

Sales Menu: Manage Shipment Requests for a Solicitation

1. From the SharePoint web site page or the Home page, select the "Sales Menu" link.



[Home](#)

Sales Menu

Your account is listed as a contact for **Test Company 2**.

[Edit the Company Profile](#).

Solicitations Available for Registration

You are authorized to register for the following solicitations.

Command	Solicitation	Type	Material
Register	DLA-Ferromanganese-006	BOA	Ferromanganese

Solicitation Registrations

The following solicitation registrations have been created.

Command	Solicitation	Type	Material	Date Submitted	Date Approved	Expiration Date
Edit	DLA-Chromium Metal-004	BOA	Chromium Metal	02/02/2013 12:54	02/02/2013 12:55	02/02/2014 12:55
Edit	DLA-Ferrochromium-007	BOA	Ferrochromium	04/10/2013 15:49		
Edit	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates	02/06/2013 10:12	02/06/2013 10:25	02/06/2014 10:25

Manage Solicitation Quotes

You are authorized to manage the quotes for the following solicitations.

Command	Solicitation	Type	Material
Select	DLA-Chromium Metal-004	BOA	Chromium Metal
Select	DLA-Ferrochromium-007	BOA	Ferrochromium
Select	DLA-Tungsten Ores and Concentrates-007	BOA	Tungsten Ores and Concentrates

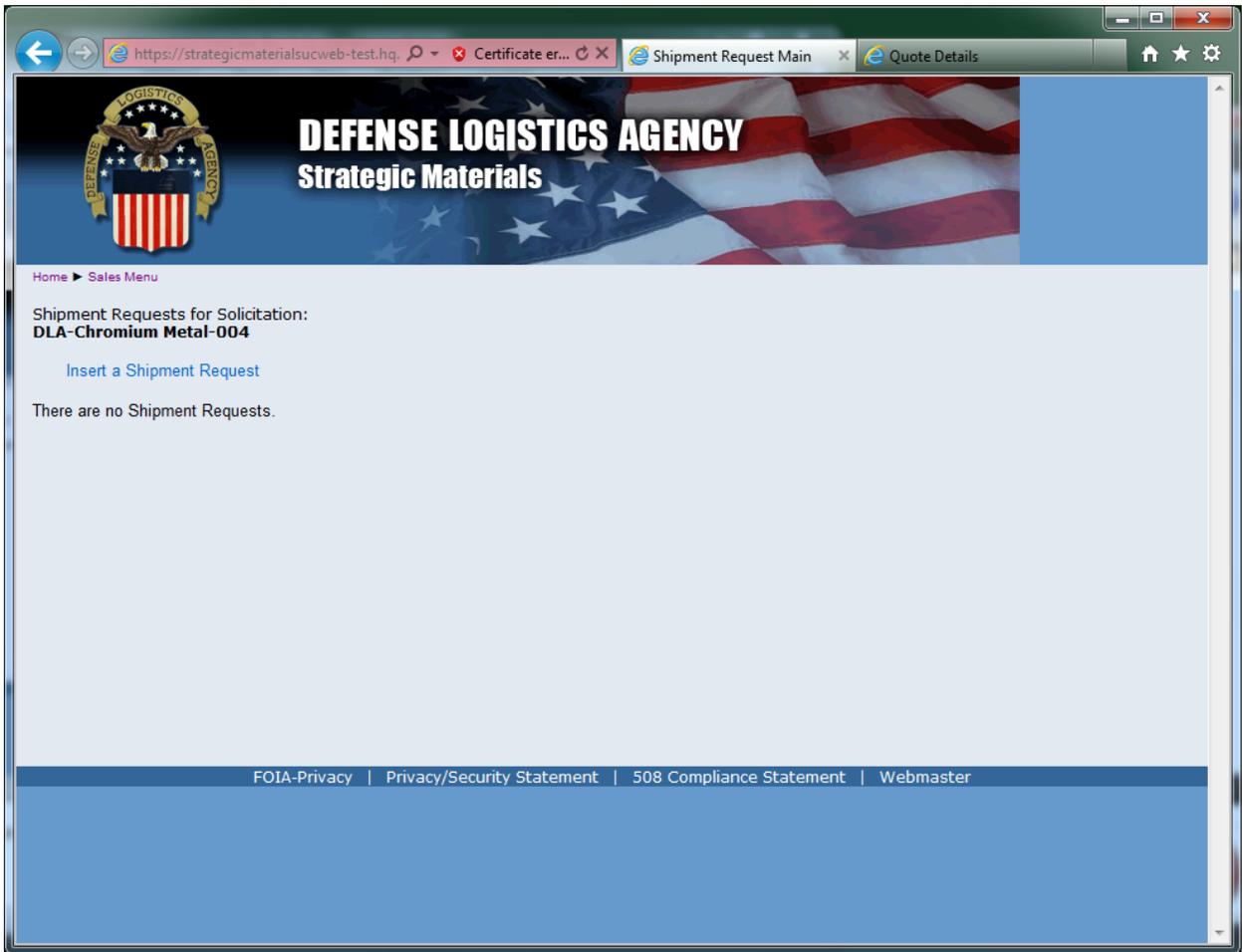
Manage Shipment Requests

You are authorized to manage the shipment requests for the following solicitations.

Command	Solicitation	Type	Material
Select	DLA-Chromium Metal-004	BOA	Chromium Metal

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2. The section, Manage Shipment Requests, contains a list of solicitations for which quotes have been awarded and shipment requests are allowed.
3. Select a solicitation.



4. Select "Insert a Shipment Request".



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Strategic Materials

[Home](#) ► [Sales Menu](#) ► [Shipping Requests](#)

Shipment Request for Solicitation:
DLA-Chromium Metal-004

[Summary](#)

J.3 Shipping Instructions

Enter data and select "Insert".

Solicitation:	DLA-Chromium Metal-004
Shipment Request Number*:	<input type="text"/>
Contractor*:	<input type="text"/>
Point of Contact*:	<input type="text"/>
Telephone Number*:	<input type="text"/>
Strategic Materials Contract Number*:	<input type="text"/>
Commodity*:	<input type="text"/>
Item/Pile*:	<input type="text"/>
Depot*:	<input type="text"/>
Quantity:	<input type="text"/>
Unit Price:	<input type="text"/>
Total Dollar Value:	<input type="text"/>
Shipping Method:	<input type="text"/>
Carrier Name:	<input type="text"/>
Carrier Point of Contact:	<input type="text"/>
Carrier POC Telephone:	<input type="text"/>
Date Shipment Desired:	<input type="text"/>
Ship To:	<input type="text"/>
Minimum Load:	<input type="text"/>
Outloader:	<input type="text"/>
Outloader Telephone:	<input type="text"/>
Sampler:	<input type="text"/>
Sampler Telephone:	<input type="text"/>
Remarks:	<input type="text"/>

[Insert](#) [Cancel](#)

* is a required field

5. After entering data and selecting Insert, the shipment request is inserted and displayed in read-only mode with options to Edit, Delete and Submit.



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Strategic Materials

[Home](#) ▶ [Sales Menu](#) ▶ [Shipping Requests](#)

Shipment Request for Solicitation:
DLA-Chromium Metal-004

[Summary](#)

J.3 Shipping Instructions

Solicitation:	DLA-Chromium Metal-004
Shipment Request Number:	123
Contractor:	Test Company 2
Point of Contact:	Bill
Telephone Number:	555-5555
Strategic Materials Contract Number:	CN-sample
Commodity:	Chromium
Item/Pile:	123
Depot:	asdf
Quantity:	1
Unit Price:	1
Total Dollar Value:	1
Shipping Method:	1
Carrier Name:	AA Trucking
Carrier Point of Contact:	Jim
Carrier POC Telephone:	555-5555
Date Shipment Desired:	ASAP
Ship To:	Test Company 2
Minimum Load:	1
Outloader:	asdf
Outloader Telephone:	asdf
Sampler:	asdf
Sampler Telephone:	asdf
Remarks:	
Created By Account ID:	example
Submitted By Account ID:	
Date Submitted:	

[Edit](#) [Delete](#) [Submit](#)

- Note that the Summary link is enabled.
- Select the Shipping Requests link.

The screenshot shows a web browser window with the URL <https://strategicmaterialsucweb-test.hq>. The page header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Strategic Materials". Below the header, there is a navigation menu with "Home" and "Sales Menu". The main content area displays "Shipment Requests for Solicitation: DLA-Chromium Metal-004" and a link to "Insert a Shipment Request". A table lists one shipment request found:

Command	Summary	Request Number	Contract Number	Created By	Created	Submitted By	Submitted
Select	Summary	123	CN-sample	example	04/12/2013 10:59		

At the bottom of the page, there is a footer with links for "FOIA-Privacy", "Privacy/Security Statement", "508 Compliance Statement", and "Webmaster".

8. Select the Select command for the shipment request.
9. Select Submit.



DEFENSE LOGISTICS AGENCY

Strategic Materials

[Home](#) ► [Sales Menu](#) ► [Shipping Requests](#)

Shipment Request for Solicitation:
DLA-Chromium Metal-004

[Summary](#)

J.3 Shipping Instructions

Solicitation:	DLA-Chromium Metal-004
Shipment Request Number:	123
Contractor:	Test Company 2
Point of Contact:	Bill
Telephone Number:	555-5555
Strategic Materials Contract Number:	CN-sample
Commodity:	Chromium
Item/Pile:	123
Depot:	asdf
Quantity:	1
Unit Price:	1
Total Dollar Value:	1
Shipping Method:	1
Carrier Name:	AA Trucking
Carrier Point of Contact:	Jim
Carrier POC Telephone:	555-5555
Date Shipment Desired:	ASAP
Ship To:	Test Company 2
Minimum Load:	1
Outloader:	asdf
Outloader Telephone:	asdf
Sampler:	asdf
Sampler Telephone:	asdf
Remarks:	
Created By Account ID:	example
Submitted By Account ID:	
Date Submitted:	

To submit the shipment request, enter your PIN and select "Submit". Once submitted, changes are not allowed.

PIN*: [Submit](#) [Cancel](#)

10. Enter the PIN and select Submit.



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Strategic Materials

[Home](#) ► [Sales Menu](#) ► [Shipping Requests](#)

Shipment Request for Solicitation:
DLA-Chromium Metal-004

[Summary](#)

J.3 Shipping Instructions

Solicitation:	DLA-Chromium Metal-004
Shipment Request Number:	123
Contractor:	Test Company 2
Point of Contact:	Bill
Telephone Number:	555-5555
Strategic Materials Contract Number:	CN-sample
Commodity:	Chromium
Item/Pile:	123
Depot:	asdf
Quantity:	1
Unit Price:	1
Total Dollar Value:	1
Shipping Method:	1
Carrier Name:	AA Trucking
Carrier Point of Contact:	Jim
Carrier POC Telephone:	555-5555
Date Shipment Desired:	ASAP
Ship To:	Test Company 2
Minimum Load:	1
Outloader:	asdf
Outloader Telephone:	asdf
Sampler:	asdf
Sampler Telephone:	asdf
Remarks:	
Created By Account ID:	example
Submitted By Account ID:	example
Date Submitted:	4/12/2013 11:09:22 AM

The shipment request has been successfully submitted.

11. Select the Summary link. The summary will open in a new browser window or tab.

J.3 Shipping Instructions

Solicitation: DLA-Chromium Metal-004	
Shipment Request Number: 123	
Contractor: Test Company 2	
Contractor Point of Contact: Bill	Telephone Number: 555-5555
Strategic Materials Contract Number: CN-sample	Commodity: Chromium
Item/Pile: 123	
Depot: asdf	
Quantity: 1	
Unit Price: 1	Total Dollar Value: 1
Shipping Method: 1	
Carrier Name: AA Trucking	
Point of Contact: Jim	Telephone Number: 555-5555
Date Shipment Desired: ASAP	
Ship To: Test Company 2	
Minimum Load: 1	
Outloader: asdf	Telephone Number: asdf
Sampler: asdf	Telephone Number: asdf
Remarks:	
Electronically Submitted by Account: example	Date Submitted: 04/12/2013 11:09

12. Close the summary.
13. Select the Shipping Requests link.

The screenshot shows a web browser window with the URL <https://strategicmaterialsucweb-test.hq.> and a tab titled "Shipment Request Main". The page header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Strategic Materials" over a background of an American flag. Below the header, there is a navigation menu with "Home" and "Sales Menu". The main content area displays "Shipment Requests for Solicitation: DLA-Chromium Metal-004" and a link to "Insert a Shipment Request". A message states "One Shipment Request found." followed by a table with the following data:

Command	Summary	Request Number	Contract Number	Created By	Created	Submitted By	Submitted
	Summary	123	CN-sample	example	04/12/2013 10:59	example	04/12/2013 11:09

At the bottom of the page, there is a footer with links for "FOIA-Privacy", "Privacy/Security Statement", "508 Compliance Statement", and "Webmaster".

14. Since the shipment request has been submitted, only the Summary command is available.