

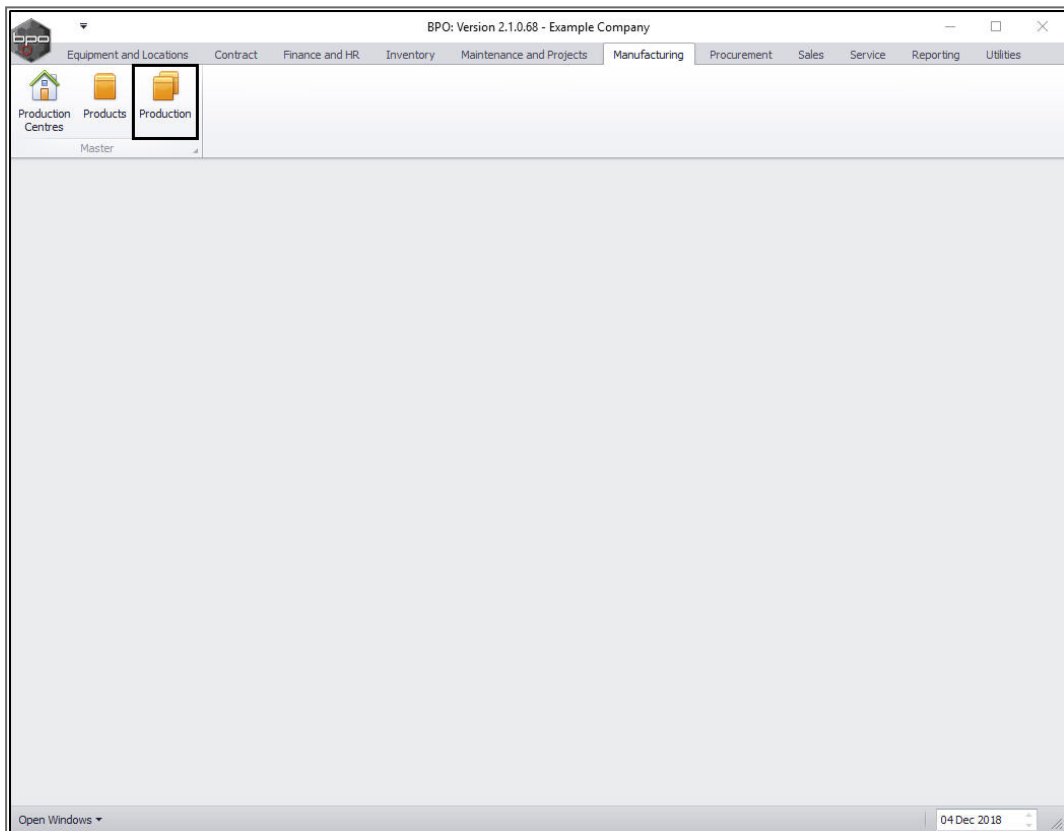
We are currently updating our site; thank you for your patience.

## MANUFACTURING

### PRODUCTION - ADD PART REQUEST

The **Bill of Materials** will cover all the parts required, but in case a part has been left off the BOM or a particular production requires a specific item added, then you can add a separate **part request**.

**Ribbon Access:** Manufacturing > Production



The **Production** listing screen will display.

## SELECT THE PRODUCTION

- Click on the **expand button** in the **row** of the **production** where you wish to add a part request.

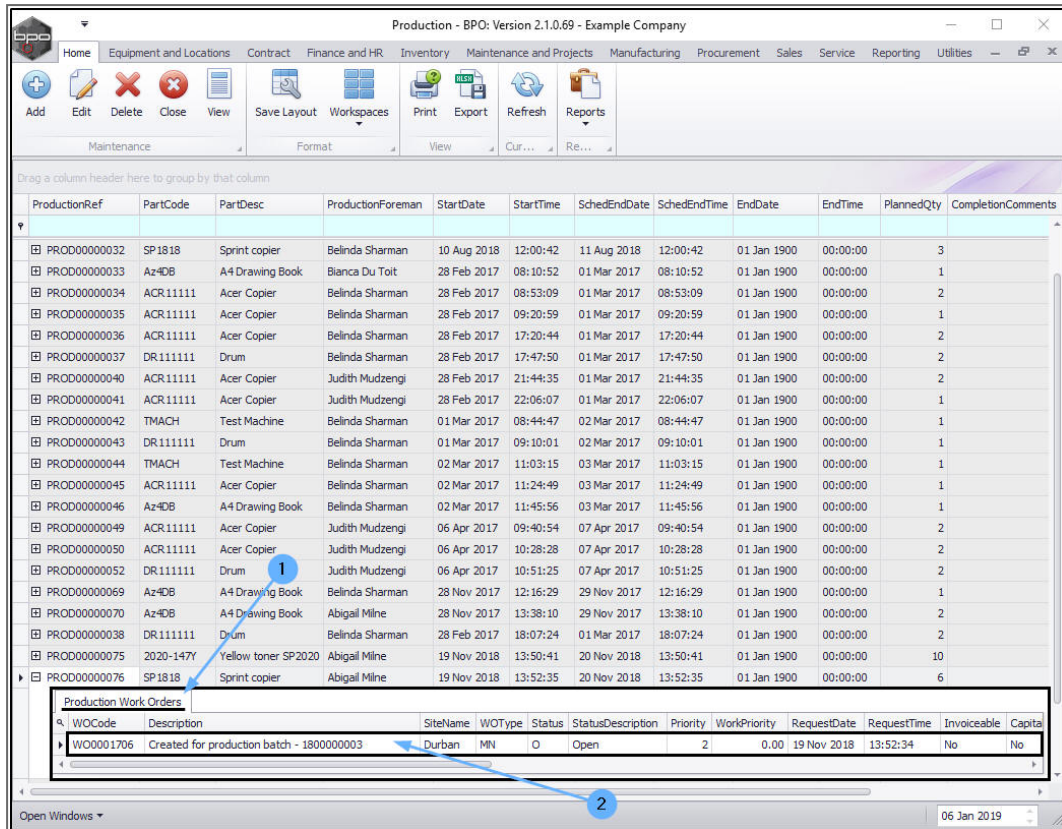
The screenshot shows a software interface with a menu bar (Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities) and a toolbar with icons for Add, Edit, Delete, Close, View, Save Layout, Workspaces, Print, Export, Refresh, and Reports. Below the toolbar is a table with the following columns: ProductionRef, PartCode, PartDesc, ProductionForeman, StartDate, StartTime, SchedEndDate, SchedEndTime, EndDate, EndTime, PlannedQty, and CompletionComments. The table contains 20 rows of production work orders. The row with ProductionRef 'PROD00000076' is highlighted, and its expand button (a small square with a plus sign) is visible in the first column.

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
PROD00000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
PROD00000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
PROD00000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
PROD00000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

The **Production Work Orders** frame will open.

## OPEN PRODUCTION WORK ORDER

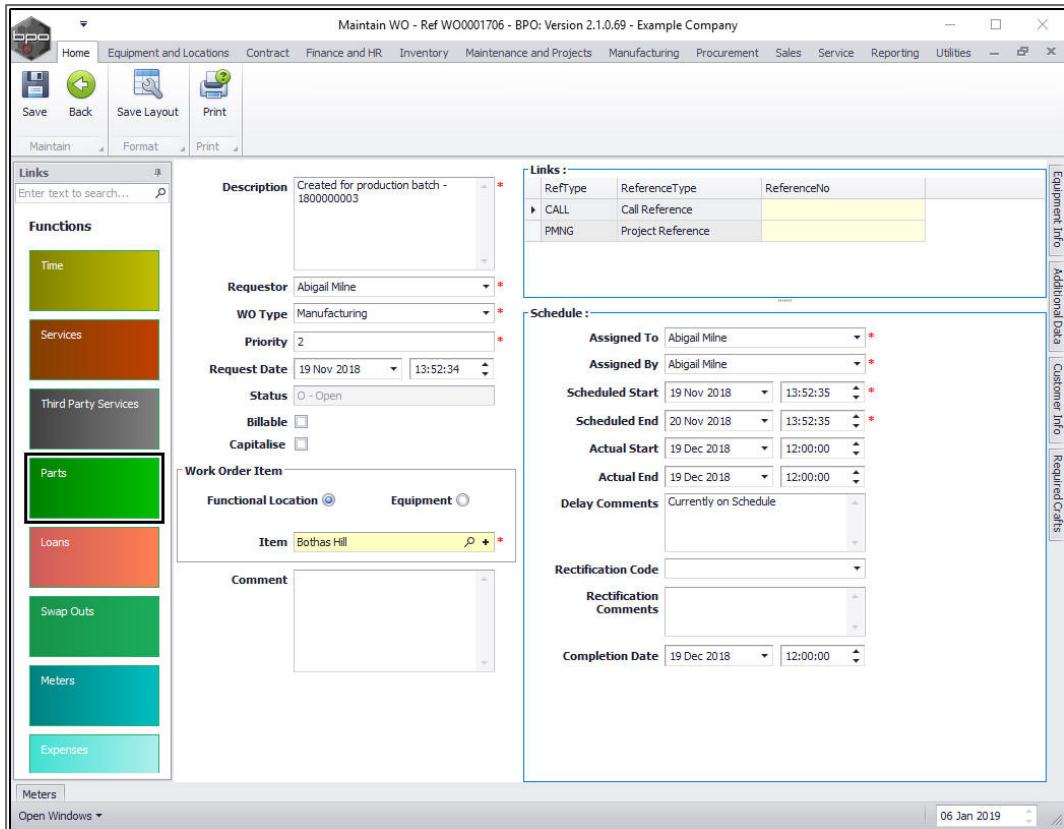
- Double click anywhere in the **row** of the work order.



The system will take you to the **Maintain WO - Ref [ ]** screen.

## SELECT PARTS TILE

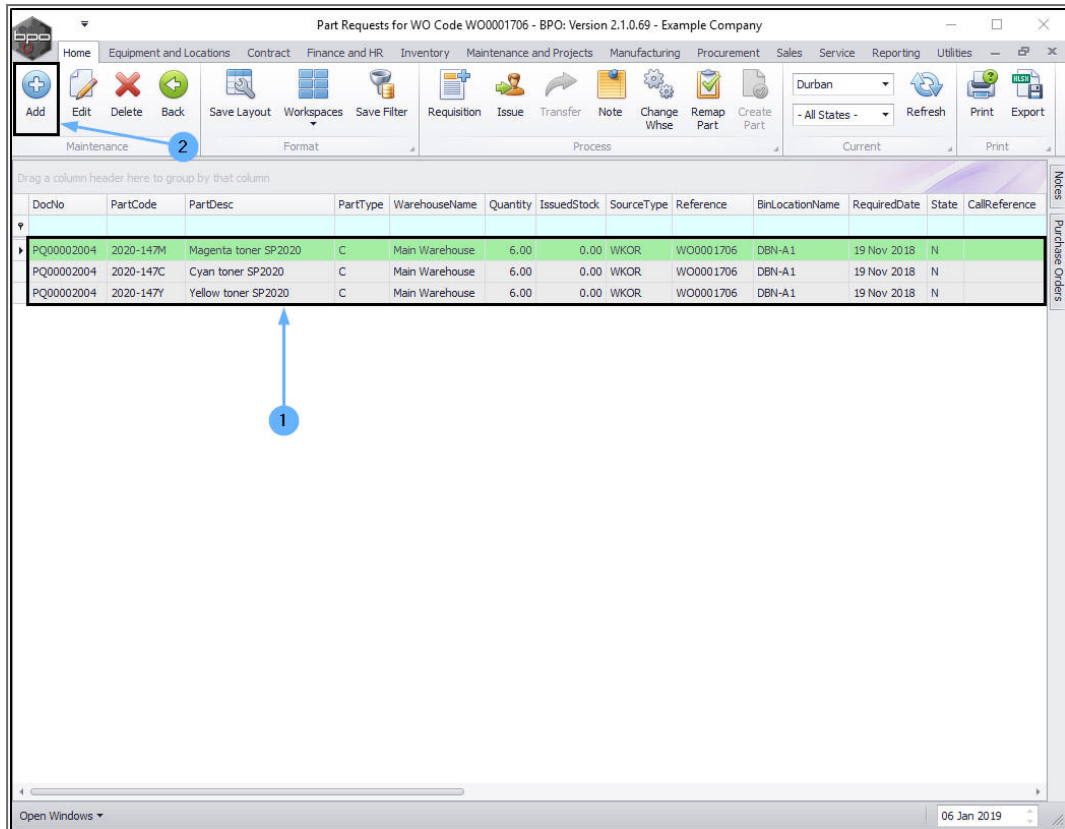
- Click on the **Parts** tile.



The **Part Requests for WO Code []** screen will open.

## ADD NEW PART REQUEST

1. In this image you can see that there are currently **3** part requests linked.
2. Click on **Add**.

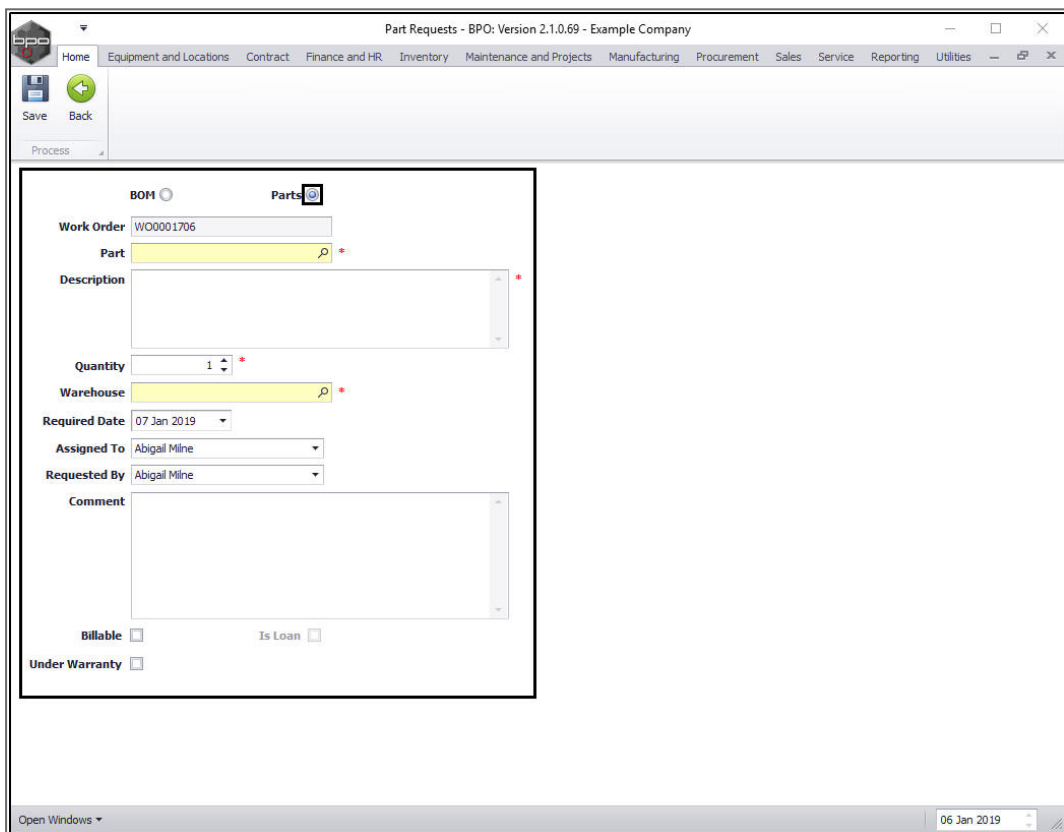


The **Part Requests** screen will open.

## ADD PART REQUEST DETAILS

- **Select From BOM or Parts:** Click on the Parts radio button.
- **Work Order:** This field will be auto populated with the work order linked to the production run initially selected.
- **Part:** Click on the search button and select the part required.
- **Quantity:** Type in the quantity required.
- **Warehouse:** This will populate with the default warehouse. You can click on the search button and select an alternative warehouse if required.
- **Required Date:** Either type in or click on the drop-down arrow and use the calendar function to select the date this part is required.

- **Assigned To:** This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person to be responsible for the part request if required.
- **Requested By:** This will populate with the person currently logged on to the system. You can click on the search button and search for an alternative person if required.
- **Comments:** Type in any comments required.
- **Is Billable:** Not applicable.
- **Under Warranty:** Not applicable.



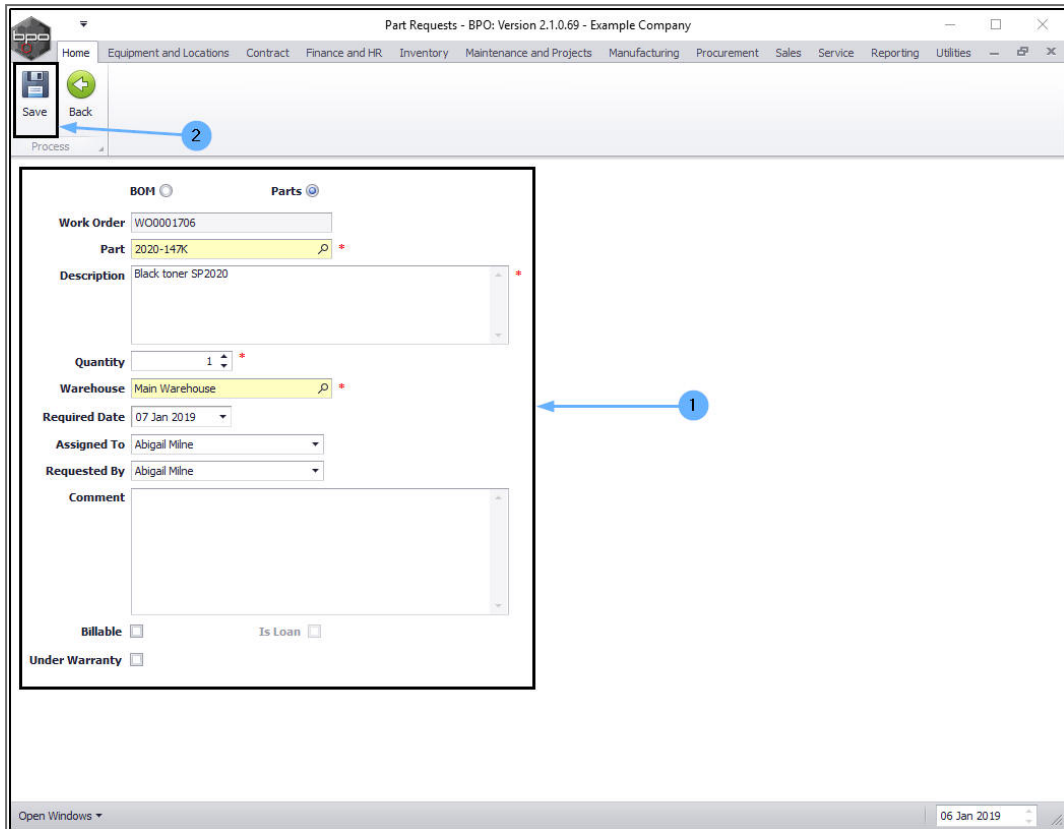
The screenshot displays the 'Part Requests' software interface. The window title is 'Part Requests - BPO: Version 2.1.0.69 - Example Company'. The interface includes a navigation menu with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu are 'Save' and 'Back' buttons, and a 'Process' dropdown. The main form area is titled 'BOH' and 'Parts'. It contains the following fields and controls:

- Work Order:** WO0001706
- Part:** A dropdown menu with a search icon and a red asterisk.
- Description:** A text area with a red asterisk.
- Quantity:** A numeric input field with a spinner and a red asterisk.
- Warehouse:** A dropdown menu with a search icon and a red asterisk.
- Required Date:** A date picker set to 07 Jan 2019.
- Assigned To:** A dropdown menu set to Abigail Milne.
- Requested By:** A dropdown menu set to Abigail Milne.
- Comment:** A large text area.
- Billable:**
- Is Loan:**
- Under Warranty:**

The bottom of the window shows 'Open Windows' and a date of 06 Jan 2019.

## SAVE PART REQUEST

- When you have added all the required details to the **Part Requests** screen, click on **Save**.



Part Requests - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

BOM Parts

Work Order: W00001706

Part: 2020-147K \*

Description: Black toner SP2020 \*

Quantity: 1 \*

Warehouse: Main Warehouse \*

Required Date: 07 Jan 2019

Assigned To: Abigail Milne

Requested By: Abigail Milne

Comment:

Billable  Is Loan

Under Warranty

Open Windows 06 Jan 2019

- You will return to the **Part Requests for Work Order Code []** screen and a **Part Request Processing** message box will pop up advising the following:
  - The part request for part [] has been saved successfully to WO: [].
- Click on **OK**.

DocNo	PartCode	PartDesc	PartType	WarehouseName	Quantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	State	CallReference
PQ00002004	2020-147M	Magenta toner SP2020	C	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N	
PQ00002004	2020-147C	Cyan toner SP2020	C	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N	
PQ00002004	2020-147Y	Yellow toner SP2020	C	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N	
PQ00002013	2020-147K	Black toner SP2020	C	Main Warehouse	1.00	0.00	WKOR	WO0001706	DBN-A1	07 Jan 2019	N	

## VIEW ADDED PART REQUEST

1. The additional part request will be **added** to the list of parts for this work order code linked to the initially selected production run.
2. **Note:** Ensure that this part is also **issued**. The issue process can be done from this screen.



Part Requests for WO Code WO0001706 - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Workspaces Save Filter Requisition Issue Transfer Note Change Whse Remap Part Create Part

Durban - All States - Refresh Print Export

Drag a column header here to group by that column

DocNo	PartCode	PartDesc	PartType	WarehouseName	Quantity	IssuedStock	SourceType	Reference	BinLocationName	RequiredDate	State	CallReference
PQ00002004	2020-147M	Magenta toner SP2020	C	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N	
PQ00002004	2020-147C	Cyan toner SP2020	C	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N	
PQ00002004	2020-147Y	Yellow toner SP2020	C	Main Warehouse	6.00	0.00	WKOR	WO0001706	DBN-A1	19 Nov 2018	N	
PQ00002013	2020-147K	Black toner SP2020	C	Main Warehouse	1.00	0.00	WKOR	WO0001706	DBN-A1	07 Jan 2019	N	

Open Windows 06 Jan 2019

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