Item/Service Ordering

Module Guide: Item/Service Ordering (Internal Stock Requisition)

Module Location

Inventory > Item/Service > Item/Service Ordering

Module Objective

The **Item/Service Ordering** module serves as a tool to create an **internal request** for goods from the warehouse or to **reserve stock** for a specific need. This module is not for ordering goods from external suppliers, but rather for internal requests between departments or for project purposes.

1. Main View (Ordering Form)

When you open this module, you are immediately presented with a form to create a new item request.

- **Initial View**: This form is your worksheet. **Ordered By** and **Order Date** are usually filled in automatically.
- **Main Action**: To start selecting items, use the **[+ Add Item/Service]** link.

2. Steps to Create an Item Request

Step 1: Add Items to the Request List

Click the **[+ Add Item/Service]** link. An item search window will appear for you to select items from the master list.

Step 2: Find and Select Items

1. In the search window, use the filters to find the items you need (for example, by Item/Service Category Type).
2. Check the box on the left for one or more items you wish to request.
3. Click the **[Select]** button in the bottom-left corner of the search window.

Step 3: Specify the Quantity

The items you selected will now be in the table on the main form. Now, enter the quantity you need in the **Order Quantity** column.

Step 4: Submit the Request

After all items and their quantities are correct, click the **[Order]** button at the bottom to save and submit your request.

Workflow & Integrated Business Process

- A request created here will most likely become the basis for the warehouse team to prepare and issue the goods (**Goods Issue**).
- The **[Order]** action may automatically reduce the **available stock** by reserving the quantity you have requested, making it unavailable to be sold to other customers.

Tips & Important Notes

- Be sure to distinguish this module from **Purchase Order** (for suppliers) or **Sales Order** (for customers). This module is specifically for internal needs.

- This module is very useful for departments that need items from a central warehouse (for example, the marketing team needing product samples, or the production team needing additional raw materials).

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