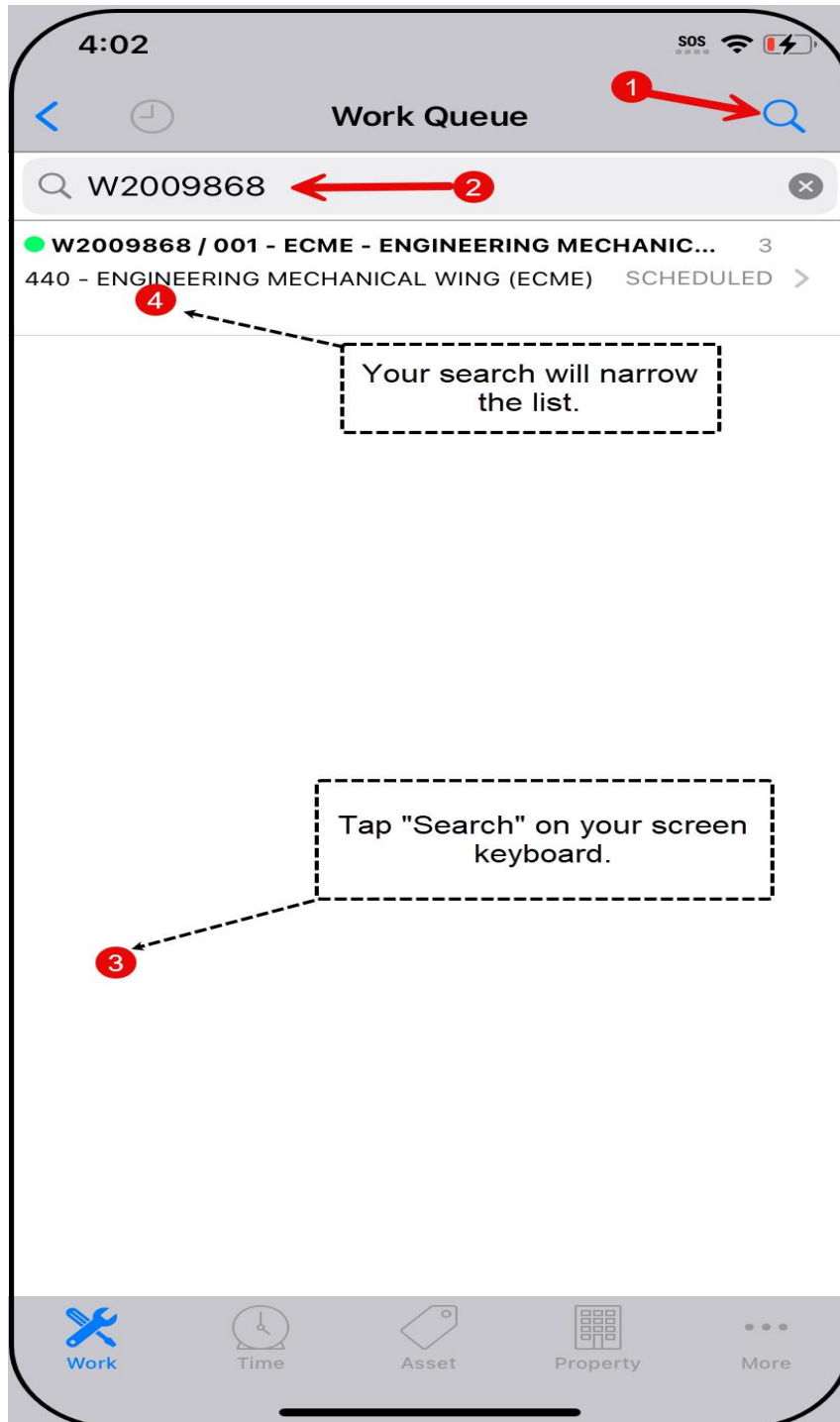# Create Spot Purchase Using The Go App

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.
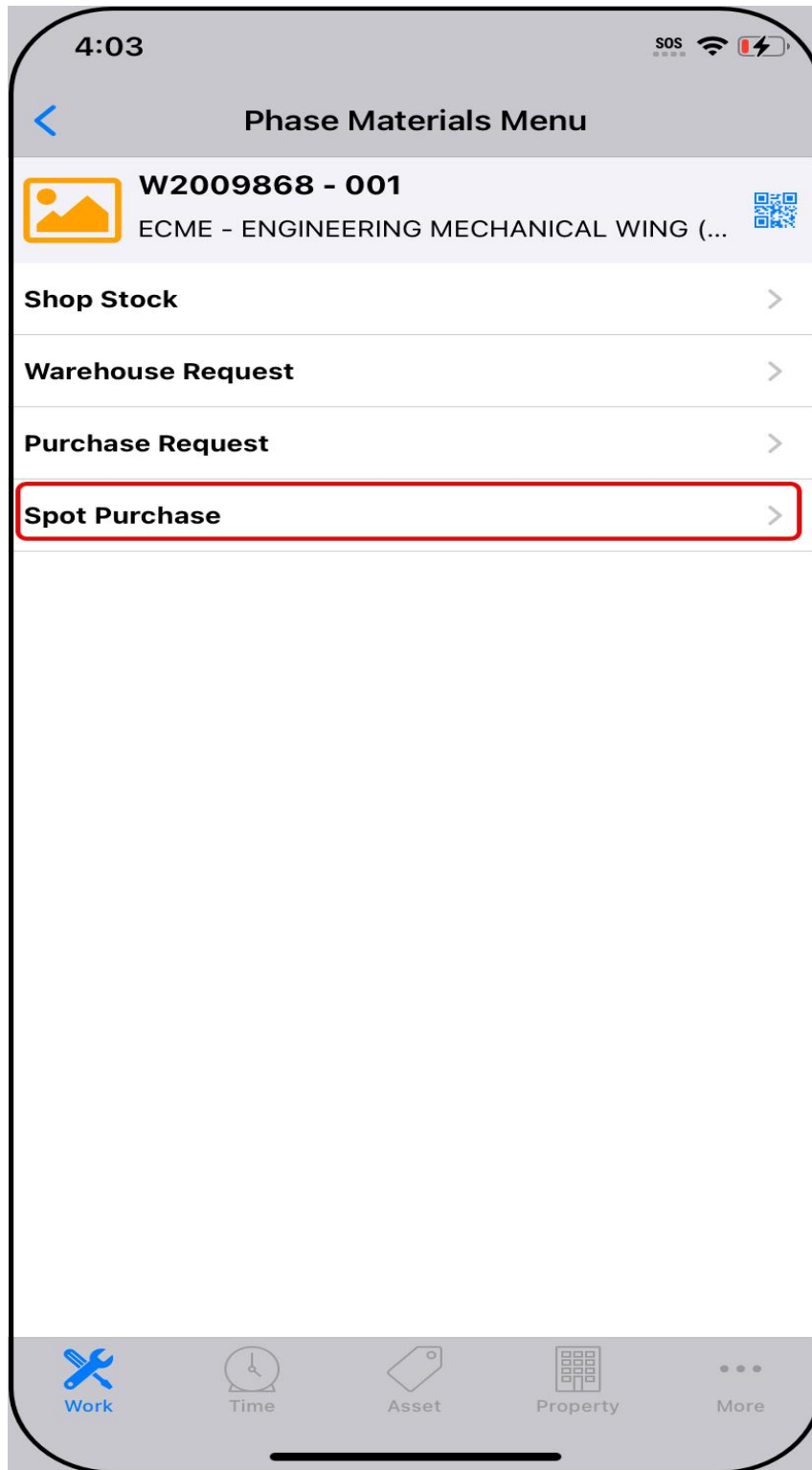
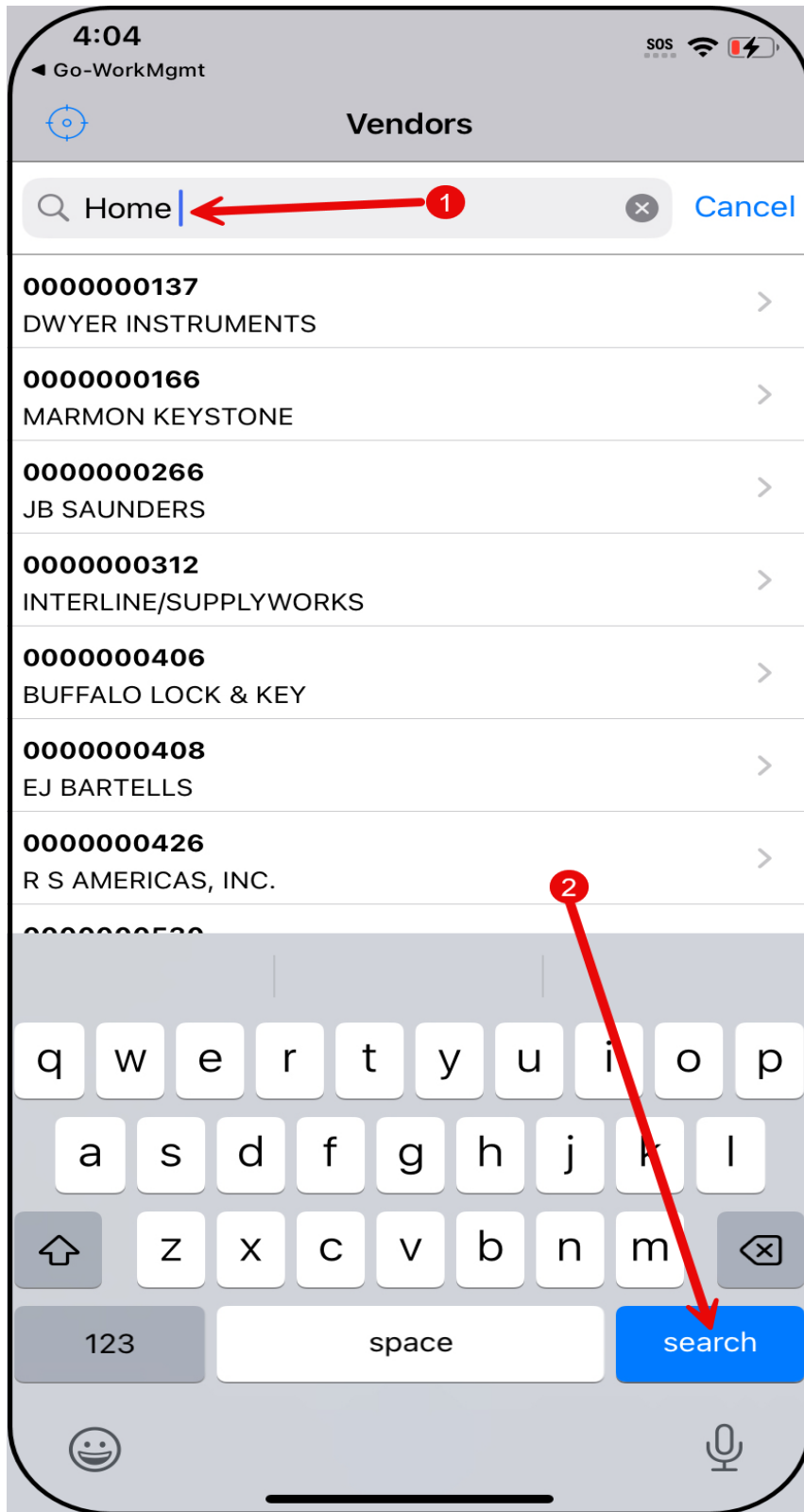3. Tap on "Materials" (toward the bottom of the screen).
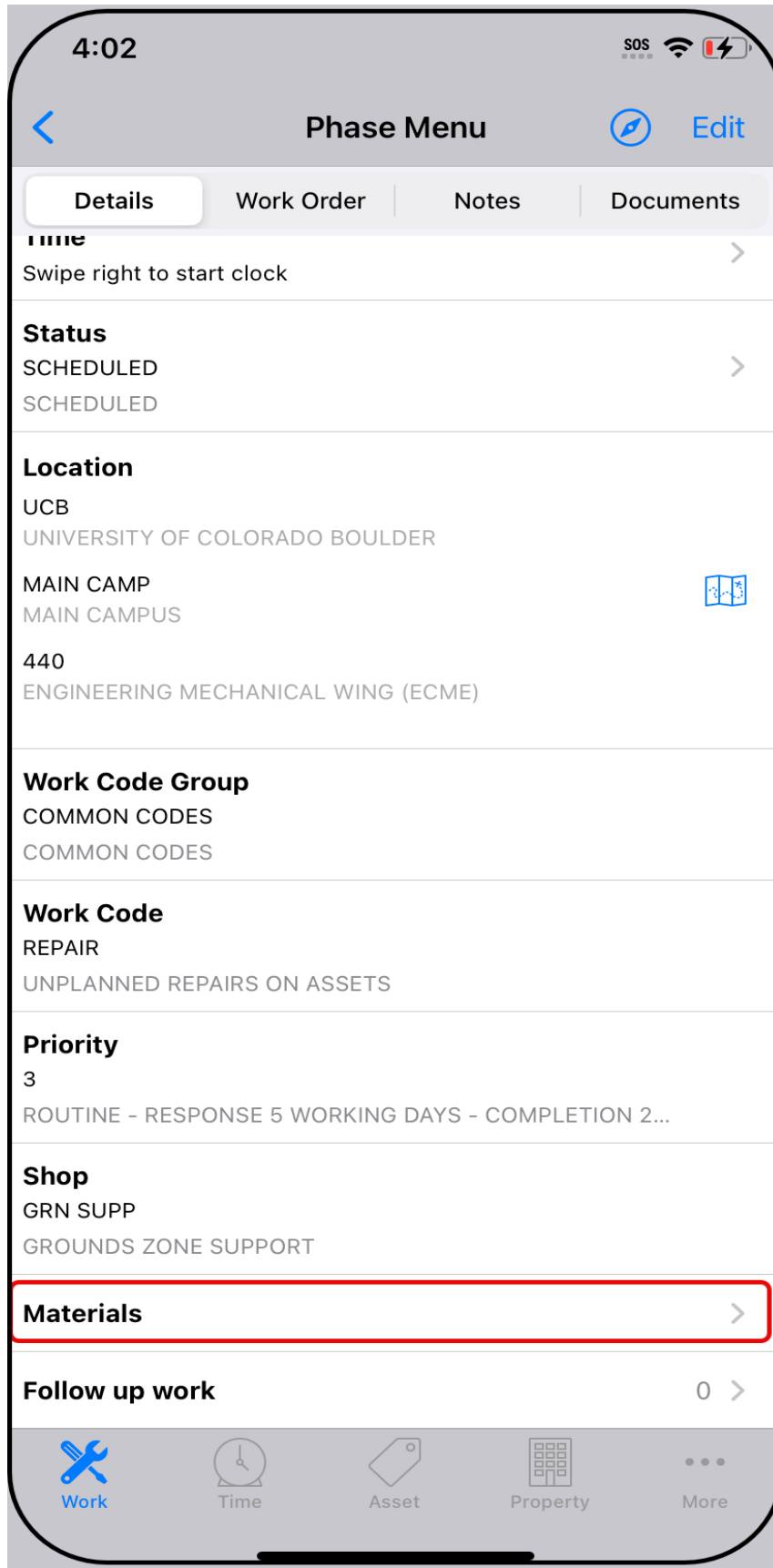
4. Tap on "Spot Purchase".

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".
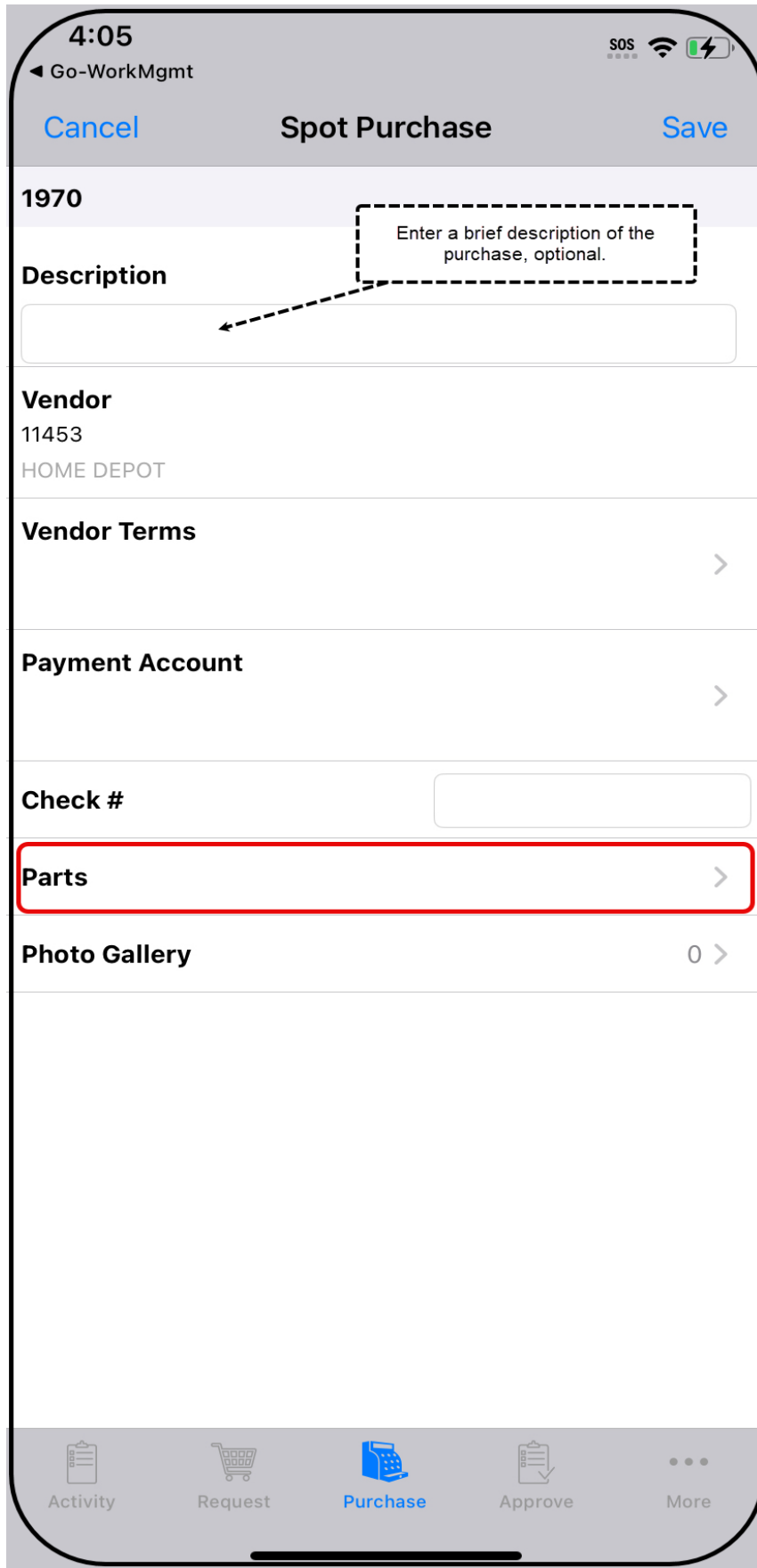
b. The list of Contractors will narrow based on the search, if more than one Contractor matched the search, select the one you are looking for or expand your search – in this example, we are selecting Home Depot.
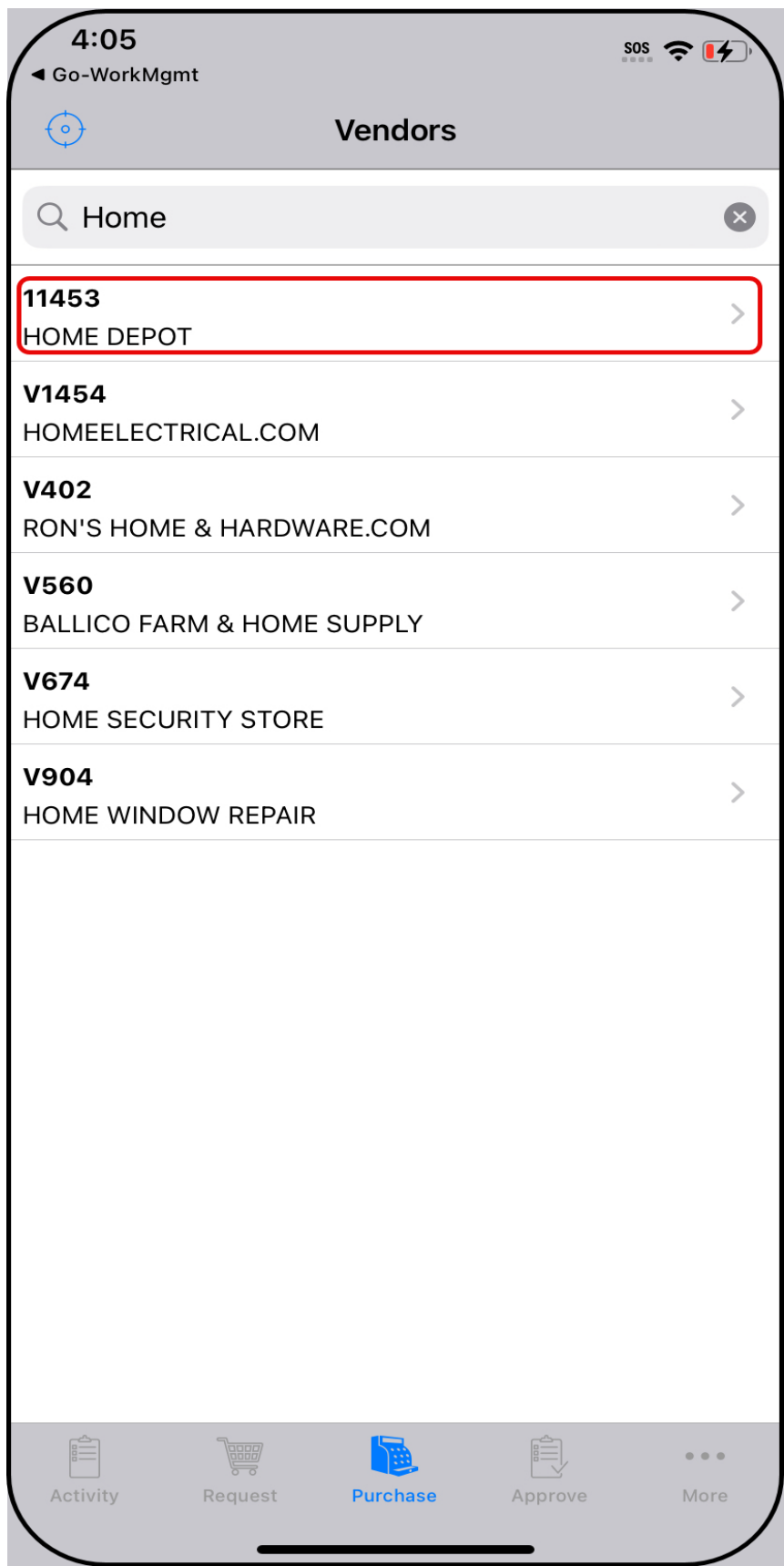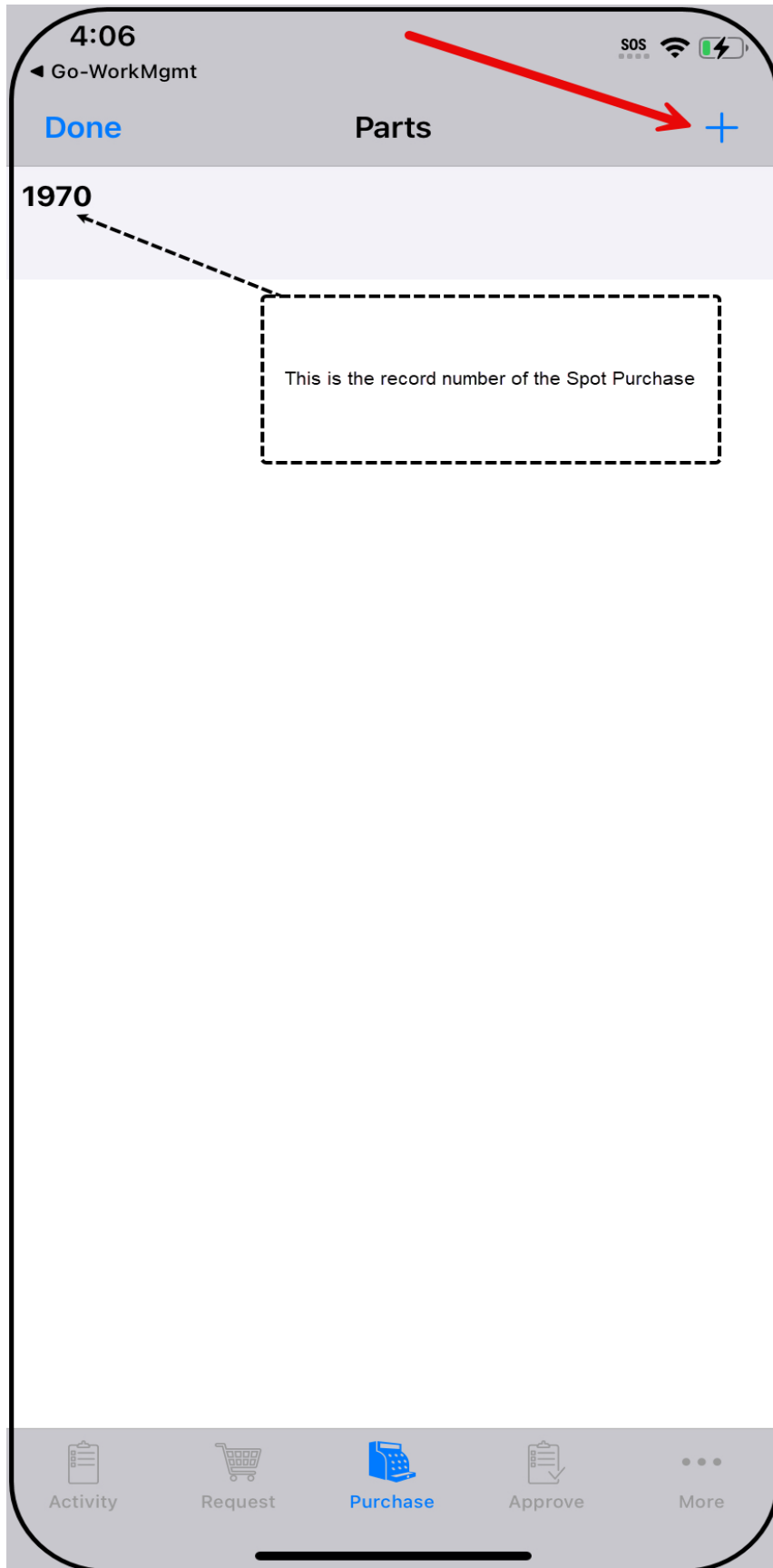
6. Tap "+" to get the next available number for the Spot Purchase.
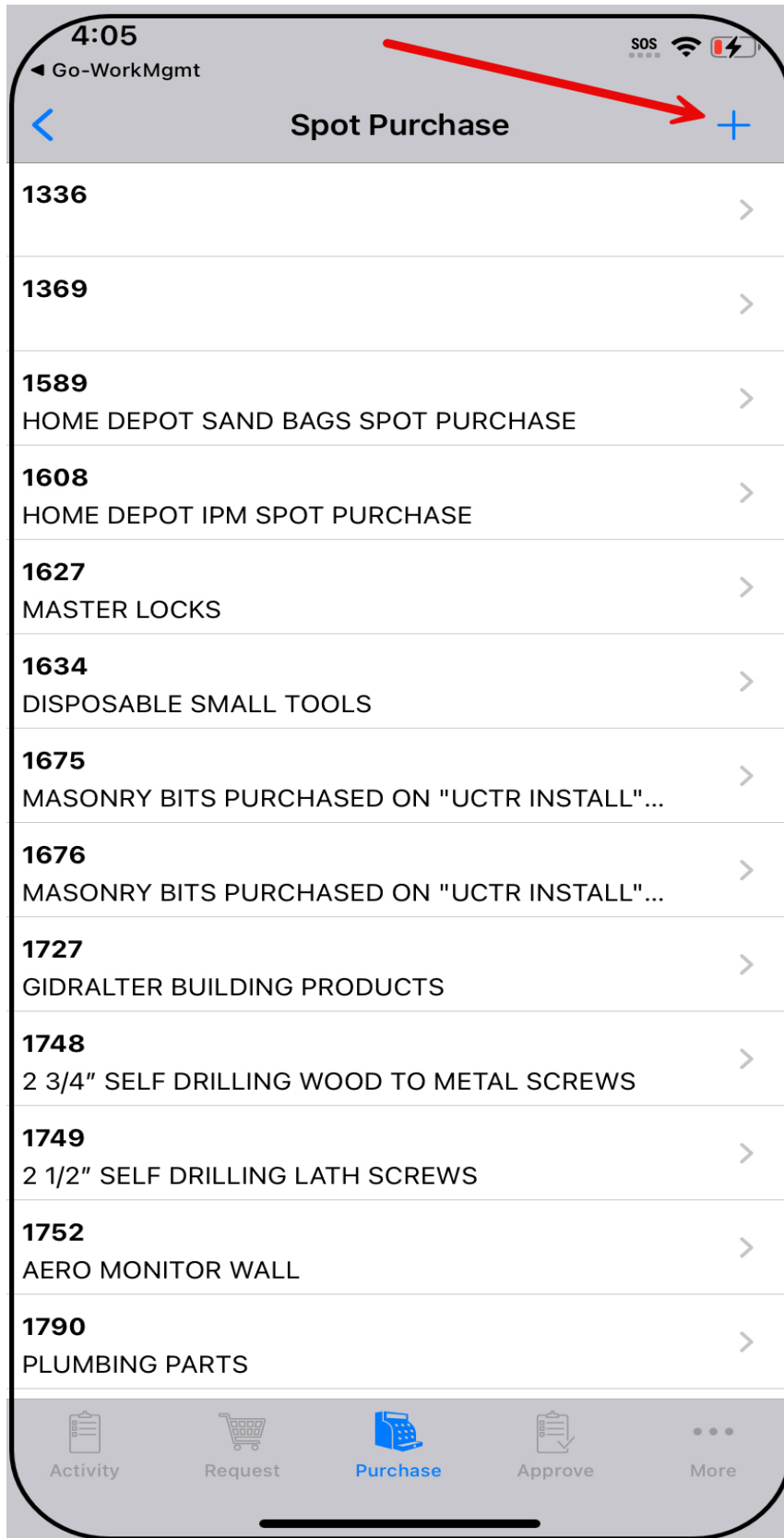
7. Enter a brief description of the purchase, optional but helpful. Tap on "Parts".

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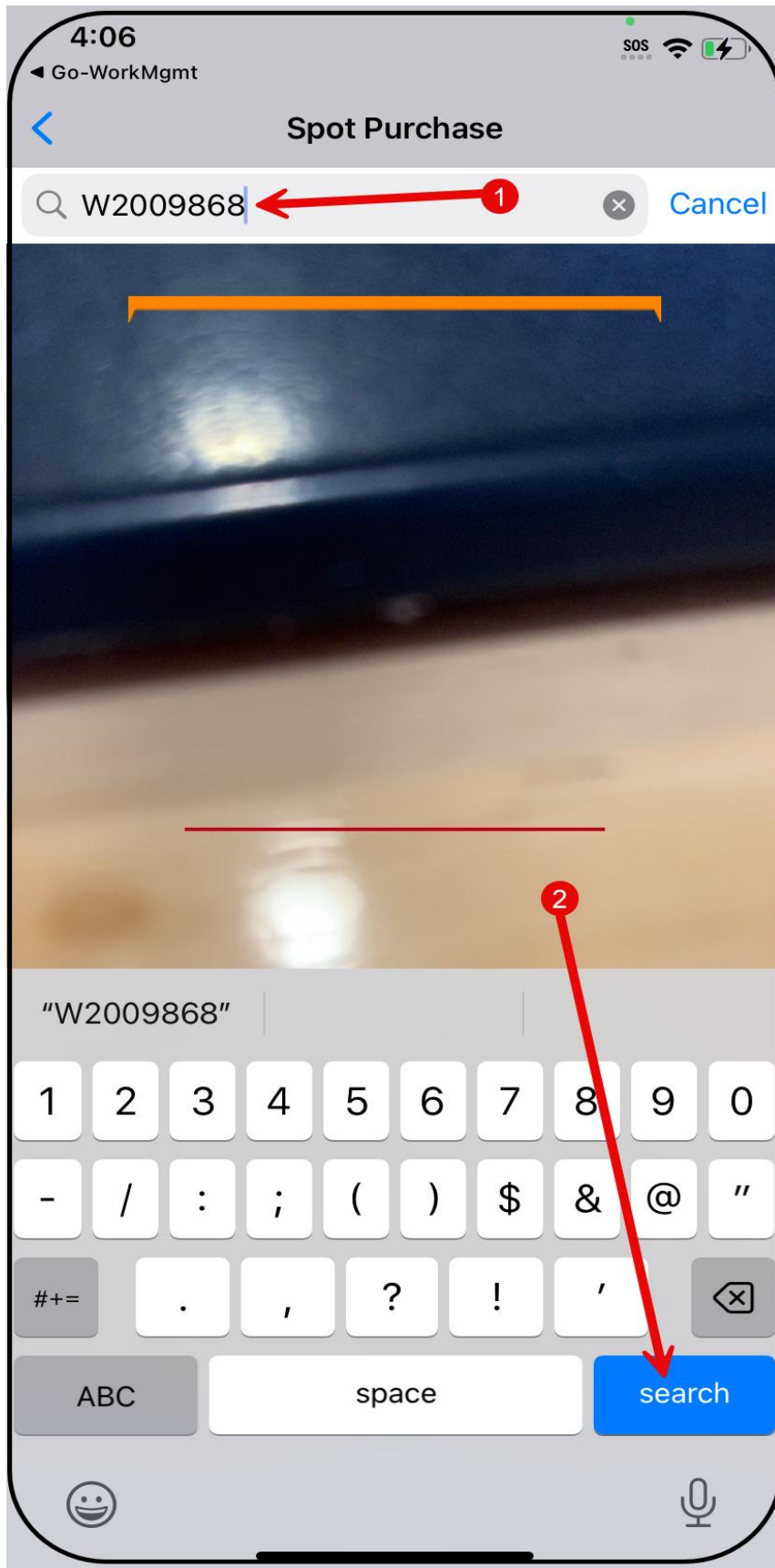

This is the record number of the Spot Purchase

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:
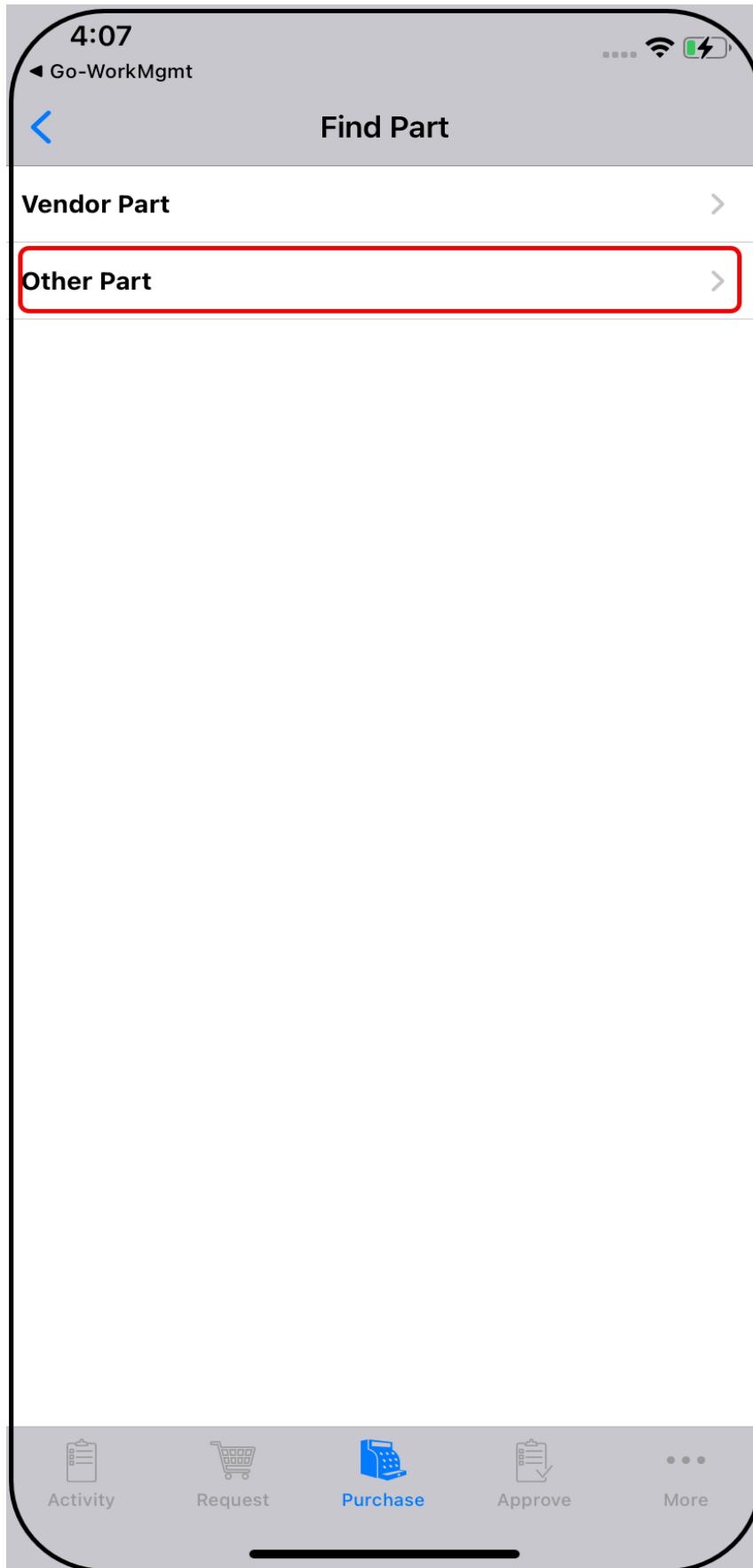
a. Type in the Work Order number again. Tap on the "search" key on the screen keyboard.

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.
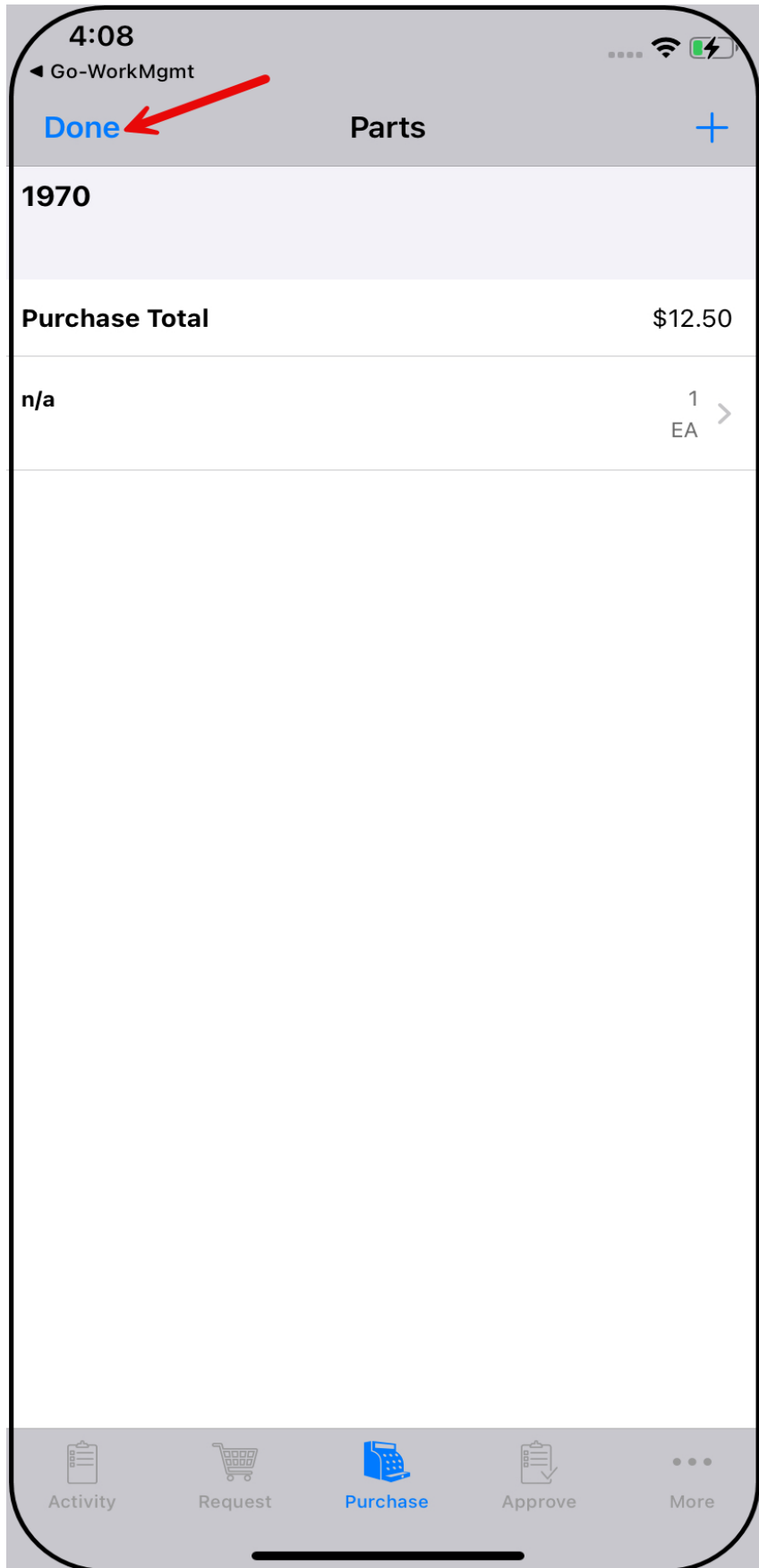
UOM: Enter EA.

Quantity: Enter 1.

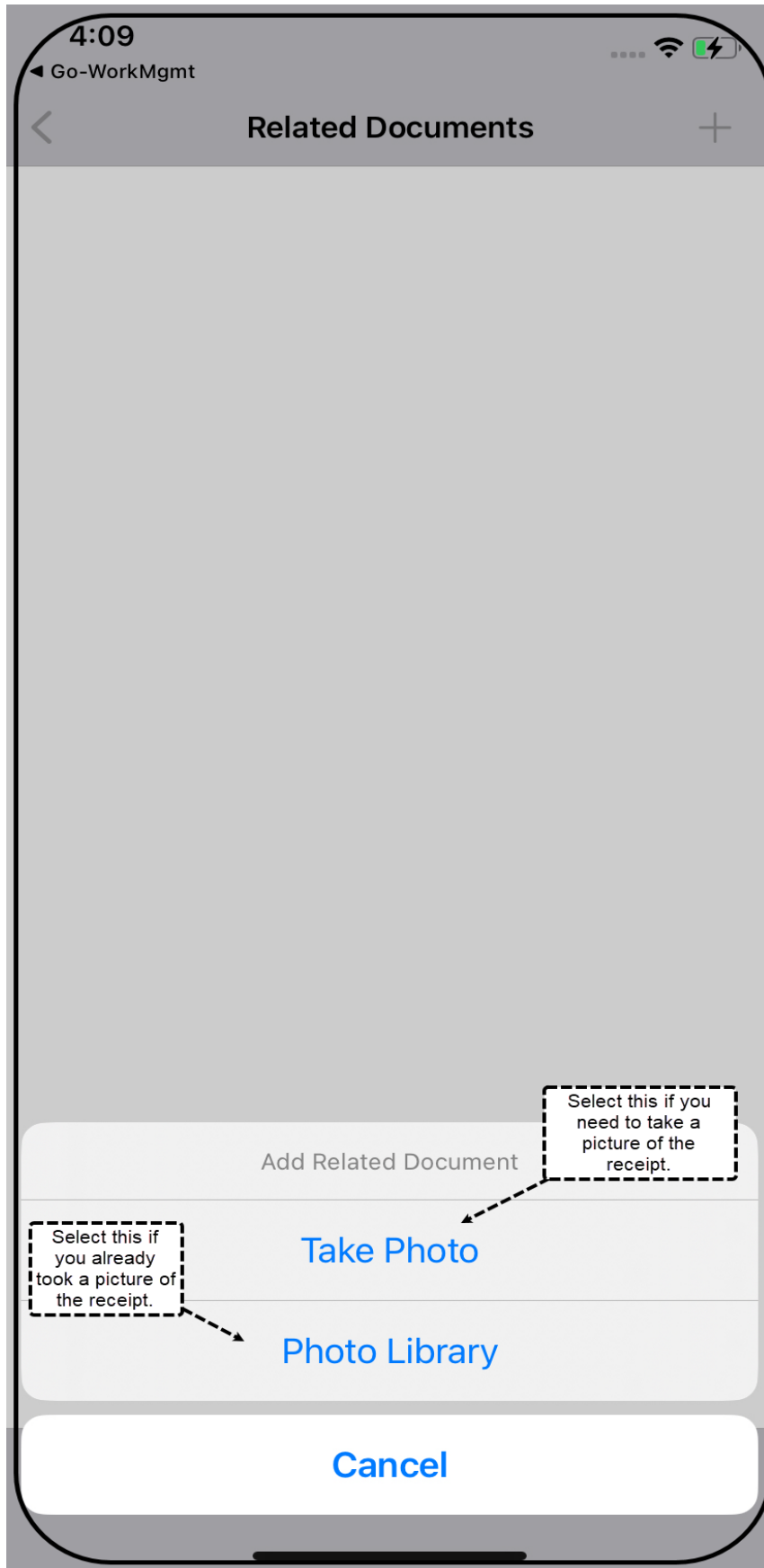Unit Cost: Enter total amount of the receipt.

12. Tap "Done".

13. Attach receipt.
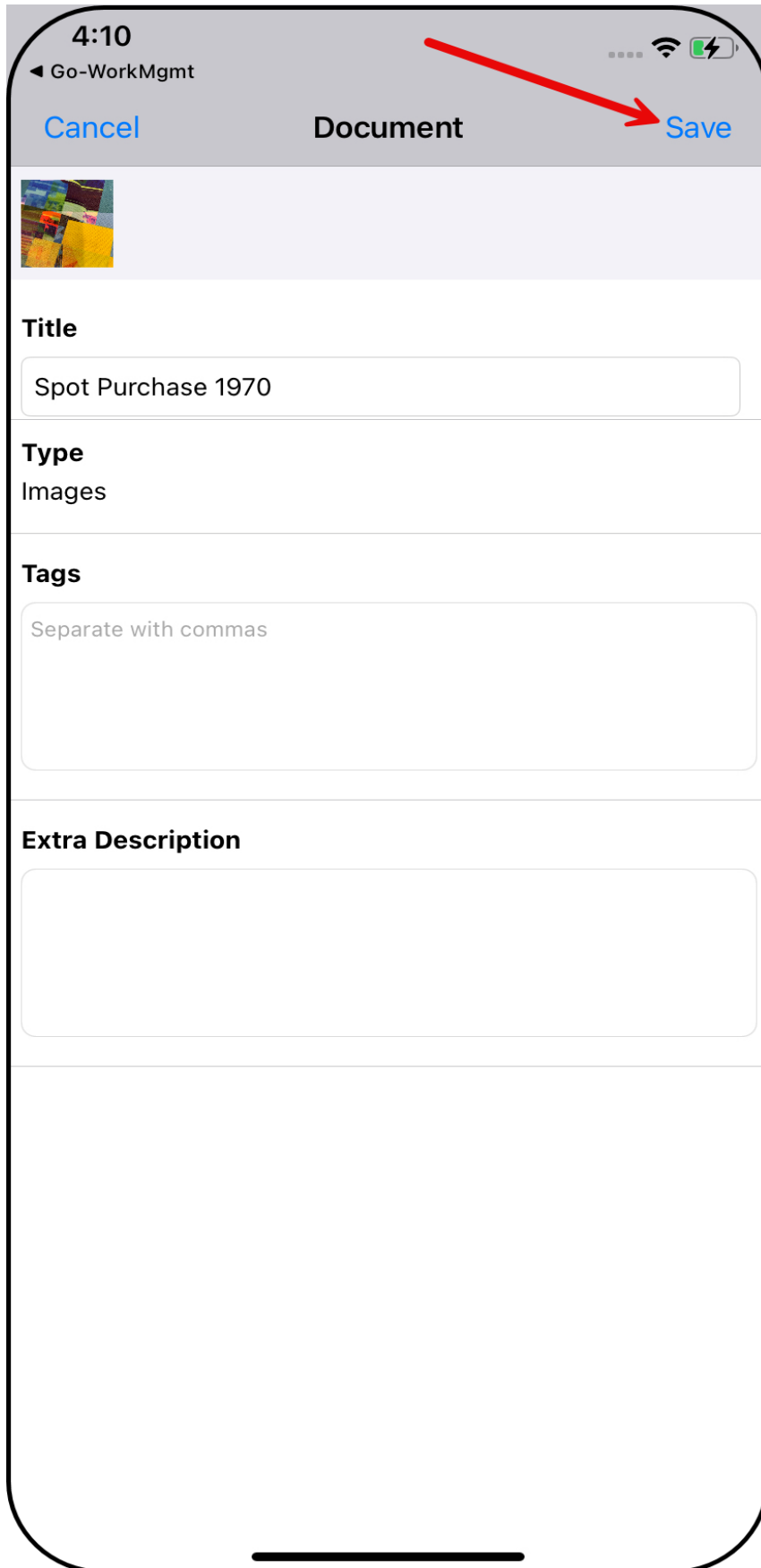
    a. Tap "Photo Gallery".
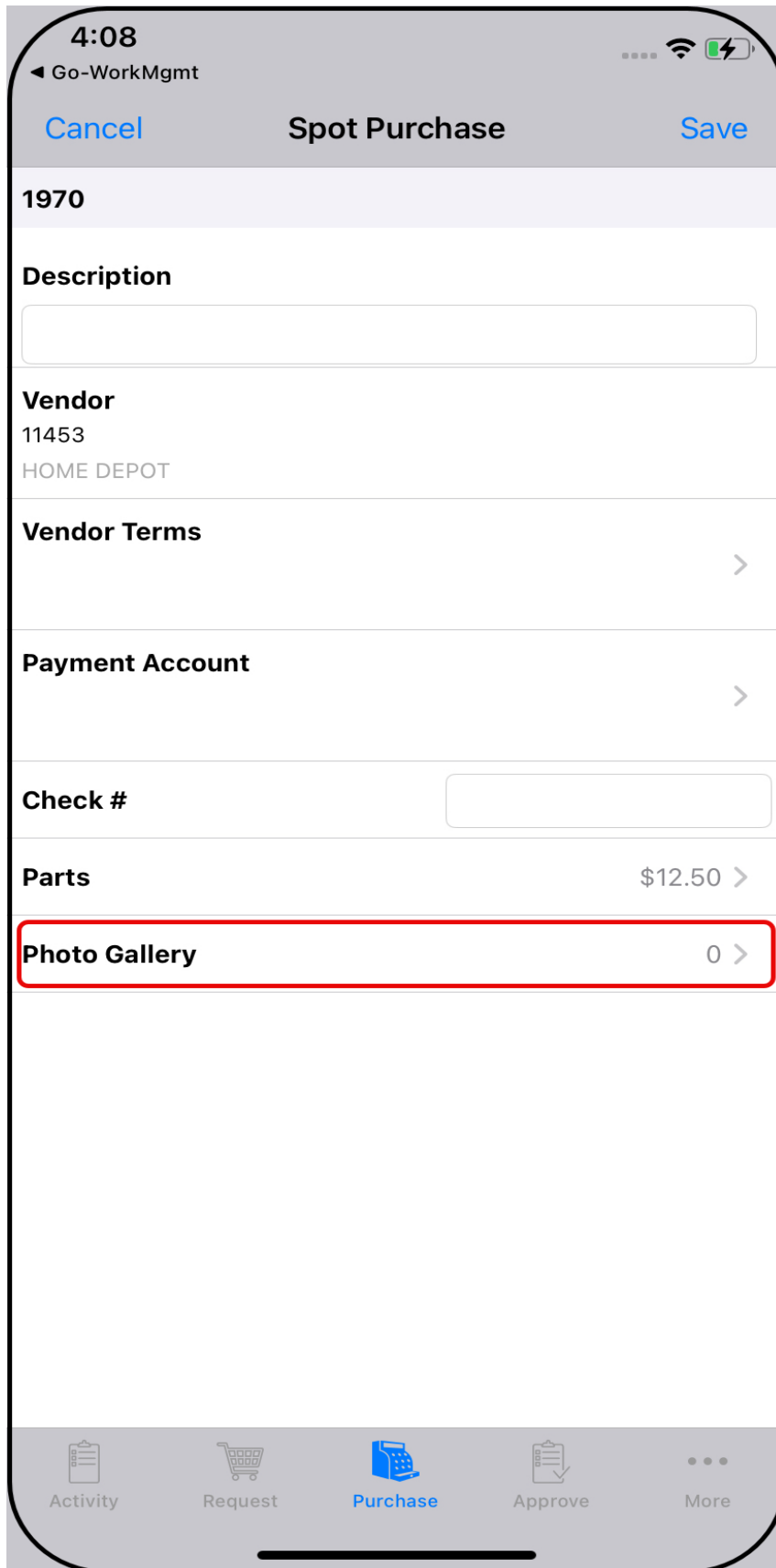
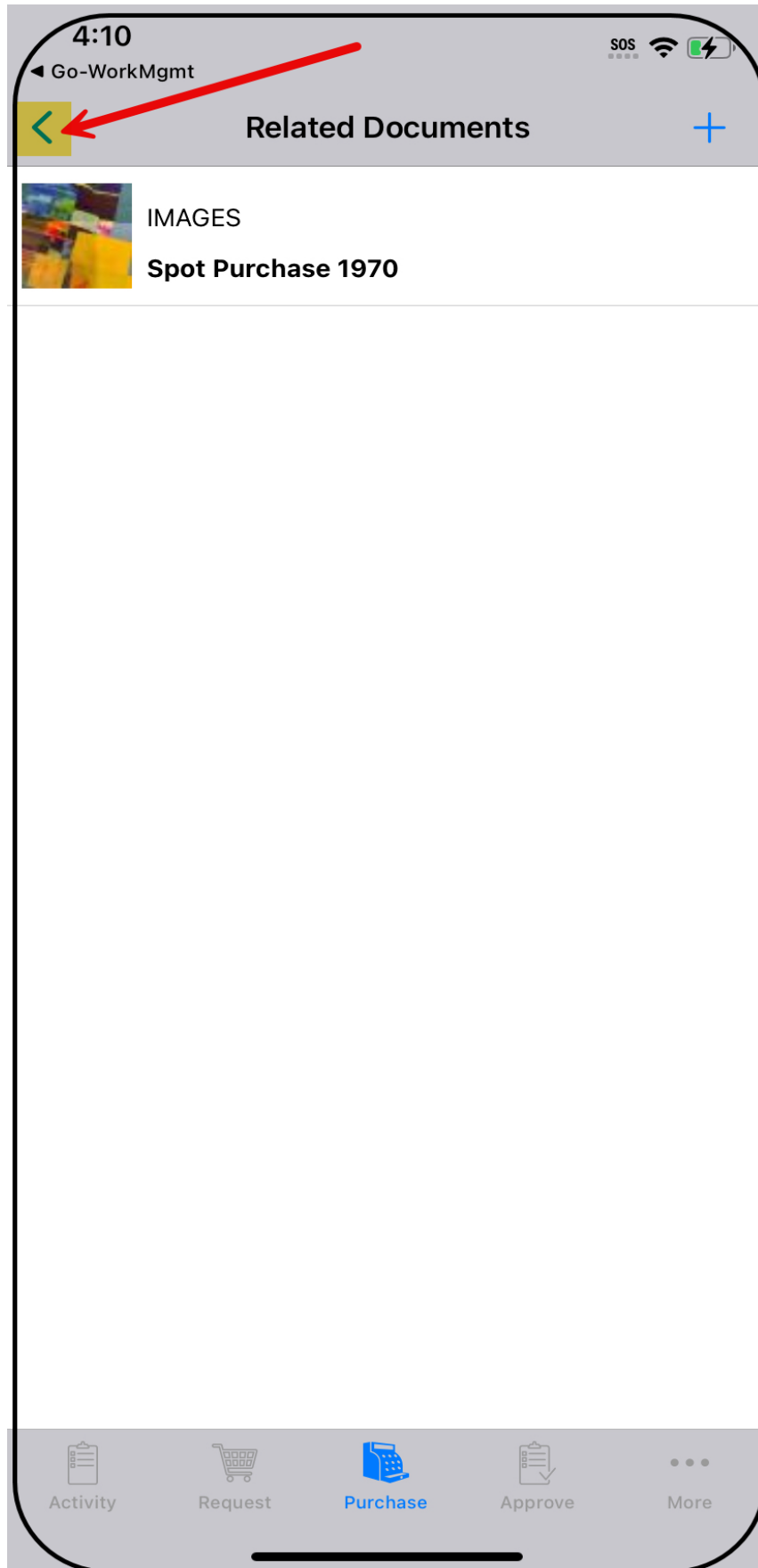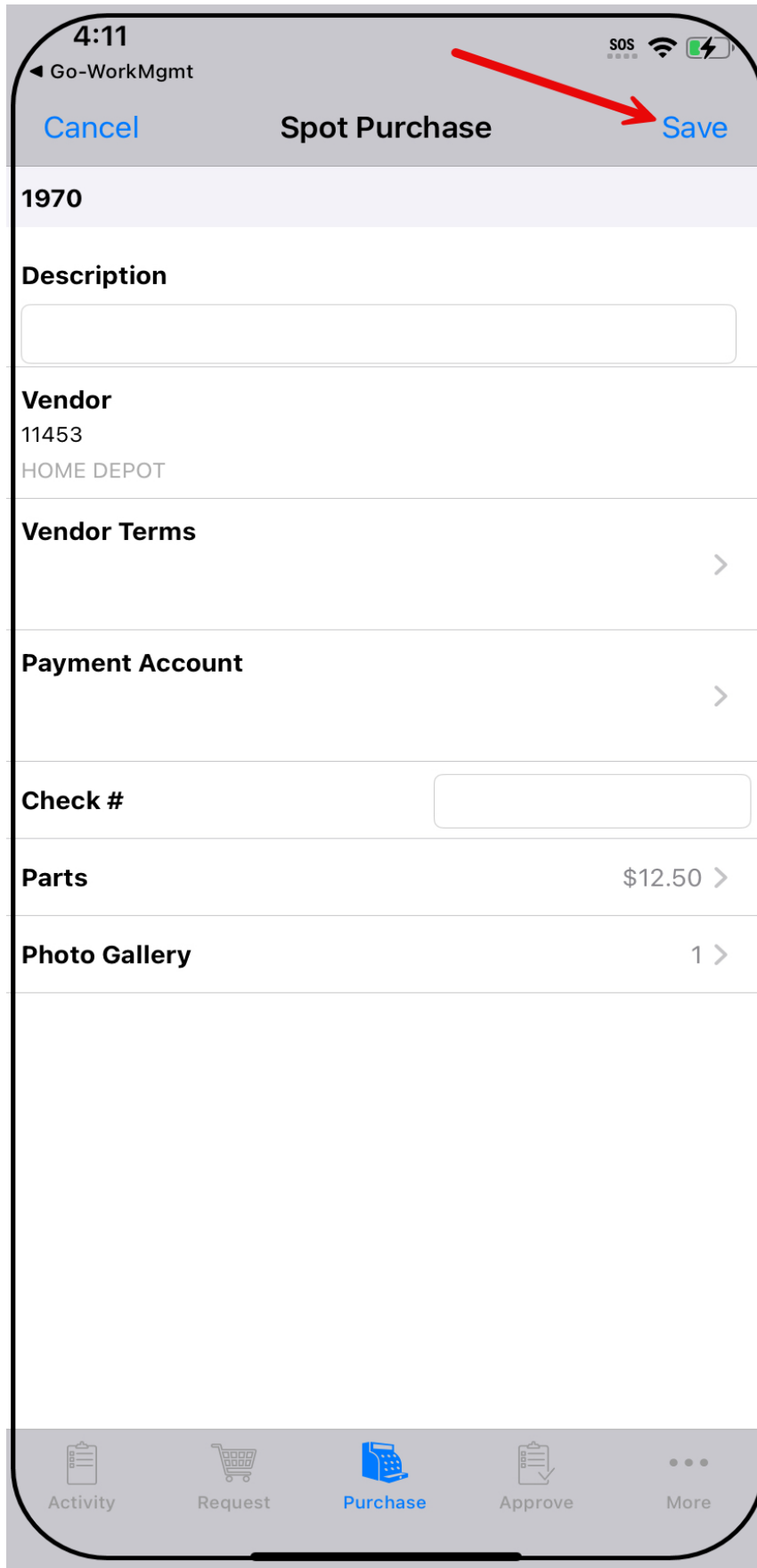b. Take a picture of the receipt or choose the picture if already taken.

c. Tap "Save".

d. Tap "<".

14. Tap "Save".

15. Tap "Yes".