

MANUFACTURING

PRODUCTION - ADD PART REQUEST

The **Bill of Materials** will cover all the parts required, but in case a part has been left off the BOM or a particular production requires a specific item added, then you can add a separate **part request**.

Ribbon Access: *Manufacturing > Production*

	Ŧ			BPC	0: Version 2.1.0.68 - Example (Company						\times
V	quipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
Production Centres	Products Production											
	Master "											
Open Wind	lows *									04 Dec	2018	1

The *Production* listing screen will display.



SELECT THE PRODUCTION

• Click on the *expand button* in the *row* of the *production* where you wish to add a part request.

Add Edit Del	k 🕴	View Save Layout	Workspaces Print		Refresh	Reports					
Mainten	ance	J Form	at "	View 🦼	Cur "	Re "					
											1
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComment
	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
E PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
E PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
E PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
E PROD0000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
E PROD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

The *Production Work Orders* frame will open.

OPEN PRODUCTION WORK ORDER

1. *Double click* anywhere in the *row* of the work order.



Add Edit Delet	e Close V	fiew Save Layout	÷			Reports					
ag a column header h		-1									1/
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionCommen
E PROD0000032	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
E PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
■ PROD0000052	DR111111	Drum 1	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
E PROD0000038	DR111111	Dum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
E PROD0000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
Production Wo	rk Orders										
9 WOCode	Description		S	iteName WOT	ype Status	StatusDescription	n Priority Wo	rkPriority Red	uestDate R	equestTime	Invoiceable Capita
WO0001706	Created for p	production batch - 1800	000003	urban MN	0	Open	2	0.00 19	Nov 2018 1	3:52:34	No No

The system will take you to the *Maintain WO - Ref[]* screen.

SELECT PARTS TILE

• Click on the *Parts* tile.



			Maint	ain WO - Ref W	00001706 -	BPO: Version 2.1.	0.69 - Exam	ple Company				-		
Home	Equipment and	Locations Contrac	t Finance and I	IR Inventory	Maintenar	nce and Projects	Manufactur	ing Procurement	t Sales	Service	Reporting	Utilities	-	8
-	2	P												
ve Back	Save Layout	Print												
laintain	Format	Print												
ks						Links :								_
er text to sear		Description	Created for pro	duction batch -	* *	RefType	Reference	сеТуре	Reference	No				
unctions			1000000000			CALL	Call Refe							
unctions						PMNG	Project R	leference						
					Ψ.									
		Requestor	r Abigail Milne		- *									
		WO Type	Manufacturing		- *	Schedule :								
Services		Priority	2			As	signed To	Abigail Milne		•				
		Request Date	19 Nov 2018	▼ 13:52:3	4 🛟	As	signed By	Abigail Milne		•	*			
-		Status	O - Open			Schedu	uled Start	19 Nov 2018	• 13:52	35 🗘	•			
Third Party S	ervices	Billable	. 🗆			Sche	duled End	20 Nov 2018	· 13:52	35 ᡱ				
		Capitalise				Ac	tual Start	19 Dec 2018	• 12:00	00 *	1			
Parts		Work Order Item	1722					19 Dec 2018	▼ 12:00	nn *	1			
		Functional Loc	cation (0)	Equipment	0	18		Currently on Sche		••• •				
					0	Delay C	omments	currently or bene	Guic					
		Item	Bothas Hill		* + ۹					÷				
	-	Comment				Rectifica	tion Code				1			
an a		connien					tification				1			
Swap Outs						G	omments			-				
						Comple	tion Data	19 Dec 2018	▼ 12:00	00 ‡	1			
Meters					1	compie	cion Date	19 DEC 2010	12.00	••• •				
meters														
Expenses														
ters						- M.								

The Part Requests for WO Code [] screen will open.

ADD NEW PART REQUEST

- 1. In this image you can see that there are currently **3** part requests linked.
- 2. Click on **Add**.



Add Add Delete Back Save Layout Workspaces Save Filter Requisition Issue Transfer Note Change Remap Orgation -All States - Refresh Print Export Maintenance 2 Format Process Process Current Print Print DocNo PartCode PartOsc PartType WarehouseName Quantity IssuedStock SourceType Refreesh RequiredDate State Calleference		Ŧ				Part R	equests	for WO Code	WO0001706	- BPO: Versio	n 2.1.0.69 - E	ample Comp	any				- 0	\times
Add Edit Delete Back Save Layout Workpaces Save Filter Requisition Issue Transfer Note Charge Remap Oreate Maintenance 2 Format Process Process Current Print Drag a column header here to group by that column DocNo PartCode PartDesc PartType WarehouseName Quantity IssuedStock SourceType Reference BinLocationName RequiredDate State CalReference		Home	Equipment and	Locations	Contract	Finance a	and HR	Inventory	Maintenance	and Projects	Manufacturi	ng Procuren	nent S	Sales Servio	ce Repor	ting Ut	tilities —	8 >
Maintenance Format Whise Part Part Drag a column header here to group by that column Drag a column header here to group by that column Print Print DodNo PartCode PartDesc PartType WarehouseName Quantity IssuedStock SourceType Reference BinLocationName RequiredDate State CalReference	C		~	-	-0		8		2									
Drag a column header here to group by that column DodNo PartCode PartType WarehouseName Quantity IssuedStock SourceType Reference BinLocationName RequiredDate State CalReference	Add	Edit	Delete Bac	x save	Layout w	orkspaces •	Save Fi	iter Requisit	ion Issue	Transfer 1		e Remap Part		- All State	s - 🔻	Refresh	Print	Export
Dodivo Partode Partolesc Partoje Warehousename Quantity Issuedstock SourceType Reference BinLocationname RequiredDate State Caliference		Mainten	iance	2	Fo	rmat		4		Proce	SS			(Current		a Prin	nt "
Dodivo Partode Partolesc Partoje Warehousename Quantity Issuedstock SourceType Reference BinLocationname RequiredDate State Caliference			ader here to gr	oup by that o														
						Pa	rtTvpe	WarehouseNar	ne Ouantity	IssuedStock	SourceType	Reference	BinLo	cationName	RequiredD	ate Sta	te CallRef	erence
PQ00002004 2020-147M Magenta toner SP2020 C Main Warehouse 6.00 0.00 WKOR W00001706 DBN-A1 19 Nov 2018 N PQ00002004 2020-147C Cyan toner SP2020 C Main Warehouse 6.00 0.00 WKOR W00001706 DBN-A1 19 Nov 2018 N PQ00002004 2020-147C Cyan toner SP2020 C Main Warehouse 6.00 0.00 WKOR W00001706 DBN-A1 19 Nov 2018 N PQ00002004 2020-147Y Yellow toner SP2020 C Main Warehouse 6.00 0.00 WKOR W00001706 DBN-A1 19 Nov 2018 N	9								and a second second			Contraction of the local division of the loc						
PQ00002004 2020-147C Cyan toner SP2020 C Main Warehouse 6.00 0.00 WKOR W00001706 DBN-A1 19 Nov 2018 N PQ00002004 2020-147Y Yellow toner SP2020 C Main Warehouse 6.00 0.00 WKOR W00001706 DBN-A1 19 Nov 2018 N	PO00	002004	2020-147M	Magenta t	oner SP202	0 C		Main Warehous	e 6.00	0.00	WKOR	WO0001706	DBN-	-A1	19 Nov 20	18 N		
PQ00002004 2020-147Y Yellow toner SP2020 C Main Warehouse 6.00 0.00 WKOR W00001706 DBN-A1 19 Nov 2018 N				In the second														
													DBN-	-A1				
					1													

The *Part Requests* screen will open.

ADD PART REQUEST DETAILS

- Select From BOM or Parts: Click on the Parts radio button.
- Work Order: This field will be auto populated with the work order linked to the production run initially selected.
- **Part**: Click on the search button and select the part required.
- **Quantity**: Type in the quantity required.
- Warehouse: This will populate with the default warehouse. You can click on the search button and select an alternative warehouse if required.
- **Required Date**: Either type in or click on the drop-down arrow and use the calendar function to select the date this part is required.



- Assigned To: This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person to be responsible for the part request if required.
- **Requested By**: This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person if required.
- **Comments**: Type in any comments required.
- Is Billable: Not applicable.
- Under Warranty: Not applicable.

	-				Part Requests	s - BPO: Version 2.1.0.69 - E	xample Compan	у						Ì	\times
0	Home	Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8	х
F	(
Save	Back														
Proce	ess 4														
	-974411 -														_
		вом 🔘	Part	ts 🥥											
	Work Or	der WO0001706													
		Part		* م											
	Descrip	tion													
Re Ri	Quan	tity 1 🗘	*												
	Wareho	use		• م											
Re	equired D	ate 07 Jan 2019 🔹	1												
9	Assigned	To Abigail Milne		*											
R	equested	By Abigail Milne		•											
	Comm	ent													
						*									
		ble 🗌	Is Loa	n 🛄											
Unde	er Warra	nty 🗌													
Open W	Vindows *											06 Jan	2019	4	

SAVE PART REQUEST

• When you have added all the required details to the *Part Requests* screen, click on *Save*.



	Ŧ			I	art Request	- BPO: Version 2.1.0.69 - E	kample Compan	y				-		\times
	Home	Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ x
Save	Back													
Proc	ess	2												
-														
		вом 🔘	Part	s @										
	Work Ord	er WO0001706												
	P	art 2020-147K		* ٩										
i I	Descripti	Black toner SP2020				*								
						-								
	Quant	ty 1 🗘	*											
	Warehou	se Main Warehouse		• م										
Re	equired Da	te 07 Jan 2019 🔹				-								
	Assigned	To Abigail Milne		•										
R	equested	By Abigail Milne		-										
	Comme	nt												
						-								
	Billat	le 🔲	Is Loa	n 🔲										
Unde	er Warran	by 🔲												
1000 100														
Open V	/indows 🔻											06 Jan 3	2019	÷. //

- You will return to the *Part Requests for Work Order Code* [] screen and a *Part Request Processing* message box will pop up advising the following:
 - The part request for part [] has been saved successfully to WO: [].
- Click on OK.



	Ŧ					Part	Requests	for WO Code W	O0001706	- BPO: Versio	n 2.1.0.69 - E	xample Comp	any		~		×
	Home	Equipmen	it and Lo	cations	Contract	Financ	e and HR	Inventory M	aintenance	and Projects	Manufacturi	ing Procuren	ient Sales	Service Reporting	Utilit	ies — 6	x
(}		×		2	X		9			A	🗳 🛸		Durb	an 🝷 🤇	2		A
Add	Edit	Delete	Back	Save La	ayout W	orkspaces	s Save F	ilter Requisition	n Issue	Transfer M	lote Chang	ge Remap (Create - All	States - 👻 Re	fresh		ort
	Mainten	ance		_	F	ormat		_		Proce	Whse	e Part	Part	Current		Print	_
Distance of			unuan.	-) by that col													
DocNo		PartCode		PartDesc		1	DartTuno	WarehouseName	Quantity	TopuodCtock	SaurcoTurne	Deference	BinLocationN	lame RequiredDate	Ctata	CallDeferen	NOLES
9	0	PartCode		artDesc			Partiype	warenousewame	Quantity	ISSUEDSTOCK	SourceType	Reference	BIRLOCADORIN	ame RequiredDate	State	Caliketeren	-
	002004	2020-14	7M N	Magenta tor	ner SP201	20	C i	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N		Pulatase Orders
	002004	2020-14		Zyan toner !			c	Main Warehouse			WKOR	WO0001706	DBN-A1	19 Nov 2018	N		Se C
PQ00	002004	2020-14		'ellow toner			c	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N		Idel
PQ00	002013	2020-14	7К Е	Black toner S	SP2020		с	Main Warehouse	1.00	0.00	WKOR	WO0001706	DBN-A1	07 Jan 2019	N		Ľ
											ОК						

VIEW ADDED PART REQUEST

- 1. The additional part request will be *added* to the list of parts for this work order code linked to the initially selected production run.
- 2. **Note:** Ensure that this part is also **issued**. The issue process can be done from this screen.



	-					Par	Requests	s for WO Code WO	00001706 -	BPO: Version	n 2.1.0.69 - E	kample Compa	any		-		\times
100	Home	Equipmen	nt and L	ocations	Contract	t Finan	e and HR	Inventory Ma	intenance a	and Projects	Manufacturi	ng Procurem	ent Sales Servi	ce Reporting	Utiliti	es —	8)
(†) Add	Edit	X Delete	G Back		a Layout V	Workspace	s Save f		Issue	Transfer N			Durban	▼ 4	fresh		Export
						•			- CONTRACT	-	Whse	e Part	Part				
	Mainten	ance				Format		*		Proces	2		4	Current		Print	
											2						
DocNo		PartCode	e	PartDesc			PartType	WarehouseName	Quantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	State	CallRefer	
PQ000	02004	2020-14	7M	Magenta I	oner SP20	020	С	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N		
PQ000	02004	2020-14	7C	Cyan tone	r SP2020		С	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N		
PQ000	02004	2020-14	7Y	Yellow ton	er SP2020	j l	С	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N		
PQ000	02013	2020-14	7K	Black tone	r SP2020	1	С	Main Warehouse	1.00	0.00	WKOR	WO0001706	DBN-A1	07 Jan 2019	Ν	1	
		1															

MNU.051.008

Help v2.5.0.14 - Pg 9 - Printed: 25/06/2024