

Web Ordering Overview

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

The VFS Web Ordering System:

- Enables authorized users to order CADs and PADs and track status via the Web.
- Validates and creates customer orders using VFS Trace and the NAVAIR 11-100-1.1 technical manual.
- Automates the inventory management and requisitioning processes.
- Enables load plan (emergency stock list) generation based on information provided by the Requisitioner.
- Interfaces with CAIMS, ROLMS, and off-the-shelf inventory management software.

AUDIO: The Web Ordering Process has many features, such as the automatic generation of emergency stock lists (also referred to as load plans), supply requisitions, and online order status. Data is validated using other VFS modules such as VFS Trace and the NAVAIR 11 100 1 point 1 technical manual.

Developer Notes

Preferred Ordering Method

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- The VFS Web Ordering module is the preferred method for ordering CAD/PAD items.
- Requisitioners will have the capability to requisition parts and obtain order status 24 hours a day.
- If Internet access is unavailable, or the Internet is down for more than 1 workday, orders may be placed via telephone using the **1-877 Phone Ordering Process**.

AUDIO: The VFS Web Ordering module is the preferred method for ordering CADs and PADs. Requisitioners may place orders and check status 24 hours a day. The 1-877 phone ordering process should be used only when Internet access is unavailable or the Internet is down for more than one workday.

Developer Notes

Becoming an Authorized Requisitioner

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Only authorized personnel (those registered with VFS) may use the Web Ordering Process to order installed CADs and PADs.
- To become an authorized Requisitioner, complete a User Registration Request form and request access to the Web Ordering module. For help with online VFS registration, review [VFS registration training](#).
- Once your request is approved, you will receive a user ID and password.
- If Internet access is unavailable, user registration may be completed by fax to DSN 354-4696 or COM (301) 744-4696. Registration forms may be obtained by calling NSWC Indian Head Division at DSN 354-6155 or 1-877-422-3723.

AUDIO: Only registered VFS Requisitioners may use the Web ordering process to order CADs and PADs. The Unit Administrator for each activity shall authorize personnel to place orders. The process of user registration requires several levels of approval and must be completed prior to placing an order. If you will be placing orders for CADs or PADs in the future, register now!

Developer Notes

VFS Home Page

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

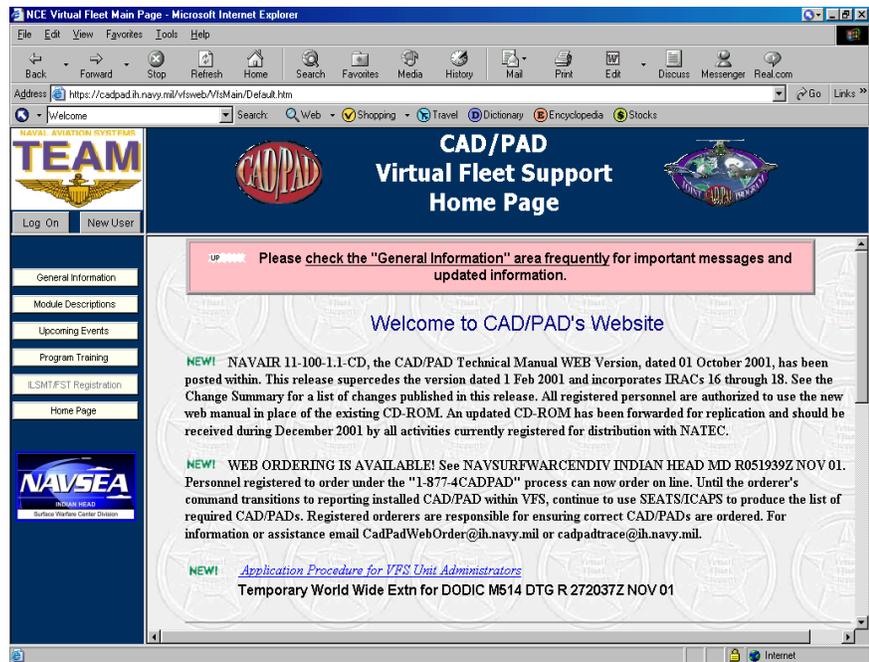
- Access the VFS home page (<https://cadpad.ih.navy.mil>).

- Click the **Log On** button and log on to VFS.

- Click the **Module Menu** button.

- Click the **Web Ordering** button.

Related Links:
[VFS Registration](#)
[Training](#)



- **AUDIO:** To access Web ordering, open the VFS home page in Internet Explorer (version 5 or later). Log in using your VFS username and password. Click the Module Menu button to display the menu of VFS modules. Then click the Web Ordering button to access the Web Ordering module.

Developer Notes

VFS Log In Screen

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

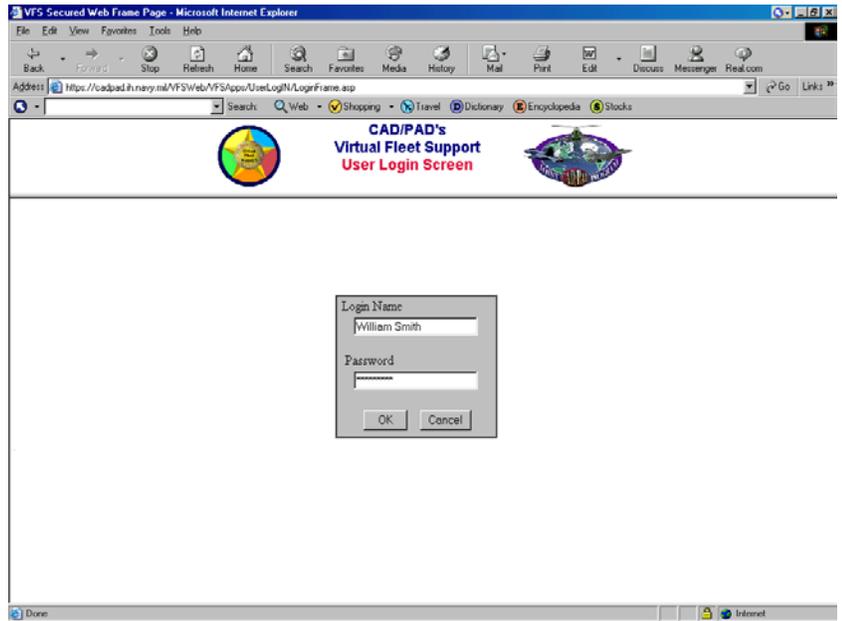
Notes and Comments

Receiving an Order

Exit

- Type your VFS User ID and password and click the **OK** button.

- Ensure you log off when your session is done.



- Audio: When you type your name and password and successfully log on, your name will be on all orders placed in this session. Be sure to log off at the end of your session!

Developer Notes

Select Module Menu

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

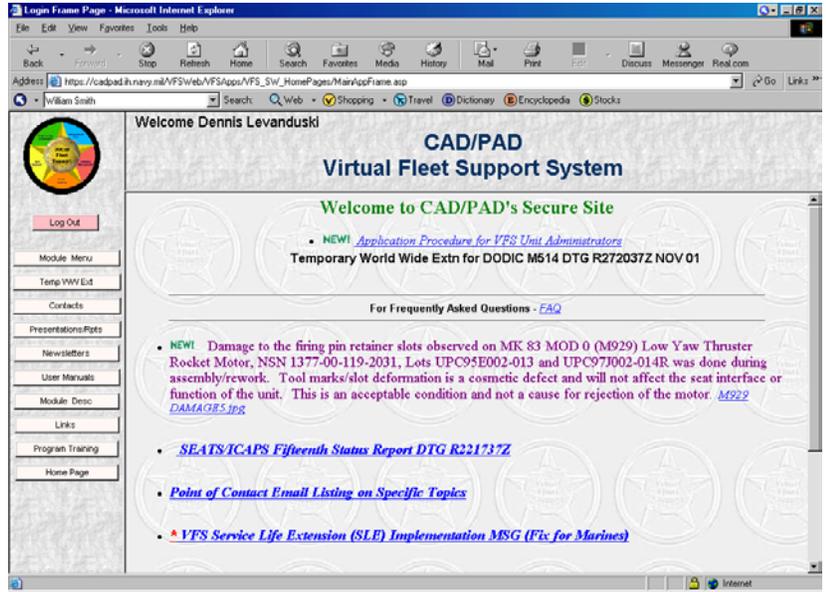
Order Status

Notes and Comments

Receiving an Order

Exit

•Click the **Module Menu** button.



•Audio: Click the Module Menu button to access VFS modules.

Developer Notes

Accessing the VFS Web Ordering Module

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

•Click the **Web Ordering** button on the VFS Application Module Menu.

Log Out

Module Menu

Temp W/V Ext

Backorders

Contacts

Presentations/Rpts

Newsletters

User Manuals

Module Discr

Links

Program Training

Home Page

Application Module Menu

| | | |
|-------------------|---------------------|------------------|
| Cue/Develop | Procurement Pricing | SLE Requests |
| Test Data | Web Ordering | SLE Reports |
| LAT/Ballistics | Stock File | EI/ODR |
| Production Data | Trace CAD/PAD | Production Track |
| Quality Eval | Trace Life Sup | CoreData/LSA |
| Eng CM | Action Tracking | Tech Manual |
| Procurement Track | Disposal (DDA) | Program Training |

Engineering Inventory Management Technical Support
Procurement Asset Tracking Tech / Engineering Support
Other

If you need additional access rights, E-mail the [System Administrator](#)

AUDIO: Click the Web Ordering button on the VFS Application Module Menu to access the Web Ordering module.

Developer Notes

SEATS/ICAPS Warning displays

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

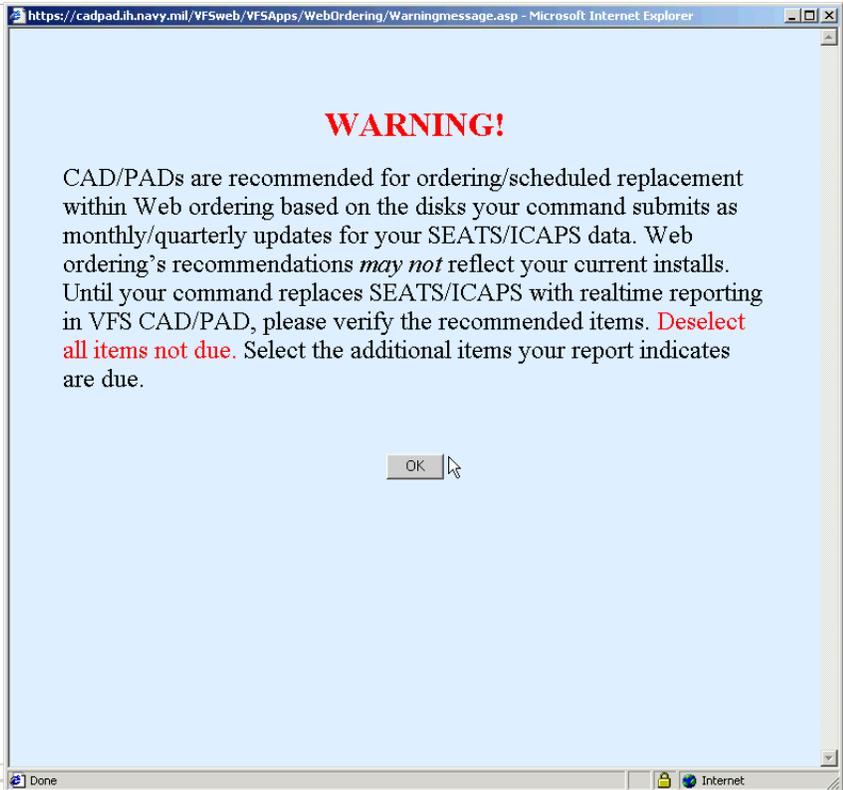
Notes and Comments

Receiving an Order

Exit

- A warning displays explaining the relationship between SEATS/ICAPS data and the Web Ordering module.

- Click the **OK** button to continue.



AUDIO: A warning displays stating CADs and PADs are recommended for ordering scheduled replacement within Web ordering based on your SEATS ICAPS data. Web ordering's recommendations *may not* reflect your current installs. Please verify the recommended items and ensure the order reflects the current needs. Click the OK button to continue.

Developer Notes

Web Ordering Customer Info Verification

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

- A customer verification form displays.

Placing an Order

- Verify that the information is correct.

Canceling an Order

- If correct, click **OK**.
- If incorrect, log in using your own user ID.

Order Status

- If necessary, click the **EDIT** button to update your information.

Notes and Comments

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: http://www.aol-dev.com/VFSWeb/VFSApps/webordering/WebOrderingBoot.asp?LoadPage=1. The page content includes a "CAD/PAD" logo, a navigation menu with buttons for "Place Order", "Order Status", "Notes/Comment", "Contacts", and "Welcome Page", and a "Personal Information" section. The "Personal Information" section contains a table with the following data:

| | | | | | | | |
|---|----------------------|-----------------|--------------|-------------------|--------------|-------|-------|
| Title/Rank: | A01 | First: | JOHN | Middle: | Q | Last: | SMITH |
| DSN Phone: | 456-7890 | Ext: | | Commercial Phone: | 123-456-7890 | Ext: | |
| DSN FAX: | 456-7899 | Commercial FAX: | 123-456-7899 | | | | |
| Email: | smithjq@squadron.mil | | | | | | |
| Caller's Date Format Preference: MM/DD/YY | | | | | | | |

Below the table is an "Activity Information" section.

- NOTE: If you no longer belong to this activity, you MUST re-register through the [VFS registration](#) process.

Exit

AUDIO: Verify your information. If this is not your information, please exit Web ordering, log off the VFS system, and log back in using your username and password. Choose OK to continue or EDIT to make corrections. If you have been re-assigned to another activity you must re-register through the VFS registration process.

Developer Notes

Edit Your Information

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Update your information.
- Activity and POC changes are controlled by VFS personnel since they affect the entire activity.
- If the activity or POC information is incorrect, please send an e-mail message to WebOrderProblemGroup@ih.navy.mil.

Personal Information

This is your personal information that will be used for ordering CADs/PADs in Web Ordering. Information below the **double green line** is related to your activity and should be changed with caution because it will effect everyone else assigned to this activity. If you have been re-assigned to another activity you must reregister through the VFS registration process. If the POC information is incorrect then please send an email to WebOrderProblemGroup@ih.navy.mil with the corrected information and any additions or deletions to the POC list.

| | | | | | | | |
|-------------|--------------------|-----------------|--------------|-------------------|--------------|-------|-------|
| Title/Rank: | AO1 | First: | JOHN | Middle: | Q | Last: | SMITH |
| DSN Phone: | 456-7890 | Ext.: | | Commercial Phone: | 123-456-7890 | Ext.: | |
| DSN FAX: | 456-7899 | Commercial FAX: | 123-456-7899 | | | | |
| Email: | smithj@sqadron.mil | | | | | | |

Caller's Date Format Preference: MM/DD/YY YY/MM/DD

Activity Information

Your activity is **VF-211** at **NAS OCEANA**

AUDIO: Update your information. This is your system. You know best what phone numbers and addresses should be in the system. The more accurate the information is, the smoother the process will run. Changes below the double green line affect the entire activity.

Developer Notes

Save Editing Changes

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click **OK Save** to save changes or **Cancel** to ignore changes.
- If information is changed, e-mail notifications are sent to VFS personnel.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main content area is titled "Edit Your Information" and contains a "Personal Information" section. A warning message states: "This is your personal information that will be used for ordering CADs/PADs in Web Ordering. Information below the double green line is related to your activity and should be changed with caution because it will effect everyone else assigned to this activity. If you have been re-assigned to another activity you must reregister through the VFS registration process. If the POC information is incorrect then please send an email to WebOrderProblemGroup@jh.navy.mil with the corrected information and any additions or deletions to the POC list." Below this message are several input fields for personal information. A horizontal double green line is drawn under the "Email" field. At the bottom of the form, there is an "Activity Information" section with a green bar that reads "Your activity is VF-211 at NAS OCEANA" and a "Change Activity Location" button. On the left side of the browser window, a vertical menu contains buttons for "Place Order", "Order Status", "Notes/Comment", "Contacts", "Welcome Page", "OK Save", and "Cancel". The "OK Save" button is highlighted in green.

AUDIO: Click the OK Save button to save your changes or the Cancel button to ignore changes. If information is changed, e-mail notifications are sent to VFS personnel.

Developer Notes

CAD/PAD Web Ordering System Main Menu

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The CAD/PAD Web Ordering System Main Menu displays along with a summary of outstanding orders and those shipped for your activity.
- Click an order ID number to view status.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

CAD/PAD Web Ordering System

Good Morning JOHN SMITH
Welcome Aboard

Today is
Wednesday, October 10, 2001 - 8:39:44 AM

At CAD/PAD it is
Wednesday, October 10, 2001 - 8:31:31 AM (EST)

Outstanding orders for activity: VFA-87

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|-------------------|-----------------------------|
| Total 5 | Total 0 | Total 15 | Total 0 |
| 01215-N00000-02 | | 01213-FK5685-01 | |
| 01215-N00000-03 | | 01213-N60191-01 | |
| 01215-N60087-01 | | 01213-N60191-02 | |
| 01228-N60191-01 | | 01215-N00000-04 | |
| 01232-N0429A-01 | | 01215-N00000-07 | |
| | | 01215-N00146-01 | |
| | | 01215-N00196-02 | |
| | | 01215-N62507-01 | |
| | | 01217-N00000-02 | |
| | | 01217-N00000-03 | |
| | | 01217-N00000-04 | |
| | | 01217-N00000-05 | |
| | | 01217-N61974-01 | |
| | | 01217-N67865-01 | |
| | | 01236-N60191-01 | |

AUDIO: At the bottom of the CAD PAD Web Ordering System page, a summary of outstanding orders and current shipping activity displays.

Developer Notes

Placing an Order - When to Order Guidelines

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an Authorized Requisitioner

CONUS Shore Activities shall order 14 days prior to need.

Placing an Order

Ships at a CONUS Port shall order 21 days prior to requiring the material dockside for on-load.

Canceling an Order

OCONUS Shore Activities and Ships at OCONUS Ports shall order in accordance with the Lead-Time Table. Lead times vary according to geographic location.

Order Status

Targets, Paralofts, AIMDs, Test Sites, and MALS shall order CADs 14 days prior to RDD or in accordance with the Lead-Time Table. Activities shall determine the RDD as the date on which they will have a 30-day supply remaining. Orders shall be placed to meet the subsequent 90-day requirement.

Notes and Comments

Receipting an Order

Exit

AUDIO: In general, CONUS activities require a lead time of 14 days, ships at CONUS ports require a lead time of 21 days, and lead times for OCONUS activities and ships docked at OCONUS ports vary according to their geographic location. For lead times, click the lead-time table link.

Developer Notes

Placing an Order - Lead Times

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Table 4-1 Lead Times

| | THEATER | ACTIVITY | LEAD-TIME |
|--------------------|----------------|-------------------------------------|------------------|
| Placing an Order | SHIPS | REGIONAL LEAD TIME (BELOW) + 7 DAYS | TIME + 7 |
| | CONUS | ALL SHORE ACTIVITIES | 14 DAYS |
| Canceling an Order | SOUTHCOM | NAVSTA/AFWTF ROOSEVELT ROADS PR | 21 DAYS |
| | EASTPAC | MCAS KANEOHE BAY HI | 14 DAYS |
| Order Status | WESTPAC | NAF ATSUGI JA | 30 DAYS |
| | | NAF MASAWA JA | 30 DAYS |
| Notes and Comments | | MCAS IWAKUNI JA | 30 DAYS |
| | | CFA OKINAWA (MCAS FUTEMA) JA | 30 DAYS |
| Receiving an Order | | DIEGO GARCIA | 45 DAYS |
| | EUCOM | NAVSTA ROTA SP | 30 DAYS |
| | | NAS KEFLAVIK IC | 30 DAYS |
| | | SEMBACH AIR BASE GE | 30 DAYS |
| Exit | | NAS SIGONELLA IT | 30 DAYS |
| | CENTCOM | BAHRAIN | 45 DAYS |
| | | INCIRLICK TURKEY | 45 DAYS |

Developer Notes

Placing an Order - Types of Orders

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

The Web Ordering module supports three types of orders:

- Routine
- Emergency
- Deployment/Restocking

NOTE: Warfighting CADs are not supported by Web Ordering.

AUDIO: When and how orders are placed depends on the type of CAD PAD requirement. The Web Ordering Module supports routine, emergency, and deployment and restocking CAD PAD orders.

Developer Notes

Placing an Order - Routine Orders

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

Routine orders are used to order CADs and PADs for:

- Scheduled maintenance
- Unscheduled maintenance
- Target CADs
- Survival/test CADs
- Depot maintenance
- Replenishment of emergency stock

AUDIO: Routine orders are used to order CADs and PADs for scheduled maintenance, unscheduled maintenance, target applications, survival equipment, testing, depot maintenance, and replenishment of emergency stock.

Developer Notes

Placing an Order - Emergency Orders

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

•Emergency orders are used to order CADs and PADs for replacement of items damaged, fired, or inadvertently actuated.

AUDIO: Emergency orders are for the replacement of damaged, fired, or discharged items. If the emergency replacement is for a damaged or inadvertently discharged item, remember to submit the required deficiency reports.

Developer Notes

Placing an Order - Deployment/Restocking Orders

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

Deployment/restocking orders are used to order items for:

- Emergency stock
- Shipboard maintenance

AUDIO: Deployment restocking orders are used to order items for emergency stock and shipboard maintenance.

Developer Notes

Placing an Order - Warfighting CAD Orders

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Warfighting CADs, as identified in the NAVAIR 11-100-1.1, are not included in the Web Ordering Process. These items are procured for expenditure like USN/MC ordnance and ammunition and are to be managed with the related weapons/equipment in accordance with NAVSUP P724.

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

AUDIO: Warfighting CADs must be ordered like USN MC ordnance and ammunition and are to be managed with the related weapons equipment in accordance with NAVSUP P seven twenty-four.

Developer Notes

Placing an Order - Select Type of Order

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Select the type of order for step-by-step training:

1. Routine Orders
 - Scheduled Maintenance
 - Unscheduled Maintenance
 - Target CADs
 - Survival/Test CADs
 - Depot Maintenance
 - Replenish Emergency Stock
2. Emergency Orders (Damaged/Fired CADs and PADs)
3. Deployment Orders
 - Emergency Stock
 - Shipboard Scheduled Maintenance
 - Shipboard Unscheduled Maintenance

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

AUDIO: Select a button for step-by-step training.

Developer Notes

Placing an Order - Scheduled Maintenance - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Provide the **BUNO** and planned maintenance date.
- The Order Processing System uses CAD/PAD tracking data to recommend DODICs to be ordered for replacement.
- Items due to expire prior to the next scheduled maintenance date (or 365-day period) will be recommended for order.
- Any deviation from recommended items will require the Requisitioner to provide an explanation.

AUDIO: When placing the order, the Requisitioner provides the BUNO and planned date for maintenance. The Order Processing System (whether accessed directly via VFS or used by the Order Processor during a phone, fax, or e-mail order) uses the CAD PAD tracking data for that BUNO to recommend DODICs to be ordered for replacement. Items due to expire prior to the next scheduled maintenance date will be recommended for order. Any deviation from this list will require an explanation.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Pick Routine Orders – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

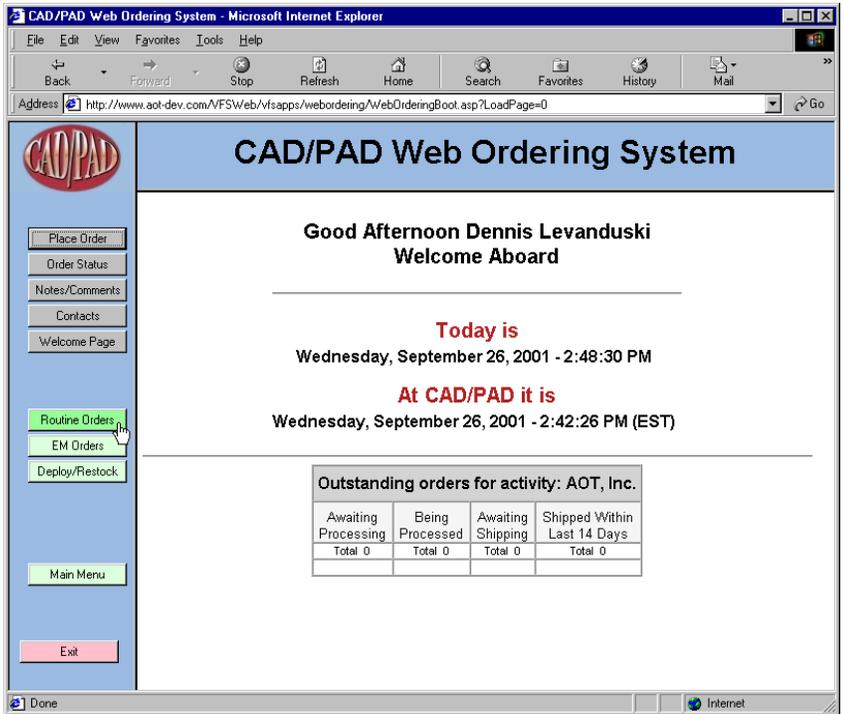
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Place Order** button.
- Click the **Routine Orders** button to place routine orders.



AUDIO: Click the Place Order button, then click the Routine Orders button.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Pick Scheduled – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Scheduled** button to place a scheduled routine maintenance order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Address http://www.aot-dev.com/VFSWeb/vfsapps/webordering/WebOrderingBoot.asp?LoadPage=0

CAD/PAD CAD/PAD Web Ordering System

Place Order
Order Status
Notes/Comments
Contacts
Welcome Page

Good Afternoon Dennis Levanduski
Welcome Aboard

Today is
Wednesday, September 26, 2001 - 2:49:53 PM

At CAD/PAD it is
Wednesday, September 26, 2001 - 2:43:49 PM (EST)

Outstanding orders for activity: AOT, Inc.

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|-------------------|-----------------------------|
| Total 0 | Total 0 | Total 0 | Total 0 |

Scheduled
UnScheduled
Target/Test CADs
Survival CADs
Depot Maint
E-Stock Items
Main Menu

Exit

Done Internet

AUDIO: Click the Scheduled button.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Enter BUNO – Step 4

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type the BUNO for the aircraft requiring maintenance and click the **OK Continue** button.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main content area is titled "Place A Scheduled Maintenance CAD/PAD Order". A yellow box contains the instruction: "Enter a BUNO then press the [Enter] key Then enter the planned maintenance date and click the 'OK' button". Below this is a text input field labeled "BUNO" and two buttons: "OK Continue" and "Cancel". A vertical sidebar on the left contains a "CAD/PAD" logo and several menu items: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit". The status bar at the bottom shows "Done" and "Local intranet".

AUDIO: Type the BUNO number for the aircraft requiring CADs and or PADs.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Verify Aircraft Info – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

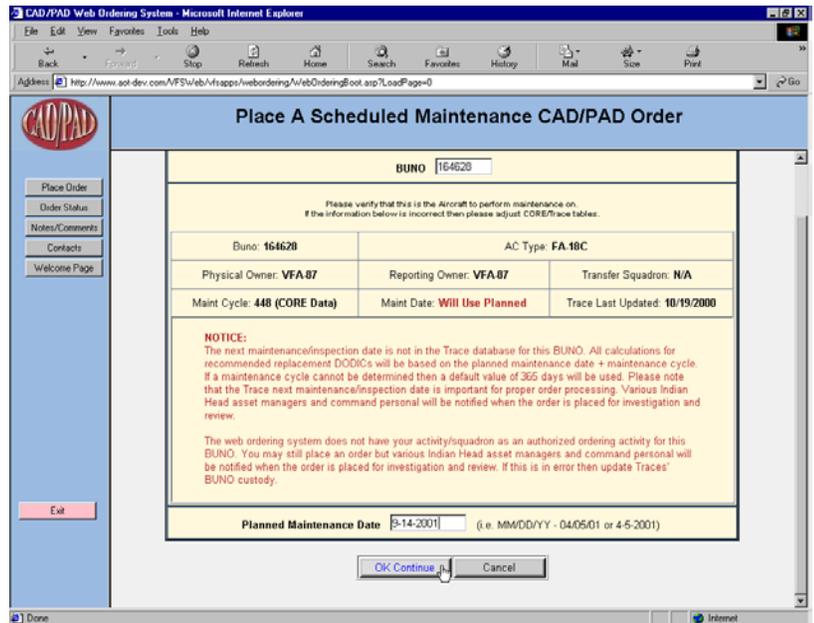
Notes and Comments

Receiving an Order

Exit

- Information regarding the BUNO displays.
- Verify that this is the aircraft on which maintenance is to be performed.
- If the displayed information is incorrect, make corrections in VFS Trace or notify [Indian Head Personnel](#).

Related Training:
[Discrepant custody Orders already exist for BUNO](#)
[BUNO not in Trace](#)



AUDIO: BUNO information displays from the CAD PAD Trace database.
 Verify the information and make corrections to VFS Trace if necessary.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Enter Planned Maintenance Date – Step 6

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Type the planned maintenance date in mm/dd/yy format or mm-dd-yyyy format and click the **OK Continue** button.

Note: Use the [Lead-Time Table](#) to determine the day items should be ordered.

Related Training:
[Maintenance date not in trace](#)
[Planned maintenance date too early or too late](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

BUNO 164620

Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables.

| | | |
|------------------------------|------------------------------|--------------------------------|
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date 5-14-2001 (i.e. MM/DD/YY - 04/05/01 or 4-5-2001)

OK Continue Cancel

AUDIO: Type the planned maintenance date and click the OK Continue button.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Shipping-to, Deliver-to and Project Code

Documentation | Implementation Message | Lead-Time Table

Verification – Step 7

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To Location](#)

[Change Deliver to Activity](#)

[Change Project Code](#)

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Shipping To Location: NAS OCEANA

Deliver To Activity: VFA-87

Project Code: 821 - Regn of Expendable Ordnance without which A/C become not operationally ready

Planned Maint Date: 10/22/01 Sch Maint Date: 10/22/01 (planned) Days To Maint: 12 Lead-Time Days: 14

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict.
Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Continue Order – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NIAS PATUXENT RIVER

Alt Deliver To Activity: VFC-12

Project Code: 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict.
Order# 01031-N53922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Done Local intranet

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Recommended Items Display – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of DODICs for the BUNO displays sorted by item expiration date.
- The **Recommend / select Items** check box is preselected for each item recommended for order.
- Select the check box in the **Recommend / select Items** column for each DODIC required for order.

Related Training:
[Additional DODIC information](#)
[Items not in list](#)

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**

Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select Items | Lot Number | Serial Number | Open Date | Initiated Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|-------------------------------------|---------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | <input checked="" type="checkbox"/> | 18074019001 | 0510 | 12/31/1999 | 12/31/1999 | 9/30/2001 | | |
| P03 | MC50 | <input checked="" type="checkbox"/> | 18074019001 | 0504 | 12/31/1999 | 12/31/1999 | 9/30/2001 | | |
| 000 | MF56 | <input checked="" type="checkbox"/> | UPC016001031 | 2707 | 8/21/1991 | 8/21/1991 | 7/21/2002 | | |
| 010 | MF72 | <input checked="" type="checkbox"/> | OE462L008130 | 10194 | 8/21/1995 | 8/21/1995 | 8/21/2002 | | |
| 009 | MF72 | <input checked="" type="checkbox"/> | OE462L008130 | 10197 | 1/21/1997 | 1/21/1997 | 1/21/2003 | | |
| 009 | MF72 | <input checked="" type="checkbox"/> | OE462L008130 | 10207 | 1/21/1997 | 1/21/1997 | 1/21/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC940000004 | 0418 | 5/21/1998 | 5/21/1998 | 5/21/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB468J001001 | 005 | 5/21/2000 | 5/21/2000 | 5/21/2003 | | |
| P18 | MT98 | <input type="checkbox"/> | MB468LD11021 | 169 | 7/21/2000 | 7/21/2000 | 7/21/2003 | | |
| 014 | SH67 | <input checked="" type="checkbox"/> | DAC69-0009517 | 0000 | 7/21/2000 | 7/21/2000 | 7/21/2003 | | |
| 034 | 3062 | <input type="checkbox"/> | OE460-0004036 | 3887 | 1/21/1997 | 1/21/1997 | 7/21/2003 | | |
| F00 | MT31 | <input type="checkbox"/> | MB460H001007 | 0297 | 8/21/1990 | 8/21/1990 | 8/21/2003 | | |
| 013 | MT75 | <input type="checkbox"/> | ES060-0021001 | 3795 | 11/20/1998 | 11/20/1998 | 4/20/2004 | | |
| 018 | MJ50 | <input type="checkbox"/> | UPC027002002 | 1274 | 4/20/1994 | 4/20/1994 | 4/20/2004 | | |
| P11 | WB18 | <input type="checkbox"/> | MB468L001001 | 028 | 8/21/2000 | 8/21/2000 | 8/21/2004 | | |
| P05 | MT13 | <input checked="" type="checkbox"/> | MB464A000615 | 422 | 7/21/1990 | 7/21/1990 | 7/21/2004 | | |

AUDIO: The Web Ordering System lists DODICs for the BUNO sorted by item expiration date. Items recommended for order are preselected according to current TRACE data. Any deviation from the recommended list must be justified before the order is completed.

Placing an Order - Scheduled Maintenance SBS – Ordering Set DODICs – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Set DODICs are highlighted in red in the **Lot Number** column. Move the pointer over the words “SET DODIC” to list all members in the set.
- Select the check box to the left of “SET DODIC” to order the entire set.

Related Training:
[Ordering Partial Sets](#)

The screenshot shows the 'Place A Scheduled Maintenance CAD/PAD Order' window. The table below is a representation of the data shown in the screenshot.

| Lot Number | Description | Quantity | Start Date | End Date | Order Date |
|------------|-------------|-----------|------------|------------|------------|
| 004 | JWS2 | | 10/1/1907 | 10/1/1907 | 7/31/2003 |
| F08 | MT31 | | 8/1/1900 | 5/1/1998 | 8/1/2003 |
| 013 | MT75 | | 11/00/1900 | 11/00/1998 | 4/00/2004 |
| 018 | MJ98 | | 4/00/1994 | 4/00/1994 | 4/00/2004 |
| F11 | WB16 | | 5/1/2000 | 5/1/2000 | 5/1/2004 |
| P05 | MT13 | | 7/31/1998 | 7/31/1998 | 7/31/2004 |
| P06 | MT13 | | 7/31/1998 | 7/31/1998 | 7/31/2004 |
| F15 | MT97 | | 7/31/1998 | 7/31/1998 | 10/31/2004 |
| 035 | JWS7 | | 7/31/1998 | 7/31/1998 | 10/31/2004 |
| 007 | SP07 | | 7/31/1998 | 7/31/1998 | 10/31/2005 |
| F01 | CWRK | | 7/31/2000 | 7/31/2000 | 5/1/2005 |
| F10 | MT89 | | 7/31/2000 | 7/31/2000 | 7/31/2005 |
| 012 | MT74 | | 11/00/1907 | 11/00/1907 | 11/00/2005 |
| 011 | MT72 | | 11/00/1900 | 11/00/1900 | 12/1/2005 |
| P09 | MT00 | | 7/31/2000 | 7/31/2000 | 12/1/2005 |
| 002 | SP05 | | 4/00/1900 | 4/00/1900 | 12/1/2005 |
| 004 | SP04 | | 12/31/1999 | 12/31/1999 | 3/31/2006 |
| F12 | MT91 | | 7/31/1998 | 7/31/1998 | 7/31/2006 |
| F13 | MT91 | | 7/31/1998 | 7/31/1998 | 7/31/2006 |
| F14 | MT91 | | 7/31/1998 | 7/31/1998 | 7/31/2006 |
| 005 | SP04 | | 7/31/2000 | 7/31/2000 | 10/1/2006 |
| 017 | MU73 | SET DODIC | 12/31/1999 | 12/31/1999 | 12/1/2007 |
| 015 | MJ90 | | 7/31/2000 | 7/31/2000 | 8/1/2008 |
| 037 | AWAS | SET DODIC | 7/31/2000 | 7/31/2000 | 7/31/2010 |
| 010 | MF72 | | 2/19/2001 | 2/19/2001 | 2/28/2007 |
| 017 | MU73 | SET DODIC | 12/31/1999 | 12/31/1999 | 12/31/2007 |
| 016 | MJ99 | | 7/31/2000 | 7/31/2000 | 8/31/2009 |
| 037 | AWAS | | 7/31/2000 | 7/31/2000 | 7/31/2010 |
| 033 | SP13 | | | | |
| 001 | SD03 | | | | |
| 003 | SQ04 | | | | |

Tooltip for Set DODIC MU73:
Set DODIC: MU73
Set Members:
SP06, SP07, SP08, SP10, SP11, SP12, SP14, SP15, SP16, SP17, SP18

AUDIO: Red wording is used to indicate a set DODIC. Select the check box to the left of “Set DODIC” to order the entire set.

Placing an Order - Scheduled Maintenance SBS – Process Order – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Verify DODICs Ordered – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- An order verification screen displays.
- Verify the DODICs to be ordered.
- If the list is correct, click the **OK/Continue** button to continue.
- Otherwise, click the **Need To Edit** button to correct the order.

| Please Verify DODICs Ordered | | | |
|------------------------------|----------|--------------|----------------------|
| Dodic | Quantity | On Backorder | Possible Replacement |
| MC50 | 2 | Yes | |
| MF56 | 1 | Yes | SS67 |
| MF72 | 1 | | |
| SP07 | 1 | | |
| SP11 | 1 | | |
| XW07 | 1 | | |

AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Provide Justification – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Deviations from the recommended order list must be justified.
- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main heading is 'Place A Scheduled Maintenance CAD/PAD Order'. Below the heading, it says 'Please give a justification/comment in each of the Comment areas below.' There are two comment areas. The first has the subject 'Subject: Ordering non-recommended items' and system comments 'DODIC=MU73 LN=53, DODIC=MU73 LN=53.'. The second has the subject 'Subject: Item ordered not in TRACE configuration' and system comments 'DODIC=XM07 Qty=1, DODIC=XM07 Qty=1.'. At the bottom, there are 'Continue' and 'Cancel' buttons. A red message below the buttons reads 'An entry is required for each comment area and may not be blank.' The left sidebar contains buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'.

AUDIO: Provide justification for order deviations from the recommended list and click the Continue button.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Add Comments ? – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

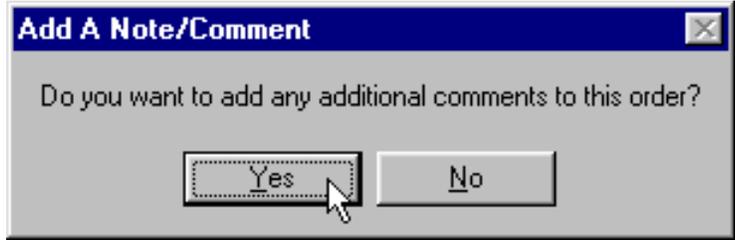
Order Status

Notes and
Comments

Receipting
an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**.
Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Add Comments Form – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

Enter Additional Order Comments -- Web Page Dialog

Date: 10/10/2001 Category: Order Comments

Author: JOHN SMITH

Subject: _____

Please Enter Your Note or Comment

Save & Exit Cancel & Exit

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Order Processing – Step 16

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

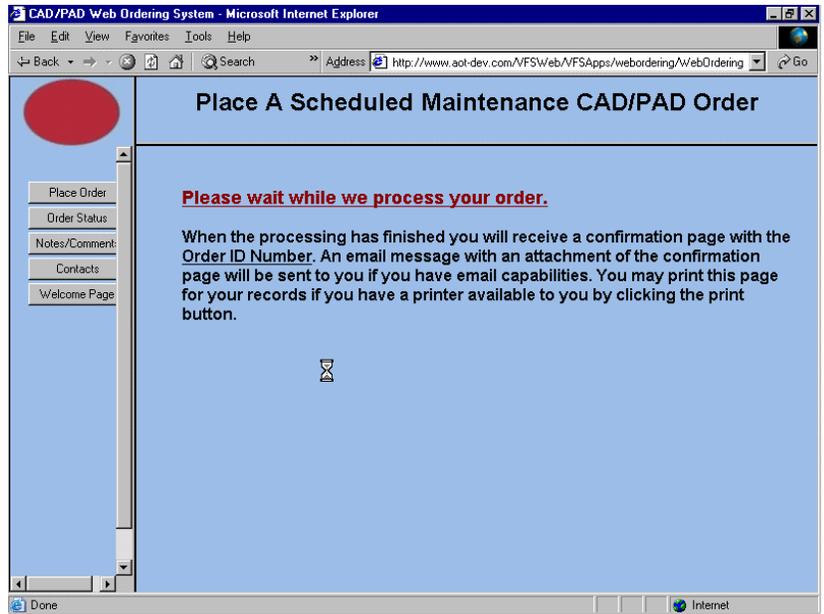
Order Status

Notes and
Comments

Receipting
an Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Scheduled Maintenance SBS – Review Confirmation Report – Step 17

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a "Print Confirmation Page" button. A message states: "A copy of this order confirmation page will be emailed to the email address you provided in your user profile. You will receive additional 'order status' emails as this order is processed. Click the 'Print Confirmation Page' button for a printed record of this order." The confirmation report itself is titled "Confirmation of CAD/PAD Scheduled Maintenance Order" and contains the following details:

| | | |
|---|--------------------------------------|------------------------|
| Order #: 01283-N0428A-01 | Priority: Routine | Order Date: 10/10/2001 |
| Order Type: Aircraft - Scheduled | Maintenance/Need By Date: 10/22/2001 | |
| Order Placed For: VFA-87 Buno: 164630 (FA-18C) | | |
| Orderer: AOC JOHN SMITH VFA-87 NAS OCEANA VA Email: kahlwne1@aot.com Com#: 301-753-5600 FAX# | | |
| Ship To: NAS PATUXENT RIVER NAS PATUXENT RIVER MD PATUXENT RIVER MD 28670-5409 Aaron Hargis a@navair.navy.mil COMM 301-342-5253 fax: 301-342-5250 DSN 342-5253 fax: 342-5250 | | |
| Delivering To: VFC-12 | | |

Below the report is a table titled "CAD/PAD Ordered Items":

| DODIC | Quantity |
|-------|----------|
| MCS0 | 2 |
| MF56 | 1 |
| MF72 | 1 |
| SP07 | 1 |
| SP11 | 1 |

- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Developer Notes

Placing an Order - Unscheduled Maintenance - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Provide the **BUNO** and planned maintenance date.
- The Web Ordering System uses CAD/PAD Trace tracking data for that BUNO to recommend DODICs to be ordered for replacement.

AUDIO: When placing the order, the Requisitioner provides the BUNO and planned date for maintenance.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS – Pick Routine Orders – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Place Order** button.
- Click the **Routine Orders** button to place routine orders.

CAD/PAD Web Ordering System

Good Afternoon Dennis Levanduski
Welcome Aboard

Today is
Wednesday, September 26, 2001 - 2:48:30 PM

At CAD/PAD it is
Wednesday, September 26, 2001 - 2:42:26 PM (EST)

Outstanding orders for activity: AOT, Inc.

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|-------------------|-----------------------------|
| Total 0 | Total 0 | Total 0 | Total 0 |

AUDIO: Click the Place Order button, then click the Routine Orders button.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS – Pick Unscheduled – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

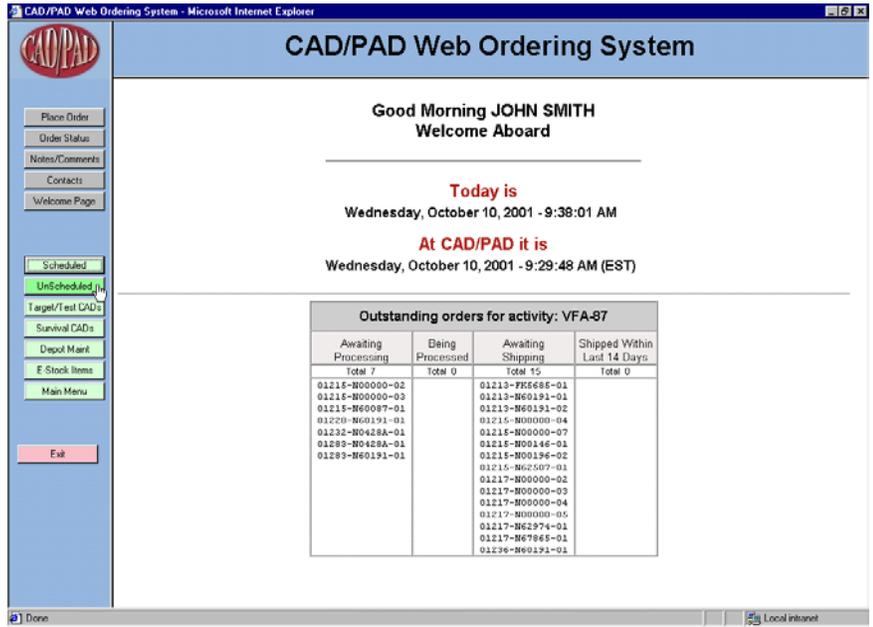
Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **UnScheduled** button to place an unscheduled routine maintenance order.



AUDIO: Click the UnScheduled button to place an unscheduled routine maintenance order.

Placing an Order - Unscheduled Maintenance SBS – Enter BUNO – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

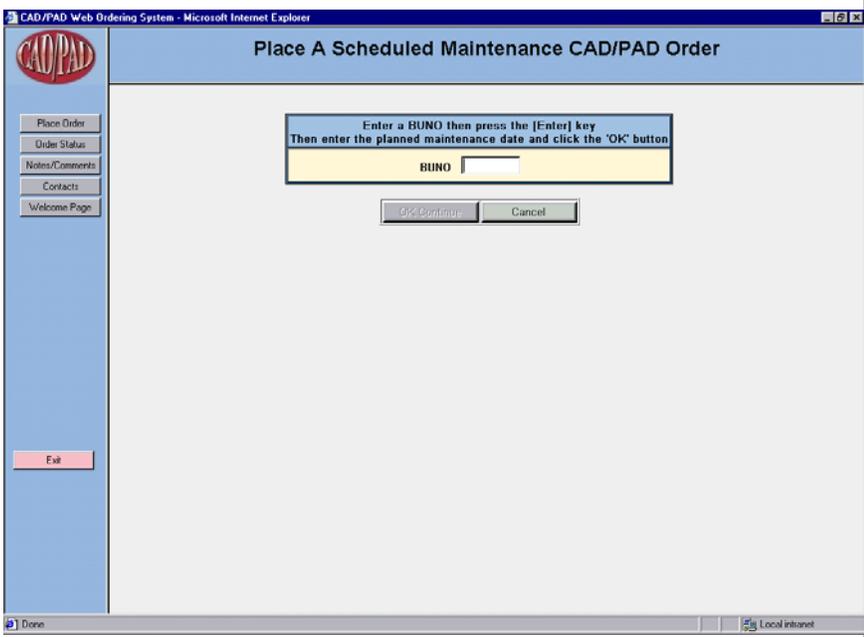
Order Status

Notes and Comments

Receipting an Order

Exit

- Type the BUNO for the aircraft requiring maintenance and click the **OK Continue** button.



AUDIO: Type the BUNO number for the aircraft requiring CADs and or PADs.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS – Verify Aircraft Info – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Information regarding the BUNO displays.
- Verify that this is the aircraft on which maintenance is to be performed.
- If the displayed information is incorrect, make corrections in VFS Trace or notify [Indian Head Personnel](#).

Related Training:
[Discrepant custody Orders already exist for BUNO](#)
[BUNO not in Trace](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: <http://www.aol-dev.com/VFS/feb/vfsapps/webordering/A/eBOrderingBoot.asp?LoadPage=0>. The page title is "Place A Scheduled Maintenance CAD/PAD Order". The main content area displays the following information:

| | | |
|--|-------------------------------------|---------------------------------------|
| BUNO <input type="text" value="164620"/> | | |
| Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables. | | |
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date: (i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)

AUDIO: BUNO information displays from the CAD PAD Trace database.
Verify the information and make corrections to VFS Trace if necessary.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS

-Enter Planned Maintenance Date – Step 6

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Type the planned maintenance date in mm/dd/yy format or mm-dd-yyyy format and click the **OK Continue** button.

Note: Use the [Lead-Time Table](#) to determine the day items should be ordered.

Related Training:
[Maintenance date not in trace](#)
[Planned maintenance date too early or too late](#)

Implementation | Implementation Message | Lead-Time Table

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

BUNO 164620

Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables.

| | | |
|------------------------------|------------------------------|--------------------------------|
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date 3-14-2001 (i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)

OK Continue Cancel

AUDIO: Type the planned maintenance date and click the OK Continue button.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS – Shipping-to, Deliver-to and Project Code

Documentation | Implementation Message | Lead-Time Table

Verification – Step 7

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To Location](#)

[Change Deliver to Activity](#)

[Change Project Code](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form titled "Accept or change default ship to location, receiving activity, and project code. Click OK to continue". The form contains the following fields and values:

- Shipping To Location: NAS OCEANA (with a "Change Shipping Location" button)
- Deliver To Activity: VFA-87 (with a "Change Receiving Activity" button)
- Project Code: 821 - Regn of Expendable Ordnance without which A/C become not operationally ready (dropdown menu)
- Planned Maint Date: 10/22/01
- Sch Maint Date: 10/22/01 (planned)
- Days To Maint: 12
- Lead-Time Days: 14

A red "NOTICE" box contains the following text: "Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87". At the bottom of the form are "OK Continue" and "Cancel" buttons. A sidebar on the left contains buttons for "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS

– Continue Order – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NIAS PATUXENT RIVER

Alt Deliver To Activity: VFC-12

Project Code: 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict.
Order# 01031-N63922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Done Local intranet

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS -DODICs Display – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of DODICs for the BUNO displays sorted by item expiration date.
- Select the check box in the **select Items** column for each DODIC required for order.

Related Training:
[Additional DODIC information](#)
[Items not in list](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place An Unscheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: 164632 AC Type: FA-18C Planned Maintenance Date: 10/23/2001

- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Eden (Mts) |
|----------|-------|-------------------------------------|--------------|---------------|------------|----------------|-----------------|-------------|------------|
| P07 | MT29 | <input type="checkbox"/> | UPC930002003 | 0229 | 2/29/1995 | 2/29/1995 | 4/30/2000 | | |
| P02 | MC50 | <input checked="" type="checkbox"/> | 1967 0019001 | 0287 | 3/31/1999 | 3/31/1999 | 9/30/2000 | | |
| P03 | MC50 | <input checked="" type="checkbox"/> | 1967 0019001 | 1375 | 3/31/1999 | 3/31/1999 | 9/30/2000 | | |
| F11 | MT90 | <input type="checkbox"/> | MB493000011 | 220 | 2/29/1990 | 2/29/1990 | 2/29/2001 | | |
| F16 | MT98 | <input type="checkbox"/> | MB495007014 | 0201 | 2/29/1998 | 2/29/1998 | 2/29/2001 | | |
| 037 | ANAS | <input checked="" type="checkbox"/> | SET DODIC | | 7/31/1991 | 7/31/1991 | 7/31/2001 | | |
| 015 | MJ95 | <input type="checkbox"/> | SCN804002022 | 7727 | 7/31/1991 | 7/31/1991 | 7/31/2001 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD888015001 | 3019 | 10/31/1993 | 10/31/1993 | 10/31/2001 | | |
| 014 | SH07 | <input checked="" type="checkbox"/> | DAC98M002001 | 0103 | 12/31/1998 | 12/31/1998 | 12/31/2001 | | |
| P01 | CWRD | <input type="checkbox"/> | MB4950004012 | 011043 | 3/29/1998 | 3/29/1998 | 3/29/2002 | | |
| 006 | MF56 | <input checked="" type="checkbox"/> | UPC918001029 | 2759 | 8/31/1991 | 8/31/1991 | 2/29/2002 | | |
| 007 | MF56 | <input checked="" type="checkbox"/> | UPC918001029 | 2727 | 8/31/1991 | 8/31/1991 | 2/29/2002 | | |
| P15 | MT97 | <input type="checkbox"/> | MB494000013 | 518 | 2/29/1995 | 2/29/1995 | 5/31/2002 | | |
| 017 | MU73 | <input checked="" type="checkbox"/> | SET DODIC | | 5/31/1994 | 5/31/1994 | 5/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DE482L008130 | 10029 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DE482L008130 | 10250 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P04 | MT07 | <input type="checkbox"/> | MB494000013 | 0145 | 2/29/1998 | 2/29/1998 | 2/29/2003 | | |
| P10 | MT89 | <input type="checkbox"/> | MB495007018 | 082 | 2/29/1998 | 2/29/1998 | 2/29/2003 | | |

AUDIO: The Web Ordering System lists DODICs for the BUNO sorted by item expiration date. Select the check box in the Select Items column for each DODIC required for order.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS – Ordering Set DODICs – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Set DODICs are highlighted in red in the **Lot Number** column. Move the pointer over the words “SET DODIC” to list all members in the set.
- Select the check box to the left of “SET DODIC” to order the entire set.

Related Training:
[Ordering Partial Sets](#)

The screenshot shows the 'Place A Scheduled Maintenance CAD/PAD Order' window. The table below is a representation of the data shown in the screenshot.

| Item | Lot Number | Description | Quantity | Unit Price | Order Date | Ship Date | Lead Time | Order Status |
|------|------------|---|----------|------------|------------|------------|------------|--------------|
| 004 | JWS2 | GEAG00004035 | 3887 | | 10/1/1997 | 10/1/1997 | 7/31/2003 | |
| F08 | MT31 | MBAG0H001007 | 0297 | | 8/9/1999 | 8/9/1999 | 8/9/2003 | |
| 013 | MT75 | ESD92F010001 | 3785 | | 11/09/1999 | 11/09/1999 | 4/30/2004 | |
| 018 | MJ99 | UPC83F002002 | 1374 | | 4/30/1994 | 4/30/1994 | 4/30/2004 | |
| F11 | WB16 | MBAGL001001 | 028 | | 5/9/2000 | 5/9/2000 | 5/9/2004 | |
| F05 | MT13 | MBAG4000015 | 423 | | 7/5/1998 | 7/5/1998 | 7/5/2004 | |
| F06 | MT13 | MBAG4000015 | 402 | | 7/5/1998 | 7/5/1998 | 7/5/2004 | |
| F15 | MT97 | MBAG4000013 | 0370 | | 7/5/1998 | 7/5/1998 | 10/31/2004 | |
| 035 | JWS7 | SCN95L001004 | 0533 | | 7/5/1998 | 7/5/1998 | 10/31/2004 | |
| 007 | SP07 | TAC944002001A | 1704 | | 7/5/1998 | 7/5/1998 | 10/31/2005 | |
| F01 | CWRK | MBAG7L001041 | 010033 | | 7/5/2000 | 7/5/2000 | 5/9/2005 | |
| F10 | MT89 | MBAG5H007018 | 104 | | 7/5/2000 | 7/5/2000 | 7/5/2005 | |
| 012 | MT74 | ESD92F010002 | 020 | | 11/09/1997 | 11/09/1997 | 11/09/2005 | |
| 011 | MT72 | ESD92F010003 | 079 | | 11/09/1999 | 11/09/1999 | 12/31/2005 | |
| F09 | MT90 | MBAG6M000017 | 208 | | 7/5/2000 | 7/5/2000 | 12/31/2005 | |
| 002 | SP95 | OAC98M001001 | N/A | | 4/30/1999 | 4/30/1999 | 12/31/2005 | |
| 004 | SP94 | SCN97E001030 | 10747 | | 12/9/1999 | 12/9/1999 | 3/9/2006 | |
| F12 | MT91 | MBAG4H000020 | 0493 | | 7/5/1998 | 7/5/1998 | 7/5/2006 | |
| F13 | MT91 | MBAG4H000020 | 0471 | | 7/5/1998 | 7/5/1998 | 7/5/2006 | |
| F14 | MT91 | MBAG4H000020 | 0455 | | 7/5/1998 | 7/5/1998 | 7/5/2006 | |
| 005 | SP94 | SCN97E001030 | 10665 | | 7/5/2000 | 7/5/2000 | 10/31/2006 | |
| 017 | MU73 | SET DODIC | | | 12/31/1999 | 12/31/1999 | 12/31/2007 | |
| 015 | MJ99 | UPC81H001003 | 0496 | | 7/5/2000 | 7/5/2000 | 8/31/2009 | |
| 037 | AWAS | SET DODIC | | | 7/5/2000 | 7/5/2000 | 7/31/2010 | |
| 010 | MF72 | OAC99AD11023 | 24065 | | 2/19/2001 | 2/19/2001 | 2/28/2007 | |
| 017 | MU73 | SET DODIC | | | 12/31/1999 | 12/31/1999 | 12/31/2007 | |
| 016 | MJ99 | UPC81H001003 | | | 7/5/2000 | 7/5/2000 | 8/31/2009 | |
| 037 | AWAS | SET DODIC: MU73 | | | 7/5/2000 | 7/5/2000 | 7/31/2010 | |
| 033 | SP13 | Set Members: SP06, SP07, SP08, SP10, SP11, SP12, SP14, SP15, SP16, SP17, SP18 | | | | | | |
| 001 | SD03 | | | | | | | |
| 003 | SQ04 | | | | | | | |

AUDIO: Red wording is used to indicate a set DODIC. Select the check box to the left of “Set DODIC” to order the entire set.

Placing an Order - Unscheduled Maintenance SBS

-Process Order – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS –Verify DODICs Ordered – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

- An order verification screen displays.

Placing an Order

- Verify the DODICs to be ordered.

Canceling an Order

- If the list is correct, click the **OK/Continue** button to continue.

Order Status

- Otherwise, click the **Need To Edit** button to correct the order.

Notes and Comments

Receipting an Order

Exit

| Please Verify DODICs Ordered | | | |
|------------------------------|----------|--------------|----------------------|
| Dodic | Quantity | On Backorder | Possible Replacement |
| MC50 | 2 | Yes | |
| MF56 | 1 | Yes | SS67 |
| MF72 | 1 | | |
| SP07 | 1 | | |
| SP11 | 1 | | |
| XW07 | 1 | | |

AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS –Provide Justification – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Justify the unscheduled maintenance.
- Items ordered that were not in the Trace configuration must be justified.
- Type the necessary justifications and click the **Continue** button.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main heading is 'Place An Unscheduled Maintenance CAD/PAD Order'. Below the heading, it says 'Please give a justification/comment in each of the Comment areas below.' There is a form with a yellow header 'Subject: Unscheduled Maintenance Justification' and a 'System Comments:' label. The text 'going on deployment.' is entered in the text area. At the bottom of the form are 'Continue' and 'Cancel' buttons. On the left side of the browser window, there is a vertical menu with buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'.

AUDIO: Provide justification for the unscheduled maintenance and click the Continue button.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS –Add Comments ? – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

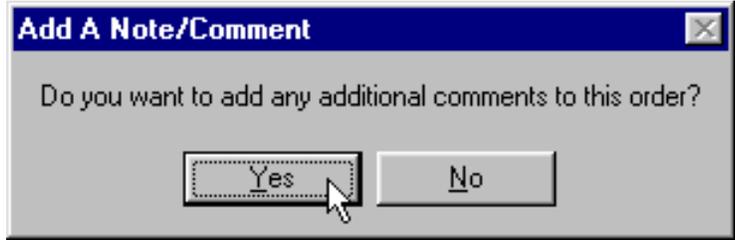
Order Status

Notes and Comments

Receipting an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**. Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Placing an Order - Unscheduled Maintenance SBS

-Add Comments Form – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

Enter Additional Order Comments -- Web Page Dialog

Date: 10/10/2001 Category: Order Comments

Author: JOHN SMITH

Subject: _____

Please Enter Your Note or Comment

Save & Exit Cancel & Exit

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS – Order Processing – Step 16

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

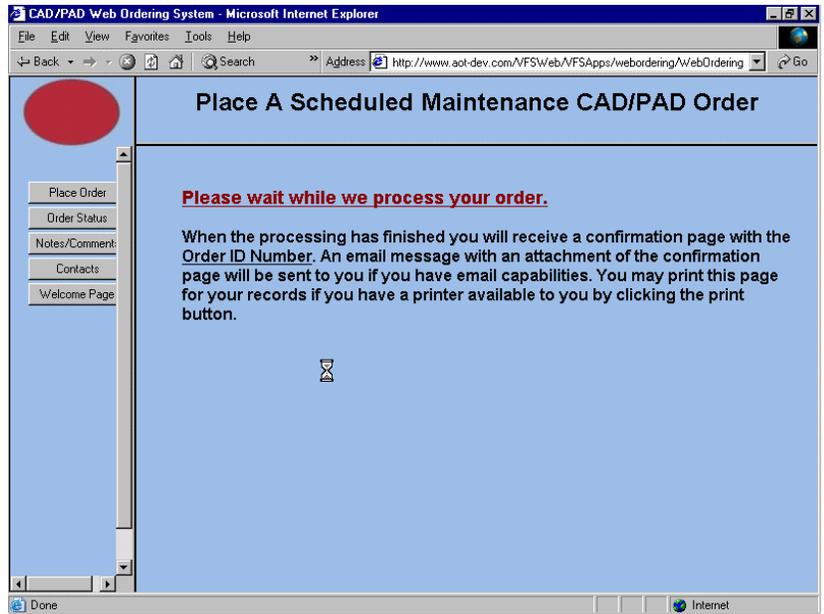
Order Status

Notes and
Comments

Receiving an
Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Unscheduled Maintenance SBS

-Review Confirmation Report – Step 17

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

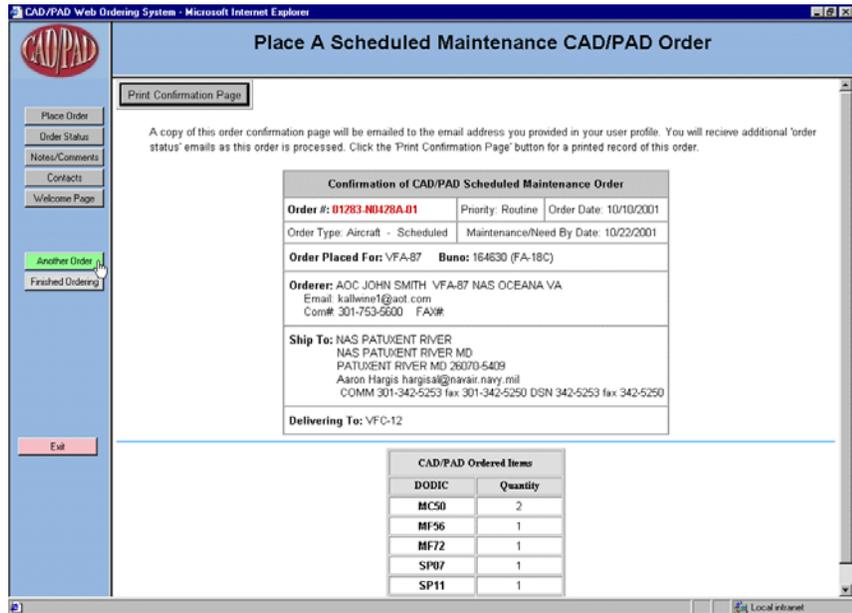
Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.



- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Developer Notes

Placing an Order - Targets - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

- Target CADs shall be ordered when down to a 30-day supply. The orders should be placed to meet the subsequent 90-day requirement.

Canceling an Order

- Provide the RDD, the number of assets on hand as of the RDD, and the 90-day requirement.

Order Status

- Order CAD/PADs for full-scale targets, such as the QF-4N, in accordance with the procedures for **Routine Scheduled Maintenance**.

Notes and Comments

Receipting an Order

Exit

AUDIO: When placing the order, the Requisitioner provides the RDD, the number of assets on hand as of the RDD, and the 90-day requirement. CAD and or PADs for full-scale targets, such as the QF-4N, shall be ordered in accordance with the procedures for Routine Scheduled Maintenance.

Developer Notes

Placing an Order - Targets SBS – Pick Routine Orders – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

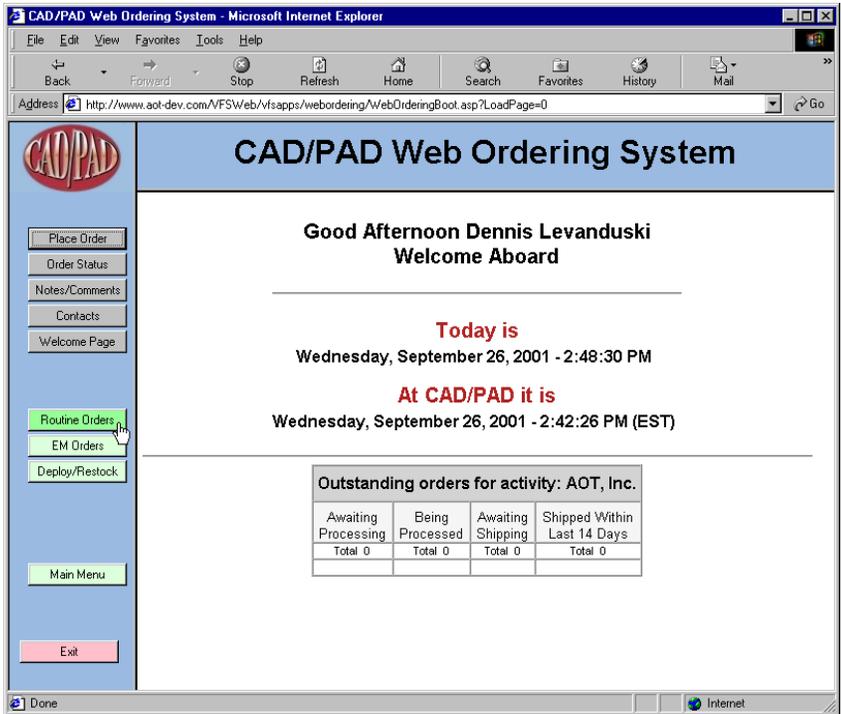
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Place Order** button.
- Click the **Routine Orders** button to place routine orders.



AUDIO: Click the Place Order button, then click the Routine Orders button.

Developer Notes

Placing an Order - Targets SBS – Pick Target – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Target** button to place a target CAD order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

CAD/PAD Web Ordering System

Good Morning JOHN SMITH
Welcome Aboard

Today is
Wednesday, October 10, 2001 - 9:45:22 AM

At CAD/PAD it is
Wednesday, October 10, 2001 - 9:37:09 AM (EST)

Outstanding orders for activity: VFA-87

| Awaiting Processing | Being Processad | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|-------------------|-----------------------------|
| Total 8 | Total 0 | Total 15 | Total 0 |
| 01215-N00000-02 | | 01213-FR5685-01 | |
| 01215-N00000-03 | | 01213-N60191-01 | |
| 01215-N60087-01 | | 01213-N60191-02 | |
| 01228-N60191-01 | | 01215-N00000-04 | |
| 01232-N0428A-01 | | 01215-N00000-07 | |
| 01283-N0428A-01 | | 01215-N00146-01 | |
| 01283-N60191-01 | | 01215-N00196-02 | |
| 01283-N60191-02 | | 01215-N62507-01 | |
| | | 01217-N00000-02 | |
| | | 01217-N00000-03 | |
| | | 01217-N00000-04 | |
| | | 01217-N00000-05 | |
| | | 01217-N62974-01 | |
| | | 01217-N67865-01 | |
| | | 01236-N60191-01 | |

AUDIO: Click the Target button.

Developer Notes

Placing an Order - Targets SBS – Enter the Need by Date – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Enter the **Need By Date** in mm/dd/yy or mm-dd-yyyy format.
- Click the **OK Continue** button to continue with the order.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main content area is titled 'Place A Target CAD/PAD Order'. A central form box contains the instruction 'Enter the Order Need By date and click the 'OK' button'. Below this is a 'Need By Date' input field with a placeholder '(i.e. MM/DD/YY - 04/05/01 or 4-5-2001)'. At the bottom of the form are two buttons: 'OK Continue' and 'Cancel'. On the left side of the browser window, there is a vertical navigation menu with buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'.

AUDIO: Enter the need by date and press the OK Continue button.

Developer Notes

Placing an Order - Targets SBS – Shipping-to, Deliver-to and Project Code Verification – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To Location](#)

[Change Deliver to Activity](#)

[Change Project Code](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form titled "Accept or change default ship to location, receiving activity, and project code. Click OK to continue". The form has three main sections: "Shipping To Location" with a text box containing "NAS OCEANA" and a "Change Shipping Location" button; "Deliver To Activity" with a text box containing "VFA-87" and a "Change Receiving Activity" button; and "Project Code" with a dropdown menu showing "821 - Regn of Expendable Ordnance without which A/C become not operationally ready". Below these are four fields: "Planned Maint Date: 10/22/01", "Sch Maint Date: 10/22/01 (planned)", "Days To Maint: 12", and "Lead-Time Days: 14". A red "NOTICE" box contains the text: "Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87". At the bottom of the form are "OK Continue" and "Cancel" buttons. A sidebar on the left contains buttons for "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Targets SBS – Continue Order – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this, there is a section titled "Accept or change default ship to location, receiving activity, and project code" with the instruction "Click OK to continue".

The form contains the following fields and options:

- Temporary Shipping To Location:** NAS PATUXENT RIVER (with a "Change Shipping Location" button)
- Alt Deliver To Activity:** VFC-12 (with a "Change Receiving Activity" button)
- Project Code:** 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests (dropdown menu)

Summary information:

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N53922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Buttons: "OK Continue" (highlighted with a mouse cursor) and "Cancel".

Left sidebar menu: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", "Exit".

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Targets SBS – List of Target Items displays – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of target CAD/PADs displays.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Target CAD/PAD Order". On the left side, there is a navigation menu with buttons: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", "Process Ord", "Item Not In List", "Cancel", and "Exit". The main content area displays a table of target items.

| DODIC | Type | Description | Quantity On Hand | 30 Day Requirement | Qty Ordered |
|-------|--------------------------------|--|------------------|--------------------|-------------|
| 4WG9 | Parachute Release | Used to release the main parachute from the Aerial Target upon submersion in saltwater. | 0 | 0 | 0 |
| AWAA | Battery Assembly | Provides energy to the Aerial Target Recovery System Parachute Release and Inflation Device. | 0 | 0 | 0 |
| AWAX | Inflation Device | Device keeps the target afloat in the proper orientation in a water landing. | 0 | 0 | 0 |
| M161 | Impulse Cartridge | Advzates a helicopter hoist cable cutter. | 0 | 0 | 0 |
| M492 | Cartridge Activated Cutter | Used to sever a nylon reefing line attached to the recovery parachute of a target drone. | 0 | 0 | 0 |
| M509 | Impulse Cartridge | Used as the power source in the stores release/ejection mechanisms of the aircraft. | 0 | 0 | 0 |
| M514 | Impulse Cartridge | Used in the destruct unit of target drone. | 0 | 0 | 0 |
| M516 | Impulse Cartridge | Used in the motor control valve system of target drones. | 0 | 0 | 0 |
| M836 | Blasting Cap | Used in an explosive bolt attaching the tail cone to the body of a target drone. | 0 | 0 | 0 |
| M855 | Blasting Cap | Used to automatically detach the parachute when the drone lands. | 0 | 0 | 0 |
| M834 | Electric Ignition Element | Used to ignite the main charge in a MK 107. | 0 | 0 | 0 |
| M601 | Cartridge Activated Cutter | Used to cut the recover parachute reefing line. | 0 | 0 | 0 |
| XX76 | Cartridge Activated Pin Pusher | Provides force to deactivate the saf/arm release mechanism. | 0 | 0 | 0 |

AUDIO: A list of Target CADs and PADs displays.

Developer Notes

Placing an Order - Targets SBS – Enter 90 Day Order Requirements – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Enter the **Quantity On Hand** and the **90 Day Requirement** quantities.

- The system will calculate the quantity of items to order.

Related Training:
[Items not in list](#)

The screenshot shows the 'Place A Target CAD/PAD Order' interface. On the left is a navigation menu with buttons: Place Order, Order Status, Notes/Comments, Contacts, Welcome Page, Process Ord, Item Not In List, Cancel, and Exit. The main area contains a table with the following data:

| DODIC | Type | Description | Quantity On Hand | 90 Day Requirement | Qty Ordered |
|-------|--------------------------------|--|------------------|--------------------|-------------|
| 4W69 | Parachute Release | Used to release the main parachute from the Aerial Target upon submersion in saltwater. | 0 | 0 | 0 |
| AWAA | Battery Assembly | Provides energy to the Aerial Target Recovery System Parachute Release and Inflation Device. | 0 | 0 | 0 |
| AWAX | Inflation Device | Device keeps the target afloat in the proper orientation in a water landing. | 2 | 10 | 8 |
| M161 | Impulse Cartridge | Advzates a helicopter hoist cable cutter. | 0 | 0 | 0 |
| M492 | Cartridge Activated Cutter | Used to sever a nylon reefing line attached to the recovery parachute of a target drone. | 0 | 0 | 0 |
| M509 | Impulse Cartridge | Used as the power source in the stores release/ejection mechanisms of the aircraft. | 0 | 0 | 0 |
| M514 | Impulse Cartridge | Used in the detrust unit of target drone. | 0 | 0 | 0 |
| M516 | Impulse Cartridge | Used in the motor control valve system of target drones. | 0 | 0 | 0 |
| M836 | Blasting Cap | Used in an explosive bolt attaching the tail cone to the body of a target drone. | 0 | 0 | 0 |
| M855 | Blasting Cap | Used to automatically detach the parachute when the drone lands. | 4 | 8 | 4 |
| M834 | Electric Ignition Element | Used to ignite the main charge in a MK 107. | 0 | 0 | 0 |
| M601 | Cartridge Activated Cutter | Used to cut the recover parachute reefing line. | 0 | 0 | 0 |
| XX76 | Cartridge Activated Pin Pusher | Provides force to deactivate the saf/arm release mechanism. | 0 | 0 | 0 |

AUDIO: Enter the quantity on hand and the quantity needed to meet the subsequent 90-day requirements.

Developer Notes

Placing an Order - Targets SBS –Process Order – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • • • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Targets SBS –Verify DODICs Ordered – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

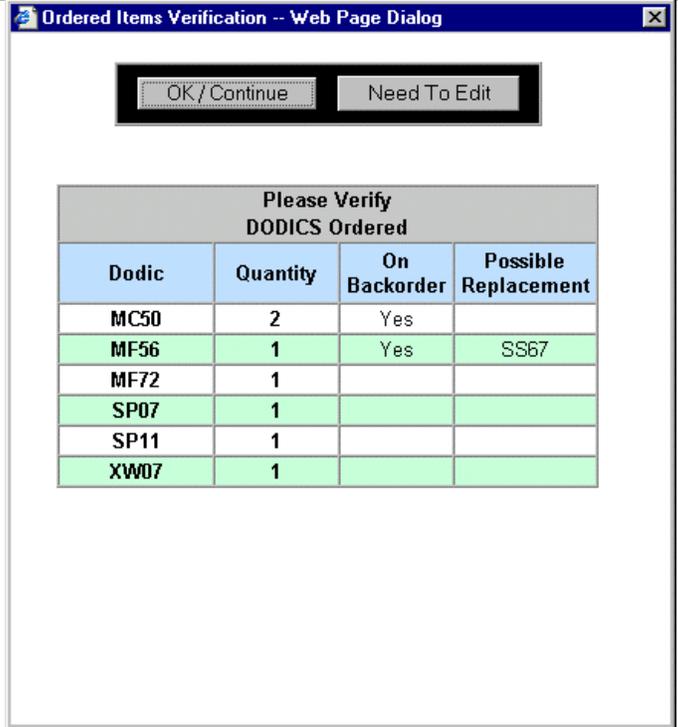
Order Status

Notes and Comments

Receipting an Order

Exit

- An order verification screen displays.
- Verify the DODICs to be ordered.
- If the list is correct, click the **OK/Continue** button to continue.
- Otherwise, click the **Need To Edit** button to correct the order.



AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Targets SBS –Provide Justification – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main heading is 'Place A Target CAD/PAD Order'. Below the heading, it says 'Please give a justification/comment in each of the Comment areas below.' There is a text input field with the following content: 'Subject: Item ordered not in TRACE configuration' and 'System Comments: DODIC=MC50 Qty=2'. Below the input field are 'Continue' and 'Cancel' buttons. On the left side of the browser window, there is a vertical menu with buttons: 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'.

AUDIO: Provide justification for items ordered that are not in the Trace configuration.

Developer Notes

Placing an Order - Targets SBS –Add Comments ? – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

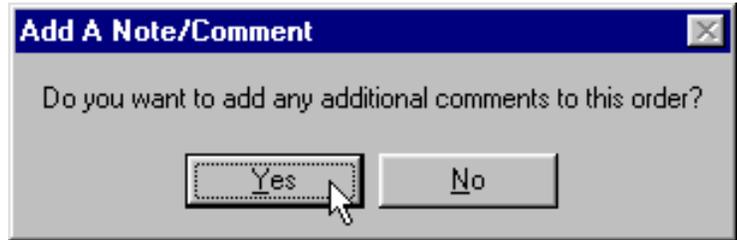
Order Status

Notes and
Comments

Receipting
an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**.
Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Targets SBS –Add Comments Form – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

Enter Additional Order Comments -- Web Page Dialog

Date: 10/10/2001 Category: Order Comments

Author: JOHN SMITH

Subject: _____

Please Enter Your Note or Comment

Save & Exit Cancel & Exit

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Developer Notes

Placing an Order - Targets SBS – Order Processing – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

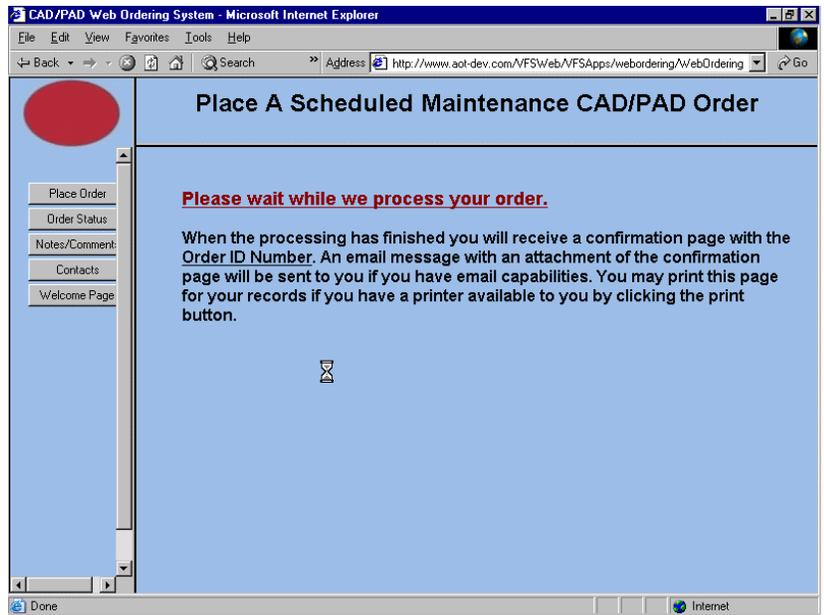
Order Status

Notes and Comments

Receiving an Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Targets SBS –Review

Confirmation Report – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.

The screenshot shows the 'CAD/PAD Web Ordering System' interface in Microsoft Internet Explorer. The main heading is 'Place A Scheduled Maintenance CAD/PAD Order'. A 'Print Confirmation Page' button is visible at the top. Below it, a message states: 'A copy of this order confirmation page will be emailed to the email address you provided in your user profile. You will receive additional 'order status' emails as this order is processed. Click the 'Print Confirmation Page' button for a printed record of this order.'

The 'Confirmation of CAD/PAD Scheduled Maintenance Order' section contains the following details:

| | | |
|---|--------------------------------------|------------------------|
| Order #: 01283-N0428A-01 | Priority: Routine | Order Date: 10/10/2001 |
| Order Type: Aircraft - Scheduled | Maintenance/Need By Date: 10/22/2001 | |
| Order Placed For: VFA-87 Buno: 164630 (FA-18C) | | |
| Orderer: AOC JOHN SMITH VFA-87 NAS OCEANA VA Email: kallwne1@aot.com Com#: 301-753-5600 FAX# | | |
| Ship To: NAS PATUXENT RIVER NAS PATUXENT RIVER MD PATUXENT RIVER MD 20670-5409 Aaron Hargis a@navair.navy.mil COMM 301-342-5253 fax: 301-342-5250 DSN 342-5253 fax: 342-5250 | | |
| Delivering To: VFC-12 | | |

At the bottom, there is a table for 'CAD/PAD Ordered Items':

| DODIC | Quantity |
|-------|----------|
| MCS0 | 2 |
| MF56 | 1 |
| MF72 | 1 |
| SP07 | 1 |
| SP11 | 1 |

- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Developer Notes

Placing an Order - Survival/Test CADs - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Survival/Test CADs shall be ordered when down to a 30-day supply. The orders should be placed to meet the subsequent 90-day requirement.
- Provide the RDD, the number of assets on hand as of the RDD, and the 90-day requirement.

AUDIO: When placing the order, the Requisitioner provides the RDD, the number of assets on hand as of the RDD, and the 90-day requirement.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Pick Routine Orders – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

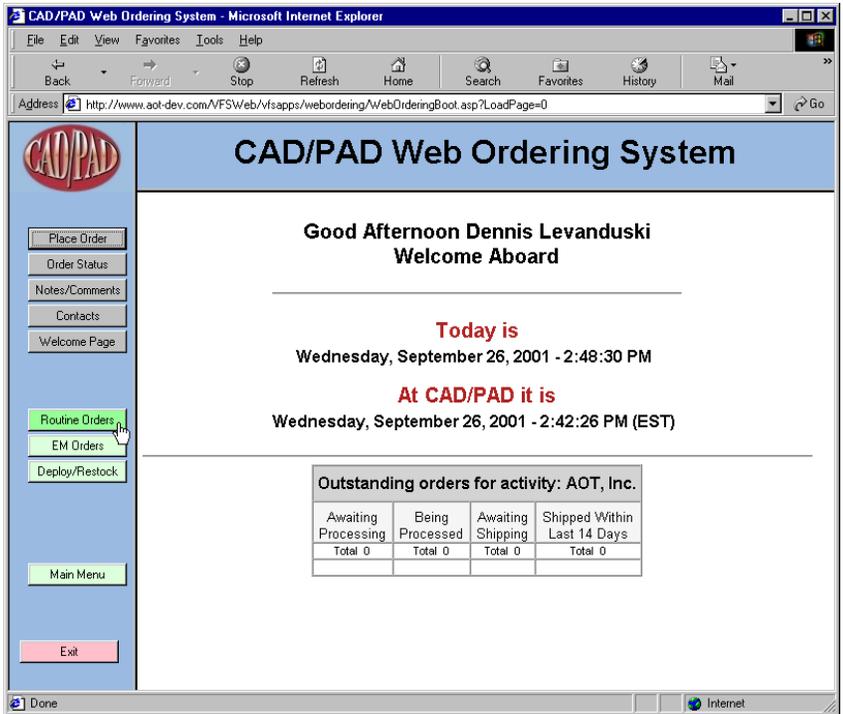
Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Place Order** button.
- Click the **Routine Orders** button to place routine orders.



AUDIO: Click the Place Order button, then click the routine orders button.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Pick Survival/Test – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Survival/Test** button to place a survival CAD or test item order.

The screenshot shows the CAD/PAD Web Ordering System interface. The user is logged in as JOHN SMITH. The page displays the current date and time, and a table of outstanding orders for activity VFA-87. The 'Survival CADs' button in the left sidebar is highlighted.

| Outstanding orders for activity: VFA-87 | | | |
|---|-----------------|-------------------|-----------------------------|
| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
| Total 10 | Total 0 | Total 15 | Total 0 |
| 01215-M00000-02 | | 01213-FR5605-01 | |
| 01215-M00000-03 | | 01213-M60191-01 | |
| 01215-M60087-01 | | 01213-M60191-02 | |
| 01228-M60191-01 | | 01215-M00000-04 | |
| 01232-M0428A-01 | | 01215-M00000-07 | |
| 01283-M0428A-01 | | 01215-M00146-01 | |
| 01283-M60191-01 | | 01215-M00196-02 | |
| 01293-M60191-02 | | 01215-M62597-01 | |
| 01283-M60191-03 | | 01217-M00000-02 | |
| 01297-M60191-04 | | 01217-M00000-03 | |
| | | 01217-M00000-04 | |
| | | 01217-M00000-05 | |
| | | 01217-M62974-01 | |
| | | 01217-M7665-01 | |
| | | 01236-M60191-01 | |

AUDIO: Click the Survival Test/Test button to order survival CADs or test items.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Enter the Need by Date – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- Enter the **Need By Date** in mm/dd/yy or mm-dd-yyyy format.

- Click the **OK Continue** button to continue with the order.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main content area is titled 'Place A Target CAD/PAD Order'. A central dialog box prompts the user to 'Enter the Order Need By date and click the 'OK' button'. Below this prompt is a text input field labeled 'Need By Date' with a placeholder '(i.e. MM/DD/YY - 04/05/01 or 4-5-2001)'. At the bottom of the dialog are two buttons: 'OK/Continue' and 'Cancel'. On the left side of the browser window, there is a vertical navigation menu with buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', and 'Welcome Page'. At the bottom of this menu is a red 'Exit' button. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

AUDIO: Enter the need by date and press the OK Continue button.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Shipping-to, Deliver-to and Project Code

Documentation | Implementation Message | Lead-Time Table

Verification – Step 5

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To Location](#)

[Change Deliver to Activity](#)

[Change Project Code](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form titled "Accept or change default ship to location, receiving activity, and project code. Click OK to continue". The form contains the following fields and values:

- Shipping To Location: NAS OCEANA (with a "Change Shipping Location" button)
- Deliver To Activity: VFA-87 (with a "Change Receiving Activity" button)
- Project Code: 821 - Regn of Expendable Ordnance without which A/C become not operationally ready (dropdown menu)
- Planned Maint Date: 10/22/01
- Sch Maint Date: 10/22/01 (planned)
- Days To Maint: 12
- Lead-Time Days: 14

A red "NOTICE" box contains the following text: "Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87". At the bottom of the form are "OK Continue" and "Cancel" buttons. A sidebar on the left contains buttons for "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Continue Order – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this, there is a section titled "Accept or change default ship to location, receiving activity, and project code" with the instruction "Click OK to continue".

The form contains the following fields and options:

- Temporary Shipping To Location:** NAS PATUXENT RIVER (with a "Change Shipping Location" button)
- Alt Deliver To Activity:** VFC-12 (with a "Change Receiving Activity" button)
- Project Code:** 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests (dropdown menu)

Summary information:

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N53922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

At the bottom of the form are two buttons: "OK Continue" and "Cancel". A mouse cursor is pointing at the "OK Continue" button.

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Survival/Test CADs SBS – List of Survival Items displays – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of survival CADs displays.
- Test items are not included on the list and must be added using the **Items Not In List** button.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Paraloft CAD/PAD Order". On the left is a navigation menu with buttons: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", "Process Ord", "Item Not In List", "Cancel", and "Exit". The main content area displays a table of survival items.

| DDDIC | Type | Description | Quantity On Hand | 90 Day Requirement | Qty Ordered |
|-------|----------------------------|---|------------------|--------------------|-------------|
| FW14 | Magnesium Dioxide Battery | 6.0 volt dry storage battery which supplies power to the FMSB actuator. | 0 | 0 | 0 |
| FW98 | Automatic Inflation Device | Automatically inflates personnel life preservers upon immersion in fresh or salt water. | 0 | 0 | 0 |
| M282 | Delay Cartridge | Automatically actuates a parachute release 0.75 seconds after an emergency escape. | 2 | 10 | 8 |
| M284 | Delay Cartridge | Automatically actuates a parachute release 2 seconds after an emergency escape. | 0 | 0 | 0 |
| M285 | Delay Cartridge | Automatically actuates a parachute release 3 seconds after an emergency escape. | 1 | 5 | 4 |
| MF37 | Delay Cartridge | Supplies gas pressure to open the personnel parachute during the ejection sequence. | 0 | 0 | 0 |
| MF78 | Impulse Cartridge | Provides the power source for the ejection of slugs from the spreading gun assembly of a parachute. | 0 | 0 | 0 |
| MW19 | Impulse Cartridge | Powers the seawater automatic parachute release upon immersion into saltwater. | 0 | 0 | 0 |

AUDIO: A list of survival CADs displays. Test items do not display and must be added.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Enter 90 Day Order Requirements – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Enter the **Quantity On Hand** and the **90 Day Requirement** quantities.

- The system will calculate the quantity of items to order.

Related Training:
[Items not in list](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Target CAD/PAD Order

| DODIC | Type | Description | Quantity On Hand | 90 Day Requirement | Qty Ordered |
|-------|--------------------------------|--|------------------|--------------------|-------------|
| 4W69 | Parachute Release | Used to release the main parachute from the Aerial Target upon submersion in saltwater. | 0 | 0 | 0 |
| AWAA | Battery Assembly | Provides energy to the Aerial Target Recovery System Parachute Release and Inflation Device. | 0 | 0 | 0 |
| AWAX | Inflation Device | Device keeps the target afloat in the proper orientation in a water landing. | 2 | 10 | 8 |
| M161 | Impulse Cartridge | Advzates a helicopter hoist cable cutter. | 0 | 0 | 0 |
| M492 | Cartridge Activated Cutter | Used to sever a nylon reefing line attached to the recovery parachute of a target drone. | 0 | 0 | 0 |
| M509 | Impulse Cartridge | Used as the power source in the stores release/ejection mechanisms of the aircraft. | 0 | 0 | 0 |
| M514 | Impulse Cartridge | Used in the destruk unit of target drone. | 0 | 0 | 0 |
| M516 | Impulse Cartridge | Used in the motor control valve system of target drones. | 0 | 0 | 0 |
| M836 | Blasting Cap | Used in an explosive bolt attaching the tail cone to the body of a target drone. | 0 | 0 | 0 |
| M855 | Blasting Cap | Used to automatically detach the parachute when the drone lands. | 4 | 8 | 4 |
| M834 | Electric Ignition Element | Used to ignite the main charge in a MK 107. | 0 | 0 | 0 |
| M601 | Cartridge Activated Cutter | Used to cut the recover parachute reefing line. | 0 | 0 | 0 |
| XX76 | Cartridge Activated Pin Pusher | Provides force to deactivate the saf/arm release mechanism. | 0 | 0 | 0 |

AUDIO: Enter the quantity on hand and the quantity needed to meet the subsequent 90-day requirements.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Process Order – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DDDIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • • • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ES9900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Verify DODICs Ordered – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

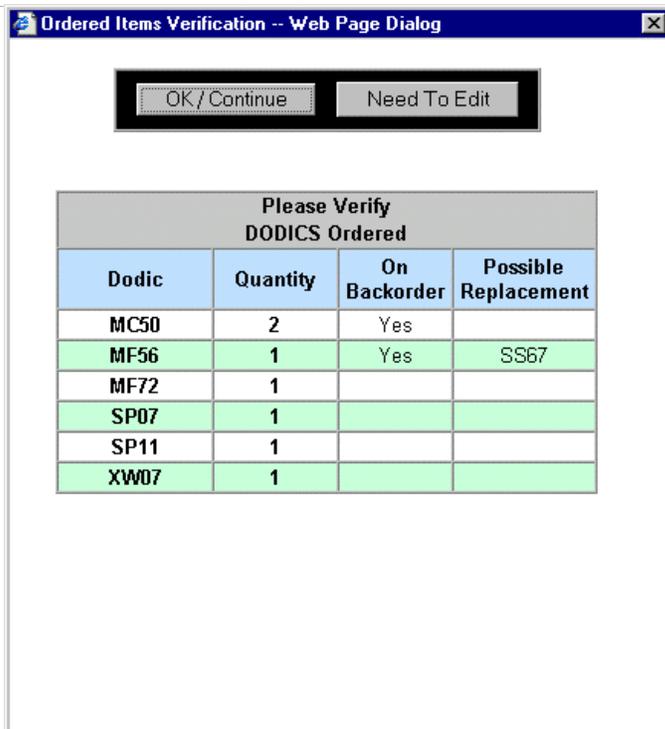
Order Status

Notes and
Comments

Receipting
an Order

Exit

- An order verification screen displays.
- Verify the DODICs to be ordered.
- If the list is correct, click the **OK/Continue** button to continue.
- Otherwise, click the **Need To Edit** button to correct the order.



AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

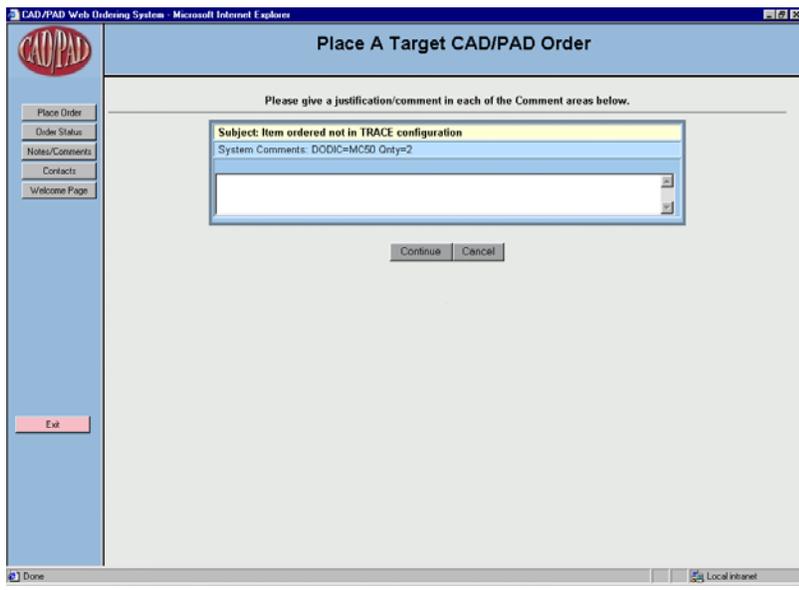
Developer Notes

Placing an Order - Survival/Test CADs SBS – Provide Justification – Step 11

Documentation | Implementation Message | Lead-Time Table

- Becoming an Authorized Requisitioner
- Placing an Order
- Canceling an Order
- Order Status
- Notes and Comments
- Receipting an Order
- Exit

- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.



AUDIO: Provide justification for items ordered that are not in the Trace configuration.

Placing an Order - Survival/Test CADs SBS –Add Comments ? – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

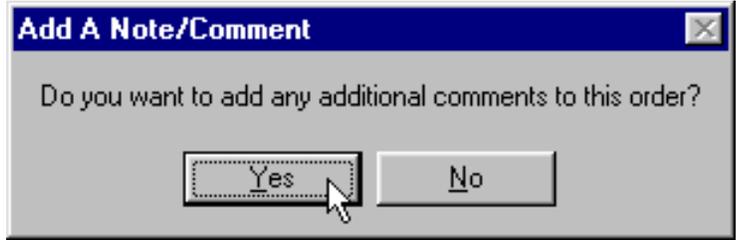
Order Status

Notes and Comments

Receipting an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**. Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Placing an Order - Survival/Test CADs SBS –Add Comments Form – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

The screenshot shows a web browser dialog box titled "Enter Additional Order Comments -- Web Page Dialog". The dialog has a yellow background. It contains the following fields and controls:

- Date:** 10/10/2001
- Category:** Order Comments
- Author:** JOHN SMITH
- Subject:** (empty text box)
- Please Enter Your Note or Comment:** (large text area)
- Buttons:** Save & Exit, Cancel & Exit

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Order Processing – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

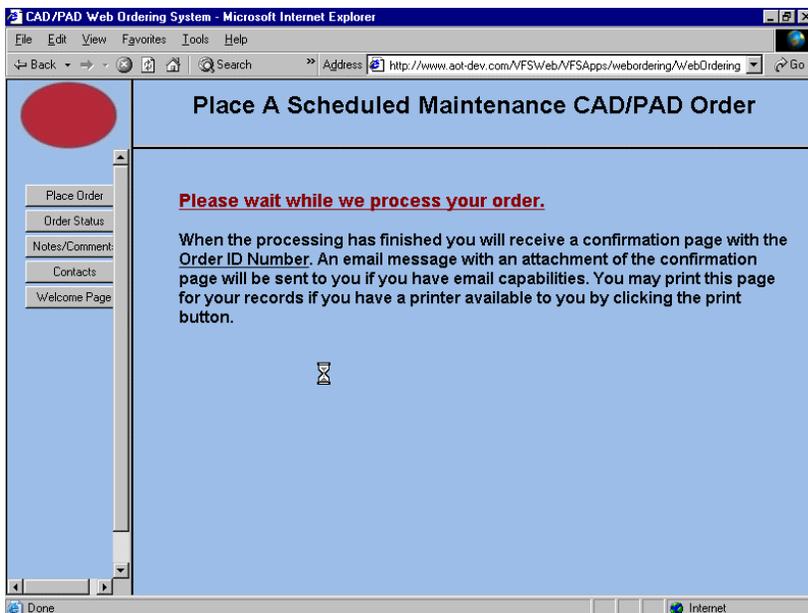
Order Status

Notes and
Comments

Receiving an
Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Survival/Test CADs SBS – Review Confirmation Report – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

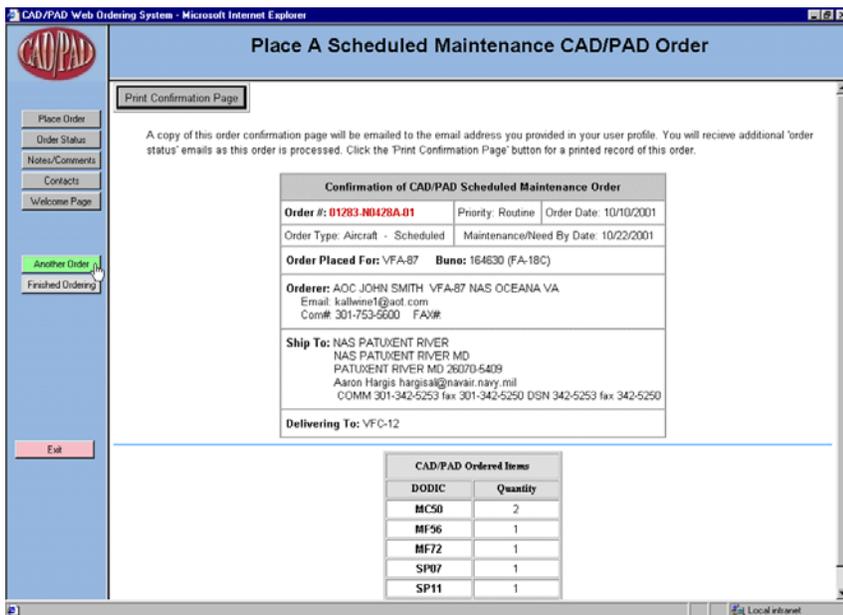
Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.



- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Developer Notes

Placing an Order - Depot Maintenance - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- Provide the **BUNO** and planned maintenance date.
- The Web Ordering System uses CAD/PAD Trace tracking data for the BUNO to provide a DODIC list.
- Items may be selected for order from the list.
- If the BUNO is not found in the CAD/PAD Trace database, the order will have to be done manually with the Requisitioner providing the DODIC information.

AUDIO: When placing the order, the Requisitioner provides the BUNO and planned date for maintenance. The Web Ordering System (whether accessed directly via VFS or used by the Order Processor during a phone, fax, or e-mail order) uses the CAD PAD tracking data for the BUNO to list installed DODICs.

Developer Notes

Placing an Order - Depot Maintenance SBS – Pick Routine Orders – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

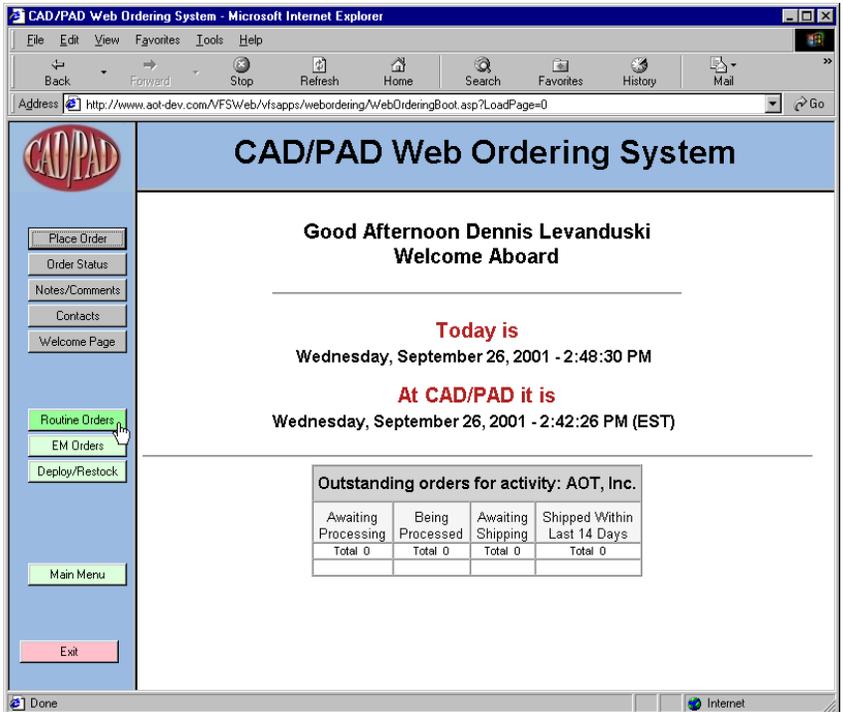
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Place Order** button.
- Click the **Routine Orders** button to place routine orders.



AUDIO: Click the Place Order button, then click the Routine Orders button.

Developer Notes

Placing an Order - Depot Maintenance SBS – Pick Depot Maint – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Depot Maint** button to order for depot maintenance.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

CAD/PAD Web Ordering System

Good Morning JOHN SMITH
Welcome Aboard

Today is
Wednesday, October 10, 2001 - 9:57:15 AM

At CAD/PAD it is
Wednesday, October 10, 2001 - 9:49:02 AM (EST)

Outstanding orders for activity: VFA-87

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|-------------------|-----------------------------|
| Total 11 | Total 0 | Total 15 | Total 0 |
| 01215-N00000-02 | | 01213-FR5685-01 | |
| 01215-N00000-03 | | 01213-N60191-01 | |
| 01215-N60087-01 | | 01213-N60191-02 | |
| 01228-N60191-01 | | 01215-N00000-04 | |
| 01232-N0428A-01 | | 01215-N00000-07 | |
| 01289-N0428A-01 | | 01215-N00146-01 | |
| 01289-N60191-01 | | 01215-N00196-02 | |
| 01289-N60191-02 | | 01215-N62507-01 | |
| 01289-N60191-03 | | 01217-N00000-02 | |
| 01289-N60191-04 | | 01217-N00000-03 | |
| 01289-N60191-05 | | 01217-N00000-04 | |
| | | 01217-N00000-05 | |
| | | 01217-N62974-01 | |
| | | 01217-N67865-01 | |
| | | 01296-N60191-01 | |

AUDIO: Click the **Depot Maint** button.

Developer Notes

Placing an Order - Depot Maintenance SBS – Enter BUNO – Step 4

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Type the BUNO for the aircraft requiring maintenance and click the **OK Continue** button.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below the heading is a yellow box with the instruction: "Enter a BUNO then press the [Enter] key Then enter the planned maintenance date and click the 'OK' button". A text input field labeled "BUNO" is positioned below the instruction. At the bottom of the input area are two buttons: "OK Continue" and "Cancel". On the left side of the browser window is a vertical navigation menu with the following items: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit". The status bar at the bottom of the browser shows "Done" and "Local intranet".

AUDIO: Type the BUNO number for the aircraft requiring CADs and or PADs.

Developer Notes

Placing an Order - Depot Maintenance SBS – Verify Aircraft Info – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Information regarding the BUNO displays.
- Verify that this is the aircraft on which maintenance is to be performed.
- If the displayed information is incorrect, make corrections in VFS Trace or notify [Indian Head Personnel](#).

Related Training:
[Discrepant custody Orders already exist for BUNO](#)
[BUNO not in Trace](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: <http://www.aot-dev.com/VFS/feb/vfsapps/webordering/A/e0OrderingBoot.asp?LoadPage=0>. The page title is "Place A Scheduled Maintenance CAD/PAD Order".

The main content area displays the following information:

| | | |
|--|-------------------------------------|---------------------------------------|
| BUNO <input type="text" value="164620"/> | | |
| Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables. | | |
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date: (i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)

Buttons:

AUDIO: BUNO information displays from the CAD PAD Trace database.
Verify the information and make corrections to VFS Trace if necessary.

Developer Notes

Placing an Order - Depot Maintenance SBS – Enter Planned Maintenance Date – Step 6

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Type the planned maintenance date in mm/dd/yy format or mm-dd-yyyy format and click the **OK Continue** button.

Note: Use the [Lead-Time Table](#) to determine the day items should be ordered.

Related Training:
[Maintenance date not in trace](#)
[Planned maintenance date too early or too late](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

BUNO 164620

Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables.

| | | |
|------------------------------|------------------------------|--------------------------------|
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review.
The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date 3-14-2001 (i.e. MM/DD/YY - 04/05/01 or 4-5-2001)

OK Continue Cancel

AUDIO: Type the planned maintenance date and click the OK Continue button.

Developer Notes

Placing an Order - Depot Maintenance SBS – Shipping-to, Deliver-to and Project Code

Documentation | Implementation Message | Lead-Time Table

Verification – Step 7

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To Location](#)

[Change Deliver to Activity](#)

[Change Project Code](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form titled "Accept or change default ship to location, receiving activity, and project code. Click OK to continue". The form contains the following fields and buttons:

- Shipping To Location:** NAS OCEANA (with a "Change Shipping Location" button)
- Deliver To Activity:** VFA-87 (with a "Change Receiving Activity" button)
- Project Code:** 821 - Regn of Expendable Ordnance without which A/C become not operationally ready (dropdown menu)
- Planned Maint Date:** 10/22/01
- Sch Maint Date:** 10/22/01 (planned)
- Days To Maint:** 12
- Lead-Time Days:** 14

A **NOTICE** is displayed in a yellow box: "Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87".

Buttons at the bottom include "OK Continue" and "Cancel". A sidebar on the left contains buttons for "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Depot Maintenance SBS – Continue Order – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NAS PATUXENT RIVER

Alt Deliver To Activity: VFC-12

Project Code: 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N63922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Done Local intranet

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Depot Maintenance SBS – DODICs Display – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of DODICs for the BUNO displays sorted alphabetically.
- Select the check box in the **select Items** column for each DODIC required for order.

Related Training:
[Additional DODIC information](#)
[Items not in list](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Depot Maintenance CAD/PAD Order

List sorted by DODIC

DODICs for BUNO: **164362** AC Type: **CH-53E** Planned Maintenance Date: **10/22/2001**

- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping

| Log Code | DODIC | select Items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp Date | Review Date | E-Gen (Mts) |
|----------|-------|--------------------------|---------------------------------|---------------|-----------|----------------|----------------|-------------|-------------|
| 009 | 1W18 | <input type="checkbox"/> | HL7950008001 | N/A | 7/9/1997 | 7/9/1997 | 3/9/2004 | | |
| 011 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 011 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 012 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 012 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 007 | M363 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 4/9/2000 | 4/9/2000 | 4/9/2001 | | |
| 008 | M393 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 4/9/2000 | 4/9/2000 | 4/9/2001 | | |
| 010 | M554 | <input type="checkbox"/> | CD99F010001 | N/A | 7/9/2000 | 11/9/2000 | 7/9/2006 | | |
| 001 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 002 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 003 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 004 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 005 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 006 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |

AUDIO: The Web Ordering System lists DODICs for the BUNO sorted alphabetically. Select the check box in the select Items column for each DODIC required for order.

Placing an Order - Depot Maintenance SBS – Ordering Set DODICs – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Set DODICs are highlighted in red in the **Lot Number** column. Move the pointer over the words “SET DODIC” to list all members in the set.
- Select the check box to the left of “SET DODIC” to order the entire set.

Related Training:
[Ordering Partial Sets](#)

The screenshot shows the 'Place A Scheduled Maintenance CAD/PAD Order' window. The table below is a representation of the data shown in the screenshot.

| Item | Lot Number | Description | Quantity | Order Date | Ship Date | Lead Time | Notes |
|------|------------|--|----------|------------|------------|------------|-------|
| 004 | JW52 | GEAG00004035 | 3887 | 10/1/1907 | 10/1/1907 | 7/3/12003 | |
| F08 | MT31 | MBAG0H001007 | 0297 | 8/01/1900 | 5/01/1998 | 8/01/2003 | |
| 013 | MT75 | ESD901021001 | 3785 | 11/00/1900 | 11/00/1998 | 4/00/2004 | |
| 018 | MJ98 | UPC83F002002 | 1374 | 4/00/1994 | 4/00/1994 | 4/00/2004 | |
| F11 | WB16 | MBAGL001001 | 028 | 5/01/2000 | 5/01/2000 | 5/01/2004 | |
| F05 | MT13 | MBAG4000015 | 423 | 7/01/1998 | 7/01/1998 | 7/01/2004 | |
| F06 | MT13 | MBAG4000015 | 402 | 7/01/1998 | 7/01/1998 | 7/01/2004 | |
| F15 | MT97 | MBAG4000013 | 0370 | 7/01/1998 | 7/01/1998 | 10/01/2004 | |
| 035 | JW57 | SCN95L001004 | 0533 | 7/01/1998 | 7/01/1998 | 10/01/2004 | |
| 007 | SP07 | TAC94002001A | 1704 | 7/01/1998 | 7/01/1998 | 10/12/005 | |
| F01 | CWRK | MBAG7L001041 | 010033 | 7/01/2000 | 7/01/2000 | 5/01/2005 | |
| F10 | MT89 | MBAG0H007018 | 104 | 7/01/2000 | 7/01/2000 | 7/01/2005 | |
| 012 | MT74 | ESD92F010002 | 020 | 11/00/1907 | 11/00/1907 | 11/00/2005 | |
| 011 | MT72 | ESD92F010002 | 079 | 11/00/1900 | 11/00/1900 | 12/01/2005 | |
| F09 | MT00 | MBAG6M000017 | 206 | 7/01/2000 | 7/01/2000 | 12/01/2005 | |
| 002 | SP05 | OAC98M001001 | N/A | 4/00/1900 | 4/00/1900 | 12/01/2005 | |
| 004 | SP04 | SCN97E001030 | 10747 | 12/01/1999 | 12/01/1999 | 3/01/2006 | |
| F12 | MT91 | MBAG4H000020 | 0483 | 7/01/1998 | 7/01/1998 | 7/01/2006 | |
| F13 | MT91 | MBAG4H000020 | 0471 | 7/01/1998 | 7/01/1998 | 7/01/2006 | |
| F14 | MT91 | MBAG4H000020 | 0455 | 7/01/1998 | 7/01/1998 | 7/01/2006 | |
| 005 | SP04 | SCN97E001030 | 10665 | 7/01/2000 | 7/01/2000 | 10/01/2006 | |
| 017 | MU73 | SET DODIC | | 12/01/1999 | 12/01/1999 | 12/01/2007 | |
| 015 | MJ98 | UPC81H001003 | 0486 | 7/01/2000 | 7/01/2000 | 8/01/2008 | |
| 037 | AWAS | SET DODIC | | 7/01/2000 | 7/01/2000 | 7/01/2010 | |
| 010 | MF72 | OAC99AD11023 | 24005 | 2/19/2001 | 2/19/2001 | 2/28/2007 | |
| 017 | MU73 | SET DODIC | | 12/01/1999 | 12/01/1999 | 12/01/2007 | |
| 016 | MJ98 | UPC81H001003 | | 7/01/2000 | 7/01/2000 | 8/01/2009 | |
| 037 | AWAS | SET DODIC | | 7/01/2000 | 7/01/2000 | 7/01/2010 | |
| 033 | SP13 | Set Members: SP06, SP07, SP08, SP10, SP11, SP12, SP14, SP15, SP16, SP17, SP18 | | | | | |
| 001 | SD03 | | | | | | |
| 003 | SQ04 | | | | | | |

AUDIO: Red wording is used to indicate a set DODIC. Select the check box to the left of “Set DODIC” to order the entire set.

Placing an Order - Depot Maintenance SBS – Process Order – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MBA96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MBA96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MBA90H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD90K021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MBA96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MBA94J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Depot Maintenance SBS – Verify DODICs Ordered – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

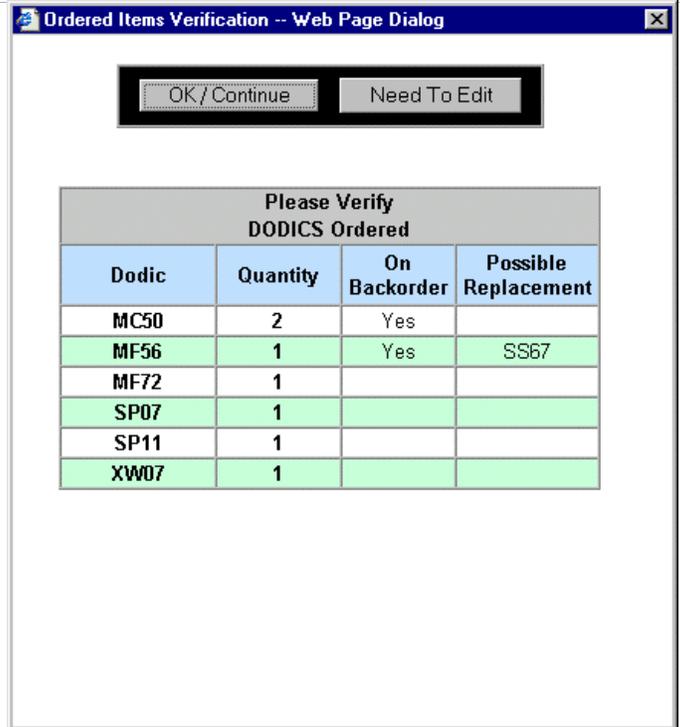
Order Status

Notes and
Comments

Receipting
an Order

Exit

- An order verification screen displays.
- Verify the DODICs to be ordered.
- If the list is correct, click the **OK/Continue** button to continue.
- Otherwise, click the **Need To Edit** button to correct the order.



AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Depot Maintenance SBS – Provide Justification – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

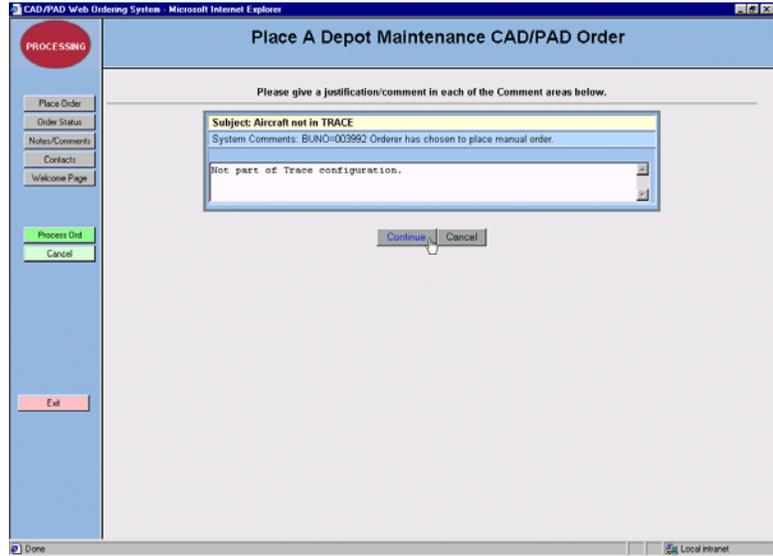
Order Status

Notes and Comments

Receiving an Order

Exit

- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.



AUDIO: Provide necessary justifications, then click the Continue button.

Developer Notes

Placing an Order - Depot Maintenance SBS –Add Comments ? – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

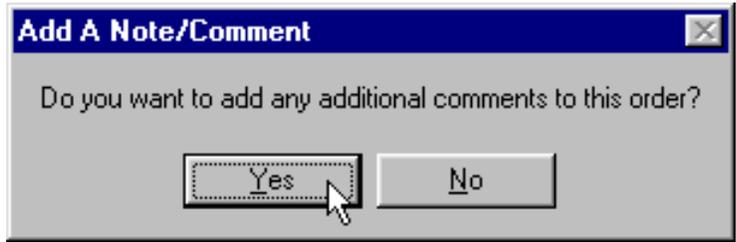
Order Status

Notes and Comments

Receipting an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**. Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Depot Maintenance SBS –Add Comments Form – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

The screenshot shows a web page dialog titled "Enter Additional Order Comments -- Web Page Dialog". The dialog has a yellow background. It contains the following fields and controls:

- Date:** 10/10/2001
- Category:** Order Comments
- Author:** JOHN SMITH
- Subject:** (empty text box)
- Please Enter Your Note or Comment:** (large text area)
- Buttons:** Save & Exit, Cancel & Exit

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Placing an Order - Depot Maintenance SBS – Order Processing – Step 16

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

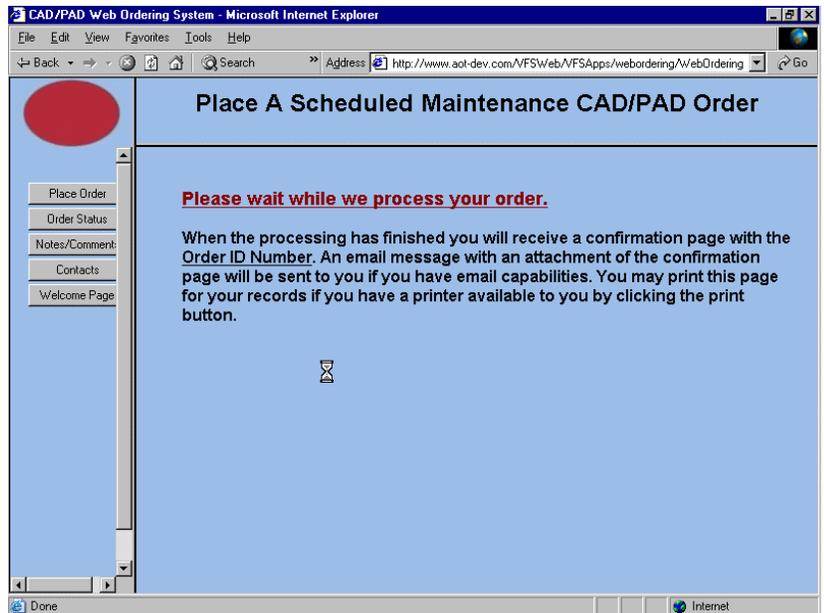
Order Status

Notes and
Comments

Receiving an
Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Depot Maintenance SBS – Review Confirmation Report – Step 17

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.

The screenshot displays the 'CAD/PAD Web Ordering System' interface in Microsoft Internet Explorer. The main heading is 'Place A Scheduled Maintenance CAD/PAD Order'. A 'Print Confirmation Page' button is visible at the top. Below it, a message states: 'A copy of this order confirmation page will be emailed to the email address you provided in your user profile. You will receive additional 'order status' emails as this order is processed. Click the 'Print Confirmation Page' button for a printed record of this order.'

The confirmation report is titled 'Confirmation of CAD/PAD Scheduled Maintenance Order' and contains the following details:

| | | |
|--|--------------------------------------|------------------------|
| Order #: 01283-N0428A.01 | Priority: Routine | Order Date: 10/10/2001 |
| Order Type: Aircraft - Scheduled | Maintenance/Need By Date: 10/22/2001 | |
| Order Placed For: VFA-87 Buno: 164630 (FA-18C) | | |
| Orderer: AOC JOHN SMITH VFA-87 NAS OCEANA VA Email: kallwene1@aot.com Com#: 301-753-5600 FAX# | | |
| Ship To: NAS PATUXENT RIVER NAS PATUXENT RIVER MD PATUXENT RIVER MD 28670-5409 Aaron Hargis a@navair.navy.mil COMM 301-342-5253 fax 301-342-5250 DSN 342-5253 fax 342-5250 | | |
| Delivering To: VFC-12 | | |

At the bottom of the report, there is a table titled 'CAD/PAD Ordered Items':

| DODIC | Quantity |
|-------|----------|
| MCS0 | 2 |
| MF56 | 1 |
| MF72 | 1 |
| SP07 | 1 |
| SP11 | 1 |

- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Developer Notes

Placing an Order - Emergency Order - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Provide the BUNO.
- The Requisitioner must provide justification for placing an emergency order.
- The availability of items must be verified with the local Ordnance/Weapons Department.

AUDIO: When placing the order, the Requisitioner provides the BUNO and justification for the emergency order.

Developer Notes

Placing an Order - Emergency Order SBS – Pick EM Orders – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **EM Orders** button to place emergency orders.

CAD/PAD Web Ordering System

Good Morning Dennis Levanduski
Welcome Aboard

Today is
Monday, January 21, 2002 - 7:44:51 AM

At CAD/PAD it is
Monday, January 21, 2002 - 7:42:02 AM (EST)

Outstanding orders for activity: NSW INDIAN HEAD DIV

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|-------------------|-----------------------------|
| Total 2 | Total 0 | Total 0 | Total 0 |
| 02017-N00174-01 | | | |
| 02018-N00174-01 | | | |

AUDIO: Click the EM Orders button.

Developer Notes

Placing an Order - Emergency Order SBS – Check with Ordnance/Weapons Dept. – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

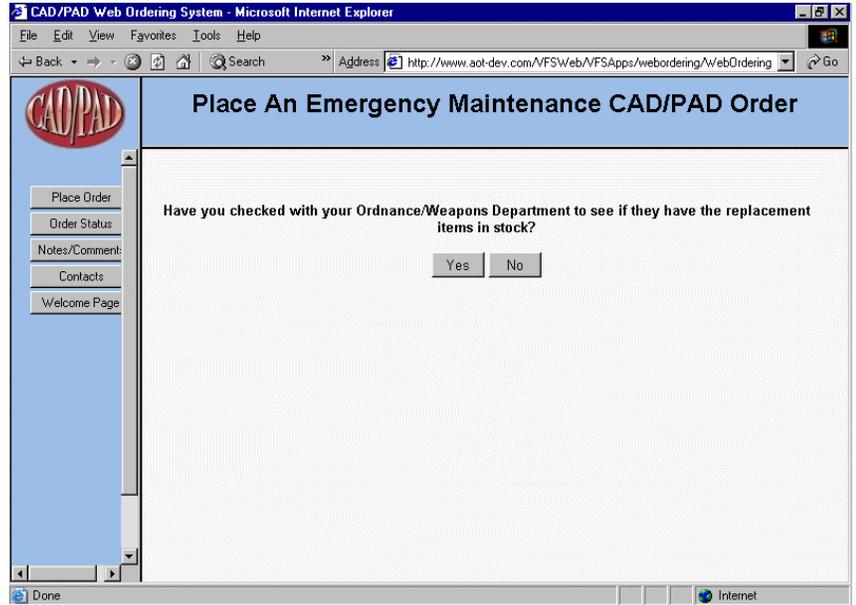
Order Status

Notes and
Comments

Receipting an
Order

Exit

- A message displays prompting the Requisitioner to confirm the items are in stock with the Ordnance/Weapons Department.
- Click the **Yes** button if the Requisitioner has checked with the Ordnance/Weapons Department.
- Click the **No** button if the Requisitioner has not checked with the Ordnance/Weapons Department. This will cancel the order.



AUDIO: The Requisitioner must ensure replacement items are in stock with the local Ordnance Weapons Department. Click the Yes button if this has been done. Clicking the No button will cancel the order.

Developer Notes

Placing an Order - Emergency Order SBS – Item Availability from Ordnance/Weapons Dept. – Step

Documentation | Implementation Message | Lead-Time Table

4

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

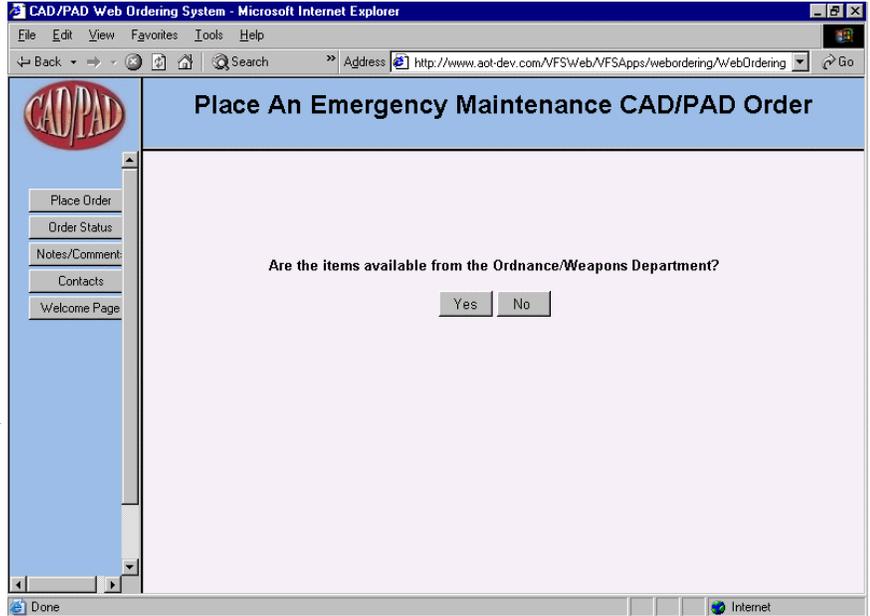
Order Status

Notes and Comments

Receiving an Order

Exit

- A message displays asking if the items are available from the Ordnance/Weapons Department.
- Click the **Yes** button if the items are available.
- Click the **No** button if the items are not available.



AUDIO: Click the Yes button if the items are available from the Ordnance Weapons Department. If items are not available, click the No button.

Developer Notes

Placing an Order - Emergency Order SBS – Enter BUNO – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type the BUNO for the aircraft requiring maintenance and click the **OK Continue** button.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". A central form prompts the user: "Enter a BUNO then press the [Enter] key Then enter the planned maintenance date and click the 'OK' button". Below this text is a text input field labeled "BUNO" and two buttons: "OK Continue" and "Cancel". A vertical sidebar on the left contains a "CAD/PAD" logo and several menu items: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit". The status bar at the bottom shows "Done" and "Local intranet".

AUDIO: Type the BUNO number for the aircraft requiring CADs and or PADs.

Developer Notes

Placing an Order - Emergency Order SBS – Verify Aircraft Info – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Information regarding the BUNO displays.
- Verify that this is the aircraft on which maintenance is to be performed.
- If the displayed information is incorrect, make corrections in VFS Trace or notify [Indian Head Personnel](#).

Related Training:
[Discrepant custody Orders already exist for BUNO](#)
[BUNO not in Trace](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: <http://www.aot-dev.com/VFS/web/vfsapps/webordering/vb0orderingBoot.asp?LoadPage=0>. The page title is "Place A Scheduled Maintenance CAD/PAD Order".

The main content area displays the following information:

BUNO:

Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables.

| | | |
|------------------------------|------------------------------|--------------------------------|
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date: (i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)

Buttons:

AUDIO: BUNO information displays from the CAD PAD Trace database.
Verify the information and make corrections to VFS Trace if necessary.

Developer Notes

Placing an Order - Emergency Order SBS – Shipping and Delivery Information – Item

Available at Ordnance/Weapons Dept. – Step 7

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- If the asset is available, delivery will be coordinated with the Ordnance/Weapons Department.
- Click the **Change Received Asset From Activity** button, to change the **Received Asset From:** field.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: "/www.aot-dev.com/VFSWeb/VFSApps/webordering/WebOrderingBoot.asp?LoadPage=1". The page title is "Place An Emergency Maintenance CAD/PAD Order".

The main content area contains a red message: "You have indicated that the emergency replacement item you needed is available at your Ordnance/Weapons Department. If you are deployed to a location/station other than your home base, please change the received asset from location below to reflect where you will receive the asset from. After placing the order print the confirmation page and take it to the Ordnance/Weapons Department/MALS to pick up the requested items. Replenishment stock will be sent directly to the Ordnance/Weapons Department as a routine order."

Below the message is a form titled "Accept or change default receiving asset from activity" with the instruction "Click OK to continue". The form has a text input field for "Received Asset From:" containing "NAS OCEANA" and a button labeled "Change Received Asset From Activity". Below this is a dropdown menu for "Project Code:" with the selected value "883 - EXCONUS re-supply/roll back". At the bottom of the form are "OK Continue" and "Cancel" buttons.

On the left side of the browser window, there is a vertical navigation menu with buttons: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

AUDIO: Verify the information in the Received Asset From field. If the asset was received from another location, click the Change Received Asset From Activity button. When the asset is received from the local Ordnance Weapons Department, the replenishment stock will be sent directly there as a routine order.

Developer Notes

Placing an Order - Emergency Order SBS – Shipping-to, Deliver-to and Project Code

Documentation | Implementation Message | Lead-Time Table

Verification – Step 8

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

- [Change Shipping To Location](#)
- [Change Deliver to Activity](#)
- [Change Project Code](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form titled "Accept or change default ship to location, receiving activity, and project code. Click OK to continue". The form contains the following fields and buttons:

- Shipping To Location:** NAS OCEANA (with a "Change Shipping Location" button)
- Deliver To Activity:** VFA-87 (with a "Change Receiving Activity" button)
- Project Code:** 821 - Regn of Expendable Ordnance without which A/C become not operationally ready (dropdown menu)
- Planned Maint Date:** 10/22/01
- Sch Maint Date:** 10/22/01 (planned)
- Days To Maint:** 12
- Lead-Time Days:** 14
- NOTICE:** Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87
- Buttons:** OK Continue, Cancel, Exit

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Emergency Order SBS – Continue Order – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NAS PATUXENT RIVER

Alt Deliver To Activity: VFC-12

Project Code: 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 14 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N63922-01 Ordered On: 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Done Local intranet

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Emergency Order SBS – DODICs Display – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- A list of DODICs displays sorted alphabetically.
- Select the check box in the **select Items** column for each DODIC required for order.

Related Training:
[Additional DODIC information](#)
[Items not in list](#)

DODICs for BUNO: **164638** AC Type: **FA-18C** (List sorted by DODIC)

- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping

| Loc Code | DODIC | select Items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|-------------------------------------|--------------|---------------|-----------|----------------|-----------------|-------------|-------------|
| 037 | AWAS | <input type="checkbox"/> | SET DODIC | | 5/31/2000 | 5/31/2000 | 5/31/2010 | | |
| P01 | CWDR | <input type="checkbox"/> | MBAG7L001041 | DP0666 | 7/31/2000 | 7/31/2000 | 5/31/2005 | | |
| P02 | MC50 | <input type="checkbox"/> | IH99G022001 | 585 | 7/31/2000 | 7/31/2000 | 1/31/2002 | | |
| P03 | MC50 | <input type="checkbox"/> | IH99G022001 | 721 | 7/31/2000 | 7/31/2000 | 1/31/2002 | | |
| 006 | MF56 | <input checked="" type="checkbox"/> | UPC91B001029 | 2770 | 9/30/1991 | 9/30/1991 | 2/28/2002 | | |
| 007 | MF56 | <input checked="" type="checkbox"/> | UPC91B001029 | 2720 | 9/30/1991 | 9/30/1991 | 2/28/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | OAC95G001001 | 17722 | 2/28/1999 | 2/28/1999 | 2/28/2005 | | |
| 009 | MF72 | <input type="checkbox"/> | OAC95G001001 | 17795 | 2/28/1999 | 2/28/1999 | 2/28/2005 | | |
| 010 | MF72 | <input type="checkbox"/> | OAC95G001001 | 17659 | 2/28/1999 | 2/28/1999 | 2/28/2005 | | |
| 011 | MF73 | <input type="checkbox"/> | ESD93G014001 | 144 | 9/30/1997 | 9/30/1997 | 9/30/2005 | | |
| 012 | MF74 | <input type="checkbox"/> | ESD92F013003 | 136 | 9/30/1997 | 9/30/1997 | 9/30/2005 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD92F013003 | 166 | 9/30/1997 | 9/30/1997 | 9/30/2006 | | |

AUDIO: The Web Ordering System lists DODICs for the BUNO sorted alphabetically. Select the check box in the select Items column for each DODIC required for order.

Developer Notes

Placing an Order - Emergency Order SBS – Ordering Set DODICs – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Set DODICs are highlighted in red in the **Lot Number** column. Move the pointer over the words “SET DODIC” to list all members in the set.
- Select the check box to the left of “SET DODIC” to order the entire set.

Related Training:
[Ordering Partial Sets](#)

The screenshot shows the 'Place A Scheduled Maintenance CAD/PAD Order' window. The table below is a representation of the data shown in the screenshot.

| Item | Lot Number | Order Number | Order Date | Order Date | Order Date | Order Date | Order Date | Order Date |
|------|------------|--|------------|-------------|-------------|-------------|------------|------------|
| 004 | JW52 | GEAG00004035 | 3887 | 10/1/1997 | 10/1/1997 | 7/3/2003 | | |
| F08 | MT31 | MBAG0H001007 | 0297 | 8/9/1999 | 5/31/1999 | 8/3/2003 | | |
| 013 | MT75 | ESD92F021001 | 3785 | 11/09/1999 | 11/09/1999 | 4/20/2004 | | |
| 018 | MJ99 | UPC83F002002 | 1374 | 4/20/1994 | 4/20/1994 | 4/20/2004 | | |
| F11 | WB16 | MBAG6L001001 | 028 | 5/9/2000 | 5/9/2000 | 5/9/2004 | | |
| F05 | MT13 | MBAG4J000015 | 423 | 7/3/1998 | 7/3/1998 | 7/3/2004 | | |
| F06 | MT13 | MBAG4J000015 | 402 | 7/3/1998 | 7/3/1998 | 7/3/2004 | | |
| F15 | MT97 | MBAG4H000013 | 0370 | 7/3/1998 | 7/3/1998 | 10/3/2004 | | |
| 035 | JW57 | SCN95L001004 | 0533 | 7/3/1998 | 7/3/1998 | 10/3/2004 | | |
| 007 | SP07 | TAC944002001A | 1704 | 7/3/1998 | 7/3/1998 | 10/3/2005 | | |
| F01 | CWRK | MBAG7L001041 | DF0033 | 7/3/2000 | 7/3/2000 | 5/3/2005 | | |
| F10 | MT89 | MBAG9H007018 | 104 | 7/3/2000 | 7/3/2000 | 7/3/2005 | | |
| 012 | MT74 | ESD92F013002 | 020 | 11/09/1997 | 11/09/1997 | 11/09/2005 | | |
| 011 | MT72 | ESD92F013002 | 079 | 11/09/1999 | 11/09/1999 | 12/3/2005 | | |
| F09 | MT90 | MBAG6M000017 | 206 | 7/3/2000 | 7/3/2000 | 12/3/2005 | | |
| 002 | SP05 | OAC98M001001 | N/A | 4/20/1999 | 4/20/1999 | 12/3/2005 | | |
| 004 | SP04 | SCN97E001030 | 10747 | 12/3/1999 | 12/3/1999 | 3/3/2006 | | |
| F12 | MT91 | MBAG4H000020 | 0483 | 7/3/1998 | 7/3/1998 | 7/3/2006 | | |
| F13 | MT91 | MBAG4H000020 | 0471 | 7/3/1998 | 7/3/1998 | 7/3/2006 | | |
| F14 | MT91 | MBAG4H000020 | 0455 | 7/3/1998 | 7/3/1998 | 7/3/2006 | | |
| 005 | SP04 | SCN97E001030 | 10665 | 7/3/2000 | 7/3/2000 | 10/3/2006 | | |
| 017 | MU73 | SET DODIC | | 12/3/1999 | 12/3/1999 | 12/3/2007 | | |
| 015 | MJ99 | UPC81H001003 | 0486 | 7/3/2000 | 7/3/2000 | 8/3/2009 | | |
| 037 | AWAS | SET DODIC | | 7/3/2000 | 7/3/2000 | 7/3/2010 | | |
| 010 | MF72 | OAC99AD11023 | 24065 | 2/19/2001 | 2/19/2001 | 2/28/2007 | | |
| 017 | MU73 | SET DODIC | | 12/3/1/1999 | 12/3/1/1999 | 12/3/1/2007 | | |
| 016 | MJ99 | SET DODIC: MU73 | | 7/3/1/2000 | 7/3/1/2000 | 8/3/1/2009 | | |
| 037 | AWAS | Set Members: | | 7/3/1/2000 | 7/3/1/2010 | | | |
| 033 | SP13 | SP06, SP07, SP08, SP10, SP11, SP12, SP14, SP15, SP16, SP17, SP18 | | | | | | |
| 001 | SD03 | | | | | | | |
| 003 | SQ04 | | | | | | | |

AUDIO: Red wording is used to indicate a set DODIC. Select the check box to the left of “Set DODIC” to order the entire set.

Placing an Order - Emergency Order SBS – Process Order – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • • • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ES9900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Emergency Order SBS –Verify DODICs Ordered – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

- An order verification screen displays.

Placing an Order

- Verify the DODICs to be ordered.

Canceling an Order

- If the list is correct, click the **OK/Continue** button to continue.

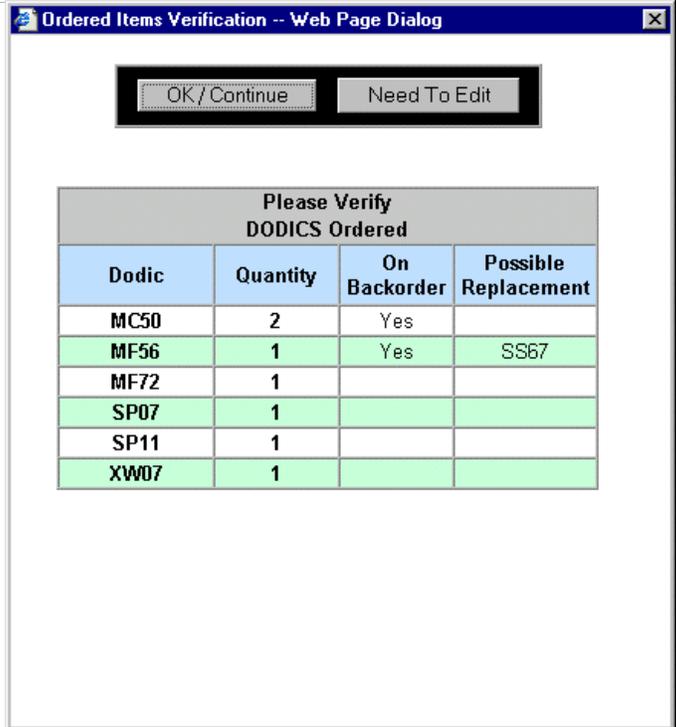
Order Status

- Otherwise, click the **Need To Edit** button to correct the order.

Notes and Comments

Receipting an Order

Exit



AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Emergency Order SBS – Provide Justification – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receiving an
Order

Exit

- Justify the emergency order.
- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.

NOTE: A CODR **MUST** be submitted to Indian Head when an Emergency Order is made.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.aot-dev.com/VFSWeb/VFSApps/webordering/WebOrdering

Place An Emergency Maintenance CAD/PAD Order

Please give a justification/comment in each of the Comment areas below.

Subject: Emergency Justification

System Comments:

Continue Cancel

Place Order
Order Status
Notes/Comment
Contacts
Welcome Page

AUDIO: Provide justification for the emergency order then click the Continue button. A CODR must be submitted to Indian Head.

Developer Notes

Placing an Order - Emergency Order SBS –Add Comments ? – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

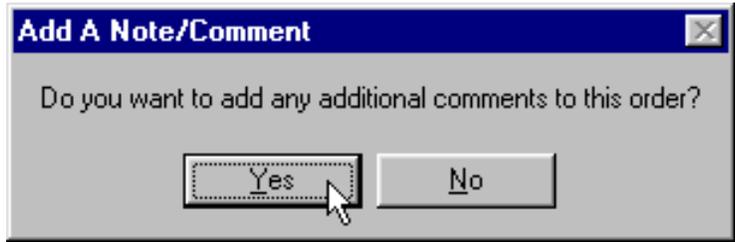
Order Status

Notes and Comments

Receipting an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**. Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Emergency Order SBS –Add Comments Form – Step 16

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

The screenshot shows a web browser dialog box titled "Enter Additional Order Comments -- Web Page Dialog". The dialog has a yellow background. It contains the following fields and controls:

- Date:** 10/10/2001
- Category:** Order Comments
- Author:** JOHN SMITH
- Subject:** (empty text box)
- Please Enter Your Note or Comment:** (large text area)
- Buttons:** Save & Exit, Cancel & Exit

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Placing an Order - Emergency Order SBS – Order Processing – Step 17

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

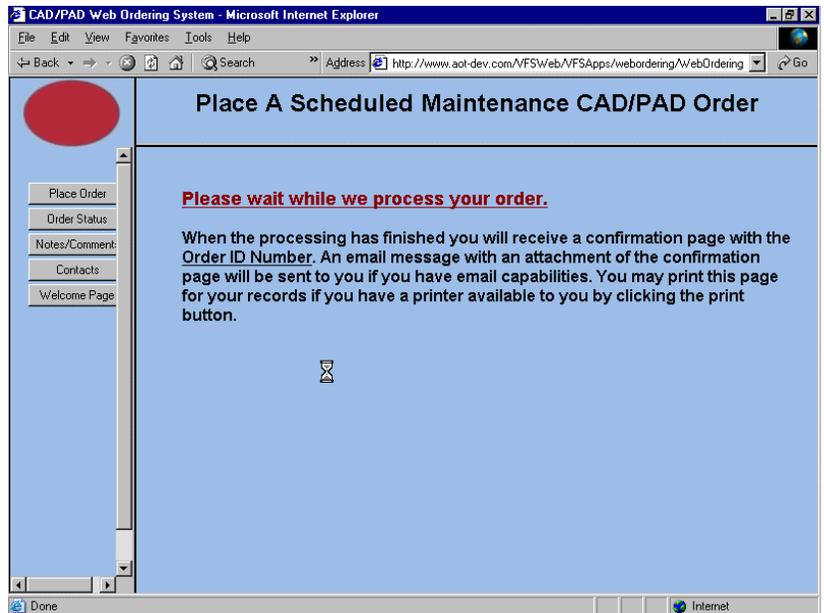
Order Status

Notes and
Comments

Receiving an
Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Emergency Order SBS – Review Confirmation Report – Step 18

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a "Print Confirmation Page" button. A message states: "A copy of this order confirmation page will be emailed to the email address you provided in your user profile. You will receive additional 'order status' emails as this order is processed. Click the 'Print Confirmation Page' button for a printed record of this order." The main content area is titled "Confirmation of CAD/PAD Scheduled Maintenance Order" and contains the following information:

| | | |
|---|--------------------------------------|------------------------|
| Order #: 01283-N0428A.01 | Priority: Routine | Order Date: 10/10/2001 |
| Order Type: Aircraft - Scheduled | Maintenance/Need By Date: 10/22/2001 | |
| Order Placed For: VFA-87 Buno: 164630 (FA-18C) | | |
| Orderer: AOC JOHN SMITH VFA-87 NAS OCEANA VA Email: kahlwne1@aot.com Com#: 301-753-5600 FAX#: | | |
| Ship To: NAS PATUXENT RIVER NAS PATUXENT RIVER MD PATUXENT RIVER MD 20670-5409 Aaron Hargis@navair.navy.mil COMM 301-342-5253 fax: 301-342-5250 DSN 342-5253 fax: 342-5250 | | |
| Delivering To: VFC-12 | | |

Below the confirmation report is a table titled "CAD/PAD Ordered Items":

| DODIC | Quantity |
|-------|----------|
| MCS0 | 2 |
| MF56 | 1 |
| MF72 | 1 |
| SP07 | 1 |
| SP11 | 1 |

- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Placing an Order - Emergency Stock - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Provide the following:
 - Activity (ship or air station).
 - Squadron(s)/aircraft type(s) for the activity.
 - RDD.
 - Number of assets on hand as of the RDD.

AUDIO: The Requisitioner provides squadrons air craft types for the activity when creating and ordering an emergency stock list. The Requisitioner must also provide the RDD and the number of assets on hand as of the RDD.

Developer Notes

Placing an Order - Emergency Stock SBS – Pick Deployment – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Deployment** button to place deployment orders.

CAD/PAD Web Ordering System

Good Afternoon Dennis Levanduski
Welcome Aboard

Today is
Friday, December 21, 2001 - 1:29:04 PM

At CAD/PAD it is
Friday, December 21, 2001 - 1:27:07 PM (EST)

Outstanding orders for activity: NSWC INDIAN HEAD DIV

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|---|-----------------------------|
| Total 0 | Total 0 | Total 3 | Total 0 |
| | | 01299-N00174-03 01351-N00174-01 01351-N00174-02 | |

AUDIO: Click the Deployment button to order CADs and PADs for emergency stock.

Developer Notes

Placing an Order – Emergency Stock SBS – Pick Emergency Stock List – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Emerg Stk List** button to place an order.

CAD/PAD Web Ordering System

Good Afternoon Dennis Levanduski
Welcome Aboard

Today is
Friday, December 21, 2001 - 1:29:27 PM

At CAD/PAD it is
Friday, December 21, 2001 - 1:27:30 PM (EST)

Outstanding orders for activity: NSWC INDIAN HEAD DIV

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|-------------------|-----------------------------|
| Total 0 | Total 0 | Total 3 | Total 0 |
| | | 01299-N00174-03 | |
| | | 01351-N00174-01 | |
| | | 01351-N00174-02 | |

AUDIO: Click the Emergency Stock List button.

Developer Notes

Placing an Order - Emergency Stock SBS – Building or Modifying an Emergency Stock List –

Documentation | Implementation Message | Lead-Time Table

Step 4

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- To create or modify an Emergency Stock List, select an activity from the drop-down menu in the **Build/Modify An Emergency Stock List** section.
- If your activity is not in the list, contact the CAD/PAD Department for access.
- Click the **Build Continue** button to display the emergency stock list.

AUDIO: Select an emergency stock list to build or modify from the drop-down menu under the Build Modify An Emergency Stock List category. Click the Build Continue button to continue with the order.

Developer Notes

Placing an Order - Emergency Stock SBS – Adding Squadron/Aircraft Type – Step 5

When adding a squadron/aircraft

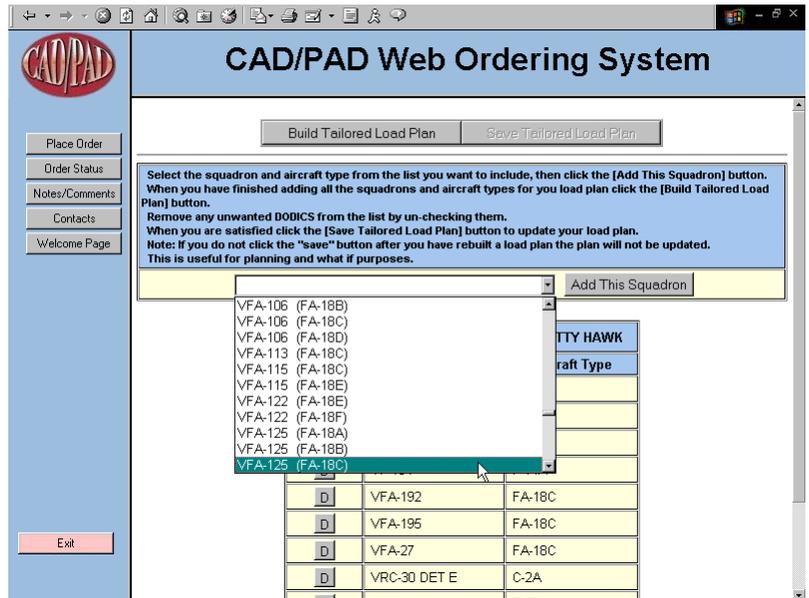
Documentation | Implementation Message | Lead-Time Table

type, each one must be added individually using the following two steps.

1. Select the squadron/aircraft type to be added from the drop-down menu.
2. Click the **Add This Squadron** button.

Related Training:

[Adding squadron/aircraft type not in list](#)
[Removing a squadron/aircraft type](#)



AUDIO: If a squadron aircraft type is not listed, add it by selecting the squadron aircraft type from the drop-down menu and clicking the Add This Squadron button. Each squadron aircraft type is added individually.

Placing an Order - Emergency Stock SBS – Building a Tailored Emergency Stock List – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Build Tailored Emerg Stk List** button.

Related Training:
[Removing DODICs from the emergency stock list](#)

Place Order

Order Status

Notes/Comments

Contacts

Welcome Page

Exit

CAD/PAD Web Ordering System

Build Tailored Load Plan Save Tailored Load Plan

Select the squadron and aircraft type from the list you want to include, then click the [Add This Squadron] button. When you have finished adding all the squadrons and aircraft types for you load plan click the [Build Tailored Load Plan] button. Remove any unwanted DODICs from the list by un-checking them. When you are satisfied click the [Save Tailored Load Plan] button to update your load plan. Note: If you do not click the "save" button after you have rebuilt a load plan the plan will not be updated. This is useful for planning and what if purposes.

Add This Squadron

| Squadron/Aircraft Type Taken for USS KITTY HAWK | | |
|---|----------|---------------|
| Delete | Squadron | Aircraft Type |
| D | VF-154 | F-14A |
| D | VFA-125 | FA-18C |
| D | VFA-27 | FA-18C |

You have made a change that requires the load plan to be recalculated. Click the [Build Tailored Load Plan] button.

AUDIO: Click the Build Tailored Emergency Stock List button.

Developer Notes

Placing an Order - Emergency Stock SBS – Saving a Tailored Emergency Stock List – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- After modifications to a load plan are complete, click the **Save Tailored Emerg Stk List** button.
- A message displays requesting verification.
- Click the **Yes** button to save the modified emergency stock list.
- Click the **No** button to cancel the save.

The screenshot shows the CAD/PAD Web Ordering System interface. On the left is a navigation menu with buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'. The main content area has a header 'CAD/PAD Web Ordering System' and two buttons: 'Build Tailored Load Plan' and 'Save Tailored Load Plan'. Below these is a text box with instructions: 'Select the squadron and aircraft type from the list you want to include, then click the [Add This Squadron] button. When you have finished adding all the squadrons and aircraft types for you load plan click the [Build Tailored Load Plan] button. Remove any unwanted DOBICS from the list by un-checking them. When you are satisfied click the [Save Tailored Load Plan] button to update your load plan. Note: If you do not click the "save" button after you have rebuilt a load plan the plan will not be updated. This is useful for planning and what if purposes.' Below the text is a dropdown menu and an 'Add This Squadron' button. A table titled 'Squadron/Aircraft Type Taken for USS KITTY HAWK' is displayed:

| Delete | Squadron | Aircraft Type |
|--------------------------|----------|---------------|
| <input type="checkbox"/> | VF-154 | F-14A |
| <input type="checkbox"/> | VFA-125 | FA-18C |
| <input type="checkbox"/> | VFA-27 | FA-18C |

Overlaid on the bottom right is a confirmation dialog box titled 'Are You Sure You Want To Do This?' with a question mark icon and the text 'Are you sure you want to save this tailored load plan?'. It has 'Yes' and 'No' buttons.

AUDIO: Click the Save Tailored Emergency Stock List button after all modifications are completed. A message displays requesting verification. Click the Yes button to continue saving the new tailored emergency stock list. Click the No button to cancel the save.

Developer Notes

Placing an Order - Emergency Stock SBS – Display Emergency Stock List/Place an Order –

Documentation | Implementation Message | Lead-Time Table

Step 8

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select an activity under the **Display Emergency Stock List/Place An Order** category.
- Click the **Order Continue** button to continue with the order.

CAD/PAD Web Ordering System

The lists below are those activities (ships and air stations) that you are authorized to build load plans and place orders for. If the activity you want is not in the list then contact the CAD/PAD department to give you access.

Select the activity then click the appropriate button

| Build/Modify A Load Plan | Display LP/Place An Order |
|--|--|
| USS ENTERPRISE <input type="button" value="Build Continue"/> | USS ENTERPRISE <input type="button" value="Order Continue"/> |

- USS ENTERPRISE
- USS JOHN F. KENNEDY
- USS KITTY HAWK
- USS LAKE CHAMPLAIN
- USS PHILIPPINE SEA

AUDIO: Use the drop-down menu in the Display Emergency Stock List Place An Order category to select an emergency stock list to order. Click the Order Continue button to continue with the order.

Placing an Order - Emergency Stock SBS – Enter the Need by Date – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Enter the **Need By Date** in mm/dd/yy or mm-dd-yyyy format.

- Click the **OK Continue** button to continue with the order.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main content area is titled "Place A Target CAD/PAD Order". A central form prompts the user to "Enter the Order Need By date and click the 'OK' button". Below this, there is a "Need By Date" input field with a placeholder "(i.e. MM/DD/YY - 04/05/01 or 4-5-2001)". At the bottom of the form are two buttons: "OK Continue" and "Cancel". On the left side of the browser window, there is a vertical navigation menu with buttons for "Place Order", "Order Status", "Notes/Comments", "Contacts", and "Welcome Page". At the bottom of this menu is a red "Exit" button. The browser's status bar at the bottom shows "Done" and "Local intranet".

AUDIO: Enter the need by date and press the OK Continue button.

Developer Notes

Placing an Order - Emergency Stock SBS – Shipping-to, Deliver-to and Project Code

Documentation | Implementation Message | Lead-Time Table

Verification – Step 10

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To Location](#)
[Change Deliver to Activity](#)
[Change Project Code](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main content area is titled "Place A Scheduled Maintenance CAD/PAD Order". Below the title is a sub-header: "Accept or change default ship to location, receiving activity, and project code. Click OK to continue".

The form contains the following fields and controls:

- Shipping To Location:** Text input field containing "NAS OCEANA" and a "Change Shipping Location" button.
- Deliver To Activity:** Text input field containing "VFA-87" and a "Change Receiving Activity" button.
- Project Code:** A dropdown menu showing "821 - Regn of Expendable Ordnance without which A/C become not operationally ready".
- Planned Maint Date:** 10/22/01
- Sch Maint Date:** 10/22/01 (planned)
- Days To Maint:** 12
- Lead-Time Days:** 14

A **NOTICE** is displayed in a yellow box: "Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87".

At the bottom of the form are "OK Continue" and "Cancel" buttons. A sidebar on the left contains navigation buttons: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Emergency Stock SBS – Continue Order – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this, there is a section titled "Accept or change default ship to location, receiving activity, and project code" with the instruction "Click OK to continue".

The form contains the following fields and options:

- Temporary Shipping To Location:** NAS PATUXENT RIVER (with a "Change Shipping Location" button)
- Alt Deliver To Activity:** VFC-12 (with a "Change Receiving Activity" button)
- Project Code:** 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests (dropdown menu)

Summary information:

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N53922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

At the bottom of the form are two buttons: "OK Continue" and "Cancel". A mouse cursor is pointing at the "OK Continue" button.

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Emergency Stock SBS – Existing Tailored Emergency Stock List Displayed

Documentation | Implementation Message | Lead-Time Table

– Step 12

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of squadron/aircraft types used in creating the emergency stock list displays.
- Next on the page, the existing tailored emergency stock list for the activity displays.
- By default, the **On Hand Quantity** column contains amounts that match the emergency stock quantity.

The screenshot shows the CAD/PAD Web Ordering System interface. At the top, there is a navigation bar with links for Documentation, Implementation Message, and Lead-Time Table. Below this is a sidebar with buttons for Place Order, Order Status, Notes/Comments, Contacts, Welcome Page, Process Ord, Item Not In List, and Cancel. The main content area is titled "CAD/PAD Web Ordering System" and contains a table titled "Squadron/Aircraft Type Used In Creating Load Plan".

| Squadron | Aircraft Type |
|----------|---------------|
| VF-154 | F-14A |
| VFA-125 | FA-18C |
| VFA-27 | FA-18C |

Below this table is a section titled "Existing Tailored Load Plan Items for Activity USS KITTY HAWK" with a "Set OH Qty To 0s" button. It includes a note: "Aircraft used for load plan calculation: F-14A, FA-18C" and "Please Note: If multiple DODICs are listed in the DODIC field (replacement DODICs) then you may receive some combination of these in your order." The main table below has columns for DODIC, NOMEN, FIF, Load Plan Quantity, On Hand Quantity, Order Quantity, and System Messages.

| DODIC | NOMEN | FIF | Load Plan Quantity | On Hand Quantity | Order Quantity | System Messages |
|-------|--|-----|--------------------|------------------|----------------|-----------------|
| CWDR | THERMAL BATTERY | No | 1 | 1 | 0 | |
| M259 | CARTRIDGE ACTUATED INITIATOR | No | 2 | 2 | 0 | |
| M397 | REDUCED CHARGE PRIMARY CARTRIDGE (SET) | No | 2 | 2 | 0 | |
| M507 | IMPULSE CARTRIDGE DROGUE | No | 2 | 2 | 0 | |
| M520 | IMPULSE CARTRIDGE GUILLOTINE | No | 2 | 2 | 0 | |
| M571 | IMPULSE CARTRIDGE INERTIA REEL | No | 2 | 2 | 0 | |

AUDIO: The system displays a list of squadron aircraft types used to create the emergency stock list.

Developer Notes

Placing an Order - Emergency Stock SBS – Changing On Hand Quantity – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Modify the **On Hand Quantity** column with the amount of each DODIC currently on hand by replacing the current quantities listed.

- To set all numbers in the **On Hand Quantity** column to 0, click the **Set OH Qty To 0s** button.

Related Training:
[Items not in list](#)

CAD/PAD Web Ordering System

| | |
|---------|--------|
| VF-154 | F-14A |
| VFA-125 | FA-18C |
| VFA-27 | FA-18C |

Existing Tailored Load Plan Items for Activity USS KITTY HAWK Set OH Qty To 0s

Aircraft used for load plan calculation: F-14A, FA-18C
 Please Note: If multiple DODICs are listed in the DODIC field (replacement DODICs) then you may receive some combination of these in your order.

| DODIC | NOMEN | FIF | Load Plan Quantity | On Hand Quantity | Order Quantity | System Messages |
|-------|--|-----|--------------------|------------------|----------------|---------------------|
| CWDR | THERMAL BATTERY | No | 1 | 1 | 0 | |
| M259 | CARTRIDGE ACTUATED INITIATOR | No | 2 | 3 | 0 | Stock Overage by 1. |
| M397 | REDUCED CHARGE PRIMARY CARTRIDGE (SET) | No | 2 | 1 | 1 | |
| M507 | IMPULSE CARTRIDGE DROGUE | No | 2 | 1 | 1 | |
| M520 | IMPULSE CARTRIDGE GUILLOTINE | No | 2 | 2 | 0 | |
| M571 | IMPULSE CARTRIDGE INERTIA REEL | No | 2 | 0 | 2 | |
| M572 | UNDERSEAT ROCKET MOTOR | No | 1 | 1 | 0 | |
| M573 | UNDERSEAT ROCKET MOTOR | No | 1 | 1 | 0 | |
| M740 | CARTRIDGE ACTUATED INITIATOR | No | 1 | 1 | 0 | |

AUDIO: Click the Set OH Qty To Zeros button to reset the numbers in the on hand quantity column to zero. Update the On Hand Quantity fields to show the current quantities on hand.

Developer Notes

WODepResLP-Step25.gif

Placing an Order - Emergency Stock SBS – Order Quantity – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The system will automatically generate the order quantity based on emergency stock list requirements and the amount entered in the **On Hand Quantity** column.

The screenshot shows the CAD/PAD Web Ordering System interface. At the top, there is a header with the CAD/PAD logo and the title 'CAD/PAD Web Ordering System'. Below the header, there is a table with columns for aircraft type and item code. The table contains three rows: VF-154 (F-14A), VFA-125 (FA-18C), and VFA-27 (FA-18C). Below this table, there is a section titled 'Existing Tailored Load Plan Items for Activity USS KITTY HAWK' with a 'Set OH Qty To 0s' button. A note indicates the aircraft used for load plan calculation is F-14A, FA-18C. Below the note is a table with columns for DODIC, NOMEN, FIF, Load Plan Quantity, On Hand Quantity, Order Quantity, and System Messages. The table contains several rows of items, including CWDR (THERMAL BATTERY), M259 (CARTRIDGE ACTUATED INITIATOR), M397 (REDUCED CHARGE PRIMARY CARTRIDGE (SET)), M507 (IMPULSE CARTRIDGE DROGUE), M520 (IMPULSE CARTRIDGE GUILLOTINE), M571 (IMPULSE CARTRIDGE INERTIA REEL), M572 (UNDERSEAT ROCKET MOTOR), and M573 (UNDERSEAT ROCKET MOTOR). The 'On Hand Quantity' column has input fields for each item, and the 'Order Quantity' column shows the calculated values.

| DODIC | NOMEN | FIF | Load Plan Quantity | On Hand Quantity | Order Quantity | System Messages |
|-------|--|-----|--------------------|------------------|----------------|---------------------|
| CWDR | THERMAL BATTERY | No | 1 | 1 | 0 | |
| M259 | CARTRIDGE ACTUATED INITIATOR | No | 2 | 3 | 0 | Stock Overage by 1. |
| M397 | REDUCED CHARGE PRIMARY CARTRIDGE (SET) | No | 2 | 1 | 1 | |
| M507 | IMPULSE CARTRIDGE DROGUE | No | 2 | 1 | 1 | |
| M520 | IMPULSE CARTRIDGE GUILLOTINE | No | 2 | 2 | 0 | |
| M571 | IMPULSE CARTRIDGE INERTIA REEL | No | 2 | 0 | 2 | |
| M572 | UNDERSEAT ROCKET MOTOR | No | 1 | 1 | 0 | |
| M573 | UNDERSEAT ROCKET MOTOR | No | 1 | 1 | 0 | |
| M740 | CARTRIDGE ACTUATED INITIATOR | No | 1 | 1 | 0 | |

AUDIO: The system will generate the quantities to be ordered based on the emergency stock list requirements and the quantities on hand.

Developer Notes

Placing an Order - Emergency Stock –Process Order – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| O06 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| O10 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| O08 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| O09 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| O14 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| O34 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| O13 | MF75 | <input type="checkbox"/> | ESD900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| O16 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB16 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Emergency Stock SBS –Verify DODICs Ordered – Step 16

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

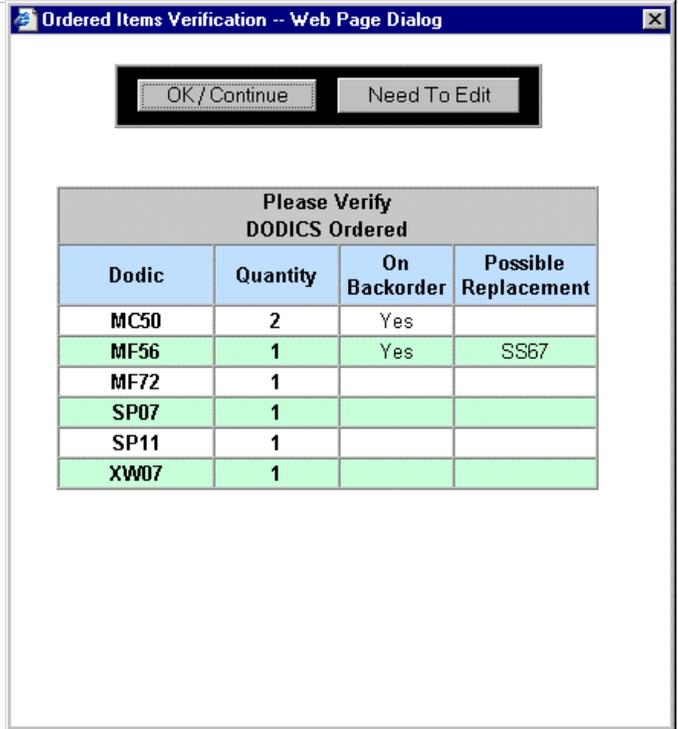
Order Status

Notes and Comments

Receipting an Order

Exit

- An order verification screen displays.
- Verify the DODICs to be ordered.
- If the list is correct, click the **OK/Continue** button to continue.
- Otherwise, click the **Need To Edit** button to correct the order.



AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Emergency Stock SBS – Provide Justification – Step 17

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Target CAD/PAD Order

Please give a justification/comment in each of the Comment areas below.

Subject: Item ordered not in TRACE configuration
System Comments: DODIC=MC50 Qty=2

AUDIO: Provide justification for items ordered that are not in the Trace configuration.

Developer Notes

Placing an Order - Emergency Stock SBS –Add Comments ? – Step 18

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

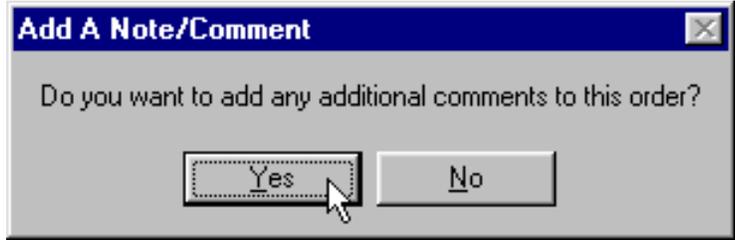
Order Status

Notes and Comments

Receipting an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**. Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Emergency Stock SBS –Add Comments Form – Step 19

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

The screenshot shows a web browser dialog box titled "Enter Additional Order Comments -- Web Page Dialog". The dialog has a yellow background. At the top, there are two input fields: "Date:" with the value "10/10/2001" and "Category:" with the value "Order Comments". Below these are two more input fields: "Author:" with the value "JOHN SMITH" and "Subject:" which is currently empty. Underneath the "Subject:" field is a large text area with a scroll bar, containing the prompt "Please Enter Your Note or Comment". At the bottom of the dialog, there are two buttons: "Save & Exit" and "Cancel & Exit".

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Placing an Order - Emergency Stock SBS – Order Processing – Step 20

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

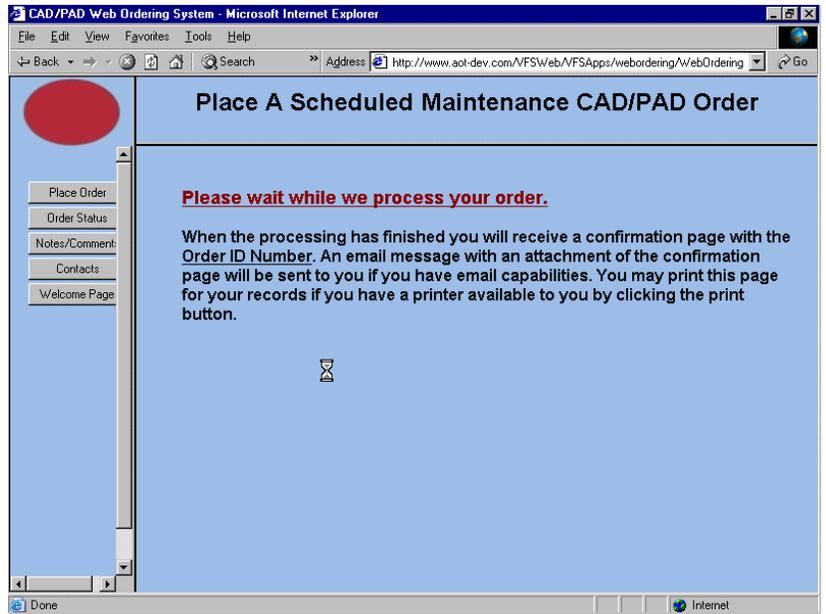
Order Status

Notes and Comments

Receiving an Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Emergency Stock SBS –Review Confirmation Report – Step 21

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

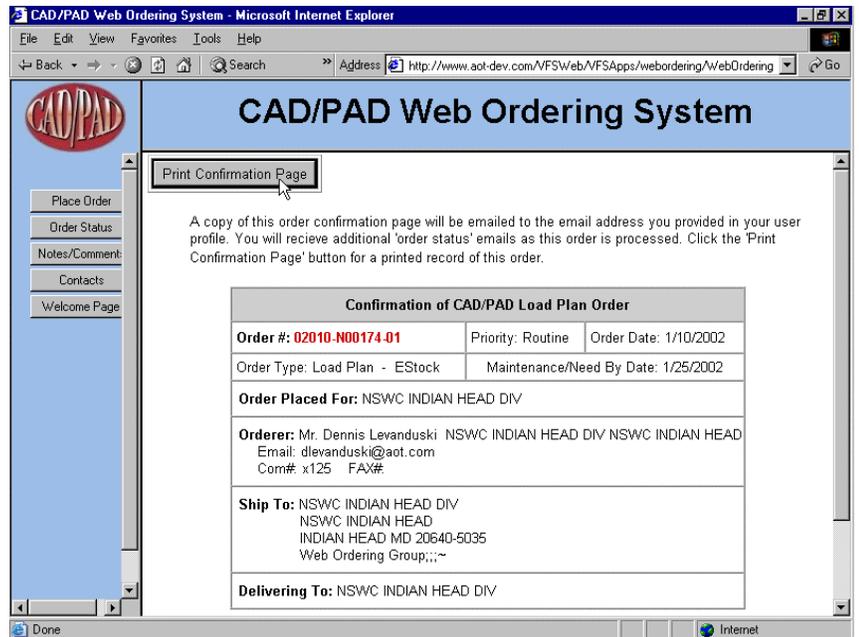
Order Status

Notes and Comments

Receiving an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Place Order** button to process a different order.



AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed.

Developer Notes

Placing an Order - Scheduled Ship Board Maint. - How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- Provide the BUNO and planned maintenance date.
- The Order Processing System uses CAD/PAD tracking data for that BUNO to recommend DODICs to be ordered for replacement.
- Items due to expire prior to the next scheduled maintenance date (or 365-day period) will be recommended for order.
- Deviation from recommended items will require the Requisitioner to provide an explanation.

AUDIO: When placing the order, the Requisitioner provides the BUNO and planned date for maintenance. The Order Processing System (whether accessed directly via VFS or used by the Order Processor during a phone, fax or e-mail order) uses the CAD PAD tracking data for that BUNO to recommend DODICs to be ordered for replacement. Items due to expire prior to the next scheduled maintenance date will be recommended for order. Any deviation from this list will require an explanation.

Developer Notes

Placing an Order - Scheduled Ship Board Maint. SBS – Pick Deployment – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Deployment** button to place deployment orders.

CAD/PAD Web Ordering System

Good Afternoon Dennis Levanduski
Welcome Aboard

Today is
Friday, December 21, 2001 - 1:51:12 PM

At CAD/PAD it is
Friday, December 21, 2001 - 1:49:16 PM (EST)

Outstanding orders for activity: NSW INDIAN HEAD DIV

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|---|-----------------------------|
| Total 0 | Total 0 | Total 3 | Total 0 |
| | | 01299-N00174-03 01351-N00174-01 01351-N00174-02 | |

AUDIO: Click the deployment button to order CADs and PADs.

Developer Notes

Placing an Order – Scheduled Ship Board Maint.

SBS – Pick Scheduled Ship Board Maint – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Ship Board Maint** button to place a shipboard maintenance order.
- Click the **Scheduled** button to place a scheduled shipboard maintenance order.

The image shows two sequential screenshots of the CAD/PAD Web Ordering System. The left screenshot shows the system's main menu with the 'Ship Board Maint' button highlighted in green. The right screenshot shows the system after clicking 'Ship Board Maint', with the 'Scheduled' button highlighted in green. The main content area displays a welcome message for Dennis Levanduski and a table of outstanding orders for activity NSWC INDIAN HEAD DIV.

| Outstanding orders for activity: NSWC INDIAN HEAD DIV | | | |
|---|-----------------|-------------------|-----------------------------|
| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
| Total 0 | Total 0 | Total 3 | Total 0 |
| | | 01299-W00174-03 | |
| | | 01351-W00174-01 | |
| | | 01351-W00174-02 | |

AUDIO: Click the Ship Board Maintenance button, then click the scheduled button.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS – Enter BUNO – Step 4

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type the BUNO for the aircraft requiring maintenance and click the **OK Continue** button.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main content area is titled 'Place A Scheduled Maintenance CAD/PAD Order'. A central instruction box says: 'Enter a BUNO then press the [Enter] key Then enter the planned maintenance date and click the 'OK' button'. Below this is a text input field labeled 'BUNO' and two buttons: 'OK Continue' and 'Cancel'. A left-hand navigation menu contains buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'. The status bar at the bottom shows 'Done' and 'Local intranet'.

AUDIO: Type the BUNO number for the aircraft requiring CADs and or PADs.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS – Verify Aircraft Info – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Information regarding the BUNO displays.
- Verify that this is the aircraft on which maintenance is to be performed.
- If the displayed information is incorrect, make corrections in VFS Trace or notify [Indian Head Personnel](#).

Related Training:
[Discrepant custody Orders already exist for BUNO](#)
[BUNO not in Trace](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: http://www.aol-dev.com/VFS/feb/vfsapps/webordering/vb0orderingBoot.asp?LoadPage=0. The main content area is titled "Place A Scheduled Maintenance CAD/PAD Order". It features a form for BUNO 164620. The form includes a table with the following data:

| BUNO 164620 | | AC Type: FA-18C |
|------------------------------|------------------------------|--------------------------------|
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

Below the table is a "NOTICE" section with red text: "The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review." Below the notice is a "Planned Maintenance Date" field set to 3-14-2001, with a note "(i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)". At the bottom are "OK Continue" and "Cancel" buttons.

AUDIO: BUNO information displays from the CAD PAD Trace database.
Verify the information and make corrections to VFS Trace if necessary.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS –Enter Planned Maintenance Date – Step 6

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Type the planned maintenance date in mm/dd/yy format or mm-dd-yyyy format and click the **OK Continue** button.

Note: Use the [Lead-Time Table](#) to determine the day items should be ordered.

Related Training:
[Maintenance date not in trace](#)
[Planned maintenance date too early or too late](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

BUNO 164620

Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables.

| | | |
|------------------------------|------------------------------|--------------------------------|
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date 3-14-2001 (i.e. MM/DD/YY - 04/05/01 or 4-5-2001)

OK Continue Cancel

AUDIO: Type the planned maintenance date and click the OK Continue button.

Developer Notes

Placing an Order - Scheduled Ship Board Maint. SBS – Shipping-to, Deliver-to and Project Code

Documentation | Implementation Message | Lead-Time Table

Verification – Step 7

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To Location](#)
[Change Deliver to Activity](#)
[Change Project Code](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form titled "Accept or change default ship to location, receiving activity, and project code. Click OK to continue". The form contains the following fields and values:

- Shipping To Location: NAS OCEANA (with a "Change Shipping Location" button)
- Deliver To Activity: VFA-87 (with a "Change Receiving Activity" button)
- Project Code: 821 - Regn of Expendable Ordnance without which A/C become not operationally ready (dropdown menu)
- Planned Maint Date: 10/22/01
- Sch Maint Date: 10/22/01 (planned)
- Days To Maint: 12
- Lead-Time Days: 14

A red "NOTICE" box contains the following text: "Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87". At the bottom of the form are "OK Continue" and "Cancel" buttons, and an "Exit" button is located in the left sidebar.

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS – Continue Order – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NIAS PATUXENT RIVER

Alt Deliver To Activity: VFC-12

Project Code: 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict.
Order# 01031-N53922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Done Local intranet

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS – Recommended Items Display – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of DODICs for the BUNO displays sorted by item expiration date.
- The **Recommend / select Items** check box is preselected for each item recommended for order.
- Select the check box in the **Recommend / select Items** column for each DODIC required for order.

Related Training:
[Additional DODIC information](#)
[Items not in list](#)

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**

Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select Items | Lot Number | Serial Number | Open Date | Initiated Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|-------------------------------------|---------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | <input checked="" type="checkbox"/> | 18074019001 | 0510 | 12/31/1999 | 12/31/1999 | 9/30/2001 | | |
| P03 | MC50 | <input checked="" type="checkbox"/> | 18074019001 | 0504 | 12/31/1999 | 12/31/1999 | 9/30/2001 | | |
| 008 | MF56 | <input checked="" type="checkbox"/> | UPC816001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | <input checked="" type="checkbox"/> | OE482L008130 | 10194 | 8/31/1995 | 8/31/1995 | 8/31/2002 | | |
| 008 | MF72 | <input checked="" type="checkbox"/> | OE482L008130 | 10197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 008 | MF72 | <input type="checkbox"/> | OE482L008130 | 10207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC840003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB488J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P18 | MT98 | <input type="checkbox"/> | MB488LD11021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SH67 | <input checked="" type="checkbox"/> | DAC69-0009517 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | 30M2 | <input type="checkbox"/> | OE480-0004036 | 3887 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| F08 | MT31 | <input type="checkbox"/> | MB480H001007 | 0297 | 8/31/1990 | 5/31/1990 | 8/31/2003 | | |
| 013 | MT75 | <input type="checkbox"/> | ESD90-0321001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 018 | MJ50 | <input type="checkbox"/> | UPC827002002 | 1274 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB18 | <input type="checkbox"/> | MB488L001001 | 028 | 8/31/2000 | 8/31/2000 | 8/31/2004 | | |
| P05 | MT13 | <input checked="" type="checkbox"/> | MB484A000615 | 422 | 7/31/1990 | 7/31/1990 | 7/31/2004 | | |

AUDIO: The Web Ordering System lists DODICs for the BUNO sorted by item expiration date. Items recommended for order are preselected according to current TRACE data. Any deviation from the recommended list must be justified before the order is completed.

Placing an Order - Scheduled Ship Board Maint.

SBS – Ordering Set DODICs – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Set DODICs are highlighted in red in the **Lot Number** column. Move the pointer over the words “SET DODIC” to list all members in the set.
- Select the check box to the left of “SET DODIC” to order the entire set.

Related Training:
[Ordering Partial Sets](#)

The screenshot shows the 'Place A Scheduled Maintenance CAD/PAD Order' window. The table below is a representation of the data shown in the screenshot.

| Lot Number | Description | Order Status | Order Number | Order Date | Ship Date | Lead Time | Notes |
|------------|-------------|-------------------------------------|--|------------|------------|------------|------------|
| 004 | JWS2 | <input type="checkbox"/> | GEAG00004035 | 3887 | 10/1/1907 | 10/1/1907 | 7/3/12003 |
| F08 | MT31 | <input type="checkbox"/> | MBAG0H001007 | 0297 | 8/0/1900 | 5/0/1999 | 8/0/12003 |
| 013 | MT75 | <input type="checkbox"/> | ESD901021001 | 3785 | 11/00/1999 | 11/00/1999 | 4/00/2004 |
| 018 | MJ99 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/00/1994 | 4/00/1994 | 4/00/2004 |
| F11 | WB16 | <input type="checkbox"/> | MBAGL001001 | 028 | 5/0/12000 | 5/0/12000 | 5/0/12004 |
| F05 | MT13 | <input type="checkbox"/> | MBAG4000015 | 423 | 7/0/1998 | 7/0/1998 | 7/0/12004 |
| F06 | MT13 | <input checked="" type="checkbox"/> | MBAG4000015 | 402 | 7/0/1998 | 7/0/1998 | 7/0/12004 |
| F15 | MT97 | <input type="checkbox"/> | MBAG4000013 | 0370 | 7/0/1998 | 7/0/1998 | 10/0/12004 |
| 035 | JWS7 | <input type="checkbox"/> | SCN95L001004 | 0533 | 7/0/1998 | 7/0/1998 | 10/0/12004 |
| 007 | SP07 | <input type="checkbox"/> | TAC94002001A | 1704 | 7/0/1998 | 7/0/1998 | 10/0/12005 |
| F01 | CWRK | <input type="checkbox"/> | MBAG7L001041 | 0F0033 | 7/0/12000 | 7/0/12000 | 5/0/12005 |
| F10 | MT89 | <input type="checkbox"/> | MBAG0H007018 | 104 | 7/0/12000 | 7/0/12000 | 7/0/12005 |
| 012 | MT74 | <input type="checkbox"/> | ESD92F010002 | 020 | 11/00/1997 | 11/00/1997 | 11/00/2005 |
| 011 | MT72 | <input type="checkbox"/> | ESD92F010002 | 079 | 11/00/1999 | 11/00/1999 | 12/0/12005 |
| F09 | MT90 | <input type="checkbox"/> | MBAG6M000017 | 206 | 7/0/12000 | 7/0/12000 | 12/0/12005 |
| 002 | SP95 | <input type="checkbox"/> | OAC98M001001 | N/A | 4/00/1999 | 4/00/1999 | 12/0/12005 |
| 004 | SP94 | <input type="checkbox"/> | SCN97E001030 | 10747 | 12/0/1999 | 12/0/1999 | 3/0/12006 |
| F12 | MT91 | <input type="checkbox"/> | MBAG4H000020 | 0483 | 7/0/1998 | 7/0/1998 | 7/0/12006 |
| F13 | MT91 | <input type="checkbox"/> | MBAG4H000020 | 0471 | 7/0/1998 | 7/0/1998 | 7/0/12006 |
| F14 | MT91 | <input type="checkbox"/> | MBAG4H000020 | 0455 | 7/0/1998 | 7/0/1998 | 7/0/12006 |
| 005 | SP94 | <input type="checkbox"/> | SCN97E001030 | 10665 | 7/0/12000 | 7/0/12000 | 10/0/12006 |
| 017 | MU73 | <input checked="" type="checkbox"/> | SET DODIC | | 12/0/1999 | 12/0/1999 | 12/0/12007 |
| 015 | MJ90 | <input type="checkbox"/> | UPC81H001003 | 0486 | 7/0/12000 | 7/0/12000 | 8/0/12008 |
| 037 | AWAS | <input checked="" type="checkbox"/> | SET DODIC | | 7/0/12000 | 7/0/12000 | 7/0/12010 |
| 010 | MF72 | <input type="checkbox"/> | OAC99AD11023 | 24065 | 2/19/2001 | 2/19/2001 | 2/28/2007 |
| 017 | MU73 | <input checked="" type="checkbox"/> | SET DODIC | | 12/0/1999 | 12/0/1999 | 12/0/12007 |
| 016 | MJ99 | <input type="checkbox"/> | UPC81H001003 | | 7/0/12000 | 7/0/12000 | 8/0/12009 |
| 037 | AWAS | <input checked="" type="checkbox"/> | SET DODIC: MU73 | | 7/0/12000 | 7/0/12000 | 7/0/12010 |
| 033 | SP13 | <input type="checkbox"/> | Set Members: SP06, SP07, SP08, SP10, SP11, SP12 SP14, SP15, SP16, SP17, SP18 | | | | |
| 001 | SD03 | <input type="checkbox"/> | | | | | |
| 003 | SQ04 | <input type="checkbox"/> | | | | | |

AUDIO: Red wording is used to indicate a set DODIC. Select the check box to the left of “Set DODIC” to order the entire set.

Placing an Order - Scheduled Ship Board Maint.

SBS –Process Order – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB94J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS –Verify DODICs Ordered – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

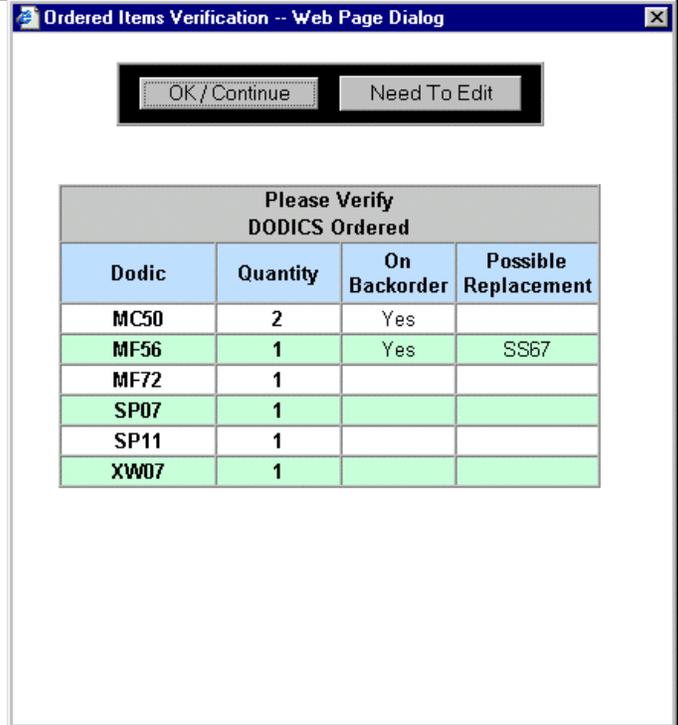
Order Status

Notes and Comments

Receipting an Order

Exit

- An order verification screen displays.
- Verify the DODICs to be ordered.
- If the list is correct, click the **OK/Continue** button to continue.
- Otherwise, click the **Need To Edit** button to correct the order.



| Please Verify DODICs Ordered | | | |
|------------------------------|----------|--------------|----------------------|
| Dodic | Quantity | On Backorder | Possible Replacement |
| MC50 | 2 | Yes | |
| MF56 | 1 | Yes | SS67 |
| MF72 | 1 | | |
| SP07 | 1 | | |
| SP11 | 1 | | |
| XW07 | 1 | | |

AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Scheduled Ship Board Maint. SBS –Provide Justification – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Deviations from the recommended order list must be justified.
- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Please give a justification/comment in each of the Comment areas below.

Subject: Ordering non-recommended items
System Comments: DODIC=MU73 LN=53, DODIC=MU73 LN=53.

Subject: Item ordered not in TRACE configuration
System Comments: DODIC=XM07 Qty=1, DODIC=XM07 Qty=1.

An entry is required for each comment area and may not be blank.

AUDIO: Provide justification for order deviations from the recommended list and click the Continue button.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS –Add Comments ? – Step 14

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

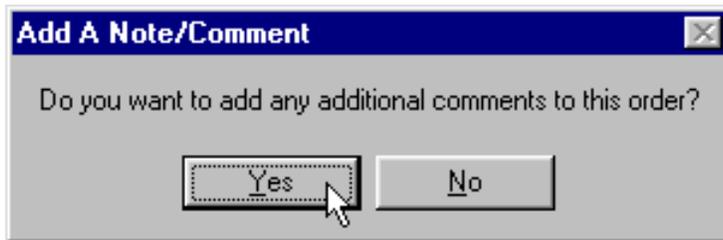
Order Status

Notes and
Comments

Receipting
an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**. Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS –Add Comments Form – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

Enter Additional Order Comments -- Web Page Dialog

Date: 10/10/2001 Category: Order Comments

Author: JOHN SMITH

Subject: _____

Please Enter Your Note or Comment

Save & Exit Cancel & Exit

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Developer Notes

Placing an Order - Scheduled Ship Board Maint.

SBS – Order Processing – Step 16

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

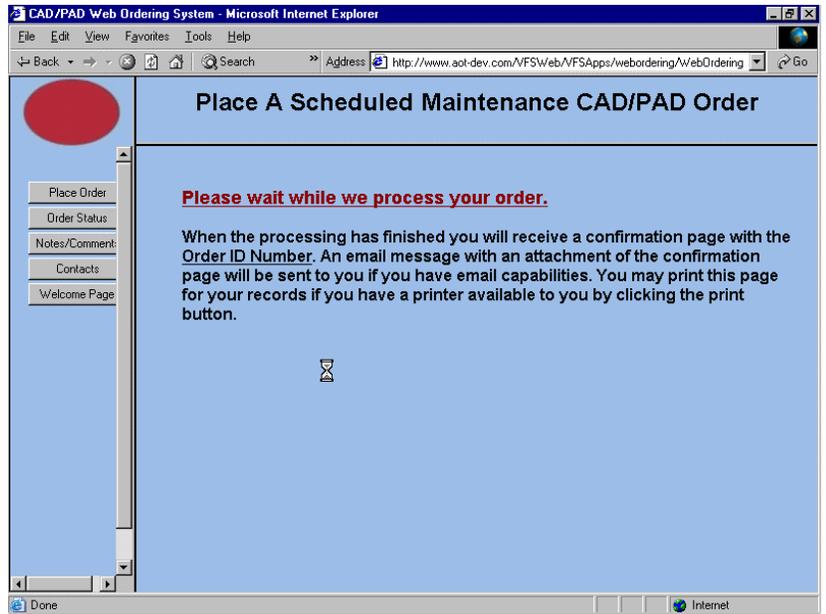
Order Status

Notes and Comments

Receipting an Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Scheduled Ship Board Maintenance SBS –Review Confirmation Report –

Documentation | Implementation Message | Lead-Time Table

Step 17

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a "Print Confirmation Page" button. A message states: "A copy of this order confirmation page will be emailed to the email address you provided in your user profile. You will receive additional 'order status' emails as this order is processed. Click the 'Print Confirmation Page' button for a printed record of this order." The confirmation report includes the following details:

| Confirmation of CAD/PAD Scheduled Maintenance Order | | |
|--|--------------------------------------|------------------------|
| Order #: 01283-N0428A.01 | Priority: Routine | Order Date: 10/10/2001 |
| Order Type: Aircraft - Scheduled | Maintenance/Need By Date: 10/22/2001 | |
| Order Placed For: VFA-87 Buno: 164630 (FA-18C) | | |
| Orderer: AOC JOHN SMITH VFA-87 NAS OCEANA VA Email: kahlwne1@aot.com Com#: 301-753-5600 FAX# | | |
| Ship To: NAS PATUXENT RIVER NAS PATUXENT RIVER MD PATUXENT RIVER MD 28670-5409 Aaron Hargis a@navair.navy.mil COMM 301-342-5253 fax: 301-342-5250 DSN 342-5253 fax: 342-5250 | | |
| Delivering To: VFC-12 | | |

Below the report is a table titled "CAD/PAD Ordered Items":

| DODIC | Quantity |
|-------|----------|
| MCS0 | 2 |
| MF56 | 1 |
| MF72 | 1 |
| SP07 | 1 |
| SP11 | 1 |

- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. – How to Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

- Provide the BUNO and planned maintenance date.
- The Web Ordering System uses CAD/PAD tracking data for that BUNO to recommend DODICs to be ordered for replacement.

AUDIO: When placing the order, the Requisitioner provides the BUNO and planned date for maintenance.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS – Pick Deployment – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Deployment** button to place deployment orders.

CAD/PAD Web Ordering System

Good Afternoon Dennis Levanduski
Welcome Aboard

Today is
Friday, December 21, 2001 - 1:51:12 PM

At CAD/PAD it is
Friday, December 21, 2001 - 1:49:16 PM (EST)

Outstanding orders for activity: NSWC INDIAN HEAD DIV

| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
|---------------------|-----------------|---|-----------------------------|
| Total 0 | Total 0 | Total 3 | Total 0 |
| | | 01299-N00174-03 01351-N00174-01 01351-N00174-02 | |

AUDIO: Click the deployment button to order CADs and PADs.

Developer Notes

Placing an Order – Unscheduled Ship Board Maint. SBS – Pick Unscheduled Ship Board Maint

Documentation | Implementation Message | Lead-Time Table

– Step 3

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

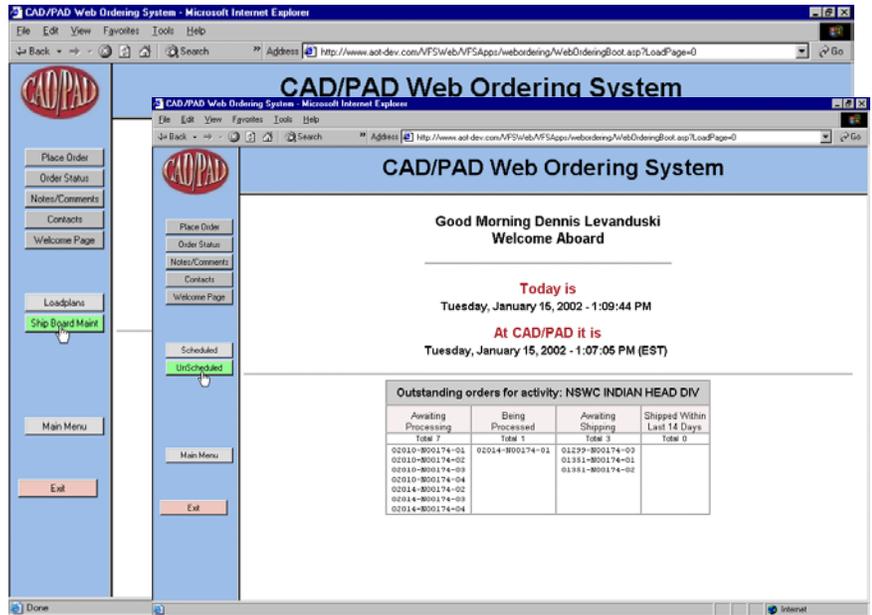
Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Ship Board Maint** button to place a shipboard maintenance order.
- Click the **UnScheduled** button to place an unscheduled shipboard maintenance order.



AUDIO: Click the Ship Board Maintenance button, then click the UnScheduled button.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS – Enter BUNO – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Type the BUNO for the aircraft requiring maintenance and click the **OK Continue** button.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main content area is titled "Place A Scheduled Maintenance CAD/PAD Order". A yellow box contains the instruction: "Enter a BUNO then press the [Enter] key. Then enter the planned maintenance date and click the 'OK' button". Below this is a text input field labeled "BUNO" and two buttons: "OK Continue" and "Cancel". A vertical sidebar on the left contains a "CAD/PAD" logo and several menu items: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit". The status bar at the bottom shows "Done" and "Local intranet".

AUDIO: Type the BUNO number for the aircraft requiring CADs and or PADs.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS – Verify Aircraft Info – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Information regarding the BUNO displays.
- Verify that this is the aircraft on which maintenance is to be performed.
- If the displayed information is incorrect, make corrections in VFS Trace or notify [Indian Head Personnel](#).

Related Training:
[Discrepant custody Orders already exist for BUNO](#)
[BUNO not in Trace](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: http://www.aol-dev.com/VFS/web/vfsapps/webordering/vb0OrderingBoot.asp?LoadPage=0. The main content area is titled "Place A Scheduled Maintenance CAD/PAD Order". It features a form for BUNO 164620. The form includes a "BUNO" field with the value "164620" and an "AC Type" field with the value "FA-18C". Below this, there are three columns of information: "Physical Owner: VFA-87", "Reporting Owner: VFA-87", and "Transfer Squadron: N/A". The "Maint Cycle" is listed as "448 (CORE Data)" and the "Maint Date" is "Will Use Planned". The "Trace Last Updated" date is "10/19/2000". A "NOTICE" section contains text about maintenance/inspection dates and VFS Trace updates. At the bottom, there is a "Planned Maintenance Date" field with the value "3-14-2001" and a format "(i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)". There are "OK Continue" and "Cancel" buttons at the bottom right of the form.

AUDIO: BUNO information displays from the CAD PAD Trace database.
Verify the information and make corrections to VFS Trace if necessary.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS –Enter Planned Maintenance Date –

Step 6

- Type the planned maintenance date in mm/dd/yy format or mm-dd-yyyy format and click the **OK Continue** button.

Note: Use the [Lead-Time Table](#) to determine the day items should be ordered.

Related Training:
[Maintenance date not in trace](#)
[Planned maintenance date too early or too late](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

BUNO 164620

Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables.

| | | |
|------------------------------|------------------------------|--------------------------------|
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODCs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review. If this is in error then update Traces" BUNO custody.

Planned Maintenance Date 5-14-2001 (i.e. MM/DD/YY - 04/05/01 or 4-5-2001)

OK Continue Cancel

AUDIO: Type the planned maintenance date and click the OK Continue button.

Placing an Order - Unscheduled Ship Board Maint. SBS – Shipping-to, Deliver-to and Project

Documentation | Implementation Message | Lead-Time Table

Code Verification – Step 7

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

[Change Shipping To](#)

[Location](#)

[Change Deliver to](#)

[Activity](#)

[Change Project Code](#)

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main heading is 'Place A Scheduled Maintenance CAD/PAD Order'. Below this is a form titled 'Accept or change default ship to location, receiving activity, and project code. Click OK to continue'. The form contains the following fields and values:

| | | |
|-----------------------|--|--|
| Shipping To Location: | NAS OCEANA | <input type="button" value="Change Shipping Location"/> |
| Deliver To Activity: | VFA-87 | <input type="button" value="Change Receiving Activity"/> |
| Project Code: | 821 - Regn of Expendable Ordnance without which A/C become not operationally ready | |

Below the form, there are four fields: Planned Maint Date: 10/22/01, Sch Maint Date: 10/22/01 (planned), Days To Maint: 12, and Lead-Time Days: 14. A red notice box contains the following text:

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict.
Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87

At the bottom of the form are two buttons: 'OK Continue' and 'Cancel'. A sidebar on the left contains buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'.

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS – Continue Order – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NAS PATUXENT RIVER

Alt Deliver To Activity: VFC-12

Project Code: 623 - Stock Point reqn for ammunition to support ABSLA, other allowance and requests

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N63922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Done Local intranet

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS –DODICs Display – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- A list of DODICs for the BUNO displays sorted by item expiration date.
- Select the check box in the **select Items** column for each DODIC required for order.

Related Training:
[Additional DODIC information](#)
[Items not in list](#)

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place An Unscheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: 164632 AC Type: FA-18C Planned Maintenance Date: 10/23/2001

- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Lot Code | DODIC | select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Eden (Mts) |
|----------|-------|-------------------------------------|--------------|---------------|------------|----------------|-----------------|-------------|------------|
| P07 | MT29 | <input type="checkbox"/> | UPC910002003 | 0229 | 2/29/1995 | 2/29/1995 | 4/29/2000 | | |
| P02 | MC50 | <input checked="" type="checkbox"/> | 1987 0019001 | 0287 | 3/31/1999 | 3/31/1999 | 9/30/2000 | | |
| P03 | MC50 | <input checked="" type="checkbox"/> | 1987 0019001 | 1375 | 3/31/1999 | 3/31/1999 | 9/30/2000 | | |
| F11 | MT90 | <input type="checkbox"/> | MB993000511 | 220 | 2/29/1990 | 2/29/1990 | 2/29/2001 | | |
| F16 | MT98 | <input type="checkbox"/> | MB995007014 | 0201 | 2/29/1999 | 2/29/1999 | 2/29/2001 | | |
| 037 | ANAS | <input checked="" type="checkbox"/> | SET DODIC | | 7/31/1991 | 7/31/1991 | 7/31/2001 | | |
| 015 | MJ95 | <input type="checkbox"/> | SCN804002022 | 7727 | 7/31/1991 | 7/31/1991 | 7/31/2001 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD88015001 | 3019 | 10/31/1993 | 10/31/1993 | 10/31/2001 | | |
| 014 | SH07 | <input checked="" type="checkbox"/> | DAC98M002001 | 0103 | 12/31/1998 | 12/31/1998 | 12/31/2001 | | |
| P01 | CWRD | <input type="checkbox"/> | MB9950004012 | 011043 | 3/29/1998 | 3/29/1998 | 3/29/2002 | | |
| 006 | MF56 | <input checked="" type="checkbox"/> | UPC910001029 | 2769 | 8/31/1991 | 8/31/1991 | 2/29/2002 | | |
| 007 | MF56 | <input checked="" type="checkbox"/> | UPC910001029 | 2727 | 8/31/1991 | 8/31/1991 | 2/29/2002 | | |
| F15 | MT97 | <input type="checkbox"/> | MB9940006013 | 518 | 2/29/1995 | 2/29/1995 | 5/31/2002 | | |
| 017 | MU73 | <input checked="" type="checkbox"/> | SET DODIC | | 5/31/1994 | 5/31/1994 | 5/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA82L008130 | 10029 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA82L008130 | 10250 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P04 | MT09 | <input type="checkbox"/> | MB9940006013 | 0146 | 2/29/1998 | 2/29/1998 | 2/29/2003 | | |
| F10 | MT89 | <input type="checkbox"/> | MB995007018 | 082 | 2/29/1998 | 2/29/1998 | 2/29/2003 | | |

AUDIO: The Web Ordering System lists DODICs for the BUNO sorted by item expiration date. Select the check box in the Select Items column for each DODIC required for order.

Placing an Order - Unscheduled Ship Board Maint. SBS – Ordering Set DODICs – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Set DODICs are highlighted in red in the **Lot Number** column. Move the pointer over the words “SET DODIC” to list all members in the set.
- Select the check box to the left of “SET DODIC” to order the entire set.

Related Training:
[Ordering Partial Sets](#)

The screenshot shows the 'Place A Scheduled Maintenance CAD/PAD Order' window. The table below is a representation of the data shown in the screenshot.

| Item | Lot Number | Order Number | Order Date |
|------|------------|---------------|------------|------------|------------|------------|------------|
| 004 | JWS2 | GEAG00004035 | 3887 | 10/1/1907 | 10/1/1907 | 7/3/12003 | |
| F08 | MT31 | MBAG0H001007 | 0297 | 8/01/1900 | 5/01/1998 | 8/01/2003 | |
| 013 | MT75 | ESD92F021001 | 3785 | 11/00/1900 | 11/00/1998 | 4/00/2004 | |
| 016 | MJ98 | UPC83F002002 | 1374 | 4/00/1994 | 4/00/1994 | 4/00/2004 | |
| F11 | WB16 | MBAG0L001001 | 028 | 5/01/2000 | 5/01/2000 | 5/01/2004 | |
| F05 | MT13 | MBAG4J000015 | 423 | 7/01/1998 | 7/01/1998 | 7/01/2004 | |
| F06 | MT13 | MBAG4J000015 | 402 | 7/01/1998 | 7/01/1998 | 7/01/2004 | |
| F15 | MT97 | MBAG4H000013 | 0370 | 7/01/1998 | 7/01/1998 | 10/01/2004 | |
| 035 | JWS7 | SCN95L001004 | 0533 | 7/01/1998 | 7/01/1998 | 10/01/2004 | |
| 007 | SP07 | TAC944002001A | 1704 | 7/01/1998 | 7/01/1998 | 10/12/005 | |
| F01 | CWRK | MBAG7L001041 | 010033 | 7/01/2000 | 7/01/2000 | 09/12/005 | |
| F10 | MT89 | MBAG0H007018 | 104 | 7/01/2000 | 7/01/2000 | 7/01/2005 | |
| 012 | MT74 | ESD92F012002 | 020 | 11/00/1907 | 11/00/1907 | 11/00/2005 | |
| 011 | MT72 | ESD92F012002 | 079 | 11/00/1900 | 11/00/1900 | 12/01/2005 | |
| F09 | MT90 | MBAG6M000017 | 206 | 7/01/2000 | 7/01/2000 | 12/01/2005 | |
| 002 | SP05 | OAC98M001001 | N/A | 4/00/1900 | 4/00/1900 | 12/01/2005 | |
| 004 | SP04 | SCN97E001030 | 10747 | 12/01/1999 | 12/01/1999 | 3/01/2006 | |
| F12 | MT91 | MBAG4H000020 | 0403 | 7/01/1998 | 7/01/1998 | 7/01/2006 | |
| F13 | MT91 | MBAG4H000020 | 0471 | 7/01/1998 | 7/01/1998 | 7/01/2006 | |
| F14 | MT91 | MBAG4H000020 | 0450 | 7/01/1998 | 7/01/1998 | 7/01/2006 | |
| 005 | SP04 | SCN97E001030 | 10665 | 7/01/2000 | 7/01/2000 | 10/01/2006 | |
| 017 | MU73 | SET DODIC | | 12/01/1999 | 12/01/1999 | 12/01/2007 | |
| 015 | MJ98 | UPC81H001003 | 0486 | 7/01/2000 | 7/01/2000 | 09/12/009 | |
| 037 | AWAS | SET DODIC | | 7/01/2000 | 7/01/2000 | 7/01/2010 | |
| 010 | MF72 | OAC99AD11023 | 24005 | 2/19/2001 | 2/19/2001 | 2/28/2007 | |
| 017 | MU73 | SET DODIC | | 12/01/1999 | 12/01/1999 | 12/01/2007 | |
| 016 | MJ98 | UPC81H001003 | | 7/01/2000 | 7/01/2000 | 8/01/2009 | |
| 037 | AWAS | SET DODIC | | 7/01/2000 | 7/01/2000 | 7/01/2010 | |
| 033 | SP13 | | | | | | |
| 001 | SD03 | | | | | | |
| 003 | SQ04 | | | | | | |

AUDIO: Red wording is used to indicate a set DODIC. Select the check box to the left of “Set DODIC” to order the entire set.

Placing an Order - Unscheduled Ship Board Maint. SBS –Process Order – Step 11

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS –Verify DODICs Ordered – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

- An order verification screen displays.

Placing an Order

- Verify the DODICs to be ordered.

Canceling an Order

- If the list is correct, click the **OK/Continue** button to continue.

Order Status

- Otherwise, click the **Need To Edit** button to correct the order.

Notes and Comments

Receipting an Order

Exit

| Please Verify DODICs Ordered | | | |
|------------------------------|----------|--------------|----------------------|
| Dodic | Quantity | On Backorder | Possible Replacement |
| MC50 | 2 | Yes | |
| MF56 | 1 | Yes | SS67 |
| MF72 | 1 | | |
| SP07 | 1 | | |
| SP11 | 1 | | |
| XW07 | 1 | | |

AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS –Provide Justification – Step 13

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Justify the unscheduled maintenance.
- Items ordered that were not in the Trace configuration must be justified.
- Type the necessary justifications and click the **Continue** button.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main heading is 'Place An Unscheduled Maintenance CAD/PAD Order'. Below the heading, it says 'Please give a justification/comment in each of the Comment areas below.' There is a form with a yellow header 'Subject: Unscheduled Maintenance Justification' and a 'System Comments:' label. The text 'going on deployment.' is entered in the comment box. At the bottom of the form are 'Continue' and 'Cancel' buttons. A sidebar on the left contains buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'. The status bar at the bottom shows 'Done' and 'Local intranet'.

AUDIO: Provide justification for the unscheduled maintenance and click the Continue button.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS –Add Comments ? – Step 14

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

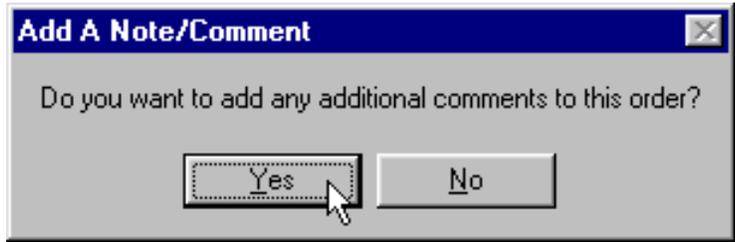
Order Status

Notes and
Comments

Receipting
an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**.
Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS –Add Comments Form – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

The screenshot shows a web browser dialog box titled "Enter Additional Order Comments -- Web Page Dialog". The dialog has a yellow background. It contains the following fields and controls:

- Date:** 10/10/2001
- Category:** Order Comments
- Author:** JOHN SMITH
- Subject:** (empty text box)
- Please Enter Your Note or Comment:** A large text area for entering comments.
- Buttons:** "Save & Exit" and "Cancel & Exit" at the bottom.

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Placing an Order - Unscheduled Ship Board Maint. SBS – Order Processing – Step 16

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

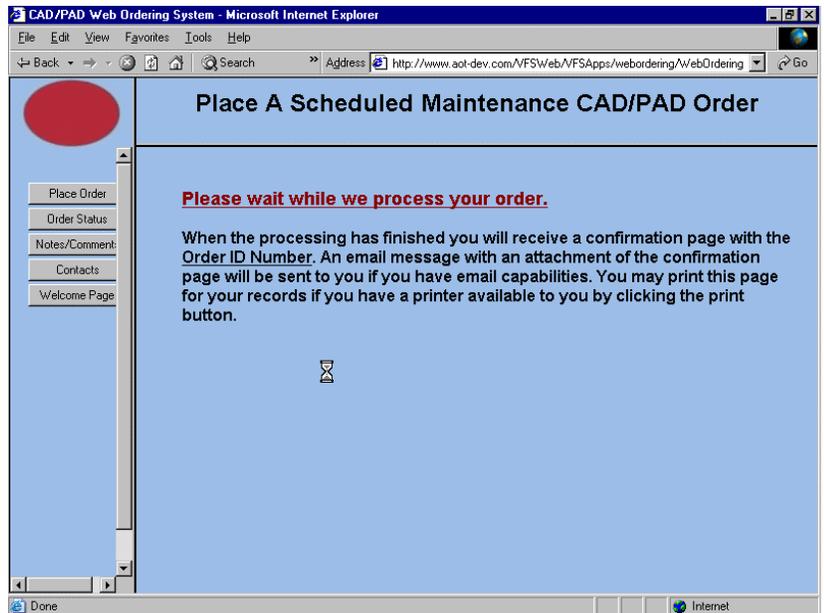
Order Status

Notes and Comments

Receipting an Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Unscheduled Ship Board Maint. SBS –Review Confirmation Report – Step

Documentation | Implementation Message | Lead-Time Table

17

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

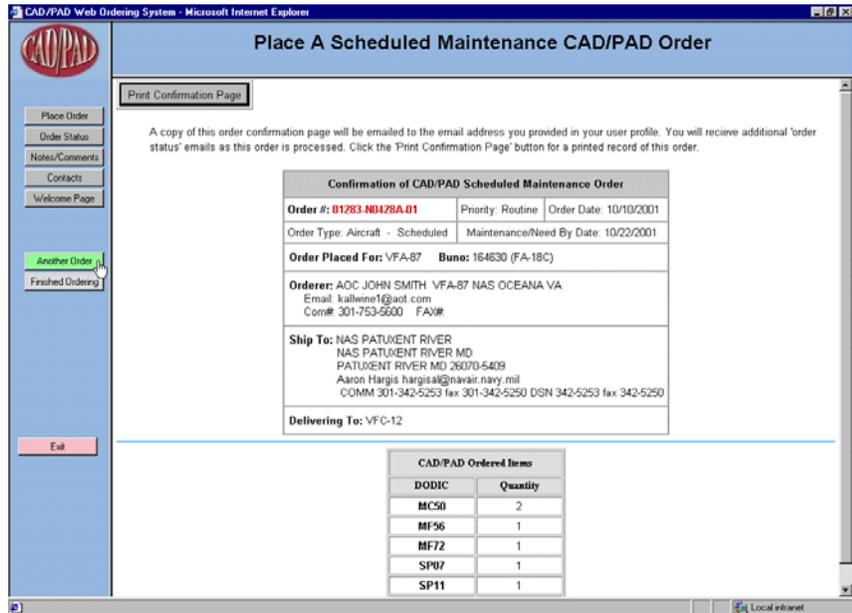
Order Status

Notes and Comments

Receipting an Order

Exit

- An order confirmation report displays.
- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.



- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

Developer Notes

Order Status

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Order Status section of the Web Ordering System provides the Requisitioner the ability to view an order status by order ID number, document number, BUNO, ordering activity, ship-to location, or deliver-to activity. Click a button below for step-by-step training.

Order Status by ID Number

Order Status by Ordering Activity

Order Status by Document #

Order Status by Shipping To Location

Order Status by BUNO

Order Status by Delivering To Location

AUDIO: A Requisitioner may look up an order's status using the order ID number, BUNO, or activity. Click a button for step-by-step training.

Developer Notes

Order Status – ID # SBS – Click Order Status – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

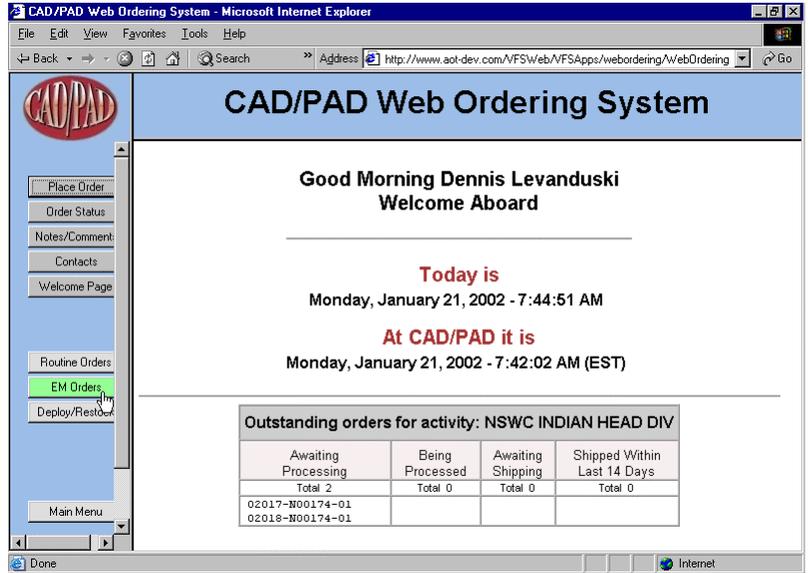
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Order Status** button to view an order's status.



AUDIO: Click the Order Status button.

Developer Notes

Order Status – ID # SBS – Enter Order ID Number – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **Order ID** option from the **Locate an order by...** box to view an order's status by its ID number.
- Type an order ID in the **Order ID:** field and click the **Continue** button.

The screenshot shows a web browser window with the URL <http://www.aol-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page title is "Microsoft Inter...". The main content area has a yellow background and contains the following elements:

- A dropdown menu titled "Locate an order by..." with the following options: Order ID (selected), Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity.
- A text input field labeled "Order ID:" containing the value "02036-ND0174-01".
- A "Continue" button.
- An "Exit" button.

AUDIO: Select Order ID from the Locate an order by box then type an order ID in the Order ID field. Click the Continue button.

Developer Notes

Order Status – ID # SBS – Order ID Displays – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The order ID, order date, status, and order type display below the search box.

The screenshot shows a web application interface for locating an order. It includes a search section with fields for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below the search fields is a 'Continue' button. A table displays order details for Order ID 02036-N00174-01, with columns for Action, Order ID, Order Date, Status, and Order Type. The table shows the order is in 'Processing' status and is an 'Aircraft Scheduled' type. An 'Exit' button is located below the table.

| Locate an order by... | | | | | |
|-----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

AUDIO: The order ID, order date, status, and order type display.

Developer Notes

Order Status – ID # SBS – View Order Details – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **O** button to view an order's details.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page title is "Please provide an order ID then click the continue button". There is a text input field containing "02036-N00174-01" and a "Continue" button. Below this is a table with columns: Action, Order ID, Order Date, Status, and Order Type. The table contains one row with the values: O, N, E, T, 02036-N00174-01, 2/5/2002, Processing, and Aircraft Scheduled. Below the table is a detailed view of the order with the following information:

| Order ID | Order Type | Order Priority | Order Status |
|-----------------|--------------------|----------------|--------------|
| 02036-N00174-01 | Aircraft Scheduled | Routine | Processing |

Order Placed Date: 2/5/2002 1:50:39 PM
Need By/Target Date: 2/22/2002
Primary Shipping Date:
Order Completed Date:
Has Items On Backorder: No
Order Placed By: Internet Order

Ordering Person: Mr. Dennis Levanduski
From Activity: NSWC INDIAN HEAD DIV
Phone: DSN 777-7777 COM 301-753-5600
Fax: DSN 777-7777 COM 301-753-5604
Email: dlevanduski@aot.com

Order Placed For: xxxxxx Buno:xxxxxx AC Type:xxxxxxx
Order Shipping To: NSWC INDIAN HEAD DIV
Deliver Order To: NSWC INDIAN HEAD DIV

TRACE AC Owner
Physical: VFA-87
Reporting: VFA-87

There is an "Exit" button at the bottom of the screenshot.

AUDIO: Click the O button.

Developer Notes

Order Status – ID # SBS – View Order Notes – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **N** button to view an order's notes.

Note: Notes may not be added to an order on this screen. Notes must be added by going back to the Main Menu and clicking the **Notes/Comments** button.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage. The page contains a form with the following elements:

- A yellow box with the text: "Please provide an order ID then click the continue button". Below it is a text input field containing "02036-N00174-01" and a "Continue" button.
- A note: "(hovering over ORDER ID will show additional information)".
- A table with columns: Action, Order ID, Order Date, Status, Order Type. The data row shows: O, N, E, T, 02036-N00174-01, 2/5/2002, Processing, Aircraft Scheduled.
- A section titled "Notes/Justifications/Comments for Order #: 02036-N00174-01" with a sub-note: "(if you wish to add a note/comment or respond to a note then use the gray 'Notes/Comments' button in the main menu.)".
- A table with columns: Date, Author, Activity, Category, Subject. It lists two entries:

| Date | Author | Activity | Category | Subject |
|----------------------------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Not ordering recommended items |
| Sys Info: DODIC=MF72 LN=44 | | | | |
| Trace data here | | | | |
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Ordering non-recommended items |
| Sys Info: DODIC=MB15 LN=5 | | | | |
| bleed for spare | | | | |
- Navigation links: [Top Of Page], [Top Of Selection Table], [Top Of Details Table], and an Exit button.

AUDIO: Click the N button.

Order Status – ID # SBS – View Email History – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **E** button to view an order's e-mail history.
- This option lists the date, type of e-mail sent, and the e-mail address for all sent e-mail messages.
- Click an e-mail address to send another message.

Locate an order by...

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Emails Sent for Order #: 02036-N00174-01
(if you wish to send an Email to an address listed - Click the address)

| Date | Type | Email Address |
|----------|---------------|--|
| 2/5/2002 | New Order | dlevanduski@aot.com |
| 2/5/2002 | Problem Order | WebOrderProblemGroup@ih.navy.mil |
| 2/5/2002 | SLE Extension | WebOrderSLEGroup@ih.navy.mil |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the E button. The listed information includes the date, type of e-mail, and the e-mail address.

Order Status – ID # SBS – View Transaction History – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **T** button to view an order's transaction history.
- This option indicates if an order is processing, has been shipped, or has been canceled.

The screenshot shows a web application interface for viewing order status. At the top, there are search filters for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a form where the Order ID '02036-N00174-01' is entered, and a 'Continue' button is visible. A table below the form shows order details for the entered ID, with columns for Action, Order ID, Order Date, Status, and Order Type. The 'T' button in the Action column is highlighted. Below this is a table titled 'Order Transaction History for Order #: 02036-N00174-01' with columns for Date, Type, Description, and Person. The first entry shows the order was placed on 2/5/2002 at 1:50:40 PM by Mr. Dennis Levanduski. At the bottom of the screenshot, there are links for 'Top Of Page', 'Top Of Selection Table', 'Top Of Details Table', and an 'Exit' button.

| Action | Order ID | Order Date | Status | Order Type |
|-------------------------------------|-----------------|------------|------------|--------------------|
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Date | Type | Description | Person |
|---------------------|--------------|-------------|-----------------------|
| 2/5/2002 1:50:40 PM | Order Placed | Web Order | Mr. Dennis Levanduski |

AUDIO: Click the T button.

Developer Notes

Order Status – Document # SBS – Click Order Status – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

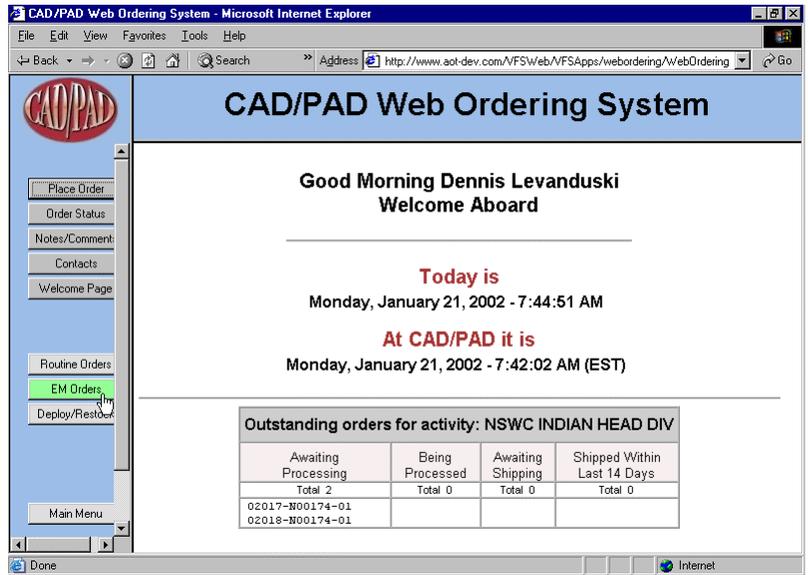
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Order Status** button to view an order's status.



AUDIO: Click the Order Status button.

Developer Notes

Order Status – Document # SBS – Enter Document Number – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **Document #** option from the **Locate an order by...** box to view an order's status by its document number.
- Type a document number in the **Document #:** field and click the **Continue** button.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/WFSWeb/WFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains two main sections:

Locate an order by...

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------|------------|------|-------------------|----------------------|------------------------|
| C | C | C | C | C | C |

Please provide a Document# then click the continue button

Document #

AUDIO: Select Document Number from the Locate an order by box then type a document number in the Document number field. Click the Continue button.

Developer Notes

Order Status – Document # SBS – The Document Number Order Displays – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The order ID, order date, status, and order type display below the search box.

The screenshot shows a web application interface for order status. At the top, there is a search section titled "Locate an order by..." with fields for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a prompt: "Please provide a Document# then click the continue button". A text input field contains "N001742036R838" and a "Continue" button is next to it. Underneath, a note says "(hovering over ORDER ID will show additional information)". A table displays order details for Order ID "02036-N00174-01", Order Date "2/5/2002", Status "Processing", and Order Type "Aircraft Scheduled". An "Exit" button is located below the table.

| Action | Order ID | Order Date | Status | Order Type |
|---------|-----------------|------------|------------|--------------------|
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

AUDIO: The order ID, order date, status, and order type display.

Developer Notes

Order Status – Document # SBS – View Order Details – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **O** button to view an order's details.

http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter...
Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|----------------|-----------------|------------|------------|--------------------|
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Order ID | Order Type | Order Priority | Order Status |
|-----------------|--------------------|----------------|--------------|
| 02036-N00174-01 | Aircraft Scheduled | Routine | Processing |

Order Placed Date: 2/5/2002 1:50:39 PM Ordering Person: Mr. Dennis Levanduski
Need By/Target Date: 2/22/2002 From Activity: NSWC INDIAN HEAD DIV
Primary Shipping Date: Phone: DSN 777-7777 COM 301-753-5600
Order Completed Date: Fax: DSN 777-7777 COM 301-753-5604
Has Items On Backorder: No Email: dlevanduski@aot.com
Order Placed By: Internet Order

Order Placed For: xxxxxx Buno:xxxxxx AC Type:xxxxxxxxx TRACE AC Owner
Order Shipping To: NSWC INDIAN HEAD DIV Physical: VFA-87
Deliver Order To: NSWC INDIAN HEAD DIV Reporting: VFA-87

AUDIO: Click the O button.

Developer Notes

Order Status – Document # SBS – View Order Notes – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **N** button to view an order's notes.

Note: Notes may not be added to an order on this screen. Notes must be added by going back to the Main Menu and clicking the **Notes/Comments** button.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter... The page contains a form with the text "Please provide an order ID then click the continue button". The Order ID field contains "02036-N00174-01" and there is a "Continue" button. Below the form is a table with the following data:

| (hovering over ORDER ID will show additional information) | | | | |
|---|-----------------|------------|------------|--------------------|
| Action | Order ID | Order Date | Status | Order Type |
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Below the table is a section titled "Notes/Justifications/Comments for Order #: 02036-N00174-01 (if you wish to add a note/comment or respond to a note then use the gray 'Notes/Comments' button in the main menu.)". It contains two tables of notes:

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Not ordering recommended items |

Below the first table is a text area with "Sys Info: DODIC+MF72 LN=44" and "Trace data here".

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Ordering non-recommended items |

Below the second table is a text area with "Sys Info: DODIC+MB15 LN=5" and "blast for spare...".

At the bottom of the screenshot are links: [Top Of Page] [Top Of Selection Table] [Top Of Details Table] and an "Exit" button.

AUDIO: Click the N button.

Order Status – Document # SBS – View Email History – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **E** button to view an order's e-mail history.
- This option lists the date, type of e-mail sent, and the e-mail address for all sent e-mail messages.
- Click an e-mail address to send another message.

Locate an order by...

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Emails Sent for Order #: 02036-N00174-01
(if you wish to send an Email to an address listed - Click the address)

| Date | Type | Email Address |
|----------|---------------|--|
| 2/5/2002 | New Order | dlevanduski@aot.com |
| 2/5/2002 | Problem Order | WebOrderProblemGroup@ih.navy.mil |
| 2/5/2002 | SLE Extension | WebOrderSLEGroup@ih.navy.mil |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the E button. The listed information includes the date, type of e-mail, and the e-mail address.

Order Status – Document # SBS – View Transaction History – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Click the **T** button to view an order's transaction history.
- This option indicates if an order is processing, has been shipped, or has been canceled.

The screenshot shows a web application interface for viewing order status. At the top, there is a search section titled "Locate an order by..." with fields for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a form asking for an Order ID (02036-N00174-01) and a "Continue" button. A table below shows order details for 02036-N00174-01, with columns for Action, Order ID, Order Date, Status, and Order Type. The "T" button in the Action column is highlighted. Below the table is a section for "Order Transaction History for Order #: 02036-N00174-01" with columns for Date, Type, Description, and Person. The history shows an "Order Placed" event on 2/5/2002 at 1:50:40 PM by Mr. Dennis Levanduski. Navigation links for "Top Of Page", "Top Of Selection Table", and "Top Of Details Table" are provided, along with an "Exit" button.

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Date | Type | Description | Person |
|---------------------|--------------|-------------|-----------------------|
| 2/5/2002 1:50:40 PM | Order Placed | Web Order | Mr. Dennis Levanduski |

AUDIO: Click the T button.

Developer Notes

Order Status – BUNO SBS – Click Order Status – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

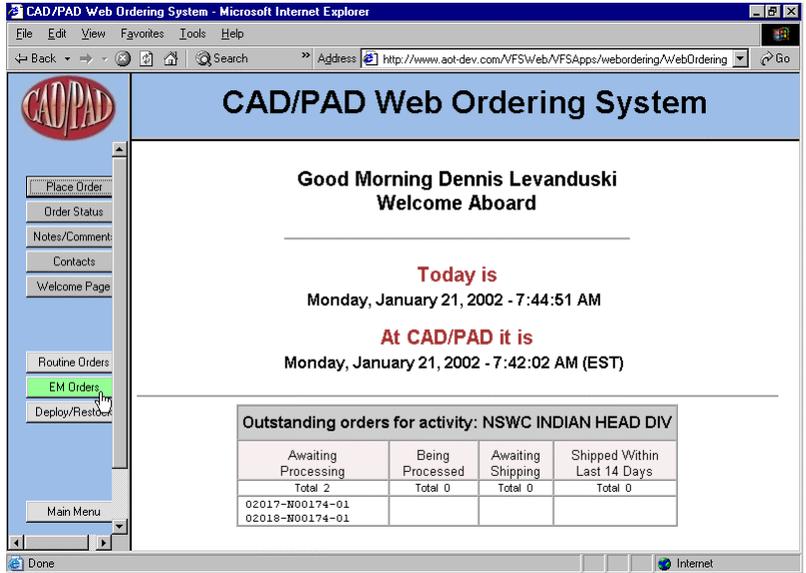
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Order Status** button to view an order's status.



AUDIO: Click the Order Status button.

Developer Notes

Order Status – BUNO SBS – Select BUNO Option – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **BUNO** option from the **Locate an order by...** box to view an order's status by BUNO.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains several sections:

- Locate an order by...**: A table with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. The BUNO column is selected.
- Limit the orders displayed by the following ...**: Fields for Date Ordered Starting Range (10/6/2001) and Date Ordered Ending Range (2/6/2002). Radio buttons for All Orders, Shipped Orders, and Orders Not Shipped.
- Please provide a BUNO then click the continue button**: A text input field for BUNO and a Continue button.
- Exit**: A button at the bottom.

AUDIO: Select the BUNO option from the Locate an order by box.

Developer Notes

Order Status – BUNO SBS – Set Date Limitations – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type a start date and an end date in the appropriate fields to limit the number of orders displayed.

The screenshot shows a web browser window with the URL <http://www.aol-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains several sections:

- Locate an order by...**: A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...**: Two date range fields: "Date Ordered Starting Range" with value 10/6/2001 (default 4 months) and "Date Ordered Ending Range" with value 2/6/2002 (default today). Below these are radio buttons for "All Orders", "Shipped Orders", and "Orders Not Shipped".
- Please provide a BUNO then click the continue button**: A text input field labeled "BUNO:" and a "Continue" button.
- An "Exit" button is located at the bottom center of the page.

AUDIO: To limit the number of orders displayed, type a start date and an end date.

Developer Notes

Order Status – BUNO SBS – Set Order Status Limitations – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **All Orders** option to display all associated orders.
- Select the **Shipped Orders** option to display orders that have been shipped.
- Select the **Orders Not Shipped** option to display orders that haven't been shipped (i.e., canceled and processing orders).

The screenshot shows a web browser window with the URL <http://www.aol-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains three main sections:

- Locate an order by...**: A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...**: Two date range inputs: "Date Ordered Starting Range" (10/6/2001, default 4 months) and "Date Ordered Ending Range" (2/6/2002, default today). Below are three radio button options: "All Orders" (selected), "Shipped Orders", and "Orders Not Shipped".
- Please provide a BUNO then click the continue button**: A text input field for "BUNO:" and a "Continue" button.

An "Exit" button is located at the bottom center of the page.

AUDIO: By default the All Orders option is selected in the Limit the orders displayed by the following screen. The number of orders displayed may be limited by selecting the Shipped Orders option or the Orders Not Shipped option.

Developer Notes

Order Status – BUNO SBS – Enter BUNO – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type a BUNO in the **BUNO:** field and click the **Continue** button.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains three main sections:

- Locate an order by...**: A table with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...**: Two date range fields: "Date Ordered Starting Range" (10/6/2001, default 4 months) and "Date Ordered Ending Range" (2/6/2002, default today). Below are radio buttons for "All Orders", "Shipped Orders", and "Orders Not Shipped".
- Please provide a BUNO then click the continue button**: A "BUNO:" label followed by an input field and a "Continue" button.

An "Exit" button is located at the bottom center of the page.

AUDIO: Type a BUNO in the BUNO field and click the Continue button.

Developer Notes

Order Status – BUNO SBS – Orders Display – Step

6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Orders that meet the entered criteria display.

The screenshot shows a web application interface for viewing order status. At the top, there are navigation links for 'Documentation', 'Implementation Message', and 'Lead-Time Table'. Below these is a search and filter section with the following elements:

- A header row with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity.
- A section titled 'Limit the orders displayed by the following ...' containing:
 - 'Date Ordered Starting Range' with a text input '10/6/2001' and '(default 4 months)'.
 - 'Date Ordered Ending Range' with a text input '2/6/2002' and '(default today)'.
 - Radio buttons for 'All Orders', 'Shipped Orders', and 'Orders Not Shipped'.
- A section titled 'Please provide a BUNO then click the continue button' with a text input '164638' and a 'Continue' button.
- A note: '(hovering over ORDER ID will show additional information)'
- A table with columns: Action, Order ID, Order Date, Status, and Order Type.
- An 'Exit' button at the bottom.

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|----------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02015-N09558-04 | 1/15/2002 | Canceled | Aircraft Scheduled |
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02030-N09558-03 | 1/30/2002 | Shipped | Aircraft Scheduled |
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 01333-N09558-03 | 11/29/2001 | Shipped | Aircraft Scheduled |

AUDIO: A list of orders displays.

Developer Notes

Order Status – BUNO SBS – View Order Details – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **O** button to view an order's details.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter... The page title is "Please provide an order ID then click the continue button". Below this is a form with "Order ID: 02036-N00174-01" and a "Continue" button. A note says "(hovering over ORDER ID will show additional information)". Below that is a table with columns: Action, Order ID, Order Date, Status, Order Type. The table contains one row: O, N, E, T, 02036-N00174-01, 2/5/2002, Processing, Aircraft Scheduled. Below the table is a detailed order information box with the following data:

| Order ID | Order Type | Order Priority | Order Status |
|-----------------|--------------------|----------------|--------------|
| 02036-N00174-01 | Aircraft Scheduled | Routine | Processing |

Order Placed Date: 2/5/2002 1:50:39 PM
 Need By/Target Date: 2/22/2002
 Primary Shipping Date:
 Order Completed Date:
 Has Items On Backorder: No
 Order Placed By: Internet Order

Ordering Person: Mr. Dennis Levanduski
 From Activity: NSWC INDIAN HEAD DIV
 Phone: DSN 777-7777 COM 301-753-5600
 Fax: DSN 777-7777 COM 301-753-5604
 Email: dlevanduski@aot.com

Order Placed For: xxxxxx Buno:xxxxxx AC Type:xxxxxxx
 Order Shipping To: NSWC INDIAN HEAD DIV
 Deliver Order To: NSWC INDIAN HEAD DIV

TRACE AC Owner
 Physical: VFA-87
 Reporting: VFA-87

Exit

AUDIO: Click the O button.

Developer Notes

Order Status – BUNO SBS – View Order Notes – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **N** button to view an order's notes.

Note: Notes may not be added to an order on this screen. Notes must be added by going back to the Main Menu and clicking the **Notes/Comments** button.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter... The page contains a form with the text "Please provide an order ID then click the continue button". The Order ID field contains "02036-N00174-01" and there is a "Continue" button. Below the form is a table with the following data:

| (hovering over ORDER ID will show additional information) | | | | |
|---|-----------------|------------|------------|--------------------|
| Action | Order ID | Order Date | Status | Order Type |
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Below the table is a section titled "Notes/Justifications/Comments for Order #: 02036-N00174-01 (if you wish to add a note/comment or respond to a note then use the gray 'Notes/Comments' button in the main menu.)". It contains two tables:

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Not ordering recommended items |

Below this table is a text area with "Sys Info: DODIC=MF72 LN=44" and "Trace data here".

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Ordering non-recommended items |

Below this table is a text area with "Sys Info: DODIC=MB15 LN=5" and "blast for spare".

At the bottom of the screenshot are links: [\[Top Of Page\]](#), [\[Top Of Selection Table\]](#), [\[Top Of Details Table\]](#), and an [Exit](#) button.

AUDIO: Click the N button.

Order Status – BUNO SBS – View Email History – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **E** button to view an order's e-mail history.
- This option lists the date, type of e-mail sent, and the e-mail address for all sent e-mail messages.
- Click an e-mail address to send another message.

Locate an order by...

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Emails Sent for Order #: 02036-N00174-01
(if you wish to send an Email to an address listed - Click the address)

| Date | Type | Email Address |
|----------|---------------|--|
| 2/5/2002 | New Order | dlevanduski@aot.com |
| 2/5/2002 | Problem Order | WebOrderProblemGroup@ih.navy.mil |
| 2/5/2002 | SLE Extension | WebOrderSLEGroup@ih.navy.mil |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the E button. The listed information includes the date, type of e-mail, and the e-mail address.

Order Status – BUNO SBS – View Transaction History – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **T** button to view an order's transaction history.
- This option indicates if an order is processing, has been shipped, or has been canceled.

The screenshot shows a web application interface for viewing order status. At the top, there are search filters for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a form where the user has entered the Order ID '02036-N00174-01' and a 'Continue' button. A table below the form shows order details for '02036-N00174-01' with a status of 'Processing' and 'Aircraft Scheduled'. At the bottom, there is a table titled 'Order Transaction History for Order #: 02036-N00174-01' showing a transaction on 2/5/2002 at 1:50:40 PM of type 'Order Placed' by 'Mr. Dennis Levanduski'. There are also navigation links like '[Top Of Page]', '[Top Of Selection Table]', and '[Top Of Details Table]', and an 'Exit' button.

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Order Transaction History for Order #: 02036-N00174-01 | | | | |
|--|--------------|-------------|-----------------------|--|
| Date | Type | Description | Person | |
| 2/5/2002 1:50:40 PM | Order Placed | Web Order | Mr. Dennis Levanduski | |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the T button.

Developer Notes

Order Status – Ordering Activity SBS – Click Order Status – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

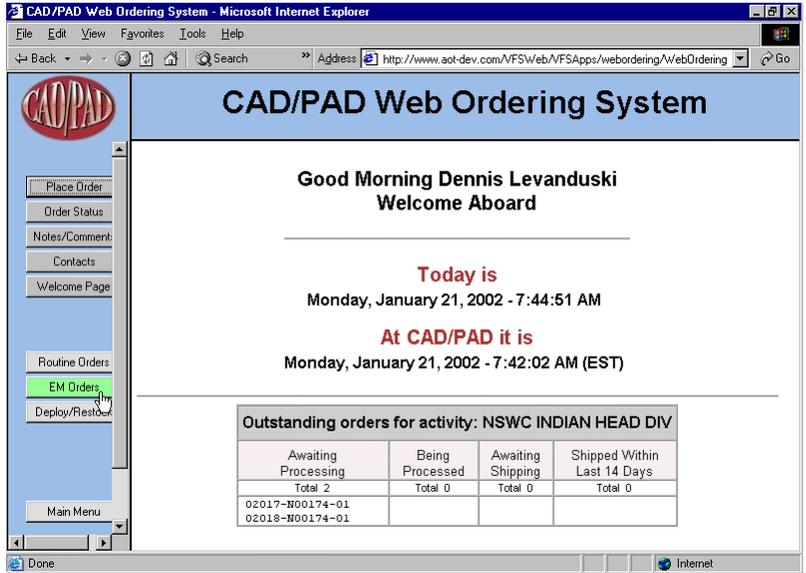
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Order Status** button to view an order's status.



AUDIO: Click the Order Status button.

Developer Notes

Order Status – Ordering Activity SBS – Select Ordering Activity Option – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **Ordering Activity** option from the **Locate an order by...** box to view an order's status by ordering activity.

The screenshot shows a web application interface for locating orders. The browser address bar indicates the URL: <http://www.aol-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The main content area is titled "Locate an order by..." and contains several sections:

- Locate an order by...:** A table with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a dropdown arrow.
- Limit the orders displayed by the following ...:** A section with two date range filters: "Date Ordered Starting Range: 10/6/2001 (default 4 months)" and "Date Ordered Ending Range: 2/6/2002 (default today)". Below these are three radio buttons: "All Orders", "Shipped Orders", and "Orders Not Shipped".
- Please provide a BUNO then click the continue button:** A section with a text input field labeled "BUNO:" and a "Continue" button.
- Exit:** A button located below the "Continue" button.

AUDIO: Select the Ordering Activity option from the Locate an order by box.

Order Status – Ordering Activity SBS – Set Date Limitations – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type a start date and an end date in the appropriate fields to limit the number of orders displayed.

The screenshot shows a web browser window with the URL <http://www.aol-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains several sections for filtering orders:

- Locate an order by...**: A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity, each with a search icon.
- Limit the orders displayed by the following ...**: Two date range input fields. The first is 'Date Ordered Starting Range' with the value '10/6/2001' and '(default 4 months)'. The second is 'Date Ordered Ending Range' with the value '2/6/2002' and '(default today)'. Below these are three radio buttons: 'All Orders', 'Shipped Orders', and 'Orders Not Shipped'.
- Please provide a BUNO then click the continue button**: A text input field labeled 'BUNO:' followed by a 'Continue' button.
- An 'Exit' button is located at the bottom center of the page.

AUDIO: To limit the number of orders displayed, type a start date and an end date.

Developer Notes

Order Status – Ordering Activity SBS – Set Order Status Limitations – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **All Orders** option to display all associated orders.
- Select the **Shipped Orders** option to display orders that have been shipped.
- Select the **Orders Not Shipped** option to display orders that haven't been shipped (i.e., canceled and processing orders).

The screenshot shows a web application interface for viewing order status. It features three main sections:

- Locate an order by...:** A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...:** Two date range inputs: "Date Ordered Starting Range" (10/6/2001, default 4 months) and "Date Ordered Ending Range" (2/6/2002, default today). Below these are three radio button options: "All Orders" (selected), "Shipped Orders", and "Orders Not Shipped".
- Please provide a BUNO then click the continue button:** A text input field for "BUNO:" and a "Continue" button.

An "Exit" button is located at the bottom center of the page.

AUDIO: By default the All Orders option is selected in the Limit the orders displayed by the following screen. The number of orders displayed may be limited by selecting the Shipped Orders option or the Orders Not Shipped option.

Developer Notes

Order Status – Ordering Activity SBS – Select an Ordering Activity – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Select an ordering activity from the **Ordering Activity:** drop-down menu and click the **Continue** button.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains three main sections:

- Locate an order by...**: A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity, each with a search icon.
- Limit the orders displayed by the following ...**: Two date range inputs (Date Ordered Starting Range: 10/15/2001, Date Ordered Ending Range: 2/15/2002) and three radio buttons for All Orders, Shipped Orders, and Orders Not Shipped.
- Please choose an activity then click the continue button**: An "Ordering Activity:" label followed by a drop-down menu. The menu is open, showing a list of activities including AFWTF ROOSEVELT ROADS, AIMD ATLANTA, AIMD CHINA LAKE, AIMD LEMOORE, AIMD NORTH ISLAND, AIMD OCEANA (highlighted), AIMD PATUXENT RIVER, AIMD WHIDBEY ISLAND, BOEING AEROSPACE OPS MERIC, BOEING PATUXENT RIVER, and COMFITWINGLANT. A "Continue" button is to the right of the menu.

AUDIO: Select an ordering activity from the Ordering Activity drop-down menu and click the Continue button.

Order Status – Ordering Activity SBS – Orders Display – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Orders that meet the entered criteria display.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage. The interface includes a header with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below the header is a search filter section titled "Limit the orders displayed by the following ...". This section contains two date range inputs: "Date Ordered Starting Range" set to 10/6/2001 (default 4 months) and "Date Ordered Ending Range" set to 2/6/2002 (default today). There are three radio buttons for filtering: "All Orders" (selected), "Shipped Orders", and "Orders Not Shipped". Below the filters is a section titled "Please provide a BUNO then click the continue button" with a text input field containing "164638" and a "Continue" button. At the bottom of the screenshot is a table with the following data:

| (hovering over ORDER ID will show additional information) | | | | | |
|---|-----------------|------------|----------|--------------------|--|
| Action | Order ID | Order Date | Status | Order Type | |
| O N E T | 02015-N09558-04 | 1/15/2002 | Canceled | Aircraft Scheduled | |
| O N E T | 02030-N09558-03 | 1/30/2002 | Shipped | Aircraft Scheduled | |
| O N E T | 01333-N09558-03 | 11/29/2001 | Shipped | Aircraft Scheduled | |

There is an "Exit" button at the bottom right of the screenshot.

AUDIO: A list of orders displays.

Order Status – Ordering Activity SBS – View Order Details – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **O** button to view an order's details.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter... The page title is "Please provide an order ID then click the continue button". Below this is a text input field containing "Order ID: 02036-N00174-01" and a "Continue" button. A note below the input field says "(hovering over ORDER ID will show additional information)". Below this is a table with columns: Action, Order ID, Order Date, Status, and Order Type. The table contains one row with the following data: Action: O, Order ID: 02036-N00174-01, Order Date: 2/5/2002, Status: Processing, Order Type: Aircraft Scheduled. Below the table is a large yellow box containing detailed order information. The information is organized into sections: Order ID (02036-N00174-01), Order Type (Aircraft Scheduled), Order Priority (Routine), and Order Status (Processing). It also includes dates (Order Placed Date: 2/5/2002 1:50:39 PM, Need By/Target Date: 2/22/2002), shipping information (Primary Shipping Date, Order Completed Date, Has Items On Backorder: No, Order Placed By: Internet Order), and contact information (Ordering Person: Mr. Dennis Levanduski, From Activity: NSWC INDIAN HEAD DIV, Phone: DSN 777-7777 COM 301-753-5600, Fax: DSN 777-7777 COM 301-753-5604, Email: dlevanduski@aot.com). At the bottom of the yellow box, there is a section for "Order Placed For" (xxxxx), "Buno" (xxxxxx), and "AC Type" (xxxxxxxx), along with "Order Shipping To" (NSWC INDIAN HEAD DIV) and "Deliver Order To" (NSWC INDIAN HEAD DIV). To the right of this section is a grey box with the text "TRACE AC Owner", "Physical: VFA-87", and "Reporting: VFA-87". At the bottom of the screenshot is an "Exit" button.

AUDIO: Click the O button.

Developer Notes

Order Status – Ordering Activity SBS – View Order Notes – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **N** button to view an order's notes.

Note: Notes may not be added to an order on this screen. Notes must be added by going back to the Main Menu and clicking the **Notes/Comments** button.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter... The page contains a form with the text "Please provide an order ID then click the continue button". The Order ID field contains "02036-N00174-01" and there is a "Continue" button. Below the form is a table with the following data:

| (hovering over ORDER ID will show additional information) | | | | |
|---|-----------------|------------|------------|--------------------|
| Action | Order ID | Order Date | Status | Order Type |
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Below the table is a section titled "Notes/Justifications/Comments for Order #: 02036-N00174-01 (if you wish to add a note/comment or respond to a note then use the gray 'Notes/Comments' button in the main menu.)". It contains two tables:

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Not ordering recommended items |

Below this table is a text area with "Sys Info: DODIC+MF72 LN=44" and a "Trace data back" button. Another table follows:

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Ordering non-recommended items |

Below this table is another text area with "Sys Info: DODIC+MB15 LN=5" and a "blast for spare" button. At the bottom of the page are links: [Top Of Page] [Top Of Selection Table] [Top Of Details Table] and an "Exit" button.

AUDIO: Click the N button.

Developer Notes

Order Status – Ordering Activity SBS – View Email History – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **E** button to view an order's e-mail history.
- This option lists the date, type of e-mail sent, and the e-mail address for all sent e-mail messages.
- Click an e-mail address to send another message.

Locate an order by...

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Emails Sent for Order #: 02036-N00174-01
(if you wish to send an Email to an address listed - Click the address)

| Date | Type | Email Address |
|----------|---------------|--|
| 2/5/2002 | New Order | dlevanduski@aot.com |
| 2/5/2002 | Problem Order | WebOrderProblemGroup@ih.navy.mil |
| 2/5/2002 | SLE Extension | WebOrderSLEGroup@ih.navy.mil |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the E button. The listed information includes the date, type of e-mail, and the e-mail address.

Order Status – Ordering Activity SBS – View Transaction History – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **T** button to view an order's transaction history.
- This option indicates if an order is processing, has been shipped, or has been canceled.

The screenshot shows a web application interface for viewing order status. At the top, there are search filters for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a form where the Order ID '02036-N00174-01' has been entered, and a 'Continue' button is visible. A table below the form shows order details for '02036-N00174-01' with a status of 'Processing' and 'Aircraft Scheduled'. At the bottom, there is a table titled 'Order Transaction History for Order #: 02036-N00174-01' showing a transaction on 2/5/2002 at 1:50:40 PM of type 'Order Placed' by 'Mr. Dennis Levanduski'. Navigation links for 'Top Of Page', 'Top Of Selection Table', and 'Top Of Details Table' are provided, along with an 'Exit' button.

| Locate an order by... | | | | | |
|-----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Order Transaction History for Order #: 02036-N00174-01 | | | | |
|--|--------------|-------------|-----------------------|--|
| Date | Type | Description | Person | |
| 2/5/2002 1:50:40 PM | Order Placed | Web Order | Mr. Dennis Levanduski | |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the T button.

Developer Notes

Order Status – Shipping To Location SBS – Click Order Status – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

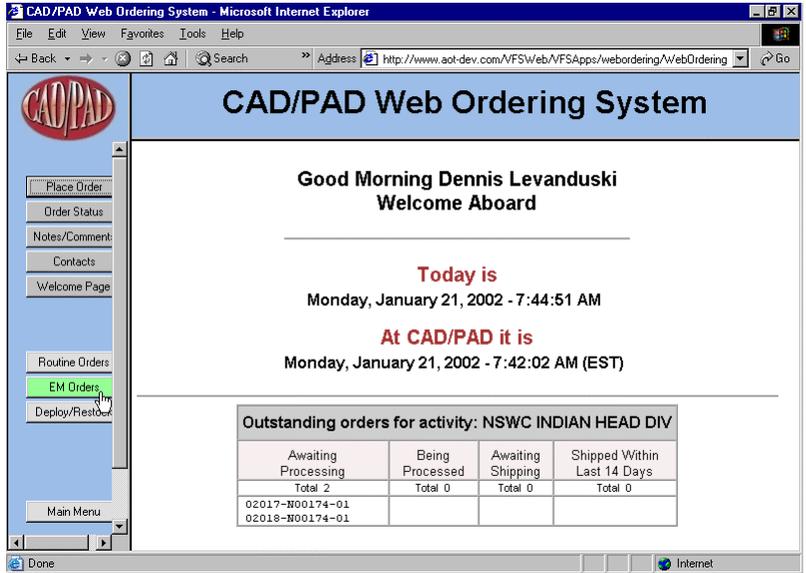
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Order Status** button to view an order's status.



AUDIO: Click the Order Status button.

Developer Notes

Order Status – Shipping To Location SBS – Select Ordering Activity Option – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **Shipping To Location** option from the **Locate an order by...** box to view an order's status by ordering activity.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains three main sections:

- Locate an order by...**: A table with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a small 'C' icon below it.
- Limit the orders displayed by the following ...**: Two date range inputs: "Date Ordered Starting Range" (10/15/2001, default 4 months) and "Date Ordered Ending Range" (2/15/2002, default today). Below these are three radio buttons: "All Orders" (selected), "Shipped Orders", and "Orders Not Shipped".
- Please choose an activity then click the continue button**: A dropdown menu for "Shipping To Location" with the value "AIMD IM-2 PARALOFT CV-63" and a "Continue" button.

At the bottom center of the page is an "Exit" button.

AUDIO: Select the Shipping To Location option from the Locate an order by box.

Order Status – Shipping To Location SBS – Set Date Limitations – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

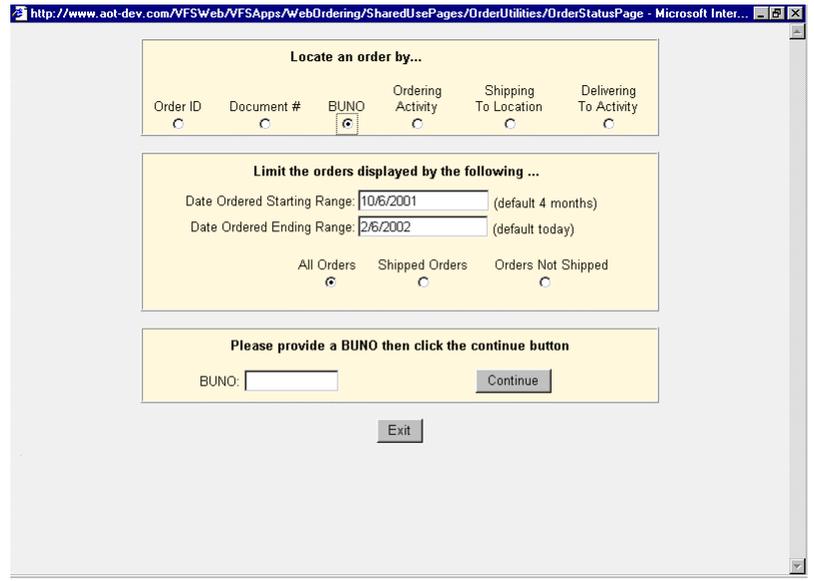
Order Status

Notes and Comments

Receipting an Order

Exit

- Type a start date and an end date in the appropriate fields to limit the number of orders displayed.



AUDIO: To limit the number of orders displayed, type a start date and an end date.

Developer Notes

Order Status – Shipping To Location SBS – Set Order Status Limitations – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **All Orders** option to display all associated orders.
- Select the **Shipped Orders** option to display orders that have been shipped.
- Select the **Orders Not Shipped** option to display orders that haven't been shipped (i.e., canceled and processing orders).

The screenshot shows a web application interface for viewing order status. It features three main sections:

- Locate an order by...:** A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...:** A section with two date range inputs: "Date Ordered Starting Range" (set to 10/6/2001, default 4 months) and "Date Ordered Ending Range" (set to 2/6/2002, default today). Below these are three radio button options: "All Orders" (selected), "Shipped Orders", and "Orders Not Shipped".
- Please provide a BUNO then click the continue button:** A text input field for BUNO and a "Continue" button.

An "Exit" button is located at the bottom center of the page.

AUDIO: By default the All Orders option is selected in the Limit the orders displayed by the following screen. The number of orders displayed may be limited by selecting the Shipped Orders option or the Orders Not Shipped option.

Developer Notes

Order Status – Shipping To Location SBS – Select a Shipping To Location – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select an activity from the **Shipping To Location:** drop-down menu and click the **Continue** button.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/WFSWeb/WFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains several sections:

- Locate an order by...**: A table with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...**: Two date range inputs: "Date Ordered Starting Range" (10/15/2001) and "Date Ordered Ending Range" (2/15/2002). Below are radio buttons for "All Orders", "Shipped Orders", and "Orders Not Shipped".
- Please choose an activity then click the continue button**: A "Shipping To Location:" dropdown menu is open, showing a list of locations. The selected item is "USCG ELIZABETH CITY". A "Continue" button is visible to the right of the dropdown.

AUDIO: Select an activity from the Shipping To Location drop-down menu and click the Continue button.

Order Status – Shipping To Location SBS – Orders Display – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Orders that meet the entered criteria display.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage. The interface includes a header with navigation links, a search filter section, and a table of order data.

Search Filter Section:

- Order ID:
- Document #:
- BUNO:
- Ordering Activity:
- Shipping To Location:
- Delivering To Activity:

Limit the orders displayed by the following ...

- Date Ordered Starting Range: (default 4 months)
- Date Ordered Ending Range: (default today)

Please provide a BUNO then click the continue button

BUNO:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|----------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02015-N09558-04 | 1/15/2002 | Canceled | Aircraft Scheduled |
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02030-N09558-03 | 1/30/2002 | Shipped | Aircraft Scheduled |
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 01333-N09558-03 | 11/29/2001 | Shipped | Aircraft Scheduled |

AUDIO: A list of orders displays.

Order Status – Shipping To Location SBS – View Order Details – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **O** button to view an order's details.

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|----------------|-----------------|------------|------------|--------------------|
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Order ID | Order Type | Order Priority | Order Status |
|-----------------|--------------------|----------------|--------------|
| 02036-N00174-01 | Aircraft Scheduled | Routine | Processing |

Order Placed Date: 2/5/2002 1:50:39 PM Ordering Person: Mr. Dennis Levanduski
 Need By/Target Date: 2/22/2002 From Activity: NSWC INDIAN HEAD DIV
 Primary Shipping Date: Phone: DSN 777-7777 COM 301-753-5600
 Order Completed Date: Fax: DSN 777-7777 COM 301-753-5604
 Has Items On Backorder: No Email: dlevanduski@aot.com
 Order Placed By: Internet Order

Order Placed For: xxxxxx Buno:xxxxxx AC Type:xxxxxxxxx TRACE AC Owner
 Order Shipping To: NSWC INDIAN HEAD DIV Physical: VFA-87
 Deliver Order To: NSWC INDIAN HEAD DIV Reporting: VFA-87

AUDIO: Click the O button.

Developer Notes

Order Status – Shipping To Location SBS – View Order Notes – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **N** button to view an order's notes.

Note: Notes may not be added to an order on this screen. Notes must be added by going back to the Main Menu and clicking the **Notes/Comments** button.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter... The page contains a form with the text "Please provide an order ID then click the continue button". The Order ID field contains "02036-N00174-01" and there is a "Continue" button. Below the form is a table with the following data:

| (hovering over ORDER ID will show additional information) | | | | |
|---|-----------------|------------|------------|--------------------|
| Action | Order ID | Order Date | Status | Order Type |
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Below the table is a section titled "Notes/Justifications/Comments for Order #: 02036-N00174-01 (if you wish to add a note/comment or respond to a note then use the gray 'Notes/Comments' button in the main menu.)". It contains two tables of notes:

| Date | Author | Activity | Category | Subject |
|----------------------------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Not ordering recommended items |
| Sys Info: DODIC=MF72 LN=44 | | | | |
| Trace data here | | | | |
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Ordering non-recommended items |
| Sys Info: DODIC=MB15 LN=5 | | | | |
| bleed for spare | | | | |

At the bottom of the screenshot, there are three links: [\[Top Of Page\]](#), [\[Top Of Selection Table\]](#), and [\[Top Of Details Table\]](#), and an "Exit" button.

AUDIO: Click the N button.

Developer Notes

Order Status – Shipping To Location SBS – View Email History – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **E** button to view an order's e-mail history.
- This option lists the date, type of e-mail sent, and the e-mail address for all sent e-mail messages.
- Click an e-mail address to send another message.

The screenshot shows a web application interface for viewing order status and email history. At the top, there are navigation links for Documentation, Implementation Message, and Lead-Time Table. Below these, there is a section titled "Locate an order by..." with a table of search criteria: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. A yellow box prompts the user to "Please provide an order ID then click the continue button" with an input field containing "02036-N00174-01" and a "Continue" button. Below this, a note says "(hovering over ORDER ID will show additional information)". A table shows the order details: Action (O, N, E, T), Order ID (02036-N00174-01), Order Date (2/5/2002), Status (Processing), and Order Type (Aircraft Scheduled). The "E" button is highlighted. Below the table, a section titled "Emails Sent for Order #: 02036-N00174-01" lists three emails with columns for Date, Type, and Email Address. The emails are: 2/5/2002 New Order (dlevanduski@aot.com), 2/5/2002 Problem Order (WebOrderProblemGroup@ih.navy.mil), and 2/5/2002 SLE Extension (WebOrderSLEGroup@ih.navy.mil). At the bottom, there are links for [Top Of Page], [Top Of Selection Table], [Top Of Details Table], and an Exit button.

AUDIO: Click the E button. The listed information includes the date, type of e-mail, and the e-mail address.

Order Status – Shipping To Location SBS – View Transaction History – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **T** button to view an order's transaction history.
- This option indicates if an order is processing, has been shipped, or has been canceled.

The screenshot shows a web application interface for viewing order status. At the top, there are search filters for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a form where the Order ID '02036-N00174-01' has been entered, and a 'Continue' button is visible. A table below the form shows order details for '02036-N00174-01' with a status of 'Processing' and 'Aircraft Scheduled'. At the bottom, there is a table titled 'Order Transaction History for Order #: 02036-N00174-01' showing a transaction on 2/5/2002 at 1:50:40 PM of type 'Order Placed' by 'Mr. Dennis Levanduski'. Navigation links for 'Top Of Page', 'Top Of Selection Table', and 'Top Of Details Table' are provided, along with an 'Exit' button.

| Action | Order ID | Order Date | Status | Order Type |
|-------------------------------------|-----------------|------------|------------|--------------------|
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Order Transaction History for Order #: 02036-N00174-01 | | | |
|--|--------------|-------------|-----------------------|
| Date | Type | Description | Person |
| 2/5/2002 1:50:40 PM | Order Placed | Web Order | Mr. Dennis Levanduski |

AUDIO: Click the T button.

Developer Notes

Order Status – Deliver To Activity SBS – Click Order Status – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

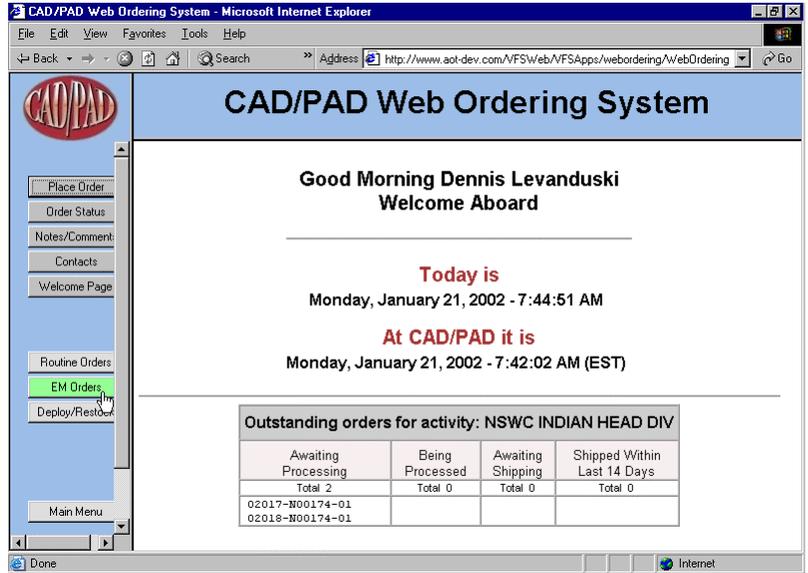
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Order Status** button to view an order's status.



AUDIO: Click the Order Status button.

Developer Notes

Order Status – Deliver To Activity SBS – Select Delivering To Activity Option – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **Delivering To Activity** option from the **Locate an order by...** box to view an order's status by ordering activity.

The screenshot shows a web application interface for locating orders. It features three main sections:

- Locate an order by...:** A table with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon. The 'Delivering To Activity' column is highlighted.
- Limit the orders displayed by the following ...:** A section with two date range inputs: 'Date Ordered Starting Range' (10/21/2001) and 'Date Ordered Ending Range' (2/21/2002). Below these are three radio buttons: 'All Orders' (selected), 'Shipped Orders', and 'Orders Not Shipped'.
- Please choose an activity then click the continue button:** A dropdown menu labeled 'Delivering To Activity:' with the value 'AFWTF ROOSEVELT ROADS' and a 'Continue' button.

An 'Exit' button is located at the bottom center of the page.

AUDIO: Select the Delivering To Activity option from the Locate an order by box.

Order Status – Deliver To Activity SBS – Set Date Limitations – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type a start date and an end date in the appropriate fields to limit the number of orders displayed.

The screenshot shows a web browser window with the URL <http://www.aol-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains several sections:

- Locate an order by...**: A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...**: Two date range input fields. The first is 'Date Ordered Starting Range' with the value '10/6/2001' and '(default 4 months)'. The second is 'Date Ordered Ending Range' with the value '2/6/2002' and '(default today)'. Below these are three radio button options: 'All Orders', 'Shipped Orders', and 'Orders Not Shipped'.
- Please provide a BUNO then click the continue button**: A text input field labeled 'BUNO:' followed by a 'Continue' button.
- An 'Exit' button is located at the bottom center of the page.

AUDIO: To limit the number of orders displayed, type a start date and an end date.

Developer Notes

Order Status – Deliver To Activity SBS – Set Order Status Limitations – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the **All Orders** option to display all associated orders.
- Select the **Shipped Orders** option to display orders that have been shipped.
- Select the **Orders Not Shipped** option to display orders that haven't been shipped (i.e., canceled and processing orders).

The screenshot shows a web application interface for order status management. It features three main sections:

- Locate an order by...:** A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Each column has a search icon.
- Limit the orders displayed by the following ...:** A section with two date range inputs: "Date Ordered Starting Range" (set to 10/6/2001, default 4 months) and "Date Ordered Ending Range" (set to 2/6/2002, default today). Below these are three radio button options: "All Orders" (selected), "Shipped Orders", and "Orders Not Shipped".
- Please provide a BUNO then click the continue button:** A section with a "BUNO:" label, an input field, and a "Continue" button.

An "Exit" button is located at the bottom center of the page.

AUDIO: By default the All Orders option is selected in the Limit the orders displayed by the following screen. The number of orders displayed may be limited by selecting the Shipped Orders option or the Orders Not Shipped option.

Developer Notes

Order Status – Deliver To Activity SBS – Select a Deliver To Activity – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Select an activity from the **Delivering To Activity**: drop-down menu and click the **Continue** button.

The screenshot shows a web browser window with the URL <http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage>. The page contains several sections:

- Locate an order by...**: A table with columns for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity, each with a search icon.
- Limit the orders displayed by the following ...**: Two date range inputs: "Date Ordered Starting Range" (10/15/2001, default 4 months) and "Date Ordered Ending Range" (2/15/2002, default today). Below are radio buttons for "All Orders", "Shipped Orders", and "Orders Not Shipped".
- Please choose an activity then click the continue button**: A dropdown menu labeled "Delivering To Activity:" with a "Continue" button. The dropdown is open, showing a list of activities: AFWTF ROOSEVELT ROADS, SAR WHIDBEY, SIKORSKY, STATION WEAPONS FORT WORTH, STATION WEAPONS NAF WASHIN, STATION WEAPONS NEW ORLEA, STRIKE PATUXENT RIVER (highlighted), TPS PAX RIVER, UC - HOWARD, USCG ELIZABETH CITY, USN FLGT DEMONSTN TM, and USS ABRAHAM LINCOLN.

AUDIO: Select an activity from the Deliver To Activity drop-down menu and click the Continue button.

Order Status – Deliver To Activity SBS – Orders Display – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Orders that meet the entered criteria display.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage. The interface includes a header with columns: Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a search filter section titled "Limit the orders displayed by the following ...". It contains two date range inputs: "Date Ordered Starting Range" set to 10/6/2001 (default 4 months) and "Date Ordered Ending Range" set to 2/6/2002 (default today). There are three radio buttons for "All Orders", "Shipped Orders", and "Orders Not Shipped". Below the filters is a section titled "Please provide a BUNO then click the continue button" with a text input field containing "164638" and a "Continue" button. At the bottom, there is a table with columns: Action, Order ID, Order Date, Status, and Order Type. The table contains three rows of data. An "Exit" button is located at the bottom right of the interface.

| Action | Order ID | Order Date | Status | Order Type |
|---------|-----------------|------------|----------|--------------------|
| O N E T | 02015-N09558-04 | 1/15/2002 | Canceled | Aircraft Scheduled |
| O N E T | 02030-N09558-03 | 1/30/2002 | Shipped | Aircraft Scheduled |
| O N E T | 01333-N09558-03 | 11/29/2001 | Shipped | Aircraft Scheduled |

AUDIO: A list of orders displays.

Order Status – Deliver To Activity SBS – View Order Details – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **O** button to view an order's details.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage - Microsoft Inter... The page title is "Please provide an order ID then click the continue button". Below this is a text input field containing "Order ID: 02036-N00174-01" and a "Continue" button. A note says "(hovering over ORDER ID will show additional information)". Below that is a table with columns: Action, Order ID, Order Date, Status, and Order Type. The table contains one row with the values: O, N, E, T, 02036-N00174-01, 2/5/2002, Processing, and Aircraft Scheduled. Below the table is a large yellow box containing detailed order information:

| Order ID | Order Type | Order Priority | Order Status |
|-----------------|--------------------|----------------|--------------|
| 02036-N00174-01 | Aircraft Scheduled | Routine | Processing |

Order Placed Date: 2/5/2002 1:50:39 PM Ordering Person: Mr. Dennis Levanduski
 Need By/Target Date: 2/22/2002 From Activity: NSWC INDIAN HEAD DIV
 Primary Shipping Date: Phone: DSN 777-7777 COM 301-753-5600
 Order Completed Date: Fax: DSN 777-7777 COM 301-753-5604
 Has Items On Backorder: No Email: dlevanduski@aot.com
 Order Placed By: Internet Order

Order Placed For: xxxxxx Buno:xxxxxx AC Type:xxxxxxxxx TRACE AC Owner
 Order Shipping To: NSWC INDIAN HEAD DIV Physical: VFA-87
 Deliver Order To: NSWC INDIAN HEAD DIV Reporting: VFA-87

At the bottom of the yellow box is an "Exit" button.

AUDIO: Click the O button.

Developer Notes

Order Status – Deliver To Activity SBS – View Order Notes – Step 8

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **N** button to view an order's notes.

Note: Notes may not be added to an order on this screen. Notes must be added by going back to the Main Menu and clicking the **Notes/Comments** button.

The screenshot shows a web browser window with the URL: http://www.aot-dev.com/VFSWeb/VFSApps/WebOrdering/SharedUsePages/OrderUtilities/OrderStatusPage. The page contains a form with the text "Please provide an order ID then click the continue button". The Order ID field contains "02036-N00174-01" and there is a "Continue" button. Below the form is a table with the following data:

| (hovering over ORDER ID will show additional information) | | | | |
|---|-----------------|------------|------------|--------------------|
| Action | Order ID | Order Date | Status | Order Type |
| O N E T | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Below the table is a section titled "Notes/Justifications/Comments for Order #: 02036-N00174-01 (if you wish to add a note/comment or respond to a note then use the gray 'Notes/Comments' button in the main menu.)". It contains two tables of notes:

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Not ordering recommended items |

Below the first table is a text area with "Sys Info: DODIC=MF72 LN=44" and "Trace data here".

| Date | Author | Activity | Category | Subject |
|----------|-------------------|----------|---------------|--------------------------------|
| 2/5/2002 | Dennis Levanduski | NSWC IH | Justification | Ordering non-recommended items |

Below the second table is a text area with "Sys Info: DODIC=MB15 LN=5" and "blast for spare".

At the bottom of the page are links: [Top Of Page] [Top Of Selection Table] [Top Of Details Table] and an "Exit" button.

AUDIO: Click the N button.

Developer Notes

Order Status – Deliver To Activity SBS – View Email History – Step 9

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **E** button to view an order's e-mail history.
- This option lists the date, type of e-mail sent, and the e-mail address for all sent e-mail messages.
- Click an e-mail address to send another message.

Locate an order by...

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

Emails Sent for Order #: 02036-N00174-01
(if you wish to send an Email to an address listed - Click the address)

| Date | Type | Email Address |
|----------|---------------|--|
| 2/5/2002 | New Order | dlevanduski@aot.com |
| 2/5/2002 | Problem Order | WebOrderProblemGroup@ih.navy.mil |
| 2/5/2002 | SLE Extension | WebOrderSLEGroup@ih.navy.mil |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the E button. The listed information includes the date, type of e-mail, and the e-mail address.

Order Status – Deliver To Activity SBS – View Transaction History – Step 10

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **T** button to view an order's transaction history.
- This option indicates if an order is processing, has been shipped, or has been canceled.

The screenshot shows a web application interface for viewing order status. At the top, there are search filters for Order ID, Document #, BUNO, Ordering Activity, Shipping To Location, and Delivering To Activity. Below this is a form where the Order ID '02036-N00174-01' has been entered, and a 'Continue' button is visible. A table below the form shows order details for '02036-N00174-01' with a status of 'Processing' and 'Aircraft Scheduled'. The 'Action' column contains buttons for O, N, E, and T. Below this is a table titled 'Order Transaction History for Order #: 02036-N00174-01' with columns for Date, Type, Description, and Person. The first entry is '2/5/2002 1:50:40 PM Order Placed Web Order Mr. Dennis Levanduski'. At the bottom, there are links for '[Top Of Page]', '[Top Of Selection Table]', '[Top Of Details Table]', and an 'Exit' button.

| Order ID | Document # | BUNO | Ordering Activity | Shipping To Location | Delivering To Activity |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> |

Please provide an order ID then click the continue button

Order ID:

(hovering over ORDER ID will show additional information)

| Action | Order ID | Order Date | Status | Order Type |
|---|-----------------|------------|------------|--------------------|
| <input type="button" value="O"/> <input type="button" value="N"/> <input type="button" value="E"/> <input type="button" value="T"/> | 02036-N00174-01 | 2/5/2002 | Processing | Aircraft Scheduled |

| Order Transaction History for Order #: 02036-N00174-01 | | | |
|--|--------------|-------------|-----------------------|
| Date | Type | Description | Person |
| 2/5/2002 1:50:40 PM | Order Placed | Web Order | Mr. Dennis Levanduski |

[\[Top Of Page\]](#) [\[Top Of Selection Table\]](#) [\[Top Of Details Table\]](#)

AUDIO: Click the T button.

Developer Notes

Cancel An Order

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Cancel an Order button allows the Requisitioner to cancel an order after it has been processed. Click the button below for step-by-step training.

Cancel An Order

AUDIO: A Requisitioner may cancel an order already in process. Click the Cancel An Order button for step-by-step training.

Developer Notes

Cancel Order SBS – Selecting Place Order – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Place Order** button.

| Outstanding orders for activity: NSWC INDIAN HEAD DIV | | | |
|---|-----------------|-------------------|-----------------------------|
| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
| Total 1 | Total 0 | Total 0 | Total 0 |
| 02036-N00174-01 | | | |

AUDIO: Click the Place Order button.

Developer Notes

Cancel Order SBS – Selecting Cancel Order – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Cancel Order** button to cancel an order that has not yet been shipped.

CAD/PAD Web Ordering System

Good Morning Dennis Levanduski
Welcome Aboard

Today is
Friday, February 08, 2002 - 10:39:48 AM

At CAD/PAD it is
Friday, February 08, 2002 - 10:37:10 AM (EST)

| Outstanding orders for activity: NSW INDIAN HEAD DIV | | | |
|--|-----------------|-------------------|-----------------------------|
| Awaiting Processing | Being Processed | Awaiting Shipping | Shipped Within Last 14 Days |
| Total 1 | Total 0 | Total 0 | Total 0 |
| 02036-N00174-01 | | | |

AUDIO: Click the Cancel Order button.

Developer Notes

Cancel Order SBS – Selecting an Order to Cancel – Step 3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

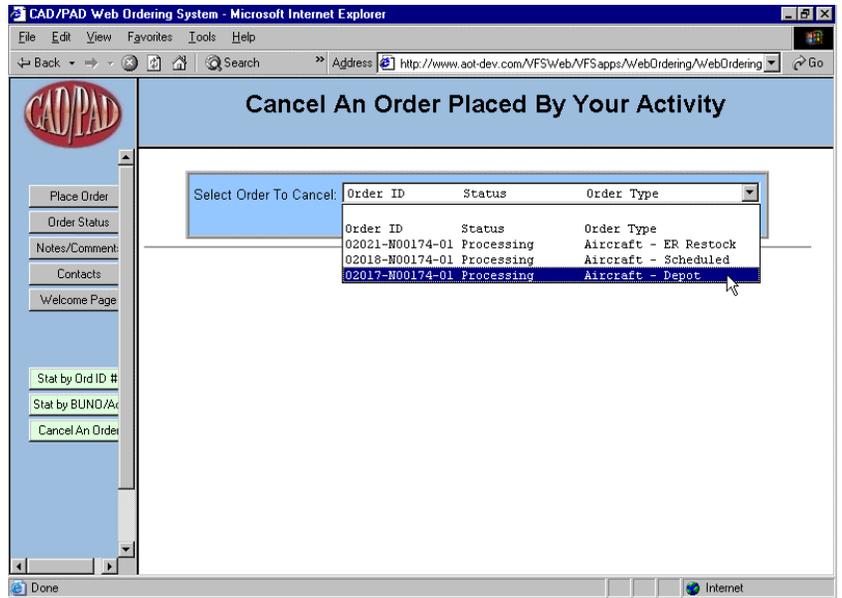
Order Status

Notes and Comments

Receiving an Order

Exit

- Select an order to cancel from the drop-down menu.



AUDIO: Select an order to cancel from the drop-down menu.

Cancel Order SBS – Displaying Order – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

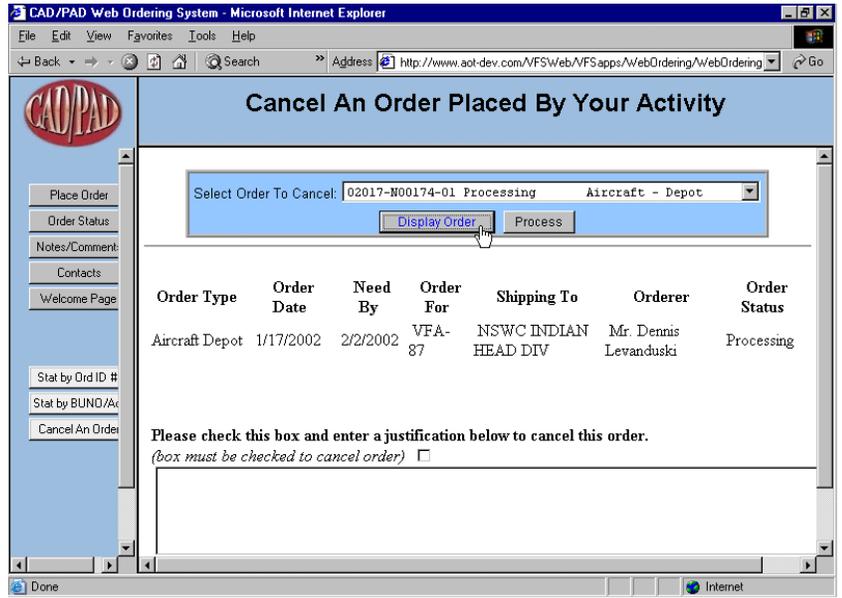
Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **Display Order** button to view its information.



AUDIO: Click the Display Order button.

Developer Notes

Cancel Order SBS – Justification and Processing – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

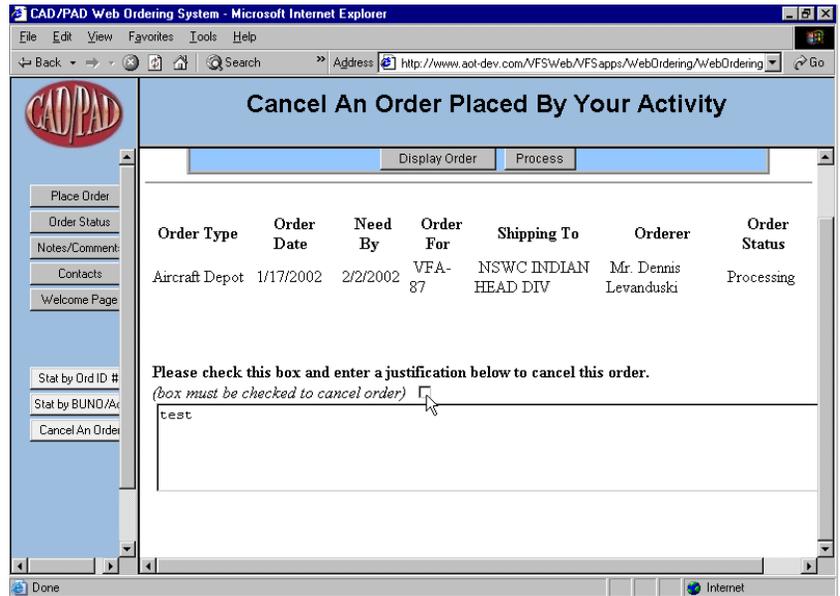
Order Status

Notes and Comments

Receipting an Order

Exit

- You must enter a justification at the bottom of the screen for canceling the order.
- Select the check box under **Please check this box and enter a justification below to cancel this order.** The check box must be selected to cancel the order.
- Click the **Process** button to process the order cancellation.



AUDIO: Type a justification in the field at the bottom of the screen. Click the box below Please check this box and enter a justification below to cancel this order, then click the Process button.

Developer Notes

Cancel Order SBS – Cancel Order Prompt – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Requisitioner is prompted whether or not to continue with the cancellation.
- If **Yes** is selected, the order is permanently canceled. Once processed, this cancellation cannot be undone.
- Select **No** to abort the order cancellation.



AUDIO: When prompted, select Yes to continue the order cancellation or select no to abort the cancellation.

Developer Notes

Notes/Comments

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Notes/Comments section of the Web Ordering System provides access to notes/comments attached to a particular order.
- Once a note has been entered and saved, it cannot be changed or deleted.
- Click the button below for step-by-step training on the Notes/Comments section:

[Notes/Comments Training](#)

AUDIO: The Web Ordering System provides access to notes or comments attached to an order. Click the button below for step-by-step training on viewing the notes.

Notes/Comments SBS – View/Add Order Notes Screen – Step 1

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

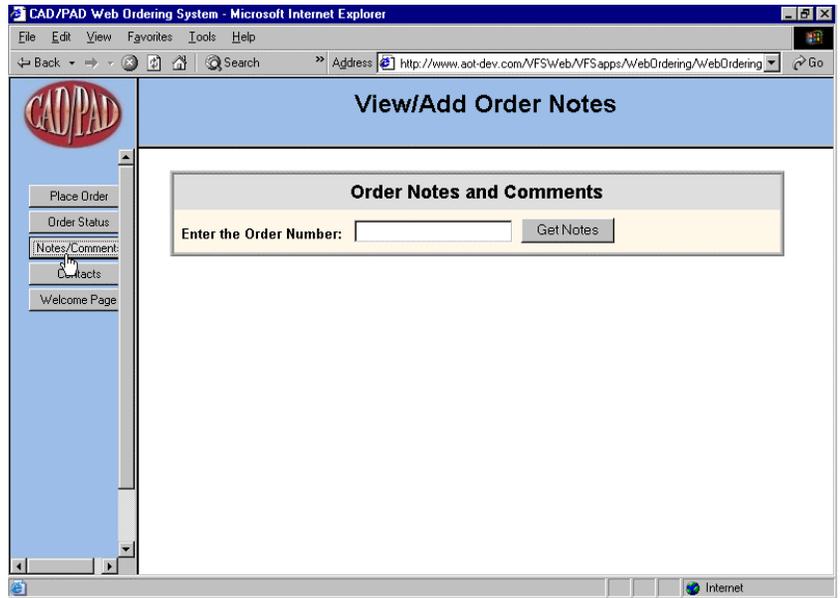
Order Status

Notes and
Comments

Receipting an
Order

Exit

- Click the **Notes/Comments** button to access the Order Notes and Comments screen.



AUDIO: Click the Notes Comments button.

Developer Notes

Notes/Comments SBS – Entering Order Number – Step 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

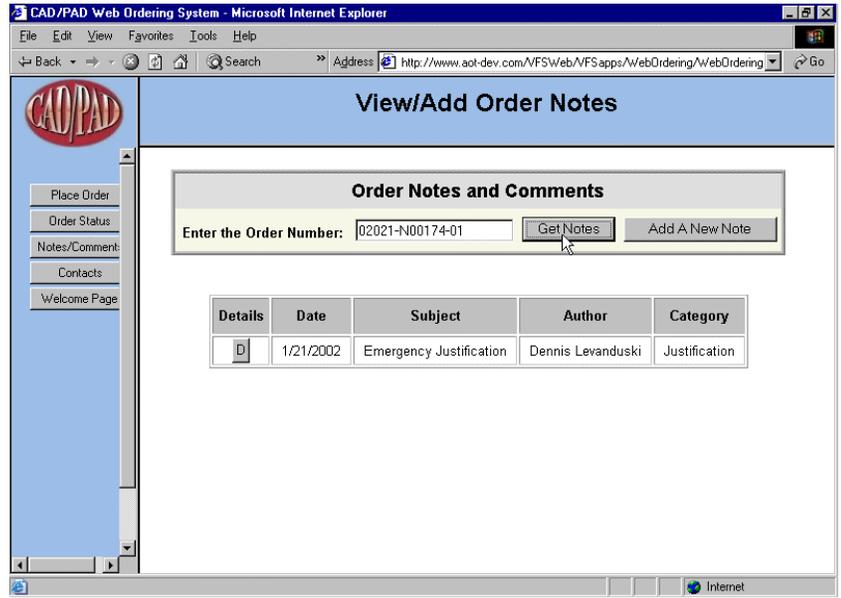
Order Status

Notes and Comments

Receiving an Order

Exit

- Type an order number in the **Enter the Order Number:** field.
- Click the **Get Notes** button to display the list of associated notes.



AUDIO: Type an order number and click the Get Notes button. The list of associated notes displays on the bottom half of the screen.

Developer Notes

Notes/Comments SBS – Adding a Note – Step 3

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

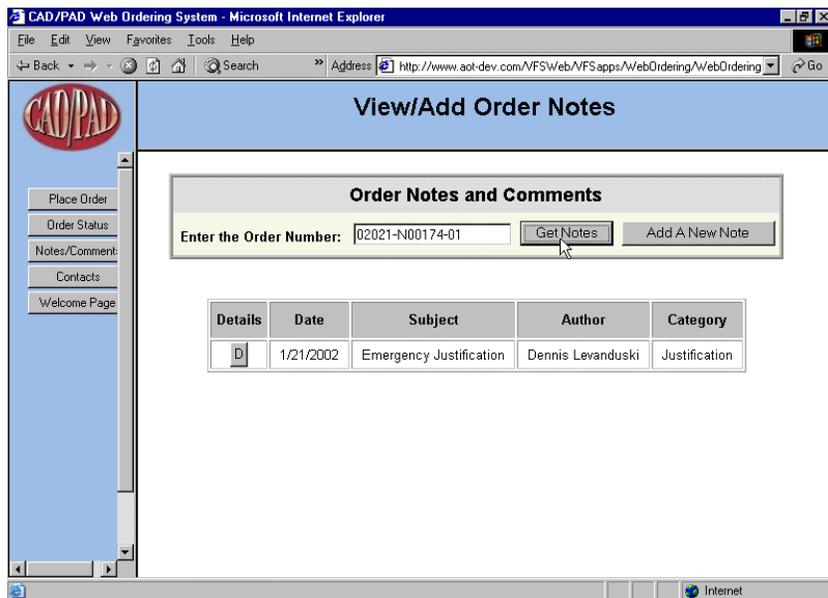
Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Add A New Note** button to attach a note to the order.
- A screen displays to enter the note.



AUDIO: To add a note, click the Add a New Note button.

Notes/Comments SBS – Add a Note Screen – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Type the topic of the note in the **Subject:** field.
- Type the note in the **Enter Your Note or Comment** field.
- Click the **Save & Exit** button to save the note.
- Click the **Cancel & Exit** button to abort the note.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The address bar shows the URL 'http://www.aot-dev.com/VFSWeb/VFSapps/WebOrdering/WebOrdering'. The page title is 'View/Add Order Notes'. The form contains the following fields and buttons:

- Date: 1/23/2002
- Category: General Comment
- Author: Dennis Levanduski
- Activity: NAVSURFWARREN INDIAN HEAD DIV
- Subject: (empty field)
- Enter Your Note or Comment (large text area)
- Save & Exit button
- Cancel & Exit button

AUDIO: Type the appropriate information in the fields when the screen displays. Click the Save and Exit button to save the note. Click the Cancel and exit button to abort.

Developer Notes

Notes/Comments SBS – Viewing a Note – Step 5

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **D** button to view a note's content.

The top screenshot shows the 'View/Add Order Notes' page. It features a sidebar with navigation buttons: Place Order, Order Status, Notes/Comments, Contacts, and Welcome Page. The main content area has a search box for 'Enter the Order Number:' with the value '02021-N00174-01' and buttons for 'Get Notes' and 'Add A New Note'. Below this is a table of notes:

| Details | Date | Subject | Author | Category |
|----------------------------------|-----------|-------------------------|-------------------|------------------|
| <input type="button" value="D"/> | 1/23/2002 | General Note | Dennis Levanduski | General Comments |
| <input type="button" value="D"/> | 1/21/2002 | Emergency Justification | Dennis Levanduski | Justification |

The bottom screenshot shows the detailed view of a note. It displays the following information:

- Date: 1/23/2002
- Order Number: 02021-N00174-01
- Author: Dennis Levanduski
- Activity: NSWC INDIAN HEAD DIV
- Category: General Comments
- Subject: General Note

The note content is displayed in a text area with the text 'New note'. Below the note content is an 'Additional Follow On Comments' section with a table:

| View | Author | Category | Subject | Date |
|----------------------------------|-------------------|-----------------|-------------------|-----------|
| <input type="button" value="D"/> | Dennis Levanduski | Comment On Note | follow on comment | 1/23/2002 |

Buttons for 'Add A Follow On Comment' and 'Back To Note Selection' are located at the bottom of the page.

AUDIO: To view a note's content, click the D button.

Developer Notes

Notes/Comments SBS – Adding a Follow On Comment – Step 6

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

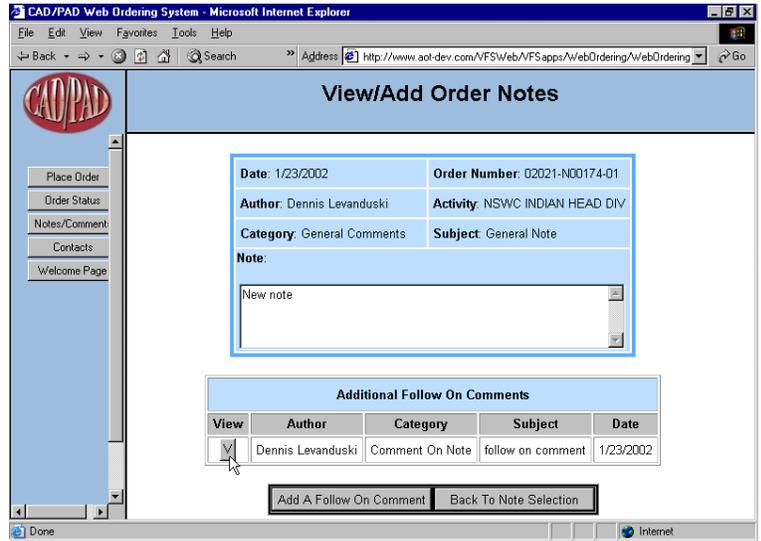
Order Status

Notes and Comments

Receiving an Order

Exit

- To add a follow-on comment to a note, click the **Add A Follow On Comment** button.
- A screen displays to enter the comment.



AUDIO: To add a follow-on comment, click the Add a Follow On Comment button.

Developer Notes

Notes/Comments SBS – Add a Follow On Comment Screen – Step 7

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Type the topic of the comment in the **Subject:** field.
- Type the note in the **Note** field.
- Click the **Save/Exit** button to save the comment.
- Click the **Cancel/Exit** button to abort the comment.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The address bar shows 'http://www.aol-dev.com/VFSWeb/VFSapps/WebOrdering/WebOrdering'. The page title is 'View/Add Order Notes'. The interface includes a left sidebar with buttons: 'Place Order', 'Order Status', 'Notes/Comment', 'Contacts', and 'Welcome Page'. The main content area has a yellow background and contains the following information:

| | |
|---------------------------|--------------------------------|
| Date: 1/23/2002 | Order Number: 02021-N00174-01 |
| Author: Dennis Levanduski | Activity: NSWC INDIAN HEAD DIV |
| Category: Comment On Note | Subject: follow on comment |

Below this is a 'Note:' section with a text area containing 'follow on comment'. At the bottom of the form are two buttons: 'Save/Exit' and 'Cancel/Exit'.

AUDIO: Type the appropriate information in the fields when the screen displays. Click the Save Exit button to save the comment. Click the Cancel Exit button to abort.

Developer Notes

Notes/Comments SBS – Viewing a Follow On Comment – Step 8

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **V** button to view a follow-on comment in the **Additional Follow On Comments** section of a note.

Documentation | Implem

Viewing Follow On Comments -- Web Page Dialog

Follow On Comment

Date: 1/23/2002 **Order Number:** 02021-N00174-01

Author: Dennis Levanduski **Activity:** NSWC INDIAN HEAD DIV

Category: Comment On Note **Subject:** follow on comment

Note:

follow on comment

Close Comment Window

| View | Author | Category | Subject | Date |
|--------------------------|-------------------|-----------------|-------------------|-----------|
| <input type="checkbox"/> | Dennis Levanduski | Comment On Note | follow on comment | 1/23/2002 |

Add A Follow On Comment Back To Note Selection

AUDIO: To view a note's content, click the D button.

Receipting an Order

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

Delivery to the Weapons Department/Station Ordnance or MALS

- CAD/PADs are shipped directly to the Weapons Department at Naval Air Stations or to the Station Ordnance/MALS at Marine Corps Air Stations.
- The Weapons Department/Station Ordnance/MALS reports the receipt in ROLMS.
- Undamaged items will be delivered to the activity within 1 workday.
- If the activity is unable to receive the order, the Weapons Department or MALS holds the package in the station magazine until delivery can be made.

AUDIO: CADs and PADs are shipped directly to the Weapons Department at Naval Air Stations, or to the Station Ordnance or MALS at Marine Corps Air Stations. The activities report the receipt in ROLMS for upload to CAIMS using information included on the D D thirteen forty-eight attached to the outside of the package. The Weapons Department or MALS shall contact the activity in the Deliver To segment of the invoice and deliver undamaged shipments within one workday. If the activity is unable to receive the order, it holds the package in the station magazine until delivery can be made.

Developer Notes

Receipting an Order

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

Weapons Department/Stations Ordnance/MALS Handling of Damaged Shipments

- If the package shows visual evidence of damage, the Weapons Department/MALS will open it and inspect the contents for damage.
- All CAD inner containers and all PADs that do not show visible evidence of packaging damage shall be deemed acceptable for use. No further action required.
- Weapons Department/MALS will notify the Requisitioner or ordering unit of damaged goods that will not be delivered.
- A Report of Discrepancy (ROD) must be submitted for damaged goods under NAVSUPINST 4440 or a Supply Discrepancy Report (SDR) SF-364 in accordance with NAVSUP P724.

AUDIO: If the external package is visibly damaged, the Weapons Department or MALS shall inspect the shipment in accordance with T-W-O ten dash A-A dash O-R-D dash oh ten. No damaged items will be delivered to the activity. The Weapons Department or MALS will notify the Requisitioner or ordering unit if any of the items are damaged. It is then the activity's responsibility to reorder the items using the emergency order process. A Report of Discrepancy must be submitted for damaged goods under NAVSUPINST forty-four or a Supply Discrepancy Report SF-three sixty-four in accordance with NAVSUP P seven twenty-four.

Developer Notes

Receipting an Order

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Delivery to the Maintenance Activity

Placing an Order

- Maintenance activities shall open and inspect all items received. All CADs and PADs showing no visible evidence of damage shall be deemed acceptable for use.

Canceling an Order

- If the maintenance activity finds an item damaged, it must notify the supporting Weapons Department/MALS, identifying the damaged item by DODIC, NSN, requisition number, and quantity.

Order Status

Notes and Comments

- To replace damaged material, the maintenance activity must submit an [emergency order](#).

Receipting an Order

- The damaged item must be returned to the Weapons Department/MALS.

Exit

AUDIO: If the shipment of an individual item is damaged, notify the Weapons Department or MALS identifying the damaged item by DODIC, NSN, requisition number, and quantity. The maintenance activity must submit a deficiency report under OPNAV Instruction Forty-Seven Ninety. To replace damaged material, the ordering activity shall submit an emergency order as specified in the procedure for items damaged, fired, or inadvertently actuated.

Developer Notes

Next page starts Manual Order process (not in Trace)

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

Placing an Order – Manual Order – BUNO Not in Trace – Step 1 (Title: Proceed with Manual Order)

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- To proceed with a manual order, enter the planned maintenance date in mm/dd/yy format or mm-dd-yyyy format and press the **OK Continue** button.
- Placing a manual order requires that information be provided on each installed DODIC to be ordered.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: "http://www.acf-dev.com/YFSWeb/YFSApps/webordering/WebOrderingBoot.asp?LoadPage=0". The main content area is titled "Place A Depot Maintenance CAD/PAD Order". It contains a form with the following elements:

- A blue header bar with the text: "Enter a BUNO then press the [Enter] key Then enter the planned maintenance date and click the 'OK' button".
- A text input field labeled "BUNO" with the value "165999".
- A yellow warning box with the text: "The BUNO you have chosen to place an order for cannot be found in the Trace database. Please review the BUNO number you provided (you may want to try and reenter the number again). If the BUNO number is correct you can either cancel the order process and update the Trace database tables with corrected information or continue the order process and a manual order will be placed. By placing a manual order you will have to provide information on each installed DODIC you are ordering. Notifications will be sent out notifying various Indian Head asset managers and command personnel for investigation and review."
- A text input field labeled "Planned Maintenance Date" with a placeholder "(i.e. MM/DD/YY - 04/05/01 or 4-5-2001)".
- Two buttons: "OK Continue" and "Cancel".
- Red text below the buttons: "BUNO NOT FOUND IN TRACE".

On the left side of the browser window, there is a vertical menu with the following items: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

Note: Notifications will be sent to various Indian Head asset Managers and command personnel for investigation and review.

AUDIO: Since the BUNO information is not in CAD/PAD Trace, manual orders require that data be entered manually for each DODIC to be ordered. Notifications will be sent to various Indian Head asset managers and command personnel for investigation and review. To proceed with a manual order, enter the planned maintenance date and click the OK Continue button.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Shipping-to, Deliver-to and Project Code Verification – Step 2

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling an
Order

Order Status

Notes and
Comments

Receipting an
Order

Exit

- Verify that **Shipping To Location, Deliver To Activity, and Project Code** fields contain the correct information.

Related Training:

- [Change Shipping To Location](#)
- [Change Deliver to Activity](#)
- [Change Project Code](#)

Documentation | Implementation Messages | Lead-Time Table

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Shipping To Location: NAS OCEANA

Deliver To Activity: VFA-87

Project Code: 821 - Regn of Expendable Ordnance without which A/C become not operationally ready

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 14 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict.
Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87

Exit

AUDIO: Verify the information in the Shipping To Location, Deliver To Activity, and Project Code fields.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Continue

Documentation | Implementation Message | Lead-Time Table

Order – Step 3

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Click the **OK Continue** button to continue with the order. It may take a minute to build the BUNO's order configuration.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NAS PATUXENT RIVER

Alt Deliver To Activity: VFC-12

Project Code: 623 Stock Point reqn for ammunition to support ABSLA, other allowance and requests

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 11 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N63922-01 Ordered On 1/31/2001 Orderer: AME2, TERENCE RICH For VFA-87

Done Local intranet

AUDIO: Click the OK Continue button to continue with the order. It may take a minute for the system to build the BUNO's order configuration.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO Not in Trace – Manual Order – BUNO Entry – Step 4

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- The Manual Entry screen displays.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Depot Maintenance CAD/PAD Order". Below this, there is a section for "Manual Entry for Non ICAPS/Trace BUNO" with fields for "Need By Date: 10/22/2001" and "BUNO: 003992". There are two dropdown menus for "AC Type:" and "Squadron:". Below these is a button labeled "Add A DODIC To The List". On the left side of the interface, there is a vertical menu with buttons for "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", "Process Ord", "Cancel", and "Exit".

AUDIO: The manual entry screen displays.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO Not in Trace – Manual Order – Select AC Type – Step

Documentation | Implementation Message | Lead-Time Table

5

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Select an aircraft from the AC Type drop-down menu.

Related Training:
[AC type not in list](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Depot Maintenance CAD/PAD Order". Below this is a "Manual Entry for Non ICAPS/Trace BUNO" section with "Need By Date: 10/22/2001" and "BUNO: 003992". The "AC Type" dropdown menu is open, showing a list of aircraft types: FA-18E, FA-18F, FB-111, FB-111A, H-3, H-60, HC-130, HC-130H, HH-1H, HH-1K, and HH-1N. The "Squadron" field is empty. There is an "Add A DODIC To The List" button. A sidebar on the left contains buttons for "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", "Process Ord", "Cancel", and "Exit".

AUDIO: Select an aircraft from the AC Type drop-down menu.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO

Not in Trace – Manual Order – Select Squadron –

Documentation | Implementation Message | Lead-Time Table

Step 6

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Select your squadron from the **Squadron** drop-down menu.

Related Training:
[Squadron not in list](#)

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: http://www.aot-dev.com/VFSWeb/VFSApps/webordering/WebOrderingBoot.asp?LoadPage=0. The main content area is titled "Place A Depot Maintenance CAD/PAD Order". There is a "Manual Entry for Non ICAPS/Trace BUNO" section with "Need By Date: 1/26/2002" and "BUNO: 165999". Below this, the "AC Type" is set to "FA-18D" and the "Squadron" dropdown menu is open, showing a list of squadrons. The "FORCE (NAS PATUXENT RIVER)" squadron is highlighted. Other squadrons in the list include COMTRAWING-5 (NAS WHITING FIELD), COMTRAWING-6 (NAS PENSACOLA), COMTRAWING-6 (T-2) (NAS PENSACOLA), COMTRAWING-6 (T-39) (NAS PENSACOLA), COMTRAWING-6 (TA-4J) (NAS PENSACOLA), OPRW-10 (NAS WHIDSEY ISLAND), ELU ONE (SEIBACH AB SE), HC-11 (NAS NORTH ISLAND), HC-11 DET 1 (NAS NORTH ISLAND), and HC-11 DET 10 (NAS NORTH ISLAND). The left sidebar contains navigation buttons: Place Order, Order Status, Notes/Comments, Contacts, Welcome Page, Process Ord, Cancel, and Exit.

AUDIO: Select your squadron from the squadron drop-down menu.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO Not in Trace – Manual Order – Add A Dodic Btn –

Documentation | Implementation Message | Lead-Time Table

Step 7

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Add a DODIC To The List** button to add DODICs required for order.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main content area is titled 'Place A Depot Maintenance CAD/PAD Order'. On the left side, there is a vertical navigation menu with buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', 'Process Ord', 'Cancel', and 'Exit'. The main form area contains a 'Manual Entry for Non ICAPS/Trace BUNO' section with the following fields: 'Need By Date: 10/22/2001' and 'BUNO: 003992'. Below these are two dropdown menus: 'AC Type: FA-18E' and 'Squadron: CTW-1 (T-45A) (NAS MERIDIAN)'. A button labeled 'Add A DODIC To The List' is positioned below the dropdowns and is being clicked by a mouse cursor. A 'Please Wait PROCESSING' indicator is visible in the top left corner of the form area.

AUDIO: Click the Add a DODIC To The List button to add DODICs required for order.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO Not in Trace – Manual Order – DODICs Window –

Documentation | Implementation Message | Lead-Time Table

Step 8

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

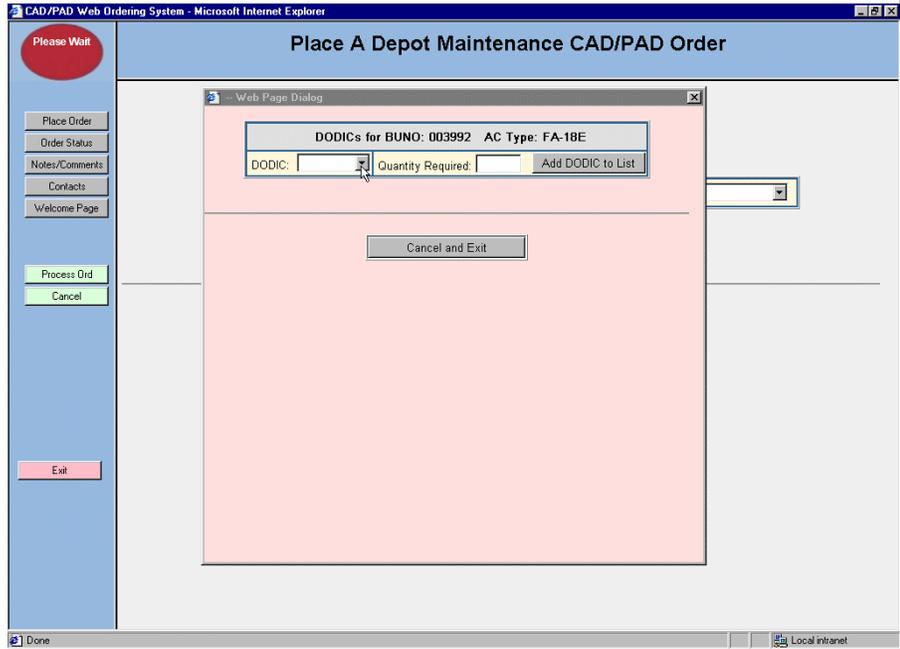
Order Status

Notes and Comments

Receiving an Order

Exit

- The **DODICs for BUNO** screen displays.



AUDIO: The DODICs for BUNO screen displays.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO Not in Trace – Manual Order – Select DODIC – Step

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select the DODIC to be ordered from the drop-down menu.

Related Training:
[DODIC not in list](#)

The screenshot shows a web application window titled "DODICs for BUNO: 003992 AC Type: FA-18E". It features a "DODIC:" dropdown menu with a list of options: "Not In List", "CWDR", "M012", "M190", "MC50", "MD65", "MF56", "MF72", "MF73", and "MF74". To the right of the dropdown is a "Quantity Required:" input field and an "Add DODIC to List" button. Below the dropdown menu is a "Cancel and Exit" button.

AUDIO: Select the DODIC to be ordered from the drop-down menu.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO

Not in Trace – Manual Order – Qty Req – Step 10

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type the quantity required.
- Click the **Add DODIC to List** button.

-- Web Page Dialog

DODICs for BUNO: 003992 AC Type: FA-18E

DODIC: MF56 Quantity Required: 1 Add DODIC to List

Cancel and Exit

AUDIO: Type the quantity required for order and click the Add DODIC to List button.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO Not in Trace – Manual Order – Provide Additional

Documentation | Implementation Message | Lead-Time Table

Dodic Info – Step 11

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Additional information for the DODIC must be provided.
- Type the lot number, serial number, open date, and expiration date.
- Click the **Save and Continue** button to continue.
- Otherwise, click the **Cancel and Exit** button to stop the order process.

DODICs for BUNO: 003992 AC Type: FA-18E

DODIC: MF56 Quantity Required: 1 Add DODIC to List

Enter Information for the DODIC(s) being replaced:

| | Lot | SN | Open Date | Expiration Date |
|---|---------------|-----------|-----------|-----------------|
| 1 | MBA96D007-027 | 11935-180 | 06/15/01 | 02/07/02 |

Save and Continue Cancel and Exit

AUDIO: Provide additional DODIC information, including the lot number, serial number, open date, and expiration date. Click the Save and Continue button to continue with the order.

Developer Notes

Placing an Order - Depot Maintenance SBS –BUNO Not in Trace – Manual Order – Order List – Step 12

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Place A Depot Maintenance CAD/PAD Order screen displays.
- Verify the list of DODICs to be ordered.
- The check box for ordered items will be selected.
- Deselect the check box to remove an item from the order list.

Place A Depot Maintenance CAD/PAD Order

Manual Entry for Non ICAPS/Trace BUNO

Need By Date: **2/5/2002**
BUNO: **003992**

AC Type:
Squadron:

DODICs to Order (uncheck to delete from order)

| | DODIC | Lot# | Serial # | Install Date | Expiration Date |
|-------------------------------------|-------|---------------|-----------|--------------|-----------------|
| <input checked="" type="checkbox"/> | MF56 | MBA96D007-027 | 11935-180 | 06/15/01 | 02/07/02 |

AUDIO: DODICs display on the Place a Depot Maintenance CAD/PAD Order screen for your final verification of the order.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Process

Documentation | Implementation Message | Lead-Time Table

Order – Step 13

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **Process Ord** button to process the order.
- Click the **Cancel** button to abort the order.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA-18C**
 Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts) |
|----------|-------|---|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0510 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | IH97H018001 | 0584 | 12/31/1999 | 12/31/1999 | 6/30/2001 | | |
| 006 | MF56 | • • • <input checked="" type="checkbox"/> | UPC819001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 16314 | 8/31/1996 | 8/31/1996 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA93L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPC84C003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MB96J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P16 | MT98 | <input type="checkbox"/> | MB96L011021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SN97 | • <input type="checkbox"/> | DAC990005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XW52 | <input type="checkbox"/> | DEA900004035 | 3867 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P08 | MT31 | <input type="checkbox"/> | MB96H001007 | 0297 | 8/31/1990 | 5/31/1998 | 8/31/2003 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD900021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 016 | MJ98 | <input type="checkbox"/> | UPC83F002002 | 1374 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB10 | <input type="checkbox"/> | MB96L001001 | 028 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MB96J006016 | 423 | 7/31/1998 | 7/31/1998 | 7/31/2004 | | |

AUDIO: Click the Process Order button to process the order.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Process

Documentation | Implementation Message | Lead Time Table

Order-Verify DODIC's Ordered – Step 14

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

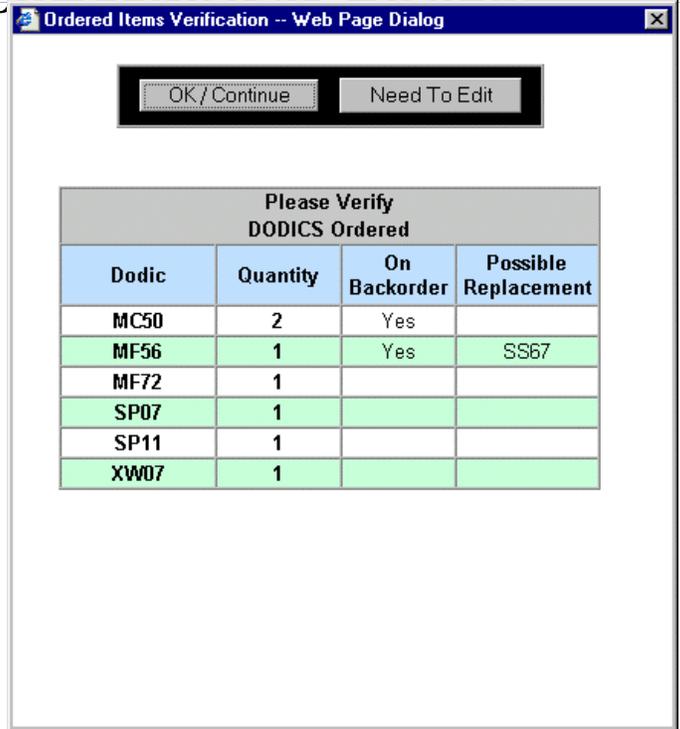
Order Status

Notes and Comments

Receipting an Order

Exit

- An order verification screen displays.
- Verify the DODICs to be ordered.
- If the list is correct, click the **OK/Continue** button to continue.
- Otherwise, click the **Need To Edit** button to correct the order.



AUDIO: A list of DODICs to be ordered displays. Verify the list for accuracy and either click OK Continue or Need To Edit to correct.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Process

Order–Provide Justification – Step 15

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Deviations from the recommended order list must be justified.
- Items ordered that were not in the Trace configuration must be justified.
- Type necessary justifications and click the **Continue** button.

The screenshot shows a web browser window titled 'CAD/PAD Web Ordering System - Microsoft Internet Explorer'. The main heading is 'Place A Scheduled Maintenance CAD/PAD Order'. Below this, a prompt reads: 'Please give a justification/comment in each of the Comment areas below.' There are two comment boxes. The first has the subject 'Subject: Ordering non-recommended items' and system comments 'DODIC=MU73 LN=53, DODIC=MU73 LN=53.'. The second has the subject 'Subject: Item ordered not in TRACE configuration' and system comments 'DODIC=XM07 Qty=1, DODIC=XM07 Qty=1.'. At the bottom of the comment area, there are 'Continue' and 'Cancel' buttons. A red error message below the buttons reads: 'An entry is required for each comment area and may not be blank.' The left sidebar contains navigation buttons: 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', 'Welcome Page', and 'Exit'.

AUDIO: Provide justification for order deviations from the recommended list and click the Continue button.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Process

Order – Add Comments ? – Step 16

Documentation | Implementation Message | Lead Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

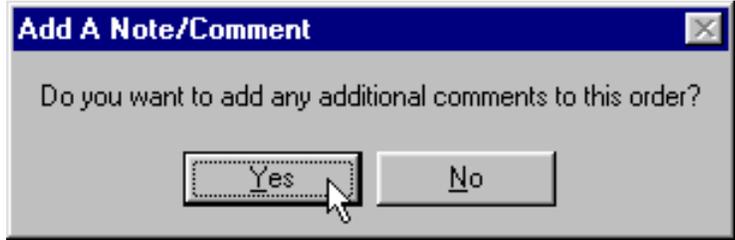
Order Status

Notes and Comments

Receipting an Order

Exit

- A message displays asking if additional comments should be added to the order.
- To add comments, click **Yes**. Otherwise, click **No**.



AUDIO: If necessary, click yes to add comments to the order when prompted.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Process

[Documentation](#) | [Implementation Message](#) | [Lead-Time Table](#)

Order–Add Comments Form – Step 17

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Enter Additional Order Comments screen displays. Type a subject and your comments.
- Click the **Save & Exit** button to save your changes.
- Click the **Cancel & Exit** button to abort your changes.

The screenshot shows a web browser dialog box titled "Enter Additional Order Comments -- Web Page Dialog". The dialog has a yellow background. At the top, there are two input fields: "Date:" with the value "10/10/2001" and "Category:" with the value "Order Comments". Below these are two more input fields: "Author:" with the value "JOHN SMITH" and "Subject:" which is currently empty. Underneath the input fields is a large text area with the prompt "Please Enter Your Note or Comment". At the bottom of the dialog, there are two buttons: "Save & Exit" and "Cancel & Exit".

AUDIO: Type additional comments. Click the Save and Exit button to save your comments. You can permanently document unusual facts associated with the order on this screen.

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Process

Order – Order Processing – Step 18

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

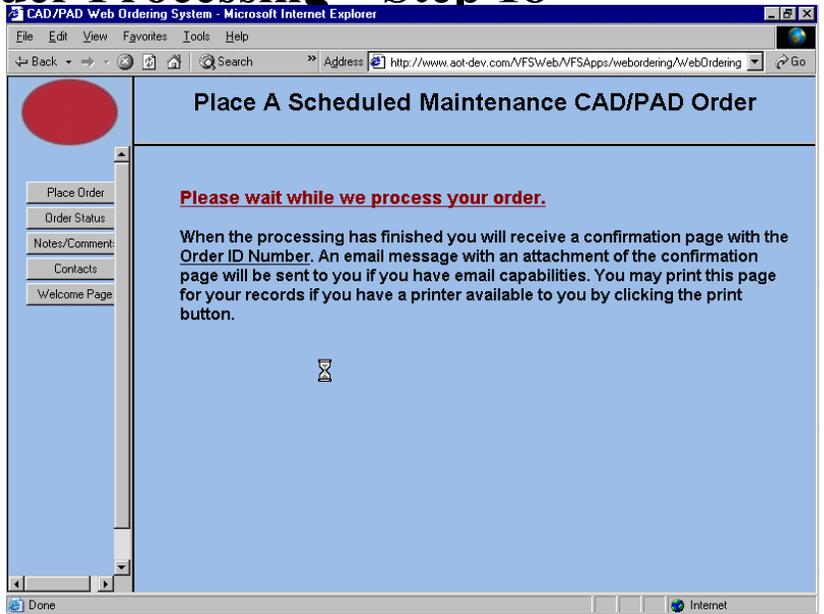
Order Status

Notes and Comments

Receiving an Order

Exit

- The system will now process the order.
- You will receive an e-mail message with an attachment containing the order ID number and confirmation page.



AUDIO: After the system processes the order, you will receive the confirmation report and order ID number attached to an e-mail message.

Developer Notes

Placing an Order - Depot Maintenance SBS – BUNO Not in Trace – Manual Order – Process

Order Review Confirmation Report – Step 19

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

confirmation report displays.

- A copy of the order confirmation will be sent in e-mail to you.
- Additional order status e-mail messages will be sent as the order is processed.
- Click the **Print Confirmation Page** button for a printed record of this order.
- Click the **Another Order** button to process another order.

The screenshot shows the CAD/PAD Web Ordering System interface. The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a "Print Confirmation Page" button. A message states: "A copy of this order confirmation page will be emailed to the email address you provided in your user profile. You will receive additional 'order status' emails as this order is processed. Click the 'Print Confirmation Page' button for a printed record of this order." The confirmation report includes the following details:

| Confirmation of CAD/PAD Scheduled Maintenance Order | | |
|--|--------------------------------------|------------------------|
| Order #: 01283-N0428A.01 | Priority: Routine | Order Date: 10/10/2001 |
| Order Type: Aircraft - Scheduled | Maintenance/Need By Date: 10/22/2001 | |
| Order Placed For: VFA-87 Buno: 164630 (FA-18C) | | |
| Orderer: AOC JOHN SMITH VFA-87 NAS OCEANA VA Email: kallwne1@aot.com Com#: 301-753-5600 FAX# | | |
| Ship To: NAS PATUXENT RIVER NAS PATUXENT RIVER MD PATUXENT RIVER MD 20670-5409 Aaron Hargis a@navair.navy.mil COMM 301-342-5253 fax 301-342-5250 DSN 342-5253 fax 342-5250 | | |
| Delivering To: VFC-12 | | |

Below the report is a table titled "CAD/PAD Ordered Items":

| DODIC | Quantity |
|-------|----------|
| MCS0 | 2 |
| MF56 | 1 |
| MF72 | 1 |
| SP07 | 1 |
| SP11 | 1 |

- Otherwise, click the **Finished Ordering** button.

AUDIO: A confirmation report displays. The report can be reviewed on the screen or printed. Click Another Order to process another order or Finished Ordering to end the ordering.

POP-UP – Discrepant Custody

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- If your activity/squadron is not an authorized ordering activity for the entered BUNO, a notice displays.
- The order may still be placed, but various IH asset managers and command personnel will be notified for investigation and review.
- If the BUNO is currently assigned to your squadron, update Trace information.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

BUNO: 164620

Please verify that this is the Aircraft to perform maintenance on. If the information below is incorrect then please adjust CORE/Trace tables.

| | | |
|------------------------------|------------------------------|--------------------------------|
| Buno: 164620 | AC Type: FA-18C | |
| Physical Owner: VFA-87 | Reporting Owner: VFA-87 | Transfer Squadron: N/A |
| Maint Cycle: 448 (CORE Data) | Maint Date: Will Use Planned | Trace Last Updated: 10/19/2000 |

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personnel will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date: 3-14-2001 (i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)

OK Continue Cancel

AUDIO: The Web Ordering System verifies that your activity or squadron is an authorized ordering activity for the entered BUNO. If it is not, a notice displays. If your activity or squadron **is** an authorized ordering activity for the entered BUNO and the system displays a notice stating otherwise, the BUNO custody must be updated in the CAD PAD Trace system.

Developer Notes

POP-UP – Orders already exist for BUNO

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

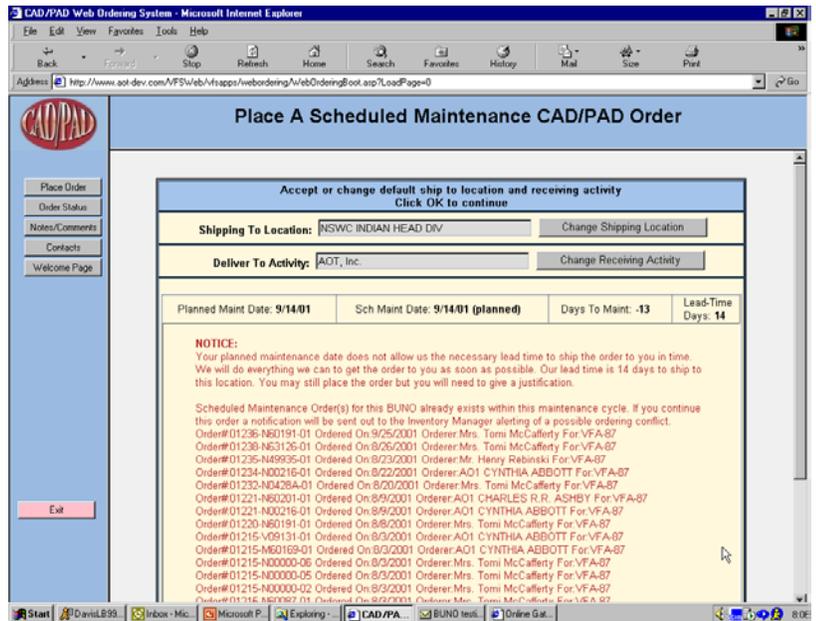
Order Status

Notes and Comments

Receiving an Order

Exit

- If scheduled maintenance orders for the BUNO already exist within the maintenance cycle, notification will be sent to the Inventory Manager alerting of a possible ordering conflict.



AUDIO: The Web Ordering System displays all orders for a BUNO that have been processed within the last two years.

Developer Notes

POP-UP – Maintenance Date Not In Trace

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- If the next maintenance/ inspection date is not in Trace, a notice displays.
- All calculations for recommended replacement DODICs are based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined, a default value of 365 days will be used.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar shows the URL: <http://www.aol-dev.com/VFS/WEB/Artsapps/webordering/ArtsOrderingBoot.asp?LoadPage=0>. The page title is "Place A Scheduled Maintenance CAD/PAD Order".

The form displays the following information:

- BUNO: 164620
- AC Type: FA-18C
- Physical Owner: VFA-87
- Reporting Owner: VFA-87
- Transfer Squadron: N/A
- Maint Cycle: 448 (CORE Data)
- Maint Date: Will Use Planned
- Trace Last Updated: 10/19/2000

A red notice is displayed:

NOTICE:
The next maintenance/inspection date is not in the Trace database for this BUNO. All calculations for recommended replacement DODICs will be based on the planned maintenance date + maintenance cycle. If a maintenance cycle cannot be determined then a default value of 365 days will be used. Please note that the Trace next maintenance/inspection date is important for proper order processing. Various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review.

The web ordering system does not have your activity/squadron as an authorized ordering activity for this BUNO. You may still place an order but various Indian Head asset managers and command personal will be notified when the order is placed for investigation and review. If this is in error then update Traces' BUNO custody.

Planned Maintenance Date: 5-14-2001 (i.e. MM/DD/YYYY - 04/05/01 or 4-5-2001)

Buttons: OK Continue, Cancel

AUDIO: The Trace next maintenance inspection date is important for proper order processing. Ensure the BUNO data is correct in Trace.

Developer Notes

POP-UP – Planned Maint. Date Too Early or Too Late

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

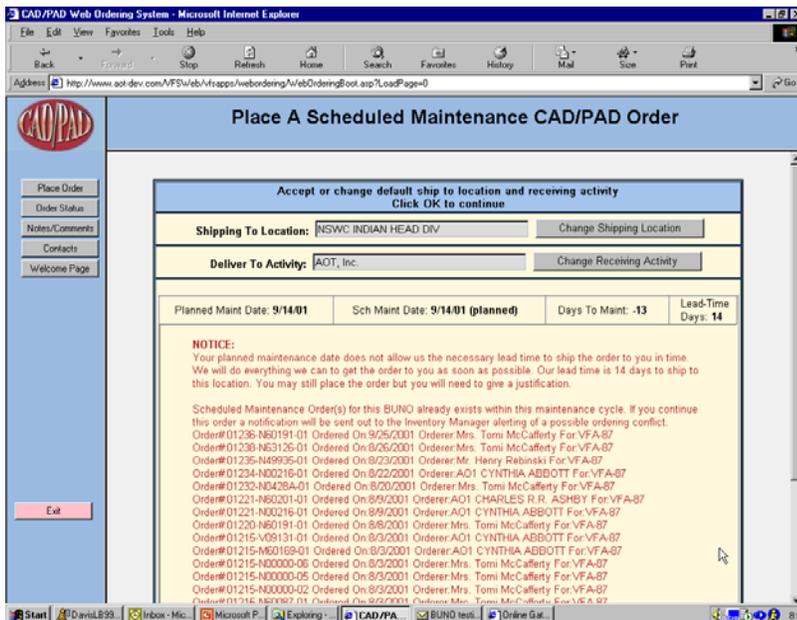
Order Status

Notes and Comments

Receiving an Order

Exit

- If the planned maintenance date is before or after the lead time for your activity (e.g., 14 days for a CONUS land base), a message displays and justification is required.



AUDIO: Requisitioners must use the lead-time table to determine the appropriate date to order. This ensures items will be received by the planned maintenance date.

Developer Notes

POP-UP – Additional DODIC information

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Items shaded pink are recommended for order and are due to expire before the maintenance date.
- Items with a blue dot and shaded blue will expire before the next maintenance date and are recommended for order.
- Items with a red dot are back ordered.
- Items with a green dot may be replaced with a substitute DODIC.

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA.18C**

Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend/Select | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp Date | Revise Date | Exten (Mts) |
|----------|-------|---|---------------|---------------|------------|----------------|----------------|-------------|-------------|
| P02 | MC50 | • • • <input checked="" type="checkbox"/> | 11874019001 | 0510 | 12/31/1999 | 12/31/1999 | 9/30/2001 | | |
| P03 | MC50 | • • • <input checked="" type="checkbox"/> | 11874019001 | 0504 | 12/31/1999 | 12/31/1999 | 9/30/2001 | | |
| 008 | MF95 | • • • • <input checked="" type="checkbox"/> | UPC916001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/31/2002 | | |
| 010 | MF72 | • • • <input checked="" type="checkbox"/> | OEAG2L008130 | 10114 | 8/31/1995 | 8/31/1995 | 8/31/2002 | | |
| 008 | MF72 | • • • <input checked="" type="checkbox"/> | OEAG2L008130 | 10197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 008 | MF72 | • • • <input checked="" type="checkbox"/> | OEAG2L008130 | 10207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | • • • <input checked="" type="checkbox"/> | UPC940003004 | 0418 | 9/31/1998 | 9/31/1998 | 9/31/2003 | | |
| P04 | WB15 | • • • <input checked="" type="checkbox"/> | MB488L01001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P18 | MT98 | • • • <input checked="" type="checkbox"/> | MB488L11021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SH67 | • • • <input checked="" type="checkbox"/> | DAC99-0009517 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | XM82 | • • • <input checked="" type="checkbox"/> | OEAB0-0004035 | 3887 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| F09 | MT31 | • • • <input checked="" type="checkbox"/> | MB488H01007 | 0297 | 8/31/1990 | 8/31/1990 | 8/31/2003 | | |
| 013 | MT75 | • • • <input checked="" type="checkbox"/> | ESD90-021001 | 3795 | 11/30/1998 | 11/30/1998 | 4/30/2004 | | |
| 018 | MA99 | • • • <input checked="" type="checkbox"/> | UPC921002002 | 1274 | 4/30/1994 | 4/30/1994 | 4/30/2004 | | |
| P11 | WB18 | • • • <input checked="" type="checkbox"/> | MB488L01001 | 028 | 8/31/2000 | 8/31/2000 | 8/31/2004 | | |
| P05 | MT13 | • • • <input checked="" type="checkbox"/> | MB488L00015 | 422 | 7/31/1990 | 7/31/1990 | 7/31/2004 | | |

AUDIO: The Web Ordering System uses row shading and dots to display additional information. Items shaded pink or blue are preselected and recommended for order.

POP-UP – Select Items Not in List Button – Screen

1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- To order an item not listed, click the **Item Not In List** button located on the left side of the screen.

Place A Scheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: **164630** Maintenance Cycle: **448** AC Type: **FA:10C**

Scheduled Maintenance Date: **10/22/2001** Next Cycle Maintenance Date: **1/13/2003**

- Recommended Order Item, DODIC will expire before next maintenance cycle
- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | Recommend / select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp Date | Revise Date | Exten (Mts) |
|----------|-------|--|---------------|---------------|------------|----------------|----------------|-------------|-------------|
| P02 | MC50 | ••• <input checked="" type="checkbox"/> | 1H974010001 | 0510 | 12/31/1999 | 12/31/1999 | 05/02/2001 | | |
| P03 | MC50 | ••• <input checked="" type="checkbox"/> | 1H974010001 | 0504 | 12/31/1999 | 12/31/1999 | 05/02/2001 | | |
| 006 | MF56 | •••• <input checked="" type="checkbox"/> | UPCR10001031 | 2707 | 8/31/1991 | 8/31/1991 | 7/21/2002 | | |
| 010 | MF72 | • <input checked="" type="checkbox"/> | DEA92L008130 | 10314 | 8/31/1995 | 8/31/1995 | 8/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16197 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA92L008130 | 16207 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P07 | MT29 | <input type="checkbox"/> | UPCR40003004 | 0418 | 5/31/1998 | 5/31/1998 | 3/31/2003 | | |
| P04 | WB15 | <input type="checkbox"/> | MBAG6J001001 | 005 | 5/31/2000 | 5/31/2000 | 5/31/2003 | | |
| P18 | MT98 | <input type="checkbox"/> | MBAG8L11021 | 169 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 014 | SH67 | • <input type="checkbox"/> | DAC90-0005017 | 0030 | 7/31/2000 | 7/31/2000 | 7/31/2003 | | |
| 034 | JMS2 | <input type="checkbox"/> | DEA80-0004035 | 3887 | 1/31/1997 | 1/31/1997 | 7/31/2003 | | |
| P00 | MT31 | <input type="checkbox"/> | MBAG4001007 | 0297 | 8/31/1990 | 5/31/1990 | 8/31/2003 | | |
| 013 | MF76 | <input type="checkbox"/> | ES090-021001 | 3796 | 11/03/1998 | 11/03/1998 | 4/05/2004 | | |
| 018 | MJ00 | <input type="checkbox"/> | UPCR27002002 | 1374 | 4/03/1994 | 4/03/1994 | 4/05/2004 | | |
| P11 | WB18 | <input type="checkbox"/> | MBAG6L001001 | 038 | 5/31/2000 | 5/31/2000 | 5/31/2004 | | |
| P05 | MT13 | • <input type="checkbox"/> | MBAG4000015 | 423 | 7/31/1990 | 7/31/1990 | 7/31/2004 | | |

AUDIO: Click the Item Not In List button to order items that are not listed.

Developer Notes

POP-UP – Add Items Not in List Screen – Screen 2

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Add Documentation | Implementation Message | Lead-Time Table Additional Items Not In List screen displays.

- Type the DODIC you wish to order and the quantity needed.

- Click the **OK/Continue** button to proceed or the **Cancel** button to cancel.

Note:

Stores/release items can not be ordered through the Web Ordering System.

| DODIC | Quantity Needed |
|-------|-----------------|
| xvw07 | 1 |

OK/Continue Cancel

AUDIO: Type the DODIC to be ordered and the quantity needed and then click the OK Continue button.

POP-UP – Additional Items Added to List – Screen

3

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Additional items are added at the bottom of the list.
- If the item was added in error and does not need to be ordered, deselect the check box in the **Order** column to remove it from the list.
- If the quantity needed is incorrect, modify the **Qty Needed** field.

The screenshot shows the CAD/PAD Web Ordering System interface. The main table lists items with columns for Order, DODIC, and Qty Needed. An 'Additional Items Added to Order' section is visible at the bottom, showing a table with columns for Order, DODIC, and Qty Needed. The 'Additional Items Added to Order' table contains one row: Order: XW07, DODIC: [empty], Qty Needed: [empty].

| Order | DODIC | Qty Needed |
|-------|-------|------------|
| XW07 | | |

AUDIO: Additional DODICs display at the bottom of the list. Items added in error can be removed by deselecting the check box in the Order column. The added DODIC's quantity may be changed in the Quantity Needed field.

POP-UP – Scheduled Maintenance SBS –Ordering Partial Set Items – Screen 1

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

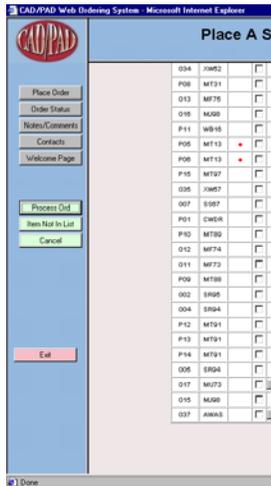
Order Status

Notes and Comments

Receiving an Order

Exit

- Click the button to the left of “SET DODIC” to view the set members.
- Select the check box in the left column to order a specific member.
- If any members are checked, the full set will not be ordered.
- Click the **OK** button to continue.



Set Items -- Web Page Dialog

DODIC Set#: MU73

| Member DODIC | Lot# | Serial# | Install Date | Expire Date | Revised Date |
|--|--------------|---------|--------------|-------------|--------------|
| <input type="checkbox"/> SP06 | OAC99F005001 | 0022 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP06 | OAC99F005001 | 0021 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP07 | OAC99F005001 | 0020 | 12/31/1999 | 12/31/2007 | |
| <input checked="" type="checkbox"/> SP07 | OAC99F005001 | 0022 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP08 | OAC99F005001 | 0022 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP08 | OAC99F005001 | 0021 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP10 | OAC99F005001 | 0020 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP10 | OAC99F005001 | 0021 | 12/31/1999 | 12/31/2007 | |
| <input checked="" type="checkbox"/> SP11 | OAC99F005001 | 0010 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP12 | OAC99F005001 | 0010 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP14 | OAC99F005001 | 0010 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP15 | OAC99F005001 | 0011 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP16 | OAC99F005001 | 0010 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP17 | OAC99F005001 | 0010 | 12/31/1999 | 12/31/2007 | |
| <input type="checkbox"/> SP18 | OAC99F005001 | 0010 | 12/31/1999 | 12/31/2007 | |

By checking a member DODIC(S) you will be ordering the line item and not the set. Your order will only include the member DODIC(s) checked and the full set will not be ordered.

OK

AUDIO: Click the button to the left of “Set DODIC” to view the set members. To order only specific set members, select the check box to the left of that specific item.

POP-UP – Scheduled Maintenance SBS – Ordering Partial Set Items (Cont.) – Screen 2

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- If specific set members were selected for order, the set parent DODIC will be flagged “*** Partial Set ***” instead of “SET DODIC,” signifying that the entire set is not being ordered.

| Item ID | Description | Quantity | Start Date | End Date | Order Date | | |
|---------|-------------|----------|---------------------|----------|------------|-----------|-----------|
| 014 | SN97 | 1 | 7/5/2000 | 7/5/2000 | 7/5/2003 | | |
| 034 | JW63 | 1 | 0EAG0-0004036 | 3887 | 1/5/1907 | 1/5/1907 | 7/5/2003 |
| P08 | MT31 | 1 | MBAG40001007 | 0207 | 8/5/1900 | 8/5/1908 | 8/5/2003 |
| 013 | MT76 | 1 | ESD62FD13001 | 3706 | 11/5/1998 | 11/5/1998 | 4/30/2004 |
| 018 | MA98 | 1 | UPC33F002002 | 1374 | 4/30/1004 | 4/30/1004 | 4/30/2004 |
| P11 | WB16 | 1 | MBAG6L001001 | 028 | 8/5/2000 | 8/5/2000 | 8/5/2004 |
| P05 | MT13 | 1 | MBAG4000015 | 423 | 7/5/1998 | 7/5/1998 | 7/5/2004 |
| P08 | MT13 | 1 | MBAG4000015 | 402 | 7/5/1998 | 7/5/1998 | 7/5/2004 |
| P15 | MT07 | 1 | MBAG4000013 | 0376 | 7/5/1998 | 7/5/1998 | 10/5/2004 |
| 035 | JW67 | 1 | SCN65L001004 | 0533 | 7/5/1998 | 7/5/1998 | 10/5/2004 |
| 007 | SS87 | 1 | TAC94A002001A | 1704 | 7/5/1998 | 7/5/1998 | 1/5/2005 |
| P01 | CWR | 1 | MBAG5H001041 | 010833 | 7/5/2000 | 7/5/2000 | 8/5/2005 |
| P10 | MT89 | 1 | MBAG5H007018 | 104 | 7/5/2000 | 7/5/2000 | 7/5/2005 |
| 012 | MT74 | 1 | ESD62FD13003 | 020 | 11/5/1997 | 11/5/1997 | 11/5/2005 |
| 011 | MT73 | 1 | ESD62FD13003 | 079 | 11/5/1998 | 11/5/1998 | 12/5/2005 |
| P09 | MT88 | 1 | MBAG6M000017 | 200 | 7/5/2000 | 7/5/2000 | 12/5/2005 |
| 002 | SR95 | 1 | OAC90M001001 | N/A | 4/30/1999 | 4/30/1999 | 12/5/2005 |
| 004 | SR94 | 1 | SCN97E001038 | 10747 | 12/5/1999 | 12/5/1999 | 3/5/2006 |
| P12 | MT01 | 1 | MBAG4H000020 | 0482 | 7/5/1999 | 7/5/1999 | 7/5/2006 |
| P13 | MT01 | 1 | MBAG4H000020 | 0471 | 7/5/1999 | 7/5/1999 | 7/5/2006 |
| P14 | MT01 | 1 | MBAG4H000020 | 0450 | 7/5/1999 | 7/5/1999 | 7/5/2006 |
| 005 | SR94 | 1 | SCN97E001030 | 10085 | 7/5/2000 | 7/5/2000 | 10/5/2006 |
| 017 | MU73 | 1 | *** Partial Set *** | | 12/5/1999 | 12/5/1999 | 12/5/2007 |
| 015 | MA90 | 1 | UPC91H001003 | 0486 | 7/5/2000 | 7/5/2000 | 8/5/2009 |
| 037 | AWAS | 1 | SET DODIC | | 7/5/2000 | 7/5/2000 | 7/5/2010 |

AUDIO: The “Set DODIC” will now be flagged as a partial set for order.

Developer Notes

POP-UP – Additional DODIC Information

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Items shaded pink are due to expire before the maintenance date.
- Items with a red dot are back ordered.
- Items with a green dot may be replaced with a substitute DODIC.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place An Unscheduled Maintenance CAD/PAD Order

List sorted by Trace Item Expiration Date

DODICs for BUNO: 164632 AC Type: FA-18C Planned Maintenance Date: 10/23/2001

- Item Out Of Stock Will Be Backordered
- Item May Be Replaced With Newer DODIC Prior To Shipping
- Item will expire before maintenance date

| Loc Code | DODIC | select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exden (Mts) |
|----------|-------|--------------------------|--------------|---------------|------------|----------------|-----------------|-------------|-------------|
| P07 | MT29 | <input type="checkbox"/> | UPC930002003 | 0229 | 2/29/1995 | 2/29/1995 | 4/29/2000 | | |
| P02 | MC50 | <input type="checkbox"/> | 1987 0019001 | 0287 | 3/31/1999 | 3/31/1999 | 9/30/2000 | | |
| P03 | MC50 | <input type="checkbox"/> | 1987 0019001 | 1375 | 3/31/1999 | 3/31/1999 | 9/30/2000 | | |
| P11 | MT90 | <input type="checkbox"/> | MB9930005011 | 220 | 2/29/1999 | 2/29/1999 | 2/29/2001 | | |
| P16 | MT98 | <input type="checkbox"/> | MB995007014 | 0201 | 2/29/1999 | 2/29/1999 | 2/29/2001 | | |
| 037 | ANAS | <input type="checkbox"/> | SET DODIC | | 7/31/1991 | 7/31/1991 | 7/31/2001 | | |
| 015 | M98 | <input type="checkbox"/> | SCN80H002022 | 7727 | 7/31/1991 | 7/31/1991 | 7/31/2001 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD888015001 | 3019 | 10/31/1993 | 10/31/1993 | 10/31/2001 | | |
| 014 | SH97 | <input type="checkbox"/> | DAC89M002001 | 0103 | 12/31/1998 | 12/31/1998 | 12/31/2001 | | |
| P01 | CWR8 | <input type="checkbox"/> | MB9950001012 | DL1543 | 3/29/1998 | 3/29/1998 | 3/29/2002 | | |
| 006 | MF56 | <input type="checkbox"/> | UPC918001029 | 2759 | 8/31/1991 | 8/31/1991 | 2/29/2002 | | |
| 007 | MF56 | <input type="checkbox"/> | UPC918001029 | 2727 | 8/31/1991 | 8/31/1991 | 2/29/2002 | | |
| P15 | M197 | <input type="checkbox"/> | MB9940006013 | 518 | 2/29/1999 | 2/29/1999 | 5/31/2002 | | |
| 017 | MU73 | <input type="checkbox"/> | SET DODIC | | 5/31/1994 | 5/31/1994 | 5/31/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | DEA82L008130 | 16029 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| 009 | MF72 | <input type="checkbox"/> | DEA82L008130 | 16250 | 1/31/1997 | 1/31/1997 | 1/31/2003 | | |
| P04 | MT07 | <input type="checkbox"/> | MB9940006013 | 0146 | 2/29/1999 | 2/29/1999 | 2/29/2003 | | |
| P10 | MT89 | <input type="checkbox"/> | MB995007018 | 082 | 2/29/1999 | 2/29/1999 | 2/29/2003 | | |

AUDIO: The Web Ordering System uses row shading and dots to display additional information. Items shaded pink are due to expire before the maintenance date.

Developer Notes

POP-UP – Additional DODIC Information

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Items with a red dot are backordered.
- Items with a green dot may be replaced with a substitute DODIC.

| Log Code | DODIC | select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp Date | Revise Date | E-ten (Mts) |
|----------|-------|--------------------------|---------------------------------|---------------|-----------|----------------|----------------|-------------|-------------|
| 009 | 1W18 | <input type="checkbox"/> | HL1960008001 | N/A | 7/9/1997 | 7/9/1997 | 3/9/2004 | | |
| 011 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 011 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 012 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 012 | M190 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 5/9/2000 | 5/9/2000 | 5/9/2001 | | |
| 007 | M363 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 4/9/2000 | 4/9/2000 | 4/9/2001 | | |
| 008 | M393 | <input type="checkbox"/> | Stores DODIC - cannot web order | | 4/9/2000 | 4/9/2000 | 4/9/2001 | | |
| 010 | M554 | <input type="checkbox"/> | CD99FD10001 | N/A | 7/9/2000 | 11/9/2000 | 7/9/2006 | | |
| 001 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 002 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 003 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 004 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 005 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |
| 006 | MT23 | <input type="checkbox"/> | WKD99F004001 | N/A | 3/9/2000 | 3/9/2000 | 3/9/2004 | | |

AUDIO: The Web Ordering System uses row shading and dots to display additional information. Items shaded green are stores release items and may not be ordered using the Web Ordering System.

Developer Notes

POP-UP – Additional DODIC Information

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Items with a red dot are back ordered.
- Items with a green dot may be replaced with a substitute DODIC.

The screenshot shows the 'CAD/PAD Web Ordering System' interface in Microsoft Internet Explorer. The page title is 'Place An Emergency Maintenance CAD/PAD Order'. A message box indicates 'DODICs for BUNO: 164638 AC Type: FA-18C (List sorted by DODIC)' with two bullet points: 'Item Out Of Stock Will Be Backordered' (red dot) and 'Item May Be Replaced With Newer DODIC Prior To Shipping' (green dot). Below this is a table of items with columns for Loc Code, DODIC, select items, Lot Number, Serial Number, Open Date, Installed Date, Trace Exp. Date, Revise Date, and Exten (Mts.).

| Loc Code | DODIC | select items | Lot Number | Serial Number | Open Date | Installed Date | Trace Exp. Date | Revise Date | Exten (Mts.) |
|----------|-------|--------------------------|--------------|---------------|-----------|----------------|-----------------|-------------|--------------|
| 037 | AWAS | <input type="checkbox"/> | SET DODIC | | 5/31/2000 | 5/31/2000 | 5/31/2010 | | |
| P01 | CWDR | <input type="checkbox"/> | MBAG7L001041 | DP0666 | 7/31/2000 | 7/31/2000 | 5/31/2005 | | |
| P02 | MC50 | <input type="checkbox"/> | IH99G022001 | 585 | 7/31/2000 | 7/31/2000 | 1/31/2002 | | |
| P03 | MC50 | <input type="checkbox"/> | IH99G022001 | 721 | 7/31/2000 | 7/31/2000 | 1/31/2002 | | |
| 006 | MF56 | <input type="checkbox"/> | UPC91B001029 | 2770 | 9/30/1991 | 9/30/1991 | 2/28/2002 | | |
| 007 | MF56 | <input type="checkbox"/> | UPC91B001029 | 2720 | 9/30/1991 | 9/30/1991 | 2/28/2002 | | |
| 008 | MF72 | <input type="checkbox"/> | OAC95G001001 | 17722 | 2/28/1999 | 2/28/1999 | 2/28/2005 | | |
| 009 | MF72 | <input type="checkbox"/> | OAC95G001001 | 17795 | 2/28/1999 | 2/28/1999 | 2/28/2005 | | |
| 010 | MF72 | <input type="checkbox"/> | OAC95G001001 | 17659 | 2/28/1999 | 2/28/1999 | 2/28/2005 | | |
| 011 | MF73 | <input type="checkbox"/> | ESD93G014001 | 144 | 9/30/1997 | 9/30/1997 | 9/30/2005 | | |
| 012 | MF74 | <input type="checkbox"/> | ESD92F013003 | 136 | 9/30/1997 | 9/30/1997 | 9/30/2005 | | |
| 013 | MF75 | <input type="checkbox"/> | ESD92F013003 | 166 | 9/30/1997 | 9/30/1997 | 9/30/2006 | | |

AUDIO: The Web Ordering System uses dots to display additional information.

Developer Notes

POP-UP – Adding Squadron/Aircraft Type Not In List

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- To add a squadron/aircraft type not in the list, select **Squadron/Aircraft NOT LISTED** from the drop-down menu.
- When the Choose Aircraft Type window displays, select an aircraft type to add from the drop-down menu and click the **Continue** button.

Note: Only the aircraft type is added to the list. Squadron is listed as unknown.

The screenshot shows the CAD/PAD Web Ordering System interface. The main page is titled 'CAD/PAD Web Ordering System' and has a navigation menu on the left with options: Place Order, Order Status, Notes/Comment, Contacts, and Welcome Page. The main content area has two buttons: 'Build Tailored Emerg Stk List' and 'Save Tailored Emerg Stk List'. Below these buttons is a text box with instructions: 'Select the squadron and aircraft type from the list you want to include, then click the [Add This Squadron] button. When you have finished adding all the squadrons and aircraft types for you Emergency Stock List click the [Build Tailored Emergency Stock List] button. Remove any unwanted DOBICS from the list by un-checking them. When you are satisfied click the [Save Tailored Emergency Stock List] button to update your Emergency Stock List. Note: If you do not click the "save" button after you have rebuilt an Emergency Stock List the plan will not be updated. This is useful for planning and what if purposes.' Below the text box is a dropdown menu showing 'Squadron/Aircraft NOT LISTED' and an 'Add This Squadron' button. Below the dropdown menu is a table titled 'Squadron/Aircraft Type Taken for USS PHILIPPINE SEA' with columns 'Delete', 'Squadron', and 'Aircraft Type'. The table contains two rows: one with 'Unknown' and 'A-4E', and another with 'COMFITWINGLANT' and 'F-14A'. Below the table is a 'Choose Aircraft Type -- Web Page Dialog' window. The dialog has a title bar and a main area with the text 'Choose An Aircraft From The List'. Below the text is a dropdown menu showing 'Aircraft Type' and 'AC-130H'. Below the dropdown menu are 'Continue' and 'Cancel' buttons.

| Delete | Squadron | Aircraft Type |
|--------------------------|----------------|---------------|
| <input type="checkbox"/> | Unknown | A-4E |
| <input type="checkbox"/> | COMFITWINGLANT | F-14A |

AUDIO: When a squadron aircraft type is missing from the list, select Squadron Aircraft NOT LISTED from the drop-down menu. The Choose Aircraft Type window displays. Select an aircraft type to add from the drop-down menu and click the Continue button.

POP-UP – Removing a Squadron/Aircraft Type

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Click the **D** button from the **Delete** column to remove a squadron/aircraft type.
- A message displays prompting you to confirm the squadron/aircraft type deletion.
- Click the **Yes** button to continue with the removal.
- Click the **No** button to leave the squadron/aircraft type on the list.

The screenshot shows the CAD/PAD Web Ordering System interface. On the left is a navigation menu with buttons for Place Order, Order Status, Notes/Comments, Contacts, Welcome Page, and Exit. The main content area has buttons for Build Tailored Load Plan and Save Tailored Load Plan. Below these is a text box with instructions: "Select the squadron and aircraft type from the list you want to include, then click the [Add This Squadron] button. When you have finished adding all the squadrons and aircraft types for your load plan click the [Build Tailored Load Plan] button. Remove any unwanted DODICS from the list by un-checking them. When you are satisfied click the [Save Tailored Load Plan] button to update your load plan. Note: If you do not click the 'save' button after you have rebuilt a load plan the plan will not be updated. This is useful for planning and what if purposes." Below the text is a dropdown menu showing "VFA-125 (FA-18C)" and an "Add This Squadron" button. A table titled "Squadron/Aircraft Type Taken for USS KITTY HAWK" is displayed with columns for Delete, Squadron, and Aircraft Type. The table contains three rows: HS-14 (HH-60H), VAQ-136 (EA-6B), and VAW-115 (E-2C). A mouse cursor is pointing at the "D" button in the first row. A confirmation dialog box titled "Are You Sure?" is overlaid on the table, with a question mark icon and the text: "You are about to delete a squadron/aircraft from the list. Are you sure you want to delete this entry?" The dialog has "Yes" and "No" buttons, with a mouse cursor pointing at the "Yes" button.

| Delete | Squadron | Aircraft Type |
|--------------------------|----------|---------------|
| <input type="checkbox"/> | HS-14 | HH-60H |
| <input type="checkbox"/> | VAQ-136 | EA-6B |
| <input type="checkbox"/> | VAW-115 | E-2C |

AUDIO: To remove a squadron aircraft type from the emergency stock list, click the D button in the same row. A message displays asking for verification. Click the Yes button to complete removal. Click the No button to cancel the removal.

Developer Notes

POP-UP – Removing DODICs from the Emergency Stock List

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Scroll the document to view DODICs listed on the current emergency stock list.
- To remove a DODIC, deselect the check box in the **Include** column.

The screenshot shows the CAD/PAD Web Ordering System interface. On the left is a navigation menu with buttons for 'Place Order', 'Order Status', 'Notes/Comments', 'Contacts', and 'Welcome Page'. The main content area displays two tables. The top table is titled 'Squadron/Aircraft Type Taken for USS KITTY HAWK' and has columns for 'Delete', 'Squadron', and 'Aircraft Type'. The bottom table is titled 'New Tailored Load Plan Items for Activity USS KITTY HAWK' and includes a note about aircraft used for load plan calculation and a table with columns for 'Include', 'DODIC', 'NOMEN', 'FIF', and 'Load Plan Quantity'.

| Delete | Squadron | Aircraft Type |
|--------------------------|----------|---------------|
| <input type="checkbox"/> | VF-154 | F-14A |
| <input type="checkbox"/> | VFA-125 | FA-18C |
| <input type="checkbox"/> | VFA-27 | FA-18C |

| Include | DODIC | NOMEN | FIF | Load Plan Quantity |
|-------------------------------------|-------|--|-----|--------------------|
| <input checked="" type="checkbox"/> | CWDR | THERMAL BATTERY | No | 1 |
| <input checked="" type="checkbox"/> | M259 | CARTRIDGE ACTUATED INITIATOR | No | 2 |
| <input checked="" type="checkbox"/> | M397 | REDUCED CHARGE PRIMARY CARTRIDGE (SET) | No | 2 |
| <input checked="" type="checkbox"/> | M507 | IMPULSE CARTRIDGE DROGUE | No | 2 |
| <input checked="" type="checkbox"/> | M520 | IMPULSE CARTRIDGE GUILLOTINE | No | 2 |
| <input checked="" type="checkbox"/> | M574 | IMPULSE CARTRIDGE INERTIA BEE | No | 2 |

AUDIO: The system displays the new emergency stock list at the bottom of the page. Scroll the document to view included DODICs. To remove a DODIC from the list, deselect the check box.

Developer Notes

POP-UP –AC Type not in List

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

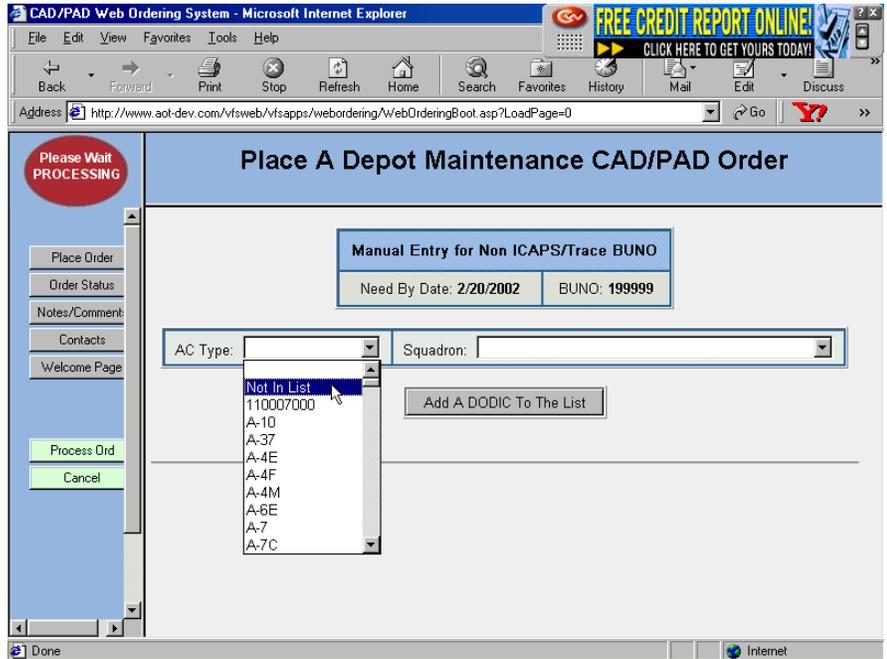
Order Status

Notes and Comments

Receiving an Order

Exit

- If the aircraft is not listed in the drop-down menu, click **Not In List**.



AUDIO: If the aircraft type is not in the drop-down menu, select Not in List.

Developer Notes

POP-UP –Enter AC in Other

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Type the aircraft type in the **Other** field.

The screenshot shows a web browser window with the title "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The address bar contains the URL "http://www.aot-dev.com/vfsweb/vfsapps/webordering/WebOrderingBoot.asp?LoadPage=0". The page content is titled "Place A Depot Maintenance CAD/PAD Order". On the left is a sidebar with buttons: "Place Order", "Order Status", "Notes/Comment", "Contacts", "Welcome Page", "Process Ord", and "Cancel". The main area features a "Manual Entry for Non ICAPS/Trace BUNO" box with "Need By Date: 2/20/2002" and "BUNO: 199999". Below this are input fields for "AC Type" (dropdown menu showing "Not In List"), "Squadron" (dropdown menu), and "Other" (text input field containing "T-32"). An "Add A DODIC To The List" button is located below the "Other" field.

AUDIO: Enter the aircraft type in the Other field.

Developer Notes

POP-UP – Squadron not in List

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

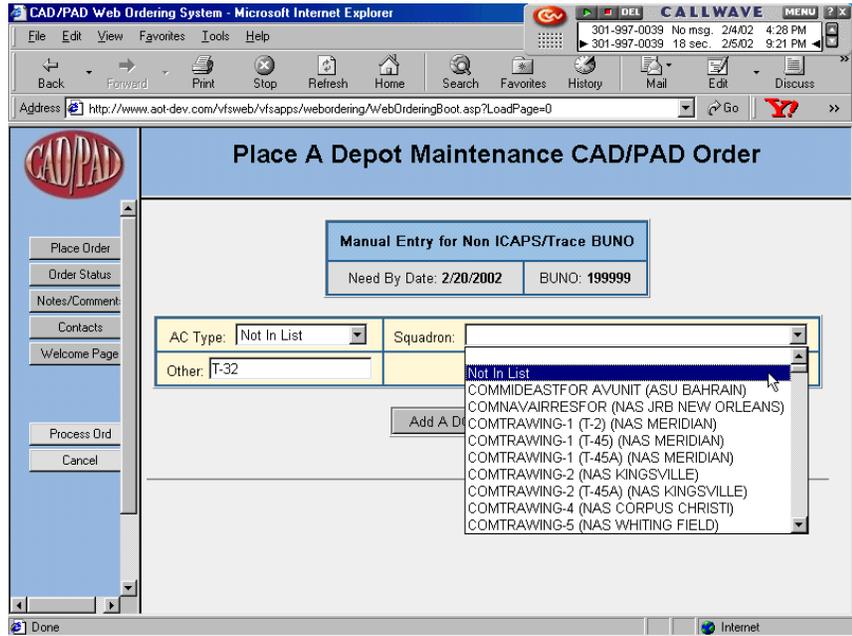
Order Status

Notes and Comments

Receiving an Order

Exit

- If your squadron is not listed in the drop-down menu, select **Not In List**.



AUDIO: If the squadron is not in the drop-down menu, select Not in List.

Developer Notes

POP-UP – Enter Squadron in Other

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Type the squadron in the **Other** field.

Place A Depot Maintenance CAD/PAD Order

Manual Entry for Non ICAPS/Trace BUNO

Need By Date: 2/20/2002 BUNO: 199999

AC Type: Not In List Squadron: Not In List

Other: T-32 Other: D7 (NAS NORTH ISLAND)

Add A DODIC To The List

AUDIO: Enter the squadron in the Other field.

Developer Notes

POP-UP – Dodic Not in List

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- If the DODIC is not listed in the drop-down menu, select **Not in List**.
- Enter the DODIC in the **Other DODIC** field.
- Click the **Add DODIC to List** button.

Web Page Dialog

DODICs for BUNO: 003992 AC Type: FA-18E

DODIC: Not In List Quantity Required: 2 Add DODIC to List

Other DODIC: XW07

Cancel and Exit

AUDIO: If the DODIC to be ordered is not in the drop-down menu, select Not in List and enter the DODIC in the Other DODIC field.

General Pop-up Sections

Documentation | Implementation Message | Lead-Time Table

Becoming an
Authorized
Requisitioner

Placing an
Order

Canceling
an Order

Order Status

Notes and
Comments

Receipting
an Order

Exit

General Pop-up Sections

Developer Notes

POP-UP – Accept or Change Shipping Location

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Review the **Shipping To Location** information.
- If you wish to ship to a different location, click the **Change Shipping Location** button.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form titled "Accept or change default ship to location, receiving activity, and project code. Click OK to continue". The form contains the following fields and buttons:

- Shipping To Location:** NAS OCEANA (with a "Change Shipping Location" button)
- Deliver To Activity:** VFA-87 (with a "Change Receiving Activity" button)
- Project Code:** 821 - Regn of Expendable Ordnance without which A/C become not operationally ready (dropdown menu)
- Planned Maint Date:** 10/22/01
- Sch Maint Date:** 10/22/01 (planned)
- Days To Maint:** 12
- Lead-Time Days:** 14

A **NOTICE** box is displayed, stating: "Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87".

At the bottom of the form are "OK Continue" and "Cancel" buttons. A sidebar on the left contains navigation links: "Place Order", "Order Status", "Notes/Comments", "Contacts", "Welcome Page", and "Exit".

AUDIO: Verify the information in the Shipping To Location field. If shipping to another location, click the Change Shipping Location button.

Developer Notes

POP-UP – Shipping To Location screen

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The shipping to location screen displays.

Select A New Ship To Location -- Web Page Dialog

Select A Shipping Location **NAS OCEANA** (N60191)

Add a secondary ship to address not in above list

Shipping To Location

Shipping Activity: NAS OCEANA - N60191

Activity Region: East Cost US

Lead Delivery Time: 14 (days)

Shipping Address

NAS OCEANA
WEAPONS ROAD, BLDG 2005
VIRGINIA BEACH VA 23460-5120

Point Of Contact

AO1 JEFF CORREIA correiajb@yktord.navy.mil
DSN 433-3725 FAX 433-2490 COMM 757-433-3725 FAX 757-433-2490

OK Cancel

AUDIO: The Shipping To Location screen displays.

POP-UP – Ship to Alternate Location

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Select a shipping location from the authorized shipping location list.
- To ship to a location not in the list, click the **Add address** button.

Select A Shipping Location

Add a second address

Ship

Shipping Activity: NAS OCEANA

Activity Region: East Coast

Lead Delivery Time: 14 (days)

Shipping Address

NAS OCEANA
WEAPONS ROAD, BLDG 2005
VIRGINIA BEACH VA 23460-5120

Point Of Contact

AO1 JEFF CORREIA correiajb@yktord.navy.mil
DSN 433-3725 FAX 433-2490 COMM 757-433-3725 FAX 757-433-2490

OK Cancel

AUDIO: Select a shipping location from the list. Or, if the location required is not in the drop-down menu, click the Add address button to display a new screen.

Developer Notes

POP-UP – Alternate Shipping Location Form Displays

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- The Alternate Shipping Location screen displays.
- Type the appropriate information and click the **OK** button.

Select An Alternate Shipping Location -- Web Page Dialog

Alternate Shipping Location

Shipping UIC: N5513 Shipping Activity: BWI Airport

Select A Region: East Coast US Lead Delivery Time: 14 (days)

Shipping Address
1234 Airport Drive
Baltimore, MD 20435

Point Of Contact
AOC James Johnson

OK Cancel

AUDIO: Type the alternate shipping location information and click the OK button.

Developer Notes

POP-UP – Confirm Alternate Shipping Location

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

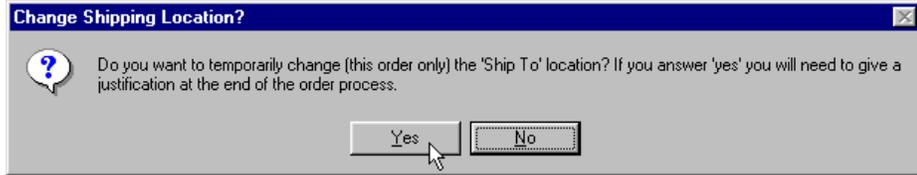
Order Status

Notes and Comments

Receipting an Order

Exit

- You are prompted to confirm the temporary change for the ship-to location for this order.
- Click **Yes** to confirm the ship-to location.
- Justification will be required.
- Click **No** to cancel.



AUDIO: Click the Yes button to change the shipping to location for this order. This change affects this order only. Click the No button to cancel.

Developer Notes

POP-UP – Change in Shipping Location Noted

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- Upon confirming the change in shipping to location, the word “Temporary” displays in red in front of the **Shipping To Location** field to indicate the change.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main heading is "Place A Scheduled Maintenance CAD/PAD Order". Below this is a form with the following sections:

- Accept or change default ship to location, receiving activity, and project code**
Click OK to continue
- Temporary Shipping To Location:** NAS PATUXENT RIVER (with a "Change Shipping Location" button)
- Deliver To Activity:** VF-A-87 (with a "Change Receiving Activity" button)
- Project Code:** 821 - Regn of Expendable Ordnance without which AVC become not operationally ready
- Planned Maint Date:** 10/22/01 | **Sch Maint Date:** 10/22/01 (planned) | **Days To Maint:** 12 | **Lead-Time Days:** 14
- NOTICE:** Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For:VF-A-87
- Buttons: **OK Continue** and **Cancel**

On the left side of the browser window, there is a vertical menu with buttons: Place Order, Order Status, Notes/Comments, Contacts, Welcome Page, and Exit.

AUDIO: The alternate shipping location is highlighted as temporary.

Developer Notes

POP-UP – Accept or Change Receiving Activity

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- If the receiving activity will be other than what is displayed, click the **Change Receiving Activity** button.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

| | |
|--|---------------------------|
| Shipping To Location: NAS OCEANA | Change Shipping Location |
| Deliver To Activity: VFA-87 | Change Receiving Activity |
| Project Code: 821 - Regn of Expendable Ordnance without which A/C become not operationally ready | |

| | | | |
|------------------------------|------------------------------------|-------------------|--------------------|
| Planned Maint Date: 10/22/01 | Sch Maint Date: 10/22/01 (planned) | Days To Maint: 12 | Lead-Time Days: 14 |
|------------------------------|------------------------------------|-------------------|--------------------|

NOTICE:
Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict.
Order#01031-N63922-01 Ordered On:1/31/2001 Orderer:AME2 TERENCE RICH For VFA-87

OK Continue Cancel

Done Local intranet

AUDIO: Verify the Deliver to Activity information. If the receiving activity is other than what is displayed, click the Change Receiving Activity button.

Developer Notes

POP-UP – Receiving Activity Form

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- The receiving activity screen displays.



AUDIO: The receiving activity screen displays.

Developer Notes

POP-UP – Receiving Activity

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

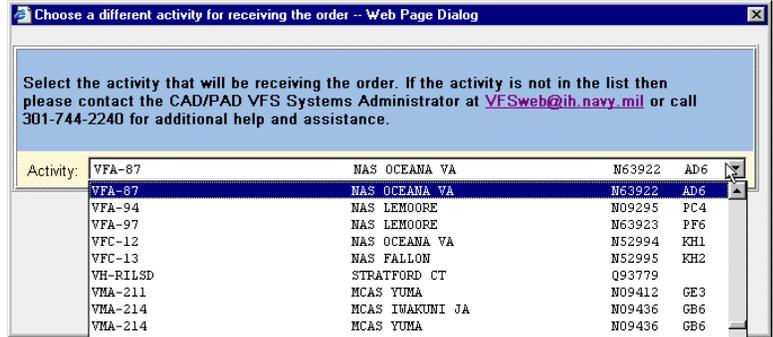
Order Status

Notes and Comments

Receiving an Order

Exit

- Select a receiving activity from the list.
- If the receiving activity is not in the list, e-mail or call the VFS Systems Administrator.



AUDIO: Select a receiving activity from the list. If the receiving activity is not in the list, contact the VFS Systems Administrator for assistance.

Developer Notes

POP-UP – Confirm Alternate Receiving Activity

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receipting an Order

Exit

- You are prompted to confirm the temporary change for the receiving activity for this order.

- Click **Yes** to confirm the receiving activity.

- Justification will be required.

- Click **No** to cancel.



AUDIO: Confirm the receiving activity for this order.

Developer Notes

POP-UP – Change in Receiving Activity Noted

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- Upon confirming the change for the receiving activity, “Alt” displays in red in front of the **Deliver To Activity** field to indicate the change.

The screenshot shows a web browser window titled "CAD/PAD Web Ordering System - Microsoft Internet Explorer". The main content area is titled "Place A Scheduled Maintenance CAD/PAD Order". Below this title is a form with the following sections:

- Accept or change default ship to location, receiving activity, and project code**
Click OK to continue
- Temporary Shipping To Location:** NAS PATUXENT RIVER (with a "Change Shipping Location" button)
- Alt Deliver To Activity:** VFC-12 (with a "Change Receiving Activity" button)
- Project Code:** 821 - Req'n of Expendable Ordnance without which AVC become not operationally ready (dropdown menu)
- Planned Maint Date:** 10/22/01 | **Sch Maint Date:** 10/22/01 (planned) | **Days To Maint:** 12 | **Lead-Time Days:** 14
- NOTICE:** Scheduled Maintenance Order(s) for this BUNO already exists within this maintenance cycle. If you continue this order a notification will be sent out to the Inventory Manager alerting of a possible ordering conflict. Order# 01031-N63922-01 Ordered On 1/31/2001 Orderer AME2 TERENCE RICH For VFA-87
- Buttons: OK Continue, Cancel

On the left side of the browser window, there is a vertical menu with buttons: Place Order, Order Status, Notes/Comments, Contacts, Welcome Page, and Exit.

AUDIO: The alternate receiving activity will be highlighted as alternate.

Developer Notes

POP-UP — Select New Project Code

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

Order Status

Notes and Comments

Receiving an Order

Exit

- To change the project code, select a new code from the project code list.

CAD/PAD Web Ordering System - Microsoft Internet Explorer

Place A Scheduled Maintenance CAD/PAD Order

Accept or change default ship to location, receiving activity, and project code
Click OK to continue

Temporary Shipping To Location: NAS PATUXENT RIVER Change Shipping Location

Alt Deliver To Activity: VFC-12 Change Receiving Activity

Project Code: 821 - Regn of Expendable Ordnance without which A/C become not operationally ready
821 - Regn of Expendable Ordnance without which A/C become not operationally ready
838 - Ammunition regn in support of mission load allowance for Ship Deployment
853 - Stock Point regn for ammunition to support ABSLA, other allowance and regnts
876 - Training ammunition regn for or turned-in for annual training or Fleet exercise
877 - Ship-fill, ammunition regn to support ship's own armament
878 - Ammunition regn and/or turned-in for exchange due to NAR, overage, obsolescence
Planned Maint Date: Time 14

NOTICE:
Scheduled Maint 883 - EXCONUS re-supply/roll back
this order a note 891 - Ship's overhaul download/onload
Order#01031-18 892 - Ship's Restricted Availability download/onload

OK Continue Cancel

Done Local intranet

AUDIO: To change the project code, select a new code from the project code list.

Developer Notes

POP-UP – BUNO Not in Trace

Documentation | Implementation Message | Lead-Time Table

Becoming an Authorized Requisitioner

Placing an Order

Canceling an Order

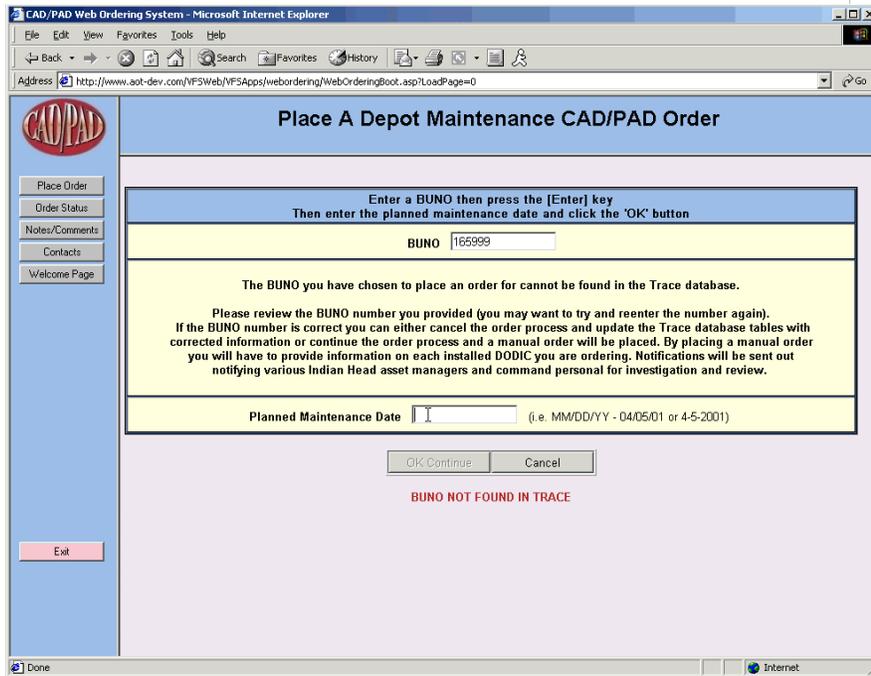
Order Status

Notes and Comments

Receipting an Order

Exit

- If the BUNO does not exist in CAD/PAD Trace, a message displays advising you to review the BUNO number and re-enter.
- If the BUNO is correct but not in TRACE, you can either cancel the order and update TRACE with the correct information or continue the order by placing a manual order.
- Click the **Manual Order Training** Button to go to the manual order training section.



Manual Order Training Button

AUDIO: If the Web Ordering System does not find the BUNO in the CAD/PAD Trace database, a warning displays. If the number was entered incorrectly, re-enter the correct BUNO. If the BUNO was entered correctly but is not in TRACE, either delay the order until Trace is updated or proceed with a manual order for that BUNO. Click the Manual Order Training button for information on placing a manual order.

Developer Notes