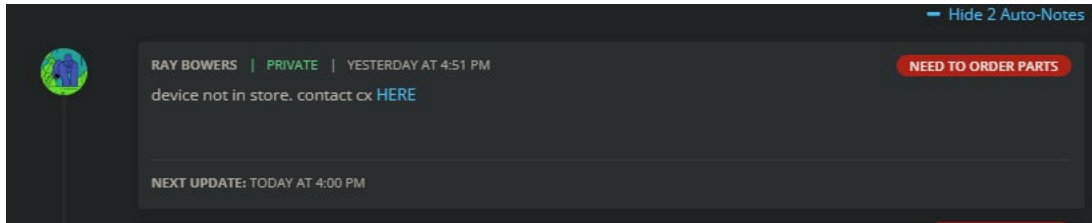
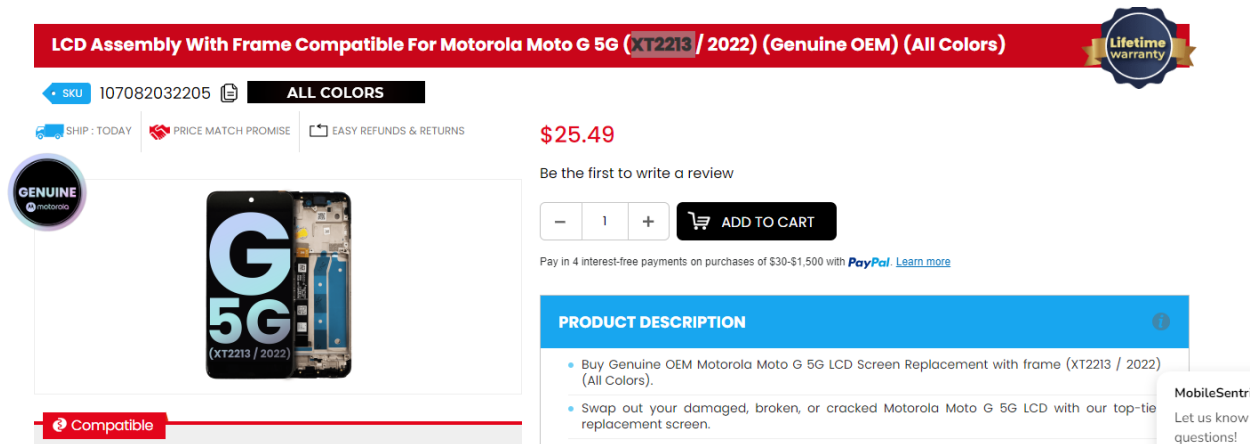


## Parts Purchasing (Non-Stock Part from 3<sup>rd</sup> Party)

1. Find part linked in WO
  1. This is also when you confirm that the part linked is correct item to order - not just part for the repair, but also correct vendor.



2. Click link and think about if this is a part that was likely ordered before or if it is just a completely never before seen part.
  1. Given the age of the store, we're going to assume the overwhelming majority of parts have been ordered before.



3. Go to Portal > Items and search using a term that would be fairly specific for this item. Model name or number of device is always a good one.
  1. Remember Portal search treats "%" as a wild card, so it will count *any* text between the non-% characters.
    - i. Example: Search "s24 back glass" and you get (8) results. Only the base S24 model. If you search "s24%back glass" you get (22) results for *all* S24 models (S24, S24+, S24U).

Items

Dashboard / POS

Item Categories

Locations: 2/2, ... OEM Vendors Custom Filters Displaying: 12/12, ...

ITEMS

SKU	IMAGE	ITEM NAME	CATEGORY	PARENT CATEGORY	AVAILABLE	RESERVED	IN-TRANSIT	PRICE	LABOR	REORDER LEVEL	LAST RECEIVED	LAST COUNTED	DOH	ACTIONS
428703		Moto one 5g xt2213-3 Screen Replacement	Miscellaneous		0	0	0	\$0.00	\$0.00	0	11/23/22		N/A	[Icons]
479931		Charging Port Board With Headphone Jack Compatible For Motorola Moto G 5G (XT2213 / 2022)	Miscellaneous		1	0	0	\$0.00	\$0.00	0	5/31/23		N/A	[Icons]
495045		LCD Assembly With Frame Compatible For Motorola Moto G 5G (XT2213 / 2022)	Miscellaneous		0	0	0	\$0.00	\$0.00	0	3/14/24		N/A	[Icons]

- We found a suitable SKU to use, so we copy that and add it to the work order, and remove the “Misc. Labor” or SKU that was on there and transfer the price over.

W.O. 22856475 NEED TO ORDER PARTS NEW WORK ORDER

**OTHER DEVICE**

PASSCODE:  
SERIAL:  
IMEI:  
BIN:  
DEVICE IN-STORE:

[Print Label](#)

**CUSTOMER INFO**

Terry Bell - 18655031  
313-768-6922 ★  
No Email  
Best Contact Number: 313-768-6922  
Company - N/A

ITEMS ATTACHED (1)

SKU	ITEM	LABEL	PRICE
495045	LCD Assembly With Frame Compatible For Motorola Moto G 5G (XT2213 / 2022)	No Label (0 Others)	119.99

- Portal > Purchasing > “Create New PO” > “Create” button under “Custom”

Clocked In West Lansing #552

CREATE A NEW PURCHASE ORDER

**PROJECTIONS**

Create PO based on projected parts usage

\$791.29

[Create →](#)

**REORDER POINTS**

Create PO based on custom re-order levels

[Review my re-order levels](#)

[Create →](#)

**CUSTOM**

Create a new blank Purchase Order

[Import PO from a .CSV file](#)

[Create →](#)

1. [Create New PO](#)

2.

6. Hit the “+” icon for the part you just added to the WO.

INVENTORY NEEDED						
SKU	ITEM NAME	QUANTITY	IN TRANSIT	REQUIRED	DISTRO PRICE	ACTIONS
292460	Google Pixel 6 Battery, G730-05942-01	-1	0	0	\$0.00	
495045	LCD Assembly With Frame Compatible For Motorola Moto G 5G (XT2213 / 2022)	-1	0	0		

[+ Add All Items](#)

**CURRENT ORDER**

No items added yet.

7. “Arrow down” button shows that once submitted this part will correctly be attached to the work order, and the work order will automatically go to “Awaiting Parts”

CURRENT ORDER											
SKU	ITEM NAME	ADR	STORE STOCK	PROJ. SHORTAGE	DOH	PROJ. NEED	DISTRO AVAIL	PRICE	TO ORDER	SUBTOTAL	ACTIONS
	495045	LCD Assembly With Frame Compatible For Motorola Moto G 5G (XT2213 / 2022)	0.03	-1	Out Of Stock	N/A	1.63	N/A	1	\$0.00	
SALE/W.O./LEAD	NAME	STATUS	CUSTOMER	DEVICE							
W: 22856475	LCD Assembly With Frame Compatible For Motorola Moto G 5G (XT2213 / 2022)	Back Ordered	Terry Bell	Other Device							

Indicates Distro Item  
 Indicates Accessory  
 Indicates an Asurion MobileSentry Part

[Export Table](#)

8. Order part from vendor. This follows the standard online ordering process that *most* everyone is familiar with at this point, so screenshots here will be limited to the pertinent info.

1. Billing Address: Always choose the billing address in IN *not* MI. Be sure to set default shipping (and confirm) that ship address is the store, so packages don't arrive at my house.
2. Shipping: Ground is preferable in most cases, as parts generally still arrive within that 2-3 day window.
  - i. Use your discretion! If you know we “slept on” a work order, and the part needs to get there quicker than usual, then overnight is fine. We just don't want this to be the norm.
3. Use store card over PayPal whenever possible.

## 📍 Shipping & Billing Address

Select a shipping address

John Bailey, 4324 W SAGINAW HWY STE B, Lansing, Michigan, 48917, United States ▼

[+ Add new shipping address](#)

### ■ Billing Address

Same as shipping address

Select a billing address

John Bailey, 9334 FOXWOOD PSGE, Fort Wayne, Indiana, 46835, United States ▼

[+ Add new billing address](#)

9. View order confirmation and put that information into the Portal PO.
  1. Select correct vendor.
  2. Put in line item price of part.
  3. Put in shipping cost (the UPS Ground above doesn't have any effect)
  4. Put in expected delivery date. Whatever you put in here becomes the "Next Update" for that work order, so set this appropriately.
  5. Confirm sales total here matches the order confirmation from the vendor.

We are **tax exempt** on +90% of the vendors we routinely order from. eBay should be the only tricky one. If you place an order and notice sales tax that is fine, just let me know *which vendor* so I can upload the tax exempt certificate for the future.

The screenshot displays a procurement system interface. At the top, the user is identified as John Bailey, logged in as 'Clocked in' at West Lansing #552. The main area shows a table of items with columns for SKU, ITEM NAME, QUANTITY, IN TRANSIT, REQUIRED, and DISTRO PRICE. A 'Google Pixel 6 Battery' is listed with a quantity of -1 and a price of \$0.00. Below this, a 'CURRENT ORDER' section shows a table with columns for ADR#, STORE STOCK, PROJ. SHORTAGE, PROJ. NEED, PRICE, TO ORDER, and SUBTOTAL. A row for 'LCD Assembly With Frame Compatible For Motorola Moto G 5G (XT2213 / 2022)' is highlighted, with a price of \$25.49. To the right, a 'PURCHASE ORDER INFO' sidebar contains fields for Vendor (MobileSentry), Shipping (UPS Ground), Shipping Cost (\$4.50), and Expected Delivery (July 26 at 2:00 pm). At the bottom right, a 'TOTAL' field shows \$29.99. Red boxes and numbers 1-5 highlight these key elements.

10. Hit red “Finalize Order” button in bottom right.

Note: Many vendors allow “merged” orders before a certain time period. If you add parts to an existing order, just create a new PO and follow the same steps above (only major difference would be shipping cost on the additional PO would be \$0). When Receiving, although all parts will come in a single box, there will be several *different* PO’s that would be received.