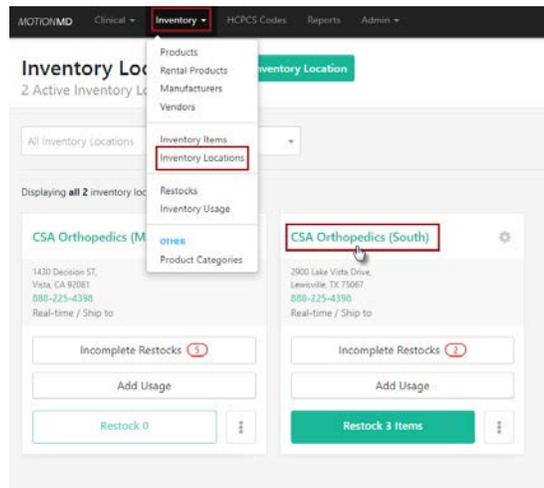


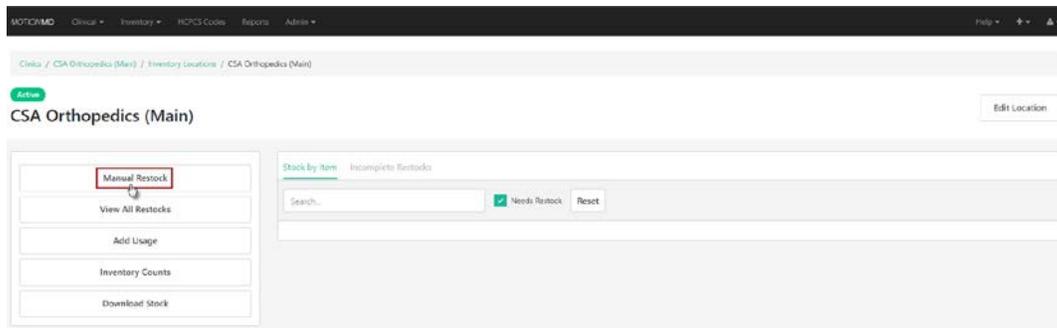
## CREATE A MANUAL RESTOCK ORDER

A manual restock order may be generated to increase On Hand counts without adjusting Par Levels. Follow the steps below on how to generate a Manual Restock.

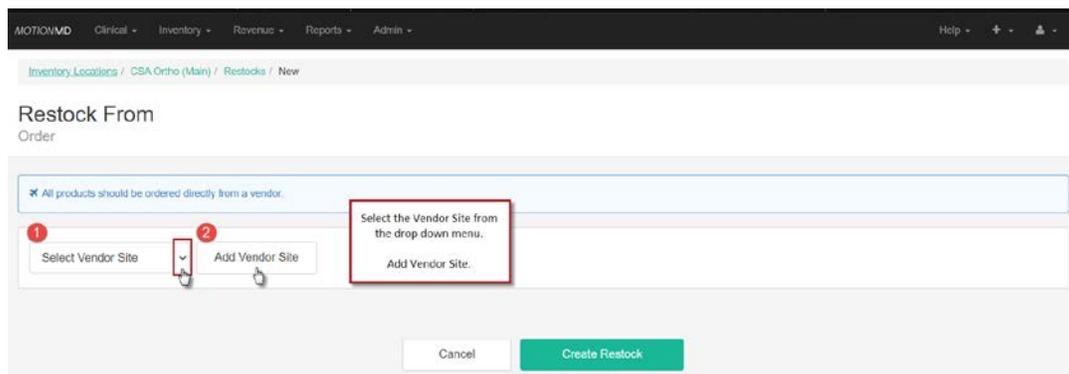
Go to **Inventory > Inventory Locations > Select a Inventory Location to place the Manual Order**



Under the Inventory Location page > Go to the Actions Box > Select **Manual Restock**



Once on the **Manual Restock** Form > Select Vendor Site > Add Vendor Site



## CREATE A MANUAL RESTOCK ORDER

Add products to place on **Manual Restock** by searching SKU or Name. A custom **Restock Suffix** can be added to help keep track of restock orders.

Restock From  
AAA - Warehouse 1

None available at source location. Order missing items below.

DIO Global - DIO Direct  
RESTOCK SUFFIX

A Custom Restock Suffix can be added by typing on this box.

Remove Vendor Site

Product	Item #	Unit	On Hand + Outstanding (Stocking Limit)	Quantity Needed (LOM)	Order Quantity (LOM)	Unit Price	Ext Price
No products have been added. Search for an inventory item below to add to this restock order.							
<input type="text" value="D14f"/>							
Add a SKU or a product name to populate a list of options available. After selecting from the drop down menu, the product will add to the restock order.							
<input type="text" value="D14f"/> <ul style="list-style-type: none"> <li>(D14F-L) AirSelect Standard (Size: Large)</li> <li>(D14F-M) AirSelect Standard (Size: Medium)</li> <li>(D14F-XL) AirSelect Standard (Size: X-Large)</li> <li>(D14F-S) AirSelect Standard (Size: Small)</li> </ul>							Total Price: 0.00 Free Shipping Threshold: \$30.00 \$30.00 Level Free Shipping
<input type="text" value="DIO Global - DIO Direct"/> <input type="button" value="Add Vendor Site"/>							
<input type="button" value="Cancel"/> <input type="button" value="Create Restock"/>							

After a product has been added the **Order Quantity** can be adjusted. Repeat the same process for each additional product that need to be added. Once all products are added and the order is ready to be generated > Select **Create Restock**:

Restock From  
AAA - Warehouse 1

None available at source location. Order missing items below.

DIO Global - DIO Direct  
RESTOCK SUFFIX

Remove Vendor Site

Product	Item #	Unit	On Hand + Outstanding (Stocking Limit)	Quantity Needed (LOM)	Order Quantity (LOM)	Unit Price	Ext Price
AirSelect Happy Don's Edit DIO - Item - Base Item	D14F-M	EA (1 Stocking Limit)	Flat 10	1	1	\$3.00	\$3.00
<input type="text" value="DIO Global - DIO Direct"/> <input type="button" value="Add Vendor Site"/>							
<input type="button" value="Cancel"/> <input type="button" value="Create 1 Restock"/>							

Total Price: \$3.00  
Free Shipping Threshold: \$30.00  
\$30.00 Level Free Shipping

On the next screen, the PO number will appear with the custom **Suffix** if assigned one. In this example, the suffix utilized was TEST. To complete and submit the Restock Order select **Place Order**.

Cancel / Test Order / Inventory Location / Dashboard

Active

Shadowridge

Restock 2 Items

- Manual Restock
- View All Restocks
- View/Add Usage
- Inventory Counts

Stock by Item - Incomplete Restocks

Search by Restock Number: All Vendor Site

Displaying 6 incomplete restocks

(L450-TEST) DIO Global - DIO Direct	<input type="button" value="Place Order"/>
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