

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

INVENTORY

PART REQUESTS - ISSUE STOCK ITEMS

- 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 <u>both</u> 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 recipient (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 recipient (customer)



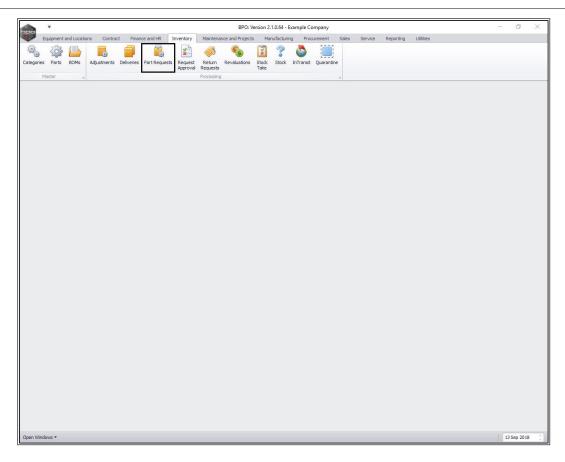
and what is actually received **e.g.** there could be a shortage of items received or some items may be damaged. These notes are <u>external documents</u> signed by the recipient (customer) and the deliverer. It is good practice to have 2 copies of a Delivery Note - one for your company and one for the recipient (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 delivery person and 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.

Note: If you are using the Stock Batch Tracking option, make sure you select the correct Batch Number for C-Class (non-serialised) items, when issuing stock. For more details, refer to **Inventory: Stock Batches**.

Ribbon Access: Inventory > Part Requests





PART REQUESTS LINKED TO AN INVOICE

The **Part Requests for the site** listing screen will be displayed.

Select the Site and Status

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



Part Requests - Issue Stock Items

-p							for the Site - BPO:							- 0
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P	Q00001793	WKOR	N	W00001546	2	102-7854	Network cable		c	1.0	1 101101	ev17	30 0111100	
P	Q00001792	WKOR	N	W00001545	2	SP19-12	SP19-12 Colour		A	1.0	17 Nov	2017	Sarah Mider	SP1912_NO5_1
P	Q00001791	WKOR	N	W00001545	2	12-098765	SP19-12 Black T		c	1.0	17 Nov	2017	Sarah Mider	\$P1912_NO5_1
P	Q00001790	WKOR	N	W00001544	2	SP19-12	SP19-12 Colour		A	1.0	18 Nov	2017	Sarah Mider	1818-1-1 - Che
P	Q00001789	WKOR	N	W00001544	2	12-098765	SP19-12 Black T		¢	1.0	18 Nov	2017	Sarah Mider	1818-1-1 - Che
P	Q00001788	WKOR	N	WO0001543	2	102-7854	Network cable	Titan Group	с	1.0	18 Nov	2017	Sarah Mider	\$P1912_NO5_2
P	Q00001787	WKOR	N	W00001542	2	SP19-12	SP19-12 Colour	Titan Group	A	1.0	17 Nov	2017	Sarah Milder	\$P1912_ND5_1
P	Q00001785	WKOR	N	W00001501	2	001002	Lens	Big Bargains	8	1.0	08 Nov	2017	Sarah Milder	SP1912_NO5_1
P	Q00001784	WKOR	N	W00001501	2	DR111111	Drum	Big Bargains	8	1.0	07 Nov	2017	Sarah Mider	\$P1912_NOS_1
P	Q00001783	WKOR	N	WO0001494	2	KZN-122	Kruger ZN Fax M	Hope Works	A	1.0	07 Nov	2017	Sarah Mider	Project with wo
P	Q00001782	WKOR	N	W00001501	2	12345ZN	2N Paper	Big Bargains	C	8.0	0 06 Nov	2017	Sarah Milder	\$P1912_NO5_1
P	Q00001781	WKOR	N	WO0000990	2	12345ZN	ZN Paper	Hope Works	C	8.0	06 Nov	2017	Belinda Sharman	Part request in
P	Q00001780	WKOR	N	W00000990	2	2020-1470	Cyan toner SP2020	Hope Works	C	2.0	08 Nov	2017	Belinda Sharman	Part request in
P	Q00001779	SDNV	N	DW0000373	3	2020-147K	Black toner SP2020	Hope Works	C	1.0	26 Sep 2	2017	Susan Du Toit	
P	Q00001776	WHE	N	PTA Main	3	SP2020	SP2020 Sprint C		A	2.0) 30.Jun 1	017	Mark Mudderveld	
P	Q00001774	WKOR	N	W00001512	2	2020-856	Drum		В	1.0	30 Jun 3	2017	Mark Mudderveld	Quick Part Retu
P	Q00001768	WKOR	N	W00001511	2	17-856	Drum for SP1717	Hope Works	8	1.0	29 Jun 2	8017	Mark Mudderveld	Loan unit - Alte
P	Q00001767	WKOR	N	WO0001499	2	17-856	Drum for SP1717	Apple Juice Inc	θ	1.0) 29 Jun 1	017	Susan Du Toit	1234
P	Q00001760	WKOR	N	WO0001385	2	2020-147K	Black toner SP2020	Hope Works	C	1.0) 28 Jun 2	017	Susan Du Toit	Contract Servic
P	Q00001759	WKOR	N	WO0001502	2	102-7854	Network cable	Big Bargains	c	1.0) 23 Jun 3	017	Susan Du Toit	\$P1912_ND5_2
P	Q00001758	WKOR	N	W00001501	2	\$P19-12	SP19-12 Colour	Big Bargains	A	1.0) 22.)un 2	1017	Susan Du Toit	\$P1912_N05_1
P	Q00001755	WKOR	N	WO0001500	2	AФ	A4 Paper		С	30.0) 21 Jun 2	017	Susan Du Toit	Created for pro
P	Q00001755	WKOR	N	WO0001500	2	A4CB	A4 Cardboard B		¢	1.0	21 Jun 2	2017	Susan Du Toit	Created for pro
P	Q00001755	WKOR	N	W00001500	2	A4CS	A4 Clear Platc C		c	1.0	21 Jun 3	017	Susan Du Toit	Created for pro
P. U	Q00001755	WKOR	N	W00001500	2	2020-147K	Black toner SP2020		c	2.0	21 Jun 2	8017	Susan Du Toit	Created for pro



- Select the Status.
 - This should be set to New Request.

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	PQ000017			N		VO0001546		102-7854	Network cable	N.		¢	1.	x				912_NDS_3	
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	PQ000017			N		V00001542			\$919-12 Color		3.6	A	1	00 17 No	100	Sarah Mider		912_ND5_1	
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	PQ000017			N		V00001501		DR111111		Big Bar		B		00 07 No		Sarah Mider		912_N05_1	
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	PQ000017			N N		VO0001499 VO0001385		17-856	Drum for SP1		uice Inc	8		00 29 Jun		Susan Du Toit			
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Single Part Request Issue linked to an Invoice

- Click on the **row selector** in front of the **single part request** that you wish to issue stock for.
 - You will note that this request is not linked to a work order but a single part request linked to an invoice.

Either,

Home	Equipmen	t and Locations Contract	Finance	e and HR	Inventory	1997	ance and Project			xample Compar Procurement	Sales Service	e Reporti	ing Utilities		_	. 8
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PO00001992	A4NP	A4 Note Paper	с	150.00		WKOR	WO0001699	13 Aug 2018	N							Crea
PQ00001992 PO00001992	A4NP A4CB	A4 Note Paper A4 Cardboard Backing	c	3.00		WKOR	WO0001699	13 Aug 2018 13 Aug 2018	N							
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PQ00001992	A4CS	A4 Clear Platic Cover Black Toner SP1919	c	3.00		WKOR WKOR	WO0001699	13 Aug 2018	N			00.10000	TT002 - W	11000001	Marca Marcha	Crea
PQ00001991 PQ00001961	SP19-147K SP1919		A	1.00		WKOR	WO0001695 WO0001536	07 Aug 2018 06 Jul 2018	N	CN0000511	Paper Jam - Ser	PR00000	11002 - W	HOP001 PAN001	Hope Works Panda Copiers	Pape
PQ00001961 PO00001959	SP1919 SP2020		A	1.00		WKOR	WO0001536 WO0001419	06 Jul 2018 06 Jul 2018	N	040000511	raper Jam - Ser			PANUUT	Fanda Copiers	My V
PQ00001959 PQ00001956	SP2020 SP2020	SP2020 Sprint Colour Mul		1.00		WKOR	WO0001419 WO0001645	05 Jul 2018	N	CN0000559	1234			HOP001	Hope Works	New
PQ00001955	2020-147K	Black toner SP2020	c	1.00	0.00		INV0000427	04 Jul 2018	N	C140000559	1204			HOP001 HOP001	Hope Works	wew
PQ00001955 PO00001954	2020-147K	Black toner SP2020 Black toner SP2020	c	1.00	0.00		INV0000427	04 Jul 2018	N					HOP001	Hope Works	
PQ00001954	1458-96523		121	1.00	0.00	WKOR	WO0001664	29 Jun 2018	N	CN0000566	Toner required			HOP001	Hope Works	Tone
PQ00001953	2020-147K	Black toner SP2020	c	1.00		WKOR	WO0001664	29 Jun 2018	Ň	CN0000566	Toner required			HOP001	Hope Works	Tone
PO00001945	2020-147C	Cvan toner SP2020	c	1.00		WKOR	WO0001659	26 Apr 2018	N	CN0000566	Toner required			HOP001	Hope Works	Tone
PQ00001939	SP2020		A	2.00		WKOR	WO0001655	20 Eeb 2018	N	CN0000563	New Deal Sale 111			HOP001	Hope Works	
PQ00001935	12-098765	SP19-12 Black Toner	c	1.00		WKOR	WO0001645	29 Jan 2018	N	CN0000559	1234			HOP001	Hope Works	New
PQ00001927	1020-478	Staple Unit	B	1.00		WKOR	WO0001621		N	00000000		2010000	Test Project	HOP001	Hope Works	Test
PQ00001927	SP2020		A	1.00		WKOR	WO0001621		N			PRJ0000	100000000000000000000000000000000000000	HOP001	Hope Works	Test
PQ00001927	2020-147K	Black toner SP2020	c	1.00		WKOR	WO0001621	06 Dec 2017	N			PRJ0000	Test Project	HOP001	Hope Works	Test
PQ00001906	1020-147Y	Toner Yellow	c	1.00		WKOR	WO0000206	09 Nov 2017	N				SP240 Ne	TIA001	Titan Group	SP74
PQ00001904	1020-147K	Toner Black	c	1.00		WKOR	WO0001282	09 Nov 2017	Ň			PR.30000			Hope Works	Proje
PQ00001899	102-7854	Network cable	c	1.00		WKOR	WO0001602	08 Nov 2017	N			PRJ0000		HOP001	Hope Works	SP19
PQ00001898	SP19-123		A	1.00		WKOR	WO0001601	07 Nov 2017	N			PR.30000	Sprint SP1	HOP001	Hope Works	SP19
PQ00001897	12-098765	SP 19-12 Black Toner	с	1.00		WKOR	WO0001601		N			PRJ0000		HOP001	Hope Works	SP 15
PQ00001891	102-7854	Network cable	c	1.00		WKOR	WO0001590		N				Test Proje	GDB0001	Good Books	Test
PQ00001888	1020-147C	Toner Cyan	C	1.00	0.00	WKOR	WO0001587	13 Sep 2017	N	CN0000533	Service required			HOP001	Hope Works	Serv
PQ00001887	1020-147K	Toner Black	c	1.00		WKOR	WO0001587	13 Sep 2017	N	CN0000533	Service required			HOP001	Hope Works	Serv
PQ00001877	102-7854	Network cable	c	1.00		WKOR	WO0001573		N				Sprint SP1	BEA001	Bearing and	SP19
PQ00001876	SP19-123	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001572	14 Aug 2017	Ň				Sprint SP1	BEA001	Bearing and	SP 19
PQ00001875	12-098765	SP 19-12 Black Toner	С	1.00		WKOR	WO0001572	14 Aug 2017	N				Sprint SP1	BEA001	Bearing and	
PQ00001872	2020-147K	Black toner SP2020	с	5.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001871	2020-147M	Magenta toner SP2020	с	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001870	2020-147C	Cyan toner SP2020	с	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001869	2020-147Y	Yellow toner SP2020	с	1.00		WKOR	WO0001571		N	CN0000525	test			HOP001	Hope Works	test
PQ00001868	12-098765	SP19-12 Black Toner	С	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001866	A4CB	A4 Cardboard Backing	с	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001865	A4P	A4 Paper	С	30.00	0.00	WKOR	WO0001571	14 Aug 2017	Ň	CN0000525	test			HOP001	Hope Works	test
PO00001861	2020-147K	Black toner SP2020	С	5.00	0.00	WKOR.	WO0001557	08 Aug 2017	N							Test

• Click on Issue

Or

- **Right click** anywhere in the **row** of that <u>single</u> part request.
- A part requests *Maintenance* menu will be displayed.
- In this menu, click on Issue Issue the Part Request.



Home	Equipment	and Locations Contract	: Financi	e and HR	Inventory	Maintena	ance and Projec	ts Manufac	turing	Procurement	Sales Serv	ice Report	ing Utilities			- 8
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DocNo 🔻	PartCode	PartDesc	PartType	Quantity	IssuedStock	SourceType	Reference	RequiredDate	e State	CalReference	CalDesc	ProjectRef	ProjectDesc	CustomerCode	CustomerName	Refer
PQ00001992	A4NP	A4 Note Paper	С	150.00	0.00	WKOR	WO0001699	13 Aug 2018	N							Crea
PQ00001992	A4CB	A4 Cardboard Backing	С	3.00	0.00	WKOR	WO0001699	13 Aug 2018	N							Crea
PQ00001992	A4CS	A4 Clear Platic Cover	С	3.00	0.00	WKOR	WO0001699	13 Aug 2018	N							Crea
PQ00001991	SP19-147K	Black Toner SP1919	С	1.00	0.00	WKOR.	WO0001695	07 Aug 2018	N			PR30000	TT002 - W	HOP001	Hope Works	TTOC
PQ00001961	SP 19 19	SP1919 Sprint Colour MFC	Α	1.00	0.00	WKOR	WO0001536	06 Jul 2018	N	CN0000511	Paper Jam - Ser.	÷		PAN001	Panda Copiers	Pape
PQ00001959	SP2020	SP2020 Sprint Colour Mul	. A	1.00	0.00	WKOR	WO0001419	06 Jul 2018	N							My V
PQ00001956	SP2020	SP2020 Sprint Colour Mul	. Α	1.00	0.00	WKOR.	WO0001645	05 Jul 2018	N	CN0000559	1234			HOP001	Hope Works	New
PQ00001955	2020-147K	Black toner SP2020	С	1.00	0.00	SINV	INV0000427	04 Jul 2018	N					HOP001	Hope Works	
PQ00001954	2020-147K	Black toner SP2020	All groups	1.00	0.00	SINV	INV0000426	04 Jul 2018	N					HOP001	Hope Works	
PQ00001953	1458-96523	K147 Kyocera Colour Cop				WKOR	WO0001664	29 Jun 2018	N	CN0000566	Toner required	••		HOP001	Hope Works	Tone
PQ00001952	2020-147K	Black toner SP2020	Maintenance		n	WKOR	WO0001664	29 Jun 2018	N	CN0000566	Toner required			HOP001	Hope Works	Tone
PQ00001945	2020-147C	Cyan toner SP2020	Add Par	rt Request		WKOR	WO0001659	26 Apr 2018	N	CN0000566	Toner required			HOP001	Hope Works	Tone
PQ00001939	SP2020	SP2020 Sprint Colour Mul.		encouse.		WKOR	WO0001655	20 Feb 2018	Ν	CN0000563	New Deal Sale 1	1		HOP001	Hope Works	
PQ00001935	12-098765	SP19-12 Black Toner	JEdit Re	quest		WKOR	WO0001645	29 Jan 2018	N	CN0000559	1234			HOP001	Hope Works	New
PQ00001927	1020-478	Staple Unit	w Delete	1		WKOR	WO0001621	06 Dec 2017	N			PRJ0000	Test Project	HOP001	Hope Works	Test
PQ00001927	SP2020	SP2020 Sprint Colour Mul.	Delete I	Part Reque	st	WKOR	WO0001621	06 Dec 2017	N			PR30000	Test Project	HOP001	Hope Works	Test
PQ00001927	2020-147K	Black toner SP2020	- Clear			WKOR	WO0001621	06 Dec 2017	Ν			PR30000	Test Project	HOP001	Hope Works	Test
PQ00001906	1020-147Y	Toner Yellow	Clear F	iter		WKOR	WO0000206	09 Nov 2017	Ν			PRJ0000	SP240 Ne	TIA001	Titan Group	SP24
PQ00001904	1020-147K	Toner Black	Process			WKOR	WO0001282	09 Nov 2017	N			PR30000	project lin	HOP001	Hope Works	Proje
PQ00001899	102-7854	Network cable	- Requis	sition		WKOR	WO0001602	08 Nov 2017	Ν			PR30000	Sprint SP1	HOP001	Hope Works	SP 19
PQ00001898	SP19-123	SP19-12 Colour Copier	= Create	purchase n	equisition	WKOR	WO0001601	07 Nov 2017	N			PRJ0000	Sprint SP1	HOP001	Hope Works	SP19
PQ00001897	12-098765	SP 19-12 Black Toner	Issue	ne Part Reg	a second	WKOR	WO0001601	07 Nov 2017	N			PR30000	Sprint SP1	HOP001	Hope Works	SP 15
PQ00001891	102-7854	Network cable			prot	WKOR	WO0001590	14 Sep 2017	N			PRJ0000	Test Proje	GDB0001	Good Books	Test
PQ00001888	1020-147C	Toner Cyan	Transfe	ier r the reque	est	WKOR	WO0001587	13 Sep 2017	N	CN0000533	Service required	in.		HOP001	Hope Works	Serv
PQ00001887	1020-147K	Toner Black	ox Chang			WKOR	WO0001587	13 Sep 2017	N	CN0000533	Service required			HOP001	Hope Works	Serv
PQ00001877	102-7854	Network cable		e the wareh	iouse	WKOR	WO0001573	15 Aug 2017	N			PRJ0000	Sprint SP1	BEA001	Bearing and	SP 19
PQ00001876	SP19-123	SP19-12 Colour Copier	Rema	D		WKOR	WO0001572	14 Aug 2017	Ň			PR30000	Sprint SP1	BEA001	Bearing and	SP19
PQ00001875	12-098765	SP 19-12 Black Toner		the part	-	WKOR	WO0001572	14 Aug 2017	N			PR30000	Sprint SP1	BEA001	Bearing and	SP 15
PQ00001872	2020-147K	Black toner SP2020	С	5.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001871	2020-147M	Magenta toner SP2020	С	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001870	2020-147C	Cyan toner SP2020	С	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001869	2020-147Y	Yellow toner SP2020	С	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001868	12-098765	SP19-12 Black Toner	С	1.00	0.00	WKOR	WO0001571	14 Aug 2017	Ν	CN0000525	test			HOP001	Hope Works	test
PQ00001866	A4CB	A4 Cardboard Backing	С	1.00	0.00	WKOR.	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001865	A4P	A4 Paper	С	30.00	0.00	WKOR	WO0001571	14 Aug 2017	Ň	CN0000525	test			HOP001	Hope Works	test
PQ00001861	2020-147K	Black toner SP2020	С	5.00	0.00	WKOR	WO0001557	08 Aug 2017	N							Test

As this is a <u>single</u> part request <u>not</u> linked to a work order, the system will take you directly to the **Add New Part Issue** screen

- **Reference Type:** This will auto populate with the reference type linked to this part request in this example, an OTC Sales Invoice.
- **Item:** This will auto populate with the reference number of the reference type linked to this part request in this example, Invoice **INV000426**.
- **Receiver:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative person, if required.
- **Issue Date and Time:** This will auto populate with the current date and time.



- Date: You can either type in or click on the dropdown arrow and use the calendar function to select an alternative date if required.
- **Time:** You can either type in or use the directional arrows to select an alternative time if required.
- **Comments:** Type in a comment relevant to this part issue, if required.

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Move down the screen to the **Parts** data grid.

- **Part Code:** This will auto populate with the selected Part Code.
- **Part Description:** This will auto populate with the selected Part Description.
- **Part Type:** This will auto populate with the selected 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-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 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 does not equal the Quantity due to short stock then you will either need to <u>request an inter</u>-<u>warehouse transfer</u> to bring these items into the default warehouse or you will need to follow the process to <u>procure</u> 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.



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Part Issue C-Class items

- The **Issue Qty** text box will auto populate with the quantity requested on the initial part request that can be issued out from the default warehouse (if there is stock available in this warehouse) but you can edit this.
- Click on the **Expand** button in front of the part code.



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- The **Issues** frame will be expanded. This will give more detail regarding the stock in the warehouse:
 - i. the Batch Numbers of the items (if Batch tracking is used)
 - ii. the average unit cost of the items (C-Class items only)
 - iii. the available stock quantity (the amount of the item currently in the warehouse bins)
- 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.
- **Part Code:** This column will populate with the part code of all the stock batches linked to this **part definition** if batch tracking is enabled.



- You will note that substitute parts will also be listed in this frame whether batch tracking is enabled or not. Remember, for a substitute item to be displayed, a substitute part should be already linked to the requested part.
- In this example [1] points to Part Code 1020-147K.
 This is listed as it is linked as a substitute for Part Code 2020-147K.
- **Part Description:** This column will auto populate with the corresponding part code description.
- **Model No:** This column will populate with the model no of each part code stock batch if applicable.
- **Part Type:** This column will populate with the part type of each part code stock batch.

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1020-147K To	oner Black	С	Main Warehouse	DBN-A1		391.41	30.00	1.00)	DI		



- Warehouse Name: This column will populate with the default stock warehouse linked to each batch number.
- **Bin Location Name:** This column will populate with the bin location of each batch number.
 - If there is stock in <u>more than one bin</u> of the default warehouse, then each bin that contains the requested stock will be listed here.
- **Batch Serial No:** This column will populate with each batch number linked to this part code.
- Average Unit Cost: This column will populate with the weighted average cost. This is calculated over multiple batches, within the same bin location.
- **Stock Quantity:** This column will populate with the stock quantity of each batch available in each bin location.

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• The system will automatically issue a part from the **first batch** in the list.

Select a Part from an Alternative Batch

- You can select to issue from an **alternative** batch if required.
- Click in the **Quantity** text box.

- *

Either type in or use the directional arrows to set the quantity to 0.



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- Click in the **Quantity** text box in the row of **alternative batch number** that you wish to issue this part from.
- Either type in or use the directional arrows to type in the quantity requested from the alternative batch number.
 - Note 1: The system will prevent you from issuing more than the total quantity on the request item. (An Error message box will pop up)
 - Note 2: The system will prevent you from issuing more than the Stock Quantity. (An Error message box will pop up)
 - Note 3: You can select from more than one batch.
 For example if 5 toners have been requested. You can select 2 from one batch and 3 from an alternative batch.



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For information on how to issue A / B class items, refer to <u>Part</u>
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Save Part Issue

• When you have finished selecting the batch(es) that the part(s) will be issued out from, click on **Save**.



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- A **Part Issue Processing** message box will pop up informing you that;
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Print Part Issue Note

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

Note: The Issue Note is a <u>very important</u> part of the Issuing Stock Process:



Note: Expansite and Loadons Contrast Prender Millionations Contrast Prender Millionations Difference Millionationation D	Image: See Layout: Workgages Proma: Reference: Type: 07C5 Sales Invoice Item: NN0000427 Resceive: Aligad Mine Issue Date: 12 Seg 2018 • Issue Date: 12 Seg 2018 • Option Date: 12 Seg 2018 • <th>Exercises Modello PartType Workhouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 177 499.99 1.00 0 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 147 499.99 0.00 0 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 147</th> <th></th> <th>Ŧ</th> <th></th> <th></th> <th></th> <th></th> <th>Ac</th> <th>id new Part Issue - B</th> <th>PO: Version 2.1.</th> <th>0.64 - Example</th> <th>Company</th> <th></th> <th></th> <th></th> <th></th> <th>1000</th> <th>0</th> <th>></th>	Exercises Modello PartType Workhouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 1.00 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 177 499.99 1.00 0 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 147 499.99 0.00 0 1 2020-147K Black toner 5P2020 C Man Warehouse DBH-1 147		Ŧ					Ac	id new Part Issue - B	PO: Version 2.1.	0.64 - Example	Company					1000	0	>	
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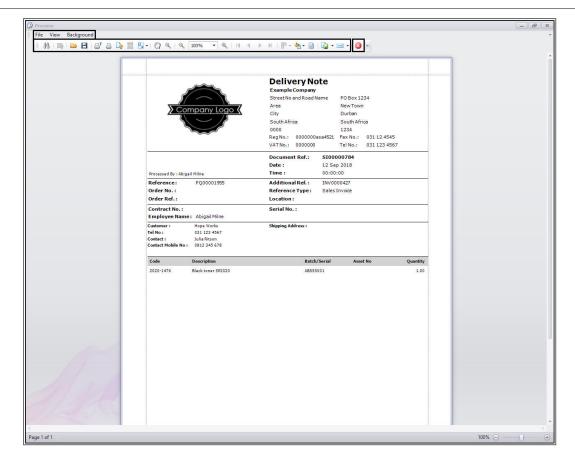
- A second **Report Generation** message box will pop up asking;
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Do you want to print the delivery note Si00000784?	Do you want to print the delivery note \$100000734?	1020-	-147K Tone	er Black		с	Main Warehouse	DBN-A1		391.	41 30.00	1.00		0 1			
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- The **Report Preview** screen for the **Delivery Note** will pop up first.
- From here you can **View**, **Print**, **Export** or **Email** the Delivery Note.
- **Close** the Report Preview screen when done.





- You will then see the Part Issue Note Report Preview screen.
- From here you can **View**, **Print**, **Export** or **Email** the Issue Note.
- **Close** the Report Preview screen when done.



Preview								B
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		~~~~	Part Issue N	ote				
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	Reference:	PQ00001955	Additional Ref. : I	NV0000427				
	Order No. :			ales Invoice				
	Order Ref.:		Location :					
	Contract No.		Serial No.:					
	Employee Na	me: Abigail Milne						
	Contact :	Julia Ritson	Shipping Address :					
	Customer :	Hope Works						
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You will return to the **Part Requests for the Site** listing screen.

# MULTIPLE PART REQUEST ISSUE LINKED TO AN INVOICE

In this example, you can see

- 1. The row selector has highlighted **1** item (**SP2020 Drum**) from the part request **PQ00000928**.
- 2. There are **3** items linked to this part request.
- All three items on this part request are linked to one invoice INV0000063.
- 4. Click on Issue.



-		Part Reques	ts for the Site - BPO: Ver	sion 2.1.0.69 - TEST ALPH	A - JUDITH PC LOCAL				- [	) ×
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PQ00000928	SP2020MEC	2 2020 Sprint MFC	SINV	IN0000063	N O		New Request	Judith	Mudzengi	25 Mar 3
PQ00000928	2020-147K	SP2020 Black Toner	SINV	IN0000063	N					
PQ00000925	2020-856	SP2020 Drum	WKOR	DWO0000382	N					
PQ00000924	2020-856	SP2020 Drum	WKOR	DWO0000381	N					
PQ00000923	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000380	N					
PQ00000922	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000379	N					
PQ00000914	2020-147K	SP2020 Black Toner	WKOR	DWO0000335	PO		10			
PQ00000907	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000344	N					
PQ00000898	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000335	N		Purchase Orde	rs		
PQ00000891	2020-147K	SP2020 Black Toner	WKOR	DWO0000329	N					
PQ00000888	SP1717MFC	SP1717 Multi Functional Copier	WKOR	DWO0000326	N		POCode	Statue	Supplier	Code
PQ00000887	SP1717MFC	SP1717 Multi Functional Copier	WKOR	DWO0000325	N		e locouc	510103	Supplier	COUC
PQ00000884	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000323	N			р	000.000	
PQ00000882	A4P	A4 Paper	WKOR	DWO0000321	N		▶ PO0000094	P	SPR002	
PQ00000881	A4CB	A4 Cardboard Backing	WKOR	DWO0000321	N					
PQ00000881	A4CS	A4 Clear Plastic Cover	WKOR	DWO0000321	N					
PQ00000881	2020-147K	SP2020 Black Toner	WKOR	DWO0000321	N					
PQ00000880	A4P	A4 Paper	WKOR	DWO0000320	N					
PQ00000880	A4CB	A4 Cardboard Backing	WKOR	DWO0000320	PR	+				
							1			

As this is a multiple part request linked to a Sales Order, not linked to a Work Order, the system will take you directly to the **Add New Part Issue** screen.

- **Reference Type:** This will auto populate with the reference type linked to this part request in this example, an OTC Invoice.
- Item: This will auto populate with the reference number of the reference type linked to this part request in this example, Invoice: INV0000063.
- **Receiver:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative person, if required.
- **Issue Date and Time:** This will auto populate with the current date and time.
  - **Date:** You can either type in or click on the dropdown arrow and use the calendar function to select an alternative date if required.



- **Time:** You can either type in or use the directional arrows to select an alternative time if required.
- **Comments:** Type in a comment relevant to this part issue, if required.

	Ŧ				Add new l	Part Issue - BP	O: Version 2	.1.0.69 - TEST A	LPHA - JUDITH	PC LOCAL							×
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	Refe	erence Type	OTC Sales I	invoice	Ψ.			Comment	ts OTC Invoice				*				
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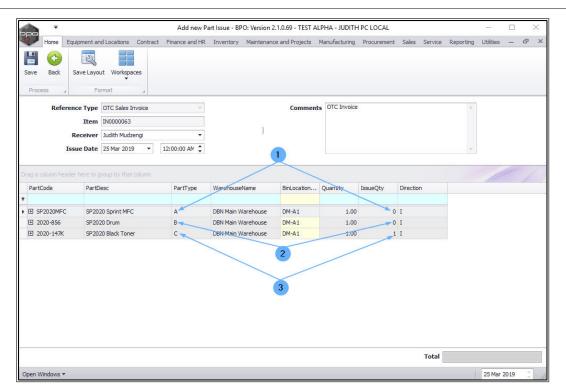
Move down the screen to the **Parts** data grid. You will see that the system has pulled across all the items linked to the part request, even though only the one item line was selected.

- **Part Code:** This will auto populate with the selected Part Code (s) of the all the items linked to the part request.
- **Part Description:** This will auto populate with the selected Part Description(s) of the all the items linked to the part request.
- **Part Type:** This will auto populate with the selected Part Type(s) of the all the items linked to the part request..
- Warehouse Name: This will auto populate with the default stock warehouse.



- **Bin Location Name:** This will auto populate with the **default** bin location linked to the default warehouse.
- **Quantity:** This will auto populate with the quantity requested on the initial part request.
- **Issue Qty:** This will populate depending on the part type:
  - A-class Items: The Issue Qty text box will populate with 0 as you need to manually select the unique serial number of the A Class item to be issued.
  - 2. **B-class Items:** The Issue Qty text box will populate with **0** as you need to manually select the unique serial number of the B-Class item to be issued.
  - 3. C-class Items: The Issue Qty text box will populate with the 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 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 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.





# PART ISSUE - A OR B-CLASS ITEMS

• Click on the **Expand** button in front of the A / B-Class item Part Code.



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Referen	ce Type	OTC Sales Invoice	7		Comments	oTC Invoice			-		
	Item	IN0000063									
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± 2020-856		20 Drum	в	DBN Main Warehouse	DM-A1	1.00		I			
		20 Black Toner	c	DBN Main Warehouse	DM-A1	1.00		I			

- 1. The **Issues** frame for this A / B-Class item will be expanded.
- 2. 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.
- 3. **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.
- 4. **Request Qty** is set to **1**. Only **1serialised** 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.
- 5. **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.
- 6. Click in the **Batch Serial No** text box.



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- An **ellipsis** button will be revealed.
- Click on this button to display the **Select a serial no. for this issue** pop up screen.



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- Click on the **row selector** in front of the serial number of the item that you wish to issue out.
- Click on Ok.



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■ SP2	Home Ck Process SerialNo 2020-00024 2020-00025 2020-00025	Save Li Forma der here	yout t de group by d PartCode P2020MFC P2020MFC P2020MFC	PartDesc SP2020 S SP2020 S SP2020 S	orint MFC orint MFC	ModelNo SP2020 SP2020 SP2020 SP2020	WhseN DBr DBr DBr	1.00 Avera	geUnitCost 0.00	0 I StockQty 0.0	Reque		Quantity		ection	
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SP2	Home Ck Process SerialNo 2020-00024 2020-00025 2020-00025	Save Li Sorma der here	yout t de group by d PartCode P2020MFC P2020MFC P2020MFC	PartDesc SP2020 S SP2020 S SP2020 S	orint MFC orint MFC orint MFC	ModelNo SP2020 SP2020 SP2020 SP2020	WhseN DBr DBr DBr	1.00 Avera	geUnitCost 0.00	0 I StockQty 0.0	Reque		Quantity		ection	

- 1. The **BatchSerialNo** text box will populate with the selected serial number.
- Average Unit Cost: This will now populate with the cost of the selected A or B-Class item to be issued out.
   Stock Quantity: This will now populate with 1.
   Quantity: This will now populate with 1.
- 3. Collapse the A / B-Class item **Issues** frame when you have finished editing / viewing it.



•				Add new Pa	rt Issue - BPC	: Version i	2.1.0.69 - TEST AL	PHA - JUDITH	H PC LOCAL	_			_3		Ĩ	×
Home I	Equipment and	Locations	Contrac	t Finance and HR	Inventory	Maintenan	ce and Projects	Manufacturing	Procureme	ent Sales	s Service	e Reporti	ng Utilitie:	s —	8	
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Process 4	For	mat														
Refer	ence Type	OTC Sales I	Invoice	Ψ.			Comments	oTC Invoice	0				*			
	Item	IN0000063														
	Receiver	Judith Muda	zengi	*												
1	Issue Date	25 Mar 201	9 🔻	12:00:00 AM 🗘									w.			
ag a column hea																
PartCode	3 PartDe	sc		PartType	WarehouseN	ame	BinLocation	Quantity	IssueQty	Direct	ion				-	
-	•															
E SP2020MFC	SP2020	) Sprint MF	С	A	DBN Main Wa	rehouse	DM-A1	1.00		1 I						
Issues	ModelNo	- Dea	tType	WarehouseName	BinLocatio	-blassa	BatchSerialNo		igeUnitCost	childre	Dem	iestQty	Quantity	Dire		
~ 9	Modeling	) Par	ti ype	warenouseivame	Diricocauc	rivane	Datensendino	Avera	igeonicost	StockQty	Requ	lestQty	Quantity	Dire	cuon	
	SP2020	A		DBN Main Warehou	se DM-A1	ľ	2020-00024		6 000.00		1.00	1.00		1 I		i
4	-	6								<u> </u>			1		1	20
	SP2020	) Drum		В	DBN Main Wa	rehouse	DM-A1	1.00		1 0	~					
	SP2020	) Black Ton	er	C	DBN Main Wa	rehouse	DM-A1	1.00		1 I	~					
													2			
											Total				5 200.	
pen Windows 🔻												-	25 Ma	r 2019		

- For information on how to issue C class items, refer to Part Issue
   C class items .
- Check that all details are correct.
- Click on Save.



F	Item eceiver	OTC Sales Invoice IN0000063 Judith Mudzengi 25 Mar 2019 🔻	✓ 12:00:00 AM		Comment	s OTC Invoice	New Y		×		
g a column heade lartCode	here to g	roup by that column	PartType	WarehouseName	BinLocation	Quantity	IssueQty	Direction		/	
SP2020MFC	SP 203	0 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	1	I			
2020-856		0 Drum	в	DBN Main Warehouse	DM-A1	1.00		I			
2020-147K	SP202	020 Black Toner C		DBN Main Warehouse	DM-A1	1.00	1	I			

- A Part Issue Processing message will be displayed telling you;
  Part Issue [] saved successfully.
- Click on **OK**.

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- T		Add new Pa	rt Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL	- 🗆 X
Home Equ	ipment and Locations Contract	Finance and HR	Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting	Utilities - 🗗 🛪
Save Back S	Save Layout Workspaces			
Referen	ce Type OTC Sales Invoice	Ŧ	Comments OTC Invoice	
	Item IN0000063	-		
R	Leceiver Judith Mudzengi		I	
Iss	ue Date 25 Mar 2019 🔹	12:00:00 AM 💲	-	
PartCode         PartDesc           B         SP2020MFC         SP2020 Sprint MFC           B         2020-856         SP2020 Drum           B         2020-147K         SP2020 Black Toner		A B C	Part Issue No. SI00000168 saved successfully.	
Open Windows 🕶			Total	6 450.32 25 Mar 2019

## **PRINT PART ISSUE NOTE**

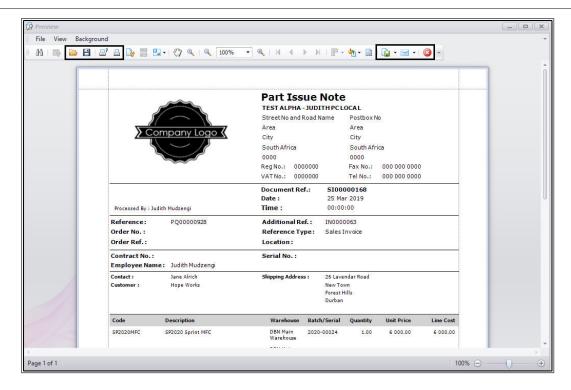
- A **Report Generation** message will be displayed asking you;
  - Do you want to print the part issue []?
- Click on **Yes** if you want to print the part issue report and **No** if you do not want to print the part issue report.
- For the purpose of this manual, **Yes** was selected.



· ·				Add new P	art Issue	BPO: Version 2.1.	0.69 - TEST /	ALPHA - JUDITH	PC LOCA	AL.				_		×
Home	Equipment and Lo	cations Co	ontract	Finance and HR	Invento	ry Maintenance	and Projects	Manufacturing	Procurer	ment	Sales	Service	Reporting	Utilities	-	₽ ×
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	Item IN000063															
	Receiver Ju	lith Mudzeng	i													
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► SP2020MFI	SP2020 S SP2020 D			A B	DBN C	o you want to pri	nt the part is	sue \$100000168?	÷	1 I 1 I						
<ul> <li>         ± 2020-836     </li> <li>         ± 2020-147K     </li> </ul>		ack Toner		c	DBN		<b>F</b>		_	1 I						
					10000		Yes	No								
					1000				8							
-																
												Total			6	450.32
Open Windows														25 Mar 2	2019	*

- The Part Issue Note will be displayed.
- You can View, Print, Save and Email this note.
- Click on **Close** to exit this report.





## **PRINT DELIVERY NOTE**

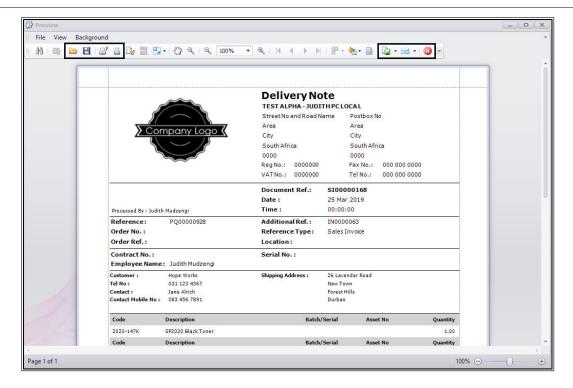
- A Report Generation message will be displayed asking you;
  - Do you want to print the delivery note []?
- Click **Yes** if you want to print the delivery note and **No** if you do not want to print on the delivery note.
- For the purpose of this manual, **Yes** was selected.
  - Note: This pop up message might be displayed within the Part Issue Note screen or Add new Part Issue screen.



- T		Add new Pa	art Issue - BP	0: Version 2.1.0.69 - TEST /	ALPHA - JUDITH	PC LOCAL			120		×
Home Ed	quipment and Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities	- d	9 x
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		-		Commo	ts OTC Invoice	2					
Reference Type OTC Sales Invoice  TItem IN0000063				Commer							
	Receiver Judith Mudzengi	•									
Is	sue Date 25 Mar 2019 🔹	12:00:00 AM 🛟						Ψ.			
Drag a column head	er here to group by that column PartDesc	PartType	W Report	Generation		X	Direction		/		
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	SP2020 Drum	в	DE	o you man to print the actively note stoodoo roo.			1 I				
	SP2020 Black Toner	С	DB	Yes	No	1	I				
							Total			64	50.32
Open Windows -									25 Mar 2	019	+

- The **Delivery Note** will be displayed.
- You can View, Print, Save, Email this note.
- Click on **Close** to exit this report.





# PART REQUESTS LINKED TO A WORK ORDER

## PART REQUEST ISSUE LINKED TO A WORK ORDER

- Click on the **row selector** in front of the part request linked to a Work Order that you wish to issue stock for.
- You can either click on **Issue**.



## Part Requests - Issue Stock Items

Home	Equipment and	Locations Contract Finance and Hi	R Inventory Maintena	nce and Projects Manufac	cturing Procurement	Sales	Service Repor	ting Utilities	- 6 )
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PQ00000925	2020-856	SP2020 Drum	WKOR	DWO0000382	N	0	9		
PQ00000924	2020-856	SP2020 Drum	WKOR	DWO0000381	N		Order Raised	Judith Mudzena	30 Jan 2
PQ00000923		SP2020 Sprint MFC	WKOR	DWO0000380	N			Judian Indeceng	
PO00000922	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000379	N				
PO00000914	2020-147K	SP2020 Black Toner	WKOR	DWO0000335	PO				
PQ00000907	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000344	N				
PQ00000898	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000335	N				
PQ00000891	2020-147K	SP2020 Black Toner	WKOR	DWO0000329	N				
PQ00000888	SP1717MFC	SP1717 Multi Functional Copier	WKOR	DWO0000326	N		4 C		
PQ00000887	SP1717MFC	SP1717 Multi Functional Copier	WKOR	DWO0000325	N		Purchase Order	rs	
PQ00000884	SP2020MFC	SP2020 Sprint MFC	WKOR	DWO0000323	N				
PQ00000882	A4P	A4 Paper	WKOR	DWO0000321	N		POCode	Status Supplie	-
PQ00000881	A4CB	A4 Cardboard Backing	WKOR	DWO0000321	N		POLOGE	Status Supplie	rcode
PQ00000881	A4CS	A4 Clear Plastic Cover	WKOR	DWO0000321	N			12/ 122212	2
PQ00000881	2020-147K	SP2020 Black Toner	WKOR	DWO0000321	N		PO0000094	P SPR00	
PQ00000880	A4P	A4 Paper	WKOR	DWO0000320	N	-	PO0000132	P SPR00	
PQ00000880	A4CB	A4 Cardboard Backing	WKOR	DWO0000320	PR	-	PO0000134	P SPR00	
PQ00000880	A4CS	A4 Clear Plastic Cover	WKOR	DWO0000320	N	-	PO0000130	P SPR00	1
PQ00000880	2020-147K	SP2020 Black Toner	WKOR	DWO0000320	N				
PQ00000879	2020-586A	SP2020 Drum Alternate	WKOR	DWO0000319	N	-			
1						*	•		

• or you can **right click** and select **Issue** from the menu.

Hor	Ill groups taintenance	tract Finan	ice and HR	Inventory	Maintenance	and Projects	Manufa	cturing	Procure	ment Sales	Ser	vice Report	ng Ut	tities -	- 6P )
) 🕻	Add Add Part Request		7		21	*	- Circle - C		2	Durban		•	P		
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Q000008	re Issue		W	KOR	DWOOd	00321	N								
PQ000008	Issue the Part Request		W	KOR	DWOOd	00323	N								
Q000008	Transfer	ional Copier	W	KOR	DWOOD	00325	N								
Q000008	Transfer the request	ional Copier	W	KOR	DWOOD	00326	N					4 C			
Q000008	Change the warehouse	1	W	KOR	DWOOD	00329	N				F	Purchase Orde	rs		
PQ000008			W	KOR	DWOOD	00335	N								
Q000009	Remap the part		W	KOR	DWOOd	00344	N					POCode	Status	Supplier	ada
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Q00000922	SP2020MFC SP2020 Sprint M	FC	W	KOR	DWOOd	00379	N						p		
Q00000923	SP2020MFC SP2020 Sprint M	FC	W	KOR	DWOOd	00380	N				1	PO0000094		SPR002 SPR001	
	2020-856 SP2020 Drum		W	KOR	DWOOd	00381	N					PO0000132	P	SPR001 SPR001	
Q00000925	2020-856 SP2020 Drum		W	KOR	DWOOd	00382	N				U	PO0000134	P	SPR001	
											÷.,	PO0000130	P	SPR001	

• As this part request is linked to a Work Order, a **Select the option as desired** screen will pop up with **2** options:



- Issue selected Part Request
- Issue selected Work Order
- 1. Select the Part Request option if you only want to issue the initially selected part request.
- 2. Select the Work Order option if you want to issue <u>all</u> part requests linked to this work order.

	-		Part R	Requests for the Site	e - BPO: Version	2.1.0.69 - TES	T ALPHA	- JUDITI	H PC LOC	AL			5	-		×
Q	Home	Equipment and	Locations Contract Finance	e and HR Inventor	y Maintenance	and Projects	Manufact	uring I	Procureme	ent Sales	Service	Report	ting Ut	tilities	- 8	2
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2				S 🕑						*	State	Desc	FullNam	ie	NoteD	at
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	PQ00000881	A4CS	A4 Clear Plastic Cover						_							
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	and a state of the state of the	SP2020MFC	and a second		Issue selected P	art Request 🕇						se Order	s			100 No.
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	PQ00000884 PQ00000887 PQ00000888 PQ00000891 PQ00000898 PQ00000898	SP2020MFC SP1717MFC SP1717MFC 2020-147K SP2020MFC SP2020MFC 2020-147K	SP2020 Sprint MFC SP1717 Multi Functional Copier SP1717 Multi Functional Copier SP2020 Black Toner SP2020 Sprint MFC SP2020 Sprint MFC	0	Issue selected W	ork Order 🔫			<i></i>		Purchae Drag a c POCC P POOC POOC	ode 000094 000132	Status P P	Supplier SPR002 SPR001	Code	
	PQ00000884 PQ00000887 PQ00000888 PQ00000891 PQ00000991 PQ00000907 PQ00000914 PQ00000922	SP2020MFC SP1717MFC SP1717MFC 2020-147K SP2020MFC SP2020MFC 2020-147K	SP2020 Sprint MFC SP1717 Multi Functional Copier SP1717 Multi Functional Copier SP2020 Black Toner SP2020 Sprint MFC SP2020 Sprint MFC SP2020 Black Toner	WKOR	Issue selected W	ork Order 🔫		PO	1.		Purchas Drag a c POCc P PO00 PO00 PO00	000094 000132 000134	oder here Status P	Supplier SPR002	Code	

## SINGLE PART REQUEST ISSUE ON WORK ORDER WITH MULTIPLE PARTS REQUESTS LINKED

- In the Select the option as desired screen,
- Click on Issue selected Part Request.
- Click on Accept.



	10			quests for the Site -										
de la constante de la constant	Home	Equipment and	Locations Contract Finance a	and HR Inventory	Maintenance a	nd Projects	Manufactur	ring Procure	ement Sal	les 5	Service Repor	rting Ut	tilities –	. 8 ×
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		2020-147K	SP2020 Black Toner	Processing a						•	Order Raised	Judith N	Mudzengi	30 Jan 20
1000	00000881		A4 Clear Plastic Cover											
PQ0	00000881	A4CB	A4 Cardboard Backing											
PQO	0000882	A4P	A4 Paper											
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The Add new Part Issue screen will be displayed.

- Reference Type: This will auto populate with *Work Order*.
- Item: This will auto populate with the linked *work order number*.
- **Receiver:** This will auto populate with name of the person currently logged on to BPO2. You can click on the drop-down arrow and select an alternative receiver if required.
- **Issue Date:** This will auto populate with the current date but you can click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Comments:** Type a relevant comment in this text box if required.



opo	<b>Ŧ</b>			Add	new Part Issue - Bl	PO: Version 2.1.0.69 - TEST	ALPHA - JUDITH	PC LOCAL				-		×
	Home	Equipment a	nd Locations Co	ontract Finance a	and HR Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 ×
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PartC •	ode	Parti	Desc	PartTy						1				

- The Parts data grid will contain only the part requested on the initially selected Part Request. For information on how to issue items, refer to Part Issue C class items and Part Issue A / B class items.
- Check that all the part details are correct.
- Click on Save.

	Ŧ				Add new P	art Issue - BP	O: Version 2.1	.0.69 - TEST A	ALPHA - JUDITH	PC LOCAL				8			×
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		Item	DWO00003	35													
		Receiver	Judith Mudz	engi	•												
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Part 9	Code	PartD	esc		PartType	Warehouse	Name	BinLocation	. Quantity	IssueQty	Directio	n					
	020-147K	SP203	20 Black Tone	er	с	DBN Main W	/arehouse	DM-A1	1.00		1 I						
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Open V	Vindows •	•												25 Mar	2019	\$	1

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- A Part Issue Processing message will be displayed asking you;
  - Part Issue No [] saved successfully.
- Click on Ok.

				Add new	Part Issue - Bl	PO: Version 2.1.0.69 - TEST	ALPHA - JUDITH	PC LOCAL				5		×	
Home E Home E Save Back Process	Save Layor	d Locations (		Finance and H	R Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	đ	×
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Drag a column head PartCode P E 2020-147K	PartD		lumn	PartType C		Part Issue No. Si00000169 sa	ved successfully.	1.0	Directio I	n		/	/	1	
										Total					
Open Windows 🕶										E		25 Mar 3	2019	÷.	-

- A **Report Generation** message box will pop up asking;
  - Do you want to print the part issue []?
- Click on Yes if you want to print the part issue and No if you do not.
- For the purpose of this manual, **Yes** was selected.



	Ŧ				Add new	Part Issue - Bl	PO: Version 2.1.0.69 - TEST	ALPHA - JUDITH	HPC LOCAL						×
	ome E	Equipment an	d Locations	Contract	Finance and H	R Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð
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											Total				
Open Windo	NAMES OF										Į.		25 Mar		

- The **Part Issue Note Preview** screen will be displayed.
- Within this screen, a **Report Generation** message box will pop up asking;

#### • Do you want to print the delivery note []?

- Click on Yes if you want to print the delivery note and No if you do not want to print the delivery note.
- For the purpose of this manual, **Yes** was selected.

		Part Issue Note TEST ALPHA - JUDITHPC LU Street No and Road Name Area City South Africa 0000 Reg No.: 0000000 VAT No - 0000000 VAT No - 0000000 Contention	OCAL Postbox No Area City South Africa 0000 Fax No.: 000 000 0000 Tel No.: 000 000 0000 69?		
	Contract No.: Employee Name: Judith Mudzengi	Serial No. :			
	Contact :	Shipping Address :			
1	Customer :				
1	Customer : Code Description	Warehouse Batch/Serial DBN Main	Quantity Unit Price	Line Cost	



- The **Delivery Note** will be displayed.
- You can View, Print, Email, Save this note.
- Click on **Close** to exit this screen.

		ivery Note		
3		No and Road Nam		
	Area		Area	-
2 Compo	any Logo City		City	
5	South	Africa	South Africa	
	0000		0000	
	Reg No	.: 0000000	Fax No.: 000 000 00	00
	VATNO	.: 0000000	Tel No.: 000 000 00	00
	Docur	nent Ref.: 9	5100000169	
	Date :	2	25 Mar 2019	1
Processed By : Judith Mudz	zengi Time	C	00:00:00	
Reference: PQ	200000914 Addit	onal Ref. : [	DW00000335	
Order No. :	Refer	ence Type: V	Work Order	1
Order Ref.:	Locat	on:		
Contract No.:	Serial	No. :		
Employee Name: Jud	dith Mudzengi			
Customer :	Shippin	g Address :		
Tel No : Contact :				
Contact : Contact Mobile No :				

### MULTIPLE PART REQUEST ISSUE LINKED TO WORK ORDER

- In the Select the option as desired screen,
- Click on Issue selected Work Order.
- Click on Accept.



Home	Equipment and	d Locations Contract Finance and	HR Inventory Ma	intenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 8
<ul> <li>Image: A start of the start of</li></ul>	× (		8	' 🤽 🃂	<b>*</b>	<b>1</b>	2	Durban	•		🔗 Print
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		roup by that column				24		Notes			
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PQ00000930		SP2020 Sprint MFC	Sector					9			
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PQ00000925		SP2020 Drum	rocessing a								
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PQ00000923		SP2020 Sprint MFC									
PQ00000922	SP2020MFC	SP2020 Sprint MFC									
PQ00000907	SP2020MFC	SP2020 Sprint MFC	0	selected Part Request				4			
PQ00000898	SP2020MFC	SP2020 Sprint MFC	U Issue	selected Part Request				Purchase	Orders		
PQ00000891	2020-147K	SP2020 Black Toner									
PQ00000888	SP1717MFC	SP1717 Multi Functional Copier	(@) Issue	selected Work Order							
PQ00000887	SP1717MFC	SP1717 Multi Functional Copier						POCod	e Sta	tus Supplier	rCode
PQ0000884	SP2020MFC	SP2020 Sprint MFC				11.		9			
PQ00000882	A4P	A4 Paper	WKOR	DWO0000321	N			• PO000	0096 P	SPR001	l.
PQ00000881	A4CB	A4 Cardboard Backing	WKOR	DWO0000321	N			P0000	0102 P	SPR001	L
	A4CS	A4 Clear Plastic Cover	WKOR	DWO0000321	N			P0000	0094 P	SPR002	2
PQ00000881	2020-147K	SP2020 Black Toner	WKOR	DWO0000321	N			P0000	0119 N	SPR001	L
PQ00000881 PQ00000881		A4 Paper	WKOR	DWO0000320	N		-				
	A4P	A4 Paper									

The Add new Part Issue screen will be displayed.

- Reference Type: This will auto populate with *Work Order*.
- Item: This will auto populate with the linked *work order number*.
- **Receiver:** This will auto populate with name of the person currently logged on to **BPO** but you can click on the drop-down arrow and select an alternative receiver if required.
- **Issue Date:** This will auto populate with the current date but you can click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Comments:** Type a relevant comment in this text box if required.



									LPHA - JUDITH							×
	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Maintenanc	e and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8
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		Receiver	Judith Mudze	enai	•		I									
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		Issue Date	26 Mar 2019	•	12:00:00 AM 🛟								*			
	PartCode	PartD			PartType	WarehouseN		BinLocation		IssueQty	Direction	n				
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			20 Black Toner		С	DBN Main Wa		DM-A1	1.00		I					
ŀ	E SP2020MF	C SP202	20 Sprint MFC		A	DBN Main Wa	arehouse	DM-A1	1.00	0	I					
												Total				

You will notice that <u>all</u> the parts requested against the Work order are listed in the data grid.

- For more information on how to issue parts in this screen, refer to <u>Part Issue - C class items</u> and <u>Part Issue - A/B class items</u>.
- Check that all the part details are correct.
- Click on Save.



H 😒 🗌	ment and Locations Contract		art Issue - BPO: Version 2	.1.0.69 - TEST A	LPHA - JUDITH	PC LOCAL			-		>
<b>-</b>		Finance and HR	Inventory Maintenance	e and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities	-	8
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ave back Sav	ve Layout Workspaces										
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	Item DWO0000382										
Rec	ceiver Judith Mudzengi	•	1								
Issue	e Date 26 Mar 2019 🔹	12:00:00 AM 💲						÷.			
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	SP2020 Black Toner	с	DBN Main Warehouse	DM-A1	1.00	1					
E SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	1	I				

- A Part Issue Processing message will be displayed asking you;
  - Part Issue No [] saved successfully.
- Click on Ok.

-				Add ne	w Part Issue - BP	O: Version 2.1.0.69 - TEST	ALPHA - JUDITH	PC LOCAL				S1		×
Home E	quipment ar	d Locations	Contract	Finance and	HR Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	ß
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	Item DWO0000382			_	comme									
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	Receiver	Judith Mudz	engi		•									
I	ssue Date	26 Mar 2019	• •	12:00:00 AM	\$						-w.			
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E SP2020MFC	SP20	20 Sprint MFC		A				1	I					
										Total			e	700.3
												26 Mar		



### **PRINT PART ISSUE NOTE**

- A Report Generation message box will pop up asking;
  - Do you want to print the part issue []?
- Click on Yes if you want to print the part issue or No if you do not.
- For the purpose of this manual, **Yes** was selected.

					Add new	Part Issue - BP	O: Version	n 2.1.0.69 - TEST	ALPHA - JUDITH	H PC LOCAL							×
0	Home	Equipment an	d Locations C	Contract	Finance and H	R Inventory	Maintena	ance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8	×
12		23															
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	Item DWO0000382																
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Pa 9						Do you war	nt to print	the part issue S	00000170?								
Đ	2020-856		0 Drum		В		Г	100000			I						
1000	2020-147K		0 Black Toner		С		L	Yes	No		I						
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### PRINT PART DELIVERY NOTE

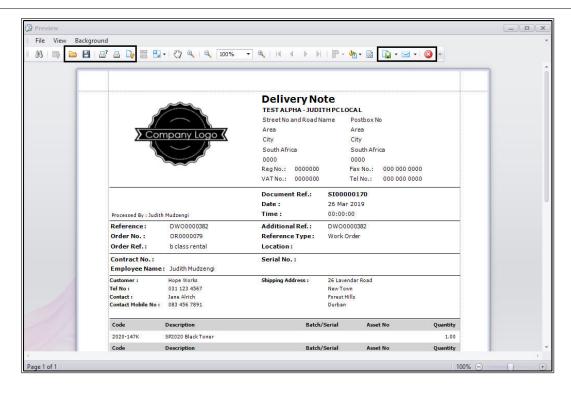
- A second **Report Generation** message box will pop up asking;
  - Do you want to print the delivery note []?
- Click on Yes if you want to print the delivery note and No if you do not.
- For the purpose of this manual, **Yes** was selected.



				Add nev	v Part Issue - Bl	PO: Version 2.1.0.69 - TEST	ALPHA - JUDITH	H PC LOCAL						×	
Home Equ	ipment and	Locations C	Contract	Finance and I	HR Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 X	
		t Workspace	s												
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Reference	e Type	Work Order			v.	Comments									
Item DWO0000382															
R	eceiver	Judith Mudzen	gi	83	-										
Issu	Je Date	26 Mar 2019	•	12:00:00 AM	•						ч.				
Drag a column header	here to gr	oup by that co	lumn		Report Genera	ation	×					1	~	/	
PartCode	PartDe	PartDesc		Desc PartType		Do you want	Do you want to print the delivery note \$100000170?			Direction	n				
	SP202	0 Drum		в				1	I						
	SP202	0 Black Toner		С		Yes	No	1	I						
► E SP2020MFC	SP202	0 Sprint MFC		A		warehouse UM-A1	1.00	1	I						
										Total			6	700.32	
Open Windows 🕶												26 Mar	2019	÷.	

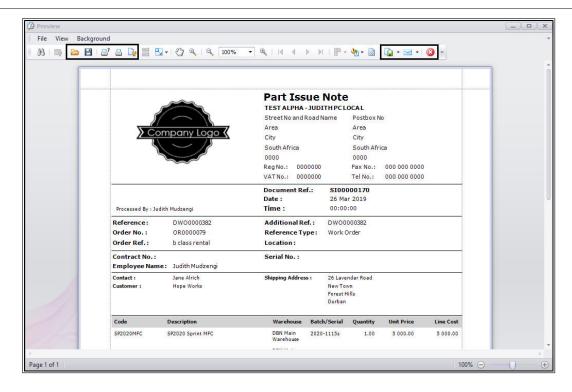
- The **Report Preview** screen for the Delivery Note will pop up first.
- From this screen you can **View**, **Print**, **Export**, **Email** the Delivery Note.
- Click on **Close** to exit this screen.





- The **Report Preview** screen for the Part Issue Note will be displayed.
- From this screen you can **View**, **Print**, **Export**, **Email** the Part Issue Note.
- Click on **Close** to exit this screen.





#### MNU.032.001