

CREATING A WAREHOUSE ORDER

STORES INVENTORY

Create warehouse orders – SIOEUB

Click green + sign

Click ellipses under order ID Auto [SI.S] (last number will change with fiscal year)

Enter a description of the order

Click “items” tab

Add quantity required

Add Product ID number (68.xxxxxx)

Press Enter to submit the order

Approve the order: Go to Workflow, click the checkmark next to you name and submit.