I-Desk Material Request Guide

With your phase open select the Material Request icon.

Next Page
The Material Request page opens, click Line Items

Next Page
The **Line Item** page opens, click on **Warehouse (Storeroom)** **Class** (Pick from list) and **Commodity**.

Next Page
With populated criteria click the **Part** button to select from list

<table>
<thead>
<tr>
<th>Line</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Warehouse** | STOREROOM  
STOREROOM WAREHOUSE |
| **Class** | ELECTRICAL  
ELECTRICAL AND FIRE PROT... |
| **Commodity** | 28712  
BATTERIES AND HARDWARE... |
| **Item** | |
| **Part** | |
| **Quantity** | |
Select a **Part** from the list, for this example I will use EL530100

Next Page
You will be returned to the Line Item page with the added Part, select a Quantity then hit Save.
You will now see **Line Items (1)**, click the **Material Request** button

Next Page
At the **Material Request** page click the **Save** button.

![Material Request screenshot](image)

<table>
<thead>
<tr>
<th>Trans No</th>
<th>1469</th>
</tr>
</thead>
</table>
| Description | 14-100899  
PICK TICKET TEST |
| Work Order | 001 |
| Date Needed | 09/27/2013 |
| Status | REQUESTED  
MATERIAL REQUEST SUBMITTED FOR  
DELIVER TO JEB95  
JEROME BROWN |
| Deliver To |  
JEANINE BROWN |
| Line Items | |
Click the **Phase** button to return to the phase, **Material Request** has now been sent to your Supervisor.

**Material Request**

- **Trans No**: 1469
- **Description**: PICK TICKET TEST
- **Work Order**: 14-100899
- **Date Needed**: 09/27/2013
- **Status**: REQUESTED
- **Deliver To**: JEB95 JEROME BROWN

**Phase 001**

- **Work Order**: 14-100899
- **Phase**: 001
- **Description**: PICK TICKET TEST
- **Location**: 162 JONATHAN LUCAS ST ORGE (POI)
- **Status**: ASSIGNED
- **Work Code**: D3042 EXHAUST VENTILATION SYSTEMS
- **Priority**: LOW

End of Document