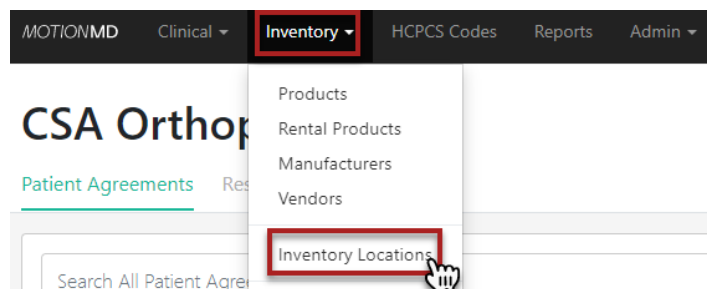


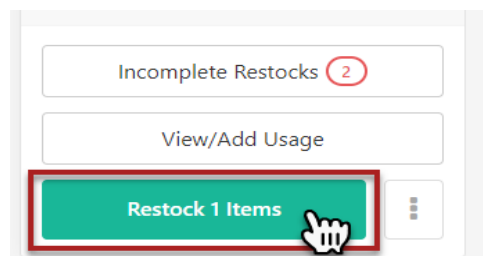
## CREATE AND SUBMIT A RESTOCK ORDER

There are two paths to the Restock Form creation page. **Note: Either pathway will go directly to the Restock Form to create the Restock Order.**

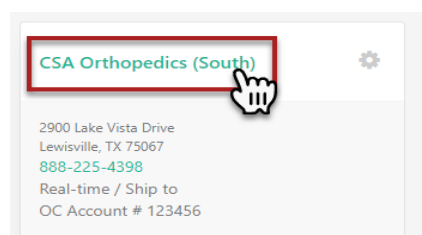
**Pathway 1:** Click **INVENTORY LOCATIONS** under the **INVENTORY** tab on the main navigation bar.



If an item needs to be restocked, a green button with the total for that location will appear. Click the **RESTOCK X ITEMS** button.

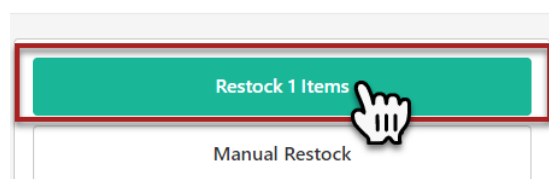


**Pathway 2:** From **RESTOCK X ITEMS** from within the inventory location click on the Inventory Location name.



From within the specific Inventory Location, click on the **RESTOCK X ITEMS** button.

### CSA Orthopedics (South)



## CREATE AND SUBMIT A RESTOCK ORDER

Submission of Restock Orders is a two-step process:

**Step 1:** Prior to creating a restock, users can adjust the quantity to be reordered for each item if needed. Click **CREATE X RESTOCK(S)** to generate the order.

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Quantity Needed (UoM)	Order Quantity (UoM)
AirSelect Standard DJO - Aircast - Size: Large	01EF-L	EA (1 Stocking Units)	9 of 10	1	1

**Step 2:** Click PLACE ORDER for restock to be submitted.

**24096**  
 New Vendor Name - New Vendor Name  
 Created on 04/28/2023 at 11:45 AM

### To validate or check the Restock submission transmitted or to view the items on a specific Restock Order:

To see the details of a specific order, while in a specific Inventory Location, click **INCOMPLETE RESTOCKS** and then click the green **RESTOCK NUMBER**.

Note: To track the restock, click the CHECK STATUS button. This will return tracking details as the products ship.

Stock by Item

Displaying **all 4** restocks

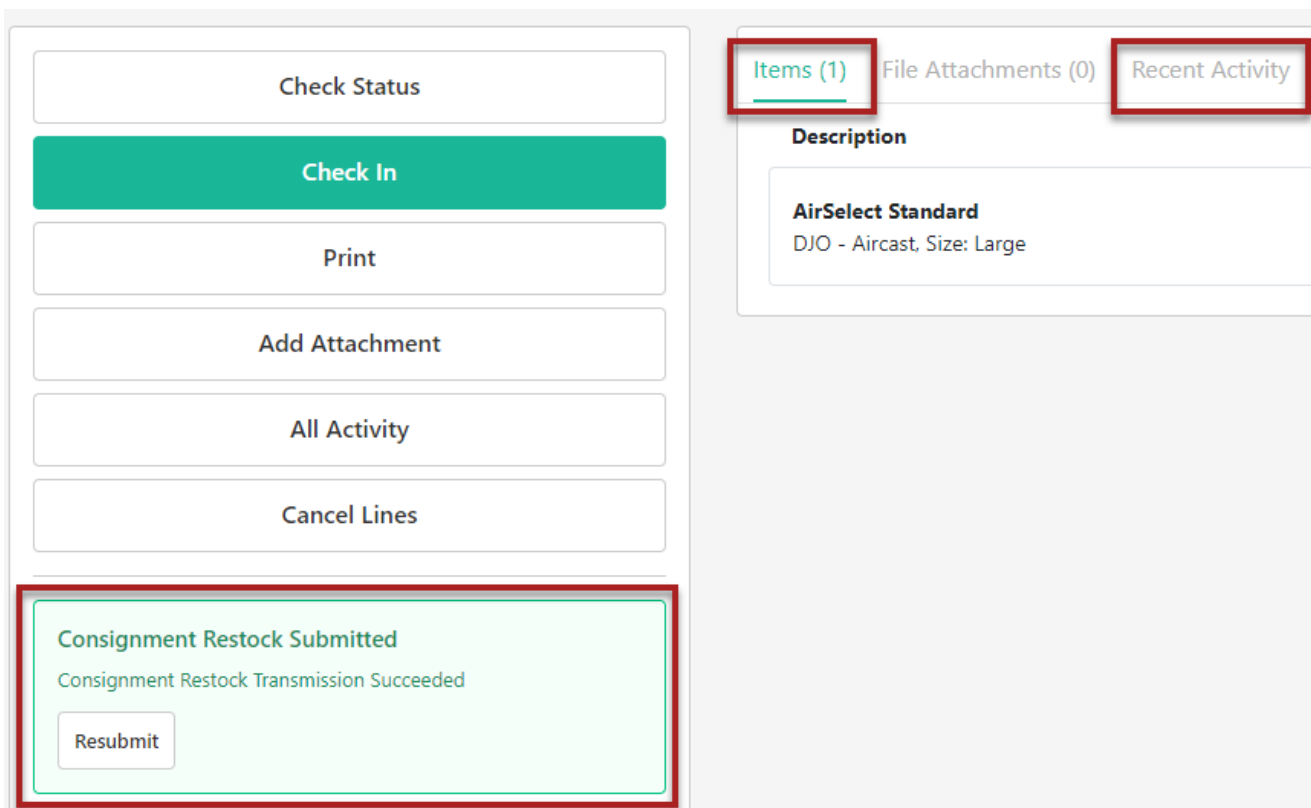
<b>24096</b> 0/2 checked in New Vendor Name - New Vendor Name Ordered on 04/28/2023 at 11:45 AM	<input type="button" value="Check In"/> <input type="button" value="✓"/>
<b>24095</b> 0/1 checked in DJO Global - OfficeCare Standard Ordered on 04/28/2023 at 11:44 AM	<input type="button" value="Check Status"/> <input type="button" value="Check In"/> <input type="button" value="✓"/>

## CREATE AND SUBMIT A RESTOCK ORDER

In the restock page the ITEMS tab will show all items and quantities ordered on that restock. It is the default tab when entering the page.

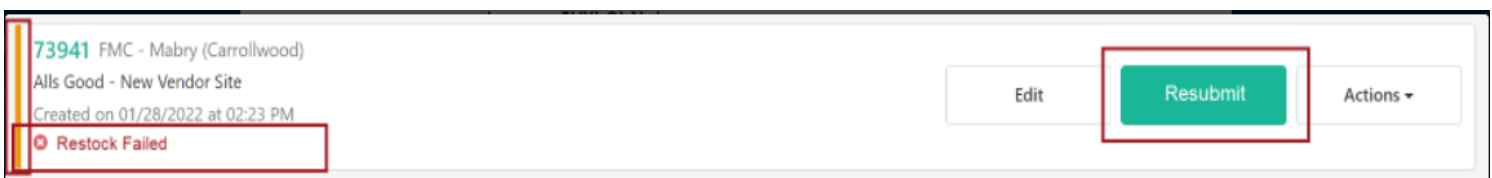
The Recent Activity tab shows who created the restock, the ordered and transmitted date along with the products and quantities that are checked. In.

There will be a green box confirming that the restock was transmitted.



The screenshot displays the Restock Order interface. On the left, a sidebar contains buttons: 'Check Status', 'Check In' (highlighted in green), 'Print', 'Add Attachment', 'All Activity', and 'Cancel Lines'. Below these is a green confirmation box with the text 'Consignment Restock Submitted' and 'Consignment Restock Transmission Succeeded', along with a 'Resubmit' button. On the right, the 'Items (1)' tab is selected and highlighted with a red box. Below the tab, the 'Description' section shows 'AirSelect Standard' and 'DJO - Aircast, Size: Large'. The 'Recent Activity' tab is also visible and highlighted with a red box.

In the event a restock fails to transmit, a notification will appear on the Restock show page and users are able to select the Resubmit button to process the order.



The screenshot shows the Restock Order details for item 73941. The notification bar at the top indicates '73941 FMC - Mabry (Carrollwood)' and 'Alls Good - New Vendor Site'. Below this, it states 'Created on 01/28/2022 at 02:23 PM'. A red notification box on the left shows a failed restock status. On the right, there are buttons for 'Edit' and 'Resubmit' (highlighted with a red box), and an 'Actions' dropdown menu.