



Create an Inventory Stock Request: Departments

Inventory Stock Requests are submitted by departments to request medical supplies from the inventory site. The stock request generates a picklist for Materials Management who will pick and deliver the item(s) to the requesting department. Follow the steps below to create an inventory stock request.

Create Inventory Stock Request

1. Search and select **Create Inventory Stock Request**.
2. Select **Stock Issue** as the Stock Request Type and **Issue Request** as the Order Type.
3. Select **OK**.
4. Submit appropriate **Item, Unit of Measure, and Fulfillment** information. You will need to know all item numbers for this step.
5. Select the “+” symbol to add any additional items.
6. Select **Submit**.

The screenshot shows the 'Create Inventory Stock Request' workflow in Workday. It is divided into two main sections: a search and configuration area, and an item entry table.

Search and Configuration Area:

- 1:** Search for 'Create Inventory Stock Request' in the top navigation bar.
- 2:** Select the 'Create Inventory Stock Request' task from the search results.
- 3:** In the configuration panel, set 'Inventory Site' to 'CLINICAL LAB PATHOLOGY INV STE B358 (LOC10428)', 'Requester' to 'Warren Peace (1234567)', 'Currency' to 'USD', and 'Stock Request Type' to 'Stock Issue'. Under 'Order Type', select 'Issue Request'.

Item Entry Table:

Image	*Item and Category	*Unit of Measure	*Quantity
5 (+)	Item * 115579 - SCALPEL BLADES Item Description SCALPEL BLADES Spend Category SC373 Med Sup: Postmortem And Mortuary Equipment And Supplies	Box	Fulfillment * 5

6: Click the 'Submit' button at the bottom left of the table.

QUESTIONS?

Please email BusinessEducation@vumc.org.

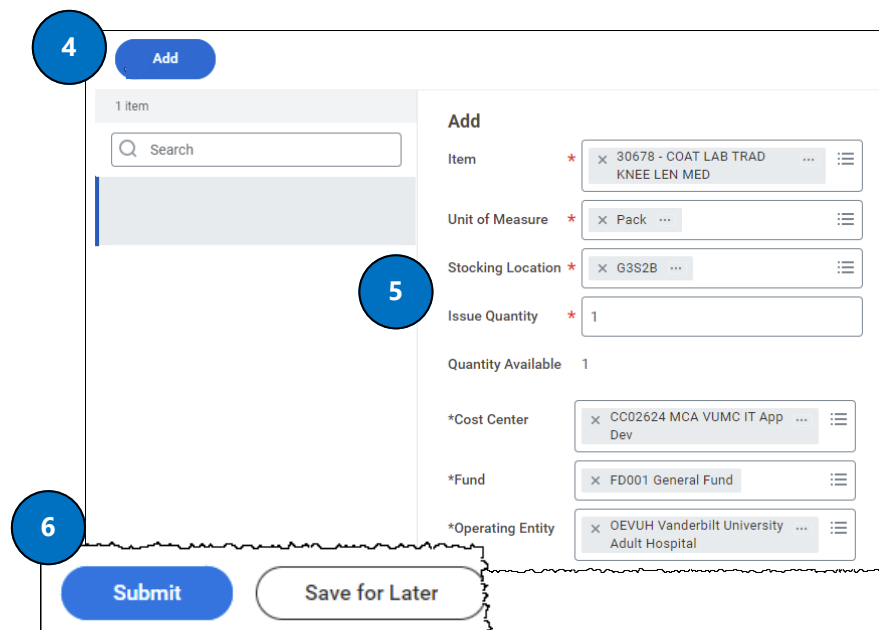
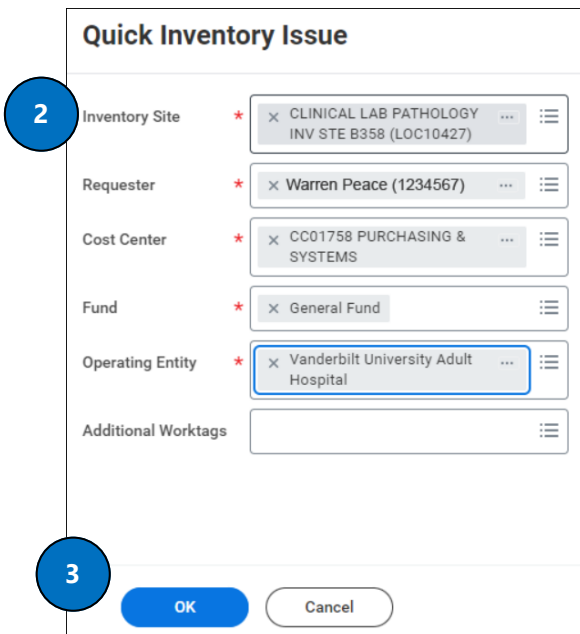
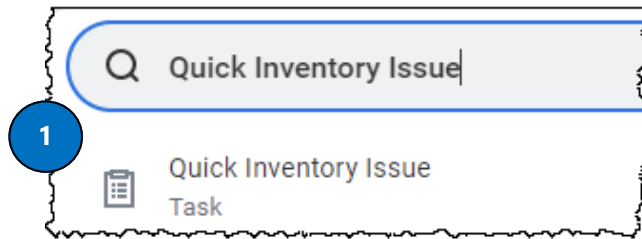


Create a Quick Inventory Issue: Materials Management

A Quick Inventory Issue is submitted by Materials Management when someone from a department walks up to an inventory site to request item(s). This task does not create a pick list because items are being picked as they are being issued. Follow the steps below to complete a Quick Inventory Issue.

Create Quick Inventory Issue

1. Search and select **Quick Inventory Issue**.
2. Submit appropriate information in the required fields.
3. Select **OK**.
4. Select **Add**.
5. Adjust **Issue Quantity** to necessary amount.
6. Select **Submit**.



QUESTIONS?