

# Process Material Stock Requests

## 1. Reserve Stock Requests

Click the Inventory Link

[Inventory](#)

Click the Fulfill Stock Orders Link

[Fulfill Stock Orders](#)

Click the Stock Requests Link

[Stock Requests](#)

Click the Reserve Materials Process

[Reserve Materials  
Process](#)

Click the Add a New Value Link

[Add a New Value](#)

Enter the Run Control ID. Enter "RESERVATIONS"

Click the Add button.

Enter the Process Frequency. Enter "Always"

Enter the Request ID. Enter "RESERVE"

Enter the Descriptions. Enter "RESERVATIONS"

Enter the Business Unit. Enter "\_\_\_\_\_"

Enter the Use Lead Days. Enter "Ignore Lead Days"

Enter the Demand Source. Enter "IN"

Enter the Source Unit. Enter "\_\_\_\_\_"

Enter the Order Number. Enter "\_\_\_\_\_"

Click the Save button

# Process Material Stock Requests

Run Control ID: RESERVATIONS

[Report Manager](#)

[Process Monitor](#)

**Run**

**Process Request Parameters** Find | View All First 1 of 1 Last

**Process Frequency**

Process Once

Always Process

Don't Run

\*Request ID: RESERVE Description: RESERVATIONS

Business Unit: ELWHE To Business Unit: ELWHE  All Business Units

Reserve by Date: [ ] Date From: [ ] Through: [ ]

\*Use Lead Days: Ignore Lead Days Lead Days: [ ]

Demand Source: IN Source Unit: ELWHE

Order Number: MSR0534932 To: MSR0534932 Order Line: [ ]

Schedule Line: [ ] Load ID: [ ]

Route Group: [ ] Route Code: [ ]

Customer ID: [ ] Location: [ ]

Ship To Customer: [ ] Address Number: [ ]

Carrier ID: [ ] Ship Method: [ ]

\*Auto Pick: Use Default Values \*Auto Ship: Use Default Values

[Processing Options](#) [View Process Defaults](#)

**Save** **Notify** **Refresh**

**Add** **Update/Display**

Click the Run button

**Run**

Click the Reserve Materials check box

Reserve Materials IN\_FUL\_RSV

Click the OK button

**OK**

Click the Process Monitor Link

[Process Monitor](#)

Periodically Click the Refresh button until Run Status equals Success

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8443		Application Engine	IN_FUL_RSV	AJOHN9	03/14/2007 1:52:23PM CST	Success	Posted	<a href="#">Details</a>

# Process Material Stock Requests

## 2. Print Pick Plan

Click the Inventory Link

[Inventory](#)

Click the Fulfill Stock Orders Link

[Fulfill Stock Orders](#)

Click the Picking Link

[Picking](#)

Click Picking Plan Report

[Picking Plan Report](#)

Click the Add a New Value tab

[Add a New Value](#)

Enter the Run Control ID. Enter "PICK\_PLAN"

Click the Add button.

Enter the Request ID. Enter "PICK\_PLAN"

Enter the Unit. Enter "\_\_\_\_\_"

Enter the Picking Selection. Enter "Specific"

Change the drop down box to "Order"

Enter "IN"

Enter the Unit. Enter "\_\_\_\_\_"

Enter the Order No. Enter "\_\_\_\_\_"

Click the Save button.

# Process Material Stock Requests

[Picking Plan](#) | [Electronic Picking](#) | [Pick Plan Labels](#)

Run Control ID: PICK\_PLAN [Report Manager](#) [Process Monitor](#)

Language:

**Report Request Parameters** Find | View All First 1 of 1 Last

\*Request ID:  Unit:

**Picking Selection**

All  Backorders Only  
 Specific      Export Shipments Only  
 TMS Lines Awaiting Upload

**Picking Date/Time Selection**

From:   Thru:    
 Lead Days:  Minutes:  Until:

**Locations Selected By**  Push  Pull

**Order Release**  Order Release

**Reprint**  Reprint

[Additional Options](#)

[Picking Plan](#) | [Electronic Picking](#) | [Pick Plan Labels](#)

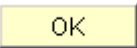
Click the Run button



Click the Select box for IN Picking Plan

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	IN Picking Plan	INS6000	SQR Report	Web	PDF	<a href="#">Distribution</a>

Click the OK button.



Click the Process Monitor Link

[Process Monitor](#)

Click the Refresh button periodically until the process is successful.

Click the Go back to Picking Plan Link

[Go back to Picking Plan](#)

Click the Report Manager Link

[Report Manager](#)

Click the Administration Tab

[Administration](#)

Click the IN Picking Plan Link

[IN Picking Plan](#)



# Process Material Stock Requests

## 3. Material Picking Feedback

Click the Inventory Link

[Inventory](#)

Click the Fulfill Stock Orders Link

[Fulfill Stock Orders](#)

Click the Picking Link

[Picking](#)

Click the Material Picking Feedback Link

[Material Picking Feedback](#)

Enter the Unit. Enter “\_\_\_\_\_”

Click the Search Link.

[Search](#)

Enter the Pick Batch ID. Enter “\_\_\_\_\_” (Pick Batch ID is the last line of the center header on the Pick Plan)

Click the OK button.

**Picking Feedback**

Unit:   [Zoom To Line](#) Sort By:   Ascending  Descending

**Order Detail** Find | View All First 1 of 3 Last

Source: IN Src BU: ELWHS Order Number: MSR0534932 Order Line: 1 Schedule Line No: 1.00

Pick Batch ID: 7996 Pick Line: 1 Item ID: 116790 **Pick Line Action**  
 Confirm  
 Auto Ship  
 Remove

Quantity Requested: 2.0000 CS BAG PLASTIC 33 X 40 #LSF3340XW  
Quantity Reserved: 2.0000 CS Quantity Picked: 2.0000 CS  
Quantity Backordered: 0.0000 CS [Details](#) [View Stock Request](#)

**Pick Location Detail** Find | View All First 1 of 1 Last

Storage Location:

Container ID:

\*Location UOM:  Order Qty Picked:  CS  
Stocking Qty Picked:  CS

[Run Picking Confirmation](#)

[Assign Load](#)

[Manage Loads](#)

Make any necessary changes to the Order Qty Picked.

Order Qty Picked:  CS

## Process Material Stock Requests

To confirm all line:

Click the Confirm All icon

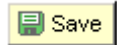


To confirm each line individually or disconfirm a single line:

Click the Confirm Select box.



Click the Save button.



# Process Material Stock Requests

## 4. Picking Confirmation

Click the Inventory Link

[Inventory](#)

Click the Fulfill Stock Orders Link

[Fulfill Stock Orders](#)

Click the Picking Link

[Picking](#)

Click the Picking Confirmation Link

[Picking Confirmation](#)

Click the Add a New Value tab

[Add a New Value](#)

Enter Process Frequency. Enter "Always"

Enter Request ID. Enter "CONFIRM"

Enter Description. Enter "PICKING CONFIRMATION"

Enter Business Unit. Enter "\_\_\_\_\_"

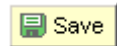
Enter Confirm. Enter "Range of Pick Batches"

Enter From. Enter "\_\_\_\_\_"

Enter To. Enter "\_\_\_\_\_"

NOTE: To confirm only one Pick Batch put the same number in From and To fields

Click the Save button.



**Picking Confirmation**

Run Control ID: PICK\_CONFIRMATION


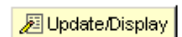
[Report Manager](#) [Process Monitor](#)



**Process Request Parameters** Find | View All First 1 of 1 Last

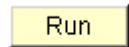
<b>Process Frequency</b> <input type="radio"/> Once <input checked="" type="radio"/> Always <input type="radio"/> Don't Run	<b>*Request ID:</b> CONFIRM		
	<b>Description:</b> PICKING CONFIRMATION	<b>Commit Batch:</b> 100	
	<b>*Business Unit:</b> ELWHE	<b>*Confirm:</b> Range of Pick Batches	
<b>Batch ID:</b> _____	<b>From:</b> 7996	<b>To:</b> 7996	
<b>Source:</b> _____	<b>Src BU:</b> _____	<b>Order No:</b> _____	<b>Line:</b> _____
<b>Location:</b> _____	<b>Ship To:</b> _____	<b>Carrier:</b> _____	
<b>Route:</b> _____	<b>Route Group:</b> _____	<b>Load ID:</b> _____	
<b>TMS ID:</b> _____			

## Process Material Stock Requests

Click the Run button



Click the OK button.



Click the Process Monitor Link

[Process Monitor](#)

Click the Refresh button periodically until the process is successful.

## Process Material Stock Requests

### 5. Shipping Document

Click the Inventory Link

[Inventory](#)

Click the Fulfill Stock Orders Link

[Fulfill Stock Orders](#)

Click the Shipping Link

[Shipping](#)

Click the Shipping/Issues Link

[Shipping/Issues](#)

Click the Add a New Value tab

[Add a New Value](#)

Enter Business Unit. Enter “ \_\_\_\_\_ ”

Leave Next as Shipping ID

Click the Add button

Enter the Pick Batch ID. Enter “ \_\_\_\_\_ ”

Click the Search button

Click the Select All icon to ship all lines



Click the Return button

Click the Select All icon to ship all lines



Change the Ship Action to 1. Ship/Include

Click the Save button

NOTE: If you receive the following message simply click the OK button until all of the warnings have cleared.

Warning -- The Schedule Arrival Date is earlier than the Ship Date (11100,689)

# Process Material Stock Requests






## Order Summary

Unit: ELWHS Shipping ID: 0000016100



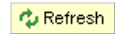
[Search](#)   [Report List](#)


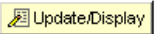
Ship Action:



Orders							Customize   Find   View All   	First  1 of 1  Last
Select	Shipped	Include in Ship ID	Direct Invoicing	Demand Source	Source Bus Unit	Order No		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IN	ELWHS	MSR0534932		

[Choose Container](#) [Default Shipment Fields](#) [Run Process](#) [Assign Load](#) [Manage Loads](#) [Build Bill of Lading](#) [Notes](#)

 Save  Notify  Refresh

 Add  Update/Display

Click the Print Icon



Click the Report List Link

[Report List](#)

Click the IN Shipping Document Link

[IN Shipping Document](#)

# Process Material Stock Requests

Report ID: INC6503  
 Origin: Earl K. Long - Warehouse  
 5825 Airline Highway  
 Baton Rouge LA 70805

PeopleSoft Inventory  
 SHIPPING DOCUMENT

Location/Destination:  
 2053100  
 Environmental Services  
 5825 Airline  
 1st floor  
 Baton Rouge LA 70805

Page No: 1  
 Run Date: 3/15/2007

Ship Line No	Order Number	Demand Str/ Source BU	Order Line	Schedule Line/ Reason Code	Ship Date/ Ship Time	Item ID/Description	Qty Shipped - Ordering UOM	Contract ID	Route/ Route Stop
1.00	MSR0534932	IN ELWHS	1	1.00	3/15/2007 9:59:04 AM	115790 BAG PLASTIC 33 X 40 #L5F334000W	2.0000 CS		
2.00	MSR0534932	IN ELWHS	2	1.00	3/15/2007 9:59:04 AM	115789 BAG PLASTIC 38 X 58 #L5F385800W	1.0000 CS		
3.00	MSR0534932	IN ELWHS	3	1.00	3/15/2007 9:59:04 AM	119496 TISSUE TOILET 2 PLY RECYCLED	4.0000 CS		
4.00	MSR0534932	IN ELWHS	4	1.00	3/15/2007 9:59:04 AM	114427 TOWEL PAPER MULTIFOLD	10.0000 CS		
5.00	MSR0534932	IN ELWHS	5	1.00	3/15/2007 9:59:04 AM	114453 BLEACH GALLON 6 GAL/CS	2.0000 GAL		
6.00	MSR0534932	IN ELWHS	6	1.00	3/15/2007 9:59:04 AM	116501 BAG RED LRG 325X34 #AC108M	1.0000 CS		
7.00	MSR0534932	IN	7	1.00	3/15/2007	117504	3.0000 CS		

Click the Printer Icon.



Click the OK button



Click the X on the corner of the document to close the document.



# Process Material Stock Requests

## 6. Depletion

Click the Inventory Link

[Inventory](#)

Click the Fulfill Stock Orders Link

[Fulfill Stock Orders](#)

Click the Shipping Link

[Shipping](#)

Click the Deplete on Hand Quantity

[Deplete On Hand  
Quantity](#)

Click the Add a New Value tab

[Add a New Value](#)

Enter the Run Control ID. Enter "DEPLETION"

Click the Add button.

Enter the Process Frequency. Enter "Always"

Enter the Request ID. Enter "DEplete"

Enter the Description. Enter "DEPLETION"

Enter the Unit. Enter "\_\_\_\_\_"

Enter Deplete. Enter "Specific"

Enter the Shipping ID. Enter "\_\_\_\_\_"

Click the Save button

**Deplete On Hand Qty**

Run Control ID: DEPLETION

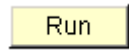
[Report Manager](#) [Process Monitor](#)

**Process Request Parameters** Find | View All First 1 of 1 Last

<b>Process Frequency</b> <input type="radio"/> Once <input checked="" type="radio"/> Always <input type="radio"/> Don't Run	<b>*Request ID:</b> <input type="text" value="DEplete"/> <b>Description:</b> <input type="text" value="DEPLETION"/>
<b>*Unit:</b> <input type="text" value="ELWHE"/>	<b>Shipping ID:</b> <input type="text" value="0000016100"/>
<b>*Deplete:</b> <input type="text" value="Specific"/>	

## Process Material Stock Requests

Click the Run button



Click the OK button.



Click the Process Monitor Link

[Process Monitor](#)

Click the Refresh button periodically until the process is successful.