

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

# **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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	¥				BPC	: Version 2.1.0	).38 - Example (	Company				8	0	Х
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The **Project Listing** screen will be displayed.



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

Home Equipment	and	Locations	Contract	Finance and HR.	Inventory	Mainter	vance and P	hojects Ma	nufacturing Pr	ocurement :	Sales Service Rep	orting Utilities	- 8
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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.

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### Request Parts from Store

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		E PR.	0000175	Project part request	approval		0	Open	14 Feb 2017	16 Mar 2017	Hope Works	HOP001	Belnda
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		E PRJ	0000166	BPO2 Testing at Hop	e Works		0	Open	27 Jan 2017	26 Feb 2017	Hope Works	HOP001	Mark M.
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		E PRJ	0000156	test auto apply task			0	Open	29 Mar 2016	05 Apr 2016	Derton Technologies	DER001	Susan D

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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• 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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			P	art Requests	- BPO: Version 2.1.0.38 - Ex	ample Compan	y				8	۵	
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Billable		Is L	ban 🗌										



- When you have finished adding the details, click on  $\ensuremath{\operatorname{Save}}$  .

			P	art Requests	- BPO: Version 2.1.0.38 - Er	xample Compan	iy				-		
Home Equipm	ent and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8
DBU													
085 1											_	_	_
	BOM ()	P	arts 🥥										
Work Order	WO0001501												
Part	12345ZN		р•										
Description	ZN Paper				· •								
Quantity	1	8											
Warehouse	JohnS_Boot		۹ •										
Required Date	06 Nov 2017 •	•											
Assigned To	Joseph Timber		•										
Requested By	Sarah Mider												
Comment					· •								
104742		1200											
Billable	$\checkmark$	Ist	oan 🛄										
and a feature its													



- 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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## Request Parts from Store

0	Parlament	Carthi		en la constanción de	Part Requ	uests for WO Co	ode WO0001501	- BPO: Versio	on 2.1.0.38 - Exam	ple Company	r.t		-	
Add Edt	Delete	Co Back	Save L	ayout Wo	nnance an Dispaces	Requisition	issue Transfe	Note O	Manufacturing	Procurement Durb reate Part	saes se m /alue is	Refresh	Print	Export
Mainte	nance	1		Format			p	oceas		<u></u>	Current	6 7	Print	4
														liotes 9
DocNo	SourceType	Stat	Pro	ojectRef	ProjectDes	ĸ	CalReferenc	CalDesc	CustomerName	Reference	Priority	PartCode	PartDesc	
														StateDesc
PQ00001757	WKOR	N	PR	30000266	Sprint SP1	912 New Deal Sa	nie.		Big Bargains	W00001501	1	2 12-098765	SP19-128	*
PQ00001758	WKOR	N	PR	30000266	Sprint SP1	912 New Deal St	ale		Big Bargains	WO0001501	2	2 SP19-123456	\$919-120	<ul> <li>New Reque</li> </ul>
PQ00001782	WKOR	N	PR	30000266	Sprint SP 1	912 New Deal St	6e		Big Bargains	W00001501		2 12345ZN	ZN Paper	
					1 The WO	e part request fo 00001501.	or part 12345ZN	has been ad	led successfully to	9 WO :				
					1 The WO	e part request fo	or part 12345ZN	has been add	ded successfully to	o WO : OK				+ CD Parchas Dag s cuire POCode •



• 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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2					Part Requ	ests for WO (	Code WO000	1501 - BPO: Ver:	sion 2.1.0	1.38 - Exa	mple (	Com	pany			- 0	1.1
	Home	Equipment	and Loca	ations Contra	act Finance an	dHR Invent	lory Mainter	vance and Project	s Manu	.facturing	Pro	aire	nent Sales Ser	vice Re	porting I	utites -	8
Ð	1	X	٢	2	4		1	÷ 🚺	1	V	e		Durban	•		1	
dd	Edt	Delete	Back	Save Layout	Workspaces	Requisition	Issue The	nsfer Note	Change Whse	Remap Part	Creat Part		(EditValue is	<ul> <li>Refr</li> </ul>	esh Pr	int Export	
	Mainten	iance	5	Form	int ,			Process		223		G.	Current		4	Print J	
ocNo		SourceTyp	e State	ProjectRef	ProjectDesc		CustomerNar	ne Reference	Priority	PartCod	e	Part	Desc	PartType	Quantity	RequiredDat	e
Q00	01757	WKOR	N	PR30000266	Sprint SP19121	iew Deal Sale	<b>Big Bargains</b>	W00001501	2	12-0987	85	\$P1	-12 Black Toner	¢	1.00	22 Jun 2017	
Q00	01758	WKOR	N	PR30000266	Sprint SP 1912 M	Vew Deal Sale	<b>Big Bargains</b>	W00001501	2	\$P19-12	3456	SP1	-12 Colour Copier	A	1.00	22 Jun 2017	_
200	01782	WKOR	N	PRJ0000266	Sprint SP 1912	lew Deal Sale	<b>Big Bargains</b>	WQ0001501	2	123452	V	ZNF	aper	ç	8.00	05 Nov 2017	

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