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.
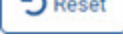
Navigation

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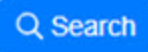
Procedures

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

ⓘ Stock Nbr			ⓘ Refer To RIC	
Established Dt/Tm From				
Established Dt/Tm To				

⟲ Reset   🔍 Search

2. Select [Search]. *The results display in the Search Results grid.*

Add a Stock Number Referral

Navigation

CATALOG MGMT > Stock Number Referral > [+ Add] > Add Referral pop-up window
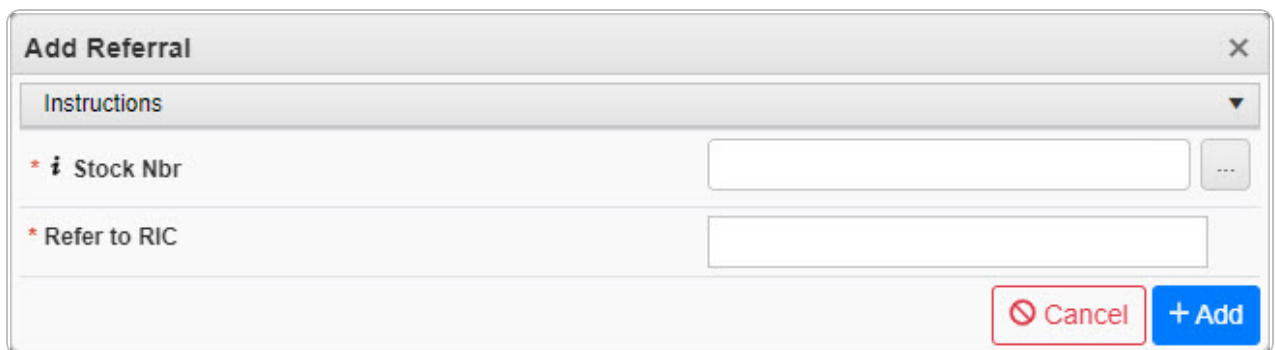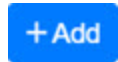
Procedures

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.*

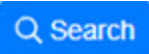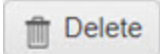 | Add Referral | × |
    |---|---|
    | Instructions | ▼ |
    | * *i* Stock Nbr | [_____] [...] |
    | * Refer to RIC | [_____] |
    | | ⊘ Cancel + Add |

    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.*
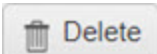
Delete a Stock Number Referral

Navigation

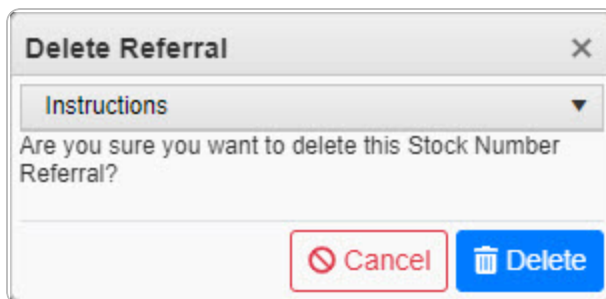CATALOG MGMT > Stock Number Referral > Q Search > ☐ (desired record) > ⌦ Delete > Delete Referral pop-up window

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.*