

# SERVICE

# **WORK ORDERS - PART REQUESTS**

Parts requests are raised to notify stores that **stock is required** for work to be done. The stores person can then pick and issue the stock or, if necessary, raise a purchase requisition for stock to be purchased.

Part requests can be auto authorised or need to be authorised by a technical or service manager before stores will receive the request.

Refer to Work Orders - Understanding Part Request Types for more information relating to Part Request Types.

Ribbon Access: Service > Work Orders



- 1. The *Work Orders Listing* screen will be displayed.
- 2. Select the *Site* where the work order was assigned.
  - The example has **Durban** selected.
- 3. Set the *Status* to *Open*.
- 4. Click on the *row* of the *work order* you wish to raise a part request for.
- 5. Click on the *Parts* tile.



### Work Orders - Part Requests

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		· WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PRJ0000413	PRJ408
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- 6. The *Part Requests for WO Code [work order code]* screen will be displayed.
- 7. Part Requests that have already been created for the Work Order will display in the grid area.

### **ADD PARTS REQUEST**

8. Click on *Add*.

Short cut key: *Right click* to display the *Process* menu list. Click on *Add*.



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9. The *Parts Request* screen will be displayed.

#### **REQUEST FROM BILL OF MATERIAL**

When searching for the part number, the system will <u>only</u> display a list of parts that <u>belong</u> to the selected machine. For this process, a Part List BOM must be set up.

Refer to **BOMs - Introduction to BOMs** for a detailed handling of the topic.

- **BOM:** Click to select the BOM radio button.
- Work Order: The work order field will auto populate with the work order number you have selected.
- Part: Click on the search button to display the *Select a part for this work order* screen.
  - i. Click on the *row* of the *BOM* part you wish to add to this part request.
  - ii. Click on OK.



 $\Box$  Note that only a list of <u>BOM parts</u> that belong to this machine will be displayed.

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				500-147K	SP500 Black Toner		15.00	A	С	Toners
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- **Description:** The description for the BOM part you have selected will auto populate the field.
- **Quantity:** Type in or use the *arrow* indicators to select the quantity required.
- Warehouse: Click on the *search* button to select the warehouse where the BOM part needs to be requested from.
- **Required Date:** This field will auto populate with the current date. Click to type in or use the down *arrow* to select the date the part is required, using the calendar function.
- Assigned To: This field will auto populate with the name of the person currently creating the BOM part request. Click on the down *arrow* to select the person to be assigned to the BOM part request.
- **Requested By:** This field will auto populate with the name of the person currently creating the BOM part request. Click on the



down **arrow** to select the person who requested the BOM part from the drop-down list.

#### **Approval Manager**

The ability to select the approval manager is dependent on whether approval is required as specified by the Requisition Value for the part, or whether Auto Approval has been configured for your Company. If you are unable to search for the approval manager (search button is greyed out), then the part request will be auto approved and can be issued, when saved.

Refer to **Company - Edit Purchasing Centre** for more information about the Auto Approve Request and setting the Part Request Value for authorisation.

- Approval Manager: Click on the *Search* button to display the *Select the approval manager for this part request* screen.
  - i. Select the *row* of the Approval Manager for the part request.
  - ii. Click on OK.





- **Comments:** Click to type in the comments related to the part request, if required.
- Is Billable: This field will be set to billable by default, unless the part is linked to a contract and is therefore included. Select or deselect this option as required.

**Note** that only stock items can be marked as billable, asset and loan requests will not be billable.

• Under Warranty: Tick to select the check box if the item being replaced is under warranty. This does not process the item as a warranty claim part.

Refer to Add a Warranty Claim for more information related to Warranties.

When you have finished adding the BOM part request details, click on Save.

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- 11. You will return to the *Part Requests for WO Code* screen.
- 12. When you receive the *Part Request Processing* message to inform that;
  - The part request for part [part code] has been added successfully to WO: [WO number].
- 13. Click on **OK**.



14. The request can be viewed with any other requests that have been logged against the work order.

Note that this information can be used to keep track of requests, by noting request and issue information.

15. Click on *Back* to return to the *Work Order Listing* screen.



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### **REQUEST FROM PART LIST**

When you search for the part number, the system will display <u>all</u> part numbers.

- Parts: Click to select the Parts radio button.
- Work Order: The work order number you have selected will auto populate the field.
- Part: Click on the *search* button to display the *Select a part for this work order* screen.
  - i. Click on the *row* of the part you are requesting
  - ii. Click on OK.



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Dogwoothed Bu	Julanda Kasalar	-		-	1020-147K	Toner Black	15.00	A	С	Toners
Requested by	Juidriud Kessler	•			1020-147M	Toner Magenta	15.00	A	С	Toners
proval Manager					1020-147Y	Toner Yellow	15.00	A	С	Toners
Comment					1020-478	Staple Unit	15.00	A	В	Accessories
					102-7854	Network cable	15.00	A	С	Spare Parts
					10 000700	CD10 12 Plank Tenner	45.00	A	C	Toners
					12-098765	SP19-12 black Toner	15.00	-		
				_	12-098765 12345ZN	ZN Paper	15.00	A	с	Stationery
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- **Description:** The description for the part you have selected will auto populate the field.
- **Quantity:** Type in or use the *arrow* indicators to select the quantity required.
- Warehouse: Click on the *search* button to select the warehouse where the part is being requested from.
- **Required Date:** This field will auto populate with the current date. Click to type in or use the down arrow to select the date the part is required, using the calendar function.
- Assigned To: This field will auto populate with the name of the person currently creating the part request. Click on the down *arrow* to select the person to be assigned to the part request.
- Requested By: This field will auto populate with the name of the person currently creating the part request. Click on the down *arrow* to select the person who requested the part from the dropdown list.



### Approval Manager

The ability to select the approval manager is dependent on whether approval is required as specified by the Requisition Value for the part, or whether Auto Approval has been configured for your Company. If you are unable to search for the approval manager (search button is greyed out), then the part request will be auto approved and can be issued, when saved.

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- Approved Manager: Click on the *Search* button to display the *Select the approval manager for this part request* screen.
  - i. Select the *row* of the Approval Manager for the part request.
  - ii. Click on OK.

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• **Comments:** Click to type in the comments related to the part request, if required.



• Is Billable: This field will be set to billable by default, unless the part is linked to a contract and is therefore included. Select or deselect this option as required.

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• Under Warranty: Tick to select the check box if the item being replaced is under warranty. This does not process the item as a warranty claim part.

Refer to Add a Warranty Claim for more information related to Warranties.

 When you have finished adding the details of this part request, click on Save.

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- 2. You will return to the Part Requests for WO Code screen.
- 3. When you receive the *Part Request Processing* message to confirm that;
  - The part request for part [part code] has been added successfully to WO: [WO number].
- 4. Click on OK.



5. The request can be viewed with any other requests that have been logged against the work order.

**Note** that this information can be used to keep track of requests, by noting request and issue information.

6. Click on *Back* to return to the *Work Order Listing* screen.



4	<b>–</b>					Part Reques	ts for WO C	ode WOO	006249 - <b>B</b> l	PO: Ve	ersion 2.5.0.3	7 - Exa	ample Con	npany v	v2.5.0.7						
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	PQ000	05552	WKOR	N	Toner Black	1020-147K	1.00	С	WO00062	49 N	Main Warehou	ise	DBN-A1		0.0	0					
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C	pen Win	dows 🕶											Us	er : Jula	ndaK 01/03	/2022	Vers	ion: 2.5.0.7	Example	Company v2.5	.0.7 //

### **EDIT PART REQUEST**

- 1. From the *Parts Requests for WO Code [work order code]* screen.
- 2. Click on the *row* of the part request you wish to edit.
- 3. Click on *Edit*.

Short cut key: *Right click* to display the *Process* menu list. Click on *Edit*.

- 4. When you receive the *Part Request* message to confirm;
  - Are you sure you want to edit this part request [part

request no] on [work order number]?

5. Click on Yes.



<b>\$</b> =			6	F	art Request	s for WO Co	ode WOO	006249 - <b>BPO</b>	: Version 2.5.0.7 - E	cample Con	npany	2.5.0.7						
	Home	Equipment	/Location	ns Contract Fin	ance / HR	Inventory	Mainte	nance / Projec	ts Manufacturing	Procuren	ent	Sales Serv	ice	Rep	orting Utilit	ies	-	8 x
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DocNo		SourceType	State	PartDesc	PartCode	Quantity	PartType	Reference	WarehouseName	BinLocation	Name	IssuedStock	Curren					
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PQ0000	5529	WKOR	N	Black Toner SP1919	SP 19-147K	1.00	С	WO0006249	Main Warehouse	DBN-A1		0.00	1	ę.	1 <b>0</b> 0	4	c	=
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PQ0000	5552	WKOR	Ν	Toner Black	1020-147K	1.00	С	WO0006249	Main Warehouse	DBN-A1		0.00						
				Part Request	•		4		×					P	urchase Orde	D rs		+
				Are	you sure you	want to ed	it this par	t request PQ0	0005552 on WO									
				• wo	00062491										POCode	Status	SupplierCode	Suppli
														٩	* <b>0</b> ¢	1 <b>0</b> 0	* C	4OC
					5		<b>→</b> [	Yes	No									
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Open Win	dows -									Us	er : Jula	ndaK 01/03/2	022	Versi	on: 2.5.0.7	Example	Company v2.5	.0.7 //

- 6. The *Part Requests* screen will be displayed.
- 7. Make the required changes to the BOM part or part request screen as required.

#### **APPROVAL MANAGER**

- 8. Click on the *search* button to display the *Select the approval manager* for this part request.
- 9. Click on the *row* of the approval manager responsible for the part request.
- 10. Click on *OK*.



ф <del>т</del>		6		Part Reques	sts - BPO: Version 2.5.0.7	7 - Example Compan	y v2.5.0.7					• ×
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement Sales	Service	Reporting	Utilities	-	вx
Save Back												
Process 4												$\sim$
	вом 🍥	Parts 🔘										
Work Order	WO0006249											
Part	1020-1476		•									
	Topor Plack											
Description	Torier black				<b>•</b>							
					-							
Quantity	1 *											
Warehouse	Main Warehouse			Select t	he approval manager fo	r this part request						
warehouse	Main warehouse		1	Home	re approval manager to	i uno pure requese				-		
Required Date	01/03/2022 -		8	nome								
Assigned To	Jade Rivers	•										
Requested By	Joseph Timber	•		Ok Ba	ick Save Layout							
Approval Manager		P	1		10							
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Open Windows 🔻				Arial Diuth	<u></u>	ALITHODISS		1		7 Exampl	e Company v2	.5.

11. When you have completed all the required changes, click on *Save*.

🖗 👻 🔤				Part Reques	ts - BPO: Version 2.5.0.7	- Example Comp	any v2.5.0.7				
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities — 🗗
Save Back											
	1										
Process 4	-										
	BOM ()	Parts 🔘									
Work Order	WO0006249										
Part	1020-147K		•								
Description	Toner Black				*						
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Quantity	1 🗘 *										
Warehouse	Main Warehouse		•								
Required Date	01/03/2022 -										
Assigned To	Jade Rivers	•									
Requested By	Joseph Timber	-	]								
Approval Manager	þelinda Sharman	م	1								
Comment					*						
					-						
Billable	$\checkmark$	Is Loan 🗌									
Under Warranty											
Open Windows 🕶							User : Ju	landaK	01/03/2022	Version : 2.5.0.	7 Example Company v2.5.0.7



- 12. You will return to the Part Requests for WO screen.
- 13. When you receive the *Part Request Processing* message to confirm;
  - The part request for part [part code] has been saved successfully to WO: [work order code].
- 14. Click on *OK*.

	,		(	2	Part Request	s for WO Co	de WOOD	006249 - BPO:	Version 2.5.0.7 - E	cample Con	npany	/2.5.0.7					
- ÷	Home	Equipment	/Locatio	ns Contract	Finance / HR	Inventory	Mainte	nance / Projects	Manufacturing	Procuren	nent	Sales Serv	ice F	Reporting	Utilities	-	8 ×
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PQ0	005529	WKOR	Ν	Black Toner SP1	919 SP19-147K	1.00	С	WO0006249	Main Warehouse	DBN-A1		0.00	1	9 # <b>[</b> :		8 <b>0</b> 0	-
PQO	0005551	WKOR	N	Toner Black	1020-147K	1.00	С	WO0006249	Main Warehouse	DBN-A1		0.00		New F	lequest	Joseph Timber	01/03
PQ0	0005552	WKOR.	N	Toner Black	1020-147K	1.00	С	WO0006249	Main Warehouse	DBN-A1		0.00					
					The part wonone2	request for p	oart 1020-	147K has been	saved successfully t	o WO :				•			×
					<b>WO00062</b>	49.			,					Purchas	e Orders		
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Open V	/indows 🕶									Us	er : Jula	ndaK 01/03/2	022 V	ersion : 2.	5.0.7 Exam	ple Company v2.5	.0.7 //

## **DELETE PART REQUEST**

- 1. From the *Parts Requests for WO Code [work order code]* screen.
- 2. Click on the *row* of the part request you wish to remove.
- 3. Click on *Delete*.

Short cut key: *Right click* to display the *Process* menu list. Click on *Delete*.

- 4. When you receive the *Part Request* message to confirm;
  - Are you sure you want to remove this part request [part request no] on WO [work order code]?
- 5. Click on Yes.



<b>a</b> =				0		Part Request	s for WO Co	de WOO	006249 - B	PO: Ve	ersion 2.5.0.	.7 - Exa	ample Con	ipany v	/2.5.0.7						
	Home	Equipmen	it / Locatio	ns Contra	ct Fir	nance / HR	Inventory	Mainte	nance / Proj	jects	Manufact	uring	Procurem	ent	Sales	Service	Rep	porting	Utilities	_	₽ x
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PQ00	005529	WKOR	N	Black Toner	SP 19 19	SP19-147K	1.00	С	WO00062	49 1	Main Wareho	use	DBN-A1		C	.00	1 9	* <b>0</b> ¢		* <b>0</b> ¢	-
▶ PQ00	005551	WKOR	N	Toner Black		1020-147K	1.00	С	WO00062	49 1	Main Wareho	use	DBN-A1		C	.00	•	New Re	quest	John Twain	01/03
PQ00	005552	WKOR	N	Toner Black		1020-147K	1.00	С	WO00062	49 1	Main Wareho	use	DBN-A1		C	.00					
						Are you	sure you wa	ant to rem	ove this pa	rt requ	uest PQ0000	5551 o	or the				Ŀ				Þ
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Spannin													05						wAdi	the company vie	11.

If there are more than one item linked to the part request, then the system will give you the option to remove either <u>all</u> the items on the request, or only the <u>selected</u> item.

6. When you receive the *Remove parts request* message to confirm;

#### • Do you want to remove only this part request item?

- 7. Click Yes to remove the selected item only or
  - Click on *No* to remove <u>all the items</u> linked to the part request.



<b>a</b> =					Part Reques	ts for WO Co	de WOO	006249 - BP	0: Versio	2.5.0.7 - E	xample Cor	npany	v2.5.0.7						
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PQ00	005529	WKOR	Ν	Black Toner SP1	919 SP19-147K	1.00	С	WO000624	9 Main V	Varehouse	DBN-A1			0.00	1	P #00		x C c	-
► PQ00	005551	WKOR	Ν	Toner Black	1020-1476	1.00	С	WO000624	19 Main I	Varehouse	DBN-A1			0.00		New R	equest	John Twain	01/03
PQ00	005552	WKOR	N	Toner Black	1020-1476	1.00	С	WO000624	19 Main I	Varehouse	DBN-A1			0.00					
					?	Do you wa	nt to remo	ove only this	part requ	st item?						• c	e Orders		4
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- 8. You will return to the *Part Requests for WO Code* screen.
- Note that the part request that you have Deleted will be unavailable for further *Editing* or *Deleting* as well as the *part request process*.

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	PQ00005529	WKOR	N	Black Toner SP1919	SP19-147K	1.00	С	WO0006249	Main Warehouse	DBN-A1	0.00		1 9	1 <b>0</b> 0	4	0¢	-
•	PQ00005551	WKOR	N	Toner Black	1020-147K	1.00	С	WO0006249	Main Warehouse	DBN-A1	0.00		•	New Request	J	ohn Twain	01/03
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# REQUISITION

A purchase requisition can be created directly from the Part Requests for Work Order screen. This process can be used when there is no stock available in the company warehouse(s) and you wish to buy stock specifically for the part request.

- 1. From the Part Request for WO Code [work order code] screen,
- 2. Click on the *row* of the part request you wish to requisition.
- 3. Click on *Requisition*.
- 4. When you receive the *Procurement Purchase Requisition* message to confirm;
  - Are you sure you want to create a new purchase requisition to procure this part?
- 5. Click on Yes.



 Next you will receive the *Procurement - Service Request* message to confirm;



- A new purchase requisition, number [purchase requisition number] has been created. Do you want to view it?
- 7. Click on Yes to view the purchase requisition, or
  - No to return to the Part Requests for WO Code screen.

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	Home	Equipment /	Location	is Con	tract Fi	nance / HR	Inventory	Mainte	nance / Projec	cts	Manufact	uring	Procurem	ent	Sales Serv	rice	Repo	rting	Utilities	-	₽ X
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PQ000	05529	WKOR	N	Black Ton	er SP1919	SP 19-147K	1.00	С	WO0006249	9 Mai	in Wareho	use	DBN-A1		0.00	1	9	R <b>O</b> C		#Ec	-
PQ000	05551	WKOR	N	Toner Bla	ick	1020-147K	1.00	С	WO0006249	9 Mai	in Wareho	use	DBN-A1		0.00		+	Requisit	ion raised	Julanda Kessler	01/03
PQ000	05552	WKOR	PR	Toner Bla	ick	1020-147K	1.00	С	WO0006249	9 Mai	in Wareho	use	DBN-A1		0.00						
						A new p you war	urchase req it to view it?	uisition, n	umber PR000	00706 h	has been o	created	. Do				Pu	rchase	Orders		+
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#### **VIEW PURCHASE REQUISITION**

- 8. The *Purchase Requisition Listing* screen will be displayed.
- 9. The new purchase requisition will be selected.
- 10. Click on *View*.



### Work Orders - Part Requests

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dd Edit	Delete V	ew +	Hold Relea	se Approve	Decline Clone	Save Layout	Workspaces	Print Export	New -	Refresh			
		◄			Requisitio	n	*						
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PRCode	PRType	Status	FirstName	LastName	ExclCost	IndCost	EventDate	EventTime	Comments	Notes	SupplierExist	CustomerCode	CustomerName
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PR0000668	MAINT	N	Abigail	Milne	3.000.00	3,450.00	08/10/2021	17:56:50			No		
PR0000677	MAINT	N	Abigail	Milne	350.00	402.50	25/10/2021	19:59:56			Yes	TIA001	Titan Group
PR0000679	MAINT	N	Julanda	Kessler	350.00	402.50	03/11/2021	14:34:01			Yes		
PR0000681	MAINT	N	Julanda	Kessler	450.00	517.50	04/11/2021	13:18:34			Yes		
PR0000682	MAINT	N	Julanda	Kessler	800.00	920.00	04/11/2021	13:26:43			Yes		
PR0000683	MAINT	N	Julanda	Kessler	150.00	172.50	04/11/2021	13:38:01			Yes		
PR0000684	MAINT	N	Abigail	Milne	0.00	0.00	08/11/2021	10:38:23			No	OFF001	Office Supplies
PR0000685	MAINT	N	Abigail	Milne	0.00	0.00	08/11/2021	14:04:24			No	BIG0001	Big Bargains
PR0000686	MAINT	N	Abigail	Milne	0.00	0.00	08/11/2021	14:22:50			No		
PR0000687	MAINT	N	Abigail	Milne	459.26	528.15	10/11/2021	09:13:26			Yes	HOP001	Hope Works (P
PR0000688	MAINT	N	Abigail	Milne	459.26	528.15	10/11/2021	09:37:31			Yes	HOP001	Hope Works (Pt
PR0000689	MAINT	N	Abigail	Milne	459.26	528.15	10/11/2021	09:47:40			Yes	HOP001	Hope Works (P
PR0000690	MAINT	N	Abigail	Milne	530.00	609.50	22/11/2021	12:10:22			Yes	HOP001	Hope Works (P
PR0000690	MAINT	N	Abigail	Milne	530.00	609.50	22/11/2021	12:10:22			Yes	BEA001	Bearing and Sh
PR0000690	MAINT	N	Abigail	Milne	530.00	609.50	22/11/2021	12:10:22			Yes	HOP001	Hope Works (P
PR0000691	MAINT	Ν	Abigail	Milne	600.00	690.00	22/11/2021	12:18:23			Yes	TIA001	Titan Group
PR0000691	MAINT	Ν	Abigail	Milne	600.00	690.00	22/11/2021	12:18:23			Yes	WES001	Westwood Dyn
PR0000692	MAINT	Ν	Abigail	Milne	459.96	498.95	22/11/2021	12:23:21			Yes	HOP001	Hope Works (P
PR0000704	MAINT	N	Julanda	Kessler	0.00	0.00	28/01/2022	10:44:31			No	BIG0001	<b>Big Bargains</b>
PR0000705	MAINT	Ν	Julanda	Kessler	350.00	402.50	01/03/2022	15:26:47			Yes		
													-

- 11. The *Edit Requisition [purchase requisition number]* screen will be displayed.
- 12. *Note* that the information on this screen is only available for *viewing*.
- 13. Click *Back* to return to the *Purchase Requisition Listing* screen.

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		E	mail employee.y@em	ail.com											
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### **ISSUE**

- 1. From the Part Requests for WO Code [work order code] screen,
- 2. Click on the *row* of the Work Order you wish to issue.
- 3. Click on *Issue*.

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- 4. The *Select the option as desired* screen will display.
- 5. Select the *Issue selected Part Request* option if you want to issue the initially selected part request, or



- 6. Select the *Issue selected Work Order* option if you want to issue all the part requests linked to the work order.
- 7. Click on *Accept*.

Refer to Part Requests - Issue - Stock Linked to a Work Order (WKOR) for more information on how to Issue a Part Request.



### NOTE

- 1. From the *Part Requests for WO Code [work order code]* screen,
- 2. Click on the *row* of the part request you wish to add a note against.
- 3. Click on Note.
- 4. When you receive the *Procurement Request Note* message to confirm;
  - Are you sure you want to add a note against this part request item?
- 5. Click on Yes.



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- 6. The *Add a request Item Note* screen will be displayed.
- 7. Add the note details as required and click on *Save*.

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- 8. You will return to the *Part Requests for WO Code* screen.
- 9. When you receive the *Request Item Processing* message to confirm;
  - Note has been added to successfully.
- 10. Click on **OK**.

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### **CHANGE WAREHOUSE**

If there is no stock in the selected warehouse on the part request, then stock can either be transferred to the requested warehouse, or the warehouse selected, can be changed. This process can only be done for part requests linked to a work order on a Call or a Project.

- 1. From the Part Requests for WO Code [work order code] screen,
- 2. Click on the *row* of the part request you wish to change the Warehouse for.
- 3. Click on *Change Warehouse*.



- 4. When you receive *Change Warehouse* message to confirm;
  - Are you sure you want to change the warehouse on part no. [part code] to a different warehouse?
- 5. Click on Yes.

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- 6. The *Select the new warehouse* screen will be displayed.
- 7. Click on the *row* of the Warehouse you wish to change to.
- 8. Click on OK.



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- 9. Next you will receive the *Part request warehouse* message to confirm;
  - The part request warehouse has been changed to [warehouse name].
- 10. Click on *OK*.





11. The *Part Requests for WO Code* screen has been updated with the selected *warehouse* for the part request.



### **REMAP PART**

If a part request was raised for an incorrect part, then the store person can remap the request to the correct part.

- 1. From the *Part Request for WO Code [work order code]* screen,
- 2. Click on the *row* of the part request you wish to remap the part for.
- 3. Click on *Remap Part*.
- 4. When you receive the *Remap Part* message to confirm;
  - Are you sure you want to remap part no. [part code] to an existing part?
- 5. Click on Yes.



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- 6. The *Select the new part* screen will be displayed.
- 7. Click on the *row* of the part you with to remap the part request to.
- 8. Click on *OK*.

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- 9. Next you will receive the *Remap Part* message to confirm
- 10. Part No. [part code] has been remapped to part no. [part code].
- 11. Click on *OK*.

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#### **PRINT REMAPPING REPORT**

- 12. The *Remapping Report* message will display to confirm;
  - Do you wish to print the part remapping report?
- 13. Click on Yes to be directed to the Preview screen, or
  - Click on *No* to return to the *Part Request for WO* screen.



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- 14. The Part Remap Report will display in the *Preview* screen.
- From here you can make cosmetic changes to the document, as well as *Zoom*, *View*, *Print*, *Export* or *Email* the Part Remap Report.
- 16. *Close* the Report Preview screen when done.



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	Description	200 Page Feeder Tray					
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	New Part :						
	Part No :	ACR-01					
	Description	Acer copier outer shell					
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## **PRINT PICKING SLIP**

- 1. From the Part Requests for WO Code [work order code] screen,
- 2. Click on *Print*.

### PRINT ALL REQUESTS ON WORK ORDER

- 3. When you receive the *Picking Slip* message to confirm;
  - Do you wish to print the picking slip for all requests on this work order?
- 4. Click on Yes.



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- 5. The Picking Slip will display in the *Preview* screen.
- From here you can make cosmetic changes to the document as well as *Zoom*, *View*, *Print*, *Export* or *Email* the Picking Slip.
- As *Yes* was selected, *all* the part request items linked to the Work Order are listed on the slip.
- 8. *Close* the Report Preview screen when done.

For a detailed handling of this topic refer to Part Requests - Print (Picking Slip) for Part Request originating from a Work Order (WKOR)



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### **PRINT SINGLE REQUEST**

- 1. When you receive the *Picking Slip* message to confirm;
  - Do you wish to print the picking slip for all requests on this work order?
- 2. Click on No.



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- 5. The Picking Slip will display in the *Preview* screen.
- From here you can make cosmetic changes to the document as well as *Zoom*, *View*, *Print*, *Export* or *Email* the Picking Slip.
- As *No* was selected, only the selected part request will pull through to the Picking Slip.
- 8. *Close* the Report Preview screen when done.

For a detailed handling of this topic refer to Part Requests - Print (Picking Slip) for Part Request originating from a Work Order (WKOR)



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#### **Related Topics**

- Part Requests Add
- 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)

#### MNU.072.013