Creating Replenishment Requests

Core-

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

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nd an Existing Value <u>Add a New Value</u>			

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

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Step	Action
3.	Click the Add button.

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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.

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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

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

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Step	Action
12.	The Process Scheduler Request page displays.
	<u>IN Replenishment</u> 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.

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Step	Action
13.	Click the Select checkbox for IN Replenishment (REPLN_AE).
14.	Click the OK button to launch the process.
	OK

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Step	Action
15.	Click the Process Monitor link.
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Step	Action
16.	Click the Refresh button until the Process Instance displays Success and Posted .

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Step	Action
17.	Once the process runs to Success and Posted the replenishment requests are available for review.
18.	
	End of Procedure.