



Change Stock Location Training Manual

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How to Change Stock Locations can step and item be right beside arrow?

Please follow the screenshots below to create POs from Inventory

Step 1 – Item / Stock Desktop

In the **Item / Stock Desktop**, click on **Enter/Edit Stock** on the right hand side

MM.ROV - Item and Stock Processing Desktop - MM.ROV - Item and Stock Processing Desktop - (ROV TEST (N) - Test) - Salma Khan

Item:
Active:
Stocked:

Description	Allergen/Hazardous
Common Name	1
Category	2
UNSPSC PO Type	3
Implantable	4
	5
	6

Enter/Edit Item
Process Upd File
View Item
Copy Item
Copy Status
Inactivate Item
Mass Edit Items
Pkg String Upd
Item Audit Trail
Item Download
Item Inquiry
Item Search
Lists
Dictionaries
Enter/Edit Stock
View Stock
Stock Inquiry
Stock Audit Trail
Stock Download
Stock Upload
Mass Edit Stock
Duplicate Stock
Initialize MM/OR

Item Data | Vendor Data | Alt Catalog Num | UPN | GTIN | Reorder Vendors | Contract Data | ABC Status | Quick Enter or Edit Stock | Prev Num | Next Num | Prev Desc | Next Desc | Cancel



Step 2

Fill in the blanks as shown,

Inventory where stock is located

. Stock that you want to change the location of

003306 - DRESSING - MEPILEX AG FJA... Inventory: GBH.MAIN Last Edit: 21/01/21 20:52
Packaging: CA/14 BX/5 EA

General Data Stock Issues

Inventory	GBH.MAIN
Stock Number	003306

*Active

*Item 003306 - DRESSING - MEPILEX AG FOAM 10

Common Name 287110

Category MS MISC

Packaging CA/14 BX/5 EA

Vendor V000001886 STEVENS COMPANY LIMITED, THE

Manufacturer

*Transfer Restock From Inventory

Order on PO

Stock UP

Location

Other Locations

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Allergen/Hazardous

Deliver To

Comment

*Asset Account 30101.595000

ABC Status | Critical Item

Standing or Blanket Order Item

Previous Stock Next Stock Cancel Save

Step 3

Change to location and save the change (example of drop down location?)
Click OK, note of the job number