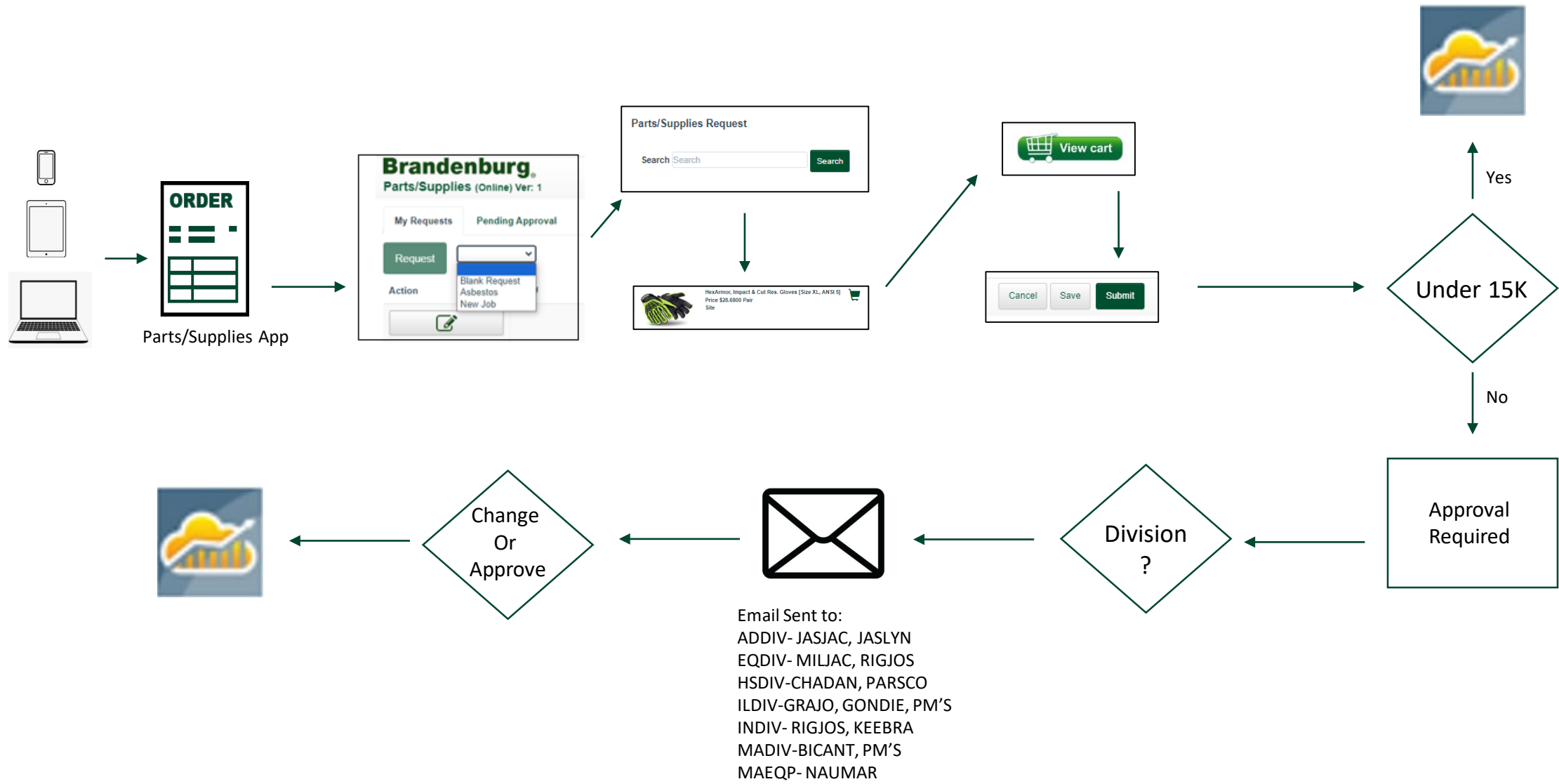


Parts-Supply Request Workflow



Email Sent to:

ADDIV- JASJAC, JASLYN
EQDIV- MILJAC, RIGJOS
HSDIV-CHADAN, PARSCO
ILDIV-GRAJO, GONDIE, PM'S
INDIV- RIGJOS, KEEBRA
MADIV-BICANT, PM'S
MAEQP- NAUMAR

Email:

- Requests over 15K
- Sent as soon as received

Parts/Supplies Request		Brandenburg Industrial Service Company						
Date:10/09/2023								
Order #	Request #	Project Code	ProjCd					
Requested by	EmpCd	Equipment Code	EqpCd					
Item Number	Quantity	UM	Cost	Account	Type	Code	Item	Total
COTTER PIN[old: 0405-10060]	1	Each	4.13	PARTS	WHLDR	IL1227	ENVIR	4.13
HexArmor, Impact & Cut Res. Gloves [Size XL, ANSI 5]	3	Pair	28.68	SPPLY	PROTV	IL1227	ENVIR	86.04
								Total Cost
								\$25290.17

Parts/Supplies Request		Brandenburg Industrial Service Company						
Date:10/13/2023								
Order#	ILDIV-10.12.2023-IL1227-VEJNIC	Code	IL1227					
Requested	VEJNIC							
Item Number	Quantity	UM	Cost	Account	Type	Code	Item	Total
COTTER PIN	1	Each	7.36	PARTS	TRUCK	IL1227	ENVIR	7.36
HITCH PIN	3	Each	53.99	PARTS	TRUCK	IL1227	ASBST	161.97
								Total Cost \$169.33

Report:

- Daily report with orders over 15K not approved
- Run daily at 10pm
- If no outstanding approvals then no report will be generated/sent

Email Daily Report to:
JASJAC, JASLYN, MILJAC, RIGJOS
CHADAN, PARSCO, GRAJO, GONDIE, PM'S
RIGJOS, KEEBRA, BICANT, NAUMAR

Option #1

Run Date: 10/24/2023				
Parts/Supply Request over 15K not Approved				
Div	Code	Requestor	Date	Amount
IL	F0956	SCISHA	10/24/2023	\$22,950.74
IL	IL0065	SCISHA	10/24/2023	\$50,555.50

Option #2

Run Date: 10/24/2023		
Parts/Supply Request over 15K not Approved		
Div	Order Number	Amount
IL	IL-F0956-SCISHA-20231024	\$22,950.74
IL	IL-IL0065-SCISHA-20231024	\$50,555.50

Weekly report: (possibly from WASP)

- All requests sorted by Division then Code
- Auto Run Sunday night 10pm for prior Sunday-Saturday

Option #1

Need to see if WASP has a reporting system

Email Weekly Report to:

JASJAC, JASLYN, MILJAC, RIGJOS
CHADAN, PARSCO, GRAJO, GONDIE, PM'S
RIGJOS, KEEBRA, BICANT, NAUMAR