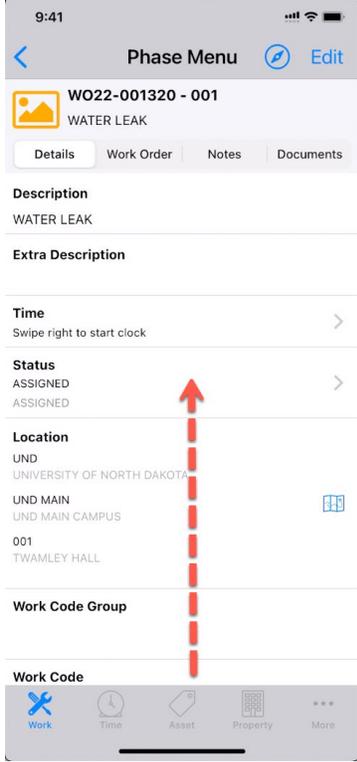
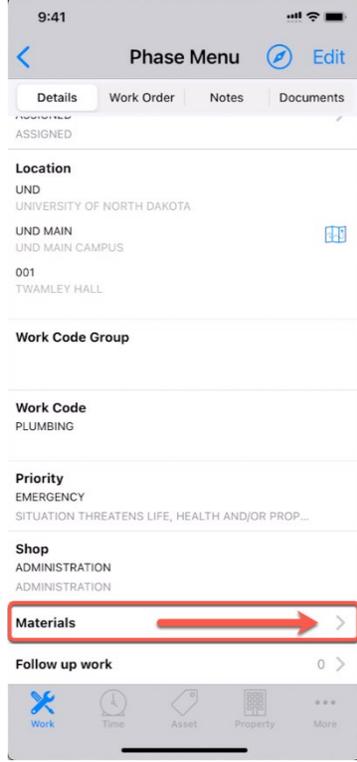
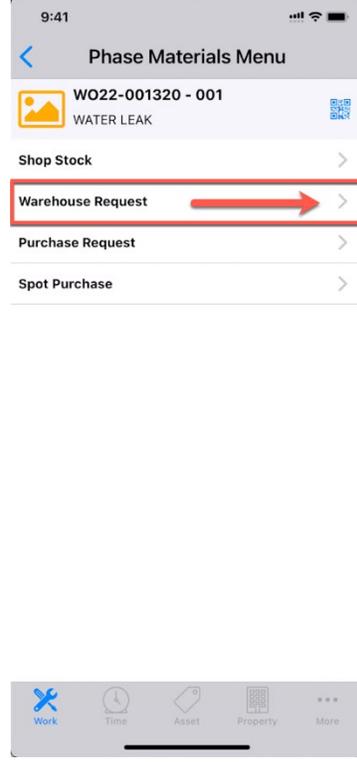


Go™ Work Order Stock Request

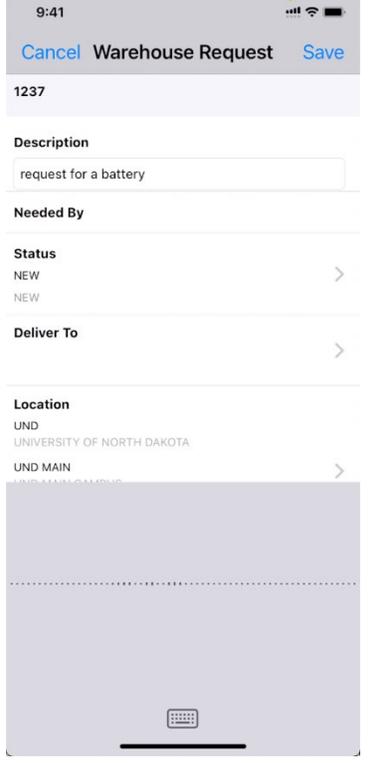
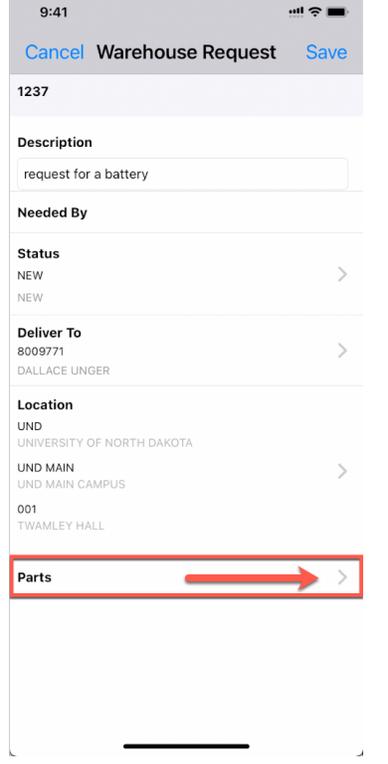
Finding Stock Parts

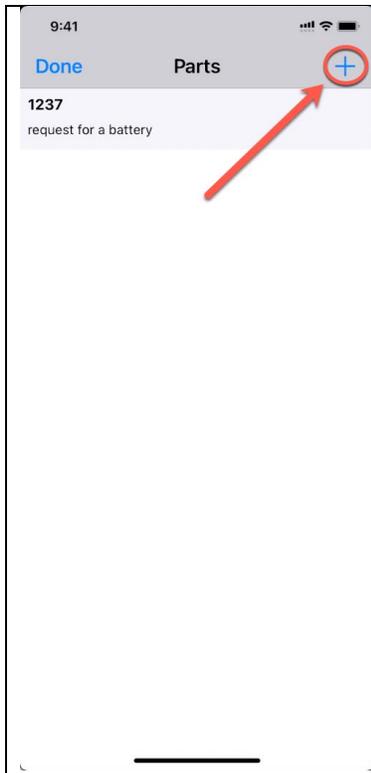
1. Select and request your product
2. Wait for notification that the part is ready to be picked up
3. Pick-up materials from the appropriate warehouse or shop location when ready.

		
<p>In the Go™ Wm Phase Detail menu, slide up the screen.</p>	<p>Tap in the Materials field</p>	<p>Tap on Warehouse Request</p>

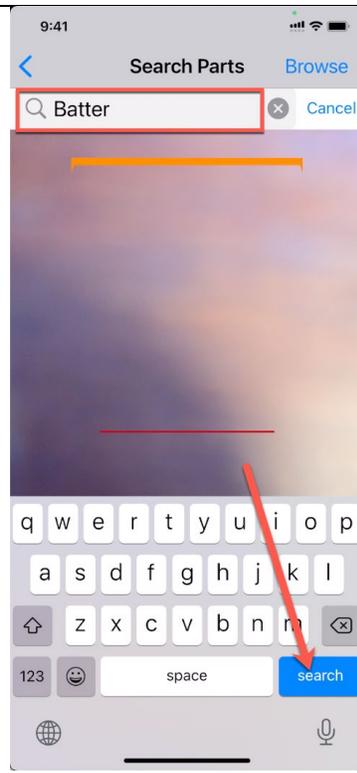
Note: In a warehouse request, only the parts in warehouse inventory are available for selection. If there is a part in the vendor catalog that is not stocked in one of the warehouses, it will not appear in this list. To request a part that is only available as an item in the vendor catalog, then search for parts in the Purchase Request section.

Make a New Warehouse Request

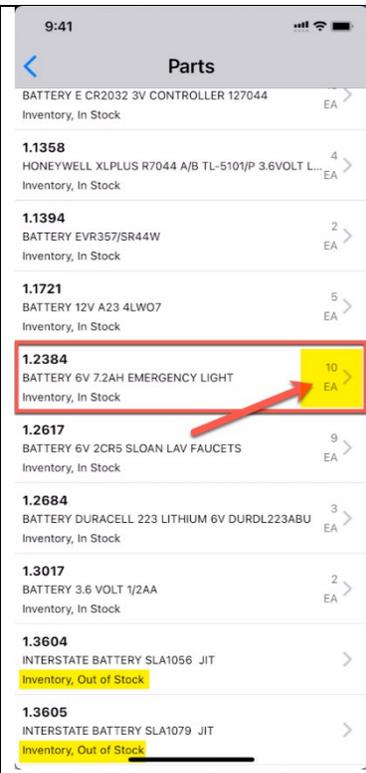
		
<p>Tap the blue Plus (+) symbol to add a new warehouse request to this work order.</p>	<p>Add in a short description of the request.</p>	<p>Tap Parts.</p>



Add a Part to your Request.



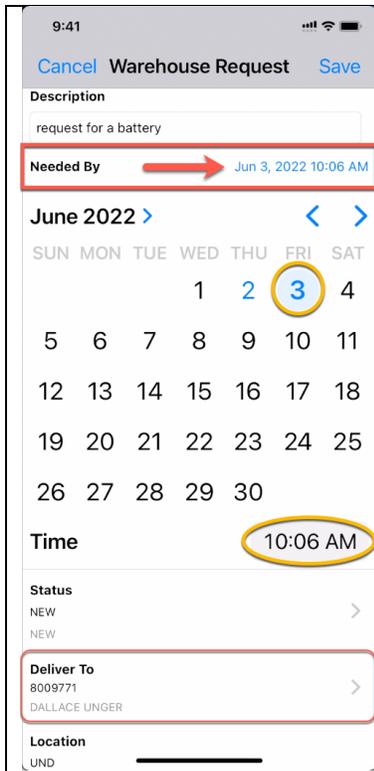
Search for parts called "battery".



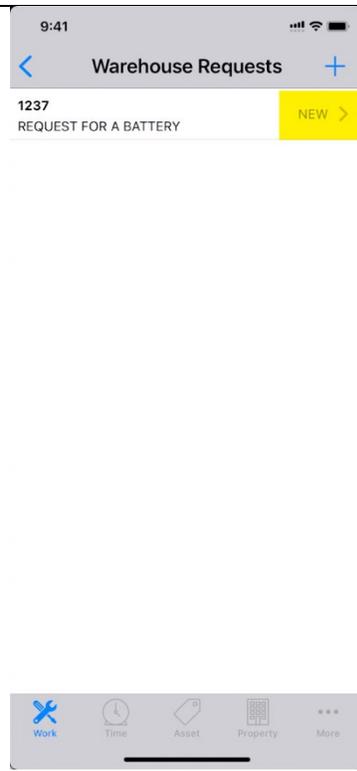
Scroll and select the battery you want. Notice that parts in stock indicate a quantity on hand. Parts that are out of stock do not have a quantity.

Note: you can request out-of-stock parts, but they will need to be ordered and received before they can be distributed.

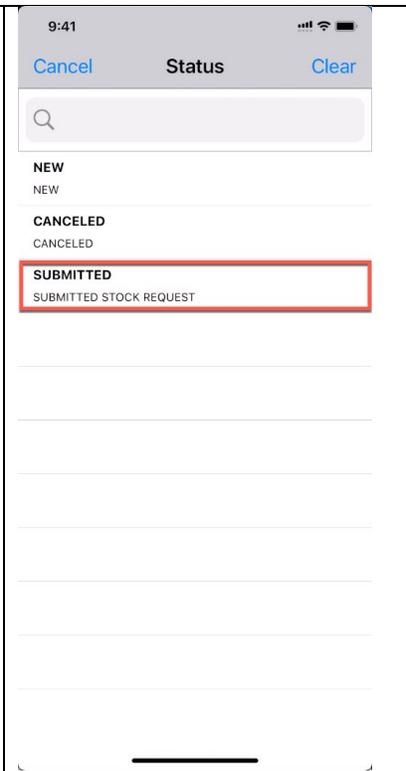
<p>9:41 Request Part Done</p> <p>1.2384 BATTERY 6V 7.2AH EMERGENCY LIGHT</p> <p>Warehouse UND-CENT UND CENTRAL WAREHOUSE</p> <p>UOM EA EACH</p> <p>Quantity 1</p>	<p>9:41 Done Parts +</p> <p>1237 request for a battery</p> <p>1.2384 BATTERY 6V 7.2AH EMERGENCY LIGHT 1 EA ></p>	<p>9:41 Done Parts +</p> <p>1237 request for a battery</p> <p>1.2384 BATTERY 6V 7.2AH EMERGENCY LIGHT 1 EA ></p> <p>1.2031 SCREWS TEK DRYWALL 6 X 7/16" FR... 1 BX ></p> <p>1.131606 HONEYWELL MOD VALVE LINKAGE Q... 1 EA ></p>
<p>Indicate how many you want, then tap Done.</p>	<p>Add in any additional parts.</p>	<p>When finished, tap Done.</p>



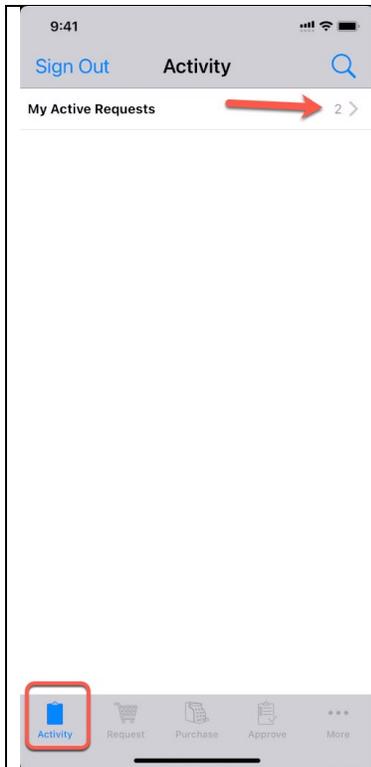
If desired, enter a **Deliver To** person and a **Needed By Date**.
 (Tap on Needed By Date again to close the Date selection window.)
 Tap on Save to continue.



At this point, the request is saved as **New**, but it is not yet submitted to the buyer for processing.
 (If you wish to create another request for parts, do not need to update your previous request. Instead, tap the plus (+) symbol to add more.)



If you need to change the status of the request, open it, and change the status from “NEW” to “SUBMITTED” or “CANCELLED.”
Note: Depending upon your business process, your request may have to be approved and submitted by a supervisor.

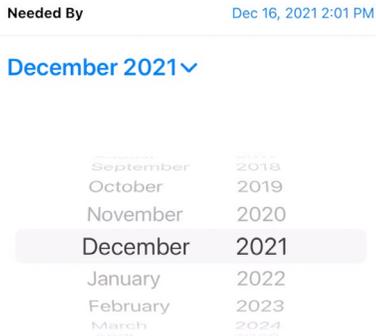


If you have Go Purchasing, your request will appear in the “My Active Requests Section of Purchase Requests.

Needed by Date

Tap the date field to open the Calendar widget.

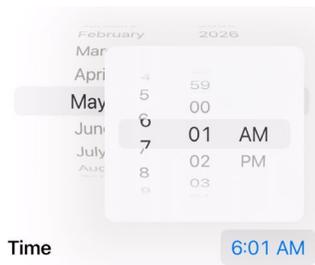
Select the Month and Year using the Month / Year wheels:



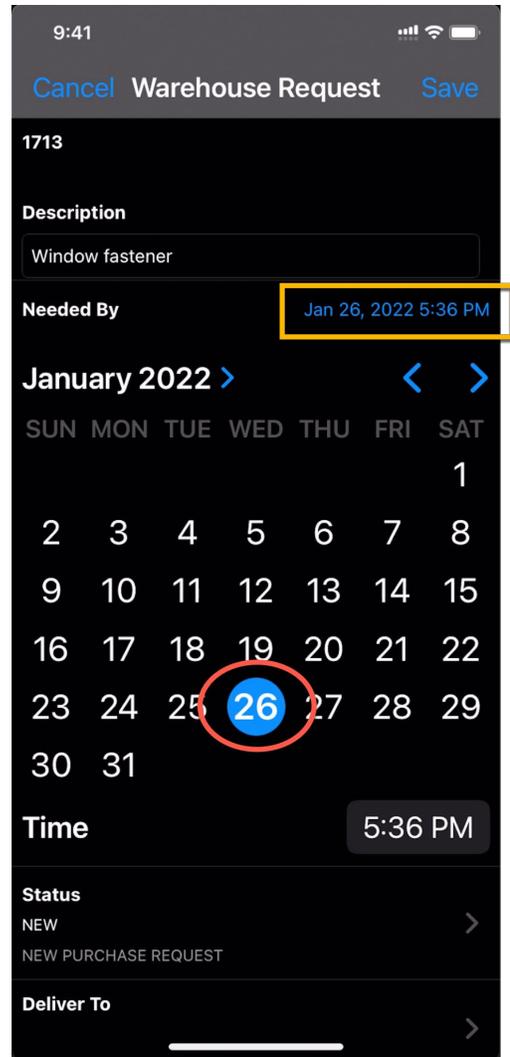
Then, select the day of the month by tapping the day on the calendar (shown)

Optionally, you can select a time.

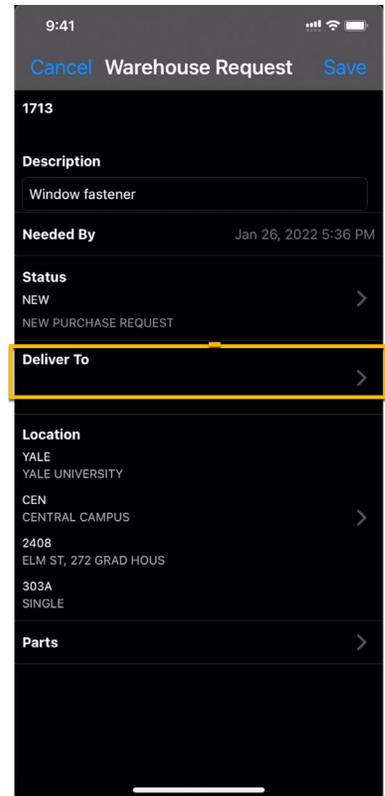
Select the time using the time wheel:



Finally, tap the **Need By** date field to save the selected date and time.



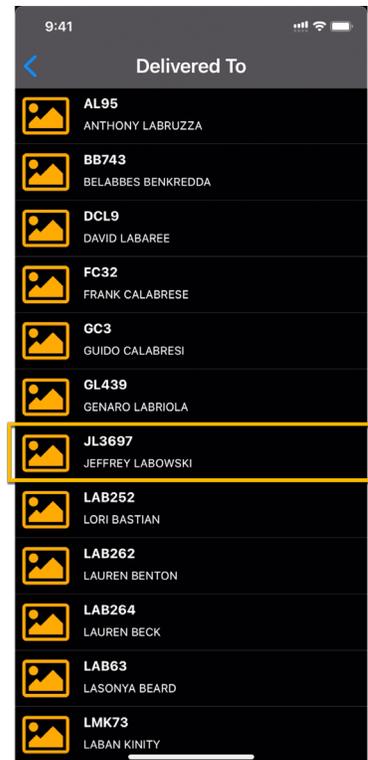
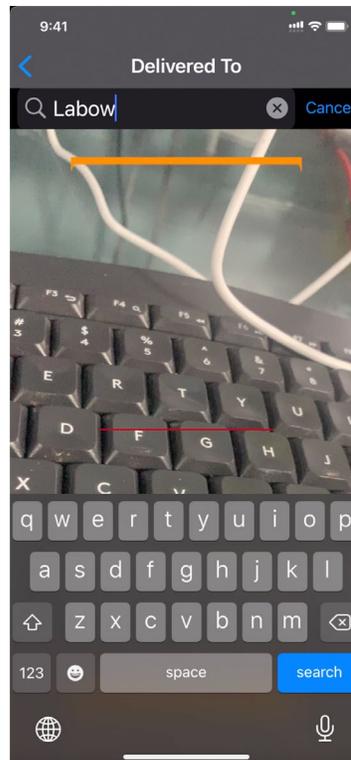
Set the “Deliver To” Person



Search for the person by typing in the

- First Name
- Last Name
- or
- User ID

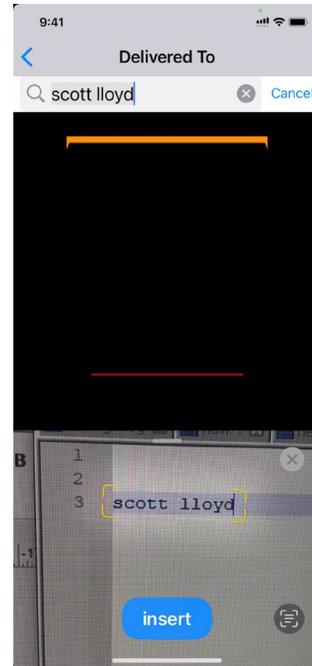
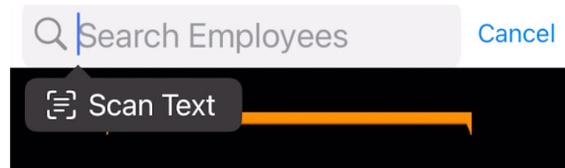
and select the Deliver To Person by tapping on the name.



Note: Some iOS devices can scan text from a printed source and will display a “Scan Text” button. This is a feature of the device, not the Go app, but the GO app can accept this scan as input.

In this example, there is a name on a computer screen I want to enter, and the phone is “reading” the text in the camera. Tap it on the Search Employees text line, tap again on Scan Text.

Tap the insert button to finish the scan and enter the found text.



Before continuing, validate the information is correct.

Note: Location is defaulted to the location on the work order. At this time, the part will be available for pickup from the warehouse location where the part is requested.

Continue by tapping **Parts**.

9:41

Cancel Warehouse Request Save

1715

Description

Window Fastner

Needed By Jan 28, 2022 1:32 AM

Status

NEW >

NEW PURCHASE REQUEST

Deliver To >

JL3697

JEFFREY LABOWSKI

Location

YALE

YALE UNIVERSITY

CEN >

CENTRAL CAMPUS

2408

ELM ST, 272 GRAD HOUS

303A

SINGLE

Parts >

Inventory Part Line Items

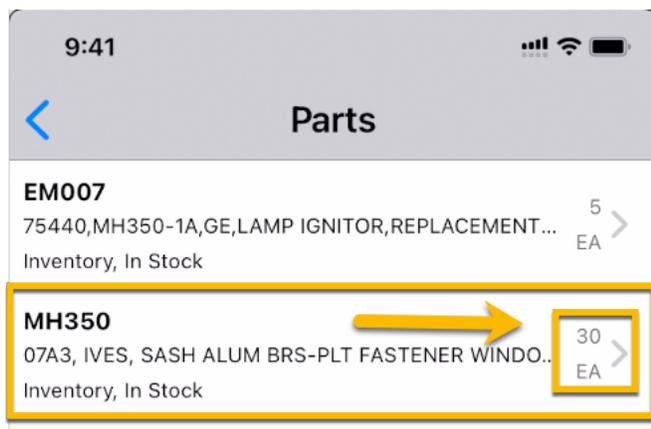
Search for the part by **Part ID** or **description**

Scan a part **tag**, if available.



Select the desired part.

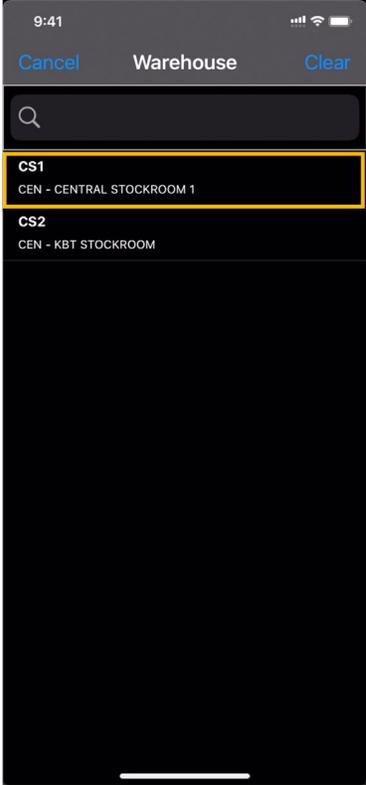
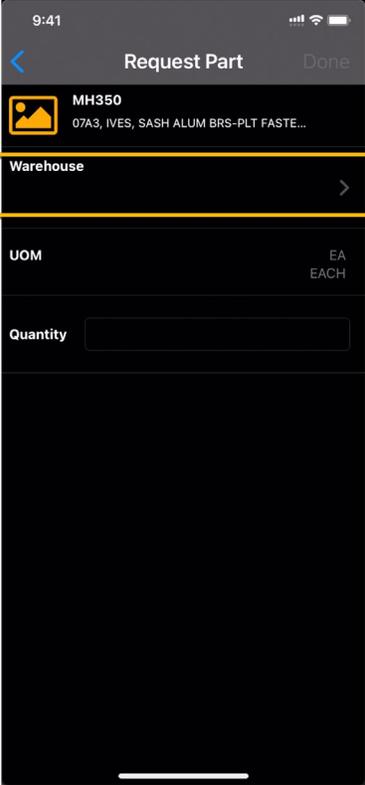
Note that 30 items are available.



Select the Warehouse where the part will be picked up.

Warehouses at UCB are

- CARPENTRY
- DIST - DISTRIBUTION CENTER
- PAINT
- ROOFING
- SHEETMETAL
- STORES

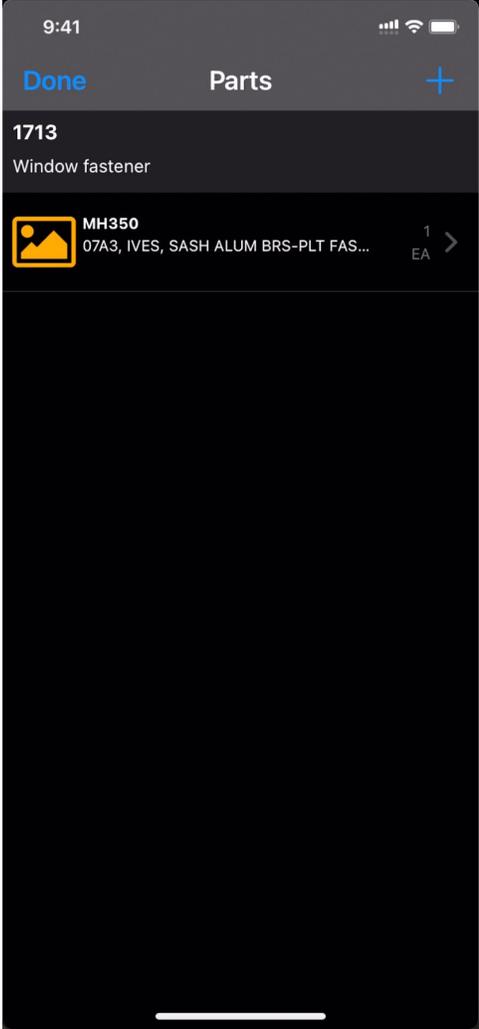


Enter the Unit of Measure (UOM) and the Quantity

The screenshot shows a mobile application interface for requesting a part. The title is "Request Part" with a "Done" button in the top right. Below the title, there is a part identifier "MH350" and a description "07A3, IVES, SASH ALUM BRS-PLT FASTE...". The "Warehouse" is set to "CS1" with a sub-label "CEN - CENTRAL STOCKROOM 1". The "UOM" is set to "EA" (EACH). The "Quantity" field is highlighted with a yellow border and contains the value "1". A keyboard is visible at the bottom, with the number "1" selected. The keyboard has a "Done" button in the top right corner.

Quantity	1
----------	---

Add in more parts as needed. Just tap the + icon



Submit your request by tapping Done.

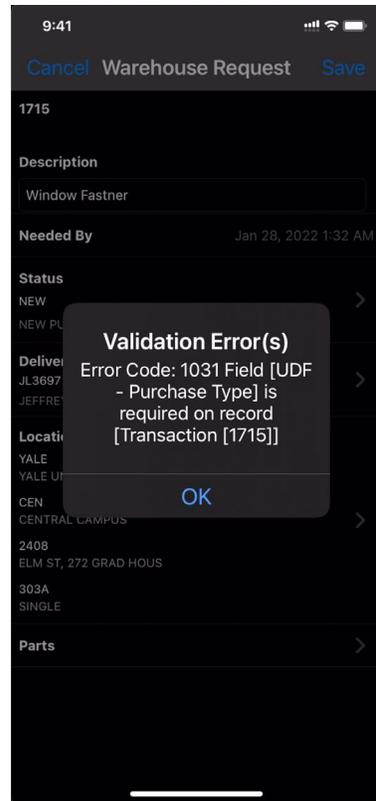
The request will be saved.

Note: if the following validation error is shown:

The user cannot update the purchase request in Go because the employee is not identified as a Go user:

GO User	Y
Next Approver	LP422
Approval Limit	
Alternate Approver	

This field must be set to 'Y' on the Employee record.

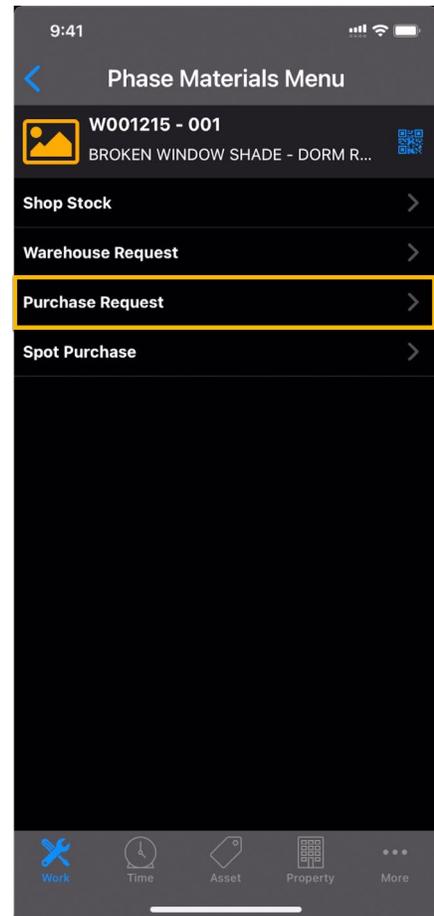


Submit a Purchase Request for Parts

A Purchase Request is [a request](#) for materials that are not part of the shop or warehouse inventory.

If you need to order an **inventory item**, do not use the Purchase Request method.

Tap **Purchase Request** to continue



For the request, enter a Description.

The description will explain to others what the request is for and should have information such as

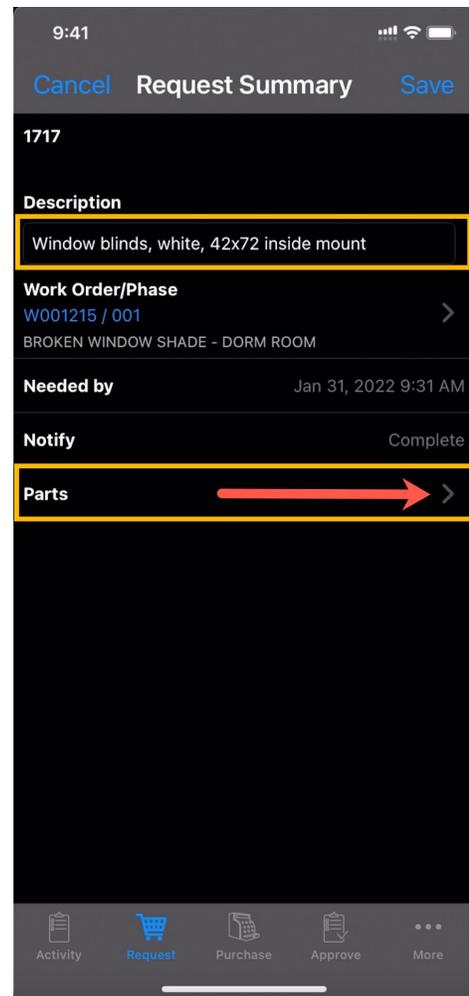
- The Campus
- Brief Description of the Purchase
- Vendor
- Invoice Number (if known).

Enter the Date Needed.

Select when the notification should be sent:

- COMPLETE – ONLY when the order is completely received.
- PARTIAL - When the order is partially or fully received.
- DO NOT NOTIFY - No notification is necessary

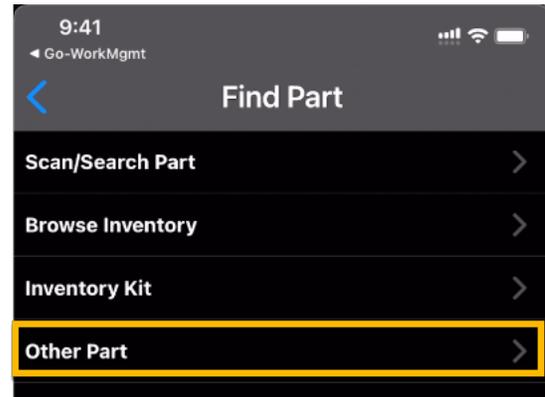
Finally, select your parts.



Add Parts to a Purchase Request

When selecting parts to be included on your Purchase Requests, you are presented with four options.

- 1) Scan or Search for the Part (inventory and vendor catalog)
- 2) Browse the Inventory by Class, Commodity, and Item type
- 3) Search for an Inventory Kit
- 4) Other Part - manually enter the part information.



Currently, only the “Other Part” option is available for creating a purchase request.

Use Warehouse Request to search for inventory parts.

Inventory Kits are not available at this time.

Enter an Other Part Manually

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) (optional)
- 7) Select the vendor address code (for invoice payment)
- 8) Add a photograph if desired. This may help the buyer.
- 9) In the Extra description, add additional information about the part that may be helpful to the buyer.
- 10) Tap DONE when ready to continue.

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

The screenshot shows the 'Other Part' screen in a mobile application. The interface is dark-themed with white text. At the top, the time is 9:41 and there are status icons for signal, Wi-Fi, and battery. The title bar contains a back arrow, the text 'Other Part', and a 'Done' button. The form fields are as follows:

- Part:** A text input field containing '484921' with a barcode icon to its right. A red circle with the number '1' is next to it.
- Description:** A text input field containing 'champion TruTouch 47x72 in cordless miniblind' with a barcode icon to its right. A red circle with the number '2' is next to it.
- Unit of Measure:** A dropdown menu currently showing 'FEET' with a right-pointing arrow. A red circle with the number '3' is next to it.
- Quantity:** A text input field containing the number '1'. A red circle with the number '4' is next to it.
- Unit Cost:** A text input field containing '\$30.44'. A red circle with the number '5' is next to it.
- Vendor:** A text field containing 'S-457232' and 'REXEL USA INC' with a right-pointing arrow. A red circle with the number '6' is next to it.
- Address Code:** A text field containing '1826'. A red circle with the number '7' is next to it.
- Photo Gallery:** A section with a right-pointing arrow and the number '1'. A red circle with the number '8' is next to it.
- Extra Description:** A text area containing 'Champion Tru touch 47 x 72 cordless 1 inch final mini blind white'. A red circle with the number '9' is next to it.
- Done:** A blue button in the top right corner. A red circle with the number '10' is next to it.

At the bottom of the screen is a navigation bar with five icons and labels: 'Activity' (document icon), 'Request' (shopping cart icon, highlighted in blue), 'Purchase' (calculator icon), 'Approve' (document with checkmark icon), and 'More' (three dots icon).

Request a Service using Go

If Services are needed, please notify your shop supervisor or Customer Service Desk. They will submit a purchase request using AiM. Do not use Go.

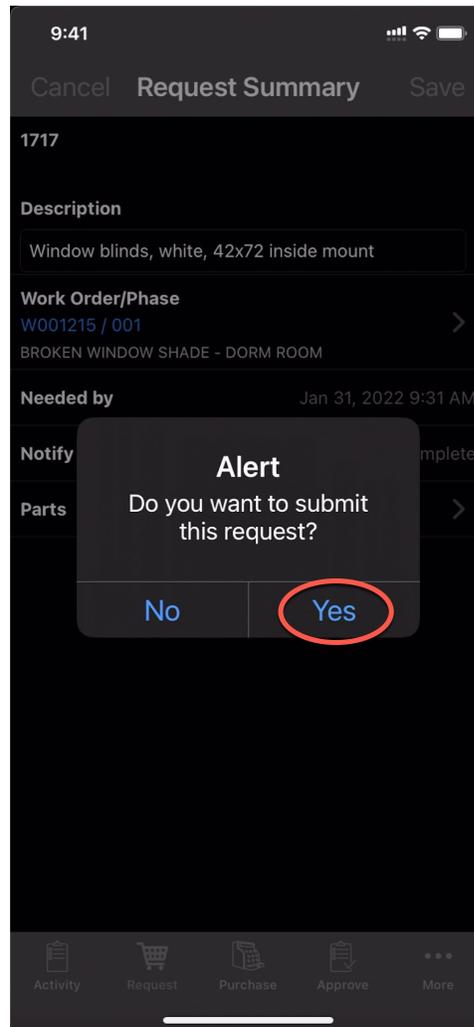
Submit the Request

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 order.

If there are a lot of items to order, but you are not if you should continue



Validation Error

If this error message appears, then your Employee record in AiM will need to be updated so that you can submit purchase requests using Go.

Please contact the Facilities IT team for more assistance.

