KYLOC Online Requisitioning: System Access & Ordering

United States Army Cadet Command (USACC)
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Overview

This document provides information on how to access, create, and review online order requisitions for government-authorized military materiel from the Kentucky Logistics Operation Center (KYLOC), a third-party logistics partner with the Defense Logistics Agency (DLA) Troop Support. Based on your system privileges, information about other system processes may be available for you to download in separate documents. This document is not intended to provide or describe specific procedures or official regulations of United States Army Cadet Command (USACC). For detailed information on USACC’s relationship with KYLOC and DLA Troop Support, please query your next of command or your DLA/KYLOC point of contact.

System Requirements / Troubleshooting

For specific system requirements and common troubleshooting tips, please review the KYLOC document Troubleshooting KYLOC Website Browser Requirements & Troubleshooting (available for download on the KYLOC requisitioning website).
Accessing KYLOC’s Requisitioning Website

You can navigate directly to the site by going to: https://www.kyloc.com/USACC (see below). Upon access the system, you will see the welcome page (see following). This page displays important system-related information and renders a listing of menu options at the top.

**Note:** USACC allows rudimentary access to the site without an approved user account.
Figure 1: Sample of Welcome page and initial system menu options.
Help Menu

There are several selections available to you under the Help menu.

Printable Documentation (SmartBook & Handbooks)

The Help menu provides access to view and download various printable PDF system documents. Based on your system privileges, PDF’s about various system processes may be available to you under this menu. For instance, the manual you are reading now is available to anyone who accesses the system and can be viewed by clicking Website Handbook – System Access & Ordering.
Report a Problem

If at any time you encounter a problem which you cannot resolve on your own using the available system documentation, you can report your problem via email by selecting **Report a Problem** under the **Help** menu.

This is intended to report problems with website operation. If you have encountered an error, please provide as much detail as possible. You may be contacted for further information so please provide appropriate contact information (including time-zone).

![Continue prompt](image-url)

_Figure 3: This Continue prompt displays when you click Report a Problem._

![Report a Problem form](image-url)

_Figure 4: Provide details of your problem here and click Submit._
Request New User Account

To request a user account, access the Help / New User Request from the menu options shown in Figure 6. Complete the form and click Create Request. Your organization’s system administrator will then review your request. After review, you will be assigned a user account with the appropriate system privileges (or your request will be denied).
Logging into the System

If you have been setup with a user account, you can login using your military CaC or by traditional methods with a username and password as shown below. If you are unsure if you have a user account, please contact your next of command or your administrator for requisitioning.
Figure 6: The Login menu option displays the login page (authenticate via User Name or CaC).
If you select the *Forgot your Password* link at the bottom of the page shown in Figure 7 and then click Reset Password.

![Password Reset Form](image)

*Figure 7: Sample of Reset Password page.*
Placing an Order

To begin placing an order, select Place Order under Individual Order in the menu bar. You will then see the screen shown in Figure 9. To search for your unit, enter any part of the unit name and then click the search button. When you find the correct DODAAC/Unit, click on the check mark to right of the screen for the unit. This will take you to the next screen.

Figure 8: Sample of the DoDAAC / Unit search and select for order.

Enter the correct EDI-PI and select the individual for the order, then click the next button as shown in Figure 10.

Figure 9: Sample of EDI-PI entry for order.

Note  If you are logged into the system with a user account, the EDI-PI field will automatically provide search results for the first three digits of the EDI-PI. This auto search is not available if you are not logged into the system with a user account. In this case, you will need to enter the entire EDI-PI value.

If EDI-PI / DoDID does not exist in the system, you should access the DoD’s EDI-PI lookup system to enter the correct value for the person whose name will be on the order. You will also be prompted to enter the person’s Name, Grade/Rank, and Sex.
If the EDI-PI you entered is for an individual who currently has open back orders, you will receive the message below. This is to remind you not to re-order items that are currently back ordered.

![Table of orders](image)

If no back orders exist, the order header information will be displayed for the information connected to the EDI-PI (see figure below).

![Order header information](image)

*Figure 10: Sample of order header information.*
Figure 11 shows the items page and what items are available and the price. There are multiple tabs at the top of the page (ASU, Common) that can be viewed. The DoDAACs access to product classes determines how many tabs are shown. At the top of the page in the center you can click for sizing information. Once you find the item you want you will need to select the quantity and size. After those are selected you will see the NSN pop up on the screen. When you have finished selecting your items click next to review your order.

![Sample of item product page](image)

Figure 11: Sample of item product page.

The review screen, as shown in Figure 12, allows you to leave a comment or click on the ‘X’ in the bottom right corner if you decide you do not need that item and wish to delete it. If everything is correct, click Place Order to continue.
After you click the **Place Order** button you will see the post order review screen shown in Figure 13. You can get a receipt of that order or click New Order to start the process again.

![Figure 13: Sample of order review screen (post submittal).](image)

**Note:** All orders submitted must pass an approval process set forth by your organization before KYLOC can begin to process, fill, or ship your request. If you are not familiar with your organization’s approval process, contact your next of command or your DLA/KYLOC point of contact.
Tracking Order Progress via Online Order Registers

You can view order information via one of the two online order registers: Shipping Status (requires no user account) or the Document Register (requires user account with appropriate privileges).

**Note**: For more of an explanation of basic order information, please see the section in this document titled *Explanation of Fundamental Order Properties*.

![Menu options to select Registers.](image)

**Shipping Status**

The Shipping Status page as shown in Figure 15 is available to most users. It allows you to search orders by Document Number. Here you can check the order’s status and view the order’s items. If the order has been shipped, a Tracking Number will be present. If applicable, click on the Tracking Number to be re-directed to the shipping carrier’s site for tracking information.

![Shipping Status page.](image)

By clicking the icon under view you will see the information in Figure 16. This gives you the option to print this document or close out of it.
Individual Issue

To look at individual issue, go to Individual Order in the menu bar and select it, as shown below in Figure 17. To search for your unit, enter any part of the unit name, EDIPI or select DoDAAC and then click the search button. When you find the correct DODAAC/Unit, click on the view issue icon to right of the screen for the unit as shown in Figure 18.
When you click on the view issue icon it will take you to the screen shown in Figure 19. This screen allows many options. The different options include:

- Edit
- Print Issue
- Order Items
- Immediate Turn-In
- Deferred Turn-In
- Resolve Turn-In
- Issue from Stock
- Issue Ordered Items
- Transaction History
When you click on the Edit icon you will see the screen in Figure 20. This allows you to edit specific information and then save it.

Figure 20: Sample of Edit screen.
Print Issue

This allows you to print the current issue to your local printer. Also, note that there are two signature areas at the bottom of the report that need to be signed.

Order Items

This allows you to order items for cadet. It will take you to the items catalog and you proceed as if you were placing an order.
Immediate Turn-In

When clicking on Immediate Turn-In you are taken to the screen below. Here you can select the turn-in quantity and the reason for the turn-in in the drop down boxes.

Deferred Turn-In

When clicking on Deferred Turn-In you will be taken to the same screen as shown above.

Note: You cannot turn-in an amount greater than what is issued to the cadet.

Resolve Turn-In

Figure 23 shows the screen that shows when you click on the resolve icon.
Issue From Stock

An Issue From Stock is created when a cadet’s current issue record does not reflect all of his gear physically issued to him. An Issue From Stock must be created to add the missing item to the current issue.

**Note:** Once an issue from stock is created, the quantity for the specified item(s) is immediately incremented on the cadet’s current issue.

On the current issue page, when you select Issue From Stock, the page in Figure 24 will appear. From here, the process is identical to placing an order except that there is no transaction issued for approval and it is incremented immediately at submittal.
**Issue Ordered Items**

Figure 25 is shown when you click on Issue Ordered Items. Here you can see the document number, the date the order was placed, the order status and if the issue was eligible.

![Issue Ordered Items page](image1)

**Transaction History**

Figure 26 shows the transaction history page. From the current issue page, you can view all transactions created for the current cadet by clicking Transaction History. This screen displays all the transactions created and the document numbers for each. The view is sorted in descending order by the date the transaction was created.

![Transaction History page](image2)
Document Register

The Document Register page provides similar information as the Shipping Status page, but is only available to specified users. It allows many more search options and the ability to mark Shipped orders as Received. Users can filter orders by Status, DODAAC's (to which they are assigned), Document Number and EDI-PI. Users can sort the order listing by column headers.

Figure 27: Default view of the Document Register page.

Figure 28 shows the View Order page from the Document Register when you first select it from the menu. When you select a document number this view gives you the option to print the details of this order.

Figure 28: View Order page of the Default View of the Document Register
When you select Shipped as the status and click the Show Orders button you will see the page shown in Figure 29. From this page you can either click on the word Receive or click on the view icon to verify that the order has been received.

Figure 29: Document Register page filtered by orders with Shipped status.

Figure 30 show the View Order page after you select Shipped as the status. This page gives you the options to either print or receive this order.

Figure 30: View Order page of Shipped Status within Document Register
Explanation of Fundamental Order Properties

This section defines and explains key order properties (such as the DODAAC, Document Number, suffix data, back orders, re-shipments, and Order Status).

DoDAACs and Document Numbers

As illustrated above, orders to KYLOC are “kitted,” meaning there can be multiple items on a single order. Each order is uniquely identified by its Document Number. The first portion of the Document Number indicates a Department of Defense Activity Address Code (DODAAC) which your organization has entered in the KYLOC Online Requisitioning system and has authorized to allow orders be placed against it and shipped to it. USACC DODAACs are typically six characters long. Following the DODAAC is the four-digit Julian date (YDDD) to indicate the year and Julian day of that year in which the order was placed. Following the Julian date is a single character that identifies your organization. Next follows a three digit, incremental serial number (001 – 999) which resets to 001 for each unique DODAAC daily when an order is placed. These elements make up a standard document number (see below).

<table>
<thead>
<tr>
<th>Customer Alpha</th>
<th>DODAAC</th>
<th>Julian</th>
<th>Serial</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST01</td>
<td>5123</td>
<td>D</td>
<td>015</td>
<td>**********</td>
</tr>
</tbody>
</table>

Figure 31: Depiction of Document Number elements.

Document Number Suffix

KYLOC appends ten-character suffix data to document numbers which provide additional information. The Document Number suffix is interpreted in the following manner (reading left to right):

Note If there is no information to be interpreted in the suffix, the system will display stars (*). For example, when a new order is created, the suffix defaults to: **********

Back Order (suffix characters 1 to 3): When KYLOC cannot fill all items on an order; they will fill and ship the available items and create a new back order document which contains the item(s) they could not ship immediately (to be filled when available). The new back order shares the same root Document Number and order header information as the order from which it was created. However, the first three characters of the suffix are set indicate a back order. The first place is set to the alpha “B.” The following two places are sequential number index values to indicate the number of times an order has had a back order created for it (meaning that additional back orders can be created from previous back orders). For example, suffix data for the first back order in the life of an order would appear as: B01******. If this “B01” order cannot be filled in its entirety, then another back order would be created, and the first three places of the suffix would be set to “B02”, which would result in the suffix appearing as: B02******
Re-Shipment (suffix characters 4 to 6): In some rare instances, KYLOC may accidentally ship the incorrect item, omit an item from the shipment, or ship to the wrong address. In these cases, your organization will contact KYLOC’s Customer Service department to correct the mistake. That order information will be copied from the original order and entered into the system as a Re-Shipment. Similar to the back order scenario above, the root document number remains the same, but in this case, characters four through six of the suffix are set to indicate the Re-Shipment, with an alpha equal to “R.” For example, the suffix data for a re-shipment of a non-back order would appear as: ***R01****

Turn-In (suffix characters 7 to 9): Suffix characters seven through nine are reserved for future development of Turn-In transactions for certain customers, and are not currently utilized.

Shipment Completed (suffix character 10): The last suffix character is reserved to indicate that all items and quantities that were originally requested on the “root/parent” order have been filled and shipped. The alpha “X” will be displayed in this case. For example, suffix data would look like this for an order placed where all items were filled (where no back orders or re-shipments were generated): **********X

The following is an example to illustrate a rare, but comprehensive example of an order’s life with its Document Numbers and various potential suffix data values:

- **TEST015123D015********** This is the original root/parent order.
- **TEST015123D015B01***** This indicates that a back order was created for items unavailable on the original order.
- **TEST015123D015B02***** This indicates that a second back order was created for items unavailable on the preceding order.
- **TEST015123D015B02R01**** This indicates that the second back order had a mistake and was re-shipped.
- **TEST015123D015B03******X This indicates that a third back order was created, shipped, and that all items originally ordered on the parent order have been filled and shipped.
Order Status

The status of an order indicates where it is in its lifecycle. An order’s status is visible throughout the system, and is most prevalent within the Registers pages. Each Order Status is described below:

- **New** - Newly placed order. This order has not yet been approved and can be changed or deleted.
- **Approved** - Newly placed order that has been approved and is waiting to be processed by KYLOC.
- **Processing** - Order received at KYLOC and is being assembled and packaged for shipment.
- **Back Ordered** - KYLOC has generated a back order because insufficient stock exists to fill the order. Order is waiting for further processing.
- **Shipped** - Order has been shipped by KYLOC.
- **Received** - Order has been received on the document register by the customer.
- **Cancelled** - Order has been cancelled. There will be no further processing of this order.