

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.

ARCHIBUS Supervisor Home Applications Tasks - FSUTADMIN - Find a form or report

Submit Work Request

Requestor

Requested By* GARLAND, KEVIN A. - 153642

Requestor Phone 865 974-4009

Requested For

Location

Same as Requested By
 Same as Requested For

Location* KNOX 50128000 01 119 [Map](#)

Building is required. Enter floor and room number to help us process your request faster.

Describe the location

Enter the location specifically enough that maintenance can find it, such as "Problem is on back wall, below window."

Billing (for chargeable work)

College ID* 70172
Facilities Services

Fund ID* E010116
FS Comm & Info Svcs

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Equipment

Equipment Code

You can enter the Equipment Code if you know it.

Warranty Vendor

Warranty Expiration Date

[Review Warranty Details](#) [List Request for Equipment](#)

Request

Type of Request* **0FS-WAREHOUSE ISSUE**

Request Detail* **CENTRAL STORES WAREHOUSE**

[View All Request Types](#)

The more precisely you specify your request, the better we can route it to people who can help.

Description

Description*

[Select Common Description](#)

Workflow

No Steps Required
Request will be dispatched to CONSTRUCTION - FIELD (LORD)

[Submit](#) [Add Documents](#) [Cancel](#)

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".
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".

The image shows a software window titled "Add Part". The form contains the following fields and values:

- Part Code*: [Empty text box with an ellipsis button]
- Quantity Requested: 0.00
- Units of Issue: [Dropdown arrow]
- Storage Location Code: MAIN
- Part Description: [Empty text box]
- Part Status: SHOPPING [Dropdown arrow]
- Requested by: GARLAND, KEVIN A. - 153642
- Issued To: [Empty text box]

At the bottom of the form are two buttons: "Save" (highlighted in blue) and "Cancel".

Callout 3 is a blue circle with the number "3" inside, with a line pointing to the ellipsis button in the "Part Code*" field.

Callout 4 is a blue circle with the number "4" inside, with a line pointing to the "Save" button.

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.