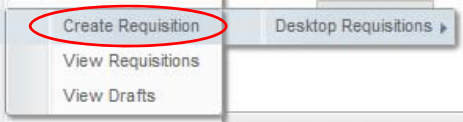
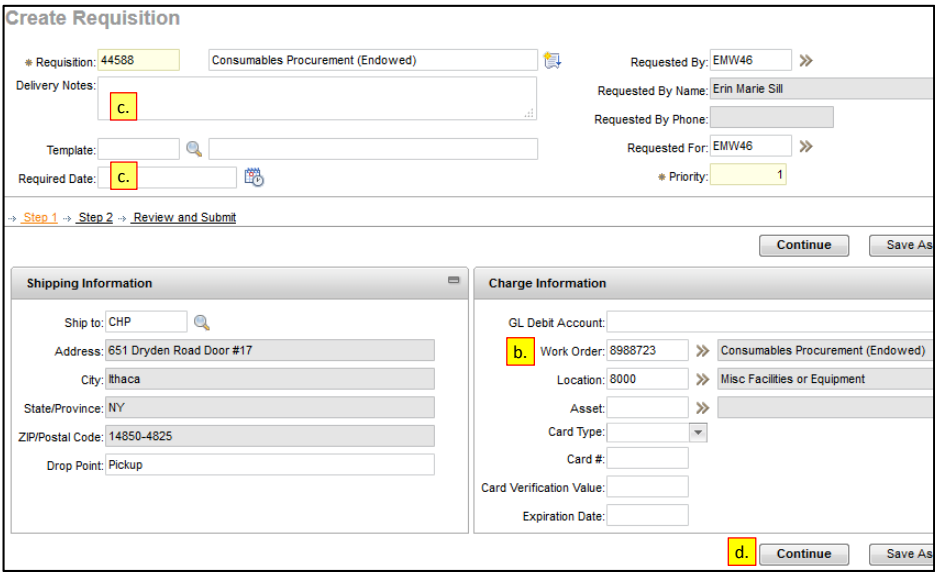


Create a Desktop Requisition for Consumables in Maximo Tradesperson

Purpose:	To create a Material Requisition for Consumables	
When:	Consumable items are needed to be ordered	
Who:	Tradesperson	
Resources to Complete Tasks		
A computer	A Maximo account, with Trades access	
Perform These Tasks:	Do These Steps/Notes:	
1. Log into Maximo with your Cornell NetID and password.	a. Go to http://maximo.fs.cornell.edu <ul style="list-style-type: none"> • Hover over “Login” on the menu bar • Click “Maximo 7.5 Production” 	
2. Create a Material Requisition (Desktop Requisition)	<p>a. Click Go To – Self Service – Desktop Requisitions – Create Requisition</p>  <p>b. In the “<u>Work Order</u>” field (middle right), type the work order # for your Zone/Ops, then click the Tab key on your keyboard: <u>Consumable Work Order #s:</u></p> <ul style="list-style-type: none"> • Contract College Zone: 8988724 • Endowed Zone: 8988723 • SCL Zone: 8988725 • FM Operations: 8988038 <p>c. If there are any special delivery notes or a required date, enter the information in the “<u>Delivery Notes</u>” field or “<u>Required Date</u>” field.</p> <p>d. Click the “Continue” button on the bottom right</p>	
		

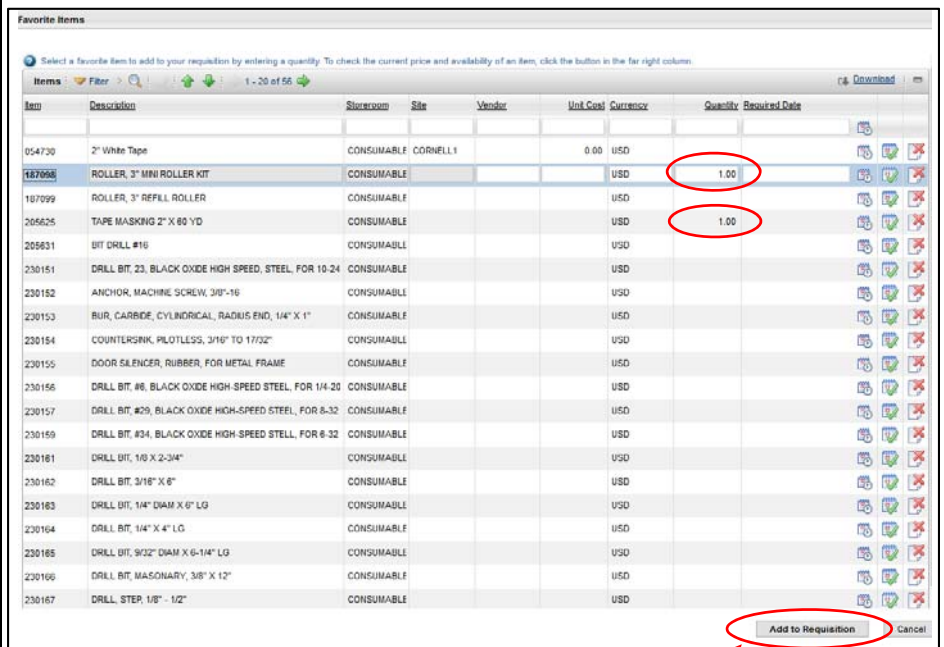
3. Choose the items from the consumables list.

a. On the bottom right of the “*Requisition Line Items*” section, click the “**Add Line Item**” button, then click “**Favorite Items**”



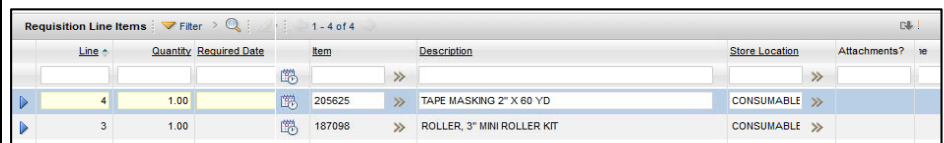
b. The list of consumables will be displayed.

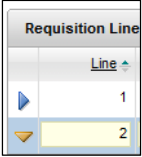


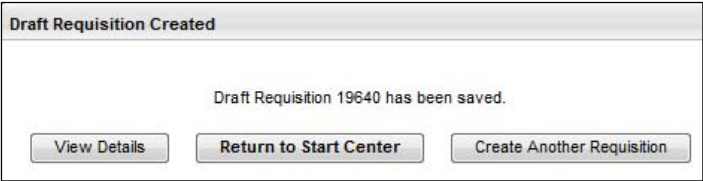
- Enter a quantity in the “Quantity” field for the items you would like to order.



- When finished entering quantities, click the “**Add to Requisition**” button.

c. The Item(s) will populate as line(s) on the requisition, with the quantity specified above.



<p>4. When all lines have been created, review and Save the “Draft” Requisition</p>	<p>a. Use the triangles to the left of each line to expand/contract each line if necessary, for your review.</p>  <p>b. When all lines have been populated correctly, click the “Continue” button</p>  <p>c. Important: On the next screen, click the “Save As Draft” button at the bottom (Do NOT click “Submit”)</p> <ul style="list-style-type: none">• The “Submit” button must <i>only</i> be clicked by a FM Procurement Team member, and only when a vendor has been populated for <i>each</i> requisition line item. This is because the Submit button creates a PR for each vendor and will close the requisition.  <p>d. After clicking “Save as Draft”, a box will pop up with the Draft Requisition ID #.</p> <ul style="list-style-type: none">• Click “Return to Start Center”• OR, if you need to create another requisition, click “Create Another Requisition” and follow this SOP starting with Task 2b.  <p>e. If you accidentally clicked the “Submit” button, call the FM Procurement Group to let them know so they can look for your requisition, as it will not be in their main queue.</p>
---	---

The Result Will Be:
A Material Requisition for Consumables in DRAFT status will be in the FM Procurement’s queue to process.

Reference Information: