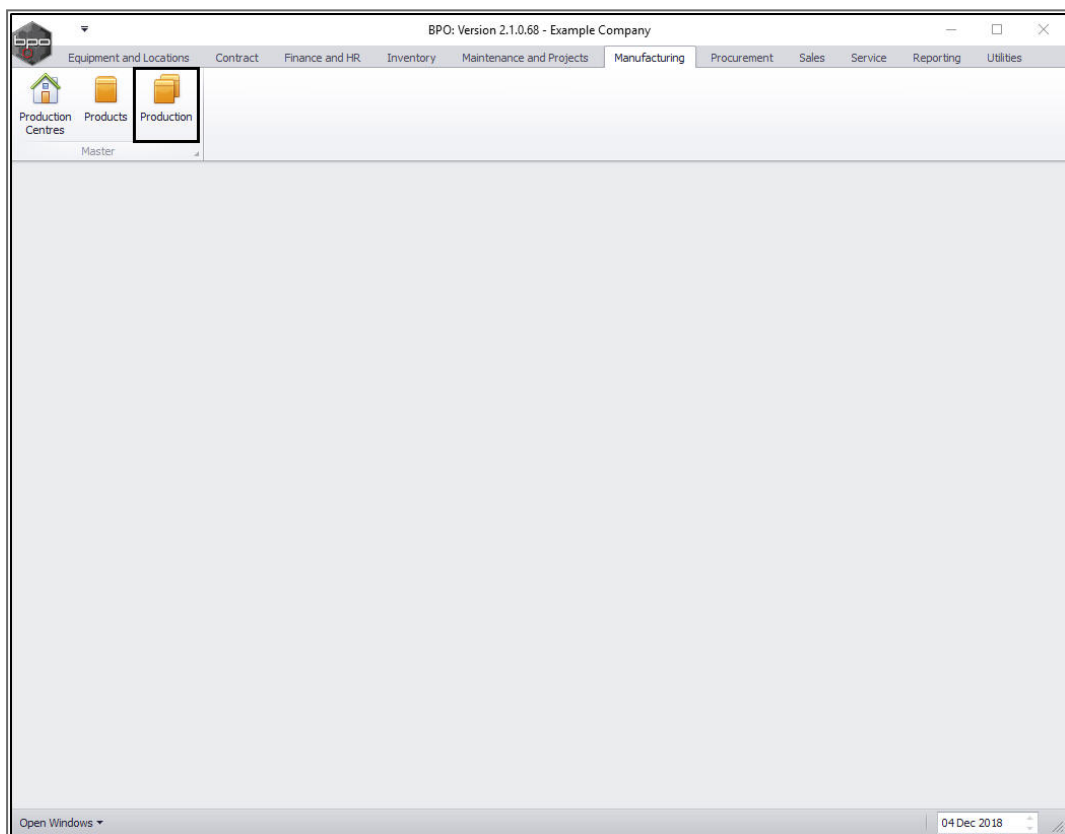


MANUFACTURING

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**.

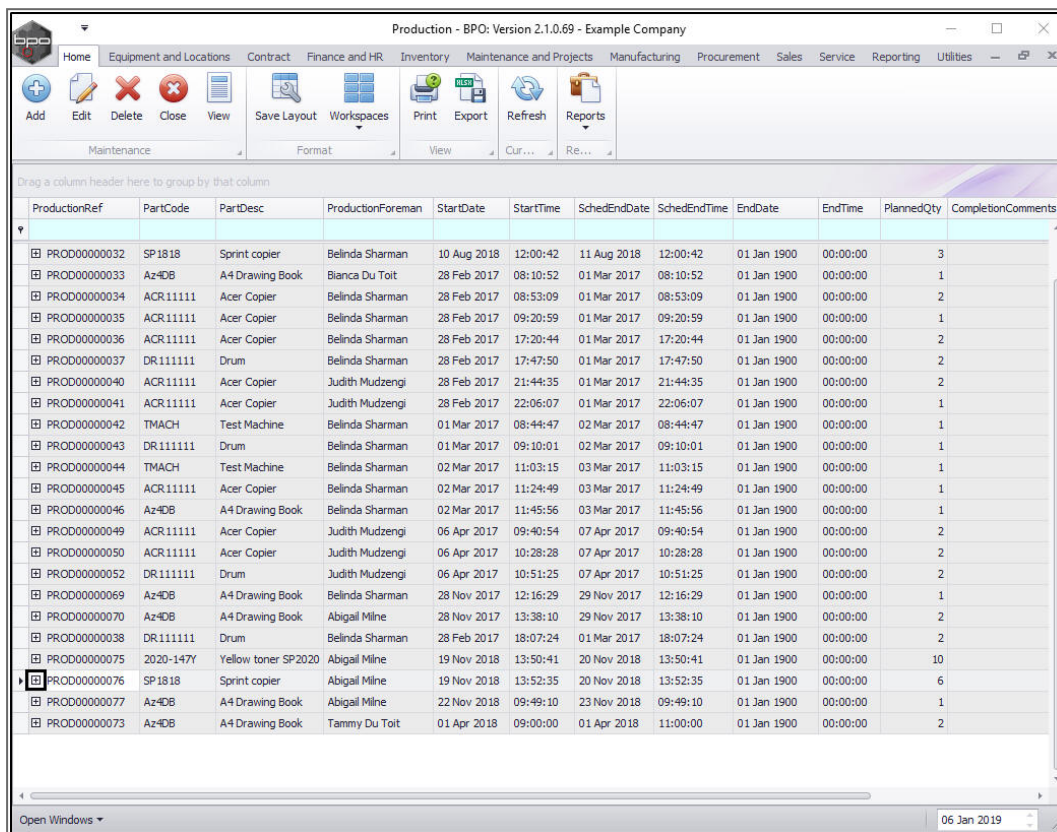
Ribbon Access: *Manufacturing > Production*



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.

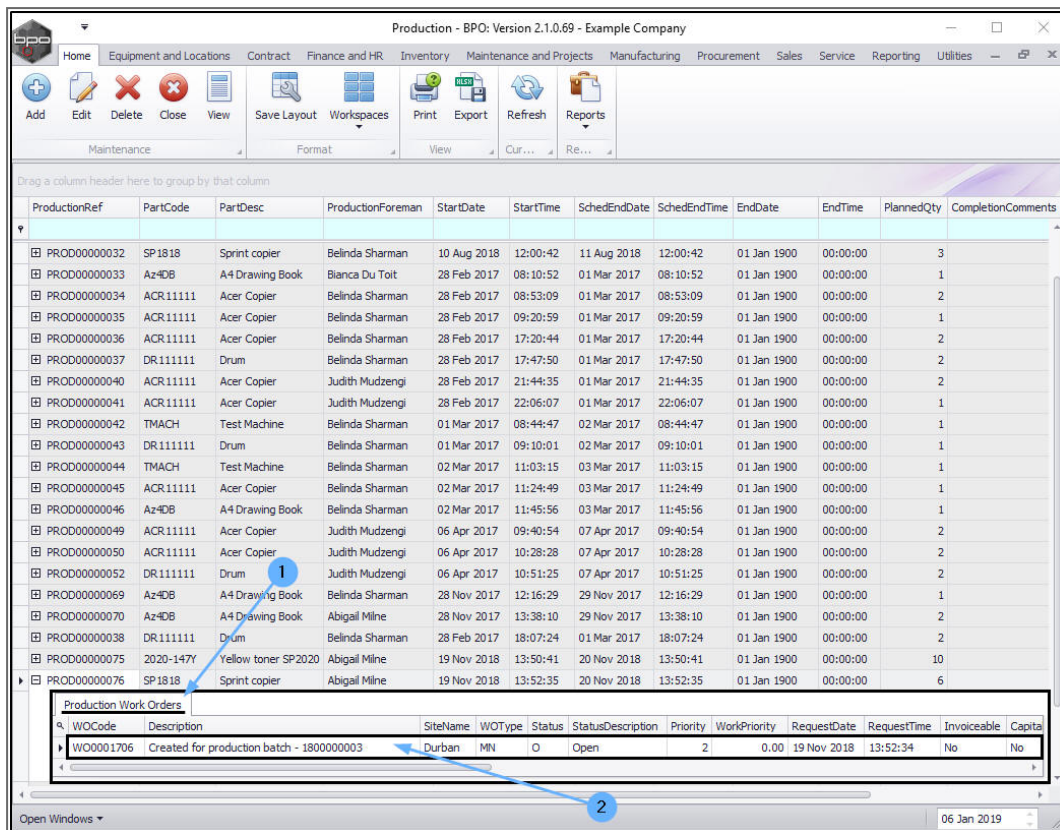


ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
PROD000000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
PROD000000034	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD000000035	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD000000036	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD000000040	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD000000041	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD000000045	ACR111111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD000000046	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	
PROD000000049	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD000000050	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
PROD000000069	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	
PROD000000070	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	
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD000000075	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	
PROD000000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD000000077	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	
PROD000000073	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.



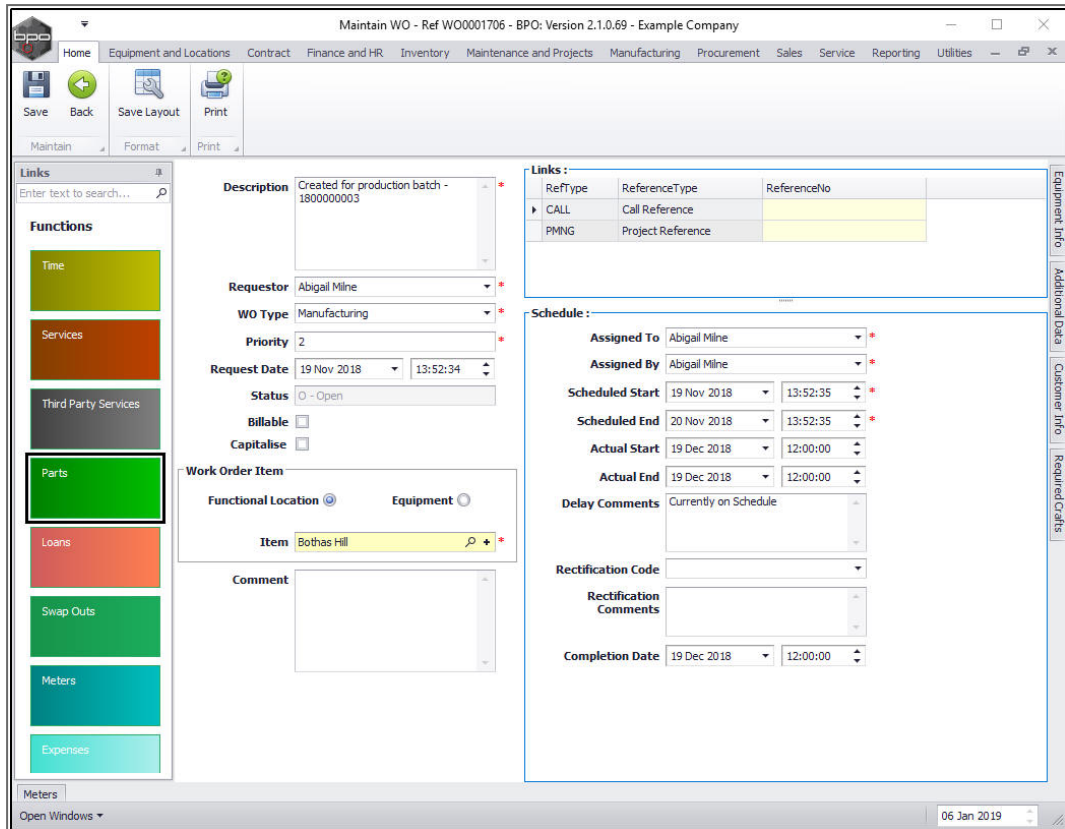
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
PROD000000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
PROD000000034	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD000000035	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD000000036	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD000000040	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD000000041	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD000000045	ACR111111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD000000046	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	
PROD000000049	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD000000050	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
PROD000000069	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	
PROD000000070	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	
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD000000075	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	
PROD000000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	

WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable	Capital
WO0001706	Created for production batch - 1800000003	Durban	MN	O	Open	2	0.00	19 Nov 2018	13:52:34	No	No

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

SELECT PARTS TILE

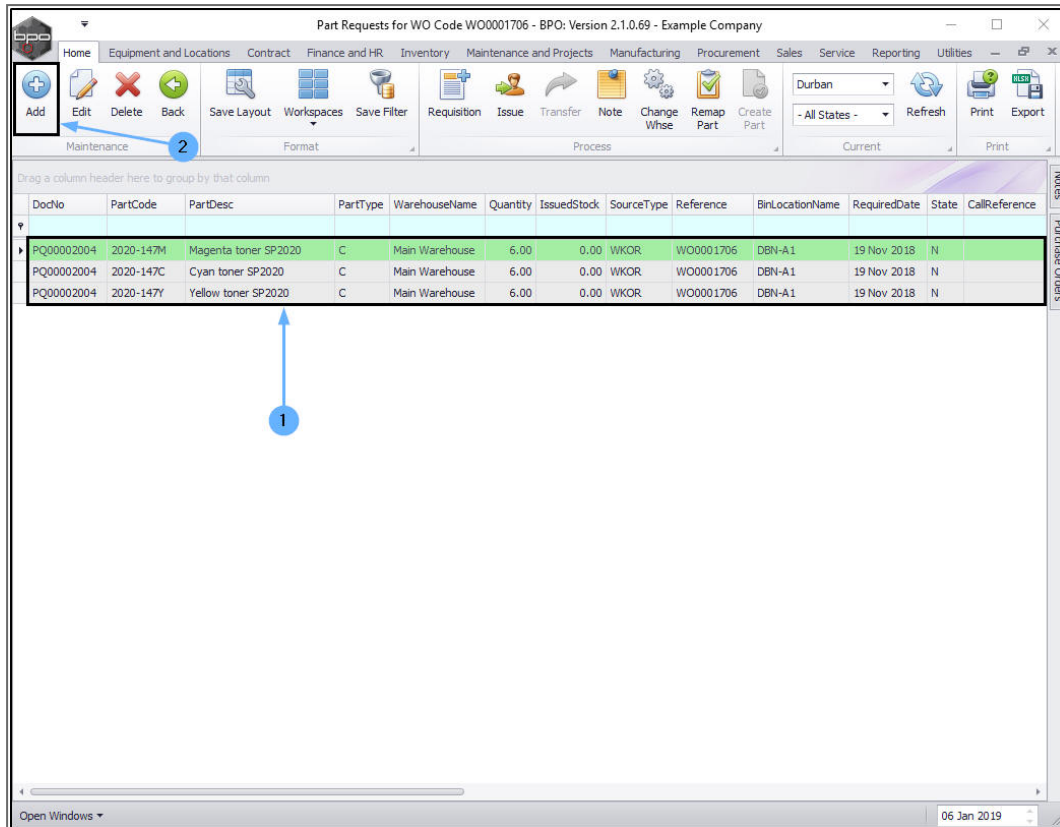
- Click on the **Parts** tile.



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**.

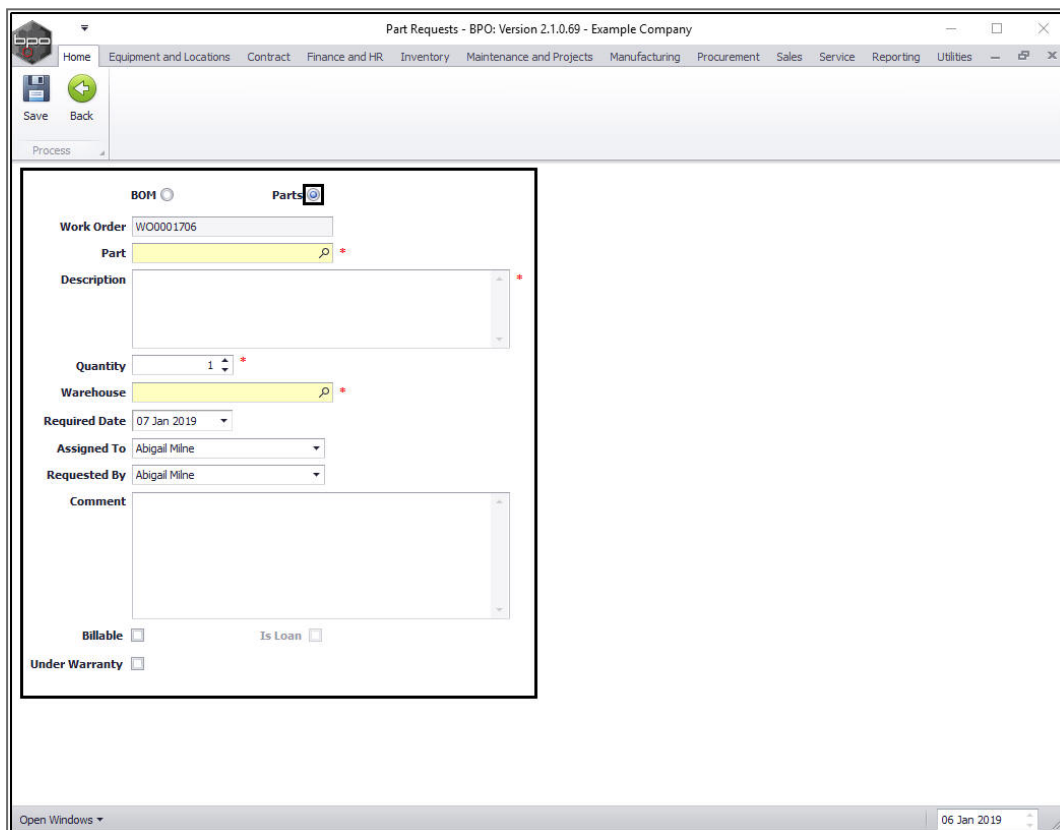


The **Part Requests** screen will open.

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.



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 WO0001706

Part

Description

Quantity 1

Warehouse

Required Date 07 Jan 2019

Assigned To Abigail Milne

Requested By Abigail Milne

Comment

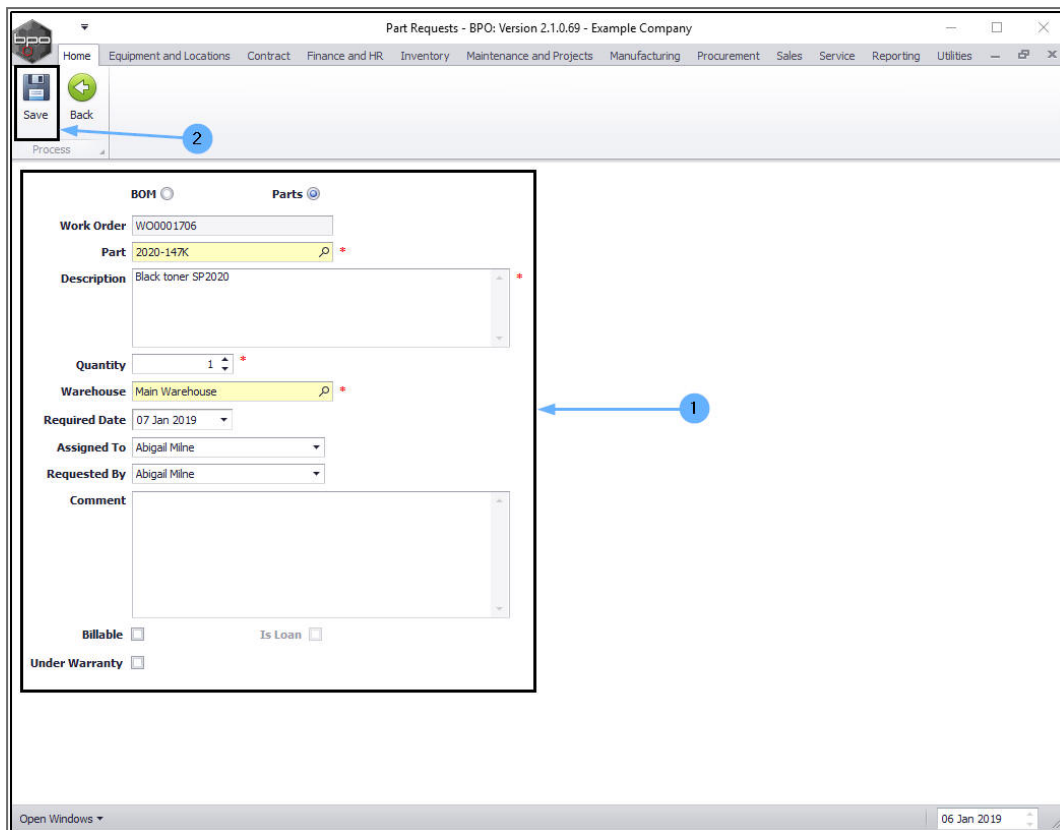
Billable ☐ Is Loan ☐

Under Warranty ☐

Open Windows 06 Jan 2019

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: WO0001706

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

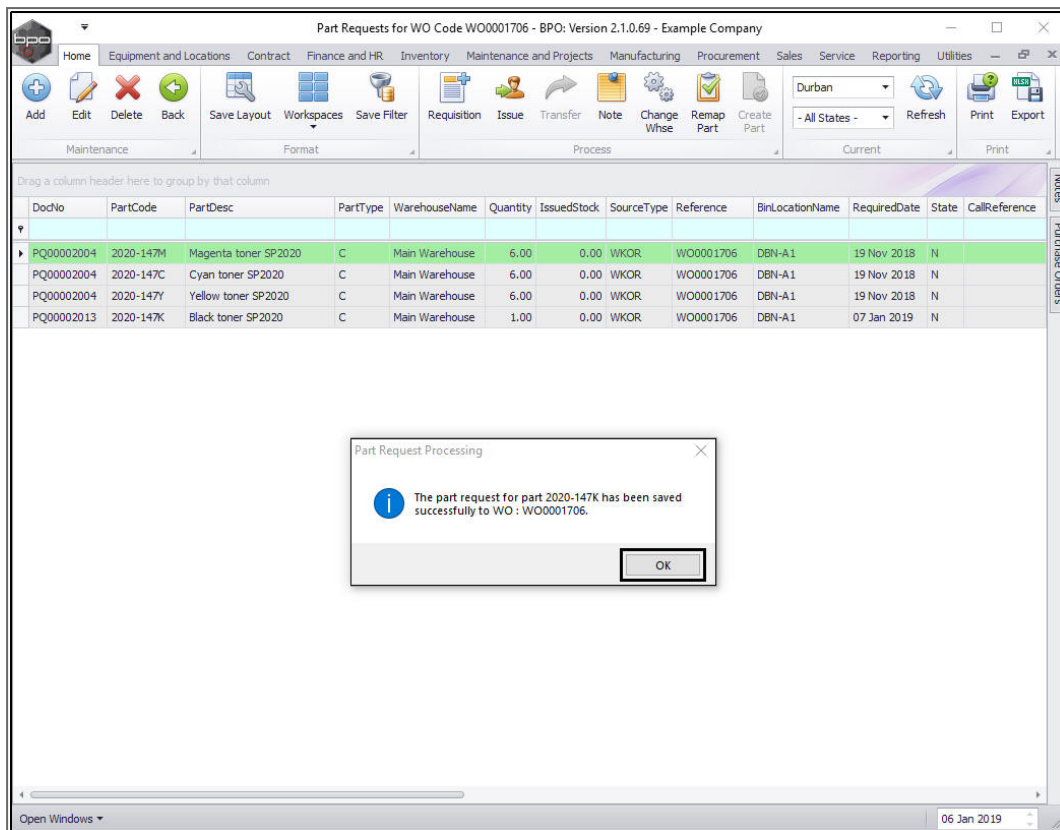
Comment:

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**.



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

Maintenance Format Process Current Print

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	

Part Request Processing

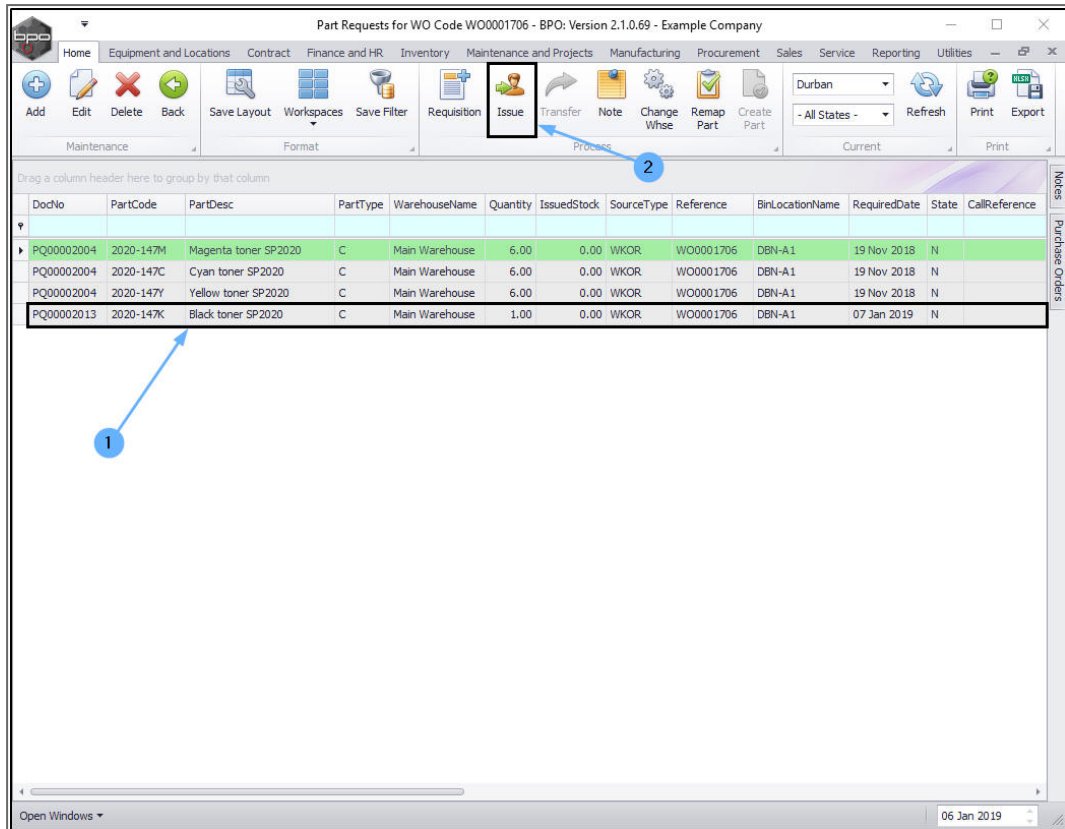
The part request for part 2020-147K has been saved successfully to WO : WO0001706.

OK

Open Windows 06 Jan 2019

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

DodNo	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	

Notes Purchase Orders

Open Windows 06 Jan 2019

MNU.051.008

