

APPENDIX 3: CUSTOMER REORDER LIST

HOW TO USE A CUSTOMER REORDER LIST

1. When you want to reorder supplies:

a. Take your copy of your reorder list and go to your supply storage area.

NOTE: Reordering supplies is easy in TAMMIS if you organize your supply storage area in the same sequence as your Customer Reorder List (CRL). You can ask for your CRL in either NSN or Nomenclature sequence.

b. Make a quick count of each item to see how many you have on-hand. Compare the on-hand quantity to your 15/30-day usage targets.

(1) No action is required if the quantity on-hand is close to your 15/30 usage level.

(2) If the quantity on-hand is less than the 15/30 day usage level, determine the quantity required to bring the stock level up to the usage level and write that quantity on your reorder list for that item in the "Req Qty" field.

(3) Repeat this procedure for all items in your storage area.

c. If you find an item that you need to order that is not listed on the reorder list, go to the back of the listing where the blank lines begin. Write down the stock number, nomenclature, unit of issue, and quantity requested for the item being ordered.

NOTE: Items without NSNs that are ordered on a DA 3953 cannot be ordered on the CRL.

d. Ensure that Nonexpendable items are not ordered on the CRL. These items will only be ordered on a DA Form 2765-1 or a separate CRL.

e. Finish the CRL:

(1) In the spaces provided in the heading of the report, write in the current Julian date and your APC. Tally up dollar amount spent and put the grand total after the last item ordered.

(2) Assign a four-position document serial number to each item you requested in the "Doc Serial" column. Use conservative numbers and remain within your assigned block of serial numbers.

(3) Ensure that all required signatures are on the accompanying signature sheet, culminating with the G-3 DPTM stamp.

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(4) Write down a telephone number and POC for the person dropping off the CRL. This is provided in case the IMSA needs to contact you for any problems with your order.

f. Make a copy of the CRL.

(1) Take the original to the IMSA.

(2) Take the copy and place it in your document register.

g. Complete your document register when you receive status on your requests when you receive your supplies.

h. Keeping track of your requests:

(1) The IMSA will provide monthly due-out listings and transaction registers for you. These are placed in your unit mailbox located in the Medical Supply Office. Be sure to check this often.

i. You may maintain the DA Form 2064 (Document Register for Supply Actions), however, the TAMMIS Customer Reorder List meets the DA Form 2064 requirements.

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DESCRIPTION OF CUSTOMER REORDER LISTS

The Customer Reorder List is a computer printout that will help you to quickly reorder Medical supplies you frequently use. Medical supply personnel will provide you with copies of the reorder list when you ask for them; always ask for a least two copies so you always have extra copies available. The list can be provided in Nomenclature, National Stock Number, or Location Sequence (Your Choice) and provides you the following information on each item:

- Location
- Stock Number
- Nomenclature
- Unit of Issue
- Unit Price
- Number of Requests in Last 6 Months
- 15 or 30 Day Usage Qty
- Type of RO (Manager Controlled/Days of Supply)

After you have finished ordering supplies on the reorder list, the original is given to your supplier and a copy is made which is retained as a Document Register. (NOTE: The space after the column for Date Received will be used to indicate priority orders and the reviewer will approve on this form). New items will be automatically added to your reorder list the month after you first order an item.

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PCN: RZS-S10

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SUPPLIER	Customer Reorder List by Nomen	CUSTOMER
Name: IRWIN ARMY COMM HOSP-FT RILEY, KS 66442	09:13:15	Name: HHC 2/70TH AR
Address: MATERIEL BRANCH ATTN: MCXX-LD-MS	05/02/01	Address: HHC 2/70TH ARMOUR BLDG 7602 FT RILEY
DODAAC: W55CWA	(1122)	DODAAC: W90RWY Doc. Julian Date: _____
		APC: _

Location	Stock Number	Nomenclature	UI	Unit Price	Number of Requests In Last 6 Months	Doc. Serial	Stock Index Number	Req. Qty	15 Day Use	Type	Qty Rec.	Qty Due-In	Date Comp

	H00B-F3095-81	3ML 25G 1" SYRINGE A NEEDLE 8 BX OF 100'S	CS	50.04	0	_____	464819	_____	1	D	_____	_____	NonSt
	6505-01-017-1625	ACETAMINOPHEN CAPS50	BT	0.72	1	_____	832	_____	4	D	_____	_____	
	6505-01-116-9245	ALBUTEROL INH AER17G	PG	5.78	1	_____	1681	_____	1	D	_____	_____	
	6505-01-258-0960	ALBUTEROL INHAL S025	PG	14.42	1	_____	176129	_____	1	D	_____	_____	NonSt
	F00088-1090-49	ALLEGRA D UD 100'S	BT	61.69	1	_____	460137	_____	1	D	_____	_____	
	6505-00-890-1633	ALUMINUM ACETATE TAB	PG	18.49	1	_____	2002	_____	1	D	_____	_____	
	HTIE-7-44	AMBU PERFIT ACE	EA	12.49	2	_____	436288	_____	2	D	_____	_____	
	6505-00-106-0875	AMMONIA INHAL SOL 12	PG	3.43	2	_____	2416	_____	1	D	_____	_____	
	6505-01-116-6013	AMOXICILLIN CAPS 500	BT	13.65	1	_____	145862	_____	1		_____	_____	
	6505-01-339-6919	AMOXICILLIN&POTAS 10	PG	121.67	1	_____	180790	_____	1		_____	_____	
	6505-00-117-8635	AMPICILLIN CAPSUL 10	BT	2.43	0	_____	2531	_____	1		_____	_____	
	6515-01-234-6838	APPLICATOR 6" 1000S	BX	6.91	1	_____	3232	_____	1	D	_____	_____	
	6515-00-905-1473	APPLICATOR DISP 2000	PG	23.88	1	_____	3208	_____	1	D	_____	_____	
	6510-01-008-7917	APPLICATOR POV-IOD15	PG	8.57	0	_____	3174	_____	1	D	_____	_____	