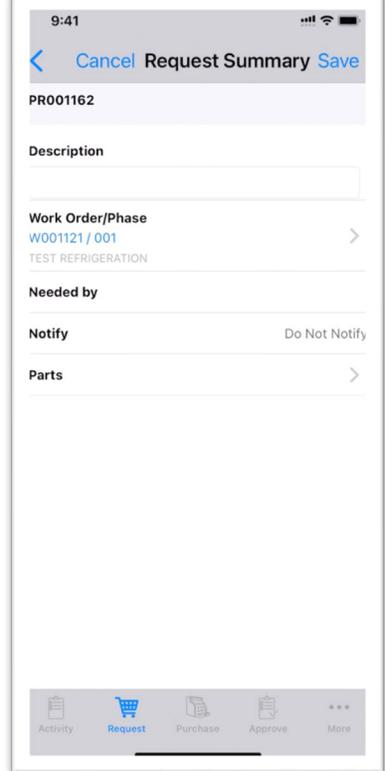
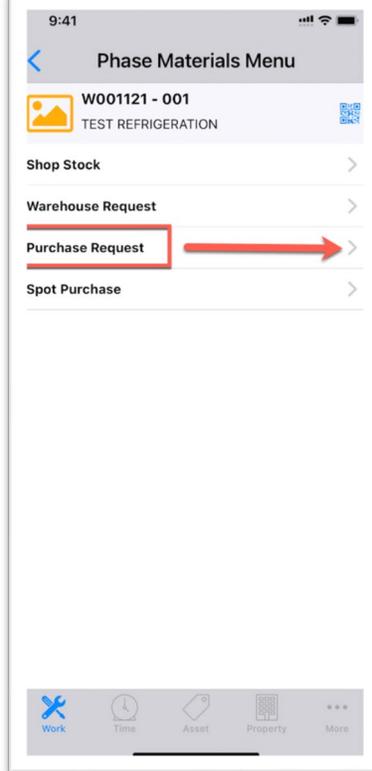
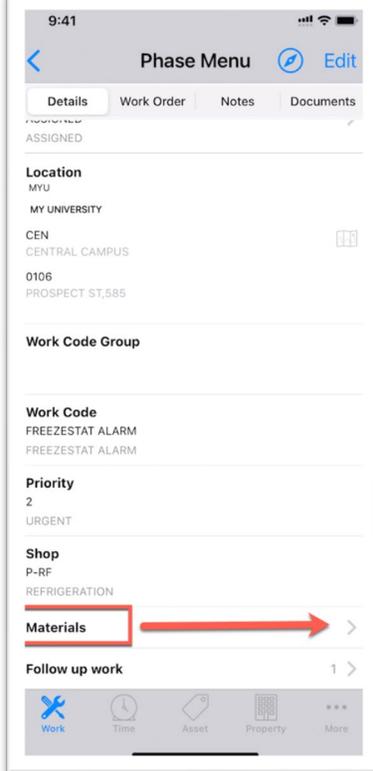


Create a Purchase Request for Materials

In the Go Work Management app, from the Phase Details Menu, select **Materials**.

Select **Purchase Request**.

Go Purchasing app will launch.

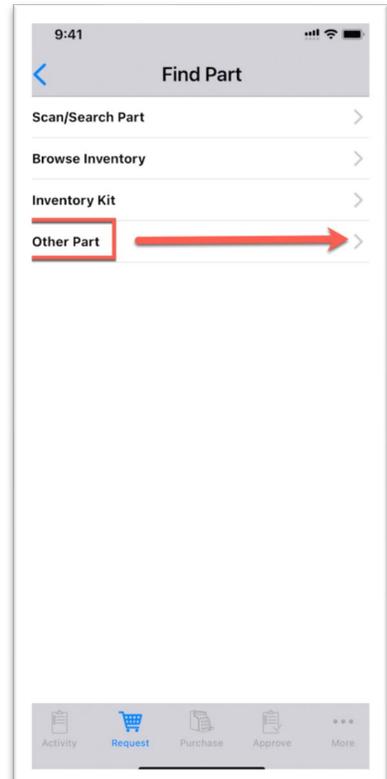
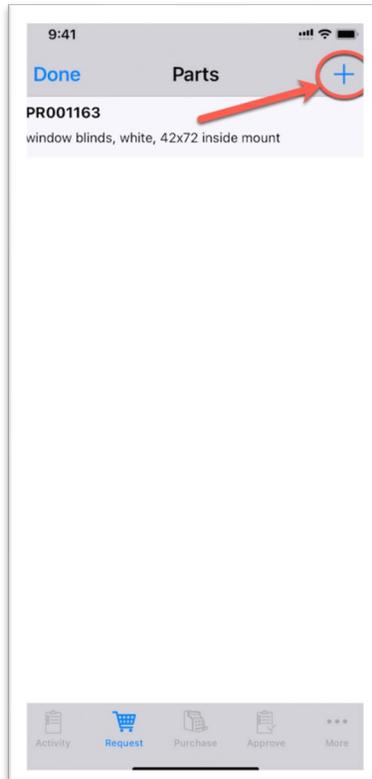
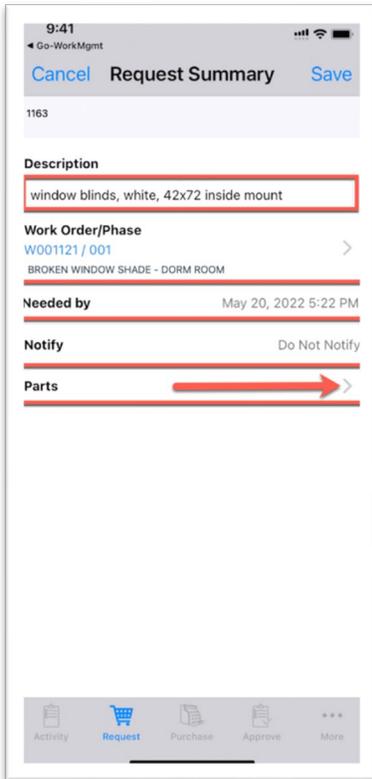


Add a **Description**.
Enter **Needed By** Date.
Select **Parts**.

Tap the Blue Cross (+) to add a Part.

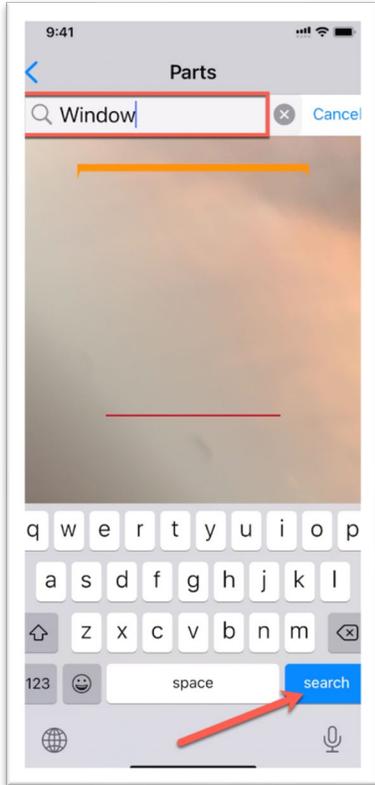
Select the **Part Type** to Find.

- Scan / Search Part from Stock or Vendor Catalog
- Browse Inventory by Category
- Select an Inventory Kit
- Enter another Part

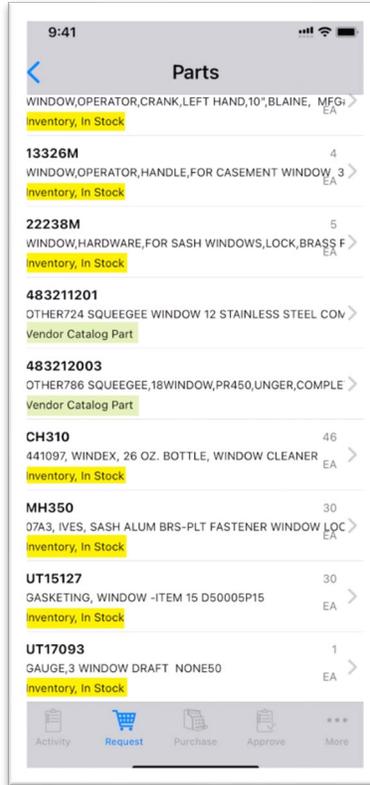


Scan / Search Part

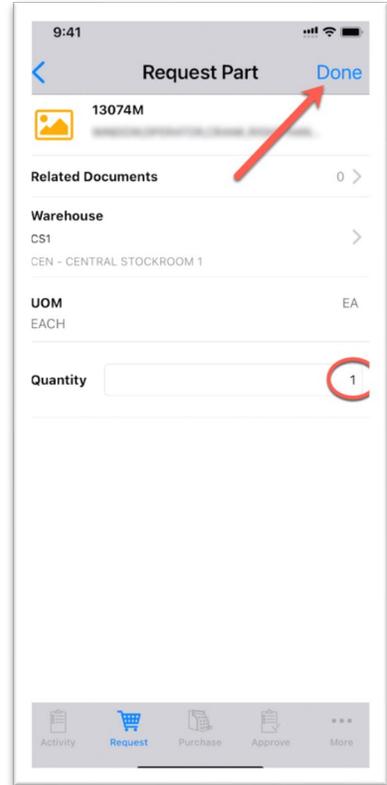
Scan a part by **Barcode** or
Type short **Description**



Tap on a **Part** to Request.

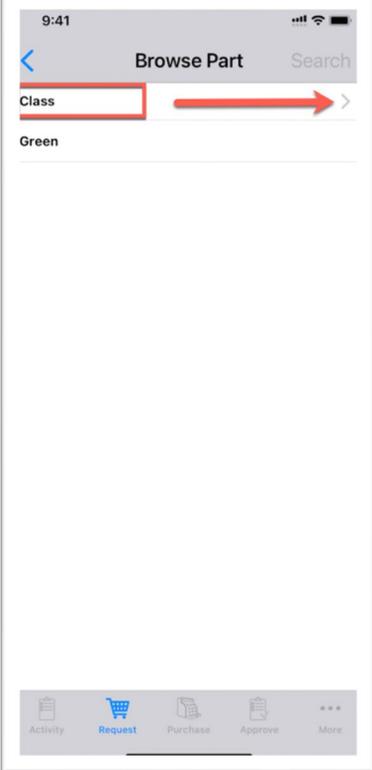
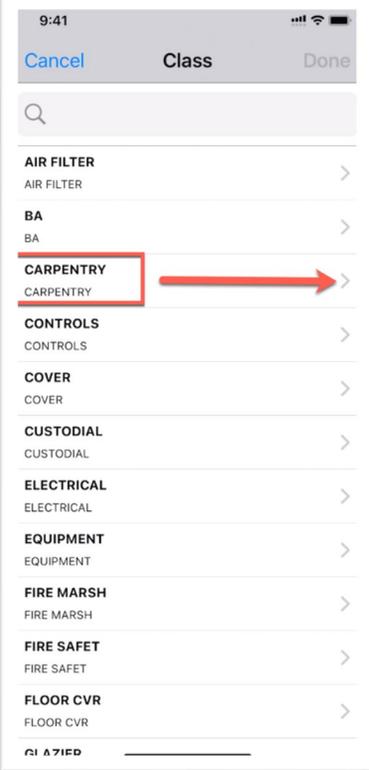


Enter **Quantity** to Request, and
Tap **Done**.



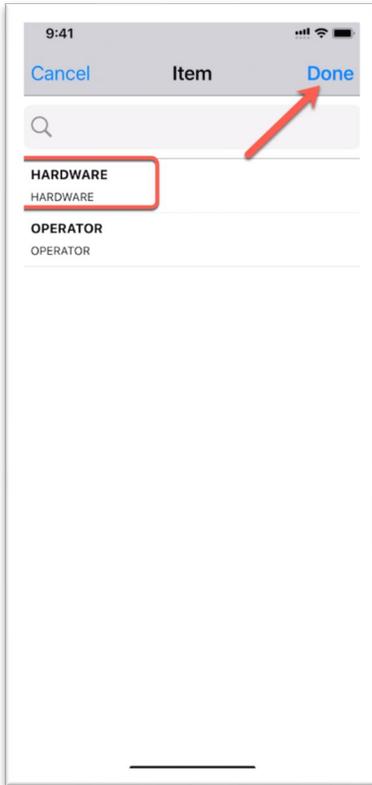
Browse Inventory by Part Class / Category

Note: UCB Class, Commodity, and Item Codes are different than shown below.

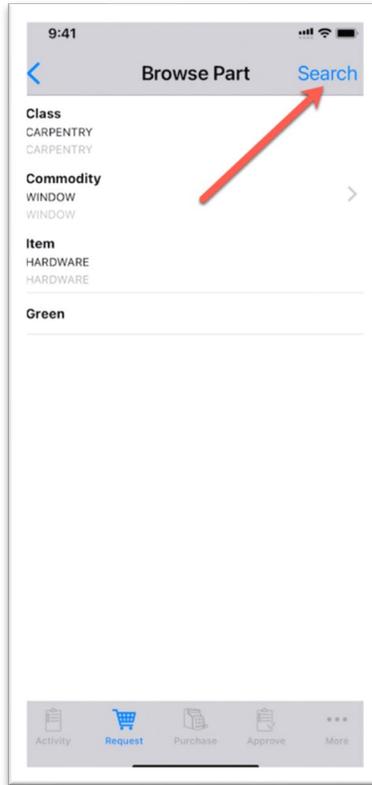
Tap Class .	Select Part Class .	Search and Select Part Commodity
 <p>9:41 Browse Part Search Class → Green Activity Request Purchase Approve More</p>	 <p>9:41 Cancel Class Done Search AIR FILTER AIR FILTER BA BA CARPENTRY → CARPENTRY CONTROLS CONTROLS COVER COVER CUSTODIAL CUSTODIAL ELECTRICAL ELECTRICAL EQUIPMENT EQUIPMENT FIRE MARSH FIRE MARSH FIRE SAFET FIRE SAFET FLOOR CVR FLOOR CVR A71ED</p>	 <p>9:41 Cancel Commodity Done Search Window WINDOW → WINDOW</p>

Select Item.

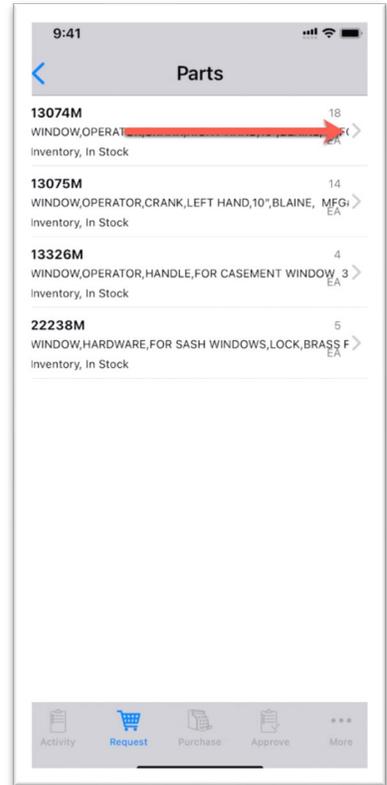
Tap Done



Tap Search

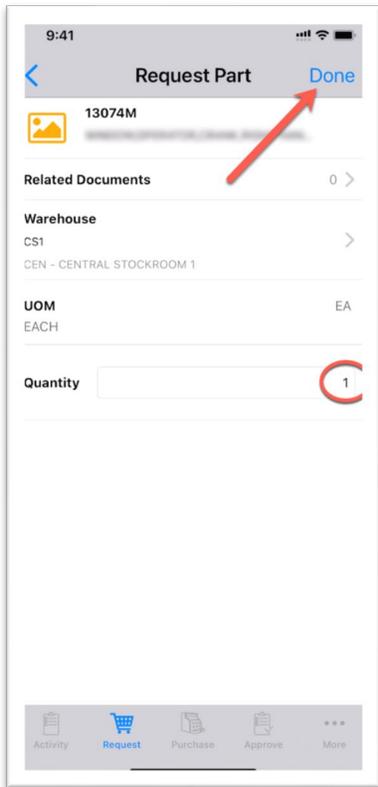


Select Part.



Enter the **Quantity** to Request.

Tap **Done** to finish.



Select an Other Part (Non-stock, non-catalog)

When entering a part to order, try to be as complete as possible. You can even add a photograph or link to the item you wish to purchase.

- 1) Enter the manufacturer's part number
- 2) Enter the part description
- 3) Enter the unit of measure (usually, EA)
- 4) Enter the Quantity
- 5) Enter the Unit Cost
- 6) Select the preferred vendor (the buyer may select another)
- 7) Select the address code (for invoice payment)
- 8) Add a photograph if desired. This may help the buyer.
- 9) Add in an additional information about the part that may be helpful to the buyer. For example, a URL to the vendor's purchase website.
- 10) Tap DONE when ready to continue.

Add more parts as needed. *They do not need to be from the same vendor.*

Enter **Part** and **Description**.
Enter **UOM**, **Qty**, and **Unit Cost**.

9:41
Go-WorkMgmt
Other Part Done

Part
SKU: 4872CW

Description
White cordless vinyl mini blinds with 1" slats 4...

UOM
CASE CS >

Quantity
1

Unit Cost
\$82.68

Contractor >

Photo Gallery 0 >

Extra Description

Activity Request Purchase Approve More

Optional: Add **Contractor**
(Vendor) and **Address Code**

9:41
Cancel Contractor Done

Window

S-100613
BLAINE WINDOW HARDWARE INC

S-170682
NEW HAVEN COUNTY WINDOW CLEANERS LLC DBA...

S-217023
WINDOW PRODUCTS AWNING BLIND & SHADE LLC

S-313238
KMB MARKETING INC DBA FISH WINDOW CLEANING

9:41
Cancel Address Code Done

277
*17319 BLAINE DR, HAGERSTOWN, HAGERSTOWN

Optional: Add **Photo**
From Camera or Library

9:41
Contractor
S-100613
BLAINE WINDOW HARDWARE INC >

Address Code
277

Photo Gallery 0 >

Extra Description

9:41
Done Request Part 1 +

2 Add Related Document

Take Photo

Photo Library

Cancel



Submit the Request

When ready to submit your list of parts, tap **Save**.

You will be prompted to confirm that you want to submit this request. Tap **Yes** to continue.

Note: Tapping **No** will cancel the request, and you will have to start over again if you change your mind. It may be easier to submit the request, and make a change after it is submitted.

