

# Creating Replenishment Requests

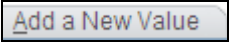


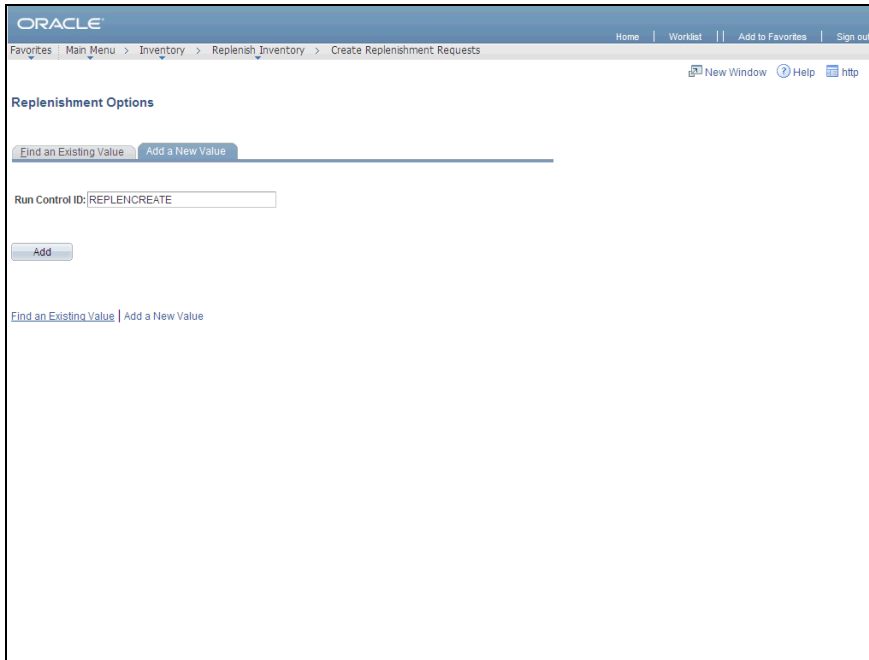
The **Create Replenishment Requests** process is run by the inventory manager to create replenishment requests for items flagged for replenishment where the Quantity On-Hand levels are equal or below the Reorder Point. The replenishment requests are used to create requisitions in eProcurement. The requisitions are held in an **Open** status and will not process until Inventory Managers review and submit them using the **Edit Requisition** functionality found in **Manage Requisitions**.

The **Create Replenishment Requests** is run manually on an Ad-Hoc basis by the Inventory Manager for their respective Inventory Business Unit.

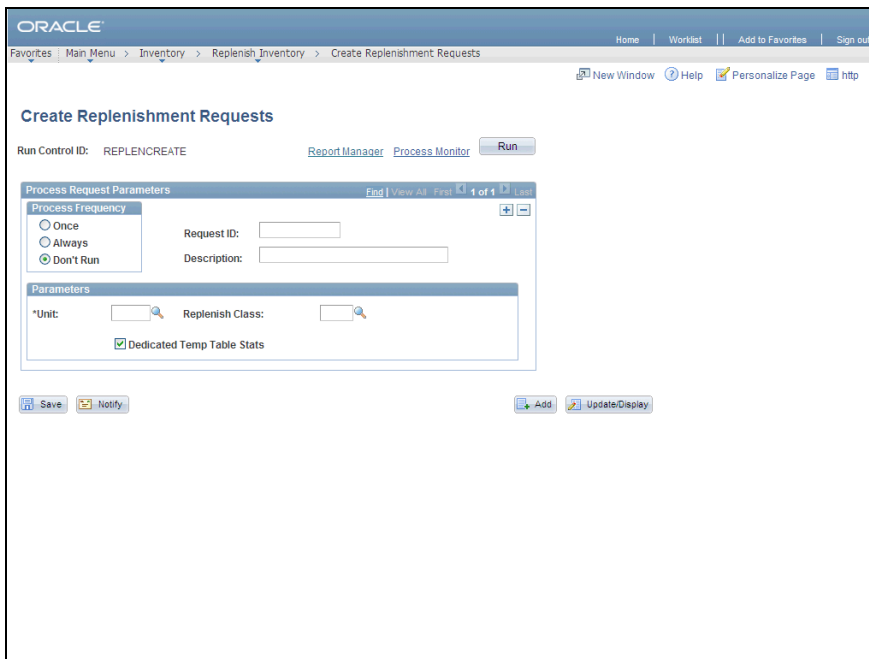
## Procedure

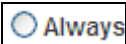

Navigation: Inventory > Replenish Inventory > Create Replenishment Requests

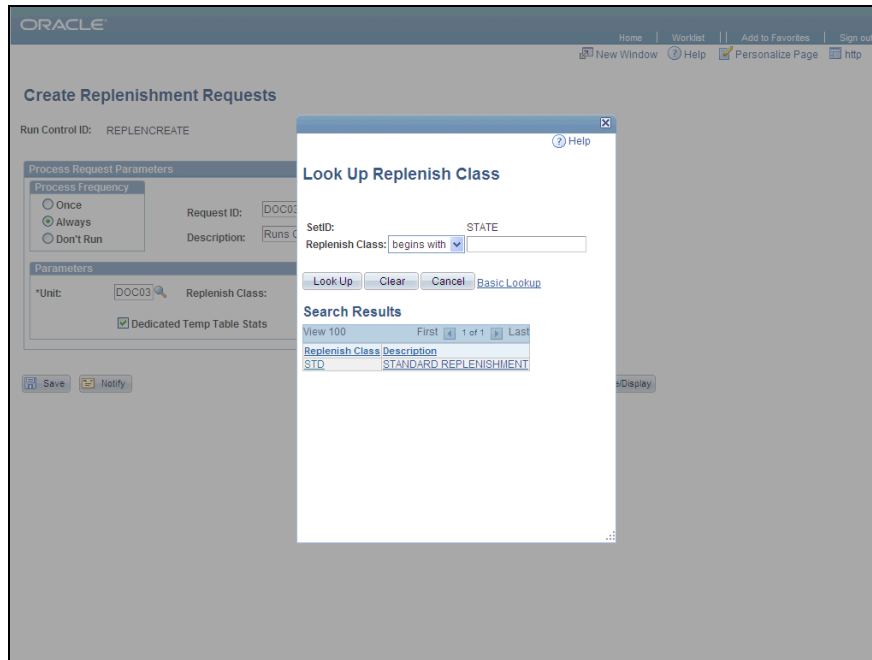
Step	Action
1.	Click the <b>Add a New Value</b> tab. 
2.	<b>Create Replenishment Requests</b> is run manually by Inventory Managers using a <b>Run Control ID</b> . Enter <b>REPLENCREATE</b> into the <b>Run Control ID</b> field.




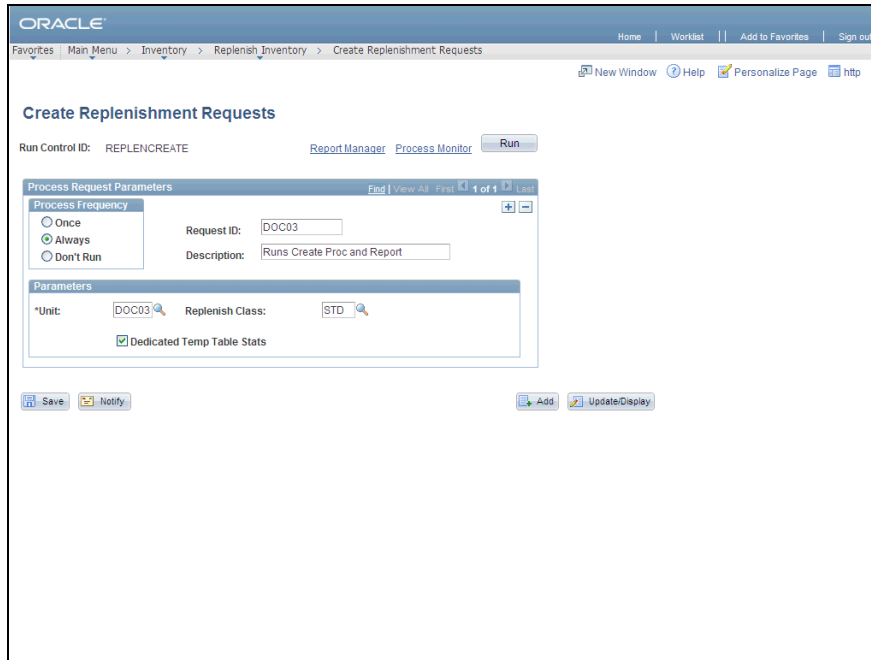
Step	Action
3.	Click the <b>Add</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Add</div>

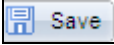
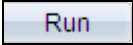


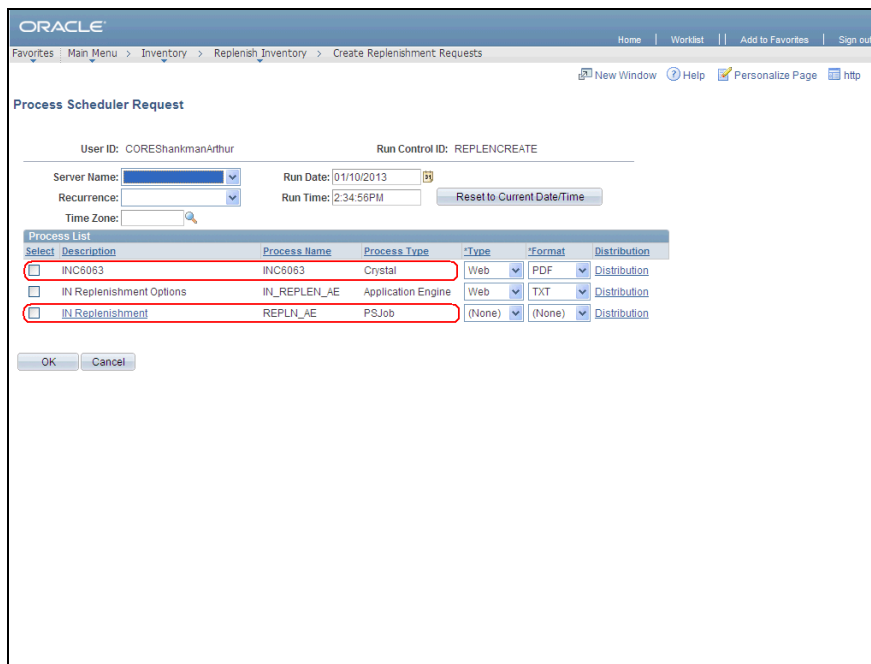
Step	Action
4.	Click the <b>Always</b> option to ensure the process always runs from this <b>Run Control ID</b> . 
5.	The <b>Request ID</b> is a required field. Enter <b>DOC03</b> into the <b>Request ID</b> field.
6.	The <b>Description</b> is optional. Enter <b>Runs Create Proc and Report</b> into the <b>Description</b> field.
7.	Enter <b>DOC03</b> into the <b>Unit</b> field.
8.	Click the <b>Look up Replenish Class</b> button. 



Step	Action
9.	The example shows a single generic class. There will be multiple options in production to allow replenishment to be run in groups.  Click the <b>STANDARD REPLENISHMENT</b> link. 



Step	Action
10.	Click the <b>Save</b> button. 
11.	Click the <b>Run</b> button. 



Step	Action
12.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p><b>IN Replenishment</b> must be checked to run the Create Replenishment process.</p> <p><b>INC6063</b> is automatically run at the same time to generate the <b>Auto Replenishment Inactive Vendor Report</b>. This is a custom report that is used to review any items that do not have an active Vendor associated to it.</p>

ORACLE  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Inventory > Replenish Inventory > Create Replenishment Requests  
 New Window | Help | Personalize Page | http

**Process Scheduler Request**

User ID: COREShankmanArthur      Run Control ID: REPLENCREATE

Server Name: [dropdown]      Run Date: 01/10/2013 [calendar icon]

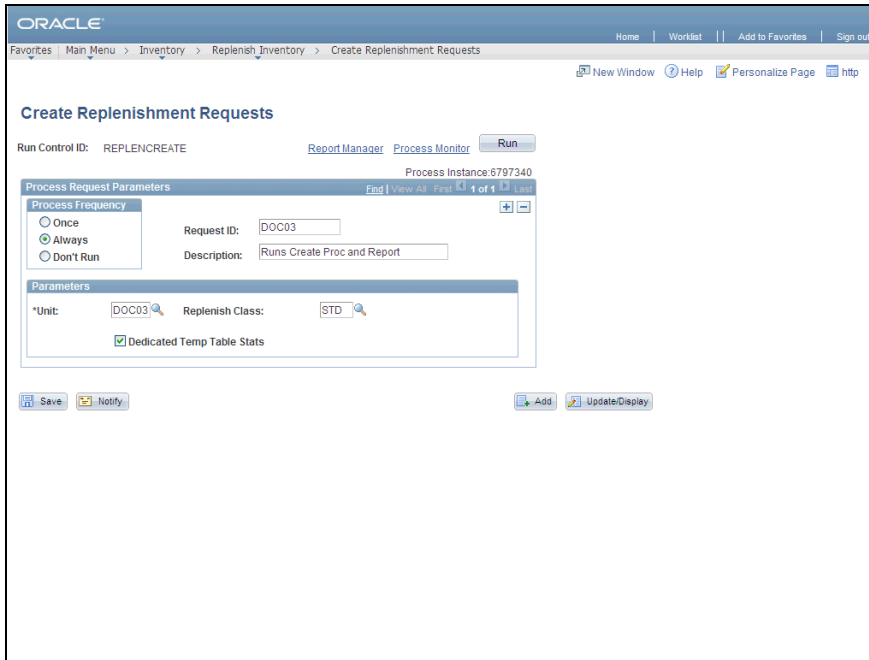
Recurrence: [dropdown]      Run Time: 2:34:56PM [Reset to Current Date/Time]

Time Zone: [dropdown]

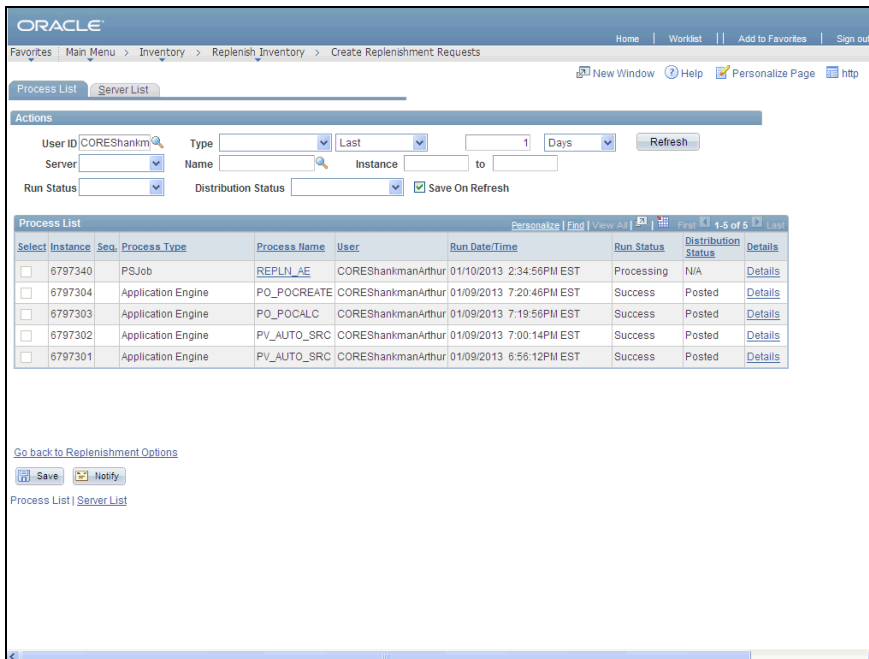
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	INC6063	INC6063	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	IN Replenishment Options	IN_REPLEN_AE	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	IN Replenishment	REPLN_AE	PSJob	(None)	(None)	Distribution

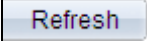
OK    Cancel

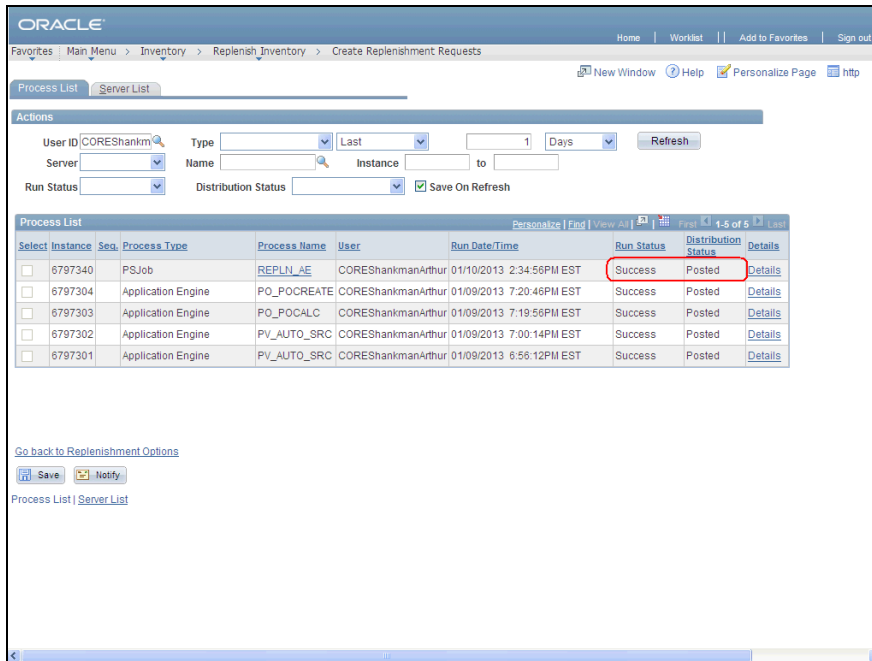
Step	Action
13.	<p>Click the <b>Select</b> checkbox for <b>IN Replenishment (REPLN_AE)</b>.</p> <p><input checked="" type="checkbox"/></p>
14.	<p>Click the <b>OK</b> button to launch the process.</p> <p><input type="button" value="OK"/></p>



Step	Action
15.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>



Step	Action
16.	Click the <b>Refresh</b> button until the <b>Process Instance</b> displays <b>Success</b> and <b>Posted</b> . 



Step	Action
17.	Once the process runs to <b>Success</b> and <b>Posted</b> the replenishment requests are available for review.
18.	<b>End of Procedure.</b>