

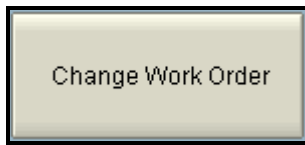
Process: This process is used to add a non-file component to an existing Work Order. This process is used if the needed component is not in the IRIS database. If the order number is not known, you can use transaction **IW38 Order List Change** to skip the first steps which will take you to the **Selection of Orders** screen. From here, you will be able to click the **Execute** icon to display the **List of Orders** screen, where you can select the order and continue through the rest of the steps.

Role: Plant Maintenance User

Frequency: When needed

BEGINNING STEPS

Click on the **Change Work Order** button




CHANGE ORDER: INITIAL SCREEN

Enter the work order number into the **Order** field

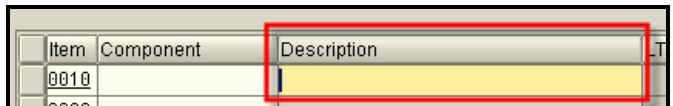


Click on the **Components** button located on the **Application Toolbar**



CHANGE CORRECTIVE: COMPONENT OVERVIEW


Skip the **Component** field by tabbing to the **Description** field



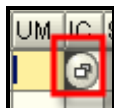
Enter a brief description of the non-file component in the **Description** field



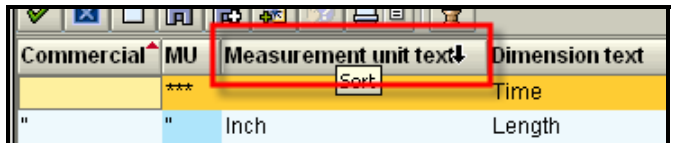
Enter the quantity in the **Reqmnt Qty** (Requirement Quantity) field



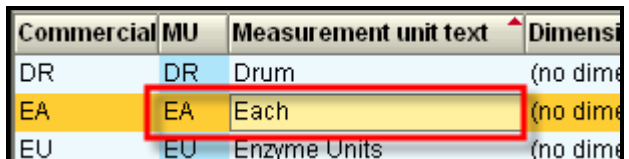
Click on the **Possible Entries** icon in the **UM** (Unit of Measure) field



Click on the heading of the **Measurement Unit Text** column to sort the text





Double-click on the appropriate unit of measure



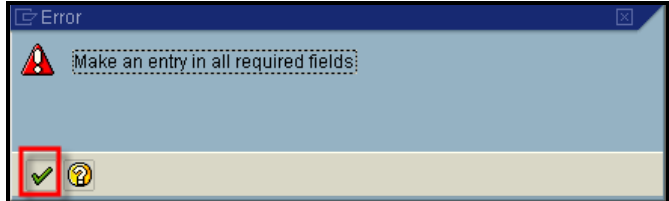
The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

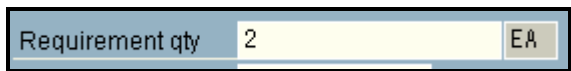




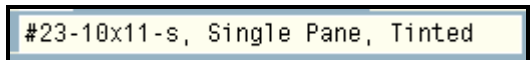


<http://myhelp.uky.edu/>

Press Tab to move to the IC (Item Category) field	
In the IC (Item Category) field, type N	
Press Enter	

ERROR

When the Error message box appears, click on the Confirm icon	
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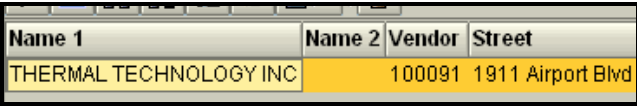

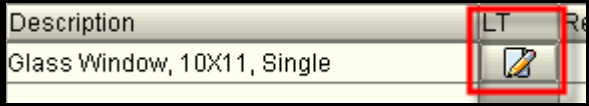
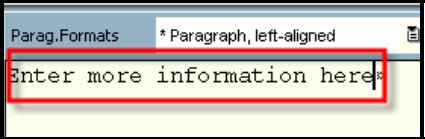


CHANGE CORRECTIVE: COMPONENT DETAIL PURCHASING

Enter information into the following fields:	
Requirement Qty – This field should default with the quantity you entered on the previous screen; you may change this field as needed	
Price – Enter the price per unit (or estimated price per unit); this is a <u>required</u> field, an amount must be entered	
Material Group – This field will default to the material group for material PM000001 ; if the non-file item is for service, enter PM000002	
Goods Recipient – Enter the name of the person receiving the material	
Requisitioner – Enter the name of the person requesting the material	
Vendor Mat. No. – Enter the vender catalog number, if available and any other necessary information, such as color, size, model number, etc.	
Unloading Point – Enter where the work will take place	
Click on the Possible Entries icon in the Vendor field	

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

Search for the vendor by enter the vendor's name or part of the name using wildcards (*) into the Name field	
Press Enter to begin the search	
Double-click on the vendor's name	
Press Enter or click on the Enter icon	
CHANGE CORRECTIVE: COMPONENT OVERVIEW	
To enter more details about the component, click on the Item Long Text icon, located in the column after the component description	
CHANGE COMPONENT TEXT	
In the text field, enter as much information as available about the component	
Click on the Back button to return to the previous screen	
CHANGE CORRECTIVE: COMPONENT OVERVIEW	
After entering all the information for the non-file component, click on the Save icon	

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

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