**Plant Maintenance Quick Reference Card**

**Create/Display Work Order Components (IW39)**

### Process

This job aid describes the procedure to ordering parts for work orders through component planning in SRM (Supplier Relationship Management).

### Menu Paths

Log in to SRM  ➔ Component Planning for Orders

### Screen

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

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# Plant Maintenance Quick Reference Card

## Create/Display Work Order Components (IW39)

### Menu Paths

Log in to the Portal ➔ Financial Systems ➔ Plant Maintenance ➔ IW39

### Process

This job aid describes the procedure for checking the work order to verify parts have been ordered from SRM.

### Screen

<table>
<thead>
<tr>
<th>Screen</th>
<th>Follow these steps to display a work order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display PM Orders: Selection of Orders</td>
<td>Select the <strong>In Process</strong> box</td>
</tr>
<tr>
<td></td>
<td>Enter the Work Order number</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Execute</strong> to start search.</td>
</tr>
<tr>
<td>Display PM Orders: List of Orders</td>
<td>Select your order</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Details</strong> to view the selected maintenance order.</td>
</tr>
<tr>
<td>Display (Order type &amp; #): Central Header</td>
<td>Click on the <strong>Components</strong> tab</td>
</tr>
<tr>
<td>Display (Order type &amp; #): Components Overview</td>
<td>Review the components for this order</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Back</strong> to close out</td>
</tr>
</tbody>
</table>

### End of Process