

INVENTORY

PART REQUESTS - NOTE

It may be necessary to add a note to a part request, which could also involve manually changing the part request **state**. For example the request could be partially issued, with the remaining stock requested on back-order. This would need to be **noted** and the request state manually changed to **'Requisition raised'**. This can be done using the **Note** button in the ribbon toolbar.

This can be done via the **Part Requests from the Site** screen or the <u>Part</u> <u>Request for the Part []</u> screen.

For this process, you will be navigating from the **Part Requests from the Site** 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 **Status** field will auto-populate with **All States**. This does not need to be changed in order for you to add a Note. However, you can click on the drop-down arrow and select a specific part request state from the list, if required.



SELECT PART REQUEST

- Select the **row** of the part request that you wish to **add** a note to.
- Note that the part request is currently in the **N-New** state.
- Click on the **Note** ribbon toolbar button.

\$ •				Participation on a	- Hodeos ser		10 - All Things Example C	ompony					œ − ø	
Home	Equipm	ient / Li	ocations Contract	Finance / HR Inventory Mainter	ance / Projec	ts Manufactur	ing Procureme	nt Sak	es Servic	e Reporti	ng Utilities		- d	9
Add Edit De	kee Back	Save La	yout Workspaces Save Filter R	equisition Issue	ap cross (waZulu-Natal - Ref lew Request - Ref Current	resh Print Export							
rag a column heade	r here to group	by that o	column											Q
DocNo 🔺	SourceType	State	Reference	PartDesc	PartCode	WarehouseName	BinName	Quantity	RequiredDate	PartTypeDesc	CurrentStock	ModelNo	CustomerName	
r «[]c	a[]c	#[]c	s[]c	A[]C	*()c	A[]C	*()c	-	-	a [] c	-	*[]c	A[]C	
KPQ00000005	WHSE	N	KZ - Main	Copier Multi Function	M2540	KZ - Office Supplies	KZ - OS - Electronics	1.00	04 Apr 2024	A Class Part	8.00	M2540		
KPQ00000006		N	KZ - Main	Copier Multi Function	M2540	KZ - Office Supplies	KZ - OS - Electronics	1.00	04 Apr 2024	A Class Part	8.00	M2540		
KPQ00000007	WHSE	N	KZ - Over the Counter	Toner Black	SP2020-2671	KZ - Main	KZ - Receiving Bin	1.00	04 Apr 2024	C Class Part	303.00			
KPQ00000009	WHSE	N	KZ - Main	Fuser Unit	SP2020-7223	KZ - Office Supplies	KZ - OS - Accessories	1.00	04 Apr 2024	B Class Part	0.00			
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	A Class Part	0.00	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	A Class Part	0.00	MX4051		
KPQ00000017	WHSE	N	KZ - Over the Counter	Toner Black	SP500-2671	KZ - Main	KZ - Receiving Bin	2.00	18 Apr 2024	C Class Part	300.00			
KPQ00000018	WHSE	N	KZ - Home and Garden	Paper Tray	SP2020-1992	KZ - Main	KZ - Receiving Bin	2.00	19 Apr 2024	B Class Part	20.00			
KPQ00000018	WHSE	N	KZ - Home and Garden	Toner Black	SP2020-2671	KZ - Main	KZ - Receiving Bin	4.00	19 Apr 2024	C Class Part	303.00			
KPQ00000019	WHSE	N	KZ - Over the Counter	Staple Unit	SP2020-3671	KZ - Main	KZ - Receiving Bin	1.00	19 Apr 2024	B Class Part	50.00			
KPQ00000021	WHSE	N	KZ - Over the Counter	Sprint Multi Functional Copier	SP500	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024	A Class Part	50.00	SP500		
KPQ00000021	WHSE	N	KZ - Over the Counter	Toner Black	SP500-2671	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024	C Class Part	300.00			
KPQ0000022	WHSE	Ν	KZ - Over the Counter	Toner Yellow	M2540-003	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024	C Class Part	0.00	M2540-003		
KPQ0000023	WHSE	N	KZ - Over the Counter	Paper Tray	SP2020-1992	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Staple Unit	SP2020-3671	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Fuser Unit	SP2020-7223	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	High Yield Reset Lever Gear	SP2020-6143	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Maintenance Kit	SP2020-7652	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Toner Black	SP2020-2671	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.00			
KPQ0000027	SINV	N	KZIN000003	Sprint Multi Functional Copier	SP2020	KZ - Main	KZ - Receiving Bin		26 Apr 2024	A Class Part		SP2020	MHRA Burhill CC	
KPQ00000028	SINV	N	KZIN0000002	Wiper Blade	SP2020-5598	IN - Main	IN - Receiving Bin	2.00	26 Apr 2024	C Class Part	0.00		Barker Wraight Security	

- A **Procurement Request Note** message box will pop up with the following prompt:
 - Are you sure you want to add a note against this part request item?
- Click on Yes.

Home	Equipm	ont / L	cations Contract	Finance / HR Inventory	Mainton	ance / Protec	ts Manufactu	rina Procureme	nt Sak	s Servio	e Report	ina Utilitie	<i>.</i>		0
a nome	Equipit		Contract	rinance / rik inventory	Mailiter	ance / Projec	its manufactu	ing Procureme	ant San	is servic	е керот	ing Oulde	5		
D 🖓)	XQ	- 6		o 🔉 🛩 🖻			waZulu-Natal 👻 🦂	C 🖬 🎧							
Add Edit D	lete Back	Sauce Law	yout Workspaces Save Filter	Requisition Issue	Charge Rem			fresh Print Export							
ADD DOL DA	Delle Doux	Save La	v	Requisitori assue interes note	Par	t Part	lew Request 👻 Re	iresi Princ Export							
Maintena	ice		Format	Process			Current	Print							
															1
DocNo 🔺	SourceType	State		PartDesc		PartCode	WarehouseName	BinName			PartTypeDesc			CustomerName	
r ∎⊡c	a∏c	#[]c	s∏c	a∏c		*[]::	n∏c	#∐c	-	-	∎∐c	-	#∐c	#∏c	
KPQ0000005	WHSE	N	KZ - Main	Copier Multi Function		M2540	KZ - Office Supplies	KZ - OS - Electronics	1.00	04 Apr 2024	A Class Part	8.0	00 M2540		
KPQ00000006	WHSE	N	KZ - Main	Copier Multi Function		M2540	KZ - Office Supplies	KZ - OS - Electronics	1.00	04 Apr 2024	A Class Part	8.0	00 M2540		
KPQ0000007	WHSE	N	KZ - Over the Counter	Toner Black		SP2020-2671	KZ - Main	KZ - Receiving Bin	1.00	04 Apr 2024	C Class Part	303.0	00		
KPQ0000009	WHSE	N	KZ - Main	Fuser Unit	Procurement -	Request Note		~	1.00	04 Apr 2024	B Class Part	0.0	00		
KPQ00000012	WHSE	N	KZ - Over the Counter	Sharp MX-4051 A3 color multi	rocurement	nequest note			1.00	05 Apr 2024	A Class Part	0.0	00 MX4051		
KPQ00000013	WHSE	N	KZ - Arts and Craft	Sharp MX-4051 A3 color multi					1.00	05 Apr 2024	A Class Part	0.0	00 MX4051		
KPQ00000017	WHSE	N	KZ - Over the Counter	Toner Black			int to add a note agai	nst this part request	2.00	18 Apr 2024	C Class Part	300.0	00		
KPQ00000018	WHSE	N	KZ - Home and Garden	Paper Tray	🤨 iten	12			2.00	19 Apr 2024	B Class Part	20.0	00		
KPQ00000018	WHSE	N	KZ - Home and Garden	Toner Black					4.00	19 Apr 2024	C Class Part	303.0	00		
KPQ00000019	WHSE	N	KZ - Over the Counter	Staple Unit			Ye	s No	1.00	19 Apr 2024	B Class Part	50.0	00		
KPQ0000021	WHSE	N	KZ - Over the Counter	Sprint Multi Functional Copier			10	5 NO	1.00	22 Apr 2024	A Class Part	50.0	00 SP500		
KPQ00000021	WHSE	N	KZ - Over the Counter	Toner Black		SP500-2671	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024	C Class Part	300.0	00		
KPQ00000022	WHSE	N	KZ - Over the Counter	Toner Yellow		M2540-003	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024	C Class Part	0.0	00 M2540-003		
KPQ0000023	WHSE	N	KZ - Over the Counter	Paper Tray		SP2020-1992	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.0	00		
KPQ0000023	WHSE	N	KZ - Over the Counter	Staple Unit		SP2020-3671	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.0	00		
KPQ0000023	WHSE	N	KZ - Over the Counter	Fuser Unit		SP2020-7223	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.0	00		
KPQ00000023	WHSE	N	KZ - Over the Counter	High Yield Reset Lever Gear		SP2020-6143	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.0	00		
KPQ0000023	WHSE	N	KZ - Over the Counter	Maintenance Kit		SP2020-7652	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.0	00		
KPQ0000023	WHSE	N	KZ - Over the Counter	Toner Black		SP2020-2671	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.0	00		
KPQ0000027	SINV	N	KZIN000003	Sprint Multi Functional Copier		SP2020	KZ - Main	KZ - Receiving Bin	3.00	26 Apr 2024	A Class Part	53.0	00 SP2020	MHRA Burhill CC	
KP00000028		N	KZIN000002	Wiper Blade		SP2020-5598	IN - Main	IN - Receiving Bin		26 Apr 2024				Barker Wraight Security	

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



• The Add a request Item Note screen will be displayed.

ADD NOTE DETAILS

- Note Date Time: These fields will auto populate with the current date and time.
 - You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
 - You can either type in or use the arrow indicators to select an alternative time if required.
- State: Click on the drop-down arrow in this field.

۰					Add a re	quest Item Note - Nucleus Service: V								×
۲	Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ø X
Н	0													
	Back													
Pro	cess													^
N	ote Date Tim	e 30 Apr 2024 - 11:24:20	¢											
	Stat	te	•											
	Not	te												

- The State menu will display.
- Select the state that **corresponds** with the note that you are creating for the part request.
- In this example, **Requisition Raised** is selected.

۰ ی						Add a re	quest Item Note - Nucleus Service: Vi	ersion 2023. 11.0. 10 - All '	Things Example Compan							
۲	Home	Equipme	ent / Locations	Contrac	t Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ø	×
H	0															
Save	Back															
Proc	:55															
No	e Date Time	30 Apr 202-	4 - 11:24:20	:												
	State			v												
	Note	State	A Name													
			New Request													
			Requisition raised													
			Order Raised													
			Goods Received													
			Other 1													
		FN	Other 2													
		×														

• For example, there may be several part requests raised for this part. A large <u>part requisition</u> may have been raised by the



company to fulfil **all** these part requests, rather than creating a request for **each individual** request.

- It would be prudent to note on the individual part requests, such as this one, that a requisition has been raised. Therefore the person monitoring the part request listing screen can see that instead of <u>raising a requisition</u> against this part, it would be judicious to wait for the large requisition of <u>goods to be received</u> and then the requested parts could be <u>issued</u>.
- In the **Note** field, type in a **reason** for the state change.

۰															×
	Hom	e Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ø	×
H	8														
Save	Back														
Pro	cess														^
No		Time 30 Apr 2024 + 11:24:20	0												
	S	tate Requisition raised	*												
	· ·	Note													
				-											
					_										

SAVE NOTE

• When you have finished editing the fields in this screen, click on **Save**.

ø -														×
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ø	×
HO														
Save Back														
Process														~
Note Date Time		\$												
	Requisition raised	*		-										
Note	Requisition to fulfil part request.													
	1		~											

- You will return to the Part Requests for the Site screen.
- A **Request Item Processing** message box will pop up advising the following:



- [°] Note has been added to successfully.
- Click on OK.

۵	Home	Equipm	ient / Lo	ocations Contract	Finance / HR Inventory M	aintenance / Pro	ojects Manufac	turing Pr	ocureme	nt Sales	Servio	e Report	ing Utilities		-	. 0	I
	Edit Dek	te Back	Save Lay	yout Workspaces Save Filter	tequisition		KwaZulu-Natal + New Request +	Refresh Print	Export								
	Maintenand	e		Format	Process		Current		Print								
	umn header	here to group															5
		SourceType				Request Item	n Processing	×									
r #[]c		иПс	100	*[]c	s II c					-	-	#[]c	-	+[];	#[]c		
-	0000005	-	N	KZ - Main	Copier Multi Function				tronics		04 Apr 2024	A Class Part		M2540	100		
	0000006		N	KZ - Main	Copier Multi Function		te has been added to s	uccessfully.	tronics		04 Apr 2024	A Class Part		M2540			
		WHSE	N	KZ - Over the Counter	Toner Black				Bin		04 Apr 2024	C Class Part	303.00				
		WHSE	N	KZ - Main	Fuser Unit				essories		04 Apr 2024	B Class Part	0.00				
	0000012		N	KZ - Over the Counter	Sharp MX-4051 A3 color multifunctional	prin		OK	pment		05 Apr 2024	A Class Part	0.00	MX4051			
KPO00	0000013	WHSE	N	KZ - Arts and Craft	Sharp MX-4051 A3 color multifunctional	printer MX4051	KZ - Electronics	KZ - EL - Eg	ipment	1.00	05 Apr 2024	A Class Part	0.00	MX4051			
KPQ00	0000017	WHSE	N	KZ - Over the Counter	Toner Black	SP500-267	1 KZ - Main	KZ - Receivi	ng Bin	2.00	18 Apr 2024	C Class Part	300.00				
KPQ00	0000018	WHSE	N	KZ - Home and Garden	Paper Tray	SP2020-19	92 KZ - Main	KZ - Receivir	ng Bin	2.00	19 Apr 2024	B Class Part	20.00				
KPQ00	0000018	WHSE	N	KZ - Home and Garden	Toner Black	SP2020-26	71 KZ - Main	KZ - Receivir	ng Bin	4.00	19 Apr 2024	C Class Part	303.00				
KPQ00	0000019	WHSE	N	KZ - Over the Counter	Staple Unit	SP2020-36	71 KZ - Main	KZ - Receivir	ng Bin	1.00	19 Apr 2024	B Class Part	50.00				
KPQ00	0000021	WHSE	N	KZ - Over the Counter	Sprint Multi Functional Copier	SP500	KZ - Main	KZ - Receivir	ng Bin	1.00	22 Apr 2024	A Class Part	50.00	SP500			
KPQ00	0000021	WHSE	N	KZ - Over the Counter	Toner Black	SP500-267	1 KZ - Main	KZ - Receivir	ng Bin	1.00	22 Apr 2024	C Class Part	300.00				
KPQ00	0000022	WHSE	N	KZ - Over the Counter	Toner Yellow	M2540-003	3 KZ - Main	KZ - Receivir	ng Bin	1.00	22 Apr 2024	C Class Part	0.00	M2540-003			
KPQ00	0000023	WHSE	N	KZ - Over the Counter	Paper Tray	SP2020-19	92 KZ - Electronics	KZ - EL - Ele	ctronics	1.00	22 Apr 2024	B Class Part	0.00				
KPQ00	0000023	WHSE	Ν	KZ - Over the Counter	Staple Unit	SP2020-36	71 KZ - Electronics	KZ - EL - Ele	ctronics	1.00	22 Apr 2024	B Class Part	0.00				
KPQ00	0000023	WHSE	N	KZ - Over the Counter	Fuser Unit	SP2020-72	23 KZ - Electronics	KZ - EL - Ele	ctronics	1.00	22 Apr 2024	B Class Part	0.00				
KPQ00	0000023	WHSE	N	KZ - Over the Counter	High Yield Reset Lever Gear	SP2020-61	43 KZ - Electronics	KZ - EL - Ele	ctronics	1.00	22 Apr 2024	C Class Part	0.00				
KPQ00	0000023	WHSE	N	KZ - Over the Counter	Maintenance Kit	SP2020-76	52 KZ - Electronics	KZ - EL - Ele	ctronics	1.00	22 Apr 2024	C Class Part	0.00				
KPQ00	0000023	WHSE	Ν	KZ - Over the Counter	Toner Black	SP2020-26	71 KZ - Electronics	KZ - EL - Ele	ctronics	1.00	22 Apr 2024	C Class Part	0.00				
KP000	0000027	SINV	N	KZIN000003	Sprint Multi Functional Copier	SP2020	KZ - Main	KZ - Receivir	ng Bin	3.00	26 Apr 2024	A Class Part	53.00	SP2020	MHRA Burhill CC		

VIEW UPDATED PART REQUEST STATUS

- Click on the **drop-down arrow** in the **Status** field.
- Select the **state** that you changed the record to.
- In this example, the state was changed to 'Requisition raised'.

				Part Requests for the S	ite - Nudeus Se									
Home	Equipm	nent / Lo	ocations Contract	Finance / HR Inventory Mainter	iance / Proje	cts Manufactur	ing Procureme	nt Sale	s Servic	e Report	ing Utilities			ø
Add Edit Dr			yout Workspaces Save Filter	tequisition Transfer Note Change Rem		KwaZulu-Natal 🗸	esh Print Export							
Add Edit De	sete back	Save La	yout workspaces save niter in V	Whse Par	t 220 -	New Request 💌 Ref								
Maintenar	ICP.		Format	Process		State 💏 Descript								
						N New Reques								5
rag a column heade						PR Requisition r								
DocNo 🔺	SourceType	State	Reference	PartDesc	PartCode	PO Order Raises		Quantity	RequiredDate	PartTypeDesc	CurrentStock	ModelNo	CustomerName	
r «Ec	n∏c	*[]:	∎C .	a∏ c	#Dc	GR Goods Receil OT Other 1	rea	-	-	∎∐c	-	*[]c	#[]:	
KPQ0000005	WHSE	N	KZ - Main	Copier Multi Function	M2540	FN Other 2	ics	1.00	04 Apr 2024	A Class Part	8.00	M2540		
KPQ00000006	WHSE	N	KZ - Main	Copier Multi Function	M2540	Fiv Other 2	ics	1.00	04 Apr 2024	A Class Part	8.00	M2540		
KPQ0000007	WHSE	N	KZ - Over the Counter	Toner Black	SP2020-2671	~		1.00	04 Apr 2024	C Class Part	303.00			
KPQ0000009	WHSE	N	KZ - Main	Fuser Unit	SP2020-7223	AL - Office Supplies	NZ - OO - MULESSOFIES	1.00	04 Apr 2024	B Class Part	0.00			
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	A Class Part	0.00	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	A Class Part	0.00	MX4051		
KPQ00000017	WHSE	N	KZ - Over the Counter	Toner Black	SP500-2671	KZ - Main	KZ - Receiving Bin	2.00	18 Apr 2024	C Class Part	300.00			
KPQ00000018	WHSE	N	KZ - Home and Garden	Paper Tray	SP2020-1992	KZ - Main	KZ - Receiving Bin	2.00	19 Apr 2024	B Class Part	20.00			
KPQ00000018	WHSE	N	KZ - Home and Garden	Toner Black	SP2020-2671	KZ - Main	KZ - Receiving Bin	4.00	19 Apr 2024	C Class Part	303.00			
KPQ00000019	WHSE	N	KZ - Over the Counter	Staple Unit	SP2020-3671	KZ - Main	KZ - Receiving Bin	1.00	19 Apr 2024	B Class Part	50.00			
KPQ0000021	WHSE	N	KZ - Over the Counter	Sprint Multi Functional Copier	SP500	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024	A Class Part	50.00	SP500		
KPQ0000021	WHSE	N	KZ - Over the Counter	Toner Black	SP500-2671	KZ - Main	KZ - Receiving Bin	1.00	22 Apr 2024	C Class Part	300.00			
KPQ0000022		Ν	KZ - Over the Counter	Toner Yellow	M2540-003	KZ - Main	KZ - Receiving Bin		22 Apr 2024	C Class Part		M2540-003		
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Paper Tray	SP2020-1992	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Staple Unit	SP2020-3671	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Fuser Unit	SP2020-7223	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	B Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	High Yield Reset Lever Gear	SP2020-6143		KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Maintenance Kit	SP2020-7652		KZ - EL - Electronics		22 Apr 2024	C Class Part	0.00			
KPQ0000023	WHSE	Ν	KZ - Over the Counter	Toner Black	SP2020-2671	KZ - Electronics	KZ - EL - Electronics	1.00	22 Apr 2024	C Class Part	0.00			
KPO00000027	SINV	N	KZIN0000003	Sprint Multi Functional Copier	SP2020	KZ - Main	KZ - Receiving Bin	3.00	26 Apr 2024	A Class Part	53.00	SP2020	MHRA Burhill CC	

- The screen will now only display the part requests in the selected 'Requisition raised' state.
- You can now view the manually changed part request in this screen.



0	Home	Equipm	ient / Lo	cations Contract	Finance / HR Inventory	Maintenance / Project	ts Manufactur	ing Procuremen	nt Sale	s Servic	e Report	ing Utilit	ies	- 0	
Z		10	_				waZulu-Natal 👻 💰								
5) 1 /				0 🔀 🗠 🗉	8 6 6	wazulu-watal -								
Ad	ld Edit De	lete Back	Save Lay	out Workspaces Save Filter	Requisition Issue Transfer Note C	Remap Ra	equisition ra 👻 Ref	resh Print Export							
						Part Part									
	Maintenan	ce		Format	Process		Current	Print							
															2
raç	a column heade														~
		sourceType			PartDesc	PartCode	WarehouseName	BinName	Quantity	RequiredDate	PartTypeDesc	CurrentStock	ModelNo	CustomerName	~
			State		PartDesc	PartCode	WarehouseName	BinName ADc	Quantity	RequiredDate	PartTypeDesc	CurrentStock	ModelNo ACC		~
r	DocNo 🔺	SourceType	State	Reference			a[]c		=	RequiredDate O3 Apr 2024			a[]c	CustomerName	~
T	DocNo 🔺 +[]c KPQ00000003	SourceType	State ACC PR	Reference	s]]:	*@c	Alls KZ - Office Supplies	*()::	2.00	=	a∏c	-	*[]:	CustomerName	2
T	DocNo A #Ec KPQ00000003 KPQ00000004	SourceType	State ACC PR PR PR	Reference IIIc KZ - Over the Counter	a∐¢ Fuser Unit	# []: SP2020-7223	Alls KZ - Office Supplies	Alls KZ - OS - Accessories	2.00	= 03 Apr 2024	a∐c B Class Part	- 0.00	*[]:	CustomerName	~
r	DocNo A #Ec KPQ00000003 KPQ00000004	SourceType *[]c WHSE WHSE WHSE	State PR PR PR PR	Reference *[]c KZ - Over the Counter KZ - Main	Alle Fuser Unit Toner Black	P2020-7223 SP2020-7223 SP2020-2671 ECOSYS M263	k∐c KZ - Office Supplies KZ - Office Supplies KZ - Main	Allic KZ - OS - Accessories KZ - OS - Consumables	- 2.00 2.00 3.00	= 03 Apr 2024 03 Apr 2024	*[]c B Class Part C Class Part	- 0.00 0.00 4.00	A[]c	CustomerName	~
r	DocNo A IC KPQ00000003 KPQ0000004 KPQ00000010	SourceType ACC WHSE WHSE WHSE WHSE	State PR PR PR PR PR	Reference #C KZ - Over the Counter KZ - Main KZ - Over the Counter	NDr Fuser Unit Toner Black Kyocera Digital Printer	P2020-7223 SP2020-7223 SP2020-2671 ECOSYS M263	k∐c KZ - Office Supplies KZ - Office Supplies KZ - Main	KZ - OS - Accessories KZ - OS - Consumables KZ - Receiving Bin	= 2.00 2.00 3.00 1.00	03 Apr 2024 03 Apr 2024 04 Apr 2024	*[]c B Class Part C Class Part A Class Part	= 0.00 0.00 4.00 4.00	ECOSYS M2635dw	CustomerName	
T	DocNo A IC KPQ00000003 KPQ00000004 KPQ00000010 KPQ00000010 KPQ00000011 KPQ00000021 KPQ00000022	SourceType ACC WHSE WHSE WHSE WHSE	State PR PR PR PR PR PR PR	Reference •©c KZ - Over the Counter KZ - Main KZ - Over the Counter KZ - Over the Counter	NDF Fuzer Unit Toner Black Kyocera Digital Printer Kyocera Digital Printer	+D: SP2020-7223 SP2020-2671 ECOSYS M263 ECOSYS M263	KZ - Office Supplies KZ - Office Supplies KZ - Main KZ - Main	KZ - OS - Accessories KZ - OS - Consumables KZ - Receiving Bin KZ - Receiving Bin	= 2.00 2.00 3.00 1.00 1.00	03 Apr 2024 03 Apr 2024 04 Apr 2024 04 Apr 2024 04 Apr 2024	B Class Part C Class Part A Class Part A Class Part A Class Part	= 0.00 0.00 4.00 4.00	ECOSYS M2635dw ECOSYS M2635dw SP500-001	CustomerName	

VIEW ADDED NOTE

• Click on the **Notes** tab on the right side of the screen.

٥	Home	Equipm	ient / Lo	cations Contract	Finance / HR	Inventory	Mainten	ance / Project	s Manufactur	ing Procuremen	nt Sale	es Servic	e Reporti	ing Utilit	ies	- 6	9
G				out Workspaces Save Filter	Requisition Issue	K I	Nem Rem		vaZulu-Natal - 🧳	Print Export							
	Maintenan			Format	requirient anone	Process	What Par	t Part	Current	Print							
Drag	a column heade	r here to group	by that c	olumn													ρ
	locNo 🔺	SourceType															
T	[]c	A[]C		∎⊡c	a 🗌 c			#[]c	A[]C	a∐c	=	=	a∏c	-	4() C	4]]C	
									a∏c		=				a[]c		
	@c PQ0000003	a]]c	#[]c PR	∎C .	a 🛛 c			#@c SP2020-7223	a∐c KZ - Office Supplies	n∐c	2.00	=	a∏c	-	4 ⊡c		
	PQ00000003	a∐c WHSE	R PR PR	∎⊡c KZ - Over the Counter	a∐c Fuser Unit	al Printer		AD: SP2020-7223 SP2020-2671	a∐c KZ - Office Supplies	Alls KZ - OS - Accessories	2.00	= 03 Apr 2024	a∏c B Class Part	- 0.00	4 ⊡c		
	PQ00000003 PQ00000004 PQ00000010	RDr WHSE WHSE	PR PR PR PR	•[]c KZ - Over the Counter KZ - Main	Fuser Unit Toner Black			AD: SP2020-7223 SP2020-2671	kZ - Office Supplies KZ - Office Supplies KZ - Main	RE: KZ - OS - Accessories KZ - OS - Consumables	- 2.00 2.00 3.00	03 Apr 2024 03 Apr 2024	#[]c B Class Part C Class Part	- 0.00 0.00 4.00	A[]c		
	PQ00000003 PQ00000004 PQ00000010 PQ00000011	NUHSE WHSE WHSE	PR PR PR PR PR PR	KZ - Over the Counter KZ - Main KZ - Over the Counter	Fuser Unit Toner Black Kyocera Digiti	al Printer		40: SP2020-7223 SP2020-2671 ECOSYS M263	kZ - Office Supplies KZ - Office Supplies KZ - Main	KZ - OS - Accessories KZ - OS - Consumables KZ - Receiving Bin	= 2.00 2.00 3.00 1.00		*[]c B Class Part C Class Part A Class Part		ECOSYS M2635dw		
	PQ00000003 PQ00000004 PQ00000010 PQ00000011 PQ00000012	NHSE WHSE WHSE WHSE	PR PR PR PR PR PR	RE - Over the Counter KZ - Main KZ - Over the Counter KZ - Over the Counter	Fuser Unit Toner Black Kyocera Digit Kyocera Digit	al Printer		*D: SP2020-7223 SP2020-2671 ECOSYS M263 ECOSYS M263	KZ - Office Supplies KZ - Office Supplies KZ - Main KZ - Main	HE KZ - OS - Accessories KZ - OS - Consumables KZ - Receiving Bin KZ - Receiving Bin	= 2.00 2.00 3.00 1.00 1.00		B Class Part C Class Part A Class Part A Class Part A Class Part		ECOSYS M2635dw ECOSYS M2635dw SP500-001		rity

- The **Notes** panel will expand.
- The following note **details** have been recorded:
 - The State Description.
 - The **name of the employee** logged on to the system who added the note.
 - The **Date** and **Time** the note was logged.
 - The **reason** why the note was added.

2	Home	Equipr	ient / Lo	cations Contract	Finance / HR	Invento	ry Mainte	nance / Project	ts Manufacturir	ng	Procurement	Sales Serv	rice Repo	orting I	Utilities	- 0
€		< 0			o X				waZulu-Natal 👻 🔾	÷	e					
Ad	d Edit De	lete Back	Save Lay	out Workspaces Save Filter	Requisition Issu	e Transfer No	ote Rer Pa	nap Create R/	equisition ra + Refr	esh	Print Export					
	Maintenan	ce		Format		Proces	55		Current		Print					
Drag	a column heade	r here to group	by that co	olumn							Votes					41
	DocNo 🔺	SourceType	State	Reference	PartDesc			PartCode	WarehouseName	h						
т	∎∏c	n[]c	*[]c	∎⊡c	n∏c			*[]c	n 🗌 c		ag a column header here t	o group by that colum	าก			Q
	KPQ0000003	WHSE	PR	KZ - Over the Counter	Fuser Unit			SP2020+7223	KZ - Office Supplies				NoteDate	NoteTime	Note	
	KPQ0000004	WHSE	PR	KZ - Main	Toner Bla	sk.		SP2020-2671	KZ - Office Supplies	-	a[]c	#[]c	-	#[]c	#[]c	
	KPQ00000010	WHSE	PR	KZ - Over the Counter	Kyocera D	igital Printer		ECOSYS M263	. KZ - Main		Requisition raised	-	30 Apr 2024	11:24:20	Requisition to fulfil part reques	
	KPQ00000011	WHSE	PR	KZ - Over the Counter	Kyocera D	igital Printer		ECOSYS M263	. KZ - Main		Requisiourraiseu	brighte b	30 Apr 2024	11.24.20	Requisition to fulfili part reques	<u> </u>
	KPQ00000022	WHSE	PR	KZ - Over the Counter	SP500 Col	lour Copier		SP500-001	KZ - Main							
+	KPQ0000028	SINV	PR	KZIN0000002	Wiper Blar	śe –		SP2020-5598	IN - Main							
	KPQ00000030	CIMM	PR	KZIN0000004	Constants Solution	ti Functional Copie	M.	SP2020	KZ - Main							

Related Topics



Part Requests - Note
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 Slin) for Part Request originating from a St

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

MNU.032.018