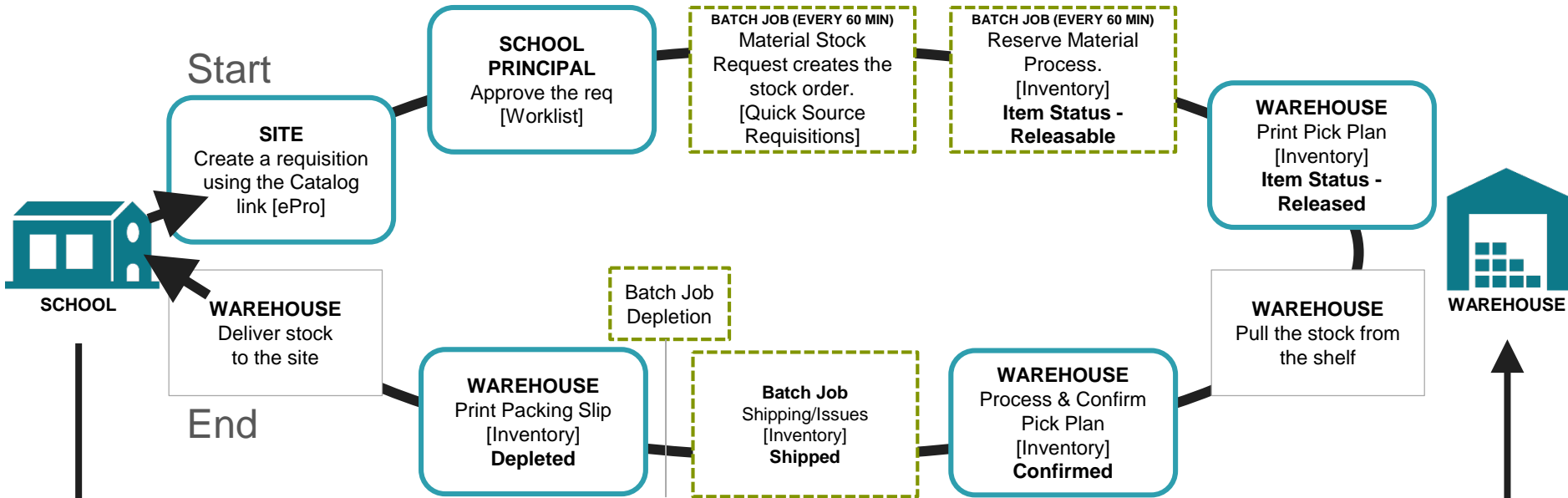


# PeopleSoft Inventory Flowcharts

## Ordering Items from the Warehouse



## Returning Items



# Ordering for the Warehouse (Replenishment)

## START HERE

### BEFORE YOU BEGIN Is the setup correct?

To ensure that replenishment processes successfully, be sure to do the following:

- Enter/verify the **min/max values** for Items
- Enter/verify the **default putaway locations**
- Check that Items have Suppliers
- Make sure the Standard Price is the current Supplier Price

When the item(s) at "0" or min value:

1. Create a replenishment request using the **Create Replenishment Request** page (Inventory).

2. If necessary, change the quantity or remove line items on the **Manage Replenishment Request** page (Inventory).

3. Convert the replenishment request into a requisition using the **Load Requisition** page (Purchasing).

4. Budget check the requisition.

- **Option 1:** Manage Requisition page (ePro)
- **Option 2:** Add/Update Requisition page (Purchasing)

5. Create a PO. Budget check and dispatch it.

- **Option 1:** Copy Req to PO page (Purchasing)
- **Option 2:** PO Auto Sourcing (Purchasing).

### ERROR IN BOX 5?

If no PO is created, go to the **Sourcing Workbench** to find out if there is an error. Typically an error occurs when no Supplier is set up for the item or there are price variances. **If there is an error, reset the requisition in the Sourcing Workbench** (move from Error status to Approved status).

- **Option 1:** Modify the item record and re-run the process.
- **Option 2:** Modify the requisition.
- **Option 3:** Use Copy Req to PO.

6. When you receive the items, create a PO receipt using the **Add/Update Receipt** page (Purchasing).

7. A process called "**Load Staged Items**" will run automatically. This moves the items to the Inventory pages and the item balance will be increased.

### TROUBLESHOOTING FOR BOX 7

If you look at the inventory and it's still at "0" or the minimum value, then do these two things:

- **Troubleshooting Step #1:** Go to Correct Staged Errors page and enter the putaway location.
- **Troubleshooting Step #2:** Go to the Stockroom Feedback page to confirm the location and putaway plan so it will go to the Inventory pages.

FINISH

