

# 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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