



## Inventory Demand Fulfillment Approvals

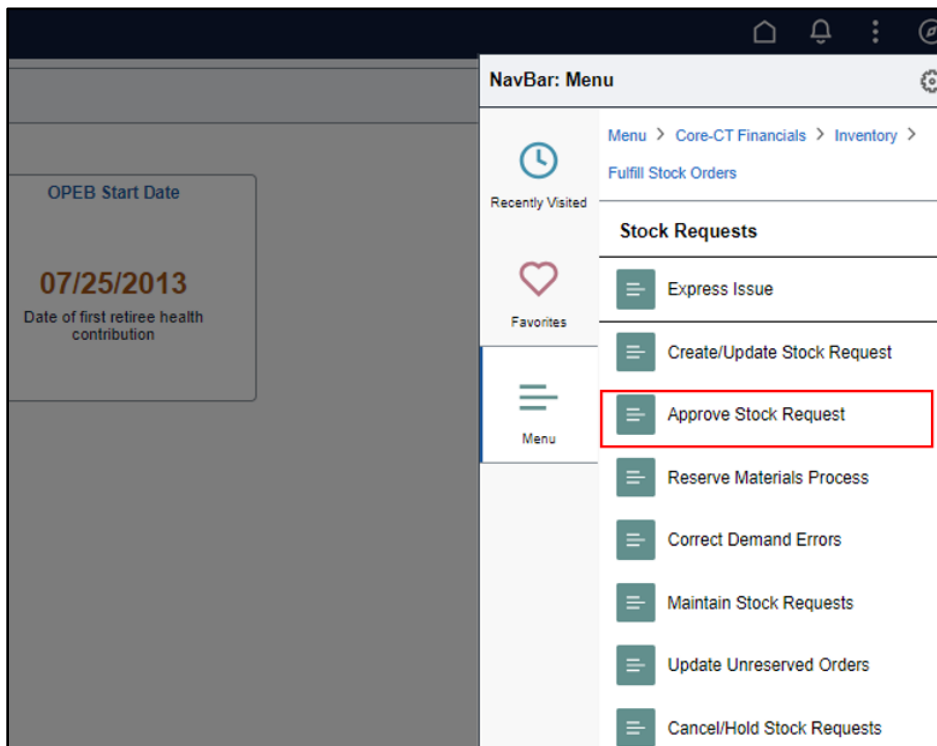
In Core-CT, Inventory features an approval process for Material Stock Requests. An approver (CT\_F\_A\_INV\_MSR\_APPROVER) reviews the order information such as the requested quantities and Chartfields. If an approver does not approve a line or wants to have something changed, they would notify the MSR creator to edit the MSR. After changes are made, the creator will notify the approver that the MSR is ready for approval.

### Navigation:



Nav Bar

**Nav Bar > Core-CT Financials > Inventory > Fulfill Stock Orders > Stock Requests > Approve Stock Request**





1. Enter in needed information into the **Search Criteria**, then click **Search**.

**Stock Request Approval**

**Find an Existing Value**

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

\*Business Unit: = DOTM1

Demand Source: = Material Request

Source Bus Unit: begins with DOT88

Order No: begins with

Department: begins with

Destination Unit: begins with

Show fewer options

Search Clear

2. Click the Material Stock Request to approve.

Search Results

6 rows - Business Unit "DOT88" Demand Source "Material Request" +1 more

Business Unit	Demand Source	Source Bus Unit	Order No	Department	Destination Unit	
DOT88	IN	DOT88	T2835959	DOT57265	(blank)	>
DOT88	IN	DOT88	T3246404	(blank)	DOT32	>
DOT88	IN	DOT88	T3350612	(blank)	DOT33	>
DOT88	IN	DOT88	T3741256	(blank)	DOT37	>
DOT88	IN	DOT88	T9048133	DOT57272	(blank)	>
DOT88	IN	DOT88	T9048158	(blank)	DOT90	>

3. Each MSR includes:

- Demand Source
- Source Business Unit
- Order No
- Location:
- Dept
- Name (Creator)
- QTY Requested
- Item ID



- Scheduled
- Scheduled Arrival

**\*Important Note\*** Be sure to double check all MSR information before submitting approval.

**Approve Stock Request**

Business Unit	Demand Source	Source Bus Unit	Order No	EQ/Build No	Wrk Ord No
DOT88	Material Request	DOT88	T3246404		

Order Details

Location	018000002	Dept:	Name: nelson v		Order Line	1	<input type="checkbox"/> Approved	
	DOT-Stores #132 Brookfield				Schedule Line	1		
Qty Requested	8.0000	EA			Demand Line	1		
Item ID	CM_2157_9004133		STOP/SLOW PADDLE REFLECTIVE 18 INCH VINYL ROLL-UP WITH 6-8 F					
Scheduled	11/20/2023 11:08AM		Scheduled Arrival	11/20/2023 11:08AM				
Fund:	SID:	Account:	Bud Ref:	ChartField 1:	ChartField 2:	Prog Code:	Project:	Activity:

4. Select the **Approved** box.

**Approve Stock Request**

Business Unit	Demand Source	Source Bus Unit	Order No	EQ/Build No	Wrk Ord No
DOT88	Material Request	DOT88	T3246404		

Order Details

Location	018000002	Dept:	Name: nelson v		Order Line	1	<input checked="" type="checkbox"/> Approved	
	DOT-Stores #132 Brookfield				Schedule Line	1		
Qty Requested	8.0000	EA			Demand Line	1		
Item ID	CM_2157_9004133		STOP/SLOW PADDLE REFLECTIVE 18 INCH VINYL ROLL-UP WITH 6-8 F					
Scheduled	11/20/2023 11:08AM		Scheduled Arrival	11/20/2023 11:08AM				
Fund:	SID:	Account:	Bud Ref:	ChartField 1:	ChartField 2:	Prog Code:	Project:	Activity:



5. Click the **Save** button.

**Approve Stock Request**

Business Unit	Demand Source	Source Bus Unit	Order No	EQ/Build No	Wrk Ord No
DOT88	Material Request	DOT88	T3246404		

**Order Details**  | < > | 1 of 1 | View All

Location	018000002	Dept:	Name: nelson v	Order Line	1	<input checked="" type="checkbox"/> Approved
	DOT-Stores #132 Brookfield			Schedule Line	1	
Qty Requested	8.0000	EA		Demand Line	1	
Item ID	CM_2157_9004133					
	STOP/SLOW PADDLE REFLECTIVE 18 INCH VINYL ROLL-UP WITH 6-8 F					
Scheduled	11/20/2023 11:08AM		Scheduled Arrival	11/20/2023 11:08AM		

Fund:	SID:	Account:	Bud Ref:	ChartField 1:	ChartField 2:	Prog Code:	Project:	Activity:
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**Save** | Return to Search | Previous in List | Next in List | Notify

## To Confirm Approval

**Navigation:** *Nav Bar > Menu > Core-CT Financials > Inventory > Fulfill Stock Request > Create/Update Stock Request*

1. Click **Find an Existing Value**.

**Create/Update Stock Requests**

Add a New Value **Q Find an Existing Value**

\*Business Unit

\*Order No

\*Request Type



2. Enter the **Business Unit** and **Order No.** Then click **Search**.

**Create/Update Stock Requests**

**Find an Existing Value** Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*Business Unit = DOT88

Order No begins with T3246404

Show fewer options

**Search** Clear

Nothing yet

3. Click the corresponding MSR.

**Create/Update Stock Requests**

**Find an Existing Value** Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*Business Unit = DOT88

Order No begins with T3246404

Show fewer options

Search Clear Save Search

Search Results

1 rows - Business Unit "DOT88" Order No "T3246404"

Business Unit	Order No	
DOT88	T3246404	>



4. Click Status.

Create/Update Stock Request

Create/Update Stock Request

**Stock Request Summary** Reserve

Unit DOT88 Destination Unit DOT32  Export In Process No  
Order No T3246404 \*Increment Demand Line Order Line  Partial Orders Can Ship

**Line Defaults**

Name nelson v  
Ship Cust DOT-Stores #132 Brookfield  
Location 018000002  Override Address EQ/Build No:  Wrk Ord No   
Load ID   Empl ID  Name   
Carrier ID   
Distrib. Type CORECT INV  Load Schedule Schedule Date 11/20/2023 11:08AM  
Ship Via  [Copy to Existing Demand Lines](#)  
Override CharFields

**Demand Lines**

*Line	Schedule	Demand	Item ID	Description	GTIN	*Qty Requested	*UOM	Schedule Date	Schedule Time
1		1	CM_2157_9004133	STOP/SLOW PADDLE REFLECTIVE 18 INCH VIN'		8.0000	EA	11/20/2023	11:08AM

**\*Note\*** The MSR's approval status is set to Yes.

Create/Update Stock Request

Create/Update Stock Request

**Stock Request Summary** Reserve

Unit DOT88 Destination Unit DOT32  Export In Process No  
Order No T3246404 \*Increment Demand Line Order Line  Partial Orders Can Ship

**Line Defaults**

Name nelson v  
Ship Cust DOT-Stores #132 Brookfield  
Location 018000002  Override Address EQ/Build No:  Wrk Ord No   
Load ID   Empl ID  Name   
Carrier ID   
Distrib. Type CORECT INV  Load Schedule Schedule Date 11/20/2023 11:08AM  
Ship Via  [Copy to Existing Demand Lines](#)  
Override CharFields

**Demand Lines**

Approved	State	Demand Peg Status	Supply Peg Status	In Process
Yes	Unfulfilled	Not Pegged	Unpegged	No

Line Menu