



# **FIAM: External Fleet Maintenance Repairs**

Job Aid: Submit a Work Order Invoice for Approval

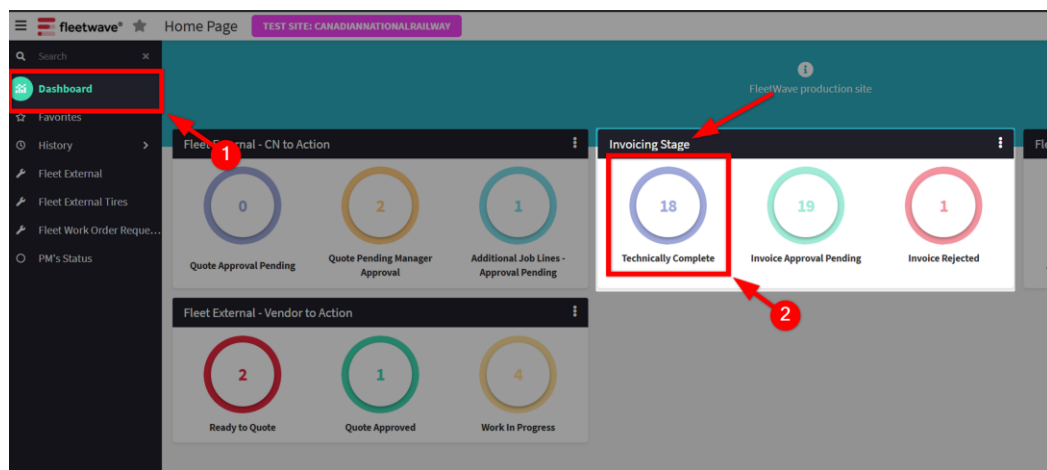
## Submit a Work Order Invoice for Approval

Once the Work Order has been set as 'Technically Complete', the next step is to validate that the information on the Work Order is correct, upload the invoice, and submit the Work Order for Invoice Approval.

### Steps

1

Go to the Dashboard Home Page and select the **Technically Complete** KPI Widget in the **Invoicing Stage** section.



#### NOTE

You can also access the 'Technically Complete' Work Orders via the **Fleet External Module** on the main menu and then search for the particular Work Order using the Search bar.

The screenshot shows the Fleet External module. At the top, there is a search bar with '12701' entered. Below the search bar is a table of work orders. The table has columns: Job Number, FMO, FMO email, Created Date, Supplier Code, Job Status, Vehicle ID, Reason, Comments, Driver, and Changed date. The 'Job Status' column is highlighted with a red box and a red arrow. The first row of data shows a job with status 'Technically Complete'.

Job Number	FMO	FMO email	Created Date	Supplier Code	Job Status	Vehicle ID	Reason	Comments	Driver	Changed date
FM012701	Michael Poerio	MICHAEL.POERIO@CN.CA	1/15/2025	CITY FORD SALES	Technically Complete	CN179211	Driver's Report	water leak	Justin Schultz	1/29/2025

The System displays a filtered maintenance table that only shows the Work Orders at 'Technically Complete' status.

- a. Use the search bar to search for a specific **Work Order** or **Vehicle ID** if required.

The screenshot shows the 'Fleet External' application interface. At the top, there is a search bar with the text '12701' entered. A red box highlights the search bar, and a red arrow points to the 'FMO' column header in the table below. The table has columns: Job Number, FMO, FMO email, Created Date, Supplier Code, Job Status, Vehicle ID, Reason, and Comments. The first row of data shows Job Number 'FM012701', FMO 'Michael Poerio', FMO email 'MICHAEL.POERIO@CN.CA', Created Date '1/15/2025', Supplier Code 'CITY FORD SALES', Job Status 'Technically Complete', Vehicle ID 'CN179211', Reason 'Driver's Report', and Comments 'water leak'.

- b. Open the Work Order in edit mode by selecting the paper-pencil icon .

Select the Uploads tab and attach the required scanned paper invoice(s), certifications, inspections, etc.



## NOTE

You will need to scroll down to the **Upload** section to select Upload or drag and drop your files to the demarcated area.

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The screenshot shows the FIAM system interface for submitting a work order invoice for approval. The interface includes tabs for Description, Invoicing, Uploads, Auditing, and QA. A red box labeled '1' highlights the 'Uploads' tab. Below the tabs, there are sections for Job Number (2401230), Vehicle/Asset Type (SUV), Job Status (Technically Complete), Operational Status (AVAILABLE), and Critical Vehicle (Y/N) (No). There are also sections for Vehicle ID (252149.00), Telematic Odometer (252149.00), WO Odometer (252149.00), Days Off Road (0.00), and FMO (Michael Peters). A red box labeled '2' highlights the 'Upload' button at the bottom right of the form.

**4** • If additional charges need to be added to the Work Order, click the '+' icon to add an additional job detail line item or edit an existing job detail line. See *Submit a Quote for Additional Work Post Initial Approval job aid* for more details on adding additional cost.

**5** • Add or edit cost details to the line in the **Actual Cost** section. You can add additional miscellaneous costs, such as **shop supplies, environmental -, and other charges** to the work order.



### NOTE

The original Estimate and current cost are read-only at this step and the Current Estimate is copied over to the Actual Cost.

Current Estimates	➔	Actual Cost:	
Current Estimated Hours	1.00	Hours	1.00
Current Estimate Labour	150.00	Total Labour	150.00
Current Estimate Parts	1.00	Parts Cost	1.00
Est2 misc1	1.00	Misc1	70.00
Est2 misc2	1.00	Misc2	14.20
Est2 misc3	1.00	Misc3	0.00
Current Estimate Total Cost	154.00	Actual Total Cost	235.20

6 • Save the record.



**NOTE**

The System returns to the Work Order Header and updates the total values, and the modified / new line status is set to 'Additional Invoice Charge' upon **Save** or **Refresh** form.

7 • Repeat Steps 4 to 6 for all detail lines on the Work Order to match the actual invoice charge.

8 • Go to the **Invoicing** tab and add tax lines to the Work Order.

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Cost Center	SUPPLY-FLEET SERVICES-CANADA	Tax State/Province	ALBERTA	Source Currency	CAD
<b>Taxes</b>					
Goods & Services Tax	0.00				
Provincial Sales Tax	0.00				
Quebec Sales Tax	0.00				
Harmonized Sales Tax	0.00				
US Sales Tax	0.00				

**9** • Enter the **Invoice** number and **Invoice date**.

<b>Invoice</b>		SAP No.		112634	Export ID	
Companies	CITY FORD SALES	Transaction type	Original PO Number			
Invoice	CNR-1234	Invoice date	1/29/2025			
Cost Center	SUPPLY-FLEET SERVICES-CANADA	Tax State/Province	ALBERTA	Source Currency	CAD	
<b>Taxes</b>						
Goods & Services Tax	12.50					
Provincial Sales Tax	0.00					
Quebec Sales Tax	0.00					
Harmonized Sales Tax	0.00					
US Sales Tax	0.00					



10

- Click Submit for Invoice Approval.

fleetwave® ★ Edit TEST SITE: CANADIANNATIONALRAILWAY

Description Invoicing Uploads Auditing

Submit for Invoice Approval Refresh Form

Job Number FM012701

Vehicle/Asset Type SUV

Job Status Technically Complete

Vehicle Status ACTIVE

2009 FORD ESCAPE (1FMCU93G49KB76609)

OVERDUE PMs:

UPCOMING PMs: PMB: 07/07/2025, PMC: 15/04/2025, PMD: 15/04/2026

Work Order Estimate	Approved Estimates	Approved Total Cost
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11

- Save the record.



**NOTE**

Once CN approves the invoice, the work order status will update to **Closed** and will be **archived** in FleetWave.

- To **view closed work orders**, click the **three-dot menu** in the top-right corner of the table and select 'View Archive'.
- To **return to the main work order list**, click the **three-dot menu** again and select 'Hide Archive'.

