HKB2B Limited
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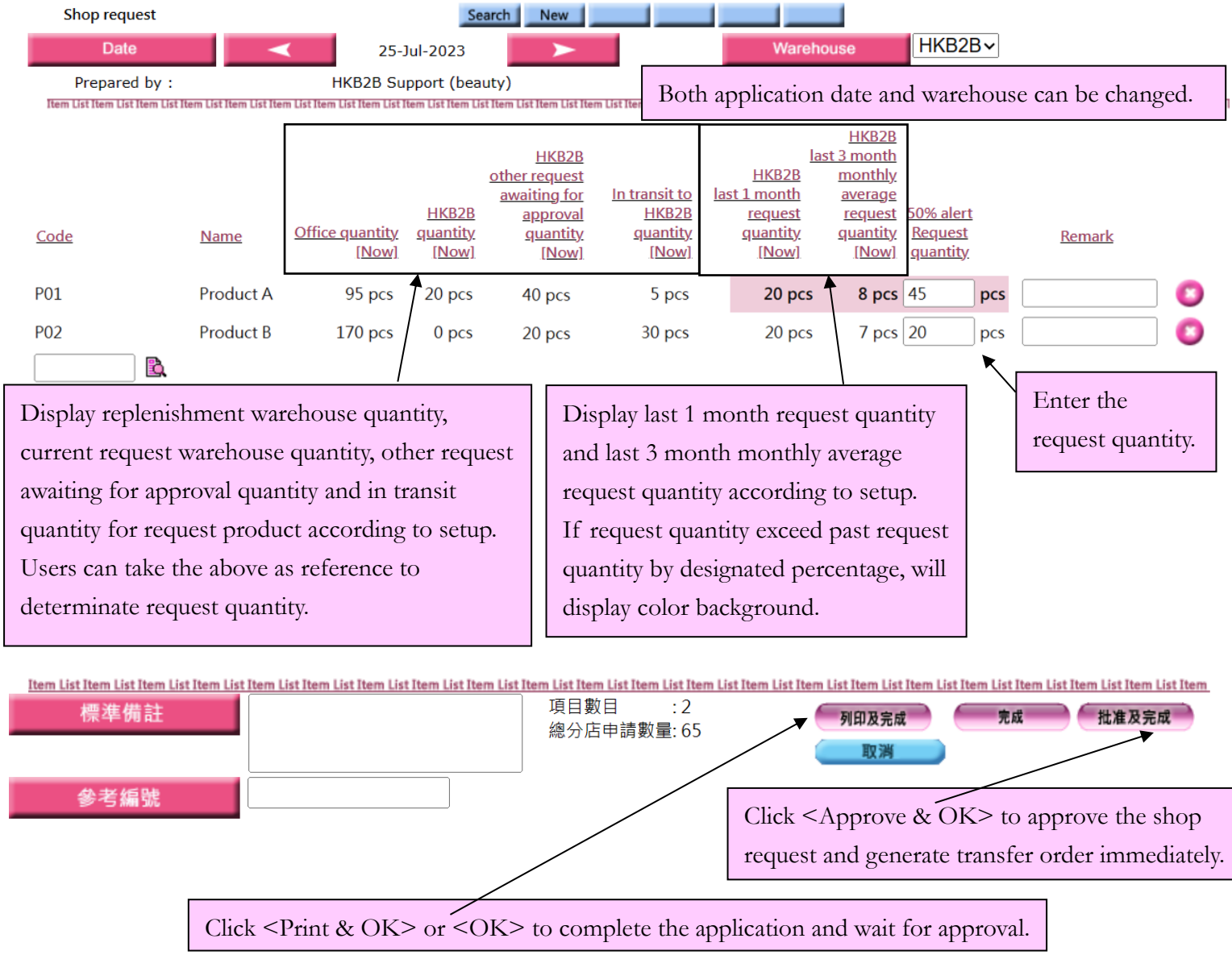
Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

Shop Request

Users can submit shop requests to order inventory from the company warehouse.
Authorized users can determine approved quantity according to request warehouse quantity, replenishment warehouse quantity and previous request quantity.
When the shop request is approved, delivery to the shop will be arranged automatically or manually.
When the inventory is delivered to the shop, users will prepare 'Transfer In' to complete the transfer process.

New Shop Request

At Inventory > Shop Request > New



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Edit / Approve request

At Inventory > Shop Request > Search

System will display the quantity of <Request quantity>, <Approved quantity> and <Status>. Users can then monitor the status of the shop request.

Shop request list

Shop request no	Request date	Warehouse	Code	Name	Request quantity	Approved quantity	Transfer order	Transfer out	Transfer in	Status
ISR00007	25-Jul-2023	HKB2B	P01	Product A	45 pcs					Prepared
ISR00007	25-Jul-2023	HKB2B	P02	Product B	20 pcs					Prepared
ISR00003	25-Jul-2023	HKB2B	P02	Product B	30 pcs	30 pcs	ITOR00002	ITO-00002		Approved
ISR00002	25-Jul-2023	HKB2B	P01	Product A	5 pcs	5 pcs	ITOR00001	ITO-00001	ITI-00001	Approved

Click the application to view details.

After approval, system will generate transfer order. Product delivery will generate transfer out and transfer in. System will display corresponding document number for reference.

Shop request

Search | New

Date : 25-Jul-2023 Warehouse : HKB2B

Shop request no : ISR00003 (Approved)

Prepared by : HKB2B Support (beauty) 25-Jul-2023 11:04:20 am

Last updated : HKB2B Support (beauty) 25-Jul-2023 11:04:20 am

Item List Item List Item List

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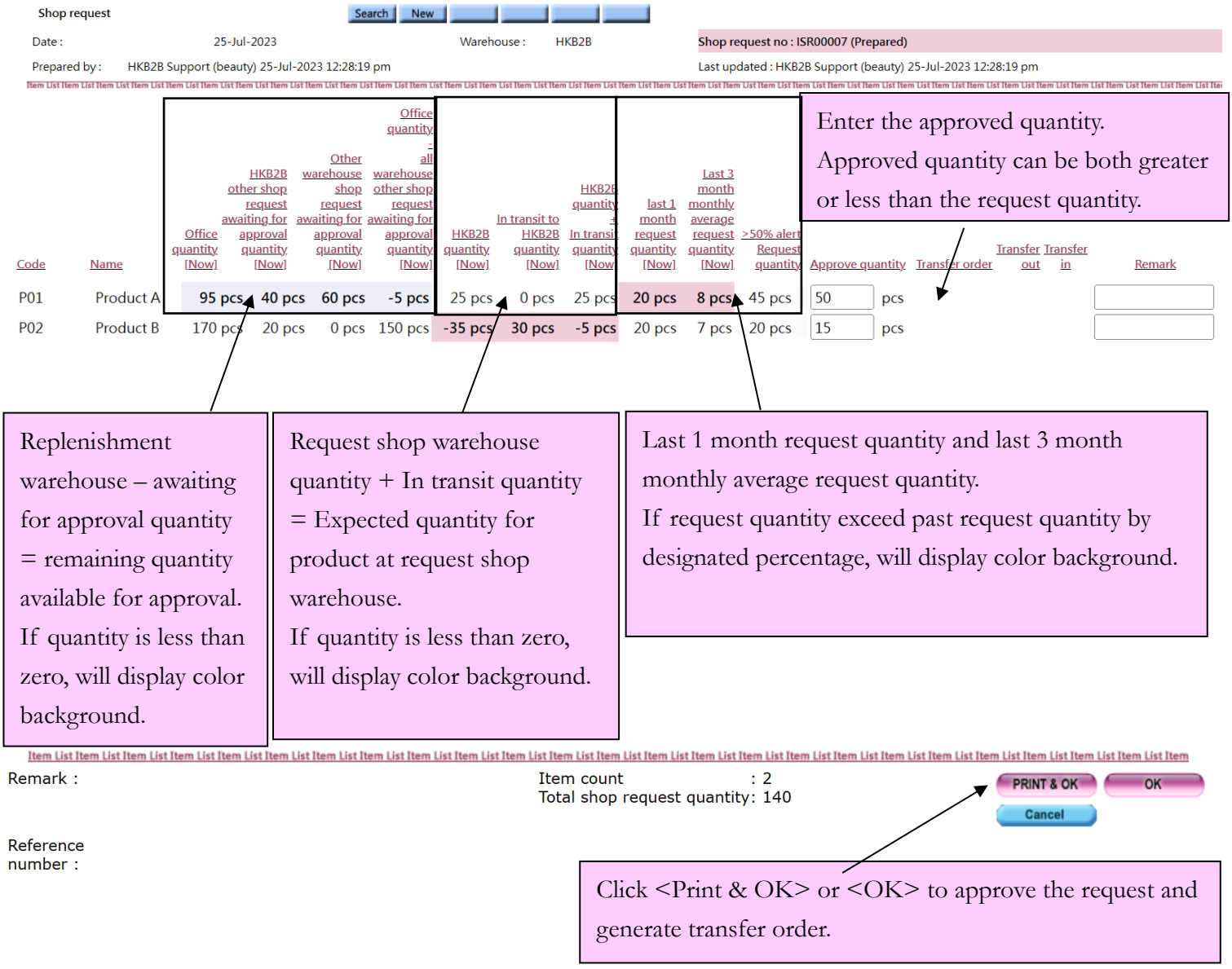
Approve request



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Shop Request Setup

Setup at Inventory > Setup > Shop Request Setup

Setup shop request display column.

Shop request setup	
Display replenishment warehouse quantity	Display
Display current warehouse quantity	Display
Display current warehouse other shop request awaiting for approval quantity	Display
Display in transit to current warehouse quantity At view, edit and approve shop request will include current request in transit quantity At new shop request will not include current request)	Display

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Setup shop request display last 1 month request quantity and last 3 month monthly average request quantity.

Display current warehouse last 1 month request quantity (Not include today)	Display
Display current warehouse last 3 month monthly average request quantity (Not include today)	Display
If request quantity greater than Current warehouse last 1 month request quantity and Current warehouse last 3 month monthly average request quantity over 50%, at Current warehouse last 1 month request quantity, Current warehouse last 3 month monthly average request quantity and request quantity will display color background	Enabled Current=50% [+50%] [+20%] [+10%] [+5%] [+1%] [20%] [50%] [100%] [200%] [-1%] [-5%] [-10%] [-20%] [-50%]

Code	Name	HKB2B last 1 month request quantity [Now]	HKB2B last 3 month monthly average request quantity [Now]	50% alert Request quantity
P01	Product A	85 pcs	30 pcs	10 pcs
P02	Product B	70 pcs	23 pcs	20 pcs

Setup display other shop awaiting for approval at approve request.

At approve shop request, display : - Current warehouse other shop request awaiting for approval quantity - Other warehouse shop request awaiting for approval quantity - Replenishment warehouse quantity - All warehouse other shop request awaiting for approval quantity If all warehouse other shop request awaiting for approval quantity greater than Replenishment warehouse quantity will display color background	Display

Code	Name	Office quantity [Now]	HKB2B other shop request awaiting for approval quantity [Now]	Other warehouse shop request awaiting for approval quantity [Now]	Office quantity - all warehouse other shop request awaiting for approval quantity [Now]
P01	Product A	95 pcs	40 pcs	60 pcs	-5 pcs
P02	Product B	170 pcs	20 pcs	0 pcs	150 pcs

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Setup display in transit quantity and current warehouse quantity + in transit quantity at approve request.

At approve shop request, display :
- In transit to current warehouse quantity
- Current warehouse quantity + in transit quantity

If current warehouse quantity + in transit quantity < 0
will display color background

Display

Code	Name	Office quantity [Now]	HKB2B other shop request awaiting for approval quantity [Now]	Other warehouse shop request awaiting for approval quantity [Now]	Office quantity - all warehouse other shop request awaiting for approval quantity [Now]	HKB2B quantity [Now]	In transit to HKB2B quantity [Now]	HKB2B quantity + In transit quantity [Now]
P01	Product A	95 pcs	40 pcs	60 pcs	-5 pcs	25 pcs	0 pcs	25 pcs
P02	Product B	170 pcs	20 pcs	0 pcs	150 pcs	-35 pcs	30 pcs	-5 pcs

Setup display last 1 month request quantity and last 3 month monthly average request quantity at approve request.

At approve shop request, display :
Current warehouse last 1 month request quantity(Not include today)
Current warehouse last 3 month monthly average request quantity (Not include today)

If request quantity greater than
Current warehouse last 1 month request quantity and
Current warehouse last 3 month monthly average request quantity over 50%
will display color background

Display

If request quantity exceeds last 1 month request quantity and last 3 month monthly average request quantity by designated percentage, means request quantity is more than past request by designated percentage, system will display color background.

Code	last 1 month request quantity [Now]	Last 3 month monthly average request quantity [Now]	>20% alert Request quantity	Approve quantity	Transfer out	Transfer in	Remark
P01	20 pcs	8 pcs	45 pcs	50 pcs			
P02	20 pcs	7 pcs	20 pcs	15 pcs			

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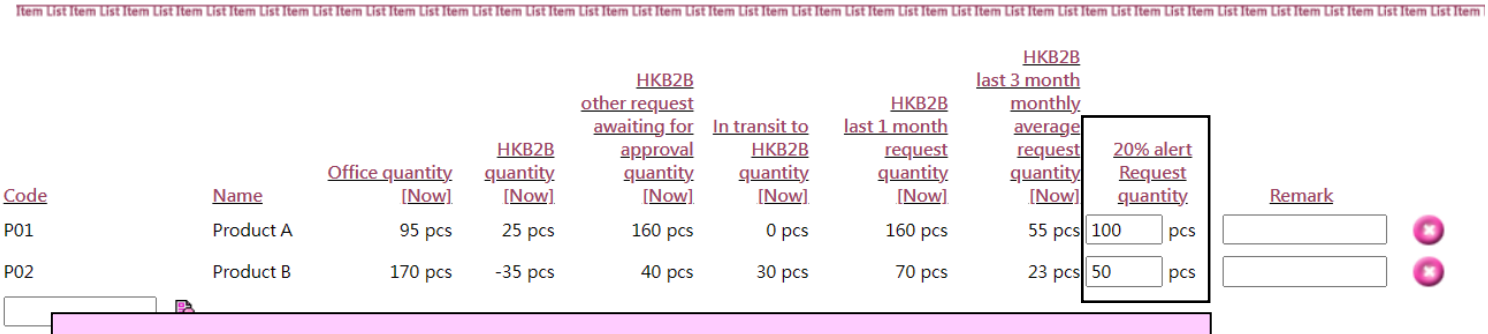
Control request quantity not allow to be larger than replenishment warehouse quantity – same warehouse other shop request quantity awaiting for approval.

Control Request quantity cannot greater than Replenishment warehouse quantity less(-) Same warehouse other request awaiting for approval quantity	Control



Code	Name	Office quantity [Now]	HKB2B quantity [Now]	HKB2B other request awaiting for approval quantity [Now]	In transit to HKB2B quantity [Now]	HKB2B last 1 month request quantity [Now]	HKB2B last 3 month monthly average request quantity [Now]	20% alert Request quantity	Remark
P01	Product A	95 pcs	25 pcs	160 pcs	0 pcs	160 pcs	55 pcs	100 pcs	
P02	Product B	170 pcs	-35 pcs	40 pcs	30 pcs	70 pcs	23 pcs	50 pcs	

After enable control, users not allow to submit application if request quantity is exceeded.

Request and approve at the same time when new shop request.

At new shop request, allow OK and approve	Enabled

Code	Name	Office quantity [Now]	HKB2B quantity [Now]	HKB2B other request awaiting for approval quantity [Now]	In transit to HKB2B quantity [Now]	HKB2B last 1 month request quantity [Now]	HKB2B last 3 month monthly average request quantity [Now]	20% alert Request quantity	Remark
P01	Product A	95 pcs	25 pcs	160 pcs	0 pcs	160 pcs	55 pcs	100 pcs	
P02	Product B	170 pcs	-35 pcs	40 pcs	30 pcs	70 pcs	23 pcs	50 pcs	

Setup disable means not display <Approve & OK>, users can only request but cannot approve when new shop request.

Generate transfer order and transfer out at the same time when approve.

When approve, generate transfer order and transfer out	Enabled

When enable function, system will generate transfer order and transfer out at the same time. Users no need to arrange delivery at transfer order. System will create transfer out automatically when approve request.