**Planning Work Order with Desk Top Requisition**

**WMATL Process**

* Take ownership of WO for planning using routing button
* Plan WO as normal
* Create work plan
* Populate material, both stock material and direct issue material
* Populate anticipated Schedule Start or Schedule Finish dates based on lead times
* Do not select a Work Group or Supervisor
* At this point you are still the owner and the work order is in PLANNING status and in work flow
* With the work order open, go to the Common Actions in the left hand column and select Change Status. Manually change status to WMATL
* Navigate away from the work order
* At this point you retain ownership and the work order moves to the “***Work Orders Owned By Me Waiting on Materials***” portlet on your home screen.
* Work flow has not been broken, and Maximo recognizes the work order is still in a Planning status
* Create Desk Top Requisition as you normally would
* Your requisition and purchasing’s processes can be completed for this Work Order
* In the near future you will receive a Maximo email that says your materials have been received for this work Order
* Open the Work Order to confirm the materials have been received in the “View - PO Information” in the left hand column under More Actions
* If you are satisfied your materials are here and work can commence, it’s time to proceed
* In the Work Order short description note “MATERIAL HERE PO #??????”
* Update the Schedule Start and Schedule Finish dates (and Required dates if specific execution dates are critical) based on the projected start of work
* Populate the Work Group and Supervisor fields
* Using the routing button, route to WSCH
* You will lose ownership and the Work Order will disappear from you queue and it will become the full responsibility of scheduling and the supervisor

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