FMS 940 How to Request a Part for Work Order

This guide will show how to request a part from the warehouse.

**Before you begin . . .**

Upon completion of this guide you will be able to:
- Sign in to FAMIS
- Request a part for a WO

Who has access?
FM Supervisors

What does it affect?
Requests for parts for work orders

When is this used/not used?
Supervisor can request parts as part of review and scheduling of WO.

How to log in?
Contact the Help Desk for security access to FAMIS.

Additional Resources
[http://cafe.northwestern.edu/training/](http://cafe.northwestern.edu/training/)

Where to get help? For assistance, contact NUIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu
Getting Started: Navigating to Current Schedule to Request a Part

Create QuickPick button for yourself! (right click in left margin, choose add a QuickPick button, choose Form, select Current Schedule application and label button, click Finish.)
Step 1: Request a Stock Part for a Work Order

Locate and open a Work Order and click on Parts tab.

Note: You can also look for a part using the Part Alias report in Cognos.
Step 2: Request a **Stock** Part for a Work Order

**Note:** An Issue Request Report will print in warehouse.

Click Save and close.
Step 3: Request a **Stock** Part for a Work Order

In the Work Order form, you can see the status of the **Issue Request** in the warehouse.

Option: Request a **Direct** Part for a Work Order

When a Work order requires a **Direct** part, the part must be ordered through the warehouse. To facilitate the process, supervisors and/or field technicians can identify the part number and vendor for the necessary part and pass this information to the warehouse personnel. A PO is created in PeopleSoft with the part number and WO number; then a PO is created in FAMIS with the part number and WO number. When the part is received, a receipt is created in PeopleSoft and a receipt is created in FAMIS. Warehouse personnel do these processes as well as returns to vendors.
**Option: Cancel Part Issue Request**

In the Parts tab of the Work Order, use the Issue Requests list to cancel an issue request for a part.

1. Click in the row of the request you want to cancel.
2. Click View.
3. A confirmation window will appear asking if you are sure you wish to cancel the entire issue request. Click Yes.
4. The request will be canceled, and an Issue Report will print in the warehouse to cancel the request.

*Note: An Issue Report will print in the warehouse to cancel the request.*