

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

# **INVENTORY**

## **PARTS - REQUESTS - ISSUE**

A part request can be issued from the **Part Requests for Part []** listing screen.

Only part requests <u>originating from a sales invoice</u> (SINV) or <u>originating from</u> <u>a work order</u> (WKOR) can be issued.

The process to <u>issue</u> **A** or **B-Class** parts differs from the process to <u>issue</u> **C-Class** parts.

<u>Partial quantities</u> of **A** or **B-Class** parts can be issued, as can <u>partial quantities</u> of **C-Class** parts. Again, the process for each Part Type differs.

<u>Substitute or alternative parts</u> can be issued for **C-Class** items.

#### Ribbon Select Inventory > Parts

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Categorie	Parts	BOMs	Adjustments	Deliveries	Part Requests	Request Approval	Return Requests	Revaluations	Stock Take	Stock	InTransit	Quarantin	e Loan Units	Unprocessed Bulk GRNs								
	Master							Processin	9													^

- 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 issue a part for a linked part request.
- Click on the **Requests** tile.



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Documents	SL3917-5084 Picker Finger	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SL3917-5304 Fuser Roller Gear	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SL3917-5526 Fuser Film	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
BOMs	SL3917-5598 Wiper Blade	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	B SL3917-6028 Fixing Film Assembly Unit	A C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	B SL3917-6143 High Yield Reset Lever Gear	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
Stock Control	E SL3917-6376 Toner Yellow	A C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SL3917-7223 Fuser Unit	A B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	SL3917-7335 Mag Roller Sleeve	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SL3917-7652 Maintenance Kit	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SL3917-8649 Fuser Heat Roller	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
Processing	SP1001 Copier Sprint 1001 Series	A A	Retail - Office Supplies - Equipment	45	645x770x1220	1001-SP	kg	3.00	No	Yes	VAT	15.00 TECHJ	Technician Junior	Mar 13 2024 1:5	\$3PM
Processing	E SP2020 Sprint Multi Functional Copier	r A A	Retail - Office Supplies - Equipment	10	10	SP2020	ea	10.00	No	Yes	VAT	15.00		Apr 19 2024 11:	37AM
Requisitions	BP2020-0102 Toner Magenta	A C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAO
	E SP2020-1992 Paper Tray	A B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	BP2020-2333 Toner Cyan	A C	Retail - Office Supplies - Consumables	1	1		ca	1.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
Darken Orlen	E SP2020-2352 Mag Roller	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	BP2020-2671 Toner Black	A C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00		Sep 26 2023 1:4	HIPM
	SP2020-3295 Fuser Cleaning Web	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	⊞ SP2020-3671 Staple Unit	A B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
Requests	⊞ SP2020-4933 Paper Pickup Roller	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SP2020-5084 Picker Finger	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SP2020-5304 Fuser Roller Gear	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SP2020-5526 Fuser Film	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	E SP2020-5598 Wiper Blade	A C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MAD
	B SP2020-6028 Fixing Film Assembly Unit	A C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00		Jan 1 1900 12:0	MACH -
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- The Part Requests for Part [] screen will open.
- The data grid will list a history of <u>all</u> 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.

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Only part requests <u>originating from a sales invoice</u> (SINV) or <u>originating from</u> <u>a work order</u> (WKOR) can be issued. The process to issue each Source Type<sup>1</sup> of part request differs as explained below:

### **ISSUE PART REQUEST - ORIGIN SALES INVOICE**

- Scroll through the data grid or use "The Auto Filter Row" on page 1 to find the SINV originating part request you wish to issue.
- Select the **row** of the part request.
- Note the Source Type is SINV Sales Invoice.
- Click on Issue.

4							Part Reques	sts for Part SP2020 - N	udeus Service: Vers	ion 2023.11.0	. 10 - All Things I	Example Comp	any				⊞	-	or x
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Þ	KPQ000	00030 S	INV	N	KZIN0000004	Sprint Multi Functional	SP2020	KZ - Receiving Bin	KZ - Main	3.00	29 Apr 2024	0.00	Approved			A	Yes		a a

As this part request originated from a sales invoice, the system will take you directly to the **Add New Part Issue** screen.

You can now follow the process to <u>Issue a part request from a sales invoice</u>.

<sup>&</sup>lt;sup>1</sup>When referring to a part request, this is where the part request originated from. In the case of a Sales Invoice, the part request will have been raised when an OTC invoice was created for a customer. In the case of a Work Order, the part request will have been raised when a work order was created in response to: a Call, a Project, a Short Term Contract, a Production Run, Task Generation, or a stand alone work order.



4						Add new I	Part Issue - Nucleus Ser										
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	Re	erence Type OTC Sales Invoice				Comments											
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																Total	10,500.00

#### **Related Topics**

- Parts Requests Add
- Parts Requests Edit (View)
- Parts Requests Delete
- Parts Requests View
- Parts Requests Requisition
- 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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