

Stock request stores process

Once the Stock Request has been promoted to the Stores, the Storman will search the respective stock request:

Remember, the Picking slip has already been printed by the requester.

Thus, the Storman would have collected the Picking slip from the designated tray, clipboard.

He will then proceed to:

Inventory Module>Activity>Stock request – Stores

Enter the Request number or Job Number

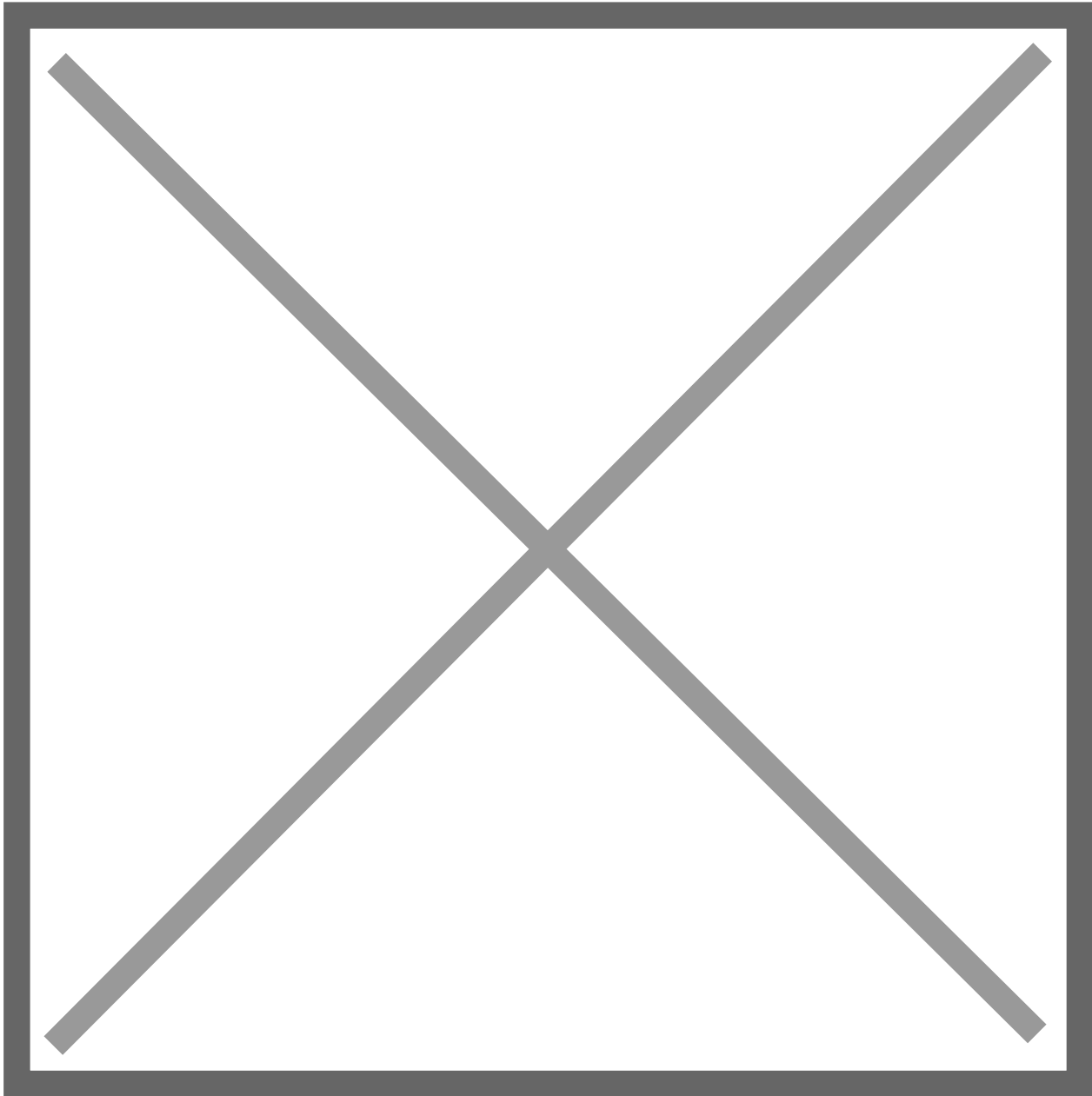
Click Search

Double Click the Stock Request line to open the Request

Should the Storeman need to edit the stock lines, he can do so by double clicking on the respective line item and making the necessary changes.

If the stock item lines are edited, example quantities changed, then a new picking slip will need to be printed.

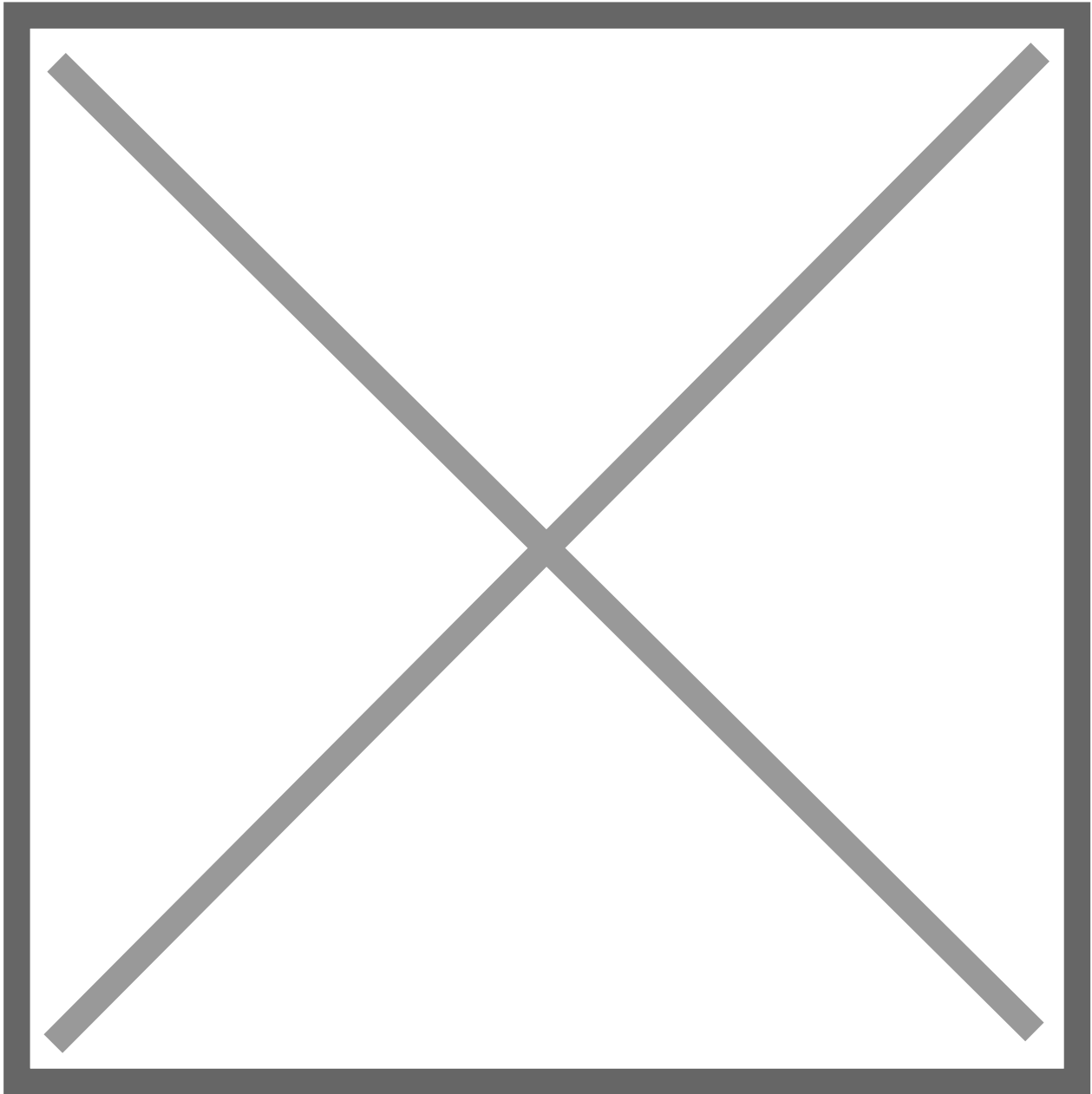
Once the storeman has reviewed all the item lines and now wishes to proceed to draw the stock, he will click the Start Picking Button.



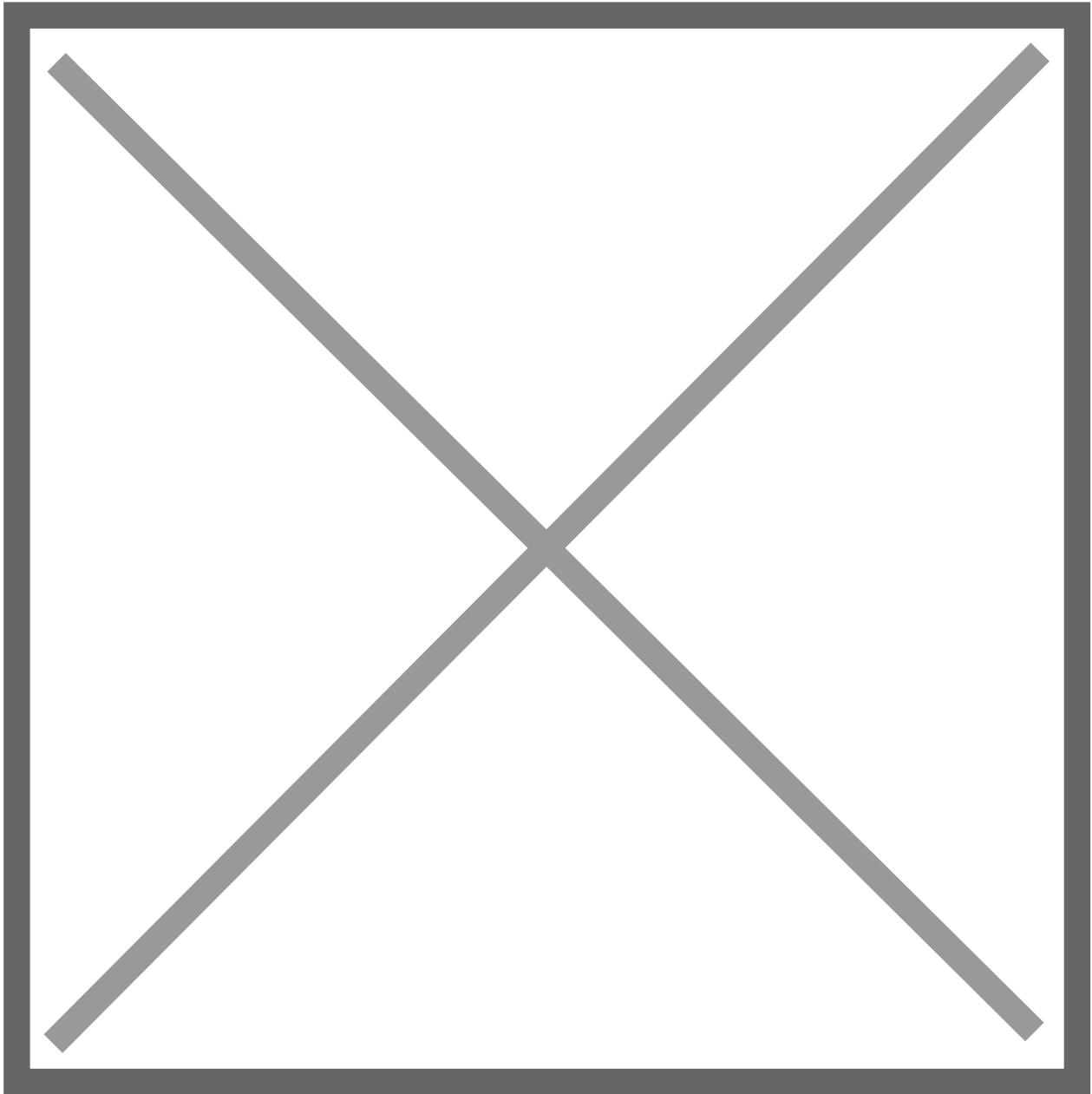
The requester can view the progress of his/her request by looking at the Action Status on the Stock Request.

You will note as you proceed through the various stages of the Stock Request the Action Status will change accordingly.

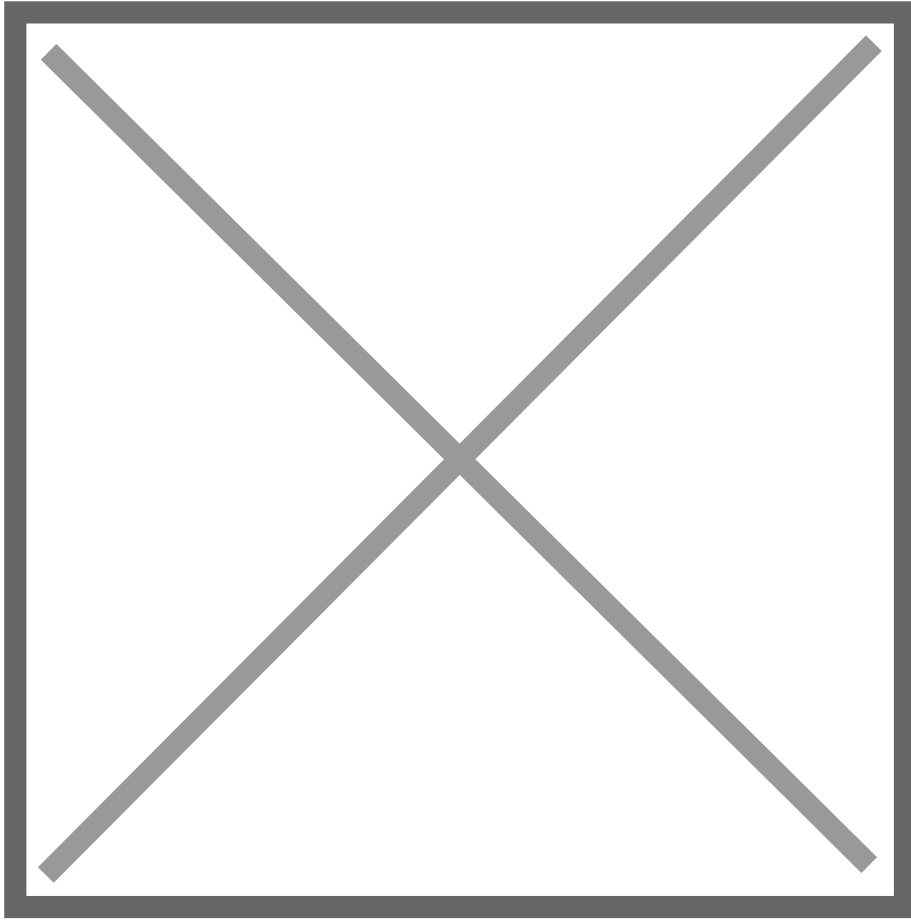
The “Start Picking” button simply changes the Action Status, indicating that the request is in the process of being picked.



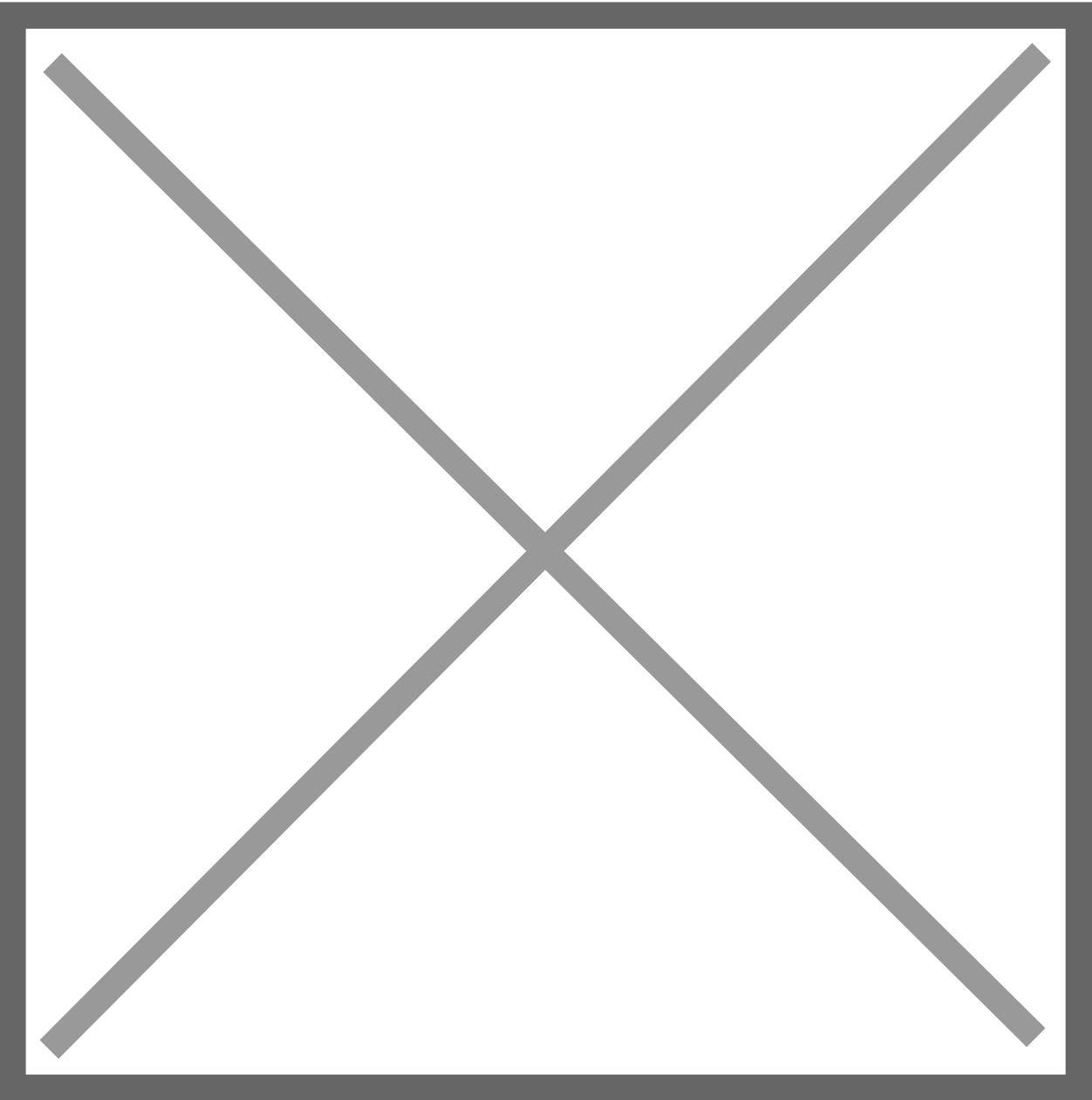
The Storeman will now click the Confirm Quantity Button.

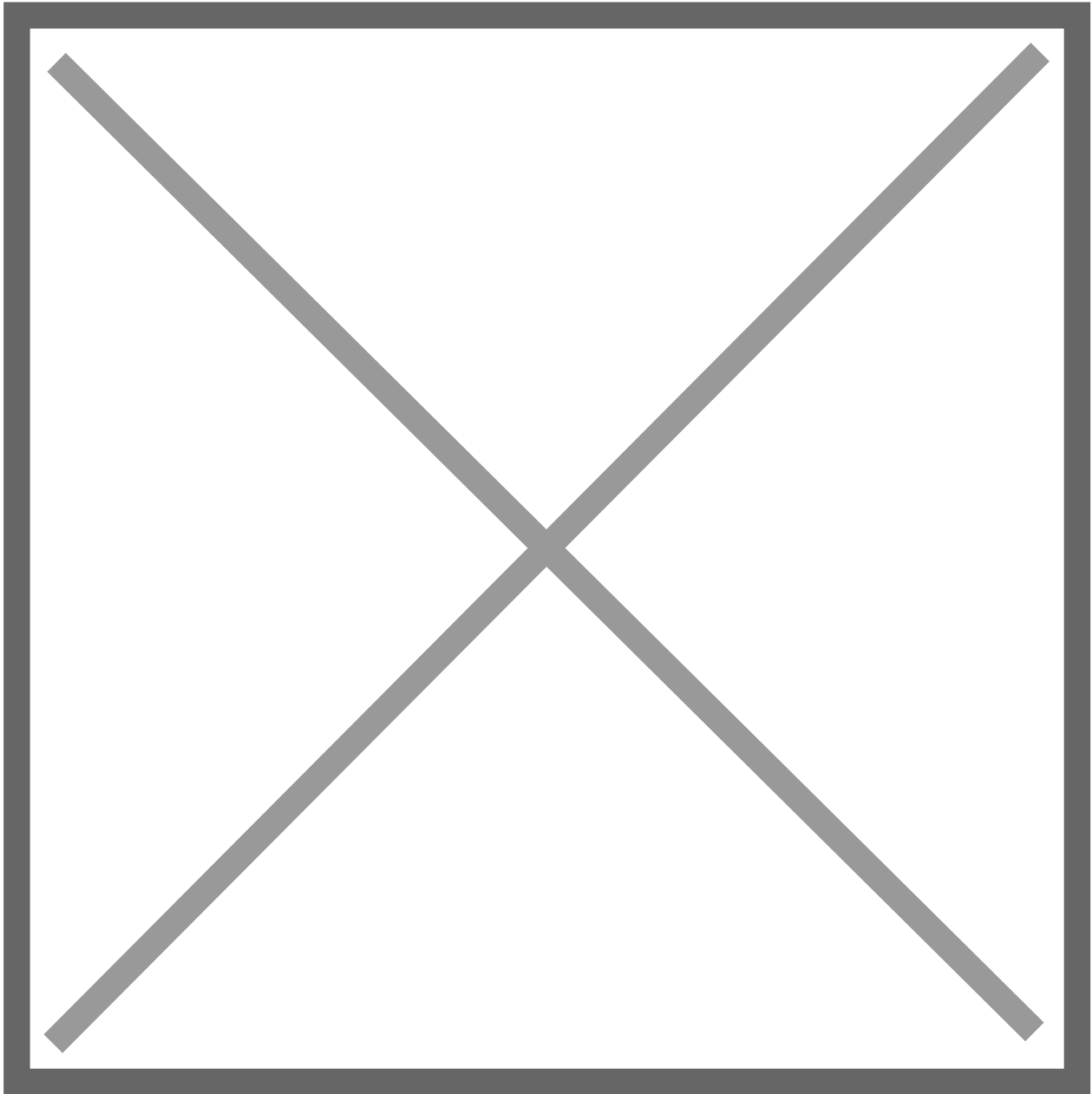


1	Here the storeman will click Confirm All button, if he has Physically Picked the respective quantities of all the items.
2	Alternatively, he can click the Confirm Quantity Button and then enter the specific quantity he has picked of the highlighted item. Click save and Close



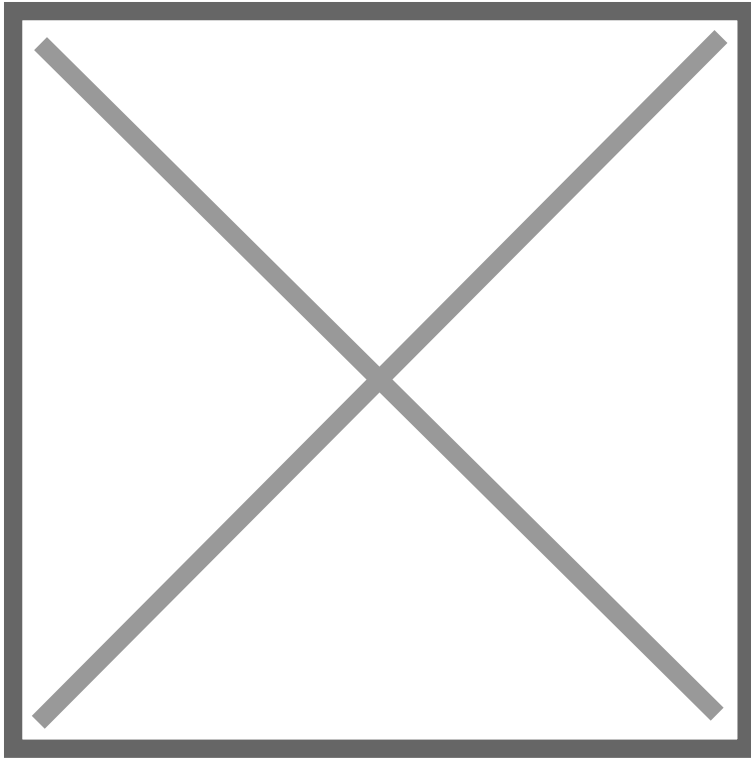
You will notice that the different Quantities displayed on the grid will change accordingly as you confirm the quantities picked.





The Storeman will then click the Collection Ready Button

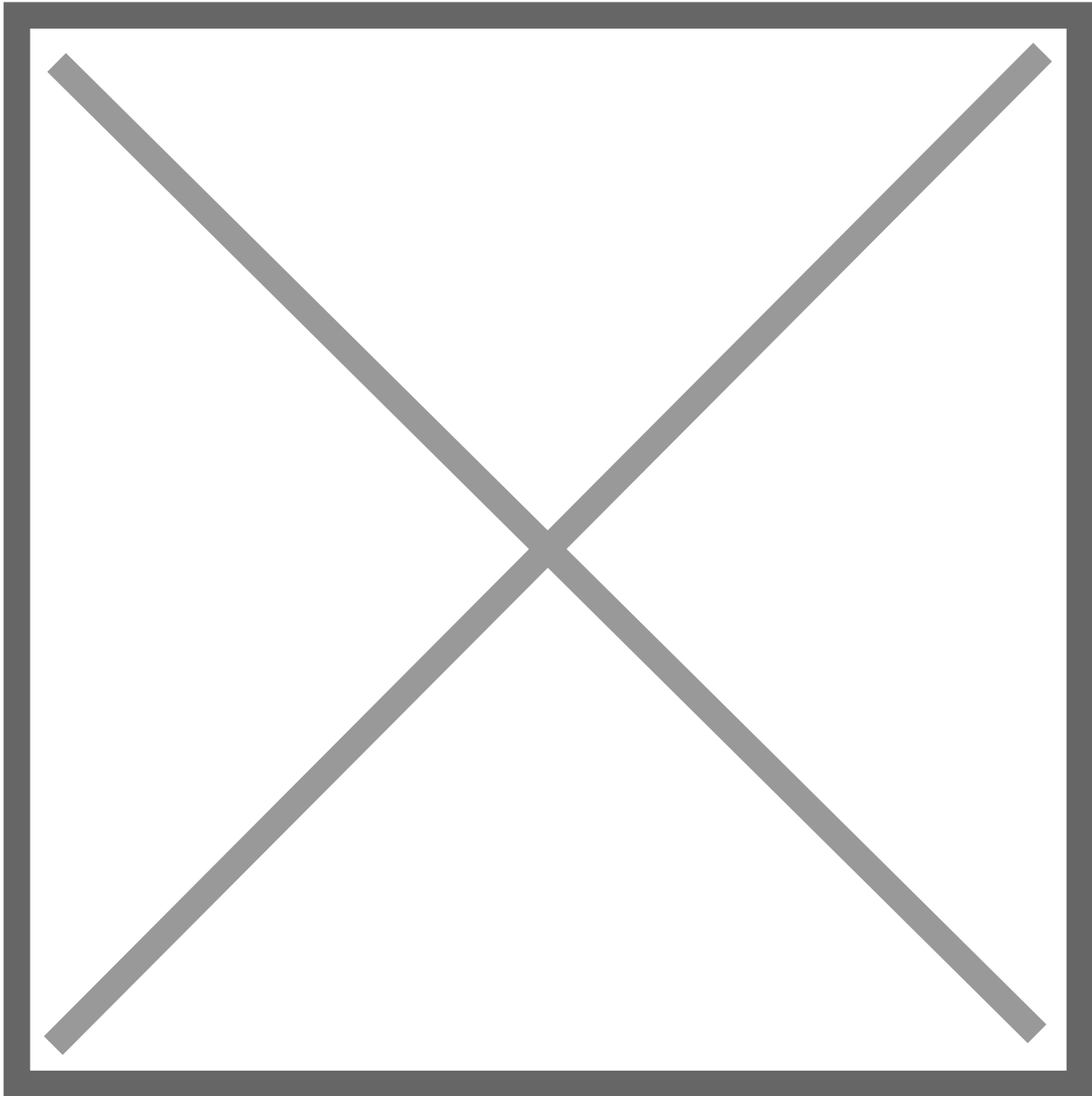
Take note of the pop up Message



You can double click the line items to ensure that all lines have the Job number linked.

Once you satisfied that all is correct, Click Yes

The below reservation screen will then be displayed

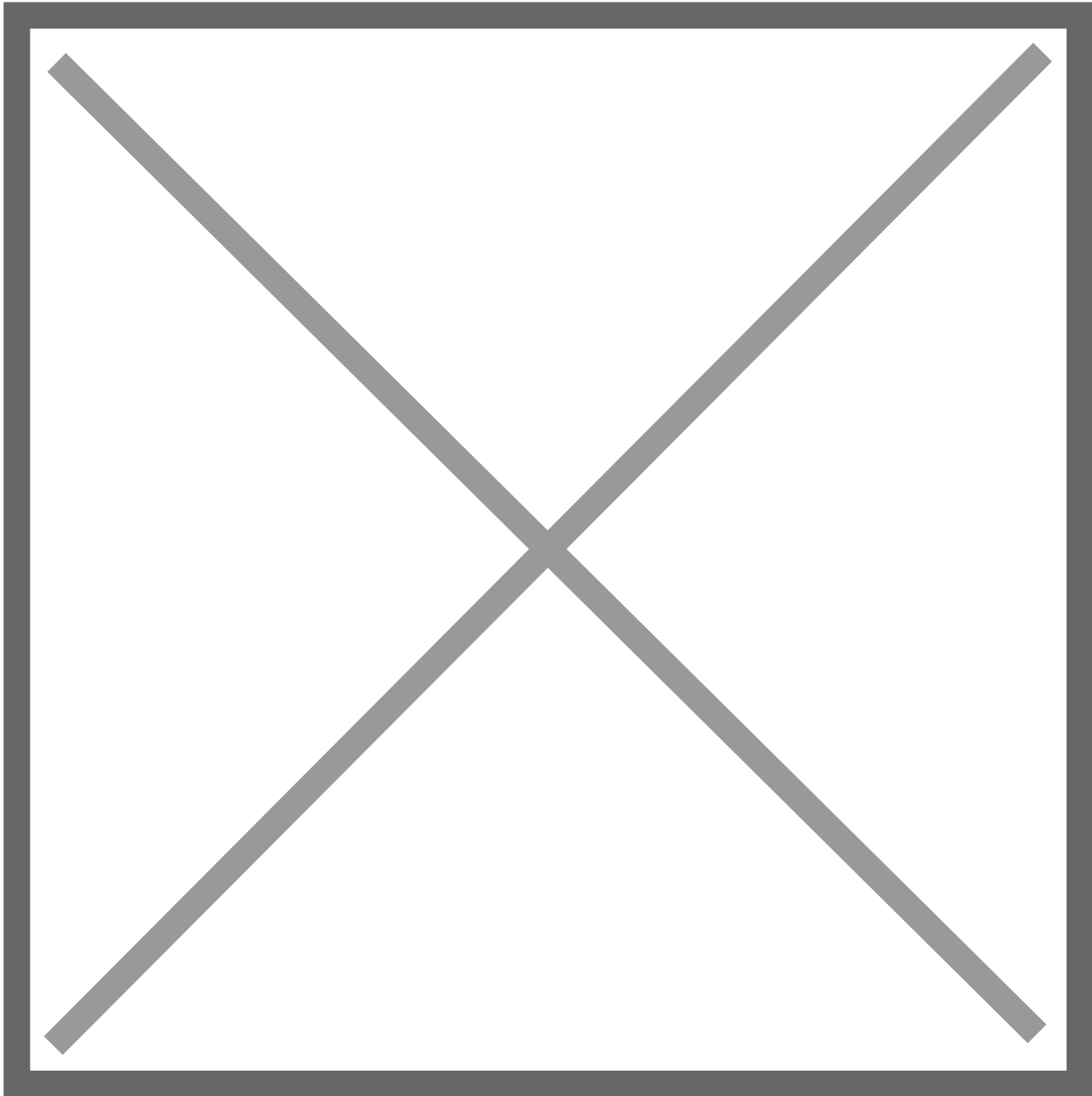


Click the Reserve Items Button

This will then move the stock on the system from On Shelf to WIP.

The item will also be removed from this grid.

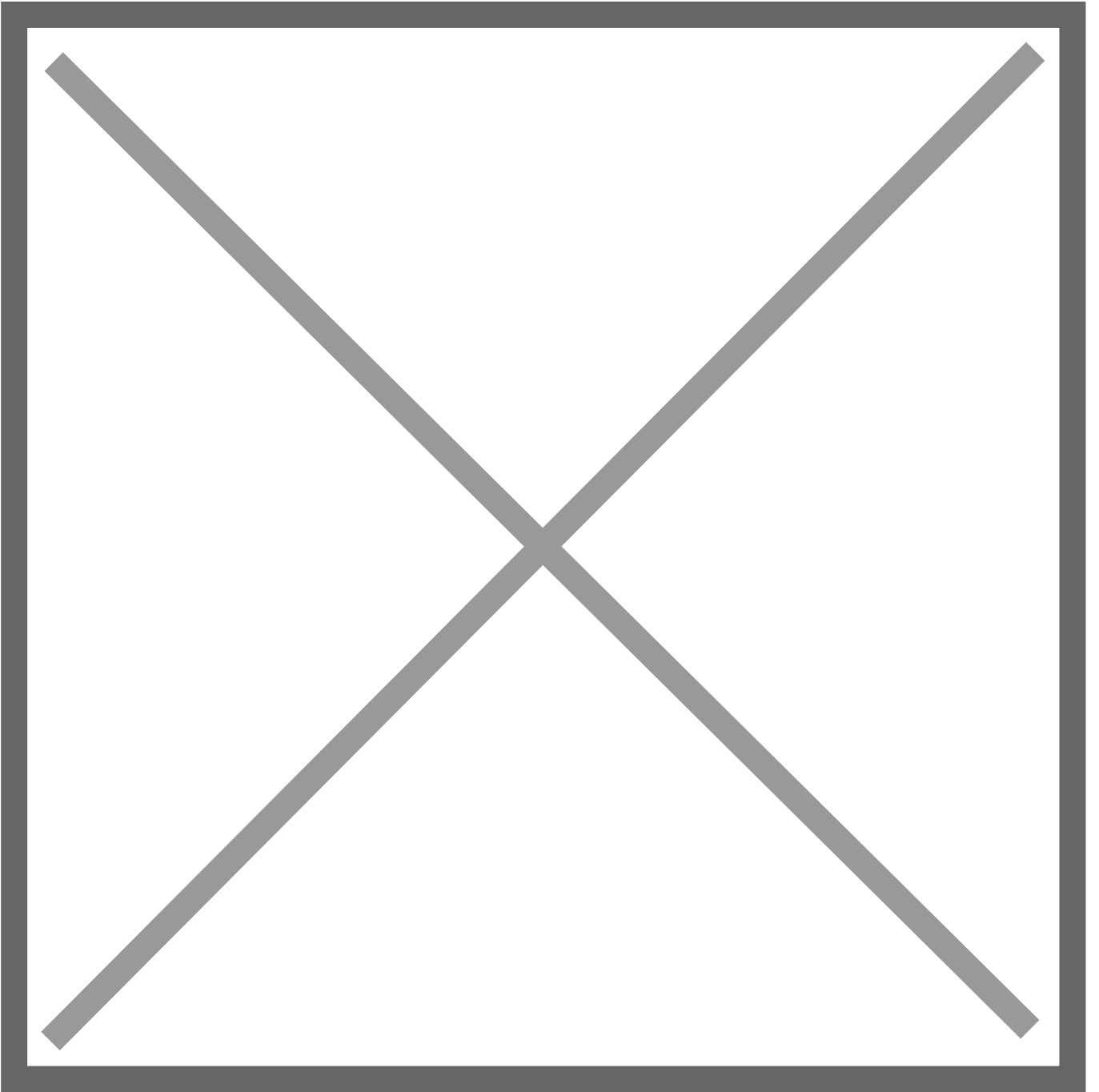
Should you wish to view the items reserved you can select “Show all Lines” and all item lines will be displayed including those items reserved.



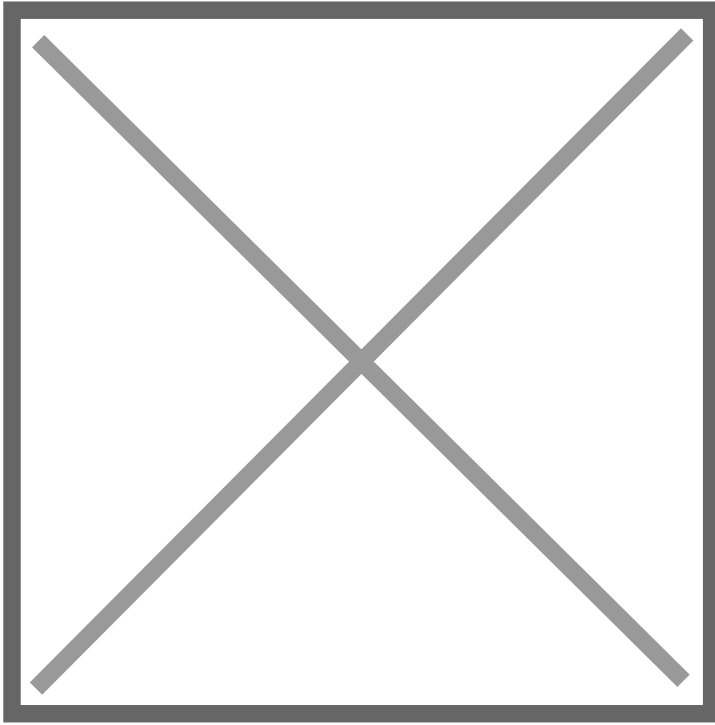
If you mistakenly reserved the incorrect item, you can highlight the item by clicking once on the item line and then click the “Unreserve Items” button

Click Close

Click the “Process To...” button to complete the Stock Request



The following Screen will be displayed

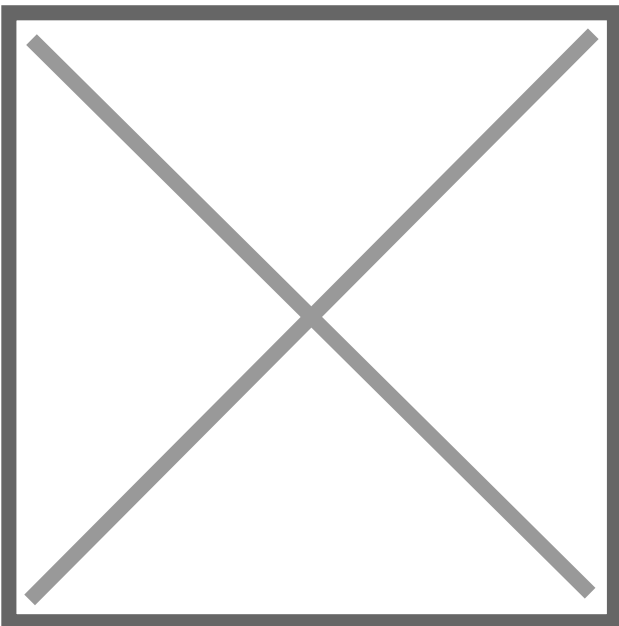


If you have picked all the stock and no items or quantities are outstanding, then tick the “Close Stock Request” box and click continue.

This will automatically close the stock request.

If however, you still have items outstanding to be picked, but wish the item picked so far to be collected and taken to the Job, then you will not tick the Close Stock Request Box.

Once you click continue, then an email is sent to the Requester to come and collect the stock and the items picked, confirmed, and Reserved will then be Managed on the Job.



Click Ok

The stock Request will then be closed (if the box was ticked).

Click Close

Note: if a stock request or any other document linked to a job has been closed, the the Job will not be able to be closed

Therefore, if you have picked ALL the stock on a particular stock request and completed the picking process, it is advisable to tick the “Close Stock Request” box when completing the stock request. Alternatively, this would result in you first having to search for the stock request and closing it in a separate step before the job can be closed upon completion.

Print Picking Slip

Picking Slip Print Selection

Select:

☒ Print New Picking Slip

☐ Print From Existing Picking Slips

Summary:

☐

Continue

Cancel

Confirm Quantity

Confirm Stock Request Quantity

Confirm Qty

Confirm All

Confirm Scan

Create Purchase Order

Close

Stock Request No.: STKRQ662

Page 1 of 1

Add

Edit

Show All Lines:

Remove Paging:

Displaying 1 - 2 of 2

#	Status	Stock Code	Description	Date Req. By	Warehouse	Bin Location	Stock Type	Req. Qty	Available Qty	Confirmed Qty	Balance Qty	Reserved Qty	Processed Qty
1		191100020	Chicken feet	2024-07-11	Master W...		Stock	1			1		
2		191100050	Chicken Hearts	2024-07-11	Master W...		Stock	10			10		

Confirm Scan

Confirm Stock Request Quantity

Confirm Qty

Confirm All

Confirm Scan

Stock Request No.: **STKRQ662**

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Add

#	Status	Stock Code	Description	Date Rec
1		191100020	Chicken feet	2024-07
2		191100050	Chicken Hearts	2024-07

Scan Confirm Quantities

Scan Code

Code:

Search

#	Warehouse Name	Req. Qty	Available Qty	Reserved Qty	Confirmed Qty	Balance Qty
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Stock Item:

Required Quantity: 0.00

On Hand Quantity: 0.00

Balance Quantity: 0.00

Available Quantity: 0.00

Processed Quantity: 0.00

Confirmed Quantity: 0.00

Previous RFQ Quantity: 0.00

Confirm Quantity:

RFQ Quantity:

Reserved Quantity: 0.00

1. The Confirm Quantity will be added to the already Confirmed Quantity when Saving.

2. The RFQ Quantity will be saved. Previous RFQ Qty is a reference to previous capture.

Save

Close

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