

Enter a Stock Request

Step	Action
1.	Click the Main Menu button. Click the Inventory menu. Click the Fulfill Stock Orders menu. Click the Stock Requests menu. Click the Create/Update Stock Request menu.
2.	Click the Look up Business Unit button. Click the BHSCS link Click the Add button.
3.	Enter a valid value e.g. " NEURO SURGERY - KOCON3 ". Enter in ALL CAPS . Enter the desired information into the Location field. Enter a valid value e.g. " AH01100 ". <i>NOTE: Please use the exact campus location number as shown on your door jam.</i>
4.	Click the Override ChartFields link. Enter the desired information into the Account field. Enter a valid value e.g. " 545700 ". Enter the desired information into the Dept field. Enter a valid value e.g. " 2036380 ". Click the OK button.
5.	<i><u>WARNING: THE NAME, LOCATION AND OVERRIDE CHARTFIELDS INFORMATION MUST BE ENTERED PRIOR TO ENTERING YOUR FIRST ITEM. IF THIS INFORMATION IS NOT ENTERED BEFORE ITEM INFORMATION, YOU WILL BE UNABLE TO SAVE THE ORDER.</u></i>
6.	Click the Look up Item ID button. Click the button to the right of the Description field. Click the contains list item. Enter the desired information into the Description field. Enter a valid value e.g. " GLOVE ". Click the Look Up button. Click the 602991 link.
7.	Enter the desired information into the Qty Requested field. Enter a valid value e.g. " 1 ". If there is another item to enter click on the (+) button or press ALT +7 on the keyboard. After ALL items have been entered, click the Save button.
8.	Click the Printer button. Click the Report Manager link. Click the Refresh button until the Status = Posted . Please wait 10 - 15 seconds between clicks. Click the IN Material Issue Document link.
9.	Click the button to the right of the Printer field. Click the Print... menu. Click the Print button. Click the Close button.
10.	To Sign Out and Logoff PeopleSoft and Citrix. Click the Sign out link. Click the Close button. Click the Start button. Click the Log off button.