

INVENTORY

PARTS – ADD PART DEFINITION DEFAULTS

Once the part definition [details](#) have been added, at least one **default site warehouse** must be linked to the part definition.

More than one site warehouse can be added but **only one warehouse per site** can be selected as the **primary** one.

The **primary** site warehouse will be the default **receiving** warehouse when this part is [GRN](#)'d into store.

Ribbon Select **Inventory > Parts**



- The **Part Listing** screen will be displayed.
- The data grid will display a list of all the part definitions currently on the system.
- Click on **Add**.

PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	SolidSupplier	Taxable	TaxType	Rate	AmendDate
SP2020	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP2020	ea	10.00	No	Yes	VAT	15.00	Sep 15 2023 4:00PM
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	Fusing 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	Jan 1 1900 12:00AM
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

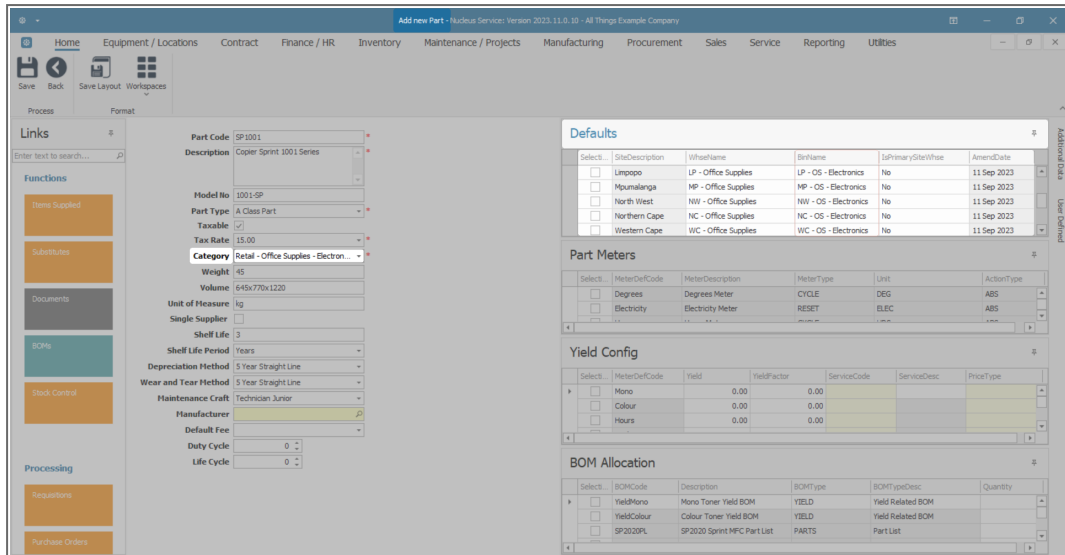
SELECT THE PART SITE WAREHOUSE

- The **Add new part** screen will open.
- Once the part definition details have been **added**, move across the screen to the **Defaults** panel.
- This panel will be populated with a list of all the **site warehouses** that are linked to the part **category**. (This category was selected when **adding the part definition details**.)

Note: You can amend this category at this stage, if required. Any amendment will refresh the Defaults panel to populate with the site warehouses linked to the amended category.

- There may be more than one **warehouse** listed per site.
 - In this example, there are **3** warehouses linked to the Durban site.
- In the **Selection** column, select the check box in front of all the site warehouses that you wish to link to the part definition.

Note: You can select multiple part sites warehouses but only one primary part site default warehouse (see below).



Note: If the selected site Warehouse Name needs to be changed - refer to [Edit Part Definition Defaults](#).

SELECT THE PART SITE WAREHOUSE BIN

- Once the part site default warehouses have been selected, move across to the **Bin Name** column.

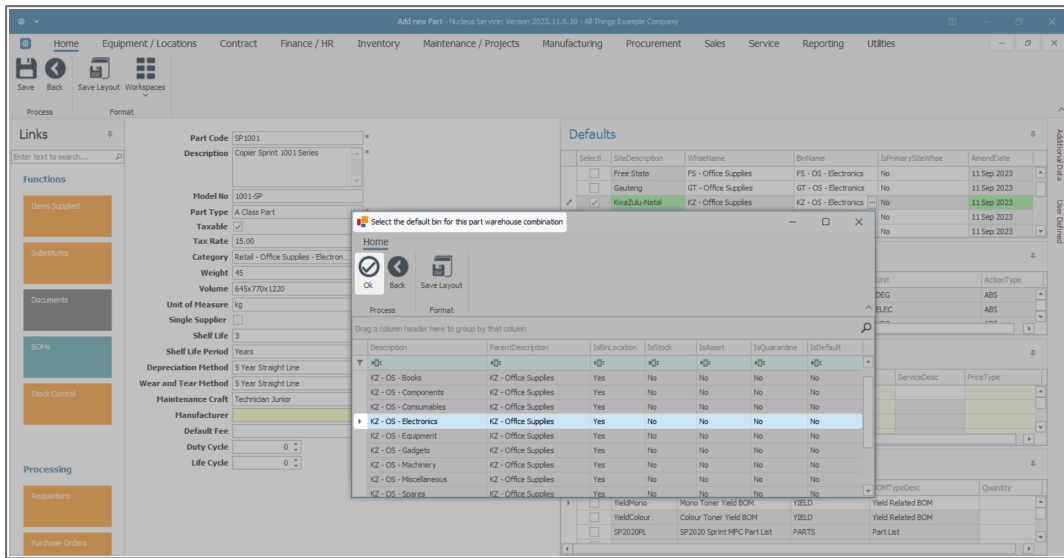
DEFAULT BIN

Each part site warehouse selected, must have a **default bin** allocated. This is the bin within the warehouse that will receive the part as it is **GRN**'d into store.

The **BinName** field will auto populate according to the linked part **category** that was selected when adding the part definition details.

- If the **BinName** of the selected part site warehouse needs to be changed, click in the **BinName** field to reveal an **ellipsis button**.
- Click on this button and select from the pop up screen, the **default bin** for this part site warehouse.

Note: If there is only one bin linked to the warehouse then the **BinName** field will auto populate with the name of that one bin and no **Select** screen will pop up.



SELECT THE PART SITE PRIMARY WAREHOUSE

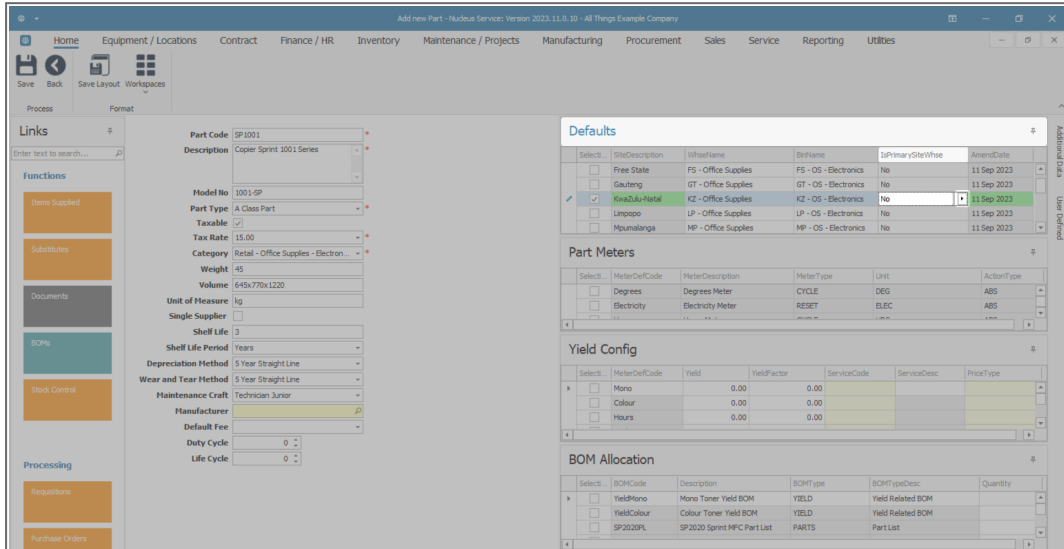
Only one warehouse and bin can be selected as the **primary** site warehouse. This means that when GRN'ing this part into store, it will be received into the **primary** default site warehouse and bin set up here.

Note: There is an opportunity to select an **alternative** or secondary receiving warehouse (if there is one linked here) during the **GRN** process.

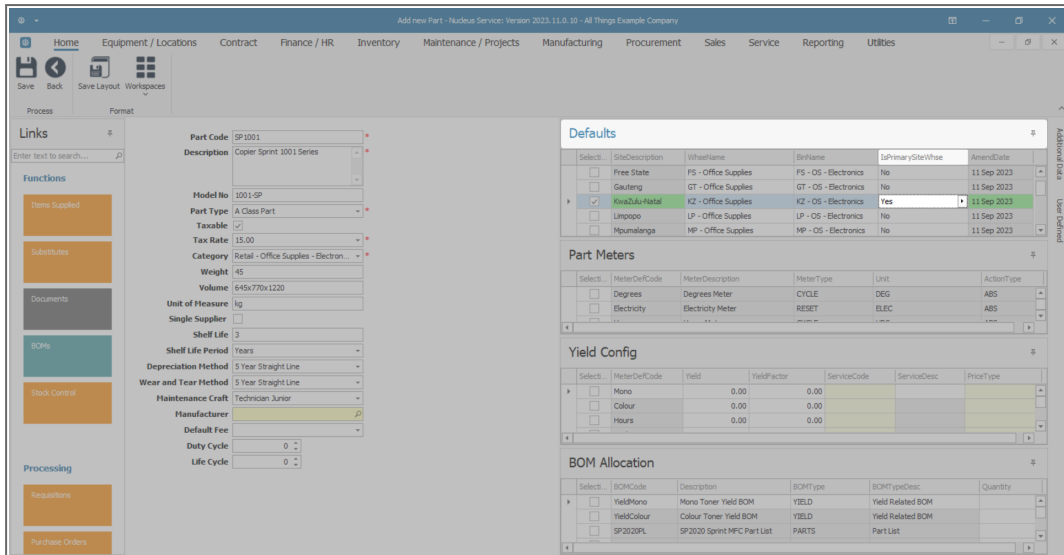
- Once the selected default bin has populated the **BinName** field, you can move across to the **IsPrimarySiteWhse** column. All the fields in this column are initially populated with 'No'.

Note: Any of the site warehouses selected in the previous steps can be chosen as the **primary** site warehouse. Ensure that the **BinName** field is populated first.

- Ensure that you are in the row of the warehouse that you wish to make the **primary** site warehouse and click in the **IsPrimarySiteWhse** field. An **arrow** button will appear. Click on this **arrow** button.

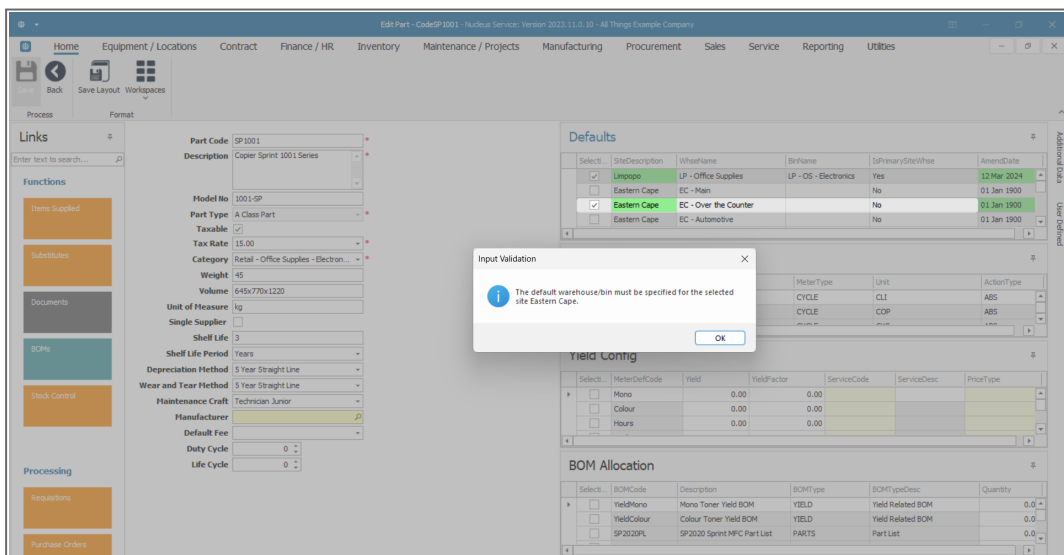


- The text in the field will change to **Yes**. This warehouse will now be the **primary** site warehouse and bin when this part is received into store.
- It is important to ensure that no other warehouses in the same site are selected as the primary site warehouse. The system will not allow you to save the changes if there is more than one **IsPrimarySiteWhse** field within the same site marked as 'Yes'.



INPUT VALIDATION ERROR

- If you have not selected the bins for the other selected site warehouses and you try to **Save** at this point, you will receive an error message:
 - **The default warehouse/bin must be specified for the selected site [].**
- Click on **Ok** and go back and specify the default bin for each selected site warehouse.



SAVE PART DEFINITION DEFAULTS

- Once the default bins have been selected, at this point you can either:
- Click on **Save**, or,
- Move down to the [Add Part Definition Part Meters](#), [Add Part Definition Yield Config](#), and [Add Part Definition BOM Allocation](#) panels, if applicable.

Note: If you click on **Save** at this point, you will return to the **Part Listing** screen.

The screenshot displays the 'Add Part Definition Defaults' screen in the CO3 software. The interface is divided into several sections:

- Navigation Menu (Left):** Includes Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities.
- Part Details (Center):**
 - Part Code:** SP1001
 - Description:** Copier Sprint 1001 Series
 - Model No:** 1001-SP
 - Part Type:** A Class Part
 - Taxable:**
 - Tax Rate:** 15.00
 - Category:** Retail - Office Supplies - Electron...
 - Weight:** 45
 - Volume:** 645x770x1220
 - Unit of Measure:** kg
 - Single Supplier:**
 - Shelf Life:** 3
 - Shelf Life Period:** Years
 - Depreciation Method:** 5 Year Straight Line
 - Wear and Tear Method:** 5 Year Straight Line
 - Maintenance Craft:** Technician Junior
 - Manufacture:**
 - Default Fee:**
 - Duty Cycle:** 0
 - Life Cycle:** 0
- Defaults Panel (Right):** A table with columns: Select, DefDescription, Wharehouse, BtName, PrimaryShareUse, InvenDate.

Select	DefDescription	Wharehouse	BtName	PrimaryShareUse	InvenDate
<input checked="" type="checkbox"/>	VivaZulu-Metal	K2 - Office Supplies	K2 - OS - Electronics	Yes	12 Mar 2024
<input checked="" type="checkbox"/>	Limpopo	LP - Office Supplies	LP - OS - Electronics	Yes	12 Mar 2024
<input type="checkbox"/>	Eastern Cape	EC - Man		No	01 Jan 1900
<input checked="" type="checkbox"/>	Eastern Cape	EC - Over the Counter	EC - Over the Counter Bin	Yes	01 Jan 1900
<input type="checkbox"/>	Eastern Cape	EC - Automotive		No	01 Jan 1900
- Part Meters Panel (Right):** A table with columns: Select, MeterDefCode, MeterDescription, MeterType, Unit, ActionType.

Select	MeterDefCode	MeterDescription	MeterType	Unit	ActionType
<input type="checkbox"/>	Clicks	Clicks Meter	CYCLE	CLI	ABS
<input type="checkbox"/>	Colour	Colour Meter	CYCLE	COP	ABS
- Yield Config Panel (Right):** A table with columns: Select, MeterDefCode, Yield, YieldFactor, ServiceCode, ServiceDesc, PriceType.

Select	MeterDefCode	Yield	YieldFactor	ServiceCode	ServiceDesc	PriceType
<input type="checkbox"/>	Mono	0.00	0.00			
<input type="checkbox"/>	Colour	0.00	0.00			
<input type="checkbox"/>	Hours	0.00	0.00			
- BOM Allocation Panel (Right):** A table with columns: Select, BOMCode, Description, BOMType, BOMTypeDesc, Quantity.

Select	BOMCode	Description	BOMType	BOMTypeDesc	Quantity
<input type="checkbox"/>	YieldMono	Mono Toner Yield BOM	YIELD	Yield Related BOM	0.0
<input type="checkbox"/>	YieldColour	Colour Toner Yield BOM	YIELD	Yield Related BOM	0.0
<input type="checkbox"/>	SP202PL	SP2020 SprintMFC Part List	PARTS	Part List	0.0

Related Topics

- [Add Part Definition Details](#)
- [Add Part Definition BOM Allocation](#)
- [Add Part Definition Part Meters](#)
- [Add Part Definition Yield Config](#)
- [Add Part Definition Additional Data](#)
- [Add Part Definition User Defined](#)

MNU.026.031

