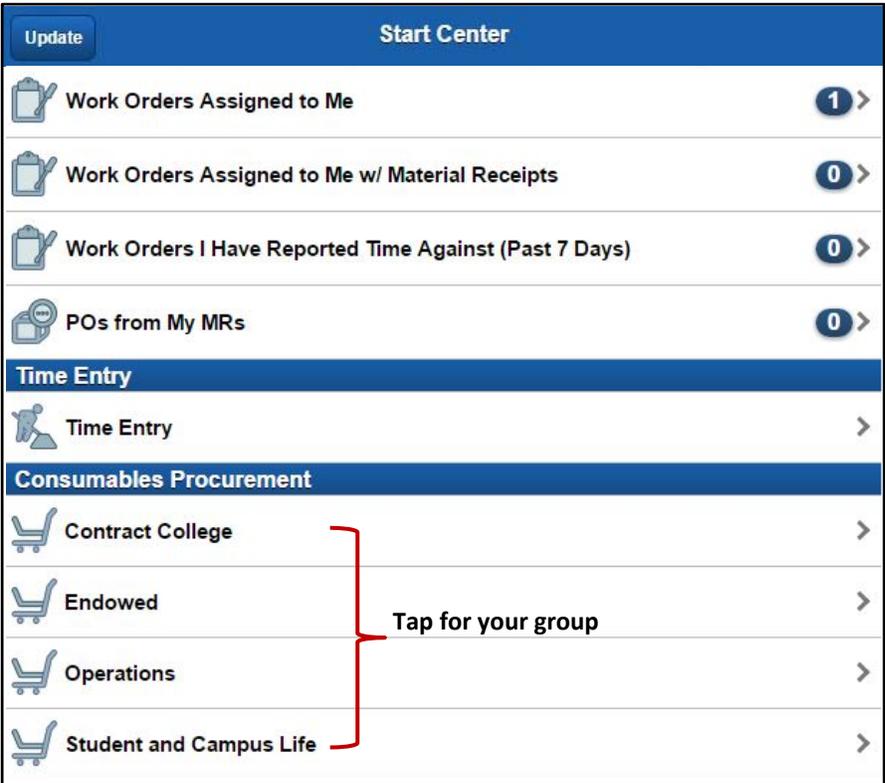


Order Consumable Items in EZMaxMobile Tradesperson

Purpose:	To submit an order for consumable items	
When:	Per Zone Schedule	
Who:	Tradesperson	
Resources to Complete Tasks		
A mobile device with the EZMaxMobile app installed (SOP E3)	A Maximo account	
	An EZMaxMobile license	
Perform These Tasks:	Do These Steps/Notes:	
<p>1. Log into EZMaxMobile</p> 	<p>a. Tap the EZMaxMobile app on your mobile device to open it</p> <p>b. Log into EZMaxMobile</p> <ul style="list-style-type: none"> • Username: Your NetID • Password: Your Cornell (Kronos) password <p>c. The first screen displayed is your <u>Start Center</u></p>	
<p>2. On your <i>Start Center</i>, tap the button for your particular zone or group in the “<i>Consumables Procurement</i>” section</p>		

3. The “*Create Requisition*” screen will open, referencing the work order applicable to your zone/ group.

Tap the “Select Consumables/ Favorite Items*” button.

*“Favorite Items” is a pre-determined list of consumable materials based on your trade.

4. A list of your favorite Items will be displayed. Check the boxes to the right of the items you would like to order, then tap the “OK” button on the top right.

Item	Description	Current Balance	Selected
Item: 000170	Description: ADAPTER CXMPT 2" C X 2" MPT	0.00	<input checked="" type="checkbox"/>
Item: 014050	Description: COUPLING REFRIG SWEAT 5/8 X 1/2	0.00	<input checked="" type="checkbox"/>
Item: 081660	Description: OIL VAC PUMP GAL BOTTLE{NU-CALGON 4383-07	0.00	<input checked="" type="checkbox"/>
Item: 014030	Description: COUPLING REFRIG SWEAT 3/8 X 1/4{MUE}	0.00	<input type="checkbox"/>
Item: 100097	Description: COUPLING 7/8 X 5/8 SWEAT{MUE W1036}	0.00	<input type="checkbox"/>

5. The Items will then be shown as Line Items on the *"Create Requisition"* Screen.

a. To **edit the quantity** of a Line Item, or delete a Line entirely, tap on the specific line.

b. On the next screen, edit the quantity (or delete the line), then tap the "OK" button on the top right.

When the requisition is ready to send to FM Procurement, click the red **"Submit"** button on the top right of the *"Create Requisition"* screen.

Tap the **"Submit"** button when you are ready to send the order to FM Procurement.

The Result Will Be:

A material requisition for van stock re-order will be sent to the FM Procurement Group.