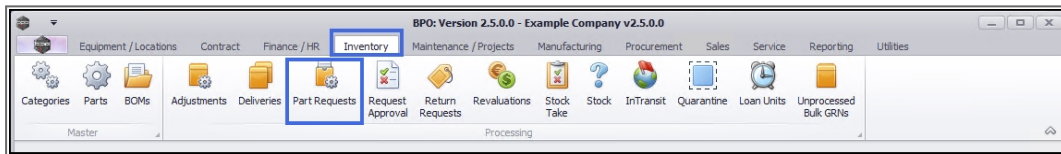


INVENTORY

PART REQUESTS – DELETE

You can **delete** a part request directly from the '*Part Requests for the Site*' listing screen. If there is more than one item linked to the part request then the system will give you the option to remove either **all** the items on the request or only the **selected** item.

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 **delete** process. However, if you wish to narrow your search parameters, select the **State** that contains the part request you wish to delete.
 - [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.

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 Export

Durban - All States -

Drag a column header here to group by that column

DodNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	CurrentStock	ProjectRe
PQ00001501	SINV	N	Drum	2020-856	1.00	B	Serialized Spares	INV0000319	OTC_Whse_DBN	OTC_Bin_...	1.00	
PQ00001502	SINV	N	Staple Unit	1020-478	1.00	B	Serialized Spares	INV0000320	Main Warehouse	DBN-A1	0.00	
PQ00001504	SINV	N	Cleaner	CL-100-965	1.00	C	Non Serialized Parts	INV0000322	Main Warehouse	DBN-A1	17.00	
PQ00001508	SINV	N	SP2020 Sprint Colour Multi Func...	SP2020	3.00	A	Serialized Equipment	INV0000321	Main Warehouse	DBN-A1	9.00	
PQ00001509	SINV	N	SP2020 Sprint Colour Multi Func...	SP2020	1.00	A	Serialized Equipment	INV0000324	Main Warehouse	DBN-A1	9.00	
PQ00001509	SINV	N	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	INV0000324	Main Warehouse	DBN-A1	957.00	
PQ00001509	SINV	N	Staple Unit	1020-478	1.00	B	Serialized Spares	INV0000324	Main Warehouse	DBN-A1	0.00	
PQ00001510	SINV	N	SP2020 Sprint Colour Multi Func...	SP2020	1.00	A	Serialized Equipment	INV0000301	Main Warehouse	DBN-A1	9.00	
PQ00001510	SINV	N	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	957.00	
PQ00001510	SINV	N	Black Toner SP1919	SP19-147K	2.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	1,029.00	
PQ00001510	SINV	N	Drum	19-687	3.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	5.00	
PQ00001510	SINV	N	Drum	19-687	2.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	5.00	
PQ00001519	WKOR	N	Cleaner	CL-100-965	1.00	C	Non Serialized Parts	WO00001305	Main Warehouse	DBN-A1	17.00	
PQ00001520	WKOR	N	Toner Cyan	1020-147C	1.00	C	Non Serialized Parts	WO0000117	Main Warehouse	DBN-A1	16.00	PRJ00
PQ00001522	WKOR	N	Toner Cyan	1020-147C	1.00	C	Non Serialized Parts	WO0000114	Main Warehouse	DBN-A1	16.00	PRJ00
PQ00001523	WKOR	N	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	WO0000117	Main Warehouse	DBN-A1	957.00	PRJ00
PQ00001524	WKOR	PO	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	WO00001321	Main Warehouse	DBN-A1	4.00	
PQ00001525	WKOR	PO	Drum	19-687	1.00	C	Non Serialized Parts	WO00001321	Main Warehouse	DBN-A1	5.00	
PQ00001526	WKOR	PO	Yellow toner SP2020	2020-147Y	1.00	C	Non Serialized Parts	WO00001321	Main Warehouse	DBN-A1	12.00	
PQ00001527	WKOR	PO	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	WO00001322	Main Warehouse	DBN-A1	4.00	
PQ00001528	WKOR	PO	Drum	19-687	1.00	C	Non Serialized Parts	WO00001322	Main Warehouse	DBN-A1	5.00	
PQ00001529	WKOR	PO	Yellow Toner - SP1919	SP19-147Y	1.00	C	Non Serialized Parts	WO00001322	Main Warehouse	DBN-A1	30.00	

DELETE A SINGLE ITEM FROM THE PART REQUEST

You may wish to delete only one item from a part request.

1. Select the **row** of the part request item that you wish to remove.
2. In this example, you will note that there are **3** items linked to the part request.
3. Click on **Delete**.

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

DocNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	CurrentStock	ProjectRef
PQ00005231	WKOR	N	Cleaner	CL-100-965	1.00	C	Non Serialised Parts	WO0006125	Main Warehouse	DBN-A1	17.00	
PQ00005234	WKOR	N	Air Freshner	9855632	1.00	C	Non Serialised Parts	WO0006126	Main Warehouse	DBN-A1	323.00	
PQ00005235	WKOR	N	ZN Paper	12345ZN	1.00	C	Non Serialised Parts	WO0006126	Main Warehouse	DBN-A1	12.00	
PQ00005236	WKOR	N	Cleaner	CL-100-965	1.00	C	Non Serialised Parts	WO0006126	Main Warehouse	DBN-A1	17.00	
PQ00005239	WKOR	N	Black Toner SP1919	SP19-147K	1.00	C	Non Serialised Parts	WO0006127	Main Warehouse	DBN-A1	1,029.00	
PQ00005240	WKOR	N	Acer rollers	ACR-02	3.00	C	Non Serialised Parts	WO0006128	Main Warehouse	DBN-A1	70.00	
PQ00005241	WKOR	N	Acer copier outer shell	ACR-01	2.00	B	Serialised Spares	WO0006128	Main Warehouse	DBN-A1	3.00	
PQ00005242	WKOR	N	SP19-12 Black Toner	12-098765	1.00	C	Non Serialised Parts	WO0006128	Main Warehouse	DBN-A1	3.00	
PQ00005243	WKOR	N	Black Toner SP1919	SP19-147K	2.00	C	Non Serialised Parts	WO0006129	Main Warehouse	DBN-A1	1,029.00	
PQ00005245	WHSE	N	Magenta toner - SP1919	SP19-147M	1.00	C	Non Serialised Parts	OTC_Whse_DBN	Main Warehouse	DBN-A1	0.00	
PQ00005246	WHSE	PR	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	George_Whse	JohnS_Boot	JohnBoot2	1.00	
PQ00005247	WHSE	PO	SP2020 Sprint Colour MF Copier	SP2020	2.00	A	Serialised Equipment	George_Whse	JohnS_Boot	JohnBoot2	1.00	
PQ00005248	WHSE	N	SP19-12 Black Toner	12-098765	1.00	C	Non Serialised Parts	WO0006131	Main Warehouse	DBN-A1	3.00	PRJ000041
PQ00005249	WKOR	N	SP19-12 Colour Copier	SP19-123456	1.00	A	Serialised Equipment	WO0006131	Main Warehouse	DBN-A1	3.00	PRJ000041
PQ00005250	WHSE	N	Black toner SP2020	2020-147K	2.00	C	Non Serialised Parts	George_Whse	JohnS_Boot	JohnS_Bin	0.00	
PQ00005255	WHSE	N	Black toner SP2020	2020-147K	2.00	C	Non Serialised Parts	JohnS_Boot	Main Warehouse	DBN-A1	957.00	
PQ00005256	WHSE	N	Black toner SP2020	2020-147K	2.00	C	Non Serialised Parts	JohnS_Boot	Main Warehouse	DBN-A1	957.00	
PQ00005256	WHSE	N	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	JohnS_Boot	Main Warehouse	DBN-A1	9.00	
PQ00005257	WHSE	N	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	George_Whse	Main Warehouse	DBN-A1	9.00	
PQ00005257	WHSE	N	Cyan toner SP2020	2020-147C	1.00	C	Non Serialised Parts	George_Whse	Main Warehouse	DBN-A1	194.00	
PQ00005257	WHSE	N	Sprint Toner Black ABI 100 Series	SP-ABI-TON-BL-100-3	1.00	C	Non Serialised Parts	George_Whse	Main Warehouse	DBN-A1	0.00	

1. A **Part Requests** message box will pop up with the following prompt:
 - Are you sure you want to remove this part request [] or the request item on WO?
2. Click on **Yes**.

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

DocNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	CurrentStock	ProjectRef
PQ00005231	WKOR	N	Cleaner	CL-100-965	1.00	C	Non Serialised Parts	WO0006125	Main Warehouse	DBN-A1	17.00	
PQ00005234	WKOR	N	Air Freshner	9855632	1.00	C	Non Serialised Parts	WO0006126	Main Warehouse	DBN-A1	323.00	
PQ00005235	WKOR	N	ZN Paper	12345ZN	1.00	C	Non Serialised Parts	WO0006126	Main Warehouse	DBN-A1	12.00	
PQ00005236	WKOR	N	Cleaner	CL-100-965	1.00	C	Non Serialised Parts	WO0006126	Main Warehouse	DBN-A1	17.00	
PQ00005239	WKOR	N	Black Toner SP1919	SP19-147K	1.00	C	Non Serialised Parts	WO0006127	Main Warehouse	DBN-A1	1,029.00	
PQ00005240	WKOR	N	Acer rollers	ACR-02	3.00	C	Non Serialised Parts	WO0006128	Main Warehouse	DBN-A1	70.00	
PQ00005241	WKOR	N	Acer copier outer shell	ACR-01	2.00	B	Serialised Spares	WO0006128	Main Warehouse	DBN-A1	3.00	
PQ00005242	WKOR	N	SP19-12 Black Toner	12-098765	1.00	C	Non Serialised Parts	WO0006128	Main Warehouse	DBN-A1	3.00	
PQ00005243	WKOR	N	Black Toner SP1919	SP19-147K	2.00	C	Non Serialised Parts	WO0006129	Main Warehouse	DBN-A1	1,029.00	
PQ00005245	WHSE	N	Magenta toner - SP1919	SP19-147M	1.00	C	Non Serialised Parts	OTC_Whse_DBN	Main Warehouse	DBN-A1	0.00	
PQ00005246	WHSE	PR	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	George_Whse	JohnS_Boot	JohnBoot2	1.00	
PQ00005247	WHSE	PO	SP2020 Sprint Colour MF Copier	SP2020	2.00	A	Serialised Equipment	George_Whse	JohnS_Boot	JohnBoot2	1.00	
PQ00005248	WHSE	N	SP19-12 Black Toner	12-098765	1.00	C	Non Serialised Parts	WO0006131	Main Warehouse	DBN-A1	3.00	PRJ000041
PQ00005249	WKOR	N	SP19-12 Colour Copier	SP19-123456	1.00	A	Serialised Equipment	WO0006131	Main Warehouse	DBN-A1	3.00	PRJ000041
PQ00005250	WHSE	N	Black toner SP2020	2020-147K	2.00	C	Non Serialised Parts	George_Whse	JohnS_Boot	JohnS_Bin	0.00	
PQ00005255	WHSE	N	Black toner SP2020	2020-147K	2.00	C	Non Serialised Parts	JohnS_Boot	Main Warehouse	DBN-A1	957.00	
PQ00005256	WHSE	N	Black toner SP2020	2020-147K	2.00	C	Non Serialised Parts	JohnS_Boot	Main Warehouse	DBN-A1	957.00	
PQ00005256	WHSE	N	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	JohnS_Boot	Main Warehouse	DBN-A1	9.00	
PQ00005257	WHSE	N	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	George_Whse	Main Warehouse	DBN-A1	9.00	
PQ00005257	WHSE	N	Cyan toner SP2020	2020-147C	1.00	C	Non Serialised Parts	George_Whse	Main Warehouse	DBN-A1	194.00	
PQ00005257	WHSE	N	Sprint Toner Black ABI 100 Series	SP-ABI-TON-BL-100-3	1.00	C	Non Serialised Parts	George_Whse	Main Warehouse	DBN-A1	0.00	

Part Requests

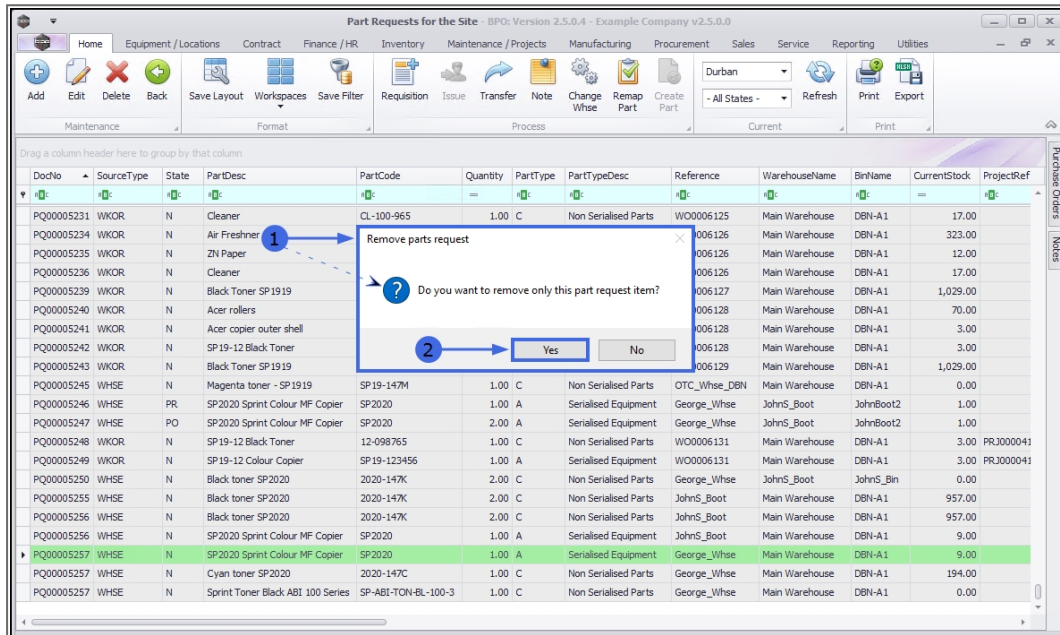
Are you sure you want to remove this part request PQ00005257 or the request item on WO?

Yes **No**

1. A **Remove parts request** message box will pop up with the following prompt:
 - *Do you want to remove only this part request item?*

Remember: for this process, **only the selected item** on the part request is to be removed.

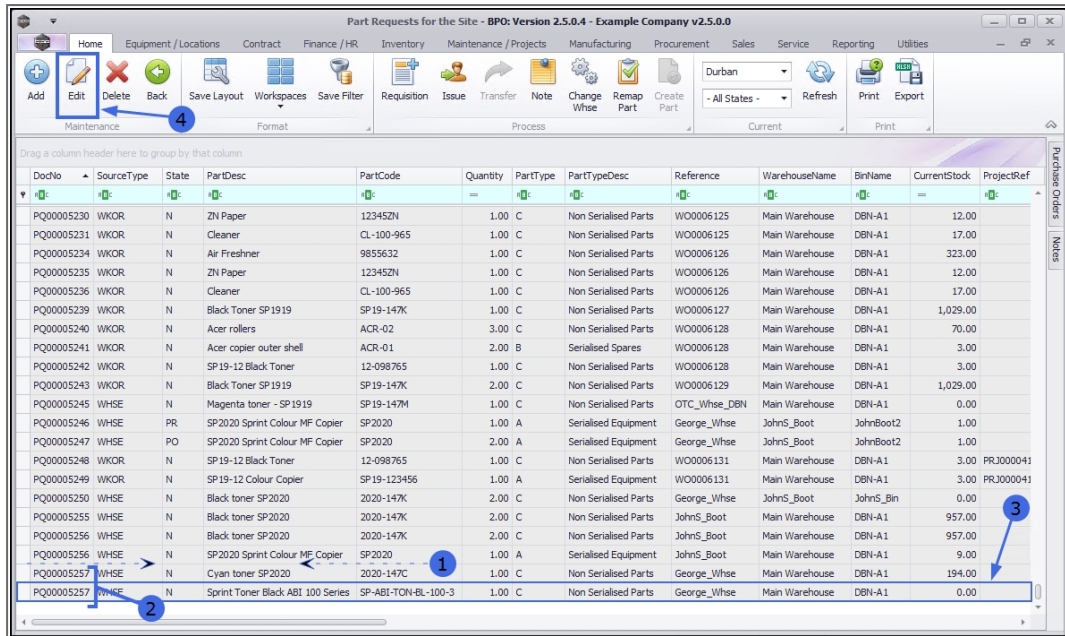
2. Click on **Yes**.



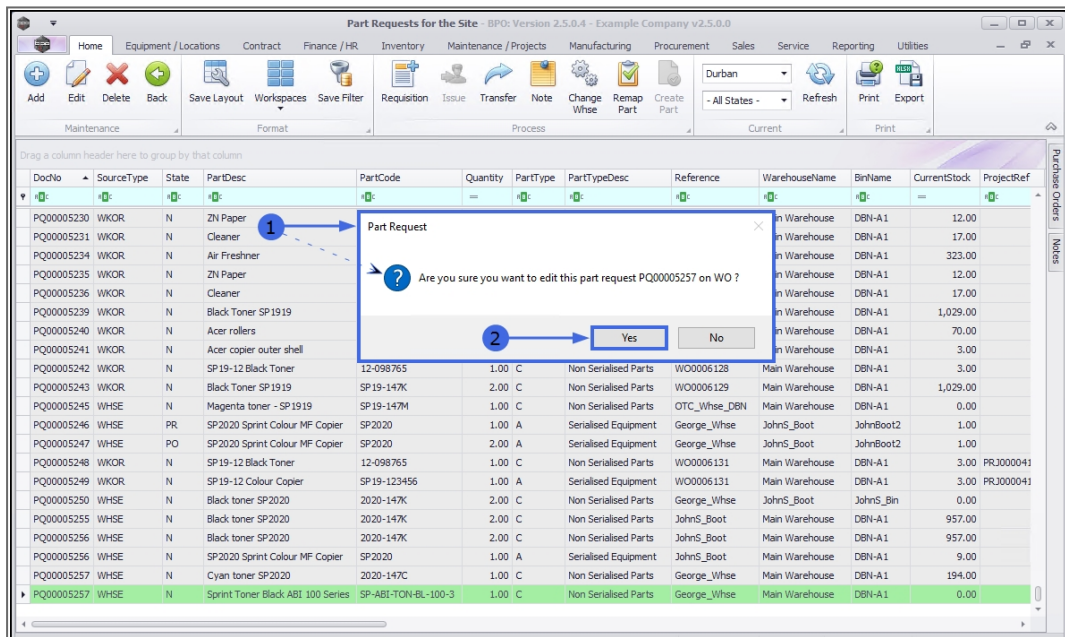
1. The screen will **refresh** and the selected part request item will be **removed** from the data grid.
2. Note the remaining **2** items are still listed here.

VIEW UPDATED PART REQUEST

3. Select any one of these remaining rows.
4. Click on **Edit**.



1. A **Parts Request** message box will pop up with the following prompt:
 - Are you sure you want to edit this part request [] on WO?
2. Click on **Yes**.

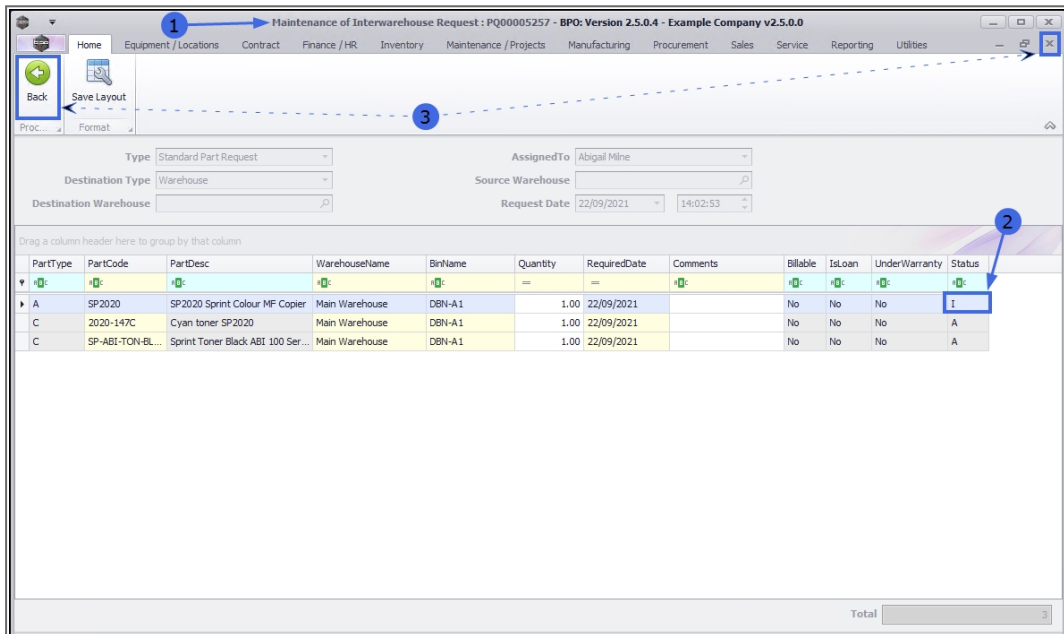


1. The ***Maintenance of Interwarehouse Request: []*** screen will open.
2. Although the removed item remains in the Parts data grid, note that the item row status is **I - Inactive**.



When a **requisition is raised** for this part request, the removed item will not be added to the requisition.

3. **Close** the screen or click on **Back** to return to the **Part Requests for the Site** screen.



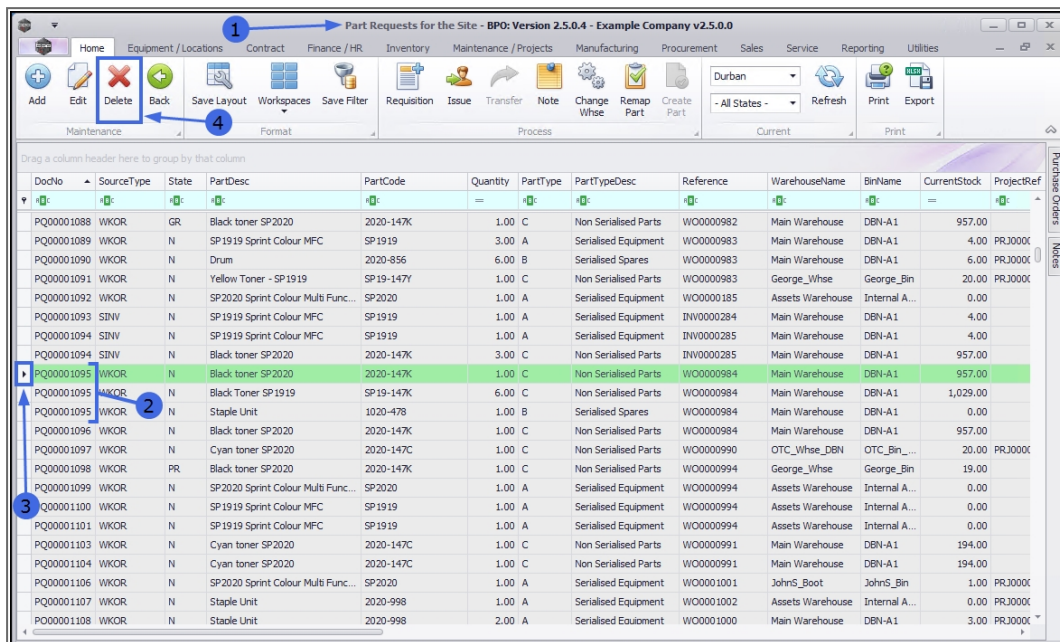
PartType	PartCode	PartDesc	WarehouseName	BinName	Quantity	RequiredDate	Comments	Billable	IsLoan	UnderWarranty	Status
A	SP2020	SP2020 Sprint Colour MF Copier	Main Warehouse	DBN-A1	1.00	22/09/2021		No	No	No	I
C	2020-147C	Cyan toner SP2020	Main Warehouse	DBN-A1	1.00	22/09/2021		No	No	No	A
C	SP-ABI-TON-BL...	Sprint Toner Black ABI 100 Ser...	Main Warehouse	DBN-A1	1.00	22/09/2021		No	No	No	A

DELETE ALL ITEMS FROM THE PART REQUEST

You may wish to delete all the items linked to a part request.

1. In the **Part Requests for the Site** listing screen,
2. Search for the part request where you wish to delete all the linked items.
 - In this example, you will note that there are **3** items linked to the part request.

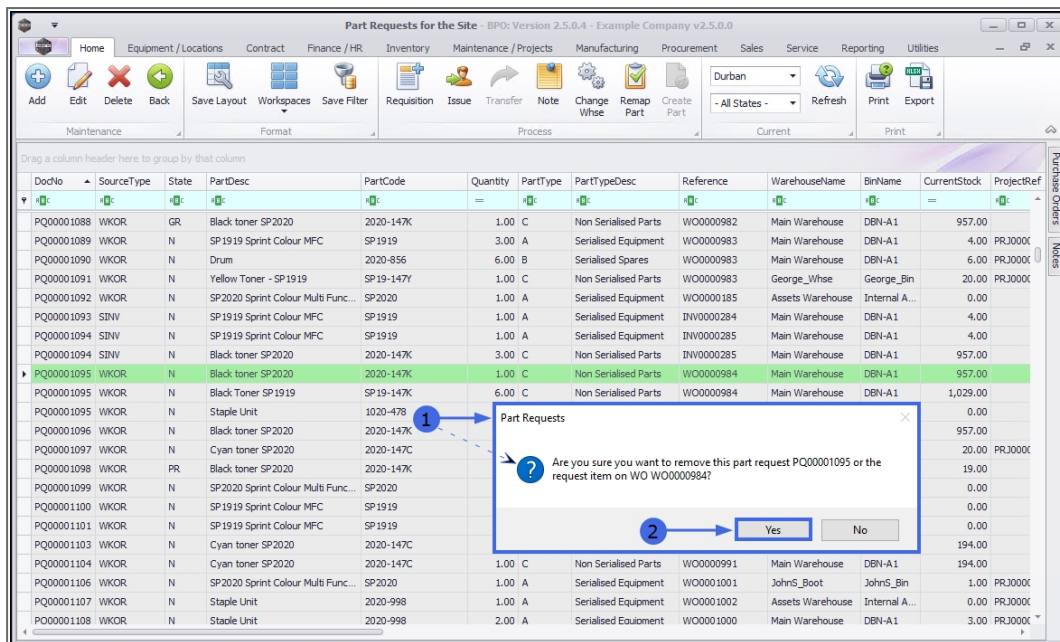
3. Select the row of any of the 3 items.
4. Click on **Delete**.



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

DocNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	CurrentStock	ProjectRef
PQ00001088	WKOR	GR	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	WO0000982	Main Warehouse	DBN-A1	957.00	
PQ00001089	WKOR	N	SP1919 Sprint Colour MFC	SP1919	3.00	A	Serialized Equipment	WO0000983	Main Warehouse	DBN-A1	4.00	PRJ0000
PQ00001090	WKOR	N	Drum	2020-856	6.00	B	Serialized Spares	WO0000983	Main Warehouse	DBN-A1	6.00	PRJ0000
PQ00001091	WKOR	N	Yellow Toner - SP1919	SP19-147Y	1.00	C	Non Serialized Parts	WO0000983	George_Wlse	George_Bin	20.00	PRJ0000
PQ00001092	WKOR	N	SP2020 Sprint Colour Multi Func...	SP2020	1.00	A	Serialized Equipment	WO0000185	Assets Warehouse	Internal A...	0.00	
PQ00001093	SINV	N	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	INV0000284	Main Warehouse	DBN-A1	4.00	
PQ00001094	SINV	N	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	INV0000285	Main Warehouse	DBN-A1	4.00	
PQ00001094	SINV	N	Black toner SP2020	2020-147K	3.00	C	Non Serialized Parts	INV0000285	Main Warehouse	DBN-A1	957.00	
PQ00001095	WKOR	N	Black Toner SP2020	2020-147K	1.00	C	Non Serialized Parts	WO0000984	Main Warehouse	DBN-A1	957.00	
PQ00001095	WKOR	N	Black Toner SP1919	SP19-147K	6.00	C	Non Serialized Parts	WO0000984	Main Warehouse	DBN-A1	1,029.00	
PQ00001095	WKOR	N	Staple Unit	1020-478	1.00	B	Serialized Spares	WO0000984	Main Warehouse	DBN-A1	0.00	
PQ00001096	WKOR	N	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	WO0000984	Main Warehouse	DBN-A1	957.00	
PQ00001097	WKOR	N	Cyan toner SP2020	2020-147C	1.00	C	Non Serialized Parts	WO0000990	OTC_Wlse_DBN	OTC_Bin...	20.00	PRJ0000
PQ00001098	WKOR	PR	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	WO0000994	George_Wlse	George_Bin	19.00	
PQ00001099	WKOR	N	SP2020 Sprint Colour Multi Func...	SP2020	1.00	A	Serialized Equipment	WO0000994	Assets Warehouse	Internal A...	0.00	
PQ00001100	WKOR	N	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	WO0000994	Assets Warehouse	Internal A...	0.00	
PQ00001101	WKOR	N	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	WO0000994	Assets Warehouse	Internal A...	0.00	
PQ00001103	WKOR	N	Cyan toner SP2020	2020-147C	1.00	C	Non Serialized Parts	WO0000991	Main Warehouse	DBN-A1	194.00	
PQ00001104	WKOR	N	Cyan toner SP2020	2020-147C	1.00	C	Non Serialized Parts	WO0000991	Main Warehouse	DBN-A1	194.00	
PQ00001106	WKOR	N	SP2020 Sprint Colour Multi Func...	SP2020	1.00	A	Serialized Equipment	WO00001001	JohnS_Boot	JohnS_Bin	1.00	PRJ0000
PQ00001107	WKOR	N	Staple Unit	2020-998	1.00	A	Serialized Equipment	WO00001002	Assets Warehouse	Internal A...	0.00	PRJ0000
PQ00001108	WKOR	N	Staple Unit	2020-998	2.00	A	Serialized Equipment	WO00001000	Main Warehouse	DBN-A1	3.00	PRJ0000

1. A **Part Requests** message box will pop up with the following prompt:
 - Are you sure you want to remove this part request [] or the request item on WO []?
2. Click on **Yes**.



1. A **Remove parts request** message box will pop up with the following prompt:

- Do you want to remove only this part request item?

Note: Now that you have viewed the entire part request (see above), you can make an informed decision as to whether you wish to delete all the items or the selected part only.

Remember: for this process, all the items on the part request are to be removed.

2. Click on **No**.

The screenshot shows the 'Part Requests for the Site' application interface. A confirmation dialog box is displayed over the data grid, asking: 'Do you want to remove only this part request item?'. The dialog has 'Yes' and 'No' buttons. A blue box highlights the dialog, with a blue arrow pointing to the 'No' button. The background data grid shows various part request items with columns: DocNo, SourceType, State, PartDesc, PartCode, Quantity, PartType, PartTypeDesc, Reference, WarehouseName, BinName, CurrentStock, and ProjectRef.

- The screen will **refresh** and all the part request item will be **removed** from the data grid.
 - Note **all 3** of the items linked to the part request have been removed from the data grid.

The screenshot shows the 'Part Requests for the Site' application interface after the deletion process. The data grid now shows a different set of part request items. A blue box highlights the 'Black toner SP2020' item, which is now the first item in the grid. The columns remain the same as in the previous screenshot.

Related Topics

[Part Requests - Add](#)

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

MNU.032.004