

We are currently updating our site; thank you for your patience.

# INVENTORY

## SEARCH FOR A PART DEFINITION

You can search for a specific part and view the transactional history for that part.

Ribbon Select **Inventory > Parts**

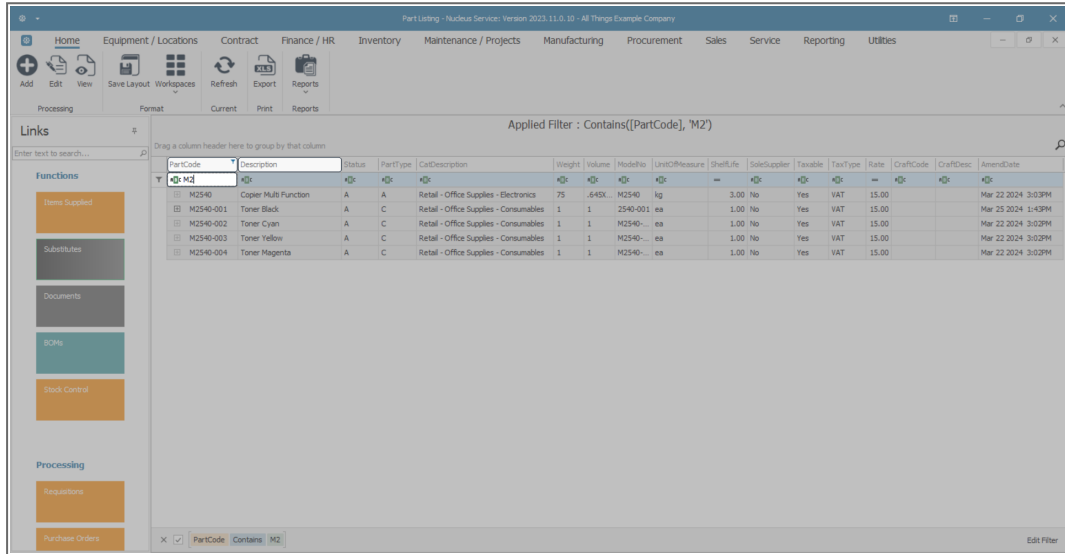


- The **Part Listing** screen will be displayed.

PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	SalesSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDate
SP2020	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP2020	ea	10.00	No	Yes	VAT	15.00			Mar 13 2024 5:21PM
SP2020-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-4933	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2352	Mag Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-7335	Mag Roller Sleeve	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Sep 26 2023 1:44PM
SP2020-0102	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2333	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP500	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP500	ea	10.00	No	Yes	VAT	15.00			Mar 18 2024 11:13AM
SP500-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP500-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP500-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP500-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP500-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM

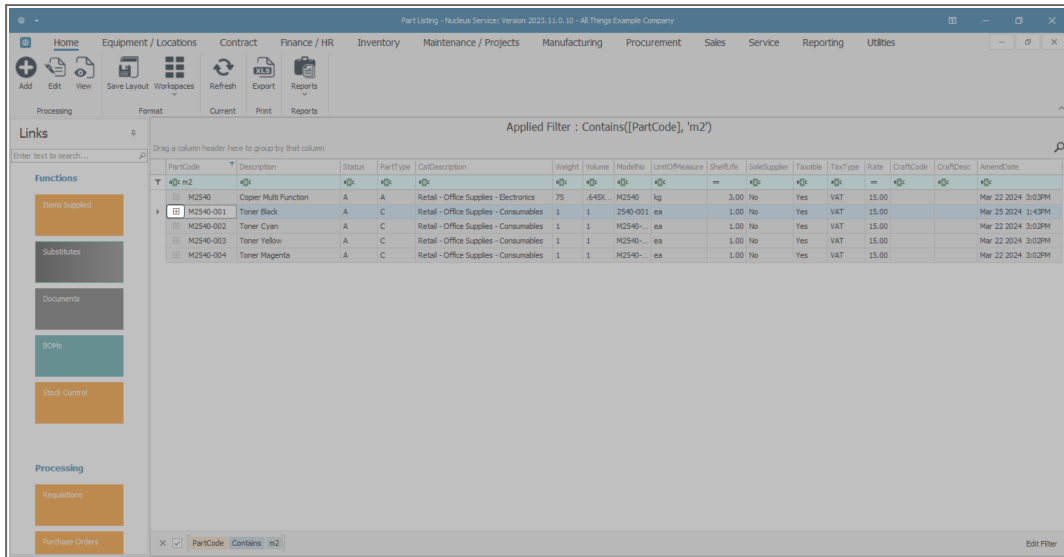
## SEARCH VIA PART CODE OR PART DESCRIPTION

- In the **filter row**, type in the:
  - **Part Code** or **Part Description** that you are searching for.
- As you type, the system will search for and display the **row** that contains the details of that part.

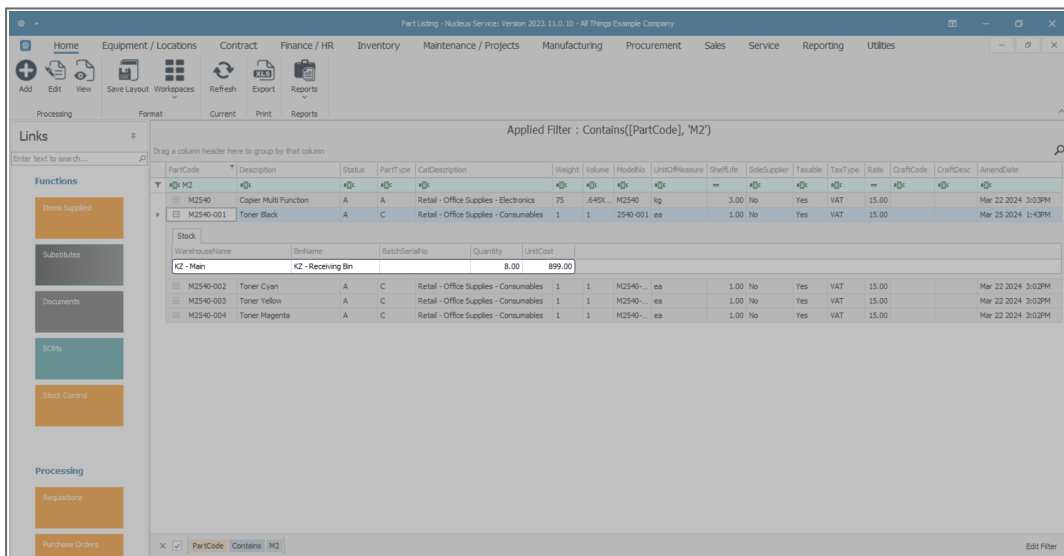


## VIEW THE PART STOCK FRAME

- Click on the **expand** button in the row of the part.



- The **Stock** frame will be expanded.
- You can view the
  - **Quantity, Location and Unit Cost** of items for the selected part code. (and Batch Serial No. if applicable.)



## VIEW PART DETAILS

- To view the part **details** of the selected part, click on **View**.

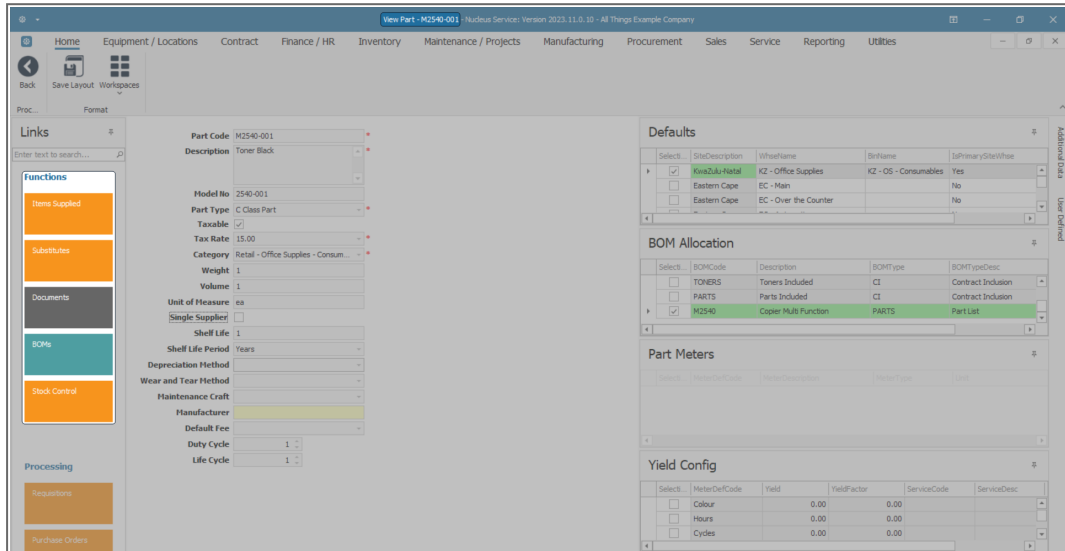
PartCode	Description	Status	PartType	CaDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	SoleSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDate
M2540-001	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1	M2540-001	ea	1.00	No	Yes	VAT	15.00			Mar 25 2024 14:39PM
M2540-002	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1	M2540-002	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3:02PM
M2540-003	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1	M2540-003	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3:02PM
M2540-004	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1	M2540-004	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3:02PM
M5000P	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	M5000P	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-0102	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-2333	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-2352	Mag Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-3671	Drum Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-4613	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Consumables	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-6276	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1	M5000-001	ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
M5000P-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Mar 14 2024 9:58AM

- The **View Part** screen will be displayed and from this screen you can view more detailed information concerning the selected part.

## VIEW THE FUNCTIONS TILES

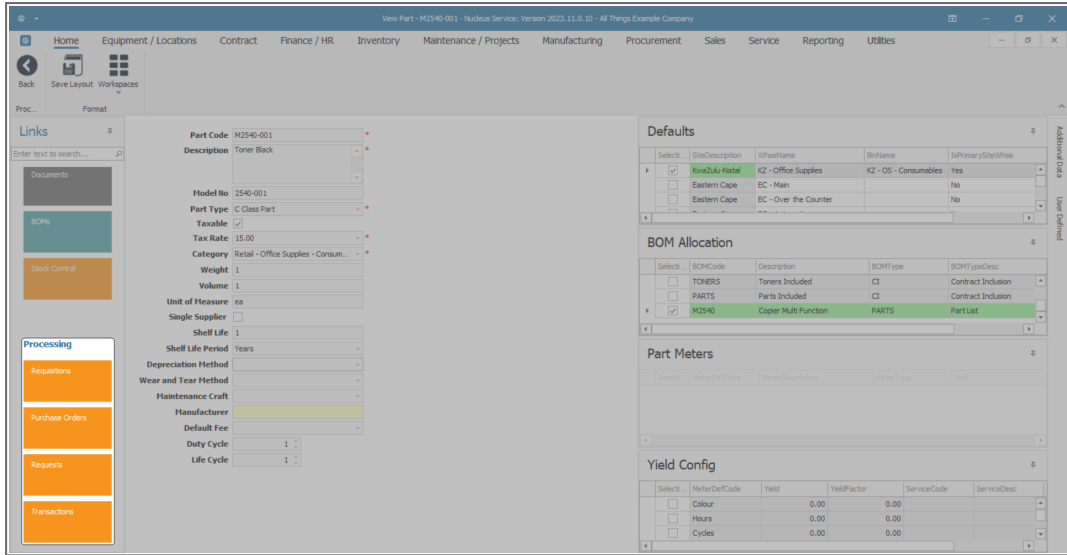
- You can view the **functional** data of the selected part by clicking on any of the **Functions** tiles.

- **Item Supplied:** Suppliers of the part.
- **Substitutes:** Linked alternate part numbers.
- **Documents:** Documents related to the part.
- **BOMs:** Bill of materials linked to the part.
- **Stock Control:** Stock control method for the part.



## VIEW THE PROCESSING TILES

- You can view the **transactional** data of the selected part by clicking on any of the **Processing** tiles.
  - **Requisitions:** Purchase requisitions raised for the part.
  - **Purchase Orders:** Purchase orders raised for the part.
  - **Requests:** Part requests raised for the part.
  - **Transactions:** Transactional data for the part for a selected period.



- For detailed information on the **view** part process, refer to [Introduction to Inventory](#).

MNU.026.037