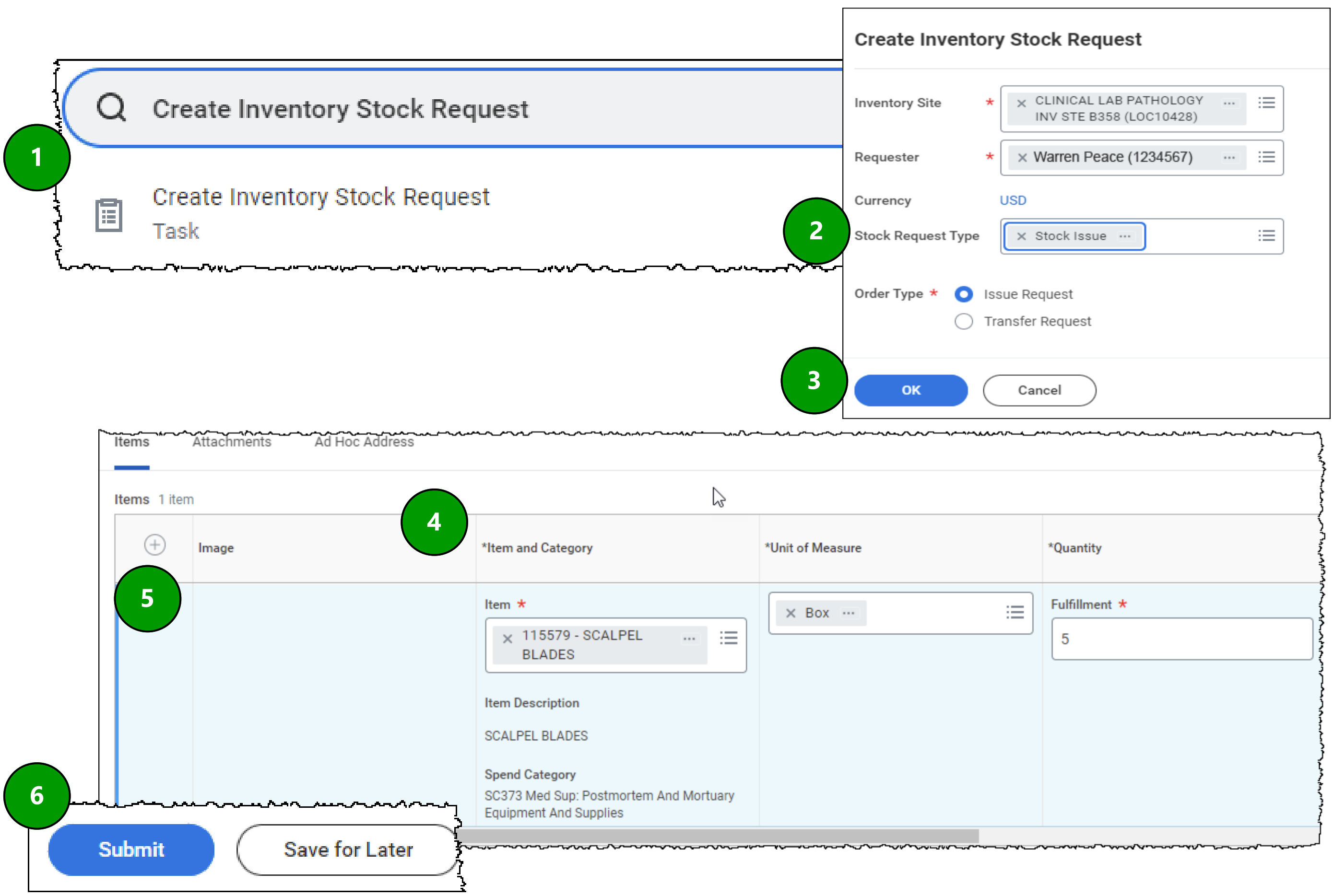
VUMC BUSINESS EDUCATION

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**.



QUESTIONS?

Please email BusinessEducation@vumc.org.

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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**.