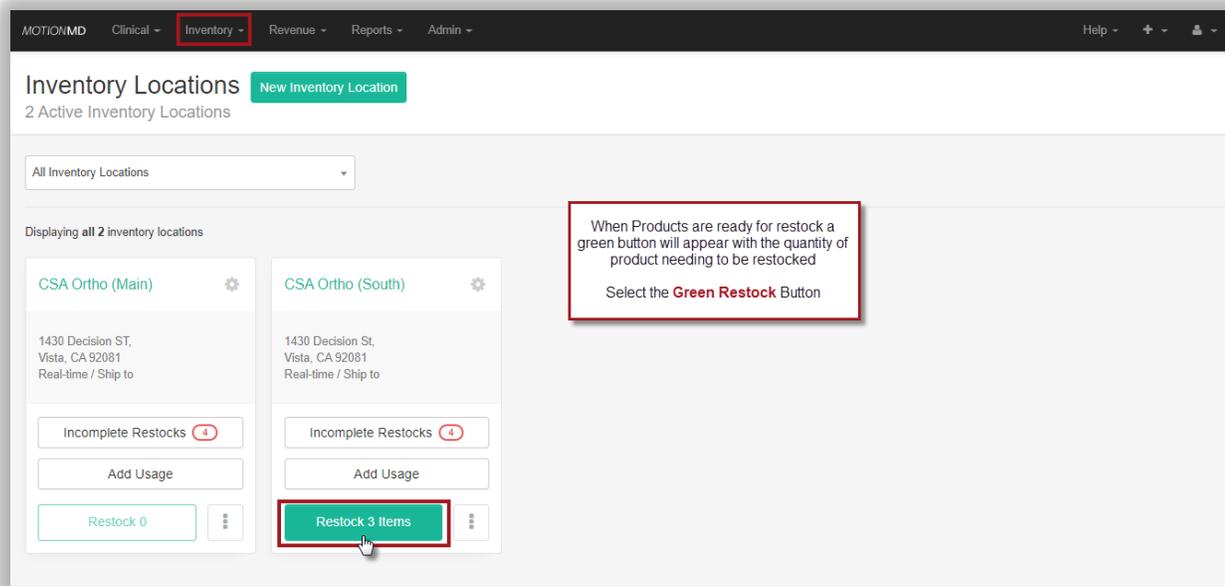


## CREATE AND SUBMIT A RESTOCK ORDER

Complete the following steps to create and submit a **Restock Order**.

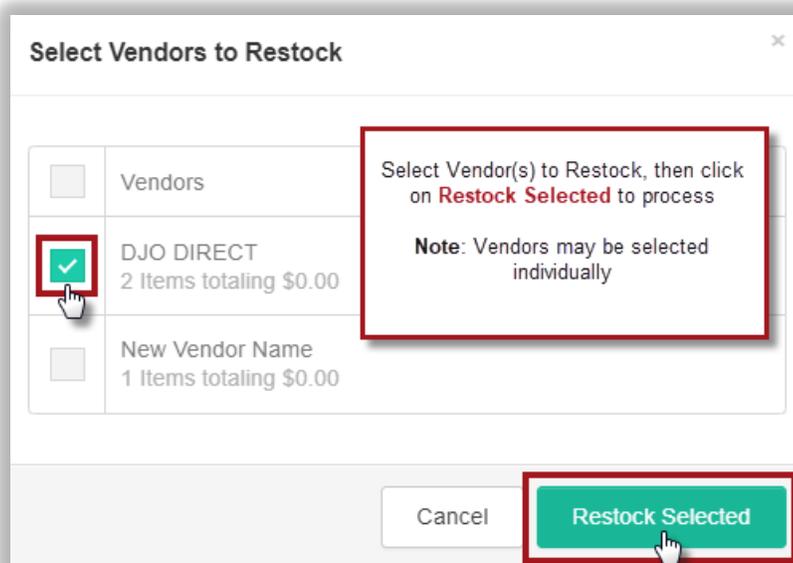
On the main dashboard, select **Inventory > Inventory Locations** to generate a restock.



When Products are ready for restock a green button will appear with the quantity of product needing to be restocked

Select the **Green Restock** Button

Select **Vendor(s)** for Restock.



Select Vendor(s) to Restock, then click on **Restock Selected** to process

**Note:** Vendors may be selected individually

## CREATE AND SUBMIT A RESTOCK ORDER

Review Restock Orders and adjust as needed before order is generated by selecting **Create Restock**. 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.

DJO Global - DJO Direct  
RESTOCK SUFFIX

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

Remove Vendor Site

Product  
AirSelect Happy Don't Edit  
DJO - Airselect - Size Medium

SKU or Name:

Submission of a Restock is a Two-Step Process.  
Utilize the arrows to make adjustments to order quantities, if needed. To remove an item from the order, click on the X.  
Select Create Restock.

Item #	UoM	On Hand + Outstanding (Stocking Units)	Quantity Needed (UoM)	Order Quantity (UoM)	Unit Price	Ext Price
01EF-M	EA (1 Stocking Units)	10 of 10	0	1	80.00	80.00

Total Price: 80.00  
Free Shipping Threshold: \$30.00  
\$0.00 Until Free Shipping

DJO Global - DJO Direct x Add Vendor Site

Cancel Create 1 Restock

Once created, the restock order 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**.

Clinics / CSA Ortho (South) / Inventory Locations / CSA Ortho (South)

Active CSA Ortho (South) Edit Location

Manual Restock  
View All Restocks  
Add Usage  
Inventory Counts  
Download Stock

Inventory Settings  
Delivery Address  
1430 Decision St, Vista, CA 92081

Stock by item Incomplete Restocks

Search by Restock Number All Vendor Site Reset

Displaying 4 incomplete restocks

14580-TEST  
New Vendor Name - New Vendor Name  
Created on 01/12/2021 at 09:55 AM

22910 (5/7 checked in)  
New Vendor Name - New Vendor Name  
Ordered on 04/24/2020 at 06:15 AM (Created on 04/24/2020 at 06:11 AM)

22909 (2/10 checked in)  
DJO Global - DJO DIRECT  
Partially checked in on 04/24/2020 at 06:11 AM (Created on 04/24/2020 at 06:10 AM)

Place Order  
Check In  
Check Status Check In

After creating the restock order, the second step is to Place the order. Select Place Order.  
Ensure that it now states: Check In (non-DJO Vendor) or Check Status and Check In (DJO Vendors)

## CREATE AND SUBMIT A RESTOCK ORDER

### Restock Failure Notification

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.

<p>73941 FMC - Mabry (Carrollwood) Alls Good - New Vendor Site Created on 01/28/2022 at 02:23 PM ❌ Restock Failed</p>	<a href="#">Edit</a>	<a href="#">Resubmit</a>	<a href="#">Actions ▾</a>
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