

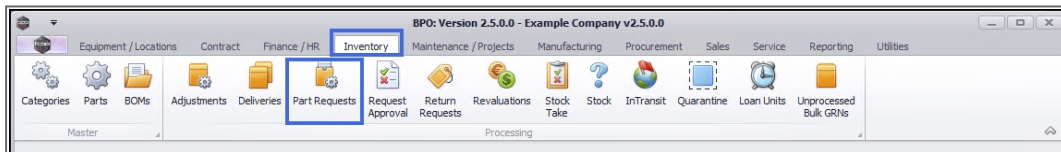
INVENTORY

PART REQUESTS - ADD

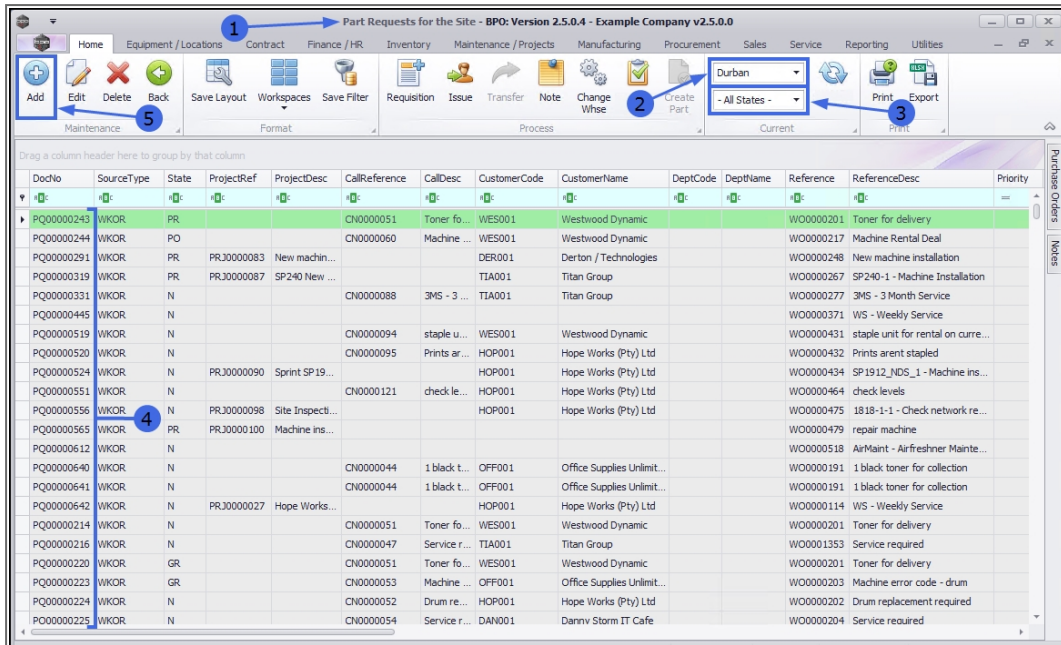
A new part request raised from the **Part Requests for Part []** screen can only be a warehouse to warehouse (inter-warehouse) *transfer* part request. These inter-warehouse transfer part requests are raised as a request to transfer stock between sites and warehouses. The request **Source Type** will be **WHSE** - Warehouse.

See [Part Requests - Introduction to Part Requests](#) for more information about the different part request "**Part Request Source Types**" on page 2.

Ribbon Access: *Inventory > Part Requests*



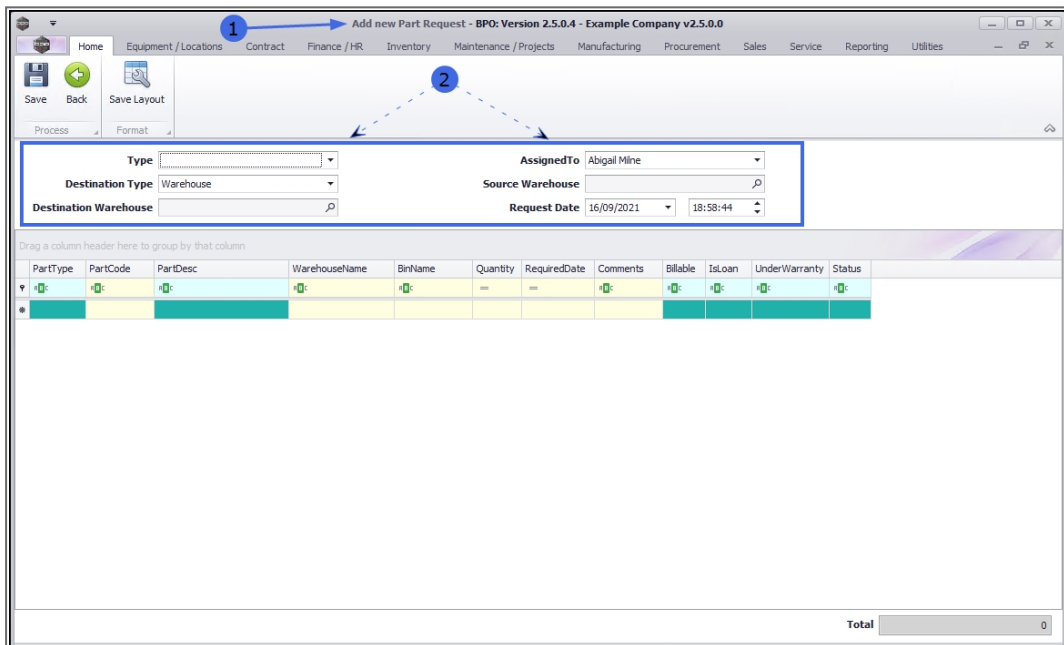
1. The **Part Requests for the Site** screen will display.
2. The **Site** filter will be set according to your company configuration. If required, select the Site you wish to work in.
 - [For a detailed handling of this topic refer to Site Selection.](#)
3. The State filter will default to '**All States**' upon opening. You do not need to select a specific State to proceed with the add 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.
5. Click on **Add**.



1. The **Add new Part Request** screen will open.
2. Fill in the required part request **header** details:
 - **Type:** Click on the *drop-down arrow* and select the request type from the list.
 - As you are only able to do a **warehouse** to **warehouse** part request directly from the Part Requests listing screen, the only option will be PRTR - Standard Part Request.
 - **Destination Type:** Click on the *drop-down arrow* and select the destination type from the list.
 - As this is a **warehouse** to **warehouse** part request - the only option will 'Warehouse'.
 - **Destination Warehouse:** Click on the *search* button and select from the pop up screen, the final destination warehouse which is to *receive* the requested items.
 - **Assigned To:** This will auto populate with the name of the employee currently logged on to the system. Click on the

drop-down arrow and select an alternative person responsible for the part request, if required.

- **Source Warehouse:** Click on the *search* button and select the source warehouse where the requested items are currently stored and will be moved from.
- **Request Date:** These fields will auto populate with the current date and time.
 - **Date:** Either *type in* or click on the *drop-down arrow* and use the *calendar function* to select an alternative date , if required.
 - **Time:** Either *type in* or click on the *directional arrows* to select an alternative time , if required.

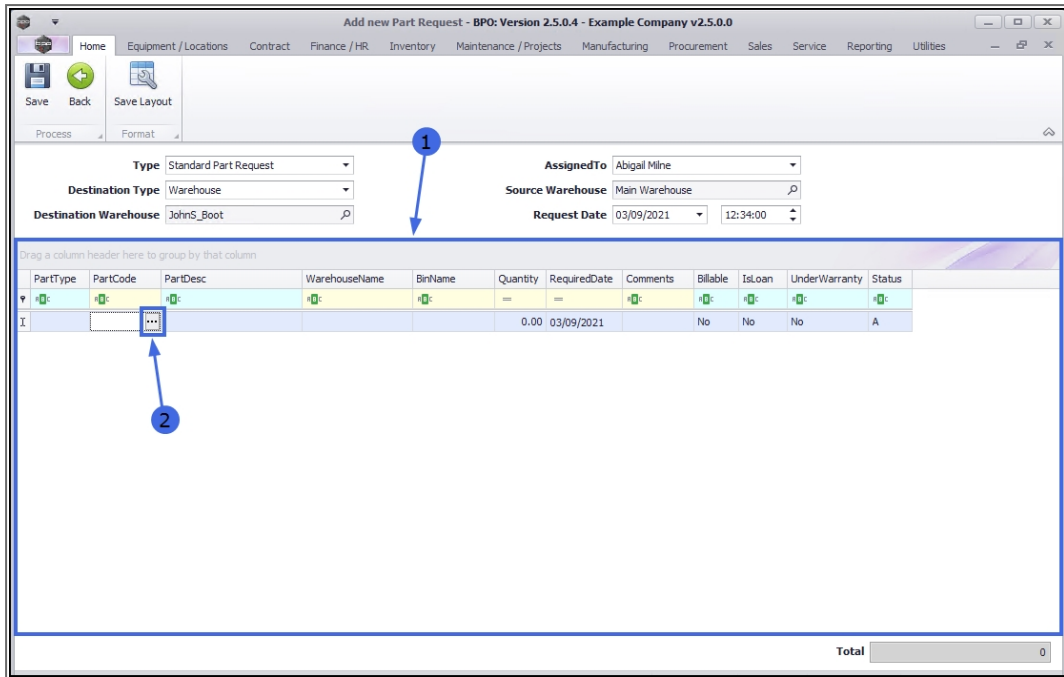


The screenshot shows the 'Add new Part Request' form in the BPO: Version 2.5.0.4 interface. The form is titled 'Add new Part Request - BPO: Version 2.5.0.4 - Example Company v2.5.0.0'. The form includes the following fields:

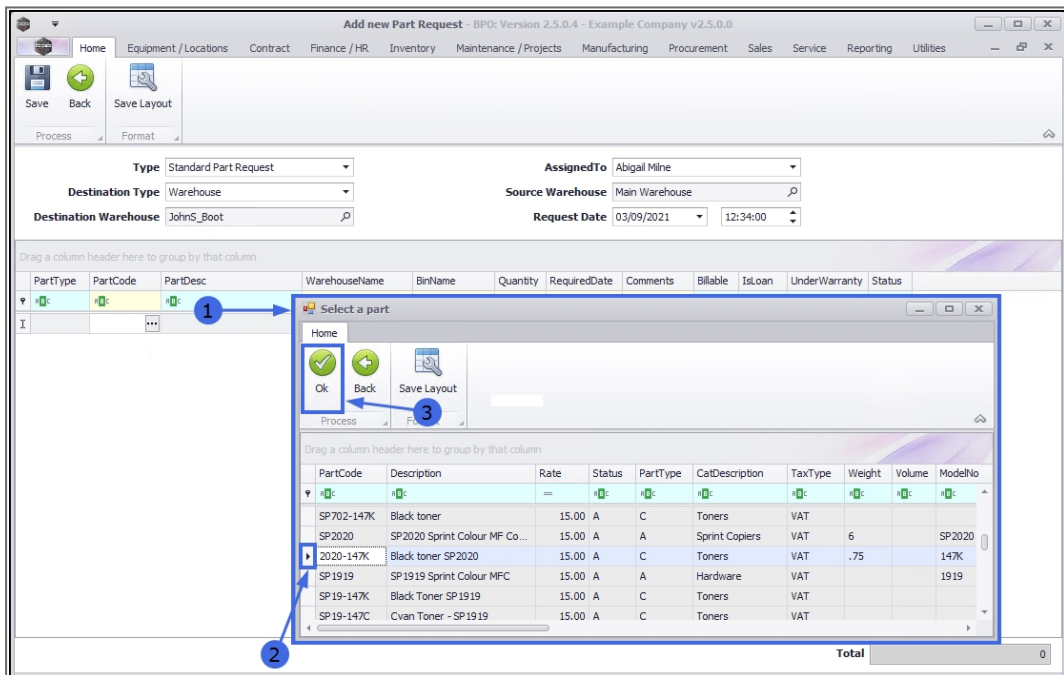
- Type:** A dropdown menu.
- Assigned To:** A dropdown menu with 'Abigail Mine' selected.
- Destination Type:** A dropdown menu with 'Warehouse' selected.
- Source Warehouse:** A search field with a magnifying glass icon.
- Destination Warehouse:** A search field with a magnifying glass icon.
- Request Date:** A date and time field showing '16/09/2021' and '18:58:44'.

Below the form is a table with the following columns: PartType, PartCode, PartDesc, WarehouseName, BinName, Quantity, RequiredDate, Comments, Billable, IsLoan, UnderWarranty, and Status. The table is currently empty, and a 'Total' field at the bottom right shows '0'.

1. Once the request header details have been entered, move down to the **Parts** data grid.
2. Click in the **Part Code** field to reveal an **ellipsis** button. Click on this button.

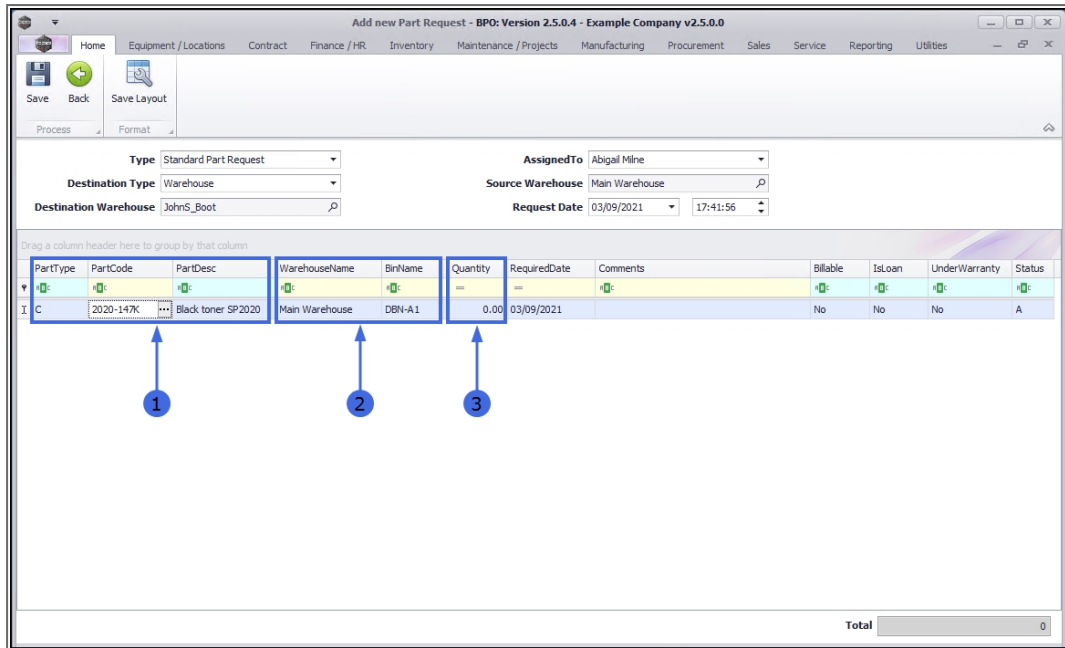


1. The **Select a Part** screen will pop up.
2. Select the **row** of the part you wish to request.
3. Click on **Ok**.



The **Parts** data grid will populate with the following details of the requested item:

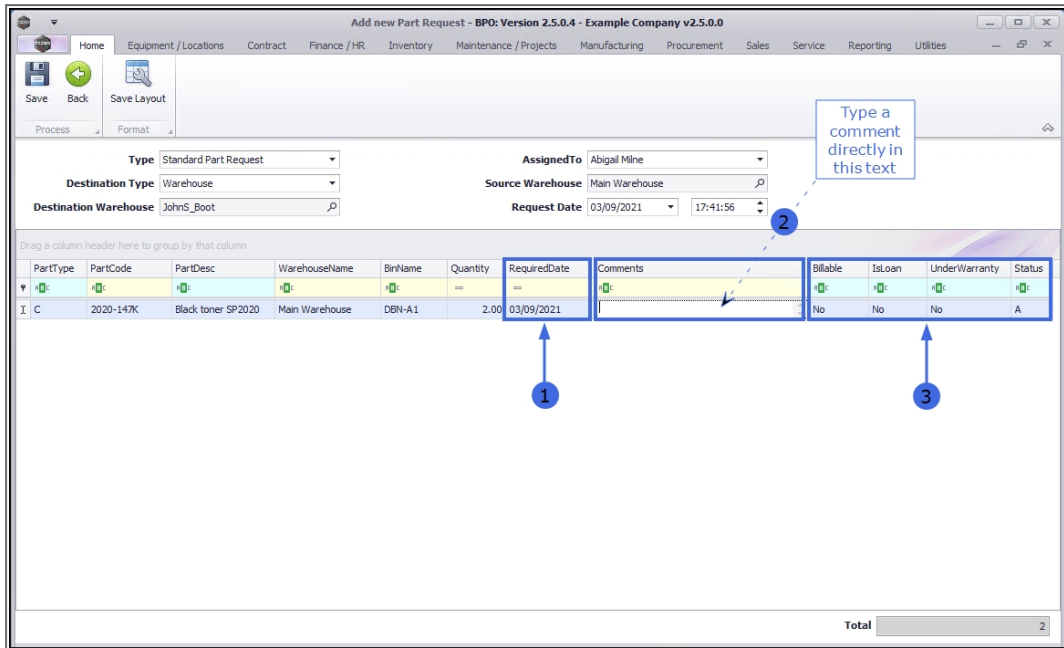
1. The first three fields are based on what is set up on the [part definition](#).
 - **Part Type:** This will populate with the part *type* linked to the part code selected in the previous step.
 - **Part Code:** This will populate with the part *code* selected in the previous step.
 - **Part Desc:** This will populate with the part type *description* linked to the part code.
2. The next two fields will populate according to the selection made in the *Source Warehouse* field.
 - **Warehouse Name:** This will populate with the name of the *Source Warehouse*.
 - If you wish to change this, go back to the *Source Warehouse* field and select the alternative warehouse from the '*Select...*' pop up screen. The *Warehouse Name* field will update with the new choice.
 - **Bin Name:** This will populate with the name of the bin linked to the Source Warehouse.
 - If there is more than one bin linked to the warehouse, you can select an alternative bin. Click in the field to reveal an *ellipsis* button. Click on this button to display the '*Select...*' pop up screen. Select the alternative bin from the list.
3. **Quantity:** Click in this field and either *type in* or use the *directional arrows* to select the amount of the item requested.



Fill in the details for the following fields, as required:

1. **Required Date:** This will populate with the date that the part request is created.
 - This can be changed. Either *type in* the alternative date or click in the field to display a *drop-down arrow*. Click on the arrow to display the *calendar* function. use the calendar to select an alternative date.
2. **Comments:** *Type directly in* this text box, any comment regarding this part request, if required.
3. The following fields are uneditable:
 - **Billable:** As this is an interwarehouse part request, it is not billable and this field will be inactive (greyed out).
 - **Is Loan:** As this is an interwarehouse part request, it is not a loan item and this field will be inactive (greyed out).
 - **Under Warranty:** As this is an interwarehouse part request, it is not under warranty and this field will be inactive (greyed out).

- **Status:** This field will populate with **A** - Active and is uneditable.



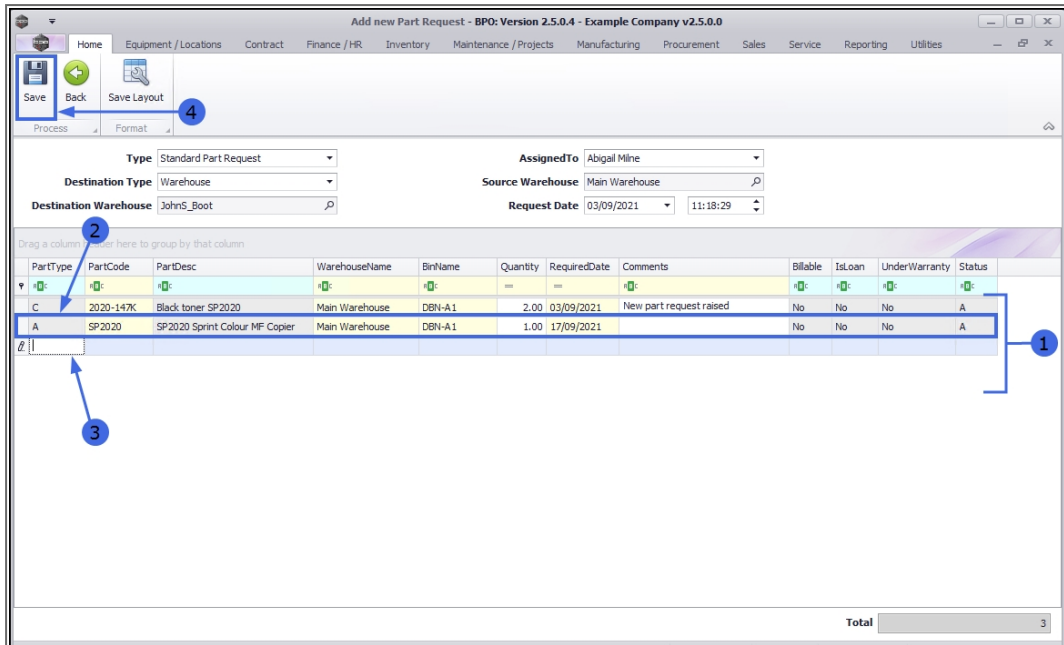
1. You can follow the process to add multiple lines to the part request, if required.

Tab along the row or press *Enter* on your keyboard to create a new row.

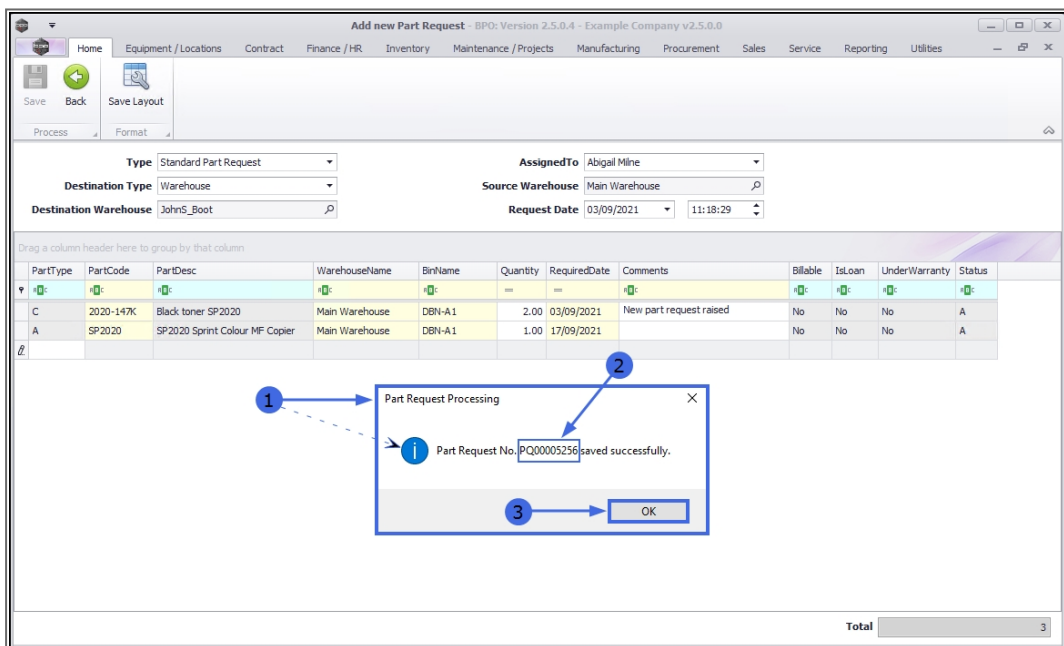
2. In this example, an **A-class** part has been added to the data grid.
3. When you have finished adding the part request details, *Tab* along the row or press *Enter* until a new row is created.

Note: If a new row is not created, an error message will appear on the screen and you will not be able to *save* the part request information.

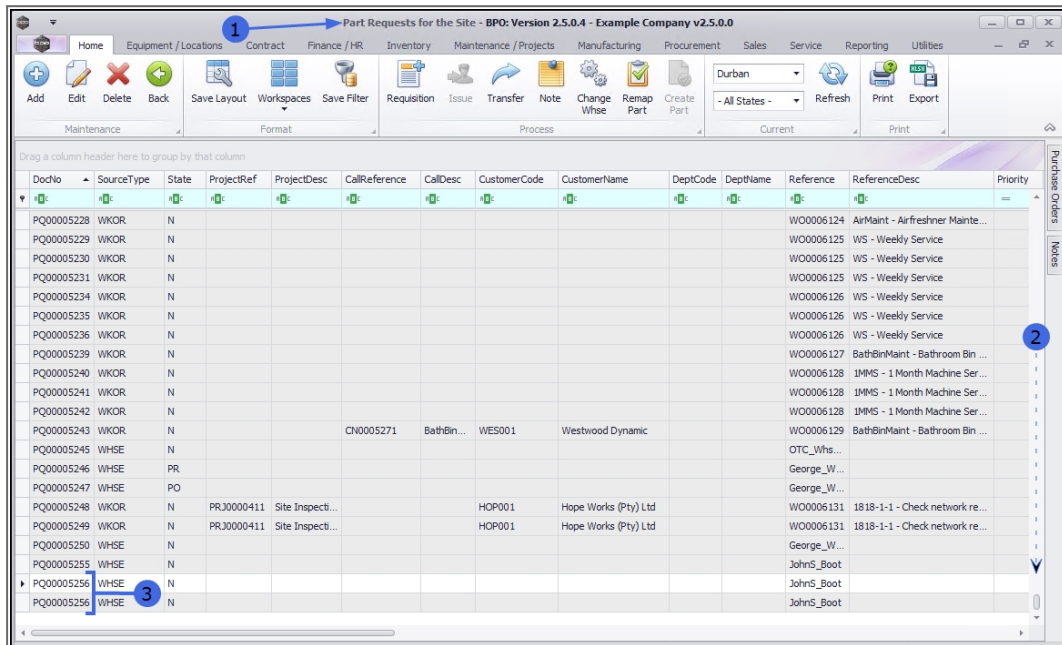
4. Click on **Save**.



1. A **Part Request Processing** message box will pop up informing:
 - *Part Request No. [] saved successfully.*
2. Take note of the new **part request no.** to enable you to find it.
3. Click on **OK**.



1. You will return to the **Part Request for the Site** listing screen.
2. Use the [filter search row](#) or scroll down the list until you find the part request number.
3. In this example, you will note that there are **2** rows created for the same part request. This is because **2** different parts were requested.



1. Scroll right to view all the requested items details including **Current Stock**.
2. You can now follow the process to [raise a requisition](#) to fulfil this part request.

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

Maintenance | Format | Process | Current | Print

Durban | Refresh | Print | Export

- All States -

Drag a column header here to group by that column

us	PartCode	PartDesc	PartType	ModelNo	PartTypeDesc	WarehouseName	Quantity	BinName	IssuedStock	RequiredDate	RequestorEmpNo	CurrentStock	Reque
	2020-147K	Black toner SP2020	C	147K	Non Serialised Parts	Main Warehouse	4.00	DBN-A1	0.00	26/07/2021	KES001	957.00	3.00
	9855632	Air Freshner	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	323.00	3.00
	123452N	ZN Paper	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	12.00	3.00
	CL-100-965	Cleaner	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	17.00	3.00
	9855632	Air Freshner	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	323.00	3.00
	123452N	ZN Paper	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	12.00	3.00
	CL-100-965	Cleaner	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	27/07/2021	KES001	17.00	3.00
	SP19-147K	Black Toner SP1919	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	28/07/2021	KES001	1,029.00	3.00
	ACR-02	Acer rollers	C		Non Serialised Parts	Main Warehouse	3.00	DBN-A1	0.00	28/07/2021	KES001	70.00	3.00
	ACR-01	Acer copier outer shell	B		Serialised Spares	Main Warehouse	2.00	DBN-A1	0.00	28/07/2021	KES001	3.00	3.00
	12-098765	SP19-12 Black Toner	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	28/07/2021	KES001	3.00	3.00
	SP19-147K	Black Toner SP1919	C		Non Serialised Parts	Main Warehouse	2.00	DBN-A1	0.00	30/07/2021	KES001	1,029.00	3.00
	SP19-147M	Magenta toner - SP1919	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	29/06/2021	KES001	0.00	3.00
	SP2020	SP2020 Sprint Colour MF Copier	A	SP2020	Serialised Equipment	JohnS_Boot	1.00	JohnBoot2	0.00	30/07/2021	MIL001	1.00	Abi
	SP2020	SP2020 Sprint Colour MF Copier	A	SP2020	Serialised Equipment	JohnS_Boot	2.00	JohnBoot2	0.00	30/07/2021	MIL001	1.00	Abi
	12-098765	SP19-12 Black Toner	C		Non Serialised Parts	Main Warehouse	1.00	DBN-A1	0.00	19/08/2021	KES001	3.00	3.00
	SP19-123...	SP19-12 Colour Copier	A	SP19-12	Serialised Equipment	Main Warehouse	1.00	DBN-A1	0.00	19/08/2021	KES001	3.00	3.00
	2020-147K	Black toner SP2020	C	147K	Non Serialised Parts	JohnS_Boot	2.00	JohnS_Bin	0.00	02/09/2021	MIL001	0.00	Abi
	2020-147K	Black toner SP2020	C	147K	Non Serialised Parts	Main Warehouse	2.00	DBN-A1	0.00	03/09/2021	MIL001	957.00	Abi
	2020-147K	Black toner SP2020	C	147K	Non Serialised Parts	Main Warehouse	2.00	DBN-A1	0.00	03/09/2021	MIL001	957.00	Abi
	SP2020	SP2020 Sprint Colour MF Copier	A	SP2020	Serialised Equipment	Main Warehouse	1.00	DBN-A1	0.00	03/09/2021	MIL001	9.00	Abi

Related Topics

[Part Requests - Edit \(View\)](#)

[Part Requests - Delete](#)

MNU.032.002