

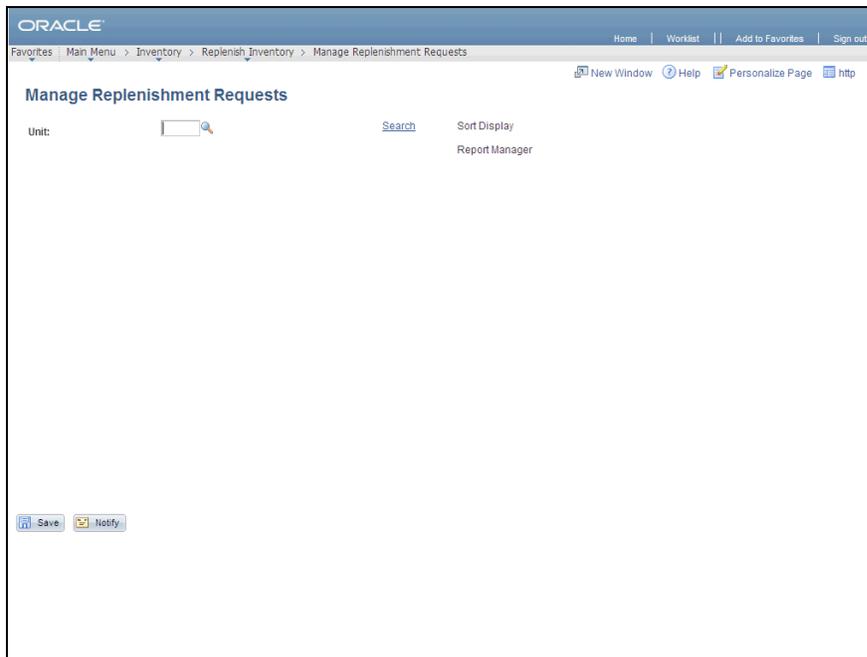
Managing Replenishment Requests



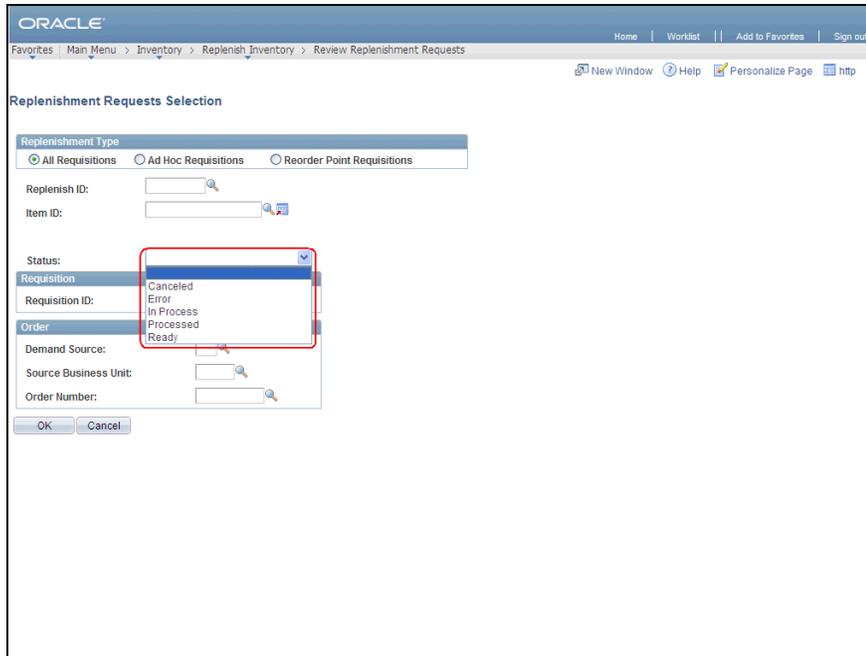
The **Manage Replenishment Requests** component of Inventory Replenishment is a page Inventory Managers can use to review and edit replenishment requests created when the **Create Replenishment Requests** process is run. The reviewed requests are loaded to create eProcurement requisitions which are held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

Procedure

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. 
3.	Click the Status list. 



Step	Action
4.	<p>The options for viewing request messages by Status are:</p> <ul style="list-style-type: none"> - Ready: Requests ready to be loaded to create requisitions by the Requisition Loader process. - In Process: Requests currently being processed by the Requisition Loader process. - Processed: 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 Requisition Loader process.

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Inventory > Replenish Inventory > Manage Replenishment Requests

New Window | Help | Personalize Page | http

Replenishment Requests Selection

Replenishment Type

All Requisitions Ad Hoc Requisitions Reorder Point Requisitions

Replenish ID:

Item ID:

Status:

Requisition

Requisition ID:

Order

Order:

Demand Source:

Source Business Unit:

Order Number:

OK Cancel

Step	Action
5.	Click the Ready status to view the current requests ready to be processed to requisitions. <input type="text" value="Ready"/>
6.	Click the OK button. <input type="button" value="OK"/>

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Manage Replenishment Requests

Unit: Search Sort Display

Replenish Status:

Report Manager

Replenishment Request End | View All | Print | 1 of 8 | List

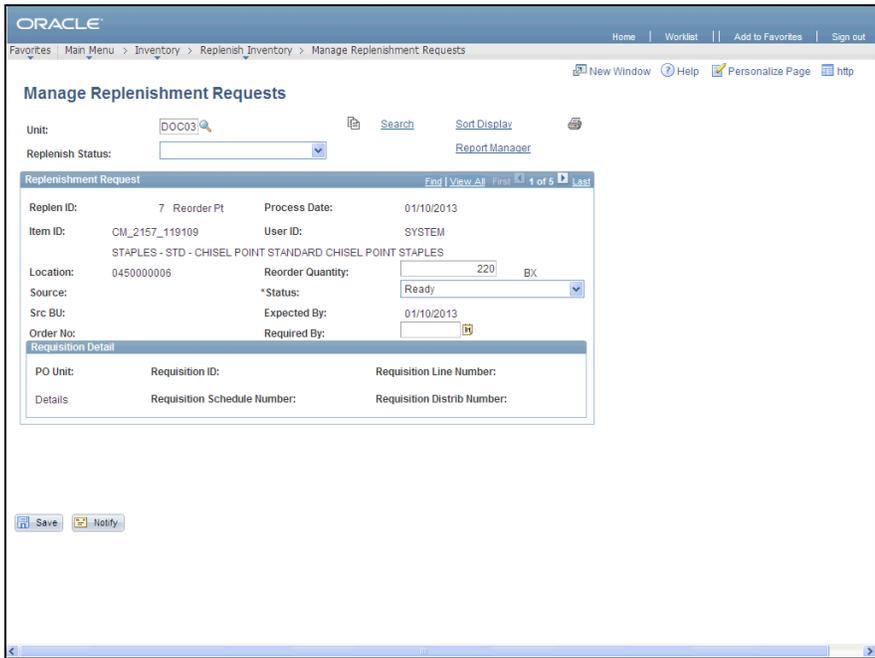
Replen ID:	7 Reorder Pt	Process Date:	01/10/2013
Item ID:	CM_2157_119109	User ID:	SYSTEM
Location:	0450000005	Reorder Quantity:	<input type="text" value="229.0000"/> BX
Source:		* Status:	<input type="text" value="Ready"/>
Src BU:		Expected By:	01/10/2013
Order No:		Required By:	<input type="text"/>

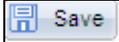
Requisition Detail

PO Unit:	Requisition ID:	Requisition Line Number:
Details	Requisition Schedule Number:	Requisition Distrib Number:

Save Notify

Step	Action
7.	Five requests are in Ready status. Only the first request displays. Use the Find and View All links to review the remaining records on the page. The results can also be filtered using Replenishment Status .
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 Status from Ready to Cancel to delete the replenishment request.



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