

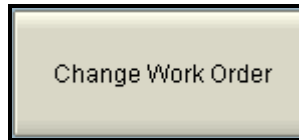
Process: This process is used to add a stock or non-stock component to an existing Work Order. If the order number is not known, you can use transaction IW38 Order List Change to skip the first steps which will take you to the Selection of Orders screen. From here, you will be able to click the Execute 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

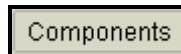


CHANGE ORDER: INITIAL SCREEN

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

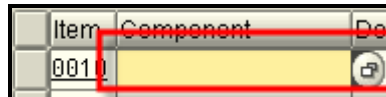



Click on the **Components** button located on the **Application Toolbar**

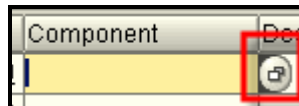


CHANGE CORRECTIVE: COMPONENT OVERVIEW

Enter the IRIS-generated six-digit component number into the **Component** field



Hint: To search for a component, click on the **Possible Entries** icon 

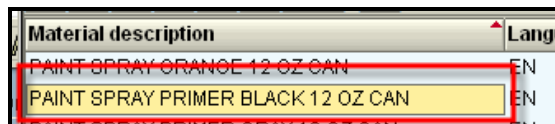


When the search window appears enter part of the name of the component using wildcards (*) in the **Material Description** field



Press **Enter**

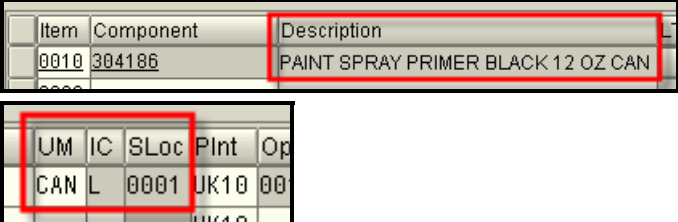
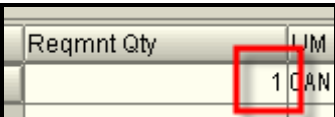

When the search list matching the description appears, find the component and double-click on it



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

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

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

<p>Press Enter to pull up the rest of the component's information (such as the Description, Unit of Measure, Item Category, and Storage Location)</p>	 <table border="1" data-bbox="852 252 1526 336"> <thead> <tr> <th>Item</th> <th>Component</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0010</td> <td>304186</td> <td>PAINT SPRAY PRIMER BLACK 12 OZ CAN</td> </tr> </tbody> </table> <table border="1" data-bbox="852 346 1144 472"> <thead> <tr> <th>UM</th> <th>IC</th> <th>SLoc</th> <th>Plnt</th> <th>Op</th> </tr> </thead> <tbody> <tr> <td>CAN</td> <td>L</td> <td>0001</td> <td>JK10</td> <td>00</td> </tr> </tbody> </table>	Item	Component	Description	0010	304186	PAINT SPRAY PRIMER BLACK 12 OZ CAN	UM	IC	SLoc	Plnt	Op	CAN	L	0001	JK10	00
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0010	304186	PAINT SPRAY PRIMER BLACK 12 OZ CAN															
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CAN	L	0001	JK10	00													
<p>Enter the quantity needed in the Reqmnt Qty (Requirement Quantity) field</p>	 <table border="1" data-bbox="852 493 1185 609"> <thead> <tr> <th>Reqmnt Qty</th> <th>UM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CAN</td> </tr> </tbody> </table>	Reqmnt Qty	UM	1	CAN												
Reqmnt Qty	UM																
1	CAN																
<p>After entering all the stock or non-stock components, click on the Save icon</p>																	

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