

# RSCP Stocking Units

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# SCP Stocking Units

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## Create Stocking Unit

**Step 1.** Go to the **Navigation Menu** and click **Order Management**.

**Step 2.** On the expanded menu, find the **Stocking Units** section and click **Create Stocking Unit**.

**Step 3.** The system displays the **Search Purchase Orders** page. Enter the **Order Number** or other data associated with the stocking unit you want to create.

**Step 4.** Click **Search**.

**Step 5.** The system displays your search results. Scroll to the right to view detailed information for each PO line.

**NOTE:** If you cannot locate the PO lines/schedules you want to include in the **Stocking Unit**, go back to the original PO and confirm the **Shipment Allowed** flag is set to **Yes**.

**Step 6.** Select the lines to include in the **Stocking Unit** and click **Next**.

**Step 7.** The system displays the **Create Stocking Unit** form.

- The form's header and line sections prepopulate with data from the PO.
- The Stocking Unit Number (Header section) is system-generated.
- Click the Ship to Address icon to see the address details.
- Enter your own Supplier Ref Number, for future reference and searching (optional).

**Step 8.** For each Line Item, scroll to the right and enter a **Packed Qty**. This is a required field.

**Step 9.** Once the data is filled in, click the **Save Stocking Unit** button.

## Locate and Publish Drafts

**Step 1.** From the **Navigation Menu**, click **Order Management**.

**Step 2.** Click **Draft Search** under **Stocking Unit** on the expanded menu.

**Step 3.** Enter search criteria to locate the draft, then click **Search**.

**Step 4.** Select the checkbox for the draft you would like to submit.

**Step 5.** Click the **Send Shipment Button**.

**NOTE:** The same logic applies to draft **Stocking Units**. Click **Create Stocking Unit** instead of **Send Shipment** for Stocking Units.

## Print Labels for One Stocking Unit Record

**Step 1.** Go to the **Navigation Menu** and click **Order Management**.

**Step 2.** On the expanded menu, click **Search** under the **Stocking Units** section.

**Step 3.** Enter search criteria and click **Search**.

**Step 4.** Open the **Stocking Unit Details** page.

**Step 5.** Click the **Print** icon in the top right corner of the page.

**Step 6.** The system generates a PDF Stocking Unit Label.

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