

# MAXIMO TRAINING – FMD PURCHASE SERVICES



# MAXIMO TRAINING – FMD PURCHASE SERVICES

WORK  
ORDER

- FIU INTERNAL CUSTOMER
- TECHNICIAN

MATERIALS

- ROTARING ITEM FROM STOCK
- OR
- NEW MATERIAL ITEM

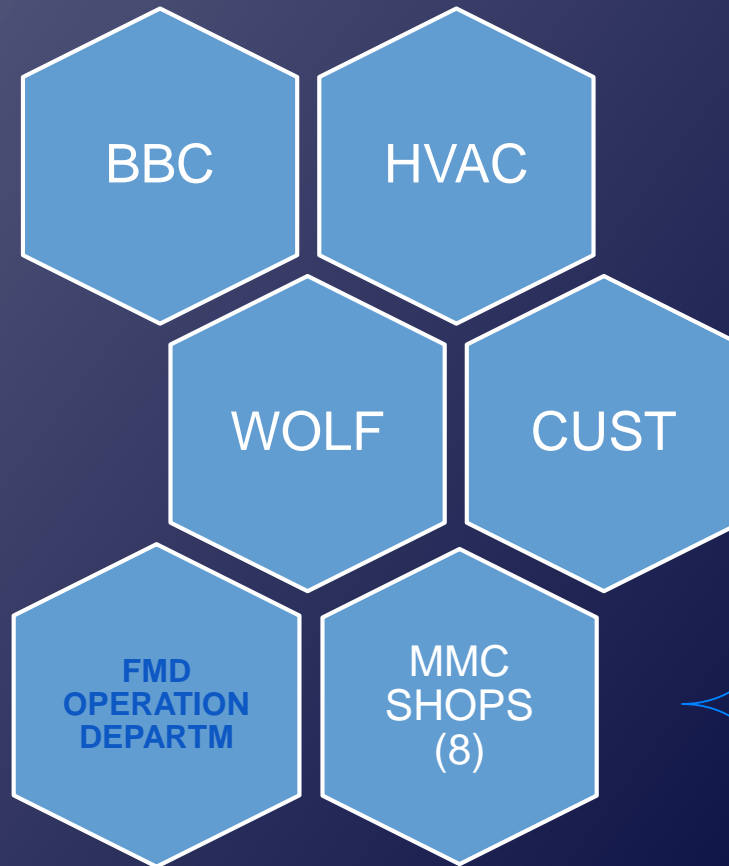
PURCHASE  
REQUISITION

MARKET  
RESEARCH &  
QUOTATION

PURCHASE  
ORDER

RECEIVING

# MAXIMO TRAINING – FMD PURCHASE SERVICES



- CAMPUS SERVICES
- ELECTRICAL SHOP
- PLUMBING SHOP
- CARPENTER SHOP
- PAINT SHOP
- GROUND
- LSUS SHOP
- KEY BANK

# MAXIMO TRAINING – FMD PURCHASE SERVICES

1

- IDENTIFY MATERIALS TO ORDER

2

- CHECK ITEM MASTER
- PICK CURRENT ITEMS OR JUST DESCRIBE MATERIALS TO BUY

3

- PLACE A PURCHASE REQUISITION WITH ITEMS AND WORK ORDERS
- SEND BY E-MAIL PR NUMBER TO FACILITIES MANAGEMENT OPERATION

4

- MARKET REASERCH
- CREATE PURCHASE ORDER & SEND TO VENDOR

5

- VENDOR MAKE DELIVERY DIRECTLY TO FIU INTERNAL CUSTOMER



6

- DEPARTMENTS RECEIVING ORDER IN MAXIMO

7

- SEND PACKING LIST AND RECEIVING REPORT TO FACILITIES MANAGEMENT OPERACION

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/login?welcome=true

File Edit View Favorites Tools Help

Welcome, Hernandez Garcia, Ariel

Bulletins: (0) Go To Reports Start Center Profile Sign Out Help

Change Content/Layout Display Settings Update Start Center

## MAXIMO START CENTER

**Quick Insert**

- New Item
- New Purchase Order

**Favorite Applications**

- Inventory
- Inventory Reservations
- Inventory Usage
- Item Master (SP)
- Purchase Orders

**Items Pending Approval**

Item	Description	Status	Date
4778	Drill/Driver Set, 12 Pc	8/22/13 8:51 AM	
4818	Fuse, RK5, FRS-R, 100A, 600VAC/300VDC	8/23/13 11:56 AM	
5026	Chemical Waste Fitting Coupling 1 1/2	9/24/13 1:51 PM	
IT1001	TEST Item - Ipad 3	8/11/13 10:53 AM	

1 - 4 of 4

**Bulletin Board**

Subject	Message	Post Date	Expiration Date	Viewed
				N

There are currently no bulletin board messages to view.

**WAPPR PO's**

PQ	Description	Ordered Date

No Data Found.

**APPR PO's**

PQ	Description	Ordered Date
3047	BBC DIRECT ISSUES APR 2013	4/26/13 2:14 PM
3124	WOLFS DIRECT ISSUES MAY 2013	5/22/13 11:33 AM
3162	WHSE STOCK JUNE 2013	6/7/13 10:52 AM
3247	TRAILER RENT = REAGAN HOUSE JULY 2013	7/10/13 3:28 PM
3260	PANTHERSOFT FIU PO# 115741	7/15/13 2:52 PM

1 - 5 of 29 | Next Page >>

**Waiting for Vendor**

PQ	Description	Ordered Date

No Data Found.

**Open Inventory Reservations**

Work Order	Item	Description	Reserved Quantity	Required Date	Storeroom

No Data Found.

8:13 AM 9/30/2013

# CREATING A NEW PURCHASE REQUISITION (PR)



# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=startcncr&uissessionid=714&csrftoken=27ru2s Heart - London Start Center

Welcome, Hernandez Garcia, Ariel

## CREATING A NEW PURCHASE REQUISITION (PR)

**Go To** Reports Start Center Profile Sign Out Help

- Administration
- Assets
- Contracts
- Financial
- Inventory
- Planning
- Preventive Maintenance
- Purchasing**
  - Purchase Requisitions
  - Purchase Orders
  - Receiving
  - Shipment Receiving
  - Companies
  - Company Master
- Service Level
- Service Provider (SP)
- Work Orders

**Quick Insert**

- New Item
- New Purchase Order

**Favorite Applications**

- Inventory
- Inventory Reservations
- Inventory Usage
- Item Master (SP)
- Purchase Orders

**Items Pending Approval**

Item	Description	Status	Date
4778	Drill/Driver Set, 12 Pc	8/22/13 8:51 AM	
4818	Fuse, RK5, FRS-R, 100A, 600VAC/300VDC	8/23/13 11:56 AM	
5026	Chemical Waste Fitting Coupling 1 1/2	9/24/13 1:51 PM	
5058		9/30/13 8:25 AM	
IT1001	TEST Item - Ipad 3	8/11/13 10:53 AM	

1 - 5 of 5

**Bulletin Board**

Subject	Message	Post Date	Expiration
There are currently no bulletin board messages.			

**WAPPR PO's**

PQ	Description
No Data Found.	

**APPR PO's**

PQ	Description	Ordered Date
3047	BBC DIRECT ISSUES APR 2013	4/26/13 2:14 PM
3124	WOLFS DIRECT ISSUES MAY 2013	5/22/13 11:33 AM
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3247	TRAILER RENT = REAGAN HOUSE JULY 2013	7/10/13 3:28 PM
3260	PANTHERSOFT FIU PO# 115741	7/15/13 2:52 PM

1 - 5 of 29 | Next Page

**Waiting for Vendor**

PQ	Description	Ordered Date
No Data Found.		

**Open Inventory Reservations**

Work Order	Item	Description	Reserved Quantity	Required Date	Storeroom
No Data Found.					

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uisessionid=714&csrftoken=27ru2ss73v7

Heart - London

Purchase Requisitions

File Edit View Favorites Tools Help

Purchase Requisitions

Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

Advanced Search Save Query Bookmarks

PRs Filter 0 - 0 of 0

PR	Description	Status	Company	Priority	Required Date	Total Cost	Site
							=2

To find records, use the filter fields and then press Enter.  
For more search options, use the Advanced Search button.  
To enter a new record, select the Insert icon in the toolbar.

9:10 AM  
9/30/2013



# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uisessionid=714&csrftoken=27ru2ss73v7 Heart - London Purchase Requisitions x

File Edit View Favorites Tools Help

Purchase Requisitions

Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

\* PR: 1108

## CREATING A NEW PURCHASE REQUISITION (PR)

Details	Dates	Costs
<p>* Priority: 0</p> <p>Requested By: 4560911</p> <p>Supervisor: &gt;&gt;</p> <p>Contract Reference: &gt;&gt;</p> <p>Contract Type:</p> <p>Contract Revision:</p>	<p>Status Date: 9/30/13 9:13 AM</p> <p>Requested Date: 9/30/13 9:13 AM</p> <p>Required Date:</p>	<p>Pretax Total: 0.00</p> <p>Total Tax: 0.00</p> <p>Total Cost: 0.00</p> <p>* Currency: USD</p> <p>Total Base Cost: 0.00</p>

### Vendor

<p>No Vendor? <input type="checkbox"/></p> <p>Company:</p> <p>Address:</p> <p>City:</p> <p>State/Province:</p> <p>ZIP/Postal Code:</p> <p>Contact:</p> <p>Customer #:</p> <p>Phone:</p>	<p>Internal? <input type="checkbox"/></p> <p>Storeroom:</p> <p>Storeroom Site:</p> <p>Freight Terms:</p> <p>Payment Terms:</p> <p>Ship Via:</p> <p>FOB Point:</p> <p>Pay Tax to Vendor? <input type="checkbox"/></p> <p>Pay on Receipt? <input type="checkbox"/></p> <p>Inspection Required? <input type="checkbox"/></p>
---	---



9:13 AM  
9/30/2013



# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uisessionid=714&csrftoken=27ru2ss73v7 Heart - London Purchase Requisitions X

File Edit View Favorites Tools Help

Purchase Requisitions

Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

\* PR: 1108

## CREATING A NEW PURCHASE REQUISITION (PR)

PR Lines Filter 0 - 0 of 0 Download

Line	Item	Description	Quantity	Order Unit	Unit Cost	Line Cost	Tax	Distributed?
...No rows to display...								

Vendor Items Select Spare Parts Contract Items View Contracts Distribute C New Row

Default Table Data

Work Order: Asset: Requested By:

Location: Storeroom: GL Debit Account:

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uissessionid=714&csrftoken=27ru2ss73v7 Heart - London Purchase Requisitions x

File Edit View Favorites Tools Help

Purchase Requisitions

Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

\* PR: 1108 Site: 2 Status: WAPPR Total Cost: 0.00

PR Lines Filter 1 - 1 of 1

Line	Item	Description	Quantity	Order Unit	Unit Cost	Line Cost	Tax	Distributed?
2			1.00		0.00	0.00	0.00	

Line Item

\* Line: 2

\* Line Type: Item

\* Item: >>

Condition Code: >

Remarks: >

Classification: >>

Class Description: >>

Manufacturer: >

Model: >

Category: >

Catalog #: >

Commodity Group: >

Commodity Code: >

Receipt Required? ☒

Inspection Required? ☐

Issue on Receipt? ☐

Charge to Store? ☐

Distributed? ☐

Copy to RFQ? ☐

Copy to Contract? ☐

Tax Exempt? ☐

Consignment? ☐

Quantity and Costs

Quantity: 1.00

Order Unit: >

Issue Unit: >

\* Conversion Factor: >

Unit Cost: 0.00

\* Line Cost: 0.00

Tax Code: >

\* Tax: 0.00

Loaded Cost: 0.00

Contract Reference: >

Contract Type: >

Contract Reference Revision: >

Charge To

Storeroom: >>

Work Order: >

WO Task: >

Location: >>

Asset: >>

GL Debit Account: >

Related Records

Requisition: >

PO: >>

\* Entered By: 4560911

Details

## CREATING A NEW PURCHASE REQUISITION (PR)

# MAXIMO TRAINING – FMD PURCHASE SERVICES

MAXIMO TRAINING – FMD PURCHASE SERVICES

Browser: http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uisessionid=1150&csrtoken=e54ogtlg6e... Heart - London Purchase Requisitions transparent check mark...

File Edit View Favorites Tools Help

Purchase Requisitions

Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

PR: 1105 MMC SOURCING, SEPT. 2013 Site: 2 Status: WAPPR Total Cost: 0.00

PR Lines Filter 1 - 1 of 1

CREATING A NEW PURCHASE REQUISITION (PR)

Line	Item	Description	Quantity	Order Unit	Unit Cost	Line Cost	Tax	Distributed?
1			1.00		0.00	0.00	0.00	

Line Item

\* Line: 1  
\* Line Type: Item  
\* Item: Item  
Condition Code: Material  
Remarks: Service  
Classification: Special Order  
Class Description: Standard Service  
Tool

Manufacturer: Model: Category: Catalog #:  
Commodity Group: Commodity Code:

Receipt Required? ☒  
Inspection Required? ☐  
Issue on Receipt? ☐  
Charge to Store? ☐  
Distributed? ☐  
Copy to RFQ? ☐  
Copy to Contract? ☐  
Tax Exempt? ☐  
Consignment? ☐

Quantity and Costs

Quantity: 1.00  
Order Unit:  
Issue Unit:  
\* Conversion Factor:  
Unit Cost: 0.00  
\* Line Cost: 0.00

Tax Code: Tax: 0.00  
Loaded Cost: 0.00  
Contract Reference:  
Contract Type:  
Contract Reference Revision:

Charge To

Storeroom: Work Order: WO Task: Location: Asset: GL Debit Account:

Related Records

PO: Entered By: 4560911

# PURCHASE ORDER



# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=po&uisessionid=714&csrftoken=27ru2ss73v7

Purchase Orders

APPROVED PO's

Find: Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 3523 BBC DIRECT ISSUE SEPT 2013 Site: 2 Status: APPR Attachments

PantherSoft PO#: Internal Customer: BBC Revision: 0

Bypass Contract Revision on PO Approval?

## PURCHASE ORDER (PO)

Details	Details	Dates	Costs
Vendor Confirmation #: Type: STD Buyer Company: Priority: 0 Receipts: NONE Contract Reference: Contract Type: Contract Revision: Release #:	Created By: 4560911 Hernandez Garcia, Ariel Created Date: 9/26/13 1:47 PM Last Changed By: 4560911 Hernandez Garcia, Ariel Last Changed Date: 9/26/13 2:09 PM Is this a P-Card Purchase? Last 4 of P-Card: Buyer: 4560911 Hernandez Garcia, Ariel	Status Date: 9/26/13 2:09 PM Ordered Date: 9/26/13 1:47 PM Required Date: 10/3/13 1:36 PM Follow-up Date: Vendor Date:	Pretax Total: 1,377.19 Total Tax: 0.00 Total Cost: 1,377.19 Currency: USD Total Base Cost: 1,377.19

Vendor

Company: GRAINGER >> W W GRAINGER Internal? Storerom: Storerom Site: Freight Terms: Payment Terms: Ship Via: FOB Point: Pay Tax to Vendor?

Address: 2255 NW 89 PI City: MIAMI State/Province: FL 33172 ZIP/Postal Code: Contact: Customer #:

javascript:setClickElementId("mx304");sendEvent("click","mx304","")

9:37 AM  
9/30/2013



# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=po&uisessionid=714&csrftoken=27ru2ss73vi Heart - London Purchase Orders

File Edit View Favorites Tools Help

Purchase Orders

APPROVED PO's Find: Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 3523 BBC DIRECT ISSUE SEPT 2013 Site: 2 Status: APPR Total Cost: 1,377.19

Revision: 0

PURCHASE ORDER (PO)

PO Lines 1 - 10 of 13

Line	Item	Description	Quantity	Order Unit	Unit Cost	Line Cost	Tax	Distributed?
1	5035	Wall Switch, Toggle, Momentary, Ivory	5.00	EA	67.82	339.10	0.00	
2	2536	V Belt, 28 In, A26	5.00	EA	1.46	7.30	0.00	
3	5052	ELBOW, 90 DEG, CLOSE ROUGH, 1/2 IN	5.00	EA	0.31	1.55	0.00	
4	5053	ELBOW, 90 DEG, CLOSE ROUGH, 3/4 IN	5.00	EA	0.64	3.20	0.00	
5	EL01978	CONNECTOR, Conduit Fitting, Straight, Noninsul, 3/8 In	100.00	EA	2.39	239.00	0.00	
6	EL01975	CONNECTOR, 3/8" 90 DEG SQUEEZE/FLEX	100.00	EA	0.42	42.00	0.00	
7	5019	Dbl Sided Stplddr, FG, 4 ft H, 375 lb. Cap	1.00	EA	189.68	189.68	0.00	
8	5020	Pipe Tap, Bottom, Bright, 3/4-14	1.00	EA	175.05	175.05	0.00	
9	5021	Step Drill Bit, M35, Amber, 3/16-1/2 In	1.00	EA	106.65	106.65	0.00	
10	5022	Mini Digital Multimeter, 600V	1.00	EA	75.60	75.60	0.00	

Vendor Items Contract Items Select Spare Parts Vendor Analysis View Contracts Distribute Costs New Row

Default Table Data

Work Order: Asset: Requested By:

Location: Storeroom: GL Debit Account:

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=po&uisessionid=714&csrftoken=27ru2ss73vi Heart - London Purchase Orders

File Edit View Favorites Tools Help

Purchase Orders

APPROVED PO's Find: Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 3523 BBC DIRECT ISSUE SEPT 2013 Site: 2 Status: APPR Total Cost: 1,377.19

Revision: 0

PURCHASE ORDER (PO)

PO Lines 1 - 10 of 13

Line	Item	Description	Quantity	Order Unit	Unit Cost	Line Cost	Tax	Distributed?
1	5035	Wall Switch, Toggle, Momentary, Ivory	5.00	EA	67.82	339.10	0.00	
2	2536	V Belt, 28 In, A26	5.00	EA	1.46	7.30	0.00	
3	5052	ELBOW, 90 DEG, CLOSE ROUGH, 1/2 IN	5.00	EA	0.31	1.55	0.00	
4	5053	ELBOW, 90 DEG, CLOSE ROUGH, 3/4 IN	5.00	EA	0.64	3.20	0.00	
5	EL01978	CONNECTOR, Conduit Fitting, Straight, Noninsul, 3/8 In	100.00	EA	2.39	239.00	0.00	
6	EL01975	CONNECTOR, 3/8" 90 DEG SQUEEZE/FLEX	100.00	EA	0.42	42.00	0.00	
7	5019	Dbl Sided Stplddr, FG, 4 ft H, 375 lb. Cap	1.00	EA	189.68	189.68	0.00	
8	5020	Pipe Tap, Bottom, Bright, 3/4-14	1.00	EA	175.05	175.05	0.00	
9	5021	Step Drill Bit, M35, Amber, 3/16-1/2 In	1.00	EA	106.65	106.65	0.00	
10	5022	Mini Digital Multimeter, 600V	1.00	EA	75.60	75.60	0.00	

Vendor Items Contract Items Select Spare Parts Vendor Analysis View Contracts Distribute Costs New Row

Default Table Data

Work Order: Asset: Requested By:

Location: Storeroom: GL Debit Account:

# CHECKING PROGRESS OF YOUR REQUEST

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uisessionid=1150&csrftoken=e54ogtlg6e Heart - London Purchase Requisitions x

File Edit View Favorites Tools Help

Purchase Requisitions

All Records Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

PR: 1109 MMC STOCK , OCT. 2013 **CHECKING PROGRESS OF YOUR REQUEST** Status: CLOSE Attachments

Details	Dates	Costs
Priority: 0	Status Date: 10/1/13 4:07 PM	Pretax Total: 4,237.42
Requested By: 1191293	Requested Date: 9/30/13 10:04 AM	Total Tax: 0.00
Supervisor: >>	Required Date:	Total Cost: 4,237.42
Contract Reference: >>		Currency: USD
Contract Type:		Total Base Cost: 4,237.42
Contract Revision:		

**Vendor**

No Vendor? <input type="checkbox"/>	Internal? <input type="checkbox"/>
Company: GRAINGER >> W W GRAINGER	Storeroom:
Address: 2255 NW 89 PI	Storeroom Site:
City: MIAMI	Freight Terms:
State/Province: FL 33172	Payment Terms:
ZIP/Postal Code:	Ship Via:
Contact:	FOB Point:
Customer #:	Pay Tax to Vendor? <input checked="" type="checkbox"/>
Phone: (305) 594-0587	Pay on Receipt? <input type="checkbox"/>
	Inspection Required? <input type="checkbox"/>

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uisessionid=11508&csrftoken=e54ogtlg6e Heart - London Purchase Requisitions x

File Edit View Favorites Tools Help

Purchase Requisitions

Go To Reports Start Center Profile Sign Out Help IBM

All Records Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions

PR: 1109 MMC STOCK, OCT. 2013

Details

Priority: 0  
Requested By: 1191293  
Supervisor: >>  
Contract Reference: >>  
Contract Type: >>  
Contract Revision: >>

Change Status  
View History  
Create PO  
Create Contract  
View Related Records  
Unit of Measure and Conversion  
Attachment Library/Folders  
Duplicate Purchase Requisition  
Add to Bookmarks  
Run Reports  
Cognos Reporting

Checking Progress of Your Request

Status: CLOSE

Costs

Pretax Total: 4,237.42  
Total Tax: 0.00  
Total Cost: 4,237.42  
Currency: USD  
Total Base Cost: 4,237.42

Vendor

No Vendor? ☐  
Company: GRAINGER >> W W GRAINGER  
Address: 2255 NW 89 PI  
City: MIAMI  
State/Province: FL 33172  
ZIP/Postal Code: >>  
Contact: >>  
Customer #: >>  
Phone: (305) 594-0587

Internal? ☐  
Storeroom: >>  
Storeroom Site: >>  
Freight Terms: >>  
Payment Terms: >>  
Ship Via: >>  
FOB Point: >>  
Pay Tax to Vendor? ☒  
Pay on Receipt? ☐  
Inspection Required? ☐

javascript: topLevelMenus['shared'].menuClick({"id": "0\_VIEWRELREC\_OPTION", "border": "true", "text": "View Related..."})



# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=pr&uisessionid=1150&csrftoken=e54ogtlg6e Heart - London Purchase Requisitions x

File Edit View Favorites Tools Help

Purchase Requisitions

All Records Find: Select Action

PR: 1109 MMC STOCK, OCT. 2013

**CHECKING PROGRESS OF YOUR REQUEST**

View Related Records

Details

Priority: 0  
Requested By: 1191293  
Supervisor: >>  
Contract Reference: >>  
Contract Type:  
Contract Revision:

Vendor

No Vendor? ☐  
Company: GRAINGER >> W W GRAINGER  
Address: 2255 NW 89 PI  
City: MIAMI  
State/Province: FL 33172  
ZIP/Postal Code:  
Contact:  
Customer #:  
Phone: (305) 594-0587

View Related Records

POs RFQs Material Receipts Service Receipts Invoices Invoice Transactions Contract References

POs Filter 1 - 10 of 10

Line	PQ	Revision	Line	Item	Description	Quantity	Order Unit	Line Cost	Status	Site	Requested By
1	3556	0	1	2804	ELKAY Regulator Spring, Green	10.00	EA	163.00	WAPPR2	107629	1191293
2	3556	0	2	EL01235A	FLO., F28W/T5/835/ECO/SYLVANIA	120.00	EA	598.80	WAPPR2	107629	
3	3556	0	3	PL00104A	White Relief Valve, Toilets	25.00	EA	154.00	WAPPR2	107629	
4	3556	0	4	PL00104	Black Relief Valve, Urinals	25.00	EA	160.00	WAPPR2	107629	
5	3556	0	5	PL00144	SLOAN A-1101-A CLOSET REPAIR KIT 1.6 GPF	15.00	EA	745.20	WAPPR2	107629	
6	3556	0	6	PL00144A	SLOAN, A-1107-A, URINAL REPAIR KIT 1.0 GPF	15.00	EA	745.20	WAPPR2	107629	
7	3556	0	7	EL01807	BOX 4 X 4 X 1 1/2" UTILITY BOX 1900	100.00	EA	296.00	WAPPR2	107629	
8	3556	0	8	EL01810	Electrical Box, Switch, 1 Gang. (Cut-in)	50.00	EA	420.50	WAPPR2	1191293	
9	3556	0	9	EL01235	FLO. T5, F54/835 HO	120.00	EA	616.80	WAPPR2	1191293	
10	3556	0	10	EL01229	FLOURECENT LAMP, T8, 4100K, 96 IN, L	48.00	EA	337.92	WAPPR2	107629	

OK

Pay on Receipt? ☐  
Inspection Required? ☐

Pretax Total: 4,237.42  
Total Tax: 0.00  
Total Cost: 4,237.42  
Currency: USD  
Total Base Cost: 4,237.42



# RECEIVING AN ORDER

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=startcptr&uisessionid=744&csrftoken=a5fjca Heart - London Start Center

File Edit View Favorites Tools Help

Welcome, Hernandez García, Ariel

Go To Reports Start Center Profile Sign Out Help

## RECEIVING

**Quick Insert**  
New Item  
New Purchase Order

**Favorite Applications**  
Inventory  
Inventory Reservations  
Inventory Usage  
Item Master (SP)  
Purchase Orders

**Items Pending Approval**

Item	Description	Status Date
4778	Drill/Driver Set, 12 Pc	8/22/13 8:51 AM
4818	Fuse, RK5, FRS-R, 100A, 600VAC/300VDC	8/23/13 11:56 AM
5026	Chemical Waste Fitting Coupling 1 1/2	9/24/13 1:51 PM
5058		9/30/13 8:25 AM
5065	Exterior Wall Luminaire Luminous Wall Sconce (Law Bldg)	9/30/13 10:14 AM
IT1001	TEST Item - Ipad 3	8/11/13 10:53 AM

1 - 6 of 6

**Bulletin Board**

Subject	Message	Post Date	Expires
There are currently no bulletin board messages.			

**WAPPR PO's**

PQ	Description
No Data Found.	

**APPR PO's**

PQ	Description	Ordered Date
3047	BBC DIRECT ISSUES APR 2013	4/26/13 2:14 PM
3124	WOLFS DIRECT ISSUES MAY 2013	5/22/13 11:33 AM
3162	WHSE STOCK JUNE 2013	6/7/13 10:52 AM
3247	TRAILER RENT = REAGAN HOUSE JULY 2013	7/10/13 3:28 PM
3260	PANTHERSOFT FIU PO# 115741	7/15/13 2:52 PM

1 - 5 of 29 | Next Page >>

**Waiting for Vendor**

PQ	Description	Ordered Date
No Data Found.		

**Open Inventory Reservations**

Work Order	Item	Description	Reserved Quantity	Required Date	Storeroom
No Data Found.					

javascript: topLevelMenus['shared'].menuClick(['eventvalue':'RECEIPTS','id':'10\_RECEIPTS\_APP','text':'Receiving...'])

10:26 AM 9/30/2013

# MAXIMO TRAINING – FMD PURCHASE SERVICES

The screenshot shows a web browser window with the URL `http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=receipts&uisessionid=744&csrftoken=a5fjcai`. The browser's address bar shows the page title "Receiving". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes various icons for search, navigation, and social media. The browser's status bar shows "Heart - London" and "Receiving".

The Maximo interface has a blue header bar with the "Receiving" menu item highlighted. Below the header bar is a search bar with a "Find:" label and a "Select Action" dropdown. The search bar is highlighted with a red arrow. Below the search bar is a toolbar with various icons for search, navigation, and social media. The toolbar is highlighted with a red arrow.

The main content area has a tabbed interface with "List", "Material Receipts", and "Service Receipts" tabs. The "List" tab is selected. Below the tabs is a search bar with a "Find:" label and a "Select Action" dropdown. The search bar is highlighted with a red arrow. Below the search bar is a toolbar with various icons for search, navigation, and social media. The toolbar is highlighted with a red arrow.

The main content area displays a table with the following columns: PO, Description, PO Status, Receipts, Company, and Site. The table is empty. Below the table is a message: "To find records, use the filter fields and then press Enter. For more search options, use the Advanced Search button. To enter a new record, select the Insert icon in the toolbar."

The Windows taskbar at the bottom shows the following icons: Start button, Internet Explorer, Google Chrome, Firefox, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and a calculator. The system clock shows the time as 10:29 AM on 9/30/2013.

# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=receipts&uisessionid=744&csrftoken=a5fjca Heart - London Receiving

File Edit View Favorites Tools Help

Receiving

Find: Select Action

List Material Receipts Service Receipts

PO: 3466 WOLFSONIAN DIRECT ISSUE SEP 2013

Company: GRAINGER W W GRAINGER

Attention: 1779747 BASUALDO, JUDITH

Site: 2

Pretax Total: 505.26

Received Cost: 0.00

PO Status: APPR

Receipts: NONE

Ordered Date: 9/12/13 4:14 PM

Attachments

Material Receipts Filter 0 - 0 of 0

PO Line	Item	Description	Quantity	Order Unit	Type	Insp. Status	Actual Date
...No rows to display...							

Select Receipts to Void Select Items for Return Select Rotating Assets for Return Select Ordered Items New Row

# MAXIMO TRAINING – FMD PURCHASE SERVICES

Receiving

Find: Select Action

List Material Receipts Service Receipts

PO: 3466 >> WOLFSONIAN DIRECT ISSUE SEP 2013  
Company: GRAINGER W W GRAINGER  
Attention: 1779747 BASUALDO, JUDITH

Site: 2  
Pretax Total: 505.26  
Received Cost: 0.00

PO Status: APPR  
Receipts: NONE  
Ordered Date: 9/13 4:14 PM  
Attachments

Material Receipts Filter

PO Line Item

Select Ordered Items

Storeroom:

Find

Ordered Items Filter 1 - 1 of 1 Download

PO Line	Item	Description	Packing Slip	To Storeroom	Quantity Due	Quantity Ordered	Invoice	Remarks
1	4951	DEODORIZER, SIZE 2L, BLUE			6.00	6.00		

OK Cancel

# MAXIMO TRAINING – FMD PURCHASE SERVICES

Receiving

Find:  Select Action

- Change Inspection Status
- Receive Rotating Items
- Unit of Measure and Conversion
- Move/Modify Assets
- View Related Records
- Attachment Library/Folders
- Add to Bookmarks
- Run Reports

**RECEIVING**

PO: 3246 >> BBC HVAC DIRECT ISSUE  
Company: GRAINGER W W GRAINGER  
Attention: 4560911 Hernandez Garcia, Ariel

Site: 2  
Pretax Total: 61.50  
Received Cost: 61.50

PO Status: CLOSE  
Receipts: COMPLETE  
Ordered Date: 7/10/13 3:03 PM  
[Attachments](#)

Material Receipts Filter

PO Line	Item	Description	Quantity	Order Unit	Type	Insp. Status	Actual Date
1	4539	WEATHERSTRIP, D. BLACK, LENGTH 17TH	2.00	EA	RECEIPT	COMP	7/12/13 2:44 PM
2	4540	WEATHERSTRIP, BLACK, LENGTH 10 FT	2.00	EA	RECEIPT	COMP	7/12/13 2:44 PM

Select Receipts to Void    Select Items for Return    Select Rotating Assets for Return    Select Ordered Items    New Row



10:48 AM  
9/30/2013





# MAXIMO TRAINING – FMD PURCHASE SERVICES

Browser address bar: <http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=receipts&uisessionid=744&csrftoken=a5fjcai>

Page Title: Receiving

Navigation: File Edit View Favorites Tools Help

Search: Find: [ ] Select Action: [ ]

Material Receipts Service Receipts

PO: 3246 >> BBC HVAC DIRECT ISSUE JULY 2013

Company: GRAINGER W W GRAINGER

Attention: 4560911 Hernandez Garcia, Ariel

Site: 2

Pretax Total: 61.50

Received Cost: 61.50

PO Status: CLOSE

Receipts: COMPLETE

Ordered Date: 7/10/13 3:03 PM

Attachments

Material Receipts Filter 1 - 2 of 2

PO Line	Item	Description
1	4539	WEATHERSTRIP, D, BLACK, LENGTH
2	4540	WEATHERSTRIP, BLACK, LENGTH 10

Reports

Select a report from the list, or click Create Report to create an ad hoc report.

On Demand Reports Scheduling Status

Reports to Run Filter 1 - 1 of 1 Download

Description

FIU Receiving Details

Create Report Cancel

Assets for Return Select Ordered Items New Row

10:49 AM 9/30/2013



# MAXIMO TRAINING – FMD PURCHASE SERVICES

http://mxweb.fm.fiu.edu/maximo/ui/?event=loadapp&value=receipts&uissessionid=744&csrftoken=a5fjcai

Heart - London Receiving Work Order Count Sum...

File Edit View Favorites Tools Help

Receiving

Find: Select Action

List Material Receipts Service Receipts

PO: 3246 >> BBC HVAC DIRECT ISSUE JULY 2013

Company: GRAINGER W W GRAINGER

Attention: 4560911 Hernandez Garcia, Ariel

Material Receipts Filter 1 - 2 of 2

PO Line	Item	Description
1	4539	WEATHERSTRIP, D. BLACK, LENG
2	4540	WEATHERSTRIP, BLACK, LENGTH

**Request Page**

**Help Text**

**Parameters**

**Schedule**

☒ Immediate

☐ At this Time

☐ Recurring

**Email**

To:

Subject:

Comments:

File Type:

☒ PDF

☐ XLS

Report Delivery Format:

☒ Email with a file attachment

☐ Email with a file URL

Submit Cancel

PO Status: CLOSE

Receipts: COMPLETE

Ordered Date: 7/10/13 3:03 PM

Attachments

Insp. Status	Actual Date
COMP	7/12/13 2:44 PM
COMP	7/12/13 2:44 PM

Items for Return Select Ordered Items New Row

11:40 AM 9/30/2013

# MAXIMO TRAINING – FMD PURCHASE SERVICES

Reporting

Page 1 of 2

**FIU** FLORIDA INTERNATIONAL UNIVERSITY  
**FIU Receiving Details**

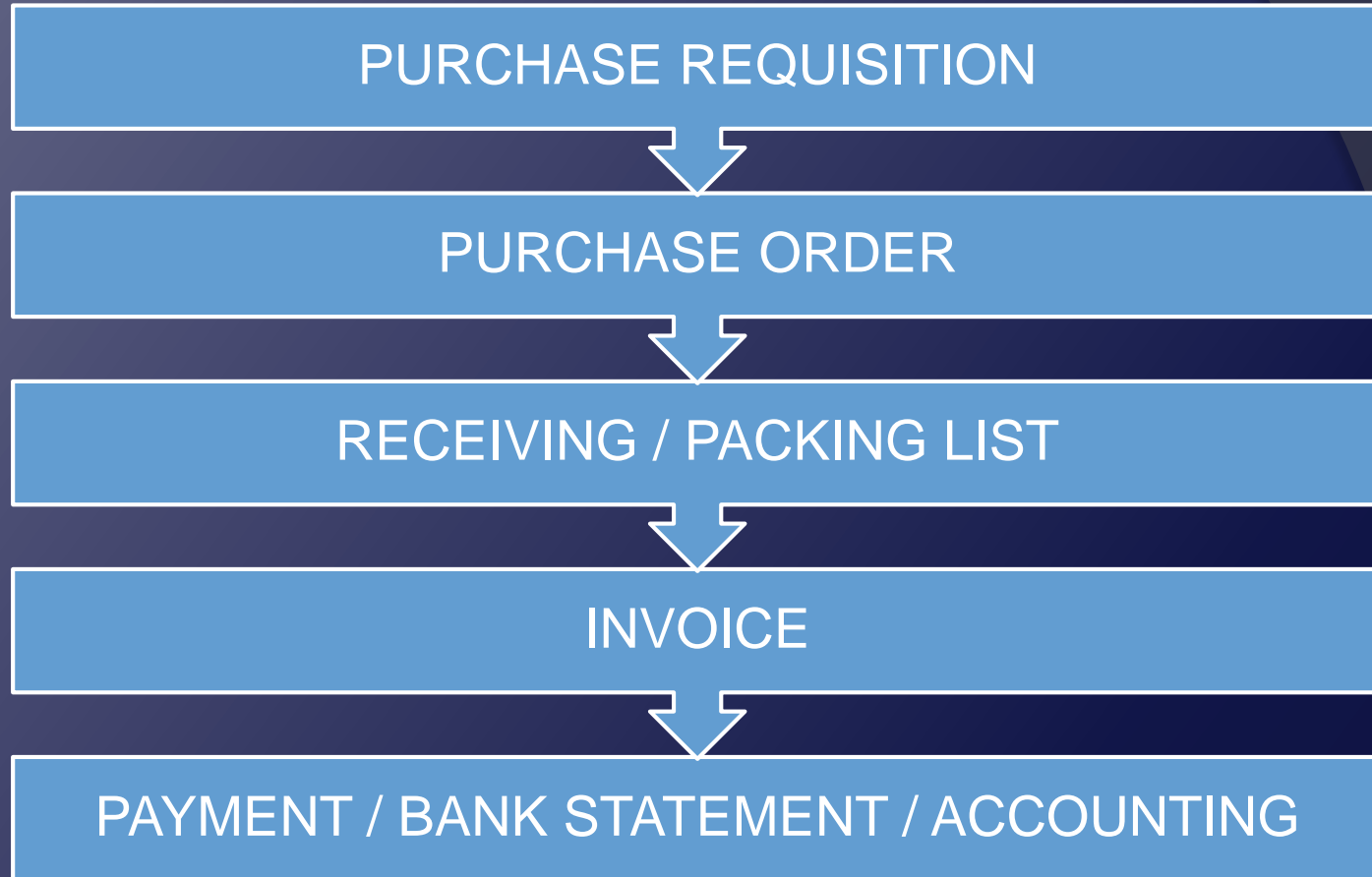
PO	Description	Status	Receipts	Company	Total Cost	Buyer	Ordered Date
3246	BBC HVAC DIRECT ISSUE JULY 2013	CLOSE	COMPLETE	W W GRAINGER	61.50	4560911	7/10/13 3:03:03 PM

PO Line	Item	Description	Quantity Ordered	Quantity Received	Line Cost	Received Date	Received By
1	4539	WEATHERSTRIP, D, BLACK, LENGTH 17TH	2.00	2.00	27.10	7/12/13 2:44:27 PM	107629
2	4540	WEATHERSTRIP, BLACK, LENGTH 10 FT	2.00	2.00	34.40	7/12/13 2:44:27 PM	107629

11:43 AM 9/30/2013



# MAXIMO TRAINING – FMD PURCHASE SERVICES



# MAXIMO TRAINING – FMD PURCHASE SERVICES

## Purchasing Services

The Purchasing Services' mission is to provide the procurement solutions that are appropriate for every circumstance within the applicable state, federal, and University rules, regulations and procedures.



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