



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110-3514

MNPF-SS

31 October 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Global Combat Support System – Army (GCSS-A) Rejected Requisitions  
Letter of Instruction (LOI)

1. BACKGROUND. In GCSS-A, purchase requisitions (PRs) must pass certain edits to successfully create a GCSS-A Purchase Order (PO). Those that fail the edit will be rejected and will not create a PO.

2. The attached GCSS-A Cancelled and Rejected Requisitions Report is in a spreadsheet format and will be provided on a daily basis to notify units of rejected requisitions and the reasons they were rejected. The layout of the report with field definitions is listed below:

a. Purchasing Document – GCSS-A PO number of MILSTRIP requisition. If blank, the requisition did not pass the edits.

b. DoD Document Number – Requisition document number. If blank, the requisition failed the interface edits.

c. Suffix Code – Requisition suffix code.

d. Priority Code – Requisition Priority.

e. Status Code – Rejected or Cancelled common status defined as follows:

(1) BF – no record of document for which AF follow-up or AC cancellation was submitted.

(2) BQ – Cancelled, results from receipt of ZCANCEL (cancellation request) from requisitioner.

(3) CA – Rejected. Common reasons for rejection with CA status are listed below:

(a) Invalid DIC. The DIC for a PO must be equal to A0\_, AT\_, AF\_, AM\_, AC\_, or AK\_; otherwise, a “CA” status may apply.

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(b) Invalid or Duplicate Document Number. Units must order material using unique document numbers in order to avoid cancellation of their orders. A PO with a duplicate Document Number will receive a **CA** status immediately.

(c) Supply Category of Material Code (SCMC). Units must use the right DODAAC in ordering the right class of supply, for example, **TUC 910** for Class 9, **TUC 950** for Class 2 & 4, and **TUC 920** for Class 7; otherwise, they may receive “**CA**” status for the request.

(d) Acquisition Advice Codes (non-stocked items). A unit request for an item with Acquisition Advice Code (AAC): **I, J, K, or L**, must contain a “**2A**” advice code, otherwise the requisition will be cancelled and the unit will receive a “**CA**” status.

(5) CB – Rejected. Cancellation of quantity not available for immediate release from depot.

(6) CD – Rejected. The requisition Julian date exceeds 30 days from date sent to GCSS-A.

(7) CJ – Rejected. NIIN is coded obsolete with Acquisition Advice Code (AAC) of V or Y.

(8) CQ – Rejected. NIIN is command or service regulated or controlled.

(9) CS – Rejected. Excessive quantity requested.

(10) CU – Rejected. Item is no longer produced or procurable.

(11) CX- Rejected. Customer Fund Code (CFC) is invalid.

(12) C8 – Rejected. Vendor will not accept order for quantity less than quantity indicated in rp 76-80.

f. FSC Code – Federal Supply Class for stock number ordered.

g. National Item Identification Number – NIIN of stock number ordered.

h. Unit of Issue –UI for stock number ordered.

i. Quantity in Unit of Issue – quantity ordered.

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- j. Item – default value of 0.
  - k. Created on –Date requisition cancelled.
  - l. Document Identifier Code – AE1 requisition response.
  - m. Project Code – Special project code for requisition.
  - n. Supplementary Address – Corresponds with Requisitioning DODAAC.
  - o. Signal Code – MILSTRIP signal code used for requisition.
  - p. Fund Code – CFC used on requisition.
  - q. Transaction Date – Julian date of transaction.
  - r. Document Date – may be blank.
  - s. Price per unit – NSN price, may be blank.
3. If requested item is still needed, ensure a new requisition is submitted with required corrections to be processed into GCSS-A.
4. POC for this action is Mr. Gary Flaherty, cml (518) 272-3732, DSN 489-3732.

FOR THE USP&FO for New York:

Encl

DEBORAH M. HOLSER  
Supply Management Officer

DISTRIBUTION:  
Affected Units