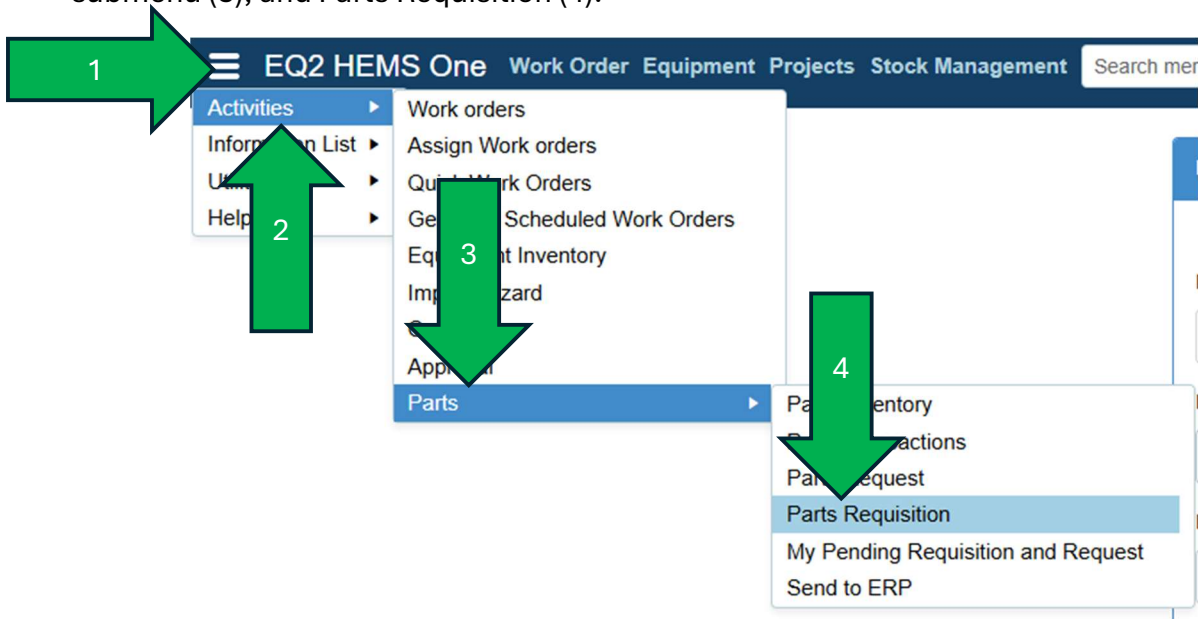


HEMS One: Parts Requisition

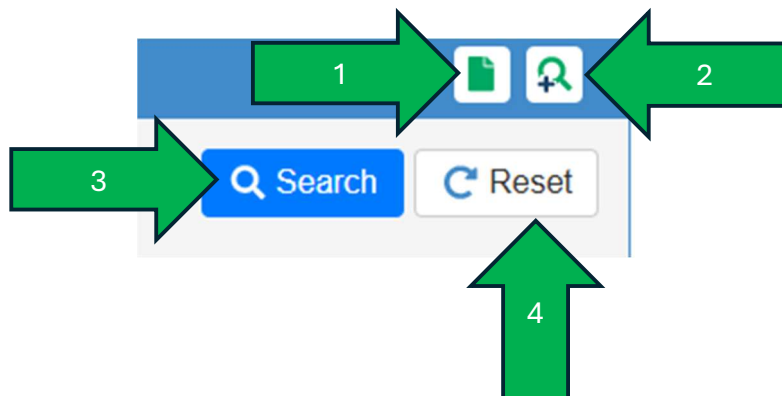
Navigate to the Parts Requisition module by clicking on the hamburger icon in the upper left of the HEMS One window (1), then select the Activities menu (2), followed by the Parts submenu (3), and Parts Requisition (4).



The search fields in the upper section of the Parts Requisition window default to search for Pending requisitions.



To create a new Parts Requisition, click on the New icon in the upper right of the Parts Requisition window (1). To perform an advanced parts requisition search, click on the Advanced Search icon (2). To search for parts requisitions, use the Search button (3). To reset the search fields, use the Reset button (4).



HEMS One: Parts Requisition

Parts Requisition Record

Parts Requisition #1624 Add/Edit

Date: 05/22/2025 14:03

Supplier: NONE

PO: NONE

Completed Ready for approval? PO Required? Rush PO?

Ordered?

Invoice #:

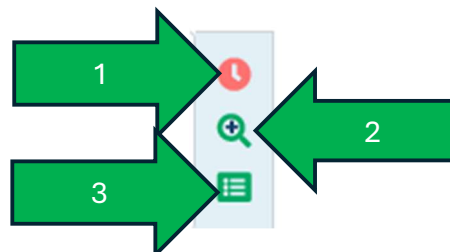
Ship To:

Notes:

Add Parts

Sub Total	S & H	Other Charges	Total
\$0.00	\$ 0.00	0.00	\$0.00

1. **Date:** The date of the parts requisition.
2. **Supplier:** The supplier of the parts.
3. **PO:** The purchase order used for the parts requisition.
4. **Completed:** If this box is checked, the requisition is completed.
5. **Ready for approval:** If this box is checked, the requisition is ready for approval.
6. **PO Required?:** If this box is checked, a purchase order is required.
7. **Rush PO?:** If this box is checked, a rush purchase order is required.
8. **Ordered?:** If this box is checked, the parts on the requisition have been ordered.
9. **Invoice #:** The invoice for the requisition.
10. **Ship To:** The shipping destination of the parts
11. **Notes:** This is an open text field.
 - a. To add a timestamp to the Notes field, use the Clock icon (1). To expand the Notes field, use the Show Expanded View icon (2). To use predefined text in the Notes field, use the Predefined Text icon(3).



HEMS One: Parts Requisition

- 12. **Add Parts:** Use this button to add parts to the parts requisition.
- 13. **Sub Total:** The subtotal cost of the parts requisition. This field cannot be edited.
- 14. **S & H:** Shipping and handling charges associated with the parts requisition.
- 15. **Other Charges:** Other charges associated with the parts requisition.
- 16. **Total:** The total cost of the requisition. This field cannot be edited.

To save a Parts Requisition, use the save icon in the upper right of the Parts Requisition Add/Edit window (1). To cancel the changes made to a Parts Requisition, use the Cancel icon (2).

