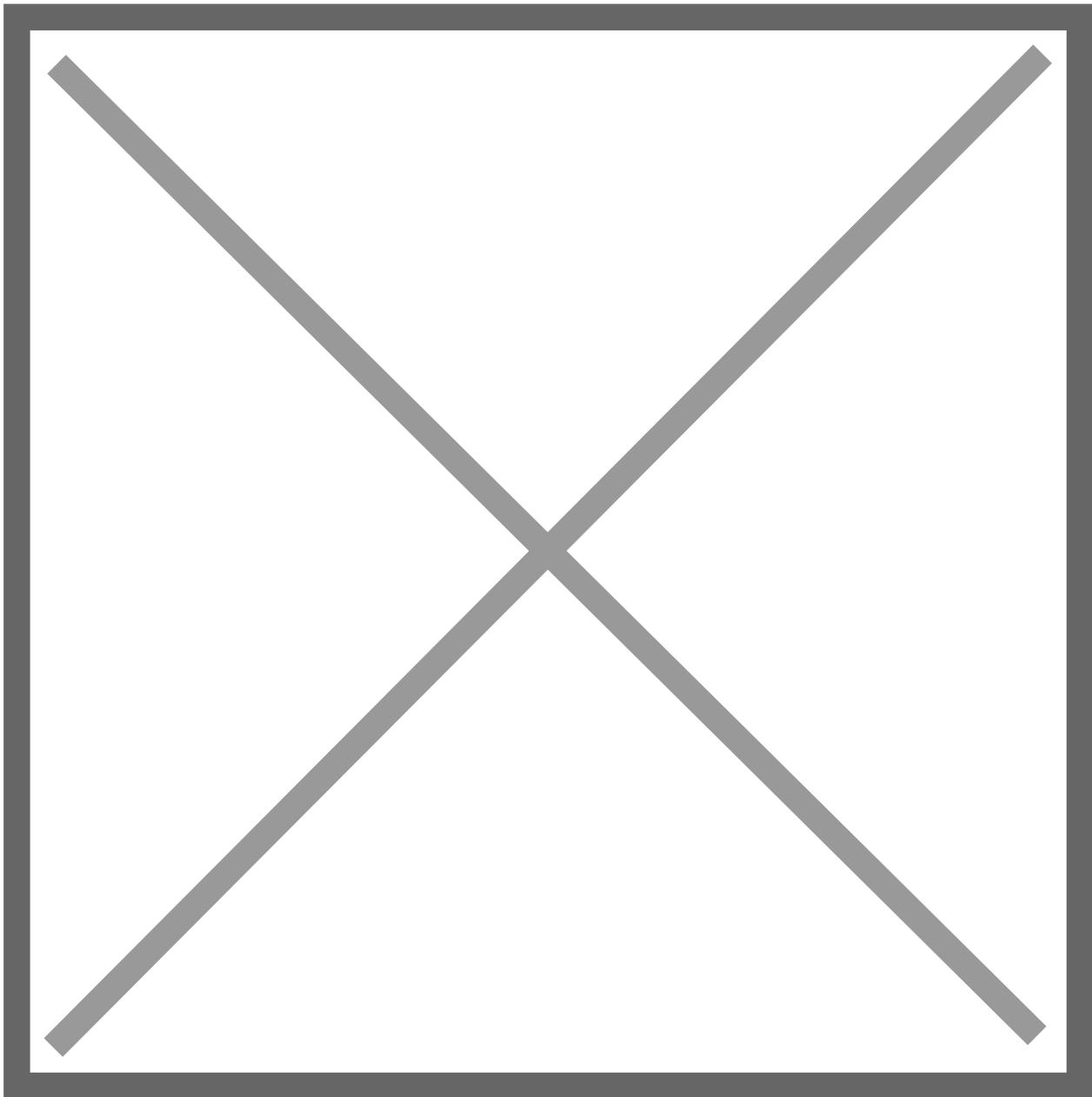


Stock Request Manual Process

Capturing a Stock Request manually

This option will typically be used when you wish to request stock which may not necessarily be for a job, example for holding stock or to initial a Purchase order.

Inventory Module> Activity> Stock Requests



Click the Add Button

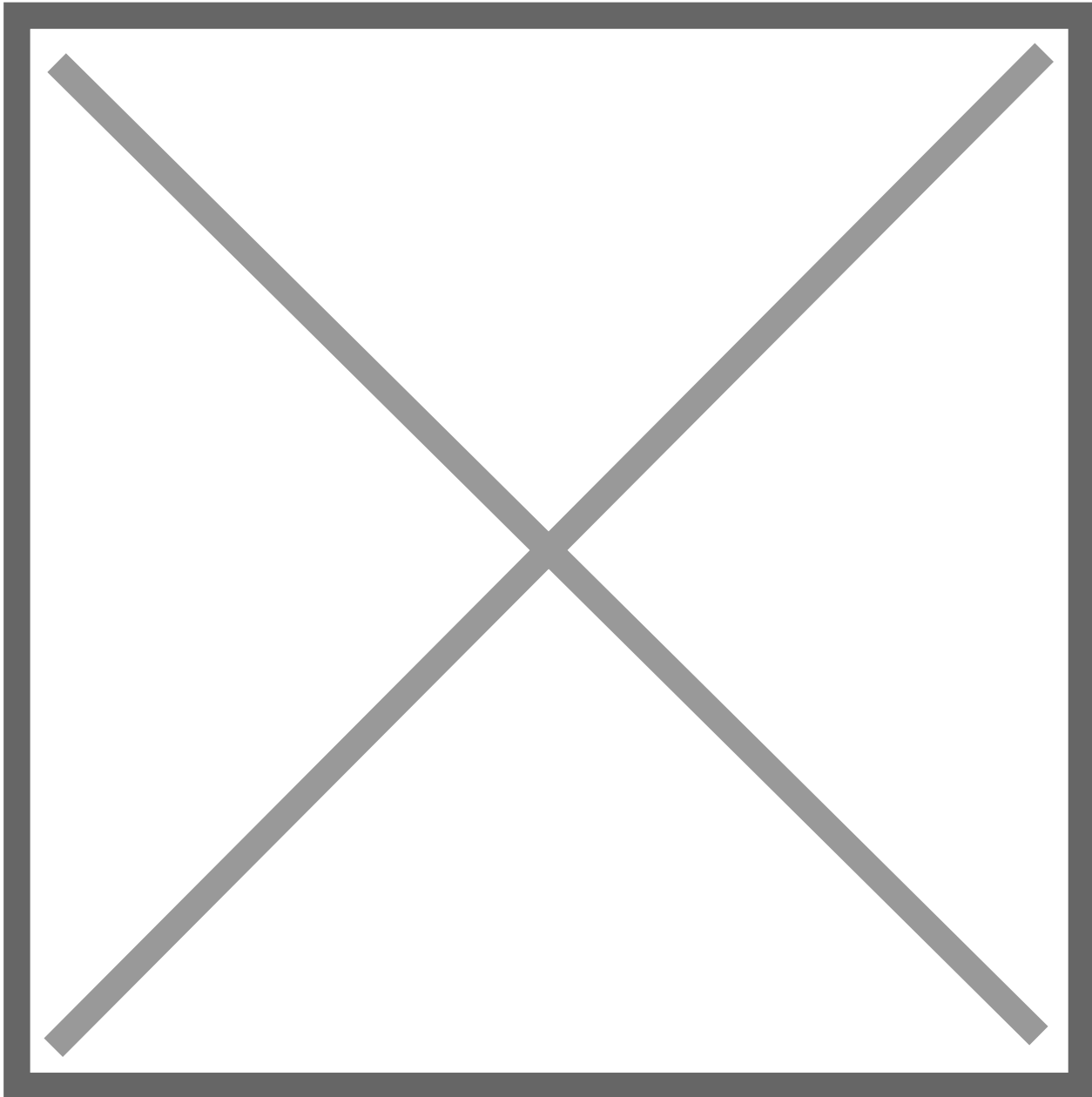
Enter the Reference

Enter a Description

Select the Storeman

Select the Job Number (If required)

Click Save



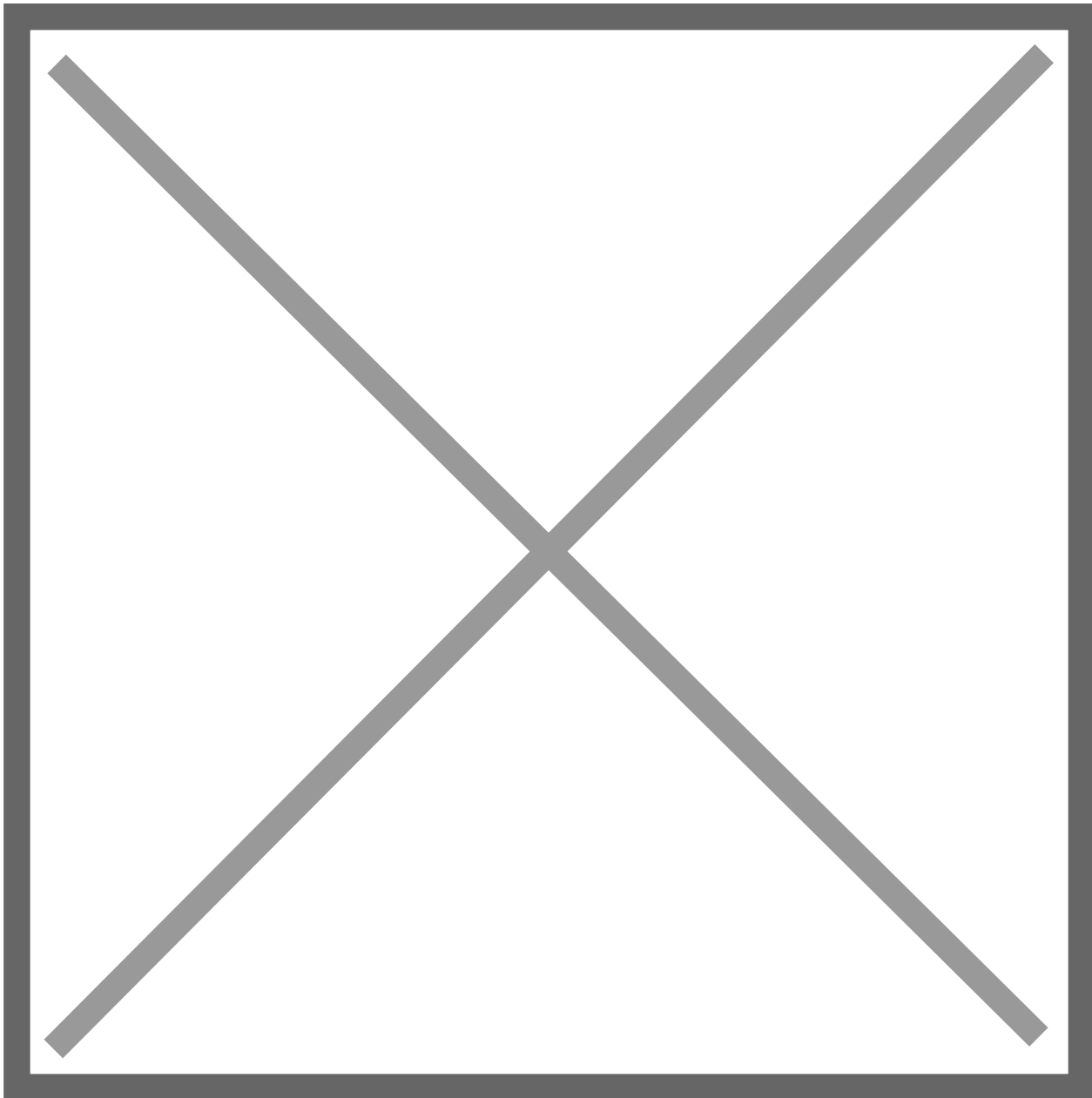
Click the Add Button

Search and select the require stock item

Enter the required quantity

Ensure the warehouse is correct. This is the warehouse from which you requesting the stock item.

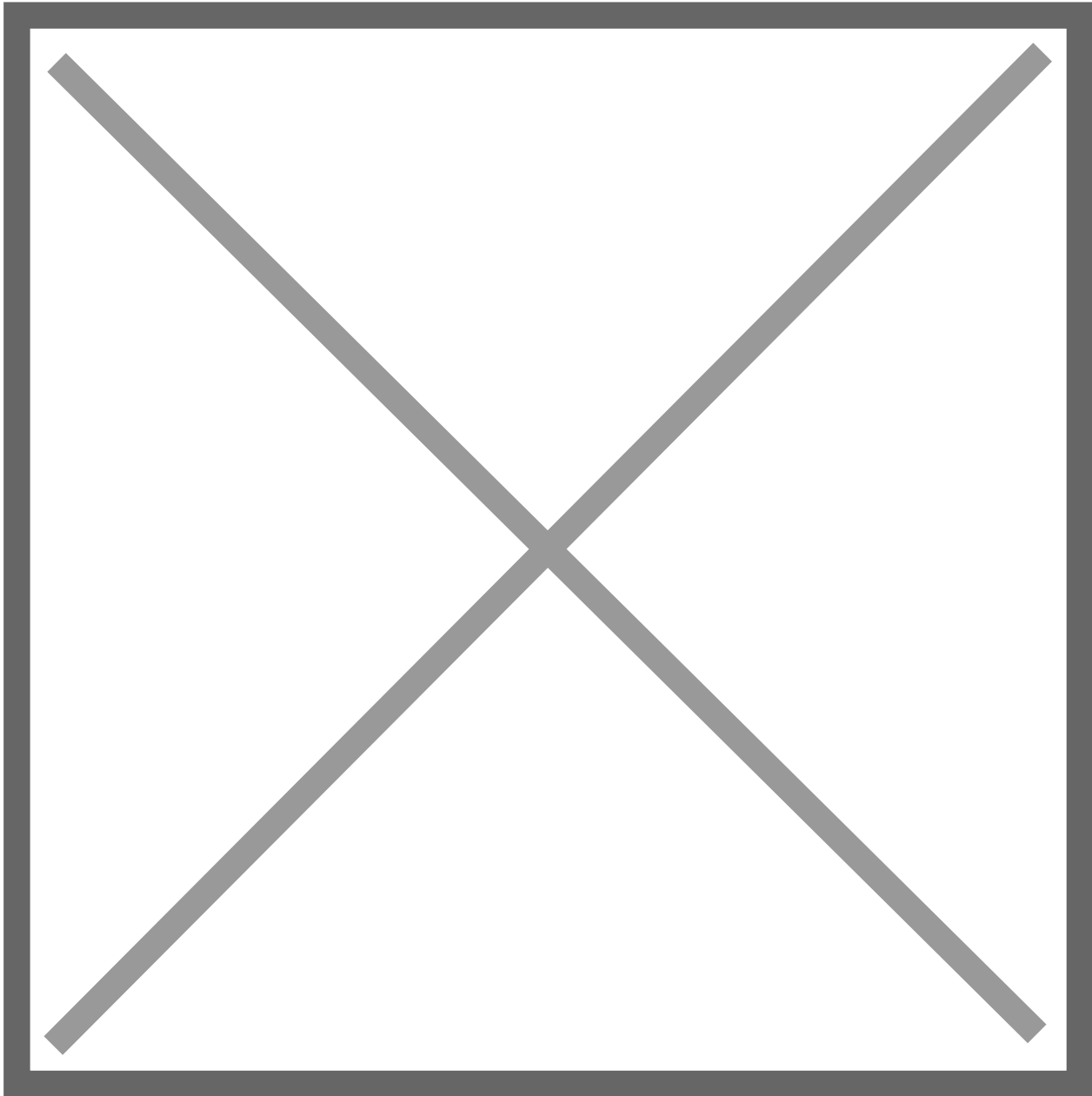
You can enter any related notes that may be applicable to this item and you wish the storeman or relevant staff members to be aware of.



Click Save & New to add another item or

Click Save & Close, if this is the last item that you require

Once you have added all the required items, click Complete to Stores Button



This will promote your Stock Request to the Stores, where the Storeman will pick up the Stock Request and proceed to draw the stock from the shelf or initiate a Purchase Order.

Revision #2

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