


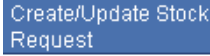
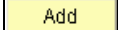

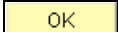










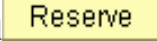


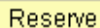
## How to Enter a Material Stock Request

1.	Click the <b>Inventory</b> link. 
2.	Click the <b>Fulfill Stock Orders</b> link. 
3.	Click the <b>Stock Requests</b> link. 
4.	Click the <b>Create/Update Stock Request</b> link. 
5.	Enter the desired information into the <b>Business Unit</b> field.
6.	<b>Order No.</b> defaults as <b>Next</b> and will remain as default. <b>Request Type</b> defaults as <b>Internal Issue</b> and will remain as default. Click the <b>Add</b> button. 
7.	<b>The Name Field</b> The <b>Name</b> field is a required field and is case sensitive. Either the <b>Department ID</b> or the <b>Requester's User ID</b> will be entered into the <b>Name</b> field. This identifies the person or department requesting an item be shipped from the warehouse. Enter the desired information into the <b>Name</b> field.
8.	<b>The Location Field</b> The <b>Location</b> field is also a required field. Either a alphanumeric <b>Dept ID</b> or a seven (7) digit numerical <b>Code</b> will be entered into the <b>Location</b> field. This identifies the department requesting the item be shipped from the warehouse and to which the item will be charges. Enter the desired information into the <b>Location</b> field.
9.	Click the <b>Override ChartFields</b> link. 
10.	<b>The Dept Field</b> The <b>Dept</b> field is the same as the <b>Location</b> field. You will enter either the alphanumeric <b>Department ID</b> or the seven (7) digit numerical <b>Code</b> that identifies the Department requesting the item be shipped and to where the item will be charged. All Department ID's for units begin with 20, any number that does not begin with 20 should not be used for Material Stock Requests. This is the <b>only</b> information entered on the <b>ChartField</b> page. <b>Note:</b> If you do <b>not</b> enter the <b>Dept</b> prior to entering the Item information, you <b>must</b> enter the <b>Dept</b> information on every line of the MSR. Enter the desired information into the <b>Dept</b> field.
11.	Click the <b>Ok</b> button. 
12.	Enter the desired information into the <b>Item ID</b> field.
13.	Enter the desired information into the <b>*Qty Requested</b> field.

## Job Aid

14.	<p>Click the <b>Refresh</b> button to populate the <b>UOM</b> field.  <b>Note: DO NOT CHANGE</b> the UOM that is automatically populated.</p> 
15.	<p>If you have multiple items you wish to request, you may enter additional items to the <b>Stock Request Summary</b> page.  Click the <b>Add multiple new rows at row 1</b> button.</p> 
16.	<p>Upon completion of entering and reviewing your information, click the <b>Save</b> button.</p> 
17.	<p>In the upper right-hand corner of the page, a <b>Printer</b> icon displays and the <b>Report Manager</b> displays blue and becomes a link.  Click the <b>Print</b> button.</p> 
18.	<p>Click the <b>Report Manager</b> link.</p> 
19.	<p>The <b>View Reports</b> page displays.  <b>Note:</b> The <b>Status</b> shows as "<b>Processing</b>" in the <b>Report List</b>.  Click the <b>Refresh</b> button to update the report <b>Status</b>.</p> 
20.	<p><b>Note:</b> The <b>IN Material Issue Document</b> displays blue and becomes a link. The <b>Status</b> in the <b>Report List</b> has updated to "<b>Posted</b>".  Click the <b>IN Material Issue Document</b> link.</p> 
21.	<p>Print the <b>MATERIAL ISSUE TRANSACTION DOCUMENT</b>. Use the <b>Printer</b> icon located <b>under</b> the Address box on your browser.  Click the <b>Close</b> button to close the window and return to the <b>View Reports</b> page.</p> 
22.	<p>This completes <i>How to Enter a Material Stock Request</i>.  <b>End of Procedure.</b></p>

**WARNING** - There is a button on the top right of the MSR panel named . Do not click on this button. We are working on having this link inactivated ASAP.

 Reserve