

# INVENTORY

## PART REQUESTS - CHANGE WAREHOUSE

(Only part requests linked to Calls / Projects)

If there is no stock in the warehouse selected on the part request, stock can either be transferred to the requested warehouse, or the requested warehouse can be changed as explained below.

This process can only be done for part requests linked to the underlying **work order** on a **Call** or **Project**.

The Warehouse can never be changed for an **OTC** (over the counter) invoice part request.

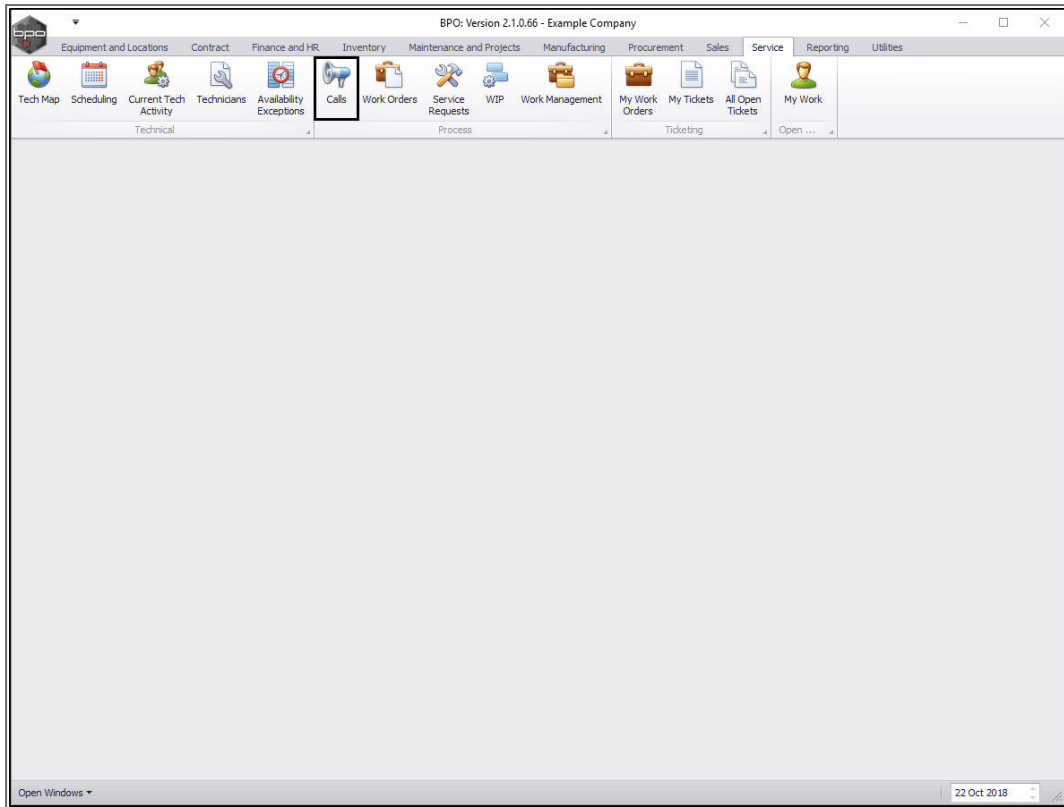
## CHANGE WAREHOUSE FOR PART REQUEST LINKED TO CALL

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**Ribbon Access:** *Service > Calls > Work orders > Parts*

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- The **Call Listing** screen will be displayed.

## SELECT CALL

- Ensure that you selected the correct date range to display the call that is linked to the part request.

Call Listing - BPO: Version 2.1.0.66 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

25 Apr 2018 | 22 Oct 2018 | Refresh | My Calls | Save Layout | Workspaces | Save Filter | My Call | Assign | Start | Close | Complete | Hold | Pending | Release | Print | Reports

Find | Filter

Information | No Of Calls

- Durban: 17
  - New: 16
  - In Progress: 1
  - Hold: 0
  - Complete: 0
  - Closed: 1
  - All: 17
- Pretoria: 0
  - New: 0
  - In Progress: 0
  - Hold: 0
  - Pending: 0
  - Complete: 0
  - Closed: 0
  - All: 0
- Cape Town: 0
  - New: 0
  - In Progress: 0
  - Hold: 0
  - Pending: 0
  - Complete: 0
  - Closed: 0
  - All: 0
- Johannesburg: 0
  - New: 0
  - In Progress: 0
  - Hold: 0
  - Pending: 0
  - Complete: 0
  - Closed: 0
  - All: 0

CallReference	CallDate	Technician	CallState	CallTime	Description	CallType	CallTypeDesc	SerialNo	FunctCode
CH0000584	17 Oct 2...		UnAssigned	11:43:02	Service machine, paper jam	SERV	Service	1818-1111	Durban Ar
CH0000580	26 Jul 2018		UnAssigned	11:01:38	Return all from short term contract STC0000030	DR	Select Call Type		Main
CH0000579	24 Jul 2018		UnAssigned	13:53:49	Return all from short term contract STC0000001	DR	Select Call Type		Hillcrest
CH0000578	24 Jul 2018	Theo Peterson	Awaiting Acceptance	13:32:28	Return all from short term contract STC0000028	DR	Select Call Type		Main
CH0000577	24 Jul 2018		UnAssigned	13:32:25	Return all from short term contract STC0000028	DR	Select Call Type		Main
CH0000576	24 Jul 2018		UnAssigned	10:45:50	Return all from short term contract STC0000029	DR	Select Call Type		Main
CH0000575	19 Jul 2018	Theo Peterson	Awaiting Acceptance	21:52:37	Return all from short term contract STC0000019	DR	Select Call Type		Derton Cer
CH0000574	19 Jul 2018		UnAssigned	21:52:37	Return all from short term contract STC0000019	DR	Select Call Type		Derton Cer
CH0000573	19 Jul 2018		UnAssigned	21:47:25	Return all from short term contract STC0000019	DR	Select Call Type		Derton Cer
CH0000572	19 Jul 2018		UnAssigned	21:47:25	Return all from short term contract STC0000019	DR	Select Call Type		Derton Cer
CH0000571	19 Jul 2018		UnAssigned	21:46:58	Return all from short term contract STC0000019	DR	Select Call Type		Derton Cer
CH0000570	19 Jul 2018		UnAssigned	21:46:53	Return all from short term contract STC0000019	DR	Select Call Type		Derton Cer
CH0000569	19 Jul 2018	Bianca Du Toit	Awaiting Acceptance	12:40:07	Return all from short term contract STC0000028	DR	Select Call Type		Main
CH0000567	06 Jul 2018	Theo Peterson	Awaiting Acceptance	12:22:33	Machine faulty, loan unit requested.	REP	Repair	2020-103056	

Count: 17

Open Windows | 22 Oct 2018

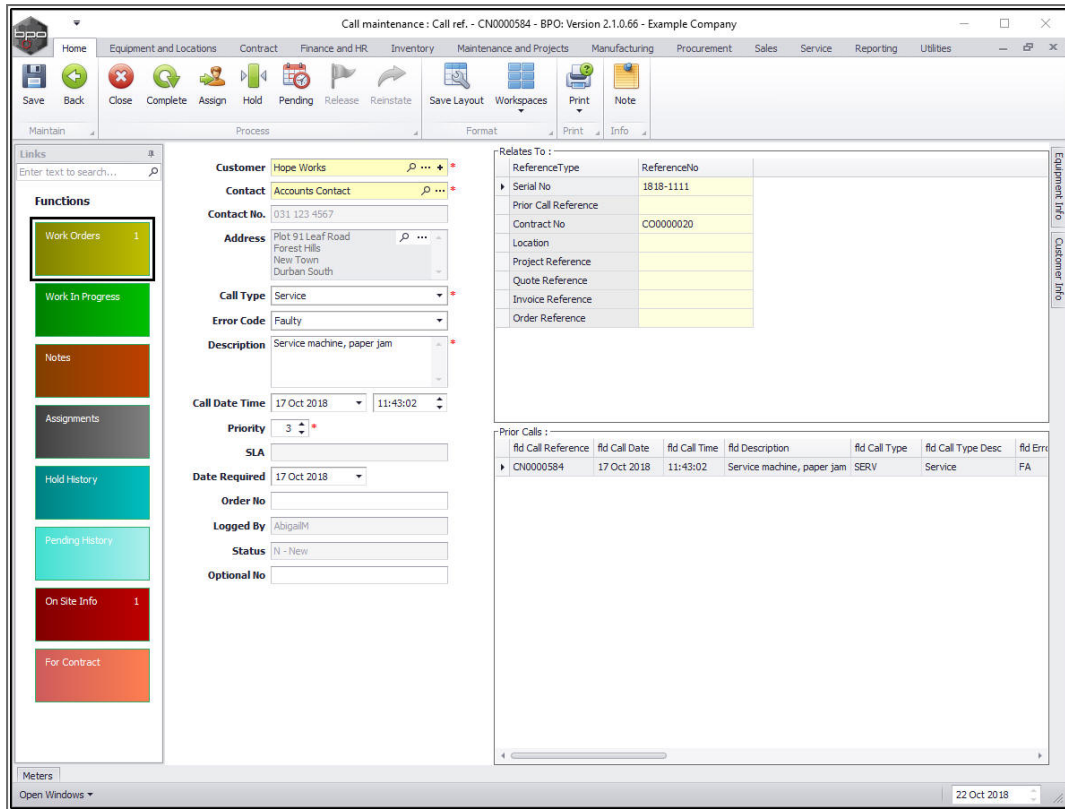
- Click on the **row selector** in front of the **call** linked to the part request.
- Click on **Edit**.

CallRefere...	CallDate	Technician	CallState	CallTime	Description	CallType	CallTypeDesc	SerialNo	FundLoc
CN0000584	17 Oct 2...		UnAssigned	11:43:02	Service machine, paper jam	SERV	Service	1818-1111	Durban Ar
CN0000580	26 Jul 2018		UnAssigned	11:01:38	Return all from short term contract STC0000030.	DR	Select Call Type		Main
CN0000579	24 Jul 2018		UnAssigned	13:53:49	Return all from short term contract STC0000001.	DR	Select Call Type		Hillcrest
CN0000578	24 Jul 2018	Theo Peterson	Awaiting Acceptance	13:32:28	Return all from short term contract STC0000028.	DR	Select Call Type		Main
CN0000577	24 Jul 2018		UnAssigned	13:32:25	Return all from short term contract STC0000028.	DR	Select Call Type		Main
CN0000576	24 Jul 2018		UnAssigned	10:45:50	Return all from short term contract STC0000029.	DR	Select Call Type		Main
CN0000575	19 Jul 2018	Theo Peterson	Awaiting Acceptance	21:52:37	Return all from short term contract STC0000019.	DR	Select Call Type		Derton Cer
CN0000574	19 Jul 2018		UnAssigned	21:52:37	Return all from short term contract STC0000019.	DR	Select Call Type		Derton Cer
CN0000573	19 Jul 2018		UnAssigned	21:47:25	Return all from short term contract STC0000019.	DR	Select Call Type		Derton Cer
CN0000572	19 Jul 2018		UnAssigned	21:47:25	Return all from short term contract STC0000019.	DR	Select Call Type		Derton Cer
CN0000571	19 Jul 2018		UnAssigned	21:46:58	Return all from short term contract STC0000019.	DR	Select Call Type		Derton Cer
CN0000570	19 Jul 2018		UnAssigned	21:46:53	Return all from short term contract STC0000019.	DR	Select Call Type		Derton Cer
CN0000569	19 Jul 2018	Blanca Du Toit	Awaiting Acceptance	12:40:07	Return all from short term contract STC0000028.	DR	Select Call Type		Main
CN0000567	06 Jul 2018	Theo Peterson	Awaiting Acceptance	12:22:33	Machine faulty, loan unit requested.	REP	Repair	2020-103056	

- The **Call maintenance** screen will be displayed.

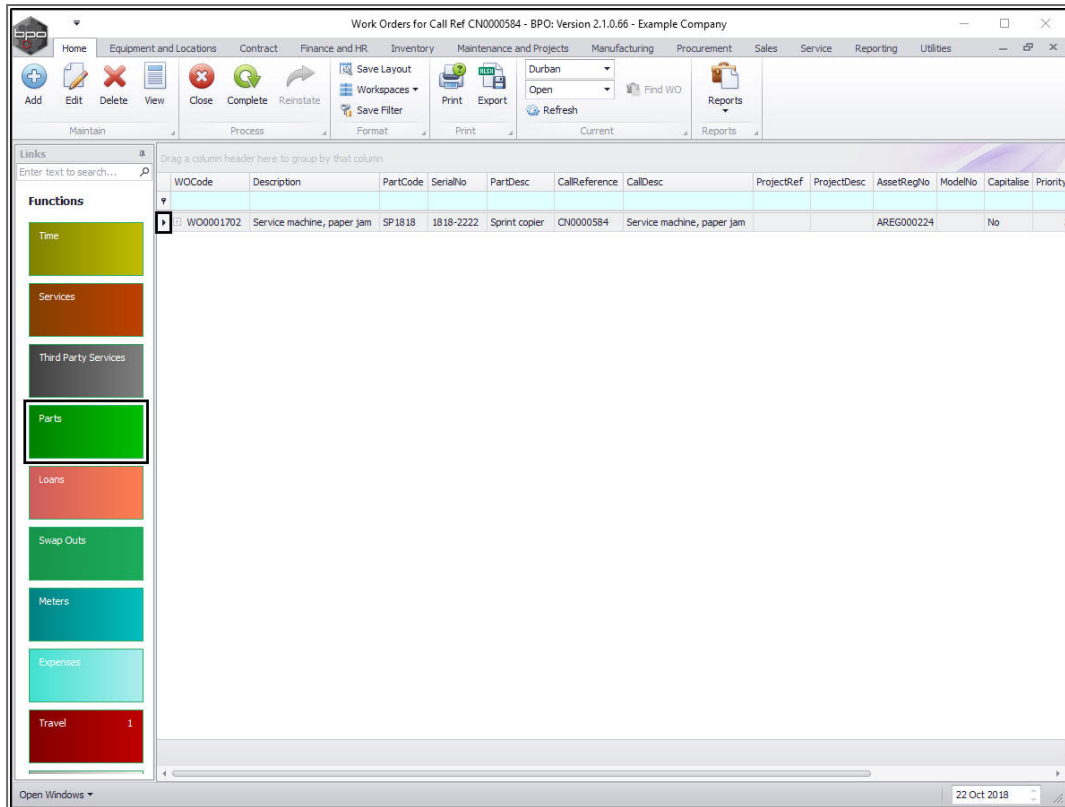
## SELECT WORK ORDER

- Click on the **Work Orders** tile.



The **Work Orders for Call Ref [ ]** screen will be displayed.

- Click on the **row selector** in front of the **work order** that contains the part request.
- Click on the **Parts** tile.



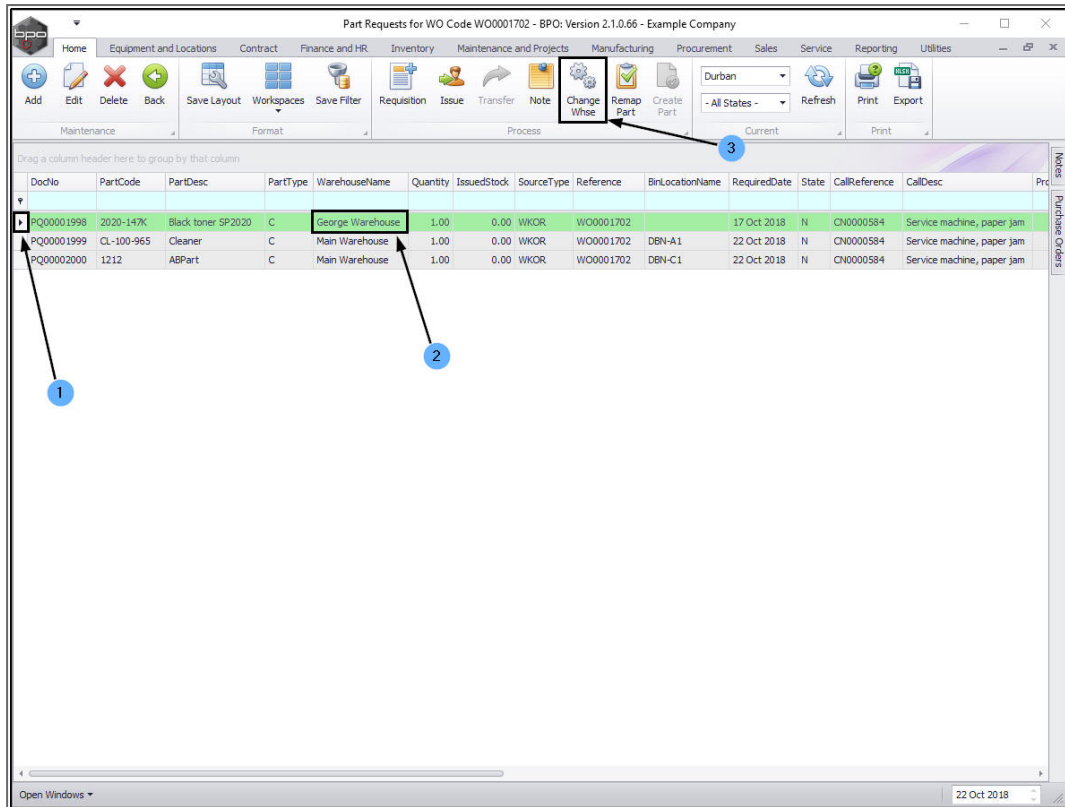
## SELECT PART

The *Part Requests for WO Code [ ]* screen will be displayed.

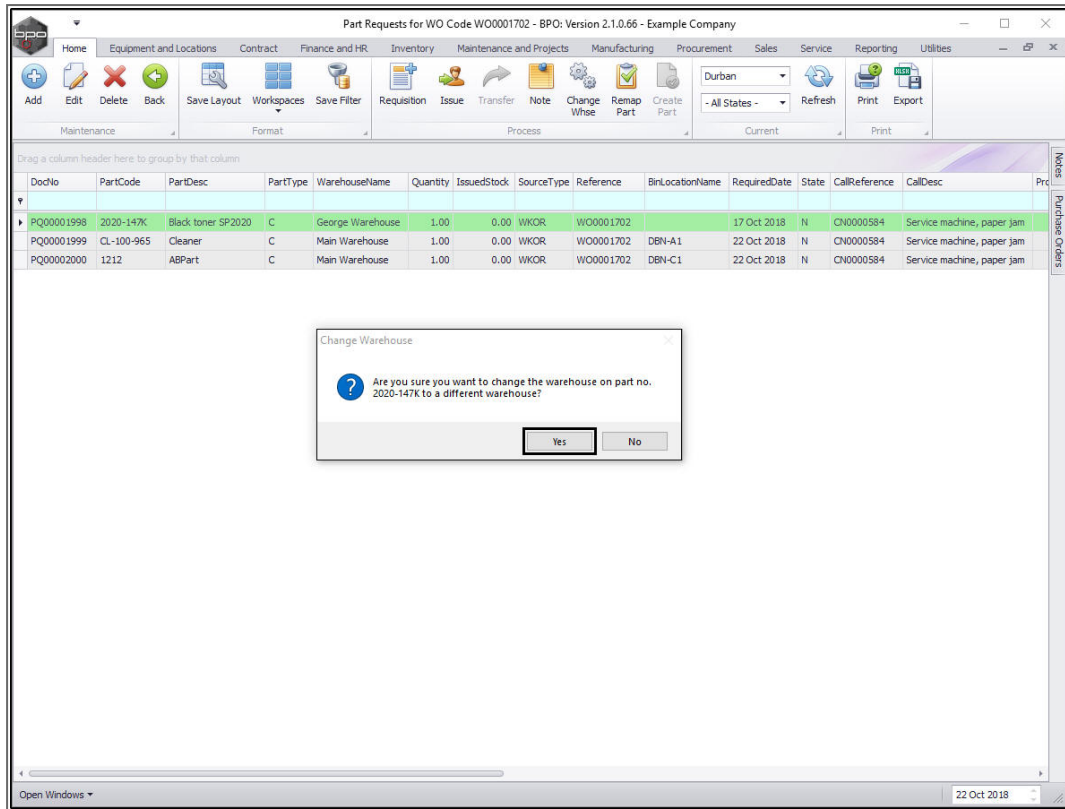
1. Click on the **row selector** in front of the **part** that you wish to change the warehouse of.
2. In this image this part has originally been requested from the **George Warehouse**.

## CHANGE WAREHOUSE

3. Click on **Change Warehouse**.



- A **Change Warehouse** message box will pop up asking;
  - **Are you sure you want to change the warehouse on part no. [ ] to a different warehouse.**
- Click on **Yes**.



A **Select the new warehouse** pop up screen will appear.

- Click on the **row selector** in front of the **warehouse** that you wish to request this part from.
  - In this image, **Main Warehouse** has been selected.
- Click on **Ok**.



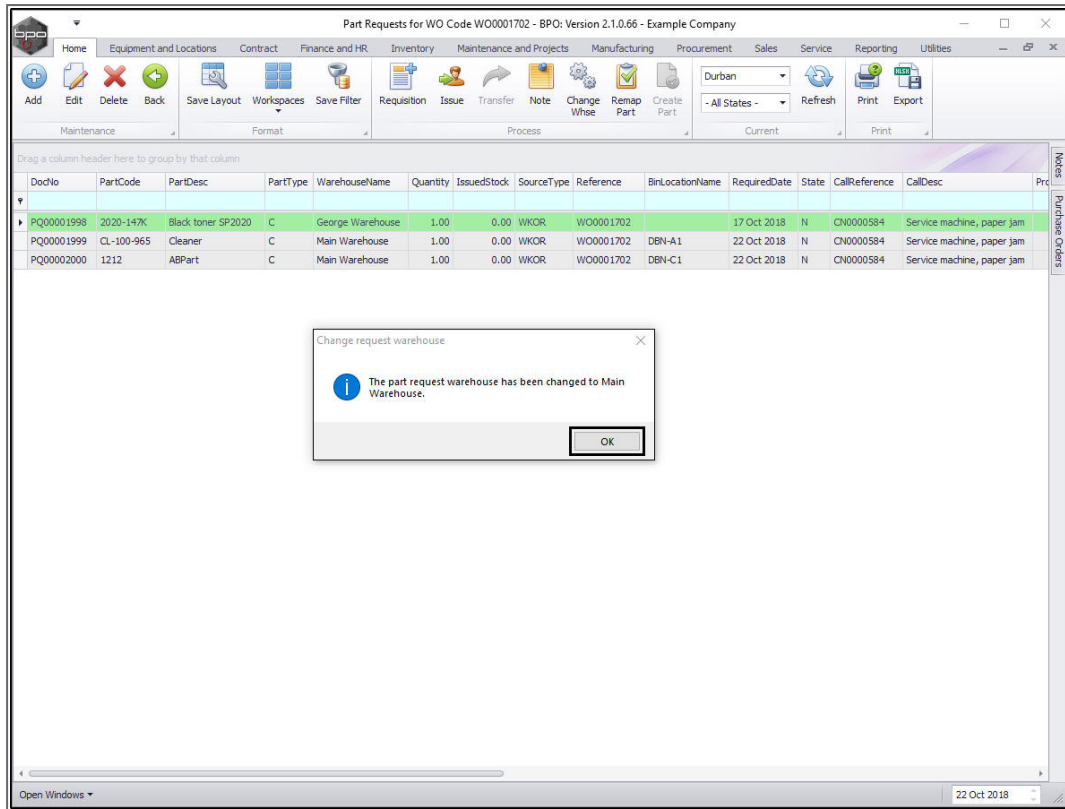
The screenshot displays the 'Part Requests for WO Code WO0001702 - BPO: Version 2.1.0.66 - Example Company' interface. The main window contains a table of part requests. A modal dialog titled 'Select the new warehouse' is open, allowing the user to change the warehouse for a selected part request. The dialog shows a list of warehouses, with 'Main Warehouse' selected.

DocNo	PartCode	PartDesc	PartType	WarehouseName	Quantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	State	CallReference	CallDesc
PQ00001998	2020-147K	Black toner SP2020	C	George Warehouse	1.00	0.00	WKOR	WO0001702		17 Oct 2018	N	CN0000584	Service machine, paper jam
PQ00001999	CL-100-965	Cleaner	C	Main Warehouse	1.00	0.00	WKOR	WO0001702	DBN-A1	22 Oct 2018	N	CN0000584	Service machine, paper jam
PQ00002000	1212	ABPart	C	Main Warehouse	1.00	0.00	WKOR	WO0001702	DBN-C1	22 Oct 2018	N	CN0000584	Service machine, paper jam

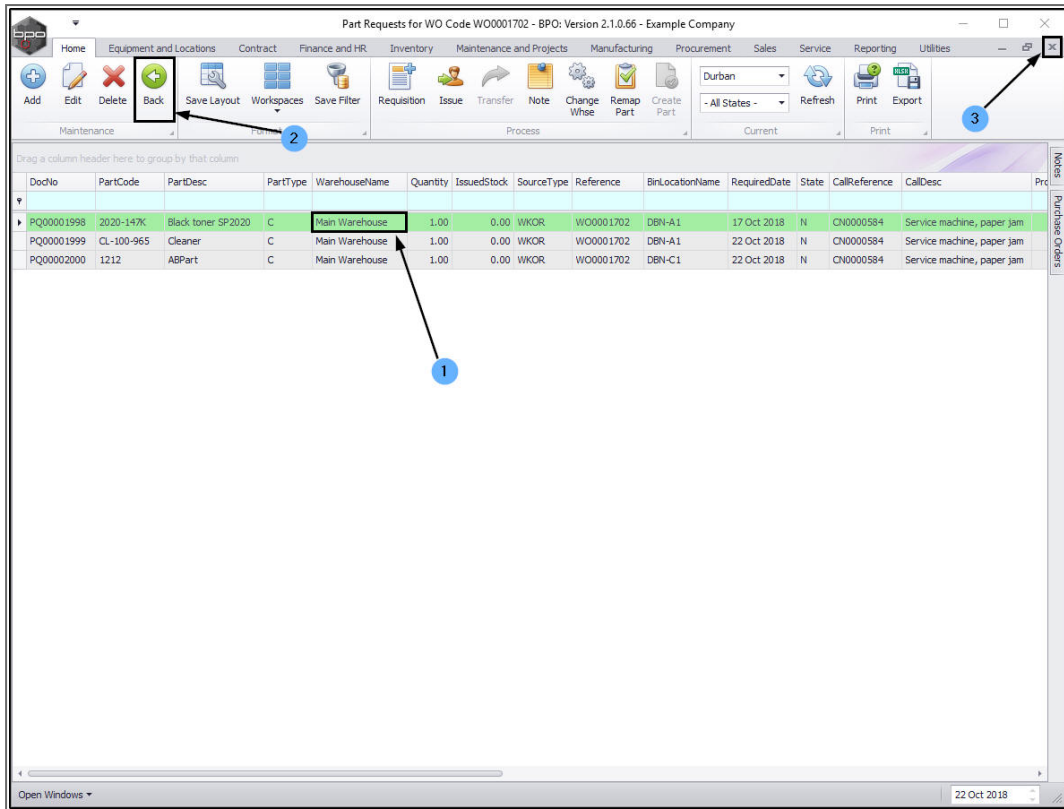
  

Description	IsBinLocation	PCName	StoremanName	IsDefault	IsStock	IsAsset	AutoIssue	AccountCode	Status
Main Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No	No	7701	A
Off Site Warehouse	No	Purchasing Centre	Chris Haynes	No	Yes	No	No	7700	A
George Warehouse	No	Purchasing Centre	Chris Haynes	No	Yes	No	No	7700	A
Carl Warehouse	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	A
JohnS Boot	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	A
OTC Whse DBN	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	Yes	6600	A
ADD Warehouse	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	I
TheoJ Boot Warehouse	No	Purchasing Centre	Theo Peterson	No	Yes	No	No	7700	A
ChrisH Warehouse	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7000	A
New Boot Stock	No	Purchasing Centre	Judith Mudzengi	No	Yes	No	No	7700	A
Dispatch Warehouse	No	Purchasing Centre	Abigail Milne	No	Yes	No	No	7700	A
AN Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No	No	7700	A
Customer Equipment ...	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	A

- A **Change request warehouse** message box will pop up informing you that;
  - **The part request warehouse has been changed to Main Warehouse.**
- Click on **OK**.

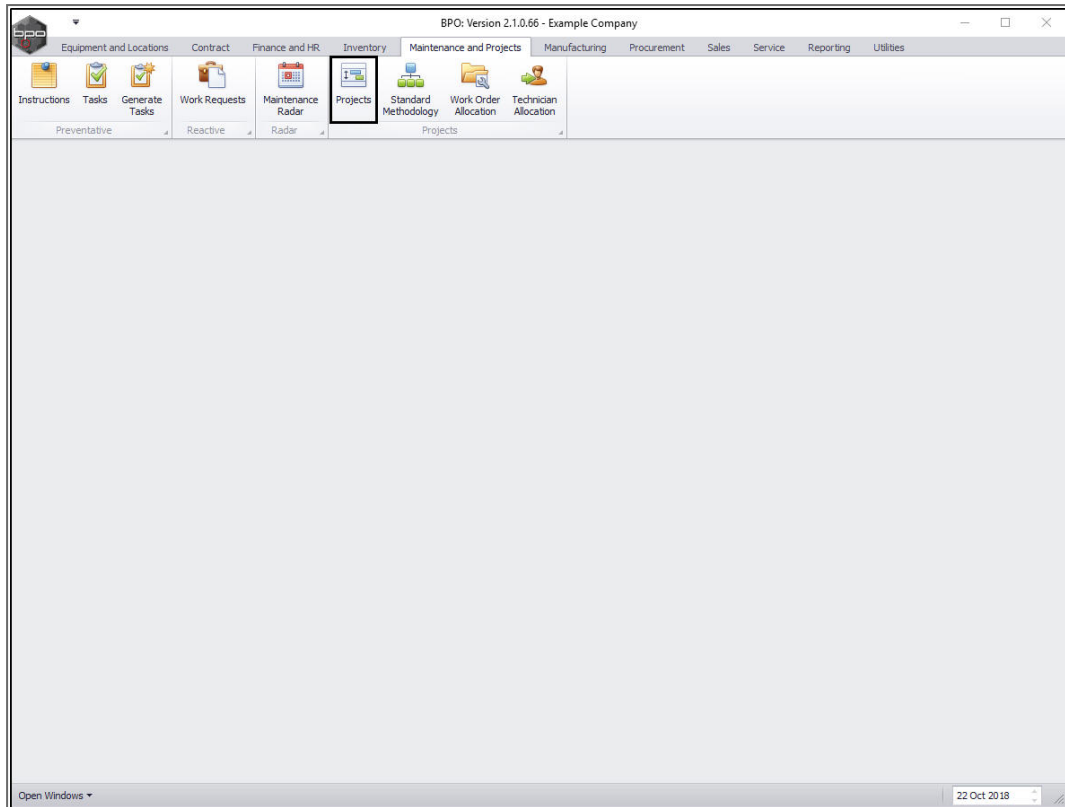


1. The **Warehouse Name** column will now display the selected warehouse name.
2. Click on **Back** or
3. **Close** the screen when you are done.



## CHANGE WAREHOUSE FOR PART REQUEST LINKED TO PROJECT

Ribbon Access: *Maintenance and Projects > Projects*



The **Project Listing** screen will be displayed.

Select the Site and Status

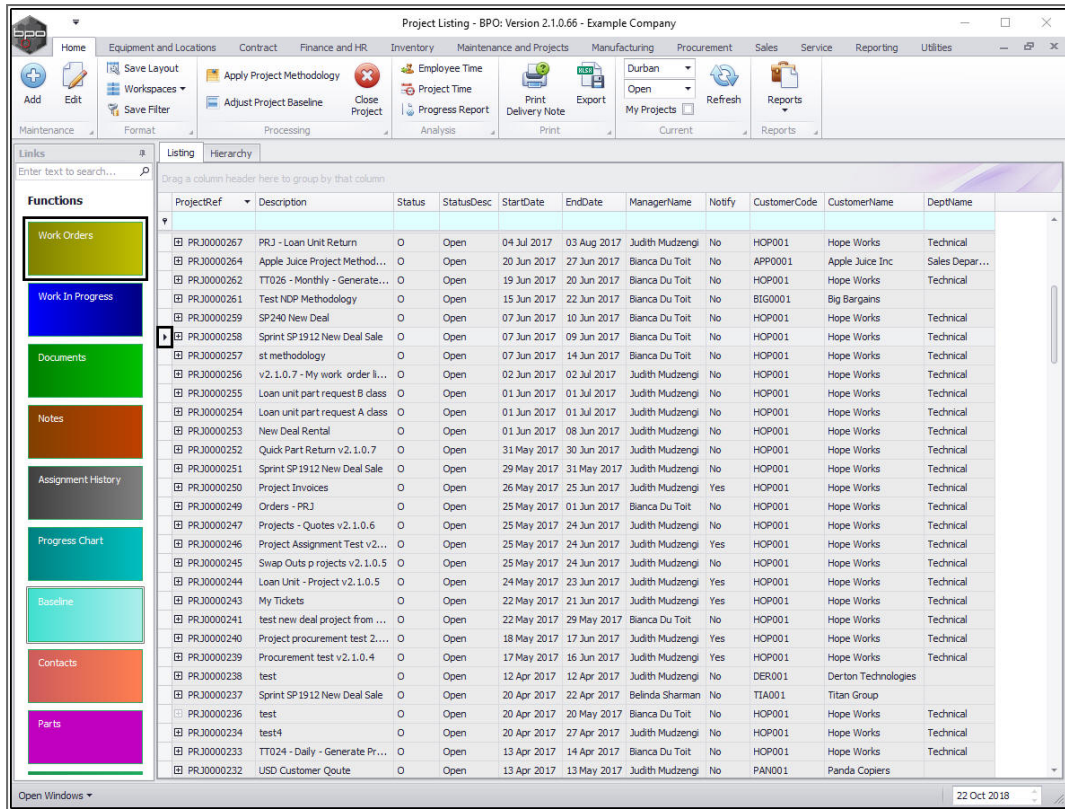
- Ensure that you have selected the correct **site**.
- The **status** must be set to **Open**.

The screenshot displays the 'Project Listing' window in a software application. The window title is 'Project Listing - BPO: Version 2.1.0.66 - Example Company'. The interface includes a top navigation bar with tabs for Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the navigation bar is a ribbon with various action buttons like 'Save Layout', 'Apply Project Methodology', 'Close Project', 'Print Delivery Note', etc. The main area is a table listing projects. The left-hand side features a 'Functions' pane with several colored tiles: 'Work Orders' (yellow), 'Work In Progress' (blue), 'Documents' (green), 'Notes' (orange), 'Assignment History' (grey), 'Progress Chart' (teal), 'Baseline' (light blue), 'Contacts' (red), and 'Parts' (purple). The 'Work Orders' tile is currently selected.

ProjectRef	Description	Status	StatusDesc	StartDate	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName
PRJ0000267	PRJ - Loan Unit Return	0	Open	04-Jul-2017	03-Aug-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000264	Apple Juice Project Method...	0	Open	20-Jun-2017	27-Jun-2017	Bianca Du Toit	No	APP0001	Apple Juice Inc	Sales Depar...
PRJ0000262	TT026 - Monthly - Generate...	0	Open	19-Jun-2017	20-Jun-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000261	Test NDP Methodology	0	Open	15-Jun-2017	22-Jun-2017	Bianca Du Toit	No	BIG0001	Big Bargains	
PRJ0000259	SP240 New Deal	0	Open	07-Jun-2017	10-Jun-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000258	Sprint SP1912 New Deal Sale	0	Open	07-Jun-2017	09-Jun-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000257	st methodology	0	Open	07-Jun-2017	14-Jun-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000256	v2.1.0.7 - My work order l...	0	Open	02-Jun-2017	02-Jul-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000255	Loan unit part request B class	0	Open	01-Jun-2017	01-Jul-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000254	Loan unit part request A class	0	Open	01-Jun-2017	01-Jul-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000253	New Deal Rental	0	Open	01-Jun-2017	08-Jun-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000252	Quick Part Return v2.1.0.7	0	Open	31-May-2017	30-Jun-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000251	Sprint SP1912 New Deal Sale	0	Open	29-May-2017	31-May-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000250	Project Invoices	0	Open	26-May-2017	25-Jun-2017	Judith Mudzengi	Yes	HOP001	Hope Works	Technical
PRJ0000249	Orders - PRJ	0	Open	25-May-2017	01-Jun-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000247	Projects - Quotes v2.1.0.6	0	Open	25-May-2017	24-Jun-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000246	Project Assignment Test v2...	0	Open	25-May-2017	24-Jun-2017	Judith Mudzengi	Yes	HOP001	Hope Works	Technical
PRJ0000245	Swap Outs p projects v2.1.0.5	0	Open	25-May-2017	24-Jun-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000244	Loan Unit - Project v2.1.0.5	0	Open	24-May-2017	23-Jun-2017	Judith Mudzengi	Yes	HOP001	Hope Works	Technical
PRJ0000243	My Tickets	0	Open	22-May-2017	21-Jun-2017	Judith Mudzengi	Yes	HOP001	Hope Works	Technical
PRJ0000241	test new deal project from ...	0	Open	22-May-2017	29-May-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000240	Project procurement test 2...	0	Open	18-May-2017	17-Jun-2017	Judith Mudzengi	Yes	HOP001	Hope Works	Technical
PRJ0000239	Procurement test v2.1.0.4	0	Open	17-May-2017	16-Jun-2017	Judith Mudzengi	Yes	HOP001	Hope Works	Technical
PRJ0000238	test	0	Open	12-Apr-2017	12-Apr-2017	Judith Mudzengi	No	DER001	Derton Technologies	
PRJ0000237	Sprint SP1912 New Deal Sale	0	Open	20-Apr-2017	22-Apr-2017	Belinda Sharmar	No	TIA001	Titan Group	
PRJ0000236	test	0	Open	20-Apr-2017	20-May-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000234	test4	0	Open	20-Apr-2017	27-Apr-2017	Judith Mudzengi	No	HOP001	Hope Works	Technical
PRJ0000233	TT024 - Daily - Generate Pr...	0	Open	13-Apr-2017	14-Apr-2017	Bianca Du Toit	No	HOP001	Hope Works	Technical
PRJ0000232	USD Customer Quote	0	Open	13-Apr-2017	13-May-2017	Judith Mudzengi	No	PAN001	Panda Copiers	

## SELECT PROJECT

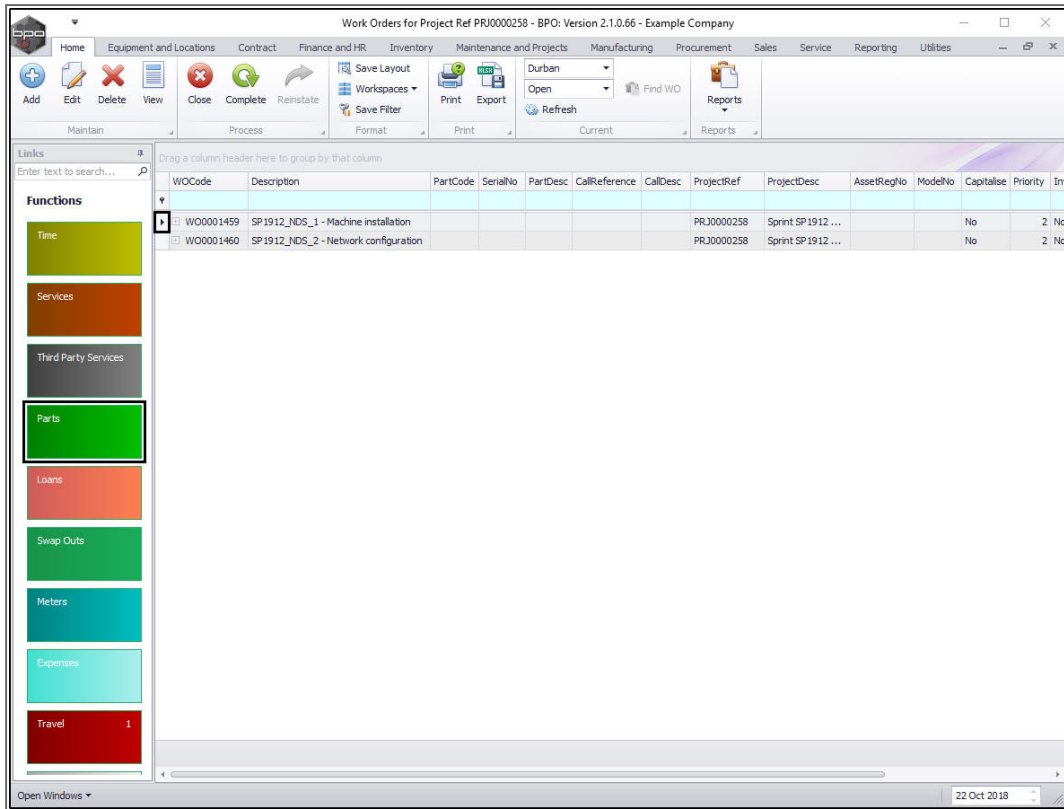
- Click on the **row selector** in front of the **project** that contains the part requests.
- Click on the **Work Orders** tile.



The **Work Orders for Project Ref [ ]** screen will be displayed.

## SELECT WORK ORDER

- Click on the **row selector** in front of the **work order** that contains the part request.
- Click on the **Parts** tile.



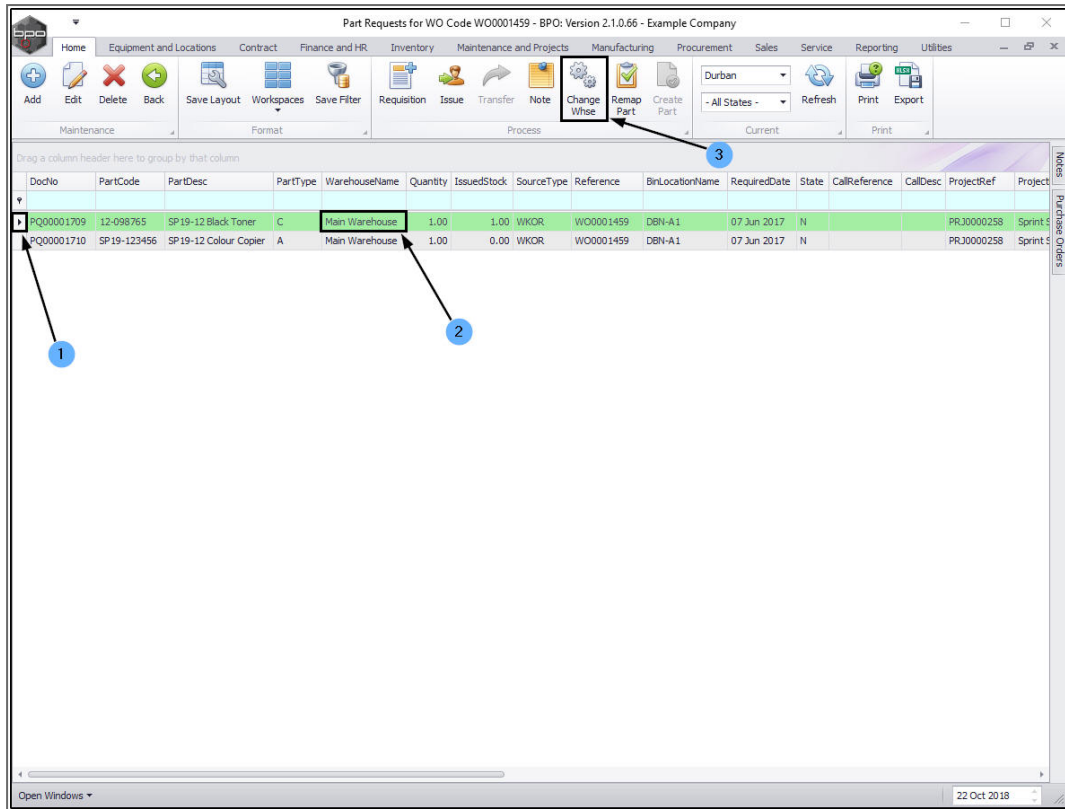
The *Part Requests for WO Code [ ]* screen will be displayed.

## SELECT PART

1. Click on the *row selector* in front of the *part* that you wish to change the warehouse of.
2. In this image this part has originally been requested from the *Main Warehouse*.

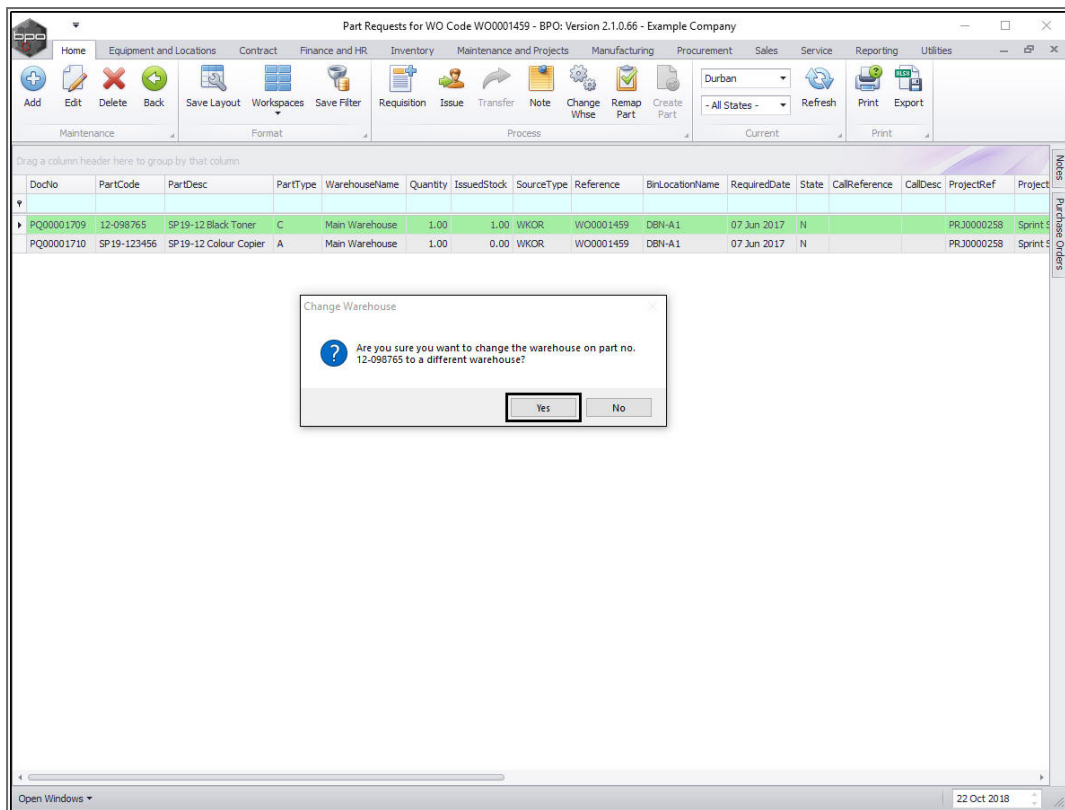
## CHANGE WAREHOUSE

3. Click on *Change Warehouse*.



- A **Change Warehouse** message box will pop up asking;
  - **Are you sure you want to change the warehouse on part no. [ ] to a different warehouse.**
- Click on **Yes**.





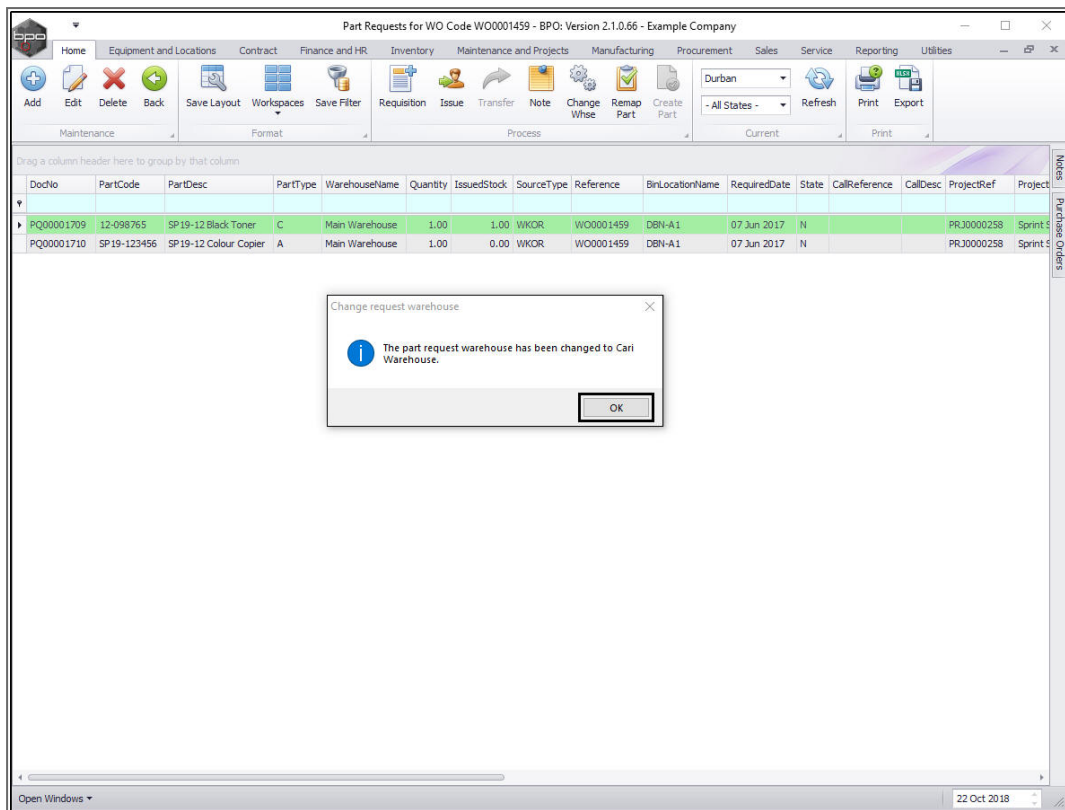
A **Select the new warehouse** pop up screen will appear.

- Click on the **row selector** in front of the **warehouse** that you wish to request this part from.
  - In this image, **Cari Warehouse** has been selected.
- Click on **Ok**.

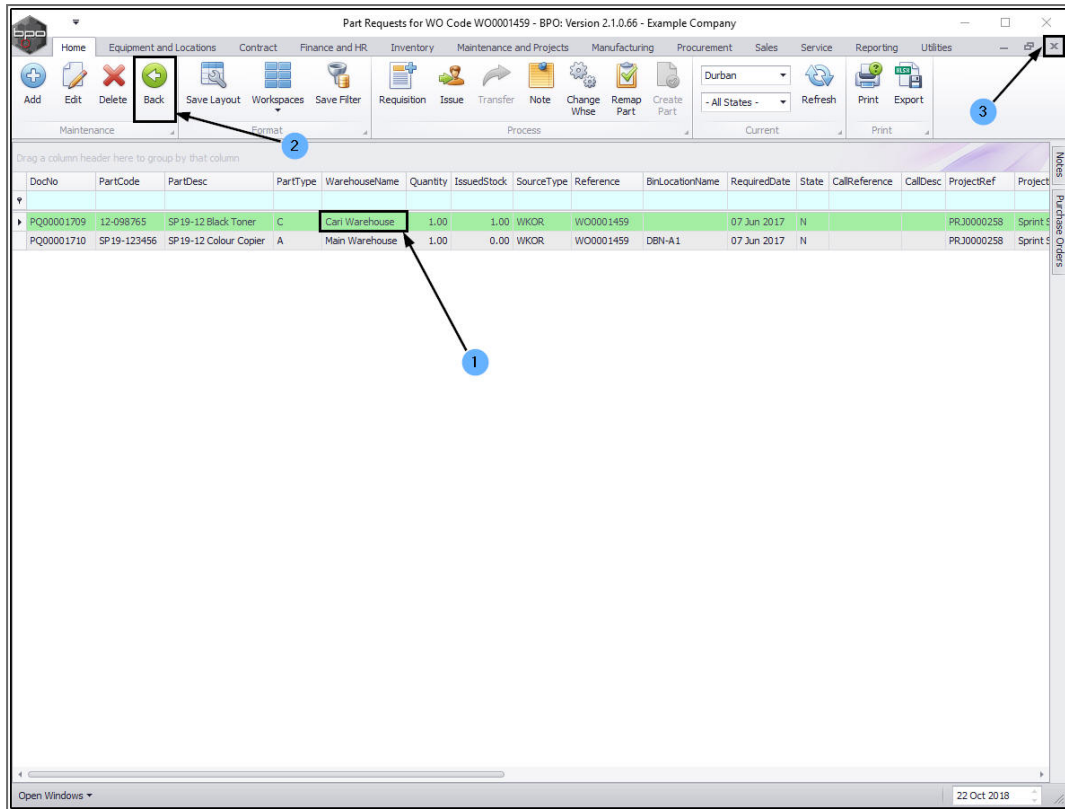
The screenshot shows the 'Part Requests for WO Code WO0001459 - BPO: Version 2.1.0.66 - Example Company' window. The main table lists part requests with columns: DocNo, PartCode, PartDesc, PartType, WarehouseName, Quantity, IssuedStock, SourceType, Reference, BinLocationName, RequiredDate, State, CallReference, CallDesc, ProjectRef, and Project. Two rows are visible, both for 'Main Warehouse'. A 'Change Warehouse' dialog box is open, titled 'Select the new warehouse'. It contains a table with columns: Description, IsBinLocation, PCName, StoremanName, IsDefault, IsStock, IsAsset, AutoIssue, AccountCode, and Status. The 'Cari Warehouse' row is selected in this dialog.

Description	IsBinLocation	PCName	StoremanName	IsDefault	IsStock	IsAsset	AutoIssue	AccountCode	Status
ADD Warehouse	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	I
OTC Whse DBN	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	Yes	6600	A
JohnS Boot	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	A
Main Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No	No	7701	A
TheoJ Boot Warehouse	No	Purchasing Centre	Theo Peterson	No	Yes	No	No	7700	A
<b>Cari Warehouse</b>	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	A
George Warehouse	No	Purchasing Centre	Chris Haynes	No	Yes	No	No	7700	A
Customer Equipment ...	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7700	A
Off Site Warehouse	No	Purchasing Centre	Chris Haynes	No	Yes	No	No	7700	A
ChrisH Warehouse	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	No	7000	A
New Boot Stock	No	Purchasing Centre	Judith Mudzengi	No	Yes	No	No	7700	A
Dispatch Warehouse	No	Purchasing Centre	Abigail Milne	No	Yes	No	No	7700	A
AN Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No	No		A

- A **Change request warehouse** message box will pop up informing you that;
  - **The part request warehouse has been changed to Cari Warehouse.**
- Click on **OK**.



1. The **Warehouse Name** column will now display the selected warehouse name.
2. Click on **Back** or
3. **Close** the screen when you are done.



## Related Topics

[Part Requests - Change Warehouse](#)

[Part Requests - Edit \(View\)](#)

[Part Requests - Delete](#)

[Part Requests - Requisition - Single Item](#)

[Part Requests - Requisition - Multiple Items](#)

[Part Requests - Issue - Stock Linked to a Sales Invoice \(SINV\)](#)

[Part Requests - Issue - Stock Linked to a Work Order \(WKOR\)](#)

[Part Requests - Issue - A or B-class Parts](#)

[Part Requests - Issue - C-class Parts](#)

[Part Requests - Issue - Partial Quantity of A-class Parts](#)

[Part Requests - Issue - Partial Quantity of C-class Parts](#)

[Part Requests - View and Issue Alternative/Substitute Parts](#)

[Part Requests - Issue - Internal Assets](#)

[Part Requests - Transfer - Direct](#)

[Part Requests - Transfer - In-transit](#)

[Part Requests - Note](#)

[Part Requests - Change Warehouse](#)

[Part Requests - Remap Part](#)

[Part Requests - Create Part](#)

[Part Requests - Print \(Picking Slip\) for Part Request originating from a Sales Invoice \(SINV\)](#)

MNU.032.015

