ENTERING
Electronic Material Request’s
In FMS
Double click on the FMS icon.
Input your User Name and Password.  Click on Login.
Click on Work Management.
Click on Work Order.
Key the work order you would like to order material for in the search box.
Click on the Magnifying Glass.
Click on the phase that you would like to order material for.
Click on the Material Request icon right from the Phase screen of the Work Order.
Work Order and Location fields will be pre-populated for you.
Key your four digit Plant Employee number or use the Asset Supervisor Employee number if you are working out of your region in the Requested By field. This is a required field even though it is not outlined in red.
Click on the calendar icon and choose a Date Needed.
Click on the green plus icon in the Line Item bar to add an item.
Click on Add NonStock Part.  

Click on the green arrow button.
**Key in the description of the item you would like ordered.**
Click on the Magnifying Glass next to the Contractor field.
Click on the Magnifying Glass to search for the vendor that can supply the product you need.
Key the Vendor Name in the Description field. Click the Magnifying Glass.
Click on desired Contractor Number.
The system will populate the contractor fields for you.

If you do not know which vendor the material should be ordered from, click on the Magnifying Glass.
<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SS 2&quot; widget hardened &quot;MADE in the USA&quot; only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part</td>
</tr>
<tr>
<td>UOM</td>
</tr>
<tr>
<td>Green</td>
</tr>
<tr>
<td>Class</td>
</tr>
<tr>
<td>Commodity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>Unit Cost</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Total: $0.00
Click on the last page button.
Click on “MATREQUEST”.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000020785</td>
<td>GREEN CHOICE FLOORING INTERNATIONAL INC</td>
</tr>
<tr>
<td>0000022843</td>
<td>ELECTRIC SWITCH CORP</td>
</tr>
<tr>
<td>0000022867</td>
<td>DL CONSTRUCTION</td>
</tr>
<tr>
<td>0000022814</td>
<td>TERRY'S PRECAST PRODUCTS</td>
</tr>
<tr>
<td>0000023160</td>
<td>PLW MODELWORKS LLC</td>
</tr>
<tr>
<td>0000023512</td>
<td>RELIABLE UNDERGROUND SERVICE TECHNICIANS</td>
</tr>
<tr>
<td>0000023512</td>
<td>RELIABLE UNDERGROUND SERVICE TECHNICIANS</td>
</tr>
<tr>
<td>9000000001</td>
<td>ARCHITECTURE, ENGINEERING AND CONSTRUCTION (AEC)</td>
</tr>
<tr>
<td>AEC</td>
<td>AEC</td>
</tr>
<tr>
<td>MATREQUEST</td>
<td>TO BE USED FOR MATERIAL REQUESTS WHEN THE VENDOR IS NOT KNOWN</td>
</tr>
</tbody>
</table>
The System will populate the Contractor fields for you.
Key in the Manufacturers part number (preferred) or the Vendors part number in the Part field. **If you do not know a part number, key in a question mark.**
Click on the magnifying glass next to the UOM field.
Click on the correct Unit of Measure for what you need ordered.
Key in the quantity of the item you need in the Quantity field.
Key in the correct cost into the Unit Cost field. **If you do not know the cost enter 0.01**
Click on the green flag icon.
Repeat the process of the last 17 pages if you need to add another item. If you have any pertinent documents for the transaction such as quotes, drawings or specifications you can upload to Related Documents. Click on the dropdown menu.
Click on Related Documents.
Click on the new document icon.
Click on the Choose File button.
Navigate to where you have the document saved on your computer. Click on the document you need to upload.  
Click on the Open button.
Click on the Green Arrow Icon.
You can rename the document if you wish. **It is best to name it something relevant.**

Click on the Type magnifying glass.
Click on GENERAL.
Click on Green Arrow icon.
Click on the Green Arrow icon again.
Click on the Green Arrow yet again.
Click on the Green Flag.
Type a note in the Description box alerting Material Service that you uploaded pertinent documents.
Click on the Status magnifying glass.
Click on the SUBMIT Status.
Click on the SAVE icon.