

INVENTORY

PART REQUESTS - ADD

A new part request raised from the **Part Requests for Part []** screen can only be a warehouse to warehouse (interwarehouse) **transfer** part request.

These interwarehouse transfer part requests are raised as a request to transfer stock between sites and warehouses.

The request **Source Type** will be **WHSE - Warehouse**.

See [Part Requests - Introduction to Part Requests](#) for more information about the different "**Part Request Source Types**" on [page 2](#).

Ribbon Select Inventory > Part Requests



- The **Part Requests for the Site** screen will display.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.

Note: Refer to [State/Type Selections](#) for more information.

- The State filter will default to '**All States**' upon opening. You do not need to select a specific State to proceed with the add process.

Note: Refer to [State/Type Selections](#) for more information.

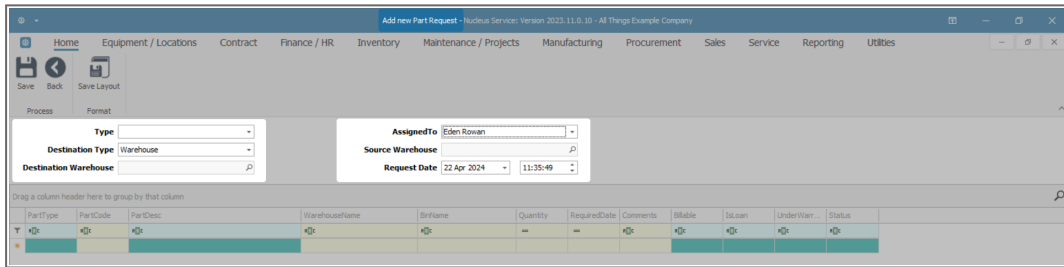
- The list of **part requests** displayed will be dependant on the **Site** and **State** selected.
- Click on **Add**.

DocNo	Source Type	State	Reference	BinName	Part Desc	Part Code	Warehouse Name	Quantity	Part Type Desc	Call Reference	Model No	Customer Name
KPQ0000002	WHSE	GR	KZ - Main	KZ - OS - Equipment	Sprint Multi Functional Copier	SP2020	KZ - Office Supplies	2.00	A Class Part	SP2020		
KPQ0000003	WHSE	PR	KZ - Over the Counter	KZ - OS - Accessories	Fuser Unit	SP2020-7223	KZ - Office Supplies	2.00	B Class Part			
KPQ0000004	WHSE	PR	KZ - Main	KZ - OS - Consumables	Toner Black	SP2020-2671	KZ - Office Supplies	2.00	C Class Part			
KPQ0000005	WHSE	N	KZ - Main	KZ - OS - Electronics	Copier Multi Function	M2540	KZ - Office Supplies	1.00	A Class Part		M2540	
KPQ0000006	WHSE	N	KZ - Main	KZ - OS - Electronics	Copier Multi Function	M2540	KZ - Office Supplies	1.00	A Class Part		M2540	
KPQ0000007	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Toner Black	SP2020-2671	KZ - Main	1.00	C Class Part			
KPQ0000009	WHSE	N	KZ - Main	KZ - OS - Accessories	Fuser Unit	SP2020-7223	KZ - Office Supplies	1.00	B Class Part			
KPQ0000010	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Kyocera Digital Printer	ECOSYS M2	KZ - Main	3.00	A Class Part		ECOSYS M2635dw	
KPQ0000011	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Kyocera Digital Printer	ECOSYS M2	KZ - Main	1.00	A Class Part		ECOSYS M2635dw	
KPQ0000012	WHSE	N	KZ - Over the Counter	KZ - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	MX4051	KZ - Electronics	1.00	A Class Part		MX4051	
KPQ0000013	WHSE	N	KZ - Arts and Craft	KZ - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	MX4051	KZ - Electronics	1.00	A Class Part		MX4051	
KPQ0000017	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Toner Black	SP2020-2671	KZ - Main	2.00	C Class Part			
KPQ0000018	WHSE	N	KZ - Home and Garden	KZ - Receiving Bin	Paper Tray	SP2020-1992	KZ - Main	2.00	B Class Part			
KPQ0000018	WHSE	N	KZ - Home and Garden	KZ - Receiving Bin	Toner Black	SP2020-2671	KZ - Main	4.00	C Class Part			
KPQ0000019	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Staple Unit	SP2020-3671	KZ - Main	1.00	B Class Part			

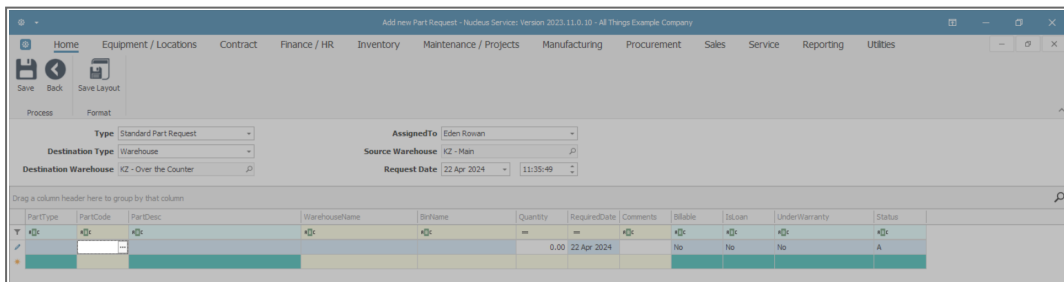
- The **Add new Part Request** screen will open.
- Fill in the required part request **header** details:
 - **Type:** Click on the **drop-down arrow** and select the request type from the list.
 - As you are only able to do a **warehouse to warehouse** part request directly from the Part Requests listing screen, the only option will be PRTR - Standard Part Request.
 - **Destination Type:** Click on the **drop-down arrow** and select the destination type from the list.
 - As this is a **warehouse to warehouse** part request - the only option will 'Warehouse'.
 - **Destination Warehouse:** Click on the **search** button and select from the pop up screen, the final destination warehouse which is to **receive** the requested items.
 - **Assigned To:** This will auto populate with the name of the employee currently logged on to the system. Click

on the **drop-down arrow** and select an alternative person responsible for the part request, if required.

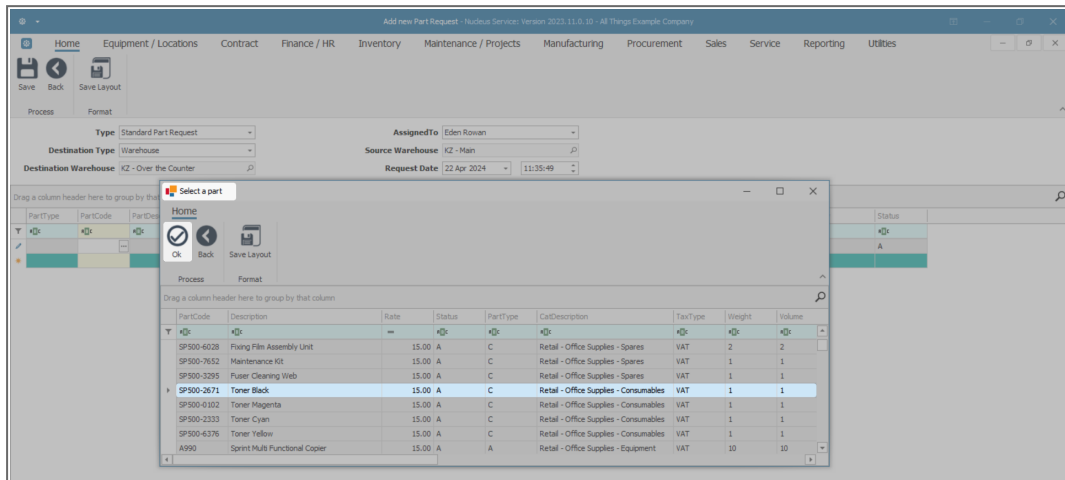
- **Source Warehouse:** Click on the **search** button and select the source warehouse where the requested items are currently stored and will be moved from.
- **Request Date:** These fields will auto populate with the current date and time.
 - **Date:** Either **type in** or click on the **drop-down arrow** and use the **calendar function** to select an alternative date, if required.
 - **Time:** Either **type in** or click on the **directional arrows** to select an alternative time, if required.



- Once the request header details have been entered, move down to the **Parts** data grid.
- Click in the **Part Code** field to reveal an **ellipsis** button. Click on this button.



- The **Select a Part** screen will pop up.
- Select the **row** of the part you wish to request.
- Click on **Ok**.

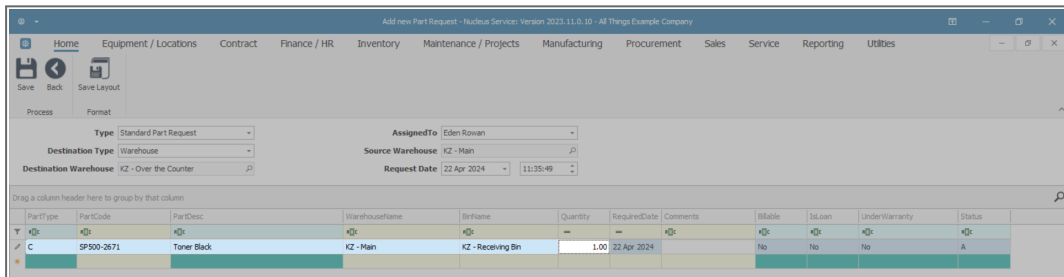


The **Parts** data grid will populate with the following details of the requested item:

- The first three fields are based on what is set up on the [Part Definition](#).
 - **Part Type:** This will populate with the part **type** linked to the part code selected in the previous step.
 - **Part Code:** This will populate with the part **code** selected in the previous step.
 - **Part Desc:** This will populate with the part **type description** linked to the part code.
- The next two fields will populate according to the selection made in the **Source Warehouse** field.
 - **Warehouse Name:** This will populate with the name of the **Source Warehouse**.
 - If you wish to change this, go back to the **Source Warehouse** field and select the alternative warehouse from the '**Select....**'

pop up screen. The **Warehouse Name** field will update with the new choice.

- **Bin Name:** This will populate with the name of the bin linked to the Source Warehouse.
 - If there is more than one bin linked to the warehouse, you can select an alternative bin. Click in the field to reveal an **ellipsis** button. Click on this button to display the 'Select...' pop up screen. Select the alternative bin from the list.
- **Quantity:** Click in this field and either **type in** or use the **directional arrows** to select the amount of the item requested.

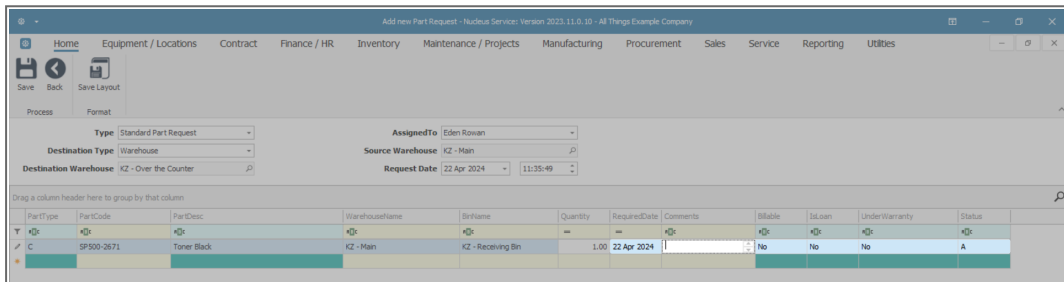


PartType	PartCode	PartDesc	WarehouseName	BinName	Quantity	RequireDate	Comments	Billable	IsLoan	UnderWarranty	Status
C	SP500-2671	Toner Black	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024		No	No	No	A

Fill in the details for the following fields, as required:

- **Required Date:** This will populate with the date that the part request is created.
 - This can be changed. Either **type in** the alternative date or click in the field to display a **drop-down arrow**. Click on the arrow to display the **calendar** function. Use the calendar to select an alternative date.
- **Comments:** **Type directly in this text box**, any comment regarding this part request, if required.
- The following fields are uneditable:
 - **Billable:** As this is an interwarehouse part request, it is not billable and this field will be inactive (**greyed out**).

- **Is Loan:** As this is an interwarehouse part request, it is not a loan item and this field will be inactive (greyed out).
- **Under Warranty:** As this is an interwarehouse part request, it is not under warranty and this field will be inactive (greyed out).
- **Status:** This field will populate with **A - Active** and is uneditable.

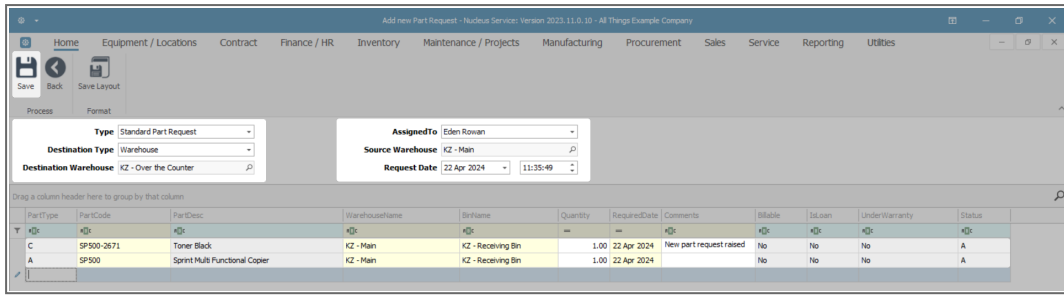


PartType	PartCode	PartDesc	WarehouseName	BinName	Quantity	RequestDate	Comments	IsLoan	UnderWarranty	Status
T	SP500-2671	Toner Black	K2 - Main	K2 - Receiving Bin	1.00	22 Apr 2024		No	No	A

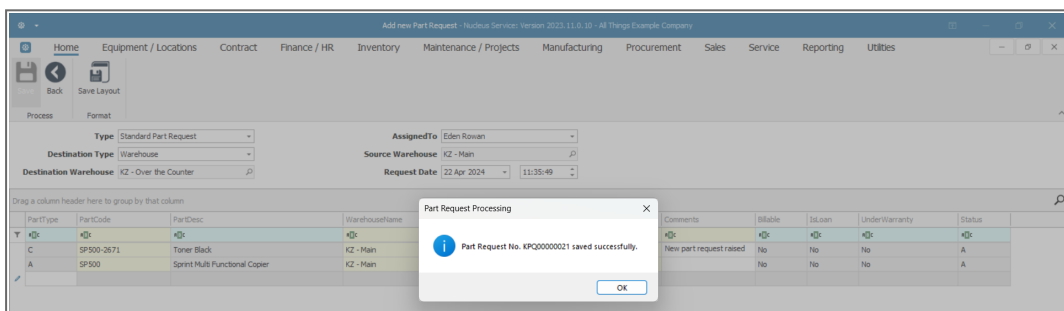
- You can follow the process to add multiple lines to the part request, if required.
- **Tab** along the row or press **Enter** on your keyboard to create a new row.
 - In this example, an **A-class** part has been added to the data grid.
- When you have finished adding the part request details, **Tab** along the row, or press **Enter** until a new row is created.

Note: If a new row is not created, an **error message** will appear on the screen and you will not be able to **save** the part request information.

- Click on **Save**.



- A **Part Request Processing** message box will pop up informing:
 - **Part Request No. [] saved successfully.**
- Take note of the new **Part Request No.** to enable you to find it.
- Click on **OK**.



- You will return to the **Part Request for the Site** listing screen.
- Use the [Auto Filter Row](#) or scroll down the list until you find the part request number.
- In this example, you will note that there are **2** rows created for the same part request. This is because **2** different parts were requested.

DocNo	SourceType	State	Reference	BinName	PartDesc	PartCode	WarehouseName	Quantity	PartTypeDesc	CallReference	ModelNo	CustomerName
KPQ0000002	WHSE	GR	KZ - Main	KZ - OS - Equipment	Sprint Multi Functional Copier	SP2020	KZ - Office Supplies	2.00	A Class Part			
KPQ0000003	WHSE	PR	KZ - Over the Counter	KZ - OS - Accessories	Fuser Unit	SP2020-7223	KZ - Office Supplies	2.00	B Class Part			
KPQ0000004	WHSE	PR	KZ - Main	KZ - OS - Consumables	Toner Black	SP2020-2671	KZ - Office Supplies	2.00	C Class Part			
KPQ0000005	WHSE	N	KZ - Main	KZ - OS - Electronics	Copier Multi Function	M2540	KZ - Office Supplies	1.00	A Class Part		M2540	
KPQ0000006	WHSE	N	KZ - Main	KZ - OS - Electronics	Copier Multi Function	M2540	KZ - Office Supplies	1.00	A Class Part		M2540	
KPQ0000007	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Toner Black	SP2020-2671	KZ - Main	1.00	C Class Part			
KPQ0000009	WHSE	N	KZ - Main	KZ - OS - Accessories	Fuser Unit	SP2020-7223	KZ - Office Supplies	1.00	B Class Part			
KPQ0000010	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Kyocera Digital Printer	ECCOSYS M2635dw	KZ - Main	3.00	A Class Part		ECCOSYS M2635dw	
KPQ0000011	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Kyocera Digital Printer	ECCOSYS M2635dw	KZ - Main	1.00	A Class Part		ECCOSYS M2635dw	
KPQ0000012	WHSE	N	KZ - Over the Counter	KZ - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	M94051	KZ - Electronics	1.00	A Class Part		M94051	
KPQ0000013	WHSE	N	KZ - Arts and Craft	KZ - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	M94051	KZ - Electronics	1.00	A Class Part		M94051	
KPQ0000017	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Toner Black	SP900-2671	KZ - Main	2.00	C Class Part			
KPQ0000018	WHSE	N	KZ - Home and Garden	KZ - Receiving Bin	Paper Tray	SP2020-1992	KZ - Main	2.00	B Class Part			
KPQ0000018	WHSE	N	KZ - Home and Garden	KZ - Receiving Bin	Toner Black	SP2020-2671	KZ - Main	4.00	C Class Part			
KPQ0000019	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Staple Unit	SP2020-3671	KZ - Main	1.00	B Class Part			
KPQ0000021	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Sprint Multi Functional Copier	SP900	KZ - Main	1.00	A Class Part		SP900	
KPQ0000021	WHSE	N	KZ - Over the Counter	KZ - Receiving Bin	Toner Black	SP900-2671	KZ - Main	1.00	C Class Part			

- Scroll right to view all the details including **Current Stock**.
- You can now follow the process to [raise a requisition](#) to fulfil this part request.

Quantity	PartTypeDesc	CallReference	ModelNo	CustomerName	CallDesc	CustomerCode	RequiredDate	IssuedStock	RequestStatus	PartType	CurrentStock	Comments	ReferenceDesc
2.00	A Class Part		SP2020				03 Apr 2024	0.00	Approved	A	2.00		
2.00	B Class Part						03 Apr 2024	0.00	Approved	B	0.00		
2.00	C Class Part						03 Apr 2024	0.00	Approved	C	0.00		
1.00	A Class Part		M2540				04 Apr 2024	0.00	Approved	A	8.00		
1.00	A Class Part		M2540				04 Apr 2024	0.00	Approved	A	8.00		
1.00	C Class Part						04 Apr 2024	0.00	Approved	C	305.00		
1.00	B Class Part						04 Apr 2024	0.00	Approved	B	0.00		
3.00	A Class Part		ECCOSYS M2635dw				04 Apr 2024	0.00	Approved	A	4.00		
1.00	A Class Part		ECCOSYS M2635dw				04 Apr 2024	0.00	Approved	A	4.00		
1.00	A Class Part		M94051				05 Apr 2024	0.00	Approved	A	0.00		
1.00	A Class Part		M94051				05 Apr 2024	0.00	Approved	A	0.00		
2.00	C Class Part						18 Apr 2024	0.00	Approved	C	300.00	New Request Item	
2.00	B Class Part						19 Apr 2024	0.00	Approved	B	20.00		
4.00	C Class Part						19 Apr 2024	0.00	Approved	C	305.00		
1.00	B Class Part						19 Apr 2024	0.00	Approved	B	50.00		
1.00	A Class Part		SP900				22 Apr 2024	0.00	Approved	A	50.00		
1.00	C Class Part						22 Apr 2024	0.00	Approved	C	300.00	New part request raised	

Related Topics

[Part Requests - Edit \(View\)](#)

[Part Requests - Delete](#)

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