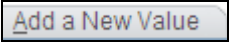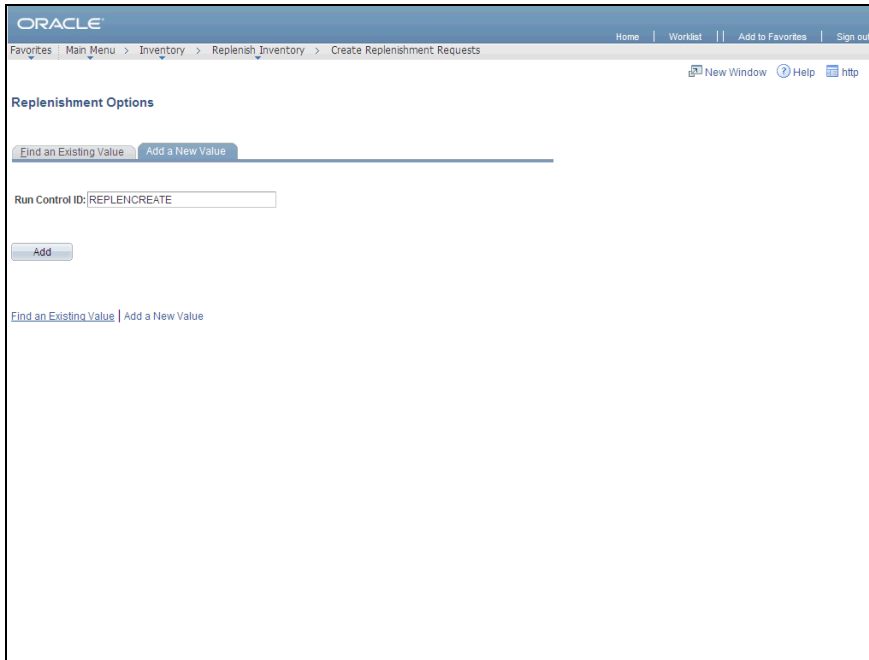# Creating Replenishment Requests

The **Create Replenishment Requests** process is run by the inventory manager to create replenishment requests for items flagged for replenishment where the Quantity On-Hand levels are equal or below the Reorder Point. The replenishment requests are used to create requisitions in eProcurement. The requisitions are held in an **Open** status and will not process until Inventory Managers review and submit them using the **Edit Requisition** functionality found in **Manage Requisitions**.

The **Create Replenishment Requests** is run manually on an Ad-Hoc basis by the Inventory Manager for their respective Inventory Business Unit.
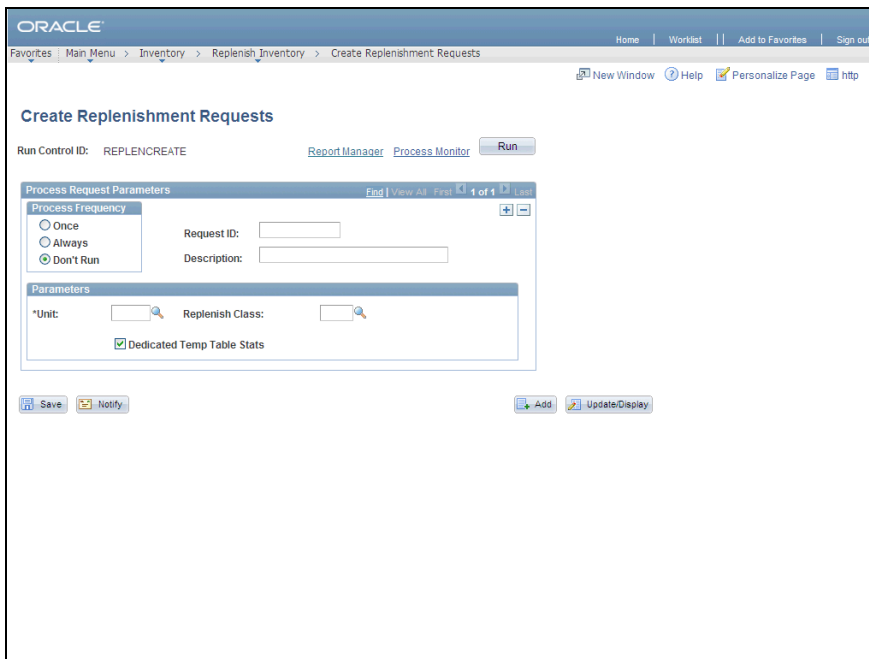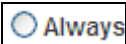
Procedure

Navigation: Inventory > Replenish Inventory > Create Replenishment Requests

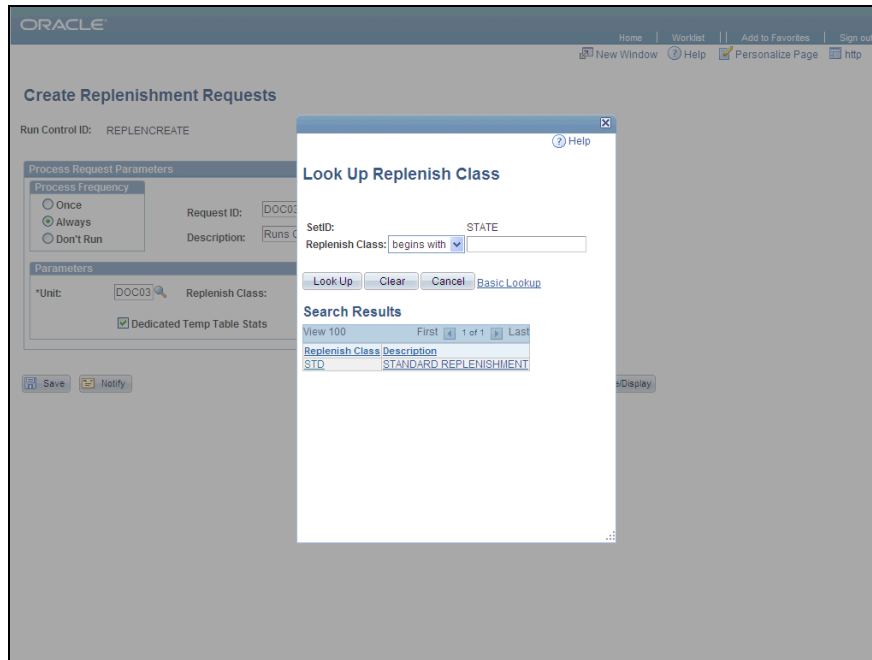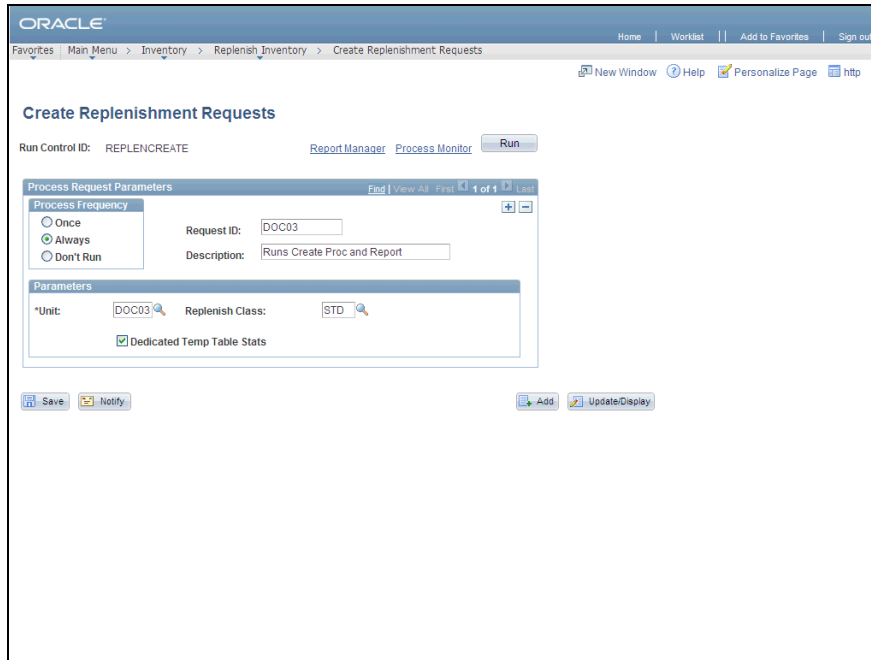| Step	Action
1.	Click the **Add a New Value** tab.
2.	**Create Replenishment Requests** is run manually by Inventory Managers using a **Run Control ID**. Enter **REPLENCREATE** into the **Run Control ID** field.

Step	Action
3.	Click the **Add** button.
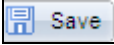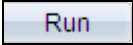
Step	Action
4.	Click the **Always** option to ensure the process always runs from this **Run Control ID**. ◯ Always
5.	The **Request ID** is a required field. Enter **DOC03** into the **Request ID** field.
6.	The **Description** is optional. Enter **Runs Create Proc and Report** into the **Description** field.
7.	Enter **DOC03** into the **Unit** field.
8.	Click the **Look up Replenish Class** button. 🔍

Step	Action
9.	The example shows a single generic class. There will be multiple options in production to allow replenishment to be run in groups. Click the **STANDARD REPLENISHMENT** link. STANDARD REPLENISHMENT

Step	Action
10.	Click the **Save** button.
11.	Click the **Run** button.

Step	Action
12.	The **Process Scheduler Request** page displays. **IN Replenishment** must be checked to run the Create Replenishment process. **INC6063** is automatically run at the same time to generate the **Auto Replenishment Inactive Vendor Report**. This is a custom report that is used to review any items that do not have an active Vendor associated to it.

Step	Action
13.	Click the **Select** checkbox for **IN Replenishment (REPLN_AE)**.
14.	Click the **OK** button to launch the process.
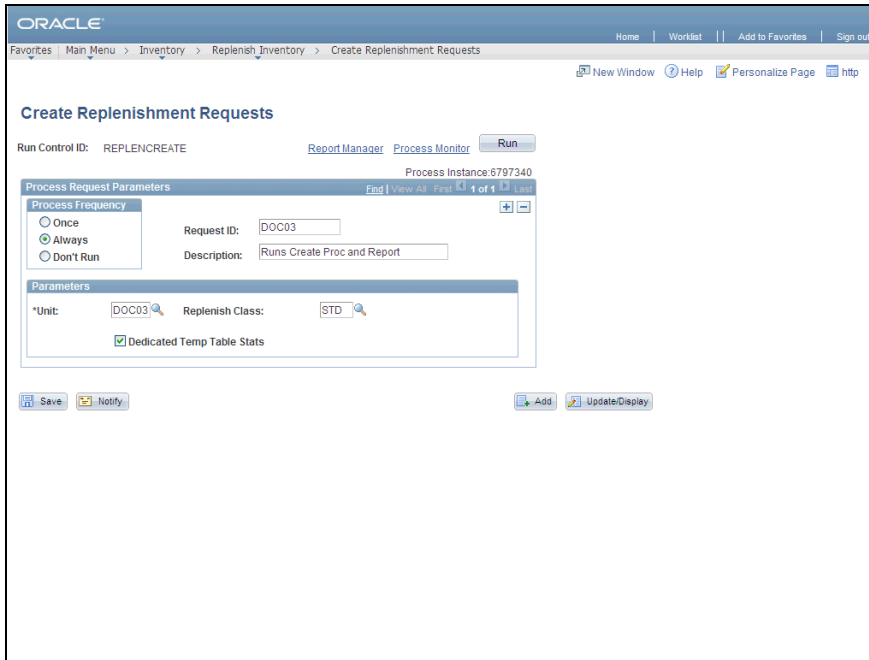
Step	Action
15.	Click the **Process Monitor** link. Process Monitor
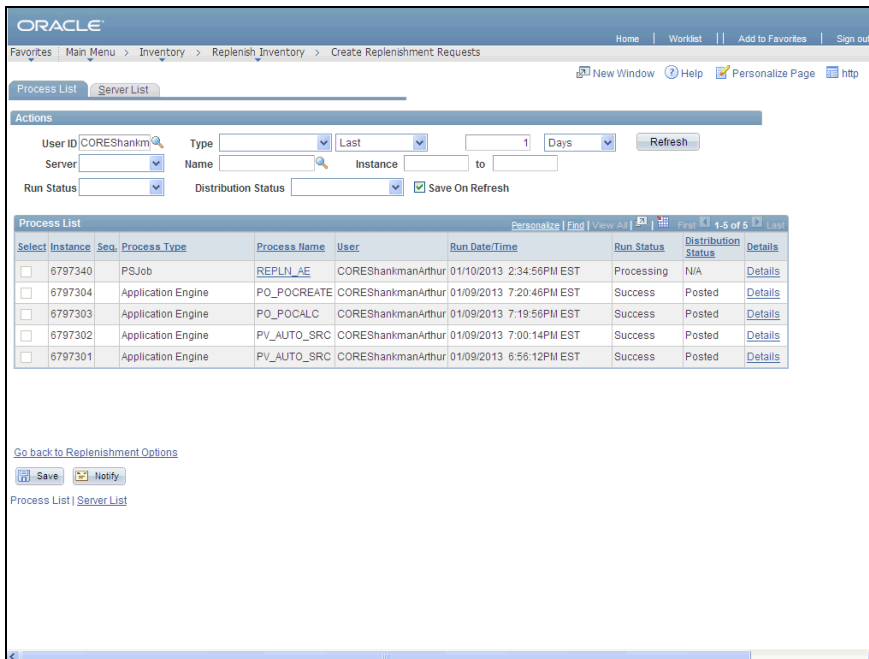
Step	Action
16.	Click the **Refresh** button until the **Process Instance** displays **Success** and **Posted**.
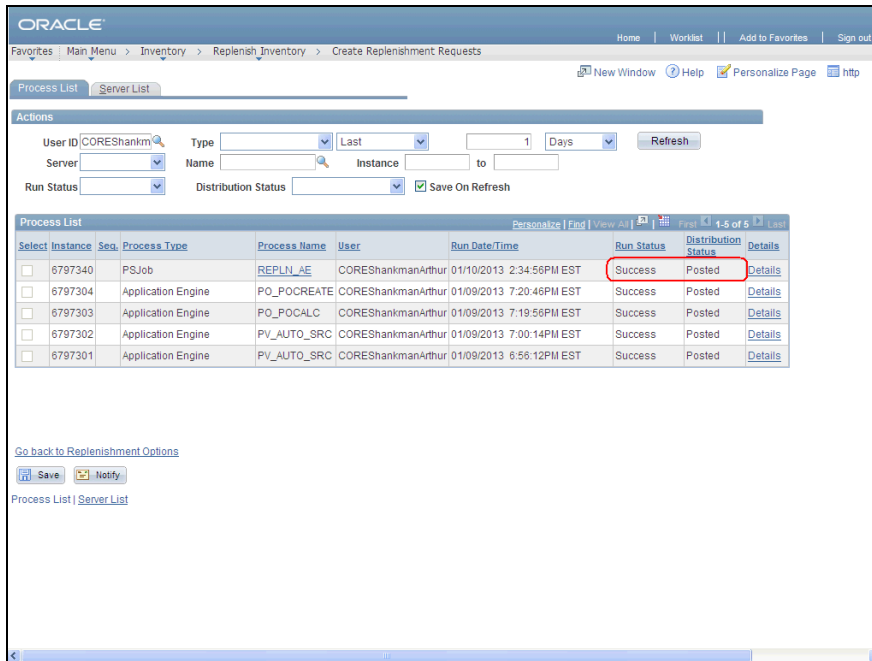
Step	Action
17.	Once the process runs to **Success** and **Posted** the replenishment requests are available for review.
18.	**End of Procedure.**