**TD-18 Work Order**

**Input**

**ZIW31\_DPI**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Input of work order data for TD-18(s)

Not Applicable

**Website Application:**

**Note(s):**

* **Step 5 – Materials Used -** For Non-Stock Parts input – see tutorial titled “Material – Non-Stocked – Charge Inventory or Sublet”

1. Open Transaction **ZIW31\_DPI**
2. *Create Order* window opens
   1. Inventory Number Field – Input the SAP assigned inventory number for this vehicle
   2. <*Click*> **Continue icon**  (See Note(s))
   3. Top Short Text Field – Input the following:
      1. Four-digit SAP inventory number
      2. Brief description of repair
      3. Mileage (At time of work order)
   4. <*Enter*>
   5. PM Acct Type Field – <*Select*> three-digit code that corresponds to the type of activity. (i.e., 007 is most common)
   6. <*Click*> **Put in Process icon **
3. *Create Order Complete* window opens
   1. <*Click*> **Print** (Un-selects)
   2. <*Click*> **W/o Print** (Selects)
   3. <*Click*> **Continue icon** 
4. *Create Order – Create Order: Display Messages* window opens
5. <*Record*> Work Order number on TD-18 form
6. <*Click*> **Continue icon** 
7. *Change Order* window opens

Operations/Labor Confirmation

1. Short Text – Input brief description of repair/service  
   (Activity 0010 – matches the header description, should default when <*Enter*> in the PM Act Type field)
2. VMRS Field – Input the appropriate code.
3. Personnel Number Field – Input seven-digit employee identification assigned by DOT
4. Actual Work Field – Input time required to complete operation
5. Reason Field – Input reason for transaction

Materials Used (See Note(s))

* 1. Material Field – Input nine-digit DOT number (i.e., Oil = 159000049)
  2. Requirement Quantity Field – Input quantity of item used

Updated

01-16-2020

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Transportation

**Procedure:**

Input of work order data for TD-18(s)

Not Applicable

**Website Application:**

**Note(s):**

* 1. Activity Field – Input transaction code for which item is used
  2. Plant Field – Input four-digit code (i.e., Alamance = 6001)
  3. Storage Local Field – Input four-digit code (i.e., Alamance = 8001)
  4. Unit of Measure Field – Select measurement

1. *Change Order* window
2. <*Click*> **Save icon** 
3. *Change Order – Change Order: Display messages* window opens
   1. <*Click*> **Continue icon** 
4. <*Click*> **Technically Complete icon** 
5. *Change Order - Complete* window opens
   1. Reference Date Field – Input date; if other than default
   2. <*Click*> **Continue icon** 
6. *Change Order – Change Order: Display messages* window opens
   1. <*Click*> **Continue icon** 
   2. <*Click*> **Exit icon** A picture containing clipart

      Description automatically generated

Updated

01-16-2020