FIAM: Tire Maintenance Repairs

Job Aid: Submit a Quote for a Tire Work Order

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FLEET (TIRES) WORKFLOW

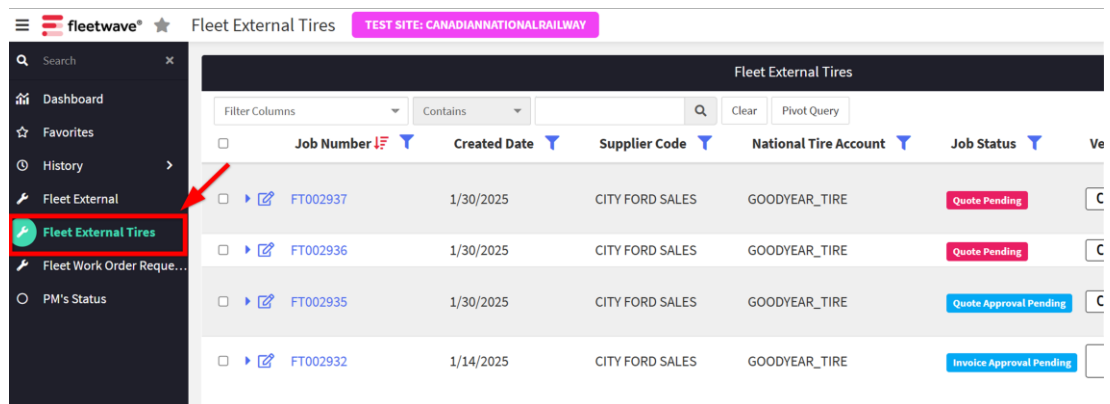This job aid describes the steps taken to submit a quote for tires on a Fleet vehicle/asset.

> **NOTE**
> For Tire Work Orders, only the quantity of tires that are required is added to the Work Order lines (not the cost, nor the labour cost to fit the tires).

Steps

1 Go to the **Fleet External Tires** module in the main menu.

2 Use the search box to find the Work Order or Vehicle ID you wish to review.

NOTE
Suppliers will see a list of Work Orders that are only applicable to them.

3 Open the Work Order in edit mode by selecting the paper-pencil icon.
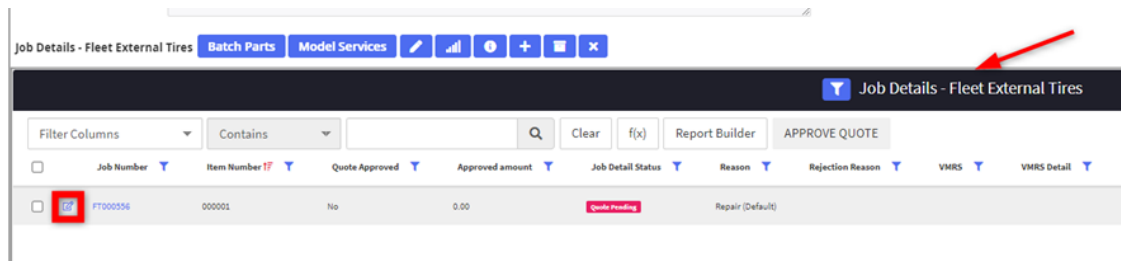
4. Scroll down to the **Job Details – Fleet External Tire** table, and open the detail line in edit mode by selecting the paper-pencil icon ✎.

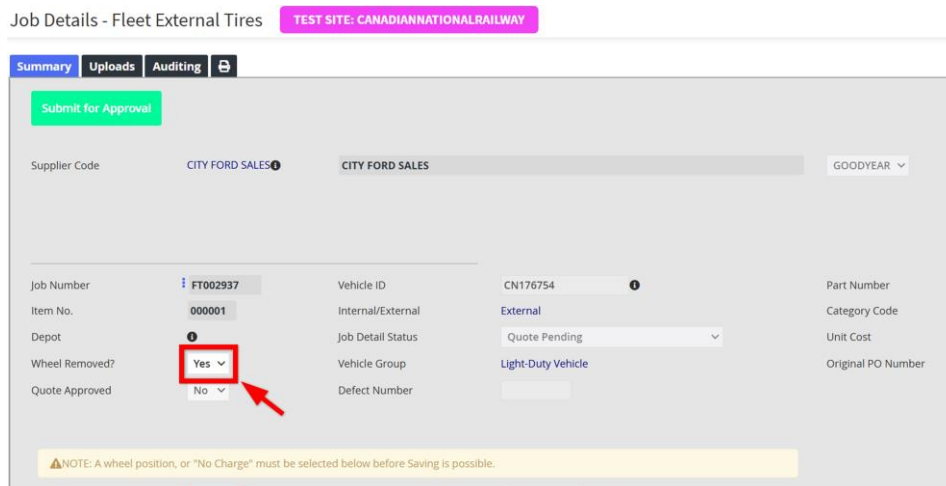**5.** The '**Wheel Removed?**' field is automatically set to '**Yes**'. If a wheel will not be removed, then set the field to 'No'.

6. You can enter the **first three digits of the VMRS code (1)** next to the VMRS Header dropdown. **Alternatively,** to provide more detail to the repair, you can use the **VMRS Header dropdown list (2) then (3) and (4).**

NOTE
If the **Wheel Removed?** flag is set to '**Yes**', the System will create a retorque defect once the Job Detail line is saved.

7. If not already, set the **Workdone Code** and the **VMRS Failure Code** if applicable.

8.

Add an explanation of the work required in the **Vendor Comments** field.

VMRS Header	017 - TIRES, TUBES, LINERS & VALVES
VMRS Detail	017 - TIRE - PNEUMATIC
VMRS Component	017 - TIRE - PNEUMATIC
VMRS Failure Code	Worn

Tires:

| Original Tire Estimate | | Current Tire Estimate | |

Parts Cost	0.00
Parts Quantity	
Total Parts	0.0000

| CN Comments | |
| Vendor Comments | |

9.

The quantity of tires required for this line will be set automatically based on the positions selected in the **Tire Position** field and if the **Workdone** code is set to replace.

Using the fields below, please indicate each tire removed during service.

Front

Validate Selections   All Positions   Clear Positions

Left Front (1st/steer axle)   Right Front (1st/steer axle)

Left Rear   Right Rear

a.   If you do not know the position that the tires need to be fitted to and have not selected the positions, enter the Quantity manually.

10. Scroll up and click the **Submit for Approval** button to update the Work Order status to '**Quote Approval Pending**'.

11. **Save** the detail line.

12. Enter the estimated **Return to Service Date** and **Time**.

13.

Click **Submit for Approval** to update the Work Order to '**Quote Approval Pending**' status.

NOTE
The System will not allow you to save the record if the Return to Service date is omitted.

14.

Save the record.