



SERVICE

CALLS - ISSUE PARTS

Issuing a part from a Call in BPO will be the result of an initial part request linked to that Call.

Part requests are raised from a Call in order to notify stores that stock is required for work to be done on that Call. The stores person can then pick and issue the stock or, if necessary, raise a purchase requisition for stock to be bought.

Important Notes when Issuing Parts:

- Depending on your company configuration, the initial part requests may need to be authorised by a technical or service manager <u>before</u> stores will receive the request and the stock can be issued.
- 2. Part Issue Notes and Delivery Notes are crucial in good business practice.
 - i. Issue Notes are evidence of a physical <u>outbound</u> movement of items from the company warehouse to another location. They result in a <u>decrease</u> of items in a warehouse. These notes are <u>internal</u> <u>documents</u> signed by both the storeman and the delivery person (or technician).
 - Issue Note Scenario: The storeman will give the delivery person (or technician) the issued items and the Issue Note which they will both sign. Thus stock is recorded as going out by the storeman (1st signature) and is now in the hands of the delivery person (2nd signature) who will take it to the customer. Both signatures ensure that all parties take responsibility for



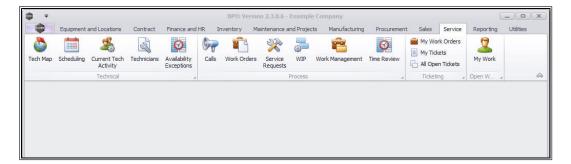
their part in the process and that stock is accounted for.

- ii. **Delivery Notes** are evidence of the <u>receipt</u> of items from the delivery person (or technician) to the customer. They contain details such as the type and quantity of the items delivered. It is imperative to keep records of this document in case there is a discrepancy between what is expected by the customer and what is actually received **e.g.** there could be a shortage of items received or some items may be damaged. These notes are <u>external doc</u>uments signed by the customer (recipient). It is good practice to have 2 copies of a Delivery Note one for your company and one for the customer.
 - Delivery Note Scenario: The delivery person (or technician) will arrive at the customer's location. The items being delivered will be checked by the customer for the expected quantity and quality. The customer will sign the Delivery Note with any comments if necessary i.e. comment if there is a shortfall or if an item is damaged. The delivery person will bring this document back to the storeman who will match it to the issue note. If there is a problem later and the customer claims not to have received the items, the storeman can check the signed Delivery Note. This document protects both the delivery person and the customer.

This process enables the call centre person to issue a part <u>directly</u> from the Call. The process for issuing a **C-Class** item differs slightly from the process for issuing an **A-Class** item. Both processes are set out below.

Ribbon Access: Service > Calls





1. The *Call Listing* screen will be displayed.

Select the *site* and *status*.

- 2. In this example, *Durban* is selected as the site.
- 3. The status is set to *New*.

ISSUE <u>C-CLASS</u> PART

SELECT THE CALL

- Select the *Call* that contains the C-Class part request that you wish to issue.
- 5. Click on *Edit*.



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In Progr	20	► E CN0000673	23-01-2020	Abigail Milne	Awaiting Acceptance	14:07:46	Paper jam AHF01	REP	Repair	AHF01	
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O Complete		E CN0000670	22-01-2020		UnAssigned	13:28:18	Swap Out 05	DR.	Select Call Type	AM008	
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👻 🔯 Pretoria	2 4	E CN0000667	17-01-2020		UnAssigned	09:39:00	Machine jamming	SERV	Service	AB1	1
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- O Cape Town	0	E CN0000660	06-01-2020	Abigail Milne	Awaiting Acceptance	14:24:13	Replace toners	SERV	Service	44778855221	1
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1. The *Call maintenance: Call ref. - []* screen will be displayed.

SELECT THE WORK ORDER

Select the Work Order linked to the C-Class Part Request

2. Click on the *Work Orders* tile.



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- 1. The *Work Orders for Call Ref []* screen will be displayed.
- 2. Select the *work order* that is linked to the C-Class part request that you wish to *issue*.
- 3. Click on the *Parts* tile.



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ISSUE THE C-CLASS PART

- 1. The *Part Requests for WO Code []* screen will be displayed.
- 2. Select the part request that you wish to issue.
- 3. Note that this is a **C-Class** item.
- 4. Note that the *Quantity* (requested) is **3** and the *Issued Stock* is **0**.
- 5. Click on *Issue*.



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- 1. A *Select the option as desired* pop up box will appear.
- 2. You will have 2 options:
 - Issue selected part request
 - Select this option if you want to issue the cur-
 - rently selected part request only .
 - Issue selected Work Order
 - Select this option if you want to issue <u>all</u> the part requests in this screen that are linked to the work order.
- If you chose *Issue selected Work order* then all of the <u>unissued</u> Part Requests linked to this Work Order will be issued (if there is stock available).
- 4. For the purpose of this manual, *Issue selected Part Request* is chosen.
- 5. Click on *Accept*.



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The Add new Part Issue screen will be displayed.

ADD NEW PART ISSUE SCREEN

Part Issue Info

- **Reference Type**: This will auto populate with the reference type linked to this part request in this example, a Work Order.
- **Item**: This will auto populate with the reference number of the reference type linked to this part request (in this example, the Work Order Number).
- **Receiver** : This will auto populate with the person logged on to the system, editing the call. You can click on the drop down arrow and select an alternative receiver if required.
- **Issue Date and Time**: This will auto populate with the current date and time.



- **Issue Date** : You can either type in or click on the drop down arrow and use the calendar function to select an alternative date.
- **Issue Time**: You can either type in or click on the directional arrows to select an alternative time.
- **Comments:** Type in a relevant comment regarding this part issue, if required.
 - **Reference Type**: This will auto populate with the reference type linked to this part request in this example, a Work Order.
 - **Item**: This will auto populate with the reference number of the reference type linked to this part request (in this example, the Work Order Number).
 - **Receiver** : This will auto populate with the person logged on to the system, editing the call. You can click on the drop down arrow and select an alternative receiver if required.
 - **Issue Date and Time**: This will auto populate with the current date and time.
 - Issue Date : You can either type in or click on the drop down arrow and use the calendar function to select an alternative date.
 - **Issue Time**: You can either type in or click on the directional arrows to select an alternative time.
 - **Comments:** Type in a relevant comment regarding this part issue, if required.



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	Item WO0001865							
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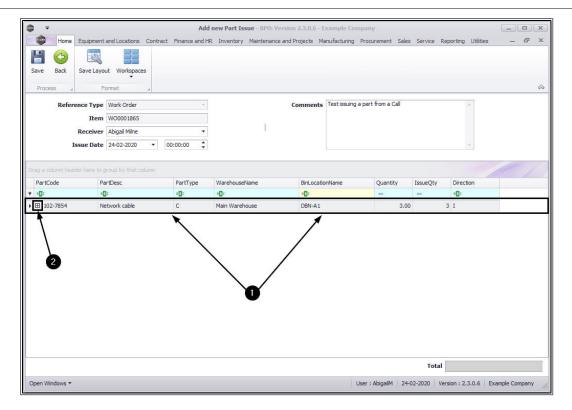
The Parts Data Grid

- 1. The following information will be auto populated:
 - **Part Code:** This will auto populate with the selected C-Class item Part Code.
 - **Part Description:** This will auto populate with the selected C-Class item part Description.
 - **Part Type:** This will auto populate with the selected C-Class item Part Type.
 - Warehouse Name: This will auto populate with the warehouse selected on the initial Part Request.
 - **Bin Location Name:** This will auto populate with the *default* bin location linked to the warehouse above.
 - **Quantity:** This will populate with the quantity requested on the initial part request.



- **Issue Qty:** This will populate depending on the part type (A or C-Class):
 - A-Class and B-Class Items: The Issue Qty text box will populate with 0 as you need to manually select the unique serial number of the A or B-Class item to be issued. This will be covered in Section 2 of this manual: - Issue A-Class Part from a Call
 - C-Class Items: The Issue Qty text box will populate with the total quantity requested on the initial Part Request that can be issued out from the default warehouse *if there is stock available* in this warehouse.
 - Note 1: If the Issue Qty of a C-Class item does not equal the Quantity due to short stock then you will either need to request an interwarehouse transfer to bring these items into the default warehouse or if you will need to follow the process to procure stock.
 - Note 2: You can issue partial quantities by selecting an issue quantity that is less than the requested quantity.
- **Direction:** This will auto populate with *I* Issue.
- 2. Click on the *expand* icon in the row of the part.





- 1. The *Issues* frame will be expanded. This will give more detail regarding the stock in the warehouse:
- 2. the Batch numbers of the items (if batch tracking is used)
- 3. the weighted average unit cost of the items (C-Class items only)- this is calculated over multiple batches, within the same bin location
- 4. the available stock quantity the amount of the item currently in the warehouse bin(s)
 - In this frame, you can now select to issue the part from a specific stock batch number if your company is using the Stock Batch Tracking option. For information on issuing from an alternate batch refer to Part Requests: Issuing Stock Items: Selecting a Part from an Alternative Batch.



Save Part Issue

5. When you have finished checking the details in this screen, click on *Save*.

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1. A *Part Issue Processing* message box will pop up informing you that;

• Part Issue No. [] saved successfully.

2. Click on OK.



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PRINT THE PART ISSUE NOTE

- 1. A *Report Generation* message box will pop up asking;
 - Do you want to print the part issue []?
- 2. Click on Yes.

Note: The Issue Note is a <u>very important</u> part of the Issuing Stock Process. Refer to Introduction: Important Notes when Issuing Parts



Reference Type Work Order Item W000018655 Receiver Abigal Mine Issue Date 24/02-2020 Drag a column header here to group by that column PartCode PartDesc PartCode Comments BinLocationName Quantity Issue Date QL QL QL Issue Date PartDesc PartCode PartDesc QL QL Issues PartDesc PartDesc PartType WarehouseName BinLocationName Quantity IssueQty Discost QL Issues PartDesc PartDesc Main WarehouseName BinLocationName BathSerialNo AverageUntCost StockQty RequestQLY Quantity Discost C Main Warehouse DBN-A1 3.00 3.00 Issues C Voide C Voide C Voide C Voide	Save Back Save Laye	t and Locations				art Issue - BPO: Ven ntory Maintenance				Service	Reporting	Utilities	- 8 >
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Do you want to print the part issue \$100000840?	PartCode PartDesc							and the second second	0000- 00200000 0 00		1000000000000		
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PRINT THE DELIVERY NOTE

- 1. The Issue Note will open in the background and a second *Report Generation* message box will pop up asking;
 - Do you wish to print the Delivery notes []?
- 2. Select Yes.

Note: The Delivery Note is a <u>very important</u> part of the Issuing Stock Process. Refer to Introduction: Important Notes when Issuing Parts



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Drag a column header here PartCode • • • • • • • • • • • • • • • • • • •	PartDesc elic Network cable	olumn	PartType soc C	a 🛛 c	ouseName /arehouse	BinLocatio	nName	Quantity = 3.00	IssueQty =	Direct	ion		
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Open Windows 🔻							User :	AbigailM 24-	Total 02-2020 V	-	3.0.6 Exa	ample Compa	any

Delivery Note Preview

1. The *Report Preview* screen for the *Delivery Note* will pop up first.

Here you can view:

- 2. the *company* details
- 3. the *customer* details
- 4. and the *part* details.
- 5. *Scroll down* the Preview page.



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		Delivery No	ote		
ſ		Street No and Road	Name POBox1	234	
		Area	NewTow	'n	
	ompany Logo 🕻	City	Durban		
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		Document Ref.:	SI0000840		
		Date :	24-02-2020 00:0	00:00	
Processed By : Abi	gail Milne	Time :	00:00:00		
Reference:	PQ00002055	Additional Ref. :	WO0001865		
Order No. :		Reference Type :	Work Order	-	-22
Order Ref.:		Location :			
Contract No.:	CO000031	Serial No. :	AHF01		3
Employee Nam	e: Abigail Milne		82949620979474C		
Customer :	Young Electric	Shipping Address :	12 Du Toit		
Tel No : Contact :	08255555		Bluff 4052	-	
Contact : Contact Mobile No	Carol Young : 082 485 7963		4032		
Code	Description	Batch	/Serial Ass	et No	Quantity
102-7854	Network cable	AM83	00		3.00

There are 2 sections for the <u>customer</u> to record:

- 1. the *condition* of the received parts
- 2. any *comments* regarding the delivery

It is good business practice for the Delivery Note to contain both

- 3. the signature of the *Receiver* (Customer) and
- 4. the <u>signature</u> of the *Deliverer* (usually the technician).
- 5. From here you can *View*, *Print*, *Export* or *Email* the Delivery Note.

2 copies of the Delivery Note should be printed, signed and taken with the delivery person (or technician) to the receiver (customer). 1 is for the receiver (customer) to keep and 1 for the delivery person (technician) to take back to the company storeman.

6. *Close* this Preview page when you are done.



Preview				x
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11 A 15 🏲 🖻 🖨 🔂 🗖 🗖 🖓	🖱 🔍 🔍 100 % 🔻	@ 4 4 > >	8 • 🗞 • 🗋 🗗 • I	- 😢 -
Condition of Goods :				6
2				
Signature of Receiver	Date Tim	e Signatu	ire of Deliverer	
Report created on BPO www.co3.co.za	Printed :	24 Feb 2020 09:52	Page 1 of 1	
3			4	
Page 1 of 1			100% ⊝	-0-0

Part Issue Note Preview

1. You will then see the *Report Preview* screen for the *Part Issue Note*.

Here you can view:

- 2. the Company details
- 3. the *customer* details
- 4. and the *part* details. This section will also contain information such as:
 - i. which warehouse and
 - ii. which *batch number* this C-class part is being issued out from
 - iii. the *Unit Price* and
 - iv. the total *Line Cost* of the part (Quantity x Unit Price)
- 5. *Scroll down* the Preview page.



	Q Q 100% ▼ Q
	Part Issue Note ExampleCompany
$s \sim 1$	Street No and Road Name PO Box 1234
Company Logo	Area New Town City Durban
	South Africa South Africa
	0000 1234
~~~~	Reg No.: 0000000asa4521 Fax No.: 031 12 4545
	VATNo.: 0000000 Tel No.: 031 123 4567
	Document Ref.: SI00000840
president and state the set of	Date : 24-02-2020 00:00:00 Time : 00:00:00
Processed By : Abigail Milne	A
Reference: PQ00002055	Additional Ref. : WO0001865
Order No. : Order Ref. :	Reference Type: Work Order
2	
Contract No.: CO0000031 Employee Name: Abigail Milne	Serial No.: AHF01
Contact: Carol Young	Shipping Address : 12 Du Toit
Customer : Young Electric	Bluff
10	4052 -3
Code Description	Warehouse Batch/Serial Quantity Unit Price Line Cost
102-7854 Network cable	Main AM8300 3.00 75.00 225.00
	Warehouse

There are 2 sections for the storeman to record:

- 1. the *condition* of the parts being issued out of the warehouse
- 2. any *comments* regarding the parts being issued.

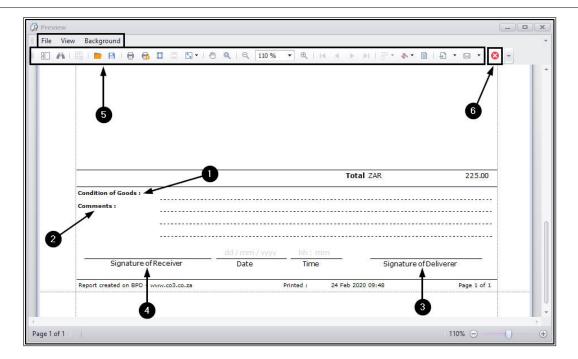
It is good business practice for the Issue Note to contain both

- 3. the signature of the *storeman* (in this case called the deliverer) and
- 4. the <u>signature</u> of the *technician* (in this case called the Receiver).
- 5. From here you can *View*, *Print*, *Export* or *Email* the Issue Note.

This Issue Note should be printed, signed and kept by the storeman to match against the signed Delivery Note when it comes back with the technician after the parts have been delivered.

6. *Close* this Preview page when you are done.





- 1. You will return to the *Part Requests for WO Code []* screen.
- 2. Note that the *IssuedStock* amount has now changed to **3**.

	Add Edit	Delete B	ack Save Layout W	orkspaces	Save Filter Requis	ition Issue	Transfer	Note	Change Whse Remap Part Create Part	Durban	• Co	Print		
	Mainter	nance	a F	ormat			Proces	5			Current	, Print	4	6
	DocNo	PartCode	PartDesc	PartType	WarehouseName	CurrentStock	Quantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	State	C
9	8 <mark>0</mark> 0	A C	8 <mark>8</mark> 0	8 <mark>0</mark> 0	8 <mark>8</mark> C	1. <del></del>	. <del></del>	=	a <b>li</b> c	R B C	R <mark>B</mark> C	-	8BC	R
	PQ00002042	SP2020	SP2020 Sprint Colour	Α	Assets Warehouse	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N	С
	PQ00002043	SP2020	SP2020 Sprint Colour	A	Assets Warehouse	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N	CI
	PQ00002045	SP2020	SP2020 Sprint Colour	Α	Assets Warehouse	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	29-01-2020	N	c
	PQ00002055	102-7854	Network cable	С	Main Warehouse	3.00	3.00	3.00	WKOR	WO0001865	DBN-A1	14-02-2020	N	C
	PQ00002056	1212	ABPart	С	Main Warehouse	1.00	1.00	0.00	WKOR	WO0001865	DBN-C1	14-02-2020	Ν	а



# **ISSUE <u>A-CLASS</u> PART**

#### **SELECT THE CALL**

- 1. In the *Call Listing* screen,
- 2. Select the *Call* that contains the A-Class part request that you wish to issue.
- 3. Click on *Edit*.

Add Mainta	Edit 24-	08-2019 • 02-2020 •	Refresh My Calls	Work Work	rkspaces 🔻	My Call Kassign Start Work Work	Complete	Hold Pending Rela	ease Print	int Reports		6
		3	Drag a column header	bere to aroun	by that column	3						
Find	0	Filter	CallReference	CallDate	Technician	CallState	CallTime	Description	CallType	CallTypeDesc	SerialNo	F
			9 80c	=	ABC	A D C	REC	ADC	BEC	#Dc	8 C	
Inform	nation	No Of Calls	E CN0000678	21-02-2020		UnAssigned	14:39:42	Attach warranty to to	NDS	New Deal Sale		F
- 0	Durban	27 🔺	E CN0000677	21-02-2020		UnAssigned	13:51:48	Tetra Warranty Process	DR	Select Call Type	TetraWarr01	-
	New	23	E CN0000676	21-02-2020		UnAssigned	12:22:22	Supplier (to Tetrafull)	DR	Select Call Type	TetraWarran	#
	In Prog	2	E CN0000675	29-01-2020		UnAssigned	09:17:02	Loan Unit AB900 return	SERV	Service	Teu avvarran	
	Hold	2	E CN0000674	28-01-2020		UnAssigned	09:08:43	Swap out machine	SERV	Service	AB8	
	Pending	0	► CN0000673		Abienil Miles	Awaiting Acceptance		Paper iam AHF01	REP	Repair	AHF01	1
	O Complete		CN0000672	23-01-2020	Abigaii Miirie		13:30:32	Paper not feeding thro	SERV	Service	aac1234	-
	Closed All	0	E CN0000672	23-01-2020		an overest state		and the second second second second	111111111	1. 1997.00 (1977)		
	Pretoria	27	I I I I I I I I I I I I I I I I I I I			UnAssigned	13:21:02	Machine not printing in	DR	Select Call Type	1818-8594	ľ
× 🖸	New	2	CN0000670	22-01-2020		UnAssigned	13:28:18	Swap Out 05	DR	Select Call Type	AM008	1
	In Prog	2	E CN0000669	22-01-2020		UnAssigned	13:11:58	Swap 01	NDR	New Deal Rental		
	() Hold	0		22-01-2020		UnAssigned	10:20:35	Machine leaking ink 02	SERV	Service	AM008	E
	Pending	0	CN0000667	17-01-2020		UnAssigned	09:39:00	Machine jamming	SERV	Service	AB1	C
	O Complete	0	E CN0000666	16-01-2020		UnAssigned	14:28:19	Machine not printing	REP	Repair	AB900	I C
	O Closed	0		14-01-2020		UnAssigned	14:53:06	machine jamming	SERV	Service	1919-20202	
	O All	2		14-01-2020		UnAssigned	10:28:24	Machine jamming	SERV	Service	lo1234	N
- 0	Cape Town	0	E CN0000663	13-01-2020		UnAssigned	12:19:42	Service customer mac	SERV	Service	147807	Ν
	New	0	E CN0000662	13-01-2020		UnAssigned	12:13:25	Customer machine nee	REP	Repair	AB999010	C
	O In Prog	0	E CN0000661	06-01-2020		UnAssigned	14:27:12	Replace toners	SERV	Service	2020-9892	
	() Hold	0	E CN0000660	06-01-2020	Abigail Milne	Awaiting Acceptance	14:24:13	Replace toners	SERV	Service	447788552211	
	Pending     Consolution	0		06-01-2020	Abigail Milne	Awaiting Acceptance	13:55:36	Replace part	PR	Parts Requirement	2020-9893	
	Complete Closed	0	Count: 23	1								

1. The *Call maintenance: Call ref. - []* screen will be displayed.

#### **SELECT THE WORK ORDER**

Select the Work Order linked to the A-Class Part Request

2. Click on the *Work Orders* tile.



	Call maintenance : Ca						
Home Equipment and Locations Contract     Contract	Pending Release	Reinstate Save Layo		int Note	nt Sales Se	rvice Reporting Utilitie	s – 🗗
	25	4	r Relates To :	ic al trito a			
inks 4 Customer	Young Electric	* + … م	ReferenceType	De	ferenceNo		
siter text to search P			<ul> <li>Serial No</li> </ul>	1.1.1.1	F01	-	
Functions	Carol Young	* م	Prior Call Referen	1000	(1817) 		
Contact No.	031 555 1234		Contract No	CO	0000031		
Work Orders 1 Address	12 Du Toit	م	Location				
	Bluff		Project Reference				
<b>←</b> 2		-	Quote Reference				
Work In Progress Call Type	Depair	- *	Invoice Reference				
Work In Progress Call Type	Repair		Order Reference				
Error Code	Faulty	•					
Notes	Paper jam AHF01	*					
Call Date Time	23-01-2020 🔻	14:07:46 🛟					
Priority	3 💲 *		Prior Calls :		307		
SLA			CallReference	CallDate	CallTime	Description	CallType
Hold History Date Required	23-01-2020 -		CN0000673	23-01-2020	14:07:46	Paper jam AHF01	REP
	23-01-2020 *						
Order No							
Logged By	AbigailM						
Pending History	N - New						
1000	IN - INEW						
Optional No							
On Site Info 1							•
4eters							
pen Windows 🔻				And Address of the second		20 Version : 2.3.0.6	Example Company

- 1. The *Work Orders for Call Ref []* screen will be displayed.
- 2. Select the *work order* that is linked to the A-Class part request that you wish to *issue*.
- 3. Click on the *Parts* tile.



	iew Close Com	plete Reinstate	<ul> <li>Save Layou</li> <li>Workspaces</li> <li>Save Filter</li> </ul>	s 🔹 🔚	Durba	•	i Find	WO Repo		
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inks 🏨										
inter text to search P	WOCode	Description	PartCode	SerialNo	PartDesc	ModelNo	Location	CallReference	e CallDesc	ProjectRef
Functions	9 8 <b>0</b> 0	#BC	8 <b>0</b> 0	8 <b>9</b> 0	REC	8 <b>0</b> 0	A C C	R B C	R C	R B C
	▶ E WO0001865	Paper jam AHF01	SP2020	AHF01	SP2020 Sprint Colou	r SP2020		CN0000673	Paper jam AHF01	
Services Third Party Services	2									
	9									

#### **ISSUE THE A-CLASS PART**

- 1. The *Part Requests for WO Code []* screen will be displayed.
- 2. Select the part request that you wish to issue.
- 3. Note that this is an **A-Class** item.
- 4. Note that the *Quantity* (requested) is **2** and the *Issued Stock* is **0**.
- 5. Click on *Issue*.



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Mainte	nance	" Format		4	P	Process	9	4	Cur	rent ⊿	Print 🔒	
DocNo	PartCode	PartDesc	PartType	WarehouseName	CurrentStock	Quantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	Sta
8 <b>8</b> 0	R <b>O</b> C	8 <mark>0</mark> C	явс	8 <b>8</b> C	-	-	-	8 <b>8</b> 0	8 <b>0</b> 0	8 <b>8</b> 0	=	RBC
PQ00002042	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N
PQ00002043	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N
PQ00002045	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	29-01-2020	N
PQ00002055	102-7854	Network cable	С	Main Warehouse	3.00	3.00	3.00	WKOR	WO0001865	DBN-A1	14-02-2020	N
PQ00002056	1212	ABPart	С	Main Warehouse	1.00	1.00	0.00	WKOR	WO0001865	DBN-C1	14-02-2020	N
PQ00002062	SP2020	SP2020 Sprint Colour Multi	A	Main Warehouse	47.00	2.00	0.00	WKOR	WO0001865	DBN-A1	24-02-2020	N
2			•				4					

#### 1. A *Select the option as desired* pop up box will appear.

- 2. You will have 2 options:
  - i. Issue selected part request
    - Select this option if you want to issue the currently selected part request <u>only</u>.
  - ii. Issue selected Work Order
    - Select this option if you want to issue <u>all</u> the part requests in this screen that are linked to the work order.
- If you chose *Issue selected Work order* then all of the <u>unissued</u> Part Requests linked to this Work Order will be issued (if there is stock available).
- 4. For the purpose of this manual, *Issue selected Part Request* is chosen.
- 5. Click on *Accept*.



			· •	co baver	Filter Requisition	Issue Trar		ote	ate Part			Export		
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h	DocNo	PartCode	PartDesc	PartType	WarehouseName	CurrentStock	Quantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	Sta	b
	R <mark>B</mark> C	R C	8 <mark>8</mark> C	R <b>O</b> C	8 <b>8</b> 0	=	=	=	R B C	8 <mark>8</mark> 0	8 <mark>9</mark> 0	=	R B C	
	Q00002042	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N	
1	Q00002043	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N	
	Q00002045	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	29-01-2020	N	
1	Q00002055	102-7854	Network cable	С	Main Warehouse	3.00	3.00	3.00	WKOR	WO0001865	DBN-A1	14-02-2020	N	
1	Q00002056	1212	ABPart	С	Main Warehouse	1.00	1.00	0.00	WKOR	WO0001865	DBN-C1	14-02-2020	N	
													1.2	
	PQ00002062	SP2020	SP2020 Sprint Colour Multi		Main Warehouse	47.00 desired	2.00	0.00	WKOR	WO0001865	DBN-A1	24-02-2020	N	
	PQ00002062	SP 20 20	SP2020 Sprint Colour Multi				2.00			WO0001865	DBN-A1	24-02-2020	JN	
	PQ00002062	SP2020	SP2020 Sprint Colour Multi	💀 Selec			2.00			WO0001865	DBN-A1	24-02-2020	ŢŅ.	
	PQ00002062	SP 20 20	•	💀 Selec	ct the option as d	desired	2.00			WO0001865	DBN-A1	24-02-2020	IN	
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	PQ000020 <u>62</u>	SP2020	•	Home Accept	ct the option as o	desired	2.00		x	WO0001865	DBN-A1	24-02-2020	IN	
	PQ000020 <u>62</u>	SP2020	•	Home Accept	ct the option as o	desired	2.00		x	W00001865	DBN-A1	24-02-2020	N	
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	200002062	\$2020	•	Home Accept	Cancel	destred	est		x	WC0001865	DBN-A1	24-02-2020	N	

The Add new Part Issue screen will be displayed.

## ADD NEW PART ISSUE SCREEN

#### Part Issue Info

- **Reference Type**: This will auto populate with the reference type linked to this part request in this example, a Work Order.
- **Item**: This will auto populate with the reference number of the reference type linked to this part request (in this example the Work Order Number).
- **Receiver** : This will auto populate with the person logged on to the system, editing the call. You can click on the drop down arrow and select an alternative receiver if required.



- **Issue Date and Time**: This will auto populate with the current date and time.
  - Issue Date : You can either type in or click on the drop down arrow and use the calendar function to select an alternative date.
  - **Issue Time**: You can either type in or click on the directional arrows to select an alternative time.
- **Comments:** Type in a relevant comment regarding this part issue, if required.

Process 4	Format a Work Order Item W00001865	*	ž	Comments Test issuing	g an A-Class part from	a Call	×.	1
Issu	eceiver Abigail Milne ue Date 24-02-2020	•					÷	
ig a column header PartCode	here to group by that column PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction	
RBC	s <mark>0</mark> c	R <mark>B</mark> C	RBC	REC	=	=	8 <mark>8</mark> C	
± SP2020	SP2020 Sprint Colour Mul	lti A	Main Warehouse	DBN-A1	2.00		0 I	

#### The Parts Data Grid

- 1. The following information will be auto populated:
  - **Part Code:** This will auto populate with the selected A-Class item Part Code.



- **Part Description:** This will auto populate with the selected A-Class item part Description.
- **Part Type:** This will auto populate with the selected A-Class item Part Type.
- Warehouse Name: This will auto populate with the warehouse selected on the initial Part Request.
- **Bin Location Name:** This will auto populate with the *default* bin location linked to the warehouse above.
- **Quantity:** This will populate with the quantity requested on the initial part request.
- **Issue Qty:** This will populate depending on the part type (A or C-Class):
  - A-Class and B-Class Items: The Issue Qty text box will populate with **0** as you need to manually select the unique serial number of the A or B-Class item to be issued.
  - C-Class Items: The Issue Qty text box will populate with the total quantity requested on the initial Part Request that can be issued out from the default warehouse *if there is stock available* in this warehouse. This is covered in Section 1 of this manual: Issue C-Class Part from a Call
    - Note 1: If the Issue Qty does not equal the Quantity due to short stock then you will either need to request an interwarehouse transfer to bring these items into the default warehouse or if you will need to follow the process to procure stock.



- Note 2: You can issue partial quantities by selecting an issue quantity that is less than the requested quantity.
- **Direction:** This will auto populate with *I* Issue.
- 2. Click on the *expand* icon in the row of the part.

Home		Add	new Part Issue - BPO: Ve	rsion 2.3.0.6 - Example Co	ompany			- D X
- Home	Equipment and Locations Con	ntract Finance and H	R Inventory Maintenance	and Projects Manufacturing	g Procurement Sales	Service Rep	orting Utilities	- & ×
	21							
Save Back	Save Layout Workspaces							
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Process "	Format							~
Refere	ence Type Work Order	÷		Comments Test issuin	g an A-Class part from	a Call	14 C	
	Item WO0001865							
	Receiver Abigail Milne							
I	Issue Date 24-02-2020 -	00:00:00 🗘					+	
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction	
9 8 <mark>0</mark> 0	s <mark>0</mark> c	8 <mark>8</mark> 0	ABC	REC	=	=	8 <b>8</b> C	
▶ E SP2020	SP2020 Sprint Colour N	Multi A	Main Warehouse	DBN-A1	2.00	0	I	
1								
2			0					
2			0			Total		

- 1. The *Issues* frame for this A/B-Class item will be expanded.
- Note that each A-Class item is on a separate line. This is because A-Class items each have a unique serial number so must be issued out individually (not issued as a batch, like C-Class items - see above).
- 3. **Average Unit Cost** is set to **0**. This will only populate when the user selects the unique **serial** number of the A or B-Class item to be issued out.



- Stock Qty is set to 0. This will only populate with 1 when the user selects the unique serial number of the A or B-Class item to be issued out.
- Request Qty is set to 1. Only 1 serialised item can be selected per line e.g. if your requested quantity is 2, then 2 lines will be displayed, each with a Request Quantity of 1.
- Quantity is set to 0. This will only populate with 1 when the user selects the unique serial number of the A or B-Class item to be issued out.

Process Refe	erence Type Item	rmat Work Order WO0001865 Abigail Milne		*		Y	Comments	Test issuing an A-C	Class part from	n a Call	*	•		_
	Issue Date	24-02-2020	•	00:00:00 🗘							+			
ig a column he PartCode	sader here to g	roup by that i		PartType	Warel	nouseName	BinLocation	Name	Quantity	IssueOty	Direction			
Partcode BC				alle alle	*Dc	lousename	REC	Indille	=	=	RBC			
E SP2020	SP	2020 Sprint C	olour Multi	A	Main	Warehouse	DBN-A1		2.0	0	0 I			
Issues	4													
PartCode	PartDesc	ModelNo	PartType	WarehouseNa	me 🔺	BinLocationName	BatchSerialNo	AverageUnitC	ost Stocko	ty Requ	estQty Q	uantity	Direction	٦
SP2020	SP2020 Spri	SP2020	A	Main Warehou	ise	DBN-A1			0.00	0.00	1.00	0	I	
SP2020	SP2020 Spri	SP2020	A	Main Warehou	ise	DBN-A1	4		0.00	0.00	1.00	0	I	
2						•	/	3	(		5	6		

7. Click in the **Batch Serial No** text box.

- An *ellipsis* button will be revealed. Click on this button to display the Select a serial no. for this issue pop up screen.
- 2. Click on the *row selector* in front of the serial number of the item that you wish to issue out.



- 3. Note that this A-Class item is selected from the *Main Warehouse*, and bin *DBN-B1*
- 4. Click on *Ok*.

la lu							rsion 2.3.0.6 - Ex							1-1	8
Hom		t and Locati	ons Contract	Finance and	HR Inventor	y maintenance	and Projects Man	utacturing	Procuremen	t sales	Service Re	sporting	Utilities	-	
	2														
e Back	Save Lay	out Works	paces												
ocess		Format	4												
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	Iten	WO00018	65		T										
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a column h	eader here to	group by th	at column											10	1
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Issues															
PartCode	PartDesc	ModelN	o PartType	Warehouse	Name 🔺 Bi	inLocationName	BatchSerialNo	Averag	eUnitCost	StockQty	Reques	stOtv	Quantity	Directio	m
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Proc	column heade alNo				elNo Whse	Name	BinName #T	Quantity =	Cost =	•					
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- 1. The *BatchSerialNo* text box will populate with the selected serial number.
- 2. **Average Unit Cost:** This will now populate with the unit cost of the selected A or B-Class item to be issued out.
- 3. Stock Quantity: This will now populate with 1.
- 4. Quantity: This will now populate with 1.
- 5. The **WarehouseName** and **BinLocationName** fields will populate with the warehouse and bin where the selected A-Class item is currently stored.

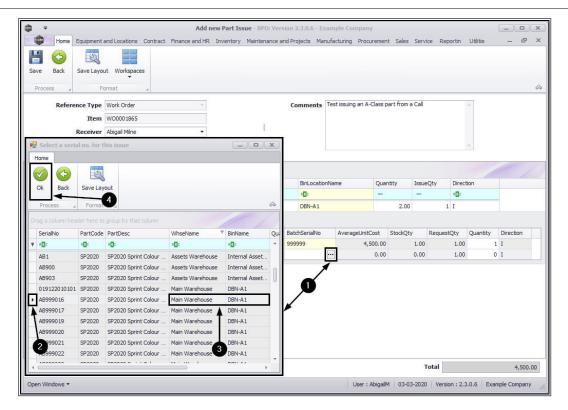


6. Click in the *BatchSerialNo* field of the next row of the Issue frame to reveal the ellipsis button.

ve Back	a.	t and Locations		Finance and HF	R Inventory Maintenance	e and Projects Manufact	uring Procurement Sale	es Service F	Reporting Utilities	- 8
Process	-1	Format	4							
Refe		Work Order		Ψ.		Comments			×	
		WO0001865			I					
		r Abigail Milne		•	-					
	Issue Date	24-02-2020	• 00	00:00:00 🗘					*	
a column he artCode		group by that o artDesc		PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction	
<b>B</b> ¢		<b>0</b> ¢		s <mark>0</mark> c	#BC	R <b>O</b> C	=		8 <b>0</b> C	
3 SP2020	S	P2020 Sprint C	olour Multi	. Α	Main Warehouse	DBN-A1	2.0	00	1 I	
Issues										
PartCode	PartDesc	ModelNo	PartType	Construction and the			verageUnitCost StockQ		estQty <u>Quantity</u>	Direction
SP2020	SP2020 Spri		A	Main Warehou		999999	4,500.00	1.00	1.00	1 I
SP2020	SP2020 Spri	SP2020	A	Main Warehou	use DBN-A1	<b>F</b>	0.00	0.00	1,00	0 I
					5	0	23		4	

- 1. The *Select a serial no. for this issue* pop up screen will display again.
- 2. Click on the *row selector* in front of the serial number of the next item that you wish to issue out.
- 3. Note that this A-Class item is selected from the *Main Warehouse*, and bin *DBN-B1*
- 4. Click on *Ok*.





- 1. The *BatchSerialNo* text box will populate with the selected serial number.
- 2. Average Unit Cost: This will now populate with the unit cost of the selected A or B-Class item to be issued out.
- 3. Stock Quantity: This will now populate with 1.
- 4. Quantity: This will now populate with 1.
- 5. The **WarehouseName** and **BinLocationName** fields will populate with the warehouse and bin where the selected A-Class item is currently stored.

#### Save the Part Issue

6. Click on *Save*.



Process	erence Type Item	WO0001865 Abigail Milne		•		ł	Comments	Test issuing an A-C	Class part from	a Call	*		
rag a column h PartCode		group by that i artDesc		PartType	Wareh	nouseName	BinLocation	nName	Quantity	IssueQty	Direction		/
RBC	я	<b>.</b>		8 <b>0</b> 0	8 BC		A B C		=	=	B∎⊂		
SP2020	SI	P2020 Sprint C	olour Multi	A	Main V	Varehouse	DBN-A1		2.0	0	2 I		
PartCode	PartDesc	ModelNo	PartType	WarehouseNa	me 🔺	BinLocationName	BatchSerialNo	AverageUnitC	ost StockQ	ty Req	uestQty Qua	ntity C	Direction
SP2020	SP2020 Spri	SP2020	A	Main Warehou	ise	DBN-B1	999999	4,5	00.00	1.00	1.00	1 I	
SP2020	SP2020 Spri	SP2020	A	Main Warehou	ise	DBN-A1	AB999016	4,5	00.00	1.00	1.00	1 I	
					e		0	2		3		4	

- A Part Issue Processing message box will pop up informing you that;
   Part Issue No. [] saved successfully.
- 2. Click on OK.



ave Back		out Workspac	ces											
Ref	erence Type	Work Order		÷			Comments	Test issuing an A-Cla	ss part from a	a Call		*		
	Item	WO0001865	i.											
	Receiver	Abigail Milne	2	•		1								
		03-03-2020		0:00:00										
PartCode		artDesc		PartType	Wareh	nouseName	BinLocation	Name (	Juantity	Issue	Otv Direc	tion	1	
B c				800	#BC		s C		= (	-	8 <b>8</b> 0			
3 SP2020	S	P2020 Sprint C	olour Multi	A	Main V	Varehouse	DBN-A1		2.00		2 I			
-														
Issues PartCode	PartDesc	ModelNo	DestTures	WarehouseNa		BinLocationName	BatchSerialNo	AverageUnitCos			Description	Quantita	Direction	
SP2020	A STATISTICS AND A STATISTICS	SP2020	PartType A	Main Warehou		DBN-B1	999999	Averageonitcos 4,500		1.00	RequestQty 1.00	Quantity	1 I	
SP2020		i SP2020	A	Main Wareho		DBN-A1	AB999016	4,500		1.00	1.00		1 I 1 I	
3F 2020	5F 2020 5pm	JF 2020	2	Pidiri Wareno	Jac	DONAL	A0333010	4,500	.00	1.00	1.00	1		-
			U		Part I	Issue Processing		×						

#### PRINT THE PART ISSUE NOTE

- 1. A *Report Generation* message box will pop up asking;
  - Do you want to print the part issue [ ]?
- It is advisable to select **Yes**. Refer to Important Notes when Issuing Parts for more information.



, ÷ ₩	e Equipment	t and Locations	Contract			r <b>t Issue</b> - BPO: Ven tory Maintenance a					Sale Serv	vic Reportin	Utilitie	_ 0 _ 8	
Save Back		out Workspace	ces												
Process Refe	erence Type	Format Work Order	4	÷			Comr	nents 1	est issuing an A-C	Class part	: from a Call		*		6
		WO0001865		•		1									
	Issue Date	03-03-2020	• 00	:00:00 🗘									-		
ag a column he PartCode	P	group by that ( artDesc		PartType	Wareh	nouseName	Bir	nLocation   c	Name	Quantit	y Issu	eQty Dire	ction		
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PartCode	PartDesc	ModelNo	PartType			BinLocationName	BatchSe		AverageUnitC		ockQty	RequestQty	Quantity	Direction	T
SP2020 SP2020	A CONTRACTOR OF THE OWNER	SP2020	A	Main Warehou Main Warehou		DBN-B1 DBN-A1	999999 AB9990			00.00	1.00			I	
			0			ieneration want to print the pa	art issue S /es	10000084 No	× 1?						
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oen Windows •	•								User : Al	oigailM	03-03-2020	Version : 2.	3.0.6 Exan	nple Compan	iy

#### PRINT THE DELIVERY NOTE

- 1. The Issue Note will open in the background and a second Report Generation message box will pop up asking:
  - Do you want to print the delivery note []?
- It is advisable to select **Yes**. Refer to Important Notes when Issuing Parts for more information.



Process a	rence Type	ormat Work Order WO0001865		÷		Comments	Test issuing an A	-Class part fr	om a Call		-	
1		Abigail Milne 03-03-2020		•:00:00 \$	1						*	
ig a column hea PartCode		roup by that		PartType	WarehouseName	BinLocation	Name	Quantity	Issue	Otv Direc	tion	-/
8 <b>8</b> 0	8	c		RBC	• <b>D</b> C	RBC		=	-	8 <b>0</b> 0		
E SP2020	SF	2020 Sprint C	olour Multi	A	Main Warehouse	DBN-A1		2	.00	2 I		
PartCode	PartDesc	ModelNo	PartType	WarehouseN	Report Generation		×t	Cost Stoc	qty	RequestQty	Quantity	Direction
	SP2020 Spri.		Α	Main Wareho	copert second		,	500.00	1.00	1.00		I
SP2020	SP2020 Spri.	SP2020	A	Main Wareho	Do you want to print the	delivery note SIOC	0000841? No	500.00	1.00	1.00		LI

## **Delivery Note Preview**

1. The *Report Preview* screen for the *Delivery Note* will pop up first.

Here you can view:

- 2. the *company* details
- 3. the *customer* details
- 4. and the *part* details.
- 5. *Scroll down* the Preview page.



PCIEVECTION       Street No and Road Name       PO Box 1234         Area       New Town         City       Durban         South Africa       South Africa         000       1234         Reg No.:       00000003as4521         Fax No.:       031 12 4545         VAT No.:       0000000         Processed By : Abigail Milne       Time:         Processed By : Abigail Milne       Time:         Meder Ref.:       P000002062         Additional Ref.:       W00001865         Meder Ref.:       Document Ref.:         Moltional Ref.:       W00001865         Torder Ref.:       Document Ref.:         Moltional Ref.:       W00001865         Reference:       P000002062         Additional Ref.:       W00001865         Grider Ref.:       Location:         Molter Ref.:       Location:         Et No:       Colonoon 1234         Molter Ref.:       Stipping Address:         Litter Ref.:       Location:         Et No:       Colonoon 1234         Molter Ref.:       Bluff         Otact       Gol Young         Contact:       Calo Young         Contact:       Gol Young	1						1	
Date :       03-03-2020 00:00:00         Processed By : Abigail Milne       Time :       00:00:00         Reference :       PQ00002062       Additional Ref. :       WO0001865         Order No. :       Reference Type:       Work Order       Image: Contract No. :       Image: Contract No. :         Contract No. :       C00000031       Serial No. :       AHF01       Image: Contract No. :       Image: Contract No. :       Image: Contract No. :       Shipping Address :       12 Du Toit         Employee Name: Abigail Milne       Shipping Address :       12 Du Toit       Image: Contract :       Garol Young         Contact :       08255555       Bluff       4052       Image: Contract No. :       Image: Contract :       Image: Contract :       Garol Young         Contact Mobile No :       082 485 7953       Bluff       Image: Contract :       <	 <u>S</u> Cor	npany Logo	Example Co Street No and Area City South Africa 0000 Reg No.: 0	d Road Name	New Tow Durban South Afr 1234 21 Fax No.:	vn Trica 031 12 4545	5 M 1	
Order No.:     Reference Type:     Work Order       Order Ref.:     Location :       Contract No.:     CO0000031       Serial No.:     AHF01       Employee Name:     Abigail Milne       Customer :     Young Electric       Tel No :     08255355       Contact Mobile No :     0822485 7963       Code     Description     Batch/Serial     Asset No     Quantity	Processed By : Abigai	i Milne	Date :	03-	03-2020 00:0	00:00		
Employee Name: Abigail Milne         Customer:       Young Electric       Shipping Address:       12 Du Toit         Tel No:       08255555       Bluff         Contact:       Carol Young       4052         Contact Mobile No:       082 485 7963         Code       Description       Batch/Serial       Asset No       Quantity	Order No. :	PQ00002062	Reference T	00000 00.0X	0.000.0000	-	-2	
Tel No :     08253555     Bluff       Contact :     Carol Young     4052       Contact Mobile No :     082 485 7963       Code     Description     Batch/Serial     Asset No     Quantity			Serial No. :	AHF	-01			
····· ···· ···· ···· ···· ···· ··· ···	Tel No : Contact :	082555555 Carol Young	Shipping Addre	Bluff	f	-	-3	
SP2020 SP2020 Sprint Colour Multi Functional Copier 999999 AREG000321 1.00	Code	Description		Batch/Serial	Ass	et No	Quantity	
	SP2020	SP2020 Sprint Colour Multi Functional	Copier	999999	ARE	G000321	1.00	•
Code Description Batch/Serial Asset No Quantity	Code	Description		Batch/Serial	Ass	et No	Quantity	

There are 2 sections for the <u>customer</u> to record:

- 1. the *condition* of the received parts
- 2. any *comments* regarding the delivery

It is good business practice for the Delivery Note to contain both

- 3. the signature of the *Receiver* (Customer) and
- 4. the <u>signature</u> of the *Deliverer* (usually the technician).
- 5. From here you can *View*, *Print*, *Export* or *Email* the Delivery Note.

**2** copies of the Delivery Note should be printed, signed and taken with the delivery person (or technician) to the receiver (customer). 1 is for the receiver (customer) to keep and 1 for the delivery person (technician) to take back to the company storeman.

6. *Close* this Preview page when you are done.



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	5	SP2	020	SP2(	020 Sprint Co	lour Multi Fu	unctional Co	opier	AB995	016	,	REG00034	8		1.00	đ		
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		Rep	ort created	on BPO Tw	ww.co3.co.za			Prin	ted :	03 Mar 21	020 17:14		4	Page	1 of 1			

#### Part Issue Note Preview

1. You will then see the *Report Preview* screen for the *Part Issue Note*.

Here you can view:

- 2. the *Company* details
- 3. the *customer* details
- 4. and the *part* details. This section will also contain information such as:
  - i. which *warehouse* and
  - ii. which *batch number* this C-class part is being issued out from
  - iii. the *Unit Price* and
  - iv. the total *Line Cost* of the part (Quantity x Unit Price)
- 5. *Scroll down* the Preview page.



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		mpany Logo	1000	pany	PO Box 12 New Towr Durban South Afr 1234	1		
	Processed By : Abi	jail Milne	Document Re Date : Time :	f.: 5100	000841 -2020 00:0			
	Reference : Order No. : Order Ref. :	PQ00002062	Additional Re Reference Ty Location :			-	-2	
	Contract No. : Employee Name	CO0000031 : Abigail Milne	Serial No. :	AHF01				
	Contact : Customer :	Carol Young Young Electric	Shipping Addres	s: 12 Du T Bluff 4052	oit	-	-3	
	Code	Description	Warehouse	Batch/Serial	Quantity	Unit Price	Line Cost	
	SP2020	SP2020 Sprint Colour Multi Functional Copier	Main Warehouse	AB999016	1.00	4,500.00	4,500.00	-4
	SP2020	SP2020 Sprint Colour Multi Functional Copier	Main Warehouse	999999	1.00	4,500.00	4,500.00	

There are 2 sections for the storeman to record:

- 1. the *condition* of the parts being issued out of the warehouse
- 2. any *comments* regarding the parts being issued.

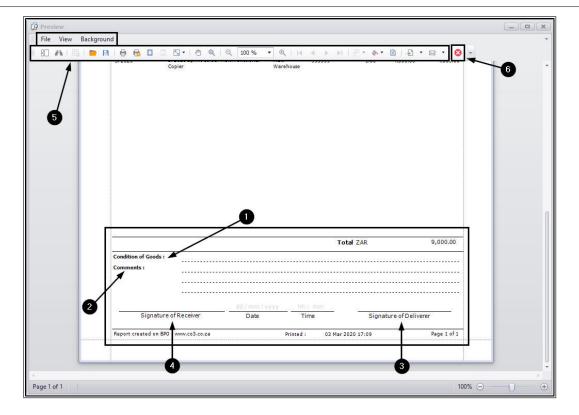
It is good business practice for the Issue Note to contain both

- 3. the signature of the storeman (in this case called the deliverer) and
- 4. the <u>signature</u> of the *technician* (in this case called the Receiver).
- 5. From here you can *View*, *Print*, *Export* or *Email* the Issue Note.

This Issue Note should be printed, signed and kept by the storeman to match against the signed Delivery Note when it comes back with the technician after the parts have been delivered.

6. *Close* this Preview page when you are done.





- 1. You will return to the *Part Requests for WO Code []* screen.
- 2. Note that the *IssuedStock* amount has now changed to **2**.
- 3. Even thought the *Issue* button remains 'active' you will not be able to issue the stock again. Click on this button.



Mainter	nance						Whse	Part	Part			
		# Format		3		Process	ŝ		4	Current	" Prir	it "
DocNo	PartCode	PartDesc	PartType	WarehouseName	CurrentStock	Ouantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	State
# <b>0</b> ¢	A C	a 🖸 c	R <b>O</b> C	1 <b>0</b> 0	-	=	-	8 D C	8 <b>0</b> 0	R <b>O</b> C	=	A C C
PQ00002042	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N
PQ00002043	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	23-01-2020	N
PQ00002045	SP2020	SP2020 Sprint Colour Multi	A	Assets Wareho	0.00	1.00	1.00	WKOR	WO0001865	Internal Assets	29-01-2020	N
PQ00002055	102-7854	Network cable	с	Main Warehouse	3.00	3.00	3.00	WKOR	WO0001865	DBN-A1	14-02-2020	N
PQ00002056	1212	ABPart	С	Main Warehouse	0.00	1.00	1.00	WKOR	WO0001865	DBN-C1	14-02-2020	N
PQ00002062	SP2020	SP2020 Sprint Colour Multi	A	Main Warehouse	45.00	2.00	2.00	WKOR	WO0001865	DBN-A1	24-02-2020	N
							2					

- 1. The Add New Part Issue screen will open.
- 2. The *Parts* data grid will <u>no longer</u> contain any part information.



â -	•	Add n	ew Part Issue - BPO: Version	2.3.0.6 - Example Com	pany			X
Home Equipment	and Locations Contract		Inventory Maintenance and I			Servic Rer	ortin Utilitie	_ 8 ×
Save Back Save Layo	ut Workspaces							
Process _ F	ormat _							~
Reference Type	Work Order	÷	5	Comments			*	
Item	WO0001865							
Receiver	Abigail Milne	•						
Issue Date	03-03-2020 • 00	0:00:00 🗘					+	
Drag a column header here to							/	
	artDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty =	Direction	
2								
·						Total		
Open Windows 🕶				lin	er : AbigailM 03-03	2020		

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Help v2.5.0.14 - Pg 42 - Printed: 25/06/2024