
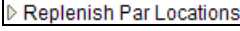

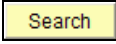






Using Pre-defined Catalog to Place Inventory Order

1.	Click the Inventory link. 
2.	Click the Replenish Par Locations link. 
3.	Click the Count Par Location Levels link. 
4.	Click the Search button. 
5.	The Search Results contain a list of all available Par Location ID's available for use. Find the Par Location Catalog for your department. Click the Par Location ID link for the Department. 
6.	Note: Par Count ID should always read NEXT – if the Par Count ID is anything other than NEXT, contact the Inventory Business Unit personnel.
7.	Par Location ID's may have more lines than initially pull into the screen. Only Lines 1-8 are shown. To see more lines do one of the following: Click the View 100 link <i>to see 100 lines</i> on the screen Click the Arrows <i>to move forward or backward</i> through the pages of items
8.	Scroll through the Item IDs to find the item you wish to order. When you find that item go to the Request QTY Column and enter the Quantity you wish to order. Enter into the Request Qty field for item you desire to order.
9.	After selecting all the items needed and reviewing your information click the Save button. 
10.	End of Procedure.