Physical Facilities
Material Request

This document provides an overview of entering a Physical Facilities material request.

To access this application navigate to https://pfoctma.uakron.edu/tmalogin/login.aspx

There is also an online tutorial available which accompanies this manual. Please navigate to http://www.uakron.edu/training/physical-facilities-work-requests--.dot and select the link for "**Tutorial: Add a Work Order Request**".

Important Guidelines:

- ✓ When logging into WebTMA, make sure the client is UA.

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Enter a Material Request

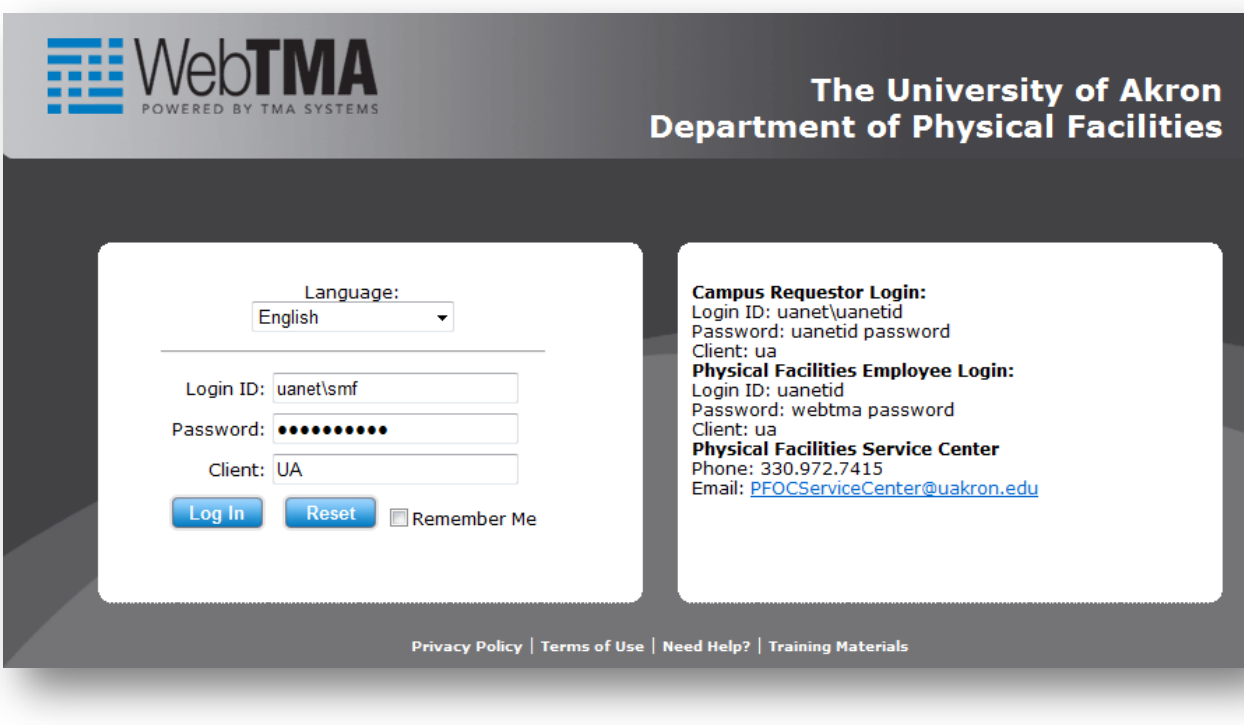
Instructions:

1. Navigate to the application by using any of the following methods:
    a. Open your web browser and enter the following web address: https://pfoctma.uakron.edu/tmalogin/login.aspx
    b. Open your web browser and enter the following web address: www.uakron.edu/pfoc and click on the link - *Submit Work Request*.

2. Use your University of Akron UANetID and password to log in.

    a. Login ID = uanet***your UAnetID** (for example: uanet\smf)
    b. Password = ***this will be your network password***
    c. Client = UA

3. Click the Log In button.



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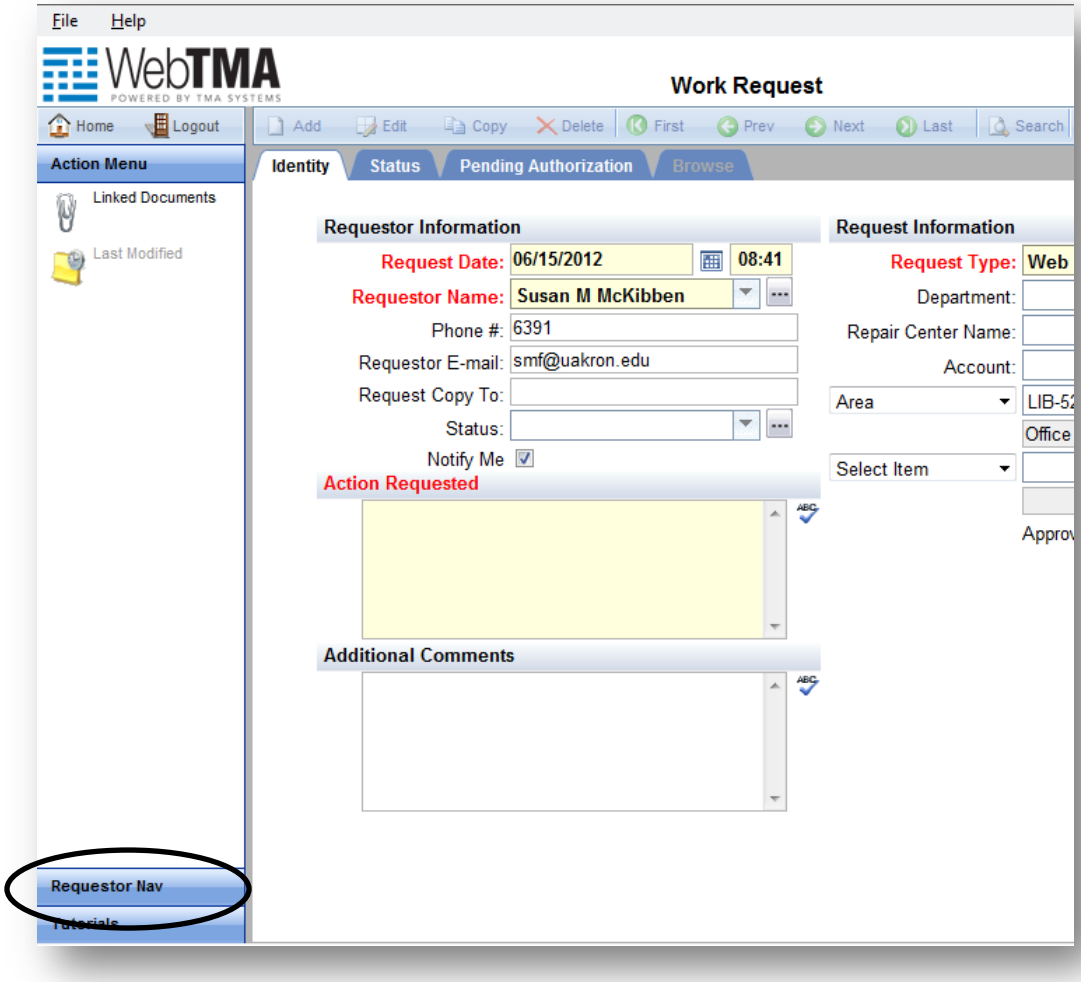
Instructions:

4. The **Requester Page** loads. You will need to click "**Requester Nav**" located in the far left of the menu (at the bottom).



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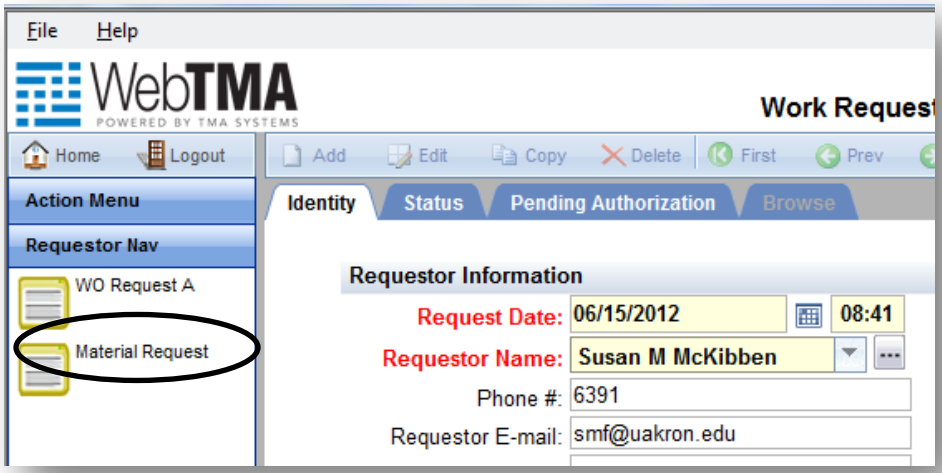
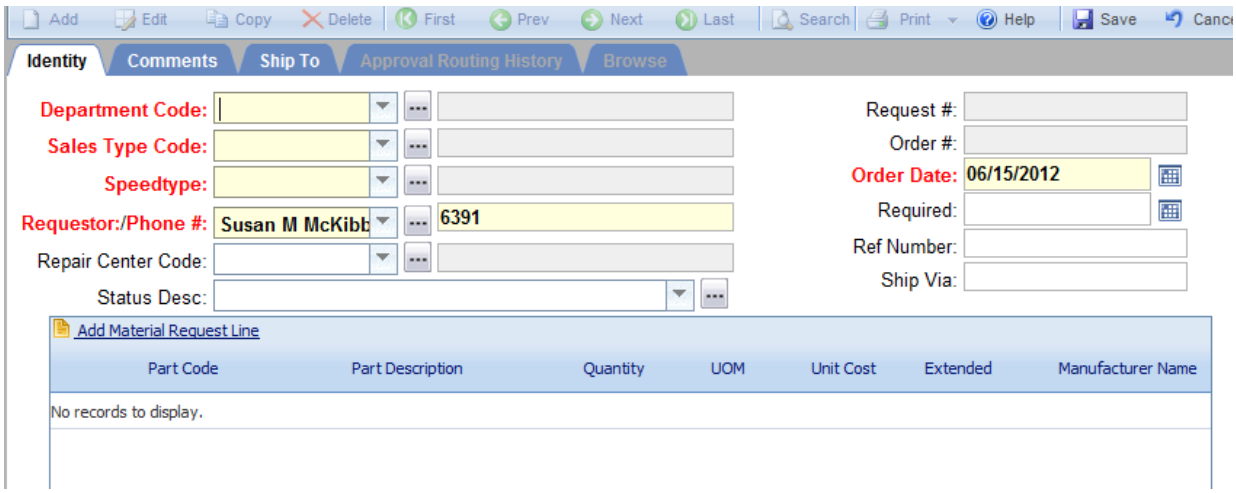
Instructions:

5. Click the "**Material Request**" link.



6. The **Requester Page** loads. Notice the following fields are automatically entered for you: **Requester/Phone # and Order Date.**



Field names which are in red denote **required** fields. ***Data must be entered in the red fields in order to save the request.*** All other information is optional.

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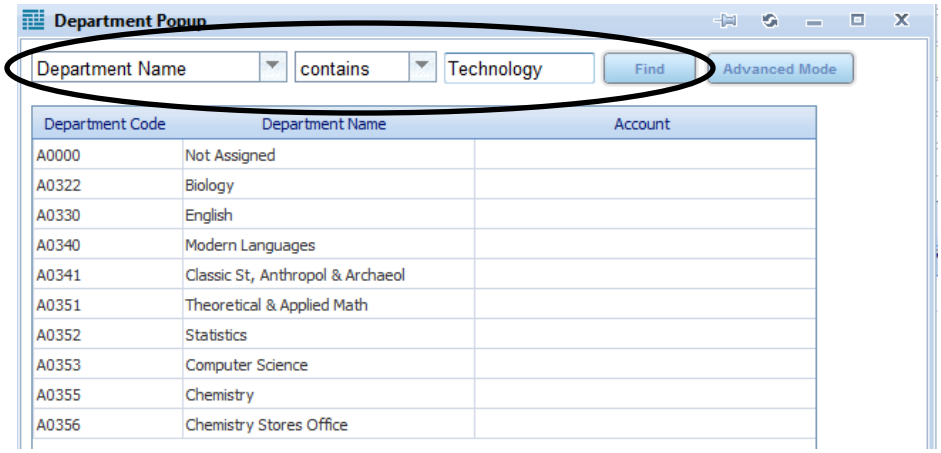
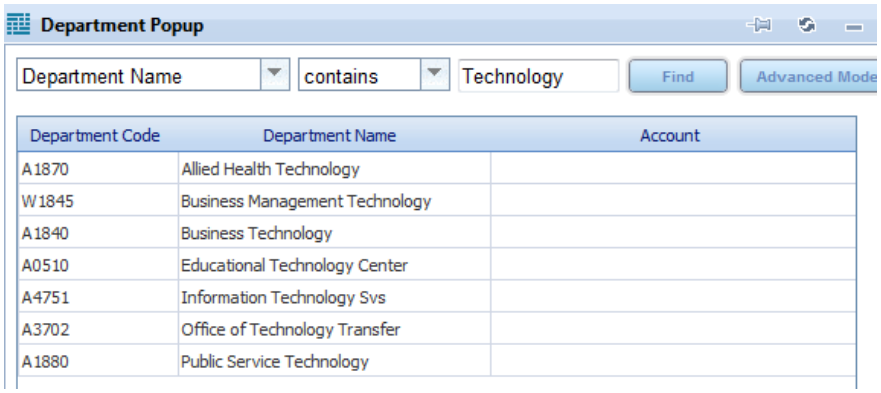
Instructions:

7. Enter the **Department Code**. If you know the Department Code, type it in the box or select it from the drop down. Hit the **TAB** key and the Department Name will auto-fill to the right of the Department Code.
    a. If you do not know the Department Code, click the ... icon and search for your Department.
    b. Select **Department Name** from the first drop down. The second search box will automatically default to "**contains**."
    c. Enter a portion of your department name. For example, to search for Information Technology Services, enter "Technology" in the search box.
    d. Click the **Find** button.



    e. A list of Departments matching your search criteria is returned. Select the appropriate department from the list by double-clicking on either the code or the name.



TIP: Once you find your Department Code, make a note of the number so you will have it available for your next request.

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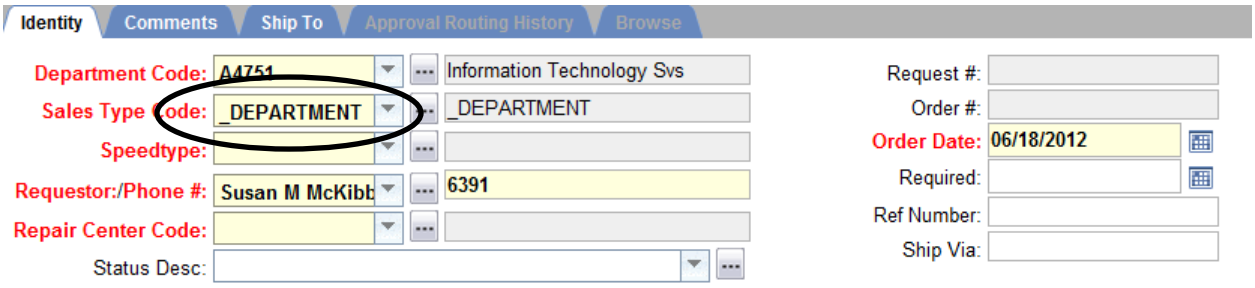
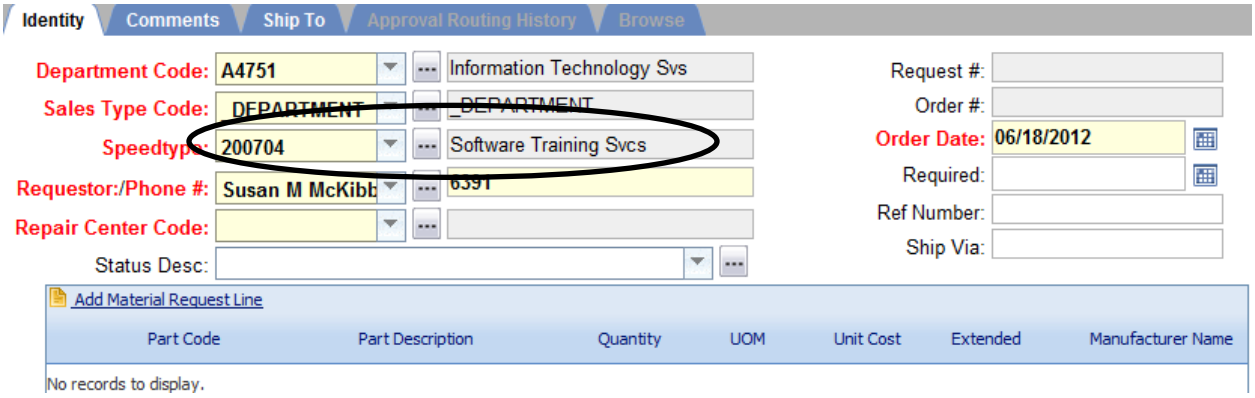
Instructions:

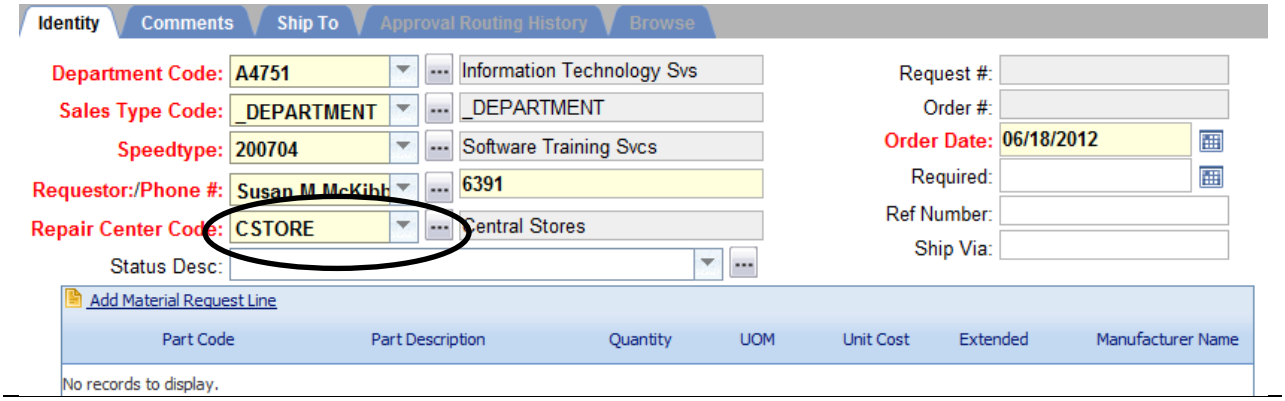
8. Select _DEPARTMENT from the Sales Type Code drop-down. This will be the first entry in the drop-down list.



9. Enter your **SpeedType** from the drop-down list. You can type the number and it will find the speedtype in the list. Hit the **TAB** key after entering the SpeedType and the Account Name will auto-complete to the right of the number.



10. Select the **Repair Center Code** from the drop-down.
    a. If ordering from Central Stores (i.e. paper or ink/toner), select **CSTORE.**
    b. If ordering from Physical Facilities, select **PFOCSC.**



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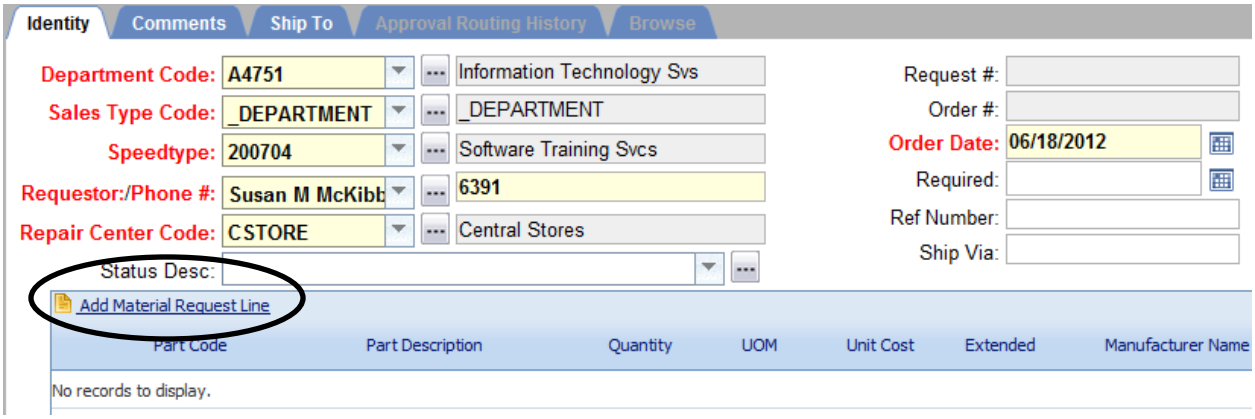
Instructions:

11. Next, enter the items you need to order. Click the **Add Material Request Line** link.



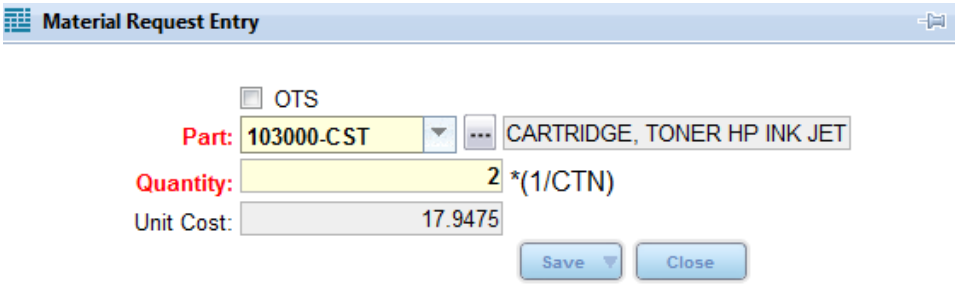
12. The Material Request Entry displays. Enter the **Part** number for the item you wish to order. If you are ordering paper or toner, refer to the printed Inventory Forms (which you submitted in the past) and enter the **Stock#** of the item. If you do not have the Stock# available, refer to Step 16 for instructions on searching for the stock#.

13. As you start typing, the drop-down list will find the part. For example, type "103000" for an HP Inkjet, Black #94, HEWC8765WN. Note that the part numbers contain a suffix – such as "-CST", for Central Stores. **You must select the part number that includes the suffix.** ***For paper and ink/toner cartridges, this will always be the -CST suffix.***

    Press the TAB key and the description of the part will auto-fill. Verify this is the correct item.

14. Enter the **Quantity** you wish to purchase. Note the **Unit Cost** displays below. This reflects the cost per UNIT. In the example below, we are purchasing 2 cartons, and the price per carton is $17.9475.

15. Click the **Save** button.



If you are ordering paper or ink/toner cartridges, the Part number will always end with the suffix "**-CST**". **You must include the suffix on the Part number.**

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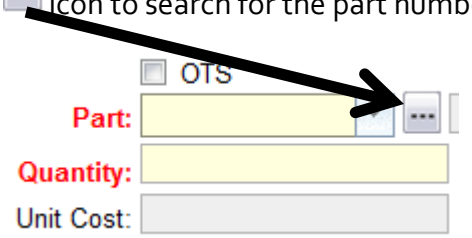
Instructions:

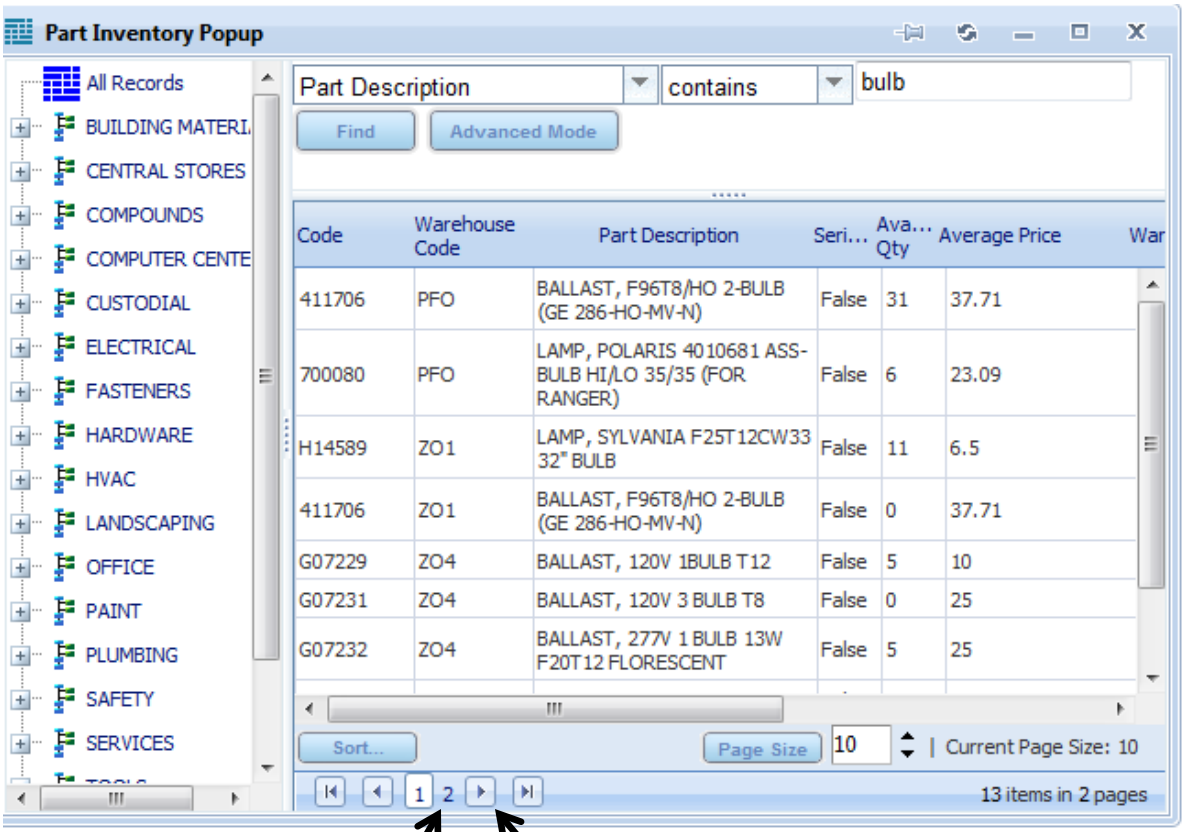
16. If you are NOT ordering paper or ink/toner cartridges, or, if you do NOT know the part number, follow these steps:

17. Click the ... icon to search for the part number.



18. Select the first drop down and select Part Description. The second box will change to "contains". Type a keyword for the item you wish to purchase. For example, type "bulb" to search for light bulbs. Click the **Find** button.

19. All the items which contain the word within the Parts Description will display. You may need to use the scroll bar and/or the navigation buttons to view all the records.



Click "2" to view the second page of results.

Click the next page button to view the next page.

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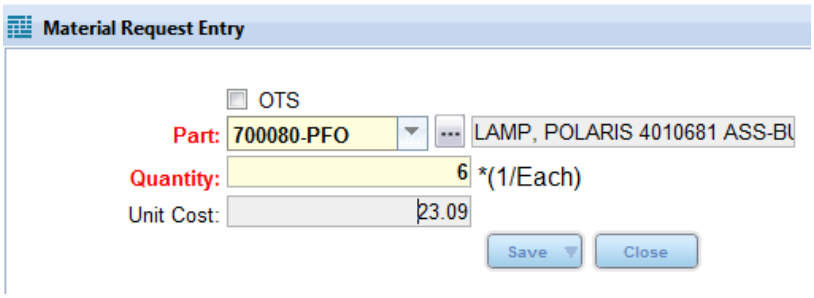
Instructions:

20. Once you find the item, double click on any field for that particular item and it will automatically update the part number.

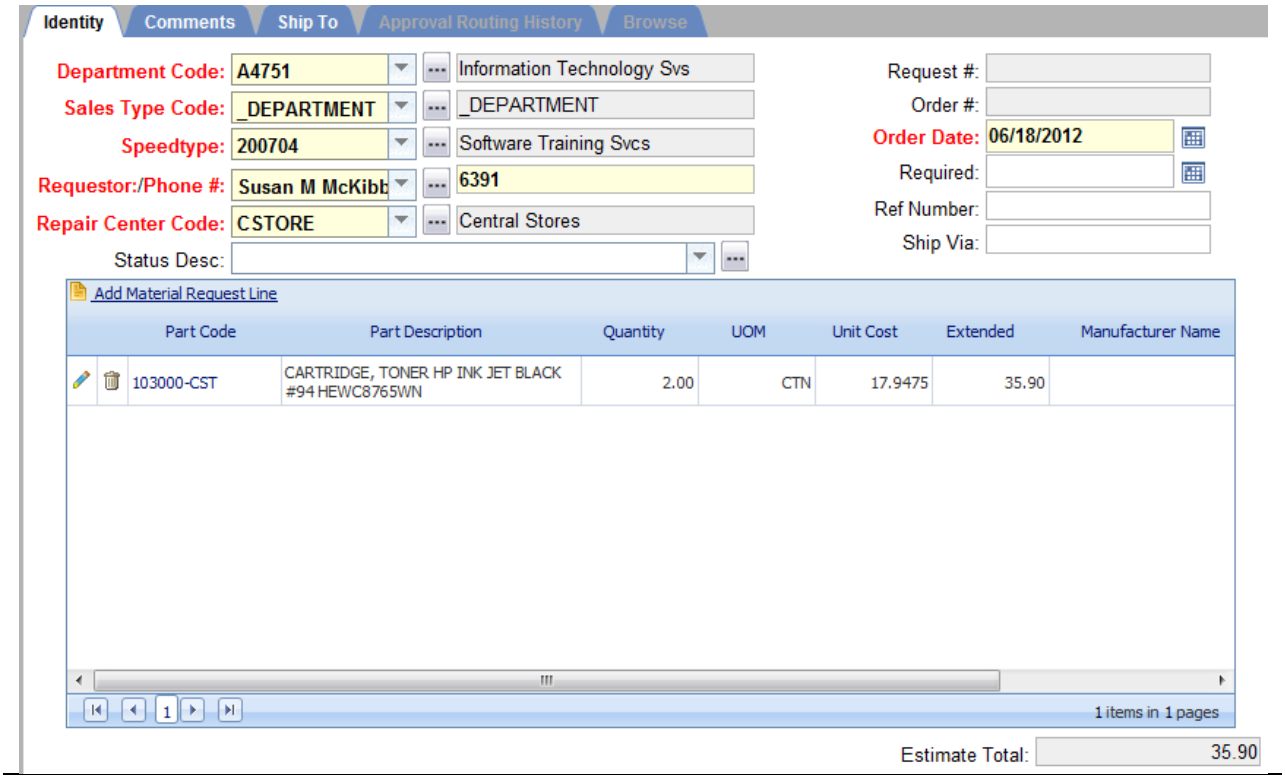
21. Enter the **Quantity** you wish to purchase.

22. Click the **Save** button.



23. The Request returns with the line item displayed. Note the **Extended** field – this is the Quantity * Unit Cost.

24. If you have more items to order, click the **Add Material Request Line** link and repeat the steps to add a line item.



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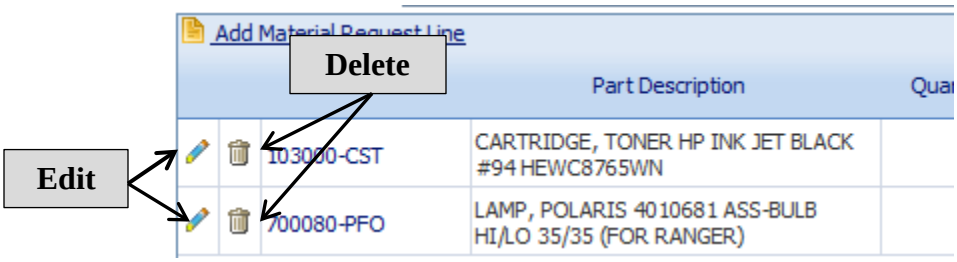
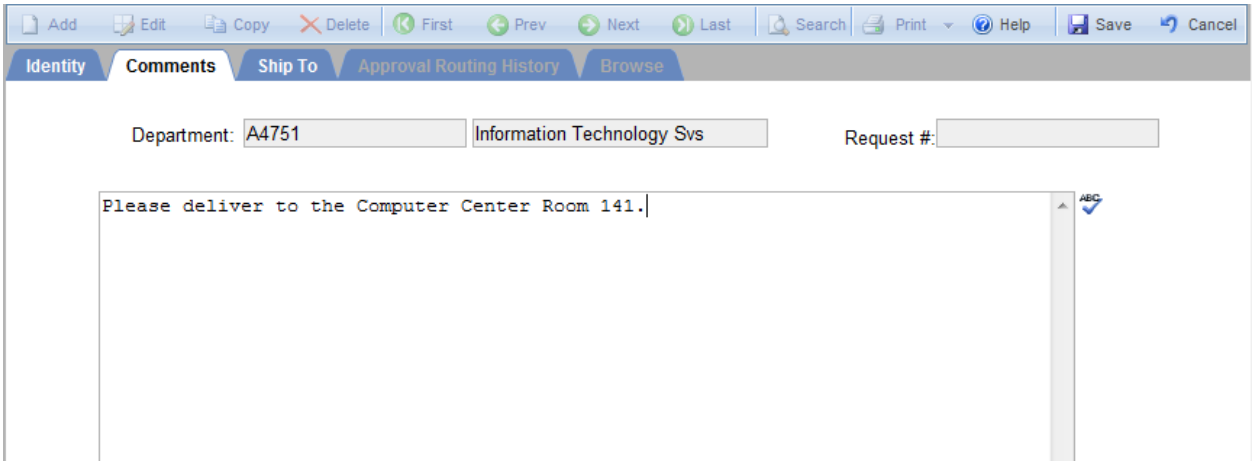
Instructions:

25. To delete a line item, click the trash can icon next to the item you wish to delete.

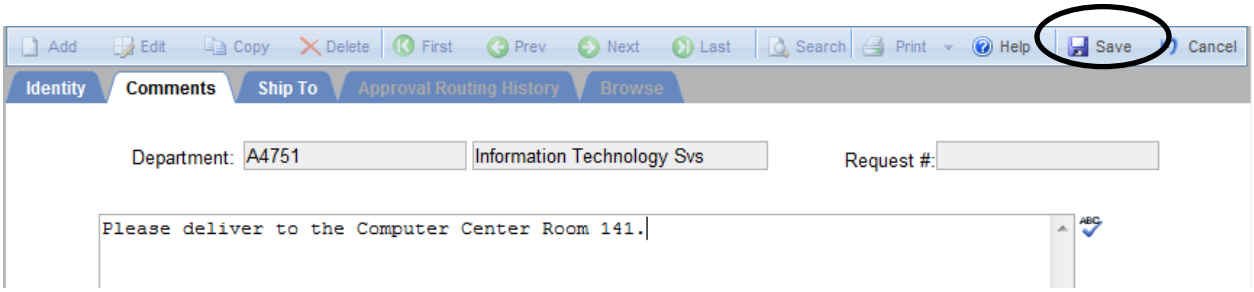
26. To edit an item, click the pencil icon next to the item you wish to edit.



27. Once all the line items are entered, click the **Comments** tab and enter the Building and Room number where the items should be delivered.



28. Click the **Save** button to save the request.



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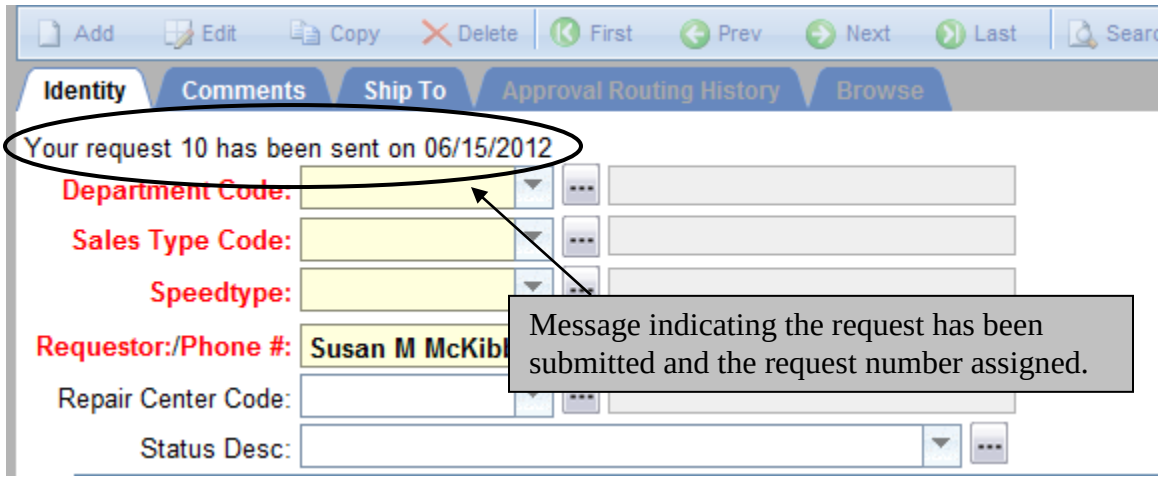
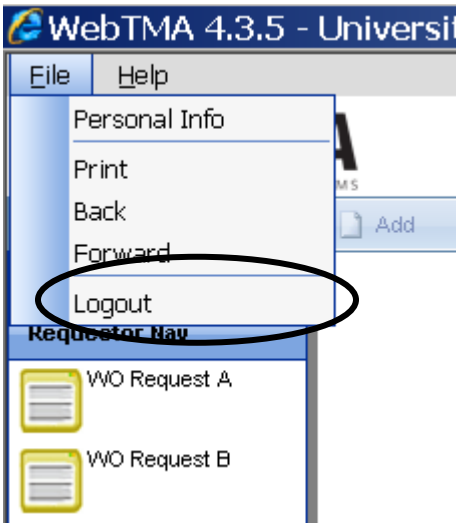
Instructions:

29. Your screen will refresh and a message returns, indicating the Request has been submitted. Note the Request Number.



30. When finished, select **File - Logout** from the menu.



For questions regarding Materials Requests, please contact John Tompkins at extension 6147 or via email at jct@uakron.edu

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