

INVENTORY

PART REQUESTS – REMAP PART

If a part request was raised for an incorrect part, the store person can **remap** the request to the correct part. This can be done directly from the **Part Requests** screen.

Ribbon Select Inventory > Part Requests



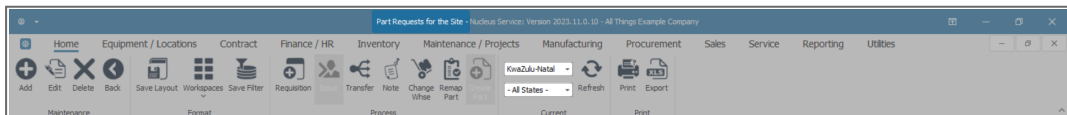
- The **Part Requests for the Site** screen will display.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.

Note: Refer to **Site Selection** 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 **Remap Part** process.

Note: Refer to **State/Type Selection** for more information.

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



SELECT PART REQUEST

- Select the **row** of the part request where you wish to remap the part.
- In this image, part request **KPQ00000004** for part code **SP2020-2671** is selected.
- Click on **Remap Part**.

DocNo	SourceType	State	Reference	PartDesc	PartCode	WarehouseName	BinName	Quantity	RequiredDate	CustomerName	CurrentStock	PartTypeDesc	ModelNo
KPQ00000002	WHSE	GR	KZ - Main	Sprint Multi Functional Copier	SP2020	KZ - Office Supplies	KZ - OS - Equipment	2.00	03 Apr 2024		2.00	A Class Part	SP2020
KPQ00000003	WHSE	PR	KZ - Over the Counter	Fuser Unit	SP2020-7223	KZ - Office Supplies	KZ - OS - Accessories	2.00	03 Apr 2024		0.00	B Class Part	
KPQ00000004	WHSE	PR	KZ - Main	Toner Black	SP2020-2671	KZ - Office Supplies	KZ - OS - Consumables	2.00	03 Apr 2024		0.00	C Class Part	
KPQ00000005	WHSE	N	KZ - Main	Copier Multi Function	M2540	KZ - Office Supplies	KZ - OS - Electronics	8.00	04 Apr 2024		8.00	A Class Part	M2540

- A **Remap Part** message will pop up with the following prompt:
 - Are you sure you want to remap part no. [] to an existing part?
- Click on **Yes**.

Remap Part

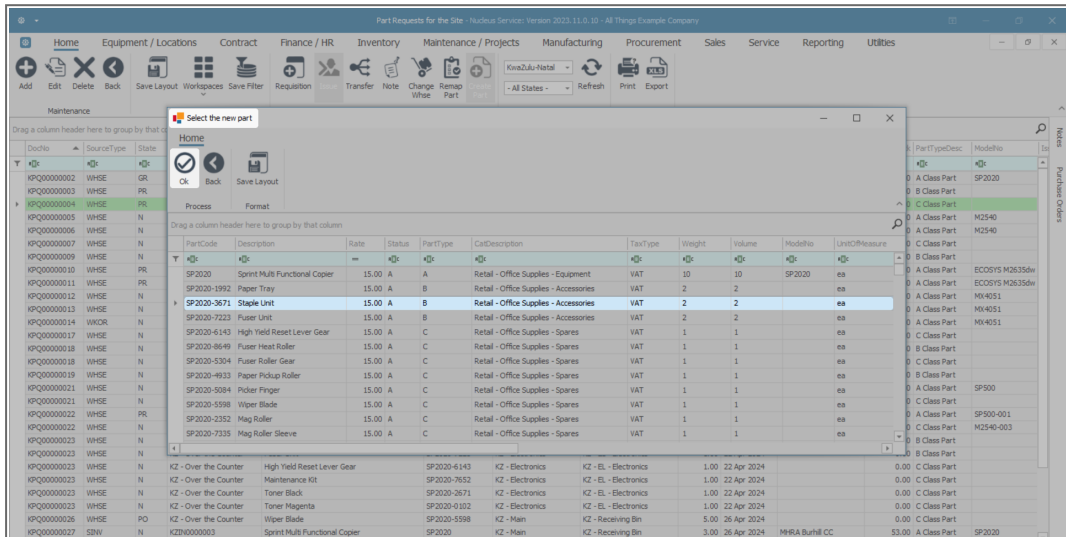
Are you sure you want to remap part no. SP2020-2671 to an existing part?

Yes No

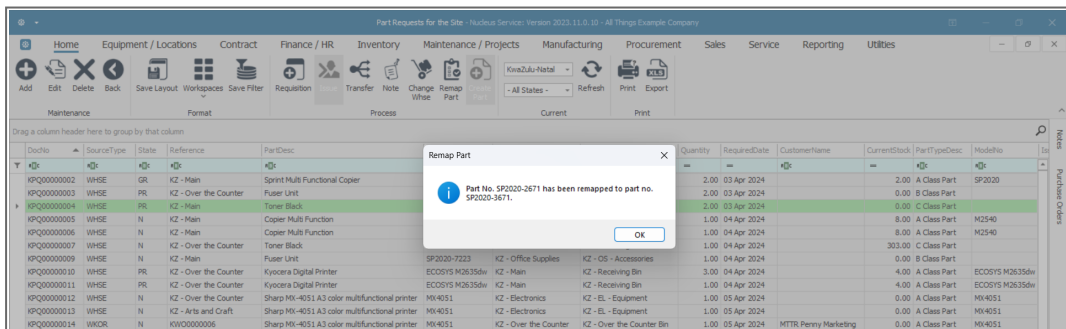
- A **Select the new part** screen will pop up.

REMAP THE PART

- Select the part to which you wish to remap this part.
 - In this image, part code **SP2020-3671** is selected.
- Click on **OK**.

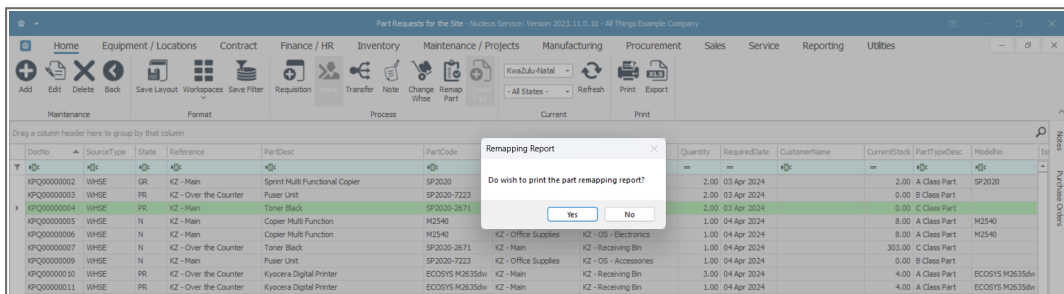


- A **Remap Part** message box will pop up advising the following:
 - Part No [] has been remapped to part no [].
- Click on **Ok**.

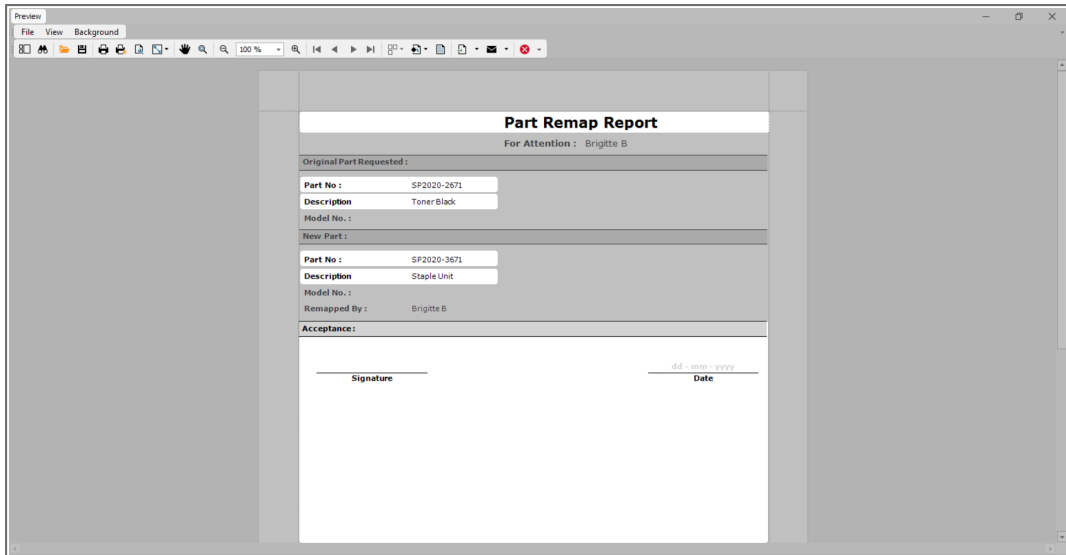


PRINT REMAPPING REPORT

- The **Remapping Report** message will pop up with the following prompt:
 - **Do you wish to print the part remapping report?**
- Click on **Yes**.



- The **Preview** screen will open with the **Part Remap Report** displayed.
- The **original** part that was requested is documented. In this example: **SP2020-2671** Toner Black.
- The part that the request has been **remapped** to is documented. In this example: part **SP2020-3671** Staple Unit.
- You can use the Preview toolbar to **print, email, add a watermark, and export** the document.
- The employee who remapped the part (usually the store person) is recorded.
- **Close** the screen when you are done.



VIEW REMAPPED PART

- You will return to the **Part Requests for the Site** screen.
- The part request **KPQ00000004** is no longer linked to the original part (SP2020-2671) but to the remapped part: **SP2020-3671**.

Date	Source	Type	Status	Reference	Part Desc	Part Code	Warehouse Name	Bin Name	Quantity	Required Date	Customer Name	Current Stock	Part Type Desc	Model No
	KPQ00000002	WHSE	GR	KZ - Main	Sprint Multi Functional Copier	SP2020	KZ - Office Supplies	KZ - OS - Equipment	2.00	03 Apr 2024		2.00	A Class Part	SP2020
	KPQ00000003	WHSE	PR	KZ - Over the Counter	Fuser Unit	SP2020-7223	KZ - Office Supplies	KZ - OS - Accessories	2.00	03 Apr 2024		0.00	B Class Part	
	KPQ00000004	WHSE	PR	KZ - Main	Staple Unit	SP2020-3671	KZ - Office Supplies	KZ - OS - Consumables	2.00	03 Apr 2024		0.00	B Class Part	
	KPQ00000005	WHSE	N	KZ - Main	Copier Multi Function	M2540	KZ - Office Supplies	KZ - OS - Electronics	1.00	04 Apr 2024		8.00	A Class Part	M2540
	KPQ00000006	WHSE	N	KZ - Main	Copier Multi Function	M2540	KZ - Office Supplies	KZ - OS - Electronics	1.00	04 Apr 2024		8.00	A Class Part	M2540
	KPQ00000007	WHSE	N	KZ - Over the Counter	Toner Black	SP2020-2671	KZ - Main	KZ - Receiving Bin	3.00	04 Apr 2024		303.00	C Class Part	
	KPQ00000009	WHSE	N	KZ - Main	Fuser Unit	SP2020-7223	KZ - Office Supplies	KZ - OS - Accessories	1.00	04 Apr 2024		0.00	B Class Part	
	KPQ00000010	WHSE	PR	KZ - Over the Counter	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Main	KZ - Receiving Bin	3.00	04 Apr 2024		4.00	A Class Part	ECOSYS M2635dw
	KPQ00000011	WHSE	PR	KZ - Over the Counter	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Main	KZ - Receiving Bin	1.00	04 Apr 2024		4.00	A Class Part	ECOSYS M2635dw
	KPQ00000012	WHSE	N	KZ - Over the Counter	Sharp MX-4051 A3 color multifunctional printer	MX4051	KZ - Electronics	KZ - EL - Equipment	1.00	05 Apr 2024		0.00	A Class Part	MX4051
	KPQ00000013	WHSE	N	KZ - Arts and Craft	Sharp MX-4051 A3 color multifunctional printer	MX4051	KZ - Electronics	KZ - EL - Equipment	1.00	05 Apr 2024		0.00	A Class Part	MX4051
	KPQ00000014	WACOR	N	KV00000006	Sharp MX-4051 A3 color multifunctional printer	MX4051	KZ - Over the Counter	KZ - Over the Counter Bin	1.00	05 Apr 2024	MTR Penny Marketing	0.00	A Class Part	MX4051
	KPQ00000017	WHSE	N	KZ - Over the Counter	Toner Black	SP500-2671	KZ - Main	KZ - Receiving Bin	2.00	18 Apr 2024		300.00	C Class Part	
	KPQ00000018	WHSE	N	KZ - Home and Garden	Paper Tray	SP2020-1992	KZ - Main	KZ - Receiving Bin	2.00	19 Apr 2024		20.00	B Class Part	
	KPQ00000018	WHSE	N	KZ - Home and Garden	Toner Black	SP2020-2671	KZ - Main	KZ - Receiving Bin	4.00	19 Apr 2024		303.00	C Class Part	
	KPQ00000019	WHSE	N	KZ - Over the Counter	Staple Unit	SP2020-3671	KZ - Main	KZ - Receiving Bin	1.00	19 Apr 2024		50.00	B Class Part	
	KPQ00000021	WHSE	N	KZ - Over the Counter	Sprint Multi Functional Copier	SP500	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024		50.00	A Class Part	SP500
	KPQ00000021	WHSE	N	KZ - Over the Counter	Toner Black	SP500-2671	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024		300.00	C Class Part	
	KPQ00000022	WHSE	PR	KZ - Over the Counter	SP500 Colour Copier	SP500-001	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024		0.00	A Class Part	SP500-001
	KPQ00000022	WHSE	N	KZ - Over the Counter	Toner Yellow	M2540-003	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024		0.00	C Class Part	M2540-003
	KPQ00000023	WHSE	N	KZ - Over the Counter	Paper Tray	SP2020-1992	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024		0.00	B Class Part	
	KPQ00000023	WHSE	N	KZ - Over the Counter	Fuser Unit	SP2020-7223	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024		0.00	B Class Part	
	KPQ00000023	WHSE	N	KZ - Over the Counter	High Yield Reset Lever Gear	SP2020-6143	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024		0.00	C Class Part	
	KPQ00000023	WHSE	N	KZ - Over the Counter	Maintenance Kit	SP2020-7652	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024		0.00	C Class Part	
	KPQ00000023	WHSE	N	KZ - Over the Counter	Toner Black	SP2020-2671	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024		0.00	C Class Part	
	KPQ00000023	WHSE	N	KZ - Over the Counter	Toner Magenta	SP2020-6102	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024		0.00	C Class Part	
	KPQ00000026	WHSE	PO	KZ - Over the Counter	Viplex Blade	SP2020-5598	KZ - Main	KZ - Receiving Bin	5.00	26 Apr 2024		0.00	C Class Part	
	KPQ00000027	SNW	N	KZ00000003	Sprint Multi Functional Copier	SP2020	KZ - Main	KZ - Receiving Bin	3.00	26 Apr 2024	MIRA Burrell CC	53.00	A Class Part	SP2020

Related Topics

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

[Part Requests - Delete](#)

[Part Requests - Requisition - Single Item](#)

[Part Requests - Requisition - Multiple Items](#)

[Part Requests - Issue - Stock Linked to a Sales Invoice \(SINV\)](#)

[Part Requests - Issue - Stock Linked to a Work Order \(WKOR\)](#)

[Part Requests - Issue - A or B-class Parts](#)

[Part Requests - Issue - C-class Parts](#)

[Part Requests - Issue - Partial Quantity of A-class Parts](#)

[Part Requests - Issue - Partial Quantity of C-Class Parts](#)

[Part Requests - View and Issue Alternative/Substitute Parts](#)

[Part Requests - Issue - Internal Assets](#)

[Part Requests - Transfer - Direct](#)

[Part Requests - Transfer - In-transit](#)

[Part Requests - Note](#)

[Part Requests - Change Warehouse](#)

[Part Requests - Remap Part](#)

[Part Requests - Create Part](#)

[Part Requests - Print \(Picking Slip\) for Part Request originating from a Sales Invoice \(SINV\)](#)

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