

# **INVENTORY**

## PART REQUEST AUTHORISATION

Part request **authorisation** is configured in the company setup. If configured, all parts requests must first be **approved** before the part request is sent to stores.

You can also review <u>Readings on Prior Part Issues</u> to see whether a current meter is within yield.

**Ribbon Access:** *Inventory > Request Approval* 



### Part Request Authorisation

<b>^</b> '	B	PO: Version 2.1.0.59 - Example Company	- 🗆 X
Equipment and Local	ons Contract Finance and HR Inventory	Mantenance and Projects Manufacturing Procurement Sales Servi	ce Reporting Utilities
Categories Parts BOMs	Adjustments Deliveries Part Requests Request Approval	Return Revaluations Stock InTranait Quarantine Requests Take	
Master		Processing	
Onan Washing =			24 160 2010



#### PART REQUEST APPROVAL LISTING

- The *Part Request Approval* screen will be displayed.
  - This will bring up a list of all part requests that require *authorisation*.
- Select the *site*.
  - In this image, *Durban* has been selected.



lave Layout Work	ipaces Save	Filter Appro	we De	idne Warrant	ty I	Durban         •           ID         A Name           0         AI Sites		]				
tion of the second	n I une la craze	in the sim	The second		-	1 <u>Ourban</u> 2 Pretoria						
DocNo	SourceType	Reference	State	ProjectRef	Proy	3 Cape Town 4 Johannesburg		CalDesc	CustomerCode	CustomerName	DeptCode	Depthan
	and a start of the second second			A CONTRACTOR OF		al Chine Mallerey			A Colored Conference of Son		and a second	
PQ00001637	WKOR	W00001405	N	PRJ0000249	Ord	x		Orders - PRJ	HOP001	Hope Works	Tech	Technica
PQ00001640	WKOR	W00001411	N				-	Part Request				
PQ00001641	WKOR	W00001413	N	PR.30000251	Sprin	it SP1912 New Deal Sale		SP1912_ND5_1 - Machine installation	HOP001	Hope Works	Tech	Technica
PQ00001642	WKOR	W00001413	N	PR.30000251	Spr	t SP1912 New Deal Sale		SP1912_NOS_1 - Machine installation	H0P001	Hope Works	Tech	Technica
PQ00001643	WKOR	W00001414	N	PR.30000251	Sprin	t SP1912 New Deal Sale		SP1912_ND5_2 - Network configuration	HOP001	Hope Works	Tech	Technic
PQ00001649	WKOR	W00001421	GR					Full Quantity - change prices				
PQ00001650	WKOR	W00001421	GR					Full Quantity - change prices				
PQ00001941	WKOR	WO0001656	N				CN0000564	Test	H0P001	Hope Works	Tech	Technic
PQ00001943	WKOR	W00001660	N					Created for production batch -				
PQ00001943	WKOR	W00001660	N					Created for production batch -				
PQ00001943	WKOR	W00001660	N					Created for production batch -				
PQ00001943	WKOR	W00001660	N					Created for production batch -				
PQ00001944	WKOR	W00001661	N					Created for production batch -				
PQ00001944	WKOR	W00001661	N					Created for production batch -				
PQ00001944	WKOR	W00001661	N					Created for production batch -				
PQ00001944	WKOR	W00001661	N					Created for production batch -				
E P000001945	WKOR	W00001659	N				CN0000566	Toner required	HOP001	Hope Works	Tech	Technic



### **AUTHORISE PART REQUEST**

- Click on the *row selector* in front of the *part request* that you wish to *approve*.
- Click on Approve.



												h
Dec	tio	SourceType	Réference	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	DeptNam
01	Q00001637	WKOR	W00001405	N	PR.30000249	Orders - PRJ		Orders - PR.)	HOP001	Hope Works	Tech	Technica
	2000001640	WKOR	W00001411	Ŋ				Part Request				
1	Q00001641	WKOR	W00001413	N	PR.30000251	Sprint SP 1912 New Deal Sale		\$P1912_ND5_1 · Machine installation	HOP001	Hope Works	Tech	Technic
	Q00001642	WKOR	W00001413	N	PR.30000251	Sprint SP 1912 New Deal Sale		SP1912_ND5_1 - Machine installation	HOP001	Hope Works	Tech	Technica
	Q00001643	WKOR	W00001414	N	PR.30000251	Sprint SP 1912 New Deal Sale		\$P1912_ND5_2 - Network configuration	HOP001	Hope Works	Tech	Technica
1	Q00001649	WKOR	W00001421	GR				Full Quantity - change prices				
	Q00001650	WKOR	WQ0001421	GR				Full Quantity - change prices				
6	Q00001941	WKOR	W00001656	N			010000564	Test	HOP001	Hope Works	Tech	Technic
÷,	Q00001943	WKOR	W00001660	N				Created for production batch -				
B	5Het 00000	WKOR	W00001660	N				Created for production batch -				
81	Q00001943	WKOR	W00001660	N				Created for production batch -				
81	Q00001943	WKOR	W00001660	N				Created for production batch -				
	Q00001944	WKOR	W00001661	N				Created for production batch -				
1	Q00001944	WKOR	WO0001661	N				Created for production batch -				
1	200001944	WKOR	W00001661	N				Created for production batch -				
0	Q00001944	WKOR	W00001661	N				Created for production batch -				
	Q00001945	WKOR	W00001659	N			CN0000566	Toner required	HOP001	Hope Works	Tech	Technic

- A Part Request Authorisation message box will pop up asking;
  - Are you sure you want to authorise part request no.



#### [part request no].

• Click on Yes.

Formal	aces save	Filter Appro	ove De	edne Warran	ty Durban • Re	<mark>∂}</mark> fresh					
( animpt			Pro	058	Gurrent	4					
ng a clum hade h		Deference	Cista	DeviariOal	DesignetPage	CalDeference	fallaur	CurtomarCada	O stonadiana	Dankforda	Danillar
50010 5	sourcerype	NEIGENE	20815	Projeculei	Projectoreac	Carrelette	Laucia	custome cooe	Costone name	Deputoe	Ucputar
C POMMIEST V	who	00001405	N	0010000340	Orders - DD 1		Pedare -501	100001	Hone Winds	Tark	Yachoical
P000001640 V	NKOR	W00001411	N	100000437	00013-7703		Part Request	THE YEAR	The Trend	1697	reusina
P000001641 V	NKOR	W00001413	N	PR30000251	Sovint SP1912 New Deal Sale		SP1912 ND5 1 - Machine installation	HOP001	Hope Works	Tech	Technica
P000001642 V	WOR	W00001413	N	PR 30000251	Sprint 921912 New Deal Sale		SP1912 NDS 1 - Machine installation	HOPODI	Hope Works	Tech	Technica
P000001643 V	NOR	W00001414	N	PR30000251	Sprint SP1912 New Deal Sale		SP1912 NDS 2 - Network confouration	HOP001	Hope Works	Tech	Technical
P000001649 V	NKOR	W00001421	GR	20100303			Full Quantity - change prices	The set		1911	250000
PQ00001650 V	NKOR	W00001421	GR				Full Quantity - change prices				
PQ00001941 V	IKOR	WO0001656	N			CN0000564	Test	H0P001	Hope Works	Tech	Technical
PQ00001943 V	NKOR	W00001660	N				Created for production batch -				
PQ00001943 V	MKOR.	W00001660	N				Created for production batch -				
PQ00001943 V	NKOR	W00001660	N				Created for production batch -				
PQ00001943 V	NKOR	W00001560	N				Created for production batch -				
B PQ00001944 V	NKOR	W00001661	N				Created for production batch -				
PQ00001944 V	INCR	W00001561	N				Created for production batch -				
PQ00001944 V	NKOR	W00001661	N				Created for production batch -				
PQ00001944 V	NKOR	W00001661	N				Created for production batch -				
E PQ00001945 W	NKOR	WO0001659	N			CN0000566	Toner required	HOP001	Hope Works	Tech	Technica



- A second *Part Request Authorisation* message box will pop up informing you that;
  - Authorisation for part request, [part request no], has been successful.
- Click on OK.



Form	it .		Proc	983	4 Current	A					
Dochio	SourceType	Reference	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	Deptilam
•	Constant Solar						1.5557501	in the second second		10.000000	NAMO TO
P000001637	WKOR	W00001405	N	PR30000249	Orders - PR.)		Orders - PR.)	HOP001	Hope Works	Tech	Technical
P000001540	WKOR	W00001411	N				Part Request				
PQ00001641	WKOR	W00001413	N	PR.30000251	Sprint SP1912 New Deal Sale		\$91912_ND5_1 - Machine Installation	H0P001	Hope Works	Tech	Technical
PQ00001642	WKOR	W00001413	N	PR30000251	Sprint SP1912 New Deal Sale		SP1912_ND5_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001643	WKOR	W00001414	N	PR30000251	Sprint SP 1912 New Deal Sale		SP1912_ND5_2 - Network configuration	H0P001	Hope Works	Tech	Technical
PQ00001649	WKOR	W00001421	GR				Full Quantity - change prices				
PQ00001650	WKOR	W00001421	GR				Full Quantity - change prices				
PQ00001941	WKOR	W00001656	N			CN0000564	Test	HOP001	Hope Works	Tech	Technical
PQ00001943	WKOR	W00001660	N		Part Request Aut	norisation	X				
PQ00001943	WKOR	W00001660	N								
E PQ00001943	WKOR	W00001660	N		Autho	orisation for part	request P000001945 has been				
PQ00001943	WKOR	W00001660	N		Succe	isful.	require requires interest				
PQ00001944	WKOR	W00001661	N		2000.00000						
PQ00001944	WKOR	W00001661	N								
PQ00001944	WKOR	W00001661	N				OK				
PQ00001944	WKOR	W00001661	N		10		Created for production batch -				
E PQ00001945	WKOR	W00001659	N			CN0000566	Toner required	HOP001	Hope Works	Tech	Technical

• The approved part request will now be *removed* from the *Part Request Approval* screen.



iave Layout Work	apaces Save	EFIter Appro	we De	dine Warran	ty Durban • R/	stresh					
Form	ðl.	4	Ro	CRESS	4 Current	4					
rag a cokarn heade	cherch grou	o hr that column	Parts.	Part of the	BuildeBuild	c.m.t	Pulling .	6		Dustrala	0
Docvo	sourcerype	Kererence	20806	нојесткет	Projectivesc	Carkererence	CROCK	CustomerCode	Customerivane	rebarloos	Vepevan
				-	a. a		A 11 / 188		1.57 M 10		
PQ00001637	WKOR	W00001405	N	PR.30000249	Orders - PRJ		Orders - PRJ	MOP001	Hope Works	Tech	Technical
PQ00001640	WKOR	W00001411	1				Part Request		1000	22	22.5
PQ00001641	WKOR	W00001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NO5_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001642	WKOR	W00001413	N	PR00000251	Sprint SP 1912 New Deal Sale		9/1912_NOS_1 - Machine installation	HOP001	Hope Works	Tech	Technica
PQ00001643	WKOR	WO0001414	N	PR30000251	Sprint SP 1912 New Deal Sale		SP1912_ND5_2 - Network configuration	HOPOOL	Hope Works	Tech	Technical
PQ00001649	WKOR	W00001421	GR				Full Quantity - change prices				
PQ00001650	WKOR.	W00001421	GR				Full Quantity - change prices		1	21	
PQ00001941	WKOR	W00001656	N			CN0000564	Test	H0P001	Hope Works	Tech	Technical
PQ00001943	WKOR	W00001660	N				Created for production batch -				
PQ00001943	WKOR	WO0001660	N				Created for production batch -				
PQ00001943	WKOR	W00001660	N				Created for production batch -				
PQ00001943	WKOR	W00001960	N				Created for production batch -				
PQ00001944	WKOR	W00001661	N				Created for production batch -				
PQ00001944	WKOR	WO0001661	N				Created for production batch -				
PQ00001944	WKOR	WO0001661	N				Created for production batch -				
PQ00001944	WKOR	WQ0001661	N				Created for production batch -				

• The request will then post to the *Part Requests for the Site* listing screen.



**Ribbon Access:** *Inventory > Part Requests* 

- Ensure that you have selected the correct site.
- In this screen the item can now be <u>issued</u> / <u>purchased</u>.
- *Scroll right* in this screen until you can view the *Request Status* column.



### Part Request Authorisation

Home	Equipment and	Locations Contract Finance and HR	Inventory	Mainterv	ince and Proje	ects Manuf	acturing 1	Procurement Sa	le d	Service Rep	orting Utilit	a - 8
3 💋	X G	R 🛛 🖁		4	P	<b>*</b>	2	Durban		• 🔞	9	
dd Edit	Delete Back	Save Layout Workspaces Save Filter	Requisition	losue	Transfer N	ote Chang White	Part	Part New Re	quest	<ul> <li>Refresh</li> </ul>	Print E	xport
Hainter	arce	, Fornat ,			Process	1			Orre	nt	Print	
DocNo	PartCode	PartDesc	PartType	Quantity	IssuedStock	SourceType	Reference	RequiredDate	State	ProjectRef	ProjectDesc	CalReference
Q00001867	A4CS	A4 Clear Platic Cover	с	1.00	0.00	WKOR	W0000157	14 Aug 2017	Ň			CN0000525
Q00001868	12-098765	SP19-12 Black Toner	¢	1.00	0.00	WKOR	W0000157	14 Aug 2017	N			CN0000525
Q00001869	2020-1477	Yelow toner \$P2020	c	1.00	0.00	WKOR	W0000157	14 Aug 2017	N			010000525
PQ00001870	2020-147C	Cyan toner SP2020	C	1.00	0.00	WKOR	W0000157	14 Aug 2017	N			CN0000525
PQ00001871	2020-147M	Magenta toner 592020	¢	1.00	0.00	WKOR	W0000157	14 Aug 2017	N			CN0000525
PQ00001872	2020-147K	Black toner SP2020	C	5.00	0.00	WKOR	W0000157	14 Aug 2017	N			CN0000525
PQ00001875	12-098765	SP19-12 Black Toner	c	1.00	0.00	WKOR	W0000157	14 Aug 2017	N	PR30000275	Sprint SP1	
PQ00001876	SP 19-123455	SP19-12 Colour Copier	A	1.00	0.00	WKOR	W00001572	14 Aug 2017	N	PR.30000275	Sprint SP1	
PQ00001877	102-7854	Network cable	c	1,00	0.00	WKOR	W0000157	15 Aug 2017	N	PR.30000275	Sprint SP1	
PQ00001887	1020-147K	Toner Black	c	1.00	0.00	WKOR	WO0001587	13 Sep 2017	N			CN0000533
PQ00001888	1020-147C	Toner Cyan	C	1.00	0.00	WKOR	WO0001587	7 13 Sep 2017	N			CN0000533
PQ00001891	102-7854	Network cable	¢	1.00	0.00	WKOR	WO0001590	14 Sep 2017	N	PR.30000276	Test Proje	
PQ00001897	12-098765	SP19-12 Black Toner	¢	1.00	0.00	WKOR	WO000160	07 Nov 2017	N	PR.30000280	Sprint SP1	
PQ00001898	\$P19-123455	SP19-12 Colour Copier	A	1.00	0.00	WKOR	W0000150	07 Nov 2017	N	PR.30000280	Sprint SP1	
PQ00001899	102-7854	Network cable	ć	1.00	0.00	WKOR	WO0001602	08 Nov 2017	N	PR.30000280	Sprint SP1	
PQ00001904	1020-147K	Toner Black	C	1.00	0.00	WKOR	WO0001283	2 09 Nov 2017	N	PR,30000221	project In	
PQ00001906	1020-1471	Toner Yelow	¢	1.00	0.00	WKOR	W00000206	09 Nov 2017	N	PR.30000071	\$P240 Ne	
PQ00001927	SP 2020	SP2020 Sprint Colour Multi Functional Copier	A	1,00	0.00	WKOR	WO000162	06 Dec 2017	N	PR30000283	test	
PQ00001927	1020-478	Staple Unit	8	1.00	0.00	WKOR	WO000162	06 Dec 2017	N	PR.30000283	test	
PQ00001927	2020-147K	Black toner SP2020	c	1.00	0.00	WKOR	W0000162	06 Dec 2017	N	PR.30000283	test	
PQ00001935	\$919-123456	SP19-12 Colour Copier	A	1.00	0.00	WKOR	W0000154	29 Jan 2018	N			CN0000559
PQ00001935	12-098765	SP19-12 Black Toner	c	1.00	0.00	WKOR	W00001645	29 Jan 2018	N			CN0000559
PQ00001939	592020	992020 Sprint Colour Multi Functional Copier	A	2.00	0.00	WKOR	WO0001655	20 Feb 2018	N			CN0000563
PQ00001942	SP2020	SP2020 Sprint Colour Multi Functional Copier	A	1.00	0.00	WKOR	W00001658	28 Feb 2018	<b>PR</b>			CN0000565
PQ00001945	2020-147C	Cyan toner SP2020	C	1,00	0.00	WKOR	WO0001659	26 Apr 2018	N			CN0000566

• You can see in this column, that the *status* of this part request is now *approved*.



### Part Request Authorisation

po_	*			Part Requi	ests for the Site - BPC	): Version 2.1.0.55	Example Comp	any				- 0	.)
<b>(</b> )	ione Equipne	it and Locations Cor	shact Finance	and HR Inv	entory Maintenanc	e and Projects	Manufacturing	Procurement	Sales Service	Report	ng U	ittes –	Ð
<b>a</b>	2 X	3		2	📫 🔏 /	p 📩	ä. 🏹	D	ten +	0	J		
Add	Edit Delete	Back Save Layout	Workspaces S	we Filter Re	question Issue Tr	ansfer Note	Change Remap	Ceste No	Deniel v	Refresh	Print	Export	
		and an annual	•		12010408-0		Whee Part	Part	n nednem				
)	laintenance	*	Format	4		Process		4	Current	à	Prin	U	
	SeriaNo	WarehouseName	Brillane	RequestStatu	RequestorEmpNo	RequestorName	AssignedToName	CurrentStock	StockRequested	Comments	Status	StockOnOrde	er
				0									
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Tolt	Bianca Du Tolt	80.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Toit	Banca Du Toit	3.00	0		A		0
		Main Warehouse	DEN-A1	Approved	DUT001	Banca Du Toit	Banca Du Tolt	15.00	0		A		0
		Main Warehouse	DEN-A1	Approved	DUT001	Banca Du Toit	Banca Du Toit	198.00	0		A		0
		Main Warehouse	DEN-A1	Approved	DUT001	Banca Du Toit	Banca Du Toit	26.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Toit	Bianca Du Toit	1 625.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Toit	Bianca Du Toit	3.00	0		A		0
		Main Warehouse	00N-A1	Approved	DUT001	Banca Du Toit	Banca Du Toit	2.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Tolt	0.00	0		A		0
	18-30200	Main Warehouse	DEN-A1	Approved	DUT001	Bianca Du Tolt	Bianca Du Toit	22.00	0		A		0
	18-30200	Main Warehouse	DEN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	18.00	0		A		0
		Main Warehouse	DON-A1	Approved	DUT001	Banca Du Toit	Banca Du Tolt	0.00	0		A		0
		Main Warehouse	DEN-A1	Approved	DUT001	Banca Du Tolt	Banca Du Tolt	3.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUTIO01	Banca Du Tolt	Bianca Du Tolt	2.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Toit	Banca Du Tolt	0.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Blanca Du Toit	Bianca Du Toit	22.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Tolt	Bianca Du Tolt	18.00	0	test	A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Tolt	Ed Jones	15.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Toit	Ed Jones	2.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Tolt	Ed Jones	1.625.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Toit	Ed Jones	2.00	0		A		0
		Main Warehouse	DBN-A1	Approved	DUT001	Banca Du Tolt	Ed Jones	3.00	0		A		0
		Main Warehouse	DBN-A1	Approved	M0.001	Abigal Mine	Ed Jones	15.00	0		A		0
		Assets Warehouse	Internal Assets	Approved	M0.001	Abigal Mine	Ed Jones	8.00	0		A		0
t Colour	2020-103053	Main Warehouse	DBN-A1	Approved	MIL001	Abigal Mine	Abigal Mine	198.00	0		A		0
					- /								



## **DECLINE PART REQUEST**

- In the Part Request Approval listing screen,
- Click on the *row selector* in front of the *part request* that you wish to *decline*.
- Click on *Decline*.



			1		4 Currenc	4						
Cochio	SourceTy	pe Reference	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	Depthame	
PQ0000	1637 WKOR	W00001405	N	PR30000249	Orders - PR.)		Orders - PRJ	HOP001	Hope Works	Tech	Technical	
PQ0000	1640 WKOR	W00001411	N				Part Request					
PQ0000	1641 WKOR	W00001413	N	PR30000251	Sprint SP1912 New Deal Sale		591912_NDS_1 - Machine installation	H09001	Hope Works	Tech	Technical	
PQ0000	1642 WKOR	W00001413	N	PR30000251	Sprint SP1912 New Deal Sale		\$1912_ND5_1 - Machine Installation	HOP001	Hope Works	Tech	Technical	
PQ0000	1643 WKOR	W00001414	N	PR.30000251	Sprint SP1912 New Deal Sale		5P1912_ND5_2 - Network configuration	HOP001	Hope Works	Tech	Technical	
PQ0000	1649 WKOR	W00001421	GR				Full Quantity - change prices					
PQ0000	1650 WKOR	W00001421	GR				Full Quantity - change prices					
PQ0000	1941 WKOR	W00001656	N			CN0000564	Test	HOP001	Hope Works	Tech	Tedvical	
PQ0000	1943 WKOR	W00001660	N				Created for production batch -					
PQ0000	1943 WKOR	W00001660	N				Created for production batch -					
PQ0000	1940 WKOR	W00001660	N				Created for production batch -					
PQ0000	1943 WKOR	W00001660	N				Created for production batch -					
PQ0000	1944 WKOR	W00001561	N				Created for production batch -					
PQ0000	1944 WKOR	W00001661	N				Created for production batch -					
PQ0000	1944 WKOR	W00001661	N				Created for production batch -					
PQ0000	1944 WKOR	W00001661	N				Created for production batch -					

- A Part Request Process Validation message box will pop up asking;
  - Are you sure you want to decline this part request?
- Click on Yes.



1 A A A	Equipment an	d Locations	Contrac	t Finance a	ind HR Inventory Main	tenance and Proje	cts Manufacturing Procumment	Sales Serv	ice Reporting	Utilites	- 0	3
ive Layout 1	Norkapaces Save	tFilter Appro	ove De	odne Warran	ty Durban • Ra	<ul> <li>chesh</li> </ul>						
	format	4	Pro	(en	4 Current	4						
Doction	SourceTune	Deference	State	DroiertRef	Project Desc	CalDeference	College	OutomerCode	Customediane	DentCode	Depthame	
	See of a life	nererere	2.00.00	( species	( index many	Carry Press	where a	Contrainer Cours	Customeriters	orprove	espense	
PQ000016	37 WKOR	W00001405	N	PR30000249	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical	
PQ000016	40 WKOR	W00001411	N				Part Request					
P0000016	41 WKOR	W00001413	N	PR30000251	Sprint SP 1912 New Deal Sale		591912 NDS 1 - Machine Installation	HOP001	Hope Works	Tech	Technical	
PQ000016	42 WKOR	W00001413	N	PR.30000251	Sprint SP1912 New Deal Sale		91912 ND5_1 - Machine installation	HOP001	Hope Works	Tech	Technical	
PQ000016	43 WKOR	W00001414	N	PR30000251	Sprint SP1912 New Deal Sale		SP1912_ND5_2 - Network configuration	HOP001	Hope Works	Tech	Technical	
PQ000016	49 WKOR	W00001421	GR				Full Quantity - change prices					
PQ000016	50 WKOR	W00001421	GR				Full Quantity - change prices					
PQ000019	HI WKOR	W00001656	N			CN0000564	Test	HOP001	Hope Works	Tech	Technical	
PQ000019	HJ WKOR	W00001660	N				Created for production batch -					
PQ000019	HJ WKOR	W00001660	N				Created for production batch -					
PQ000019	H3 WKOR	W00001660	N				Created for production batch -					
PQ000019	H3 WKOR	W00001660	N				Created for production batch -					
PQ000019	H4 WKOR	W00001661	N				Created for production batch -					
PQ000019	H4 WKOR	W00001661	N				Created for production batch -					
PQ000019	HH WKOR	W00001561	N				Created for production batch -					
	HH WKOR	W00001561	N				Created for production batch -					



## **REJECTION COMMENTS**

- A *Rejection Comments* screen will pop up.
- Type in the *reason* for declining the part request in the *text box* of this screen.



	oriopaces Sav	t Fiter Appro	ove De	edne Warran	Durban	• Re	fresh						
8	roat	4	Pro	(en	4 0	ureit	4						
iça clue he	ider here to gro.	bly but alim	14473					1.4.4.6.6.5			1	-	
Docho	SourceType	Reference	State	ProjectRef	ProjectDesc		CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	DeptName	
	a				Aul			A.L. 191		manufa	***	T. Andrew	
PQ0000163	7 WINDR	W00001405	-	PRJ0000249	Orders - PRJ			Orders + PRO	HOPOOL	Hope Works	Tech	Tedvica	
PQ000154	U WINDE	W00001413	n N	00 WWW151	Covint (D10131)	en Deal Cale		SD1013 MOC 1 Machine installation	HORODE	Hone Works	Tech	Technical	
R0000164	2 WW/70	WOMOTALS	N	PR YMM751	Gwint @1017 Na	eu Deal Sale		GP1912 NDS 1 - Markine installation	HORODI	Hone Works	Tech	Technical	
P00000164	3 WKOR	W00001414	N	PR30000251	Soviet SP1912 N	ev Deal Sale		SP1912 NDS 2 - Network confouration	HOPOD1	Hope Works	Tech	Technical	
P00000164	9 WKOR	W00001421	GR					Full Quantity - change prices					
PQ0000165	0 WKOR	W00001421	GR					Ful Quantity - change prices					
PQ0000194	I WKOR	W00001656	N		Ballettine Camil					Hope Works	Tech	Technical	
PQ0000194	S WKOR	W00001660	N		Par petrone Com			1.55.76	-				
PQ0000194	J WKOR	W00001660	N	1	tome								
PQ0000194	3 WIXOR	W00001660	N		H 🙆 🗄								
PQ0000194	3 WKOR	W00001660	N.	8	ive Back								
PQ0000194	4 WKOR	W00001661	N										
PQ0000194	4 WKOR	W00001661	N		Process a								
PQ0000194	4 WKOR	W00001661	N										
PQ0000194	4 WKOR	W00001661	N										

• When you have finished typing in the rejection comment, click on *Save*.



A W00001413 KIR W00001413 KIR W00001413 KIR W00001414	Process           State         ProjectR/           N         PRJ0000           N         PRJ0000           N         PRJ0000           N         PRJ0000	ef ProjectDesc 249 Orders - PRJ 251 Cover 601017New Part Sale	CalReference	CalDes: Orders - PRJ	CustomerCode	CustomerName	DeptCode	Depthame
Anton Pype Reference ADR W00001405 ADR W00001405 ADR W00001413 ADR W00001413 ADR W00001414	State         ProjectR/           N         PRJ0000           N         PRJ0000           N         PRJ0000           N         PRJ0000	el ProjectDesc 249 Orders - PRJ 251 Covers 401017Nam Paul Gala	CalReference	CalDesc Orders - PRJ	CustomerCode	CustomerName	DeptCode	Depthame
COR WO0001405 COR WO0001405 COR WO0001411 COR WO0001413 COR WO0001413	N PRJ0000 N PRJ0000 N PRJ0000 N PRJ0000	249 Orders - PRJ 241 Societ 601817 New Deal Cole	CONCO DAL	Orders - PRJ	WODDAY	CASIMICIAN	e-thione	represent
CR W00001405 KDR W00001411 KDR W00001413 KDR W00001413 KDR W00001414	N PRJ0000 N PRJ0000 N PRJ0000	249 Orders - PRJ 261 Onders - Call Call		Orders - PRJ	W00001			
00R W00001411 00R W00001413 00R W00001413 00R W00001414	N PR30000 N PR30000	761 Cruist CD1017 Nam David Cole		orona ma	PR ADDALL	Hone Works	Tech	Technical
IOR W00001413 IOR W00001413 IOR W00001414	N PR.30000	761 Graint CD1017 Nam David Kale		Part Request	101971	Copy mana	iter	140 FRA
COR W00001413 COR W00001414	N PR30000	EDT DURING Y TATE (ICH DOB SOC		SP1912 NOS 1 - Machine installation	HOP001	Hope Works	Tech	Technical
OR W00001414		251 Sprint SP1912 New Deal Sale		991912 NDS 1 - Machine installation	HOP001	Hope Works	Tech	Technical
	N PR.30000	251 Sprint SP1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical
IOR W00001421	GR			Full Quantity - change prices				
OR W00001421	GR			Full Quantity - change prices				
IOR W00001656	N [	P Bainston Comments		00	x	Hope Works	Tech	Technical
IOR W00001660	N			(1000)				
IOR W00001660	N	none						
IOR W00001560	N	1 🗄 🕒						
KOR W00001660	N	Save Back						
IOR W00001661	N							
IOR W00001661	N	Process 4			10			
IOR W00001661	N	Toner request already sent through	h from customer ye	sterday.	*			
IOR W00001661	N							
IOR IOR IOR IOR	W00001660 W00001660 W00001661 W00001661 W00001661 W00001661	W00001660 N W00001660 N W00001660 N W00001661 N W00001661 N W00001661 N	W00001660         N           W00001660         N           W00001660         N           Save         Back           W00001661         N           W00001661         N           W00001661         N           W00001661         N           W00001661         N           W00001661         N           W00001661         N	W00001660         N           W00001660         N           W00001660         N           Save         Back           W00001661         N           W00001661         N           W00001661         N           W00001661         N           W00001661         N           W00001661         N   Toner request already sent through from customer yet	W00001660       N         W00001660       N         W00001661       N	W00001560       N         W00001560       N         W00001561       N	W00001560       N         W00001560       N         W00001561       N	W00001560 N         W00001560 N         W00001561 N

- A *Part Request Process Validation* message box will pop up informing you that;
  - This part request [part request no] has been



#### declined.

• Click on OK.

Seve Filter Acon	ove De	dne Warran	by Durban • Ri Garrent	arrance and more thesh	sa nasarig nagaribiti	200 20	we reporting	VANG	~ U	
Save Filter Appro	ove De	dine Warran	ty Durben • Ri Gurrent	C) fresh						
Save Filter Appro	ive De	idne Warran (esi	ty Ru	:fiesh						
you by the clus	Pro	(en	Gmeit							
you by the clus	(			-						
voe Reference										
vpe Reference										
ANY CONTRACTOR	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	Depthame	8
W00001405	N	PR30000249	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical	ç
W00001411	N				Part Request					P
W00001413	N.	PR30000251	Sprint SP1912 New Deal Sale		5P1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical	ş
W00001413	N	PR30000251	Sprint SP1912 New Deal Sale		\$91912_ND5_1 - Machine installation	HOP001	Hope Works	Tech	Technical	5
W00001414	N	PR.30000251	Sprint SP1912 New Deal Sale		5P1912_ND5_2 - Network configuration	HOP001	Hope Works	Tech	Technical	9
W00001421	R				Full Quantity - change prices					Ŧ
W00001421	GR				Full Quantity - change prices					P
W00001656	N			CN0000564	Test	HOP001	Hope Works	Tech	Tedvical	7
W00001660	N				Created for production batch -					¢
W00001660	N				Created for production batch -					¢
W00001660	N				Created for production batch -					ç
W00001660	N				Created for production batch -					¢
W00001561	N				Created for production batch -					¢
W00001661	N				Created for production batch -					9
W00001661	N				Created for production batch -					¢
W00001661	N				Created for production batch -					¢
	WC0001405 WC0001413 WC0001413 WC0001413 WC0001413 WC0001421 WC0001421 WC0001421 WC0001421 WC0001421 WC0001421 WC0001456 WC0001660 WC0001661 WC0001661 WC0001661	W00001405         N           W00001411         N           W00001413         N           W00001413         N           W00001414         N           W00001421         GR           W00001421         GR           W00001660         N           W00001661         N           W00001661         N           W00001661         N	WC0001405         N         PRJ0000249           WC0001411         N         PRJ0000251           WC0001413         N         PRJ0000251           WC0001413         N         PRJ0000251           WC0001413         N         PRJ0000251           WC0001421         GR            WC0001421         GR            WC0001421         GR            WC0001421         GR            WC0001460         N            WC0001660         N            WC0001660         N            WC0001661         N            WC0001661         N            WC0001661         N	W00001405         N         PRJ0000249         Orders - PRJ           W00001411         N         PRJ0000251         Sprint SP1912 New Deal Sale           W00001413         N         PRJ0000251         Sprint SP1912 New Deal Sale           W00001414         N         PRJ0000251         Sprint SP1912 New Deal Sale           W00001421         GR         FRJ0000251         Sprint SP1912 New Deal Sale           W00001421         GR         FRJ0000251         Sprint SP1912 New Deal Sale           W00001421         GR         FRJ0000251         Sprint SP1912 New Deal Sale           W00001456         N         FRJ0000251         Sprint SP1912 New Deal Sale           W00001460         N         FRJ0000251         Sprint SP1912 New Deal Sale           W00001660         N         FRJ0000251         Sprint SP1912 New Deal Sale           W00001660         N         FRJ0000251         Sprint SP1912 New Deal Sale           W00001660         N         FRJ0000251         FRJ0000251           W00001661         N         FRJ0000251         FRJ0000251           W00001661         N         FRJ0000251         FRJ0000251	W00001405         N         PRJ0000249         Orders - PRJ           W00001411         N         PRJ0000251         Sprint SP1912 New Deal Sale           W00001413         N         PRJ0000251         Sprint SP1912 New Deal Sale           W00001413         N         PRJ0000251         Sprint SP1912 New Deal Sale           W00001411         N         PRJ0000251         Sprint SP1912 New Deal Sale           W00001421         GR         CN0000564           W00001421         GR         CN0000564           W00001660         N         CN0000564           W00001660         N         CN0000564           W00001661         N         CN00001661           W00001661         N         CN0001661           W00001661         N         CN0001661           W00001661         N         CN0001661	W00001405         N         PR30000249         Orders - PR3         Orders - PR3           W00001411         N         Pr30000251         Sprint SP19121New Deal Sale         SP1912_HDS_1 - Machine installation           W00001413         N         PR30000251         Sprint SP19121New Deal Sale         SP1912_HDS_1 - Machine installation           W00001413         N         PR30000251         Sprint SP19121New Deal Sale         SP1912_HDS_1 - Machine installation           W00001421         GR         FR30000251         Sprint SP19121New Deal Sale         SP1912_HDS_2 - Hetwork configuration           W00001421         GR         Full Quantity - change prices         Full Quantity - change prices           W00001421         GR         CN0000364         Test           W00001660         N         Created for production batch -           W00001660         N         Created for production batch -           W00001661         Created for	W00001463       N       PRJ0000246       Orders - PRJ       Orders - PRJ       H0P001         W00001411       N       PRJ0000251       Sprint SP1912/New Deal Sale       SP1912./IOS_1 - Machine installation       H0P001         W00001413       N       PRJ0000251       Sprint SP1912/New Deal Sale       SP1912./IOS_1 - Machine installation       H0P001         W00001413       N       PRJ0000251       Sprint SP1912/New Deal Sale       SP1912./IOS_2 - Network configuration       H0P001         W00001421       GR       Full Quantity - change prices       Full Quantity - change prices       H0P001         W00001421       GR       CN0000564       Test       H0P001         W00001660       N       CN0000564       Test       H0P001         W00001660       N       Created for production batch -       Full Quantity - change prices         W00001660       N       Created for production batch -       Full Quantity - change prices         W00001660       N       Created for production batch -       Full Quantity - change prices         W00001661       N       Created for production batch -       Full Quantity - change prices       Full Quantity - change prices         W00001661       N       Created for production batch -       Full Quantity - change prices       Full Quantity - chan	W00001465       N       PRJ0000246       Orders - PRJ       Orders - PRJ       H0P001       Hope Works         W00001411       N       PRJ0000251       Sprint SP1912 New Deal Sale       SP1912 JIC5_1 - Machine installation       HOP001       Hope Works         W00001413       N       PRJ0000251       Sprint SP1912 New Deal Sale       SP1912 JIC5_1 - Machine installation       HOP001       Hope Works         W00001413       N       PRJ0000251       Sprint SP1912 New Deal Sale       SP1912 JIC5_2 - Network configuration       HOP001       Hope Works         W00001421       GR       Full Quantity - change prices       H0P001       Hope Works         W00001421       GR       CH0000564       Test       HOP001       Hope Works         W00001460       N       CH0000564       Test       HOP001       Hope Works         W00001660       N       CH0000564       Test       HOP001       Hope Works         W00001660       N       CH0000564       Test       HOP001       Hope Works         W00001660       N       CH0000564       Created for production batch -       Image: Proces       Image: Proces <td>W00001495       N       R03000249       Orders - RJ       Orders - RJ       H0P001       Hope Works       Tech         W00001411       N       R03000251       Spint SP19121Nev Deal Sale       SP19121/D5_1 - Machine installation       H0P001       Hope Works       Tech         W00001413       N       R03000251       Spint SP19121Nev Deal Sale       SP19121/D5_1 - Machine installation       H0P001       Hope Works       Tech         W00001411       N       R03000251       Spint SP19121Nev Deal Sale       SP19121/D5_2 - Itetwork configuration       H0P001       Hope Works       Tech         W00001421       GR       N       P03000251       Spint SP1912Nev Deal Sale       SP19121/D5_2 - Itetwork configuration       HOP001       Hope Works       Tech         W00001421       GR       N       P03000251       Spint SP1912Nev Deal Sale       SP19121/D5_2 - Itetwork configuration       HOP001       Hope Works       Tech         W00001421       GR       N       P030000256       N       P0400000566       Fest       Full Quantity - change prices       P0400000000000000000000000000000000000</td> <td>W00001495       N       R0000249       Orders - RJ       Orders - RJ       H0P001       Hgpe Works       Tech       Technical         W00001413       N       R0000251       Spint \$P19121New Deal Sale       \$P19123/D5_1-Machine installation       H0P001       Hgpe Works       Tech       Technical         W00001413       N       R0000251       Spint \$P19121New Deal Sale       \$P19123/D5_1-Machine installation       H0P001       Hgpe Works       Tech       Technical         W00001414       N       R0000251       Spint \$P19121New Deal Sale       \$P19123/D5_2-Network configuration       H0P001       Hgpe Works       Tech       Technical         W00001421       GR       GR       GR       Feld       Feld Quantity - change prices       Feld Quantity - change prices       Feld Quantity - change prices       Feld       Feld Quantity - change prices       Feld Quantity - chang</td>	W00001495       N       R03000249       Orders - RJ       Orders - RJ       H0P001       Hope Works       Tech         W00001411       N       R03000251       Spint SP19121Nev Deal Sale       SP19121/D5_1 - Machine installation       H0P001       Hope Works       Tech         W00001413       N       R03000251       Spint SP19121Nev Deal Sale       SP19121/D5_1 - Machine installation       H0P001       Hope Works       Tech         W00001411       N       R03000251       Spint SP19121Nev Deal Sale       SP19121/D5_2 - Itetwork configuration       H0P001       Hope Works       Tech         W00001421       GR       N       P03000251       Spint SP1912Nev Deal Sale       SP19121/D5_2 - Itetwork configuration       HOP001       Hope Works       Tech         W00001421       GR       N       P03000251       Spint SP1912Nev Deal Sale       SP19121/D5_2 - Itetwork configuration       HOP001       Hope Works       Tech         W00001421       GR       N       P030000256       N       P0400000566       Fest       Full Quantity - change prices       P0400000000000000000000000000000000000	W00001495       N       R0000249       Orders - RJ       Orders - RJ       H0P001       Hgpe Works       Tech       Technical         W00001413       N       R0000251       Spint \$P19121New Deal Sale       \$P19123/D5_1-Machine installation       H0P001       Hgpe Works       Tech       Technical         W00001413       N       R0000251       Spint \$P19121New Deal Sale       \$P19123/D5_1-Machine installation       H0P001       Hgpe Works       Tech       Technical         W00001414       N       R0000251       Spint \$P19121New Deal Sale       \$P19123/D5_2-Network configuration       H0P001       Hgpe Works       Tech       Technical         W00001421       GR       GR       GR       Feld       Feld Quantity - change prices       Feld Quantity - change prices       Feld Quantity - change prices       Feld       Feld Quantity - change prices       Feld Quantity - chang



• The part request will now be *removed* from the *Part Request Approval* listing screen.

ive Layout Wi	nispaces Save	Fiter Appri	ove De	adne Warran	ty Durban • R	∂ efresh						
Fornat a Process					4 Ourest							
Docho	SourceType	Reference	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	DeptMame	\$
PQ0000163	WKOR	W00001405	N	PR30000249	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical	
PQ0000164	WICOR	W00001411	N				Part Request					
PQ0000164	WIXOR	W00001413	N	PR30000251	Sprivit SP1912 New Deal Sale		SP1912_ND5_1 - Machine installation	HOP001	Hope Works	Tedi	Technical	
PQ0000164	WKOR	W00001413	N	PR.30000251	Sprint SP 1912 New Deal Sale		SP1912_ND5_1 - Machine installation	HOP001	Hope Works	Tech	Technical	
PQ00001640	WKOR	W00001414	N	PR30000251	Sprint 5P 1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical	
PQ000016-6	WKOR	W00001421	GR			1000077	Full Quantity - change prices	1.122.1	1000000	1000		
PQ0000194	WKOR	W00001656	N			CN0000564	Test	HOP001	Hope Works	Tech	Technical	
PQ00001940	WKOR	W00001660	N				Created for production batch -					
PQ0000194	WKCR	W00001660	N				Created for production batch -					
PQ0000194	WKOR	W00001660	N				Created for production batch -					
PQ00001940	WKOR	W00001660	N				Created for production batch -					
PQ0000194	WKOR	WO0001661	N				Created for production batch -					
PQ0000194	WKOR	WQ0001661	N				Created for production batch -					
PQ0000194	WINCR	WO0001661	N				Created for production batch -					
PQ0000194	WKOR	W00001661	N				Created for production batch -					

MNU.142.001