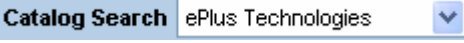



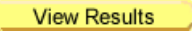
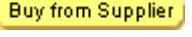



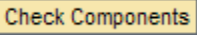


# *Plant Maintenance Quick Reference Card*

## Create/Display Work Order Components (IW39)

<b>Process</b>
This job aid describes the procedure to ordering parts for work orders through component planning in SRM (Supplier Relationship Management).
<b>Menu Paths</b>
<b>Log in to SRM → Component Planning for Orders</b>

Screen	Follow these steps to order materials for a work order
<b>Component Planning for Orders</b>	Enter the Work Order number and date of the order Press the <b>Enter</b> key.
<b>Component Overview</b>	Select the appropriate catalog  or enter the description Then click 
<b>Start Assisted IntelSerch</b>	Search for the part needed by entering a description or catalog number. For example... Select "Seal" and select 
<b>Narrow Results with Search Assistant</b>	Select "Water" and select  (Enter as many levels of word filters as needed to refine your search) Select 
<b>Search Results</b>	Select  to open the Suppliers catalog  Enter the quantity  Select  to order the item
<b>Shopping Basket</b>	Verify items and quantities then select  Review the summary a select  again
<b>Component Overview</b>	Validate that all required information is available. Click  to check for possible errors in the order.  <b>Note:</b> Items purchased through the e-Plus Technologies catalog will automatically add an Outline Agreement/Item number. This number <b>must</b> be removed each time an item is ordered; otherwise you will get an error

# *Plant Maintenance Quick Reference Card*

## Create/Display Work Order Components (IW39)

Screen	Follow these steps to order materials for a work order
	<p>message.</p> <p>Double-click the item in the Component Overview list, click the Purchasing Data tab.</p> <p>Delete the number displayed in the Outline Agreement/Item field.</p>
<b>Save Orders</b>	Click <span style="border: 1px solid black; padding: 2px;">Save Order</span> and note the order number indicating that your order is placed.
<b>End of Process</b>	

Process
This job aid describes the procedure for checking the work order to verify parts have been ordered from SRM.
Menu Paths
<b>Log in to the Portal → Financial Systems → Plant Maintenance → IW39</b>

Screen	Follow these steps to display a work order
<b>Display PM Orders: Selection of Orders</b>	<p>Select the <b>In Process</b> box</p> <p>Enter the Work Order number</p> <p>Click <span style="border: 1px solid black; padding: 2px;">Execute</span> to start search.</p>
<b>Display PM Orders: List of Orders</b>	<p>Select your order</p> <p>Click <span style="border: 1px solid black; padding: 2px;">Details</span> to view the selected maintenance order.</p>
<b>Display (Order type &amp; #): Central Header</b>	Click on the <span style="background-color: #4f81bd; color: white; padding: 2px;">Components</span> tab
<b>Display (Order type &amp; #): Components Overview</b>	Review the components for this order
	Click <span style="border: 1px solid black; padding: 2px;">Back</span> to close out
<b>End of Process</b>	