

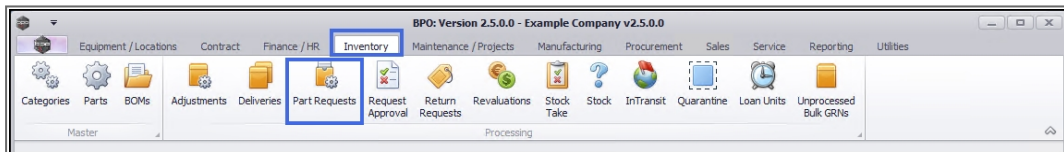
INVENTORY

PART REQUESTS – ADD

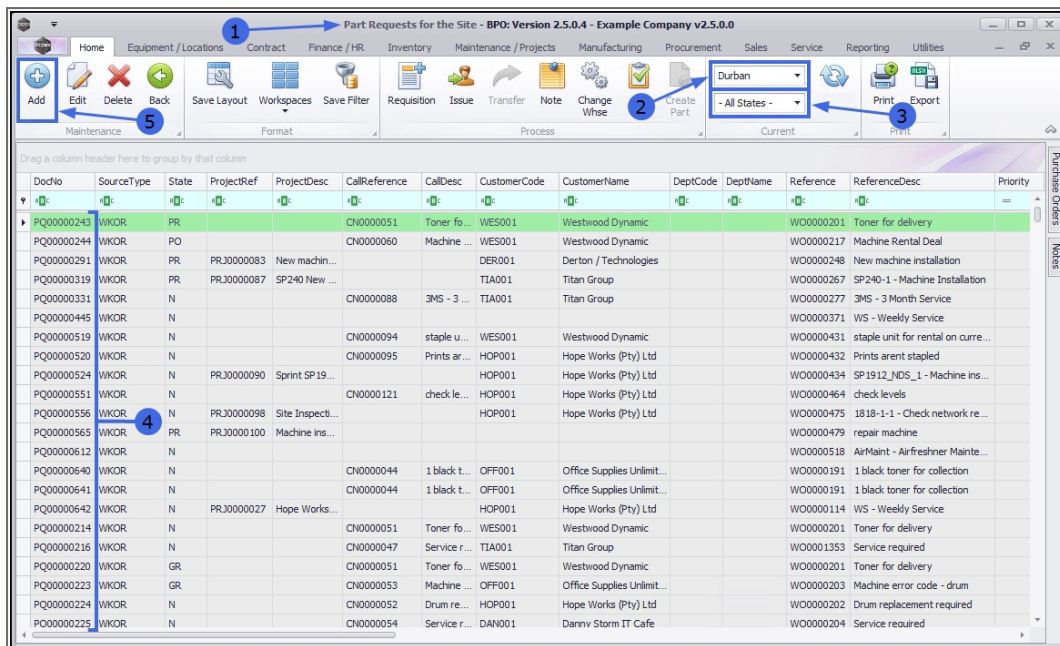
A new part request raised from the **Part Requests for Part []** screen can only be a warehouse to warehouse (inter-warehouse) *transfer* part request. These inter-warehouse transfer part requests are raised as a request to transfer stock between sites and warehouses. The request **Source Type** will be **WHSE** - Warehouse.

See [Part Requests - Introduction to Part Requests](#) for more information about the different part request "**Part Request Source Types**" on page 2.

Ribbon Access: *Inventory > Part Requests*



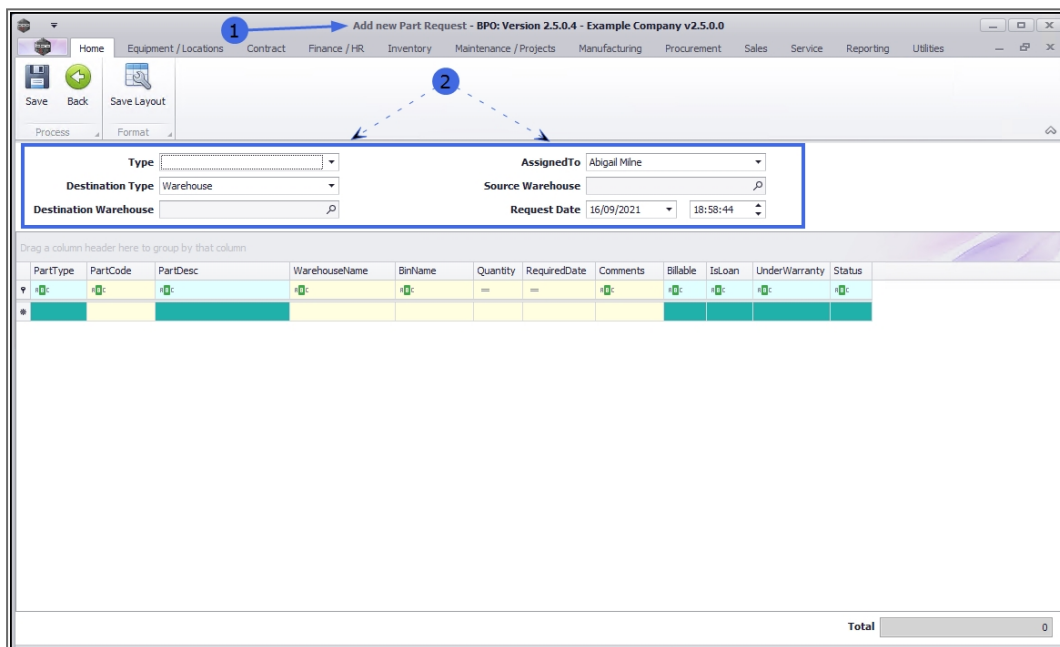
1. The **Part Requests for the Site** screen will display.
2. The **Site** filter will be set according to your company configuration. If required, select the Site you wish to work in.
 - [For a detailed handling of this topic refer to Site Selection.](#)
3. The State filter will default to '**All States**' upon opening. You do not need to select a specific State to proceed with the add process.
 - [For a detailed handling of this topic refer to State/Type Selection.](#)
4. The list of **part requests** displayed will be dependant on the Site and State selected.
5. Click on **Add**.



1. The **Add new Part Request** screen will open.
2. Fill in the required part request **header** details:
 - **Type:** Click on the *drop-down arrow* and select the request type from the list.
 - As you are only able to do a **warehouse** to **warehouse** part request directly from the Part Requests listing screen, the only option will be PRTR - Standard Part Request.
 - **Destination Type:** Click on the *drop-down arrow* and select the destination type from the list.
 - As this is a **warehouse** to **warehouse** part request - the only option will 'Warehouse'.
 - **Destination Warehouse:** Click on the *search* button and select from the pop up screen, the final destination warehouse which is to *receive* the requested items.
 - **Assigned To:** This will auto populate with the name of the employee currently logged on to the system. Click on the

drop-down arrow and select an alternative person responsible for the part request, if required.

- **Source Warehouse:** Click on the *search* button and select the source warehouse where the requested items are currently stored and will be moved from.
- **Request Date:** These fields will auto populate with the current date and time.
 - **Date:** Either *type in* or click on the *drop-down arrow* and use the *calendar function* to select an alternative date , if required.
 - **Time:** Either *type in* or click on the *directional arrows* to select an alternative time , if required.



1. Once the request header details have been entered, move down to the **Parts** data grid.
2. Click in the **Part Code** field to reveal an **ellipsis** button. Click on this button.

Add new Part Request - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Save Back Save Layout

Type: Standard Part Request

Destination Type: Warehouse

Destination Warehouse: JohnS_Boot

AssignedTo: Abigail Mline

Source Warehouse: Main Warehouse

Request Date: 03/09/2021 12:34:00

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | Quantity | RequiredDate | Comments | Billable | IsLoan | UnderWarranty | Status |
|----------|----------|----------|---------------|---------|----------|--------------|----------|----------|--------|---------------|--------|
| I | | | | | 0.00 | 03/09/2021 | | No | No | No | A |

Total 0

1. The **Select a Part** screen will pop up.
2. Select the **row** of the part you wish to request.
3. Click on **Ok**.

Add new Part Request - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Save Back Save Layout

Type: Standard Part Request

Destination Type: Warehouse

Destination Warehouse: JohnS_Boot

AssignedTo: Abigail Mline

Source Warehouse: Main Warehouse

Request Date: 03/09/2021 12:34:00

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | Quantity | RequiredDate | Comments | Billable | IsLoan | UnderWarranty | Status |
|----------|----------|----------|---------------|---------|----------|--------------|----------|----------|--------|---------------|--------|
| I | | | | | | | | | | | |

Select a part

Home

Ok Back Save Layout

Process Format

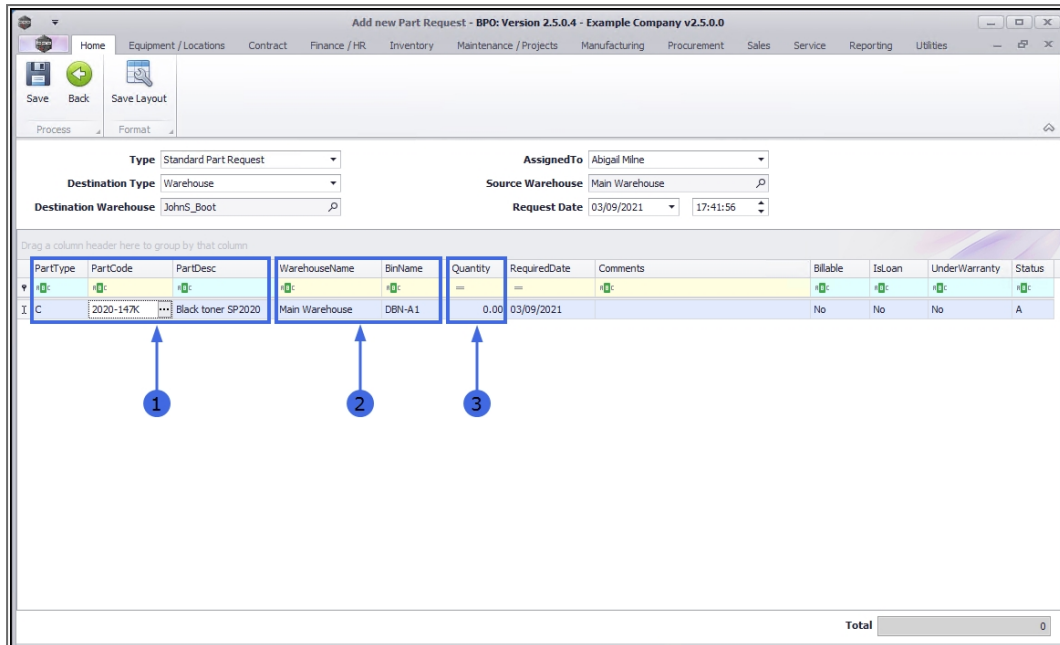
Drag a column header here to group by that column

| PartCode | Description | Rate | Status | PartType | CatDescription | TaxType | Weight | Volume | ModelNo |
|------------|-------------------------------|-------|--------|----------|----------------|---------|--------|--------|---------|
| SP702-147K | Black toner | 15.00 | A | C | Toners | VAT | | | |
| SP2020 | SP2020 Sprint Colour MF Co... | 15.00 | A | A | Sprint Copiers | VAT | 6 | | SP2020 |
| 2020-147K | Black toner SP2020 | 15.00 | A | C | Toners | VAT | .75 | | 147K |
| SP1919 | SP1919 Sprint Colour MFC | 15.00 | A | A | Hardware | VAT | | | 1919 |
| SP19-147K | Black Toner SP1919 | 15.00 | A | C | Toners | VAT | | | |
| SP19-147C | Cyan Toner - SP1919 | 15.00 | A | C | Toners | VAT | | | |

Total 0

The **Parts** data grid will populate with the following details of the requested item:

1. The first three fields are based on what is set up on the [part definition](#).
 - **Part Type:** This will populate with the part *type* linked to the part code selected in the previous step.
 - **Part Code:** This will populate with the part *code* selected in the previous step.
 - **Part Desc:** This will populate with the part type *description* linked to the part code.
2. The next two fields will populate according to the selection made in the *Source Warehouse* field.
 - **Warehouse Name:** This will populate with the name of the *Source Warehouse*.
 - If you wish to change this, go back to the *Source Warehouse* field and select the alternative warehouse from the '*Select...*' pop up screen. The *Warehouse Name* field will update with the new choice.
 - **Bin Name:** This will populate with the name of the bin linked to the Source Warehouse.
 - If there is more than one bin linked to the warehouse, you can select an alternative bin. Click in the field to reveal an *ellipsis* button. Click on this button to display the '*Select...*' pop up screen. Select the alternative bin from the list.
3. **Quantity:** Click in this field and either *type in* or use the *directional arrows* to select the amount of the item requested.



Drag a column header here to group by that column

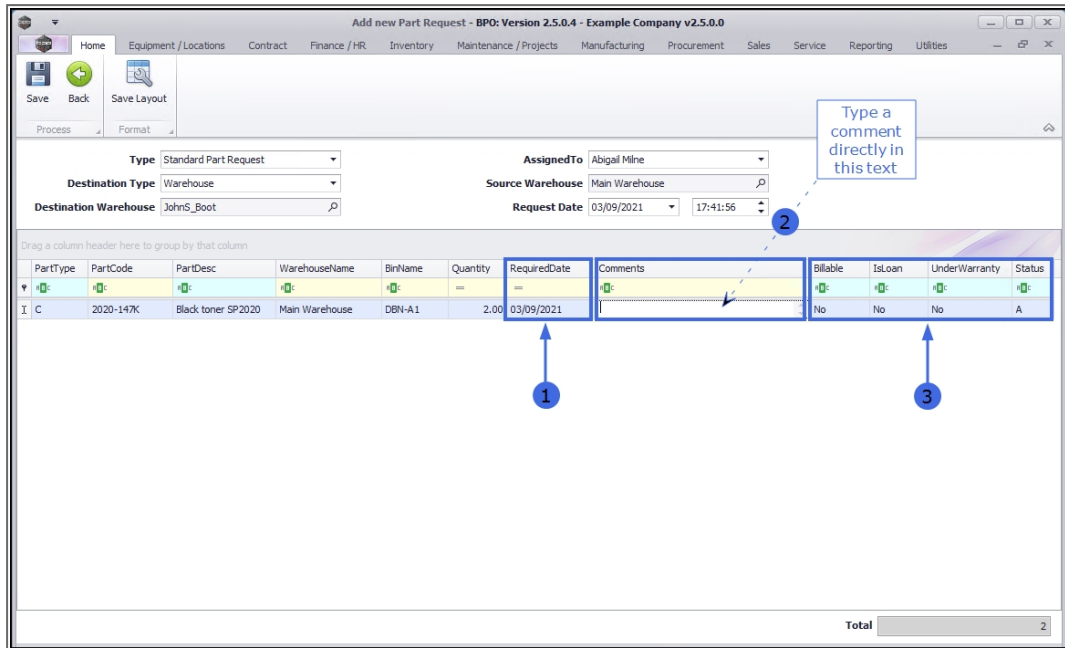
| PartType | PartCode | PartDesc | WarehouseName | BinName | Quantity | RequiredDate | Comments | Billable | IsLoan | UnderWarranty | Status |
|----------|----------|----------------------------------|----------------|---------|----------|--------------|----------|----------|--------|---------------|--------|
| I | C | 2020-147K *** Black toner SP2020 | Main Warehouse | DBN-A1 | 0.00 | 03/09/2021 | | No | No | No | A |

Total 0

Fill in the details for the following fields, as required:

1. **Required Date:** This will populate with the date that the part request is created.
 - This can be changed. Either *type in* the alternative date or click in the field to display a *drop-down arrow*. Click on the arrow to display the *calendar* function. use the calendar to select an alternative date.
2. **Comments:** *Type directly in* this text box, any comment regarding this part request, if required.
3. The following fields are uneditable:
 - **Billable:** As this is an interwarehouse part request, it is not billable and this field will be inactive (greyed out).
 - **Is Loan:** As this is an interwarehouse part request, it is not a loan item and this field will be inactive (greyed out).
 - **Under Warranty:** As this is an interwarehouse part request, it is not under warranty and this field will be inactive (greyed out).

- **Status:** This field will populate with **A** - Active and is uneditable.



Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | Quantity | RequiredDate | Comments | Billable | IsLoan | UnderWarranty | Status | |
|----------|----------|-----------|--------------------|----------------|----------|--------------|------------|----------|--------|---------------|--------|---|
| I | C | 2020-147K | Black toner SP2020 | Main Warehouse | DBN-A1 | 2.00 | 03/09/2021 | | No | No | No | A |

Total 2

1. You can follow the process to add multiple lines to the part request, if required.

Tab along the row or press *Enter* on your keyboard to create a new row.

2. In this example, an **A-class** part has been added to the data grid.
3. When you have finished adding the part request details, *Tab* along the row or press *Enter* until a new row is created.

Note: If a new row is not created, an error message will appear on the screen and you will not be able to *save* the part request information.

4. Click on **Save**.

Add new Part Request - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Save Back Save Layout

Type: Standard Part Request

AssignedTo: Abigal Milne

Destination Type: Warehouse

Source Warehouse: Main Warehouse

Destination Warehouse: JohnS_Boot

Request Date: 03/09/2021 11:18:29

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | Quantity | RequiredDate | Comments | Billable | IsLoan | UnderWarranty | Status |
|----------|-----------|--------------------------------|----------------|---------|----------|--------------|-------------------------|----------|--------|---------------|--------|
| C | 2020-147K | Black toner SP2020 | Main Warehouse | DBN-A1 | 2.00 | 03/09/2021 | New part request raised | No | No | No | A |
| A | SP2020 | SP2020 Sprint Colour MF Copier | Main Warehouse | DBN-A1 | 1.00 | 17/09/2021 | | No | No | No | A |

Total 3

1. A **Part Request Processing** message box will pop up informing:
 - *Part Request No. [] saved successfully.*
2. Take note of the new **part request no.** to enable you to find it.
3. Click on **OK**.

Add new Part Request - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Save Back Save Layout

Type: Standard Part Request

AssignedTo: Abigal Milne

Destination Type: Warehouse

Source Warehouse: Main Warehouse

Destination Warehouse: JohnS_Boot

Request Date: 03/09/2021 11:18:29

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | Quantity | RequiredDate | Comments | Billable | IsLoan | UnderWarranty | Status |
|----------|-----------|--------------------------------|----------------|---------|----------|--------------|-------------------------|----------|--------|---------------|--------|
| C | 2020-147K | Black toner SP2020 | Main Warehouse | DBN-A1 | 2.00 | 03/09/2021 | New part request raised | No | No | No | A |
| A | SP2020 | SP2020 Sprint Colour MF Copier | Main Warehouse | DBN-A1 | 1.00 | 17/09/2021 | | No | No | No | A |

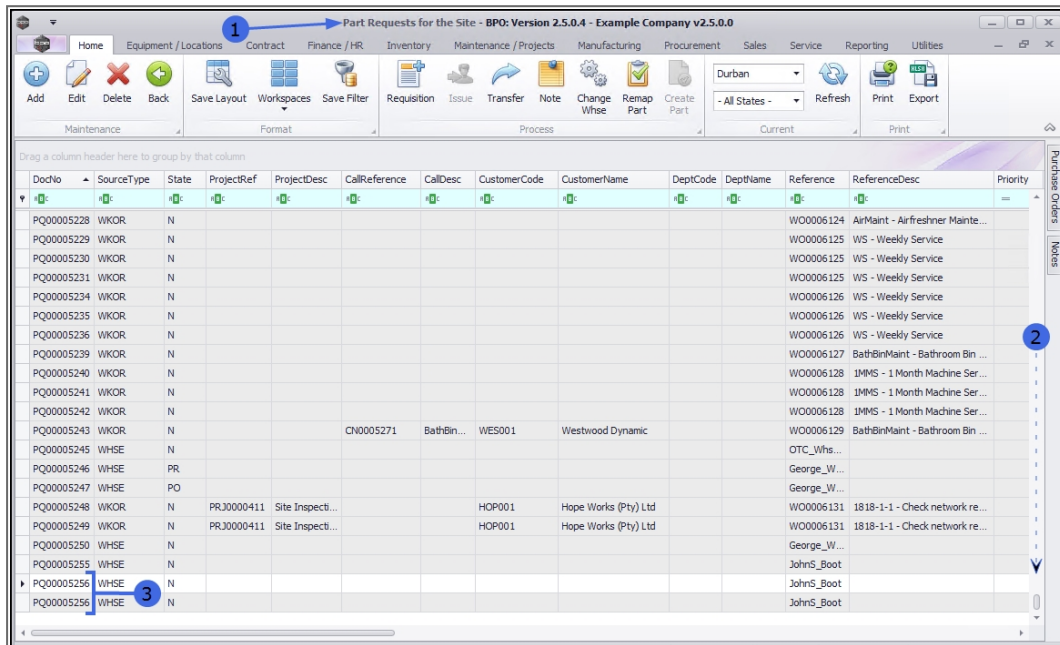
Total 3

Part Request Processing

Part Request No. PQ00005256 saved successfully.

OK

1. You will return to the **Part Request for the Site** listing screen.
2. Use the filter search row or scroll down the list until you find the part request number.
3. In this example, you will note that there are **2** rows created for the same part request. This is because **2** different parts were requested.



| DocNo | SourceType | State | ProjectRef | ProjectDesc | CallReference | CallDesc | CustomerCode | CustomerName | DeptCode | DeptName | Reference | ReferenceDesc | Priority |
|------------|------------|-------|------------|------------------|---------------|------------|--------------|----------------------|----------|----------|-------------|----------------------------------|----------|
| PQ00005228 | WKOR | N | | | | | | | | | WO0006124 | AirMaint - Airfreshner Mainte... | |
| PQ00005229 | WKOR | N | | | | | | | | | WO0006125 | WS - Weekly Service | |
| PQ00005230 | WKOR | N | | | | | | | | | WO0006125 | WS - Weekly Service | |
| PQ00005231 | WKOR | N | | | | | | | | | WO0006125 | WS - Weekly Service | |
| PQ00005234 | WKOR | N | | | | | | | | | WO0006126 | WS - Weekly Service | |
| PQ00005235 | WKOR | N | | | | | | | | | WO0006126 | WS - Weekly Service | |
| PQ00005236 | WKOR | N | | | | | | | | | WO0006126 | WS - Weekly Service | |
| PQ00005239 | WKOR | N | | | | | | | | | WO0006126 | WS - Weekly Service | |
| PQ00005240 | WKOR | N | | | | | | | | | WO0006127 | BathBinMaint - Bathroom Bin ... | |
| PQ00005241 | WKOR | N | | | | | | | | | WO0006128 | IMMS - 1 Month Machine Ser... | |
| PQ00005242 | WKOR | N | | | | | | | | | WO0006128 | IMMS - 1 Month Machine Ser... | |
| PQ00005243 | WKOR | N | | | CN0005271 | BathBin... | WES001 | Westwood Dynamic | | | WO0006129 | BathBinMaint - Bathroom Bin ... | |
| PQ00005245 | WHSE | N | | | | | | | | | OTC_Whs... | | |
| PQ00005246 | WHSE | PR | | | | | | | | | George_W... | | |
| PQ00005247 | WHSE | PQ | | | | | | | | | George_W... | | |
| PQ00005248 | WKOR | N | PRJ0000411 | Site Inspecti... | | | HOP001 | Hope Works (Pty) Ltd | | | WO0006131 | 1818-1-1 - Check network re... | |
| PQ00005249 | WKOR | N | PRJ0000411 | Site Inspecti... | | | HOP001 | Hope Works (Pty) Ltd | | | WO0006131 | 1818-1-1 - Check network re... | |
| PQ00005250 | WHSE | N | | | | | | | | | George_W... | | |
| PQ00005255 | WHSE | N | | | | | | | | | JohnS_Boot | | |
| PQ00005256 | WHSE | N | | | | | | | | | JohnS_Boot | | |
| PQ00005256 | WHSE | N | | | | | | | | | JohnS_Boot | | |

1. Scroll right to view all the requested items details including **Current Stock**.
2. You can now follow the process to raise a requisition to fulfil this part request.

Part Requests for the Site - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Add Edit Delete Back Save Layout Workspaces Save Filter Requisition Issue Transfer Note Change Whse Remap Part Create Part

Durban - All States - Refresh Print Export

Drag a column header here to group by that column

| us | PartCode | PartDesc | PartType | ModelNo | PartTypeDesc | WarehouseName | Quantity | BinName | IssuedStock | RequiredDate | RequestorEmpNo | CurrentStock | Reque |
|----|-------------|--------------------------------|----------|---------|----------------------|----------------|----------|-----------|-------------|--------------|----------------|--------------|-------|
| | 2020-147K | Black toner SP2020 | C | 147K | Non Serialised Parts | Main Warehouse | 4.00 | DBN-A1 | 0.00 | 26/07/2021 | KES001 | 957.00 | Jul |
| | 9855632 | Air Freshner | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 27/07/2021 | KES001 | 323.00 | Jul |
| | 123452N | ZN Paper | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 27/07/2021 | KES001 | 12.00 | Jul |
| | CL-100-965 | Cleaner | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 27/07/2021 | KES001 | 17.00 | Jul |
| | 9855632 | Air Freshner | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 27/07/2021 | KES001 | 323.00 | Jul |
| | 123452N | ZN Paper | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 27/07/2021 | KES001 | 12.00 | Jul |
| | CL-100-965 | Cleaner | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 27/07/2021 | KES001 | 17.00 | Jul |
| | SP19-147K | Black Toner SP1919 | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 28/07/2021 | KES001 | 1,029.00 | Jul |
| | ACR-02 | Acer rollers | C | | Non Serialised Parts | Main Warehouse | 3.00 | DBN-A1 | 0.00 | 28/07/2021 | KES001 | 70.00 | Jul |
| | ACR-01 | Acer copier outer shell | B | | Serialised Spares | Main Warehouse | 2.00 | DBN-A1 | 0.00 | 28/07/2021 | KES001 | 3.00 | Jul |
| | 12-098765 | SP19-12 Black Toner | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 28/07/2021 | KES001 | 3.00 | Jul |
| | SP19-147K | Black Toner SP1919 | C | | Non Serialised Parts | Main Warehouse | 2.00 | DBN-A1 | 0.00 | 30/07/2021 | KES001 | 1,029.00 | Jul |
| | SP19-147M | Magenta toner - SP1919 | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 29/06/2021 | KES001 | 0.00 | Jul |
| | SP2020 | SP2020 Sprint Colour MF Copier | A | SP2020 | Serialised Equipment | JohnS_Boot | 1.00 | JohnBoot2 | 0.00 | 30/07/2021 | MIL001 | 1.00 | Abi |
| | SP2020 | SP2020 Sprint Colour MF Copier | A | SP2020 | Serialised Equipment | JohnS_Boot | 2.00 | JohnBoot2 | 0.00 | 30/07/2021 | MIL001 | 1.00 | Abi |
| | 12-098765 | SP19-12 Black Toner | C | | Non Serialised Parts | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 19/08/2021 | KES001 | 3.00 | Jul |
| | SP19-123... | SP19-12 Colour Copier | A | SP19-12 | Serialised Equipment | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 19/08/2021 | KES001 | 3.00 | Jul |
| | 2020-147K | Black toner SP2020 | C | 147K | Non Serialised Parts | JohnS_Boot | 2.00 | JohnS_Bin | 0.00 | 02/09/2021 | MIL001 | 0.00 | Abi |
| | 2020-147K | Black toner SP2020 | C | 147K | Non Serialised Parts | Main Warehouse | 2.00 | DBN-A1 | 0.00 | 03/09/2021 | MIL001 | 957.00 | Abi |
| | 2020-147K | Black toner SP2020 | C | 147K | Non Serialised Parts | Main Warehouse | 2.00 | DBN-A1 | 0.00 | 03/09/2021 | MIL001 | 957.00 | Abi |
| | SP2020 | SP2020 Sprint Colour MF Copier | A | SP2020 | Serialised Equipment | Main Warehouse | 1.00 | DBN-A1 | 0.00 | 03/09/2021 | MIL001 | 9.00 | Abi |

1

Related Topics

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

[Part Requests - Delete](#)

MNU.032.002