

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

INVENTORY

PART REQUESTS - DELETE

You can **delete** a part request directly from the '**Part Requests for the Site**' listing screen. If there is <u>more than one</u> item linked to the part request then the system will give you the option to remove either, <u>all the items</u> on the request, or <u>only the **selected** item</u>.

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.

For a detailed handling of this topic refer to Site Selection.

The State filter will default to 'All States' upon opening. You do
not need to select a specific State to proceed with the delete process. However, if you wish to narrow your search parameters,
select the State that contains the part request you wish to delete.

For a detailed handling of this topic refer to State/Type Selection.

• The list of **part requests** displayed will be dependent on the **Site** and **State** selected.



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	KPQ00000095	WKOR	KWO0000044	Toner Black	SP999-001	С	KZ - Main	KZ - Receiving Bin	4	.00 0.0	2.00	SP999-001		24 May 2024		Pro
	KPQ0000094	WKOR	KWO0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4	.00 0.0	2.00	SP999		22 May 2024		has
	KPQ0000093	WKOR	KW00000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Asse	ts Bin 1	.00 0.0	0.00	ZT0060		22 May 2024		9
	KPQ0000092	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Asse	ts Bin 1	.00 0.0	0.00	ZT0060		22 May 2024		ders
	KPQ00000090	WKOR	KWO0000042	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Asse	ts Bin 1	.00 0.0	0.00	ECOSYS M2635dw		21 May 2024		
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1	.00 60.0	0.00	SP2020		21 May 2024		
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1	.00 60.0	0.00	0 SP2020		21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Cyan	M2540-002	С	KZ - Main	KZ - Receiving Bin	1	.00 2.0	0.00	M2540-002	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Black	M2540-001	С	KZ - Main	KZ - Receiving Bin	1	.00 8.0	0.00	2540-001	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1	.00 8.0	0.00	M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1	.00 8.0	0.00	M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Paper Tray	SP2020-1992	В	KZ - Main	KZ - Receiving Bin	1	.00 19.0	0.00)	Cairns Oscroft CC	21 May 2024		
	KPQ0000079	WKOR	KWO0000039	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	1	.00 315.0	0.00)		20 May 2024		
	KPQ0000073	SINV	KZIN0000010	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	1	.00 300.0	0.00)	Cairns Oscroft CC	17 May 2024		
	KPQ0000071	SINV	KZIN000008	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving Bin	2	.00 300.0	0.00)	Barker Wraight Security	16 May 2024		
	KPQ0000070	SINV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1	.00 60.0	0.00	0 SP2020	MHRA Burhill CC	16 May 2024		
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	2	.00 315.0	0.00)		16 May 2024		
	KPQ00000066	SINV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	С	IN - Main	IN - Receiving Bin	1	.00 1.0	0.00)	Cairns Oscroft CC	15 May 2024		
	KPQ00000066	SINV	KZIN0000005	Fuser Unit	SP2020-7223	В	IN - Main	IN - Receiving Bin	1	.00 50.0	0.00)	Cairns Oscroft CC	15 May 2024		
	KPQ00000066	SINV	KZIN000005	Paper Tray	SP2020-1992	В	IN - Main	IN - Receiving Bin	1	.00 20.0	0.00)	Cairns Oscroft CC	15 May 2024		
	KPQ0000066	SINV	KZIN0000005	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1	.00 60.0	0.00	0 SP2020	Cairns Oscroft CC	15 May 2024		
	KPQ00000060	WKOR	KWO0000033	Toner Black	M2540-001	С	KZ - Office Supplies	KZ - OS - Consum	ables 1	.00 1.0	0.00	2540-001		10 May 2024		
	KPQ0000057	WKOR	KWO0000033	Toner Black	M2540-001	С	KZ - Office Supplies	KZ - OS - Consum	ables 1	.00 1.0	0.00	2540-001		10 May 2024		
	KPQ00000056	WKOR	KWO0000033	Toner Black	M2540-001	С	KZ - Office Supplies	KZ - OS - Consum	ables 1	.00 1.0	0.00	2540-001		10 May 2024		
	KPQ0000053	WHSE	KZ - Electronics	Sharp MX-4051 A3 color multifunctional print	er MX4051	A	KZ - Main	KZ - Receiving Bin	2	.00 6.0	0.00	MX4051		08 May 2024		
	KPQ00000053	WHSE	KZ - Electronics	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Main	KZ - Receiving Bin	2	.00 14.0	0.00	ECOSYS M2635dw		08 May 2024		
	KPQ00000053	WHSE	KZ - Electronics	Toner Magenta	M2540-004	С	KZ - Main	KZ - Receiving Bin	2	.00 0.0	0.00	M2540-004		08 May 2024		
	KPQ00000053	WHSE	KZ - Electronics	Toner Yellow	M5000P-6276	С	KZ - Main	KZ - Receiving Bin	2	.00 0.0	0.00	M5000P6276		08 May 2024		-
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DELETE A SINGLE ITEM FROM THE PART REQUEST

You may wish to delete only <u>one</u> item from a part request.

- Select the **row** of the part request item that you wish to remove.
- In this example, you will note that there are **3** items linked to the part request.

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	KPO00000108	WKOR	KWO0000014	Toner Magent	ta			A300-0102	C	KZ - Main	KZ - Recei	ving Bin	1.00	300.00	0.00			27 May 2024	
	KPQ00000101	WHSE	KZ - Over the Counter	Paper Pickup	Roller			ZT0060-4933	С	KZ - Main	KZ - Recei	ving Bin	1.00	180.00	0.00	1		27 May 2024	
	KPQ00000101	WHSE	KZ - Over the Counter	Fuser Unit				ZT0060-7223	В	KZ - Main	KZ - Recei	ving Bin	1.00	50.00	0.00	1		27 May 2024	
	KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Fu	inctional Copie	sr		ZT0060	A	KZ - Main	KZ - Recei	ving Bin	1.00	50.00	0.00	ZT0060		27 May 2024	
	KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray				A990-1992	в	KZ - Main	KZ - Recei	ving Bin	1.00	20.00	0.00			27 May 2024	
	KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Fu	Inctional Copie	er .		A990	A	KZ - Main	KZ - Recei	ving Bin	1.00	52.00	0.00	A990		27 May 2024	
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Pickup	Roller			SP2020-4933	С	KZ - Main	KZ - Recei	ving Bin	1.00	180.00	0.00			27 May 2024	
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Tray				SP2020-1992	в	KZ - Main	KZ - Recei	ving Bin	1.00	19.00	0.00			27 May 2024	
	KPQ00000098	WHSE	KZ - Over the Counter	Sprint Multi Fu	Inctional Copie	r		A300	A	KZ - Main	KZ - Recei	ving Bin	1.00	50.00	0.00	A300		27 May 2024	
	KPQ00000096	WKOR	KWO0000044	Wiper Blade				SP500-5598	С	KZ - Main	KZ - Recei	ving Bin	1.00	7.00	0.00			24 May 2024	
	KPQ00000095	WKOR	KWO0000044	Toner Black				SP999-001	С	KZ - Main	KZ - Recei	ving Bin	4.00	0.00	2.00	SP999-001		24 May 2024	
	KPQ00000094	WKOR	KWO0000043	SP Multi Fund	tion Printer			SP999	A	KZ - Main	KZ - Recei	ving Bin	4.00	0.00	2.00	SP999		22 May 2024	
	KPQ0000093	WKOR	KWO0000041	Sprint Multi Fu	inctional Copie	sr -		ZT0060	A	KZ - Internal Assets	KZ - Inter	nal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
	KPQ0000092	WKOR	KWO0000041	Sprint Multi Fu	inctional Copie	sr .		ZT0060	A	KZ - Internal Assets	KZ - Inter	hal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
	KPQ00000090	WKOR	KWO0000042	Kyocera Digiti	al Printer			ECOSYS M2635d	w A	KZ - Internal Assets	KZ - Inter	hal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024	
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Fu	Inctional Copie	sr .		SP2020	A	KZ - Main	KZ - Recei	ving Bin	1.00	60.00	0.00	SP2020		21 May 2024	
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Fu	Inctional Copie	sr .		SP2020	A	KZ - Main	KZ - Recei	ving Bin	1.00	60.00	0.00	SP2020		21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Cyan				M2540-002	С	KZ - Main	KZ - Recei	ving Bin	1.00	2.00	0.00	M2540-002	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Black				M2540-001	С	KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.00	2540-001	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi F	unction			M2540	A	KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi F	unction			M2540	A	KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Paper Tray				SP2020-1992	В	KZ - Main	KZ - Recei	ving Bin	1.00	19.00	0.00		Cairns Oscroft CC	21 May 2024	
	KPQ0000079	WKOR	KWO0000039	Toner Black				SP2020-2671	С	KZ - Main	KZ - Recei	ving Bin	1.00	315.00	0.00			20 May 2024	
	KPQ0000073	SINV	KZIN0000010	Toner Black				SP2020-2671	С	IN - Main	IN - Recei	ving Bin	1.00	300.00	0.00		Cairns Oscroft CC	17 May 2024	
	KPQ0000071	SINV	KZIN000008	Toner Black				SP2020-2671	С	IN - Main	IN - Recei	ving Bin	2.00	300.00	0.00		Barker Wraight Security	16 May 2024	
	KPQ00000070	SINV	KZIN000007	Sprint Multi Fu	unctional Copie	st.		SP2020	A	KZ - Main	KZ - Recei	ving Bin	1.00	60.00	0.00	SP2020	MHRA Burhill CC	16 May 2024	
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black				SP2020-2671	С	KZ - Main	KZ - Recei	ving Bin	2.00	315.00	0.00			16 May 2024	
	KP000000066	SINV	KZIN000005	High Yield Res	et Lever Gear			SP2020-6143	C	IN - Main	IN - Recei	vina Bin	1.00	1.00	0.00		Cairns Oscroft CC	15 May 2024	

• Click on **Delete**.

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 17/07/2024



- A **Part Requests** message box will pop up with the following prompt:
 - Are you sure you want to remove this part request [
] or the request item on WO?
- Click on Yes.

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	KPQ00000108	WKOR	KWO0000014	Toner Magent	ta		A3	00-0102		Are you sure y	ou want to remo	we this part requi	est	1.00	300.00	0.00		27 May 2024	Purc
	KPQ00000101	WHSE	KZ - Over the Counter	Paper Pickup R	Roller		ZT	0060-4933		KPQ00000101	or the request it	em on WO ?		1.00	180.00	0.00		27 May 2024	1
	KPQ00000101	WHSE	KZ - Over the Counter	Fuser Unit			ZT	0060-7223						1.00	50.00	0.00		27 May 2024	Ÿ.
	KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Fu	Inctional Copie	sr	ZT	0060					_	1.00	50.00	0.00 ZT0060		27 May 2024	der
	KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray			A9	90-1992					<u> </u>	1.00	20.00	0.00		27 May 2024	
	KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Fu	Inctional Copie	ST .	A9	90	A	KZ - Main	KZ	- Receiving Bin		1.00	52.00	0.00 A990		27 May 2024	
	KPQ0000099	WHSE	KZ - Over the Counter	Paper Pickup R	Roller		SP	020-4933	С	KZ - Main	KZ	- Receiving Bin		1.00	180.00	0.00		27 May 2024	
	KPQ0000099	WHSE	KZ - Over the Counter	Paper Tray			SP	020-1992	в	KZ - Main	KZ	- Receiving Bin		1.00	19.00	0.00		27 May 2024	
	KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Fu	Inctional Copie	Br	A3	00	A	KZ - Main	KZ	- Receiving Bin		1.00	50.00	0.00 A300		27 May 2024	
	KPQ00000096	WKOR	KWO0000044	Wiper Blade			SP	500-5598	С	KZ - Main	KZ	- Receiving Bin		1.00	7.00	0.00		24 May 2024	
	KPQ00000095	WKOR	KWO0000044	Toner Black			SP	999-001	С	KZ - Main	KZ	- Receiving Bin		4.00	0.00	2.00 SP999-001		24 May 2024	
	KPQ00000094	WKOR	KWO0000043	SP Multi Funct	tion Printer		SP	999	A	KZ - Main	KZ	- Receiving Bin		4.00	0.00	2.00 SP999		22 May 2024	
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	KPQ0000092	WKOR	KWO0000041	Sprint Multi Fu	Inctional Copie	sr	ZT	0060	A	KZ - Intern	al Assets KZ	- Internal Assets Bi	in	1.00	0.00	0.00 ZT0060		22 May 2024	
	KPQ00000090	WKOR	KWO0000042	Kyocera Digita	al Printer		EO	OSYS M2635d	ów A	KZ - Intern	al Assets KZ	- Internal Assets Bi	in	1.00	0.00	0.00 ECOSYS M2635dw		21 May 2024	
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Fu	Inctional Copie	Br	SP	020	A	KZ - Main	KZ	- Receiving Bin		1.00	60.00	0.00 SP2020		21 May 2024	
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Fu	Inctional Copie	Br	SP	2020	A	KZ - Main	KZ	- Receiving Bin		1.00	60.00	0.00 SP2020		21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Cyan			M2	540-002	С	KZ - Main	KZ	- Receiving Bin		1.00	2.00	0.00 M2540-002	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Black			M2	540-001	С	KZ - Main	KZ	- Receiving Bin		1.00	8.00	0.00 2540-001	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Fi	unction		M2	540	A	KZ - Main	KZ	- Receiving Bin		1.00	8.00	0.00 M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Fi	unction		M2	540	A	KZ - Main	KZ	- Receiving Bin		1.00	8.00	0.00 M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Paper Tray			SP:	020-1992	в	KZ - Main	KZ	- Receiving Bin		1.00	19.00	0.00	Cairns Oscroft CC	21 May 2024	
	KPQ00000079	WKOR	KWO0000039	Toner Black			SP	020-2671	С	KZ - Main	KZ	- Receiving Bin		1.00	315.00	0.00		20 May 2024	
	KPQ0000073	SINV	KZIN0000010	Toner Black			SP	020-2671	С	IN - Main	IN -	Receiving Bin		1.00	300.00	0.00	Cairns Oscroft CC	17 May 2024	
	KPQ00000071	SINV	KZIN000008	Toner Black			SP	020-2671	С	IN - Main	IN ·	Receiving Bin		2.00	300.00	0.00	Barker Wraight Security	16 May 2024	
	KPQ00000070	SINV	KZIN000007	Sprint Multi Fu	Inctional Copie	Br	SP	2020	A	KZ - Main	KZ	- Receiving Bin		1.00	60.00	0.00 SP2020	MHRA Burhill CC	16 May 2024	
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black			SP	020-2671	С	KZ - Main	KZ	- Receiving Bin		2.00	315.00	0.00		16 May 2024	
	KPQ00000066	SINV	KZIN0000005	High Yield Res	et Lever Gear		SP:	2020-6143	С	IN - Main	IN ·	Receiving Bin		1.00	1.00	0.00	Cairns Oscroft CC	15 May 2024	

• A **Remove parts request** message box will pop up with the following prompt:

$^{\circ}\;$ Do you want to remove only this part request item?

Remember: For this process, **only the selected item** on the part request is to be removed.

• Click on Yes.



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	KPQ00000108	WKOR	KWO0000014	Toner Magent	ta		A300-0102	0	Do you want to remove o	only this part regi	lest item?	1.00	300.00	0.00		27 May 2024		E
	KPQ00000101	WHSE	KZ - Over the Counter	Paper Pickup R	Roller		ZT0060-4933	•	oo joo nant to temote o	ing and part requ		1.00	180.00	0.00		27 May 2024		hase
	KPQ00000101	WHSE	KZ - Over the Counter	Fuser Unit			ZT0060-7223					1.00	50.00	0.00		27 May 2024		9
	KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Fu	Inctional Copie	sr .	ZT0060			Ver	No	1.00	50.00	0.00 ZT0060		27 May 2024		A.
	KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray			A990-1992		U	165	NO	1.00	20.00	0.00		27 May 2024		
	KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Fu	inctional Copie	r	A990	Α	KZ - Main	KZ - Receiving	Bin	1.00	52.00	0.00 A990		27 May 2024		
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Pickup R	Roller		SP2020-4933	С	KZ - Main	KZ - Receiving	Bin	1.00	180.00	0.00		27 May 2024		
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Tray			SP2020-1992	В	KZ - Main	KZ - Receiving	Bin	1.00	19.00	0.00		27 May 2024		
	KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Fu	inctional Copie	sr 🛛	A300	A	KZ - Main	KZ - Receiving	Bin	1.00	50.00	0.00 A300		27 May 2024		
	KPQ0000096	WKOR	KWO0000044	Wiper Blade			SP500-5598	С	KZ - Main	KZ - Receiving	Bin	1.00	7.00	0.00		24 May 2024		
	KPQ0000095	WKOR	KWO0000044	Toner Black			SP999-001	С	KZ - Main	KZ - Receiving	Bin	4.00	0.00	2.00 SP999-001		24 May 2024		
	KPQ0000094	WKOR	KWO0000043	SP Multi Funct	tion Printer		SP999	Α	KZ - Main	KZ - Receiving	Bin	4.00	0.00	2.00 SP999		22 May 2024		
	KPQ0000093	WKOR	KWO0000041	Sprint Multi Fu	Inctional Copie	sr 🛛	ZT0060	Α	KZ - Internal Assets	KZ - Internal A	ssets Bin	1.00	0.00	0.00 ZT0060		22 May 2024		
	KPQ0000092	WKOR	KWO0000041	Sprint Multi Fu	inctional Copie	r	ZT0060	Α	KZ - Internal Assets	KZ - Internal A	ssets Bin	1.00	0.00	0.00 ZT0060		22 May 2024		
	KPQ00000090	WKOR	KWO0000042	Kyocera Digitz	al Printer		ECOSYS M2635dw	Α	KZ - Internal Assets	KZ - Internal A	ssets Bin	1.00	0.00	0.00 ECOSYS M2635dw		21 May 2024		
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Fu	inctional Copie	sr -	SP2020	Α	KZ - Main	KZ - Receiving	Bin	1.00	60.00	0.00 SP2020		21 May 2024		
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Fu	inctional Copie	sr -	SP2020	Α	KZ - Main	KZ - Receiving	Bin	1.00	60.00	0.00 SP2020		21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Cyan			M2540-002	С	KZ - Main	KZ - Receiving	Bin	1.00	2.00	0.00 M2540-002	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Black			M2540-001	С	KZ - Main	KZ - Receiving	Bin	1.00	8.00	0.00 2540-001	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi Fi	unction		M2540	A	KZ - Main	KZ - Receiving	Bin	1.00	8.00	0.00 M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi Fi	unction		M2540	Α	KZ - Main	KZ - Receiving	Bin	1.00	8.00	0.00 M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Paper Tray			SP2020-1992	В	KZ - Main	KZ - Receiving	Bin	1.00	19.00	0.00	Cairns Oscroft CC	21 May 2024		
	KPQ00000079	WKOR	KWO0000039	Toner Black			SP2020-2671	С	KZ - Main	KZ - Receiving	Bin	1.00	315.00	0.00		20 May 2024		
	KPQ0000073	SINV	KZIN0000010	Toner Black			SP2020-2671	С	IN - Main	IN - Receiving	Bin	1.00	300.00	0.00	Cairns Oscroft CC	17 May 2024		
	KPQ00000071	SINV	KZIN000008	Toner Black			SP2020-2671	С	IN - Main	IN - Receiving	Bin	2.00	300.00	0.00	Barker Wraight Security	16 May 2024		
	KPQ00000070	SINV	KZIN000007	Sprint Multi Fu	inctional Copie	sr -	SP2020	А	KZ - Main	KZ - Receiving	Bin	1.00	60.00	0.00 SP2020	MHRA Burhill CC	16 May 2024		
	KPQ00000069	WHSE	KZ - Over the Counter	Toner Black			SP2020-2671	С	KZ - Main	KZ - Receiving	Bin	2.00	315.00	0.00		16 May 2024		
	KPQ00000066	SINV	KZIN000005	High Yield Res	et Lever Gear		SP2020-6143	С	IN - Main	IN - Receiving	Bin	1.00	1.00	0.00	Cairns Oscroft CC	15 May 2024	-	

- The screen will **refresh** and the selected part request item will be **removed** from the data grid.
- Note the remaining **2** items are still listed here.

VIEW UPDATED PART REQUEST

- Select any one of these remaining rows.
- Click on **Edit**.

1	B Home	Equip	oment / Locations	Contract Finance / HR	Inventory Maint	enance / P	rojects Manuf	acturing Procure	ment	Sales S	Service	Reporting	Utilities	-	0
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	KPQ00000108	WKOR	KWO0000014	Toner Magenta	A300-0102	С	KZ - Main	KZ - Receiving Bin	1.00	300.00	0.0	D		27 May 2024	
ŀ	KPQ00000101	WHSE	KZ - Over the Counter	Fuser Unit	ZT0060-7223	В	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.0	D		27 May 2024	
	KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	ZT0060	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.0	0 ZT0060		27 May 2024	
	KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992	В	KZ - Main	KZ - Receiving Bin	1.00	20.00	0.0	D		27 May 2024	
	KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990	A	KZ - Main	KZ - Receiving Bin	1.00	52.00	0.0	0 A990		27 May 2024	
	KPQ0000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933	С	KZ - Main	KZ - Receiving Bin	1.00	180.00	0.0	0		27 May 2024	
	KPQ0000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	В	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.0	0		27 May 2024	
	KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.0	0 A300		27 May 2024	
	KPQ0000096	WKOR	KWO0000044	Wiper Blade	SP500-5598	C	KZ - Main	KZ - Receiving Bin	1.00	7.00	0.0	D		24 May 2024	
	KPQ0000095	WKOR	KWO0000044	Toner Black	SP999-001	С	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.0	0 SP999-001		24 May 2024	
	KPQ0000094	WKOR	KWO0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.0	0 SP999		22 May 2024	
	KPQ0000093	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	Α	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.0	0 ZT0060		22 May 2024	
	KPQ0000092	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.0	0 ZT0060		22 May 2024	
	KPQ0000090	WKOR	KWO0000042	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.0	0 ECOSYS M2635dw		21 May 2024	
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.0	0 SP2020		21 May 2024	
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.0	0 SP2020		21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Cyan	M2540-002	С	KZ - Main	KZ - Receiving Bin	1.00	2.00	0.0	0 M2540-002	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Black	M2540-001	С	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.0	0 2540-001	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.0	0 M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.0	0 M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Paper Tray	SP2020-1992	В	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.0	0	Cairns Oscroft CC	21 May 2024	
	KPQ00000079	WKOR	KWO0000039	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	1.00	315.00	0.0	0		20 May 2024	
	KPQ0000073	SINV	KZIN0000010	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving Bin	1.00	300.00	0.0	0	Cairns Oscroft CC	17 May 2024	
	KPQ0000071	SINV	KZIN000008	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving Bin	2.00	300.00	0.0	D	Barker Wraight Security	16 May 2024	
	KPQ0000070	SINV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.0	0 SP2020	MHRA Burhill CC	16 May 2024	
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	2.00	315.00	0.0	D		16 May 2024	
	KPQ00000066	SINV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	С	IN - Main	IN - Receiving Bin	1.00	1.00	0.0	D	Cairns Oscroft CC	15 May 2024	
	10000000066	CTARL	KTINOOOOOOE	Econor Unit	000000 7002	0	Thi - Main	Di - Dessi ing Ris	1.00	50.00	0.0	0	Cairon Concell CC	15 Mars 2024	



• A **Parts Request** message box will pop up with the following prompt:

 Are you sure you want to edit this part request [] on WO?

• Click on Yes.

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6	B Home	Equip	ment / Locations	Contract Finance / HR In	ventory Mainte	enance,	/ Projects Manufa	acturing Procuren	ment	Sales Servi	ce Reporting	Utilities	- 1	σ×
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	KPQ00000108	WKOR	KWO0000014	Toner Magenta	A300-0102	on	WO ?			300.00	0.00		27 May 2024	rcha
	KPQ0000101	WHSE	KZ - Over the Counter	Fuser Unit	210060-722					50.00	0.00		27 May 2024	8
	KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Hunctional Copier	210060					50.00	0.00 210060		27 May 2024	- Xe
	KPQ00000100	WINSE	KZ - Over the Counter	Paper Iray	W330-1335			Yes	No	20.00	0.00		27 May 2024	- 3
	KD00000100	WHOL	KZ - Over the Counter	Damas Diale an Diales	F00000 4022	C	V7 Main	V7 Dessising Rin	1.00	190.00	0.00 4350		27 May 2024	
	VP00000099	WHITE	KZ - Over the Counter	Paper Trav	SP2020-4933	8	KZ - Main	KZ - Receiving bin	1.00	19.00	0.00		27 May 2024	
	KB0000000099	MAJCE	KZ - Over the Counter	Social Multi Exectional Conjer	A200	0	VZ - Main	V7 - Receiving Bin	1.00	50.00	0.00 4200		27 May 2024	
	KP000000096	WKOR	KWO0000044	Winer Blade	SP500-5598	c	KZ - Main	K7 - Receiving Bin	1.00	7.00	0.00		24 May 2024	
	KP000000095	WKOR	KW00000044	Toper Black	SP999-001	C	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00 \$2999.001		24 May 2024	
	KPQ00000094	WKOR	KWQ0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00 SP999		22 May 2024	
	KP00000093	WKOR	KWQ0000041	Sprint Multi Functional Copier	ZT0050	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00 ZT0060		22 May 2024	
	KP00000092	WKOR	KWQ0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00 20060		22 May 2024	
	KPQ00000090	WKOR	KWO0000042	Kvocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00 ECOSYS M2635dw		21 May 2024	
	KPQ00000087	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00 SP2020		21 May 2024	
	KPQ00000086	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00 SP2020		21 May 2024	
	KPQ00000080	SINV	KZIN0000013	Toner Cyan	M2540-002	С	KZ - Main	KZ - Receiving Bin	1.00	2.00	0.00 M2540-002	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Black	M2540-001	С	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00 2540-001	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00 M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00 M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Paper Tray	SP2020-1992	в	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00	Cairns Oscroft CC	21 May 2024	
	KPQ00000079	WKOR	KWO0000039	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	1.00	315.00	0.00		20 May 2024	
	KPQ0000073	SINV	KZIN0000010	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving Bin	1.00	300.00	0.00	Cairns Oscroft CC	17 May 2024	
	KPQ00000071	SINV	KZIN000008	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving Bin	2.00	300.00	0.00	Barker Wraight Security	16 May 2024	
	KPQ00000070	SINV	KZIN000007	Sprint Multi Functional Copier	SP2020	Α	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00 SP2020	MHRA Burhill CC	16 May 2024	
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	2.00	315.00	0.00		16 May 2024	
	KPQ00000066	SINV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	С	IN - Main	IN - Receiving Bin	1.00	1.00	0.00	Cairns Oscroft CC	15 May 2024	
	KPQ00000066	SINV	KZIN000005	Fuser Unit	SP2020-7223	В	IN - Main	IN - Receiving Bin	1.00	50.00	0.00	Cairns Oscroft CC	15 May 2024	

- The Maintenance of Interwarehouse Request: [] screen will open.
- Although the removed item remains in the Parts data grid, note that the item row status is **I Inactive**.

When a <u>requisition is raised</u> for this part request, the removed item will <u>not</u> be added to the requisition.

• Close the screen or click on Back to return to the Part Requests for the Site screen.



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Back For	ne Equipment / Lo Layout	ations Contract	Finance / HR	Inventory	Maintenance / Project	s Manu	facturing	Procuremer	nt Sales	Service	Reporting	Utilities		0 ×
Destin	Type Standard Part nation Type Warehouse Warehouse	Request +		Assigr Source Warel Request	edTo Eden Rowan nouse Date 27 May 2024 v	10:08:17	۰ ۵							
Drag a column he	ader here to group by that o	umn												Q
PartType	PartCode PartDesc		Warehouse	Name	BinName	Quantity	RequiredDate	Comments I	Bilable	IsLoan I	UnderWarranty	Status		
F A	ZT0060 Sprint Mult	Functional Copier	KZ - Main		KZ - Receiving Bin	1.00	27 May 2024	10-	No	No M	No No	A		
в	ZT0060-7223 Fuser Unit		KZ - Main		KZ - Receiving Bin	1.00	27 May 2024		No	No M	No.	A		
с	ZT0060-4933 Paper Pick	p Roller	KZ - Main		KZ - Receiving Bin	1.00	27 May 2024		No	No M	No	I		
												Total		3

DELETE ALL ITEMS FROM THE PART REQUEST

You may wish to delete <u>all</u> the items linked to a part request.

- In the Part Requests for the Site listing screen -
- Search for the part request where you wish to delete <u>all</u> the linked items.
 - In this example, you will note that there are 2 items linked to the part request.
- Select the row of either item.
- Click on **Delete**.



4																				
	Home	Equip	ment / Locations	Contract	Finance	/ HR	Inve	ntory Mai	ntenance / I	Projects Man	ufacturing	Procuren	nent	Sales S	Service	Reporting	Utilities		0	×
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	KPQ00000108	WKOR	KWO0000014	Toner Magent	а			A300-0102	С	KZ - Main	KZ - Rece	siving Bin	1.00	300.00	0.00			27 May 2024		Purc
÷.	KPQ00000101	WHSE	KZ - Over the Counter	Fuser Unit				ZT0060-7223	в	KZ - Main	KZ - Rece	siving Bin	1.00	50.00	0.00	1		27 May 2024		hase
	KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Fu	nctional Copie	sr		ZT0060	A	KZ - Main	KZ - Rece	siving Bin	1.00	50.00	0.00	ZT0060		27 May 2024		, Q
	KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray				A990-1992	В	KZ - Main	KZ - Rece	tiving Bin	1.00	20.00	0.00			27 May 2024		Sers
	KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Fu	nctional Copie	r		A990	A	KZ - Main	KZ - Rece	siving Bin	1.00	52.00	0.00	A990		27 May 2024		
	KPQ0000099	WHSE	KZ - Over the Counter	Paper Pickup P	toller			SP2020-4933	C	KZ - Main	KZ - Rece	siving Bin	1.00	180.00	0.00			27 May 2024		
	KPQ0000099	WHSE	KZ - Over the Counter	Paper Tray				SP2020-1992	в	KZ - Main	KZ - Rece	siving Bin	1.00	19.00	0.00			27 May 2024		
	KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Fu	nctional Copie	sr 🛛		A300	A	KZ - Main	KZ - Rece	siving Bin	1.00	50.00	0.00	A300		27 May 2024		
	KPQ0000096	WKOR	KWO0000044	Wiper Blade				SP500-5598	С	KZ - Main	KZ - Rece	siving Bin	1.00	7.00	0.00			24 May 2024		
	KPQ0000095	WKOR	KWO0000044	Toner Black				SP999-001	C	KZ - Main	KZ - Rece	siving Bin	4.00	0.00	2.00	SP999-001		24 May 2024		
	KPQ0000094	WKOR	KWO0000043	SP Multi Funct	ion Printer			SP999	A	KZ - Main	KZ - Rece	siving Bin	4.00	0.00	2.00	SP999		22 May 2024		
	KPQ0000093	WKOR	KWO0000041	Sprint Multi Fu	nctional Copie	r		ZT0060	A	KZ - Internal Assets	KZ - Inter	mal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024		
	KPQ0000092	WKOR	KWO0000041	Sprint Multi Fu	nctional Copie	r		ZT0060	A	KZ - Internal Asset	KZ - Inter	mal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024		
	KPQ0000090	WKOR	KWO0000042	Kyocera Digita	Printer			ECOSYS M2635d	w A	KZ - Internal Asset	KZ - Inter	mal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024		
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Fu	nctional Copie	r		SP2020	A	KZ - Main	KZ - Rece	siving Bin	1.00	60.00	0.00	SP2020		21 May 2024		
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Fu	nctional Copie	er 🛛		SP2020	A	KZ - Main	KZ - Rece	siving Bin	1.00	60.00	0.00	SP2020		21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Cyan				M2540-002	C	KZ - Main	KZ - Rece	siving Bin	1.00	2.00	0.00	M2540-002	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Black				M2540-001	C	KZ - Main	KZ - Rece	siving Bin	1.00	8.00	0.00	2540-001	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi Fu	unction			M2540	A	KZ - Main	KZ - Rece	siving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi Fu	unction			M2540	A	KZ - Main	KZ - Rece	siving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Paper Tray				SP2020-1992	В	KZ - Main	KZ - Rece	siving Bin	1.00	19.00	0.00		Cairns Oscroft CC	21 May 2024		
	KPQ00000079	WKOR	KWO0000039	Toner Black				SP2020-2671	C	KZ - Main	KZ - Rece	siving Bin	1.00	315.00	0.00			20 May 2024		
	KPQ0000073	SINV	KZIN0000010	Toner Black				SP2020-2671	С	IN - Main	IN - Rece	iving Bin	1.00	300.00	0.00		Cairns Oscroft CC	17 May 2024		
	KPQ00000071	SINV	KZIN000008	Toner Black				SP2020-2671	С	IN - Main	IN - Rece	iving Bin	2.00	300.00	0.00		Barker Wraight Security	16 May 2024		
	KPQ00000070	SINV	KZIN0000007	Sprint Multi Fu	nctional Copie	ar 🛛		SP2020	A	KZ - Main	KZ - Rece	eiving Bin	1.00	60.00	0.00	SP2020	MHRA Burhill CC	16 May 2024		
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black				SP2020-2671	C	KZ - Main	KZ - Rece	siving Bin	2.00	315.00	0.00			16 May 2024		
	KPQ00000066	SINV	KZIN0000005	High Yield Res	et Lever Gear			SP2020-6143	С	IN - Main	IN - Rece	iving Bin	1.00	1.00	0.00		Cairns Oscroft CC	15 May 2024		
	KPQ00000066	SINV	KZIN0000005	Fuser Unit				SP2020-7223	В	IN - Main	IN - Rece	iving Bin	1.00	50.00	0.00	1	Cairns Oscroft CC	15 May 2024		

- A **Part Requests** message box will pop up with the following prompt:
 - Are you sure you want to remove this part request [
] or the request item on WO []?

۵	-				Part Requests for th	e Site - Nu	cleus Service: Version 2023	l. 11.0. 10 - All Thin	gs Example Co	трапу					- c	ı x
6	Home	Equip	ment / Locations	Contract Finance / HR Ir	nventory Maint	enance,	/ Projects Manuf	acturing F	rocuremen	t Sa	iles Ser	vice	Reporting	Utilities	- (0 ×
E	d Edit Di	slete Back	Save Layout Workspa	tes Save Filter Regulsition	fer Note Change R		KwaZulu-Natal	Refresh Prin	t Export							
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	DocNo 🔫	SourceType	Reference	PartDesc	PartCode					antity C	urrentStock Is	suedStock	ModelNo	CustomerName	RequiredDate	Sta
Υ	∎∐c	∎∐c	a∏c	ND C	a∏c							-	∎∏c	* C	-	
	KPQ00000108	WKOR	KWO0000014	Toner Magenta	A300-0102	?	Are you sure you want to KPO00000101 or the requi	remove this part est item on WO?	request	1.00	300.00	0.00			27 May 2024	
•	KPQ00000101	WHSE	KZ - Over the Counter	Fuser Unit	ZT0060-7223	<u> </u>				1.00	50.00	0.00			27 May 2024	
	KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	ZT0060					1.00	50.00	0.00	ZT0060		27 May 2024	
	KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992		ſ	Yes	No	1.00	20.00	0.00			27 May 2024	
	KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990					1.00	52.00	0.00	A990		27 May 2024	
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933		KZ - Main	KZ - Receiving E	in	1.00	180.00	0.00			27 May 2024	
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	В	KZ - Main	KZ - Receiving B	in	1.00	19.00	0.00			27 May 2024	
	KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receiving B	in	1.00	50.00	0.00	A300		27 May 2024	
	KPQ00000096	WKOR	KWO0000044	Wiper Blade	SP500-5598	С	KZ - Main	KZ - Receiving E	in	1.00	7.00	0.00			24 May 2024	
	KPQ00000095	WKOR	KWO0000044	Toner Black	SP999-001	С	KZ - Main	KZ - Receiving E	in	4.00	0.00	2.00	SP999-001		24 May 2024	
	KPQ00000094	WKOR	KWO0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving E	in	4.00	0.00	2.00	SP999		22 May 2024	
	KPQ0000093	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal As	sets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
	KPQ0000092	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	Α	KZ - Internal Assets	KZ - Internal As	sets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
	KPQ0000090	WKOR	KWO0000042	Kyocera Digital Printer	ECOSYS M2635dw	Α	KZ - Internal Assets	KZ - Internal As	sets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024	
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving E	in	1.00	60.00	0.00	SP2020		21 May 2024	
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving B	in	1.00	60.00	0.00	SP2020		21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Cyan	M2540-002	С	KZ - Main	KZ - Receiving B	in	1.00	2.00	0.00	M2540-002	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Black	M2540-001	С	KZ - Main	KZ - Receiving E	in	1.00	8.00	0.00	2540-001	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving B	in	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving E	in	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
	KPQ00000080	SINV	KZIN0000013	Paper Tray	SP2020-1992	в	KZ - Main	KZ - Receiving E	in	1.00	19.00	0.00		Cairns Oscroft CC	21 May 2024	
	KPQ00000079	WKOR	KWO0000039	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving B	in	1.00	315.00	0.00			20 May 2024	
	KPQ0000073	SINV	KZIN0000010	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving B	in	1.00	300.00	0.00		Cairns Oscroft CC	17 May 2024	
	KPQ0000071	SINV	KZIN0000008	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving B	in	2.00	300.00	0.00		Barker Wraight Security	16 May 2024	
	KPQ00000070	SINV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving B	in	1.00	60.00	0.00	SP2020	MHRA Burhill CC	16 May 2024	
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving B	in	2.00	315.00	0.00			16 May 2024	
	KPQ0000066	SINV	KZIN0000005	High Yield Reset Lever Gear	SP2020-6143	С	IN - Main	IN - Receiving B	in	1.00	1.00	0.00		Cairns Oscroft CC	15 May 2024	
	KPQ00000066	SINV	KZIN000005	Fuser Unit	SP2020-7223	В	IN - Main	IN - Receiving B	in	1.00	50.00	0.00		Cairns Oscroft CC	15 May 2024	

• Click on Yes.

• A Remove parts request message box will pop up with the fol-

lowing prompt:

 $^{\circ}~$ Do you want to remove only this part request item?



Note: Now that you have viewed the entire part request (see above), you can make an informed decision as to whether you wish to delete <u>all</u> the items or the <u>selected part</u> only.

Remember: For this process, all the items on the part request are to be removed.

4	-				Part Requests for th	e Site - Nude	us Service: Version 202:	3.11.0.10 - All '	'hings Example Co	mpany				E	- 0	o x
	Hom	e Equip	pment / Locations	Contract Finance / HR	Inventory Maint	enance / F	Projects Manuf	acturing	Procuremen	it S	ales Se	ervice	Reporting	Utilities	-	σ×
\$	dd Edit	Delete Back	Save Layout Workspa	ces Save Filter Requisition	ansfer Note Change R	emap Part	KwaZulu-Natal	Refresh	Print Export							
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					PartCode	lemove part	s request			antity				CustomerName		I Sta
_	яПс	alle	alle	ellic	allic						-	-	#TTc	NIIC	-	-
	KP000000108	WKOR	KW00000014	Toper Magenta	A300-0102		you want to remove o	oly this part o	cuert item?	1.00	300.00	0.00			27 May 2024	- 3
	KP000000101	WHSE	K7 - Over the Counter	Fuser Linit	ZT0060-7223		you want to remove o	ny this part h	questitemi	1.00	50.00				27 May 2024	
	KP000000101	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	ZT0060					1.00	50.00	0.00	ZT0060		27 May 2024	No.
	KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992		6	Ver	No	1.00	20.00	0.00			27 May 2024	dera
	KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990			10		1.00	52.00	0.00	A990		27 May 2024	
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933		KZ - Main	KZ - Receivi	ng Bin	1.00	180.00	0.00			27 May 2024	
	KPQ00000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	в	KZ - Main	KZ - Receivi	ng Bin	1.00	19.00	0.00			27 May 2024	
	KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receivi	ng Bin	1.00	50.00	0.00	A300		27 May 2024	
	KPQ00000096	WKOR	KWO0000044	Wiper Blade	SP500-5598	С	KZ - Main	KZ - Receivi	ng Bin	1.00	7.00	0.00			24 May 2024	
	KPQ00000095	WKOR	KWO0000044	Toner Black	SP999-001	С	KZ - Main	KZ - Receivi	ng Bin	4.00	0.00	2.00	SP999-001		24 May 2024	
	KPQ00000094	WKOR	KWO0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receivi	ng Bin	4.00	0.00	2.00	SP999		22 May 2024	
	KPQ0000093	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Interna	l Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
	KPQ0000092	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Interna	l Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
	KPQ00000090	WKOR	KWO0000042	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Interna	l Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024	
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receive	ng Bin	1.00	60.00	0.00	SP2020		21 May 2024	
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receivi	ng Bin	1.00	60.00	0.00	SP2020		21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Cyan	M2540-002	С	KZ - Main	KZ - Receivi	ng Bin	1.00	2.00	0.00	M2540-002	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Toner Black	M2540-001	С	KZ - Main	KZ - Receivi	ng Bin	1.00	8.00	0.00	2540-001	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receivi	ng Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receivi	ng Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
	KPQ0000080	SINV	KZIN0000013	Paper Tray	SP2020-1992	В	KZ - Main	KZ - Receivi	ng Bin	1.00	19.00	0.00		Cairns Oscroft CC	21 May 2024	
	KPQ0000079	WKOR	KWO0000039	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receivi	ng Bin	1.00	315.00	0.00			20 May 2024	
	KPQ0000073	SINV	KZIN0000010	Toner Black	SP2020-2671	С	IN - Main	IN - Receivi	ng Bin	1.00	300.00	0.00		Cairns Oscroft CC	17 May 2024	
	KPQ000007	SINV	KZIN000008	Toner Black	SP2020-2671	С	IN - Main	IN - Receivi	ng Bin	2.00	300.00	0.00		Barker Wraight Security	16 May 2024	
	KPQ00000070	SINV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receivi	ng Bin	1.00	60.00	0.00	SP2020	MHRA Burhill CC	16 May 2024	
	KPQ0000065	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiv	ng Bin	2.00	315.00	0.00			16 May 2024	
	KPQ0000066	SINV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	С	IN - Main	IN - Receivi	ng Bin	1.00	1.00	0.00		Cairns Oscroft CC	15 May 2024	
	KPQ0000066	SINV	KZIN000005	Fuser Unit	SP2020-7223	В	IN - Main	IN - Receivi	ng Bin	1.00	50.00	0.00		Cairns Oscroft CC	15 May 2024	

• Click on No.

- The screen will **refresh** and all the part request items will be **removed** from the data grid.
 - Note **both** items linked to the part request have been removed from the data grid.



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۲	Home	Equip	ment / Locations	Contract Finance / HR Ir	nventory Maint	enance / P	rojects Manuf	acturing Procurer	ment	Sales S	ervice	Reporting	Utilities	-	ø ×
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	cNo 👻	SourceType	Reference	PartDesc	PartCode	PartType	WarehouseName	BinName	Quantity	CurrentStock	IssuedStock	ModelNo	CustomerName	RequiredDate	
T 10	c	#∏c	*[]c	ADC	*[]c	#[]c	*[]c	<0:	-	-	-	a∏c	4()c	-	-
KF	000000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992	B	KZ - Main	KZ - Receiving Bin	1.00	20.00	0.00			27 May 2024	
KF	Q00000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990	A	KZ - Main	KZ - Receiving Bin	1.00	52.00	0.00	A990		27 May 2024	
KF	Q00000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933	С	KZ - Main	KZ - Receiving Bin	1.00	180.00	0.00			27 May 2024	
KP	Q00000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	в	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00			27 May 2024	
KP	Q00000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00	A300		27 May 2024	
KP	Q00000096	WKOR	KWO0000044	Wiper Blade	SP500-5598	С	KZ - Main	KZ - Receiving Bin	1.00	7.00	0.00			24 May 2024	
KP	Q00000095	WKOR	KWO0000044	Toner Black	SP999-001	С	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999-001		24 May 2024	
KF	Q00000094	WKOR	KWO0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999		22 May 2024	
KF	Q00000093	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
KF	Q00000092	WKOR	KWO0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024	
KF	Q00000090	WKOR	KWO0000042	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024	
KF	Q00000087	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024	
KF	Q00000086	WKOR	KWO0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024	
KP	Q00000080	SINV	KZIN0000013	Toner Cyan	M2540-002	С	KZ - Main	KZ - Receiving Bin	1.00	2.00	0.00	M2540-002	Cairns Oscroft CC	21 May 2024	
KP	Q00000080	SINV	KZIN0000013	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	2540-001	Cairns Oscroft CC	21 May 2024	
KP	Q00000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
KF	Q00000080	SINV	KZIN0000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024	
KF	Q00000080	SINV	KZIN0000013	Paper Tray	SP2020-1992	В	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00		Cairns Oscroft CC	21 May 2024	
KP	Q00000079	WKOR	KWO0000039	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	1.00	315.00	0.00			20 May 2024	
KP	Q00000073	SINV	KZIN0000010	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving Bin	1.00	300.00	0.00		Cairns Oscroft CC	17 May 2024	
KF	Q00000071	SINV	KZIN000008	Toner Black	SP2020-2671	С	IN - Main	IN - Receiving Bin	2.00	300.00	0.00		Barker Wraight Security	16 May 2024	
KF	Q00000070	SINV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020	MHRA Burhill CC	16 May 2024	
KP	Q00000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	С	KZ - Main	KZ - Receiving Bin	2.00	315.00	0.00			16 May 2024	
KF	Q00000066	SINV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	С	IN - Main	IN - Receiving Bin	1.00	1.00	0.00		Cairns Oscroft CC	15 May 2024	
KF	Q00000066	SINV	KZIN0000005	Fuser Unit	SP2020-7223	В	IN - Main	IN - Receiving Bin	1.00	50.00	0.00		Cairns Oscroft CC	15 May 2024	
KP	Q00000066	SINV	KZIN000005	Paper Tray	SP2020-1992	В	IN - Main	IN - Receiving Bin	1.00	20.00	0.00		Cairns Oscroft CC	15 May 2024	
KP	Q00000066	SINV	KZIN000005	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020	Cairns Oscroft CC	15 May 2024	

Related Topics

Part Requests - Add

Part Requests - Edit (View)

MNU.032.004

Help v2024.5.0.7/1.0 - Pg 9 - Printed: 17/07/2024

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