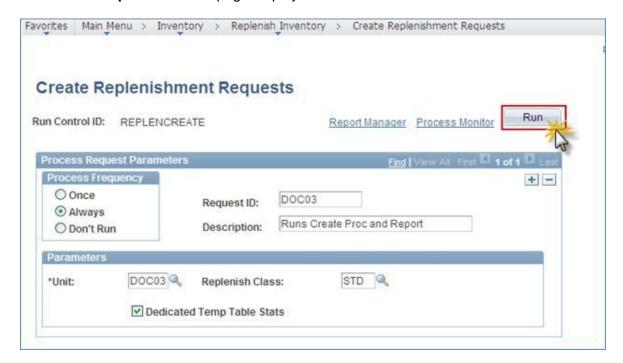


The **Auto Replenishment Inactive Vendor Report** is a custom report that can be generated from the same run control as the **Create Replenishment Request** process. Users can run this to view items where the Quantity On Hand is below the Reorder Point and do not have an active vendor associated with them. Any items on this report cannot process to create a requisition.

Navigation: Inventory > Replenish Inventory > Create Replenishment Requests

The Create Replenishments page displays. Click Run.



The **Process Scheduler Request** page displays. There is an additional process option for running the process to generate the custom report. It is run automatically whenever the **Create Replenishment PSJob** is run. Click the **INC6063** checkbox to run it independently.

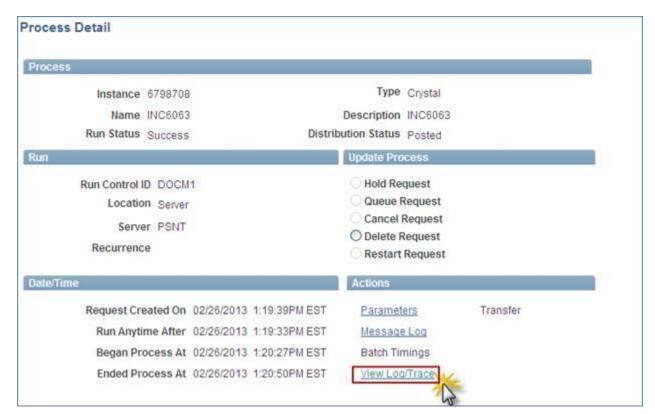
Click **OK** to run the process.



Click the **Details** link once the report processes to **Success** and **Posted** in the Process Scheduler.



## Click the **View Log/Trace** link.



## Click the PDF link.



The report displays as a PDF in a new window.



The inventory manager will take the appropriate actions on the items listed.