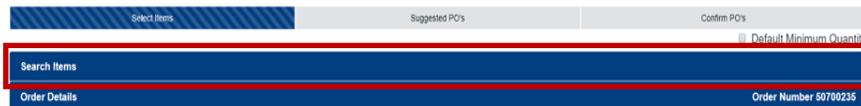


Store Ordering Process Overview

The store ordering process allows user to order items through MMS—Inventory Management. Store ordering follows three primary steps when ordering items: Select Items, Suggested POs and Confirm POs. Only items from Department 490, SKU type 90 and 91, are currently eligible with a \$15,000.00 threshold maximum for each store order. See [Store Ordering](#) in [TIP](#) for complete details.

Create a New Order

1. Select **Create New Order** located on the top right corner of the Order Processing Search screen.
The Maintain Store Order screen displays.
2. Select the **Search Items** blue bar to open the search screen to locate an item to add to the order.



3. Click the check box in the Add column to the left of the item SKU to add items to the order.
4. Type the quantity to order in the Qty. field.
If the default quantity shown in the Min Ord Qty. column is acceptable, this field can be left blank and the default is added to the order.
5. Select the green **Add to Order** button when ready.
The selected items are added to the Order Details grid.
Note: Additional SKUs, including SKUs from other vendors can be added. Select **Search Items**, make selections, check the Add check box, and Add to Order.
6. Select **Create Suggested Orders** once all SKUs are added to the order to move to the next step. The Maintain Suggested POs screen displays. An error message in red displays when the order needs modification to proceed. SKUs can be deleted or order quantities can be changed to meet vendor minimum order quantities.
7. Select **Update**.

Confirm POs:

The order can advance to the PO confirmation step:

1. Select **Confirm Suggested POs** to move to the last step.
The Confirm POs screen displays.
Note: If a change is necessary, select **Back** to return to Maintain Suggested POs to update. The process to confirm Suggested POs is repeated.
2. Select **Create POs** to create the PO.
Note: If there are no other Suggested Orders pending, the Order Processing Search screen displays. If there are other Suggested Orders pending, you are returned to the Maintain Suggested POs screen to complete the remaining orders.

Check Status:

- If an order was processed, the assigned PO number displays in the PO column.
 - If not, see the Status column for more information.
- If a PO was submitted for creation, but is still processing, status displays as In-Progress until job is complete and a PO number is assigned.
- Any orders in Open or Suggested Order status may be viewed or changed.
- In-Progress or Completed orders may not be viewed in the Order Processing Search Screen.
- Select **Show Filters** to see additional search features.

Detail Receive Store Order:

- Once the order is converted to a purchase order, go to PO Receiving Details to access and detail receive the store order.