

1. Click **Resupply & Returns** on the Parts Inventory main menu.
2. Click **Manual Resupply** on the Resupply and Returns menu.
3. Click **Enter Parts List** on the Manual Parts Resupply menu.
4. On the Enter Manual Resupply screen, enter the resupply information as needed, clicking **Save** between parts. If you have any questions about any of the fields on the screen, press F1 to view the help page for this screen.
5. When you are finished entering the complete list of parts, click **Exit**.
6. Click **Print List** on the Manual Parts Resupply menu.
7. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. This printout is optional, but some Parts Departments require a printed hard copy of manual orders.
8. Click **Update List To Inventory** on the Manual Parts Resupply menu.
9. Indicate if you want to relieve the on-order and back-order notations by typing **Y** for yes or **N** for no.
10. Click **OK** when prompted to verify you want to perform the update.
11. When the update is complete, the system returns you to the Resupply and Returns menu. This completes the resupply process, and the parts are now in the Master Inventory.

Note: It is absolutely necessary to go through this process completely.