

How do I find a part in FS Stores Inventory?

I. Search in AiM for Material in FS Stores Inventory:

Work Desk->Inventory->Inventory Part Profile-> Search

Description,
Active = Yes

Execute Search->Choose Part from the Browse List ->Write down Part Number or use copy/paste function – You can also click on the Part Number link to see a detailed description of the Part with a picture.

How do I order a part?

II. Open the Work Order, choose your Phase, click on (Launch MR icon)

1. MATERIAL REQUEST SCREEN

- a. **DESCRIPTION:** The first line in the text box should always be:
SHOPCODE YOURNAME VENDORNAME
- b. **DELIVER TO:** If not you, then leave blank and write delivery instructions on 2nd line of *Description*
- c. **DATE NEEDED:** Use a realistic date.

2. MATERIAL REQUEST LINE ITEM SCREEN

Choose “Add Stock part” OR Choose “Add Non Stock part” (do not use other options)

- a. **PART:** Use the Stores Part Number for Stock parts and Zoom the field to fill in all other information except the quantity needed, **OR** Use the Supplier/ Vendor/Manufacturer’s Part/Item/Catalog Number for Non Stock parts. (Enter the **Line Item Number** of the current AiM screen if you do not have a specific part number. Do **NOT** use ‘NA’ or any similar place holder abbreviation.)
- b. **DESCRIPTION:** For Non Stock orders describe the part completely and in detail.
- c. **CONTRACTOR:** For Non Stock orders – always enter “FS” and click the Zoom button, choose your closest FS Stores location. **This step is critical to get the order to Stores.**

3. MATERIAL REQUEST STATUS – Change to “SEND TO FS STORES” if under the allowable buying \$ limits, or “TO SUPRV/MAINTCOORD” and Save. **This step critical to get order to Stores.**

Deliver to Job Site - What to do when you get It?

III. Procedure for Delivered Direct Material from Vendor to Shop:

- a. Print and sign your name on the Packing Slip and write the date the material was received
- b. Write a note of any discrepancies between the item(s) ordered and what was received – be specific so the Stores Coordinator knows how to proceed
- c. Return the completed Packing Slip to Stores immediately:

Box: 354280, OR

FAX: 206-543-8050, OR

Send as a PDF email attachment to:

fsstores@uw.edu

How do I request service by the Expeditors?

REQUIRED METHOD FOR CONSTRUCTION SHOPS: Enter a Material Request with the words WILL CALL at the end of the top line of the MR Description field. The Stores Program Coordinator will process the request and contact the Expeditors for delivery. Clearly state when the delivery is needed and what the location is for the delivery. The Expeditors will do all pickups for Construction shops. A will call request may also be made at the front counter of Stores.

NOTE: This method is available to the Maintenance shops (ask for Stores to expedite in the Construction shop method).

EXPEDITING SERVICES: There are three methods to arrange expediting services depending on the length of time for delivery. The shops should provide a PO number or at least a Material Request number to the Expeditors for reference purposes.

1. By telephone @ 685-1400, if you need it today
2. By email to expedite@uw.edu, if you need it delivered in the next day or two
3. By adding a phase to the work order when planning the job:
 - i. Add a phase for **82EXPEDITOR**
 - ii. Use 500 Scheduled for the Priority
 - iii. Use EXPEDITOR for the Work Code
 - iv. In the Description give specific information about the location parts should be delivered the time (if necessary), who to contact (if not the Responsible Party on the work order), and what part(s) to be delivered including 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.