

7. Select the “Allocate” or Order tab” to view history.
8. Click on the “Request No” T-010X or R-010X to view request details.






9. Storeperson will process respective requests accordingly.

7.2.6 Adding Vendor Containers

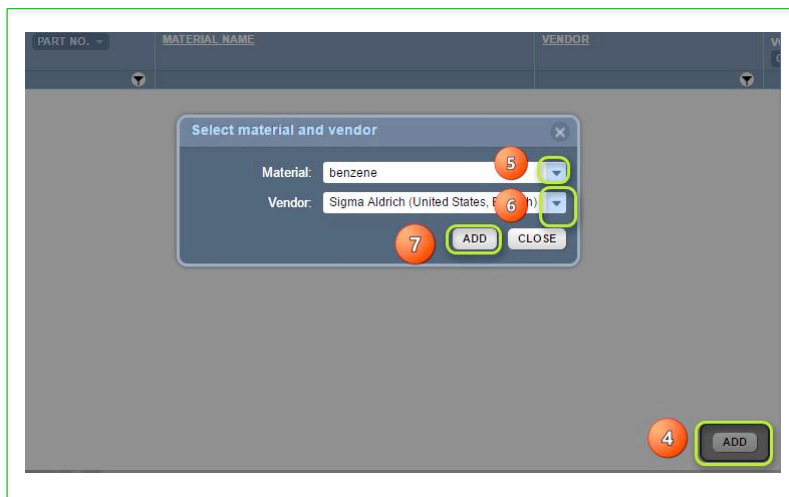
The material added into the Manifest folder may not contain any volume/weight or any containers. As chemicals are received on-site, users can add the container(s) for the material(s) into Sisot by searching for material or adding containers from existing vendor group in Sisot mode through the request function. The following steps illustrate how to add containers into Sisot.

Steps: Adding Vendor Containers in Sisot Mode

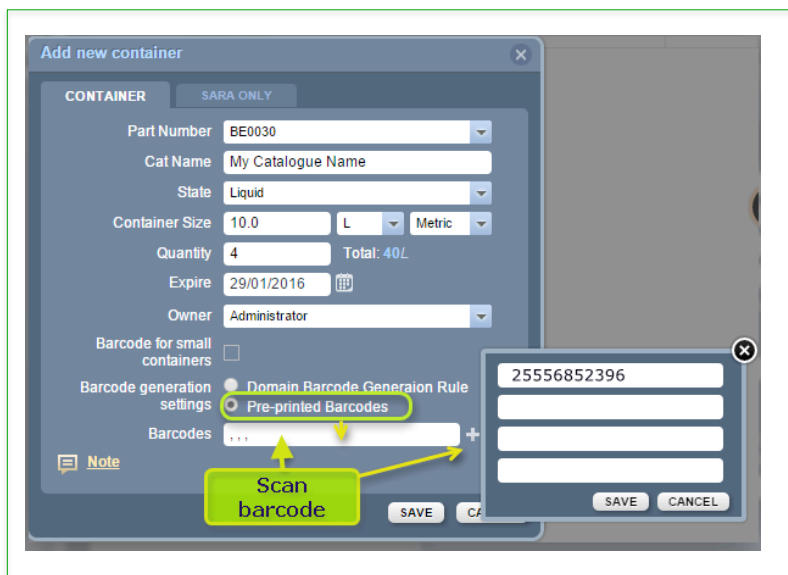
1. Select the “Home” module button .
2. Select a “folder”  where containers are to be added.
3. Click on the “Sisot” button  from Manifest/Sisot toolbar.




4. Select the “Add” button from the bottom right corner of the list pane.
5. Select the **drop down arrow to choose “Material Name”** from an already existing inventory list from the manifest or type text.
6. Assign a “Vendor” (Manufacturer/supplier) from the drop down arrow or type text.
7. Click “Add” button.

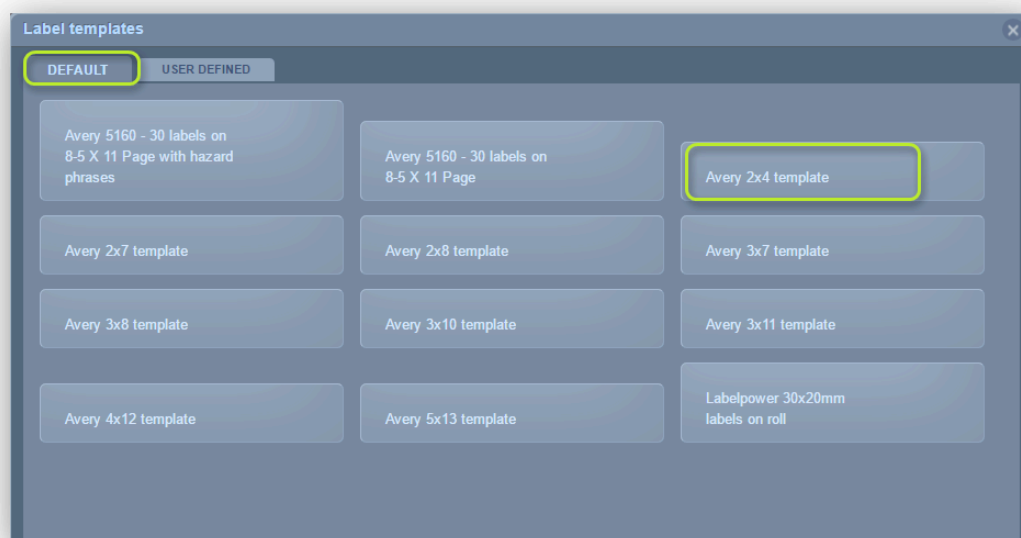


Enter container information using the container tab fields



8. Select “part number” if applicable
9. Enter “catalogue name” if applicable

10. Assign “physical state” of the material in the container
11. Enter container size (volume/weight) by entering the value size, unit measure from the drop down arrow and type of system unit measure.
12. Enter “quantity value” for the number of containers to be added. Note total amount will be automatically calculated $[container\ unit\ size \times number\ of\ containers = total\ amount\ of\ unit\ volume/weight]$
13. Optional – assign calendar expiry date from calendar icon  (dd/mm/yy)
14. Select the “owner of the container” from the drop down arrow list of users
15. Choose “barcode for small containers” (click on checkbox) if applicable. The small container option will generate a six digit type of barcode for smaller labels. Note that the barcode option will be generated based on the set barcode rules by your administrator.
16. Assign a container note.
17. Click the “Save” button if preprinted barcode option is selected to generate barcode and choose a label template. Note that this option is only valid for a domain account that has barcode generation rule set as random.
18. Select “Yes” from the message to set maximum volume/weight for the container.
19. Select “default” or user defined tab. Default tab displays available label templates to choose appropriate label whereas user defined tab will load a list of available custom labels for that domain account.



Option1: Generating Default Barcodes

- ⇒ Click on a template name to load the template barcodes to print or save barcodes. Close the label window once barcode are printed or saved.

 Note that the barcode is generated from the barcode rule from the system as per the settings rule.