

We are currently updating our site; thank you for your patience.

INVENTORY

PARTS – REQUESTS – ISSUE

A part request can be issued from the **Part Requests for Part []** listing screen.

Only part requests originating from a sales invoice (SINV) or originating from a work order (WKOR) can be issued.

The process to issue **A** or **B-Class** parts differs from the process to issue **C-Class** parts.

Partial quantities of **A** or **B-Class** parts can be issued, as can partial quantities of **C-Class** parts. Again, the process for each Part Type differs.

Substitute or alternative parts can be issued for **C-Class** items.

Ribbon Select Inventory > Parts



- The **Part Listing** screen will be displayed.
- Here you can view a list of **part definitions** that have been set up on the system.
- Select the **row** of the part definition where you wish to **issue a part** for a linked part request.
- Click on the **Requests** tile.

PartCode	Description	Status	PartType	CalDescription	Weight	Volume	Modsho	UnitOfMeasure	ShelfLife	SalesSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDate
SL3917-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-5326	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-7335	Mag Roller Sleeve	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SL3917-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP1001	Copier Sprint 1001 Series	A	A	Retail - Office Supplies - Equipment	45	645x770x1220	1001-SP	kg	3.00	No	Yes	VAT	15.00	TECHJ	Technician Junior	Mar 13 2024 11:53PM
SP2020	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP2020	ea	10.00	No	Yes	VAT	15.00			Apr 19 2024 11:37AM
SP2020-0102	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2253	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2352	Mag Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Sep 26 2023 11:49PM
SP2020-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-4933	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5326	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM

- The **Part Requests for Part []** screen will open.
- The data grid will list a history of all the part requests for the selected part.
- Depending on your company configuration, you may need to click on the **drop-down arrow** and select the correct **Site** from the list, before proceeding.

Note: Refer to [Site Selection](#) for more information.

- In this example, **KwaZulu-Natal** is selected.

DocNo	SourceType	State	Reference	PartDesc	PartCode	BinLocationName	Warehouse	RequestStatus	ReferenceDesc	PartType	Billable	EntityDesc	Call
KPQ0000002	WHSE	GR	K2 - Main	Sprint Multi Functional Copier	SP2020	K2 - OS - Equipment	K2 - Office Sps	Approved		A	No		
KPQ0000001	WKOR	GR	KW0000006	Sprint Multi Functional Copier	SP2020	K2 - Receiving Bin	K2 - Main	Approved	123456789	A	Yes	KCA	
KPQ0000030	SNW	N	KZM000004	Sprint Multi Functional Copier	SP2020	K2 - Receiving Bin	K2 - Main	Approved	0.00 29 Apr 2024	A	Yes		
KPQ0000027	SNW	N	KZM000003	Sprint Multi Functional Copier	SP2020	K2 - Receiving Bin	K2 - Main	Approved	0.00 26 Apr 2024	A	Yes		

Only part requests [originating from a sales invoice \(SINV\)](#) or [originating from a work order \(WKOR\)](#) can be issued. The process to issue each **Source Type**¹ of part request differs as explained below:

ISSUE PART REQUEST – ORIGIN SALES INVOICE

- **Scroll** through the data grid or use "**The Auto Filter Row**" on **page 1** to find the **SINV** originating part request you wish to issue.
- Select the **row** of the part request.
- Note the **Source Type** is **SINV - Sales Invoice**.
- Click on **Issue**.

DocNo	Source Type	State	Reference	Part Desc	Part Code	Bin Location Name	Warehouse Name	Quantity	Required Date	Issued Stock	Request Status	Reference Desc	Part Type	Billable	Entity Desc
SPQ00000001	WKOR	GR	KZ00000006	Sprint Multi Functional	SP2020	KZ - Receiving Bin	KZ - Main	1.00	12 Dec 2023	1.00	Approved	123456789	A	Yes	
SPQ00000002	WKOR	GR	KZ - Main	Sprint Multi Functional	SP2020	KZ - OS - Equipm	KZ - Office Supp.	2.00	03 Apr 2024	0.00	Approved		A	No	
SPQ00000027	SINV	N	KZ00000003	Sprint Multi Functional	SP2020	KZ - Receiving Bin	KZ - Main	3.00	26 Apr 2024	0.00	Approved		A	Yes	
SPQ00000030	SINV	N	KZ00000004	Sprint Multi Functional	SP2020	KZ - Receiving Bin	KZ - Main	3.00	29 Apr 2024	0.00	Approved		A	Yes	

As this part request originated from a sales invoice, the system will take you directly to the **Add New Part Issue** screen.

You can now follow the process to [Issue a part request from a sales invoice](#).

¹When referring to a part request, this is where the part request originated from. In the case of a Sales Invoice, the part request will have been raised when an OTC invoice was created for a customer. In the case of a Work Order, the part request will have been raised when a work order was created in response to: a Call, a Project, a Short Term Contract, a Production Run, Task Generation, or a stand alone work order.

Add new Part Issue | Hudup Services: Version 2023.11.0.10 - All Things Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice
 Item: KZ00000004
 Receiver: Eden Rowan
 Issue Date: 29 Apr 2024 | 09:53:54

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
SP2020	Sprint Multi Functional Copier	A	KZ - Main	KZ - Receiving Bin	3.00	3	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
SP2020	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	SP2020-24677679	3,500.00	1.00	1.00	1	I
SP2020	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	SP2020-66970452	3,500.00	1.00	1.00	1	I
SP2020	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	SP2020-92323275	3,500.00	1.00	1.00	1	I

Total: 10,500.00

Related Topics

- [Parts - Requests - Add](#)
- [Parts - Requests - Edit \(View\)](#)
- [Parts - Requests - Delete](#)
- [Parts - Requests - View](#)
- [Parts - Requests - Requisition](#)
- [Parts - Requests - Transfer](#)
- [Parts - Requests - Note](#)
- [Parts - Requests - Change Warehouse](#)
- [Parts - Requests - Remap Part](#)
- [Parts - Requests - Create Part](#)
- [Parts - Requests - Print \(Picking Slip\)](#)

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