



Stock Number Referral Overview

Overview

The Inventory Control Point/Materiel Management module Stock Number Referral process provides the ability to view, create, or delete a list of one or more stock numbers that are used to automatically refer an incoming requisition (511R) to a specified RIC.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.


This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number Referral > STOCK NBR Referral page

Procedures

Search for a Stock Number Referral

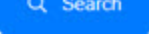
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

The screenshot shows a 'Search Criteria' panel with a dropdown arrow on the right. It contains four input fields: 'i Stock Nbr' with a dropdown arrow, 'i Refer To RIC', 'Established Dt/Tm From' with a calendar icon, and 'Established Dt/Tm To' with a calendar icon. At the bottom right, there are 'Reset' and 'Search' buttons.





2. Select . The results display in the Search Results grid.

Search Results ▼

Referred Stock Nbrs				Grid Options ▼	+ Add	Delete
<input type="checkbox"/>	Stock Nbr ▼	Refer To RIC ▼	Established Dt/Tm ▼	Established By ▼		
<input type="checkbox"/>	781001C100686	H95	06/06/2022	BPGROCE		

Selected ⏪ ⏩ Page of 1 ⏪ ⏩ items per page 1 - 1 of 1 items 🔄





Add a Stock Number Referral


Navigation

CATALOG MGMT > Stock Number Referral >  > Add Referral pop-up window

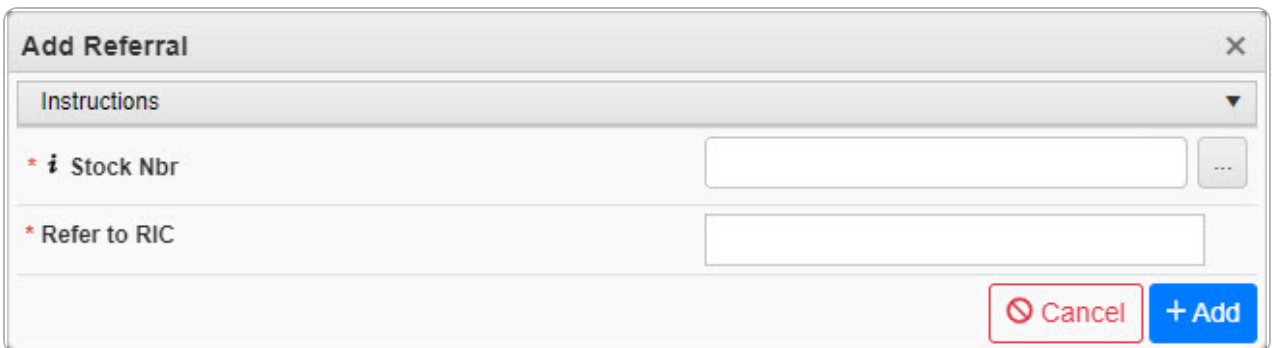
Procedures



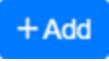
Add a Stock Number Referral

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The **Add Referral** pop-up window appears.



- A. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 - B. Enter the Refer To RIC in the field provided. *This is a 3 alphanumeric character field.*
2. Select . The **Add Referral** pop-up window closes, and the new Stock Number Referral appears in the Search Results grid in green.





Delete a Stock Number Referral

Navigation


CATALOG MGMT > Stock Number Referral >  > (desired record) >

 > Delete Referral pop-up window

Procedures

Delete a Stock Number Referral

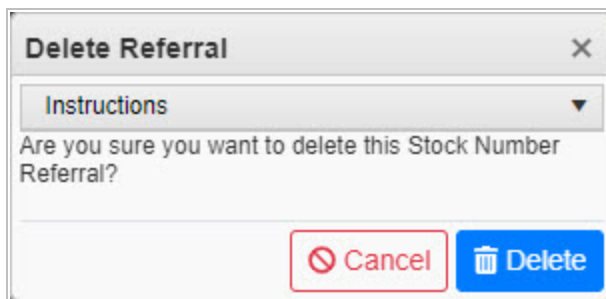
Selecting  at any point of this procedure removes all revisions and closes the page.


Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. The *STOCK NBR Referral* is highlighted, and

 becomes available.

2. Select . The **Delete Referral** pop-up window appears.



3. Select . The deleted referral is removed from the Referred STOCK NBR grid.

