



Adding a Manufacturer

1. Navigate to the **Catalog > Manufacturer** menu path.
2. Enter the Stock Number.
3. If desired, you can enter the remaining manufacturer data.
4. Select the **Add** button (or **Search** if updating or deleting).

Search Criteria		
Stock Nbr	702101F001462	...
Mfr Name		
Mfr Model Nbr		
Mfr Part Nbr		
Add		Search Reset

Add			
Stock Nbr	702101F001462	Item Desc	SERVER, PRINT
CAGE Cd		*Mfr Name	CISCO
Mfr Model Nbr	CS8710	Mfr Part Nbr	CS-92212
Non-Actbl	<input type="checkbox"/>	Status	ACTIVE
Add		Cancel	

5. Enter the mandatory manufacturer data.
6. For non-accountable property, select the **Non-Actbl** checkbox.
7. When updating, you can set the status of the manufacturer to INACTIVE which prevents assignment of assets to that manufacturer without deleting the manufacturer.
8. When deleting, you cannot have on hand assets assigned to the manufacturer. Fields will be displayed only.
9. Select the **Add** button to complete the process.