

RTD CUSTOMER WANT LIST MATCH AGAINST PRE-RECEIPT NOTICES GUIDE

Scheduled Implementation Dates:

1. Reutilization - Dept of Defense to include DoD Special Program: 10 March 2004
2. Transfer – Federal Agencies: 1 May 2004
3. Donation – NASASP: 1 May 2004

This guide is for Defense Reutilization and Marketing Service (DRMS) Reutilization, Transfer, and Donation customers who 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).

Our original goal was to help reduce backorder requests for the Inventory Control Points by identifying items normally placed in batch lots prior to physical receipt at the DRMO.

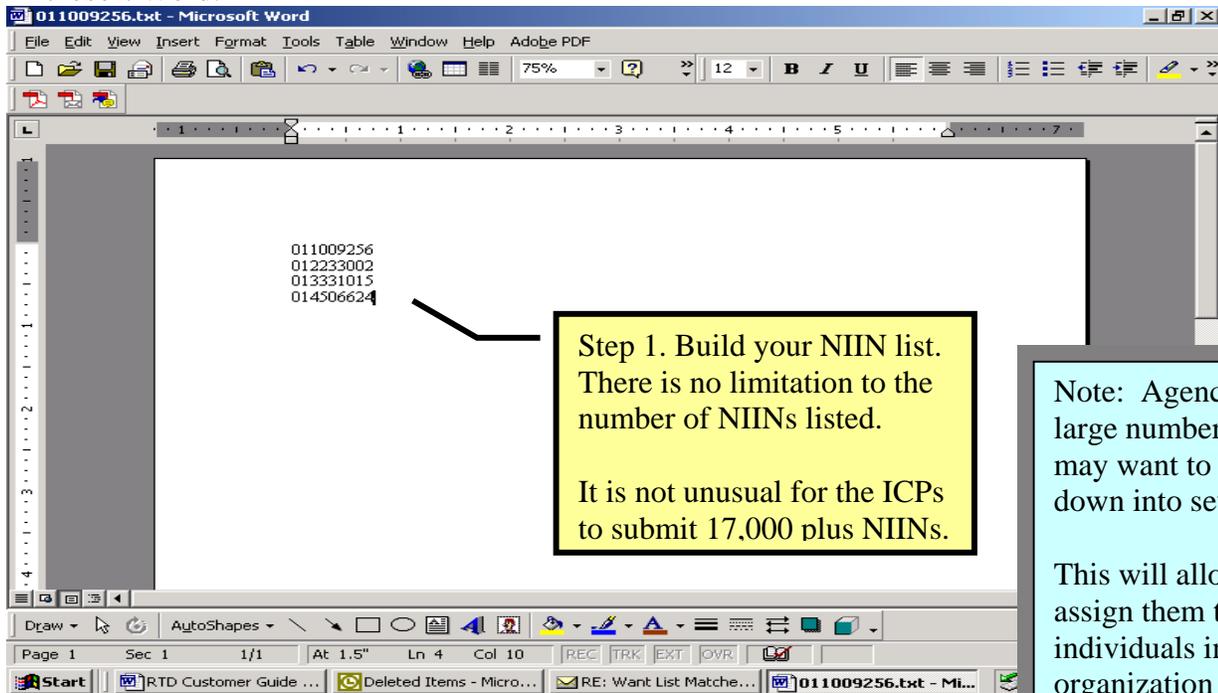
We encourage all RTD customers to use the automatic Want List Match against Pre-Receipt notices for all needed items with special attention to items that are \$800 or less, for items which demilitarization is required, and items considered hazardous property. These items are at risk of being batched, sent to a DEMIL Center, or placed on a hazardous contract; therefore, it makes sense to have customers flag needed items prior to arrival at a DRMO.

Note: All customers will be able to flag a matched item to a due-in notice, as needed; however, items do not become available for RTD ordering until DRMOs establish accountability for property on their inventory (DAISY) records. There is no guarantee that items listed on the Due-In files will be placed on the DRMOs inventory.

There also is no guarantee that another customer won't submit a MILSTRIP first, for items entered into DAISY, on a first-come, first-ordered and within a given defined screening timeframe. 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.

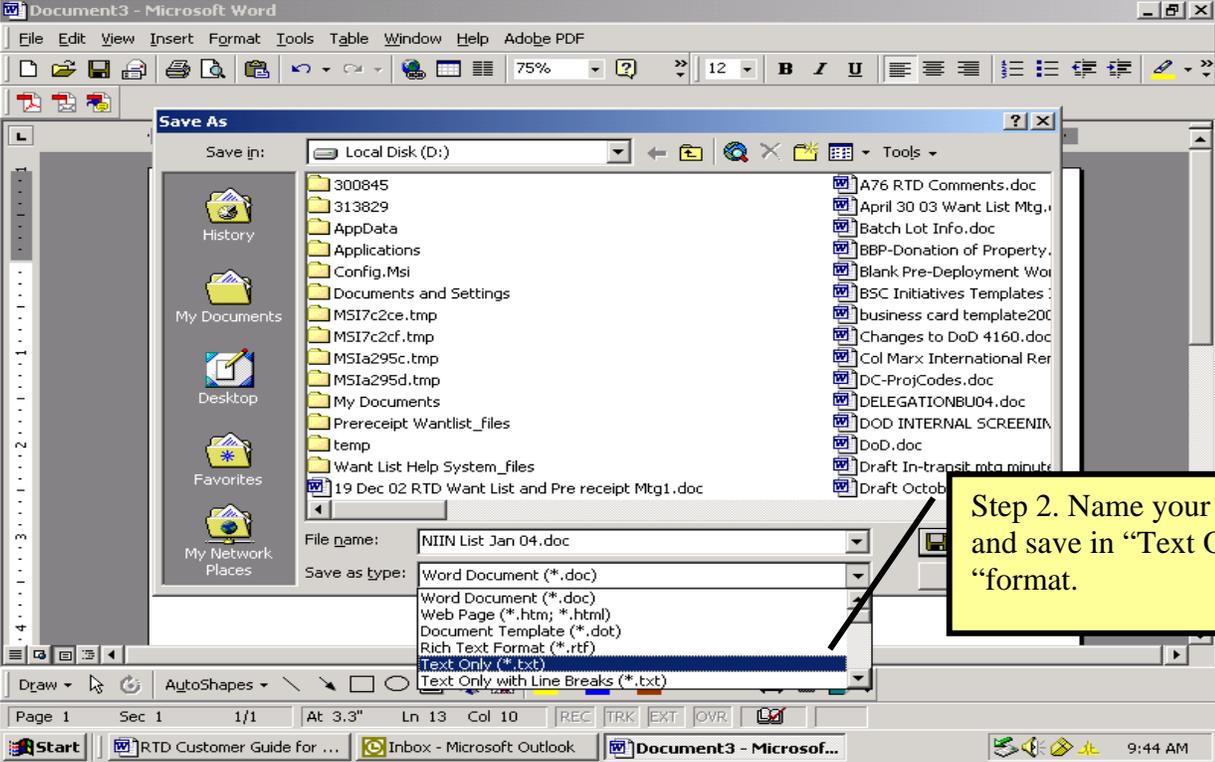
Step 1. Customers should build a Want list using the National Item Identification Numbers (NIIN), which are the last 9 characters of a National Stock Number. Note: The list below was built in Microsoft Word.



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

DRMS - Defense Reutilization and Marketing Service, Surplus Property, DRMO - Microsoft Internet Explorer provided by DRMS

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Defense Reutilization and Marketing Service

" Right Item, Right Time, Right Place, Right Price, Every Time...Best Value Solutions for America's Warfighters "

Welcome to DRMS (Defense Reutilization and Marketing Service), the place to obtain original US Government surplus property.
[Please read this privacy and security notice](#)

IMPORTANT NOTICE: [Additional web address for DRMS](#)

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:

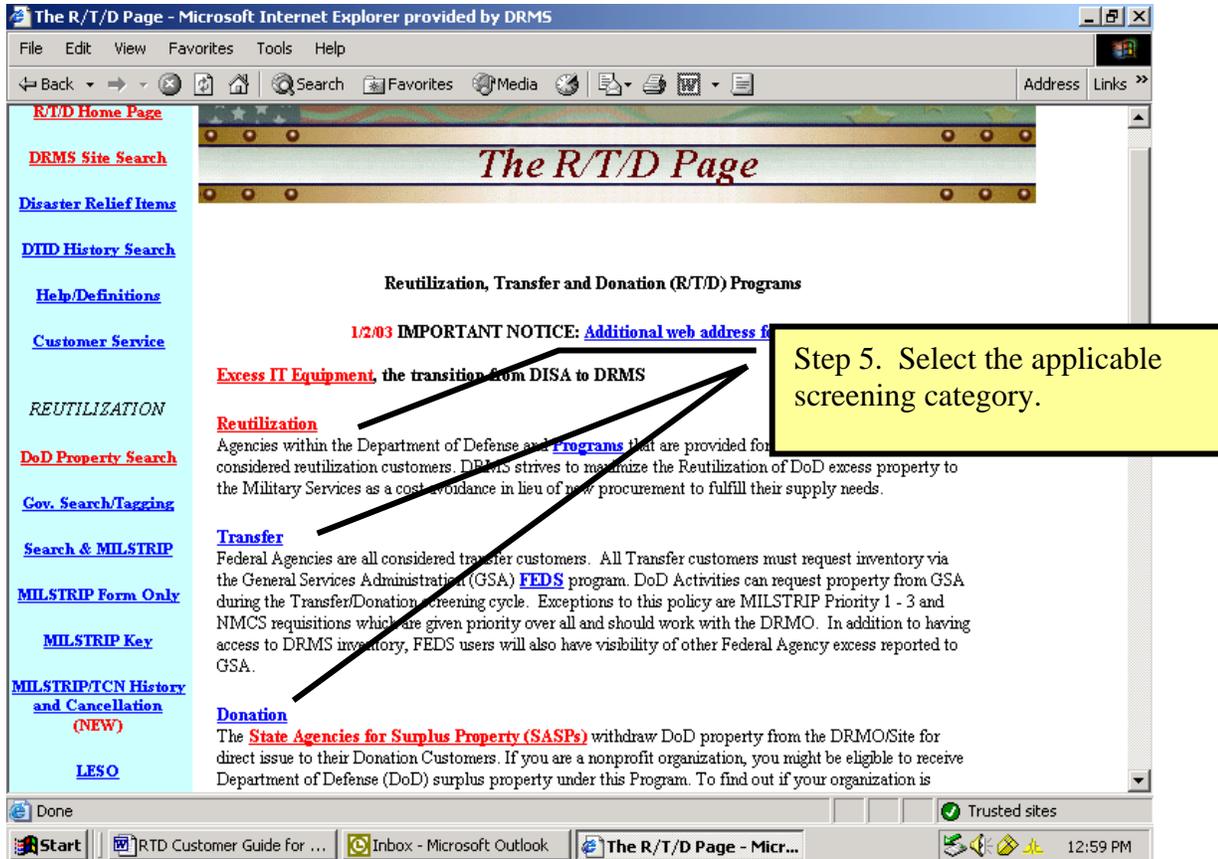
Generator/Installation (ETID/DRMO Turn-ins of govt. property)	R/T/D Customers (Military, Govt., Public Service, Schools, LESO & Nonprofit)	RCP Program Information	Sales Customers (Private Company or Individual)
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Additional Links:
[About DRMS](#)
[Support Numbers](#)
[DRMS Publications](#)
[Maps to DRMS HQ](#)
[Big Savings](#)
[DRMO Site Information](#)
[Freedom of Information Act Requests \(FOIA\)](#)
[Public Sales](#)

Trusted sites

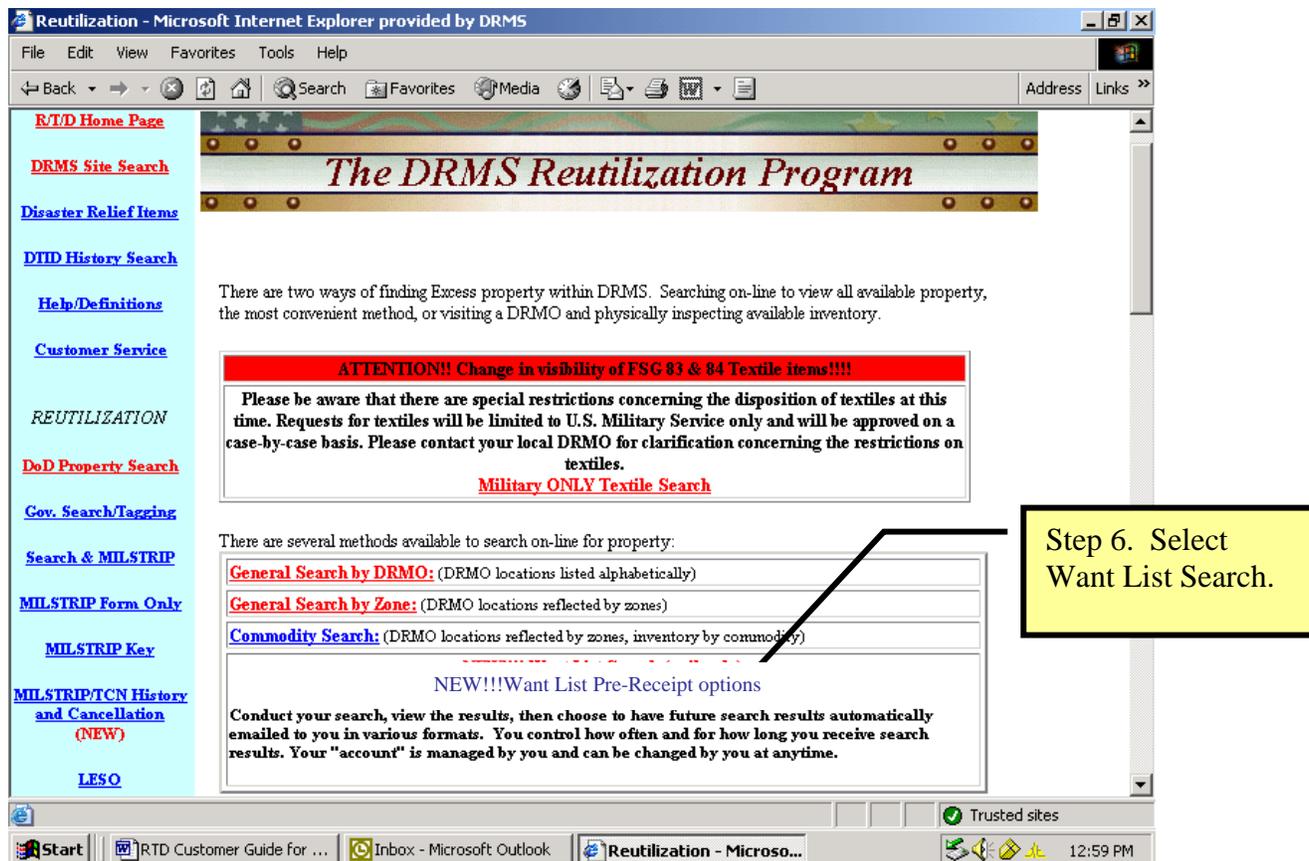
Start | RTD Customer Guide for ... | Inbox - Microsoft Outlook | DRMS - Defense Reutil... | 12:58 PM

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



<https://www.drms.dla.mil/asset/Prereceiptgeo.html>

Step 6. Select **NEW!!!! Want List Pre-Receipt** option.



Step 6. Will take you to the Want List Query Page (see next page of guide)
<https://www.drms.dla.mil/asset/Prereceiptgeo.html>

Step 7. Fill in necessary data.

DRMS Government Prereceipt Search Form With Wantlist

[DRMS Home Page](#)

VERSION 1.0

[DRMS Notice](#)

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**THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR SALE
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 more space)

▶ **NIIN:** **NIIN File Upload:**

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

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

<input type="checkbox"/> PACIFIC ZONE	<input type="checkbox"/> RECYCLING CONTROL POINT (RCP) ZONE
<input type="checkbox"/> NOT IDENTIFIED YET	

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

<input type="button" value="Submit Search"/>	<input type="button" value="Clear Form"/>
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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.

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Almost Property for Reutilization, Transfer, and Donation

Want List

[SCHEDULE](#) this search to run automatically and notify you when matching Prereceipt Information is sent to DRMS.

Sort By: Device Code

E	GEN/				D		
I	REP	PRODUCT			M		
P	DODAAC	DRMO	NAME	NSN	DTID	I DEV	L COD:
N	FB2065	WARNER ROBINS	INTERFACE CABLE	7025011009256	FB206532060276	Q	
N	N62649	SAGAMI JAPAN	SWITCHING UNIT, ELEC	7035012233002	N62649320510A6	A	
N	N62649	SAGAMI JAPAN	PAD, MOUSE	7045013331015	N62649320510E8	A	
N	N62649	IWAKUNI JAPAN	PAD, MOUSE	7045013331015	N6264932051117	A	
N	W906H1	KAISERSLAUTERN GERMAN	CARTRIDGE, TONER	7045014506724	W906H132871120	A	
N	W906H1	KAISERSLAUTERN GERMAN	CARTRIDGE, TONER	7045014506724	W906H132871101	A	

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.

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	<input type="text" value="Carol Fix"/>
Organization	DEF REUTILIZATION MKTG SERVICE RCP
(Required) POC Telephone	<input type="text" value="269-111-1111"/>
POC Fax	<input type="text" value="269-111-2222"/>
Dodaac Street	74 N WASHINGTON SEE TAC 2 FOR SHIPPING INSTRUCTIONS
Dodaac City	BATTLE CREEK
Dodaac State	MI
Dodaac Zip	49017-3092
Dodaac Country	<input type="text" value="USA"/>

Done Trusted sites

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

Want List Form
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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?](#)

Excel ▾

Options:

- Excel
- PDF
- Text

[Frequency of Notification](#)

Daily Weekly

[Duration of Notification](#)

1 Month ▾

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 email you may chose to continue your subscription, or do nothing and the schedule expires.

The Search Parameters You Specified Are:

FSC:	Unspecified
NIIN:	Unspecified
Product Name:	Unspecified
Supply Condition Code:	A B C D E F G H
Device Code:	Unspecified
Device Description:	Unspecified
Item Price is Less Than:	Unspecified
Number of NIIN(s) Uploaded:	4

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

Want List Successfully Submitted

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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:	
FSC:	Unspecified
NIIN:	Unspecified
Product Name:	Unspecified
Supply Condition Code:	A B C D E F G H
Device Code:	Unspecified
Device Description:	Unspecified
Item Price is Less Than:	Unspecified
Number of NIIN(s) Uploaded:	4

User Information

DODAAC	SC4402
Point of Contact	Carol Fix
Email Address	carol.fix@dla.mil
Telephone	269-961-5902
Fax	269-961-5842

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.

DODAAC Organization	DEF REUTILIZATION MKTG SERVICE RCP
DODAAC Street	74 N WASHINGTON SEE TAC 2 FOR SHIPPING INSTRUCTIONS
DODAAC City	BATTLE CREEK
DODAAC State	MI
DODAAC Zip	49017-3092
DODAAC Country	USA

Additional Criteria

Output Format Excel
Frequency Daily
Duration 1 Week

View Want Lists

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

Your Currently Scheduled Want List Queries

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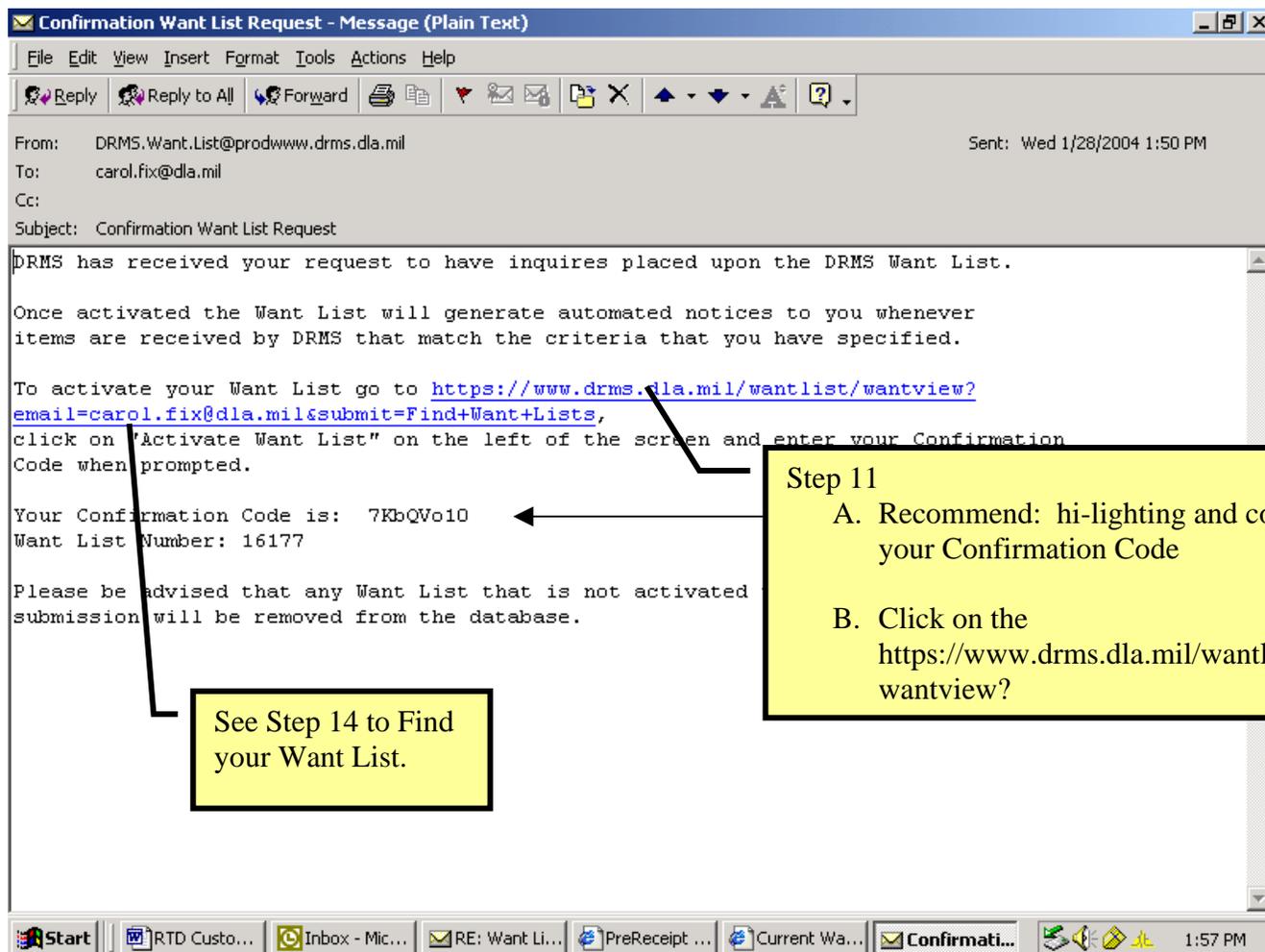
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New Want List Queries

Actions	Want List Number	Want List Type	Date Submitted	Expiration Date	Duration of Query Runs	Search Options					Output Format	Number of NIIN(s) Uploaded
						FSC	NIIN	Product Name	Date Entered Inventory	Supply Condition Code		
<ul style="list-style-type: none"> • Activate Want List 	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	4

Logoff

Step 11. You will get an email within minutes of scheduling your query, which will provide a Confirmation, which is needed to activate your 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;

Start | RTD Custo... | RE: Want Li... | PreReceipt ... | Current W... | Confirmatio...

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.

Want List Queries

13 A. Click Edit to make changes

Actions	Want List Number	Want List Type	Date Submitted	Expiration Date	or Query Runs	Search Options					Output Format	Number of NIIN(s) Uploaded
						FSC	NIIN	Product Name	Date Entered Inventory	Supply Condition Code		
<ul style="list-style-type: none"> • Edit • Edit Locations • Delete • Extend 	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	4

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

FSC	<input type="text"/>
NIIN	<input type="text"/>
Product Name	<input type="text"/>
	<input checked="" 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

(Required) 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"/>	
(Required) 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	<input type="text" value="BATTLE CREEK"/>	

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

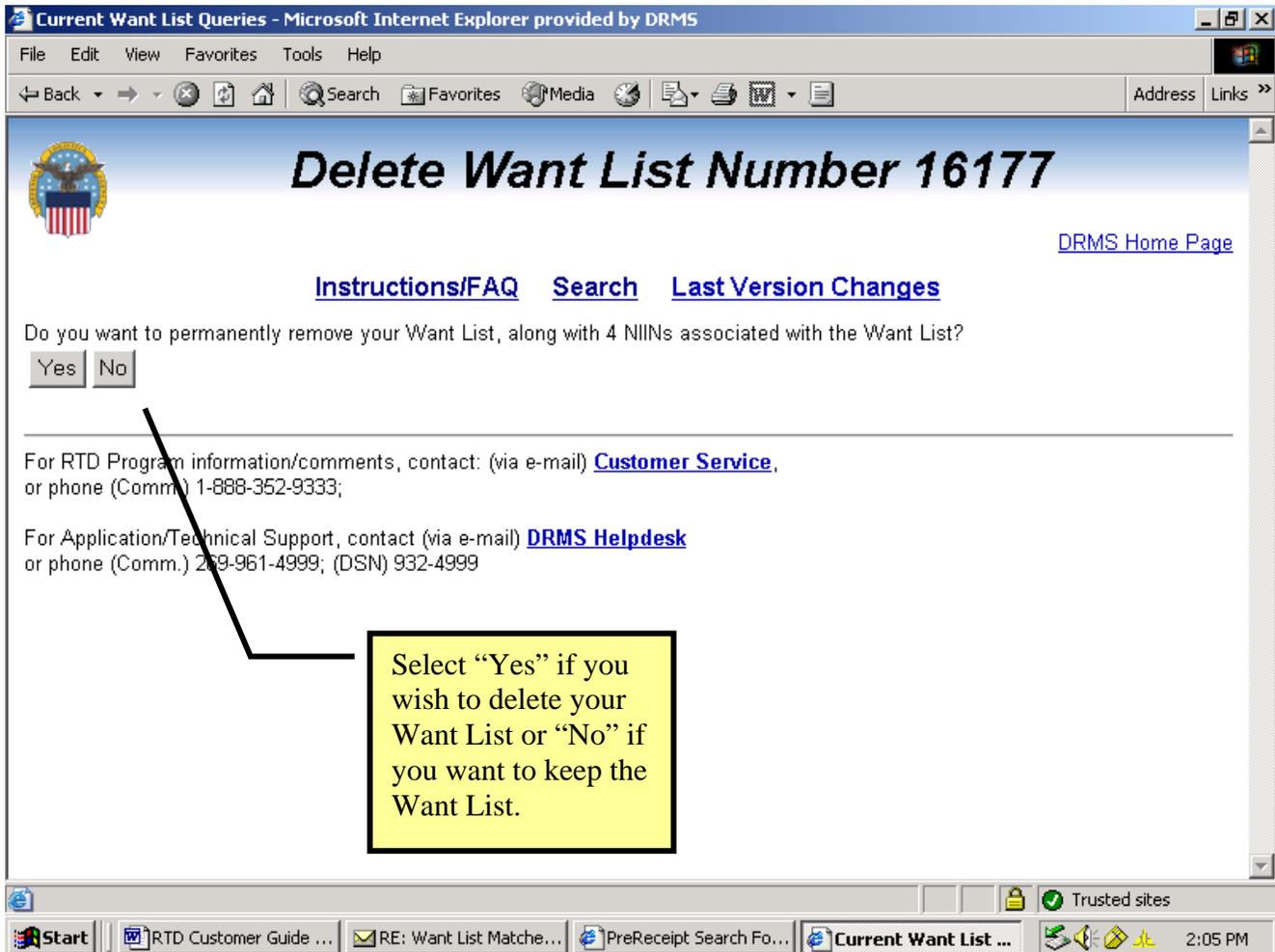
Weekly

Duration

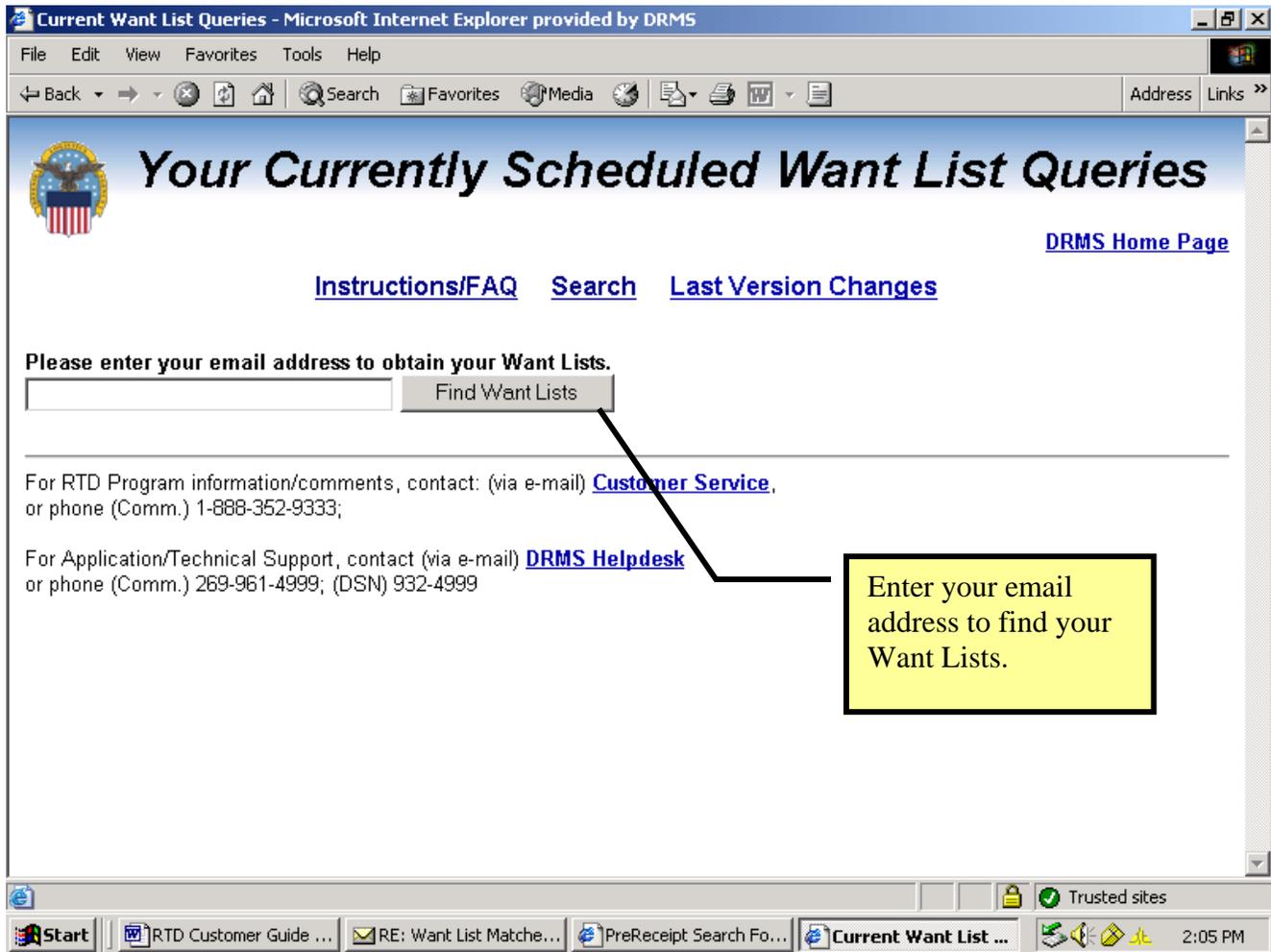
Step 13 B: If you select the option to “Delete” your Want List, you will get a screen that looks like the following:

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:

-----Original Message-----

From: Customer Service [mailto:do_not_reply@dlis.dla.mil]
Sent: Wednesday, January 28, 2004 7:52 AM
To: Mae.D.McQueen@dla.mil; Twyla.Zink@dla.mil
Subject: DRMS Property Search

DRMS Search Results 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.

NOTICE: IF YOU DO NOT WISH TO RECIEVE 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.

"If you are interested in requisitioning the items below, please contact
the associated DRMO RTD specialist and state that this is a 'Pre-Receipt
Requisition request'. Include the RTD Specialists name, phone number, and
email address next to each piece of property when possible."

<https://prodwww.drms.dla.mil/wantlist/servlet/WantServlet?confcode=a7Z9r6r8>



attachment.xls



contactInfo.xls

If you are interested in ordering the item on the attachment, click on
[:https://prodwww.drms.dla.mil/wantlist/servlet/WantServlet](https://prodwww.drms.dla.mil/wantlist/servlet/WantServlet)
See **Step 17**.

By clicking on the attachment in your email, you will be able to review the items Due-In that match your Want List.
See next Page. Step 16 a

This spreadsheet will provide a list of names of DRMO employees of the items Due-In and which match your Want List.
See next Page. Step 16 b

Step 16 a. Here is an example of items from your Want List, which match the Due-In list.

Results for Want List Number 15957

E I P	GEN DODAAC	DRMO	PRODUCT NAME	NSN	DTID	D M I L	DEVICE CODE	QTY AVAIL	UNIT PRICE	U I	C O N D	
N	SX1493	NORFOLK	LAMP,INCANDESCENT	6240009464809	SC440232060077	A		30	\$6.01	EA	A	26-Jul-03
N	SZ3380	LEWIS	NUT,PLAIN,SLOTTED,H	5310001768109	SC44023231009M	A		184	\$0.40	EA	A	19-Aug-03
N	SX1493	NORFOLK	GASKET	5330003951055	SC44023344004J	A		1	\$7.84	EA	A	16-Jan-04
N	SYC054	HUNTSVILLE	PIN,SHOULDER,HEADED	5315011067992	W9046W3245223H	A		1	\$37.66	EA	A	17-Sep-03
N	SY2314	JACKSONVILLE	GASKET	5330000324353	SC4402328100EZ	A		2	\$39.20	EA	A	8-Oct-03
N	SX1493	NORFOLK	PACKING ASSORTMENT,	5330009668657	SC4402335101DL	A		1	\$20.00	EA	A	18-Dec-03
N	SZ3199	SAN DIEGO	LAMP,INCANDESCENT	6240009170774	SC44024010003L	A		2	\$40.64	EA	A	16-Jan-04
N	SZ3199	SAN DIEGO	SCREW,CLOSE TOLERAN	5305009257870	SC440240080092	A		17	\$3.60	EA	A	21-Jan-04

Step 16 b. Here is an example of the DRMO Points of Contact list for the items, which are Due-In and have matched your Want List.

Contact Information

DRMO	CONTACT	EMAIL ADDRESS	ADDRESS	CITY	STATE	ZIP	PHONE NUMBER
DRMO NORFOLK	TWYLA ZINK	Twyla.Zink@dla.mil		Battle Creek	MI	49017	(269) 961-4231
DRMO SAN DIEGO	TWYLA ZINK	Twyla.Zink@dla.mil		Battle Creek	MI	49017	(269) 961-4231
DRMO HUNTSVILLE	TWYLA ZINK	Twyla.Zink@dla.mil		Battle Creek	MI	49017	(269) 961-4231
DRMO JACKSONVILLE	WESLEY BAILEY	Wesley.Bailey@dla.mil	Box 82	JACKSONVILLE	FL	32212-0082	(904) 772-9249
DRMO LEWIS	TWYLA ZINK	Twyla.Zink@dla.mil		Battle Creek	MI	49017	(269) 961-4231

Step 17. You now may click on the boxes to the far left of the Pre-Receipt Want List Matches if you wish to requisition/order the items Due-In. Please remember, the Generator Activity has assigned a Disposal Turn-In Document Number to the item; therefore, there is a very good chance that the items will be turned into the DRMO listed. However, once the item is entered onto the DRMO's accountable system DAISY, we will honor the first MILSTRIP for the item.

Pre-Receipt Want List

Please select the checkboxes below for the items that you would like to add to your want list

Estimated Date item is available for Excess at the DRMO

[more information about Pre-Receipt data.](#)

Excess In Place

EIP	GEN DODAAC	DRMO	Item Name	NSN	DTID	Demil Code	Device Code	QTY	Unit Price	UI	Cond Code	Est Avail Date	Device Description
<input type="checkbox"/>	N SX1493	NORFOLK	LAMP,INCANDESCENT	6240009464809	SC440232060077	A		30	\$6.01	EA	A	26-JUL-03	
<input type="checkbox"/>	N SZ3380	LEWIS	NUT,PLAIN,SLOTTED,H	5310001768109	SC44023231009M	A		184	\$.40	EA	A	19-AUG-03	
<input type="checkbox"/>	N SX1493	NORFOLK	GASKET	5330003951055	SC44023344004J	A		1	\$7.84	EA	A	16-JAN-04	
<input type="checkbox"/>	N SYC054	HUNTSVILLE	PIN,SHOULDER,HEADED	5315011067992	W9046W3245223H	A		1	\$37.66	EA	A	17-SEP-03	
<input type="checkbox"/>	N SY2314	JACKSONVILLE	GASKET	5330000324353	SC4402328100EZ	A		2	\$39.20	EA	A	08-OCT-03	
<input type="checkbox"/>	N SX1493	NORFOLK	PACKING ASSORTMENT,	5330009668657	SC4402335101DL	A		1	\$20.00	EA	A	18-DEC-03	
<input type="checkbox"/>	N SZ3199	SAN DIEGO	LAMP,INCANDESCENT	6240009170774	SC44024010003L	A		2	\$40.64	EA	A	16-JAN-04	
<input type="checkbox"/>	N SZ3199	SAN DIEGO	SCREW,CLOSE TOLERAN	5305009257870	SC44024010003L	A							

Click on the boxes for items you want to requisition and hit the Submit button.
DRMO personnel will attempt to receive this item in place.

Once you have made your selection and hit the Submit button, it will send a notice to the appropriate DRMO. The DRMO personnel will begin to work your request on their end. They will keep you posted via email.

Step 18. Once the DRMO personnel have received your message as a result of the Pre-Receipt Want List, which you submitted, the DRMO will respond to your request.

- The email response will provide information stating they are working your request or they will provide an update stating the item is no longer available.

- DRMO personnel will be encouraged to receive items and place them on the inventory and have the customer submit a MILSTRIP.
 - Some DRMOs may be staffed to work Wash Posts on occasion; however, customers should not expect to do a Wash Post on a regular basis. Note: the DRMO personnel will work with the customer to ensure the items are redistributed in a timely manner.

Example of email message from DRMO stating someone is working your request.

Please DO NOT Reply to this email.

-----Original Message-----

From: PreReceiptWantList@dla.mil [mailto:PreReceiptWantList@dla.mil]
Sent: Friday, February 06, 2004 8:48 AM
To: sarita.shepherd@mail.drms.dla.mil
Subject: Pre-Receipt Wantlist Status

This is an automated email. Please do not reply to this email.

Your Pre-Receipt Wantlist Match on DTID: H9827832528002
Item Name: MF, CONTROL UNIT
At DRMO: DRMO SAN ANTONIO

Has been updated to the following status based on your preference:
ITEM IS BEING PROCESSED.

This is an automated email. Please do not reply to this email.