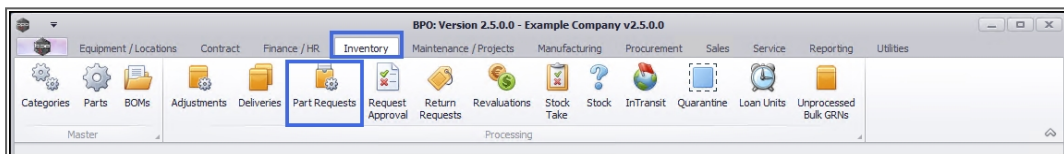


# INVENTORY

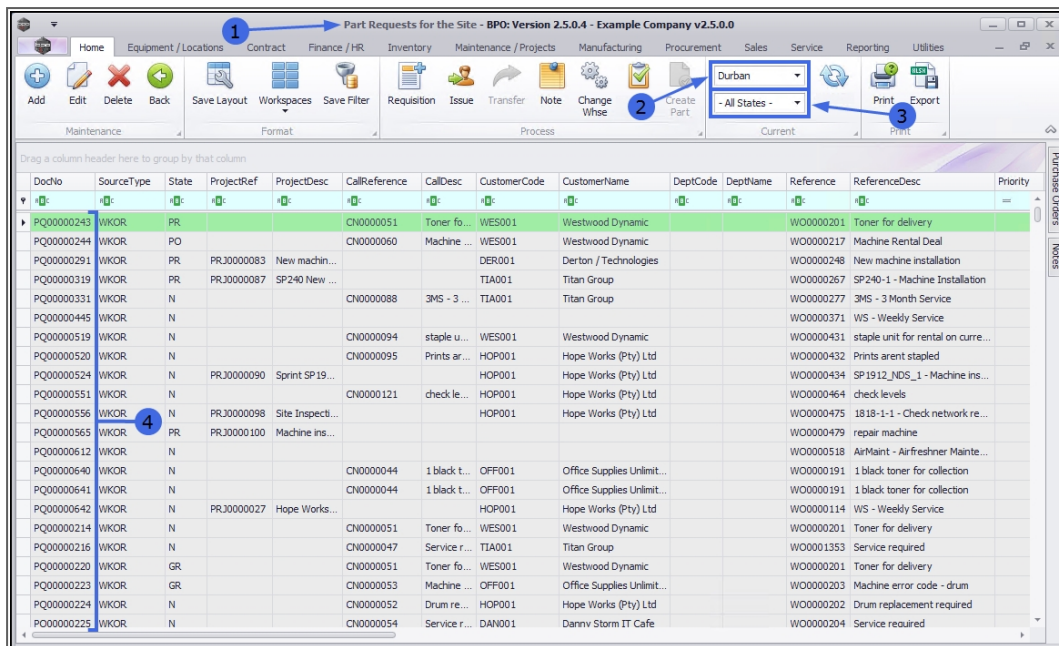
## PART REQUESTS – REMAP PART

If a part request was raised for an incorrect part, the store person can **remap** the request to the correct part. This can be done directly from the **Part Requests** screen.

**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 *Remap Part* 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.



## SELECT PART REQUEST

1. Select the **row** of the part request where you wish to you wish to remap the part.
2. In this image, part request **PQ00005283** for part code **147-888741** is selected.
3. Click on **Remap Part**.

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

Durban - All States - Refresh Print Export

Drag a column header here to group by that column

DodNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	IssuedStock	CurrentStock
PQ00005267	WHSE	N	Drum for SP1717	17-856	1.00	B	Serialised Spares	George_Whse	Main Warehouse	DBN-A1	0.00	0.00
PQ00005268	WHSE	N	Black toner SP2020	2020-147K	1.00	C	Non Serialised Parts	JohnS_Boot	Main Warehouse	DBN-A1	0.00	95.00
PQ00005269	WHSE	N	101 Black Toner	26789-101	1.00	C	Non Serialised Parts	Main Warehouse	ChristH_Whse	ChristH_Bin	0.00	0.00
PQ00005272	SINV	N	Black toner SP2020	2020-147K	3.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.00	95.00
PQ00005272	SINV	N	SP2020 Sprint Colour MF C...	SP2020	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.00	1.00
PQ00005272	SINV	N	101 Black Toner	26789-101	1.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005272	SINV	N	PC Monitor - Samsung	PCMON001	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005272	SINV	N	Keyboard	KEYB001	1.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005272	SINV	N	Sprint Colour Copier	SP500	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005273	WKOR	N	SP220 Machine	SP220	4.00	A	Serialised Equipment	WO0006135	Main Warehouse	DBN-A1	2.00	0.00
PQ00005274	WKOR	N	Toner Yellow	1020-147Y	5.00	C	Non Serialised Parts	WO0006135	Main Warehouse	DBN-A1	0.00	18.00
PQ00005275	WKOR	N	SP1919 Sprint Colour MFC	SP1919	2.00	A	Serialised Equipment	WO0006115	Main Warehouse	DBN-A1	0.00	0.00
PQ00005276	WHSE	N	SP2020 Sprint Colour MF C...	SP2020	6.00	A	Serialised Equipment	George_Whse	Main Warehouse	DBN-A1	0.00	1.00
PQ00005277	WHSE	N	SP2020 Sprint Colour MF C...	SP2020	4.00	A	Serialised Equipment	ChristH_Whse	Main Warehouse	DBN-A1	0.00	1.00
PQ00005277	WHSE	N	Black toner SP2020	2020-147K	3.00	C	Non Serialised Parts	ChristH_Whse	Main Warehouse	DBN-A1	0.00	95.00
PQ00005278	WKOR	N	SP2020 Sprint Colour MF C...	SP2020	1.00	A	Serialised Equipment	WO0006089	Main Warehouse	DBN-A1	0.00	1.00
PQ00005279	WKOR	N	Black toner SP2020	2020-147K	1.00	C	Non Serialised Parts	WO0006089	Main Warehouse	DBN-A1	0.00	95.00
PQ00005280	WKOR	N	SP19-12 Black Toner	12-098765	1.00	C	Non Serialised Parts	WO0006138	Main Warehouse	DBN-A1	0.00	0.00
PQ00005281	WKOR	N	SP19-12 Colour Copier	SP19-123456	1.00	A	Serialised Equipment	WO0006138	Main Warehouse	DBN-A1	0.00	0.00
PQ00005282	WKOR	N	Network cable	102-7854	1.00	C	Non Serialised Parts	WO0006139	Main Warehouse	DBN-A1	0.00	0.00
PQ00005283	WHSE	N	K147 Yellow Toner	147-888741	1.00	C	Non Serialised Parts	George_Whse	Main Warehouse	DBN-A1	0.00	0.00

1. A **Remap Part** message will pop up with the following prompt:
  - Are you sure you want to remap part no. [] to an existing part?
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

DodNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	IssuedStock	CurrentStock
PQ00005267	WHSE	N	Drum for SP1717	17-856	1.00	B	Serialised Spares	George_Whse	Main Warehouse	DBN-A1	0.00	0.00
PQ00005268	WHSE	N	Black toner SP2020	2020-147K	1.00	C	Non Serialised Parts	JohnS_Boot	Main Warehouse	DBN-A1	0.00	95.00
PQ00005269	WHSE	N	101 Black Toner	26789-101	1.00	C	Non Serialised Parts	Main Warehouse	ChristH_Whse	ChristH_Bin	0.00	0.00
PQ00005272	SINV	N	Black toner SP2020	2020-147K	3.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.00	95.00
PQ00005272	SINV	N	SP2020 Sprint Colour MF C...	SP2020	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.00	1.00
PQ00005272	SINV	N	101 Black Toner	26789-101	1.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005272	SINV	N	PC Monitor - Samsung	PCMON001	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005272	SINV	N	Keyboard	KEYB001	1.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005272	SINV	N	Sprint Colour Copier	SP500	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.00	0.00
PQ00005273	WKOR	N	SP220 Machine	SP220	4.00	A	Serialised Equipment	WO0006135	Main Warehouse	DBN-A1	2.00	0.00
PQ00005274	WKOR	N	Toner Yellow	1020-147Y	5.00	C	Non Serialised Parts	WO0006135	Main Warehouse	DBN-A1	0.00	18.00
PQ00005275	WKOR	N	SP1919 Sprint Colour MFC	SP1919	2.00	A	Serialised Equipment	WO0006115	Main Warehouse	DBN-A1	0.00	0.00
PQ00005276	WHSE	N	SP2020 Sprint Colour MF C...	SP2020	6.00	A	Serialised Equipment	George_Whse	Main Warehouse	DBN-A1	0.00	1.00
PQ00005277	WHSE	N	SP2020 Sprint Colour MF C...	SP2020	4.00	A	Serialised Equipment	ChristH_Whse	Main Warehouse	DBN-A1	0.00	1.00
PQ00005277	WHSE	N	Black toner SP2020	2020-147K	3.00	C	Non Serialised Parts	ChristH_Whse	Main Warehouse	DBN-A1	0.00	95.00
PQ00005278	WKOR	N	SP2020 Sprint Colour MF C...	SP2020	1.00	A	Serialised Equipment	WO0006089	Main Warehouse	DBN-A1	0.00	1.00
PQ00005279	WKOR	N	Black toner SP2020	2020-147K	1.00	C	Non Serialised Parts	WO0006089	Main Warehouse	DBN-A1	0.00	95.00
PQ00005280	WKOR	N	SP19-12 Black Toner	12-098765	1.00	C	Non Serialised Parts	WO0006138	Main Warehouse	DBN-A1	0.00	0.00
PQ00005281	WKOR	N	SP19-12 Colour Copier	SP19-123456	1.00	A	Serialised Equipment	WO0006138	Main Warehouse	DBN-A1	0.00	0.00
PQ00005282	WKOR	N	Network cable	102-7854	1.00	C	Non Serialised Parts	WO0006139	Main Warehouse	DBN-A1	0.00	0.00
PQ00005283	WHSE	N	K147 Yellow Toner	147-888741	1.00	C	Non Serialised Parts	George_Whse	Main Warehouse	DBN-A1	0.00	0.00

Remap Part

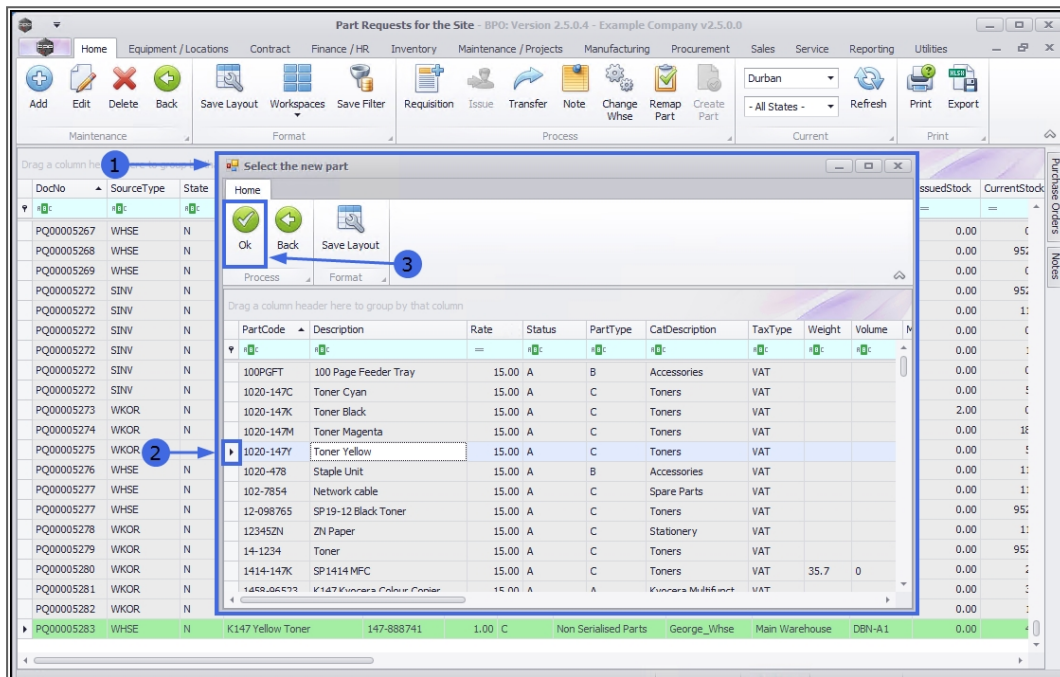
Are you sure you want to remap part no. 147-888741 to an existing part?

Yes No

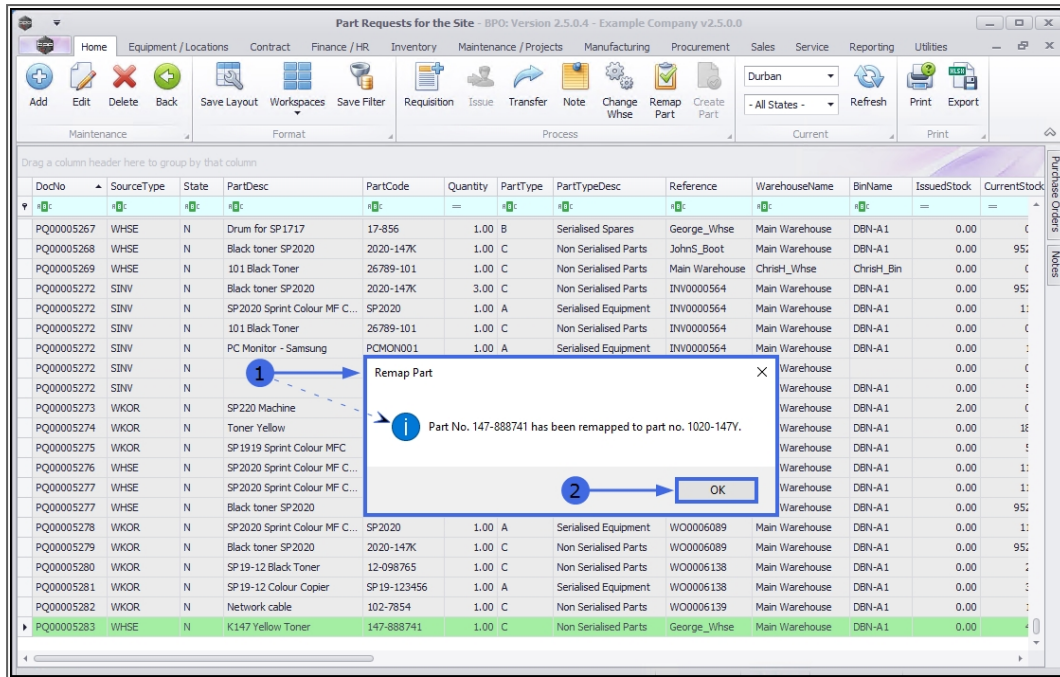
1. A **Select the new part** screen will pop up.

## REMAP THE PART

2. Select the part to which you wish to remap this part.
  - In this image, part code **1020-147Y** is selected.
3. Click on **Ok**.



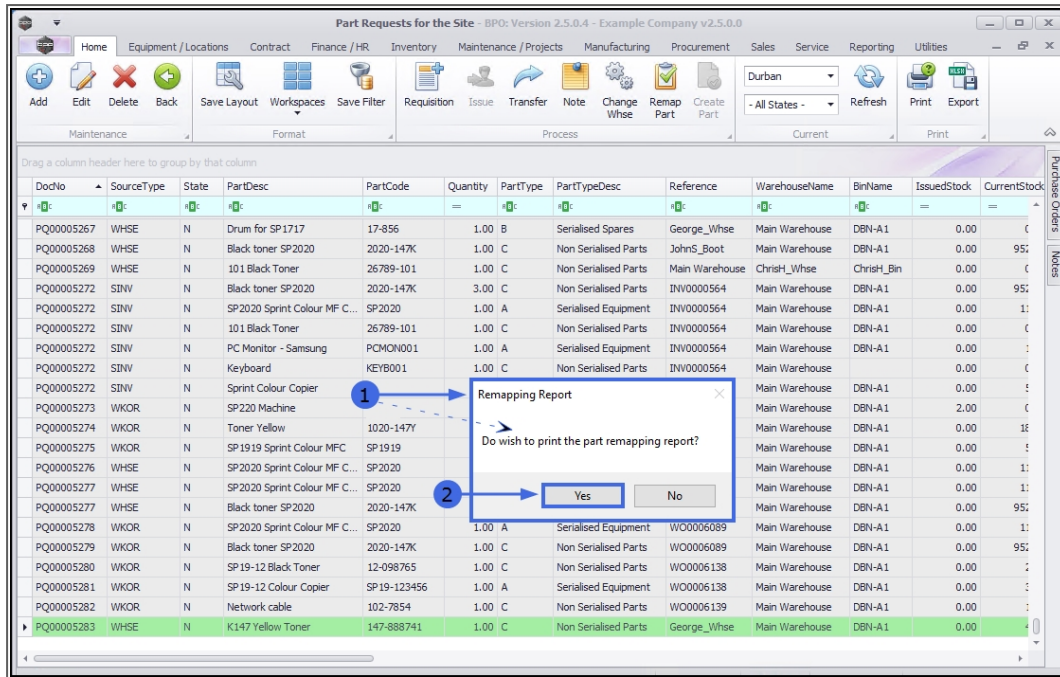
1. A **Remap Part** message box will pop up advising the following:
  - *Part No [] has been remapped to part no [].*
2. Click on **Ok**.



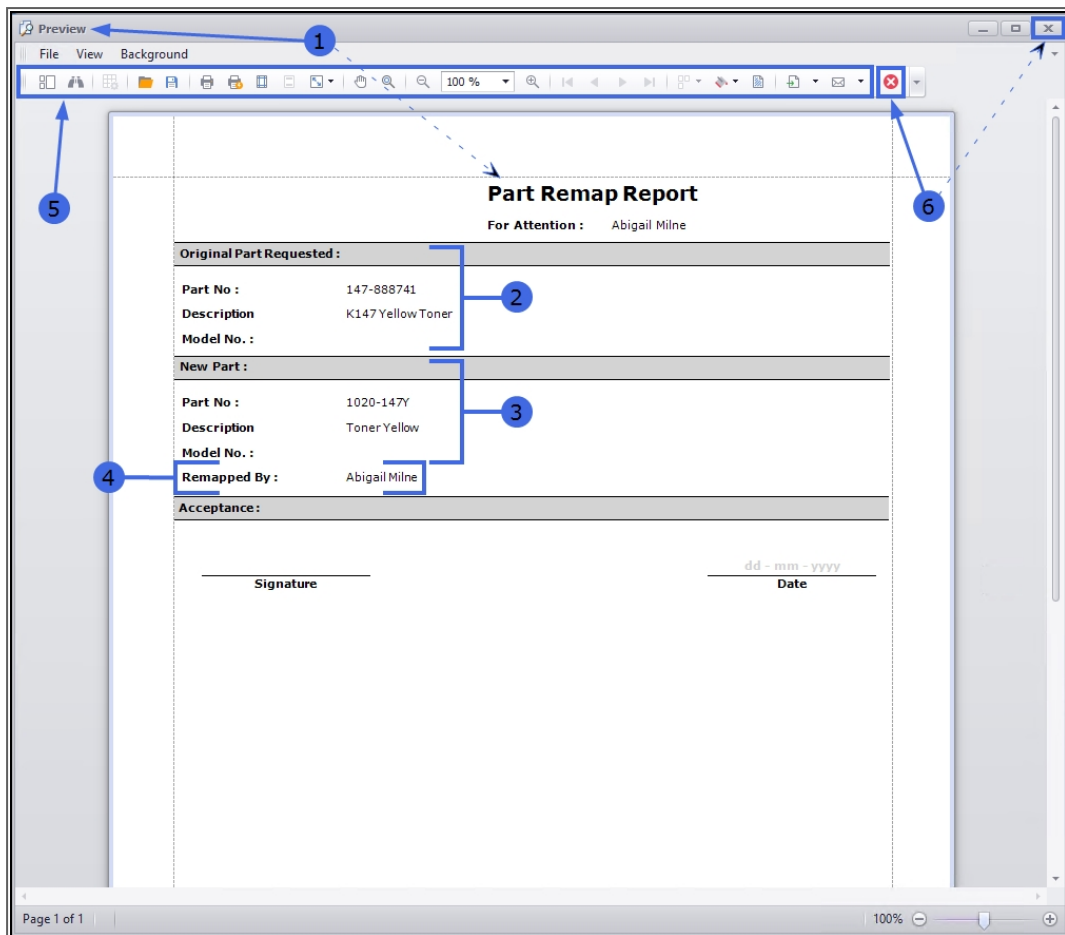
## PRINT REMAPPING REPORT

1. The **Remapping Report** message will pop up with the following prompt:
  - *Do you wish to print the part remapping report?*
2. Click on **Yes**.





1. The **Preview** screen will open with the **Part Remap Report** displayed.
2. The **original** part that was requested is documented. In this example: *K147 Yellow Toner*.
3. The part that the request has been **remapped** to is documented. In this example: *Toner Yellow*.
4. You can use the Preview toolbar to *print, email, add a watermark* and *export* the document.
5. The employee who remapped the part (usually the store person) is recorded.
6. **Close** the screen when you are done.



**Part Remap Report**  
For Attention : Abigail Milne

<b>Original Part Requested :</b>	
Part No :	147-888741
Description	K147 Yellow Toner
Model No. :	
<b>New Part :</b>	
Part No :	1020-147Y
Description	Toner Yellow
Model No. :	
Remapped By :	Abigail Milne
<b>Acceptance :</b>	

Signature \_\_\_\_\_ Date dd - mm - yyyy

Page 1 of 1 | 100%

## VIEW REMAPPED PART

1. You will return to the *Part Requests for the Site* screen.
2. The part request **PQ00005283** is no longer linked to the original part (147-888741) but to the remapped part: **1020-147Y**.

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

DodNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	IssuedStock
PQ00005267	WHSE	N	Drum for SP1717	17-856	1.00	B	Serialised Spares	George_Whse	Main Warehouse	DBN-A1	0.0
PQ00005268	WHSE	N	Black toner SP2020	2020-147K	1.00	C	Non Serialised Parts	JohnS_Boot	Main Warehouse	DBN-A1	0.0
PQ00005269	WHSE	N	101 Black Toner	26789-101	1.00	C	Non Serialised Parts	Main Warehouse	ChristH_Whse	ChristH_Bin	0.0
PQ00005272	SINV	N	Black toner SP2020	2020-147K	3.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.0
PQ00005272	SINV	N	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.0
PQ00005272	SINV	N	101 Black Toner	26789-101	1.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.0
PQ00005272	SINV	N	PC Monitor - Samsung	PCMON001	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.0
PQ00005272	SINV	N	Keyboard	KEYB001	1.00	C	Non Serialised Parts	INV0000564	Main Warehouse	DBN-A1	0.0
PQ00005272	SINV	N	Sprint Colour Copier	SP500	1.00	A	Serialised Equipment	INV0000564	Main Warehouse	DBN-A1	0.0
PQ00005273	WKOR	N	SP220 Machine	SP220	4.00	A	Serialised Equipment	WO0006135	Main Warehouse	DBN-A1	2.0
PQ00005274	WKOR	N	Toner Yellow	1020-147Y	5.00	C	Non Serialised Parts	WO0006135	Main Warehouse	DBN-A1	0.0
PQ00005275	WKOR	N	SP1919 Sprint Colour MFC	SP1919	2.00	A	Serialised Equipment	WO0006115	Main Warehouse	DBN-A1	0.0
PQ00005276	WHSE	N	SP2020 Sprint Colour MF Copier	SP2020	6.00	A	Serialised Equipment	George_Whse	Main Warehouse	DBN-A1	0.0
PQ00005277	WHSE	N	SP2020 Sprint Colour MF Copier	SP2020	4.00	A	Serialised Equipment	ChristH_Whse	Main Warehouse	DBN-A1	0.0
PQ00005277	WHSE	N	Black toner SP2020	2020-147K	3.00	C	Non Serialised Parts	ChristH_Whse	Main Warehouse	DBN-A1	0.0
PQ00005278	WKOR	N	SP2020 Sprint Colour MF Copier	SP2020	1.00	A	Serialised Equipment	WO0006089	Main Warehouse	DBN-A1	0.0
PQ00005279	WKOR	N	Black toner SP2020	2020-147K	1.00	C	Non Serialised Parts	WO0006089	Main Warehouse	DBN-A1	0.0
PQ00005280	WKOR	N	SP19-12 Black Toner	12-098765	1.00	C	Non Serialised Parts	WO0006138	Main Warehouse	DBN-A1	0.0
PQ00005281	WKOR	N	SP19-12 Colour Copier	SP19-123456	1.00	A	Serialised Equipment	WO0006138	Main Warehouse	DBN-A1	0.0
PQ00005282	WKOR	N	Network cable	102-7854	1.00	C	Non Serialised Parts	WO0006139	Main Warehouse	DBN-A1	0.0
PQ00005283	WHSE	N	Toner Yellow	1020-147Y	1.00	C	Non Serialised Parts	George_Whse	Main Warehouse	DBN-A1	0.0

## Related Topics

[Part Requests - Remap Part](#)

[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.032.017

