

WAREHOUSE REQUISITION

FOR WAREHOUSE STOCK ITEMS FOUND IN THE WAREHOUSE CATALOG

- x 4Ñ ÂÊÇÁÍ ÔÊÇ ÔÔÃÔ×Ô ÑÊ ÛÑ×Ô ÔÇÓ×ÊÔÊÑÐ ÊÐ ÔÊÇ ÃÔÔÔÑÐÃÎ ÛÑÔÍÊÎÑÛ× ÊÑ ÔÑ ÔÊÇ 7 ÃÔÇÊÑ×ÔÇ #ÑÐÔÔÑÎ ÔÃÐÇÎ ÔÃÔÇÇÐ ÃÐÆ ÇÐÔÇÔ ÛÑ×Ô ÔÇÓ×ÊÔÊÑÐ Ð× Î ÃÇÔ ÊÐ ÔÊÇ 2ÇÔ . Ñ ËÊÇÎÆ ÃÐÆ ÃÊÃÎ ÃÔÔÎÛ 3ÃÔÑÎÎ ÔÑ ÔÊÇ ÔÊÊÊÔ ×ÐÔÊ ÛÑ× ÔÇÇ ÔÊÇ . ÇÚÔ ! ÔÔÔÑØÇÔ ÃÐÆ . ÇÚÔ ! ÔÔÔÑØÇÔ . Ã Î Ç ÊÊÇÎÆÔ)Ê ÛÑ×Ô ÑÔÆÇÔ ÊÔ ×ÔÊÇÐÔ ÃÐÆ ÛÑ× ÔÇÇ ÊÔ ÊÔ ÛÊÔÊ ÛÑ×Ô ÔÔÊÐÆÔÃÎ ÑÔ ÑÔÊÇÔ ÃÔÔÔÑØÇÔ× ÃÑÐÔÃÔ ÔÊÇ Î ÔÑ ÔÇÓ×ÇÔÔ ÃÔÔÔÑÐÃÎ ÊÐ ÊÊÊÊÑÐÔ 4ÊÇ 7 ÃÔÇÊÑ×ÔÇ ÃÃÐÐÑÔ ÔÊÊÔ ÃÐÛ ÊÔÇ Î Ô ×ÐÔÊ 7 (ÊÔ ÆÊÔÔÃÛÇÆ ÃÔ ÐÇÚÔ ÃÔÔÔÑØÇÔ
- x To print your requisition > cancel out of this screen and it will bring you back to the control panel, highlight your newly placed requisition and go to actions on the top left, select print preview from the drop down menu (it will download a PDF copy which will be available at the bottom of your screen-. From there you can open and print or save

- x To delete a requisition > highlight it and click the little red X, a small yellow banner will briefly display, letting you know your requisition has been deleted.