

## ORDERING FROM THE CENTRAL WAREHOUSE

An excerpt from Portland Public Schools PeopleSoft Reference Guide on entering Material Stock Requests (MSR's):

The Create/Update Stock Request pages allow schools and departments to enter inventory item requests directly into PeopleSoft. After the MSR is entered it will be saved and stored in the system. It can be edited and resaved, until it is either canceled, or approved. Once approved, will be picked up by system processes and printed in the Warehouse for picking and delivery.

Log in	Log into PeopleSoft 9.0: Enter Employee ID# starting with E00 Enter Password	
	Click on Sign In .	
MSR Entry Step 1	Navigate to the Express Issue Add Page: Inventory>Fulfill Stock Orders>Stock Requests>Create/Update Stock Request .	
Step 2	In the Create/Update Stock Request search page, select the Add a New Value tab. Leave the default values in and select Add.	
Step 3	At the Stock Request Summary page, first enter info in the Line Defaults section in this order:  1) Name: 2) Location: 3) Ship Cust:	
Step 4	Select the Override ChartFields link.	
Step 5	Enter your school's or department's ChartFields and select OK:	

Step 9

Click in or tab to Item ID and Qty  
Requested fields and enter values until  
order is complete.





Select both the "Override Accounting Data" line and the "Override Non-blank Values" line:

Then select "OK" to force the Chartfield through the MSR lines.

You should then be able to select the "Save" button to save your MSR without the Error message interfering:

**\*\*\*IMPORTANT REMINDER\*\*\***