

# INVENTORY

## PART REQUEST AUTHORISATION

Part request **authorisation** is configured in the company setup. If configured, all parts requests must first be **approved** before the part request is sent to stores.

You can also review [Readings on Prior Part Issues](#) to see whether a current meter is within yield.

### Ribbon Select Inventory > Request Approval

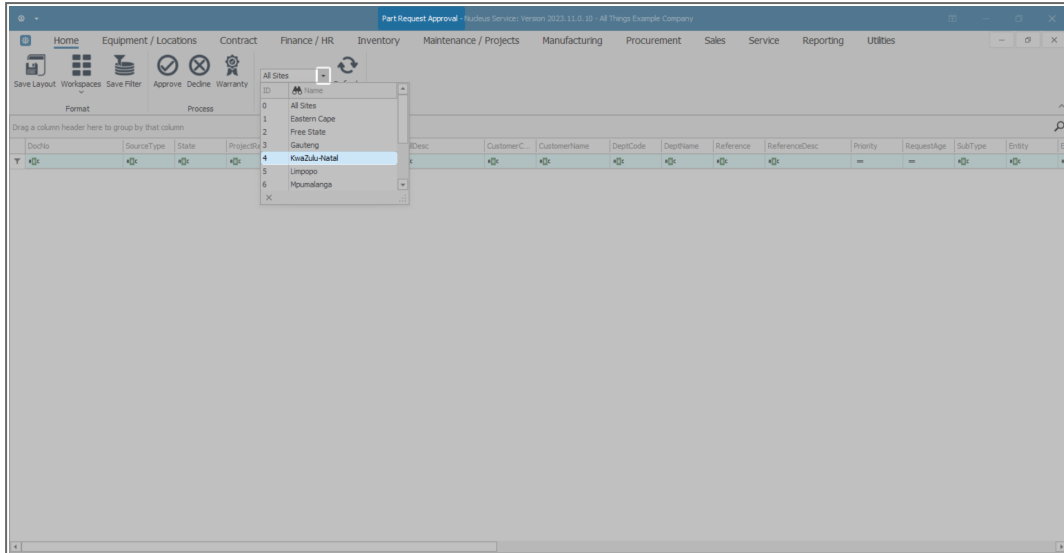


- The **Part Request Approval** screen will be displayed.

## SELECT SITE

- The list of part requests that require **authorisation** will display once the correct **Site** has been selected.
  - In this image, **KwaZulu-Natal** has been selected.

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



## PART REQUEST APPROVAL LISTING

- This will bring up a list of all part requests that require **authorisation**.

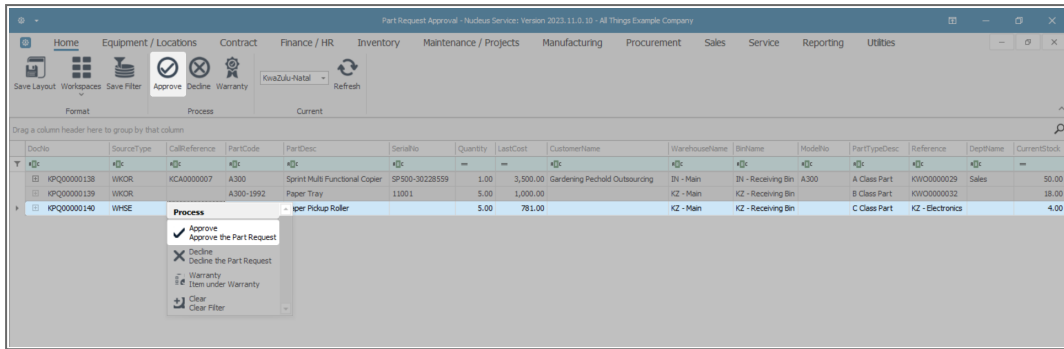
## AUTHORISE PART REQUEST

### Method 1

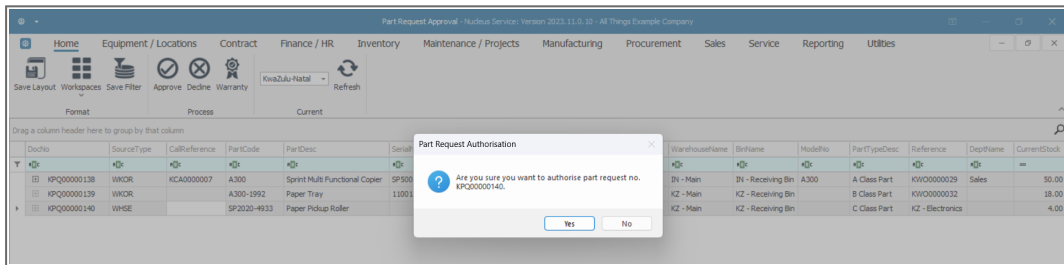
- **Right click** in the row of the **part request** that you wish to **approve**.
- A **Process** menu will pop up.
- Click on **Approve - Approve the Part Request**.

### Method 2

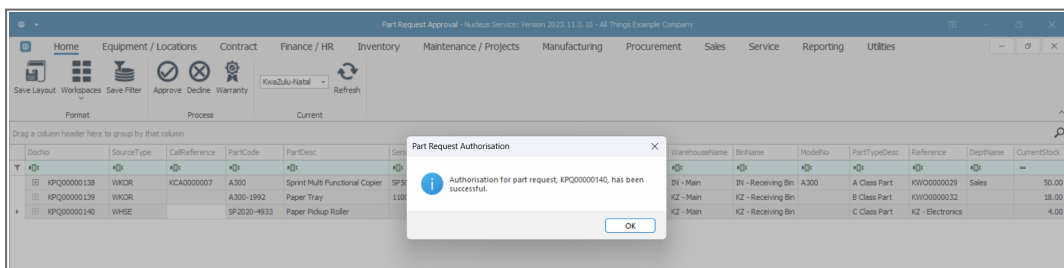
- Select the row of the **part request** that you wish to **approve**, then click on **Approve**.



- A **Part Request Authorisation** message box will pop up asking -
  - **Are you sure you want to authorise part request no. [ ].**
- Click on **Yes**.



- A second **Part Request Authorisation** message box will pop up informing you that -
  - **Authorisation for part request, [ ], has been successful.**
- Click on **OK**.



- The approved part request will now be **removed** from the **Part Request Approval** screen.

DocNo	SourceType	CallReference	PartCode	PartDesc	SerialNo	Quantity	LastCost	CustomerName	WarehouseName	BinName	ModelNo	PartTypeDesc	Reference	DepName	CurrentStock
KPQ00000138	WKOR	KCA0000007	A300	Sprint Multi Functional Copier	SP500-30228559	1.00	3,500.00	Gardening Pechold Outsourcing	I1 - Main	I1 - Receiving Bin	A300	A Class Part	KW00000029	Sales	50.00
KPQ00000139	WKOR		A300-1992	Paper Tray	11001	5.00	1,000.00		K2 - Main	K2 - Receiving Bin		B Class Part	KW00000032		18.00

- The request will then post to the **Part Requests for the Site** listing screen.

## Ribbon Select Inventory > Part Requests

- The **Part Requests for the Site** screen will be displayed.
- Ensure that you have selected the correct **Site**.
- In this screen the item can now be **issued** / **purchased**.
- **Scroll right** in this screen if you cannot view the **Request Status** column.
- You can see in this column, that the **status** of this part request is now **approved**.

DocNo	SourceType	Reference	PartDesc	PartCode	PartType	WarehouseName	BinName	Quantity	CurrentStock	IssuedStock	ModelNo	CustomerName	RequDate	RequestStatus
KPQ00000002	WHSE	K2 - Main	Sprint Multi Functional Copier	SP500	A	K2 - Office Supplies	K2 - OS - Equipment	2.00	4.00	0.00	SP500		03 Apr 2024	Approved
KPQ00000003	WHSE	K2 - Over the Counter	Fuser Unit	SP2020-7223	B	K2 - Office Supplies	K2 - OS - Accessories	2.00	1.00	0.00			03 Apr 2024	Approved
KPQ00000004	WHSE	K2 - Main	Staple Unit	SP2020-3671	B	K2 - Office Supplies	K2 - OS - Consumables	2.00	0.00	0.00			03 Apr 2024	Approved
KPQ00000009	WHSE	K2 - Main	Fuser Unit	SP2020-7223	B	K2 - Office Supplies	K2 - OS - Accessories	1.00	1.00	0.00			04 Apr 2024	Approved
KPQ00000013	WHSE	K2 - Arts and Craft	Sharp MX-451 A3 color multifunctional printer	M14051	A	K2 - Electronics	K2 - EL - Equipment	1.00	1.00	0.00	M14051		05 Apr 2024	Approved
KPQ00000014	WKOR	KW00000006	Sharp MX-451 A3 color multifunctional printer	M14051	A	K2 - Over the Counter	K2 - Over the Counter Bin	1.00	2.00	0.00	M14051	MTR Penny Marketing	05 Apr 2024	Approved
KPQ00000017	WHSE	K2 - Over the Counter	Toner Black	SP500-2671	C	K2 - Main	K2 - Receiving Bin	2.00	302.00	0.00			18 Apr 2024	Approved
KPQ00000021	WHSE	K2 - Over the Counter	Toner Black	SP500-2671	C	K2 - Main	K2 - Receiving Bin	1.00	302.00	0.00			22 Apr 2024	Approved
KPQ00000021	WHSE	K2 - Over the Counter	Sprint Multi Functional Copier	SP500	A	K2 - Main	K2 - Receiving Bin	1.00	49.00	0.00	SP500		22 Apr 2024	Approved
KPQ00000022	WHSE	K2 - Over the Counter	SP500 Colour Copier	SP500-001	A	K2 - Main	K2 - Receiving Bin	1.00	0.00	0.00	SP500-001		22 Apr 2024	Approved
KPQ00000023	WHSE	K2 - Over the Counter	Paper Tray	SP2020-1992	B	K2 - Electronics	K2 - EL - Electronics	1.00	0.00	0.00			22 Apr 2024	Approved
KPQ00000023	WHSE	K2 - Over the Counter	Toner Magenta	SP2020-0102	C	K2 - Electronics	K2 - EL - Electronics	1.00	0.00	0.00			22 Apr 2024	Approved
KPQ00000023	WHSE	K2 - Over the Counter	Fuser Unit	SP2020-7223	B	K2 - Electronics	K2 - EL - Electronics	1.00	1.00	0.00			22 Apr 2024	Approved
KPQ00000023	WHSE	K2 - Over the Counter	High Yield Reset Lever Gear	SP2020-6143	C	K2 - Electronics	K2 - EL - Electronics	1.00	0.00	0.00			22 Apr 2024	Approved
KPQ00000023	WHSE	K2 - Over the Counter	Maintenance Kit	SP2020-7652	C	K2 - Electronics	K2 - EL - Electronics	1.00	1.00	0.00			22 Apr 2024	Approved
KPQ00000038	WHSE	K2 - Main	Sprint Multi Functional Copier	IT3550	A	K2 - Electronics	K2 - EL - Electronics	2.00	0.00	0.00	IT3550		06 May 2024	Approved
KPQ00000125	WHSE	K2 - Main	Toner Black	SP2020-2671	C	K2 - Electronics	K2 - EL - Electronics	2.00	305.00	0.00			10 Jun 2024	Approved
KPQ00000130	WHSE	K2 - Over the Counter	Fuser Unit	SP2020-7223	B	K2 - Main	K2 - Receiving Bin	15.00	35.00	0.00			18 Jun 2024	Approved
KPQ00000131	WHSE	K2 - Over the Counter	Sprint Multi Functional Copier	SP2020	A	K2 - Main	K2 - Receiving Bin	11.00	39.00	0.00	SP2020		18 Jun 2024	Approved
KPQ00000132	WHSE	K2 - Electronics	Maintenance Kit	SP2020-7652	C	K2 - Main	K2 - Receiving Bin	5.00	4.00	-3.00			18 Jun 2024	Approved
KPQ00000134	WHSE	K2 - Electronics	Wiper Blade	SP2020-5598	C	K2 - Main	K2 - Receiving Bin	5.00	5.00	0.00			18 Jun 2024	Approved
KPQ00000135	WHSE	K2 - Over the Counter	Wiper Blade	SP2020-5598	C	K2 - Main	K2 - Receiving Bin	30.00	5.00	0.00			18 Jun 2024	Approved
KPQ00000138	WKOR	KW00000027	Paper Pickup Roller	A300-4933	C	K2 - Main	K2 - Receiving Bin	5.00	180.00	0.00		M-RA Buhil CC	20 Jun 2024	Approved
KPQ00000140	WHSE	K2 - Electronics	Paper Pickup Roller	SP2020-4933	C	K2 - Main	K2 - Receiving Bin	5.00	4.00	0.00			20 Jun 2024	Approved

## DECLINE PART REQUEST

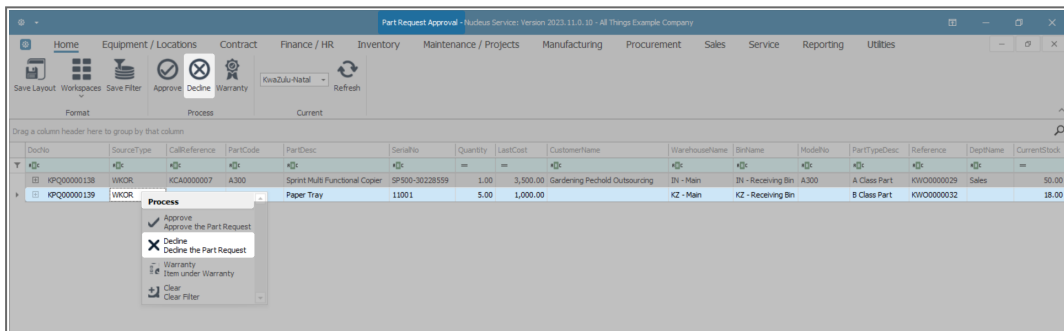
- In the **Part Request Approval** listing screen:

### Method 1

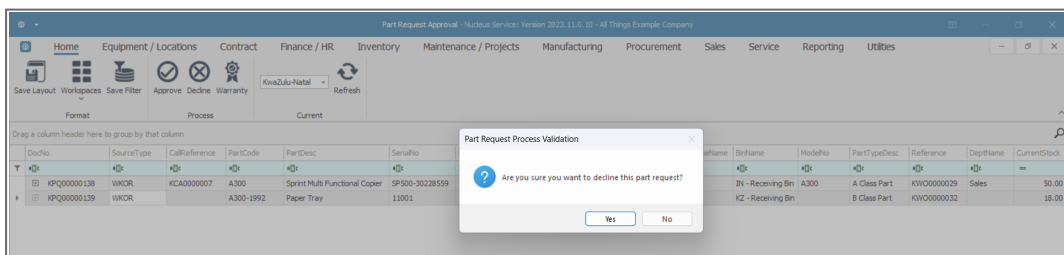
- Right click** in the row of the **part request** that you wish to **decline**.
- A **Process** menu will pop up.
- Click on **Decline - Decline the Part Request**.

### Method 2

- Select the row of the **part request** that you wish to **decline**, then click on **Decline**.

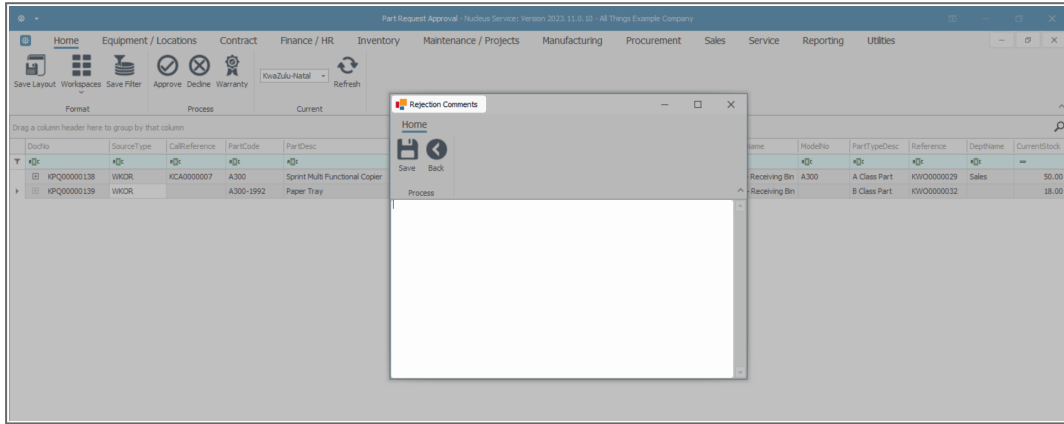


- A **Part Request Process Validation** message box will pop up asking;
  - Are you sure you want to decline this part request?**
- Click on **Yes**.

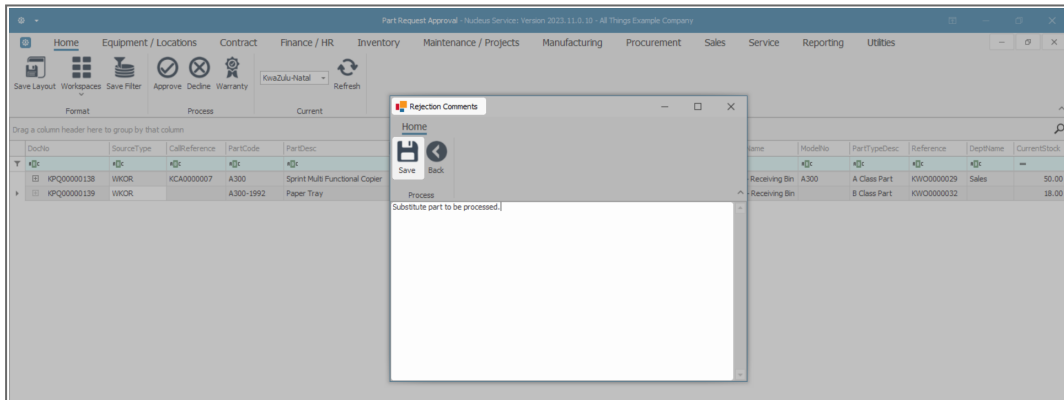


## REJECTION COMMENTS

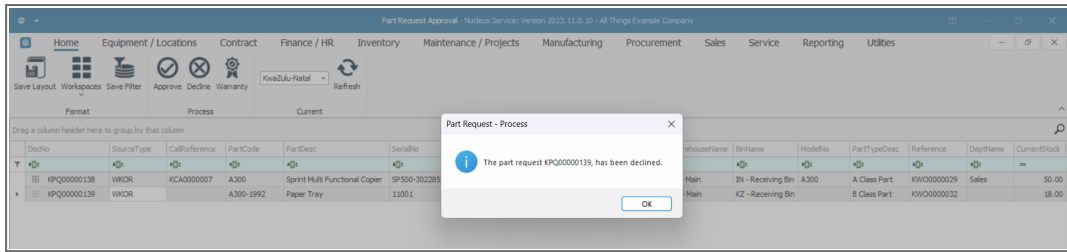
- A **Rejection Comments** screen will pop up.
- Type in the **reason** for declining the part request in the **text box** of this screen.



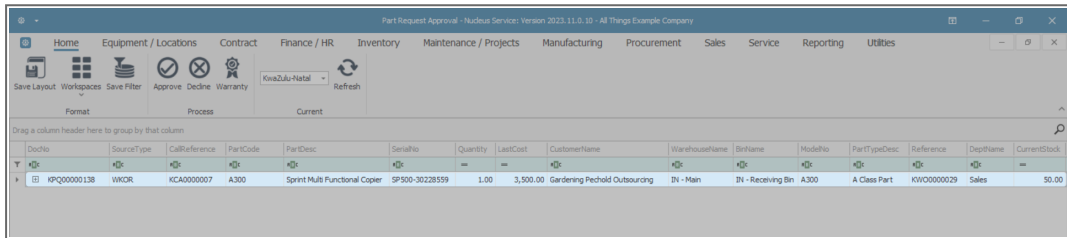
- When you have finished typing in the rejection comment, click on **Save**.



- A **Part Request Process Validation** message box will pop up informing you that;
  - **This part request [ ] has been declined.**
- Click on **OK**.



- The part request will now be **removed** from the **Part Request Approval** listing screen.



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