INNOPRISE WAREHOUSE REQUISITION (Cheat Sheet)

ENTER REQUISITION
Click on STOCK REQUISITIONS.
Click ADD.

Effective Date: (*defaults*)
Required Date: (*same as effective date-click on the calendar to select a date*)
Requested By: (*your name*)
Warehouse: (*CW-this is the warehouse you are placing the order with*)
Delivery Point: (*click on the drop down list and make selection*)
Work Order: (*leave blank*)
Job: (*leave blank*)
Dept: (*click on the drop down list and make selection*)
Project: (*leave blank*)
Pick List: (*leave blank*)
Asset: (*leave blank*)
Comments: (*optional*)

Click on the (+) sign below PART.
Click on the magnifying glass (*select part#*) or Look up by name (*click on DESCRIPTION in the gray bar area and enter the name of the item in the box in the upper left hand corner of screen*).
ENTER.
Click on the SELECT box (*to select the item*).
Input your Acct# or click on the magnifying glass (*make sure the filter is set on number, delete the letters that default in the box and enter your new dept# (if you enter the first three groups of your new account # it will filter out all other account #'s*).
ENTER.
Click on the underlined account # for the item you want to order.
Requested Qty: (*input quantity & click ENTER to Proceed to your next line item*).
-or-
Click on SAVE if you're done adding items (*click on EDIT if you need to make changes*).
Click on RETURN.

PROPOSE Requisition
Click on PROPOSE (**you're done** ☺).