

INVENTORY

PART REQUESTS - INTRODUCTION TO PART REQUESTS

WHAT IS A PART REQUEST?

A Part Request in BPO, is an internal document created as an act of 'asking' for a specified quantity of stock, from a specific site, warehouse and bin.

HOW IS A PART REQUEST RAISED?

Part Requests can be raised manually or automatically, depending on the origin and the process.

Part requests specifically from the **Part Requests Listing** screen, are raised when stock is required for:

- ° a sales invoice issue or a work order issue
- or for <u>direct transfer</u> or <u>in-transit transfer</u> to another site (branch).

In most company set ups, the company **store-person** is monitoring this screen. This store-person will not usually have access to the history of the requested part, so will not be required to <u>edit</u> a request. The store-person's main responsibility is to facilitate the <u>direct</u> or <u>in-transit</u> transfer of a requested part, raise a <u>requisition for a single item</u>, raise a <u>requisition for multiple</u> <u>items</u> or issue <u>A, B</u> or <u>C-class</u> requested parts.

Depending on your company configuration, part requests are either auto approved, or need to be <u>authorised manually</u>.



PART REQUEST SOURCE TYPES

Different actions are available depending on the source of the part request warehouse (**WHSE**), work order (**WKOR**) or sales invoice (**SINV**) and the desired outcome.

Once stock has been issued, the part request will be <u>removed</u> from the **Part Requests for the Site** listing screen.

If there is stock on hand - stock can be issued, if not - stock can first be <u>pro-</u> <u>cured</u> and then issued.

A part request can originate from:

- <u>A work order (WKOR)</u>
 - This is a stand alone, <u>non</u> client-specific work order, for example, the company needs an item for an internal project e.g. an employee requires a monitor. A work order will be created, a part request will be raised and the procurement process will be triggered.
- A work order on a Call (WKOR)

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- <u>A work order on a Project (WKOR)</u>
 - []
- <u>A work order on a Production Run (WKOR)</u> ° []
- <u>A work order linked to a Task Generation (WKOR)</u>
 []
- <u>A work order linked to a Short Term Contract (WKOR)</u>
 []
- An OTC Sales Invoice (SINV)
 - This over the counter part request process is always client-related.



• <u>A POS Lite Invoice (SINV)</u>

° []

- An Inter-warehouse transfer request (WHSE)
 - These inter-warehouse transfer part requests are raised as a request to transfer stock between sites and warehouses. The request *Source Type* will be WHSE -Warehouse.

Ribbon Access: Inventory > Parts Requests



The *Part Requests for the Site* listing screen will display.

SITE AND STATE FILTERS

- 1. The *Site filter* will be set according to your company configuration. If required, select the Site you wish to work in.
 - For a detailed handling of this topic refer to Site Selection.
- 2. The *State filter* will default to *All States* upon opening. Select the State of the part requests that you wish to work with.
 - For a detailed handling of this topic refer to State/Type Selection.



| - | Ŧ | | | | | Part R | lequests for the | e Site - BPC |): Version 2.5.0.4 | - Example Company | /2.5.0.0 | | | | x |
|---|---------|--------|------------------|------------|----------------|-----------------|------------------|--------------|--------------------|----------------------|-----------|-----------------------|------------------|-----------------------------|------------|
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| • | PQ000 | 05250 | WHSE | N | | | | | | | | | George_W | | ŝ |
| | PQ000 | 05249 | WKOR | N | PRJ0000411 | Site Inspection | | | HOP001 | Hope Works (Pty) Ltd | | | WO0006131 | 1818-1-1 - Check network | Not |
| | PQ000 | 05248 | WKOR | N | PRJ0000411 | Site Inspection | | | HOP001 | Hope Works (Pty) Ltd | | | WO0006131 | 1818-1-1 - Check network | se |
| | PQ000 | 05247 | WHSE | PO | | | | | | | | | George_W | | |
| | PQUUU | 05246 | WHSE | PR | | | | | | | | | George_w | | |
| | PQUUG | 05245 | WHE | N | | | CN0005271 | PathPin | WEE001 | Washwood Duppmis | | | W00006120 | PathDipMaint Pathroom P | |
| | 20000 | 05243 | WKOR | N | | | CN0005271 | Dathori | WESOUI | Westwood Dynamic | | | W000006129 | 1MMS - 1 Month Machine S | |
| | PQUUU | 05242 | WKOR | N | | | | | | | | | W00006128 | 1MMS - 1 Month Machine S | |
| | PODOC | 05241 | WKOR | N | | | | | | | | | W00006128 | 1MMS - 1 Month Machine S | |
| | POOOC | 05239 | WKOR | N | | | | | | | | | W00006127 | BathBinMaint - Bathroom B | |
| | PO000 | 05236 | WKOR | N | | | | | | | | | WO0006126 | WS - Weekly Service | |
| | POOOC | 05235 | WKOR | N | | | | | | | | | WO0006126 | WS - Weekly Service | |
| | POOOC | 05234 | WKOR | N | | | | | | | | | WO0006126 | WS - Weekly Service | |
| | PQ000 | 05231 | WKOR | N | | | | | | | | | WO0006125 | WS - Weekly Service | |
| | PQ000 | 05230 | WKOR | N | | | | | | | | | WO0006125 | WS - Weekly Service | |
| | PQ000 | 05229 | WKOR | N | | | | | | | | | WO0006125 | WS - Weekly Service | |
| | PQ000 | 05228 | WKOR | N | | | | | | | | | WO0006124 | AirMaint - Airfreshner Main | |
| | PQ000 | 05227 | WKOR | N | | | | | | | | | WO0006123 | 1MMS - 1 Month Machine S | |
| | PQ000 | 05226 | WKOR | Ν | | | | | | | | | WO0006123 | 1MMS - 1 Month Machine S | |
| | PQ000 | 05225 | WKOR | N | | | | | | | | | WO0006123 | 1MMS - 1 Month Machine S | |
| | POOOC | 05224 | WKOR | N | | | | | | | | | WO0006122 | 1MMS - 1 Month Machine S | - |

PART REQUEST STATES

- Where purchasing is required, the part request *State* will update as the <u>procurement process</u> is followed (where stock is bought specifically against the request):
 - N: New Request
 - **PR**: Requisition Raised
 - PO: Order Raised
 - **GR**: Goods Received
 - **OT**: Other 1
 - FN: Other 2
- 2. You can filter part requests by the *Item State* to action the requests accordingly.



|) = | | | | Part Requ | ests for the | Site - BP | D: Version 2.5.0.4 - E | xample Comp | any v2.5.0.0 | | | | | |
|--------------|------------------|--------------|------------------------|-------------|--------------|--------------|------------------------|-------------|------------------|-------------------|---|-----------|--------------|----------|
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| DocNo | | State | PartDesc | PartCode | Quantity | PartType | PartTypeDesc | Reference | W GR | Goo | ds Received | | CurrentStock | ProjectR |
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| PQ00000243 | WKOR | PR | 101 Black Toner | 26789-101 | 1.00 | С | Non Serialised Parts | WO0000201 | . М | | | | 0.00 | |
| PQ00000244 | WKOR | PO | SP1919 Sprint Colour M | SP 19 19 | 1.00 | A | Serialised Equipment | WO0000217 | c × | | | | 0.00 | |
| PQ00000291 | WKOR | PR | SP2020 Sprint Colour M | SP2020 | 1.00 | A | Serialised Equipment | WO0000248 | Main V | Varehouse | DBN-A1 | 0.0 | 11.00 | PR.3000 |
| PQ00000331 | WKOR | PR | SP19-12 Black Toner | 12-09876 | 1.00 | С | Non Serialised Parts | WO0000277 | Main V | Varehouse | DBN-A1 | 0.0 | 2.00 | |
| PQ00000519 | WKOR | N | Staple Unit | 2020-998 | 1.00 | Α | Serialised Equipment | WO0000431 | Assets | s Warehouse | e Internal A | 0.0 | 0.00 | |
| PQ00000520 | WKOR | Ν | Staple Unit | 2020-998 | 1.00 | Α | Serialised Equipment | WO0000432 | Asset | s Warehouse | e Internal A | 0.0 | 0.00 | |
| PQ00000524 | WKOR | N | SP19-12 Black Toner | 12-09876 | 1.00 | С | Non Serialised Parts | WO0000434 | Main V | Varehouse | DBN-A1 | 0.0 | 2.00 | PRJOOC |
| PQ00000551 | WKOR | N | Black Toner SP1919 | SP19-147K | 2.00 | С | Non Serialised Parts | WO0000464 | Main V | Varehouse | DBN-A1 | 1.00 | 1,028.00 | |
| PQ00000556 | WKOR | N | SP19-12 Black Toner | 12-09876 | 1.00 | С | Non Serialised Parts | WO0000475 | Main V | Varehouse | DBN-A1 | 0.0 | 2.00 | PRJ000 |
| PQ00000565 | WKOR | PR | Black toner SP2020 | 2020-147K | 2.00 | С | Non Serialised Parts | WO0000479 | Main V | Varehouse | DBN-A1 | 0.0 | 944.50 | PRJOOC |
| PQ00000612 | WKOR | N | Black toner SP2020 | 2020-147K | 32.00 | С | Non Serialised Parts | WO0000518 | Main V | Varehouse | DBN-A1 | 0.0 | 944.50 | |
| PQ00000640 | WKOR | N | Cyan Toner - SP1919 | SP19-147C | 1.00 | С | Non Serialised Parts | WO0000191 | Main V | Varehouse | DBN-A1 | 0.0 | 8.00 | |
| PQ00000641 | WKOR | N | Chair | CHA001 | 1.00 | С | Non Serialised Parts | WO0000191 | Asset | Warehouse | Internal A | 0.0 | 0.00 | |
| PQ00000642 | WKOR | PR | Sprint copier | SP1818 | 1.00 | A | Serialised Equipment | WO0000114 | Assets | Warehouse | Internal A. | 0.0 | 0.00 | PRJOOC |
| PQ00000216 | WKOR | PR | SP204 Magenta Toner | 204-147M | 1.00 | С | Non Serialised Parts | WO0001353 | Main V | Varehouse | DBN-A1 | 0.0 | 14.00 | |
| PQ00000220 | WKOR | PR | Black Toner | 147258 | 1.00 | С | Non Serialised Parts | WO0000201 | Main V | Varehouse | DBN-A1 | 0.0 | 8.00 | |
| PQ00000223 | WKOR | PR | Drum | 19-687 | 1.00 | С | Non Serialised Parts | WO0000203 | Main V | Varehouse | DBN-A1 | 0.0 | 4.00 | |
| PQ00000225 | WKOR | N | ZN Paper | 12345ZN | 1.00 | С | Non Serialised Parts | WO0000204 | Cari_V | Vhse | | 0.0 | 0.00 | |
| PQ00000231 | WKOR | PR | SP204 Black Toner | 204-147K | 1.00 | A | Serialised Equipment | WO0000205 | Main V | Varehouse | DBN-A1 | 0.0 | 6.00 | PRJOOC |
| PQ00000227 | WKOR | N | Cleaner | CL-100-965 | 1.00 | С | Non Serialised Parts | WO0000202 | Main V | Varehouse | DBN-A1 | 0.0 | 16.00 | |
| PQ00000283 | WKOR | GR | Cyan Toner - SP1919 | SP19-147C | 1.00 | С | Non Serialised Parts | WO0000240 | Cari_V | Vhse | | 0.0 | 8.00 | |
| PO00000613 | WKOR | N | Black Toner SP 19 19 | SP19-147K | 16.00 | С | Non Serialised Parts | WO0000519 | Main V | Varehouse | DBN-A1 | 0.0 | 1.028.00 | |

OTHER STATES

- There are 2 default states: *Other 1* and *Other 2* which can be renamed based on your company's requirements.
- Additional States can also be added, if required.

For a detailed handling of this topic refer to Static Data - Part Requests State



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| PQ0000 | 0243 | WKOR | PR | 101 Black Toner | 26789-101 | 1.00 | С | Non Serialised P | arts \ | NO00002 | 01 I | v | | | D 0.0 | 0 |
| PQ0000 | 0244 | WKOR | PO | SP1919 Sprint Colour M | SP 19 19 | 1.00 | A | Serialised Equip | ment \ | NO00002 | 17 | × | | | D 0.0 | 0 |
| PQ0000 | 0291 | WKOR | PR | SP2020 Sprint Colour M | SP2020 | 1.00 | A | Serialised Equip | ment \ | NO00002 | 48 1 | Main Warehou | use DBN-A1 | 0 | .00 11.0 | 0 PR.300 |
| PQ0000 | 0331 | WKOR | PR | SP19-12 Black Toner | 12-09876 | 1.00 | С | Non Serialised P | arts \ | NO00002 | 77 1 | Main Warehou | use DBN-A1 | 0 | .00 2.0 | 0 |
| PQ0000 | 0519 | WKOR | N | Staple Unit | 2020-998 | 1.00 | A | Serialised Equip | ment \ | NO00004 | 31 | Assets Wareh | iouse Internal | A 0 | .00 0.0 | 0 |
| PQ0000 | 0520 | WKOR | N | Staple Unit | 2020-998 | 1.00 | A | Serialised Equip | ment \ | NO00004 | 32 | Assets Wareh | ouse Internal | A 0 | .00 0.0 | 0 |
| PQ0000 | 0524 | WKOR | N | SP 19-12 Black Toner | 12-09876 | 1.00 | С | Non Serialised P | arts N | NO00004 | 34 1 | Main Warehou | use DBN-A1 | 0 | .00 2.0 | 0 PR.300 |
| PQ0000 | 0551 | WKOR | N | Black Toner SP1919 | SP19-147K | 2.00 | С | Non Serialised P | arts \ | NO00004 | 64 1 | Main Warehou | use DBN-A1 | 1 | .00 1,028.0 | 0 |
| PQ0000 | 0556 | WKOR | N | SP19-12 Black Toner | 12-09876 | 1.00 | С | Non Serialised P | arts N | NO00004 | 75 1 | Main Warehou | use DBN-A1 | 0 | .00 2.0 | 0 PR.300 |
| PQ0000 | 0565 | WKOR | PR | Black toner SP2020 | 2020-147K | 2.00 | С | Non Serialised P | arts \ | NO00004 | 79 I | Main Warehou | use DBN-A1 | 0 | .00 944.5 | 0 PRJ00 |
| PQ0000 | 0612 | WKOR | N | Black toner SP2020 | 2020-147K | 32.00 | С | Non Serialised P | arts \ | NO00005 | 18 1 | Main Warehou | use DBN-A1 | 0 | .00 944.5 | 0 |
| PQ0000 | 0640 | WKOR | N | Cyan Toner - SP1919 | SP19-147C | 1.00 | С | Non Serialised P | arts \ | NO00001 | 91 1 | Main Warehou | use DBN-A1 | 0 | .00 8.0 | 0 |
| PQ0000 | 0641 | WKOR | N | Chair | CHA001 | 1.00 | С | Non Serialised P | arts N | NO00001 | 91 | Assets Wareh | iouse Internal | A 0 | .00 0.0 | 0 |
| PQ0000 | 0642 | WKOR | PR | Sprint copier | SP1818 | 1.00 | Α | Serialised Equip | ment \ | NO00001 | 14 | Assets Wareh | iouse Internal | A 0 | .00 0.0 | 0 PR.300 |
| PQ0000 | 0216 | WKOR | PR | SP204 Magenta Toner | 204-147M | 1.00 | С | Non Serialised P | arts \ | NO00013 | 53 1 | Main Warehou | use DBN-A1 | 0 | .00 14.0 | 0 |
| PQ0000 | 0220 | WKOR | PR | Black Toner | 147258 | 1.00 | С | Non Serialised P | arts \ | NO00002 | 01 1 | Main Warehou | use DBN-A1 | 0 | .00 8.0 | 0 |
| PQ0000 | 0223 | WKOR | PR | Drum | 19-687 | 1.00 | С | Non Serialised P | arts \ | NO00002 | 03 1 | Main Warehou | use DBN-A1 | 0 | .00 4.0 | 0 |
| PQ0000 | 0225 | WKOR | Ν | ZN Paper | 12345ZN | 1.00 | С | Non Serialised P | arts \ | NO00002 | 04 | Cari_Whse | | 0 | .00 0.0 | 0 |
| PQ0000 | 0231 | WKOR | PR | SP204 Black Toner | 204-147K | 1.00 | Α | Serialised Equip | ment \ | NO00002 | 05 1 | Main Warehou | use DBN-A1 | 0 | .00 6.0 | 0 PRJ00 |
| PQ0000 | 0227 | WKOR | N | Cleaner | CL-100-965 | 1.00 | С | Non Serialised P | arts \ | NO00002 | 02 1 | Main Warehou | use DBN-A1 | 0 | .00 16.0 | 0 |
| PQ0000 | 0283 | WKOR | GR | Cyan Toner - SP1919 | SP19-147C | 1.00 | С | Non Serialised P | arts N | NO00002 | 40 | Cari_Whse | | 0 | .00 8.0 | 0 |
| PO0000 | 0613 | WKOR | N | Black Toner SP 19 19 | SP19-147K | 16.00 | С | Non Serialised P | arts 1 | NO00005 | 19 | Main Warehou | use DBN-A1 | 0 | .00 1.028.0 | 0 |

PART REQUEST DETAILS

1. *Scroll right* in the parts data grid to view *all* the details regarding a part request.

Amongst other relevant information, each part request row will indicate:

- 2. Which *warehouse* and *bin* location it has been requested against
- 3. The *quantity* requested
- 4. The *current stock* of the requested item
- 5. The *issued stock* amount
- 6. If the request is linked to a *Call* or *Project*
- 7. Which *customer* is linked to that call or Project



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|-----|------------------|-------------|-----------------------|--------------|------------------|----------------|-----------------|----------------|------------|---------------|--------------------|-----------|------------------|------------------------|
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| | Quantit | PartType | PartTypeDesc | Reference | WarehouseName | BinName | IssuedStock | CurrentStock | ProjectRef | ProjectDesc | CalReference | CallDesc | CustomerCode | CustomerName |
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| | 1.0 | A 00 | Serialised Equipment | WO0000431 | Assets Warehouse | Internal As | 0.00 | 0.00 | | | CN0000094 | staple u | WES001 | Westwood Dynamic |
| | 1.0 | A 00 | Serialised Equipment | WO0000432 | Assets Warehouse | Internal As | 0.00 | 0.00 | | | CN0000095 | Prints ar | HOP001 | Hope Works (Pty) Ltc |
| | 1.0 | 00 C | Non Serialised Parts | WO0000434 | Main Warehouse | DBN-A1 | 0.00 | 2.00 | PRJ0000090 | Sprint SP 19 | | | HOP001 | Hope Works (Pty) Ltc |
| | 2. | 00 C | Non Serialised Parts | WO0000464 | Main Warehouse | DBN-A1 | 1.00 | 1,028.00 | | | CN0000121 | check le | HOP001 | Hope Works (Pty) Ltd |
| | 1. | 00 C | Non Serialised Parts | WO0000475 | Main Warehouse | DBN-A1 | 0.00 | 2.00 | PRJ0000098 | Site Inspecti | | | HOP001 | Hope Works (Pty) Ltd |
| | 32. | 00 C | Non Serialised Parts | WO0000518 | Main Warehouse | DBN-A1 | 0.00 | 944.50 | | | | | | |
| | 1. | 00 C | Non Serialised Parts | WO0000191 | Main Warehouse | DBN-A1 | 0.00 | 8.00 | | | CN0000044 | 1 black t | OFF001 | Office Supplies Unlimi |
| | 1. | 00 C | Non Serialised Parts | WO0000191 | Assets Warehouse | Internal As | 0.00 | 0.00 | | | CN0000044 | 1 black t | OFF001 | Office Supplies Unlimi |
| | 1. | 00 C | Non Serialised Parts | WO0000204 | Cari_Whse | | 0.00 | 0.00 | | | CN0000054 | Service r | DAN001 | Danny Storm IT Cafe |
| | 1. | 00 C | Non Serialised Parts | WO0000202 | Main Warehouse | DBN-A1 | 0.00 | 16.00 | | | CN0000052 | Drum re | HOP001 | Hope Works (Pty) Ltd |
| | 16. | 00 C | Non Serialised Parts | WO0000519 | Main Warehouse | DBN-A1 | 0.00 | 1,028.00 | | | | | | |
| | 1. | 00 C | Non Serialised Parts | WO0000520 | Main Warehouse | DBN-A1 | 0.00 | 2.00 | | | | | | |
| | 3. | 00 C | Non Serialised Parts | WO0000520 | Main Warehouse | DBN-A1 | 0.00 | 12.00 | | | | | | |
| | 1.0 | 00 C | Non Serialised Parts | WO0000521 | Main Warehouse | DBN-A1 | 0.00 | 2.00 | | | | | | |
| | 3. | 00 C | Non Serialised Parts | WO0000521 | Main Warehouse | DBN-A1 | 0.00 | 12.00 | | | | | | |
| | 4. | 00 C | Non Serialised Parts | WO0000522 | Main Warehouse | DBN-A1 | 0.00 | 944.50 | | | | | | |
| | 1. | 00 C | Non Serialised Parts | WO0000523 | Main Warehouse | DBN-A1 | 0.00 | 322.00 | PRJ0000123 | Scheduled M | | | HOP001 | Hope Works (Pty) Ltd |
| | 1. | 00 C | Non Serialised Parts | WO0000523 | Main Warehouse | DBN-A1 | 0.00 | 16.00 | PRJ0000123 | Scheduled M | | | HOP001 | Hope Works (Pty) Ltd |
| | 16. | 00 C | Non Serialised Parts | WO0000524 | Main Warehouse | DBN-A1 | 0.00 | 1,028.00 | PRJ0000124 | Scheduled M | | | DER001 | Derton / Technologie: |
| | 32. | 00 C | Non Serialised Parts | WO0000525 | Main Warehouse | DBN-A1 | 0.00 | 944.50 | PRJ0000125 | Scheduled M | | | YES001 | Young Electric |
| | 1. | 00 C | Non Serialised Parts | WO0000527 | Main Warehouse | DBN-A1 | 0.00 | 322.00 | | | | | | |
| 4 | 1. | 00 C | Non Serialised Parts | WO0000527 | Main Warehouse | DBN-A1 | 0.00 | 16.00 | 1 | | -> | | | > > |

VIEW LINKED PURCHASE ORDERS

If a part request has purchase orders raised against it, these can be viewed from this screen.

- 1. Select the *row* of the part request where you wish to view the linked purchase orders.
- 2. Click on the *Purchase Orders* tab.
- 3. The *Purchase Orders* docking panel will open.
- 4. All the purchase orders linked to the selected part request will be listed in the data grid.
- 5. *Scroll right* to see all the information columns in this panel.



| Hom | e Equipme | ent / Locations | | | | | | | | | | | | |
|-------------|-----------------|----------------------|----------|----------------|---------------------|-------------------|---------------------|-------------------|----------|-----------------------------|-------------|------------------|------------------|-------|
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| P000000524 | WKOR | P00000347 | P | TON002 | Topus Copy Shop | MILODI | Abigail Milne | 12/08/2021 | c | SP 19-147K | Black Toner | George_White | | Note |
| PO00000551 | WKOR | P00000550 | - | SPR001 | Sprint Distributors | MILOOI | Abigail Milne | 12/08/2021 | c | SP19-147K | Black Toner | George_White | | ŝ |
| PQ00000556 | WKOR | PO0000544 | P | TON002 | Tonys Conv Shop | DUT001 | Bianca Du Toit | 11/08/2021 | c | SP19-147K | Black Toner | Main Warehouse | | |
| PQ00000612 | WKOR | | | | , | | | ,, | - | | | | | - |
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| PQ00000624 | WKOR | | | | | | | | | | | | | |
| PO0000625 | WKOR | • | | | | | | | | | | -> | > | - F |

VIEW RELATED NOTES

If a part request has notes linked to it, these notes can be viewed from this screen.

- Select the *row* of the part request where you wish to view the linked Notes.
- 2. Click on the *Notes* tab.
- 3. The *Notes* docking panel will open.
- 4. All the Notes linked to the selected part request will be listed in the data grid.
- 5. The following details are recorded here:
 - Status Description
 - ° Full Name of the person who created the note
 - Note Date
 - Note Time and
 - Note contents



Refer to part requests <u>Notes</u> for further information on how notes are created.

| - | ₹ | | | | Part Requ | ests f | for the | Site - B | PO: Versi | on 2.5.0. | 4 - Exa | mple Comp | oany v2.5.0 | D.O | | | | | | |
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| | PQ00005410 | WKOR. | N | AB Marv Multi Copier | AM-Copier | Þ | New F | Request | Jular | nda Kessle | er O | 9/11/2021 | 16:03:05 | New rec | juest item | | | | | |
| L | PQ00005411 | WKOR | N | AB Marv Multi Copier | AM-Copier | | | | | | | | | | | | – L | - 1 | | |
| | PQ00005412 | WKOR. | N | Acer rollers | ACR-02 | | | | | | | | | | | | - F | 4 | | ľ |
| _ | PQ00005413 | WKOR. | N | Acer copier outer shell | ACR-01 | | | | | | | | | | | | | | | |
| | PQ00005414 | WKOR. | N | SP 19-12 Black Toner | 12-098765 | | | | | | | | | | | | | | | |
| L | PQ00005415 | WKOR. | N | Black Toner SP1919 | SP19-147K | | | | | | | | | | | | | | | |
| - | PQ00005416 | WKOR. | N | Black toner SP2020 | 2020-147K | | | | | | | | | | | | | | | |
| H | PQ00005417 | WKOR | N | Black Toner SP1919 | SP19-147K | | | | | | | | | | | | | | | |
| Þ | PQ00005418 | WKOR | N | Black toner SP2020 | 2020-147K | | | | | | | | | | | | | | | |
| A | PQ00005419 | WKOR | N | Air Freshner | 9855632 | | | | | | | | | | | | | | | |
| H | PQ00005420 | WKOR | N | ZN Paper | 12345ZN | | | | | | | | | | | | | | | |
| H | PQ00005421 | WKOR | N | Cleaner | CL-100-965 | 5 | | | | | | | | | | | | | | |
| Ц | PQ00005423 | WKOR | N | Air Freshner | 9855632 | | | | | | | | | | | | | | | |
| 1 | Q00005424 | WKOR | N | ZN Paper | 12345ZN | | | | | | | | | | | | | | | |
| H | PQ00005425 | WKOR | N | Cleaner | CL-100-965 | 2 | | | | | | | | | | | | | | |
| H | PQ00005427 | WKOR | N | Black toner SP2020 | 2020-147K | | | | | | | | | | | | | | | |
| H | PQ00005428 | WKOR | N | black Toner SP1919 | 5P19-147K | | | | | | | | | | | | | | | |
| H | PQ00005429 | WKOR | N | Black Toner SP1919 | SP19-14/K | | | | | | | | | | | | | | | |
| H | PQ00005430 | WKOR | N | Air Freshner | 9855632 | | | | | | | | | | | | | | | |
| - | PQ00005431 | WKOR | N | ZN Paper | 12345ZN | | | | | | | | | | | | | | | |
| 4 | P000005432 | WKOR | N | Geaner | CL-100-965 | ° | | | | | | | | | | | | | | |

PART REQUEST ACTION BUTTONS

REQUISITION

The Requisition button is used to raise a create a requisition for a <u>single part</u> <u>request</u> or for <u>multiple part requests</u>. This process is used if there is *no* stock available and you wish to buy stock specifically for a request.

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ISSUE

The *Issue* button is used to fulfil the following processes:

- Issue Stock linked to a Sales Invoice: If you do have stock on hand, you can *issue* the stock for a part request linked to an OTC transaction.
- <u>Issue Stock linked to a Work Order</u>: If you <u>do</u> have stock on hand, you can *issue* the stock for a part request linked to a work order.
- Issue an A or B-class Part: The process for issuing an A or B-class part is different than from a C-class part. Click on the link to find out more.
- Issue a C-class Part: The process for issuing an C-class part is different than from an A or B-class part. Click on the link to find out more.
- <u>Issue Partial Stock Quantity A-class Parts</u>: You can issue partial quantities if requested **A** or **B-class** parts.
- Issue Partial Stock Quantity C-class Parts: You can issue partial quantities of requested C-class parts.
- Issue an Internal Asset: Part requests against the 'Asset warehouse' for Internal Assets will be raised when converting a Sales
 Order to the New Deal Rental process. If the assets requested are currently in stock, the system will prompt you to transfer the stock to the asset warehouse, which will convert the stock to an asset and then give you the ability to issue the internal assets.
- View and Issue the available Alternative Substitute Parts for Issue: If you do not have stock on hand of the original part, you can see what alternatives are available for issue. If there is stock available, you can issue the alternative substitute part instead.



Note: The final option is only available if this part is already <u>linked to a substitute/alternative</u> part.

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TRANSFER

If there is a request from another site (branch). You can do a <u>direct stock</u> <u>transfer</u> or an in <u>in-transit stock transfer</u> from this screen, depending on your company configuration.

With either transfer process, you can <u>edit the transfer quantity</u> or <u>delete an</u> <u>item from the transfer request</u>.

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ADD NOTE

You can add a *note* to a selected part request which can subsequently change the request *state*.

Refer to part requests <u>Notes</u> for further information.



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CHANGE WAREHOUSE

Use the <u>Change Warehouse</u> button if the part was requested against the <u>incorrect</u> warehouse or if the requested warehouse does not have stock of the part.

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REMAP PART

If a part request was raised for an incorrect part, the store-person can <u>remap</u> the requested part to the correct part.

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CREATE PART

The <u>Create Part</u> functionality is no longer available in BPO2.

This feature was essentially a precursor to creating a new part code.



It allowed the person logging the part request to request a new part which was not yet registered in the Part Listing screen. The store-person, who received the request for this new part, would then log the full details of the new part in the Part listing screen and stock of this new part would be requisitioned.

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PRINT PICKING SLIP

A **Picking Slip** can be used to pick the stock from the warehouse, before it is issued.

The picking slip options may differ depending on the origin of the part request:

- <u>Request origin sales invoice</u>
- Request origin work order
- Request origin project work order
- <u>Request origin warehouse</u>

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