MATERIAL REQUEST GLOSSARY OF FIELD NAME DEFINITIONS AND GENERALLY USED TERMS

MATERIAL REQUEST DESCRIPTION: The Description field at the Material Request screen is used to include important information for the ENTIRE order. The first line is standardized to include the shopcode, the requester’s name and the vendor’s name. A stock order can be limited to just the shopcode and the requester’s name since the vendor will always be FS Stores. Subsequent lines should be limited to standardized phrases indicating special delivery instructions, new vendor contact information, orders that do not require the handling fee, or references to related information such as email/related documents. When a vendor unfamiliar to Stores is being used, available contact information should be provided including a contact name, phone/fax number, or URL (limited to the home page of the vendor).

SHOPCODE: This is an established 6-character indicator of the shop and crew. It is used both as information to be communicated to FS Stores and as a searchable phrase (generally used with the “starts with” operator in the MR Description field). Examples are: 14ELEC, 15CARP, 16PLUM, 17SMTL, 18MASN, 53PAINT.

WILL CALL: A will call order should have the term “WILL CALL” at the end of the first line of the MR Description field. This will show on the Stores Program Coordinator’s queue and receive priority treatment. It is the responsibility of the Shop to make arrangements with the Expeditor crew to pick up the needed material. FS Stores will generate a PO number for the purchase. The Shop will obtain the PO# from Stores and communicate it to the Expeditor. (See page 2 for details on use of the Expeditor service)

SERVICE CONTRACT: This is used to indicate to the FS Stores Program Coordinator not to apply the upcharge fee by including the term in the MR Description field. The current percentage handling fee is charged for Construction materials, but not items such as permits.

ON CAMPUS LABOR SERVICE: This term is included in the MR Description field and indicates to FS Stores Program Coordinator that it is necessary to add the documentation for Terms & Conditions, Proof of Insurance and/or Prevailing Wage. In the past this was generally indicated as a “Provide and Install” request where the vendor would provide the part(s) and come onto campus to do the actual installation work.

SEE EMAIL or SEE RELATED DOCS: When documents (bids, quotes, technical specs) are provided by the Shop a note should be made in the MR Description to indicate that such documentation exists and the FS Stores Program Coordinator should look for it. If documents are sent by email (fsstores@uw.edu) the subject line should include the Material Request number and the vendor name.

REQUESTED BY: This field is used to indicate the Employee ID Number of the requester. Since the work order and phase have been provided, the Zoom button on the Requested By field will provide a quick list of employees to choose from or the EID can be typed into the field.
**DELIVER TO:** The standard delivery is Stores to the requesting Shop. If any other delivery is required, the Deliver To field should be left blank and specific delivery instructions and location should be typed into the MR Description field. Standard delivery of stock parts is within 12-24 hours to the Shop.

**DATE NEEDED:** This is intended to be a realistic need by date taking into consideration the scheduled start of the job and the manufacturer lead time necessary to provide the part(s).

**STOCK:** Parts which are located within a Stores warehouse including Plant Services, Health Sciences, Southwest Zone, and the Tool Room.

**NONSTOCK:** Any part(s) ordered that need to be provided by an off campus vendor.

**LINE ITEM DESCRIPTION:** This description field should be contrasted with the Material Request Description field definition. The Line Item Description applies to the part being requested only. A full and complete description, sufficient that the correct part can be provided, of the part should be entered. A description can be copied and pasted from another screen (ex: vendor catalog) and a stock part will auto fill its description when the part number is zoomed.

**CONTRACTOR:** This field is being utilized as a method of distributing the MRs to various FS Stores Program Coordinators for processing. Only the FS Stores location should be entered here, not actual vendor names. To obtain a list of the FS Stores locations that will auto fill the Address Code field as well, type FS in the field and click on the Zoom button, choose the FS Stores location nearest to the requesting shop.

**Three timely methods to use expediting services:**
- By telephone @ 685-1400, if you need it today
- By email to expedite@uw.edu, if you need it delivered in the next day or two
- By adding a phase to the work order when planning the job:
  - Add a phase for **82EXPEDITOR**
  - Use 500 Scheduled for the Priority
  - Use EXPEDITOR for the Work Code
  - In the Description give specific information about the location parts should be delivered to, the time (if necessary), who to contact (if not the Responsible Party on the work order), and what part(s) are to be delivered. Include the PO# (see note below to find PO#).

**Note:** You will be able to see confirmation of your request by the changed status on the phase (moved from OPEN). Your phase will not be charged any labor costs for the expediting service. Remember the use of the work order phase is for **PLANNED** service ONLY. If you need immediate delivery, you must still call 5-1400.

**Note:** To find the PO# from the material request, click on the work order phase link, click on the Viewfinder (silver compass icon), click on the Purchase Order link, click on the PO Code link. The PO# will be in the yellow box in the upper left corner of the screen.