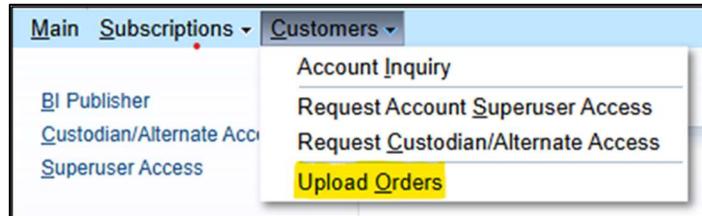


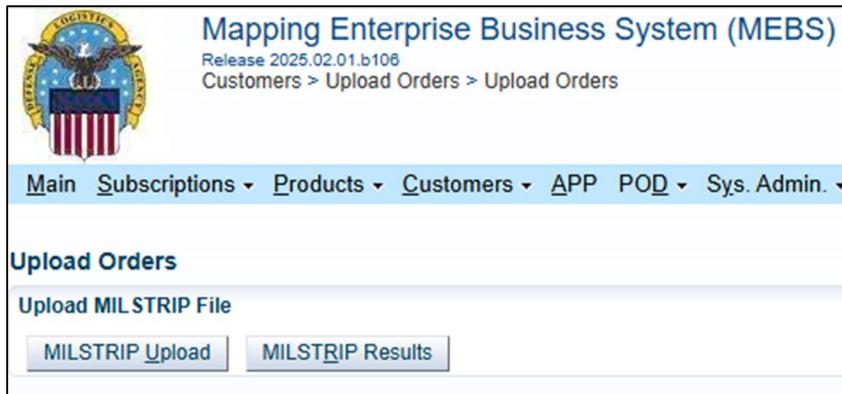
The MEBS Customers UI contains an Upload Orders section providing users with the ability to directly upload Military Standard Requisitioning and Issue Procedures (MILSTRIP) orders via a Text (txt) file. The following guide will assist users with the procedure.

## 1.0 Upload Orders > MILSTRIP Upload

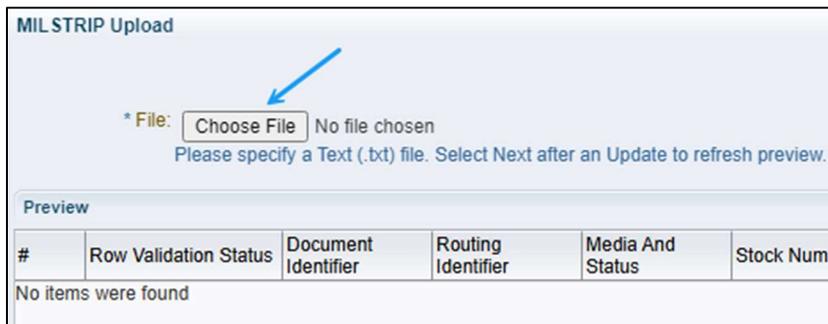
1. Click on the Customers tab and a sub-menu will appear.
2. Within the Customers sub-menu select the **Upload Orders** option.



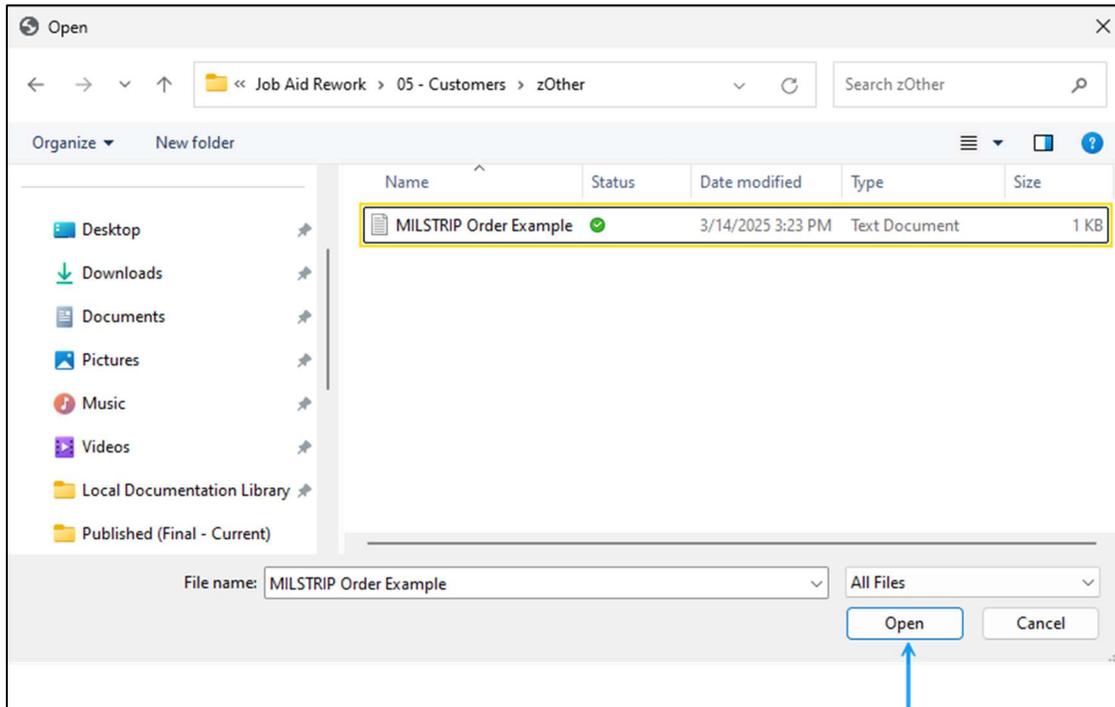
3. The **Upload Orders** main screen displays the following:



4. Click on the *MILSTRIP Upload* button to open the **MILSTRIP Upload** pop-up window.
5. Click on the *Choose File* button; refer to the example provided below:



- Using the **Open** prompt, navigate to the file location, select the proper Text (.txt) file, and then click on the *Open* button; refer to the example provided below:



**Note:** Prior to attempting an upload, ensure compliance of the MILSTRIP text file formatting by referencing the Section 4.0 Appendix – MILSTRIP Formatting.

- Click on the *Next* button to begin the data verification process.
- Review the newly imported data and verify all fields in the *Row Validation Status* column are labeled with an OK status. If all rows are labeled OK, then click on the *Finish* button to finalize the import process. If no errors are reported, skip ahead to Step 10.
- If the *Row Validation Status* column contains errors, review the error(s) and then perform all necessary corrections to the MILSTRIP import data within the Text (.txt) file; see the example pictured below. The MILSTRIP upload process cannot be finalized until all data is validated as OK. Upon completion, return to Step 5 and attempt the upload process again.

**MILSTRIP Upload**

**Error**

Cannot process the specified file due to unexpected error, possibly with the file.

\* File: MILSTRIP Order Example - ERRORS.txt

Please specify a Text (.txt) file. Select Next after an Update to refresh preview.

**Preview**

#	Row Validation Status	Document Identifier	Routing Identifier	Media And Status	Stock Number	Unit Of Issue	Quantity	Requisitioner	Date	Serial Number
1	[Demand Code invalid., Demand Code invalid.]	A0D	HM8	S	ENRXEURHCHT01	EA	00006	HM0288	0360	0001
2	[Julian Date of 0978 is invalid. Days should be between 0 and 365, Julian Date of 0978 is invalid. Days should be between 0 and 365]	A0D	HM8	S	ENRXEURHCHT05	EA	00006	HM0288	0978	0002
3	[Unit Of Issue invalid., Unit Of Issue invalid.]	A0D	HM8	S	ENRXEURLCHTA1	ZA	00006	HM0288	0178	0003
4	[Signal Code invalid., Signal Code invalid.]	A0D	HM8	S	TERMXEURLSSV1	EA	00006	HM0288	0001	0004

10. The system will display the following **Results** message if successfully validated for uploading:

**MILSTRIP Upload**

**Results:**

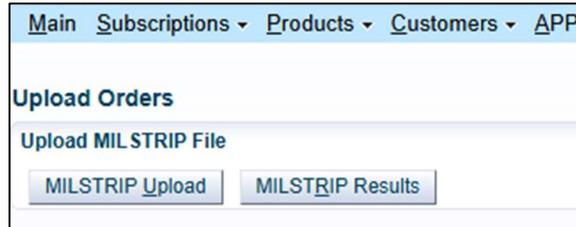
File has been submitted for background processing.

**Note:** The system will begin processing the new data in the background. It may take several minutes for the process to be completed.

11. Click on the *Done* button to continue.
12. To preview the recently submitted MILSTRIP upload order, click on the *MILSTRIP Results* button in the **Upload Orders** screen and a pop-up window will appear; continue to **Section 1.2** for additional details.

## 2.0 Upload Orders > MILSTRIP Results

1. Click on the Customers tab and a sub-menu will appear.
2. From the Customers sub-menu, select the **Upload Orders** option.
3. The **Upload Orders** main screen displays the following:



4. Click on the *MILSTRIP Results* button to open the **MILSTRIP Upload Results** pop-up window.
5. Review the data provided in the **MILSTRIP Upload Results** pop-up window. The upload results window contains two (2) panes, each pane is further detailed below along with an example:

MILSTRIP Upload Results										
Status	Date	User	Export To Excel		Detach					
SETUP	Mar-18 17:52	MEBSTEST	Status	Doc Identifier	RIC	Media Status Code	Stock Number	Unit Of Issue	Quantity	Requisitioner
SETUP	Mar-18 13:19	KSS0174	NEW	A0D	HM8	S	ENRXEURHCHT05	EA	20	HM0288
DONE:errors	Mar-13 11:26	KSS0174	NEW	A0D	HM8	S	ENRXEURLCHTA1	EA	30	HM0288
DONE	Mar-13 11:06	KSS0174	NEW	A0D	HM8	M	ENRXCSASUP	EA	70	AC3545
DONE	Mar-12 22:43	KDD0070	NEW	A0D	HM8	S	ENRXCSASUP	EA	60	HM0288
DONE:errors	Mar-12 22:42	KDD0070	NEW	A0D	HM8	S	TERMXEURLSSV1	EA	40	HM0288
DONE	Mar-12 15:47	KSS0174	NEW	A0D	HM8	S	ENRXEURHCHT01	EA	10	HM0288
DONE:errors	Mar-12 15:37	KDD0070	NEW	A0D	HM8	S	TERMXEURLSSV1	EA	50	HM0288
DONE	Mar-12 11:35	KDD0070								
DONE	Mar-12 11:29	KDD0070								
DONE	Mar-12 08:23	KDD0070								

- Left Pane (Status):
  - *Status* column:
    - **SETUP** – This status identifies a newly submitted upload; system processing is pending.
    - **WORKING** – The associated MILSTRIP Upload is currently processing.
    - **DONE** – The associated MILSTRIP Upload has been processed successfully; no errors.
    - **DONE:errors** – This status identifies a MILSTRIP Upload containing errors; Example: a conflict has occurred with an already existing serial number.

- *Date* – The date and time the associated MILSTRIP Upload was submitted by a user.
- *User* – The MEBS User Login ID for the associated MILSTRIP Upload.
- Right Pane (Results):
  - **Export to Excel** – Click to export the currently displayed results to an Excel spreadsheet file; Refer to **Section 1.3** for additional details.
  - **Detach/Attach** – Click to separate or reattach the right pane from the MILSTRIP Upload Results window.
  - The following MILSTRIP Upload Results data is viewable within the columns located in the right pane: *Status, Doc Identifier, RIC, Media Status Code, Stock Number, Unit of Issue, Quantity, Requisitioner, Date, Serial Number, Demand Code, Supplemental Address, Signal Code, Fund Code, Project Code, Priority Code, Req Delivery Date, and Advice Code.*

**Note:** If an upload status is listed as *DONE:errors*, then an issue occurred during the upload process. If an error occurred, then select the upload containing errors from the left pane and then review the **Status** column in the right pane for additional error details; see the example provided below:

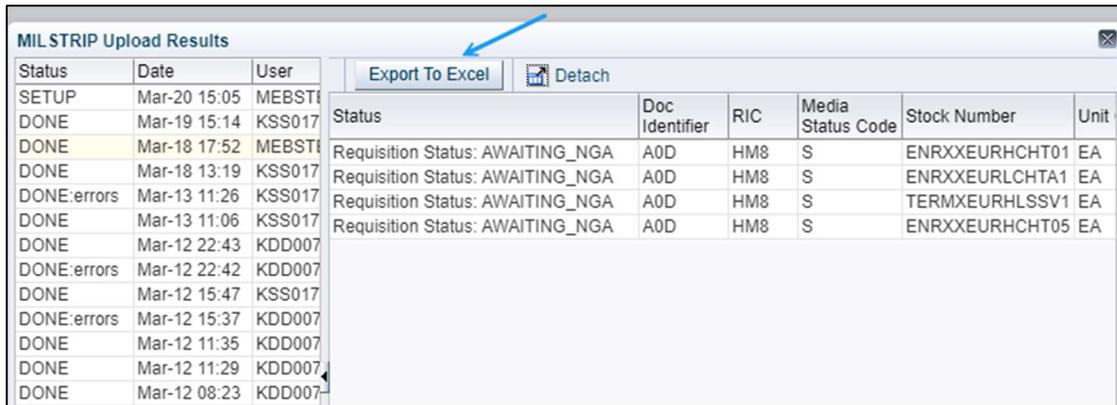
Status	Date	User	Doc Identifier	RIC	Media Status Code	Unit Of Issue	Quantity	Stock I
SETUP	Mar-18 17:52	MEBSTEST						
SETUP	Mar-18 13:19	KSS0174						
DONE:errors	Mar-13 11:26	KSS0174						
DONE	Mar-13 11:06	KSS0174						
DONE	Mar-12 22:43	KDD0070						
DONE:errors	Mar-12 22:42	KDD0070						
DONE	Mar-12 15:47	KSS0174						
DONE:errors	Mar-12 15:37	KDD0070						
DONE	Mar-12 11:35	KDD0070						
DONE	Mar-12 11:29	KDD0070						
DONE	Mar-12 08:23	KDD0070						

Status	Doc Identifier	RIC	Media Status Code	Unit Of Issue	Quantity	Stock I
Requisition Status: AWAITING_DLA_SEC	A0D	HM8	S	EA	40	TERM
Requisition already exists with serial number 0041	A0D	HM8	M	EA	70	ENRX
Requisition Status: AWAITING_DLA_SEC	A0D	HM8	S	EA	20	ENRX
Requisition already exists with serial number 0035	A0D	HM8	S	EA	10	ENRX
Requisition Status: AWAITING_DLA_SEC	A0D	HM8	S	EA	60	ENRX
Requisition Status: AWAITING_DLA_SEC	A0D	HM8	S	EA	30	ENRX
Requisition Status: AWAITING_DLA_SEC	A0D	HM8	S	EA	50	TERM
Requisition Status: AWAITING_DLA_SEC	A0D	HM8	S	EA	10	ENRX

### 3.0 Upload Orders – Export To Excel

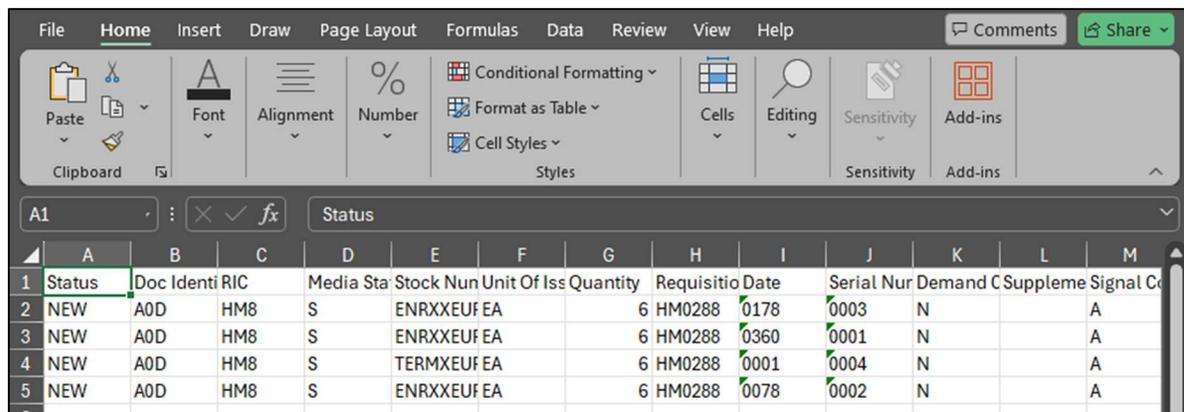
1. Click on the Customers tab and a sub-menu will appear.
2. From the Customers sub-menu, select the **Upload Orders** option.
3. Click on the *MILSTRIP Results* button to open the **MILSTRIP Upload Results** pop-up window.
4. Select the results of an upload located within the left pane.
5. Click on the *Export To Excel* button to export the currently selected upload results to a Microsoft Excel File; refer to the example provided below:



6. A **Save As** window prompt will appear, click on the **Save** button to save the results file locally as a Microsoft Excel Worksheet.

**Note:** The default filename of the results file is *milstripUploadResults*. The file name can be changed by the user prior to saving. If selected in error, then click on the *Cancel* button to return to the **MILSTRIP Upload Results** pop-up window.

7. Locate and then open the newly saved MILSTRIP Upload Results file. Review the data, as needed. Below is an example of a results file in Microsoft Excel:



8. When finished reviewing the file, click on the *Close* button  to return to the **Upload Orders** screen.

## 4.0 Appendix – MILSTRIP Formatting

To upload a requisition(s) in the MILSTRIP format, the following formatting rules apply:

Columns:	Field Name:	Description/Instructions:
1-3	Document Identifier	<p>Three-digit alphanumeric code identifying the transaction as a requisition. Enter the appropriate transaction code:</p> <ul style="list-style-type: none"> <li>• A0A – Requisition for CONUS customer, with NSN/NATO stock # (ALPHA ZERO ALPHA)</li> <li>• A0D – Requisition for CONUS customer, with other data (i.e. chart # stock # (ALPHA ZERO DELTA)</li> <li>• A01 – Requisition for OCONUS customer, with NSN/NATO stock # (ALPHA ZERO ONE)</li> <li>• A04 – Requisition for OCONUS customer, with other data (i.e. chart stock # (ALPHA ZERO FOUR)</li> <li>• AE1 – Supply status to requisitioner or supplementary address AS1 Shipment status</li> </ul>
4-6	Routing Identifier	<p>Three-digit alphanumeric code identifying the source to which the transaction is submitted. HM8 (Represents MCO at Richmond, VA)</p>
7	Media and Status	<p>One-digit numeric code that indicates the type of supply status will be provided on the shipment manifest. Additionally, status will be provided separately at the time of initial processing as required. Enter the appropriate status code:</p> <ul style="list-style-type: none"> <li>• 0 – No additional status required</li> <li>• B – Additional status to requisitioner (recommended)</li> <li>• D – Additional status to requisitioner and supplementary address</li> </ul>
8-22	Stock Number	<p>A fifteen-digit alphanumeric code used to identify the GI&amp;S products required. Enter the complete DLA stock number as shown in the DLA Catalog of Maps, Charts, and Other Geospatial Products. Begin in column 8, leaving unused trailing columns blank.</p> <p><i>NOTE:</i> All is not acceptable. Each chart must be identified by the correct NSN or DLA stock #.</p>
23-24	Unit of Issue	<p>A two-letter code found in the applicable NGA catalog that indicates how the products are issued. Enter EA (each) for maps, charts, publications and miscellaneous products.</p>
25-29	Quantity	<p>A five-digit code to indicate the quantity being requisitioned. Enter the required quantity right justified with leading zeros. Example: 00001.</p>

Columns:	Field Name:	Description/Instructions:
30-35	Requisitioner	A six-digit alphanumeric code identifying the requisitioner. Enter your DoD Activity Address Code (DODAAC).
36-39	Date	A four-digit numeric code that identifies the date the requisition is created. Enter the last digit of the year and the three-digit Julian date. Example: If the date is 01 Feb 2025, enter 5032.
40-43	Serial Number	Four-digit numeric code (use leading zeros) that identifies the serial number of the requisition assigned by the requisitioner (i.e., 0001, 0002, etc.). Enter a unique number for each line item ordered and do not repeat the number on the same Julian day on any requisition.
44	Demand Code	One-letter code that identifies the requisition as recurring or non-recurring need. <ul style="list-style-type: none"> <li>• R – for recurring need.</li> <li>• N – for one time need.</li> </ul>
45-50	Supplemental Address	A six-digit alphanumeric code (DoDAAC) that identifies the ship-to address, if different from requisitioner, or locally assigned internal routing code. To ship to this address the signal code must be J, K, L, or M.
51	Signal Code	One-letter code that indicates where the products are to be shipped. DoD and Coast Guard activities enter: <ul style="list-style-type: none"> <li>• D – Ship to DoDAAC submitting requisition.</li> <li>• M – Ship to DoDAAC listed in Supplemental address columns.</li> </ul>
52-53	Fund Code	Enter NS to indicate a free issue. There is no charge to military and other DoD customers for these products.
54-56	Distribution Code	Leave blank.
57-59	Project Code	A three-digit alphanumeric code that identifies command as a participant in an operation or exercise without compromising the specific operation and/or area of operation and aids DSCR processing of requirements. Project codes are assigned by higher authority and passed to participants in the operation or exercise.
60-61	Priority Code	Two-digit numeric code that indicates the appropriate Issue Priority Designator (IPD) based on your current Force Activity Designator (FAD) and your Urgency of Need. Enter the code that intersects your FAD and your Urgency of Need. Remember always stay within your FAD. Priorities 09-15 are considered routine replenishment and can be used by all commands.

Columns:	Field Name:	Description/Instructions:
62-64	Required Delivery Date	Three-digit numeric code indicating the date by which products are required. Enter three-digit Julian Date omitting the year that products are required. If you enter <i>a date less than 3 working days from your submission date, the system will consider your Required Delivery Date (RDD) as one year from now.</i>
65-66	Advice Code	A two-digit alphanumeric code that conveys applicable instructions to DLA.
67-80		Leave Blank.