

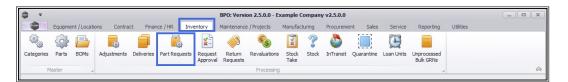
INVENTORY

PART REQUESTS - ADD

A <u>new</u> 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 <u>transfer</u> <u>stock</u> 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.
- The list of *part requests* displayed will be dependent on the Site and State selected.
- 5. Click on Add.



Part Requests - Add

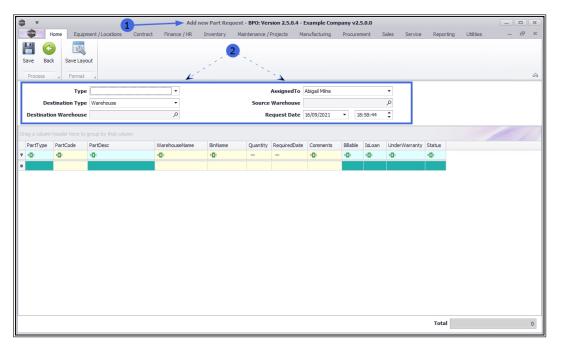
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	PQ00000331	WKOR	N			CN0000088	3MS - 3	TIA001	Titan Group			WO0000277	3MS - 3 Month Service		
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	PQ00000223	WKOR	GR			CN0000053	Machine	OFF001	Office Supplies Unlimit			WO0000203	Machine error code - drum		
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- 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 <u>only</u> 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 <u>cur</u>rently 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 <u>alternative</u> date, if required.
 - **Time**: Either *type in* or click on the *directional arrows* to select an <u>alternative</u> time , if required.



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



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

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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 <u>more than one</u> 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.



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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 <u>not</u> billable and this field will be inactive (greyed out).
 - Is Loan: As this is an interwarehouse part request, it is <u>not</u> a loan item and this field will be inactive (greyed out).
 - Under Warranty: As this is an interwarehouse part request, it is <u>not</u> under warranty and this field will be inactive (greyed out).



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

ag a column header here to group by that column PertYye PertCode ParDesc WarehouseName BinName Quantity C 2020-147K Black toner SP2020 Main Warehouse DBN-A1 2.00 03/09/2021 1 1 1 1 1 1 1 1 1 1 1 1 1	Sa	Process Des	Save Layou	3 Standard Part Request Warehouse			Maintenan	Version 2.5.0.4 - ce / Projects M AssignedTo arce Warehouse Request Date	Abigail Milne Main Warehouse	 ny v2.5.0.0 Procurement 17:41:56 	• م	Ty con dire	rpe a nment ectly in s text		
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1. You can follow the process to add <u>multiple</u> 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 <u>new row</u> is created.

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

4. Click on *Save*.



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- 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**.

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- 1. You will return to the *Part Request for the Site* listing screen.
- 2. Use the <u>filter search row</u> 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.

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PQ00005234	WKOR	N									WO0006126	WS - Weekly Service	
PQ00005235	WKOR	N									WO0006126	WS - Weekly Service	
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- Scroll right to view all the requested items details including *Current Stock*.
- 2. You can now follow the process to <u>raise a requisition</u> to fulfil this part request.



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	12345ZN	ZN Paper	С		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	12.00	Jul
	CL-100-965	Cleaner	С		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	17.00	Jul
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	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 SP 19 19	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	В		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	С		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
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	SP 19-123	SP 19-12 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	С	147K	Non Serialised Parts	JohnS_Boot	2.00	JohnS_Bin	0.00	02/09/2021	MILO01	0.00	Abi
	2020-147K	Black toner SP2020	С	147K	Non Serialised Parts	Main Warehouse	2.00	DBN-A1	0.00	03/09/2021	MILO01	957.00	Abi
	2020-147K	Black toner SP2020	С	147K	Non Serialised Parts	Main Warehouse	2.00	DBN-A1	0.00	03/09/2021	MILO01	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

Related Topics

Part Requests - Edit (View) Part Requests - Delete

MNU.032.002

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