





## STOCK REQUEST

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### 1 READ THIS FIRST

- Select from dropdown list
  - Click on 
  - System will display dropdown list of authorize value
- Select for search help;
  - Click on  to view the list.
  - To select value; double click on the value or select value and click 
- For fields with multiple selections allowed;
  - you can click on  to select multiple value

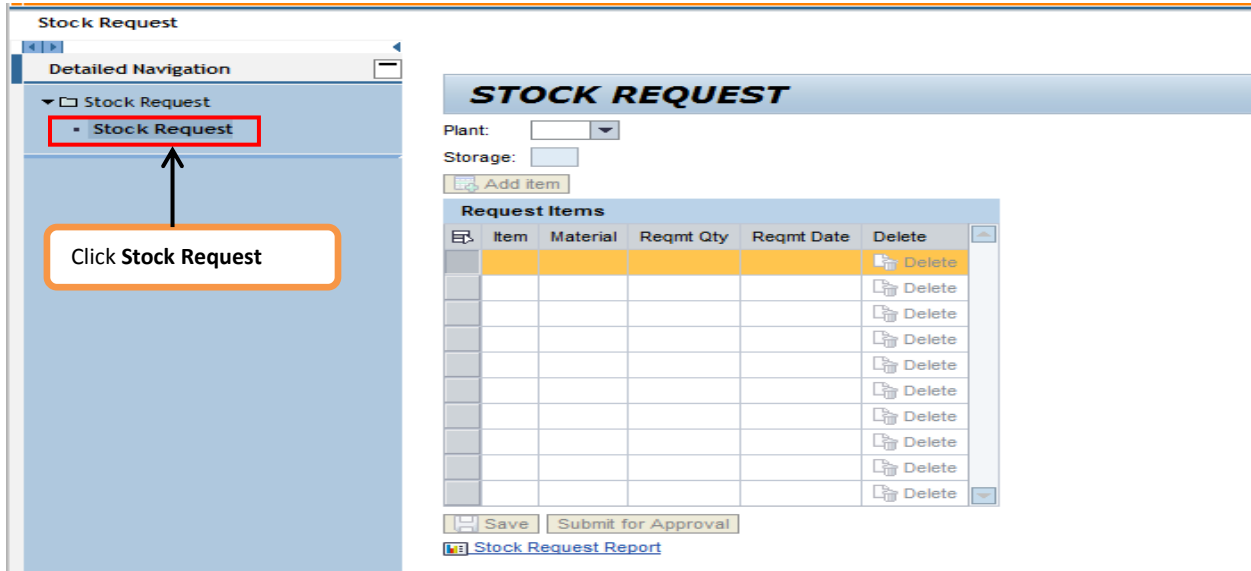
### 2 STOCK REQUEST CREATION

In this module, user able to:

- Create Stock Request Document.
- Update SAVED Stock Request Document

#### USER CLICKS ON

- User needs to click on **Stock Request** under category **Stock Request** in tree menu.



The screenshot displays the 'Stock Request' application interface. On the left, a navigation pane shows a tree view with 'Stock Request' selected, highlighted by a red box. An arrow points from a callout box labeled 'Click Stock Request' to this selection. The main content area on the right is titled 'STOCK REQUEST' and contains the following elements:

- Plant:
- Storage:
- 
- Request Items** table:

Item	Material	Reqmt Qty	Reqmt Date	Delete
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
				<input type="button" value="Delete"/>
- 
- [Stock Request Report](#)

- **Stock Request** will be open upon it.

## 2.1 CREATE STOCK REQUEST

Follow the following steps:

- Select;
  - Plant
  - Storage Location
- Enter the following;
  - Material
  - Requirement Quantity
  - Requirement Date

**Stock Request**

Detailed Navigation

- Stock Request
  - Stock Request

**STOCK REQUEST**


Plant: 102A  
Storage: M007


Add item

Item	Material	Reqmt Qty	Reqmt Date	Delete
10	1000000953	5	30.03.2016	Delete
				Delete
				Delete
				Delete
				Delete
				Delete
				Delete
				Delete
				Delete
				Delete

Save Submit for Approval  
Stock Request Report

- User may opt to;
  - Submit Stock Request for approval
    - Click **Submit for Approval**
    - Notification that the document has been submitted will be prompted.
 

 **Stock Request Document 1000000041 Submitted for Approval**
  - Save and hold the stock request (user need to revisit the document – update & submit for approval/delete document)
    - Click **Save**
    - Notification with new document number will be prompted
 

 **Stock Request Document 1000000041 Created**

## 2.2 UPDATE SAVED STOCK REQUEST DOCUMENT

Follow the following steps:

- Click [Stock Request Report](#) to view the list of stock request
- Click on Stock Request Number to open that particular document

Stock Request

Detailed Navigation

- Stock Request
  - Stock Request

### Stock Request Report

Plant:  To

Storage Location:  To

Reservation:  To

Date:  To

List of Transfer Documents:

Header							
		Receiving Plant	Receiving SLoc.	User name	Date	Doc.Delete	Doc. Status
▶	<a href="#">1000000037</a>	102A	M007	STK_REQ01	23.03.2016		Completed
▶	<a href="#">1000000038</a>	102A	MBAT	GEMSSI03	23.03.2016		In Approval Process
▶	<a href="#">1000000040</a>	102A	MBAT	STK_REQ01	23.03.2016		In Approval Process
▶	<a href="#">1000000041</a>	102A	M007	STK_REQ01	23.03.2016		In Approval Process

- Click-to [Add item](#) add item or [Delete](#) to delete the line item.

Stock Request

Detailed Navigation

- Stock Request
  - Stock Request

Portal Favorites

### STOCK REQUEST

Request Number:

Plant:

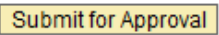
Storage:

Request Items				
Item	Material	Reqmt Qty	Reqmt Date	Delete
	<input type="text" value="1000000380"/>	<input type="text" value="10.000"/>	<input type="text" value="08.04.2016"/>	<a href="#">Delete</a>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Delete</a>

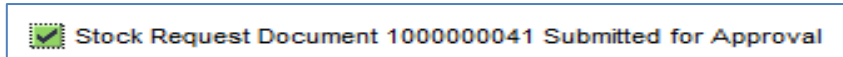
[Stock Request Report](#)

- User may opt to;

- Submit Stock Request for approval

- ⊕ Click 

- ⊕ Notification that the document has been submitted will be prompted.



- Save and hold the stock request (user need to revisit the document – update & submit for approval/delete document)

- ⊕ Click 

- ⊕ Notification with updated document number will be prompted

