## **Reviewing Replenishment Requests**

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The **Review Replenishment Requests** is an optional online inquiry tool Inventory Managers can use to review the replenishment messages created after the **Create Replenishment Requests** process has been run. The page is the same as the one used in the **Manage Replenishment Requests** component but here requests cannot be edited or deleted.

## Procedure

Navigation: Inventory > Replenish Inventory > Review Replenishment Requests

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Step	Action
1.	The <b>Review Replenishment Requests</b> is an optional inquiry available to Inventory Managers who wish to review the replenishment requests created for a specified <b>Inventory Business Unit</b> .
	Enter DOCUS into the Ont field.
2.	Click the <b>Search</b> link. Search

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Replenish ID:			
Item ID:			
Status			
Requisition			
Requisition ID:			
Order			
Source Business Unit:			
Order Number:			
OK Cancel			

Step	Action
3.	The <b>Replenishment Requests Selection</b> page displays. Use the available criteria to narrow the search results.
	Chek the Status list.
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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:					
	<ul> <li>- Ready: Requests ready to be loaded to create requisitions by the Requisition Loader process.</li> <li>- In Process: Requests are currently being processed by the Requisition Loader</li> </ul>					
	<ul> <li>- Processed: Requests have been moved into the Purchasing tables by the Requisition Loader process.</li> <li>- Error: The Requisition Loader process found an error in the requests that must be corrected before they can be processed successfully.</li> </ul>					
	- <b>Canceled</b> : Requests were canceled manually and will not be picked up by the <b>Requisition Loader</b> process.					
5.	If left blank all requests for this BU will display. Click the <b>Ready</b> status to view the current requests ready to process to requisitions.					
6.	Click the OK button.					

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Location:	045000006	Reorder Quantity:		229.0000 BX					
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Notify									

Step	Action			
7.	In this example five requests are in <b>Ready</b> status.			
	Only the first request displays.			
	Click the <b>View All</b> link to display all five records on the page.			
8.	The requests display.			
9.				
	End of Procedure.			