

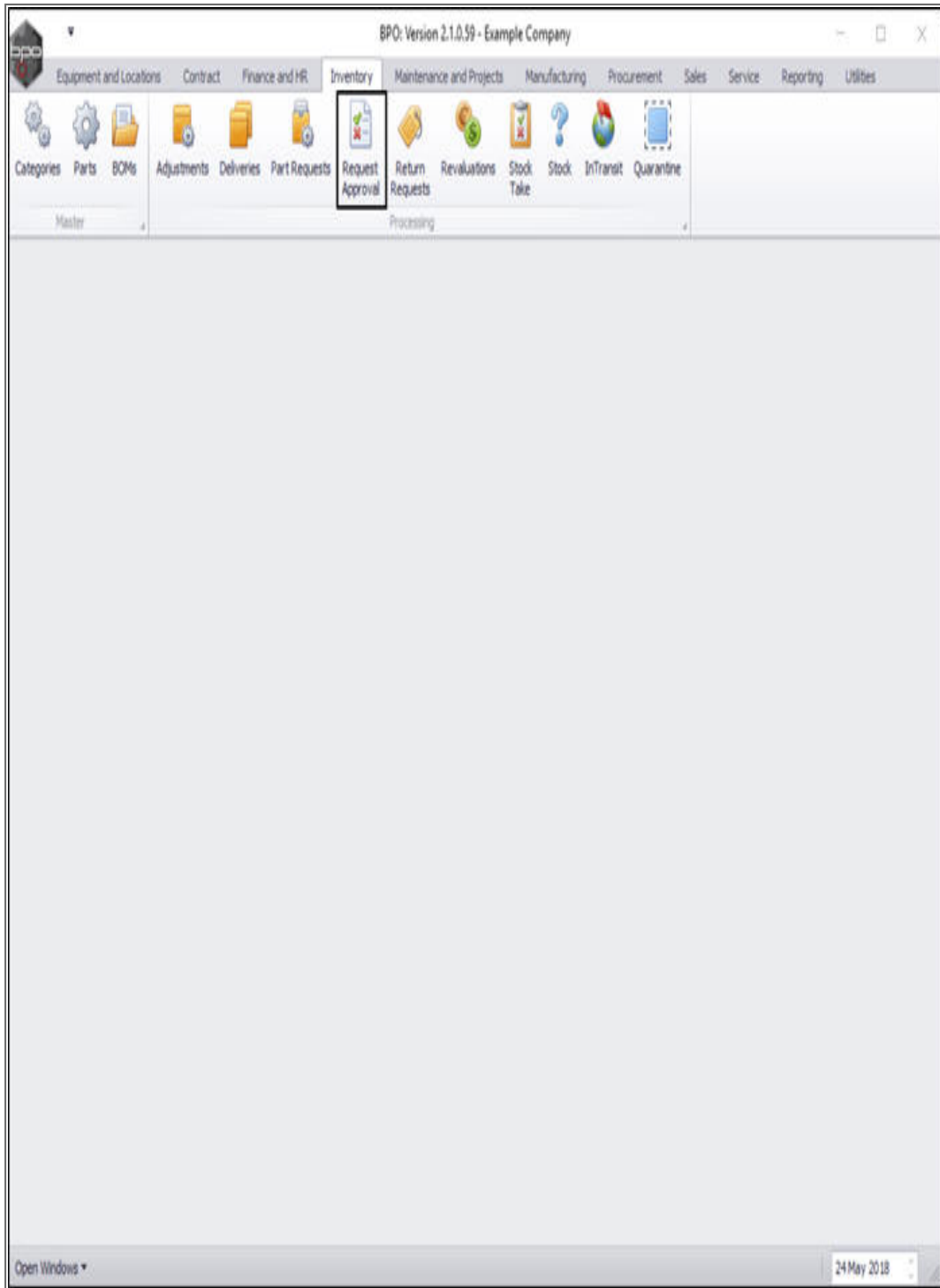
INVENTORY

PART REQUEST AUTHORISATION

Part request **authorisation** is configured in the company setup. If configured, all parts requests must first be **approved** before the part request is sent to stores.

You can also review [Readings on Prior Part Issues](#) to see whether a current meter is within yield.

Ribbon Access: *Inventory > Request Approval*



- The ***Part Request Approval*** screen will be displayed.
 - This will bring up a list of all part requests that require ***authorisation***.
- Select the ***site***.
 - In this image, ***Durban*** has been selected.

Part Request Approval - BPO: Version 2.1.0.59 - Example Company

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

Save Layout Workspaces Save Filter Approve Decline Warranty

Format Process

Durban

ID	Name
0	All Sites
1	Durban
2	Pretoria
3	Cape Town
4	Johannesburg

DocId	SourceType	Reference	State	ProjectRef	Proj	CallDesc	CustomerCode	CustomerName	DeptCode	DeptName
PQ00001637	WKDR	WO0001405	N	PRJ0000249	Ord	Orders - PRJ	HOP001	Hope Works	Tech	Technical
PQ00001640	WKDR	WO0001411	N			Part Request				
PQ00001641	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale	SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001642	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale	SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001643	WKDR	WO0001414	N	PRJ0000251	Sprint SP1912 New Deal Sale	SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical
PQ00001649	WKDR	WO0001421	GR			Full Quantity - change prices				
PQ00001650	WKDR	WO0001421	GR			Full Quantity - change prices				
PQ00001941	WKDR	WO0001656	N			CH0000564 Test	HOP001	Hope Works	Tech	Technical
PQ00001943	WKDR	WO0001660	N			Created for production batch -				
PQ00001943	WKDR	WO0001660	N			Created for production batch -				
PQ00001943	WKDR	WO0001660	N			Created for production batch -				
PQ00001943	WKDR	WO0001660	N			Created for production batch -				
PQ00001944	WKDR	WO0001661	N			Created for production batch -				
PQ00001944	WKDR	WO0001661	N			Created for production batch -				
PQ00001944	WKDR	WO0001661	N			Created for production batch -				
PQ00001944	WKDR	WO0001661	N			Created for production batch -				
PQ00001944	WKDR	WO0001661	N			Created for production batch -				
PQ00001945	WKDR	WO0001659	N			CH0000566 Toner required	HOP001	Hope Works	Tech	Technical

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AUTHORISE PART REQUEST

- Click on the *row selector* in front of the *part request* that you wish to *approve*.
- Click on *Approve*.

Part Request Approval - BPO: Version 2.1.0.59 - Example Company

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

Save Layout Workspaces Save Filter **Approve** Decline Warranty Refresh

Format Process Current

Drag a column header here to group by that column

DocId	SourceType	Reference	State	ProjectRef	ProjectDesc	CallReference	CallDesc	CustomerCode	CustomerName	DeptCode	DeptName
PQ00001637	WKOR	W00001405	N	PRJ0000240	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical
PQ00001640	WKOR	W00001411	N				Part Request				
PQ00001641	WKOR	W00001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001642	WKOR	W00001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001643	WKOR	W00001414	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical
PQ00001649	WKOR	W00001421	GR				Full Quantity - change prices				
PQ00001650	WKOR	W00001421	GR				Full Quantity - change prices				
PQ00001941	WKOR	W00001656	N			CH0000564	Test	HOP001	Hope Works	Tech	Technical
PQ00001943	WKOR	W00001660	N				Created for production batch -				
PQ00001943	WKOR	W00001660	N				Created for production batch -				
PQ00001943	WKOR	W00001660	N				Created for production batch -				
PQ00001943	WKOR	W00001660	N				Created for production batch -				
PQ00001944	WKOR	W00001661	N				Created for production batch -				
PQ00001944	WKOR	W00001661	N				Created for production batch -				
PQ00001944	WKOR	W00001661	N				Created for production batch -				
PQ00001944	WKOR	W00001661	N				Created for production batch -				
PQ00001945	WKOR	W00001659	N			CH0000566	Toner required	HOP001	Hope Works	Tech	Technical

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- A **Part Request Authorisation** message box will pop up asking;
 - **Are you sure you want to authorise part request no.**

[1].

- Click on **Yes**.

The screenshot shows the 'Part Request Approval - BPO: Version 2.1.0.59 - Example Company' interface. The main window contains a table with the following columns: DocNo, SourceType, Reference, State, ProjectRef, ProjectDesc, CalReference, CalDesc, CustomerCode, CustomerName, DeptCode, and DeptName. The table lists various part requests, including those for 'Orders - PRJ', 'Sprint SP 1912 New Deal Sale', and 'Toner required'. A dialog box titled 'Part Request Authorisation' is overlaid on the table, asking: 'Are you sure you want to authorise part request no. PQ0001945.' The dialog has 'Yes' and 'No' buttons.

DocNo	SourceType	Reference	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	DeptName
PQ0001637	WOCR	W0001405	N	PR0000249	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical
PQ0001640	WOCR	W0001411	N				Part Request				
PQ0001641	WOCR	W0001413	N	PR0000251	Sprint SP 1912 New Deal Sale		SP 1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ0001642	WOCR	W0001413	N	PR0000251	Sprint SP 1912 New Deal Sale		SP 1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ0001643	WOCR	W0001414	N	PR0000251	Sprint SP 1912 New Deal Sale		SP 1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical
PQ0001649	WOCR	W0001421	GR				Full Quantity - change prices				
PQ0001650	WOCR	W0001421	GR				Full Quantity - change prices				
PQ0001941	WOCR	W0001656	N			CH0000564	Test	HOP001	Hope Works	Tech	Technical
PQ0001943	WOCR	W0001660	N				Created for production batch -				
PQ0001943	WOCR	W0001660	N				Created for production batch -				
PQ0001943	WOCR	W0001660	N				Created for production batch -				
PQ0001943	WOCR	W0001660	N				Created for production batch -				
PQ0001944	WOCR	W0001661	N				Created for production batch -				
PQ0001944	WOCR	W0001661	N				Created for production batch -				
PQ0001944	WOCR	W0001661	N				Created for production batch -				
PQ0001944	WOCR	W0001661	N				Created for production batch -				
PQ0001944	WOCR	W0001661	N				Created for production batch -				
PQ0001945	WOCR	W0001659	N			CH0000566	Toner required	HOP001	Hope Works	Tech	Technical

- A second ***Part Request Authorisation*** message box will pop up informing you that;
 - ***Authorisation for part request, [], has been successful.***
- Click on **OK**.

The screenshot shows the 'Part Request Approval - BPO: Version 2.1.0.59 - Example Company' window. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Save Layout, Workspaces, Save Filter, Approve, Decline, Warranty, and Refresh. A dropdown menu is set to 'Durban'. The main area contains a table with columns: DocId, SourceType, Reference, State, ProjectRef, ProjectDesc, CalReference, CalDesc, CustomerCode, CustomerName, DeptCode, and DeptName. A dialog box titled 'Part Request Authorisation' is overlaid on the table, displaying an information icon and the text: 'Authorisation for part request, PQ0001945, has been successful.' with an 'OK' button.

DocId	SourceType	Reference	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	DeptName
PQ00001637	WKOR	W00001405	N	PRJ0000240	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical
PQ00001640	WKOR	W00001411	N				Part Request				
PQ00001641	WKOR	W00001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001642	WKOR	W00001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ00001643	WKOR	W00001414	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical
PQ00001649	WKOR	W00001421	GR				Full Quantity - change prices				
PQ00001650	WKOR	W00001421	GR				Full Quantity - change prices				
PQ00001941	WKOR	W00001656	N			CN0000564	Test	HOP001	Hope Works	Tech	Technical
PQ00001943	WKOR	W00001660	N								
PQ00001943	WKOR	W00001660	N								
PQ00001943	WKOR	W00001660	N								
PQ00001943	WKOR	W00001660	N								
PQ00001944	WKOR	W00001661	N								
PQ00001944	WKOR	W00001661	N								
PQ00001944	WKOR	W00001661	N								
PQ00001944	WKOR	W00001661	N								
PQ00001944	WKOR	W00001661	N				Created for production batch -				
PQ00001945	WKOR	W00001659	N			CN0000566	Toner required	HOP001	Hope Works	Tech	Technical

- The approved part request will now be **removed** from the **Part Request Approval** screen.

Part Request Approval - BPO: Version 2.1.0.59 - Example Company

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

Save Layout | Workspaces | Save Filter | Approve | Decline | Warranty | Durban | Refresh

Format | Process | Current

Drag a column header here to group by that column

DocId	SourceType	Reference	State	ProjectRef	ProjectDesc	CallReference	CallDesc	CustomerCode	CustomerName	DeptCode	DeptName
PQ0001637	WKOR	WO001405	N	PRJ0000249	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical
PQ0001640	WKOR	WO001411	N				Part Request				
PQ0001641	WKOR	WO001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ0001642	WKOR	WO001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical
PQ0001643	WKOR	WO001414	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical
PQ0001649	WKOR	WO001421	GR				Full Quantity - change prices				
PQ0001650	WKOR	WO001421	GR				Full Quantity - change prices				
PQ0001941	WKOR	WO001656	N			CH0000564	Test	HOP001	Hope Works	Tech	Technical
PQ0001943	WKOR	WO001660	N				Created for production batch -				
PQ0001943	WKOR	WO001660	N				Created for production batch -				
PQ0001943	WKOR	WO001660	N				Created for production batch -				
PQ0001943	WKOR	WO001660	N				Created for production batch -				
PQ0001944	WKOR	WO001661	N				Created for production batch -				
PQ0001944	WKOR	WO001661	N				Created for production batch -				
PQ0001944	WKOR	WO001661	N				Created for production batch -				
PQ0001944	WKOR	WO001661	N				Created for production batch -				
PQ0001944	WKOR	WO001661	N				Created for production batch -				

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- The request will then post to the **Part Requests for the Site** listing screen.

Ribbon Access: *Inventory > Part Requests*

- Ensure that you have selected the correct site.
- In this screen the item can now be [issued](#) / [purchased](#).
- ***Scroll right*** in this screen until you can view the ***Request Status*** column.

Part Requests for the Site - BPO: Version 2.1.0.59 - Example Company

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

Add Edit Delete Back Save Layout Workspaces Save Filter Requisition Issue Transfer Note Change Warehouse Remap Part Create Part

Durban New Request Refresh Print Export

Drag a column header here to group by that column

DodNo	PartCode	PartDesc	PartType	Quantity	IssuedStock	SourceType	Reference	RequiredDate	State	ProjectRef	ProjectDesc	CallReference
PQ00001867	A4CS	A4 Clear Plastic Cover	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N			CH0000525
PQ00001868	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N			CH0000525
PQ00001869	2020-147Y	Yellow toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N			CH0000525
PQ00001870	2020-147C	Cyan toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N			CH0000525
PQ00001871	2020-147M	Magenta toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N			CH0000525
PQ00001872	2020-147K	Black toner SP2020	C	5.00	0.00	WKOR	WO0001571	14 Aug 2017	N			CH0000525
PQ00001875	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001572	14 Aug 2017	N	PRJ0000275	Sprint SP1...	
PQ00001876	SP19-123456	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001572	14 Aug 2017	N	PRJ0000275	Sprint SP1...	
PQ00001877	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001573	15 Aug 2017	N	PRJ0000275	Sprint SP1...	
PQ00001887	1020-147K	Toner Black	C	1.00	0.00	WKOR	WO0001587	13 Sep 2017	N			CH0000533
PQ00001888	1020-147C	Toner Cyan	C	1.00	0.00	WKOR	WO0001587	13 Sep 2017	N			CH0000533
PQ00001891	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001590	14 Sep 2017	N	PRJ0000276	Test Proje...	
PQ00001897	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001601	07 Nov 2017	N	PRJ0000280	Sprint SP1...	
PQ00001898	SP19-123456	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001601	07 Nov 2017	N	PRJ0000280	Sprint SP1...	
PQ00001899	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001602	08 Nov 2017	N	PRJ0000280	Sprint SP1...	
PQ00001904	1020-147K	Toner Black	C	1.00	0.00	WKOR	WO0001282	09 Nov 2017	N	PRJ0000221	project in...	
PQ00001906	1020-147Y	Toner Yellow	C	1.00	0.00	WKOR	WO0000206	09 Nov 2017	N	PRJ0000071	SP240 Ne...	
PQ00001927	SP2020	SP2020 Sprint Colour Multi Functional Copier	A	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N	PRJ0000283	test	
PQ00001927	1020-478	Staple Unit	B	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N	PRJ0000283	test	
PQ00001927	2020-147K	Black toner SP2020	C	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N	PRJ0000283	test	
PQ00001935	SP19-123456	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001645	29 Jan 2018	N			CH0000559
PQ00001935	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001645	29 Jan 2018	N			CH0000559
PQ00001939	SP2020	SP2020 Sprint Colour Multi Functional Copier	A	2.00	0.00	WKOR	WO0001655	20 Feb 2018	N			CH0000563
PQ00001942	SP2020	SP2020 Sprint Colour Multi Functional Copier	A	1.00	0.00	WKOR	WO0001658	28 Feb 2018	PR			CH0000565
PQ00001945	2020-147C	Cyan toner SP2020	C	1.00	0.00	WKOR	WO0001659	26 Apr 2018	N			CH0000566

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- You can see in this column, that the **status** of this part request is now **approved**.

Part Requests for the Site - BPO: Version 2.1.0.59 - Example Company

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

Add Edit Delete Back Save Layout Workspaces Save Filter Requisition Issue Transfer Note Change White Remap Part Create Part

Durban New Request Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

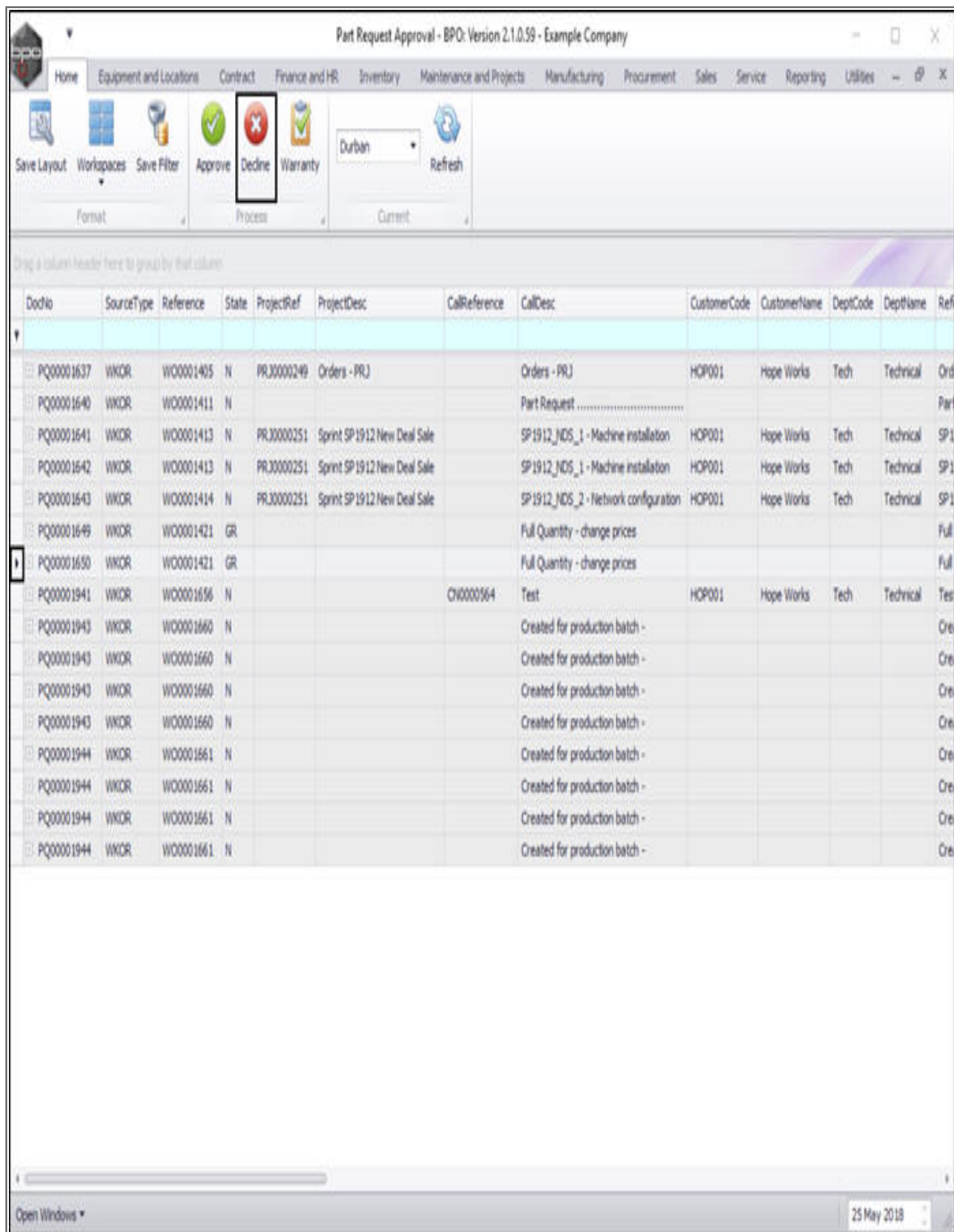
SerialNo	WarehouseName	BinName	RequestStatus	RequestorEmpNo	RequestorName	AssignedToName	CurrentStock	StockRequested	Comments	Status	StockOnOrder
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	80.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	3.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	15.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	198.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	26.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	1 625.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	3.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	2.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	0.00	0		A	0
18-30200	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	22.00	0		A	0
18-30200	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	18.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	0.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	3.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	2.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	0.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	22.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Bianca Du Toit	18.00	0	test	A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Ed Jones	15.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Ed Jones	2.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Ed Jones	1 625.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Ed Jones	2.00	0		A	0
	Main Warehouse	DBN-A1	Approved	DUT001	Bianca Du Toit	Ed Jones	3.00	0		A	0
	Main Warehouse	DBN-A1	Approved	ML001	Abigail Mine	Ed Jones	15.00	0		A	0
	Assets Warehouse	Internal Assets	Approved	ML001	Abigail Mine	Ed Jones	8.00	0		A	0
1t Colour ... 2020-103053	Main Warehouse	DBN-A1	Approved	ML001	Abigail Mine	Abigail Mine	198.00	0		A	0

Notes Purchase Orders

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DECLINE PART REQUEST

- In the *Part Request Approval* listing screen,
- Click on the *row selector* in front of the *part request* that you wish to *decline*.
- Click on *Decline*.



- A **Part Request Process Validation** message box will pop up asking;
 - **Are you sure you want to decline this part request?**
- Click on **Yes**.

Part Request Approval - BPO: Version 2.1.0.59 - Example Company

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

Save Layout | Workspaces | Save Filter | Approve | Decline | Warranty | Durban | Refresh

Format | Process | Current

Drag a column header here to group by that column

DodNo	SourceType	Reference	State	ProjectRef	ProjectDesc	CallReference	CallDesc	CustomerCode	CustomerName	DeptCode	DeptName	Ref
PQ00001637	WKDR	WO0001405	N	PRJ0000249	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical	Ord
PQ00001640	WKDR	WO0001411	N				Part Request					Part
PQ00001641	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical	SP1
PQ00001642	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical	SP1
PQ00001643	WKDR	WO0001414	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical	SP1
PQ00001649	WKDR	WO0001421	GR				Full Quantity - change prices					Full
PQ00001650	WKDR	WO0001421	GR				Full Quantity - change prices					Full
PQ00001941	WKDR	WO0001656	N			CH0000364	Test	HOP001	Hope Works	Tech	Technical	Test
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre

Part Request Process Validation

Are you sure you want to decline this part request?

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REJECTION COMMENTS

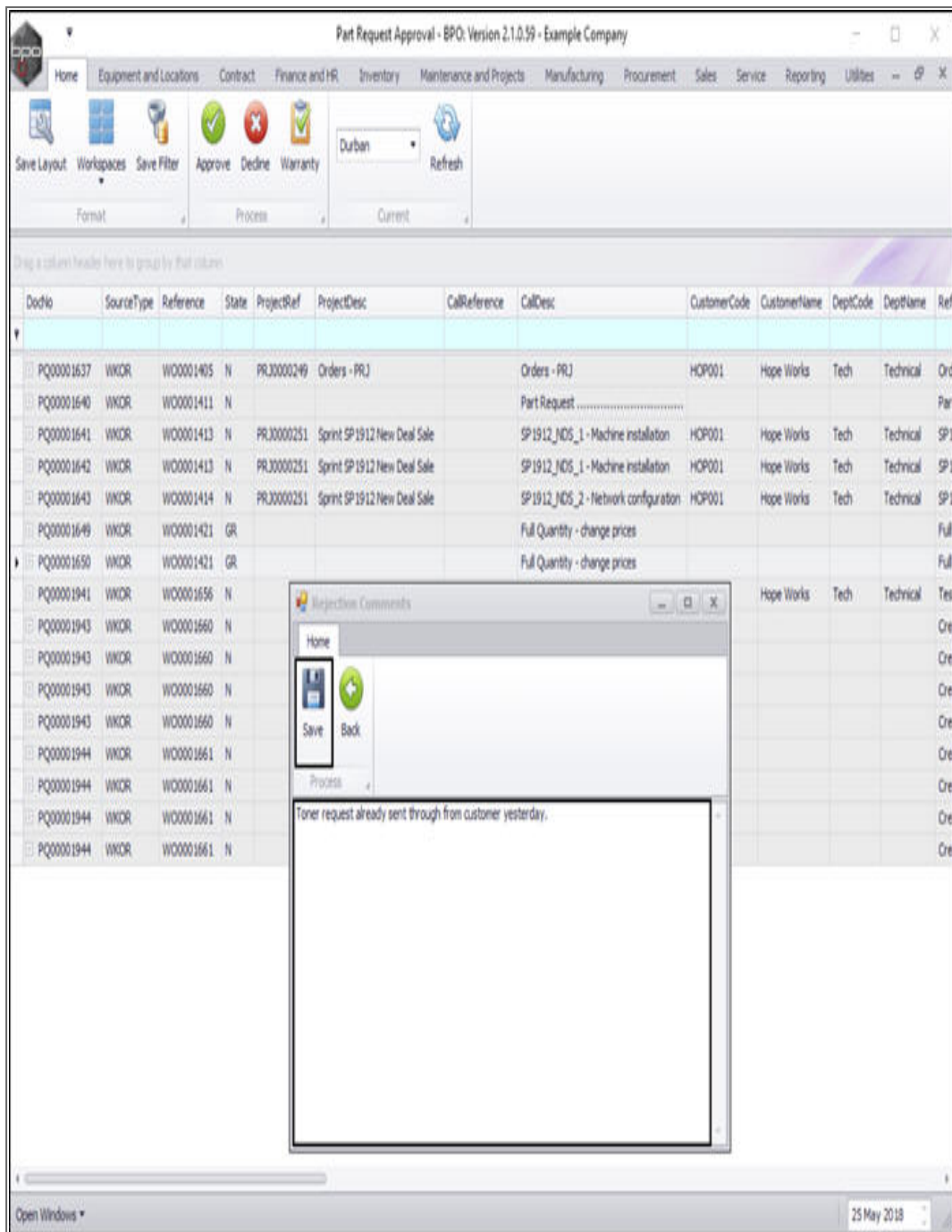
- A **Rejection Comments** screen will pop up.
- Type in the **reason** for declining the part request in the **text box** of this screen.

The screenshot displays the SAP Part Request Approval interface. The main window title is "Part Request Approval - BPO: Version 2.1.0.59 - Example Company". The top navigation bar includes tabs for Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the navigation bar is a toolbar with icons for Save Layout, Workspaces, Save Filter, Approve, Decline, Warranty, and Refresh. A dropdown menu is set to "Durban".

The main area contains a table with the following columns: DocId, SourceType, Reference, State, ProjectRef, ProjectDesc, CalReference, CalDesc, CustomerCode, CustomerName, DeptCode, DeptName, and Ref. The table lists several part requests, including those with states "GR" (Rejected) and "N" (New).

A "Rejection Comments" dialog box is open in the foreground, partially obscuring the table. The dialog box has a title bar and a toolbar with "Save" and "Back" buttons. Below the toolbar is a large text area for entering comments. The dialog box also has a "Process" dropdown menu.

- When you have finished typing in the rejection comment, click on **Save**.



- A **Part Request Process Validation** message box will pop up informing you that;
 - **This part request [] has been declined.**
- Click on **OK**.

The screenshot shows the 'Part Request Approval - BPO: Version 2.1.0.59 - Example Company' application window. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Save Layout, Workspaces, Save Filter, Approve, Decline, Warranty, and Refresh. A dropdown menu is currently set to 'Durban'. The main area displays a table of part requests with columns: Dohlo, SourceType, Reference, State, ProjectRef, ProjectDesc, CallReference, CallDesc, CustomerCode, CustomerName, DeptCode, DeptName, and Ref. The table contains several rows, including one for 'PQ00001650' with State 'GR' and CallDesc 'Full Quantity - change prices'. A dialog box titled 'Part Request - Process' is overlaid on the table, displaying an information icon and the message: 'The part request PQ00001650, has been declined.' with an 'OK' button. The bottom status bar shows 'Open Windows *' and the date '25 May 2018'.

Dohlo	SourceType	Reference	State	ProjectRef	ProjectDesc	CallReference	CallDesc	CustomerCode	CustomerName	DeptCode	DeptName	Ref
PQ00001637	WKDR	WO0001405	N	PRJ0000249	Orders - PRJ		Orders - PRJ	HOP001	Hope Works	Tech	Technical	Ord
PQ00001640	WKDR	WO0001411	N				Part Request					Part
PQ00001641	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical	SP1
PQ00001642	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HOP001	Hope Works	Tech	Technical	SP1
PQ00001643	WKDR	WO0001414	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HOP001	Hope Works	Tech	Technical	SP1
PQ00001649	WKDR	WO0001421	GR				Full Quantity - change prices					Full
PQ00001650	WKDR	WO0001421	GR				Full Quantity - change prices					Full
PQ00001941	WKDR	WO0001656	N			CH0000364	Test	HOP001	Hope Works	Tech	Technical	Test
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre

- The part request will now be **removed** from the **Part Request Approval** listing screen.

Part Request Approval - BPO: Version 2.1.0.59 - Example Company

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

Save Layout | Workspaces | Save Filter | Approve | Decline | Warranty | Durban | Refresh

Format | Process | Current

Drag a column header here to group by that column

DodNo	SourceType	Reference	State	ProjectRef	ProjectDesc	CalReference	CalDesc	CustomerCode	CustomerName	DeptCode	DeptName	Ref
PQ00001637	WKDR	WO0001405	N	PRJ0000249	Orders - PRJ		Orders - PRJ	HQP001	Hope Works	Tech	Technical	Ord
PQ00001640	WKDR	WO0001411	N				Part Request					Part
PQ00001641	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HQP001	Hope Works	Tech	Technical	SP1
PQ00001642	WKDR	WO0001413	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_1 - Machine installation	HQP001	Hope Works	Tech	Technical	SP1
PQ00001643	WKDR	WO0001414	N	PRJ0000251	Sprint SP1912 New Deal Sale		SP1912_NDS_2 - Network configuration	HQP001	Hope Works	Tech	Technical	SP1
PQ00001649	WKDR	WO0001421	GR				Full Quantity - change prices					Full
PQ00001941	WKDR	WO0001656	N			CH0000964	Test	HQP001	Hope Works	Tech	Technical	Test
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001943	WKDR	WO0001660	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre
PQ00001944	WKDR	WO0001661	N				Created for production batch -					Cre

Open Windows | 25 May 2018

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