

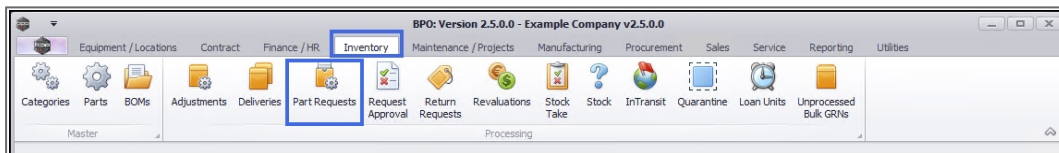
INVENTORY

PART REQUESTS – EDIT (VIEW)

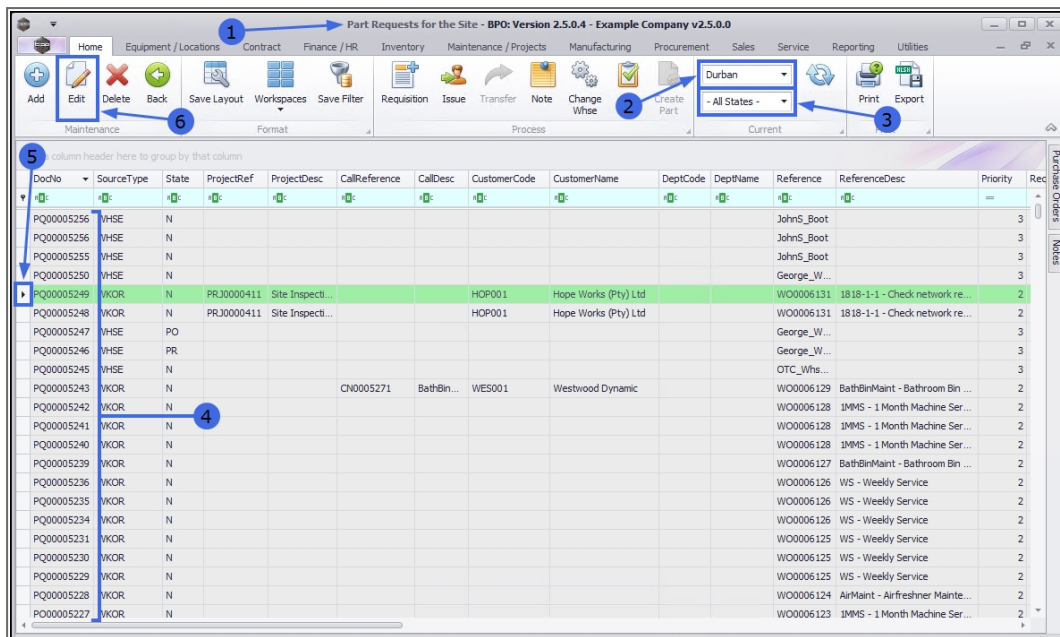
Although the **Edit** button is active in the '*Part Requests for the Site*' listing screen, it is not possible to edit a request from here. If a request has changed, it would need to be **deleted** and **re-added** as a new request.

The **Edit** button can be used to **view** the full details of a selected part request.

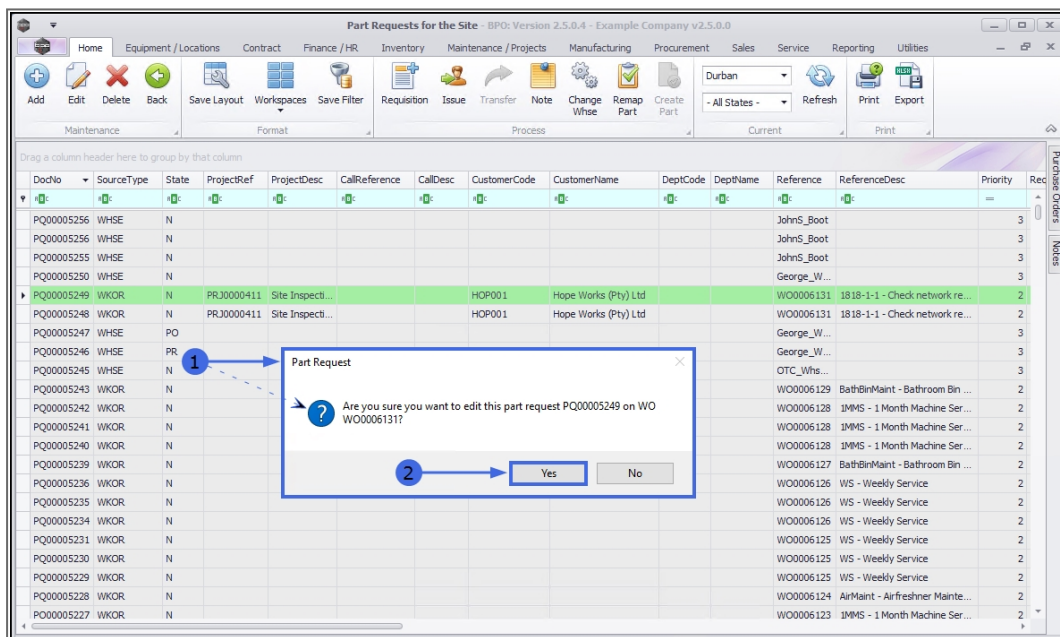
Ribbon Access: *Inventory > Part Requests*



1. The *Part Requests for the Site* screen will display.
2. The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.
 - [For a detailed handling of this topic refer to Site Selection.](#)
3. The State filter will default to '**All States**' upon opening. You do not need to select a specific State to proceed with the **edit** process. However, if you wish to narrow your search parameters, select the **State** that contains the part request you wish to edit.
 - [For a detailed handling of this topic refer to State/Type Selection.](#)
4. The list of **part requests** displayed will be dependant on the Site and State selected.
5. Select the **row** of the part request where you wish to make changes
6. Click on **Edit**.



1. A **Part Request** message box will pop up:
 - Are you sure you want to edit this part request [] on WO []?
2. Click on **Yes**.

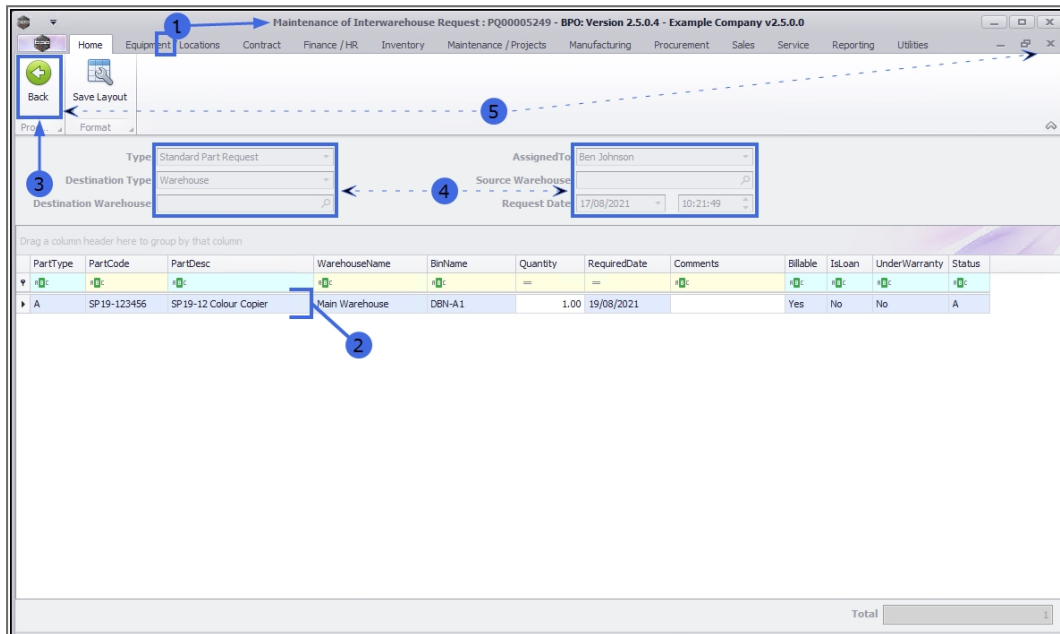


1. The **Maintenance of Interwarehouse Request: []** screen will open.
2. Here you can view the item details of the part request.

3. You will note that there is only a **Back** button available in this screen (no **Save** button).
4. The request header information fields are also greyed out.

The part request details cannot be edited from this process.

5. Click on **Back** or **Close** the screen to return to the **Part Requests for the Site** listing screen.



Maintenance of Interwarehouse Request : PQ0005249 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Back Save Layout

Type: Standard Part Request

Assigned To: Ben Johnson

Destination Warehouse: Warehouse

Source Warehouse: Warehouse

Request Date: 17/08/2021 10:21:49

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	Quantity	RequiredDate	Comments	Billable	IsLoan	UnderWarranty	Status
A	SP19-123456	SP19-12 Colour Copier	Main Warehouse	DBN-A1	1.00	19/08/2021		Yes	No	No	A

Total 1

Related Topics

- [Part Requests - Add](#)
- [Part Requests - Delete](#)

MNU.032.003

