**Quick Reference Card - Basic**

**IW32 Add Stock & Non-stock Components**

**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

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**BEGINNING STEPS**

Click on the **Change Work Order** button

**CHANGE ORDER: INITIAL SCREEN**

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

Enter 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

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

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

http://myhelp.uky.edu/
### IW32 Add Stock & Non-stock Components

**Press Enter** to pull up the rest of the component’s information (such as the **Description**, **Unit of Measure**, **Item Category**, and **Storage Location**)

<table>
<thead>
<tr>
<th>Item</th>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>981</td>
<td>354186</td>
<td>PAINT SPRAY PRIMER BLACK 12 OZ CAN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UM</th>
<th>IC</th>
<th>SLoc</th>
<th>PInt</th>
<th>Op</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN</td>
<td>L0001</td>
<td>JK10</td>
<td>00</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Reqmnt Qty</th>
<th>UM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CAN</td>
</tr>
</tbody>
</table>

After entering all the stock or non-stock components, click on the **Save** icon

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