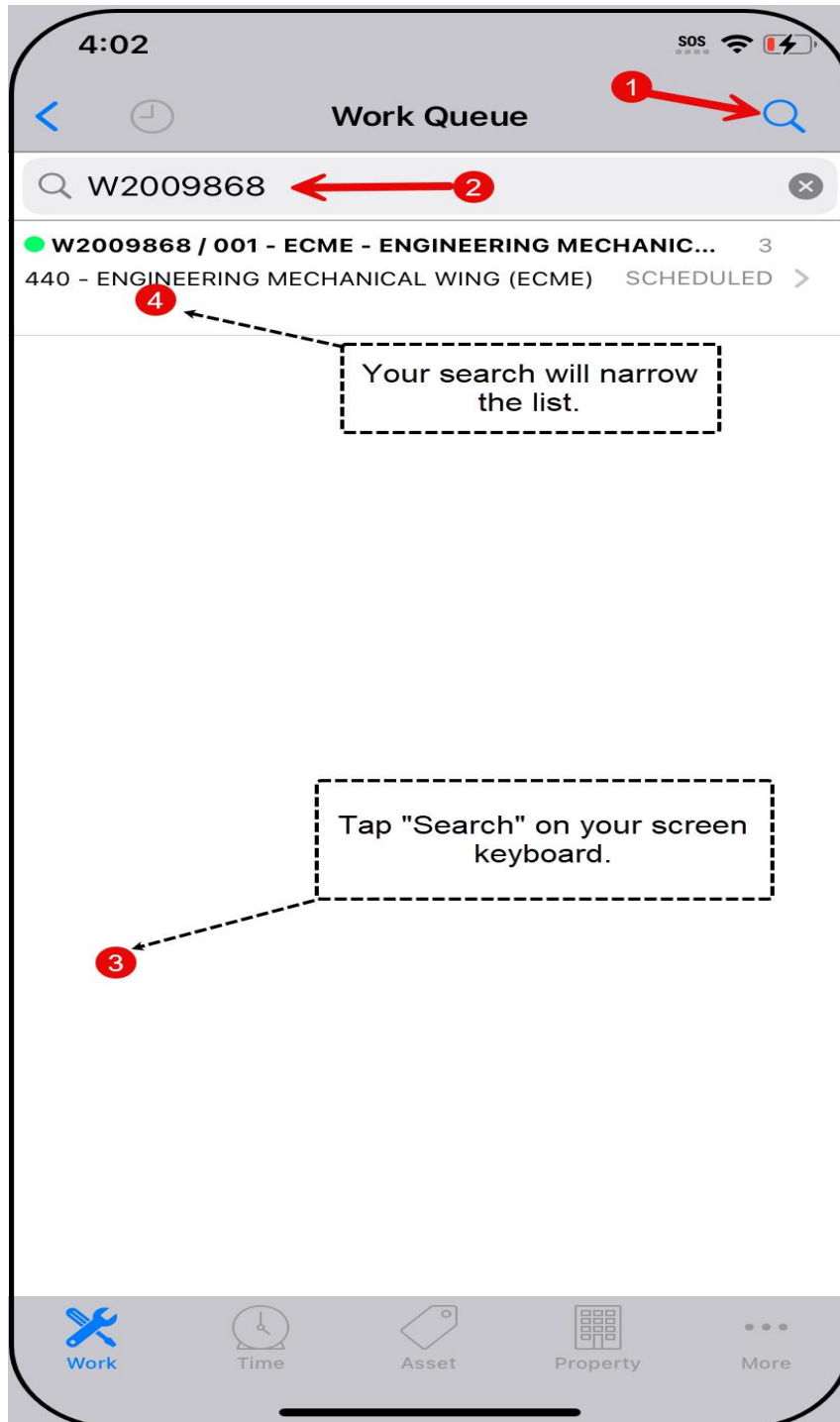


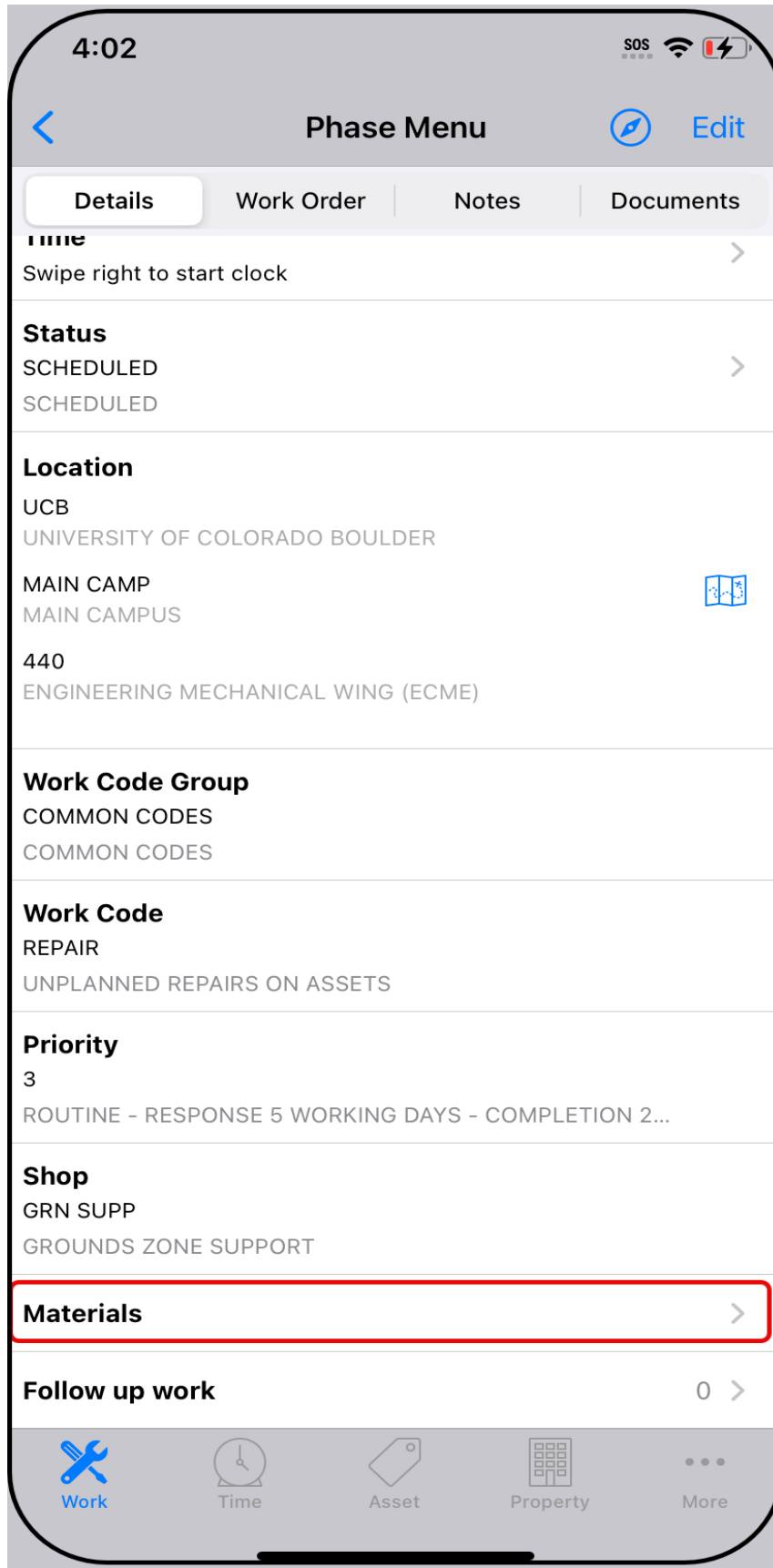
Create Spot Purchase Using The Go App

A Spot Purchase is normally used when purchasing items from a vendor either with cash or a credit card and not using a Purchase Order.

1. Connect to Go-WorkMgmt app.
2. Tap on the Work Order on your queue or search for the Work Order – below is a screenshot about how to search for a Work Order – the example uses W2009868.

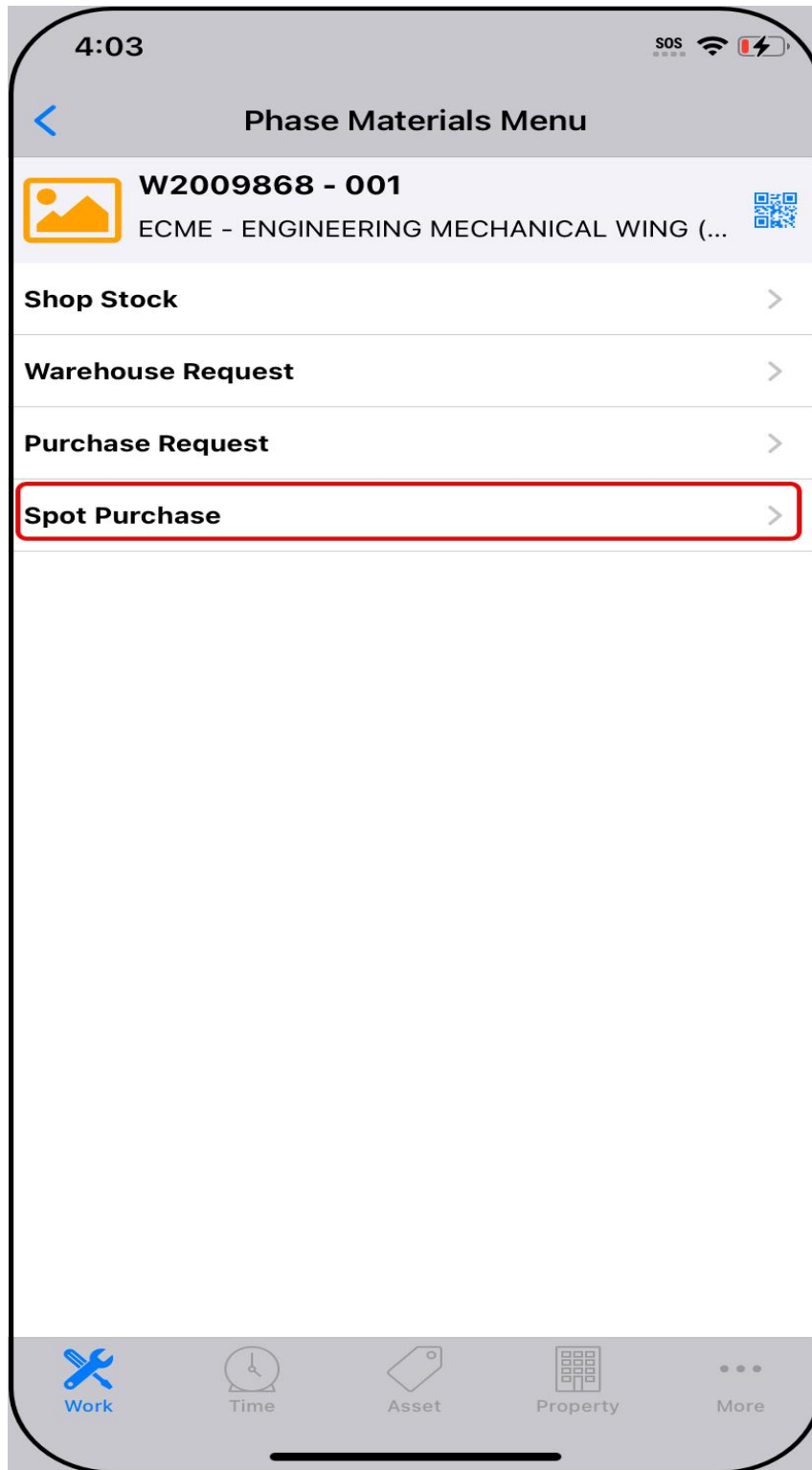


3. Tap on “Materials” (toward the bottom of the screen).



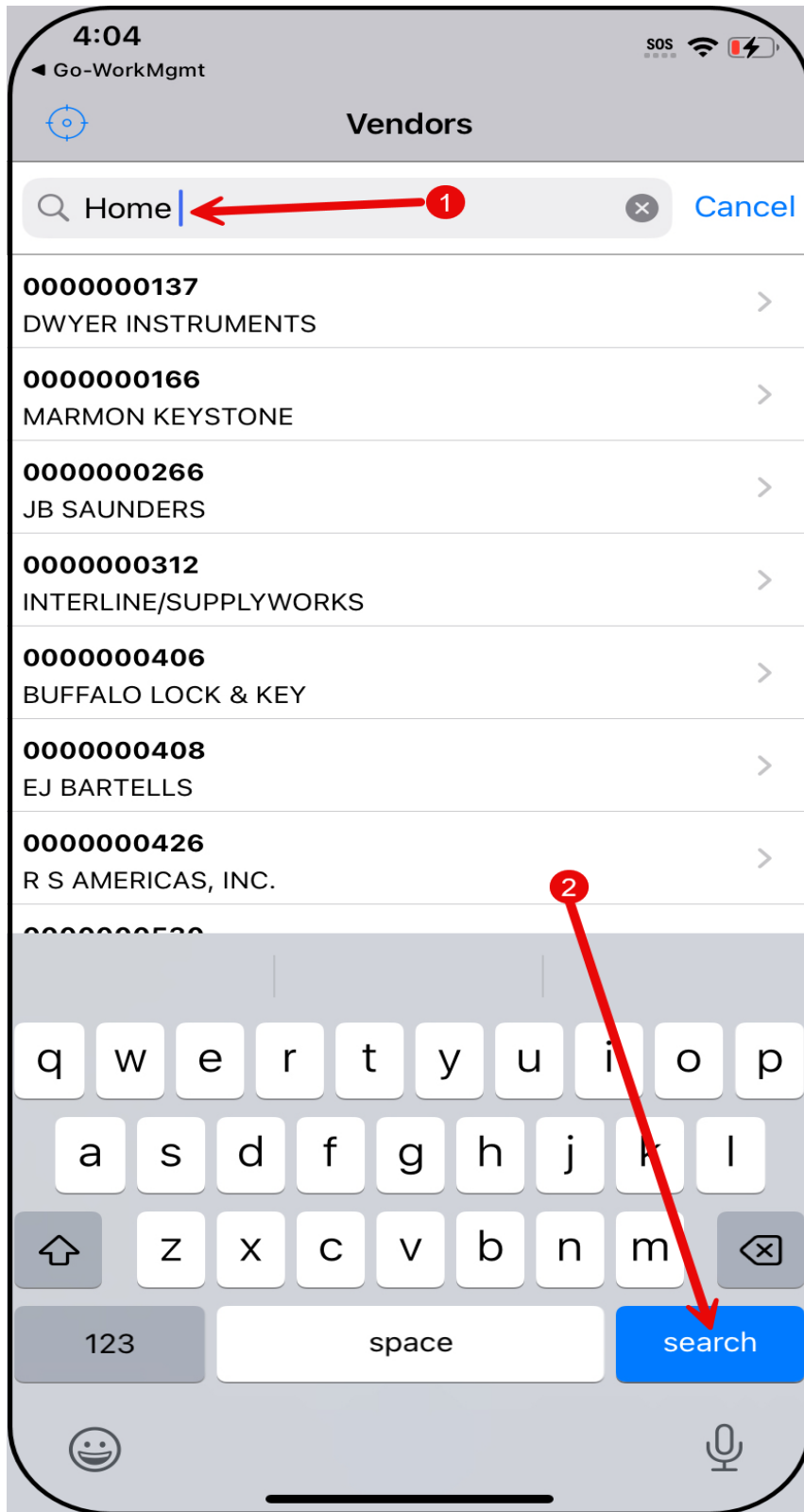
4. Tap on "Spot Purchase".

Note: This action will take you from the Go-WorkMgmt app to the Go-Purchasing app.

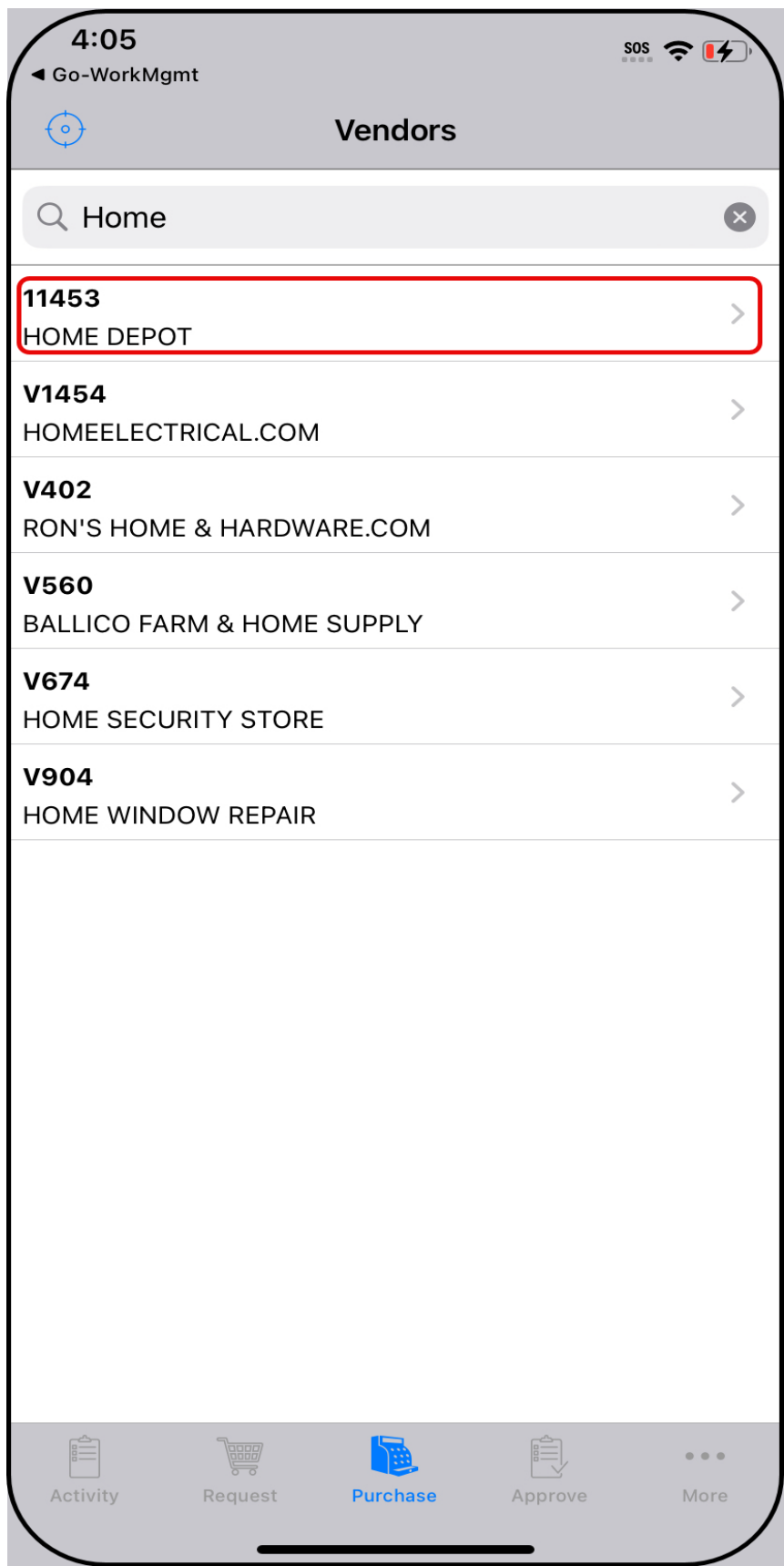


5. Add Contractor.

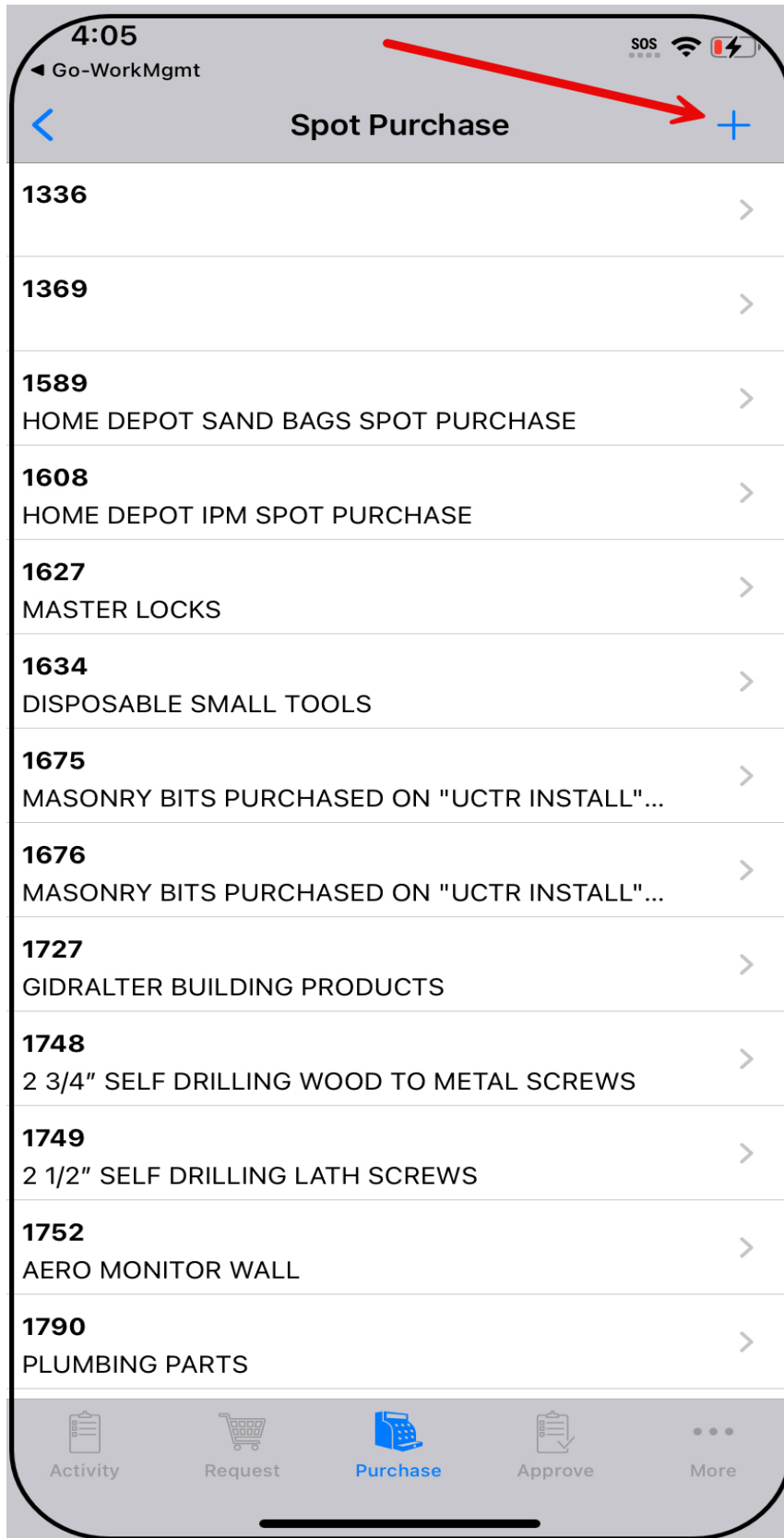
- a. Search for the Contractor (vendor) if not listed on the screen. In this example, we are searching for "Home Depot" by typing in **Home**, then tap "search".



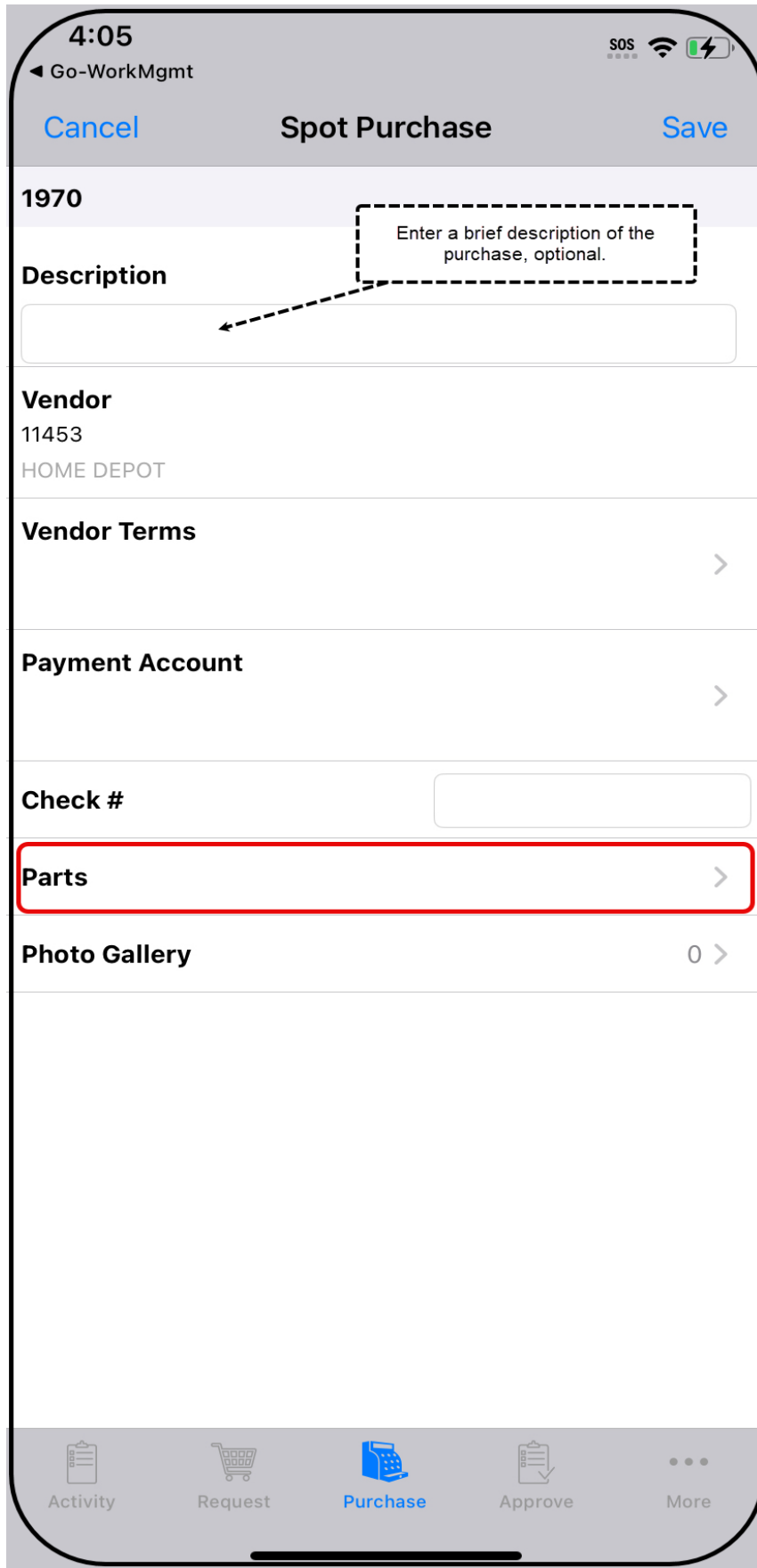
- b. The list of Contractors will narrow based on the search, if more than one Contractor matched the search, select the one you are looking for or expand your search – in this example, we are selecting Home Depot.



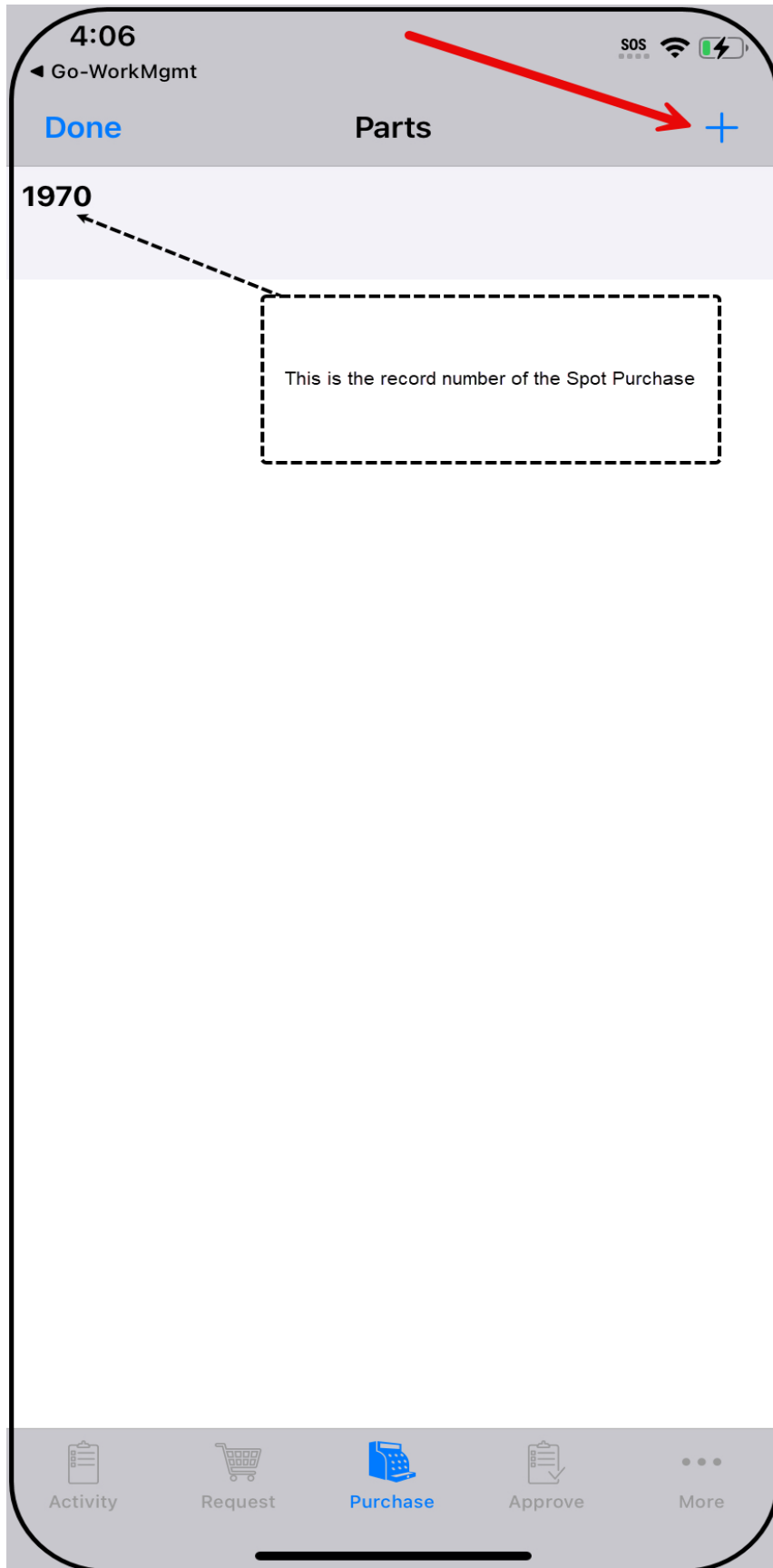
6. Tap “+” to get the next available number for the Spot Purchase.



7. Enter a brief description of the purchase, optional but helpful. Tap on "Parts".



8. The Spot Purchase number is listed (still not saved). Click “+” to add the line.

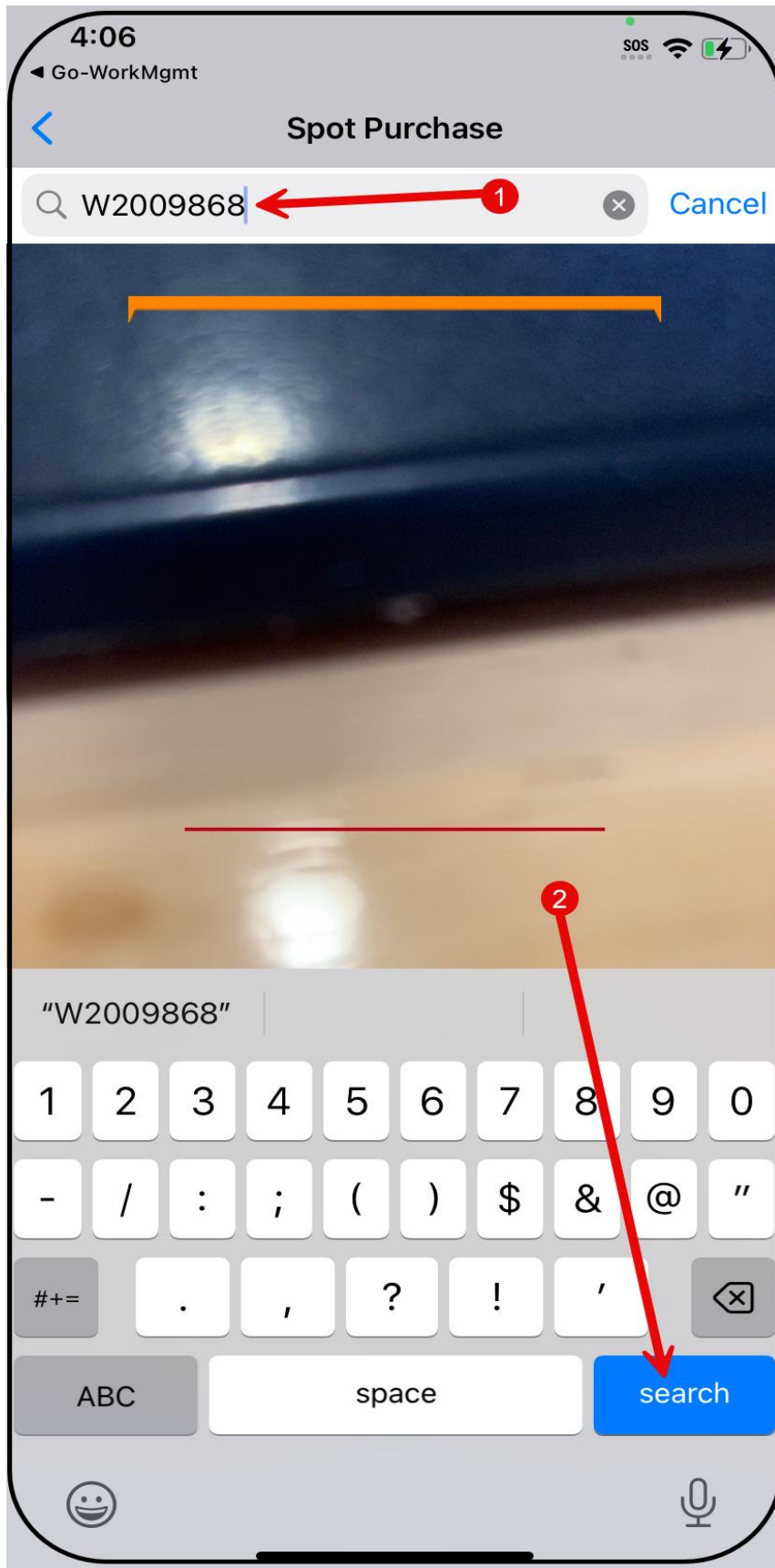


- 9. The Go-Purchasing app should have brought in the Work Order selected through the Go-WorkMgmt app, but it brings this Search screen - this is a known problem:

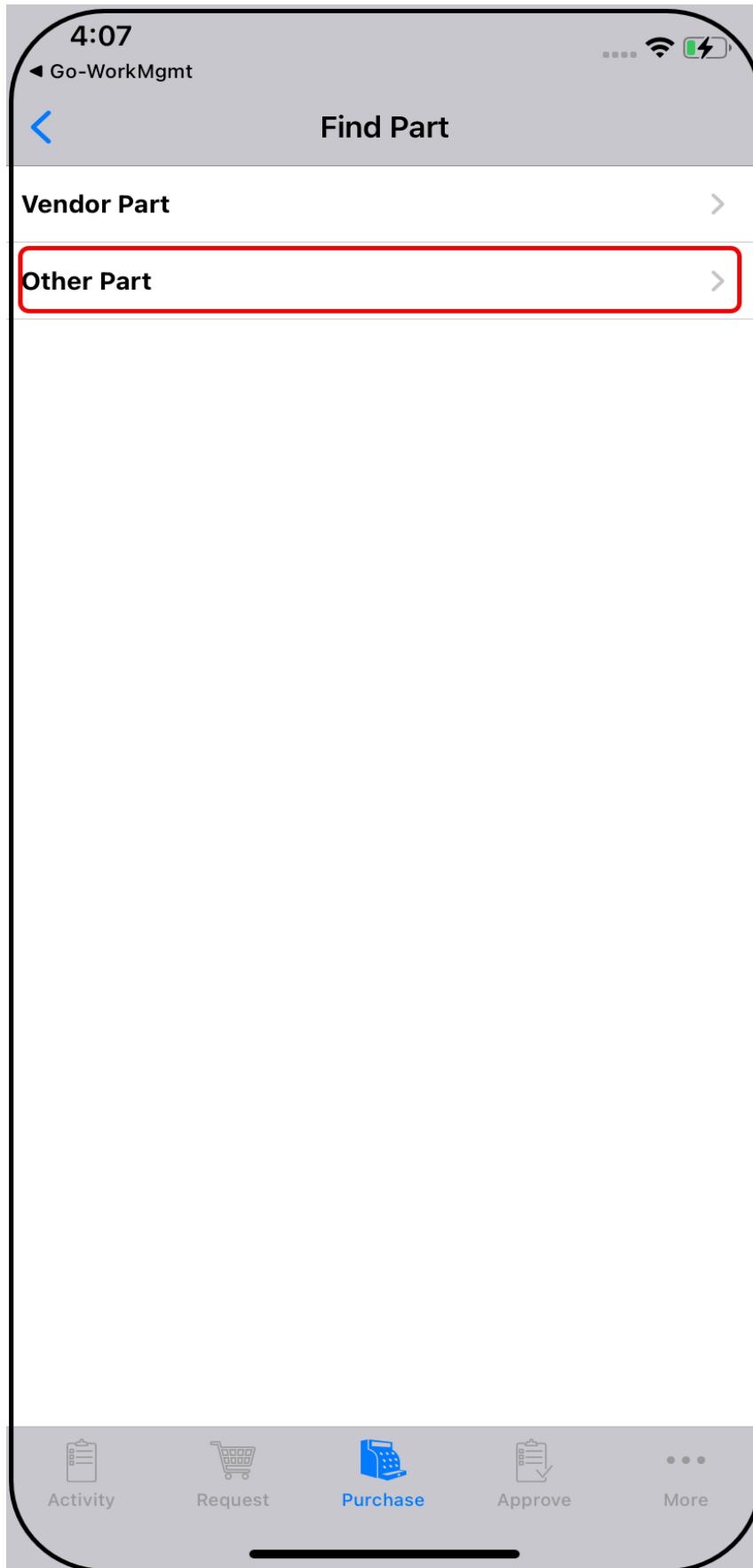


- a. Type in the Work Order number again. Tap on the “search” key on the screen keyboard.

Note: In this example we are using W2009868.



10. Select "Other Part".



11. Enter fields and tap “Done”:

Note:

Part: If unknown, or receipt is for more than one part, enter “N/A” or “VARIOUS” as appropriate.

UOM: Enter EA.

Quantity: Enter 1.

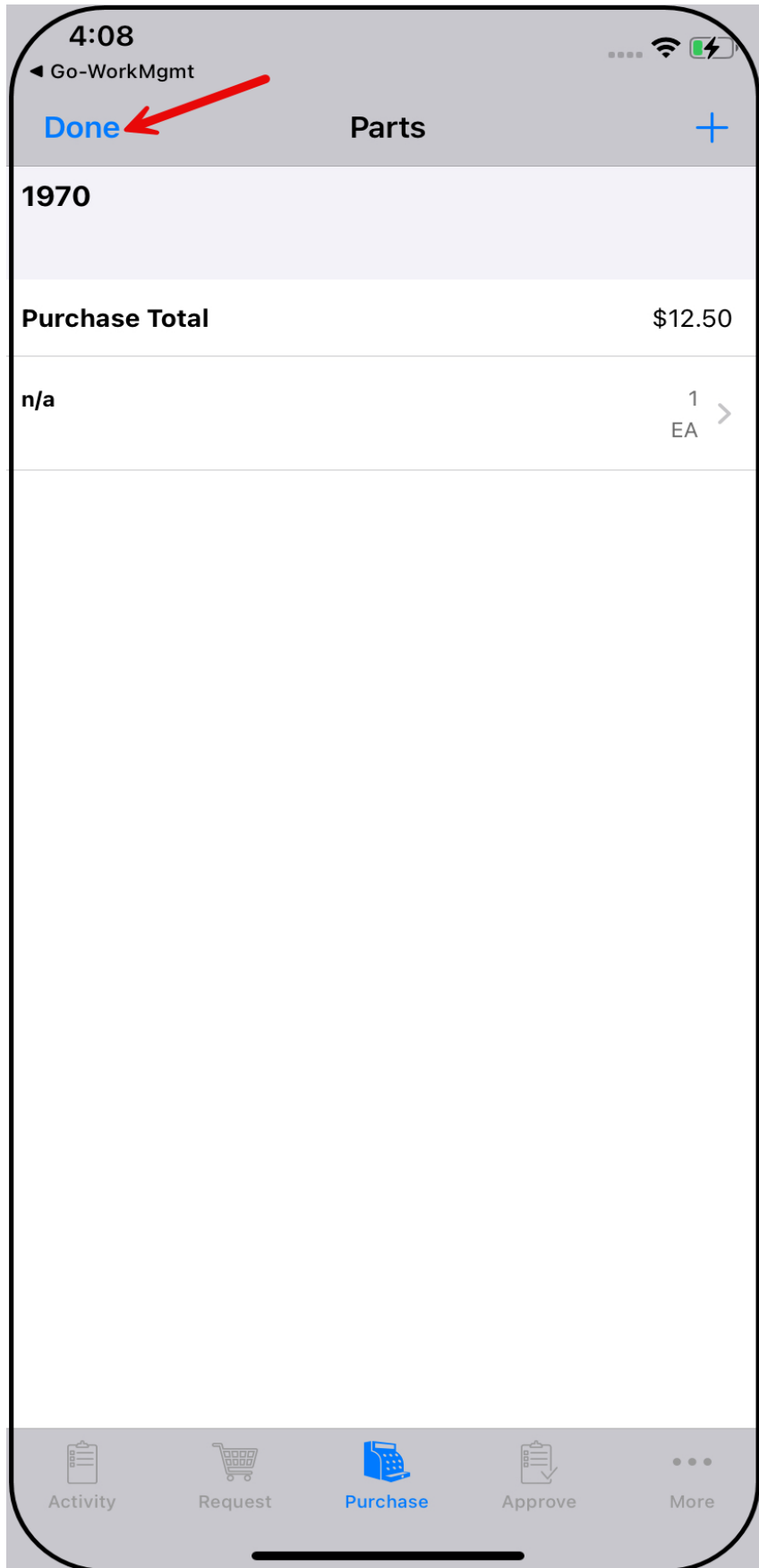
Unit Cost: Enter total amount of the receipt.

The screenshot shows a mobile application interface for entering purchase information. The title is "Other Part". The form includes the following fields and values:

- Part:** n/a (Callout 1: Enter Contractor part number, if known, or enter N/A.)
- Description:** (Empty field)
- UOM:** EACH (Callout 2: Select "EA" (each).) The dropdown menu is open, showing "EA" selected.
- Work Order/Phase:** W2009868 / 001 (Callout 3: Enter 1 (ONE receipt))
ECME - ENGINEERING MECHANICAL WING (ECME) GRAFFI...
- Quantity:** 1 (Callout 3: Enter 1 (ONE receipt))
- Unit Cost:** \$12.50 (Callout 4: Enter total amount of the receipt.)
- Tax 1:** \$0.00
- Tax 2:** \$0.00
- Rebate:** \$0.00
- Markup:** \$0.00
- Line Total:** \$12.50

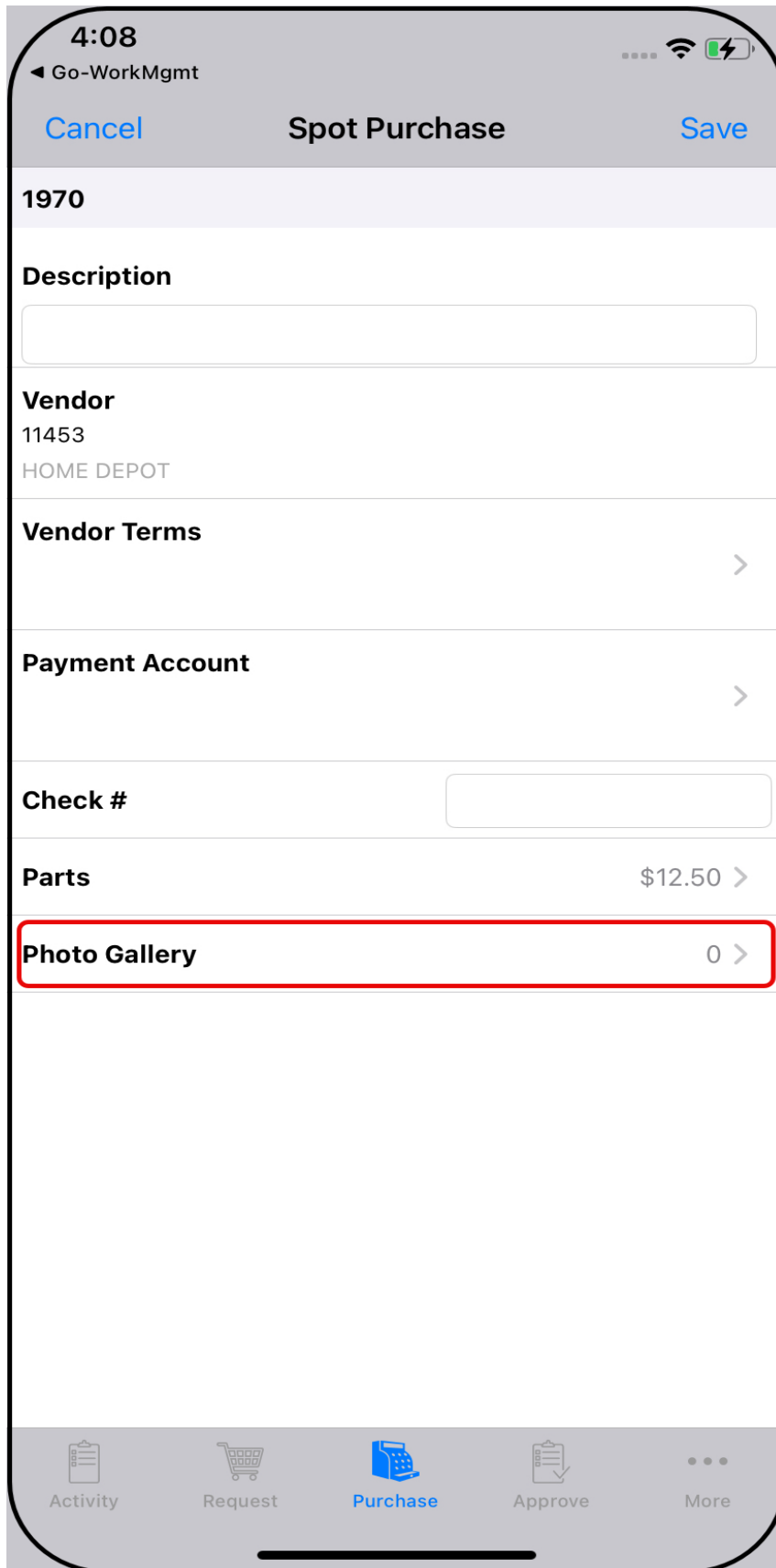
At the top right, there is a "Done" button (Callout 5). The bottom navigation bar includes icons for Activity, Request, Purchase (highlighted), Approve, and More.

12. Tap "Done".

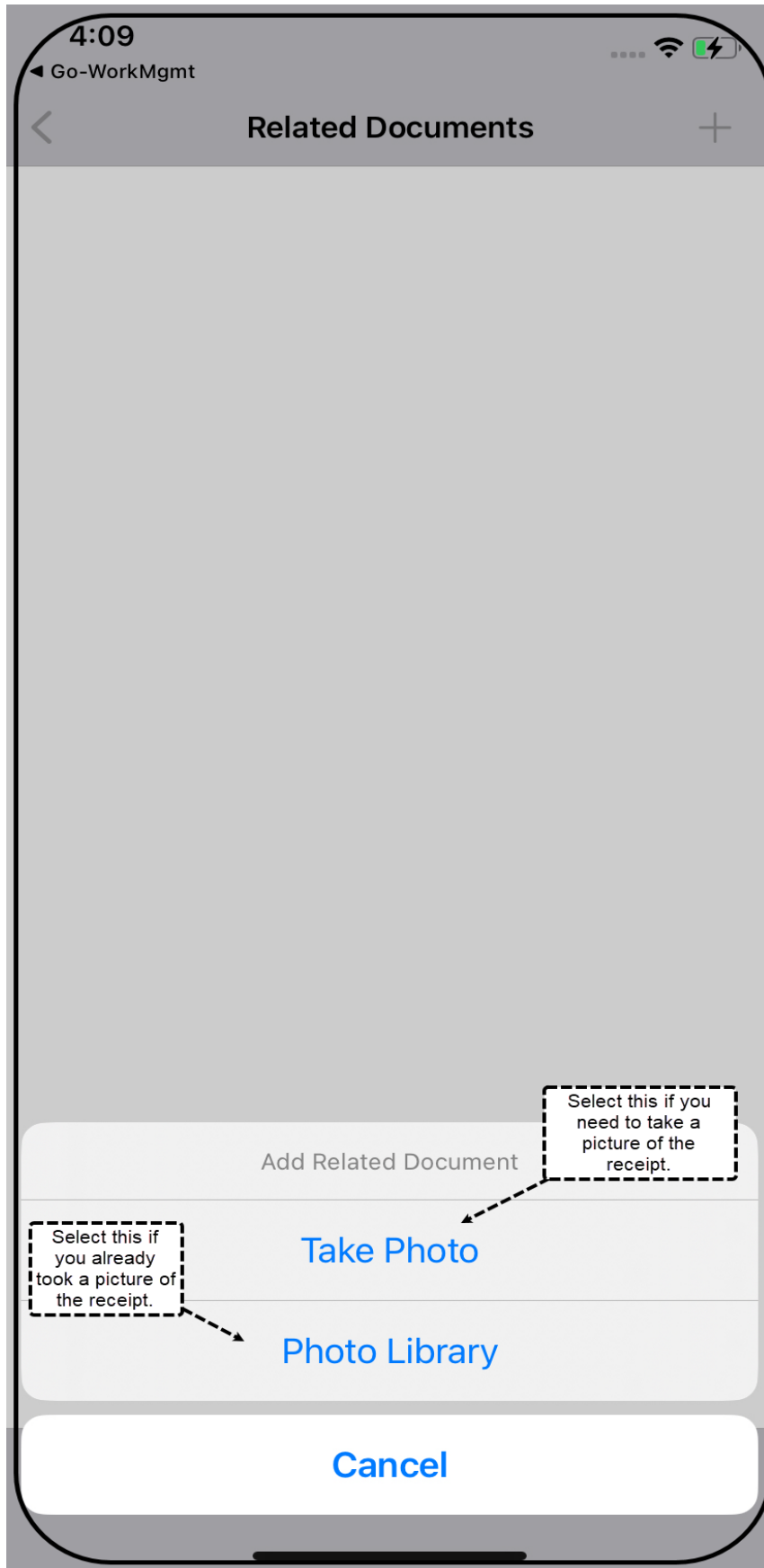


13. Attach receipt.

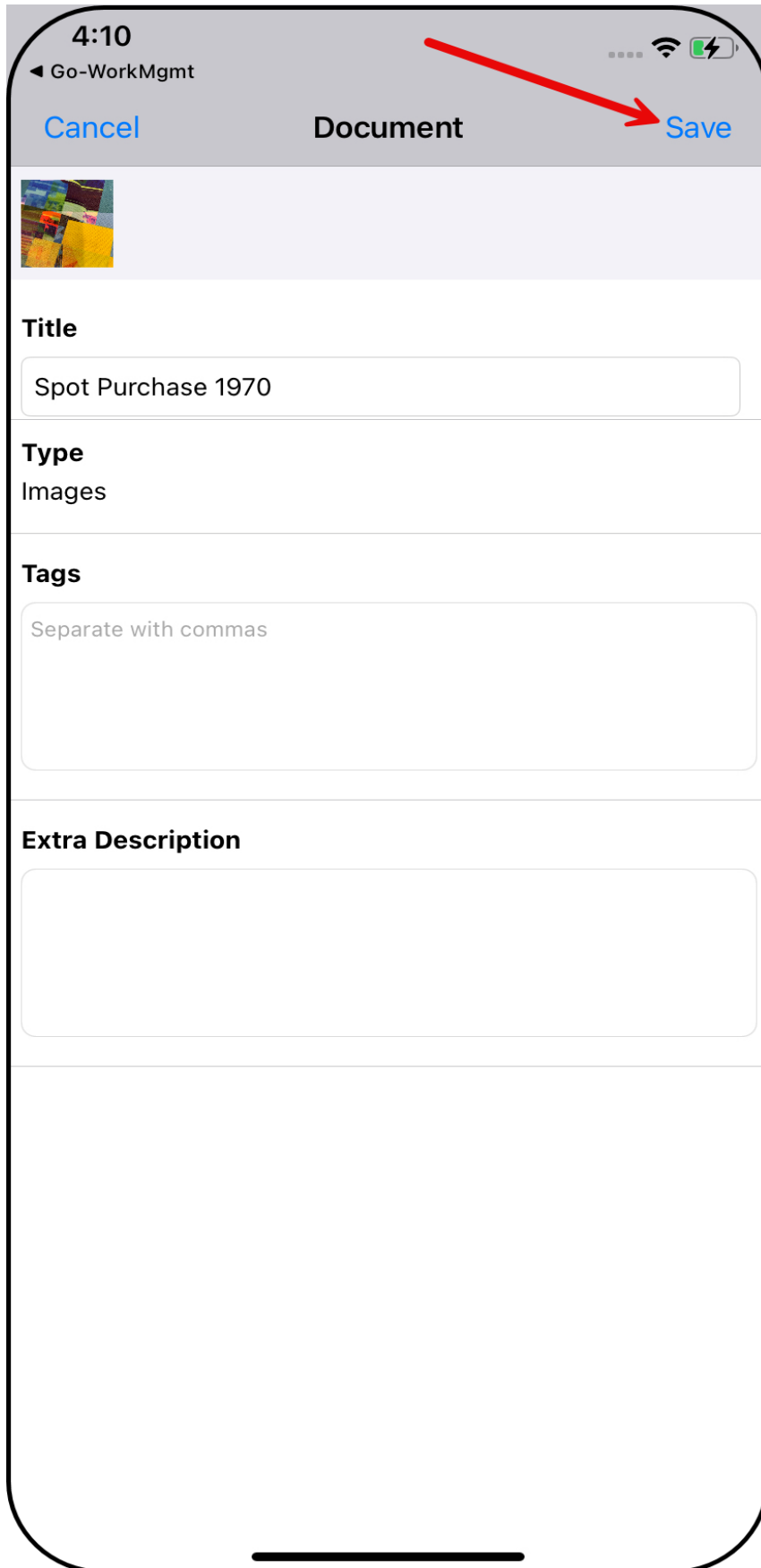
- a. Tap "Photo Gallery".



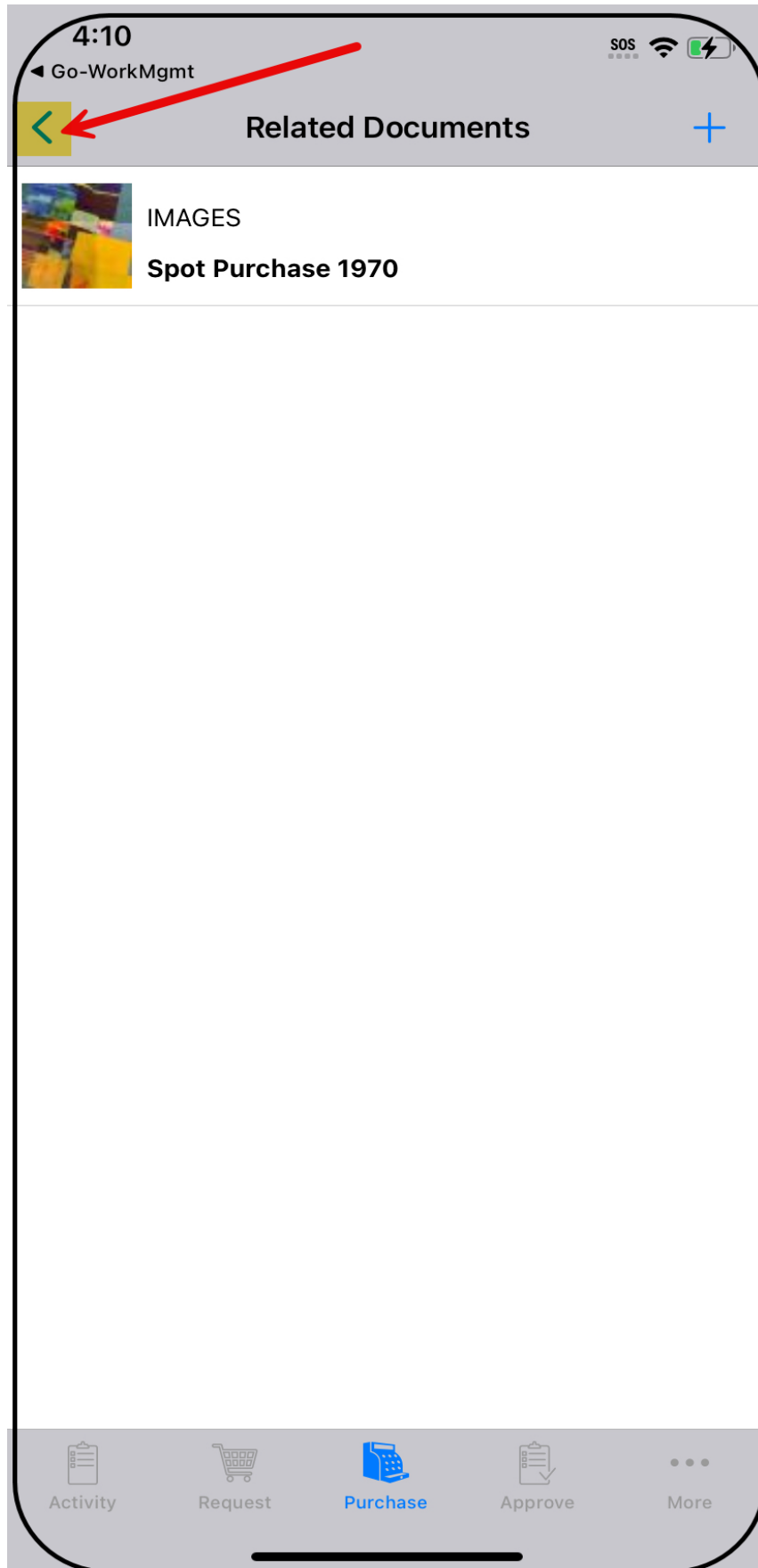
- b. Take a picture of the receipt or choose the picture if already taken.



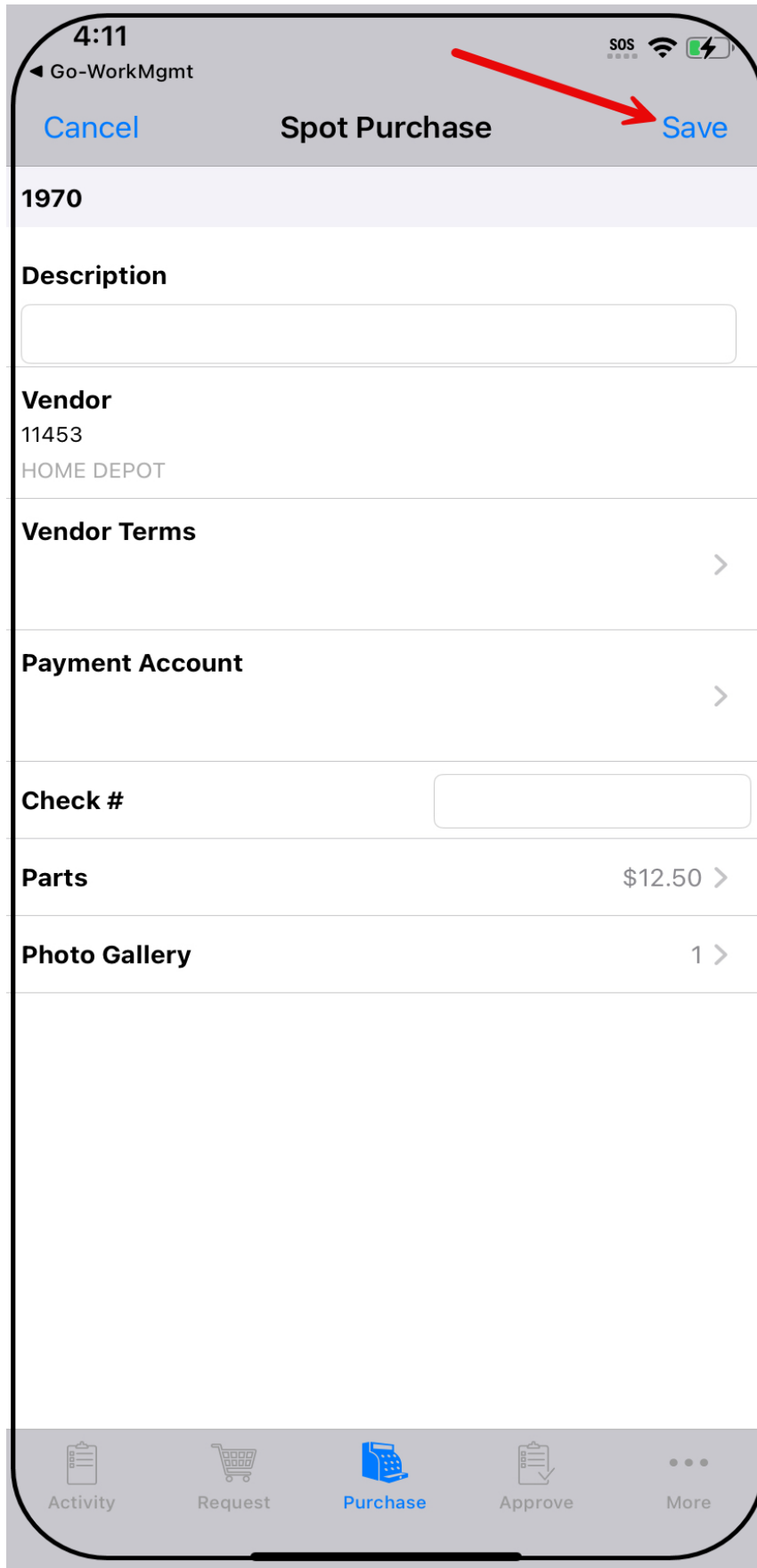
c. Tap "Save".



d. Tap "<".



14. Tap "Save".



15. Tap "Yes".

