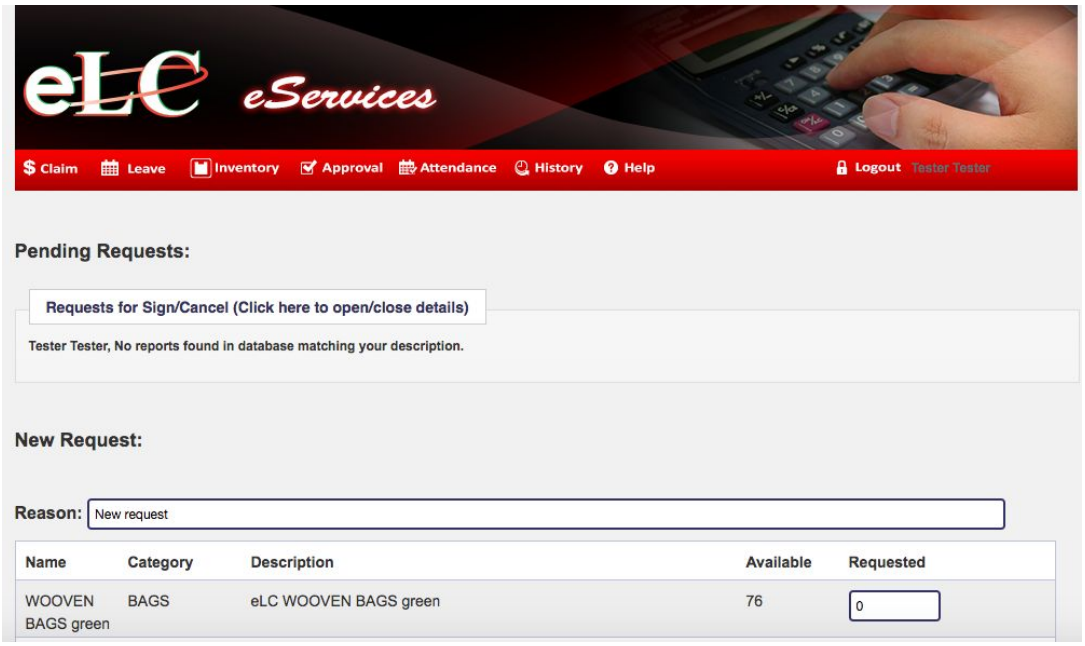
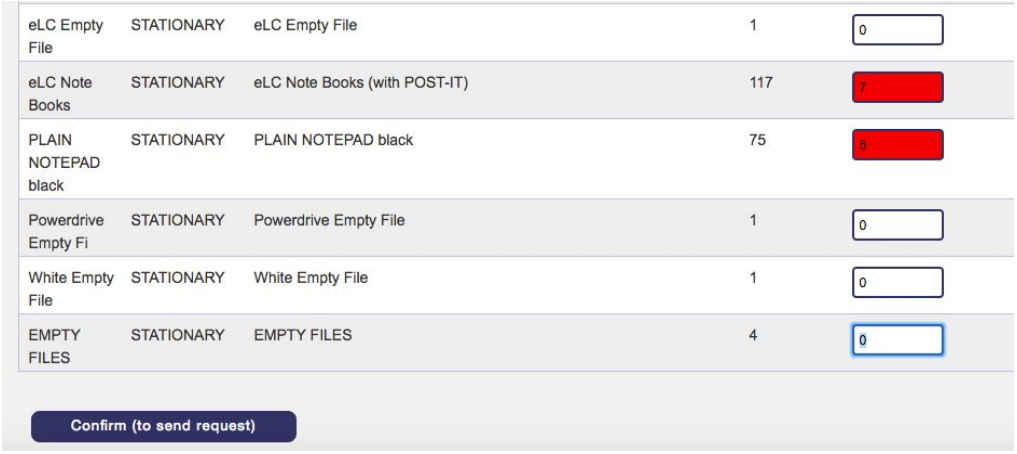
- Press

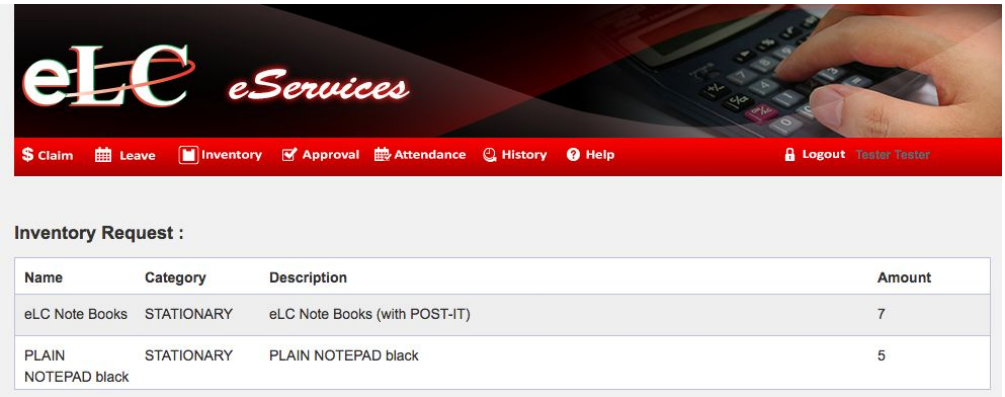
to enter inventory submission page after login



- Key in the number for your requested items and press the button to submit:



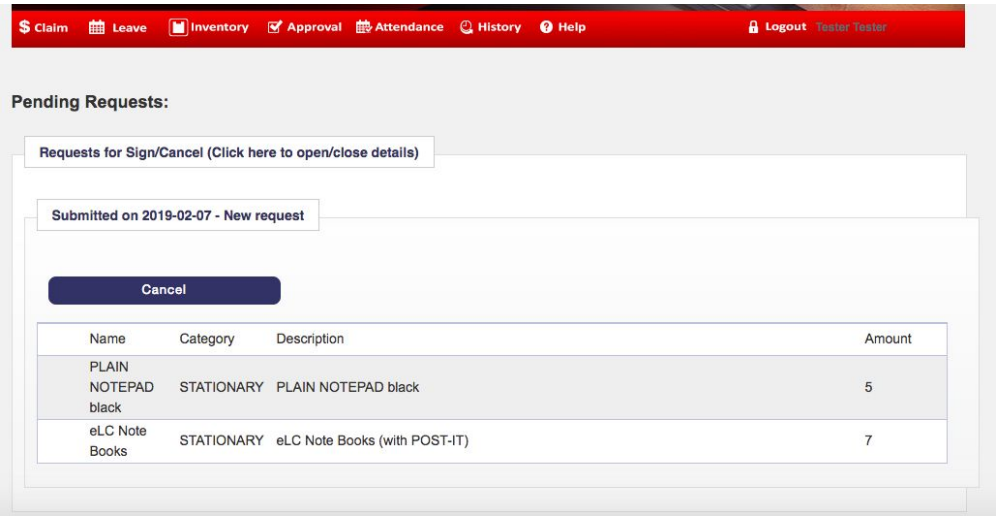
- Confirmation page is shown after your request has been submitted successfully:



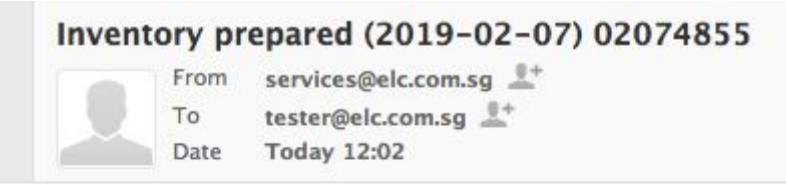
- You may cancel your request in

-> “Pending Requests” -> “Requests for Sign/Cancel” -> “Submitted on *[DATE OF SUBMISSION] [REASON OF REQUEST]*”

NOTE: it is not possible to cancel after your requested items have been prepared.



- You will receive the email below once your requested items are ready for collection:



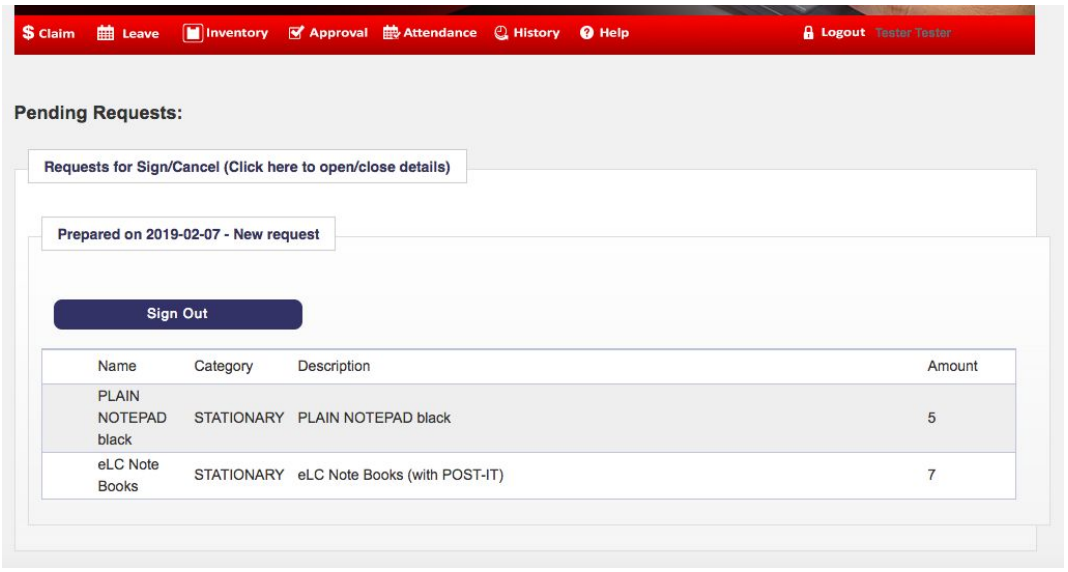
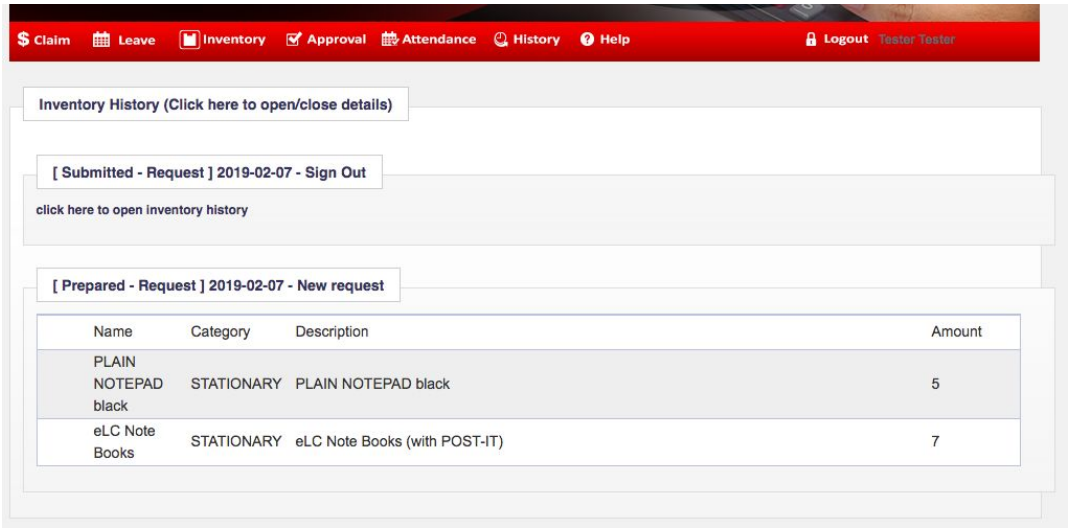

```
Your inventory request is prepared:

  Inventory Request Details:
    User Name:  tester tester
    User ID:    900
    Created on: 2019-02-07
    Reason:     New request
    Type:       Request
```

- You have to sign out the request at

-> “Pending Requests” -> “Requests for Sign/Cancel” -> “Submitted on *[DATE OF SUBMISSION] [REASON OF REQUEST]*” by pressing

before you are allowed to collect your items:



- All your inventory requests can be found in “History” -> “Inventory History”