

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

INVENTORY

PARTS – REQUESTS – REQUISITION

A purchase requisition to fulfil a part request can be raised from the **Part Requests for Part []** listing screen.

This process can be used when there is no stock available in the company warehouse(s) and you wish to buy stock specifically for the part request.

You can either raise a requisition for a **single** part request or for **multiple** part requests. More than one part request linked to a work order is considered 'multiple part requests'.

Ribbon Select **Inventory > Parts**



- The **Part Listing** screen will be displayed.
- Here you can view a list of **part definitions** that have been set up on the system.
- Select the **row** of the part definition where you wish to **raise a requisition** for a linked part request.
- Click on the **Requests** tile.

PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	SaleSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDate
EC7536-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-7335	Mag Roller Sleeve	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-7632	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7536-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
ECOSYS M2635dw	Kyocera Digital Printer	A	A	Retail - Electronics - Equipment	19.01		ECOSYS M2635dw	kg	5.00	Yes	Yes	VAT	15.00			Apr 5 2024 9:27AM
EE0258	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	EE0258	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-0102	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-2333	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-2352	Mag Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-4933	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM

- The **Part Requests for Part []** screen will open.
- The data grid will list a history of all the part requests for the selected part.
- Depending on your company configuration, you may need to click on the **drop-down arrow** and select the correct **Site** from the list, before proceeding.

Note: Refer to [Site Selection](#) for more information.

- In this example, **KwaZulu-Natal** is selected.

DocNo	SourceType	State	Reference	PartDesc	PartCode	BinLocationName	Weight	UnitOfMeasure	RequestStatus	ReferenceDesc	PartType	Billable	EntryDesc		
HPQ0000010	WHSE	PR	KZ - Over the Counter	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Receiving Bin	KZ - 1	X	0.00	Approved	A	No			
HPQ0000011	WHSE	N	KZ - Over the Counter	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Receiving Bin	KZ - 1	X	0.00	Approved	A	No			
HPQ0000016	WOCR	N	KW05000015	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Receiving Bin	KZ - Man	1.00	05 Apr 2024	1.00	Approved	ECOSYS M2635dw multifunction copier	A	Yes	Kyocera Digital Printer

- The **State** filter will be set to '**All States**' by default. This filter does not need to be changed to proceed with the **Requisition** process.

- Scroll through the data grid or use the **"The Auto Filter Row"** on **page 1** to find the part request you wish to fulfil by raising a requisition.
- Select the **row** of the part request.
- Click on **Requisition**.

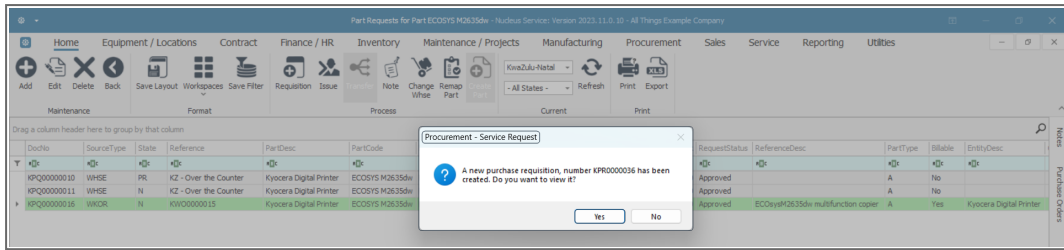
DocNo	SourceType	State	Reference	PartDesc	PartCode	BinLocationName	WarehouseName	Quantity	RequiredDate	IssuedStock	RequestStatus	ReferenceDesc	ParType	Billable	EntityDesc
KPQ0000010	WHSE	PR	KZ - Over the Counter	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Receiving Bin	KZ - Main	3.00	04 Apr 2024	0.00	Approved	ECOSYS M2635dw	A	No	Kyocera Digital Printer
KPQ0000011	WHSE	N	KZ - Over the Counter	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Receiving Bin	KZ - Main	1.00	04 Apr 2024	0.00	Approved	ECOSYS M2635dw	A	No	Kyocera Digital Printer
KPQ0000016	WKOR	N	KW0000015	Kyocera Digital Printer	ECOSYS M2635dw	KZ - Receiving Bin	KZ - Main	1.00	05 Apr 2024	1.00	Approved	ECOSYS M2635dw multifunction copier	A	Yes	Kyocera Digital Printer

- A **Procurement - Purchase Requisition** message box will pop up with the following prompt:
 - **Are you sure you want to create a new purchase requisition to procure this part?**
- Click on **Yes**.

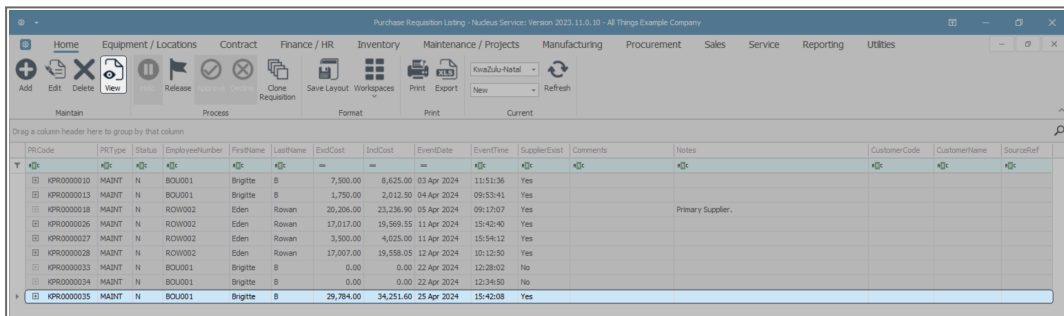
- A **Procurement - Service Request** message box will pop up with the following prompt:
 - **A new purchase requisition, number [] has been created. Do you want to view it?**
- Click on **Yes**.



It is worth noting down the new purchase requisition number at this point. You will need to recall it for processes explained further in this topic.



- The system will transport you to the **Purchase Requisition Listing** screen.
- The **Site** filter will be set to the site where you began this process.
- The Status will be auto-set to **New** as this is a new purchase requisition.
- The new purchase requisition **row** will be selected.
- From this screen, you can continue the process to [Release](#) or [Clone](#) the requisition as required.
- Click on **View**.



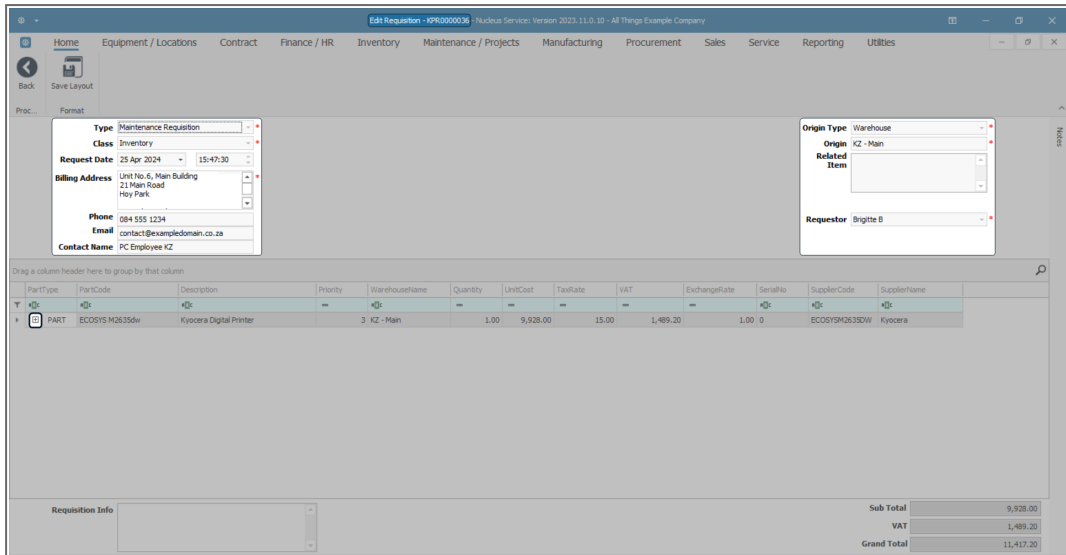
- The **Edit Requisition** screen will open.



Although this screen is called 'Edit Requisition', it is actually a **View-only** screen.

There is no **Save** button, only a **Back** button.

- Here you can view the requisition **header** details and **part** details.
- Click on the **expand** button in the row of the part code.

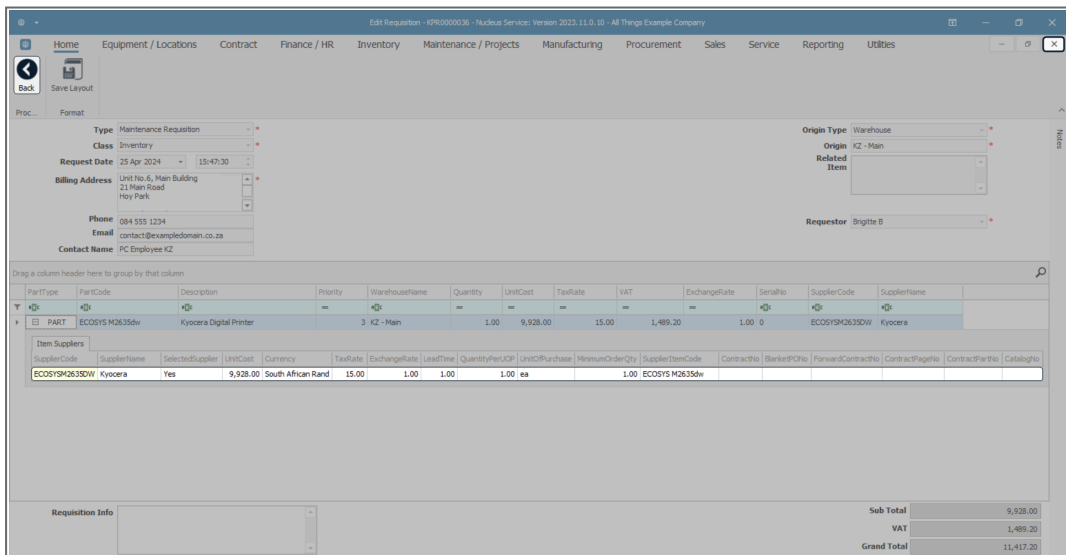


- The **Item Suppliers** sub grid will open.
- Here you can view the **item suppliers** that are currently linked to the part definition.



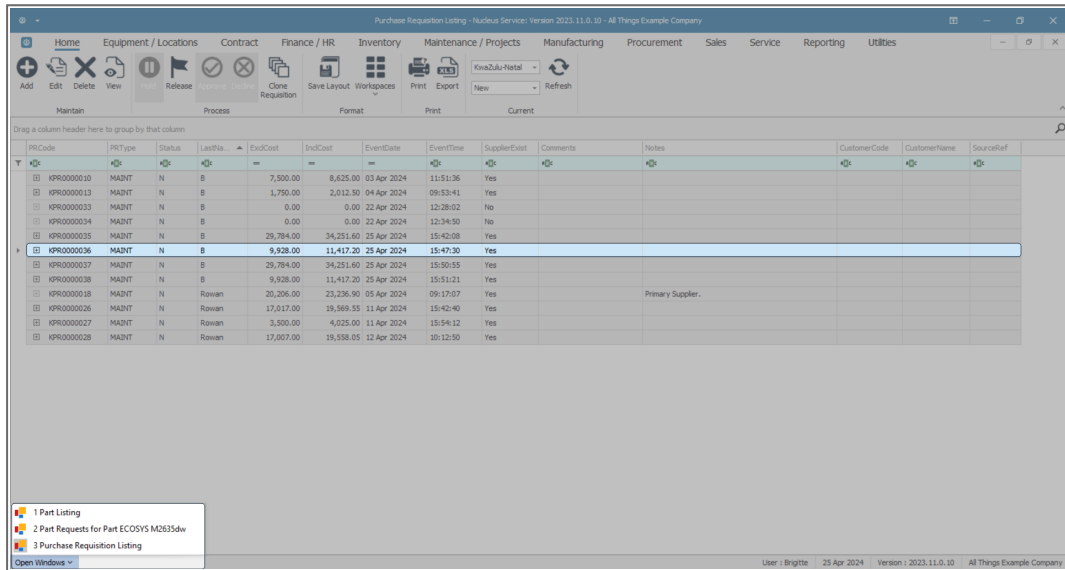
For more information about [purchase requisition item suppliers](#), refer to this link.

- Click on **Back** or **Close** the screen to return to the **Purchase Requisition Listing** screen.



Although the system has directed you to the **Procurement** module to view the new purchase requisition, it can also be viewed from the **Part Listing** screen.

- Either **Close** this screen and the subsequent **Part Requests for Part []** listing screen,
- Or use the [Open Windows](#) functionality to ultimately return to the **Part Listing** screen.



- The **Part Listing** screen will display.
- The **row** of the part linked to the raised purchase requisition will still be selected.
- If not, **scroll** through the data grid or use the **"The Auto Filter Row" on page 1** to find and re-select the part.
- Click on the **Requisitions** tile.

PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitID/Measure	ShelfLife	SoleSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDate
EC7336-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-7335	Mag Roller Sleeve	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EC7336-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
ECOSYS M2...	Kyocera Digital Printer	A	A	Retail - Electronics - Equipment	19.01		ECOSYS M2635dw	kg	5.00	Yes	Yes	VAT	15.00			Apr 5 2024 9:27AM
EE0258	Sprint M40 Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	EE0258	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-1002	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-2333	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-2352	Mag Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-3671	Drum Unit	A	B	Retail - Office Supplies - Accessories	1	1		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-4933	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5094	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM

- The **Purchase Requisitions for Part []** screen will open.
- Recalling the new requisition **number**, either **scroll** through the data grid or use the **"The Auto Filter Row"** on **page 1** to find the new purchase requisition for this part.
- Select the **row** of the new requisition.
- Click on **View**.

PRCode	PRType	Status	Lastname	EstCost	IndCost	EventDate	EventTime	SupplierExist	Comments	Notes	CustomerCode	CustomerName	SourceRef
KPR0000021	MAINT	C	Rowan	9,928.00	11,417.30	09 Apr 2024	11:12:54	Yes	Call supplier as Purchase Order is raised.	Stock Report Procurement.			
KPR0000017	MAINT	I	Rowan	49,640.00	57,086.00	04 Apr 2024	15:26:54	Yes					
KPR0000018	MAINT	N	Rowan	20,206.00	23,236.90	05 Apr 2024	09:17:07	Yes		Primary Supplier.			
KPR0000035	MAINT	N	B	29,784.00	34,251.60	25 Apr 2024	15:42:08	Yes					
KPR0000036	MAINT	N	B	9,928.00	11,417.30	25 Apr 2024	15:47:30	Yes					
KPR0000037	MAINT	N	B	29,784.00	34,251.60	25 Apr 2024	15:50:55	Yes					
KPR0000038	MAINT	N	B	9,928.00	11,417.30	25 Apr 2024	15:51:21	Yes					
KPR0000030	MAINT	R	Rowan	49,640.00	57,086.00	12 Apr 2024	16:47:21	Yes					

- The **Edit Requisition** screen will open.



Although this screen is called 'Edit Requisition', it is a **View-only** screen. There is no **Save** button, only a **Back** button.

- Here you can view the requisition **header** details and **parts** details.
- Click on the **expand** button in the row of the part.

Part Type	Part Code	Description	Priority	Warehouse Name	Quantity	Unit Cost	Tax Rate	VAT	Exchange Rate	Serial No	Supplier Code	Supplier Name
PART	ECODYS M0635dv	Kyocera Digital Printer		KZ - Main	3	1.00	9,928.00	15.00	1,489.20	1.00	0	ECODYSM0635DV Kyocera

Sub Total	9,928.00
VAT	1,489.20
Grand Total	11,417.20

- The **Item Supplier** sub grid will open.
- Here you can view the **item suppliers** that have been linked to the part definition.



For more information about [purchase requisition item suppliers](#), refer to this link.

- Click on **Back** or **Close** the screen to return to the **Purchase Requisitions for Part** screen.

The screenshot displays the 'Edit Requisition' window for 'KPR0000036 - Nucleus Service: Version 2023.11.0.10 - All Things Example Company'. The interface includes a navigation menu at the top with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The main form is divided into several sections:

- Form Fields:**
 - Type: Maintenance Requisition
 - Class: Inventory
 - Request Date: 25 Apr 2024 15:47:30
 - Billing Address: Unit No. 6, Main Building, 21 Main Road, Hoy Park
 - Phone: 084 555 1234
 - Email: contact@exampledomain.co.za
 - Contact Name: PC Employee K2
 - Origin Type: Warehouse
 - Origin: KZ - Main
 - Requestor: Brigitte B
- Table:** A table with columns for PartType, PartCode, Description, Priority, WarehouseName, Quantity, UnitCost, TaxRate, VAT, ExchangeRate, SerialNo, SupplierCode, and SupplierName. It contains one row for 'Kycocera Digital Printer' with a quantity of 3 and a unit cost of 9,928.00. Below this is an 'Item Suppliers' table with columns for SupplierCode, SupplierName, SelectedSupplier, UnitCost, Currency, TaxRate, ExchangeRate, LeadTime, QuantityPerUoP, UnitOfPurchase, MinimumOrderQty, SupplierItemCode, ContractNo, BlanketPONo, ForwardContractNo, ContractPageNo, ContractPartNo, and CatalogNo. It lists 'Kycocera' as the selected supplier with a unit cost of 9,928.00 and currency of South African Rand.
- Summary:** A 'Requisition Info' section at the bottom right shows a Sub Total of 9,928.00, VAT of 1,489.20, and a Grand Total of 11,417.20.

Related Topics

- [Parts - Requests - Add](#)
- [Parts - Requests - Edit \(View\)](#)
- [Parts - Requests - Delete](#)
- [Parts - Requests - View](#)
- [Parts - Requests - Issue](#)
- [Parts - Requests - Transfer](#)
- [Parts - Requests - Note](#)
- [Parts - Requests - Change Warehouse](#)
- [Parts - Requests - Remap Part](#)
- [Parts - Requests - Create Part](#)
- [Parts - Requests - Print \(Picking Slip\)](#)

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