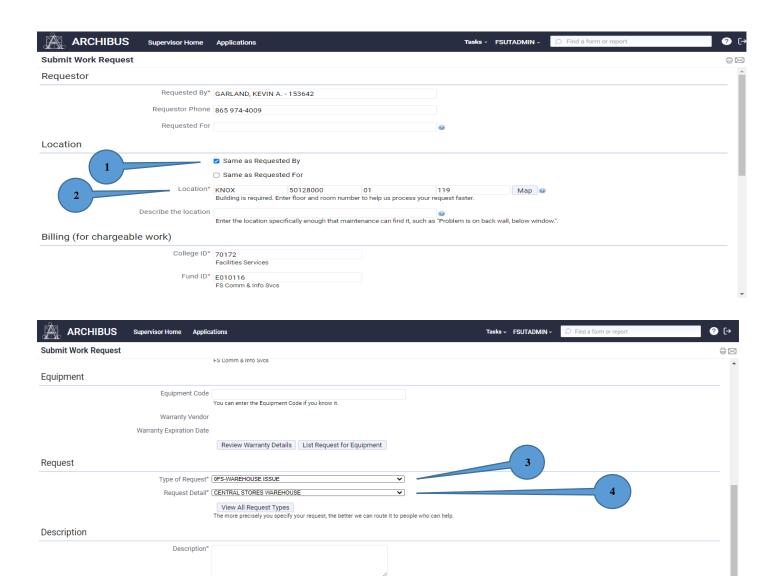
## SUBMITTING A WAREHOUSE ISSUE

(Request Service under Service Requests on Employee Home Page or Request Service button on the Building Operations Console)

Submitting a Warehouse issue is essentially the same as submitting a work request. The major difference is there is no work completed against the request. The addition of items/stock (parts) to the work request ensures the items you request will issue from Supply.



- 1. Click "Same as Requested By".
- 2. Use ellipses buttons to select location where the item/stock will go to. Enter a Building
- 3. Select "Type of Request". Use "Warehouse Issue".

Select Common Description

Request will be dispatched to CONSTRUCTION - FIELD (LORD)

Submit Add Documents Cancel

- 4. Select "Request Detail". Select the warehouse your item/stock will issue from. In the example above, we have selected "Central Stores Warehouse".
- 5. Click "Submit".



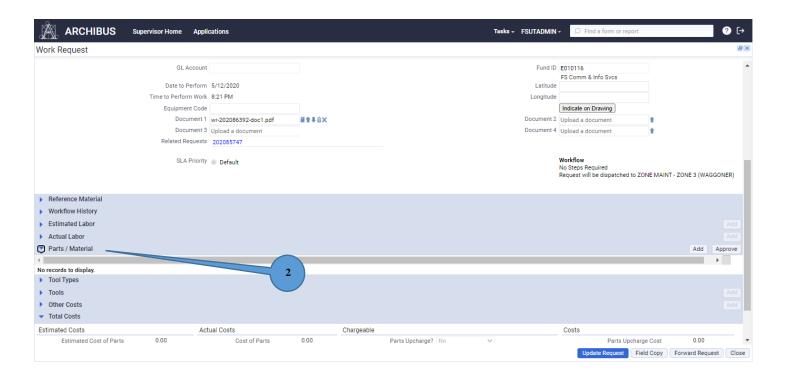
Estimate Schedule Issue Cancel NONE: No effect on s

1. (Supervisor Role) Click "Issue".

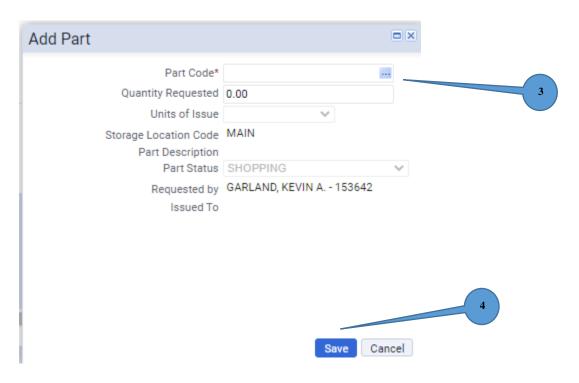
□ 202086392 302020526 5/12/2020 Facilities Services Compl CONSTRUCTION - PROJECTS (RUELLE) There is physical evidence of breakage.



Note 1: You may review any job request you have by clicking on the work request number (a Warehouse Issue in this case). The Estimate, Schedule, Issue and Cancel buttons shown above only appear on the Supervisor Role. Once you click on the work request number, the below screen will appear.



2. (Supervisor Role/Craftsperson) To add the item/stock/part you wish to order, click the arrow next to "Parts/Material". This action will activate the "Add" button on the same line. Once you click "Add", the window listed on the next page will appear.



3. (Supervisor Role/Craftsperson) Use the ellipses button to add the item/part/stock you wish to order.

Note 1: Once the item/stock/part is added, the Unit of Issue and Location should prefill. If you wish to change them, simply click the arrow for a drop down list. Pay close attention to the unit of issue and understand you may be ordering a package (or similar) of something and not just a single item.

- 4. (Supervisor Role/Craftsperson) Click "Save".
- 5. Click "Close" after parts request window closes.

Note: If a supervisor is ordering the item/stock/part, approval is automatic and the request is sent to supply. If a craftsperson is ordering the item/stock/part, the supervisor must return to his/her home page and approve the part before the request is sent to Supply.