Order Consumable Items in EZMaxMobile

Tradesperson

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To submit an order for consumable items</th>
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</thead>
<tbody>
<tr>
<td>When:</td>
<td>Per Zone Schedule</td>
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<tr>
<td>Who:</td>
<td>Tradesperson</td>
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</table>

**Resources to Complete Tasks**

- A mobile device with the EZMaxMobile app installed (SOP E3)
- A Maximo account
- An EZMaxMobile license

**Perform These Tasks:**

1. Log into EZMaxMobile
   a. Tap the EZMaxMobile app on your mobile device to open it
   b. Log into EZMaxMobile
      - Username: Your NetID
      - Password: Your Cornell (Kronos) password
   c. The first screen displayed is your Start Center

2. On your Start Center, tap the button for your particular zone or group in the “Consumables Procurement” section

**Do These Steps/Notes:**

- Update
- Start Center
- Work Orders Assigned to Me
- Work Orders Assigned to Me w/ Material Receipts
- Work Orders I Have Reported Time Against (Past 7 Days)
- POs from My MRs
- Time Entry
- Time Entry
- Consumables Procurement
  - Contract College
  - Endowed
  - Operations
  - Student and Campus Life
  - Tap for your group
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.
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.

The Result Will Be:
A material requisition for van stock re-order will be sent to the FM Procurement Group.