

User Guide for Inventory Store | Managing inventory



SDS 2.0



Agenda





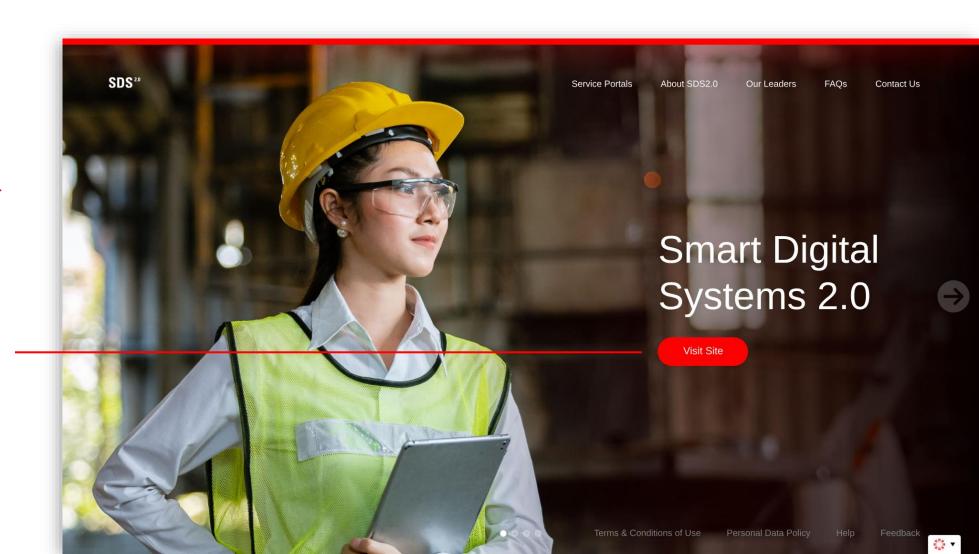


View Site (1)

To access SDS2.0:

https://sds.stengg.com

Then select Visit Site





View Site (2)

Enter your username and Password here and click **Sign In**.





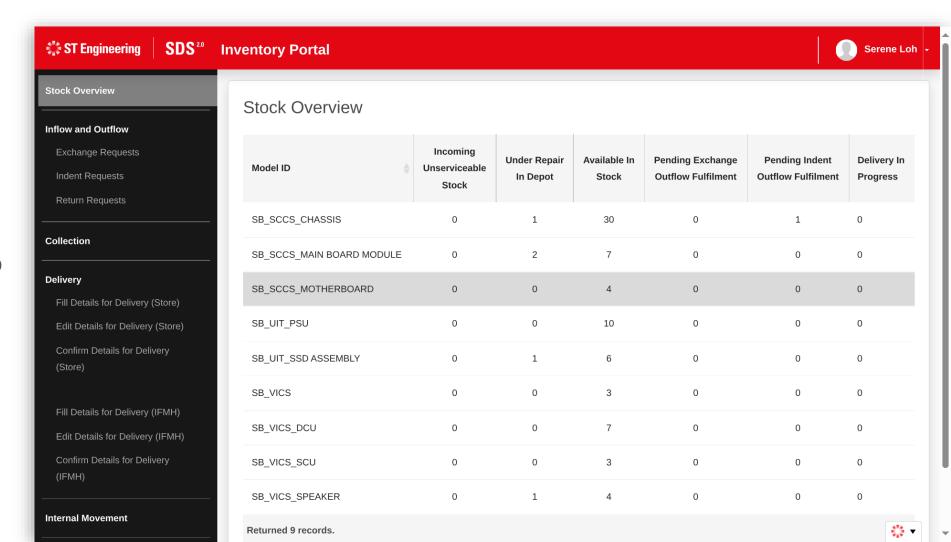
View Site (3)

SDS²⁰ Our Leaders Contact Us Service Portals Select **Inventory Store** section · Raise service requests • Inhouse & Onsite Service Request Extraction · Manage Inventory in between stores · Manage Flight Events • Updating & Importing of MO/SO/YT3 · Cancel service requests · Fulfill deliveries between stores · Monitor status of service requests · Download service requests View Flight Events



Stock Overview (1)

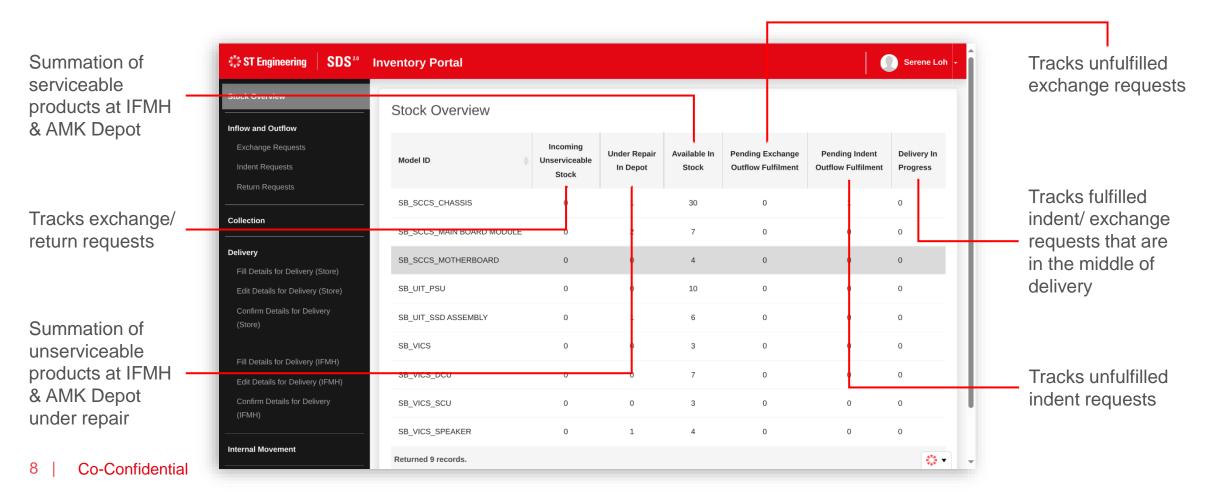
At stock overview, you can view either summary view or expanded view to track the stock on hand.





Stock Overview (2)

Expanded view provides a further breakdown of the stock at hand:



Inflow and Outflow

- About Exchange Requests
- View List of Exchange Requests
- View an Exchange Request

- About Indent Requests
- View List of Indent Requests
- View an Indent Request

- About Return Requests
- View List of Return Requests
- View a Return Request

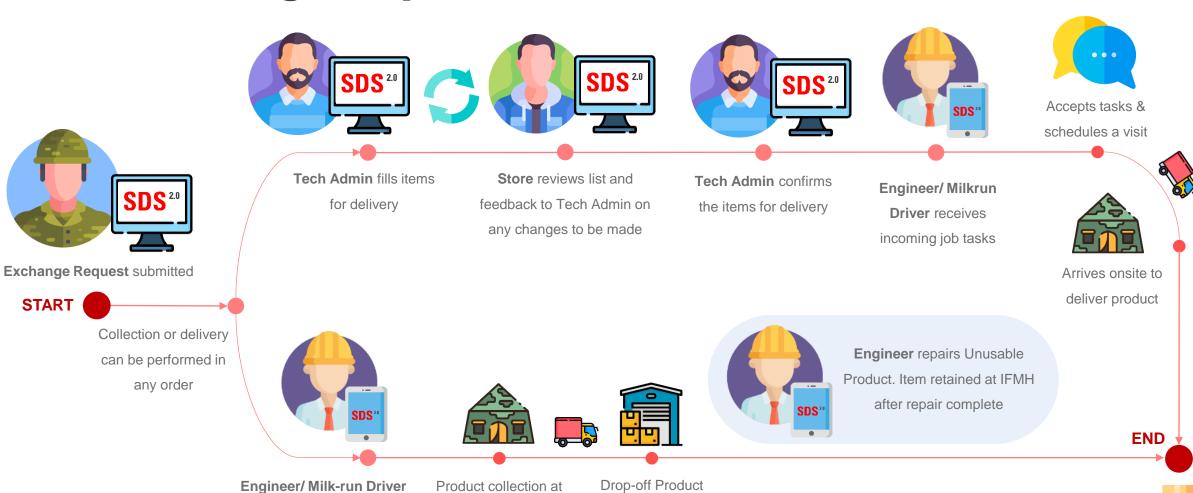




About Exchange Requests

accepts task to collect

Unusable Product



at IFMH

Product collection at

Customer's Site

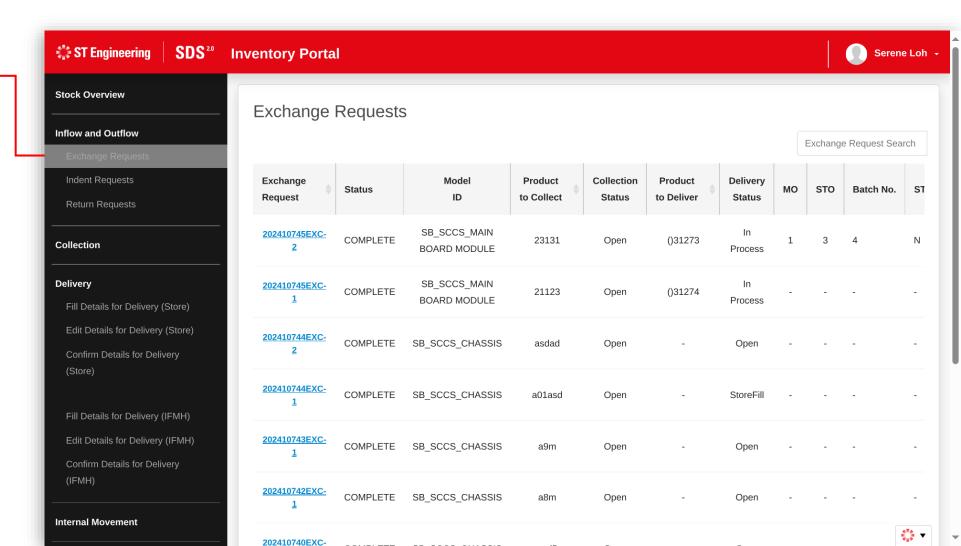


View List of Exchange Requests

Select Exchange Requests under Inflow

and Outflow section.

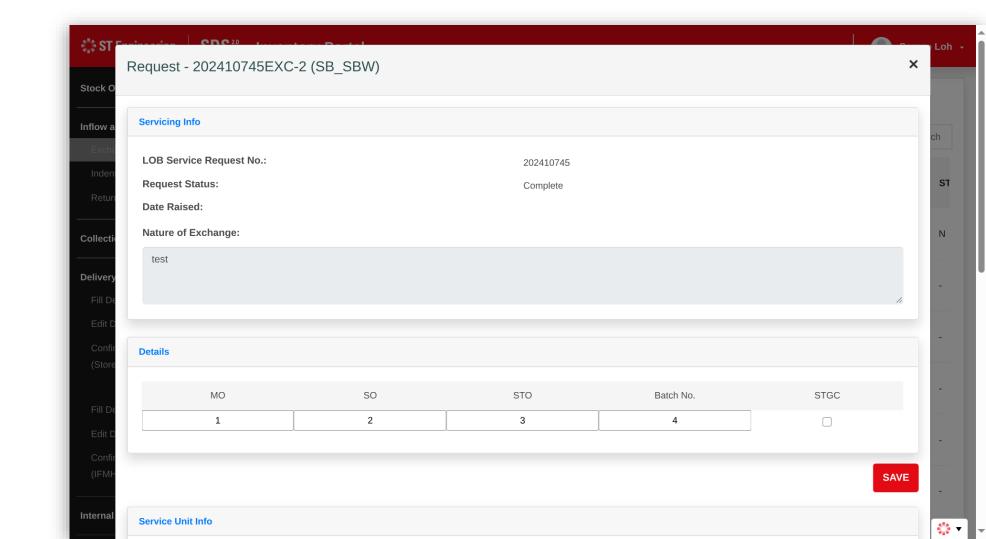
You will view a list of items to be delivered for one-to-one exchange.





View an Exchange Request

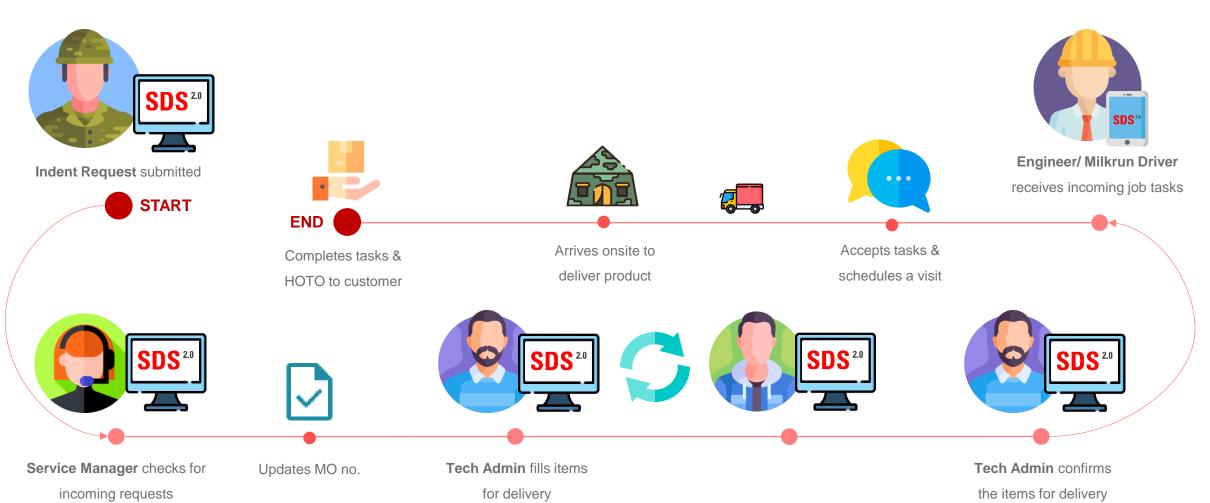
Click on an Exchange Request link from the list of exchange requests to view its detailed information.



INFLOW AND OUTFLOW



About Indent Requests

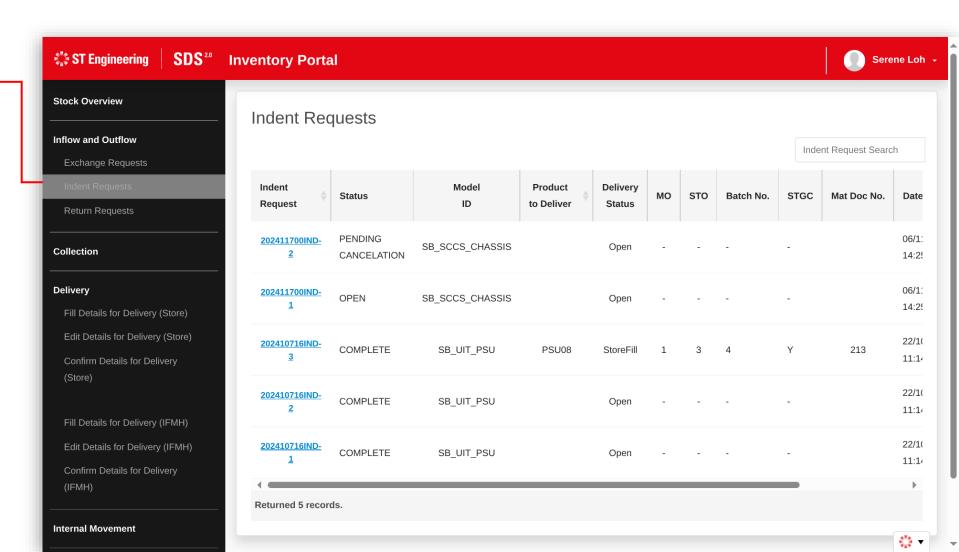




View List of Indent Requests

Select Indent Requests under Inflow and Outflow section.

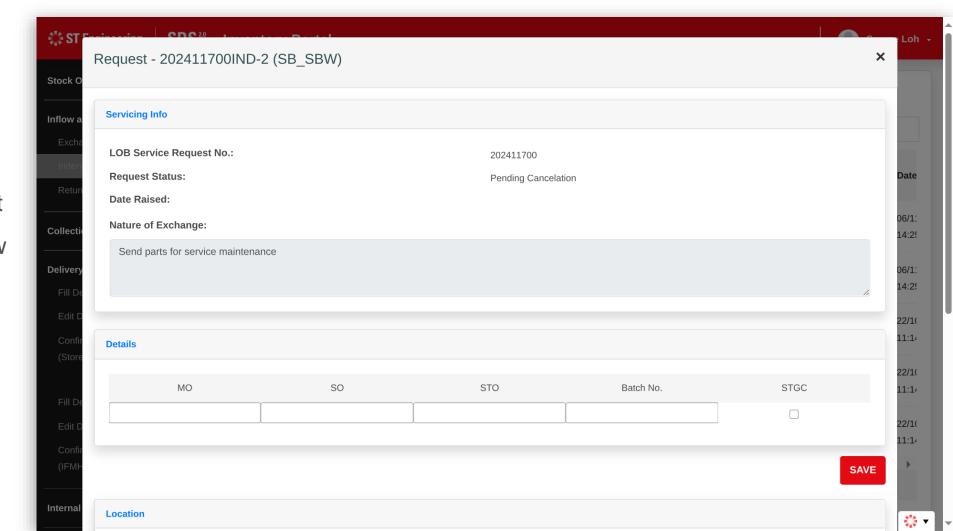
You will view a list of items to be delivered for each indent request.





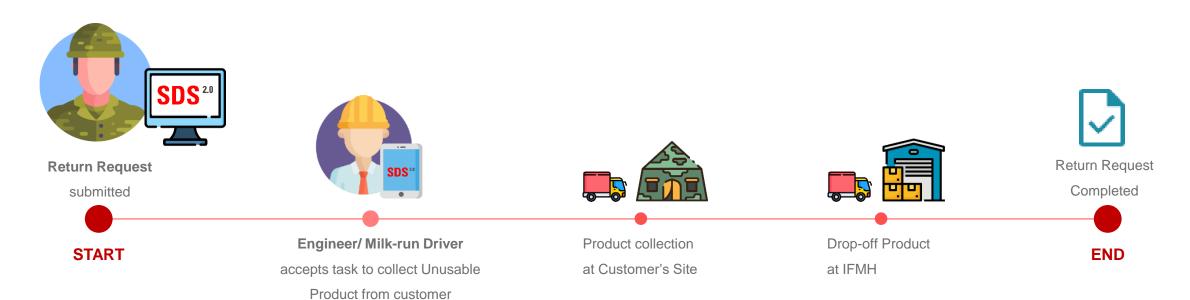
View an Indent Request

Click on an Indent
Request **link** from the list
of indent requests to view
its detailed information.





About Return Requests



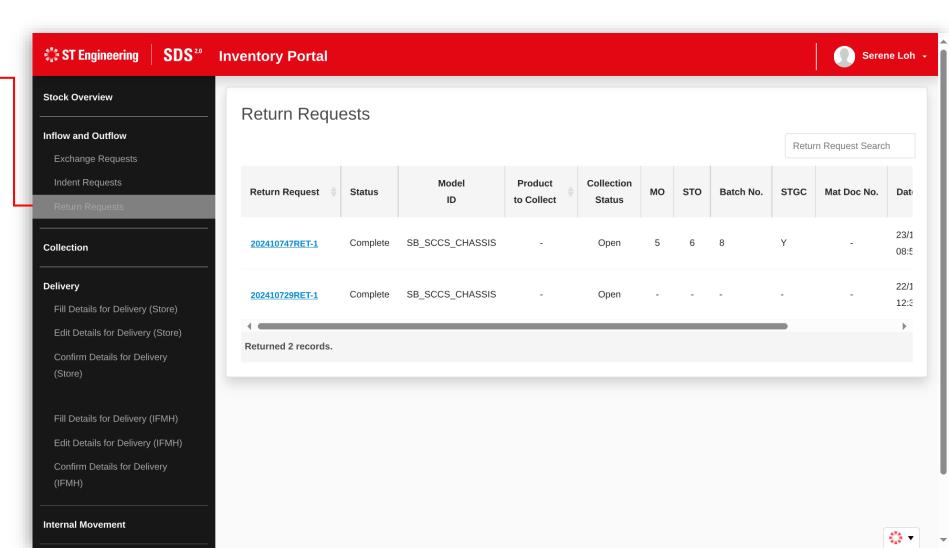




View List of Return Requests

Select Return Requests under Inflow and Outflow section.

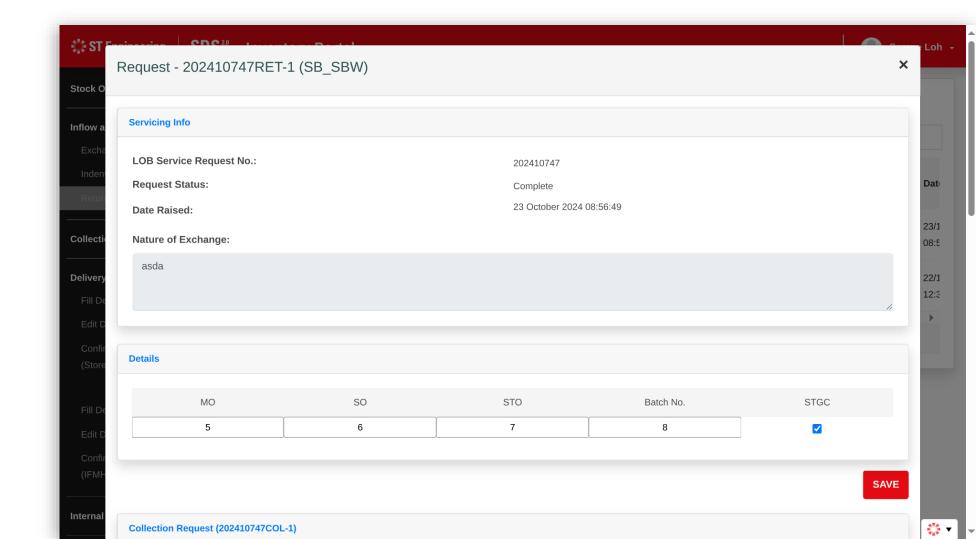
You will view a list of items to be collected for each return request.





View a Return Request

Click on a Return Request link from the list of return requests to view its detailed information.



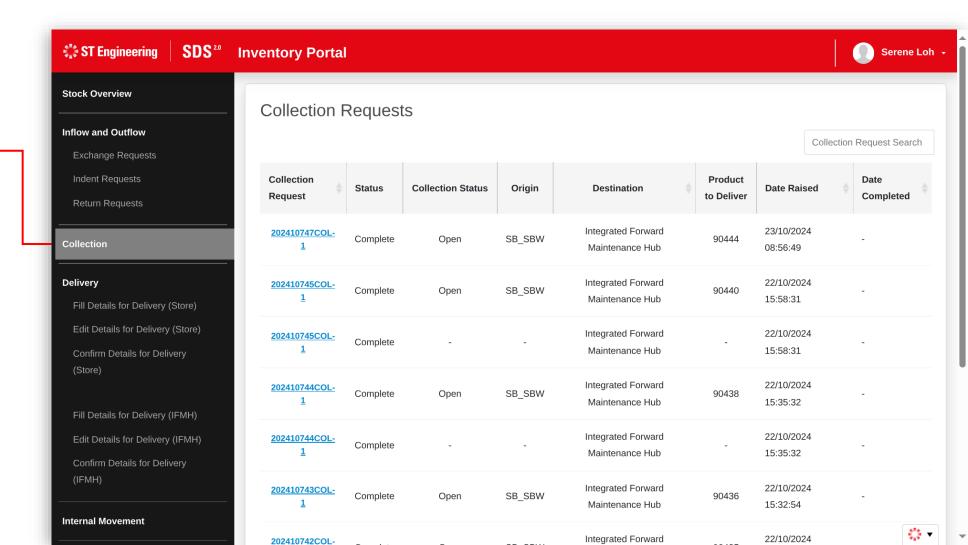




View List of Collection Requests

Select **Collection** from the side menu list.

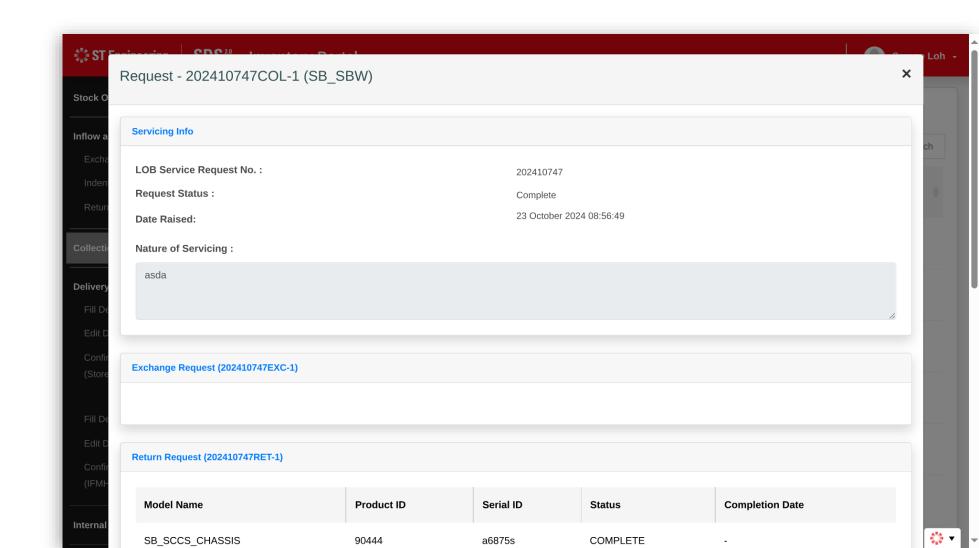
You will view a list of items for collection.





View a Collection Request

Click on a Collection
Request **link** from the
list of collection
requests to view its
detailed information.





- Fill Details for Delivery (Store)
- Edit Details for Delivery (Store)
- Confirm Details for Delivery (Store)

- Fill Details for Delivery (IFMH)
- Edit Details for Delivery (IFMH)
- Confirm Details for Delivery (IFMH)

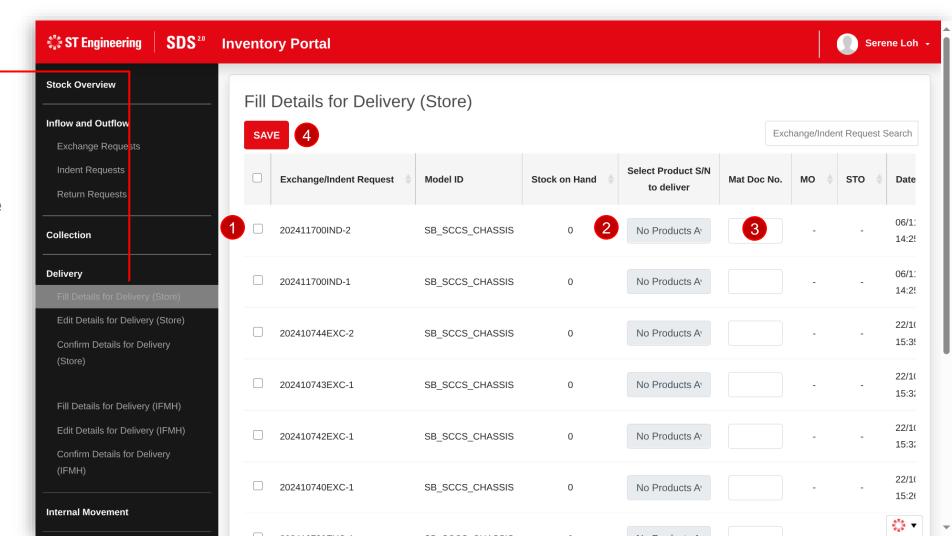




Fill Details for Delivery (Store)

Select Fill Details for **Delivery (Store)** from side menu.

- 1 Check the list to save the selected item
- 2 Select **Product S/N** to deliver
- 3 Input the Mat Doc No.
- 4 Select **SAVE** button to update changes



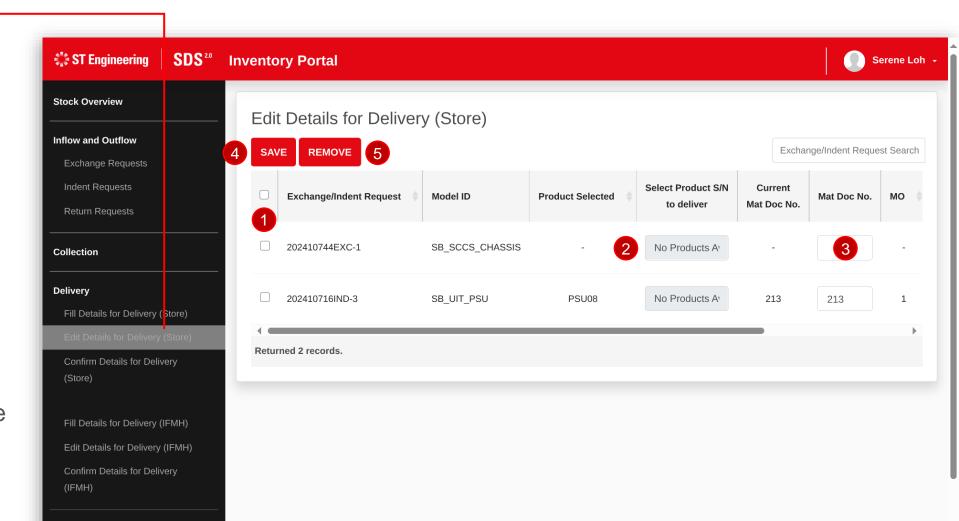


Edit Details for Delivery (Store)

Internal Movement

Select Edit Details for **Delivery (Store)** from side menu.

- 1 Check the list to save or remove selected item
- 2 Select **Product S/N** to deliver
- 3 Input the Mat Doc No.
- 4 Select **SAVE** button to update changes or
- **5** Remove button to delete the selected item

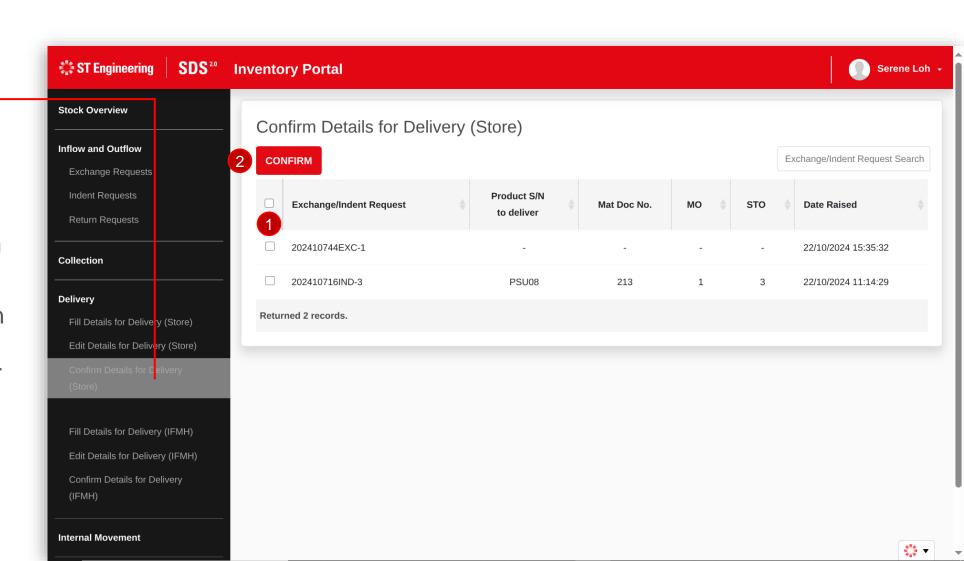




Confirm Details for Delivery (Store)

Select Confirm Details for Delivery (Store) from side menu.

- 1 Check the list to confirm selected item
- 2 Select **CONFIRM** button for the selected item(s) to confirm the details for delivery for store.

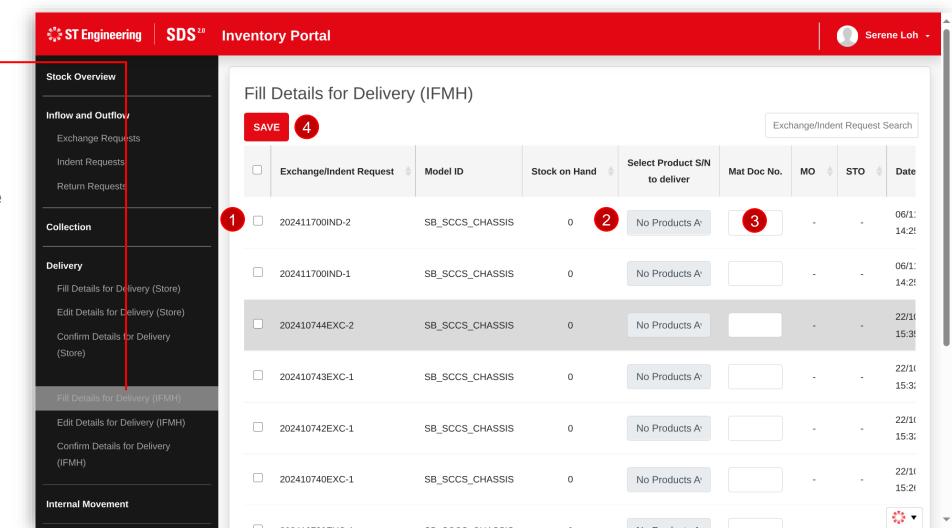




Fill Details for Delivery (IFMH)



- 1 Check the list to save the selected item
- 2 Select **Product S/N** to deliver
- 3 Input the Mat Doc No.
- 4 Select **SAVE** button to update changes

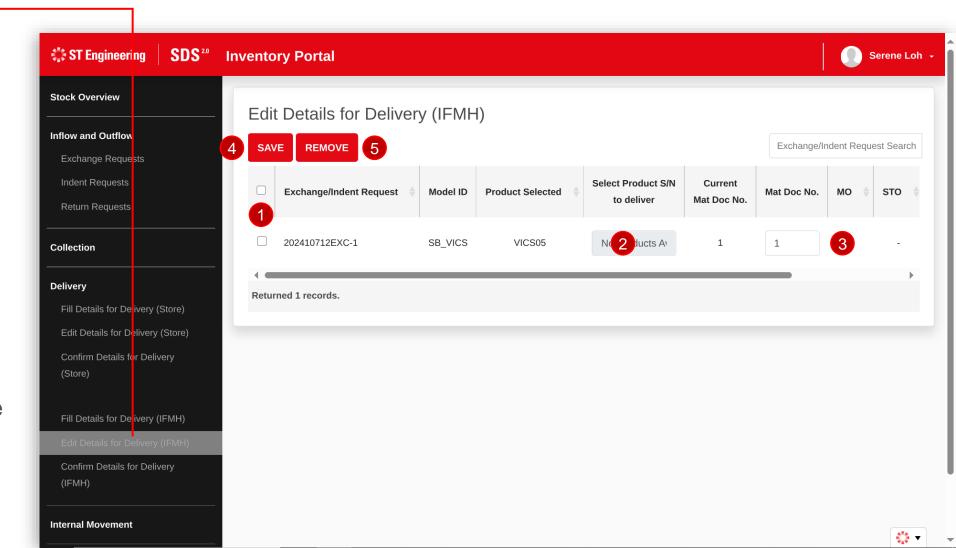




Edit Details for Delivery (IFMH)

Select Edit Details for Delivery (IFMH) from side menu.

- 1 Check the list to save or remove selected item
- 2 Select **Product S/N** to deliver
- 3 Input the Mat Doc No.
- 4 Select **SAVE** button to update changes or
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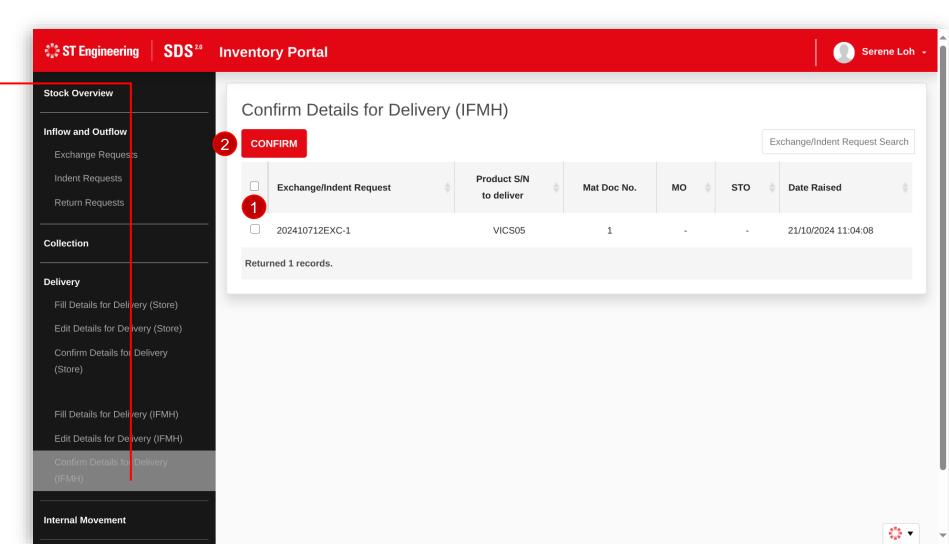




Confirm Details for Delivery (IFMH)

Select Confirm Details for Delivery (IFMH) from side menu.

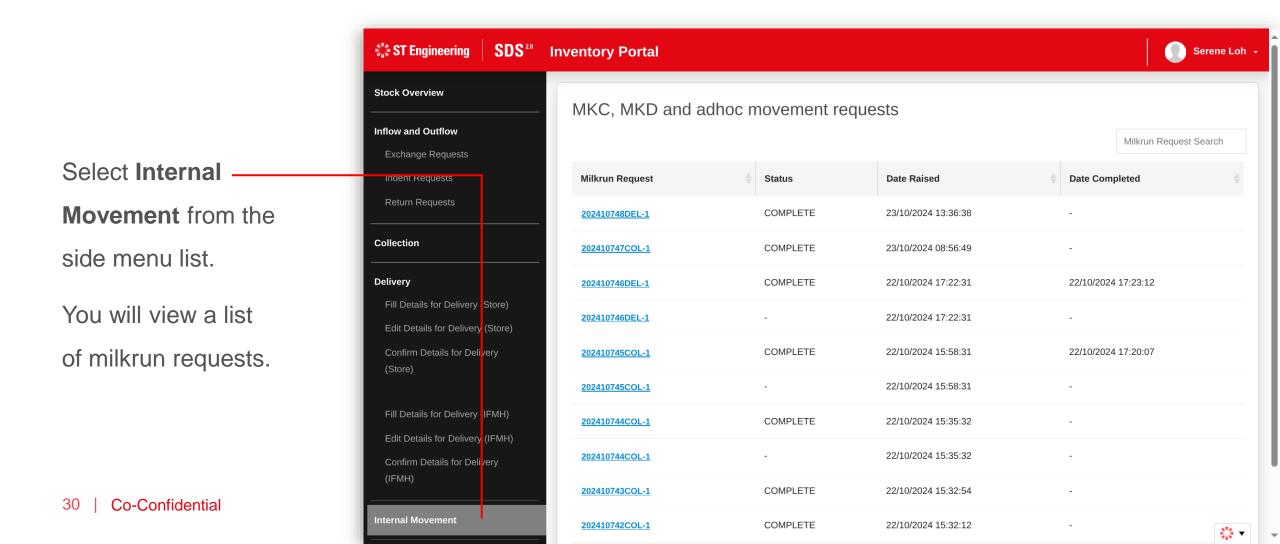
- 1 Check the list to confirm selected item
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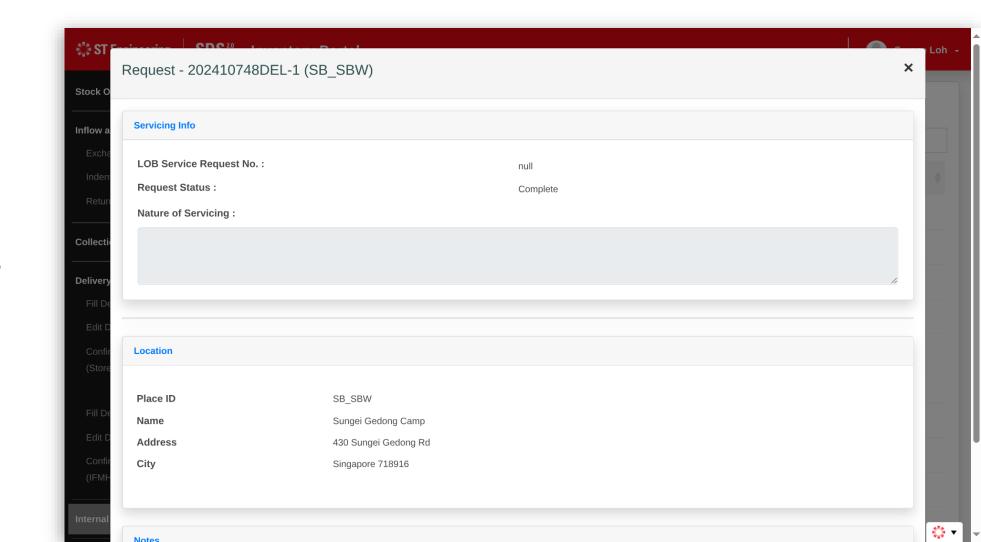
View Internal Movement





View a Milkrun Request

Click on a Milkrun Request link from the list of Milkrun requests to view its detailed information.





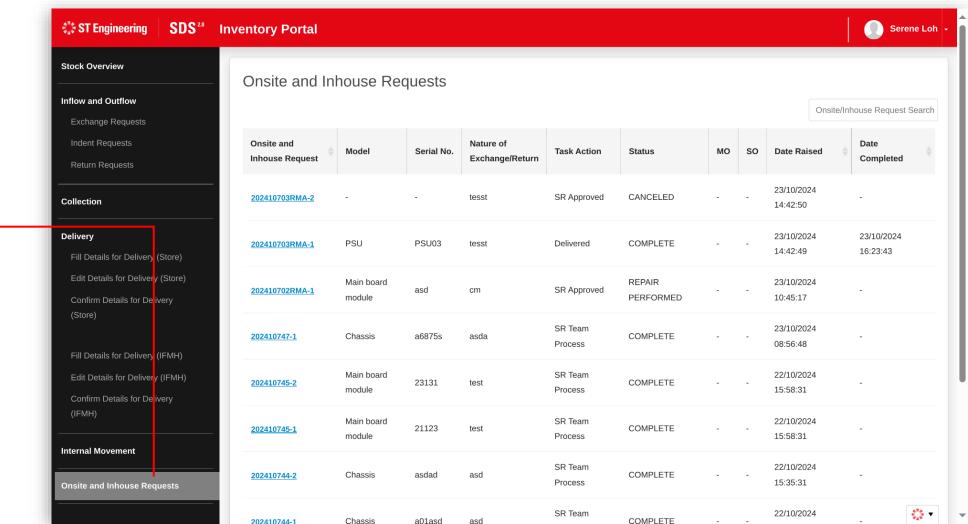


View List of Onsite & Inhouse Requests

Select Onsite & **Inhouse Requests**

from the side menu list.

You will view a list of onsite & Inhouse requests.





View an Onsite or Inhouse Request

Click on a Request **link** from the list of requests to view its detailed info. Depending on the Task Action and Status. it will show **Action Buttons** at the end of the page for users to take actions.

Refer to SB User Guide for Managing Inhouse Requests – Repair & Return

