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

Click 🔍 Next to Work Order

Click **Search**

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 AM
022	DECEMBER AW
023	DECEMBER CO
024	DECEMBER FS\
025	DECEMBER HR
026	DECEMBER IM!

On the Work Order, Click the IMS Phase number

AiM ☰ Phase

Edit	Search	Browse

Action

ViewFinder

Timecard

Purchase Request

Daily Assignment Browse

Email

Print

View

001

(2X) RM 114

Shop

DO NOT click EDIT.

Click Purchase Request. This will default the WO information on the Purchase Request.

Save | Cancel

View

Extra Description

Notes Log

User Defined Fields

Status History

Related Documents

65692   Last Edited by ROLETEST On 06/16/2016 03:59 PM   Status   NEW

1

Total $0.00

Work Order   160613-166130   Requested By   708116   Region   02

SR Jennifer Smith, 111-1111, js@mail.com   ANNA BARWICK   **2**   TEXAS A&M UNIVERSITY- COLLEGE STATION

Phase   001   Date Needed   Jun 16, 2016 04:11 PM   Facility   B1

SR FAS SYSTEM 979-845-4311 RM 312 &   WEST CAMPUS

Deliver To   708116   Property   1504

Shop   MAINTENANCE   REYNOLDS MEDICAL SCIENCES BUILDING

MAINTENANCE   ANNA BARWICK   Location   208A

CONFERENCE ROOM

Line Items   **3**   Remove   Add

☐ Line	Line Type	Part/Equipment	Description	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*

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    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
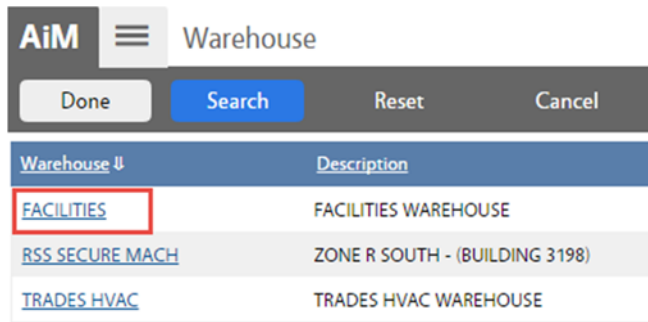
3. Add Line Item

    a. Click **Add** to enter the Line Items

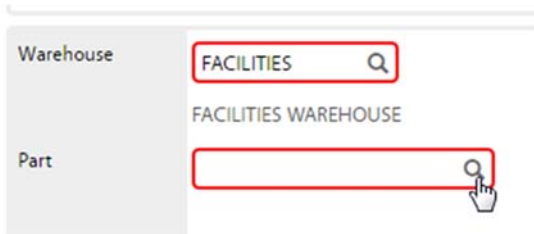***If unsure if item is inventory, search on the Inventory Part Screen.*

4. Choose the type of line item to be added

    a. *Add Stock Part by Warehouse* – items kept in inventory

5. Click **Next**

Add Line Item - *Add Stock Part by Warehouse*

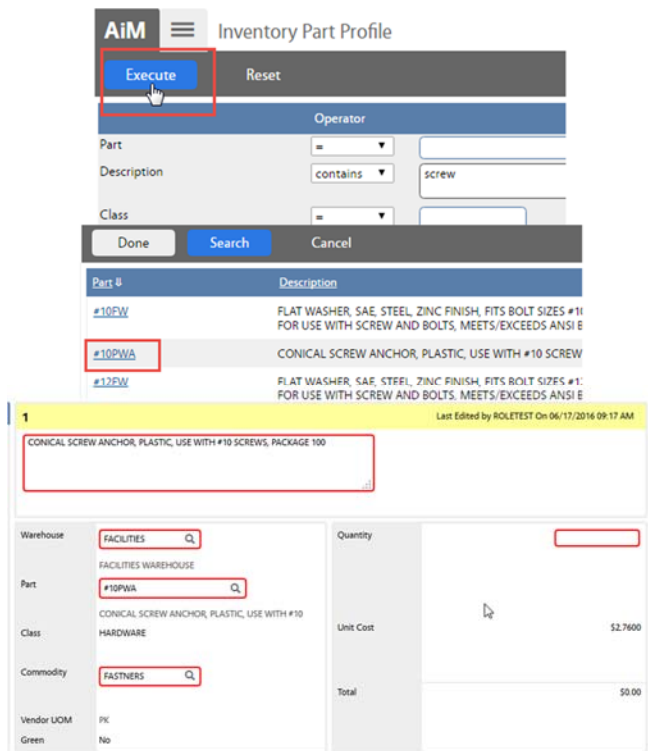- Choose *Add Stock Part by Warehouse*
- Click **Next**

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
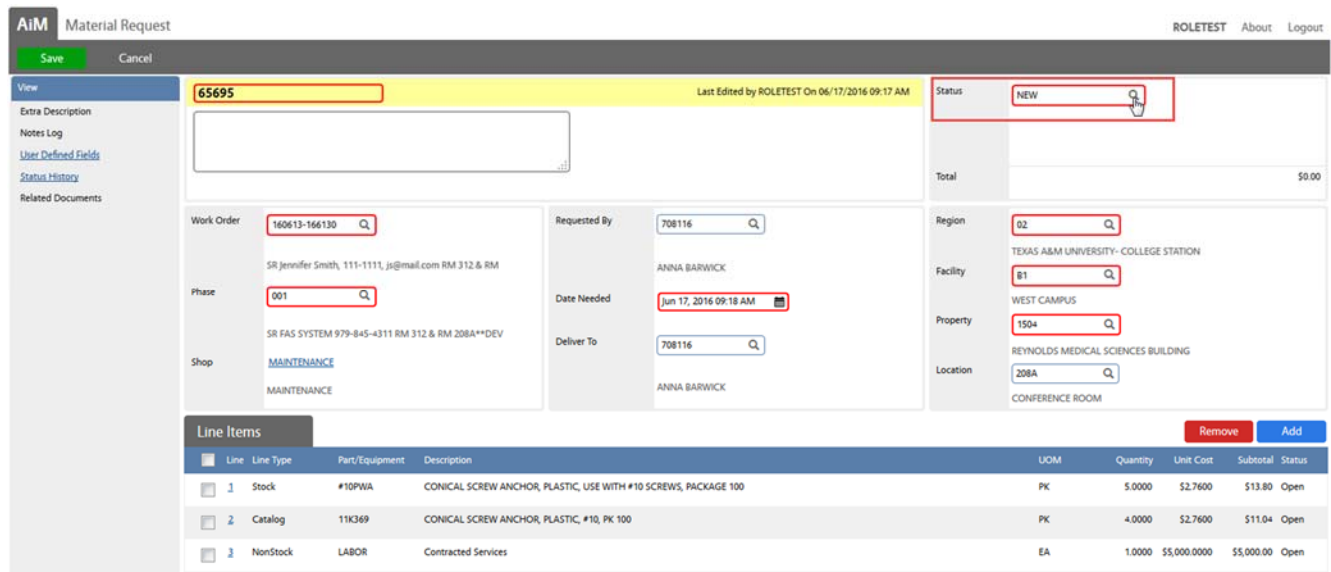   Vendor UOM
      Green
      Unit Cost
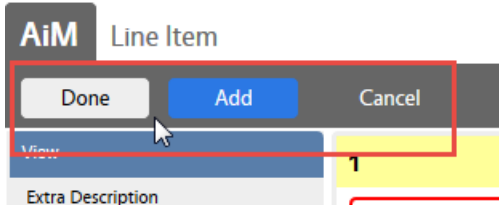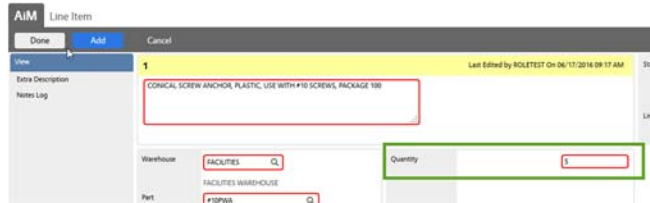
3. Enter the Quantity needed

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

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.