

MANUFACTURING

PRODUCTION - ADD PART REQUEST

The **Bill of Materials** will cover all the parts required, but in case a part has been left off the BOM or a particular production requires a specific item added, then you can add a separate **part request**.

Ribbon Access: *Manufacturing > Production*

	Ŧ			BPC	: Version 2.1.0.68 - Example (Company				-		\times
e e	quipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
Production Centres	Products Production											
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Open Wind	ows 🕶									04 Dec	2018	1

The *Production* listing screen will display.



SELECT THE PRODUCTION

• Click on the *expand button* in the *row* of the *production* where you wish to add a part request.

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ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComme
	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
E PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
➡ PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
E PROD0000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
E PROD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

The *Production Work Orders* frame will open.

OPEN PRODUCTION WORK ORDER

1. *Double click* anywhere in the *row* of the work order.



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		033 4	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2	017 08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
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		036 4	CR11111	Acer Copier	Belinda Sharman	28 Feb 2	017 17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
E PF	0000000	037 E	R111111	Drum	Belinda Sharman	28 Feb 2	017 17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
€ PF		040 4	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2	017 21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
E PF		041 /	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2	017 22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
⊞ PF	0000000	042 1	MACH	Test Machine	Belinda Sharman	01 Mar 2	017 08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
œ PF	0000000	043 [R111111	Drum	Belinda Sharman	01 Mar 2	017 09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
E PF	0000000	044 1	MACH	Test Machine	Belinda Sharman	02 Mar 2	017 11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
œ PF	0000000	045 4	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2	017 11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
E PF	0000000	046 /	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2	017 11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
⊞ PF	0000000	049 /	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 20	017 09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
⊞ PF	OD00000	050 4	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 20	017 10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
E PF	COD00000	052 [R111111	Drum 1	Judith Mudzengi	06 Apr 20	017 10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
E PF	0000000	069 4	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2	017 12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
E PF	OD00000	070 4	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2	017 13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
E PF	COD00000	038 [R111111	Drum	Belinda Sharman	28 Feb 2	017 18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
E PF	0000000	075 2	2020-147Y	Yellow toner SP2020) Abigail Milne	19 Nov 2	018 13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
	OD00000	076 5	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2	018 13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
	Productio	on Work	Orders											
	A WOCo	de	Description			SiteName	WOType Status	StatusDescription	n Priority W	orkPriority F	RequestDate	RequestTime	Invoiceable	Capi
	► WO000	01706	Created for	production batch - 180	0000003 🤍 🤜	Durban I	MN O	Open	2	0.00 1	19 Nov 2018	13:52:34	No	No
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The system will take you to the *Maintain WO - Ref[]* screen.

SELECT PARTS TILE

• Click on the *Parts* tile.



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The Part Requests for WO Code [] screen will open.

ADD NEW PART REQUEST

- 1. In this image you can see that there are currently **3** part requests linked.
- 2. Click on **Add**.



0					Pa	t Reques	ts for WC	Code W0	00001706 -	BPO: Version	n 2.1.0.69 - E	xample Comp	any			23		X
	Home	Equipmer	nt and Lo	cations Con	tract Fina	ce and HR	R Inver	ntory Ma	intenance a	and Projects	Manufacturi	ing Procuren	nent Sal	es Servi	ice Report	ting Utili	ties —	₽ x
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PO00	002004	2020-14	7M M	lagenta toner	P2020	с	Main W	/arehouse	6.00	0.00	WKOR	WO0001706	DBN-A	1	19 Nov 20	18 N		
PQOC	002004	2020-14	7C (yan toner SP2)20	С	Main W	Varehouse	6.00	0.00	WKOR	WO0001706	DBN-A	1	19 Nov 20	18 N		
PQOC	002004	2020-14	77 1	ellow toner SP	020	С	Main W	/arehouse	6.00	0.00	WKOR	WO0001706	DBN-A	1	19 Nov 20	18 N		
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The *Part Requests* screen will open.

ADD PART REQUEST DETAILS

- Select From BOM or Parts: Click on the Parts radio button.
- Work Order: This field will be auto populated with the work order linked to the production run initially selected.
- **Part**: Click on the search button and select the part required.
- **Quantity**: Type in the quantity required.
- Warehouse: This will populate with the default warehouse. You can click on the search button and select an alternative warehouse if required.
- **Required Date**: Either type in or click on the drop-down arrow and use the calendar function to select the date this part is required.



- Assigned To: This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person to be responsible for the part request if required.
- **Requested By**: This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person if required.
- **Comments**: Type in any comments required.
- Is Billable: Not applicable.
- Under Warranty: Not applicable.

	•			1	Part Requests	s - BPO: Version 2.1.0.69 - E	xample Compan	у						Ì	×
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SAVE PART REQUEST

• When you have added all the required details to the *Part Requests* screen, click on *Save*.



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- You will return to the *Part Requests for Work Order Code* [] screen and a *Part Request Processing* message box will pop up advising the following:
 - The part request for part [] has been saved successfully to WO: [].
- Click on OK.



	₹				Parl	Requests	for WO Code	WO0001706	- BPO: Versio	n 2.1.0.69 - E	xample Com	pany		-		\times
	Home	Equipme	nt and L	ocations Contr	act Financ	e and HR	Inventory	Maintenance	and Projects	Manufacturi	ng Procurer	ment Sales Ser	rvice Reporting	Utiliti	es —	₽ X
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Open W	/indows •													06 J	an 2019	÷ //.

VIEW ADDED PART REQUEST

- 1. The additional part request will be *added* to the list of parts for this work order code linked to the initially selected production run.
- 2. **Note:** Ensure that this part is also **issued**. The issue process can be done from this screen.



	-				Part F	Requests	s for WO Code WC	00001706 -	BPO: Version	n 2.1.0.69 - E	kample Comp	any			22		>
Ho	ome	Equipmen	nt and Lo	ocations Contra	act Finance	and HR	Inventory Mai	intenance a	and Projects	Manufacturi	ng Procurem	ient Sa	les Servio	e Reporti	ing Utilit	ies —	8
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Q00002	2004	2020-14	7M P	Magenta toner SP	2020 0		Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A	1	19 Nov 201	18 N		
Q00002	2004	2020-14	7C (Dyan toner SP202	0 C		Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A	1	19 Nov 201	18 N		
Q00002	2004	2020-14	77 1	ellow toner SP20	20 C	2	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A	1	19 Nov 201	18 N		
Q00002	2013	2020-14	7K B	Black toner SP202	0 C	2	Main Warehouse	1.00	0.00	WKOR	WO0001706	DBN-A	1	07 Jan 201	9 N		
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