

Save Cancel

View

Extra Description

Notes Log

[User Defined Fields](#)

[Status History](#)

Related Documents

68985 Last Edited by JOHN NOLAN On 08/22/2017 01:35 PM

Status OPEN

1. Create a new Purchase Request. Enter Purchase Request with "LOCK OUT LOCKS FOR" Employee Name, EID and Phone Number. Create one request for each employee requiring a LOTO set.

2. Use Overhead Number 000009 and Shop Phase.

Work Order 000009 STANDING WORK ORDER

Phase STANDING WORK ORDER

Shop 82 EXPEDITOR FINANCE & BUSINESS

Requested By

Date Needed

Deliver To

Region SEATTLE MAIN THE MAIN SEATTLE CAMPUS -- TO

Facility SEATTLE MAIN THE MAIN SEATTLE CAMPUS -- TO

Property 805 FACILITIES SERVICES OVERHEAD

Location

3. Click Add.

Remove Add

Line	Line Type	Part/Equipment	Description	UOM	Quantity	Unit Cost	Subtotal	Status
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[Next](#)[Cancel](#)

Please Select:

- Browse Catalogs
- Add Stock Part by Warehouse
- Add Catalog Part by Vendor
- Add Service
- Add NonStock Part
- Add Equipment Rental
- Add Inventory Kit



4. Select "Add Stock Part by Warehouse."

AiM Line Item JOHN About Logout

Done **Add** Cancel

View
 Extra Description
 Notes Log

1 Last Edited by JOHN NOLAN On 08/16/2017 10:17 AM
 Status:
 Line Type: Stock

PADLOCK, LOCK OUT TAG OUT, THERMOPLASTIC, RED, NON-CONDUCTIVE SHACKLE, 4 EA/ST, SETS KEYED ALIKE, EACH SET KEYED DIFFERENTLY, S32RED-KA

Warehouse: FACILITIES SERVICES PLANT
 Part:
 Class: PADLOCK, LOCK OUT TAG OUT, 345
 Commodity:
 Vendor UOM: ST
 Green: No

Quantity:
 Unit Cost:
 Total:

6. Click Add.

Supervisor will determine best LOTO lock for employee.

Add Part number for Lock Out Tag Out Locks.
 1101321 - PADLOCK, LOCK OUT TAG OUT, THERMOPLASTIC, RED, NON-CONDUCTIVE SHACKLE
 or
 1101323 - PADLOCK, LOCK OUT TAG OUT, THERMOPLASTIC, RED

If an employee leaves the University, locks may be reused. If locks are reused, please submit a Purchase Request for shackles only. See part number and instructions for ordering shackles below.

[Next](#)[Cancel](#)

Please Select:

- Browse Catalogs
- Add Stock Part by Warehouse
- Add Catalog Part by Vendor
- Add Service
- Add NonStock Part
- Add Equipment Rental
- Add Inventory Kit



7. Select Add Stock Part by Warehouse.

Done Add Cancel

- View
- Extra Description
- Notes Log

9. Click Done.

2 Last Edited by JOHN NOLAN On 08/22/2017 01:53 PM

SHACKLE COLLAR, WITH RIVETS, MASTERLOCK, 12 EA/PK

Status

Line Type Stock

Warehouse	<input type="text" value="FS020"/>	Quantity	<input type="text" value="4.00"/>
	FACILITIES SERVICES PLANT		
Part	<input type="text" value="0737015"/>	Unit Cost	50.7069
	SHACKLE COLLAR, WITH		
Class	345	Total	\$2.83
Commodity	<input type="text" value="66"/>		
Vendor UOM	EA		
Green	No		

8. Add Part Number for Shackle Collars- 0737015. Enter quantity 4.

Save Cancel

- View
- Extra Description
- Notes Log
- [User Defined Fields](#)
- [Status History](#)
- Related Documents

68985 Last Edited by JOHN NOLAN On 08/22/2017 01:35 PM

Status:

Total: \$77.01

10. Select Send to FS Stores.

Work Order: STANDING WORK ORDER

Phase: STANDING WORK ORDER

Shop: [82 EXPEDITOR](#) FINANCE & BUSINESS

Requested By: JOHN NOLAN

Date Needed:

Deliver To: JOHN NOLAN

Region: THE MAIN SEATTLE CAMPUS -- TO

Facility: THE MAIN SEATTLE CAMPUS -- TO

Property: FACILITIES SERVICES OVERHEAD

Location:

Line Items									
Line	Line Type	Part/Equipment	Description	UOM	Quantity	Unit Cost	Subtotal	Status	
<input type="checkbox"/> 2	Stock	1101321	PADLOCK, LOCK OUT TAG OUT, THERMOPLASTIC, RED, NON-CONDUCTINE SHACKLE, 4 EA/ST, SETS KEYED ALIKE, EACH SET KEYED DIFFERENTLY, S32RED-KA	ST	1.00	\$37.0935	\$37.09	Open	
<input type="checkbox"/> 3	Stock	0737015	SHACKLE COLLAR, WITH RIVETS, MASTERLOCK, 12 EA/PK	EA	4.00	\$0.7069	\$2.83	Open	