for Defense Reutilization and Marketing Service (DRMS) Reutilization customers who are using a .mil server and wish to submit an automated Want List against Due-In notices to the DRMO.

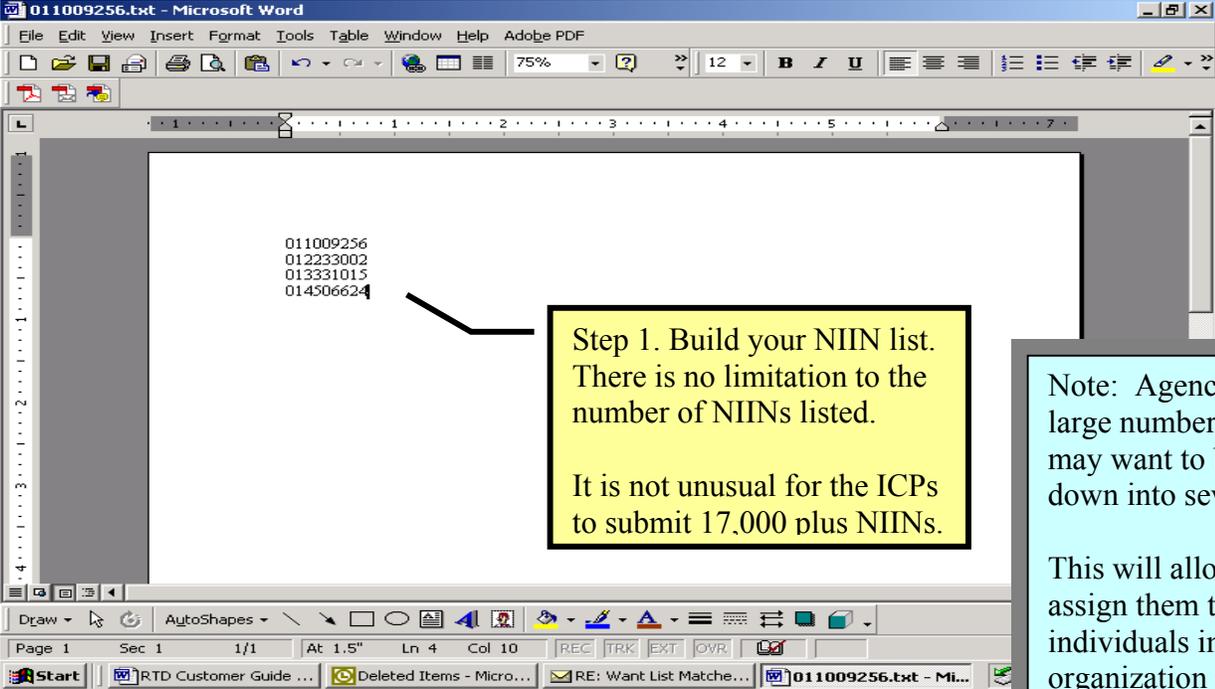
Use this guide to assist you when submitting your Want Lists – references in the guide are not clickable (Demo only).

We encourage all Reutilization customers to use the automatic Want List Match against the current inventory for all needed items whether for a few needed items or thousands. Benefits to using the Automated Want list application includes: workload reduction, schedule your want lists, receive notices via email daily of status of want list, and the option to submit MILSTRIPs (Order) for items found.

Once items are entered in DAISY (inventory), MILSTRIPs (orders) are honored on a first-come, first-ordered within a defined screening timeframe; therefore, there is no guarantee that another customer won't submit a MILSTRIP prior to your request. All customers must submit their orders under the current R/T/D screening cycle rules. In other words, a Federal or Donation Customer may only submit a request for an item once it enters FEDS. DoD customers must respect the guidance that applies to an item once it rolls into the GSA cycle and should go through GSA to request an item if other than a high priority request.

Customers may only submit Want Lists for items they are authorized to screen and requisition. Note: Only Accountable Supply Officer may provide MILSTRIP Requisition Numbers for items ordered.

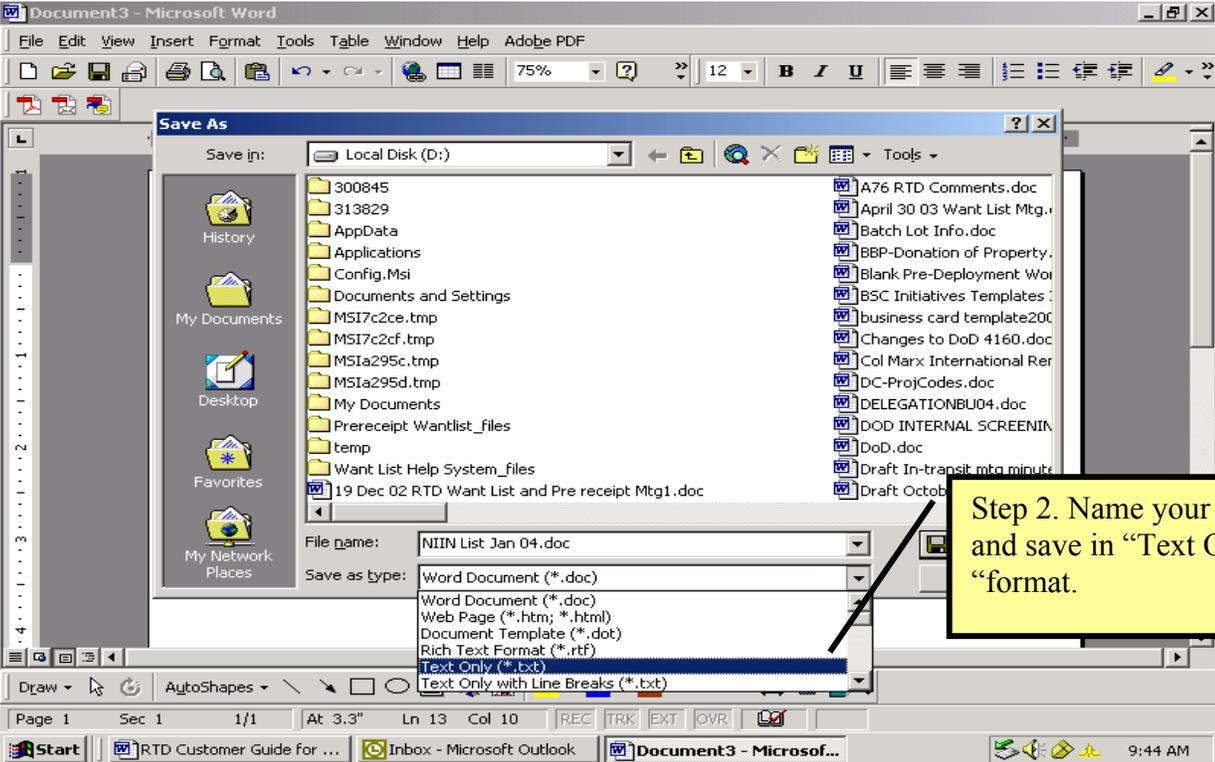
Step 1. For customers with multiple list of items. Customers should build a Want list using the National Item Identification Numbers (NIIN), which are the last 9 characters of a National Stock Number. Note: The list below was built in Microsoft Word.



Step 1. Build your NIIN list.  
There is no limitation to the number of NIINs listed.  
It is not unusual for the ICPs to submit 17,000 plus NIINs.

Note: Agencies with a large number of NIINs may want to break them down into several files.  
This will allow you to assign them to several individuals in your organization and will help when scheduling the Want List runs.

Step 2. Save your list in a “Text Only” file type.



Steps: 3 and 4.

Step 3. Go to the DRMS Web Site: [www.drms.dla.mil](http://www.drms.dla.mil)

The screenshot shows the DRMS website in Microsoft Internet Explorer. The browser title is "DRMS - Defense Reutilization and Marketing Service, Surplus Property, DRMO - Microsoft Internet Explorer provided by DRMS". The address bar shows "www.drms.dla.mil". The page content includes a navigation menu on the left with links like Home, DRMO Sites, Site Search, Procurement, Environmental, International, Public Affairs, DRMS Internal, Telework, and Web Awards. The main content area features a banner with the DRMS logo and the slogan "Right Item, Right Time, Right Place, Right Price, Every Time...Best Value Solutions for America's Warfighters". Below the banner is a welcome message: "Welcome to DRMS (Defense Reutilization and Marketing Service), the place to obtain original US Government surplus property. Please read this privacy and security notice". An "IMPORTANT NOTICE" section follows, stating: "To view information for Generator turn-in, search our inventory for RTD including RCP inventory, view information regarding sales including browsing for special sales catalogs, select one of the following:". Below this notice is a table with four columns of links:

<a href="#">Generator/Installation</a> (ETID/DRMO Turn-ins of govt. property)	<a href="#">RTD Customers</a> (Military, Govt., Public Service, Schools, LESO& Nonprofit)	<a href="#">RCP Program Information</a>	<a href="#">Sales Customers</a> (Private Company or Individual)
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Below the table are "Additional Links" including [About DRMS](#), [Support Numbers](#), [DRMS Publications](#), [Maps to DRMS HQ](#), [Big Savings](#), [DRMO Site Information](#), [Freedom of Information Act Requests \(FOIA\)](#), and [Public Sales](#). A yellow callout box with a black border points to the "RTD Customers" link in the table, containing the text "Step 4. Select RTD Customer". The taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:58 PM.

Step 5. Select the applicable Screening Category: Reutilization, Transfer, or Donation.

The screenshot shows a Microsoft Internet Explorer browser window titled "The R/T/D Page - Microsoft Internet Explorer provided by DRMS". The browser's address bar is empty. The page content includes a navigation menu on the left with links such as "RT/D Home Page", "DRMS Site Search", "Disaster Relief Items", "DTID History Search", "Help/Definitions", "Customer Service", "REUTILIZATION", "DoD Property Search", "Gov. Search/Tagging", "Search & MILSTRIP", "MILSTRIP Form Only", "MILSTRIP Key", "MILSTRIP/TCN History and Cancellation (NEW)", and "LESO". The main content area is titled "The R/T/D Page" and "Reutilization, Transfer and Donation (R/T/D) Programs". A red notice states "1/2/03 IMPORTANT NOTICE: Additional web address for Excess IT Equipment, the transition from DISA to DRMS". Below this, three sections are listed: "Reutilization", "Transfer", and "Donation". A yellow callout box with a black border points to the "Reutilization" section and contains the text "Step 5. Select the applicable screening category." The browser's taskbar at the bottom shows the Start button, several open applications including "RTD Customer Guide for ..." and "Inbox - Microsoft Outlook", and the system clock showing "12:59 PM".

Step 6. Select [Want List Search](#) option.

The screenshot shows a Microsoft Internet Explorer browser window displaying the DRMS Reutilization Program website. The browser's address bar is empty, and the page title is "Reutilization - Microsoft Internet Explorer". The website has a blue header with the text "The DRMS Reutilization Program". Below the header, there is a navigation menu on the left side with links such as "DRMS Home Page", "DRMS Site Search", "Disaster Relief Items", "DTID History Search", "Help/Definitions", "Customer Service", "REUTILIZATION", "DoD Property Search", "Gov. Search/Tagging", "Search & MILSTRIP", "MILSTRIP Form Only", "MILSTRIP Key", "MILSTRIP/TCN History and Cancellation (NEW)", and "LESO". The main content area features a section titled "Many of the documents found in this site are viewed using a PDF Reader" with a link to "http://www.adobe.com/products/acrobat/readstep.html". Below this, there is a paragraph explaining that there are two ways of finding Excess property within DRMS: searching on-line or visiting a DRMO. A section titled "There are several methods available to search on-line for property:" lists three search options: "General Search by DRMO: (DRMO locations listed alphabetically)", "General Search by Zone: (DRMO locations reflected by zones)", and "Commodity Search: (DRMO locations reflected by zones, inventory by commodity)". Below these options, there are several announcements in red text: "New!!! Want List Pre-Receipt options 3/11/04", "New!!! - March 11, 2004", "Want List Pre-Receipt Guidance for RTD Customer's usage", and "Want List Search (.mil only)". A yellow callout box with a black border and a black arrow pointing to the "Want List Search (.mil only)" link contains the text "Step 6. Select Want List Search." The browser's status bar at the bottom shows "Trusted sites".

Step 7. Fill in necessary data.

**DRMS Government Prereceipt Search Form With Wantlist**

[DRMS Home Page](#)

VERSION 1.0

DRMS [Notice](#)

[Last Version Changes](#)

You may also run a query for a single Federal Supply Group or Class, National Stock Number or Product Name. You don't have to upload a large quantity of NIINS.

**THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR PLEASE BE ADVISED THAT EXCESS/SURPLUS PROPERTY OBTAINED FROM DRMS MAY NOT BE Y2K-COMPLIANT**

This is a [Prereceipt](#) item search form and these items are not in the DRMS inventory yet. Searches are currently limited to 2500 line items.

Links for more data is available for Device code, descriptions, & NIINS

▶ **Device Code:**  (2 or 4 characters, up to 8 different codes, separated by a space)

▶ **Device Description:**  (description includes entered word(s), examples: pentium, pentium 400)

**Federal Supply Classes:**  (Up to 8 FSCs, 2 or space)

▶ **NIIN:**  **NIIN File Upload:**

**Product Name:**  (examples: computer, computer digital)  Include  
With

**DTID Number:**  Enter all or part of the Disposal Turn-In Document Number

**Supply condition code:**  A,  B,  C,  D,  E,  F,  G,  H The condition code value is supplied by the generator and has not been confirmed.

Item Price is Less Than or Equal to:  (enter dollar value in digits)

Select Zone or DRMO for search or **NO** selection for all. To select a site, highlight the name within the pick list, then check the box to the left of the site name.

<input type="checkbox"/> NORTHEAST ZONE	<input type="checkbox"/> SOUTHEAST ZONE
<input type="checkbox"/> NORTH CENTRAL ZONE	<input type="checkbox"/> SOUTH CENTRAL ZONE
<input type="checkbox"/> MOUNTAIN ZONE	<input type="checkbox"/> CALIFORNIA ZONE
<input type="checkbox"/> MEDITERRANEAN ZONE	<input type="checkbox"/> CENTRAL EUROPEAN
<input type="checkbox"/> ATLANTIC ZONE	<input type="checkbox"/> ASIA ZONE
<input type="checkbox"/> PACIFIC ZONE	<input type="checkbox"/> RECYCLING CONTROL POINT (RCP) ZONE

In this case, you want to upload the NIIN file you built and saved earlier. Hit the "Browse" button to upload.

You may further define your search criteria by condition code and location of the DRMOs.

 Page Continues

Sort By:  Device Code  Device Description  FSC  NIIN  DRMO  Product Name  DTID

For RTD Program information/comments, contact: (via e-mail) [Customer S](#) or phone (Comm.)

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 932-4999

You may also choose how you want your results sorted.

After you have uploaded your file and defined your query options, Select: "Submit Search"

Step 8. Within in a minute, you should get the results of your query.

You may now SCHEDULE your Want List to match against Due-In Notices on a regular basis, by selecting the SCHEDULE option.

Product Search For Government RT&D - Microsoft Internet Explorer

File Edit View Favorites Tools Help

← Back → Search Favorites

Address Links >>

**Want List**

[Schedule](#) this search which will notify you when property enters the DRMS/DRMO inventory.

**Milstrip**

[Milstrip](#) the property listed below.

More Info **Legend:** **N** = NSN Data, **+** = DRMO Added Info, **P** = Photo, **0** = Other

RTD Screening Cycle: ALL  
Sort By: FSC  
Supply Condition Code between A and H.  
Disposal Condition Code between 1 and 9.

MORE INFO	CYCLE	DAYS LEFT	SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN-IN DOCUMENT
<a href="#">N</a>	<a href="#">FEPP</a>	0	<a href="#">KAISERSLAUTERN GERMANY</a>	BARBED TAPE, CONCERT	5660009215516	W81AT14070A
<a href="#">N</a>	<a href="#">GSA</a>	7	<a href="#">COLUMBUS</a>	COT, FOLDING	7105009350422	W24MAY40850
<a href="#">N</a>	<a href="#">DOD</a>	7	<a href="#">COLUMBUS</a>	COT, FOLDING	7105009350422	L002374126B
<a href="#">N</a>	<a href="#">GSA</a>	0	<a href="#">HAWAII</a>	COT, FOLDING	7105009350422	M1313040820
<a href="#">N</a>	<a href="#">GSA</a>	14	<a href="#">HAWAII</a>	COT, FOLDING	7105009350422	M1331041110
<a href="#">N</a>	<a href="#">DOD</a>	7	<a href="#">LETTERKENNY</a>	COT, FOLDING	7105009350422	W907DG41182
<a href="#">N</a>	<a href="#">GSA</a>	14	<a href="#">GREAT LAKES</a>	COT, FOLDING	7105009350422	W52P2S41101
<a href="#">N</a>	<a href="#">FEPP</a>	56	<a href="#">KASTEL GERMANY</a>	COT, FOLDING	7105009350422	W91ND74106A
<a href="#">N</a>	<a href="#">GSA</a>	0	<a href="#">MEADE</a>	COT, FOLDING	7105009350422	W81VEY40685

Anything hi-lited in Blue is clickable and will provide additional information about the Generating Activity, the DRMO, the item by clicking on specific DTID, condition code, etc.

Step 9. To schedule your Want List automatic run, you must provide specific information.

Query Submission Form for Want List System - Microsoft Internet Explorer provided by DRMS

File Edit View Favorites Tools Help

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# Want List Form

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Use this form to enter user information.

**In order to maintain your Want List, the following information is required.**

**(Required) DoDAAC**

**(Required) Email Address \***

\* The email address entered will be sent the results of the scheduled Want List query.

For RTD Program information/comments, contact: (via e-mail) [Customer Service](#), or phone (Comm.) 1-888-352-9333;

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 932-4999

Trusted sites

Start | RTD Customer ... | Deleted Items - ... | RE: Want List ... | PreReceipt Sea... | Query Submis... | 1:49 PM

Step 10. You must now provide additional information about the POC and telephone number. The address will automatically appear if your DoDAAC is valid. (DoDAAC feed is from DAAS).

This additional information indicates you are interested in an item and will be used by DRMO personnel. The DRMO personnel will know whom to contact.

Remember, when you built your NIINs in a Word Document Text Only File and we recommend you breakout large lists into several files? It simply makes it easier if you wish to have several employees managed specific items.

You may also schedule the same Want List for several of your personnel. If you wish to do this, you must click on the SCHEDULE button and go through the schedule information process for each person.

Query Submission Form for Want List System - Microsoft Internet Explorer provided by DRMS

File Edit View Favorites Tools Help

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Address Links »

# Want List Form

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*Use this form to enter user information.*

***In order to maintain your Want List, some of the following information is required.***

**(Required) Point of Contact**

**Organization** DEF REUTILIZATION MKTG SERVICE RCP

**(Required) POC Telephone**

**POC Fax**

**Dodaac Street** 74 N WASHINGTON SEE TAC 2 FOR SHIPPING INSTRUCTIONS

**Dodaac City** BATTLE CREEK

**Dodaac State** MI

**Dodaac Zip** 49017-3092

**Dodaac Country**

Done Trusted sites

Start RTD Customer ... Deleted Items - ... RE: Want List ... PreReceipt Sea... Query Submis... 1:50 PM

**Want List Form**  
**[DRMS Home Page](#)**

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*If the search criteria is correct, enter the Want List options below.  
(Want List options are mandatory fields.)*

NOTE: Daily search results are emailed Monday through Saturday. Weekly search results are emailed on Monday. The results of your initial search ( before scheduling ) are all items in the inventory, regardless of the Date Entered Inventory. Daily property results will only display new property that has entered inventory within the last 24 hours. Weekly property results will only display items that entered inventory within the last 7 days.

**What format would you like to receive the data in?**

- Options:
- Excel
  - PDF
  - Text

**Frequency of Notification**

 Daily    Weekly

**Duration of Notification**

- Options:
- 1 Week
  - 1 Month
  - 2 Months
  - Up to 6 Months

You will be notified (email) when your search is to expire. Upon receipt of the notification you may chose to continue your subscription, or do nothing and the schedule expires.

The Search Parameters You Specified Are:	
<b>FSC:</b>	Unspecified
<b>NIIN:</b>	Unspecified
<b>Product Name:</b>	Unspecified
<b>Supply Condition Code:</b>	A B C D E F G H
<b>Device Code:</b>	Unspecified
<b>Device Description:</b>	Unspecified
<b>Item Price is Less Than:</b>	Unspecified
<b>Number of NIIN(s) Uploaded:</b>	4

You can verify the number of NIINs you are running to ensure your query is running properly

**Want List Successfully Submitted**  
**[DRMS Home Page](#)**

***Want List Successfully Submitted. Your Want List was received by DRMS and is displayed below. For security purposes your Want List has not been activated. An email has been sent to you which will give an activation code. To activate your Want List, click on the web address given in the email and enter the confirmation code which is also listed in the email. Once you have entered your confirmation code you will be receiving notifications of items that match your Want List.***

*(Listed below is a summary of your submission.)*

The Search Parameters You Specified Are:	
<b>FSC:</b>	Unspecified
<b>NIIN:</b>	Unspecified
<b>Product Name:</b>	Unspecified
<b>Supply Condition Code:</b>	A B C D E F G H
<b>Device Code:</b>	Unspecified
<b>Device Description:</b>	Unspecified
<b>Item Price is Less Than:</b>	Unspecified
<b>Number of NIIN(s) Uploaded:</b>	4

***User Information***

**DODAAC**    SC4402  
**Point of Contact**    Carol Fix  
**Email Address**    carol.fix@dla.mil  
**Telephone**    269-000-0000  
**Fax**    269-000-0000  
**DODAAC Organization**    DEF REUTILIZATION MKTG SERVICE  
**DODAAC Street**    74 N WASHINGTON SEE TAC 2 FOR SH  
**DODAAC City**    BATTLE CREEK  
**DODAAC State**    MI  
**DODAAC Zip**    49017-3092  
**DODAAC Country**    USA

You are now getting feedback on the Want List you scheduled.

You should vary the information.

***Note: your Want List has not been activated yet.*** See Step 11 (next) top Activate your Want List.

***Additional Criteria***

**Output Format**    Excel  
**Frequency**    Daily  
**Duration**    1 Week

View Want Lists

**Your Currently Scheduled Want List Queries**  
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New Want List Queries

Actions	Want List Number	Want List Type	Date Submitted	Expiration Date	Duration of Query Runs	Search Options					Output Format	Number of NIN(s) Uploaded
						FSC	NIN	Product Name	Date Entered Inventory	Supply Condition Code		
<ul style="list-style-type: none"> <li><a href="#">Activate Want List</a></li> </ul>	16177	Prereceipt	28-JAN-2004	04-FEB-2004	Daily for 1 Week	Unspecified	Unspecified	Unspecified	Unspecified	A B C D E F G H	Excel	<a href="#">4</a>

Logoff

Select: Activate Want List



Step 12. You are now ready to activate your Want List.

Your Want List Number will appear at the top of the page. Keep track of your Want List Numbers.

**Current Want List Queries - Microsoft Internet Explorer provided by DRMS**

File Edit View Favorites Tools Help

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Address Links

# Activate Newly Created Want List Number 16177

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**Confirmation code must be at least eight characters long.**

Please enter the eight character confirmation code that was sent when the Want List was created.

*Please note that your Want List will be sent depending on whether you chose to receive your Want List either Daily or Weekly. Daily Want Lists are emailed Monday through Saturday before 9:00 A.M. EST and Weekly Want Lists are emailed every Monday before 9:00 A.M. EST.*

*Newly created Want Lists that aren't activated five days after they were created will be deleted along with all the NIINs uploaded that are associated with the Want List.*

**Confirmation Code (Case Sensitive)**

7KbQVo10

For RTD Program information/comments, contact: (via e-mail) [Customer Service](#), or phone (Comm.) 1-888-352-9333;

**Step 12.**

- a. Click the cursor in the Confirmation Code Block and hit paste. By using the Copy/Paste option you reduce the chance of typing errors.
- b. Hit Activate Want List

Step 13. After you have activated your Want List, you will get the following results. You are given an opportunity to review your query options again. You may Edit, Delete, or Extend your Want List scheduled query run if you wish.

Note: your Want list is now active

Your Currently Scheduled Want List Queries

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Want List is now active.

13 A. Click Edit to make changes

Want List Queries

Search Options

Actions	Want List Number	Want List Type	Date Submitted	Expiration Date	or Query Runs	FSC	NIIN	Product Name	Date Entered Inventory	Supply Condition Code	Output Format	Number of NIIN(s) Uploaded
<ul style="list-style-type: none"> <li><a href="#">Edit</a></li> <li><a href="#">Edit Locations</a></li> <li><a href="#">Delete</a></li> <li><a href="#">Extend</a></li> </ul>	16177	Prereceipt	28-JAN-2004	04-FEB-2004	Daily for 1 Week	Unspecified	Unspecified	Unspecified	Unspecified	A B C D E F G H	Excel	<a href="#">4</a>

13 B. Click Delete to delete your Want List Query

Logoff

For RTD Program information/comments, contact: (via e-mail) [Customer Service](#), or phone (Comm.) 1-888-352-9333;

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 932-4999

Step 13 (A): If you chose to "Edit" your Want List, you will get the following:

**Edit Want List Query, Want List Number 16177**

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**Query Information**

<a href="#">FSC</a>	<input type="text"/>
NIIN	<input type="text"/>
Product Name	<input type="text"/>
	<input type="checkbox"/> Includes <input type="checkbox"/> Equals <input type="checkbox"/> Starts With
DTID	<input type="text"/>
Supply Condition Code	<input checked="" type="checkbox"/> A, <input checked="" type="checkbox"/> B, <input checked="" type="checkbox"/> C, <input checked="" type="checkbox"/> D, <input checked="" type="checkbox"/> E, <input checked="" type="checkbox"/> F, <input checked="" type="checkbox"/> G, <input checked="" type="checkbox"/> H
Device Code	<input type="text"/>
Device Description	<input type="text"/>
Item price is less than	<input type="text"/>
Sort By	Device Code <input type="button" value="v"/>
Date Submitted	28-JAN-04

You have many edit options. The most common edits will apply to Condition Code, Sort By option, Format, and how often you want the query to run.

**User Information**

<b>(Required)</b> DODAAC	<input type="text" value="SC4402"/>	<input type="button" value="Get Address"/>
DODAAC Point of Contact	<input type="text" value="Carol Fix"/>	
DODAAC Email	<input type="text" value="carol.fix@dla.mil"/>	
<b>(Required)</b> DODAAC Telephone	<input type="text" value="269-961-5902"/>	
DODAAC Fax	<input type="text" value="269-961-5842"/>	
DODAAC Organization	<input type="text" value="DEF REUTILIZATION"/>	
DODAAC Street	<input type="text" value="74 N WASHINGTON SEE"/>	

**DODAAC City**

**DODAAC State**

**DODAAC Zip**

**DODAAC Country**

**Supplementary Address**

**Supplementary City**

**Supplementary State**

**Supplementary Zip**

***Additional Information***

**What format would you like to receive the data in.**

**Frequency**

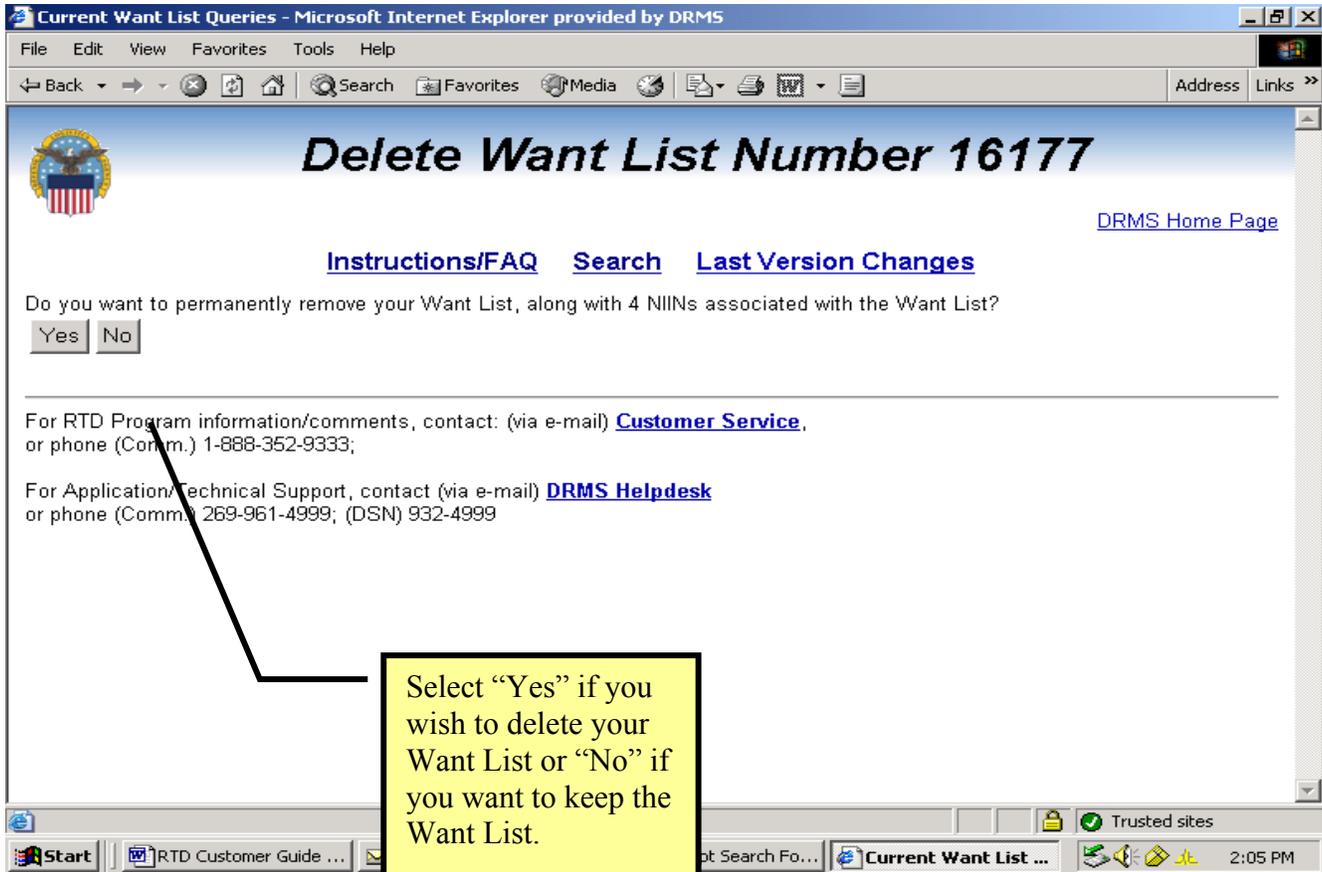
 Daily  Weekly

**Duration**

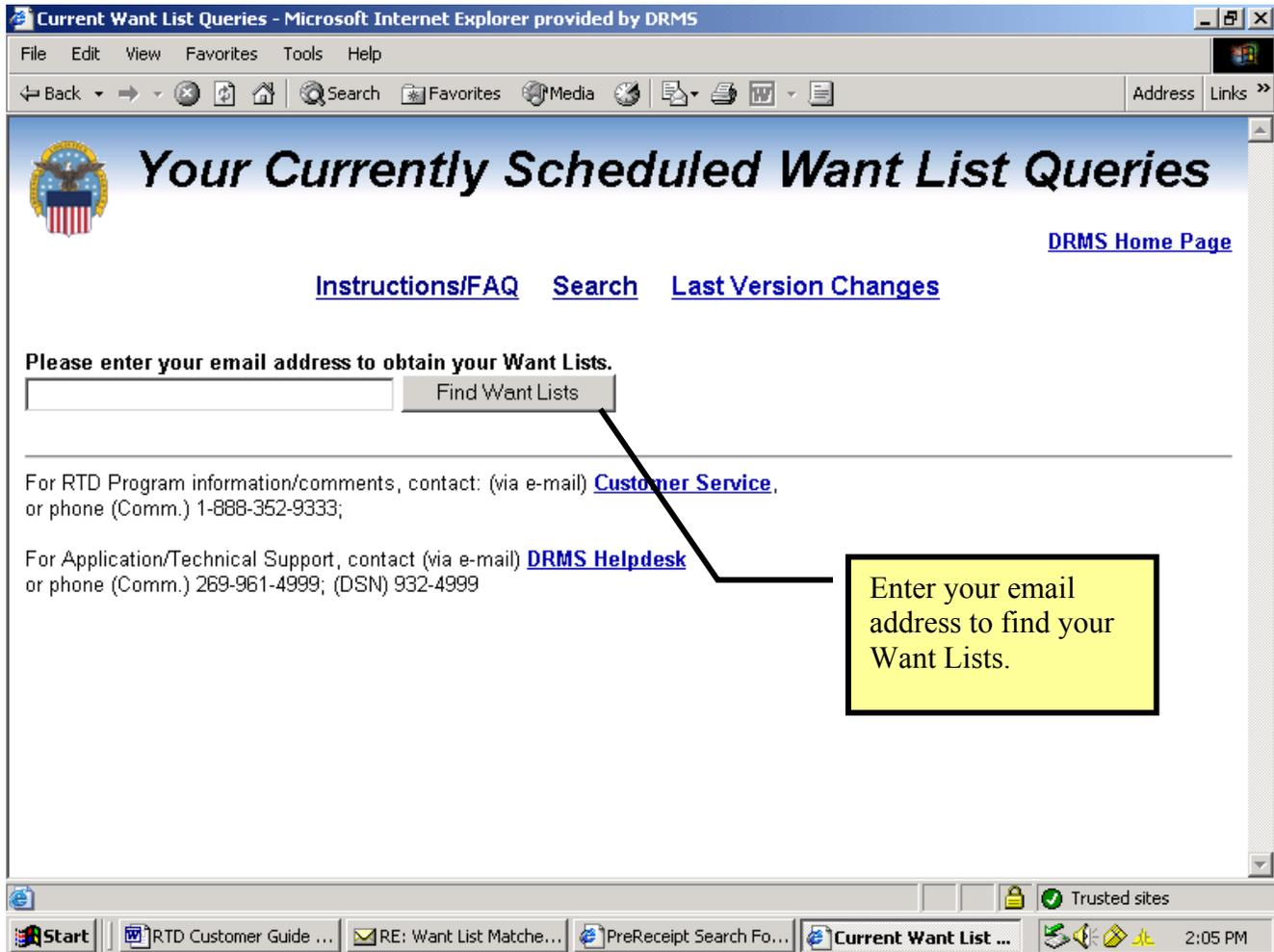
Step 13 B: If you select the option to “Delete” your Want List, you will get a screen that looks like the following:

Your Want List number will appear at the top of the screen.

You will be asked: Do you want to permanently remove your Want List, along with X number of NIINs associated with the Want List?



Step 14. This step is a result of the Want List you have previously scheduled.  
Reference Step 11 email. By clicking on this option, you will be able to obtain your Want List.



Step 15. After you have scheduled your Want List, you should start receiving emails at the rate you selected (Daily, weekly, monthly).

Want list with results email will look as follows:

Property for Reutilization, Transfer, and Donation

Assets identified as result of a customer search may not be available. Availability status should be confirmed with the DRMO prior to processing a requisition.

Click here to view your want list results.

\*\*\*\*\*

NOTICE: IF YOU DO NOT WISH TO RECEIVE THIS E-MAIL, USE AN INTERNET BROWSER TO ACCESS

THE FOLLOWING URL "<https://www.drms.dla.mil/wantlist/wantview>".

FOLLOW DIRECTIONS TO MAKE QUERIES INACTIVE THAT CAUSED THE E-MAIL TO BE SENT.

\*\*\*\*\*

For best viewing of text, use a fixed font(i.e. Courier) to format reports.

\*\*\*\*\*

Click below to Milstrip the property in this email message.

[https://prodwww.drms.dla.mil/wantlist/MilstripServlet?confcode=f96nSi3b&last\\_run\\_date=17-MAY-2004](https://prodwww.drms.dla.mil/wantlist/MilstripServlet?confcode=f96nSi3b&last_run_date=17-MAY-2004)

15b. Click here to submit a MILSTRIP for the item(s).

RTD questions, concerns, etc., may be referred to DLA Customer Contact Center at 1-877-352-2255 or by E-mail to [rtd@drms.dla.mil](mailto:rtd@drms.dla.mil)

If you would like to order (requisition) any of the assets identified above through your supply activity, you need to take action with the appropriate personnel at your activity.

If you are operating from a military (.mil) network and have requisitioning authorization from your Accountable Supply Officer, you may use the <https://www.drms.dla.mil/asset/milstrip/milstripsearch.html> for MILSTRIP

Search and Requisition Form or the old

<https://www.drms.dla.mil/asset/milstrip/milstrip.html> for MILSTRIP Requisition Form.

Please see [http://www.drms.dla.mil/rtda/Help\\_Definitions/help\\_definitions.html](http://www.drms.dla.mil/rtda/Help_Definitions/help_definitions.html) for a Glossary of Terms.

Please see

[http://www.drms.dla.mil/rtda/RTD\\_Info/Reutilization/DoD\\_Property\\_Search/dod\\_property\\_search.html](http://www.drms.dla.mil/rtda/RTD_Info/Reutilization/DoD_Property_Search/dod_property_search.html) for the Government Search Page.

Please see <http://www.drms.dla.mil> for the DRMS Home Page.

For tech support please email [rtdd@drms.dla.mil](mailto:rtdd@drms.dla.mil)



attachment.xls

By clicking on the attachment in your email, you will be able to review the items that match your Want List.

See next Page. Step 15 a

Step 15a. Here is an example of a match to your scheduled Want List, which you submitted the previous day.

1	Results for Want List Number 24917															
2	CYCL	DAY	SITE	PRODUCT NAME	NATIONAL STOCK	DISPOSAL TURN-IN DOCUMENT	D M L	H M A	MSD NO	QTY AVAI	ORIGINAL ACQUISITIO PRICE	UNIT ISSU	R S D	FDR CON STA	STORAGE LOCATION	DATE ENTERED INVENTO
6	DOD	17	RIPL YUMA	COT,FOLDING	7105009350422	M003714134-J001	A			13	\$53.16	EA	P	HX	SAM010311A1	17-May-04
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Go back to your email to select other options such MILSTRIP (order) the item if you wish.

Step 15b. To MILSTRIP the item, which came back on your scheduled automated Want List search results. Note: Clicking this option looks slightly different than if you choose to submit a MILSTRIP when you originally submitted your initial query. The same data is required.

DRMS Requisitioning Form - MILSTRIP

Fill in the appropriate MILSTRIP information below then press the Submit Requisition button.

For Instructions and Field Explanations, see: [MILSTRIP Key](#)

**Use of this Form Without Such Authorization is PROHIBITED!!**

(M = Mandatory)

(NOTICE: The Requester information will be used if DRMS HQ personnel have questions about the requisition and for DRMO personnel to use when a POC is required for shipping. Please use your actual case-sensitive email address)

Requisitioners completing this form must have authorization from the Accountable Supply Officer (ASO).

Most of the data will automatically carry over from your customer profile. Enter necessary additional fields, i.e. Signal Code, Required Delivery date, etc.

Doc Ident: <input checked="" type="checkbox"/> A0A <input type="checkbox"/> A01 <input type="checkbox"/> A0D	Rout Ident: S9D
M&S: <input type="text" value="S"/>	DoDAAC: <input type="text" value="SC440"/> (M)
Date: <input type="text" value="4139"/> (M)	Supplementary Address: <input type="text"/>
Demand Code: <input type="text"/>	Fund Code: <input type="text"/>
Signal Code: <input type="text"/> (M)	Project Code: <input type="text"/>
Distribution Code: <input type="text"/>	Req. Del. Date: <input type="text"/>
Priority: <input type="text" value="15"/> (M)	Advice Code: <input type="text"/>
Requester Name: <input type="text" value="C. Fix"/> (M)	Requester Email: <input type="text" value="carol.fix@dla.mil"/> (M)
Requester Phone: <input type="text" value="269-961-5902"/> (M)	

Document Number of Requisitioner = DoDAAC + Date + Serial No.

Enter the Serial # of your Requisition and Quantity below. (2<sup>nd</sup> half of page - below). If you do not have your Accountable Supply Officer's approval to submit the MILSTRIP, fill out everything but the Serial # & email to your ASO.

Requisitioners completing this form must have authorization from the Accountable Supply Officer (ASO).

You may forward your request via email to your ASO for review and approval.

ASO Email Address:

The Site Name link will take you to a page providing access to current DRMO Address and POC information. If the Product Name is highlighted, FlisPlus information and/or a Photo is available for the item. If the NSN is highlighted, Flis information is available for the item. Selecting a DTID will execute a Milstrip requisition history query for the DTID.

Tue May 18 09:37:06 EDT 2004

RTD Screening Cycle: All

Sort By: FSC

Disposal Condition Code between 1 and 9.

Supply Condition Code A through H

QTY	SERIAL	DAY CYCLE	DAY LEFT	SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN- INDOCUMENT	<b>D</b> M H I A	QTY AVAIL	QTY ON- HAND	ORIGINAL ACQUISITION PRICE	UNIT ISSUE	COND STAT
<input type="text" value="0"/>	<input type="text"/>	DOD	17	<a href="#">RIPL YUMA</a>	COT,FOLDING	<a href="#">7105009350422</a>	<a href="#">M003714134J001</a>	<a href="#">A</a>	13	13	\$53.16	EA -	<a href="#">HX</a>

[DRMS Home Page](#)

Email: [tech\\_support@drms.dla.mil](mailto:tech_support@drms.dla.mil)

Fill in Qty wanted (make sure you view Qty available & condition code to the right first.  
Fill in Serial #, if you are authorized to do so, if not, leave Serial # box blank and email to ASO. See above.

MILSTRIP

Step 16. – In Step 8, you were given a choice to Schedule your Want List or submit a MILSTRIP request for items matching your query. When choosing MILSTRIP from Step 8, you will get a slightly different looking MILSTRIP form that in Step 15. Remember, you must have the Accountable Supply Officer’s approval.

DRMS Requisitioning Form - MILSTRIP

Fill in the appropriate MILSTRIP information below, then press the Submit Requisition button.

For Instructions and Field Explanations, see: [MILSTRIP Key](#)

Use of this Form Without Such Authority

Note: The top of this form is not pre-populated since it was not the result of an activated scheduled Want List.

(M = Mandatory)

(NOTICE: The Requester information will be used if DRMS HQ personnel have questions about the requisition and for DRMO personnel to use when a POC is required for shipping. Please use your actual case-sensitive email address)

Requisitioners completing this form must have authorization from the Accountable Supply Officer (ASO).

Doc Ident: <input checked="" type="checkbox"/> A0A <input type="checkbox"/> A01 <input type="checkbox"/> A0D	Rout Ident: S9D
M&S: <input type="text" value="S"/>	DoDAAC: <input type="text"/> (M)
Date: <input type="text" value="4135"/> (M) (05/14/04)	
Supplementary Address: <input type="text"/>	
Demand Code: <input type="text"/>	Fund Code: <input type="text"/>
Signal Code: <input type="text"/> (M)	Project Code: <input type="text"/>
Distribution Code: <input type="text"/>	Req. Del. Date: <input type="text"/>
Priority: <input type="text" value="15"/> (M)	Advice Code: <input type="text"/>
Requester Name: <input type="text"/> (M)	Requester Email: <input type="text"/> (M)
Requester Phone: <input type="text"/> (M)	

Document Number of Requisitioner = DoDAAC + Date + Serial No.

Requisitioners completing this form must have authorization from the Accountable Supply Officer (ASO).

If you are authorized to complete the lower portion of the MILSTRIP Form (Qty and Serial Number) DO NOT EMAIL THIS TO YOUR ASO. If you fill out both data below and the ASO Email Address, your MILSTRIPS WILL NOT PROCESS and you will get an error message. You may forward your request via email to your ASO for review and approval if you are not authorized to provide Serial Numbers (leave blank). Please be sure the ASO is available over the next few days to approve your requisition.

ASO Email Address:

The Site Name link will take you to a page providing access to current DRMO Address and POC information. If the Product Name is highlighted, FlisPlus information and/or a Photo is available for the item. If the NSN is highlighted, Flis information is available for the item.

Selecting a DTID will execute a Milstrip requisition history query for the DTID.

1. Enter quantity needed. Note: Qty Available is to the far right. You cannot exceed the Qty Available.

2. Enter Serial number if you are authorized to do so, if not, fill in quantity and email to your ASO for assigned Serial numbers. ASO will complete your MILSTRIP and submit it.

NSN	QTY	SERIAL	CYCLE	DAYS	SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL FORM-38 DOCUMENT	QTY AVAIL	QTY ORDERED	ORIGINAL PRICE
0			FFFF	1	KAISERSLUTHER GERNAR	BARKER47APE4C0RCERT	566889235536	W83A734818A833	3	3	\$39.
0			GSA	1	COLONNOS	CD74FDL03RG	138589358422	W44N074885832	38	31	\$53.
0			DDO	1	COLONNOS	CD74FDL03RG	138589358422	W4423143200836	3	3	\$53.
0			GSA	1	AWA33	CD74FDL03RG	138589358422	W3333843382835	5	5	\$53.
0			GSA	14	AWA33	CD74FDL03RG	138589358422	W3333843338284	13	13	\$53.
0			DDO	1	LETTERKIRBY	CD74FDL03RG	138589358422	W91064338283	28	28	\$53.
0			GSA	14	GREAT LAKES	CD74FDL03RG	138589358422	W520254338388	12	12	\$53.
0			FFFF	56	MATEL GEMMARY	CD74FDL03RG	138589358422	W938014386881	58	58	\$53.
0			GSA	1	MEADE	CD74FDL03RG	138589358422	W837024885538	3	3	\$53.
0			FFFF	56	POSSAR XORTA	CD74FDL03RG	138589358422	W55PVR4338883	6	6	\$53.
0			FFFF	28	WOFYDRG SIDOL MDREA	CD74FDL03RG	138589358422	W7402543338334	38	38	\$53.
0			GSA	1	SPARTA	CD74FDL03RG	138589358422	W5C50F488238	3	3	\$53.
0			FFFF	28	MATEL GEMMARY	CD74FDL03RG	138589358422	W938014386881	15	15	\$53.
0			GSA	1	MARREN ROJERS	CD74FDL03RG	138589358422	W533794858835	5	5	\$53.

https://www.drms.dla.mil/hbin/wantsearch1?ftype=mil&revise=govegeo1%2Ehtml&witype=I&FSC=&NIIN=&Name=&name... 5/14/2004

[CLICK HERE TO RETURN TO STEP 8.](#)

Your order (MILSTRIP) will electronically arrive at the DRMO within 24 to 48 hours. The same Reutilization, Transfer, and Donation rules apply to screening cycles, allocation authorities, and Shipments to the customers or customer pickup depending upon the regulations.

DRMS also offers an Automated Want List Search against Pre-Receipt notices, which primarily focuses on items traditionally placed in Batch Lots (\$800 and less in value), as well as, to locate critical items for the military services.

*Remember, to use DRMS as your first source of supply.*