

# How to Order Ames Inventory Whse Stock Items from Catalog

September 2019 VR1

EXAMPLE



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## What is Ames Inventory Requests?

The **Ames Inventory Request** portal will allow DOT staff the ability to order stock items from the Ames Warehouse.

These orders will be a direct issue charged to the requested Cost Center location.



# Ames Inventory Request - Ordering

Once you have logged into AssetWorks, click on the **Ames Inventory Requests** portal.

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AssetWORKS

Home Service Requests Work Mgmt **Ames Inventory Requests** Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		204	PENDING		LOST	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	DID NOT NEED	09/08/2019 05:47 PM
Cancel		203	PENDING		LOST	006004500-0 - FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1.00	DEPARTMENT	514000	SHIPPED WRONG ITEM	09/08/2019 05:47 PM
Cancel		202	PENDING		LOST	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000	RETURN ORDERED WRONG ITEM	09/08/2019 05:47 PM
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
Cancel		180	PENDING		LOST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99GA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-	1.00	LOCATION	762000		08/06/2019 09:41 AM

## Note:

In the **Your previous requests** section, this provides you by **Request Status** any previous orders you have placed by User ID. Your User ID is shown in the upper right.



# Your Ames Inventory Request- Statuses

Under the heading Your Previous Requests, you can view all requests that you've made from the Ames Warehouse.

## Request Statuses:

**PENDING**- Is waiting for Ames Whse approval. Once approved the Ames Whse will start the fulfillment process to complete your request. If you need to cancel, you will need to contact the Ames Whse to cancel your order.

**CANCELED** - you can cancel by Request ID, by clicking the red **Cancel** button on the far left of your screen only at the Pending status and it is not approved.

**COMPLETED** - your request has been completed and in route for delivery or ready for pick up at the Ames Whse.

**ALL**- your request with all Status types.

## Approval Status:

Approved Status means your Request has been approved by the Ames Whse. The fulfillment process will be started.

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Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
Cancel		180	PENDING		LOST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99SA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		53	PENDING		NEW ITEM	000328000-0 - FORM; INSPECTION REFERENCE CARD-HEADLITES #16044	1.00	LOCATION	762000		08/06/2019 09:35 AM



# Ames Inventory Request- Ordering

Click on the **Request Ames Warehouse Stock Items** button.

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Assignment Request Portal

Request items or replacements

**Request Ames Warehouse Stock Items**

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		204	PENDING		LOST	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	DID NOT NEED	09/08/2019 05:47 PM
Cancel		203	PENDING		LOST	006004500-0 - FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1.00	DEPARTMENT	514000	SHIPPED WRONG ITEM	09/08/2019 05:47 PM
Cancel		202	PENDING		LOST	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000	RETURN ORDERED WRONG ITEM	09/08/2019 05:47 PM
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
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Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-	1.00	LOCATION	762000		08/06/2019 09:41 AM



# Step 1: Who is this for?

Now you are ready to order. All requests will follow 4 steps: Who, Reason, Choose, and Review.

## Step 1: WHO is this for?

- **For My Department** – This allows you to request items for your Department Cost Center. Selecting this option will automatically take you to Step 2. The Cost Center the User ID is assigned will be charged for the stock items ordered.
- **For Other Department** – This is used if you order for another Department Cost Center. You can request items here by Department. Operator and Location will not be used.

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### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for?**
- 2 Type of Request
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

#### What Location is requesting Stock Items?

If you are requesting for your Location, select For My Department.  
If you are requesting for another Location, select For Other Department.

For My Department For Other Department

Request for DEPARTMENT LOCATION OPERATOR ID 514000 ... Lookup ID

Please verify your selection before proceeding to the next step.

#### Department Detail

Department ID	514000	Department Name	DISTRICT 4 OFFICE
---------------	--------	-----------------	-------------------

Cancel Back Next

Click **Next** to continue on to Step 2.



## Step 2: Type of Request

On this screen you have 2 Options to select from; **New Item** and **Return**.

Returns will be covered later in this training manual.

To order stock items from the Ames Whse, click on the **New Item** button. This will take you to Step 3.

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### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for? ✓
- 2 Type of Request
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

What Type of Request is this? New Item or Return

Department Detail

Department ID	514000	Department Name	DISTRICT 4 OFFICE
---------------	--------	-----------------	-------------------

Cancel Back Next



## Step 3: Choose Your Stock Items- for the first time

If this is the 1<sup>st</sup> time you are ordering from AssetWorks, under the Request Catalog, you will not see any previous orders show in the #1 screen.

Once you are ready to place a new order, Click the **Request Catalog** button to open the Ames Warehouse Inventory Catalog.

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### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for? ✓ What Stock Items are you requesting?
- 2 Type Type of Request ✓
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

No items to show

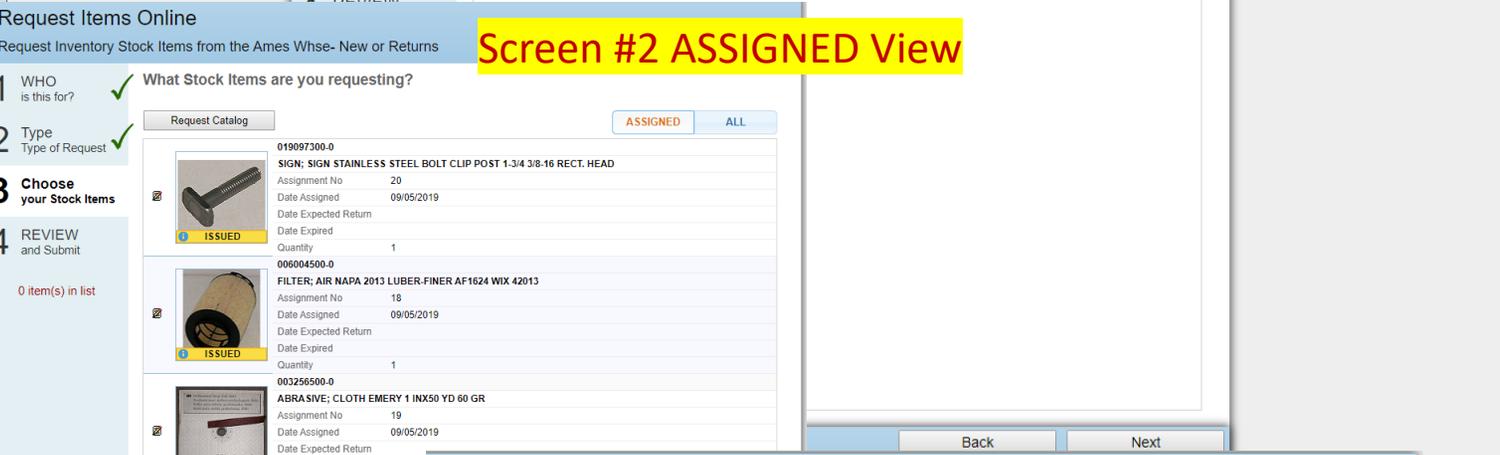
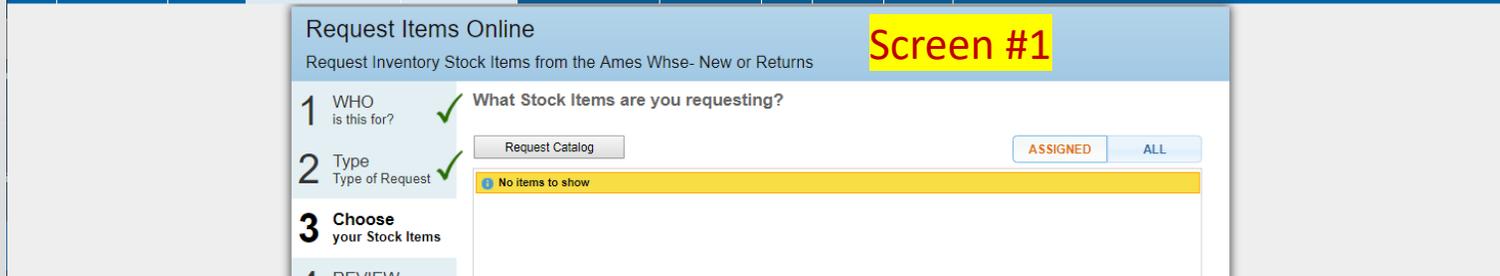
Cancel Back Next



# Step 3: Choose Your Stock Items- After the first time

If you have ordered items in AssetWorks your view will look like screen #2.

Once you are ready to place a new order, Click the **Request Catalog** button to open the Ames Warehouse Inventory Catalog.



**Note:** If you have a long list of items, type in a word in the **Search** box to reduce your list of items to view.

**Note:** Issued Status refers to your items was issued and charged to your Cost Center location.



## Step 3: Choose Your Stock Items

The **Select Request Item** screen will appear. To view the items by categories/keywords, click on the **BLUE ARROW** only.

If you click on the catalog name- INVENTORY STOCK ITEMS- this will load all items and IT MAY TAKE SEVERAL MINUTES TO LOAD THE ENTIRE CATALOG. You cannot cancel this you will need to let it finish.

Once you click on the **blue arrow**, a list of keywords will appear below. *See next page.*

### Stock Items are: -

- Available
- Out of Stock
- Discontinued

Stock Items will be noted in the description as Discontinued. Once the stock is gone, it will not be reordered.

Request Items Online

Select Request Item

Current Location 762000 - AMES DISTRIBUTION CENTER Quick Search

Select a Category

1 INVENTORY STOCK ITEMS

2 SIGN SHOP STOCK ITEMS

3

4

Can't find item?

Cancel (0) Pending Items Add to List

ISSUED Date Expired Quantity 1 000201001-0 POSTAGE; STAMP POSTAGE .01 CENT

USA 1C

Cancel Back Next

**Sign Shop Stock Items** are signs the Ames Sign Shop provides.

You can order Signs from **CC 762000 and 764001.**

Make sure you are looking at the correct **Current Location** when looking for a sign.

**Note: Quick Search** does not work until you select a Catalog Category - Keyword. *See next page.*



# Step 3: Choose Your Stock Items- Keywords

In the blue left margin is a list of Catalog Categories/Keywords.

In this example, the keyword **PAPER** was chosen and all stock items that are a filter will appear with a photo, stock item # and availability. Notice you have 30 items to view. If this category has many stock items, it may take time to load them all.

After a Keyword (Filter) has been selected, you now have the option to use the **Quick Search**. If you know what type of paper you are looking for example, type in LETTERHEAD, your total items has reduced from 30 to 1.

If you know the stock item # you can type it in the **Quick Search** field.

Catalog Category  
—  
Keywords

You can only select 1 Keyword category at a time.

Quick Search - Letterhead

### Note:

A **green** checkmark next in the catalog category/keyword indicates the current category you are viewing.



## Step 3: Choose Your Stock Items – 1<sup>st</sup> Stock Item Request

After selecting a stock item, the **Review Item** screen will appear. The Item Details screen appears. This provides you additional information about the stock item. Available – Out of Stock.

**Qty will default to 1. If you need to change the quantity, type in a number or click the arrows.** *Please review the Unit of Measure to make sure the quantity you need is correct.*

The description field (Is this a Quick Pick Up at the Ames Whse? Yes or No) is a free text field where you should enter:

- **Yes** – For Quick Pick. If not you can leave this blank or type in No.
- **Project Number and/or Function Code** – If the stock item requires charges to a Project # function code, provide this in the field.
- **Add to Freight Truck For CC #** - If this needs to be added to the freight truck, indicate who to make sure it gets added to any other orders requested. Then the Whse will know what route your stock requests should go on.

Once you've adjusted the quantity and added a description if needed, click **Add to List**.

The screenshot shows the 'Review Item' window with the following sections:

- Item Details:**
  - Item ID: 000351800-0
  - Item Name: PAPER; LETTERHEAD 2ND SHEET STATE MOTTO BOND 8.5X11
  - Category: PAPER
  - Location: 762000 - AMES DISTRIBUTION CENTER
  - Unit of Measure: REAM
  - Quantity on Hand: 860
  - Unit Price: 14.57
- Request Details:**
  - Quantity: 1
  - Is this a Quick Pick Up at the Ames Whse? Yes or No: NO
  - PROJECT # - CC551806
  - ADD TO FREIGHT TRUCK FOR CC 551806
- Buttons:** Cancel, Add another?, Add to List

If you want to cancel your request, click the **Cancel** button.

**Note:** If there is a function code, it needs to be added in this box.

**Note:** Information for how to select more than one item can be found on the next page.



### Step 3: Choose Your Stock Items (More Than 1 Stock Item on Same Request)

After selecting your first item, you can add other items to your order request. Click in the **Add Another?** Box, a check mark will appear, then click **Add to List**.

These additional stock items will be added and charged, along with any other requirements in the Requested Details provided with 1<sup>st</sup> item request.

For this example, same charged to CC Location, Project #, Function code, Add to Freight truck for CC location #.

**Note:** If this needs to be charged to a different CC location, Project # function code, it is recommended that you submit a new Stock Item Request.

Review Item ✕

Item Details

	<b>000351800-0</b> <b>PAPER; LETTERHEAD 2ND SHEET STATE MOTTO BOND 8.5X11</b>
Category	PAPER
Location	762000 - AMES DISTRIBUTION CENTER
Unit of Measure	REAM
Quantity on Hand	860
Unit Price	14.57

Available

Request Details

Quantity

Is this a Quick Pick Up at the Ames Whse? Yes or No

NO  
PROJECT # - CC551806  
ADD TO FREIGHT TRUCK FOR CC 551806

Cancel  Add another?  Add to List



## Step 3: Choose Your Stock Items (More Than 1 Stock Item)

Once you add stock items to your list, the green successful update bar will appear. You will be taken back to the catalog. You can now select your next item by keyword. Select your stock item, quantity, and add a description if needed. The first item you ordered does not repeat this information. If you have a project # charges, it is best to only order stock items that require that specific project #.

If this is your last item, click **Add to List**, otherwise, check the **Add Another?** box to continue adding more items.

The screenshot displays a software interface for selecting stock items. The main window, titled "Select Request Item", shows a list of categories on the left (NAIL, NIPPLE, NON STOCK, NOZZLE, NUT, OFFICE, OIL, PAINT, PANT, PAPER) and a grid of items on the right. The current location is "762000 - AMES DISTRIBUTION CENTER". The grid shows items with their IDs, images, and stock status. A "Review Item" window is overlaid on the left, showing details for item 000201001-0, including its category (POSTAGE), location, unit of measure (EACH), quantity on hand (6270), and unit price (0.01). The "Request Details" section shows a quantity of 1 and a checkbox for "Is this a Quick Pick Up at the Ames Whse?". A red arrow points to the "Add to List" button in the bottom right of the "Review Item" window. Another red arrow points to the "Add to List" button in the bottom right of the main window, which is highlighted with a red box. A status bar at the bottom of the main window indicates "(1) Pending Item".

**Note:** This shows that you have one other item currently in your cart.



## Step 3: Choose Your Stock Items - Out of Stock

If you select a stock item that is **Out of Stock**, you can still order this stock item. If you need it by a specific date, please note this in the field, shown in example.

The screenshot displays a software interface for selecting stock items. The main window is titled "Select Request Item" and shows a list of items under the category "CYLINDER". The current location is "762000 - AMES DISTRIBUTION CENTER". The list includes items with IDs 252011782-0, 760003400-0, 760252007-0, 760252545-0, 760827398-0, and 760827398-0. The item 252011782-0 is highlighted with a red box and marked as "Out of Stock".

The "Review Item" window is open, showing details for the selected item (252011782-0). The item details include:

- Item ID: 252011782-0
- Description: CYLINDER; COATES SHANK ASSEMBLY 1 11/16IN ROUND SH164
- Category: CYLINDER
- Location: 762000 - AMES DISTRIBUTION CENTER
- Unit of Measure: EACH
- Quantity on Hand: 0
- Unit Price: 106.25

The "Request Details" section of the review window is highlighted with a red box and contains the following information:

- Quantity: 4
- Is this a Quick Pick Up at the Ames Whse? Yes or No
- Request Date: NEED BY SEPT 10 2019



# Step 4: Review and Submit – Updates

The inventory item(s) that you have selected will appear on the Step 4. If all the information looks correct, click the **Submit Request** button.

**Order Changes-** prior to clicking the **Submit Request** button.

- If you need to go back to any previous steps to make changes you can do this prior to clicking on the Submit Request.
- You can cancel stock items by clicking on the red X, change quantity from this screen.

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### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

**1** WHO is this for? ✓ Review your request. When you are ready click Submit Request

Reason for Request

**2** Type of Request ✓ Request For

**3** Choose your Stock Items ✓

**4** REVIEW and Submit

	Summary	Quantity	Justification
✗	ID 000351800-0 Description PAPER; LETTERHEAD 2ND SHEET STATE MOTTO BOND 8.5X11 Location 762000 - AMES DISTRIBUTION CENTER	1	
✗	ID 000201001-0 Description POSTAGE; STAMP POSTAGE .01 CENT Location 762000 - AMES DISTRIBUTION CENTER	1	

2 item(s) in list

Showing 2 records

Cancel Back **Submit Request**



# Checking Your Inventory Request

The green successful update bar will appear and AssetWorks will automatically take you back to the Ames Inventory Requests Portal homepage.

Under the Your Previous Requests heading, you can see the inventory request you just created.

## Note:

You can cancel this request as long as it is at Pending Request Status.

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Assignment Request Portal

Request items or replacements

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Your previous requests

PENDING CANCELED COMPLETED ALL

Search...

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		296	PENDING		NEW ITEM	000201001-0 - POSTAGE; STAMP POSTAGE .01 CENT	1.00	DEPARTMENT	514000	YES	09/11/2019 11:21
Cancel		295	PENDING		NEW ITEM	000351800-0 - PAPER; LETTERHEAD 2ND SHEET STATE MOTTO BOND 8.5X11	1.00	DEPARTMENT	514000	NO PROJECT # - CC551806 ADD TO FREIGHT TRUCK FOR CC 551806	09/11/2019 11:21
Cancel		204	PENDING		LOST	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	DID NOT NEED	09/08/2019 05:47
Cancel		203	PENDING		LOST	006004500-0 - FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1.00	DEPARTMENT	514000	SHIPPED WRONG ITEM	09/08/2019 05:47
Cancel		202	PENDING		LOST	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000	RETURN ORDERED WRONG ITEM	09/08/2019 05:47
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25
Cancel		180	PENDING		LOST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25

