## **Managing Replenishment Requests**

Core-

The **Manage Replenishment Requests** component of Inventory Replenishment is a page Inventory Managers can use to review and edit replenishment requests created when the **Create Replenishment Requests** process is run. The reviewed requests are loaded to create eProcurement requisitions which are held in an Open status until Inventory Managers review and submit them.

## Procedure

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Namage Replenishment Requests

Unit:

Satch

Soft Display

Report Manager

Navigation: Inventory > Replenish Inventory > Manage Replenishment Requests

Step	Action
1.	The Manage Replenishment Requests is an optional process available to Inventory Managers who wish to review and edit replenishment requests prior to being picked up by the Requisition Loading process. Enter DOC03 into the Unit field.
2.	Click the Search link. Search
3.	Click the Status list.

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Item ID:			
Status:			
Canceled			
Requisition ID: Error			
Order Processed			
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Source Business Unit:			
Order Number:			
OK Cancel			

Step	Action
4.	The options for viewing request messages by <b>Status</b> are:
	- <b>Ready</b> : Requests ready to be loaded to create requisitions by the <b>Requisition</b> Loader process.
	- In Process: Requests currently being processed by the <b>Requisition Loader</b> process.
	- <b>Processed</b> : Requests have been moved into the Purchasing tables by the Requisition Loader process.
	- Error: The Requisition Loader process found an error in the requests that must be corrected before they can be processed successfully.
	- Canceled: Requests were canceled manually and will not be picked up by the <b>Requisition Loader</b> process.

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Step	Action
5.	Click the <b>Ready</b> status to view the current requests ready to be processed to requisitions.       Ready
6.	Click the <b>OK</b> button.

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Step	Action
7.	Five requests are in <b>Ready</b> status. Only the first request displays. Use the <b>Find</b> and <b>View All</b> links to review the remaining records on the page.
	The results can also be filtered using <b>Replenishment Status</b> .
8.	Reorder Quantity can be edited as necessary.
	Enter 220 into the Reorder Quantity field.
9.	The Inventory Manager has the option to change the <b>Status</b> from <b>Ready</b> to <b>Cancel</b> to delete the replenishment request.

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Step	Action
10.	Click the Save button.
11.	When the load requisition process is run, requisitions are created based on the edited messages in <b>Ready</b> status.
	Items successfully loaded will change to a status of <b>Processed</b> .
12.	
	End of Procedure.