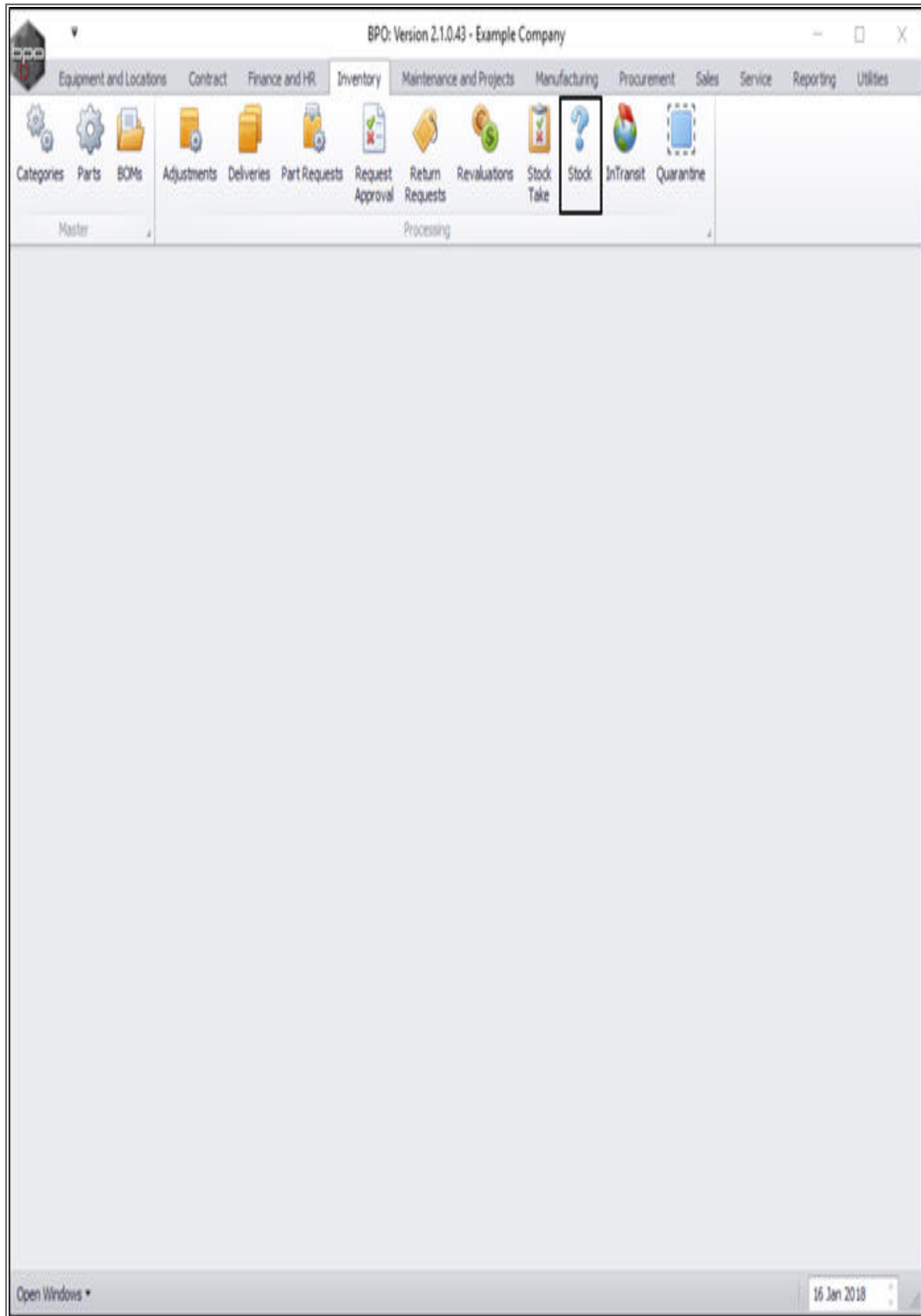


INVENTORY

STOCK – INTER WAREHOUSE REQUEST

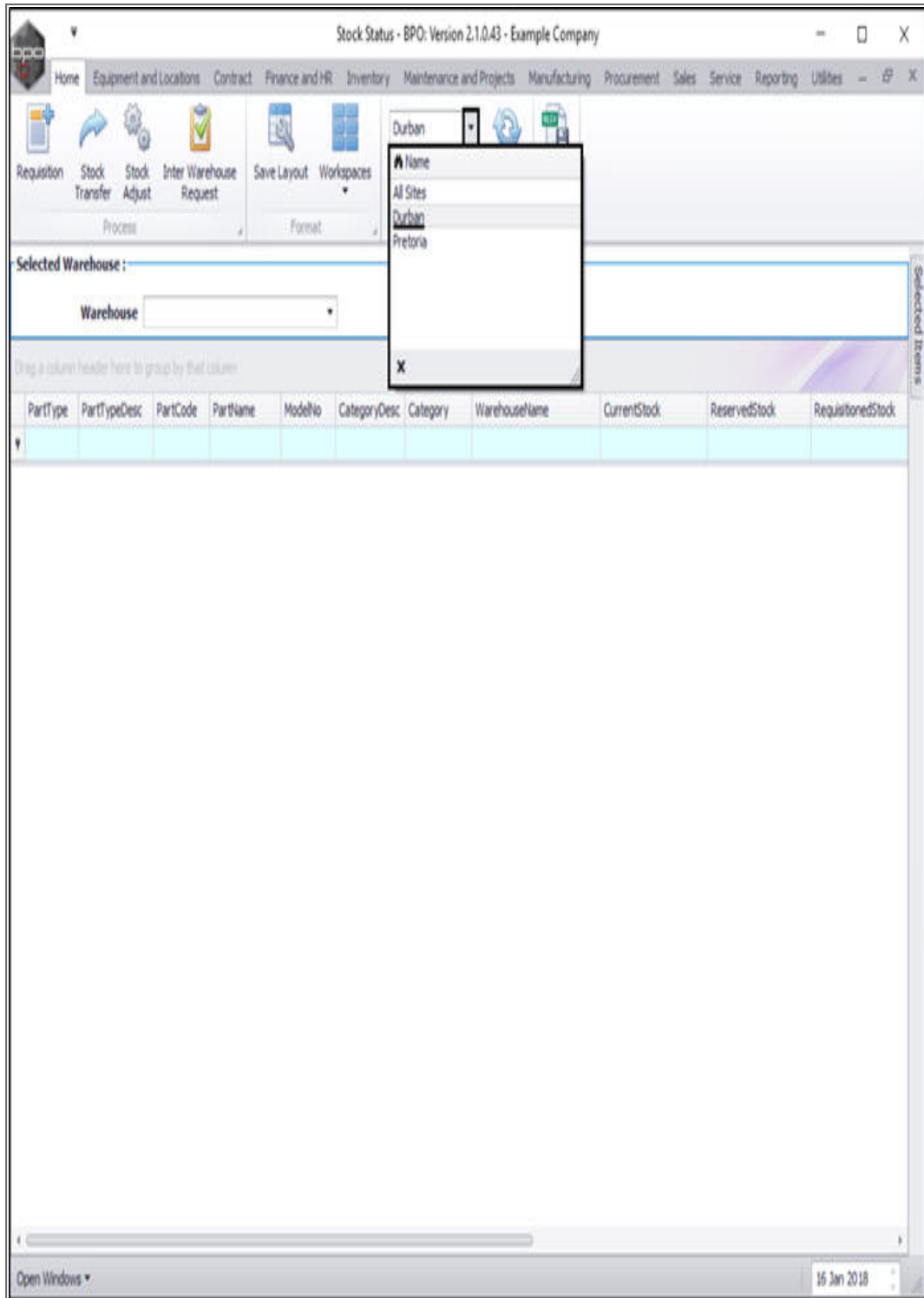
This process is used when stock is required at branches and is requested from head office. Head office will purchase stock if required and complete the transfer to the branch.

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.



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

Stock Status - BPO: Version 2.1.0.43 - Example Company

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

Requestion | Stock Transfer | Stock Adjust | Inter Warehouse Request | Save Layout | Workspaces

Durban | All Parts | Refresh | Export

Selected Warehouse: Warehouse

Code: Description

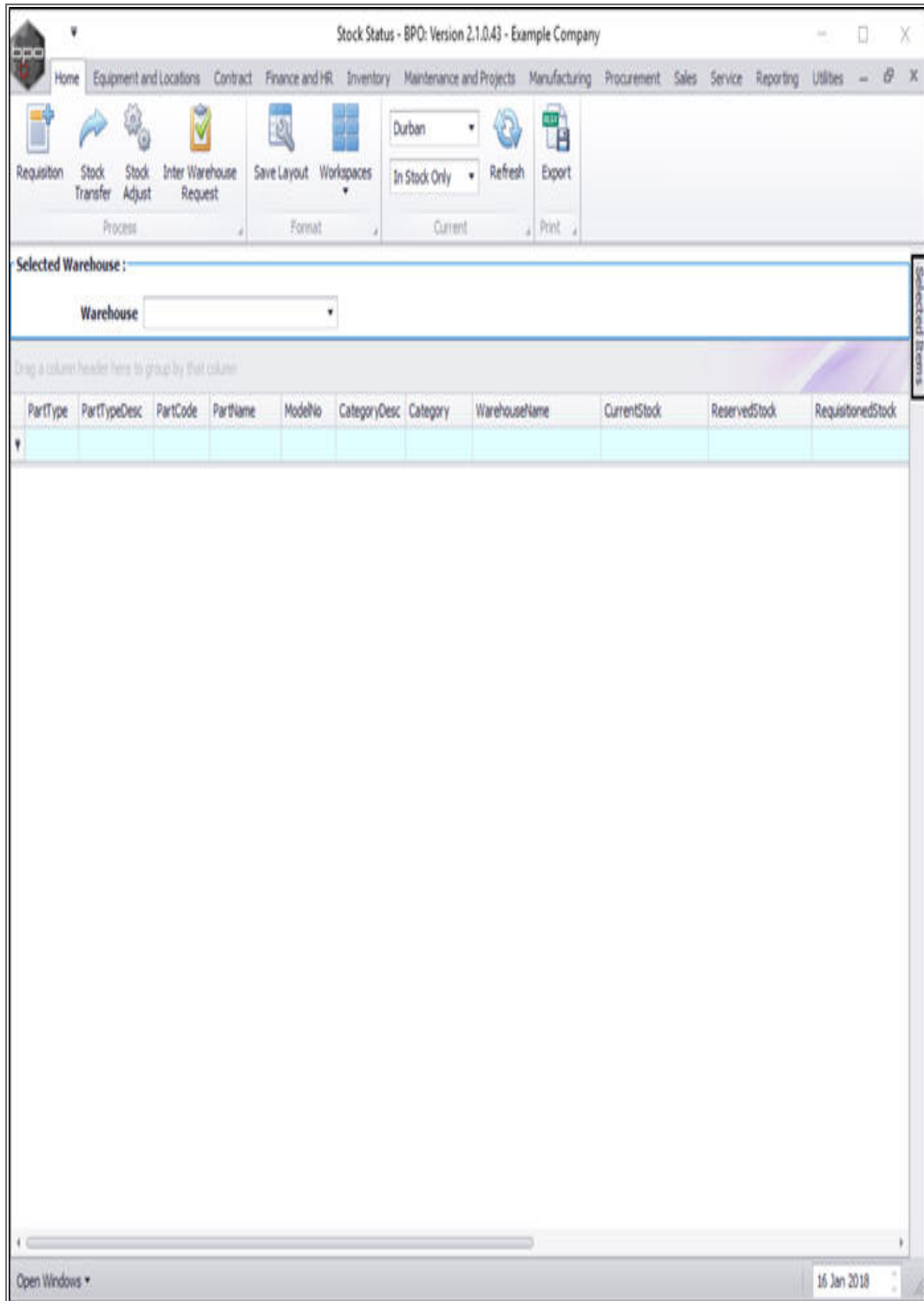
- A All Parts
- I In Stock Only
- P Action Items
- S Short Stock Only

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryO	CurrentStock	ReservedStock	RequisitionedStock

Open Windows | 16 Jan 2018

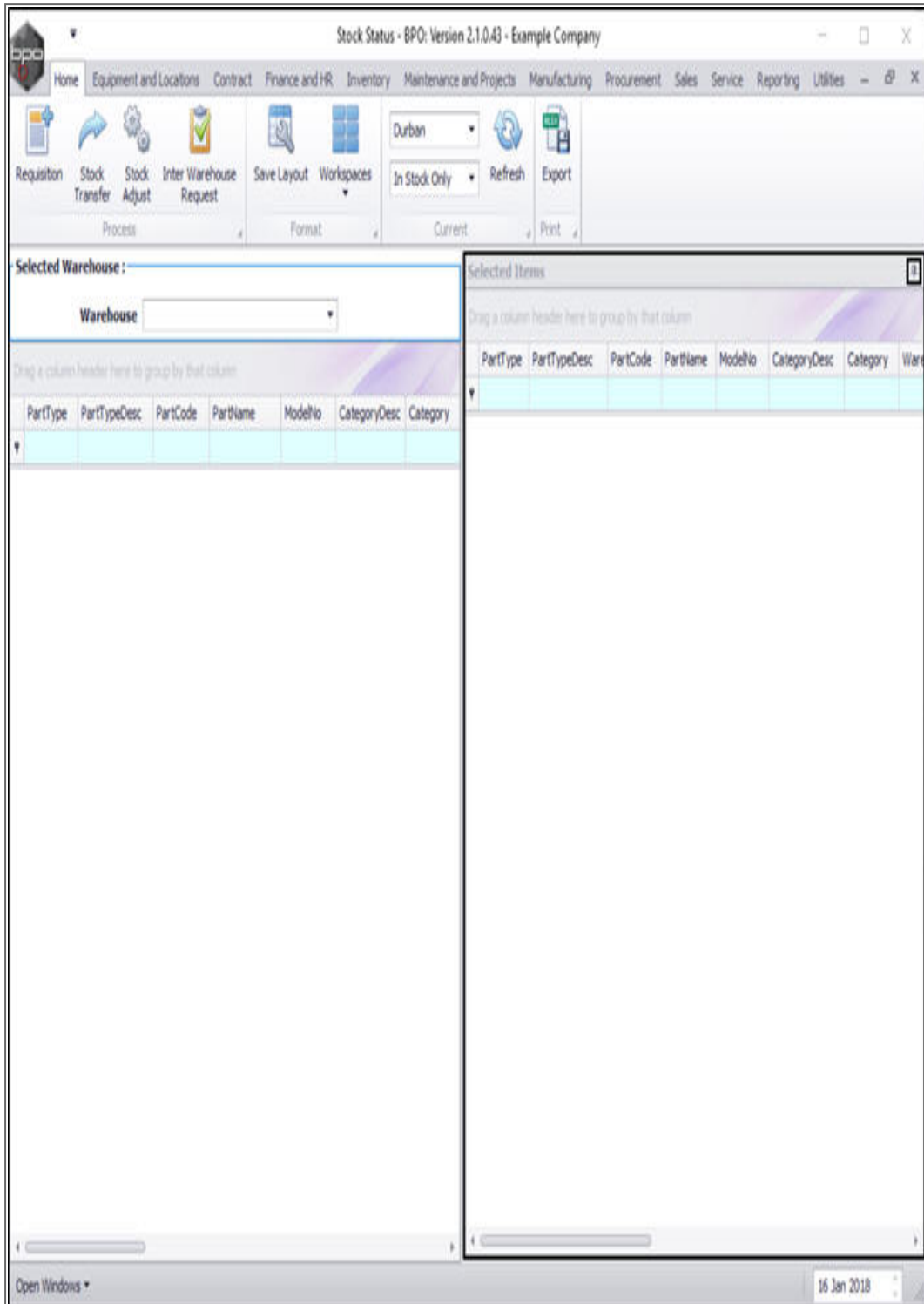
SELECTED ITEMS PANEL

- Click on the *Selected Items* tab.



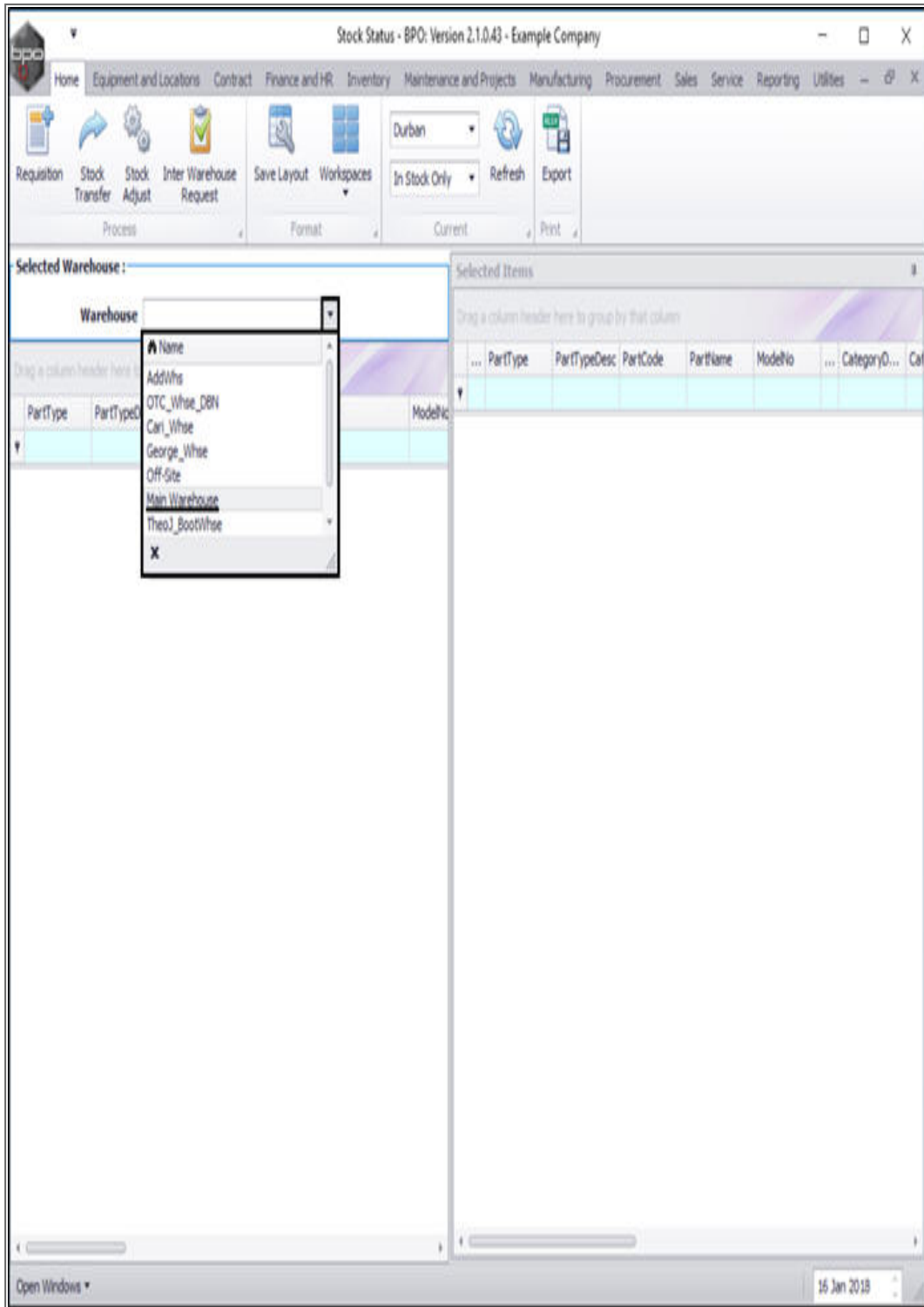
- The Selected Items panel will be **expanded**.
- **Dock** this panel to make it easier to work in.

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



WAREHOUSE FOR STOCK TRANSFER

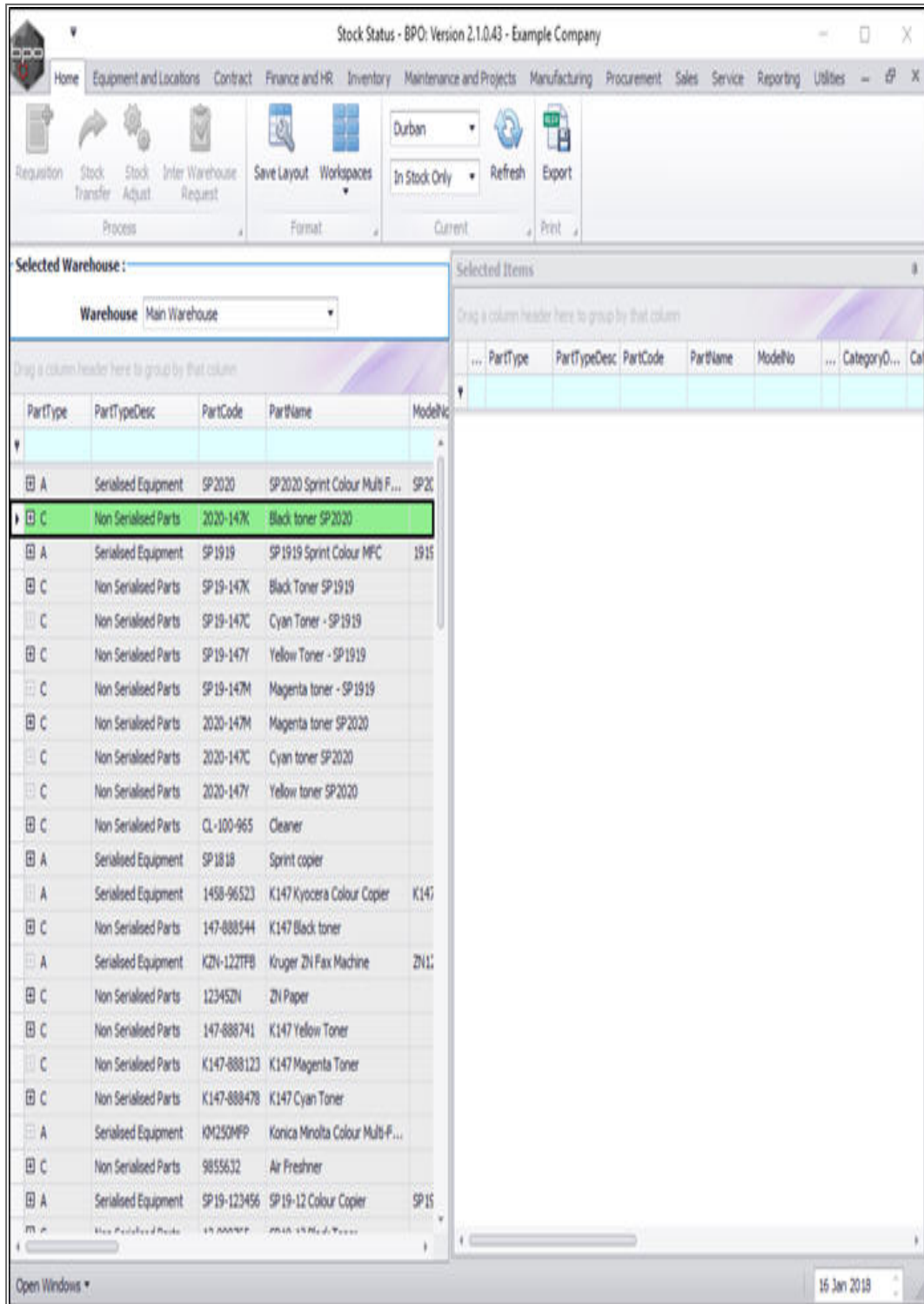
- Click on the drop-down *arrow* in the **Warehouse** field to display the Warehouse **Name** menu.
- Click on the name of Warehouse that contains the stock that you wish to transfer.
 - In this image **Main Warehouse** has been selected.



- 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.



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

Stock Status - BPO: Version 2.1.0.43 - Example Company

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

Requisition Stock Transfer Stock Adjust **Inter Warehouse Request** Save Layout Workspaces In Stock Only Refresh Export

Selected Warehouse: Warehouse Main Warehouse

Selected Items

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category
C	Non Serialised Parts	2020-147K	Black toner SP2020		Black Toners	TOMNG
A	Serialised Equipment	SP2020	SP2020 Sprint Col...	SP2020	Hardware	
A	Serialised Equipment	SP1919	SP1919 Sprint Col...	1919	Hardware	
C	Non Serialised Parts	SP19-147K	Black Toner SP1919		Toners	
C	Non Serialised Parts	SP19-147C	Cyan Toner - SP1...		Toners	
C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP...		Toners	
C	Non Serialised Parts	SP19-147M	Magenta toner - ...		Toners	
C	Non Serialised Parts	2020-147M	Magenta toner SP...		Toners	
C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners	
C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	
C	Non Serialised Parts	CL-100...	Cleaner		Stationery	
A	Serialised Equipment	SP1818	Sprint copier		Hardware	
A	Serialised Equipment	1458-96...	K147 Kyocera Col...	K147	Kyocera Mf...	
C	Non Serialised Parts	147-888...	K147 Black toner		Toners	
A	Serialised Equipment	K2N-122...	Kruger ZN Fax Ma...	ZN122	Hardware	
C	Non Serialised Parts	12345ZV	ZN Paper		Stationery	
C	Non Serialised Parts	147-888...	K147 Yellow Toner		Toners	
C	Non Serialised Parts	K147-88...	K147 Magenta To...		Toners	
C	Non Serialised Parts	K147-88...	K147 Cyan Toner		Toners	
A	Serialised Equipment	VM250MFP	Konica Minolta Col...		Hardware	
C	Non Serialised Parts	9855632	Air Freshner		Stationery	
A	Serialised Equipment	SP19-12...	SP19-12 Colour C...	SP19-12	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.

Add new Part Request - BPO: Version 2.1.0.43 - Example Company

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

Save | Back | Save Layout

Type: Standard Part Request | AssignedTo: Sarah Milder

Destination Type: Warehouse | Source Warehouse: [empty]

Destination Warehouse: Main Warehouse | Request Date: 16 Jan 2018 3:49:15 PM

Drag a column header here to group by that column

fdPartType	fdPartCode	fdPartDesc	fdWarehouseName	fdBinName	fdQuantity	fdRequiredDate	fdComments	fdBillable	fdIsLoan	fdUnderWarranty	fdStatus
C	2020-147K	Black toner SP2020	Main Warehouse	A1	0.00	16 Jan 2018		No	No	No	A

Total: 0

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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.

Add new Part Request - BPO: Version 2.1.0.43 - Example Company

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

Save | Back | Save Layout

Type: Standard Part Request | Assigned To: Sarah Milder

Destination Type: Warehouse | Source Warehouse: [empty]

Destination Warehouse: Main Warehouse | Request Date: 16 Jan 2018 3:25:29 PM

Drag a column header here to group by that column

fdPartType	fdPartCode	fdPartDesc	fdWarehouseName	fdBinName	fdQuantity	fdRequiredDate	fdComments	fdBillable	fdIsLoan	fdUnderWarranty	fdStatus
C	2020-147K	Black toner SP2020	Main Warehouse	A1	0.00	16 Jan 2018		No	No	No	A

Total: 0

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Select Quantity

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

Add new Part Request - BPO: Version 2.1.0.43 - Example Company

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

Save | Back | Save Layout

Type: Standard Part Request | AssignedTo: Sarah Milder

Destination Type: Warehouse | Source Warehouse: George_Whse

Destination Warehouse: Main Warehouse | Request Date: 16 Jan 2018 3:25:29 PM

Drag a column header here to group by that column

fdPartType	fdPartCode	fdPartDesc	fdWarehouseName	fdBinName	fdQuantity	fdRequiredDate	fdComments	fdBilable	fdIsLoan	fdUnderWarranty	fdStatus
I C	2020-147K	Black toner SP2020	George_Whse	George_Bin	1	16 Jan 2018		No	No	No	A

Total: 0

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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**.

Add new Part Request - BPO: Version 2.1.0.43 - Example Company

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

Save | Back | Save Layout

Type: Standard Part Request | Assigned To: Sarah Milder

Destination Type: Warehouse | Source Warehouse: George_Whse

Destination Warehouse: Main Warehouse | Request Date: 16 Jan 2018 3:25:29 PM

Drag a column header here to group by that column

fdPartType	fdPartCode	fdPartDesc	fdWarehouseName	fdBinName	fdQuantity	fdRequiredDate	fdComments	fdBillable	fdIsLoan	fdUnderWarranty	fdStatus
I C	2020-147K	Black toner SP2020	George_Whse	George_Bin	1.00	16 Jan 2018		No	No	No	A

Total 1

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- 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**.

Stock Status - BPO: Version 2.1.0.43 - Example Company

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

Requisition | Stock Transfer | Stock Adjust | Inter Warehouse Request | Save Layout | Workspaces | Durban | In Stock Only | Refresh | Export

Process | Format | Current | Print

Selected Warehouse:
Warehouse: Main Warehouse

Selected Items

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category
A	Serialized Equipment	SP2020	SP2020 Sprint Col...	SP2020	Hardware	
C	Non Serialized Parts	2020-147X	Black toner SP2020		Black Toners	
A	Serialized Equipment	SP1919	SP1919 Sprint Col...			
C	Non Serialized Parts	SP19-147X	Black Toner SP1919			
C	Non Serialized Parts	SP19-147C	Cyan Toner - SP1...			
C	Non Serialized Parts	SP19-147Y	Yellow Toner - SP...			
C	Non Serialized Parts	SP19-147M	Magenta toner - ...			
C	Non Serialized Parts	2020-147M	Magenta toner SP...			
C	Non Serialized Parts	2020-147C	Cyan toner SP2020			
C	Non Serialized Parts	2020-147Y	Yellow toner SP2020			
C	Non Serialized Parts	CL-100...	Cleaner		Stationery	
A	Serialized Equipment	SP1818	Sprint copier		Hardware	
A	Serialized Equipment	1458-96...	K147 Kyocera Col...	K147	Kyocera Mf...	
C	Non Serialized Parts	147-888...	K147 Black toner		Toners	
A	Serialized Equipment	K2N-122...	Kruger ZN Fax Ma...	ZN122	Hardware	
C	Non Serialized Parts	123452N	ZN Paper		Stationery	
C	Non Serialized Parts	147-888...	K147 Yellow Toner		Toners	
C	Non Serialized Parts	K147-88...	K147 Magenta To...		Toners	
C	Non Serialized Parts	K147-88...	K147 Cyan Toner		Toners	
A	Serialized Equipment	KM250MFP	Konica Minolta Col...		Hardware	
C	Non Serialized Parts	9855632	Air Freshner		Stationery	
A	Serialized Equipment	SP19-12...	SP19-12 Colour C...	SP19-12	Hardware	

Part Request Processing

Part Request No. PQ00001818 saved successfully.

OK

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- 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.

Stock Status - BPO: Version 2.1.0.43 - Example Company

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

Requestion Stock Transfer Stock Adjust Inter Warehouse Request Save Layout Workspaces In Stock Only Refresh Export

Process Format Current Print

Selected Warehouse: Warehouse Main Warehouse

Selected Items

Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc
A	Serialised Equipment	SP2020	SP2020 Sprint Col...	SP2020	Hardware
C	Non Serialised Parts	2020-147K	Black toner SP2020		Black Toners
A	Serialised Equipment	SP1919	SP1919 Sprint Col...	1919	Hardware
C	Non Serialised Parts	SP19-147K	Black Toner SP1919		Toners
C	Non Serialised Parts	SP19-147C	Cyan Toner - SP1...		Toners
C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP...		Toners
C	Non Serialised Parts	SP19-147M	Magenta toner - ...		Toners
C	Non Serialised Parts	2020-147M	Magenta toner SP...		Toners
C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners
C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners
C	Non Serialised Parts	CL-100-...	Cleaner		Stationery
A	Serialised Equipment	SP1818	Sprint copier		Hardware
A	Serialised Equipment	1458-96...	K147 Kyocera Col...	K147	Kyocera M4...
C	Non Serialised Parts	147-888...	K147 Black toner		Toners
A	Serialised Equipment	K2N-122...	Kruger ZN Fax Ma...	ZN122	Hardware
C	Non Serialised Parts	12345Z1	ZN Paper		Stationery
C	Non Serialised Parts	147-888...	K147 Yellow Toner		Toners
C	Non Serialised Parts	K147-88...	K147 Magenta To...		Toners
C	Non Serialised Parts	K147-88...	K147 Cyan Toner		Toners
A	Serialised Equipment	KM250MPP	Konica Minolta Col...		Hardware
C	Non Serialised Parts	9855632	Air Freshner		Stationery
A	Serialised Equipment	SP19-12...	SP19-12 Colour C...	SP19-12	Hardware

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