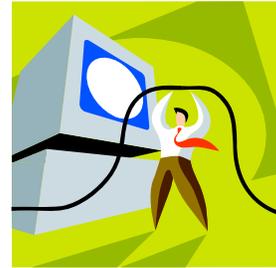




DISAM



SCM-O Course Security Cooperation Information Portal (SCIP) Case Information Exercise and Guide

January 2007

This *Exercise* will teach you to use the **Security Cooperation Information Portal (SCIP)** system. It will acquaint you with the broad range of international logistics and financial information that is now available via the web. Please understand that this system is quite dynamic and is continuously being improved. Consequently, there may be differences between the *current* web site content and this *Exercise*. Please take your time and follow the *step by step* instructions that are provided, until you become more familiar with this site. When you return to your home station, you will find that this *Exercise* will serve you and others in your SAO office as a *Guide* to using this web site. All the *Exercise* questions are based on the materials you have covered in your previous classes or will in future class sessions.

Accessing the Security Cooperation Information Portal (SCIP) Web Site

For the purpose of this exercise, each student will be given a **temporary** User ID and Passcode. This SCIP account expires when the student graduates from DISAM. To obtain a **permanent** SCIP account, the students must submit the required registration form from their SAO or other permanent duty station (e.g., combatant command). This information is sent to the Defense Security Assistance Development Center (DSADC) in Mechanicsburg, Pennsylvania, which manages the SCIP. If you already have an active SCIP account, you are required to use it. For Foreign Service Nationals (FSNs), you will need your **token** in order to access SCIP.

Information on SCIP, including the blank registration forms, frequently asked questions (FAQs), a SCIP Customer Assistance Handbook, and the link to the SCIP itself, can be found at the link labeled **SCIP** at the top of the DISAM home page.

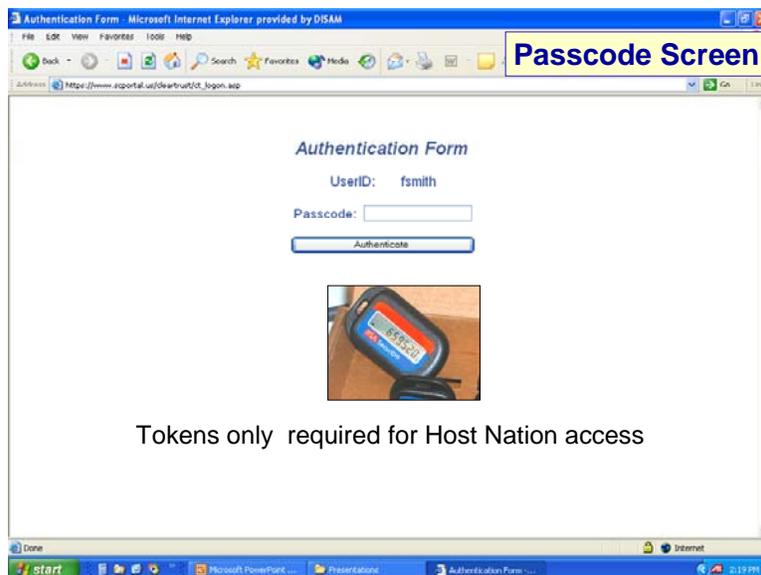
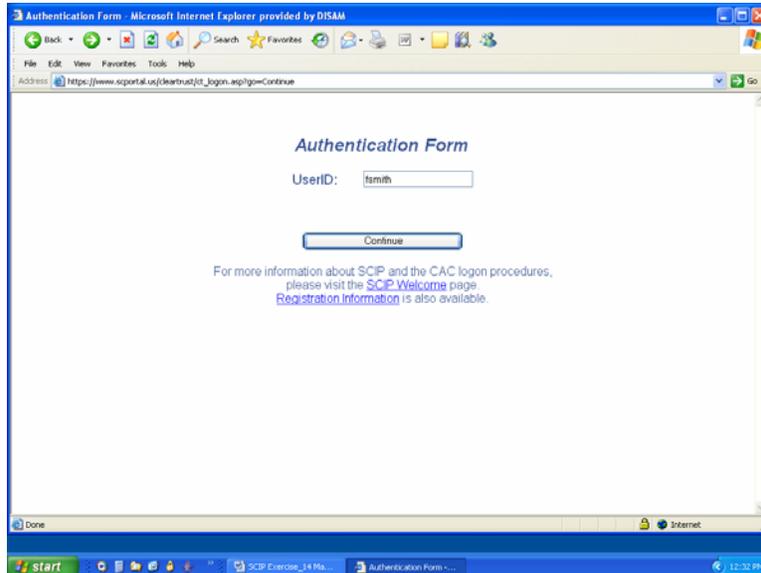
The **Security Cooperation Information Portal (SCIP) Web Site** provides access to a wide range of information that covers the management Foreign Military Sales (FMS) cases. You will want to create a *Bookmark* (Netscape) or a *Favorite* (MS Internet Explorer) on your duty station computer to facilitate accessing this and other international sales web sites.

The SCIP is designed for use by both US government personnel and by international (host nation) personnel, FSNs, and freight forwarders. Host nation and freight forwarder personnel may obtain a SCIP account (and token) only after first coordinating with their Host Nation Token Administrator. Details are found thru the DISAM web site, as indicated above.

The SCIP hosts the **SAO Toolbox**, which is used primarily for **End Use Monitoring (EUM)** activities. To obtain access to the SAO Toolbox, you must include that in your registration request to DSADC. This DISAM exercise addresses only the FMS functions of the SCIP and does **not** cover end use monitoring.

In order to access the SCIP type the following in the address line of your Internet browser:
<https://www.scpportal.us/portal>. The SCIP login screen will appear as show in the screen capture below.

After entering your **temporary** User ID click on **Continue** and the following screen will appear asking for input of your **temporary** Passcode. For Non-US users, see the SCIP Customer Service Handbook for details on construction of Passcodes.



After entering your Passcode click on **Authenticate**.

Assuming your User ID and Passcode were input correctly and accepted, you will see the Welcome screen next. The DEFAULT setting is always **Case Information/Welcome**.

Case Information

Welcome, Forrest Smith | Logoff | Change Password

Case Information | SAO Toolbox

Case Information

Refresh Status

Refresh Completion: 09/27/2006 09:49:57
 Air Force: GREEN
 Army: GREEN
 DSAMS: GREEN
 Navy: GREEN

Related Links

- Navy E-Business Suite
- Air Force Security Assistance Ctr (AFSAC)
- U.S. Dept. of State
- WebFLIS - Fed. Logistics Info. System
- US Army Security Asst. Command (USASAC)
- Defense Logistics Agency (DLA)
- Navy International Programs Office (NavyIPO)
- Def. Institute of Security Assist. Mgmt. (DISAM)
- Defense Logistics Information Service (DLIS)
- Weapon System Checklist for Army LORs
- Air Force International Affairs (SAFIA)
- Defense Security Cooperation Agency (DSCA)
- DefenseLINK - U.S. Dept. of Defense
- Gen. Reimer Training/Doctrine Library

Announcements

CAC ACCESS ENABLED: Access to SCIP via a Common Access Card (CAC) for US Government personnel is now possible. Please send a digitally signed email to SCIPHelp@dsac.dca.mil for us to enable your SCIP account for CAC usage. This link [CAC Login Instructions](#) on the new Welcome window provides more instructions regarding SCIP and CAC. US Govt. users can continue to use passwords for the near future. (Note: CAC access will not be available for SCIP token/password users.)

New Welcome Window & CAC: Please bookmark the new SCIP Welcome window at <https://www.sportal.us> for entry to SCIP.

New Password Requirements (for password users): The new US Govt. password requirements policy has been implemented for SCIP passwords. The password will be valid for 60 days. The password must be at least 9 characters long, must include at least 2 upper case letters, 2 lower case letters, 2 numbers, and 2 special characters. These special characters cannot be used: [!@*]. The account will lockout after 3 incorrect passwords are entered. You cannot reuse any of the last 10 previous passwords.

posted by: SCIPAdmin on 2006-09-25 10:58:01.0

Case Information Release C14: See the [Improvements](#) tab on this release window for the Case Information Release C14 Summary. As always, please report any problems to SCIPHelp@dsac.dca.mil as soon as possible. We thank you for

Privacy & Security Notice

Hint: Be sure to read the Status & Announcements for updates to the database and other information. You should also read the Tips, Problems and Improvement sections.

Next you need to look toward the top of the **Main Menu** for all the option tabs. First, highlight the **Case Status** (lettering will turn red) then click. Only the data for the country and/or organizations the Host Country Service or the Security Assistance Office (SAO) have been authorized to view will appear (see below). If the Host Country Service or SAO are authorized access to more than one country/organization, they will all be listed in the left hand column. To choose another country/organization, highlight the appropriate entry and then click on **View Country Status Detail**.

Case Information

Welcome | **Case Status** | Ad-Hoc | Inputs | Requisition Extract | Requisition Summary

Case Status Summary

BN (Bandits)

Development:	10	00
Proposed:	4	00
Offered:	9	00
Implemented:	507	11,871,993,422
Impl-SSC:	57	1140,143,978
Closed-Impl:	83	388,872,418
Closed-Fml:	1633	11,834,846,141
CB Cases:	2303	13,935,918,992

View Country Status Detail
View All Country Summary

Printable View of This Report
As of 2006-09-27 09:49:57.0

Case Search

Country: [---]
IA: [---]
Case: [---]
Case Status Detail: [---]
View Report

Case Status By Status

Country: BN (Bandits)

Case Status: D (Development)

Case ID	Case Description	Total Value
B-ZVO TARGET ACQUISITION SYSTEM ...		\$0.00
B-ZWE PRC-117F AND AN/PRC-150 HA...		\$0.00
B-ZWF TOW 2A, 2B, AND BUNKER BUS...		\$0.00
B-ZWA SUPPORT FOR JAVELIN WEAPON...		\$0.00
B-ZUL HIGH-EXPLOSIVE INCEND TRAC...		\$0.00
B-ZUN HE PAP M549A1 AND 5.56MM B...		\$0.00
B-ZUN HAND HELD ASSAYS (OPERATIO...		\$0.00
B-ZYX GLOBAL POSITIONING SYSTEM ...		\$0.00
B-ZBO MILITARY BFG HANDLING SYST...		\$0.00
B-ZEK COMMUNICATION EQUIPMENT.		\$0.00

10 Cases for D (Development) Total value: \$0.00
Case Status Detail View Report

Case Status: P (Proposed)

Case ID	Case Description	Total Value
B-ZYK ENHANCED POSITION LOCATION...		\$0.00
B-ZWD TOW 2A, 2B AND BUNKER BUST...		\$0.00
B-ZWK RFID TRACKING NETWORK		\$0.00
P-BDN NAVY AIRCREW COMMON EJECTI...		\$0.00

4 Cases for P (Proposed) Total value: \$0.00
Case Status Detail View Report

Case Status: O (Offered)

Case ID	Case Description	Total Value
B-ZUC JAVELIN MISSILE SYSTEM		\$0.00
B-ZWC AN/PRC-152 (V)2(C) RADIOS		\$0.00
B-ZWG CH-47 TECHNICAL DOCUMENTATION		\$0.00

You will notice that the screen is divided into two sections. The left side of the screen contains overall summary data associated with selected the country or organization. The right side of the screen displays detailed case data. If you scroll down the right side of the screen you will notice that all cases are first displayed by Case Status by Status (D, P, O, A, I, SSC, IC, C, X), then Case Status by Implementing

Agency (IA) and finally Case Status by Customer Service.

These features are useful to determine how many cases are in each status, how many has cases the Customer Service has with each IA, or if the Customer Service has cases with more than one IA.

1. Exercise questions for your country/organization choice:

- How many cases are with the U.S. Army? _____ Navy? _____ Air Force _____
- How many cases are with the host nation Air Force? _____
- Are any other implementing agencies listed? Which ones? _____. How many case(s) do they have? _____
- Does the Host Country Service: Army, Air Force or Navy, have any cases with another US service or agency? Which ones? _____

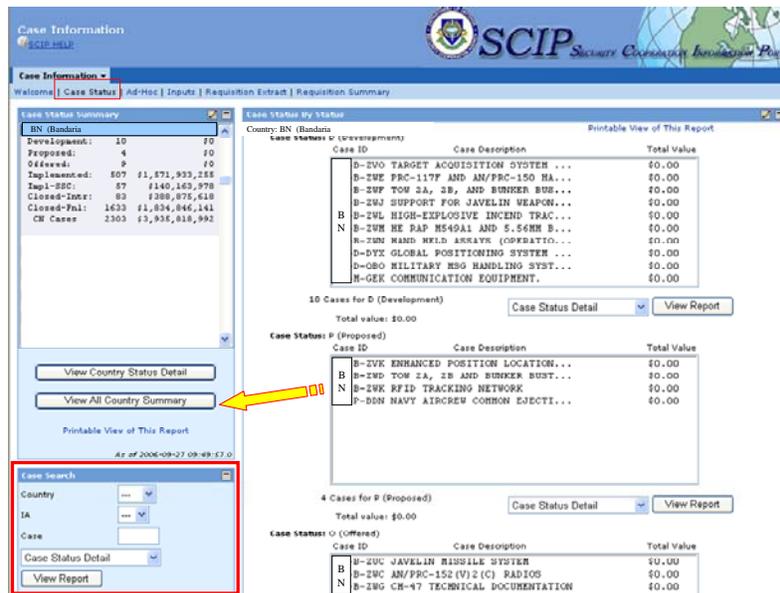
Now some bean counting:

- Does your country/organization have any cases listed? _____
- How many cases are under **Development** by the IA? _____. What does this mean to the Customer Service? _____
- How many cases have been **Proposed** by the IA to DSCA for countersignature? _____. Can you tell why are have they been sent to DSCA? _____
- How many cases have been **Offered** by the IA to the customer? _____
- How many cases have been **Accepted** by the customer? _____
- How many cases have been **Implemented** by the IA? _____
- How many cases have been classified **Supply/Services Complete (SSC)** by the IA? _____
- Why is the Total Value \$0.00 for certain status codes? _____

*Hint: To view a complete easy to read listing of all the case statuses, look just above the data for the first Case Status (upper right corner). Highlight and click on **Printable View of This Report**. See the sample screen below.*

Case Status By Case Status Report			
Country: EN (Canada)			
Case Status: D (Development)			
Case ID	Case Description	Total Value	
B	-B-ZVO	TARGET ACQUISITION SYSTEM SUPPORT	\$0.00
N	-B-ZWE	PRC-117F AND AN/PRC-150 HARRIS RADIOS	\$0.00
	-B-ZWF	TOW 2A, 2B, AND BUNKER BUSTER MISSILES	\$0.00
	-B-ZWJ	SUPPORT FOR JAVELIN WEAPON SYSTEM TRIALS	\$0.00
	-B-ZWL	HIGH-EXPLOSIVE INCEND TRACER MDL M792	\$0.00
	-B-ZWM	HE RAP M549A1 AND 5.56MM BALL CLIP AMMO	\$0.00
	-B-ZWN	HAND HELD ASSAYS (OPERATIONAL)	\$0.00
	-D-DYX	GLOBAL POSITIONING SYSTEM INERTIAL (MHP)	\$0.00
	-D-QB0	MILITARY MSG HANDLING SYSTEM (MMHS)	\$0.00
	-M-GEK	COMMUNICATION EQUIPMENT.	\$0.00
10 Cases for Case Status D (Development) totalling \$0.00			
Case Status: P (Proposed)			
Case ID	Case Description	Total Value	
B	-B-ZVK	ENHANCED POSITION LOCATION REPORTING SYS	\$0.00
N	-R-ZWD	TOW 2A, 2B AND BUNKER BUSTER MISSILES	\$0.00
	-B-ZWK	RFID TRACKING NETWORK	\$0.00
	-P-BDN	NAVY AIRCREW COMMON EJECTION SEATS	\$0.00
4 Cases for Case Status P (Proposed) totalling \$0.00			
Case Status: O (Offered)			
Case ID	Case Description	Total Value	
B	-B-ZUC	JAVELIN MISSILE SYSTEM	\$0.00
N	-B-ZWC	AN/PRC-152(V)2(C) RADIOS	\$0.00
	-B-ZWG	CH-47 TECHNICAL DOCUMENTATION	\$0.00
	-B-ZWH	M119LR 308 AMMUNITION	\$0.00
	-D-G2T	FOREIGN LIAISON OFFICER SUPPORT	\$0.00
	-D-TIH	BLANKET ORDER TRAINING	\$0.00
	-D-TZJ	BLANKET ORDER TRAINING	\$0.00
	-M-HAB	COMMUNICATION EQUIPMENT.	\$0.00
	-P-LIA	LIGHTWEIGHT 155 MM M777 TOWED HOWITZERS	\$0.00
9 Cases for Case Status O (Offered) totalling \$0.00			
Case Status: I (Implemented)			
Case ID	Case Description	Total Value	
B	-B-BIF	USARMY BOOKS,MAPS & PUBS	\$2,000.00
N	-B-BIH	Training Videos, visual Aids	\$5,000.00
	-B-BII	HAND HELD ASSAYS (HHAS)	\$155,000.00
	-B-BIL	GENERAL SUPPLIES AND AMMUNITION	\$4,165,127.00

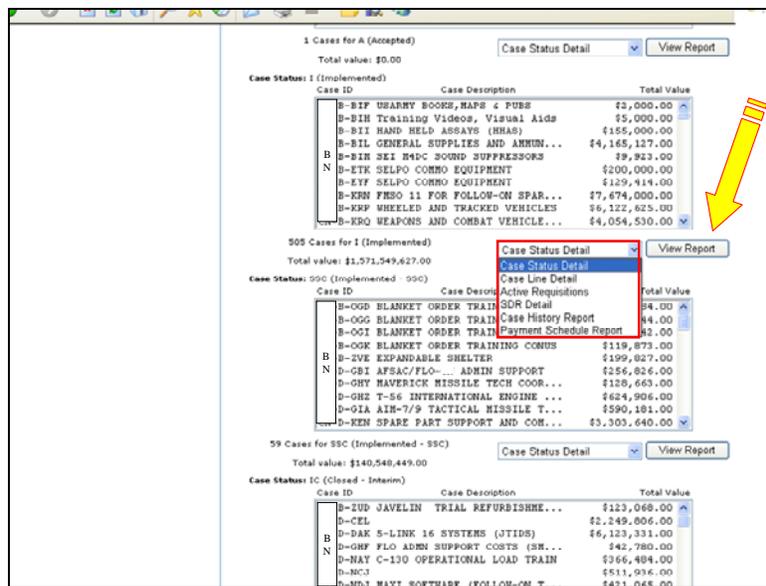
There are **two** additional features on this screen that you will find useful. Look at the bottom of the left hand column.



If you are authorized to view more than one country/agency, you can click on the **View All Country Summary** button. The left column will now display the summary data for all the countries/agencies rather than just one.

Locate the **Case Search** box. By typing in the specific Case Identifier and choosing one of the six standard reports, you can go directly to the data. We will discuss all the various standard report screens later in this exercise.

In order to view more detailed information on a specific case you must first select a case by highlighting it. Next select the appropriate category of information from the Pick List of reports accessible just below each set of cases. Click on the Drop Down Arrow and the listing of the standard reports appears (see below).



The options available to you are **Case Status Detail, Case Line Detail, Active Requisitions, SDR Detail, Case History Report and Payment Schedule Report**. Each of these options will be discussed in detail.

Case Status Detail

The Case Status Detail report gives you overall information about a particular case. It includes selected case, financial, and requisition data including case manger, case dollar values, the terms of sale, and information concerning amendments and modifications. Highlight one of the larger cases (look for a Kxx case) for your country or organization. Make sure Case Status Detail option is selected in the Pick List and then click on **View Report**. A screen similar to the one below will appear.

Case Status Detail			
Case ID: BN-B-KRT			
DESCRIPTION: COMBAT VEHICLE SPARE PARTS			
Case Information		Case Values	
Case Status Code:	I	Total Case Value:	\$4,911,000.00
Case Status:	I (Implemented)	Net Case Value:	\$4,791,214.00
Customer Service Type ID:	B	Programmed Case Value:	\$895,063.41
Implementing Agency:	B (Army)	Unprogrammed Case Value:	\$3,896,150.59
Case Line Count:	1	Administrative Surcharge Value:	\$19,781.00
Blanket Order Case:	Yes	Transportation Value:	---
Related Cases:	Yes	Accessorial Packaging, Crating, Handling:	---
Navy Accounting System:	Yes	Other Accessorial Value:	---
Customer Requisition Allowed:	Yes	Administrative CLISA Value:	---
Case Manager:	Smith, Ed		
Requisition Information		Case Status	
Total Requisition Count:	668	Closure Code:	0
Total Requisition Value:	\$895,063.41	Closure Certificate Code Indicator:	
Shipped Unbilled Requisition Count:	237	Closure Certificate Status Code:	
Shipped Unbilled Requisition Value:	\$287,199.42	Closure Type Request Code:	0
Shipped Partial-Billed Requisition Count:	0	Estimated Closure Date:	
Shipped Partial-Billed Requisition Value:	---	Actual Closure Date:	
Shipped Expended Requisition Count:	294		
Shipped Expended Requisition Value:	\$341,630.30		
Unshipped Requisition Count:	339		
Unshipped Requisition Value:	\$270,233.69		
Cancelled Requisition Count:	19		
Cancelled Requisition Value:	---		
Case Milestones		Funding	
Basic CLISA Implementation Date:	01/11/2006	Term of Sale (1):	B (Cash Prior to Delivery)
Last Implemented Amendment:		Total Collections:	\$122,775.00
Last Implemented Modification:		PMF Collections:	\$0.00
Last Implemented Document:		Cash Collections:	\$122,775.00
		Interest Bearing Account Balance:	\$0.00

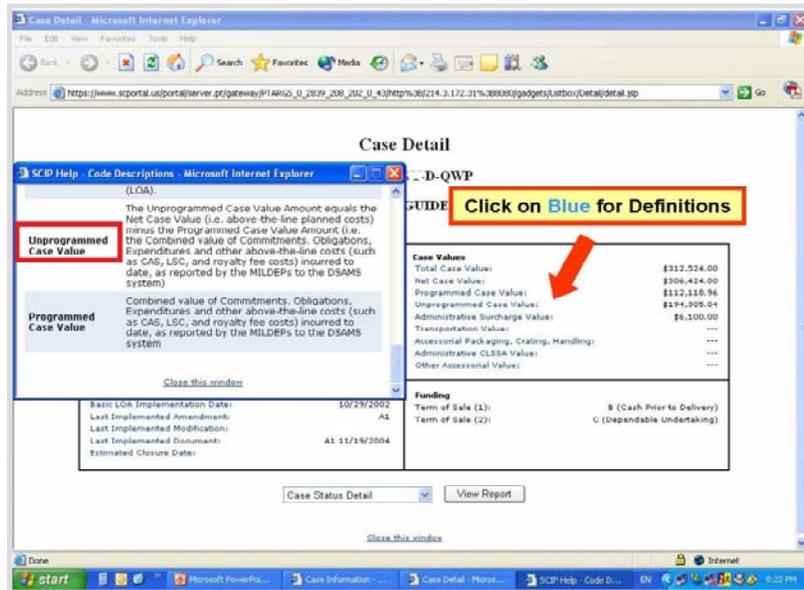
[Close this window](#)

2. Exercise questions for the case you selected:

- Does the country service match the IA? _____ If not, what are the implications?
_____.
- Who is the case manager? _____.
- Are there any amendments or modifications to this case? _____.
- What is the overall value for this case? _____.
- Are there any funds still available on this case? _____.
- How many requisitions have been submitted? _____.
- How many requisitions have been shipped, but remain unbilled? _____.

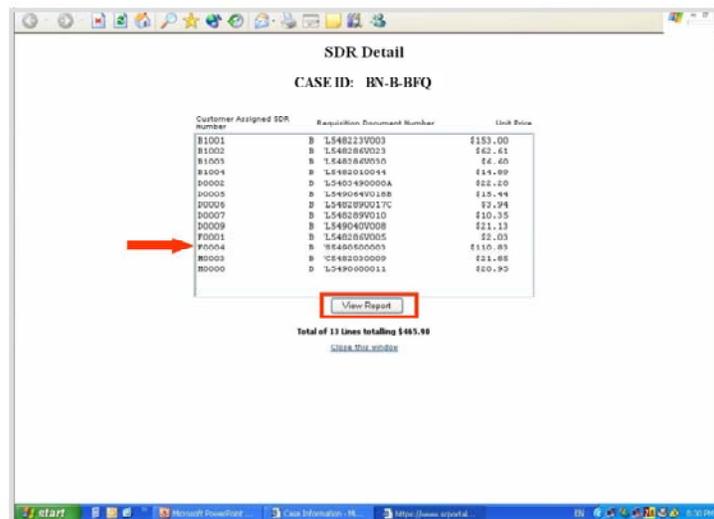
NEED HELP?

Hovering over and clicking on any BLUE text in the SCIP will normally display any HELP associated with that particular item. Try clicking on **Unprogrammed Case Value** (see below). Does the help information make sense to you? If not, ask the instructor for assistance or send an email to the SCIP Helpdesk at ScipHelp@dsadc.dsca.mil.

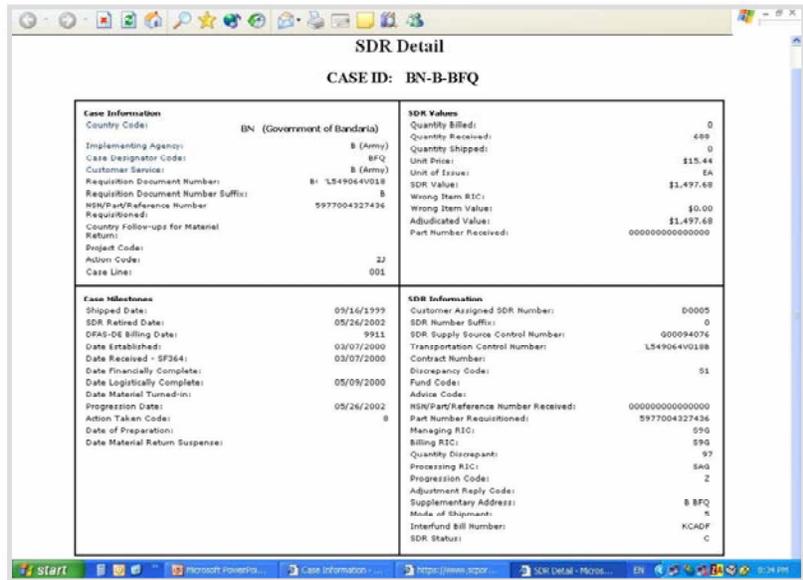


SDR* Detail (*Supply Discrepancy Report)

Next Select **SDR Detail** from the Pick List at the bottom of the screen and click on **View Report**. A screen similar to the one below will be displayed. This screen lists all the Supply Discrepancy Reports submitted on the selected case.



To see the details associated with a particular SDR just highlight it and click on **View Report** (or double click on the highlighted entry) A screen similar to the one below will be displayed. If there are no SDRs on the case, then the screen will note that fact. After finishing the exercise below, select Close this Window at the bottom of the screen and go back until you get to a screen with a Pick List.



3. Exercise questions for the SDR you selected:

- What is the type of discrepancy? _____.
- Was this SDR submitted within the established timeframes for potential approval? _____.
- Does this SDR dollar value meet the established criteria? _____.
- Under Case Information, is there an Action Code? _____. If so, what is the meaning of the code? _____.
- Under SDR Information, what is the current status of your selected SDR? _____.
- Under SDR Information, is there an Adjustment Reply Code? _____. If so, what is the meaning of the code? _____.
- Under Case Milestones, is there an Action Taken Code? _____. If so, what is the meaning of the code? _____.

Active Requisitions

Active Requisitions
Case ID: BN-B-KRT

Requisition Document Number	NSN/Part/Reference Number	Transportation Control Number
B 05V60192369	5342006259613	O/S SDR D3425
B 05V60192369	5342006259613	105V60192369XX
B 05V60262715	2530013482989	
B 05V60262717A	3120007521829	105V60262717AX
D 05V60262717D	3120007521829	
B 05V60262717C	3120007521829	105V60262717CX
B 05V60262717B	3120007521829	105V60262717BX
B 05V60312859B	6645000156018	N 105V60312859BX
B 05V60312859C	6645000156018	N 105V60312859CX
B 05V60312859A	6645000156018	
B 05V61792661	3120010591165	105V61792661XX
B 05V61792680	5325007581034	105V61792680XX
B 05V61792681	5305009846194	105V61792681XX
B 05V61792682	5305009887601	105V61792682XX
B 05V61792683	5305009897434	105V61792683XX

View Report

Total of 752 Requisitions
[Close this window](#)

Select **Active Requisitions** from the Pick List and click on **View Report**. A screen similar to the one above be displayed if there are any active requisitions. This screen lists all OPEN requisitions and those shipped (not for USAF) within the past 90 days. Note that several of the requisitions in this example have a Transportation Control Number (TCN).

If there are no active requisitions on the case, then the screen will note that fact.

You may get inquiries several times a week from your Customer Service supply folks on the status of their requisitions. This is the screen you would go to find detailed information about their requisitions.

4. Exercise Questions for the requisition you selected:

- How many open requisitions exist for your case? _____.

Now highlight one of the requisitions on the Pick List and then click **View Report** (or you can simply double-click the requisition line on the screen) and a screen similar to the one below will be displayed. With this information you should be able to answer any question the Customer Service poses concerning the status of their open and recently shipped requisitions. The first example below is an OPEN requisition.

Active Requisitions																																															
Case ID: BN-B-KRT																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Case Information</th> </tr> </thead> <tbody> <tr> <td>Country Code:</td> <td>BN (Bandaria)</td> </tr> <tr> <td>Case Designator Code:</td> <td>KRT</td> </tr> <tr> <td>Implementing Agency:</td> <td>B (Army)</td> </tr> <tr> <td>Customer Service:</td> <td>B (Army)</td> </tr> </tbody> </table>	Case Information		Country Code:	BN (Bandaria)	Case Designator Code:	KRT	Implementing Agency:	B (Army)	Customer Service:	B (Army)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Requisition Milestones</th> </tr> </thead> <tbody> <tr> <td>Date Established:</td> <td>01/26/2006</td> </tr> <tr> <td>Follow-up Trigger Date:</td> <td></td> </tr> <tr> <td>Required Availability/Delivery Date:</td> <td>058</td> </tr> <tr> <td>Estimated Ship Date:</td> <td></td> </tr> <tr> <td>Date of Shipment:</td> <td>07/28/2006</td> </tr> <tr> <td>Date Sent to Source of Supply:</td> <td>01/26/2006</td> </tr> <tr> <td>Priority:</td> <td>3</td> </tr> </tbody> </table>	Requisition Milestones		Date Established:	01/26/2006	Follow-up Trigger Date:		Required Availability/Delivery Date:	058	Estimated Ship Date:		Date of Shipment:	07/28/2006	Date Sent to Source of Supply:	01/26/2006	Priority:	3																				
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Requisition Document Number Suffix:	C																																														
Line Item:	BBN05V60262717																																														
Project Code:																																															
Mode of Shipment:	5																																														
Transportation Control Number:	BBN05V60262717X																																														
Advice Code:	2L																																														
Contract Number:																																															
Supplementary Address:	BCBKRT																																														
Funding																																															
Unit of Issue:	EA																																														
Quantity:	1																																														
Fund Code:	YY																																														
Distribution Code:	B																																														
Signal Code:	L																																														
Unit Price:	\$15.28																																														
Extended Price:	\$15.28																																														
Current Status Code:	--																																														
Current Status Date:																																															

[Close this window](#)

5. Exercise questions for the OPEN requisition you selected:

- What is the case designator that this part was ordered against? _____.
- What is the priority of this requisition? _____.
- What is the expected shipment date? _____.
- What is the current Supply Status Code? _____.
- Does this requisition have any special advice codes? _____. If yes, what is it and where can you find the meaning? _____.
- _____.

HINT: Unfortunately most codes are not in the SCIP help, only the definitions. You will need to use the DLA Customer Handbook, DISAM FMS MILSTRIP Handbook, NAVSUP PUB 526 or other service documents to determine the meaning of the codes. These documents are on-line.

The next example shows a recent SHIPMENT (has TCN).

Active Requisitions			
Case ID: BN-B-KRT			
Case Information		Requisition Milestones	
Country Code:	BN (Bandaria)	Date Established:	01/26/2006
Case Designator Code:	KRT	Follow-up Trigger Date:	11/24/2006
Implementing Agency:	B (Army)	Required Availability/Delivery Date:	058
Customer Service:	B (Army)	Estimated Ship Date:	11/09/2006
		Date of Shipment:	
		Date Sent to Source of Supply:	01/26/2006
		Priority:	3
Requisition Information		Funding	
Document Identifier:	A01	Unit of Issue:	EA
Routing Identifier:	AK2	Quantity:	20
NSN/PA/Reference Number:	2530013482989	Fund Code:	YY
Requisition Document Number:	BBN05V60262715	Distribution Code:	B
Requisition Document Number Suffix:		Signal Code:	L
Line Item:	001	Unit Price:	\$381.00
Project Code:		Extended Price:	\$5,620.00
Mode of Shipment:		Current Status Code:	BB
Transportation Control Number:		Current Status Date:	09/25/2006
Advice Code:	2L		
Contract Number:			
Supplementary Address:	BCBKRT		

[Close this window](#)

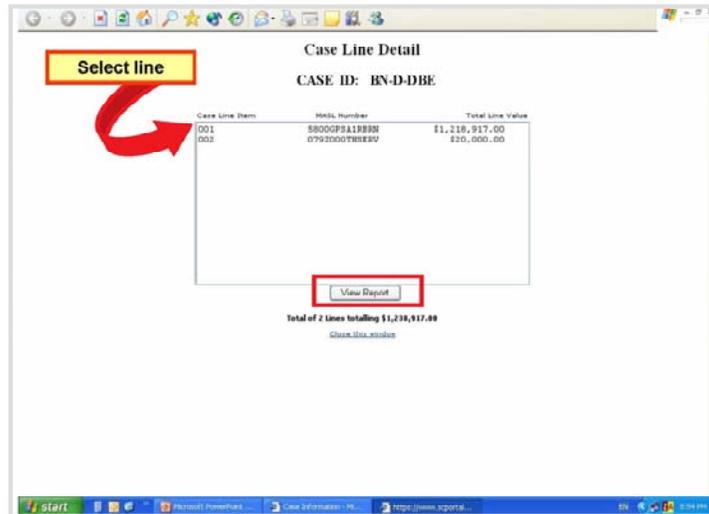
6. Exercise questions for the SHIPPED requisition you selected:

- What is the case designator that this part was ordered against? _____.
- What is the Source of Supply (SOS)? _____.
- What is the priority of this requisition? _____.
- What is the shipment date? _____.

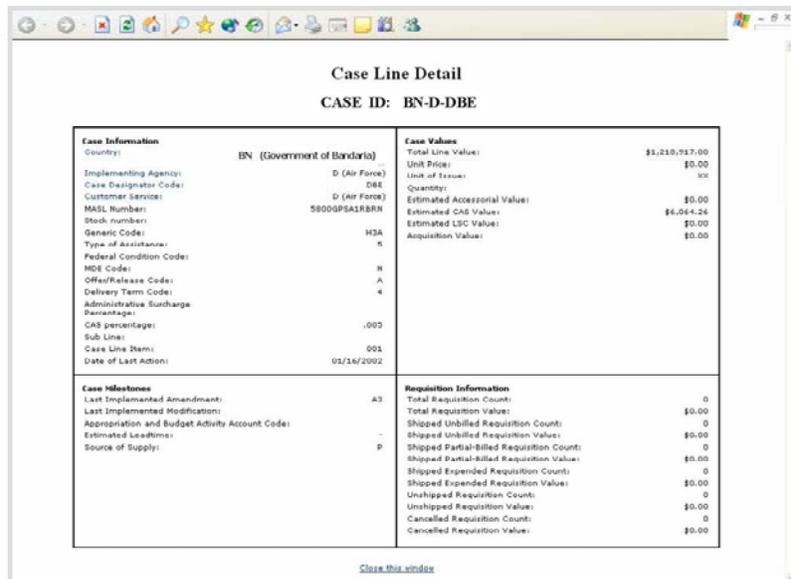
After finishing the exercise, select Close this Window at the bottom of the screen and go back until you get to a screen with a Pick List.

Case Line Detail

Select **Case Line Detail** from the Pick List and click on **View Report**. A screen similar to the one below will appear.



This screen shows all of the lines for a particular case and their associated line values. Highlight one of the lines and then click **View Report**. A screen similar to the one below will appear. This screen shows the detailed breakout for the line you selected including all financial information associated with that line.



7. Exercise questions for the line you selected:

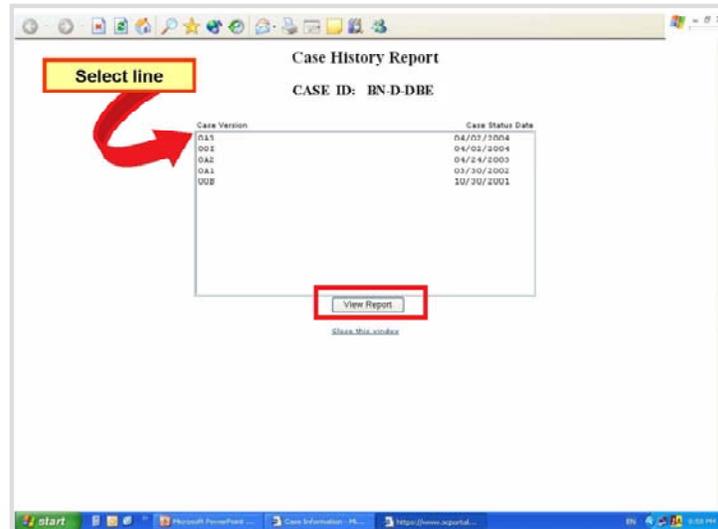
- Is this item considered Major Defense Equipment (MDE)? _____.
- What is the Supply code (SC) for this line? _____.
- What does the SC mean? _____.
- What is the Administrative Surcharge Percentage for this line? _____.
- How many requisitions have been submitted against this case/line? _____.

After finishing the exercise below, select Close this Window at the bottom of the screen and go back until you get to a screen with a Pick List.

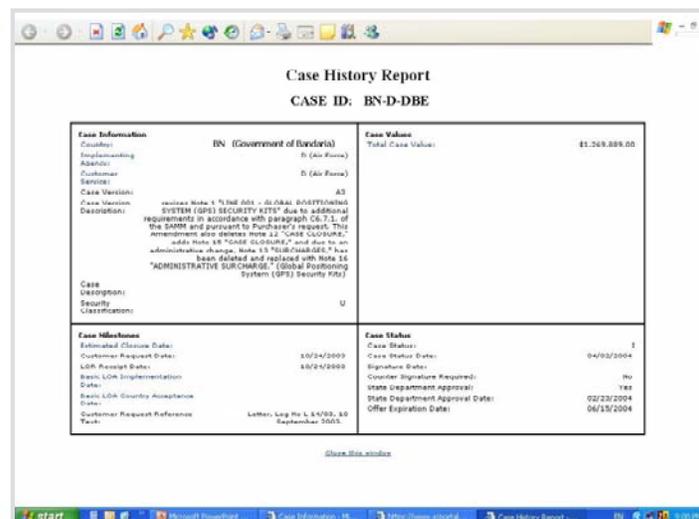
Case History Report

Select **Case History Report** from the Pick List menu and then click on **View Report**. This screen gives you a summary of the history of the case in terms of the basic case, and all amendments and modifications that have been implemented. A screen similar to the one below will appear.

"B" is the Basic or Original case version of the LOA. Examples of amendments or modifications would be "A1" or "M2". The "I" is the current Implemented version of the LOA and includes any amendment and modification data.



Highlight one Case Version from the Pick List and click on **View Report**. A screen similar to the one below will be displayed. This example shows you additional details of a particular basic case or amendment or modification to the case



8. Exercise questions for the case you selected:

- What is the reason for the basic case? _____.
- What is the reference for this basic case document? _____.
- How many amendments and modifications for this case, if any? _____.
- Does the implemented case version reflect all the amendments and modifications? _____.

Back to the Main Menu Bar

Close out any screens you have open until you return to the “Main Menu”, the original screen you were on after the Welcome screen. You will notice that across the top of the screen there are several other options available to you including **Ad Hoc**, **Input**, **Requisition Extract**, and **Requisition Summary**. These options are discussed below. The Ad Hoc will be discussed last.

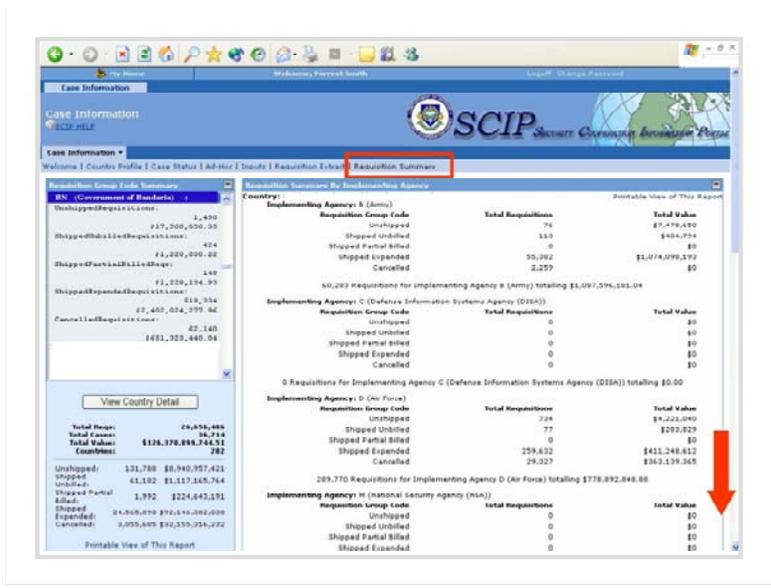
Requisition Extract (Still under development)

Highlight the **Requisition Extract** tab on the menu bar shown in the screen below. When activated, this screen will allow the Customer Service to pull a detailed report on all requisitions for a particular case. Although this tab is primarily designed for the Customer Service it may have some application to the SAO if you want to query the IA on why so many requisitions have been cancelled, why so many have a delivery date 3+ years from now, etc.



Requisition Summary

Highlight the **Requisition Summary** tab on the main menu bar. This screen gives you a roll-up of all of the Customer Service requisitions. When you click on this tab a screen similar to the one below will be displayed. Scrolling down you will first see a **Requisition Summary by Implementing Agency** followed by a **Requisition Summary by International Customer service**. The left portion of the screen gives a country roll-up by categories such as unshipped, shipped unbilled, etc. The right portion of the screen breaks out the requisitions the same way only now it is at the IA and country service level.



9. Exercise questions for the country or organization you selected:

- What is the total number of requisitions does on this case for the
 - Navy? _____.
 - Army? _____.
 - Air Force? _____.
- How many shipped expended requisitions does the customer service have with the
 - Navy? _____.
 - Army? _____.
 - Air Force? _____.
- How many requisitions have been cancelled by the customer service?
 - Navy? _____.
 - Army? _____.
 - Air Force? _____.

What are some of the potential problems that could be culled from this screen? (Hint: Check the definitions found in the Help feature.)

Inputs

Highlight the **Inputs** tab on the menu bar shown in the screen below. When you click on this tab the screen below will be displayed.



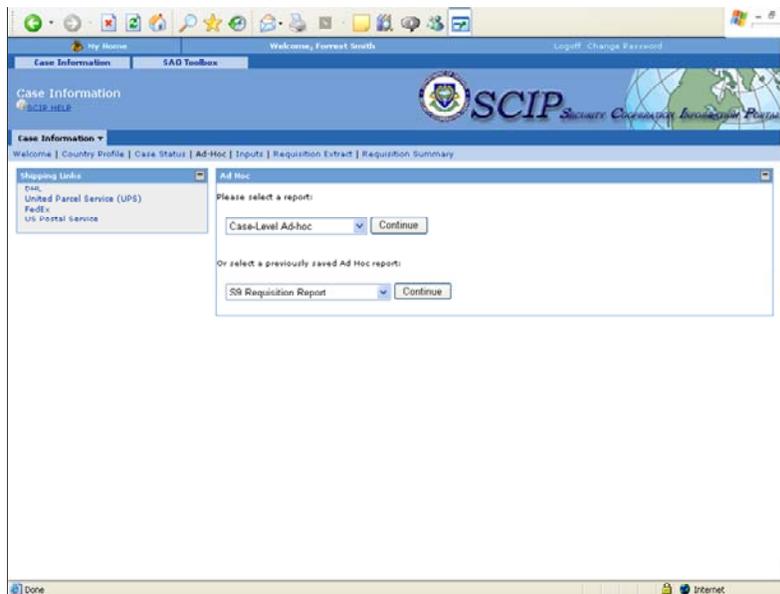
Using this screen the customer service can input several types of documents to the MILDEP systems (SAMIS, CISIL, and MISIL) including:

- Requisitions
- Other MILSTRIP Transactions
- Supply Discrepancy Reports
- Freight Forwarder Inputs

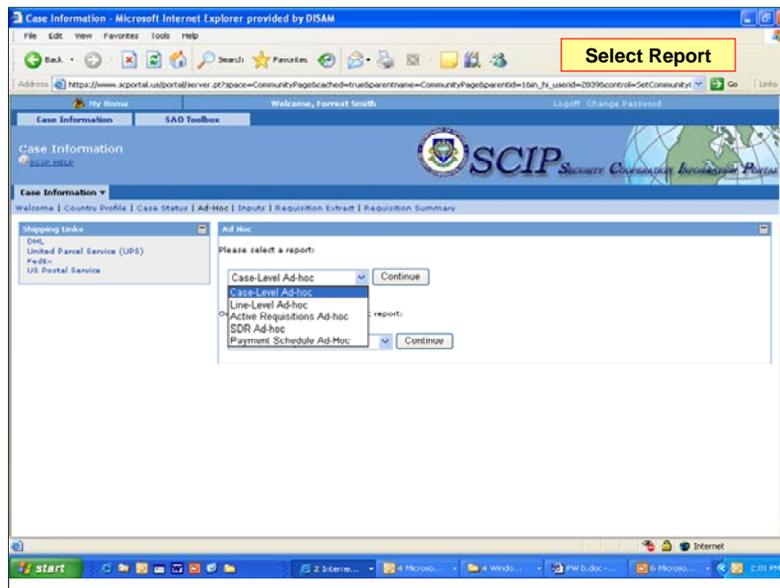
This screen is highly useful to the customer and should be used by the customer services. The SAO should ***NOT*** be inputting requisitions or submitting SDR's. You may not and probably should not, have access to this function on your screen. However, your customer service counterpart may ask for your assistance and you need to be ready to provide it.

Ad-Hoc Reports

Highlight the ***Ad-Hoc*** tab on the main menu bar. This is an important function for the SAO and the customer service. This function allows you and the customer service to query the SCIP database and create a report with the fields you want, sort the data, and format the display. Once created, the report can be saved. This function also allows you to export the results to an Excel spreadsheet so that the information can be easily shared with others. When you click on this tab the screen below will be displayed.



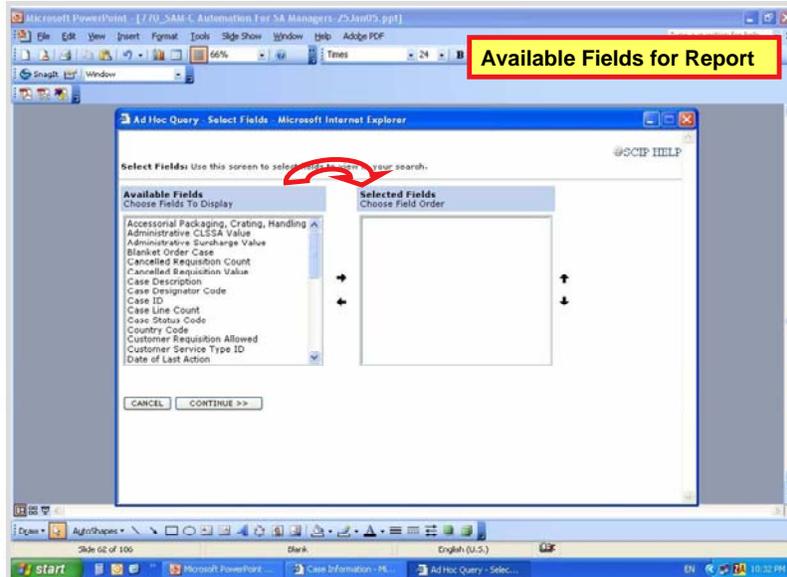
To create a new report, click on the Drop Down Arrow to selected a report type from the Pick List. Now click on **Continue**.



The field selection screen for the Case-Level Ad-Hoc is shown below. Note that the fields will be different for each of the other reports.

Choose the fields you want in your report from the left column and move them to the right column by using the black arrows. As you move through the process you will have to make choices.

“Playing” with this function is the best way to develop expertise. If you have any questions, please ask the instructor.



10. Exercise task for the country or organization you selected. Make a report that answers the question:

“How many cases has the [choose a service or agency such as the U.S. Air Force, U.S. Army, U.S. Navy, NSA, DLA, etc.] **implemented** for the country, what is the short description of these cases, and what are the net and total values of cases?”

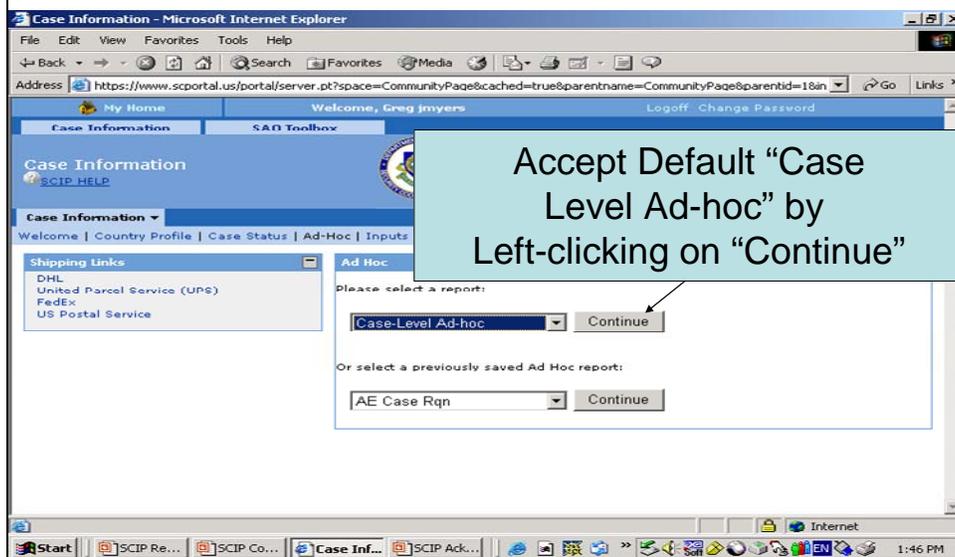
Hint: you will need to set some filters and choose a sort order for this report.

Attached is one example created by the U.S. Army for the customer service to build a “financial” Ad-Hoc reports in SCIP. There are several more available on the USASAC Web Page at <http://www.usasac.army.mil>. Select the Button for SA Resources/Links, then Resources, then SCIP Information, and finally Instructions for Recurring Reports.

Security Cooperation Information Portal (SCIP)

Ad Hoc Query Instructions To Produce Monthly FMS/SSA Country Ledger Report

Select Type of Ad-Hoc Data



Select Data Elements for Report

1. Highlight Data Element to be Included by positioning cursor over data element and left-clicking mouse.

2. Use “-> Arrow” to move data element to “Selected Fields”

3. Change order of selected data elements by highlighting data element and left-clicking on “Up Arrow” or “Down Arrow.” Alternatively, determine order of data elements by the order of which they are selected for report.

4. Left-click on “Detailed Report”

“Selected Fields” Display with Additional Recommended Data Elements

Select Fields: Use this screen to select fields to view in your search.

Available Fields
Choose Fields To Display

- Accessorial Packaging, Crating, Handling
- Actual Closure Date
- Administrative CLSSA Value
- Administrative Surcharge Value
- Basic LOA Implementation Date
- Blanket Order Case
- Cancelled Requisition Count
- Cancelled Requisition Value
- Case ID
- Case Line Count
- Case Manager
- Case Status Code
- Cash Collections
- Closure Candidate Case Indicator
- Closure Certificate Status Code

Selected Fields
Choose Field Order

- Customer Service Type ID
- Country Code
- Implementing Agency ID
- Case Designator Code
- Case Description
- Net Case Value
- Programmed Case Value
- Unprogrammed Case Value

CANCEL DETAILED REPORT >> SUMMARY REPORT >>

Additional Potential Data Elements

- Case Description
 - Useful information, will often identify purpose of case or weapon system that case supports
- Customer Service Type ID
 - Identifies In-country Service or Customer, or who can use case for requisitioning purposes
- Implementing Agency ID
 - Create “Defense Department” level report versus “Army” report

Record Selection Criteria

1. Left-click on “Add Filter Criteria.” Must wait for print to turn from Light Grey to Black to use.

2. Left-click on “Down Arrow” to display list of potential data elements for which qualification is possible.

3. Click on “Down Arrow” to display possible qualifiers for selected filter. Left-click on applicable filter.

4. Accept default of Army. You can also use the Screen Positioning Bar on bottom of screen to display and left-click on “Down Arrow” to display list of possible values. Left-click on value of desired filter.

5. Repeat Steps 1-4 as necessary, changing “And/Or” logic statement at left as applicable for each additional criteria.

6. Once done, left-click on “Continue” to proceed.

The screenshot shows the 'Create Criteria' dialog box with the following elements: a title bar 'Create Criteria', buttons '+ ADD FILTER CRITERIA' and '- REMOVE LAST', a dropdown for 'Implementing Agency ID' (set to 'B - Army'), a dropdown for 'Case Status Code' (set to 'AND'), and a dropdown for 'Is' (set to 'I - Implemented'). At the bottom are buttons '<< BACK', 'CANCEL', and 'CONTINUE >>'. The Windows taskbar at the bottom shows the Start button, several open applications (SCIP, Case, Ad Ho...), and the system clock at 1:46 PM on 1/3/2007.

Determine Sequence of Report

Sort Order: To sort the fields, choose ascending or descending. The default is no sorting.

Sort Option

Field	Sort Option
Customer Service Type ID	None
Country Code	None
Implementing Agency ID	None
Case Designator Code	Ascending
Case Description	None
Net Case Value	None
Programmed Case Value	None
Unprogrammed Case Value	None

Buttons: << BACK, CANCEL, CONFIRM >>

Left-click on "down arrow" of data element to be sorted. Left-click on "Ascending" or "Descending" as applicable. Repeat as necessary.

Left-click on "Confirm"

Confirmation of Report's Design

Detailed Report Confirmation: Please verify the fields and filter criteria that have been specified. To view the Report, select View Report. To exit, select Cancel.

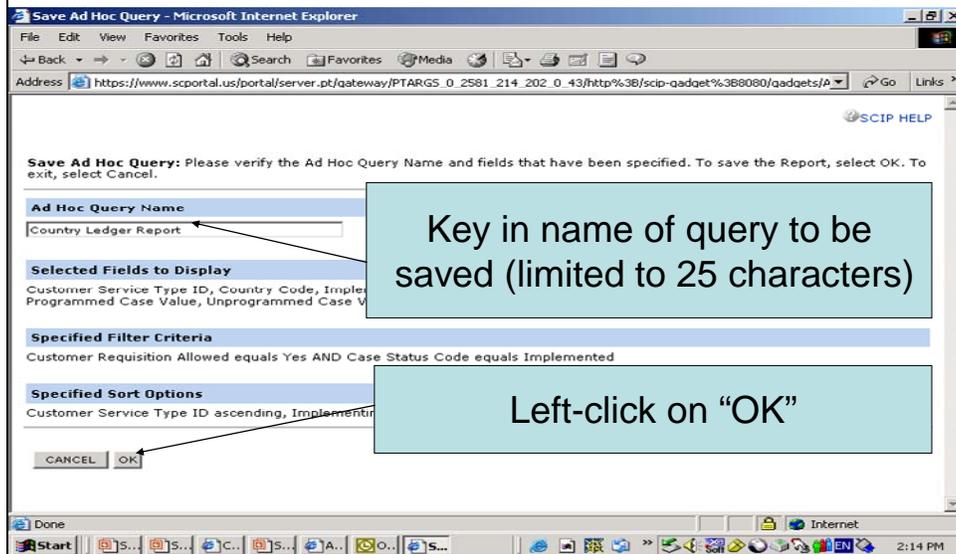
Fields to Display	Filter Criteria	Sort Option
Customer Service Type ID	---	---
Country Code	---	---
Implementing Agency ID	equals Army	---
Case Designator Code	---	ascending
Case Description	---	---
Net Case Value	---	---
Programmed Case Value	---	---
Unprogrammed Case Value	---	---

Specified Filter Criteria
Where Implementing Agency ID equals Army AND Case Statu

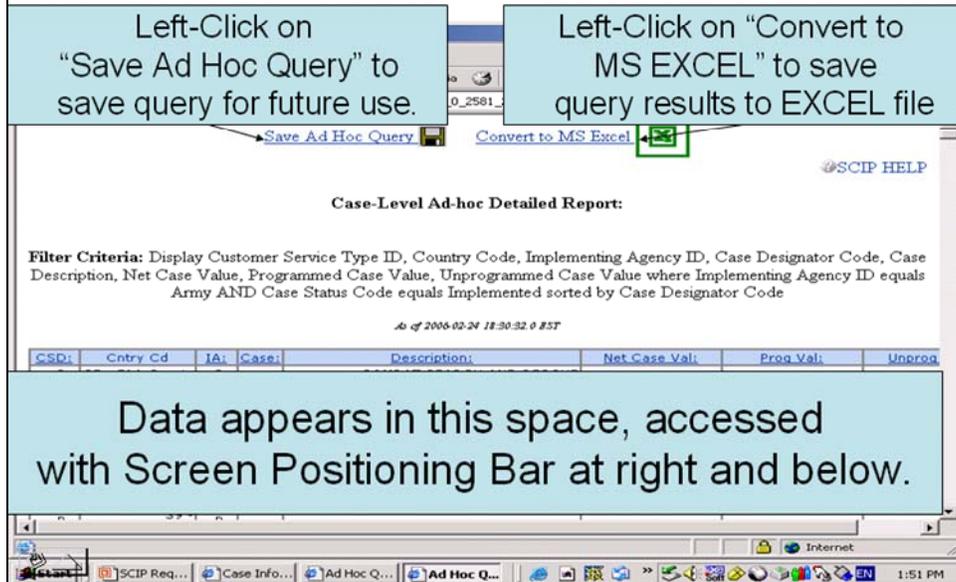
Buttons: << BACK, CANCEL, VIEW REPORT

Provides info on Data Elements to appear, Report Sequence, and Selection Criteria used for report. Left-click "View Report" or "Back" as applicable.

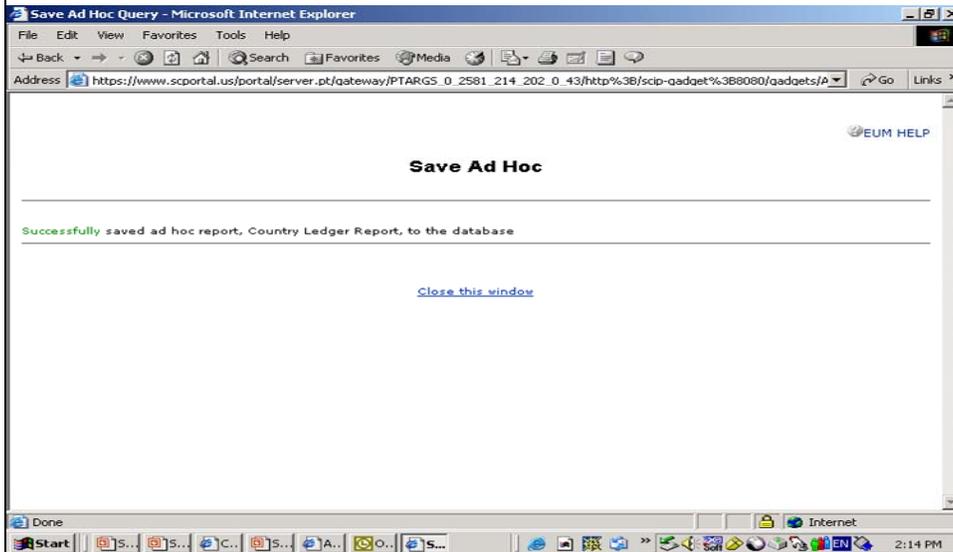
Saving Ad-hoc Query



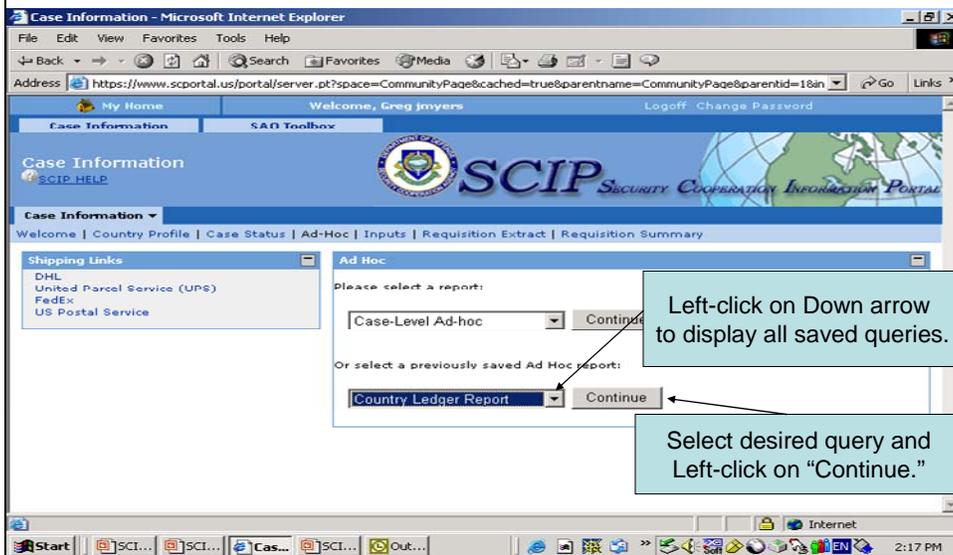
"Country Ledger Report" Screen



Saved Query Confirmation Screen



Accessing Saved Queries



Save Query Results to MS EXCEL

Left Click on "Open" to open and work with data in EXCEL Format

Click on "Save" to save data to EXCEL file

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: report.jsp
File type: Microsoft Excel Worksheet
From: www.sportal.us

⚠ This type of file could harm your computer if it contains malicious code.

Would you like to open the file or save it to your computer?

Open Save Cancel More Info

Always ask before opening this type of file

	Net Case Val:	Prog Val:	Unprog
UE	\$1,064,865.00	\$598,518.19	\$466
NT	\$849,617.00	\$775,709.21	\$75
MS	\$1,964,052.00	\$1,926,247.87	\$37
AL	\$691,935.00	\$191,304.10	\$500
RS	\$1,136,393.00	\$1,073,387.58	\$63

Modifying Saved Queries

Selection Criteria: Use this screen to specify the criteria for your search. You can only modify the criteria value.

Selected Fields to Display
Basic LOA Implementation Date

Specified Filter Criteria

Implementing Agency ID equals B - Army

AND Case Status Code equals I - Implemented

Selected Table
Case-Level Ad Hoc

CANCEL CONTINUE

Since no changes are required to the qualifiers, left-click on "Continue"