FMAX

Material Requests

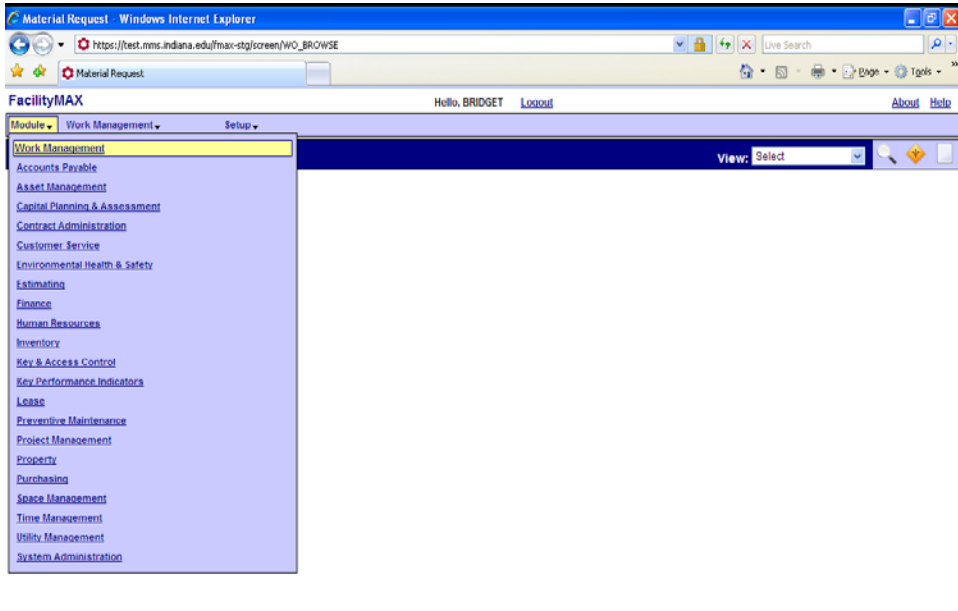Scott Knapp
Administrator
of MMS
scknapp@indiana.edu

812-855-5826

Bridget Gentry
Associate
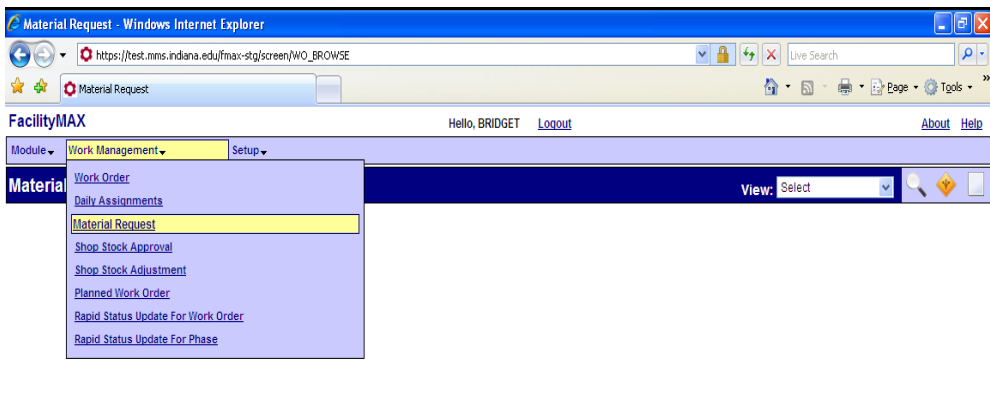Administrator
of MMS
blgentry@indiana.edu

812-856-2407
Pager: 812-337-4710

This manual is to help you create a Material Request.

You will also see how to print the material request when you have finished it.

To get to Material Requests in FMAX, choose Work Management from the Module drop down menu. Then from the Work Management menu, choose Material Requests.

Above you will see a blank Material Request screen. Click on the NEW icon and you will get the screen below. Fill in the description, work order, phase, and date needed. The region, facility and property should automatically fill in from the work order information.

Once you have the top filled in, click on the green plus button to add a line item. You will see the box above. If you are doing a non-stock order, click on the add non-stock part and click on the blue arrow in the upper right corner.

Below you can see that the required fields for the line item are in a red box. Fill in the date, Contractor, Part, UOM, commodity (zoom on class and it should auto fill), quantity, and unit cost. If you need additional items click on the green plus at the top of the screen. When you are finished adding line items, click on the green done flag.

Change your status to finalized and click on the save icon in the upper right corner when you have finished the material request.

To print the Material Request, click on the black and white printer in the upper right corner. Once you see the Material Request summary below, click on the printer icon just below the words BIRT report viewer.

You will see the box above. You can print in either HTML or PDF. Here I chose HTML and Current page. Next I will click on OK.
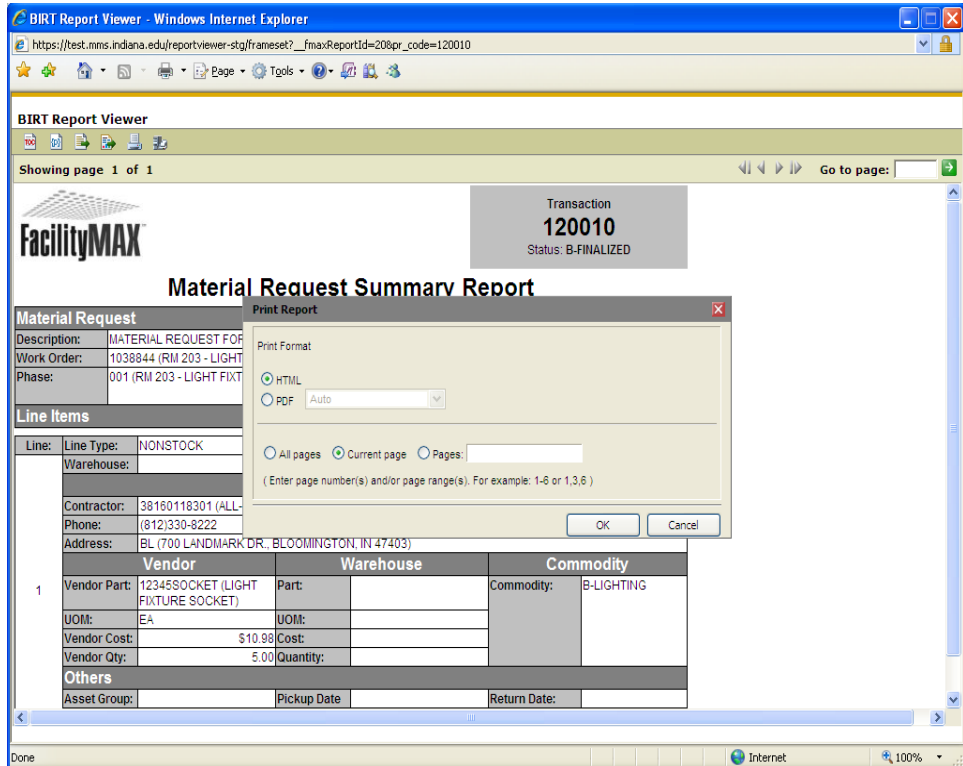
Next the box will come up for you to make sure the correct printer is highlighted. Click Print.