

INVENTORY

STOCK - INTER WAREHOUSE REQUEST

This process is used when stock is required at branches and is requested from head office. Head office will purchase stock if required and complete the transfer to the branch.

Ribbon Access: *Inventory > Stock*





Select the Site and Status



- The *Stock Status* screen will be displayed.
- Select the *site*.
 - In this image *Durban* has been selected.



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- Select the *status*.
 - In this image *In Stock Only* has been selected.



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SELECTED ITEMS PANEL

• Click on the *Selected Items* tab.



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- The Selected Items panel will be *expanded*.
- **Dock** this panel to make it easier to work in.



Note: You will see that this *Selected Items* panel contains exactly the same column details as the *Selected Warehouse* panel.

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WAREHOUSE FOR STOCK TRANSFER

- Click on the drop-down *arrow* in the *Warehouse* field to display the Warehouse *Name* menu.
- Click on the name of Warehouse that contains the stock that you wish to transfer.
 - In this image *Main Warehouse* has been selected.



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• The left hand *Selected Warehouse* panel will now populate with a list of all the stock items in that warehouse.

STOCK ITEMS FOR TRANSFER

- *Click* and *hold* on the *stock item* that you wish to *transfer*.
- *Drag* and *drop* the selected item into the right hand *Selected Items* panel.



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BC	Non Serialsed Parts	2020-147K	Black toner SP2020											
🗄 A	Serialsed Equipment	SP1919	SP 1919 Sprint Colour MFC	1915										
€C	Non Serialised Parts	\$P19-147K	Black Toner SP1919											
C	Non Serialised Parts	SP 19-147C	Cyan Toner - SP1919											
E C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1919											
ΞC	Non Serialised Parts	\$P19-147M	Magenta toner - SP 19 19											
В¢	Non Serialised Parts	2020-147M	Magenta toner SP2020											
C	Non Serialised Parts	2020-147C	Cyan toner SP2020											
E C	Non Serialised Parts	2020-1477	Yellow toner 5P2020											
€C	Non Serialsed Parts	CL-100-965	Cleaner											
E A	Serialised Equipment	SP1818	Sprint copier											
E A	Serialsed Equipment	1458-96523	K147 Kyocera Colour Copier	K147										
⊡c	Non Serialised Parts	147-888544	K147 Black toner											
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€C	Non Serialsed Parts	12345ZN	2N Paper											
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€C	Non Serialised Parts	K147-888478	K147 Cyan Toner											
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ВC	Non Serialised Parts	9855632	Ar Freshner											
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E A	Serialised Equipment	9.72.7791100	the state of the state of the state											

- The *Selected Items* panel will now contain the item details.
- Click on Inter Warehouse Request.



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ΒA	Serialised Equipment	592020	SP2020 Sprint Col	592020	Hardware							
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ΞC	Non Serialised Parts	\$P19-147C	Cyan Toner - SP1		Toners							
ΞC	Non Serialsed Parts	SP19-147Y	Yellow Toner - SP		Toners							
E C	Non Serialised Parts	SP19-147M	Magenta toner		Toners							
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E C	Non Serialsed Parts	2020-1470	Cyan toner SP2020		Toners							
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ΞC	Non Serialsed Parts	CL-100	Cleaner		Stationery							
E A	Serialsed Equipment	SP1818	Sprint copier		Hardware							
E A	Serialsed Equipment	1458-96	K147 Kyocera Col	K147	Kyocera MJ.							
ΞC	Non Serialsed Parts	147-588	K147 Black toner		Toners							
A 🗉	Serialised Equipment	KZN-122	Kruger ZN Fax Ma	ZN122	Hardware							
ΞC	Non Serialsed Parts	12345ZN	ZN Paper		Stationery							
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🗉 A	Serialsed Equipment	\$19-12	SP19-12 Colour C	9919-12	Hardware							
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ADD PART REQUEST

The Add new Part Request screen will be displayed.

- **Type:** Click on the drop-down arrow and select the part request type.
- **Destination Type:** Click on the drop-down arrow and select the destination type.
- **Destination Warehouse:** This will auto populate with the originally selected warehouse but you can click on the search icon and select an alternative warehouse if required.
- Assigned To: This will auto populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative person responsible for the stock transfer if required.
- **Source Warehouse:** Click on the search icon and select the warehouse where the stock will be transferred from.
- **Request Date:** This will auto populate with the current date but you can click on the drop-down arrow and use the calendar function to select an alternative date. Either type in or use the directional arrows to select the time.



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ndPa												
¢		2020-147X	Black toner SP2020	Main Warehouse	A1	0.00	16 Jan 2018		No	No	No	A



PARTS DATA GRID

• You will see that the details of the items selected in the previous *Stock Status* screen have auto populated in this frame.



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Select Quantity

• Quantity: Either *type in* or use the *arrow indicators* to select the stock *Quantity* required.



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T C		2020-1476	Black toner SP2020	George Whee	George_Bin	1.4	16 Jan 2018		No	No	No	A



ADD COMMENTS

• **Comments**: Type in any *comments* relevant to this part transfer request if required.

SAVE PART REQUEST

• When you have finished editing the details in this screen, click on *Save*.



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IC		2020-147K	Black toner SP2020	George_Whee	George_Bin	1.00	16 Jan 2018		No	No	No	A



- You will return to the *Stock Status* screen.
- A *Part Request* processing message box will pop up informing you that;
 - Part Request No. [] saved successfully.
- Click on OK.



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A 🗄 A	Serialsed Equipment	\$92020	SP2020 Sprint Col	92020	Hardware							
€C	Non Serialsed Parts		Black toner SP2020		Black Toners							
E A	Serialsed Equipment	SP1919	SP1919 Sprint Col	Part Reg	lest Processing			X				
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C	Non Serialised Parts		Cyan Toner - SP1									
€C	Non Serialised Parts		Yellow Toner - SP	(1	Part Request	No. PQ0000181	8 saved success	fully.				
C	Non Serialised Parts	SP19-147M	Magenta toner	1 10								
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ВC	Non Serialsed Parts	CL-100	Cleaner		Stationery							
🗄 A	Serialised Equipment	\$21818	Sprint copier		Hardware							
E A	Serialised Equipment	1458-96	K147 Kyocera Col	K147	Kyocera Mul.							
₿C	Non Serialsed Parts	147-888	K147 Black toner		Toners							
8 A	Serialsed Equipment	KZN-122	Kruger ZN Fax Ma	ZN122	Hardware							
₿C	Non Serialised Parts	12345ZN	2N Paper		Stationery							
₿C	Non Serialised Parts	147-888	K147 Yellow Toner		Toners							
	Non Serialised Parts	K147-88	K147 Magenta To		Toners							
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	Serialised Equipment	KM250MFP	Konica Minolta Col		free action of							
€C		KM250MFP 9855632	Konica Minolta Col Ar Freshner		Stationery							
⊞ C ⊡ A	Serialised Equipment	9855632 SP19-12										



- The part request is now logged, noting the requestor warehouse as the 'Reference', e.g. JHB_Main.
- The source branch, can now action the stock transfer.
- *Close* the Stock Status screen when you are finished.



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E A	Serialsed Equipment	SP1919	SP1919 Sprint Col	1919	Hardware								
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ec	Non Serialised Parts	2020-1470	Cyan toner SP2020		Toners								
ВC	Non Serialsed Parts	2020-1477	Yellow toner SP2020		Toners								
Ξ¢	Non Serialsed Parts	Q100	Cleaner		Stationery								
ΞA	Serialsed Equipment	SP1818	Sprint copier		Hardware								
EA	Serialsed Equipment	1458-96	K147 Kyocera Col	K147	Kyocera Mul.								
ΞC	Non Serialsed Parts	147-888	K147 Black toner		Toners								
E A	Serialised Equipment	KZN-122	Kruger ZN Fax Ma	ZN122	Hardware								
€C	Non Serialsed Parts	12345ZN	ZN Paper		Stationery								
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ВC	Non Serialised Parts	K147-88	K147 Cyan Toner		Toners								
∃ A	Serialsed Equipment	KM250MFP	Konica Minolta Col		Hardware								
ΞC	Non Serialsed Parts	9855632	Ar Freshner		Stationery								
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