

Shop Request

Users can submit shop requests to order inventory from the company warehouse.

When the shop request is approved, delivery to the shop will be arranged.

When the inventory is delivered to the shop, users prepare 'Transfer In' to complete the transfer process.

Users can submit new shop requests at Inventory > Shop Request > New

Shop request

Search New

Date: 12-Aug-2019 Warehouse: Central

Prepared by: Ivy Lee (beauty)

Both application date and warehouse can be changed.

Code	Name	Central quantity [Now]	In transit quantity [Now]	Request quantity
F03	Rose Gold Water, bottle (100ml)	5	0	20
F04	Body Lotion, pcs	10	0	10

After a product is selected, the system will display the inventory quantity both in the shop and in transit.

Enter the request quantity.

Std Remarks

Ref Number

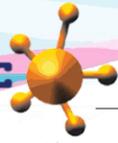
Item count : 2
Total shop request quantity: 30

PRINT & OK OK Approve & OK

Cancel

Click <Print & OK> or <OK> to complete the application and wait for approval.

Click <Approve & OK> to approve the shop request and generate transfer order immediately.



To edit / approve request, go to Inventory > Shop Request > Search

Shop request

Search New

Shop request list								
Shop request no	Request date	Warehouse	Code	Name	Request	Approve	Transfer out	Status
ISR00010	12-Aug-2019	Central	F03	Rose Gold Water	20			Prepared
ISR00010	12-Aug-2019	Central	F04	Body Lotion	10			Prepared

Click the application to edit or void.

System will display the quantity of <Request>, <Approve>, and <Transfer Out>. Users can then monitor the status of the shop request.

Back | View | Print | Edit | Approve | Approve all | Void

Click <Edit> to edit the request details.
 Click <Approve> to approve all products or only approve a partial number of products.
 Click <Approve All> to approve all products in the request and generate transfer order.
 Click <Void> to void the request.

Approve a partial number of products only

Enter the approved quantity. Approved quantity can be both greater or less than the request quantity.

Shop request

Search New

Date : 12-Aug-2019 Warehouse : Central Shop request no : ISR00010 (Prepared)
 Prepared by : Ivy Lee(beauty)

Code	Name	Central quantity	In transit quantity	Request quantity	Approve quantity
F03	Rose Gold Water, bottle (100ml)	5	0	20	<input type="text" value="30"/>
F04	Body Lotion, pcs	10	0	10	<input type="text" value="5"/>

Remark : Item count : 2
 Total shop request quantity: 0

PRINT & OK OK Cancel

Click <Print & OK> or <OK> to approve the request and generate transfer order.