Stock Number Referral Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 fields provide **Intellisense**, 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.

Navigation

CATALOG MGMT > Stock Number Referral > STOCK NBR Referral page
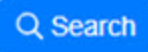
Procedures

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 ⟲ Reset *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.

Search Criteria				
ℹ Stock Nbr		...	ℹ Refer To RIC	
Established Dt/Tm From		📅		
Established Dt/Tm To		📅		
			⟲ Reset	🔍 Search

2. Select ⟨Q Search⟩. *The results display in the Search Results grid.*

Search Results ⌄

	Referred Stock Nbrs	⚙ Grid Options ▾	+ Add	🗑 Delete

☐	Stock Nbr ▼	Refer To RIC ▼	Established Dt/Tm ▼	Established By ▼
☐	781001C100686	H95	06/06/2022	BPGROCE

Selected (1) |◄ ◄ Page 1 of 1 ► ►| 50 ▼ items per page 1 - 1 of 1 items ↻

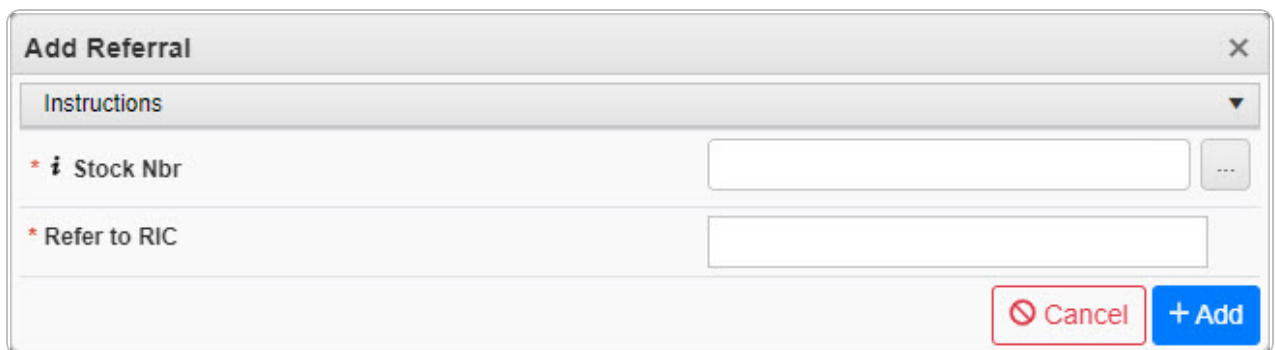# Add a Stock Number Referral

Navigation

Procedures
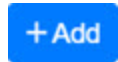
Add a Stock Number Referral

Selecting [⊘ Cancel] at any point of this procedure removes all revisions and closes the page.

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

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

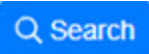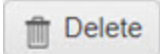| Add Referral	✕
Instructions	▼
* ℹ Stock Nbr	[ ] [...]
* Refer to RIC	[ ]
	⊘ Cancel + Add

   A. Use ℹ 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 [+ Add]. *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 > [Q Search] > ☐ (desired record) > [🗑 Delete] > Delete Referral pop-up window
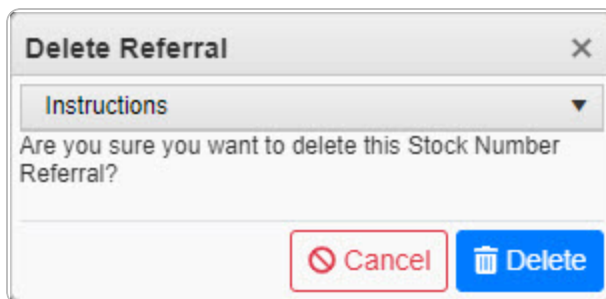
Procedures

Delete a Stock Number Referral

Selecting [⊘ Cancel] at any point of this procedure removes all revisions and closes the page.

*Selecting [< Back] 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* [🗑 Delete] *becomes available.*

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

Delete Referral	✕
Instructions ▼	
Are you sure you want to delete this Stock Number Referral?	
	⊘ Cancel 🗑 Delete

3. Select [🗑 Delete]. *The deleted referral is removed from the Referred STOCK NBR grid.*