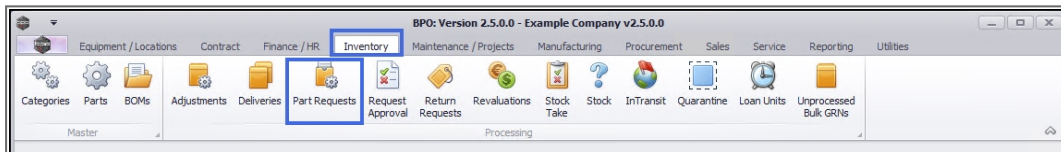


# INVENTORY

## PART REQUESTS - DELETE

You can **delete** a part request directly from the '*Part Requests for the Site*' listing screen. If there is more than one item linked to the part request then the system will give you the option to remove either all the items on the request or only the **selected** item.

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



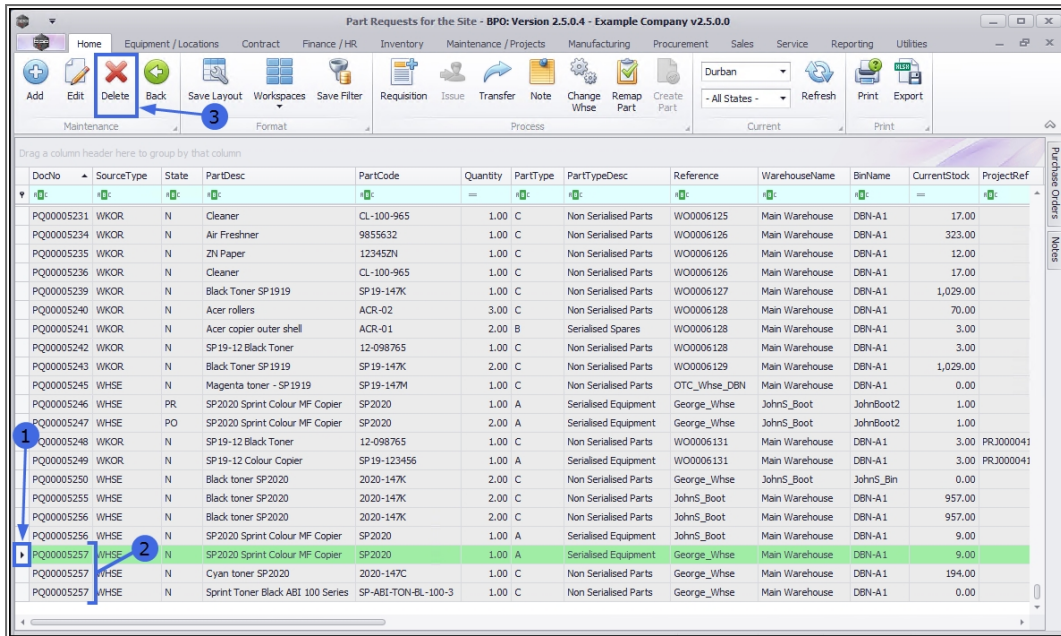
1. The *Part Requests for the Site* screen will display.
2. The **Site** filter will be set according to your company configuration. If required, select the Site you wish to work in.
  - [For a detailed handling of this topic refer to Site Selection.](#)
3. The State filter will default to '**All States**' upon opening. You do not need to select a specific State to proceed with the **delete** process. However, if you wish to narrow your search parameters, select the **State** that contains the part request you wish to delete.
  - [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.

DocNo	SourceType	State	PartDesc	PartCode	Quantity	PartType	PartTypeDesc	Reference	WarehouseName	BinName	CurrentStock	ProjectRe
PQ00001501	SINV	N	Drum	2020-856	1.00	B	Serialized Spares	INV0000319	OTC_Whse_DBN	OTC_Bin_...	1.00	
PQ00001502	SINV	N	Staple Unit	1020-478	1.00	B	Serialized Spares	INV0000320	Main Warehouse	DBN-A1	0.00	
PQ00001504	SINV	N	Cleaner	CL-100-965	1.00	C	Non Serialized Parts	INV0000322	Main Warehouse	DBN-A1	17.00	
PQ00001508	SINV	N	SP2020 Sprint Colour Multi Func...	SP2020	3.00	A	Serialized Equipment	INV0000321	Main Warehouse	DBN-A1	9.00	
PQ00001509	SINV	N	SP2020 Sprint Colour Multi Func...	SP2020	1.00	A	Serialized Equipment	INV0000324	Main Warehouse	DBN-A1	9.00	
PQ00001509	SINV	N	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	INV0000324	Main Warehouse	DBN-A1	957.00	
PQ00001509	SINV	N	Staple Unit	1020-478	1.00	B	Serialized Spares	INV0000324	Main Warehouse	DBN-A1	0.00	
PQ00001510	SINV	N	SP2020 Sprint Colour Multi Func...	SP2020	1.00	A	Serialized Equipment	INV0000301	Main Warehouse	DBN-A1	9.00	
PQ00001510	SINV	N	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	957.00	
PQ00001510	SINV	N	Black Toner SP1919	SP19-147K	2.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	1,029.00	
PQ00001510	SINV	N	Drum	19-687	3.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	5.00	
PQ00001510	SINV	N	Drum	19-687	2.00	C	Non Serialized Parts	INV0000301	Main Warehouse	DBN-A1	5.00	
PQ00001519	WKOR	N	Cleaner	CL-100-965	1.00	C	Non Serialized Parts	W00001305	Main Warehouse	DBN-A1	17.00	
PQ00001520	WKOR	N	Toner Cyan	1020-147C	1.00	C	Non Serialized Parts	W00000117	Main Warehouse	DBN-A1	16.00	PR300
PQ00001522	WKOR	N	Toner Cyan	1020-147C	1.00	C	Non Serialized Parts	W00000114	Main Warehouse	DBN-A1	16.00	PR300
PQ00001523	WKOR	N	Black toner SP2020	2020-147K	1.00	C	Non Serialized Parts	W00000117	Main Warehouse	DBN-A1	957.00	PR300
PQ00001524	WKOR	PO	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	W00001321	Main Warehouse	DBN-A1	4.00	
PQ00001525	WKOR	PO	Drum	19-687	1.00	C	Non Serialized Parts	W00001321	Main Warehouse	DBN-A1	5.00	
PQ00001526	WKOR	PO	Yellow toner SP2020	2020-147Y	1.00	C	Non Serialized Parts	W00001321	Main Warehouse	DBN-A1	12.00	
PQ00001527	WKOR	PO	SP1919 Sprint Colour MFC	SP1919	1.00	A	Serialized Equipment	W00001322	Main Warehouse	DBN-A1	4.00	
PQ00001528	WKOR	PO	Drum	19-687	1.00	C	Non Serialized Parts	W00001322	Main Warehouse	DBN-A1	5.00	
PQ00001529	WKOR	PO	Yellow Toner - SP1919	SP19-147Y	1.00	C	Non Serialized Parts	W00001322	Main Warehouse	DBN-A1	30.00	

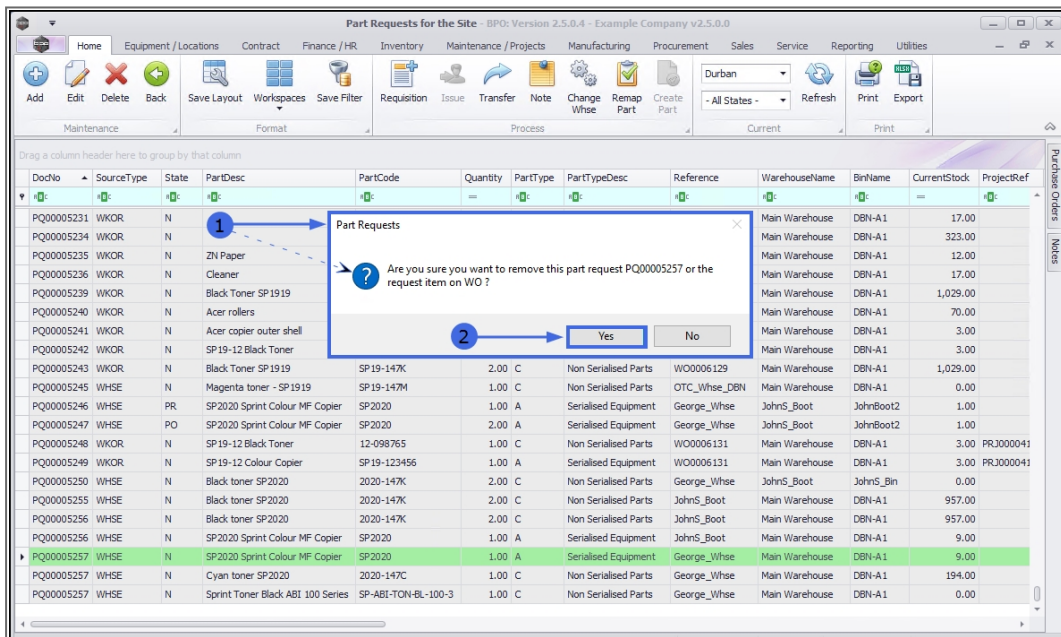
## DELETE A SINGLE ITEM FROM THE PART REQUEST

You may wish to delete only one item from a part request.

1. Select the **row** of the part request item that you wish to remove.
2. In this example, you will note that there are **3** items linked to the part request.
3. Click on **Delete**.



1. A **Part Requests** message box will pop up with the following prompt:
  - *Are you sure you want to remove this part request [] or the request item on WO?*
2. Click on **Yes**.

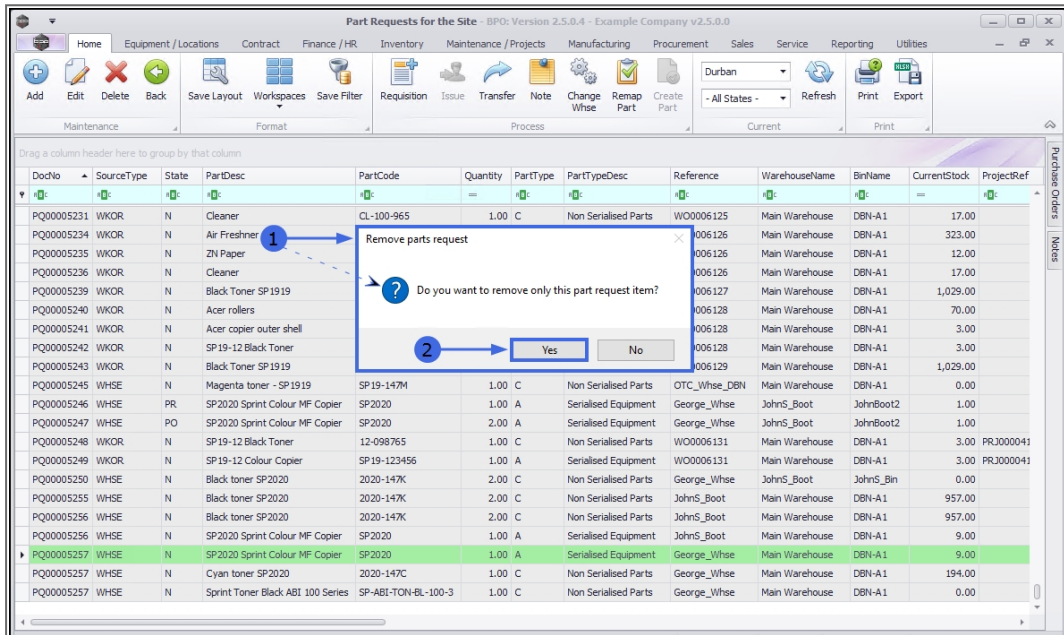


1. A **Remove parts request** message box will pop up with the following prompt:

- *Do you want to remove only this part request item?*

Remember: for this process, only the selected item on the part request is to be removed.

2. Click on **Yes**.

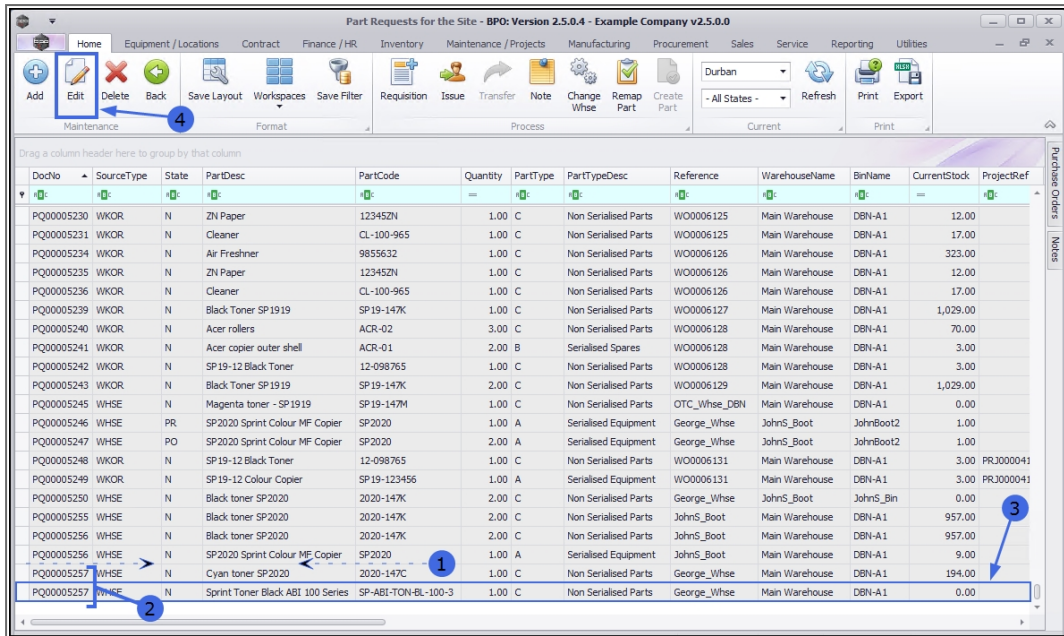


1. The screen will **refresh** and the selected part request item will be **removed** from the data grid.
2. Note the remaining **2** items are still listed here.

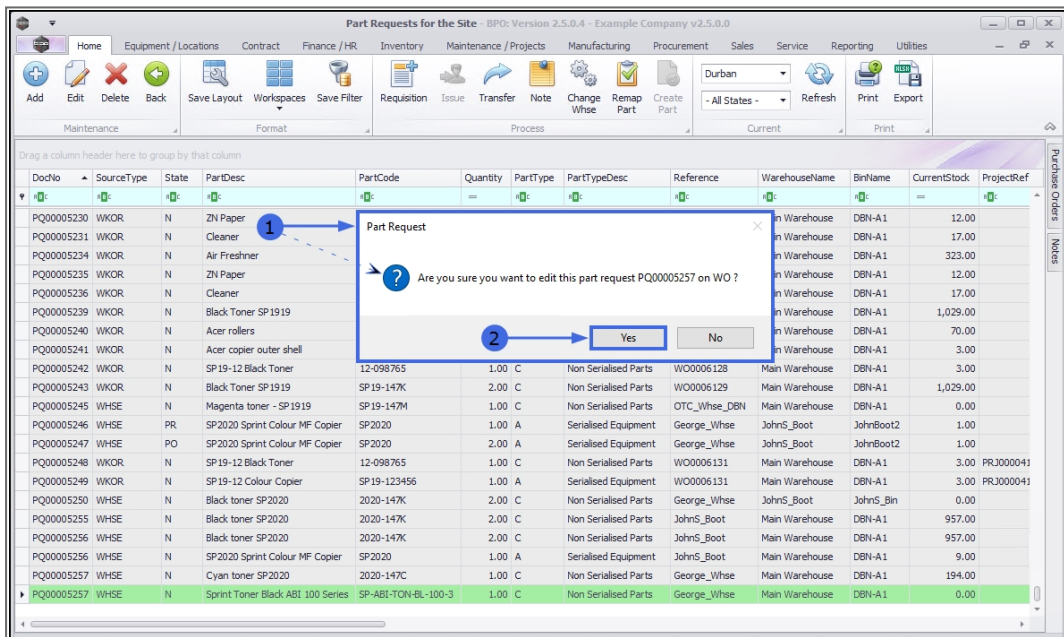
## VIEW UPDATED PART REQUEST

3. Select any one of these remaining rows.
4. Click on **Edit**.





1. A **Parts Request** message box will pop up with the following prompt:
  - Are you sure you want to edit this part request [] on WO?
2. Click on **Yes**.

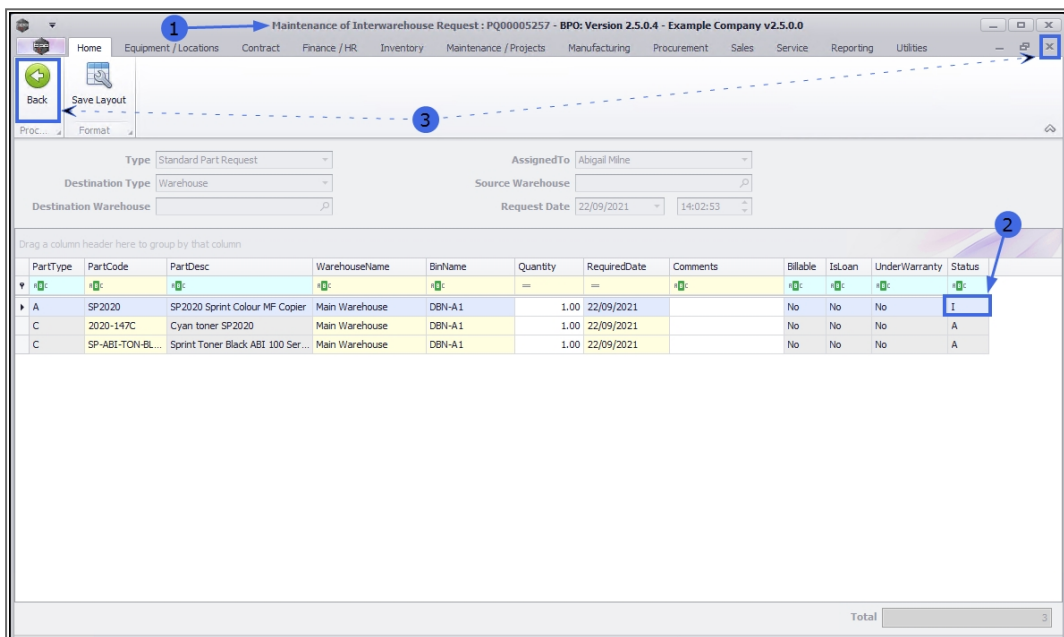


1. The **Maintenance of Interwarehouse Request: []** screen will open.
2. Although the removed item remains in the Parts data grid, note that the item row status is **I - Inactive**.



When a **requisition is raised** for this part request, the removed item will not be added to the requisition.

3. **Close** the screen or click on **Back** to return to the **Part Requests for the Site** screen.

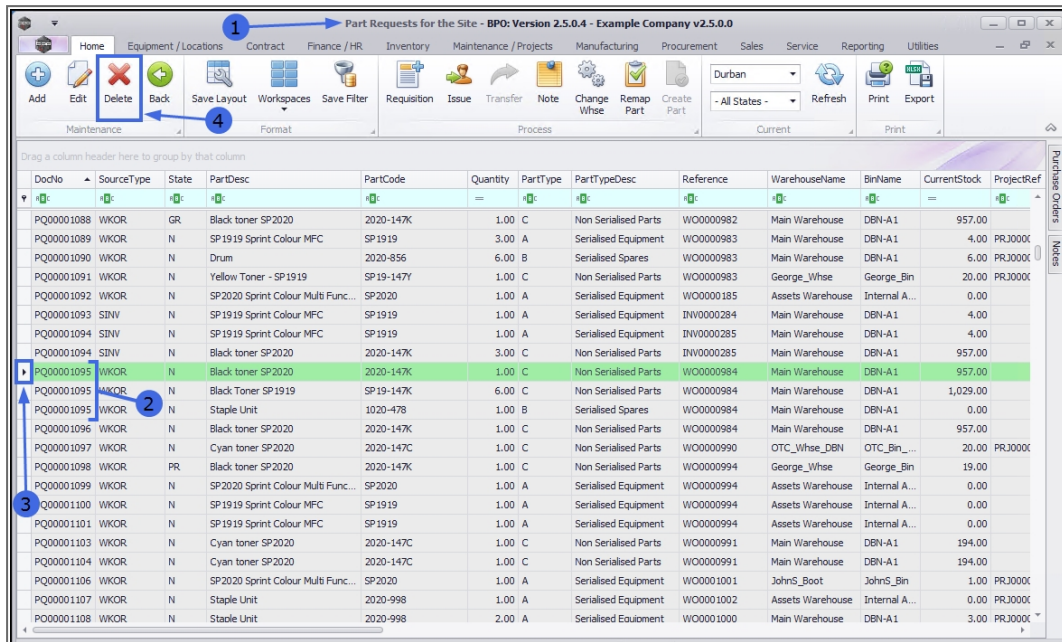


## DELETE ALL ITEMS FROM THE PART REQUEST

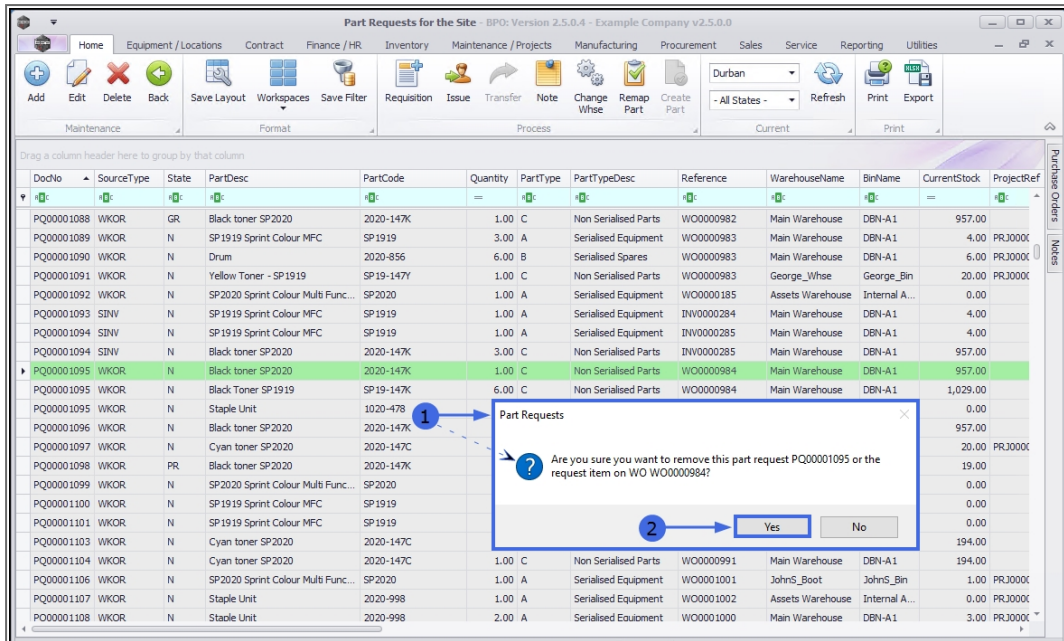
You may wish to delete all the items linked to a part request.

1. In the **Part Requests for the Site** listing screen,
2. Search for the part request where you wish to delete all the linked items.
  - o In this example, you will note that there are **3** items linked to the part request.

3. Select the row of any of the 3 items.
4. Click on **Delete**.



1. A **Part Requests** message box will pop up with the following prompt:
  - Are you sure you want to remove this part request [] or the request item on WO []?
2. Click on **Yes**.



1. A **Remove parts request** message box will pop up with the following prompt:

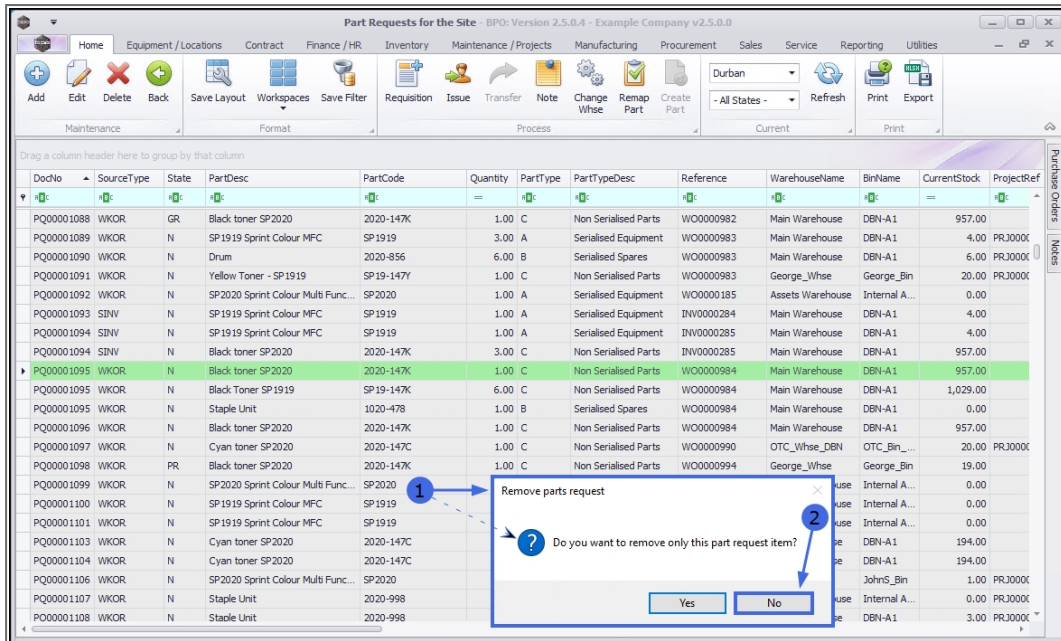
- *Do you want to remove only this part request item?*

**Note:** Now that you have viewed the entire part request (see above), you can make an informed decision as to whether you wish to delete all the items or the selected part only.

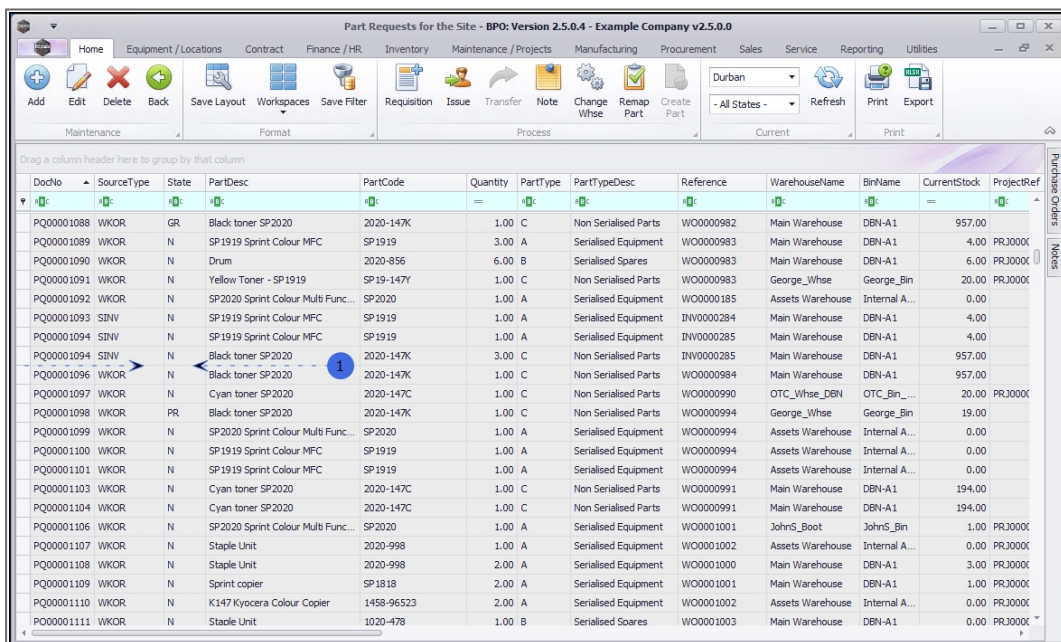
**Remember:** for this process, all the items on the part request are to be removed.

2. Click on **No**.





- The screen will **refresh** and all the part request item will be **removed** from the data grid.
  - Note **all 3** of the items linked to the part request have been removed from the data grid.



## Related Topics



[Part Requests - Add](#)

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

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