Core-

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: | | | |
|-------------|-----------------------|---|---------|
| Core-💴 🛇 | Menu 🗸 Search in Menu | ٩ | ∆ ÷ `⊘ |
| | | | |
| | | | Nav Bar |

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

| | | ∩ ÷ ∶ ⊘ |
|-----------------|--------------------|---|
| | NavBar: Mer | nu 📀 |
| OPEB Start Date | C | Menu > Core-CT Financials > Inventory > Fulfill Stock Orders |
| | Recently Visited | Stock Requests |
| 07/25/2013 | \bigtriangledown | Express Issue |
| contribution | Favorites | Create/Update Stock Request |
| | Menu | Approve Stock Request |
| | | Reserve Materials Process |
| | | Correct Demand Errors |
| | | E Maintain Stock Requests |
| | | = Update Unreserved Orders |
| | | E Cancel/Hold Stock Requests |

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

| tock 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. | | | | | |
| Or Recent Searches Image: Saved Searches Image: Saved Searches Image: Saved Searches Image: Searches Image: Saved Searches Image: Saved Searches Image: Saved Searches Image: Saved Searches | | | | | |
| *Business Unit = V DOTM1 Q | | | | | |
| Demand Source = V Material Request V | | | | | |
| Source Bus Unit begins with V DOT88 Q | | | | | |
| 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 Res 6 rows - Bu | earch Results ows - Business Unit "DOT88" Demand Source "Material Request" +1 more | | | | | | | |
|-----------------------------|---|--------------------|----------|------------|---------------------|---|--|--|
| | I< < T-6 of 6 V > > I View AJ | | | | | | | |
| 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

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- 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 T3246404 |
| Order Details Q I K < |
| Location 018000002 Dept: Name: nelson v Order Line 1 Approved DOT-Stores #132 Brookfield Order Line 1 Image: Character and |
| Fund: SID: Account: Bud Ref: ChartField 1: ChartField 2: Prog Code: Project: Activity: |
| Save Return to Search Previous in List Next in List Notify |

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 Q I K < | w All |
| Location 018000002 Dept: Name: nelson v Order Line 1 Image: Approved OUT-Stores #132 Brookfield Order Line 1 Image: Approved 1 Qty Requested 8.0000 EA Schedule Line 1 Item ID CM_2157_9004133 Demand Line 1 STOP/SLOW PADDLE REFLECTIVE 18 INCH VINYL ROLL-UP WITH 6-8 F Scheduled Arrival 11/20/2023 11:08AM | |
| Fund: SID: Account: Bud Ref: ChartField 1: ChartField 2: Prog Project: Activity: Code: | |
| Save Return to Search Previous in List Next in List Notify | |



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 T3246404 |
| Order Details Q I I I View All |
| Location 018000002 Dept: Name: nelson v Order Line 1 Image: Approved Qty Requested 8.0000 EA Schedule Line 1 Item ID CM_2157_9004133 Demand Line 1 STOP/SLOW PADDLE REFLECTIVE 18 INCH VINYL ROLL-UP WITH 6-8 F 1 Schedule 11/20/2023 11:08AM Schedule Arrival 11/20/2023 11:08AM |
| Fund: SID: Account: Bud Ref: ChartField 1: ChartField 2: Prog Code: Project: Activity: |
| 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 DOTM1 Q *Order No NEXT Q *Request Type Internal Issue V | | | | | |

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

| reate/Update Stock Requests | | | | | | |
|---|------------------|--|--|--|--|--|
| Find an Existing Value | ⊕Add a New Value | | | | | |
| Search Cifterna Enter any information you have and click Search. Leave fields blank for a list of all values. | | | | | | |
| Precent Searches Choose from recent searches | • 0 | | | | | |
| *Business Unit = V DOT88 Q | | | | | | |
| Order No begins with 💙 T3246404 | | | | | | |
| A Show fewer options | | | | | | |
| Search | | | | | | |
| | | | | | | |
| Nothing yet | | | | | | |

3. Click the corresponding MSR.

| Create/Update Stock Req | lests | | | | | | |
|--|--|---------------------------|------------------|-----|--|--|--|
| Find an Existing Value | | | | | | | |
| Search Criteria | | | | | | | |
| Enter any information you have and | click Search. Leave fields blank for a list of all value | as. | | | | | |
| Recent Searches Choose from rec | ent searches 🗸 🖉 💭 Sa Se | ved arches Choose from | n saved searches | • / | | | |
| *Business Unit | V DOT88 Q | | | | | | |
| Order No t | egins with V T3246404 | | | | | | |
| ∧ Sho | w fewer options | | | | | | |
| | Search Clear Save | Search | | | | | |
| ✓ Search Results 1 rows - Business Unit "DOT88" Order No "T3246404" | | | | | | | |
| | $<$ 1-1 of 1 \checkmark $>$ | > View All | | | | | |
| Business Unit | Order No | | | | | | |
| DOT88 | T3246404 | > | | | | | |
| L | | | | | | | |



4. Click Status.

| Create/Update Stock Request | |
|--|--------------------|
| Croatel Infato Stork Remiset | |
| Giteten Dyname Geben recordena Stock Request Summary Reserve | ā |
| Unit DOT80 Destination Unit DOT32 Export Order No 13245404 *Increment Demand Line Order Line Partial Orders Can Ship Line Defaults | In Process No |
| Name nelson v Ship Cust DOT-Stores #132 Brookfield Location 018000002 Q Override Address EQBuild No: Wrk Ord No Load ID Q Detai Empl ID Q Name Carrier ID Q Load Schedule 11202023 11.08AM Distrib. Type CORECT INV Schedule Date G Ship Via Q Copy to Existing Demand Lines Override ChartFields Copy to Existing Demand Lines | |
| Demand Lines | |
| IT Q | 1 ♥ > > I View All |
| "Line Schedule Demand Item ID Description GTIN "Oty Requested "UOM Schedule Date Schedule | ile Time |
| 1 1 CM_2157_9004133 Q 3 STOPISIOW PADDLE REFLECTIVE 18 INCH VIIN 8 00000 EA Q 11/202023< | M + - |

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

| Create/Up | date Stock R | equest | | | | | | |
|------------|------------------------------|--------------------|------------------------------------|----------------------------------|-----------------------------------|----------------|-------|--|
| Stock Re | quest Summ | nary | | | | Reserve | | |
| Orde | Unit DOT88 er No T3246404 | 1 | Destination U *Increment Demand Li | nit DOT32 0 ne Order Line ✔ 8 | Export Partial Orders Can Ship | In Proce | ss No | |
| ✓ Line De | faults | | | | | | | |
| | Name | nelson v | | | | | | |
| | Ship Cust | DOT-Stores #132 Br | ookfield | | | | | |
| | Location | 0180000002 Q | Override Address EQ/Build No: | Wrk Or | rd No | | | |
| | Load ID | Q | Detail Empl ID | ۹ ۱ | Name | | | |
| | Carrier ID | Q | Load Schedule | | | | | |
| | Distrib. Type | CORECT INV Q | Schedule Date | 11/20/2023 🛅 11:08 | BAM | | | |
| | | | Ship Via | Q |] | | | |
| | | | Override ChartFields | | Copy to Existin | g Demand Lines | | |
| Demand Lir | nes | | | | | | | |
| E Q | | | | | K < 1-1 of 1 ♥ > | View All | | |
| Detail | Status | Þ | | | | | | |
| 4 | Approved | State | Demand Peg Status | Supply Peg Status | In Process | | | |
| 0 | Yes | Unfulfilled | Not Pegged | Unpegged | No | + — | | |
| Line | Menu | | ~ | | | | | |