

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

# INVENTORY

## PART REQUESTS – ISSUE STOCK ITEMS

1. Depending on your company configuration, the initial part requests may need to be **authorised** by a technical or service manager before 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 outbound movement of items from the company warehouse to another location. They result in a decrease of items in a warehouse. These notes are internal documents 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 both 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 receipt 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 external documents 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).

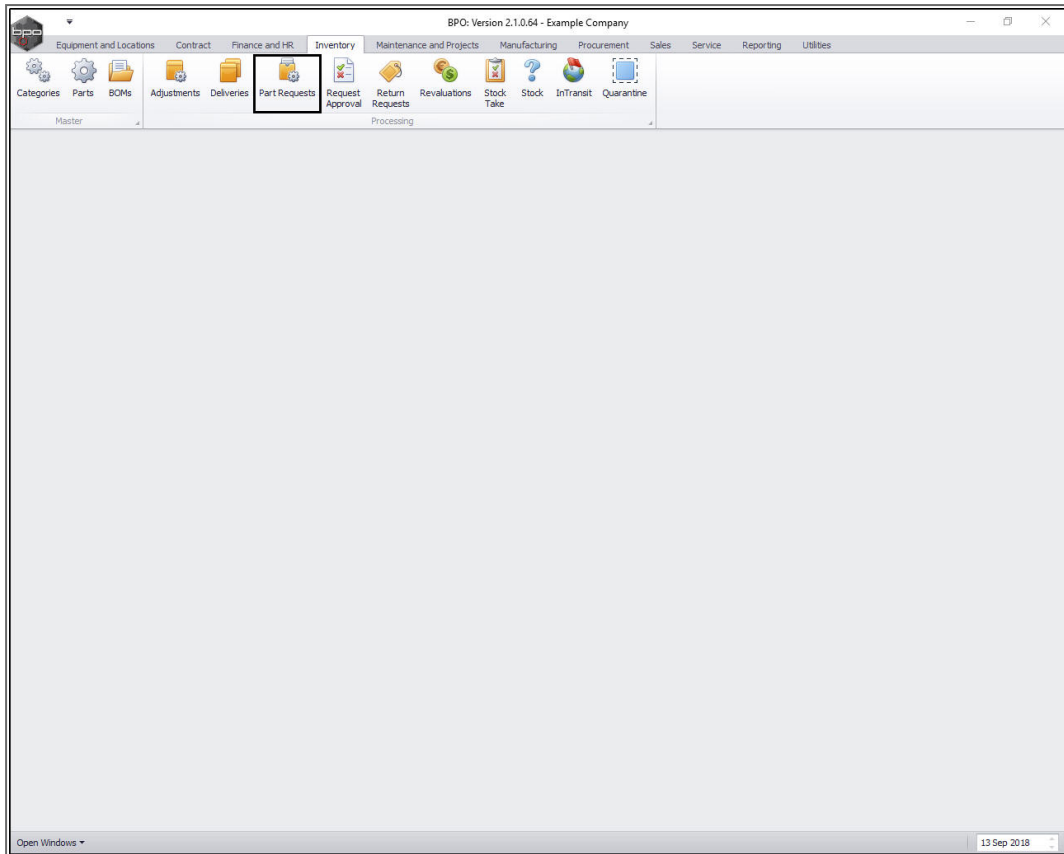
- **Delivery Note Scenario:** The delivery person (or technician) will arrive at the customer's location. The items being delivered will be checked by the customer for the expected quantity and quality. The delivery person and the customer will sign the Delivery Note with any comments if necessary **i.e.** comment if there is a short-fall 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 for the Site - BPO: Version 2.1.0.43 - 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 Requisition Issue Transfer Note Change Whse Remap Part Create Part

Maintenance Format Process

Drag a column header here to group by that column

DodNo	SourceType	State	Reference	Priority	PartCode	PartDesc	CustomerName	PartType	Quantity	ReferenceDesc
PQ00001793	WKOR	N	WO0001546	2	102-7854	Network cable		C	1.00	18 Nov 2017 Sarah Milder SP1912_NDS_2
PQ00001792	WKOR	N	WO0001545	2	SP19-12...	SP19-12 Colour ...		A	1.00	17 Nov 2017 Sarah Milder SP1912_NDS_1
PQ00001791	WKOR	N	WO0001545	2	12-098765	SP19-12 Black T...		C	1.00	17 Nov 2017 Sarah Milder SP1912_NDS_1
PQ00001790	WKOR	N	WO0001544	2	SP19-12...	SP19-12 Colour ...		A	1.00	18 Nov 2017 Sarah Milder 1818-1-1 - Che
PQ00001789	WKOR	N	WO0001544	2	12-098765	SP19-12 Black T...		C	1.00	18 Nov 2017 Sarah Milder 1818-1-1 - Che
PQ00001788	WKOR	N	WO0001543	2	102-7854	Network cable	Titan Group	C	1.00	18 Nov 2017 Sarah Milder SP1912_NDS_2
PQ00001787	WKOR	N	WO0001542	2	SP19-12...	SP19-12 Colour ...	Titan Group	A	1.00	17 Nov 2017 Sarah Milder SP1912_NDS_1
PQ00001785	WKOR	N	WO0001501	2	001002	Lens	Big Bargains	B	1.00	08 Nov 2017 Sarah Milder SP1912_NDS_1
PQ00001784	WKOR	N	WO0001501	2	DR111111	Drum	Big Bargains	B	1.00	07 Nov 2017 Sarah Milder SP1912_NDS_1
PQ00001783	WKOR	N	WO0001494	2	K2H-122...	Kruger ZH Fax M...	Hope Works	A	1.00	07 Nov 2017 Sarah Milder Project with vo
PQ00001782	WKOR	N	WO0001501	2	123452H	ZH Paper	Big Bargains	C	8.00	06 Nov 2017 Sarah Milder SP1912_NDS_1
PQ00001781	WKOR	N	WO0000990	2	123452H	ZH Paper	Hope Works	C	8.00	06 Nov 2017 Belinda Sharman Part request in
PQ00001780	WKOR	N	WO0000990	2	2020-147C	Cyan toner SP2020	Hope Works	C	2.00	08 Nov 2017 Belinda Sharman Part request in
PQ00001779	SNW	N	BH0000373	3	2020-147K	Black toner SP2020	Hope Works	C	1.00	26 Sep 2017 Susan Du Toit
PQ00001776	WHSE	N	PTA Main ...	3	SP2020	SP2020 Sprint C...		A	2.00	30 Jun 2017 Mark Mudderveld
PQ00001774	WKOR	N	WO0001512	2	2020-856	Drum		B	1.00	30 Jun 2017 Mark Mudderveld Quick Part Ret.
PQ00001768	WKOR	N	WO0001511	2	17-856	Drum for SP1717	Hope Works	B	1.00	29 Jun 2017 Mark Mudderveld Loan unit - Alte
PQ00001767	WKOR	N	WO0001499	2	17-856	Drum for SP1717	Apple Juice Inc	B	1.00	29 Jun 2017 Susan Du Toit 1234
PQ00001760	WKOR	N	WO0001385	2	2020-147K	Black toner SP2020	Hope Works	C	1.00	28 Jun 2017 Susan Du Toit Contract Servic
PQ00001759	WKOR	N	WO0001502	2	102-7854	Network cable	Big Bargains	C	1.00	23 Jun 2017 Susan Du Toit SP1912_NDS_2
PQ00001758	WKOR	N	WO0001501	2	SP19-12...	SP19-12 Colour ...	Big Bargains	A	1.00	22 Jun 2017 Susan Du Toit SP1912_NDS_1
PQ00001755	WKOR	N	WO0001500	2	A4P	A4 Paper		C	30.00	21 Jun 2017 Susan Du Toit Created for prc
PQ00001755	WKOR	N	WO0001500	2	A4CB	A4 Cardboard B...		C	1.00	21 Jun 2017 Susan Du Toit Created for prc
PQ00001755	WKOR	N	WO0001500	2	A4CS	A4 Clear Platic C...		C	1.00	21 Jun 2017 Susan Du Toit Created for prc
PQ00001755	WKOR	N	WO0001500	2	2020-147K	Black toner SP2020		C	2.00	21 Jun 2017 Susan Du Toit Created for prc

Open Windows 09 Jan 2018

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



## 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,

- Click on **Issue**

The screenshot shows the 'Part Requests for the Site - BPO: Version 2.1.0.64 - Example Company' application. The 'Issue' button in the 'Maintenance and Projects' menu is highlighted with a red box. A row in the table is selected, and a right-click context menu is visible over it.

DocNo	PartCode	PartDesc	PartType	Quantity	IssuedStock	SourceType	Reference	RequiredDate	State	CallReference	CallDesc	ProjectRef	ProjectDesc	CustomerCode	CustomerName	Referen
PQ00001992	A4NP	A4 Note Paper	C	150.00	0.00	WKOR	WO0001699	13 Aug 2018	N							Cre
PQ00001992	A4CB	A4 Cardboard Backing	C	3.00	0.00	WKOR	WO0001699	13 Aug 2018	N							Cre
PQ00001992	A4CS	A4 Clear Plastic Cover	C	3.00	0.00	WKOR	WO0001699	13 Aug 2018	N							Cre
PQ00001991	SP19-147K	Black Toner SP1919	C	1.00	0.00	WKOR	WO0001695	07 Aug 2018	N			PRJ0000...	TT002 - W...	HOP001	Hope Works	TT0C
PQ00001961	SP1919	SP1919 Sprint Colour MFC	A	1.00	0.00	WKOR	WO0001536	06 Jul 2018	N	CN0000511	Paper Jam - Ser...			PAN001	Panda Copiers	Pape
PQ00001959	SP2020	SP2020 Sprint Colour Mj...	A	1.00	0.00	WKOR	WO0001419	06 Jul 2018	N							My V
PQ00001956	SP2020	SP2020 Sprint Colour Mj...	A	1.00	0.00	WKOR	WO0001645	05 Jul 2018	N	CN0000559	1234			HOP001	Hope Works	New
PQ00001955	2020-147K	Black toner SP2020	C	1.00	0.00	SNW	INW0000427	04 Jul 2018	N					HOP001	Hope Works	
PQ00001954	2020-147K	Black toner SP2020	C	1.00	0.00	SNW	INW0000426	04 Jul 2018	N					HOP001	Hope Works	
PQ00001953	1458-96523	K147 Kyocera Colour Copier	A	1.00	0.00	WKOR	WO0001664	29 Jun 2018	N	CN0000566	Toner required ...			HOP001	Hope Works	Tone
PQ00001952	2020-147K	Black toner SP2020	C	1.00	0.00	WKOR	WO0001664	29 Jun 2018	N	CN0000566	Toner required ...			HOP001	Hope Works	Tone
PQ00001945	2020-147C	Cyan toner SP2020	C	1.00	0.00	WKOR	WO0001659	26 Apr 2018	N	CN0000566	Toner required ...			HOP001	Hope Works	Tone
PQ00001939	SP2020	SP2020 Sprint Colour Mj...	A	2.00	0.00	WKOR	WO0001655	20 Feb 2018	N	CN0000563	New Deal Sale 111			HOP001	Hope Works	- - - I
PQ00001935	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001645	29 Jan 2018	N	CN0000559	1234			HOP001	Hope Works	New
PQ00001927	1020-478	Staple Unit	B	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N			PRJ0000...	Test Project	HOP001	Hope Works	Test
PQ00001927	SP2020	SP2020 Sprint Colour Mj...	A	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N			PRJ0000...	Test Project	HOP001	Hope Works	Test
PQ00001927	2020-147K	Black toner SP2020	C	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N			PRJ0000...	Test Project	HOP001	Hope Works	Test
PQ00001906	1020-147Y	Toner Yellow	C	1.00	0.00	WKOR	WO0000206	09 Nov 2017	N			PRJ0000...	SP240 Ne...	TA001	Titan Group	SP24
PQ00001904	1020-147X	Toner Black	C	1.00	0.00	WKOR	WO0001282	09 Nov 2017	N			PRJ0000...	project In...	HOP001	Hope Works	Proje
PQ00001899	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001602	08 Nov 2017	N			PRJ0000...	Sprint SP1...	HOP001	Hope Works	SP15
PQ00001898	SP19-123...	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001601	07 Nov 2017	N			PRJ0000...	Sprint SP1...	HOP001	Hope Works	SP15
PQ00001897	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001601	07 Nov 2017	N			PRJ0000...	Sprint SP1...	HOP001	Hope Works	SP15
PQ00001891	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001590	14 Sep 2017	N			PRJ0000...	Test Proje...	GB0001	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	0.00	WKOR	WO0001587	13 Sep 2017	N	CN0000533	Service required ...			HOP001	Hope Works	Serv
PQ00001877	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001573	15 Aug 2017	N			PRJ0000...	Sprint SP1...	BEA001	Bearing and ...	SP15
PQ00001876	SP19-123...	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001572	14 Aug 2017	N			PRJ0000...	Sprint SP1...	BEA001	Bearing and ...	SP15
PQ00001875	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001572	14 Aug 2017	N			PRJ0000...	Sprint SP1...	BEA001	Bearing and ...	SP15
PQ00001872	2020-147K	Black toner SP2020	C	5.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001871	2020-147M	Magenta toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001870	2020-147C	Cyan toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001869	2020-147Y	Yellow toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001868	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001866	A4CB	A4 Cardboard Backing	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001865	A4P	A4 Paper	C	30.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001861	2020-147K	Black toner SP2020	C	5.00	0.00	WKOR	WO0001557	08 Aug 2017	N					HOP001	Hope Works	test

Or

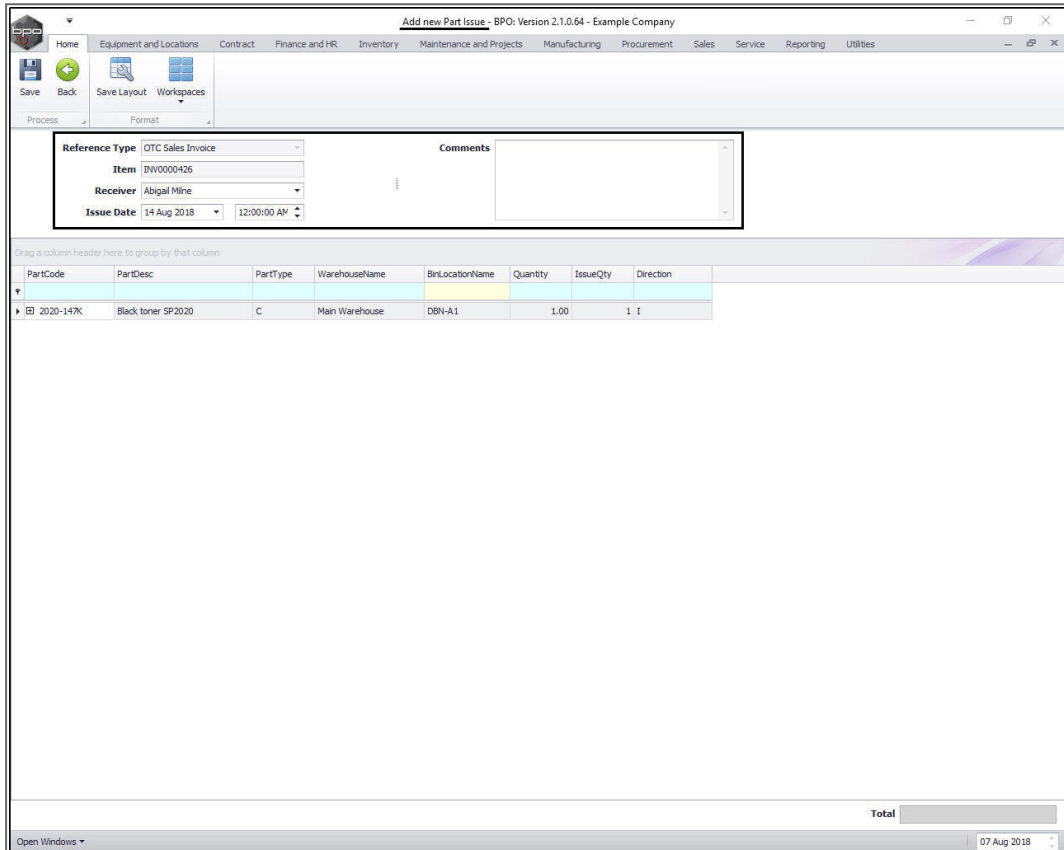
- **Right click** anywhere in the **row** of that single part request.
- A part requests **Maintenance** menu will be displayed.
- In this menu, click on **Issue** - Issue the Part Request.

DocNo	PartCode	PartDesc	PartType	Quantity	IssuedStock	SourceType	Reference	RequiredDate	State	CallReference	CallDesc	ProjectRef	ProjectDesc	CustomerCode	CustomerName	Referen
PQ00001992	A4NP	A4 Note Paper	C	150.00	0.00	WKOR	WO0001699	13 Aug 2018	N							
PQ00001992	A4CB	A4 Cardboard Backing	C	3.00	0.00	WKOR	WO0001699	13 Aug 2018	N							
PQ00001992	A4CS	A4 Clear Plastic Cover	C	3.00	0.00	WKOR	WO0001699	13 Aug 2018	N							
PQ00001991	SP19-147K	Black Toner SP1919	C	1.00	0.00	WKOR	WO0001695	07 Aug 2018	N							
PQ00001961	SP1919	SP1919 Sprint Colour MFC	A	1.00	0.00	WKOR	WO0001536	06 Jul 2018	N	CN0000511	Paper Jam - Ser...			HOP001	Hope Works	TT02 - W...
PQ00001959	SP2020	SP2020 Sprint Colour Mj...	A	1.00	0.00	WKOR	WO0001419	05 Jul 2018	N							
PQ00001956	SP2020	SP2020 Sprint Colour Mj...	A	1.00	0.00	WKOR	WO0001645	06 Jul 2018	N	CN0000559	1234			HOP001	Hope Works	
PQ00001955	2020-147K	Black toner SP2020	C	1.00	0.00	SNV	INV0000427	04 Jul 2018	N					HOP001	Hope Works	
PQ00001954	2020-147K	Black toner SP2020	C	1.00	0.00	SNV	INV0000426	04 Jul 2018	N					HOP001	Hope Works	
PQ00001953	1458-96523	K147 Kyocera Colour Cop	W	5.00	0.00	WKOR	WO0001664	29 Jun 2018	N	CN0000566	Toner required ...			HOP001	Hope Works	
PQ00001952	2020-147K	Black toner SP2020	C	1.00	0.00	WKOR	WO0001664	29 Jun 2018	N	CN0000566	Toner required ...			HOP001	Hope Works	
PQ00001945	2020-147C	Cyan toner SP2020	C	1.00	0.00	WKOR	WO0001659	26 Apr 2018	N	CN0000566	Toner required ...			HOP001	Hope Works	
PQ00001939	SP2020	SP2020 Sprint Colour Mj...	A	1.00	0.00	WKOR	WO0001655	20 Feb 2018	N	CN0000563	New Deal Sale 111			HOP001	Hope Works	
PQ00001935	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001645	29 Jan 2018	N	CN0000559	1234			HOP001	Hope Works	
PQ00001927	1020-478	Staple Unit	C	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N			PRJ0000...	Test Project	HOP001	Hope Works	
PQ00001927	SP2020	SP2020 Sprint Colour Mj...	A	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N			PRJ0000...	Test Project	HOP001	Hope Works	
PQ00001927	2020-147K	Black toner SP2020	C	1.00	0.00	WKOR	WO0001621	06 Dec 2017	N			PRJ0000...	Test Project	HOP001	Hope Works	
PQ00001906	1020-147Y	Toner Yellow	C	1.00	0.00	WKOR	WO0000206	09 Nov 2017	N			PRJ0000...	SP240 Ne...	TI4001	Titan Group	SP24
PQ00001904	1020-147K	Toner Black	C	1.00	0.00	WKOR	WO0001282	09 Nov 2017	N			PRJ0000...	project lin...	HOP001	Hope Works	Proje
PQ00001899	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001282	09 Nov 2017	N			PRJ0000...	project SP1...	HOP001	Hope Works	SP15
PQ00001898	SP19-123...	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001601	07 Nov 2017	N			PRJ0000...	Sprint SP1...	HOP001	Hope Works	SP15
PQ00001897	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001601	07 Nov 2017	N			PRJ0000...	Sprint SP1...	HOP001	Hope Works	SP15
PQ00001891	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001590	14 Sep 2017	N			PRJ0000...	Test Proje...	GOB001	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	0.00	WKOR	WO0001587	13 Sep 2017	N	CN0000533	Service required ...			HOP001	Hope Works	Serv
PQ00001877	102-7854	Network cable	C	1.00	0.00	WKOR	WO0001573	15 Aug 2017	N			PRJ0000...	Sprint SP1...	BEA001	Bearing and ...	SP15
PQ00001876	SP19-123...	SP19-12 Colour Copier	A	1.00	0.00	WKOR	WO0001572	14 Aug 2017	N			PRJ0000...	Sprint SP1...	BEA001	Bearing and ...	SP15
PQ00001875	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001572	14 Aug 2017	N			PRJ0000...	Sprint SP1...	BEA001	Bearing and ...	SP15
PQ00001872	2020-147K	Black toner SP2020	C	5.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001871	2020-147M	Magenta toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001870	2020-147C	Cyan toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001869	2020-147Y	Yellow toner SP2020	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001868	12-098765	SP19-12 Black Toner	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001866	A4CB	A4 Cardboard Backing	C	1.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001865	A4P	A4 Paper	C	30.00	0.00	WKOR	WO0001571	14 Aug 2017	N	CN0000525	test			HOP001	Hope Works	test
PQ00001861	2020-147K	Black toner SP2020	C	5.00	0.00	WKOR	WO0001557	08 Aug 2017	N					HOP001	Hope Works	Test

As this is a single part request 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 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 drop-down 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.



PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1 I	

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 [request an inter-warehouse 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.

Add new Part Issue - BPO: Version 2.1.0.64 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice  
 Item: INV000426  
 Receiver: Abigail Mine  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

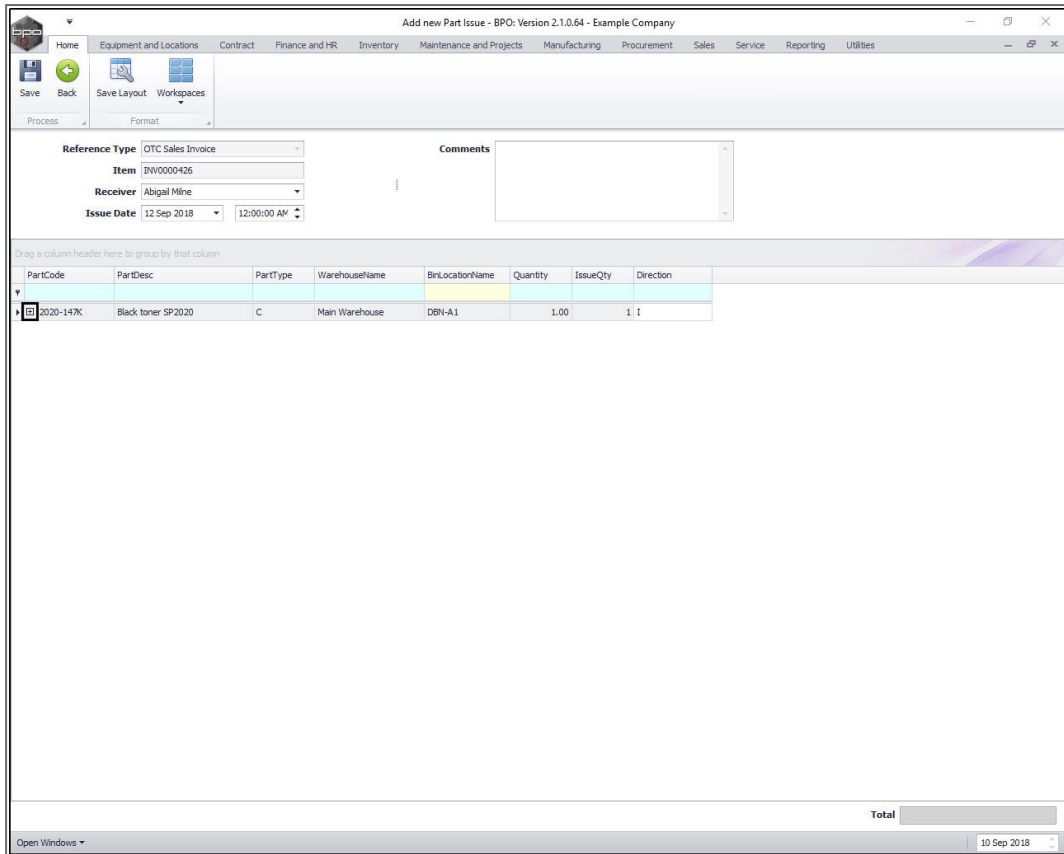
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

Total

Open Windows | 10 Sep 2018

## 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.



- 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.

The screenshot shows the 'Add new Part Issue' window in SAP. The window title is 'Add new Part Issue - BPO: Version 2.1.0.64 - Example Company'. The interface includes a menu bar (Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities) and a toolbar (Save, Back, Save Layout, Workspaces). Below the toolbar, there are fields for 'Reference Type' (OTC Sales Invoice), 'Item' (ZNV0000426), 'Receiver' (Abigal Milne), and 'Issue Date' (12 Sep 2018). A 'Comments' field is also present.

The main data area contains a table with the following columns: PartCode, PartDesc, PartType, WarehouseName, BinLocationName, Quantity, IssueQty, and Direction. The table shows one row for Part Code 2020-147K (Black toner SP2020) with a quantity of 1.00 and an issue quantity of 1. Below this, an 'Issues' sub-table is expanded, showing multiple rows for various part codes and their descriptions, including the substitute part 1020-147K (Toner Black) which is linked to the requested part 2020-147K. A red circle labeled '1' points to the row for Part Code 1020-147K.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	1	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-20170605	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB555001	499.99	1.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-20170605	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

The 'Total' field at the bottom right shows a value of 1.00. The date at the bottom right is 10 Sep 2018.

- **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 more than one bin 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.

Add New Part Issue - BPO: Version 2.1.0.64 - Example Company

Reference Type: OTC Sales Invoice  
 Item: INV000426  
 Receiver: Abigal Milne  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	1	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-20170606	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB555001	499.99	1.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-20170606	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

Total



- 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.

The screenshot shows the 'Add new Part Issue' window in BPO: Version 2.1.0.64. The interface includes a menu bar, a toolbar with 'Save', 'Back', 'Save Layout', and 'Workspaces', and a form for 'Reference Type' (OTC Sales Invoice), 'Item' (INV0000427), 'Receiver' (Abigail Mine), and 'Issue Date' (12 Sep 2018). Below the form is a table with columns: PartCode, PartDesc, PartType, WarehouseName, BinLocationName, Quantity, IssueQty, and Direction. A summary row for '2020-147K Black toner SP2020' shows a quantity of 1.00. An expanded 'Issues' table below shows multiple rows for the same part, with the first row (BatchSerialNo: 147) highlighted. The 'Quantity' cell in this row is selected, showing a value of 1.00.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	1.00	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-2017...	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB555001	499.99	1.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-2017...	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

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

Add New Part Issue - BPO: Version 2.1.0.64 - Example Company

Reference Type: OTC Sales Invoice  
 Item: INV000427  
 Receiver: Abigail Milne  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	0	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-2017...	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB555001	499.99	1.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-2017...	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

Total: 0.00

10 Sep 2018

- 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.

Add new Part Issue - BPO: Version 2.1.0.64 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice  
 Item: INV000427  
 Receiver: Abigail Milne  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-2017...	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB555001	499.99	1.00	1.00	1	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-2017...	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

Total: 499.99

Open Windows | 10 Sep 2018

- For information on how to issue A / B class items, refer to [Part Issue - A or B class items](#).

## Save Part Issue

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

Add new Part Issue - BPO: Version 2.1.0.64 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice  
 Item: INV000427  
 Receiver: Abigal Mine  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-2017...	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB55001	499.99	1.00	1.00	1	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-2017...	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

Total: 499.99

Open Windows | 10 Sep 2018

- A **Part Issue Processing** message box will pop up informing you that;
  - **Part Issue No. [ ] saved successfully.**
- Click on **OK**.

Add new Part Issue - BPO: Version 2.1.0.64 - Example Company

Reference Type: OTC Sales Invoice  
 Item: INV000427  
 Receiver: Abigal Mine  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-2017...	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB55001	499.99	1.00	1.00	1	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-2017...	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

Part Issue Processing

Part Issue No. S100000784 saved successfully.

Total: 499.99

10 Sep 2018

## 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 very important part of the Issuing Stock Process:



Add new Part Issue - BPO: Version 2.1.0.64 - Example Company

Reference Type: OTC Sales Invoice  
 Item: INV000427  
 Receiver: Abigail Milne  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-2017...	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB55001	499.99	1.00	1.00	1	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-2017...	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

Report Generation

Do you want to print the part issue S100000784?

Yes No

Total: 499.99

Open Windows | 10 Sep 2018

## Print Delivery Note

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

Add new Part Issue - BPO: Version 2.1.0.64 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice  
 Item: INV000427  
 Receiver: Abigail Milne  
 Issue Date: 12 Sep 2018 12:00:00 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	1.00	1	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1		499.99	191.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147	499.99	468.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	147K-2017...	499.99	603.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	20170731	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	65478	499.99	2.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-A1	AB555001	499.99	1.00	1.00	1	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1		450.00	150.00	1.00	0	I
2020-147K	Black toner SP2020		C	Main Warehouse	DBN-B1	147K-2017...	450.00	205.00	1.00	0	I
1020-147K	Toner Black		C	Main Warehouse	DBN-A1		391.41	30.00	1.00	0	I

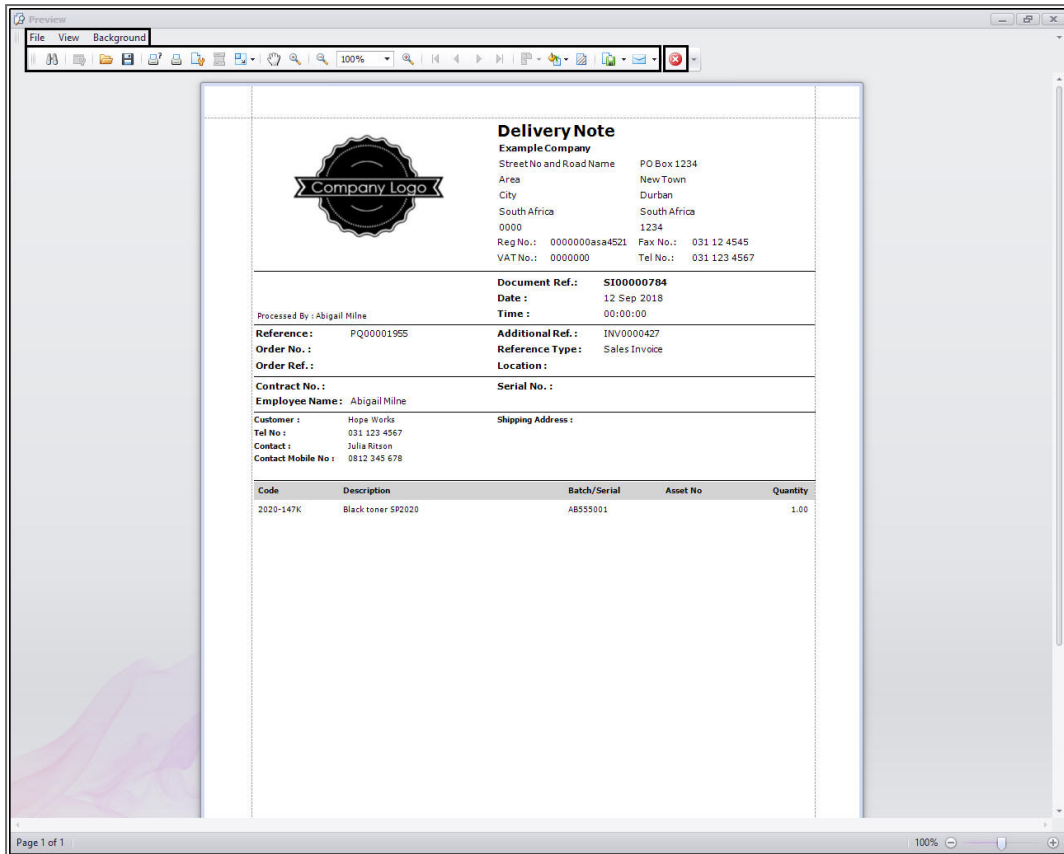
Report Generation

Do you want to print the delivery note S100000784?

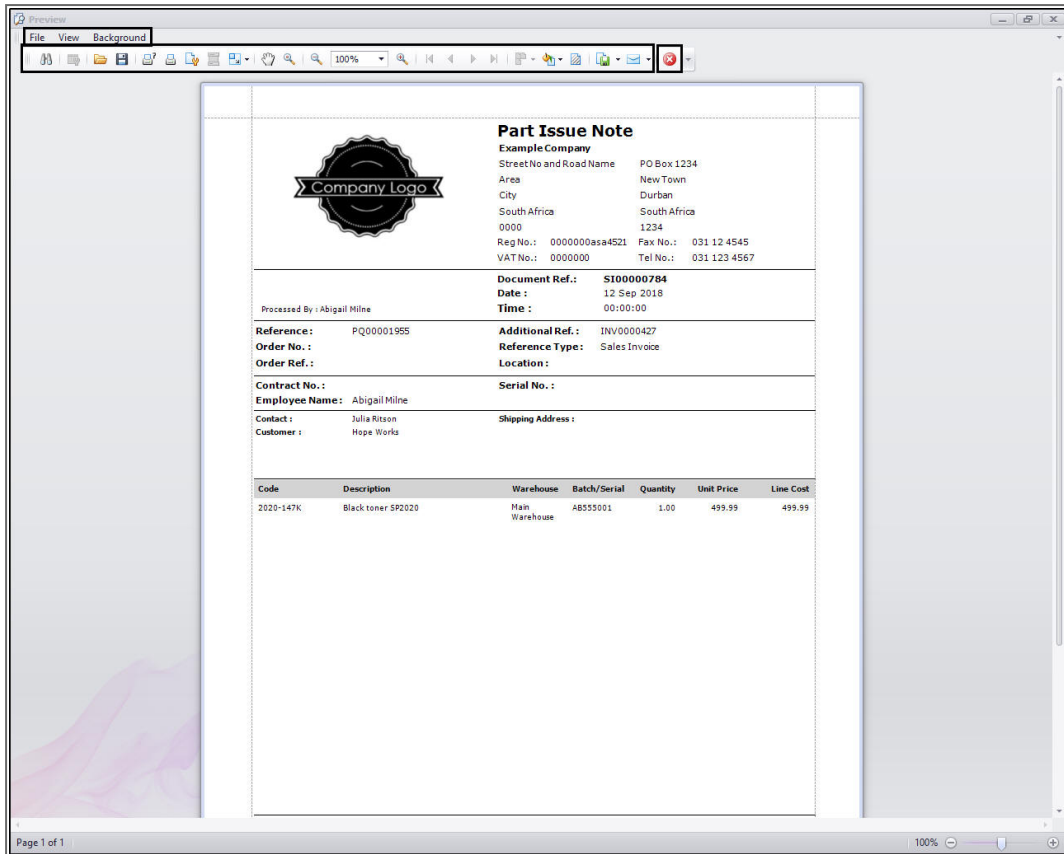
Total: 499.99

Open Windows | 10 Sep 2018

- 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.

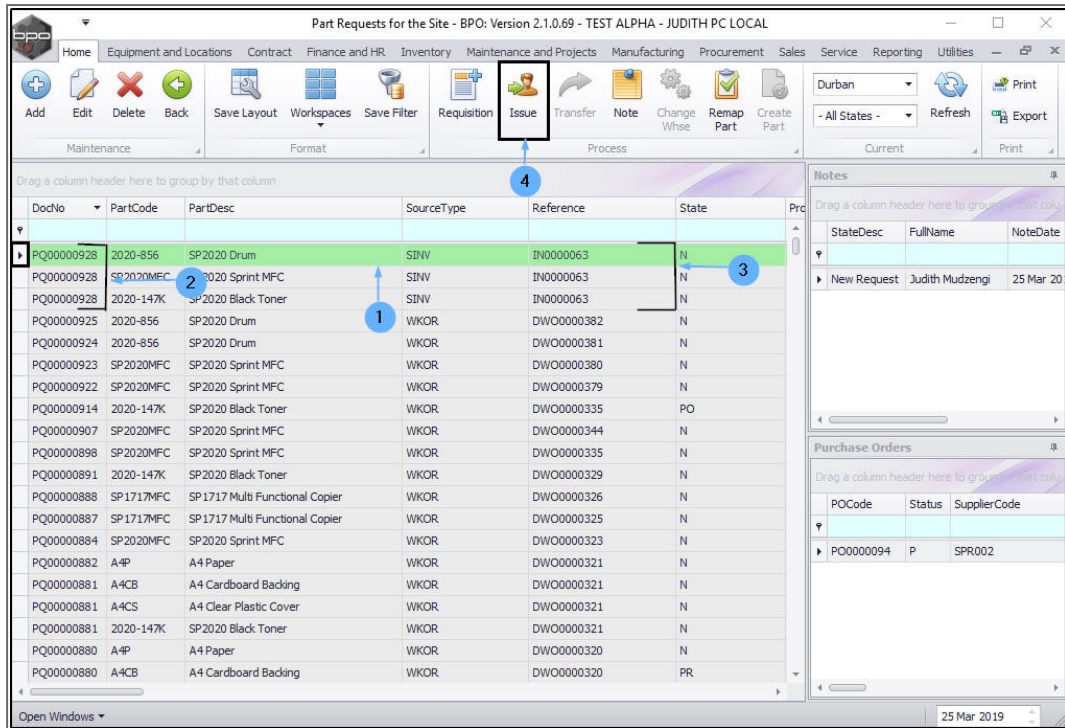


You will return to the **Part Requests for the Site** listing screen.

## 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.
3. All three items on this part request are linked to one invoice **INV0000063**.
4. Click on **Issue**.

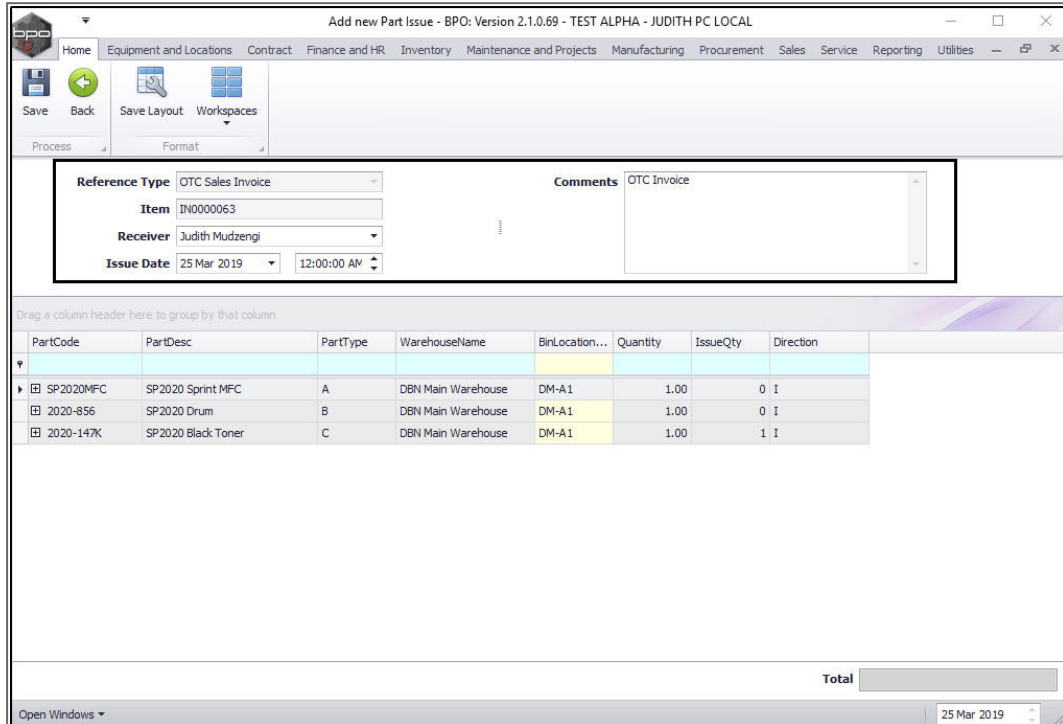


As this is a multiple part request linked to a Sales Order, not linked to a Work Order, the system will take you directly to the **Add New Part Issue** screen.

- **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 drop-down 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.



PartCode	PartDesc	PartType	WarehouseName	BinLocation...	Quantity	IssueQty	Direction
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	0	I
2020-856	SP2020 Drum	B	DBN Main Warehouse	DM-A1	1.00	0	I
2020-147K	SP2020 Black Toner	C	DBN Main Warehouse	DM-A1	1.00	1	I

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:
  1. **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.

Add new Part Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice | Comments: OTC Invoice

Item: IN0000063

Receiver: Judith Mudzengi

Issue Date: 25 Mar 2019 | 12:00:00 AM

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocation...	Quantity	IssueQty	Direction
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	0	I
2020-856	SP2020 Drum	B	DBN Main Warehouse	DM-A1	1.00	0	I
2020-147K	SP2020 Black Toner	C	DBN Main Warehouse	DM-A1	1.00	1	I

Total

Open Windows | 25 Mar 2019

## PART ISSUE - A OR B-CLASS ITEMS

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

Add new Part Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice | Comments: OTC Invoice

Item: IN0000063

Receiver: Judith Mudzengi

Issue Date: 25 Mar 2019 | 12:00:00 AM

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocation...	Quantity	IssueQty	Direction
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	0 I	
2020-856	SP2020 Drum	B	DBN Main Warehouse	DM-A1	1.00	0 I	
2020-147K	SP2020 Black Toner	C	DBN Main Warehouse	DM-A1	1.00	1 I	

Total

Open Windows | 25 Mar 2019

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.

Add new Part Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice | Comments: OTC Invoice

Item: IN0000063

Receiver: Judith Mudzengi

Issue Date: 25 Mar 2019 12:00:00 AM

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocation...	Quantity	IssueQty	Direction
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	0	I

Issues

ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
SP2020	A	DBN Main Warehouse	DM-A1		0.00	0.00	1.00	0	I
2020-856	SP2020 Drum	B	DBN Main Warehouse	DM-A1	1.00	0	I		
2020-147K	SP2020 Black Toner	C	DBN Main Warehouse	DM-A1	1.00	1	I		

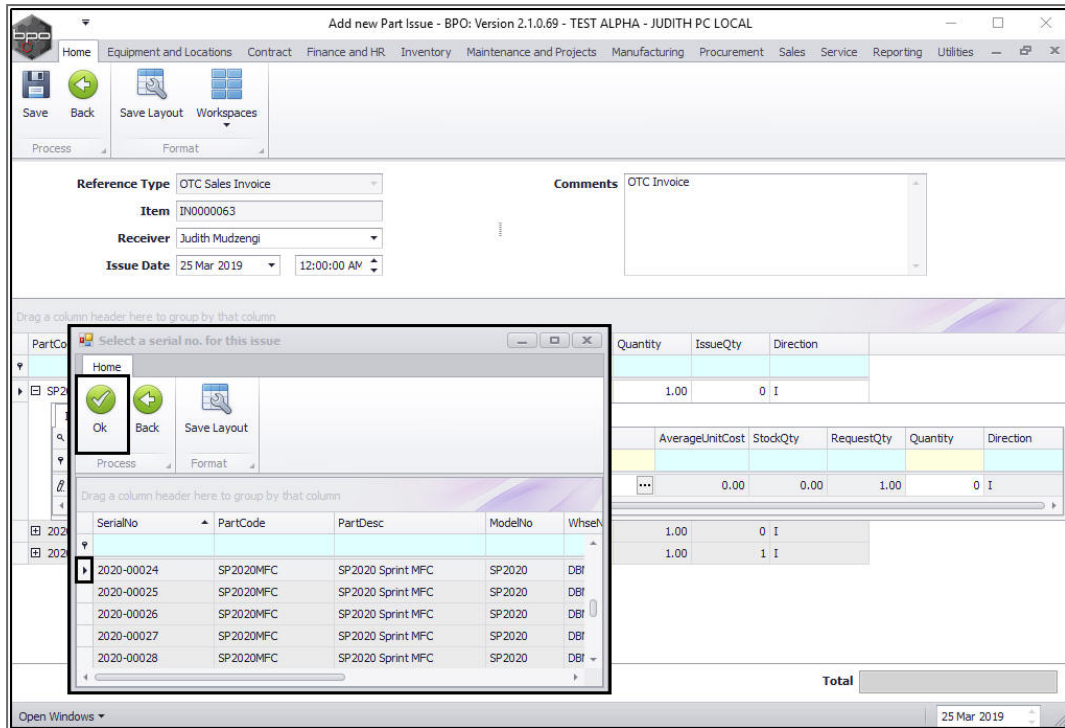
Total

Open Windows | 25 Mar 2019

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



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



1. The **BatchSerialNo** text box will populate with the selected serial number.
2. **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 Part Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice | Comments: OTC Invoice

Item: IN0000063

Receiver: Judith Mudzengi

Issue Date: 25 Mar 2019 | 12:00:00 AM

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocation...	Quantity	IssueQty	Direction
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	1	I

Issues

ModelNo	PartType	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
SP-2020	A	DBN Main Warehouse	DM-A1	2020-00024	6 000.00	1.00	1.00	1	I
2020-856	SP2020 Drum	B	DBN Main Warehouse	DM-A1	1.00	0	0	I	
2020-147K	SP2020 Black Toner	C	DBN Main Warehouse	DM-A1	1.00	1	1	I	

Total: 6 200.32

Open Windows | 25 Mar 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**.

Add new Part Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: OTC Sales Invoice | Comments: OTC Invoice

Item: IN0000063

Receiver: Judith Mudzengi

Issue Date: 25 Mar 2019 | 12:00:00 AM

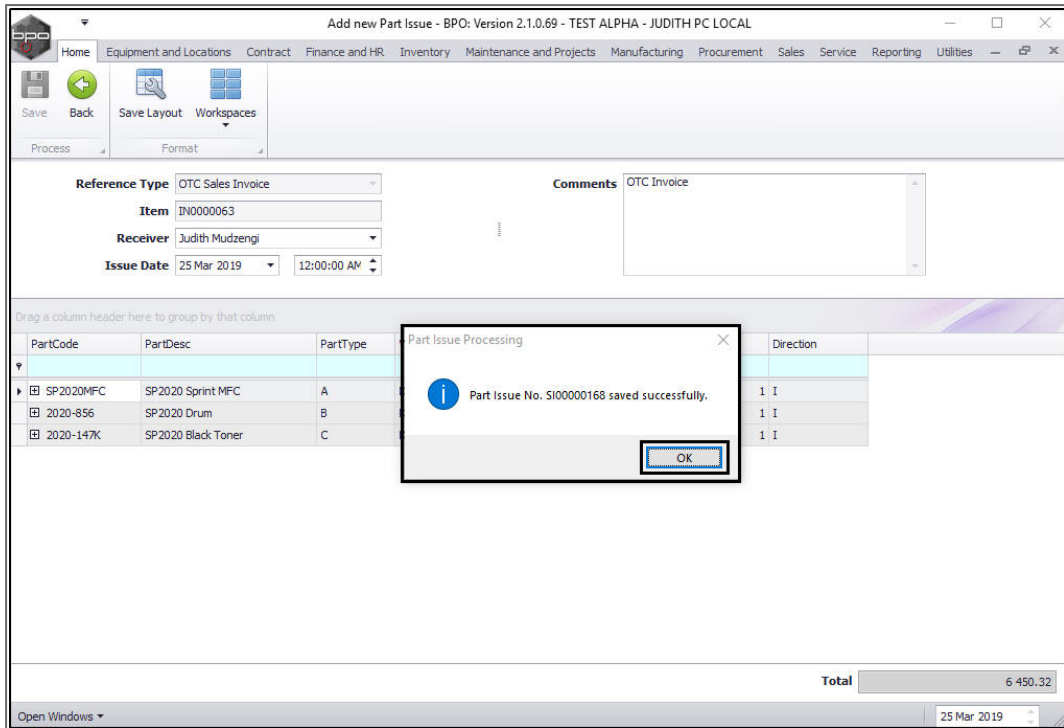
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocation...	Quantity	IssueQty	Direction
<input checked="" type="checkbox"/> SP2020MFC	SP2020 Sprint.MFC	A	DBN Main Warehouse	DM-A1	1.00	1	I
<input checked="" type="checkbox"/> 2020-856	SP2020 Drum	B	DBN Main Warehouse	DM-A1	1.00	1	I
<input checked="" type="checkbox"/> 2020-147K	SP2020 Black Toner	C	DBN Main Warehouse	DM-A1	1.00	1	I

Total: 6 450.32

Open Windows | 25 Mar 2019

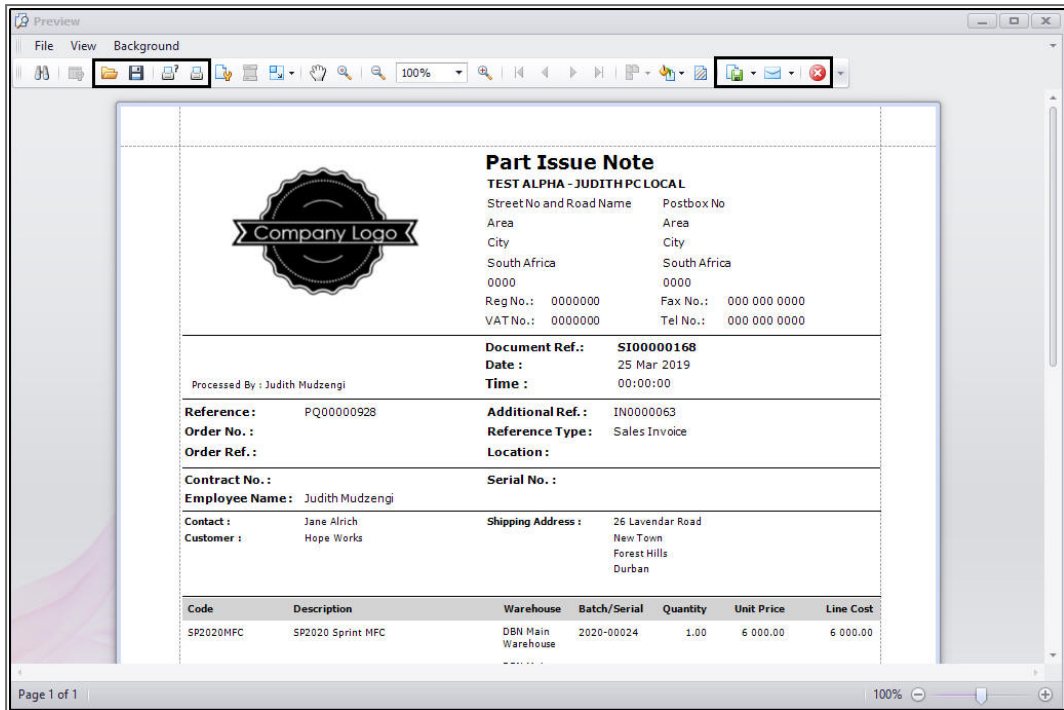
- A **Part Issue Processing** message will be displayed telling you;
  - **Part Issue [ ] saved successfully.**
- Click on **OK**.



## 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.

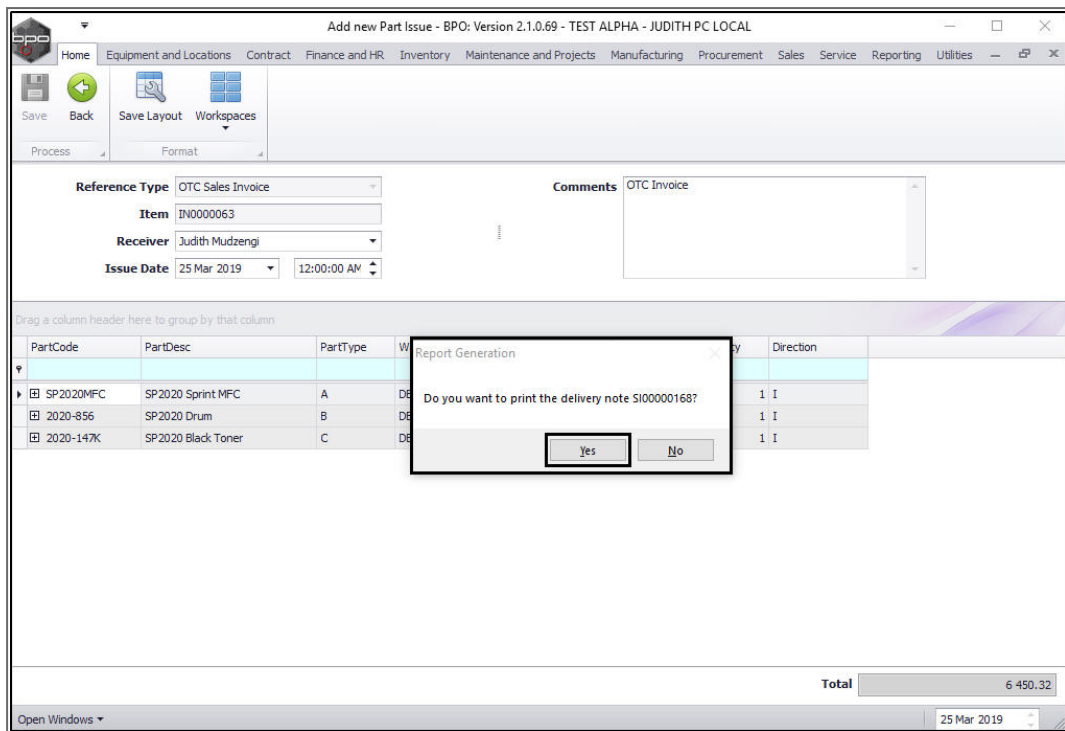
- The **Part Issue Note** will be displayed.
- You can **View, Print, Save and Email** this note.
- Click on **Close** to exit this report.



## 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.



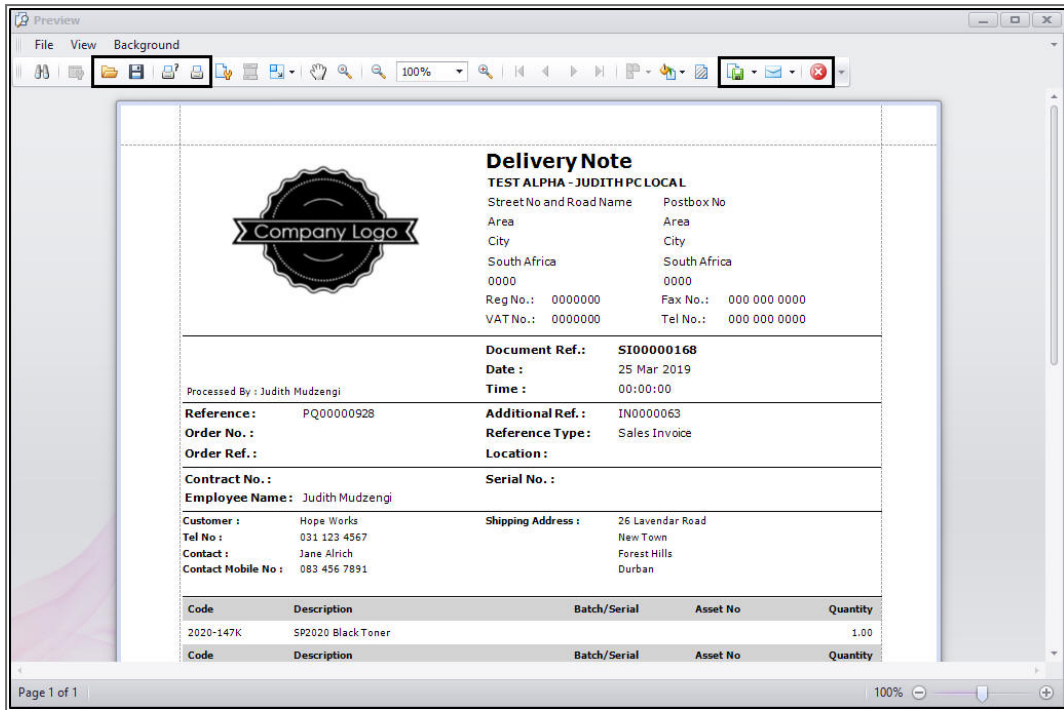


The screenshot shows the 'Add new Part Issue' window in the BPO software. The window title is 'Add new Part Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL'. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with buttons for Save, Back, Save Layout, and Workspaces. The main form contains fields for Reference Type (OTC Sales Invoice), Item (IN0000063), Receiver (Judith Mudzengi), and Issue Date (25 Mar 2019, 12:00:00 AM). A Comments field contains 'OTC Invoice'. Below the form is a table with columns for PartCode, PartDesc, PartType, Qty, and Direction. A 'Report Generation' dialog box is overlaid on the table, asking 'Do you want to print the delivery note SI00000168?' with 'Yes' and 'No' buttons. The table data is as follows:

PartCode	PartDesc	PartType	Qty	Direction
SP2020MFC	SP2020 Sprint MFC	A	1	I
2020-856	SP2020 Drum	B	1	I
2020-147K	SP2020 Black Toner	C	1	I

At the bottom right of the window, there is a 'Total' field showing '6 450.32' and a date field showing '25 Mar 2019'.

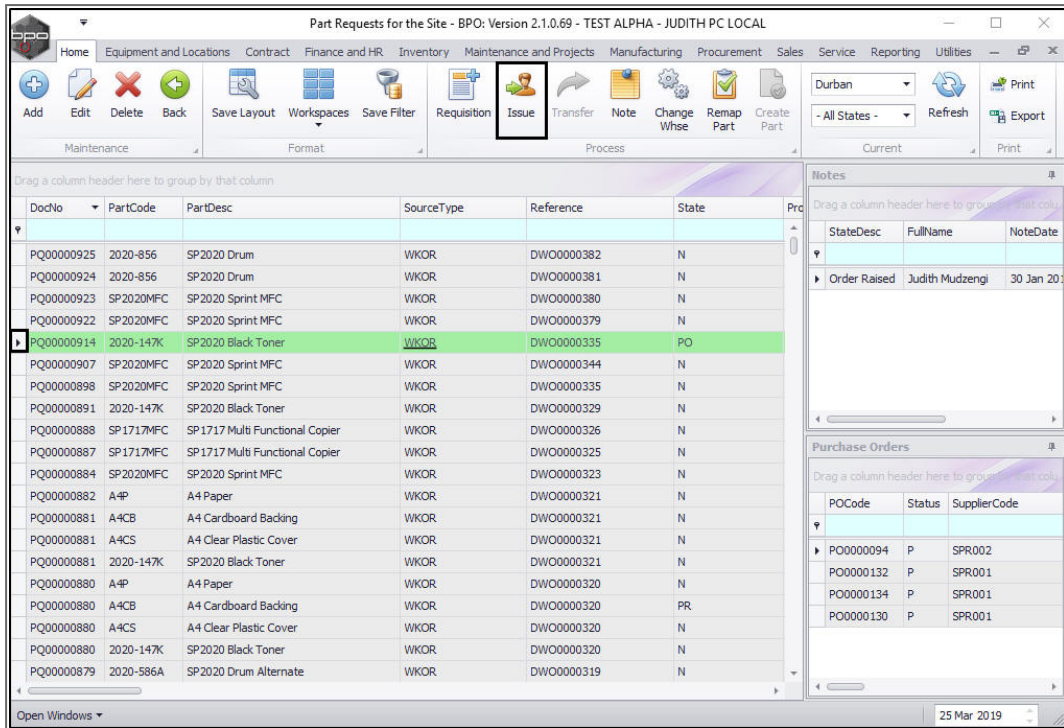
- The **Delivery Note** will be displayed.
- You can **View, Print, Save, Email** this note.
- Click on **Close** to exit this report.



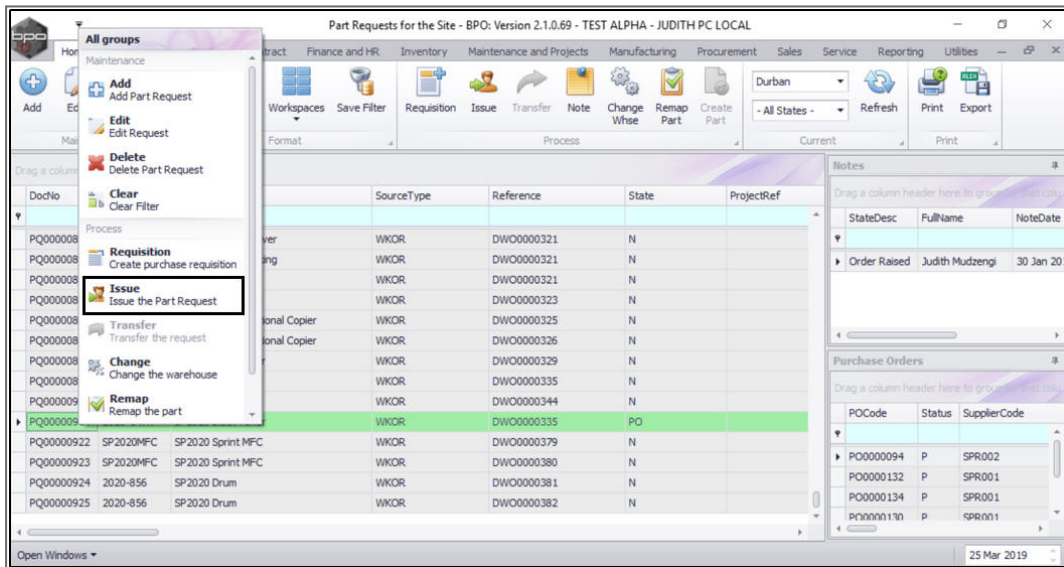
## PART REQUESTS LINKED TO A WORK ORDER

### 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**.



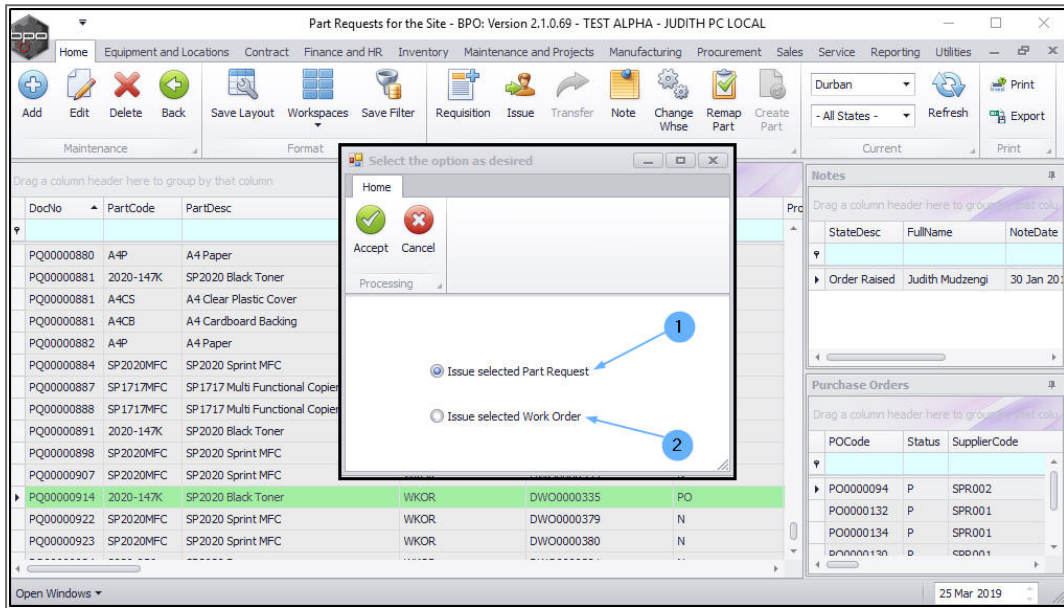
- or you can **right click** and select **Issue** from the menu.



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

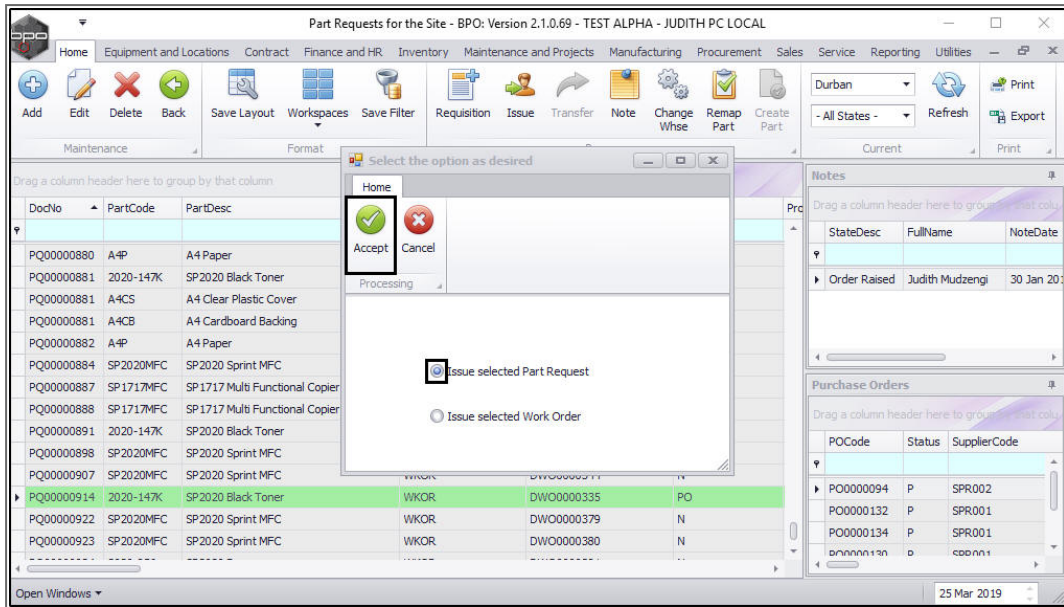
- Issue selected *Part Request*
- Issue selected *Work Order*

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 all part requests linked to this work order.



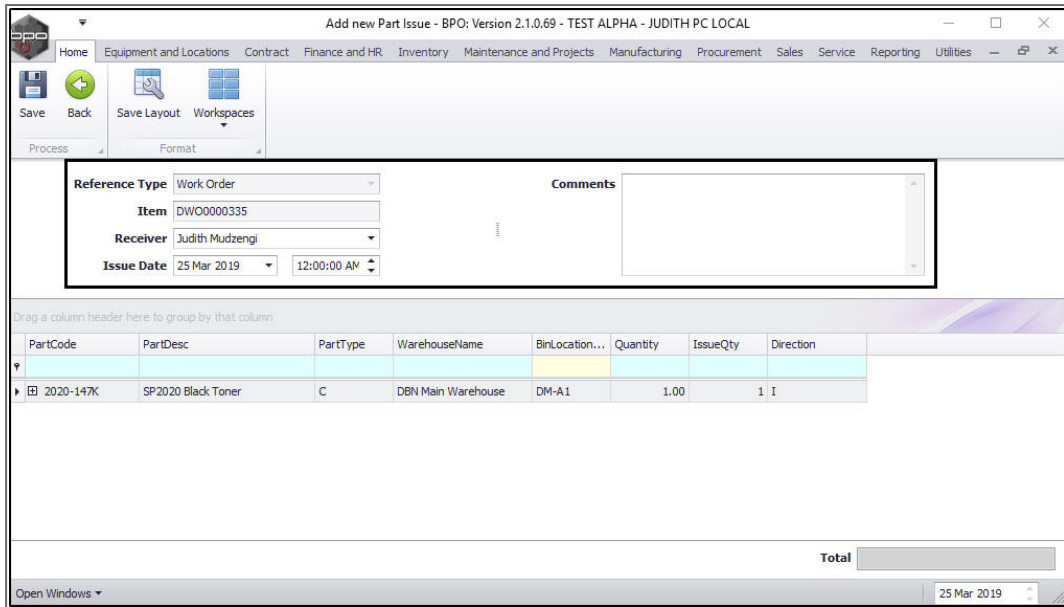
## SINGLE PART REQUEST ISSUE ON WORK ORDER WITH MULTIPLE PARTS REQUESTS LINKED

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

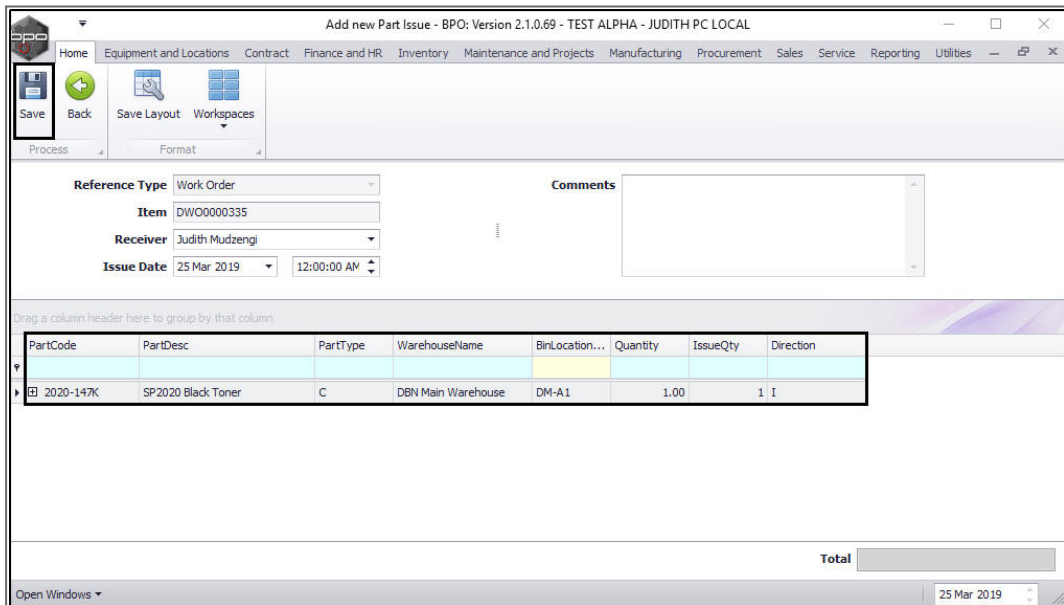


The **Add new Part Issue** screen will be displayed.

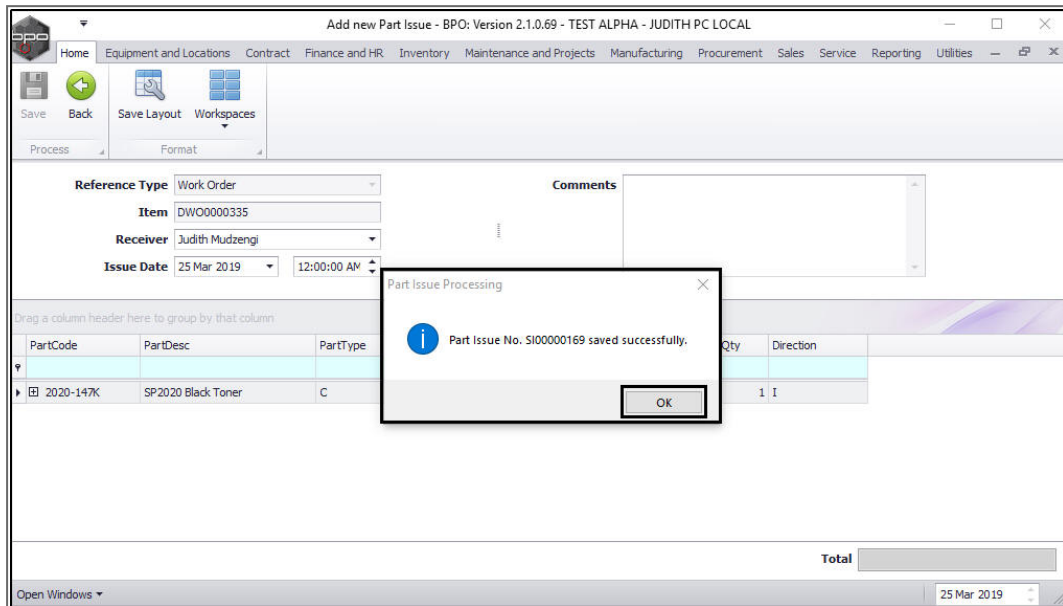
- **Reference Type:** This will auto populate with *Work Order*.
- **Item:** This will auto populate with the linked *work order number*.
- **Receiver:** This will auto populate with name of the person currently logged on to BPO2. You can click on the drop-down arrow and select an alternative receiver 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.



- 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**.

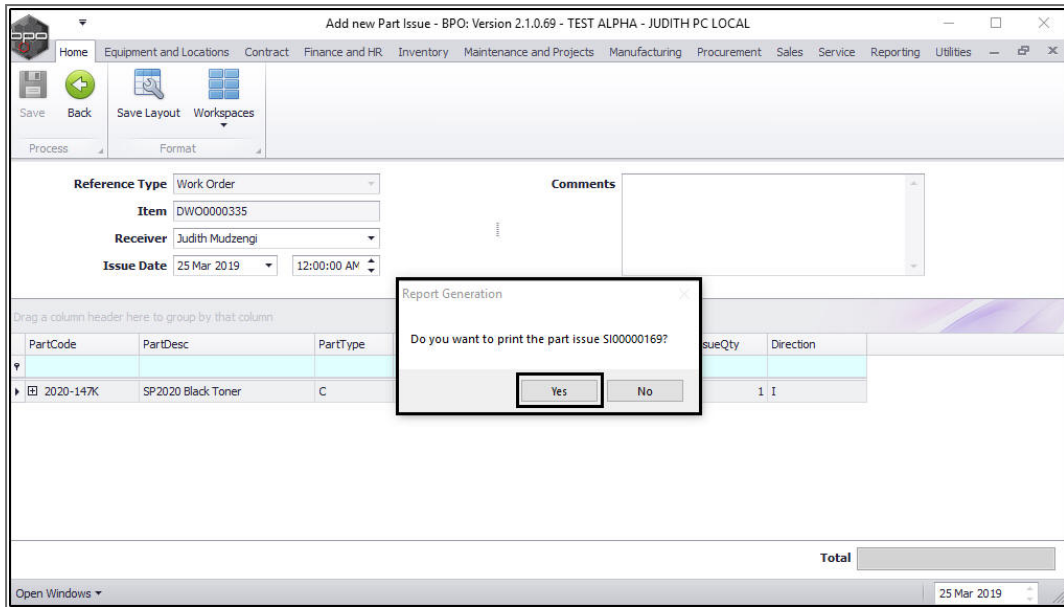


- A **Part Issue Processing** message will be displayed asking you;
  - **Part Issue No [ ] saved successfully.**
- Click on **Ok**.

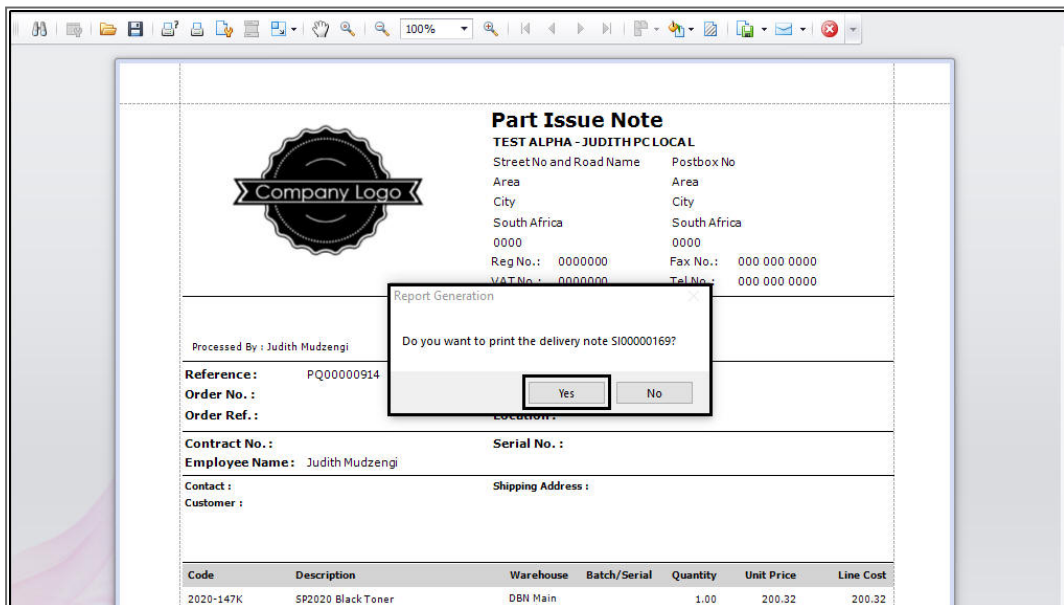


- A **Report Generation** message box will pop up asking;
  - **Do you want to print the part issue [ ]?**
- Click on **Yes** if you want to print the part issue and **No** if you do not.
- For the purpose of this manual, **Yes** was selected.

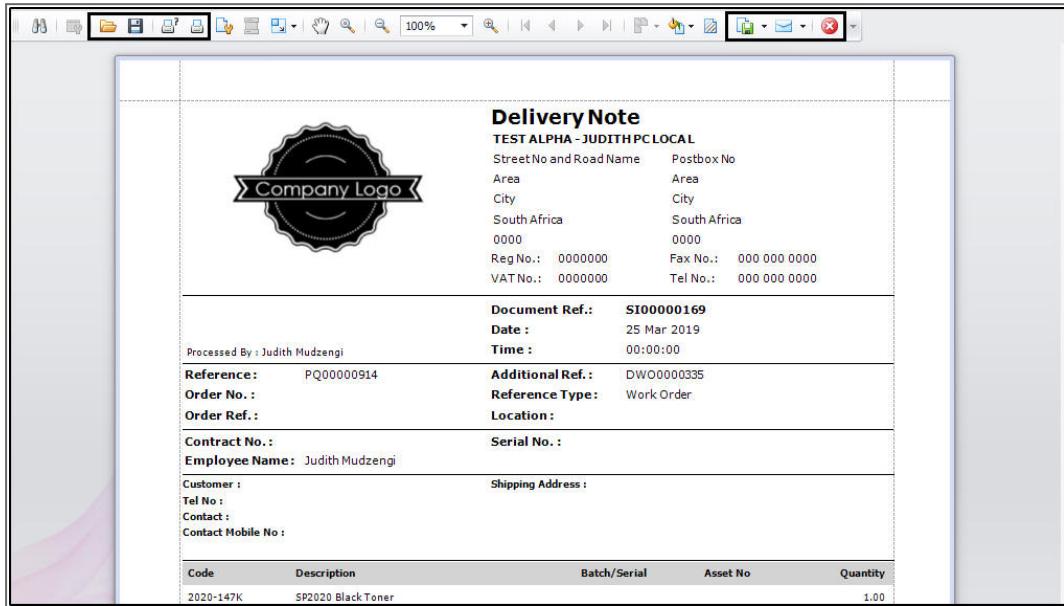




- The **Part Issue Note Preview** screen will be displayed.
- Within this screen, a **Report Generation** message box will pop up asking;
  - **Do you want to print the delivery note [ ]?**
- Click on **Yes** if you want to print the delivery note and **No** if you do not want to print the delivery note.
- For the purpose of this manual, **Yes** was selected.



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



**Delivery Note**  
**TEST ALPHA - JUDITH PC LOCAL**

Street No and Road Name      Postbox No  
Area      Area  
City      City  
South Africa      South Africa  
0000      0000  
Reg No.: 0000000      Fax No.: 000 000 0000  
VAT No.: 0000000      Tel No.: 000 000 0000

---

**Document Ref.:** SI00000169  
**Date:** 25 Mar 2019  
**Time:** 00:00:00

---

Processed By : Judith Mudzengi  
**Reference:** PQ00000914      **Additional Ref.:** DW00000335  
**Order No.:**      **Reference Type:** Work Order  
**Order Ref.:**      **Location:**

---

**Contract No.:**      **Serial No.:**  
**Employee Name:** Judith Mudzengi

---

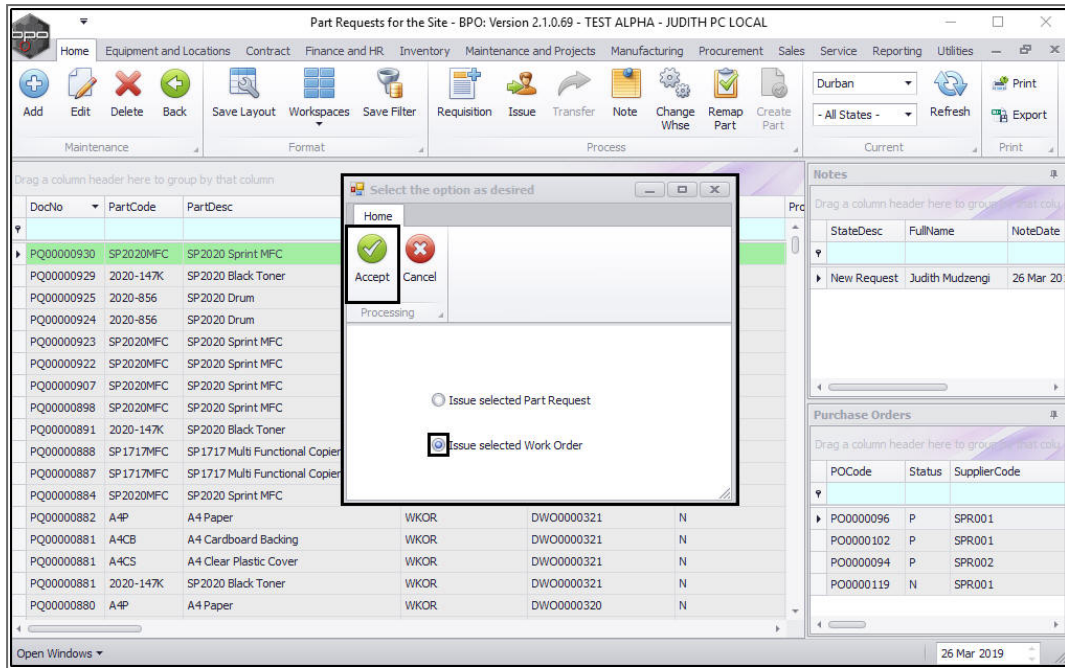
**Customer:**      **Shipping Address:**  
**Tel No.:**  
**Contact:**  
**Contact Mobile No.:**

---

Code	Description	Batch/Serial	Asset No	Quantity
2020-147K	SP2020 Black Toner			1.00

## 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.**



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.

Add new Part Issue - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back | Save Layout | Workspaces

Process | Format

Reference Type: Work Order  
 Item: DWO0000382  
 Receiver: Judith Mudzengi  
 Issue Date: 26 Mar 2019 12:00:00 AM

Comments

Drag a column header here to group by that column

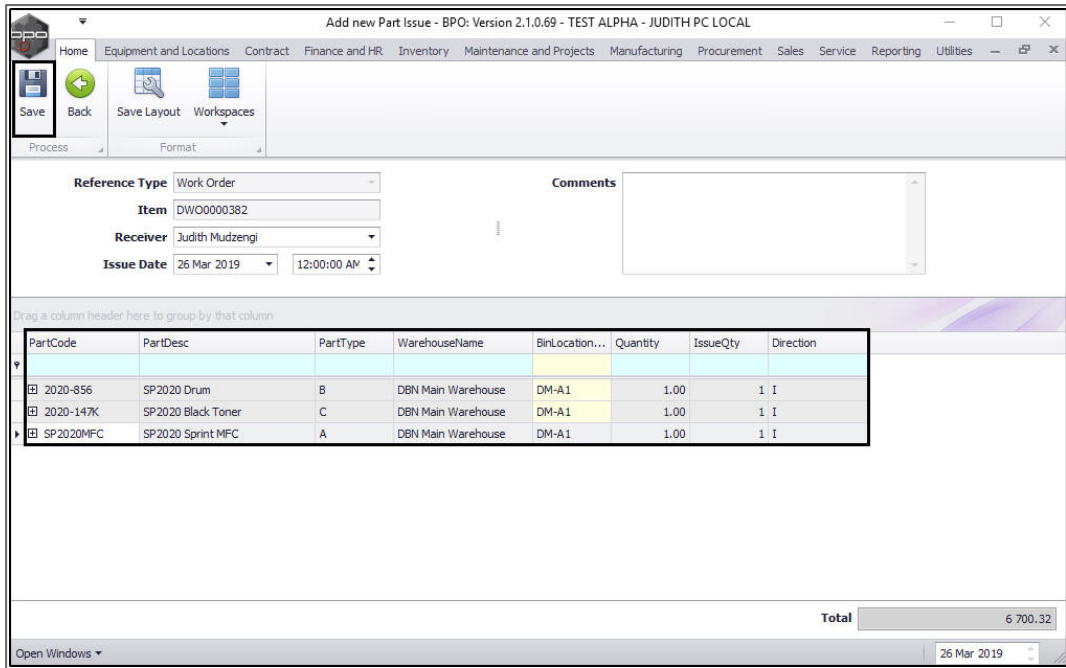
PartCode	PartDesc	PartType	WarehouseName	BinLocation...	Quantity	IssueQty	Direction
2020-856	SP2020 Drum	B	DBN Main Warehouse	DM-A1	1.00	0	I
2020-147K	SP2020 Black Toner	C	DBN Main Warehouse	DM-A1	1.00	1	I
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1	1.00	0	I

Total

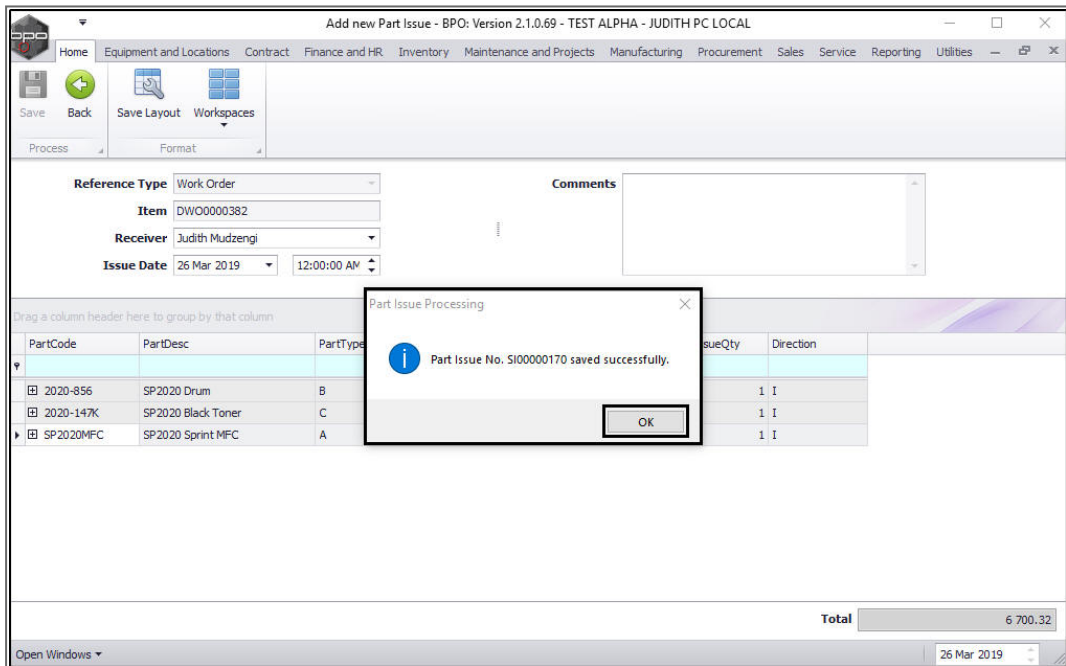
Open Windows | 26 Mar 2019

You will notice that all 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 [Part Issue - C class items](#) and [Part Issue - A/B class items](#).
- Check that all the part details are correct.
- Click on **Save**.

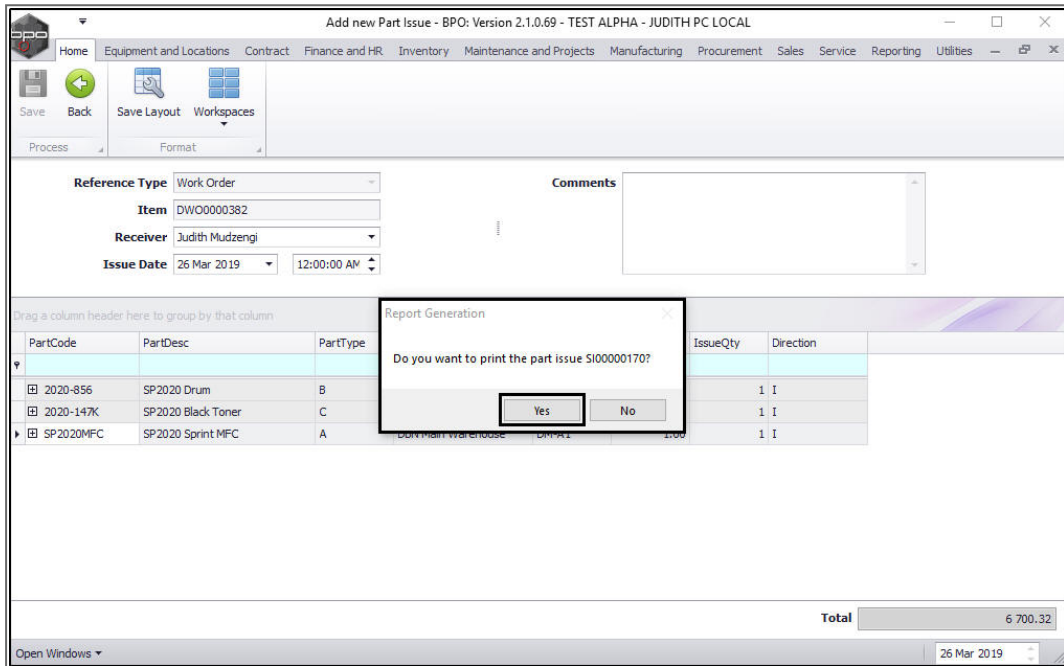


- A **Part Issue Processing** message will be displayed asking you;
  - **Part Issue No [ ] saved successfully.**
- Click on **Ok**.



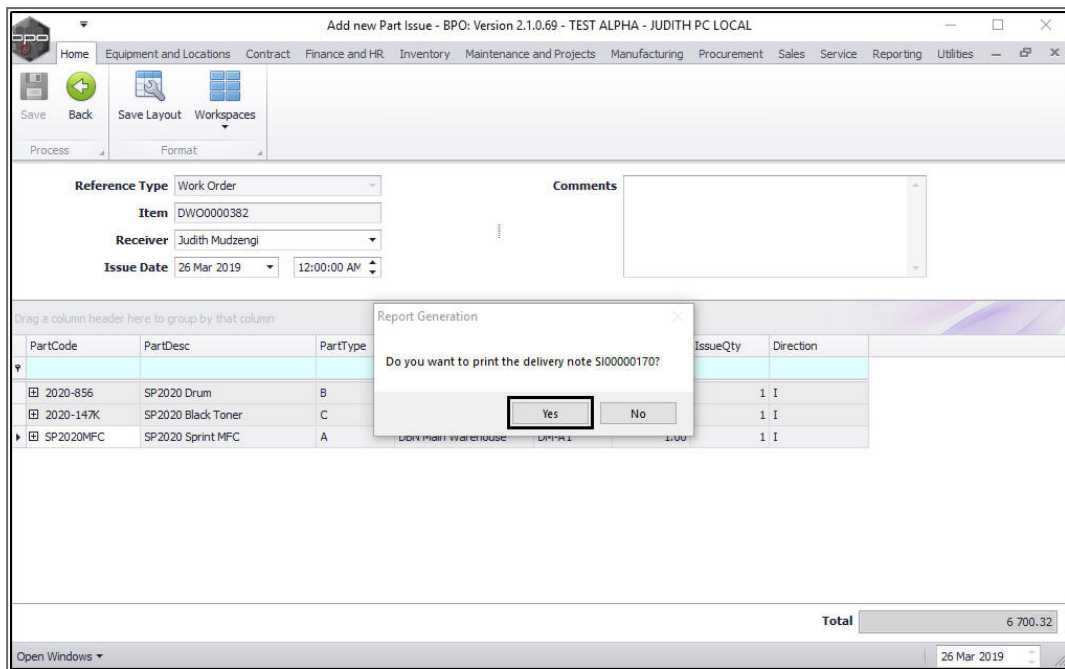
## PRINT PART ISSUE NOTE

- 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.



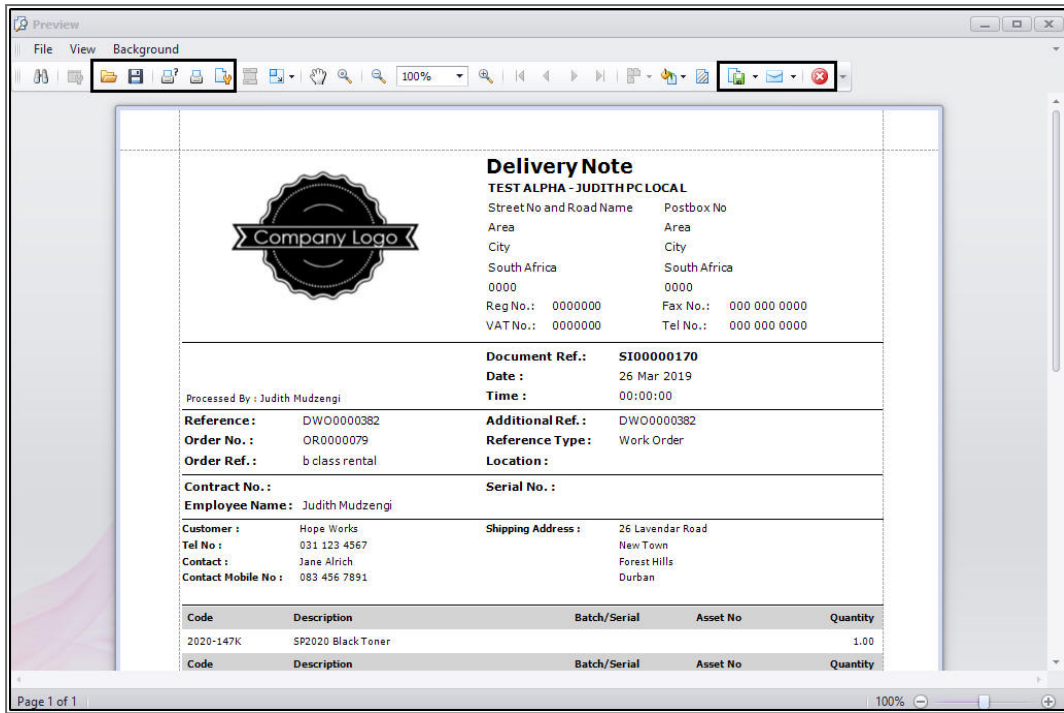
## PRINT PART DELIVERY NOTE

- 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.



- 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.

Preview

File View Background

100%



### Part Issue Note

TEST ALPHA - JUDITH PC LOCAL

Street No and Road Name    Postbox No  
 Area    Area  
 City    City  
 South Africa    South Africa  
 0000    0000  
 Reg No.: 0000000    Fax No.: 000 000 0000  
 VAT No.: 0000000    Tel No.: 000 000 0000

---

Processed By : Judith Mudzengi

<b>Document Ref.:</b> S100000170	<b>Date:</b> 26 Mar 2019
<b>Time:</b> 00:00:00	

---

<b>Reference:</b> DWO0000382	<b>Additional Ref.:</b> DWO0000382
<b>Order No.:</b> OR0000079	<b>Reference Type:</b> Work Order
<b>Order Ref.:</b> b class rental	<b>Location:</b>

---

<b>Contract No.:</b>	<b>Serial No.:</b>
<b>Employee Name:</b> Judith Mudzengi	

---

<b>Contact:</b> Jane Alrich	<b>Shipping Address:</b> 26 Lavendar Road
<b>Customer:</b> Hope Works	New Town Forest Hills Durban

---

Code	Description	Warehouse	Batch/Serial	Quantity	Unit Price	Line Cost
SP2020MFC	SP2020 Sprint MFC	DBN Main Warehouse	2020-1115s	1.00	5 000.00	5 000.00

Page 1 of 1

100%

MNU.032.001

