

PROJECTS

PROJECTS - REQUEST PARTS FROM STORE

A part request must be logged from <u>the project</u> in order for stores to issue the stock required.

Depending on your company's configuration, you may need to <u>authorise</u> the part request before the stock can be issued.

Ribbon Access: Maintenance/ Projects > Projects



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The *Project Listing* screen will be displayed.



- Select the *site*.
 - In this image, *Durban* has been selected.

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		E PR	30000250	Project Invoices			0	Open	26 May 2017	25 Jun 2017	Hope Works	HOP001	Mark Mud
		E PR	30000249	Orders - PRJ			0	Open		01 Jun 2017		HOP001	Susan Du
			30000247	Projects - Quotes v	2.1.0.6		0	Open	25 May 2017	24 Jun 2017	Hope Works	HOP001	Mark Mud
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- Click on the *row selector* in front of the *project* for which you wish to *request parts*.
- Click on the *Work Orders* tile.



Request Parts from Store

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Assignment History	▶ E PRJ0000174	Project linked to a part with a BOM 8PO.		Open		16 Mar 2017		HOP001	Beinda St
	PR30000172	Project linked to a client asset Pretori		Open			Westwood Dynamic	WE5001	Susan Du
	■ PRJ0000166	BPO2 Testing at Hope Works	0	Open		26 Feb 2017		HOP001	Mark Mud
Progress Chart	■ PRJ0000165	12345 - New machine installation	0	Open		15 Nov 2016	ben bereiterer	HOP001	Susan Du
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	■ PRJ0000159	SP240 New Deal	0	Open	the states	30 May 2016	Physical Section 1997	H0P001	Susan Du
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	E PRJ0000156	test auto apply task	0	Open	29 Mar 2016	US Apr 2016	Derton Technologies	DER001	Susan Du

The *Work Orders for Project Ref []* listing screen will be displayed.



- If you have multiple work orders in this screen, click on the *row* selector in front of the *work order* you wish to assign parts to.
- Click on the *Parts* tile.



Request Parts from Store

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- The *Part Requests for WO Code []* listing screen will be displayed.
- Click on Add.



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REQUEST FROM BILL OF MATERIAL

• The *Part Requests* screen will be displayed.

With the (BOM) selection:

When you search for the part number, the system will only bring up a list of parts that belong to this machine. For this process, a Part List BOM <u>must</u> be set up. View Bill of Materials for more details.

- Click on the **BOM** radio button.
- Work Order: This will be auto populated with the number of the Work Order you initially selected.
- **Part:** Click on the search button and select the part required.
 - Note: Only the parts connected to the BOM will be listed for selection.
- **Description:** This will auto populate when the part has been selected.
- **Quantity:** Type in the quantity required.
- Warehouse: Click on the search button and select the warehouse.
- **Required Date:** Set the date required.
- **Assigned To:** Click on the search button and search for the person who should be assigned to this request.
- **Requested By:** Click on the search button and search for the person responsible for the part request.
- Comments: Type in any comments required.
- **Billable:** Select this option if the part is billable.



- This will be set to billable by default, unless the part is linked to the contract as an inclusion.
- Only stock items can be marked as billable, asset and loan requests will not be billable.
- Under Warranty: Click on this checkbox in order to note whether the item replaced is under warranty. This does not process the item as a warranty claim part. View Warranty Claims for more information.

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Requested By	Belinda Sharman		٠										
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• When you have finished adding the details, click on *Save*.



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- A **Part Request Processing** message box will pop up informing you that;
 - The part request for part [] has been added successfully to WO: [].
- Click on OK.



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• You will return to the **Part Requests for WO Code** [] listing screen where you can now view the added part request details.



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REQUEST FROM FULL PART LIST

• In the Part Requests screen,

With the (Parts) selection,

When you search for the part number, the system will bring up \underline{all} part numbers.

- Click on the **Parts** radio button.
- Work Order: This will be auto populated with the number of the Work Order you initially selected.
- **Part:** Click on the search button and select the part required.
- **Description:** This will auto populate when the part has been selected.
- Quantity: Type in the quantity required.
- Warehouse: Click on the search button and select the warehouse.
- **Required Date:** Set the date required.
- Assigned To: Click on the search button and search for the person responsible for the part request.
- Comments: Type in any comments required.
- **Billable:** Select this option if the part is billable.
 - This will be set to billable by default, unless the part is linked to the contract as an inclusion.
 - Only stock items can be marked as billable, asset and loan requests will not be billable
- **Under Warranty:** Click on this checkbox in order to note whether the item replaced is under warranty.



This does not process the item as a warranty claim part. View Warranty Claims for more information.



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• When you have finished adding the details, click on **Save**.

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Description	ZN Paper												
Quantity		8											
Warehouse	JohnS_Boot		ρ.										
Required Date	06 Nov 2017 •	•											
Assigned To	Joseph Timber		•										
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- A *Part Request Processing* message box will pop up informing you that;
 - The part request for part [] has been added successfully to WO: [].
- Click on OK.



Request Parts from Store

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• You will return to the **Part Requests for WO Code** [] listing screen where you can now view the added part request details.



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