Purchase Request – For IMS Phone Orders AiM

2019

Need help: call IMS 862-3388 https://sscaimapp.assetworks.com/fmax

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Purchase Request

Order Material

nent	Quick Search	
nce t 2n	Q Customer Request Q Employee Profile Q Purchase Order Project Project Property Profile Q Shop User Security Work Order Registrar Regulated Classrooms - Customer Requests submit	Click ^Q Next to Work Order



Enter criteria

Description – Contains Tools Category = ST

Click Execute

Click on the Work Order for the correct month Maintenance WO should end in 000000 Grounds WO should end in 200000 Custodial WO should end in 000001

	021	DECEMBER AN	
	022	DECEMBER AW	
	023	DECEMBER CO	
	024	DECEMBER FS	On the Work Order, Click the IMS Phase number
	025	DECEMBER HR	
	026	DECEMBER IM:	
	L'		
AiM 🗮 Phase			
Edit Search	1 I	Browse	
Action	00	1	
<u>ViewFinder</u>	(2)	DM 114	DO NOT click EDIT.
Timecard	(2A)		Click Purchase Request. This will default the WO
Purchase Request			information on the Purchase Request.
Email			
Print			

Save Cancel						
View	65692		Last Edited	by ROLETEST On 06/16/2016 03:59 PM	Status	NEW Q
Extra Description Notes Log <u>User Defined Fields</u>		1				
Status History Related Documents					Total	\$0.00
	Work Order	160613-166130 Q	Requested By	708116 Q	Region	(02 Q)
	Si Phase	R Jennifer Smith, 111-1111, js@mail.com		ANNA BARWICK 2	Facility	B1 Q
	SI	R FAS SYSTEM 979-845-4311 RM 312 &	Date Needed	Jun 16, 2016 04:11 PM	Property	VEST CAMPUS
	Shop N		Deliver To	708116 Q	Location	REYNOLDS MEDICAL SCIENCES BUILDING
	N	IAINTENANCE		la l		CONFERENCE ROOM
	Line Items					3 Remove Add
	Line Line Ty	ype Part/Equipment Descrip	ation		UOM	Quantity Unit Cost Subtotal Status

1. Title Block

- a. Purchase Request # is auto-generated. Do Not change it.
- b. The description field is optional. Once saved, it will show the Shop that is listed on the submitter's User Profile. Warehouse will sometimes add information here.
- 2. Requestor Block Required

Shop

- a. Requested By Employee number of the technician requesting the material.
- b. Date Needed Date the material needs to be delivered or picked up
- c. Deliver To Employee number of the technician requesting the material
- 3. Add Line Item
 - a. Click Add to enter the Line Items



**If unsure if item is inventory, search on the Inventory Part Screen.

4. Choose the type of line item to be added

\$0.0000

\$0.00

- a. *Add Stock Part by Warehouse* items kept in inventory
- 5. Click Next

Add Line Item - Add Stock Part by Warehouse



Stock Part

Q

Class

Vendor UOM

Gree

۹ 2

Unit Cost

D

AiM		Warehouse			
D	one	Search	Res	et	Cancel
<u>Wareh</u>	<u>ouse</u> ↓	ļ	Description		
FACILI	<u>TIES</u>	F		WAREHOUSE	
<u>RSS SE</u>	CURE MACH	Z	ONE R SO	UTH - (BUILDI	NG 3198)
TRADE	S HVAC	т	RADES HV	AC WAREHOU	JSE
	Warehouse Part	FACILITI	TIES ES WAREH	Q	
	AiM	Inventory Pa	rt Profile		
			Derator	_	
	Part		•		
	Description	c	ontains 🔻	screw	
	Class	- Court	• • •		
	Part II	Descript	ion		
	#10FW	FLAT WA	SHER, SAE, STEE	, ZINC FINISH, FITS B	DLT SIZES #10
	#10PWA	CONICA	L SCREW ANCHO	R, PLASTIC, USE WITH	I #10 SCREW
	#12FW	FLAT WA FOR USE	SHER, SAE, STEE WITH SCREW AN	, ZINC FINISH, FITS B ND BOLTS, MEETS/EXC	DLT SIZES #1: EEDS ANSI E
1 CONICAL S	CREW ANCHOR, PLASTIC, US	E WITH #10 SCREWS, PACKAGE 10	•	Last Edited by ROLET	EST On 06/17/2016 09:17 AM
			Es.		
Warehouse Part	FACILITIES C	<u>م</u>	Quantity		
Class	CONICAL SCREW AND HARDWARE	HOR PLASTIC, USE WITH #10	Unit Cost	₽	52,7600
Commodity	FASTNERS	2	Total		50.00
Vendor UOM Green	PK No				

- 1. Choose a Warehouse
 - a. Click on the name of the warehouse.i. FACILITIES
 - 2. Choose a Part by clicking on the magnify glass next to Part or enter one of the items below
 - *VOIPPHONE* this is the Cisco phone
 - *VOIPPOWER* this is the power supply for the Cisco phone
 - *ANALOGPHONE* this is the Panasonic phone
 - a. Enter criteria for the part
 - b. Click Execute
 - c. Click on the part needed

The Line Item screen will reappear. The following fields will populate based on the part selected. –

> Description Part Class Commodity Vendor UOM Green Unit Cost

Ail Ver

Add	Canod	
	1	Last Edited by ROLETEST On 06/13/2016 OP 17 AM
	CONICAL SCREW ANCHOR, PLASTIC, USE WITH #10 SCREWS, PACKAGE 100	
	Watehouse Quantity	
		3
	Pert PloPWA Q	
	Pert Proma Q	
Ai	M Line Item	
Ai	M Line Item	_
Ai	M Line Item	Cancel
Ai	M Line Item Done Add	Cancel
Ai	M Line Item	Cancel
Ai	iM Line Item	Cancel

- 3. Enter the Quantity needed
- 4. Choose a command.
 - a. **Done** Saves the line item and returns to the Purchase Request screen
 - b. Add Add another line item
 - c. Cancel Cancel this line item

Submit Purchase Request to Warehouse

AiM Material Request									ROLETES	r About l	Logout
Save Cancel											
View Extra Description	65695				Last Edited by ROLETEST On 06/17/2016 09:17 AM	Status	NEW	£			
Notes Log <u>User Defined Fields</u> <u>Status History</u> Related Documents						Total	50.0				\$0.00
	Work Order 160613-1	i6130 Q		Requested By	708116 Q	Region	02	٩			
	SR Jennifer	Smith, 111-1111, js@n	Bmail.com RM 312.6 RM ANNA BARWICK Date Needed Jun 17, 2016 09:18 AM	ANNA BARWICK	Facility	TEXAS A&M UNIVE	RSITY- COLLEG	E STATION			
	Phase 001	Q		Date Needed	Jun 17, 2016 09:18 AM	Property	WEST CAMPUS	Q			
	SR FAS SYSTEM 979-845-4311 RM 312.& RM 208A**DEV Shop MAINTENANCE			Deliver To 708116 Q	Location	n Q38A Q					
	MAINTENA	NCE			ANNA BARWICK		CONFERENCE ROO	M			
	Line Items								Rem	ove A	dd
	🔲 Line Line Type	Part/Equipment	Description				UOM	Quantity	Unit Cost	Subtotal St	atus
	1 Stock	#10PWA	CONICAL SCREW ANCHOR	PLASTIC, USE WITH #1	0 SCREWS, PACKAGE 100		PK	5.0000	\$2,7600	\$13.80 Op	pen
	2 Catalog	11K369	CONICAL SCREW ANCHOR	, PLASTIC, #10, PK 100			РК	4.0000	\$2,7600	\$11.04 Op	pen
	NonStock	LABOR	Contracted Services				EA	1.0000	\$5,000.0000	\$5,000.00 Op	pen

Once all of the line items are entered –

- 1. Click the magnify glass next to Status
- 2. Choose REQUESTED
- 3. Click Save

**The Warehouse will not process the Purchase Request until the status says REQUESTED.