

Replace Inventory on a Resource Request

[Home](#) > [EMSupply](#) > [EMSupply Resource Requests](#) > Replace Inventory on a Resource Request



If necessary, inventory on an active resource request can be replaced when it is in the *Confirmed - Approved for Picking* or *In Picking* status. This feature allows you to replace the requested item with another, similar item. This is especially helpful when the wrong item was accidentally requested, or a requested item is unavailable.

To replace inventory on a resource request

1. On the **Requests and Shipments** tab, click **Resource Requests**.
2. To filter the requests, click the pill with the specified status.
3. Locate the request and, on that row, click the edit icon. The *Manage Resource Request* page opens.
4. In the *Approve Inventory* area, locate the item and, on that row, click the replace icon. The *Replace [Item]* window opens.
5. Select or clear the **Only Available Items** check box.
6. Locate a suitable replacement item and click that row. The *Replace [Item]* window opens.
7. Click **OK**.