Search For a MANUFACTURER PART NBR

Overview

The Catalog - MANUFACTURER PART NBR Search process provides the ability to add, update, or delete a manufacturer of a Stock Number and initiates the creation of a Stock Number. Information for adding a Stock Number is mandatory before an asset can be added. In the ELMS Catalog, the Manufacturer data provides a central reference to the Commercial and Government Entity (CAGE), Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This information is added to each Stock Number in the ELMS Catalog. For this process, the Stock Number must exist on the local ELMS Catalog.
Adding a Stock Number to the ELMS Catalog must use the Manufacturer Add process to assign manufacturer information to that specific Stock Number. Multiple manufacturers can be assigned to a Stock Number. Doing this allows the use of fewer Stock Numbers and provides the visibility of the Manufacturer, Make and Model of every asset.
For example, an Agency that uses *3/8" drills* would assign multiple manufacturers to the *3/8" drill* Stock Number.

Navigation

Catalog > Manufacturer > MANUFACTURER PART NBR Search page

Procedures

Search For a MANUFACTURER PART NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 🔄 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search grid, narrow the results by entering one or more of the following optional fields.

Help Reference Guide

Search Criteria

Stock Nbr	[🔍]	**Item Desc**	All
Mfr Name	All	**CAGE Cd**	All
Mfr Part Nbr	All	**FAST Reportable**	All ▼
Mfr Model Nbr	All	**Non Accountable**	All ▼
UPC	All		

↺ Reset   🔍 Search

Note

🔴❓   The drop-down filters the Manufacturer Name field, so only FAST man-
ufacturers appear in the search results.

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2.   Click [🔍 Search]. *The results display in the MANUFACTURER PART NBR Search Results
grid.*

Search Results

🔧 Options ▾   + Add   ✎ Edit   🗑 Delete

☐ ▾	Stock Nbr	Item Desc	CAGE Cd	Mfr Name	Mfr Model Nbr	Mfr Part Nbr	UPC
☐	0005000739411	TEST RIFLE	--	REMINGTON	RIFLE 30_06	30_06	--

|◀ ◀ 1 2 ▶ ▶| 10 ▼ items per page   11 - 11 of 11 items

Add a MANUFACTURER PART NBR

Navigation

Catalog > Manufacturer > Search Criteria > *VARIOUS PROCEDURAL STEPS* > [+ Add] > MANUFACTURER PART NBR Add slide-out window

Procedures

Add a MANUFACTURER PART NBR

Selecting [⊗ Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [+ Add]. *The* **Add MANUFACTURER PART NBR** *slide-out appears.*

Add Manufacturer Part Nbr ✕

▶ **Instructions / Help**

Manufacturer Information ⌃

* Stock Nbr [🔍]   Item Desc [   ]

* Mfr Name [   ]   Mfr Model Nbr [   ]

Mfr Part Nbr [🔍]   CAGE Cd [🔍]

UPC [   ]   ⬤ FAST Reportable

Status [ACTIVE   ▼]   ⬤ Non Accountable

Remarks ⌃

Remarks [   ]   History Remarks [   ]

❌ Cancel   💾 Save

A. Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

B. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

> **Note**
>
> ❓ The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.
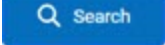
C. *Complete the Remarks panel.*

2. Select 🖫 Save . *The new MANUFACTURER PART NBR appears at the top of the Search Results Grid on the **Manufacturer Part Nbr Search** page.*

Update a MANUFACTURER PART NBR

Navigation

Catalog > Manufacturer > Search Criteria > [🔍 Search] > Search Results > ☐ (desired record) > [✏ Edit] > Edit MANUFACTURER PART NBR slide-out window

Procedures

Update a MANUFACTURER PART NBR

Selecting [❌ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Manufacturer Part NBR is highlighted, and* [+ Add], [✏ Edit], *and* [🗑 Delete] *become available.*

2. Select [✏ Edit]. *The* **Edit MANUFACTURER PART NBR** *page appears.*

Manufacturer Information ⌃

* Stock Nbr *	20040308	Item Desc	THIS IS A TEST
* Mfr Name	IBM	Mfr Model Nbr	
Mfr Part Nbr	D0877 🔍	CAGE Cd	🔍
UPC		⬤ FAST Reportable	
Status	ACTIVE ▼	⬤ Non Accountable	

Remarks ⌃

Remarks		History Remarks	

❌ Cancel   💾 Save

A. *Verify the STOCK NBR.*

B. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

> **Note**
>
> ❓ The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

3. Select 🖫 Save . *The revised* MANUFACTURER PART NBR *appears at the top of the Search Results Grid on the* **Manufacturer Part Nbr Search** *page.*
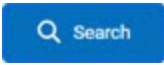
Delete a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Delete process allows removal of a manufacturer's information for a Stock Number within the ELMSCatalog. MANUFACTURER PART NBR Records that have assets on hand cannot be deleted.

Navigation

Catalog > Manufacturer > Search Criteria > [Q Search] > Search Results > ☐ (desired record) > [🗑 Delete] > MANUFACTURER PART NBR Delete pop-up window

Procedures

Delete a MANUFACTURER PART NBR

Selecting [⊗ Cancel] at any point of this procedure removes all revisions and closes the page.
***Bold** numbered steps are required.*

1. Click ☐ to select the desired entry. *The Manufacturer Part NBR is highlighted, and* [+ Add] *,* [🖉 Edit] *, and* [🗑 Delete] *become available.*

2. Select [🗑 Delete]. *The **Delete MANUFACTURER PART NBR** page appears.*

Warning:
Are you sure you want to delete this Manufacturer Part Nbr?

Manufacturer Information

Stock Nbr	0000000TRISH	Item Desc	ANOTHER BIG LOCKER TRISH
Mfr Name	ALL ABOUT JAKE	Mfr Model Nbr	11231
Mfr Part Nbr	34251235	CAGE Cd	

Remarks

History Remarks

[🗑 Delete]   [⊗ Cancel]

3. Select [🗑 Delete]. *The MANUFACTURER PART NBR is removed from the Search Results Grid on the Search for a Manufacturer Part Nbr - Results page.*