

WAREHOUSE

CREATE CONSUMABLE SPEC

Provides guidance for how to create a consumable specification.

DIRECTIONS:



From the Facilities Connect Home Screen, navigate to the hamburger menu:

Click on the **Portfolio** section.

ы Home	Home							My Bookmarks
🖉 Requests	🖃 Reminders - Inven 🔳 💌	Quick Find (Ir	nventory)					🖃 Inventory Reports 🛛 🗖
년 Tasks 왕 Maintenance ~	 Notices Inventory 	! Image	Inventory Item ID	Primary Location	Inv Loc Name	Product ID	Spec Nam	ABC Class Analysis 🖬 Part Reorder Report 👩
ଛି Inventory ୍	279 - Items at Re-Orde 0 - Consumable On Ho	<u></u>	INVITEM 1018843	TECH	A407-1		P83409 DIRECT ACTU, DAMPER AIR W/ UNIV -331-2973 Mfr Part#	Part Transfer Report 🗃 Stock Part Issues 👩
🗂 Portfolio	0 - Assignable On Hold 0 - Items On Order per 0 - Active Cycle Count	<u> </u>	P83409 - TECH	TECH	TECH- DIRECT		P83409 DIRECT ACTU, DAMPER AIR W/ UNIV -331-2973 Mfr Part#	
	0 - Active Pick Tasks Contracts	*	P001050 - TECH	TECH	A115-5		P001050 STOP, WATEF COMPRESSION ANGLE COMP INLET X Mfr Pai	
	▶ PR and PO ■ PO / Invoice / Rec	**	P46965 - EVCP-CONS- IGN	EVCP	CONS- IGN		P46965 GLOVES, COA GLOVES, PALM AND FI 9/L, ANSELL, Mfr Part	
	Purchase Orders 🗟 PO Invoice 🖻	**	P46965 - TECH	TECH	CONS- IGN		P46965 GLOVES, COA GLOVES, PALM AND FI 9/L, ANSELL, Mfr Part	
	Receipts 🖬	P	P031519 - CHCENTRAL	CHCENTRAL	5008-8		P031519 COUPLER, H REDUCER 1/2 IN X 1/- Mfr Part# W01317	
			P012979 - CHCENTRAL	CHCENTRAL	5015-5		P012979 COUPLING, 1 1/4 IN WROT COPPER	

2

Upon clicking, the Portfolio screen will open:



Click on Consumables.

	Northwestern FACILITIES CONNECT		© 8
61 C 2 S 2 C	Portfolio Geography Locations Property S Buildings G Land S		Add to Bookmarks My Bookmarks 2 a Specifications Building Equipment Consumables Keys ©
	Structures 🗃 Floors 🕤 Spaces 🖻	Employees 🔂 External Contacts 🔂	



WAREHOUSE CREATE CONSUMABLE SPEC

DIRECTIONS:



4

Upon clicking, the **Consumables** screen will open:

Click on the Add button.

≡ N	orthwestern	FACILITIES	CONNECT			0 (3
<u>۵</u>	Consumable	es				🛃 Add to Bookmarks 🛛 📘 My Bookmarks
e D						3 Add
- 2	Consumables	3	~			Apply Filters Clear Filters 😋 📚 🙀 🛃
6	□ !	Image	Spec ID	Name	Status	Spec Class
-			Contains	Contains	Contains	Contains
			P83409	P83409 DIRECT ACTUATOR,	Active	\Classifications\Specification Class\Consumables\Pneumatics\System Compor
		·	P001050	P001050 STOP, WATER SUP	Active	\Classifications\Specification Class\Consumables\Plumbing\Hoses\Water Line
		**	P46965	P46965 GLOVES, COATED G	Active	\Classifications\Specification Class\Consumables\Safety\Gloves & Hand Protec
		-	P031519	P031519 COUPLER, HVAC	Active	\Classifications\Specification Class\Consumables\Fittings, Pipe, Valves\Fittings
		1	P012979	P012979 COUPLING, 1 1/2 I	Active	\Classifications\Specification Class\Consumables\Fittings, Pipe, Valves\Fittings
	+ + +					▼ ▶
	Items per pag	e: 50 🗸	1 - 50 of 25006 ite	ms		1 of 501 pages 4 •

Upon clicking, a new **Consumables Spec record** opens in a new window.

									Add To Bookma	rks 📇 Print
General Details	Products	Inventory	Maintenance	Self Service	Notifications	Notes & Documents			Activate	Create Draft
equired): General	l information f	or Consuma	ables Spec.							
General										
ID				Status			Imag	e		
* Name										
Description										
Details										
Details	Hard Spec					Spacification Order Type				0
Spec Type	Hard Spec				P	Specification Order Type				
					م م	Construction Class				Q
Spec Type Spec Class						Construction Class Building System Class				م م
Spec Type Spec Class Spec Group					Q	Construction Class Building System Class				م م
Spec Type Spec Class Spec Group Created by					Q	Construction Class Building System Class Service Class				م م
Spec Type * Spec Class Spec Group Created by Aanage as Inventory					Q	Construction Class Building System Class Service Class Contains Haz Mat				م م م
Spec Type * Spec Class Spec Group Created by Aanage as Inventory ielf Service Request Part Category 2					Q	Construction Class Building System Class Service Class Contains Haz Mat Part Type				م م
Spec Type Spec Class Spec Group Created by Aanage as Inventory ielf Service Request					Q	Construction Class Building System Class Service Class Contains Haz Mat Part Type				م م



WAREHOUSE CREATE CONSUMABLE SPEC

DIRECTIONS:



Continued. Complete all required (marked with *) and applicable fields on the **General** tab.

Scroll the screen down to see all the required fields.

Manage as Inventory: Click box if Stock part.

Consumable Spec:	👖 Add To Bookmarks 븕 Print 🔌 Help
General Details Products Inventory Maintenance Self Service Notifications Notes & Do	ocuments Activate Create Draft x
(Required): General information for Consumables Spec.	A
- ID <mark>4</mark> 4a	
Status	Image 🕞 🕄
* Name 4b	
Description 40	
d Spec Type Hard Spec	Specification Order Type
G A Spec class	
	ρα <mark>48 μ ★ Service Class Inventory</mark> ρα ρα
Manage as Inventory	4h Contains Haz Mat
Salt Condex Barrier	
Part Category 2	4i Part Category 3
	\sim
Environmental Details	•
	C Energy Rating Value 0
Overall Product Rating	
Spec Class Data Attributes	
📃 🗉 Units	
Correctly the second S	* Item Units Quantity Teach T
Manufacturer	Find Clear
- Manufacturer Details	
Manufacturer Details	Model Number
Product Code	Product Code Type
List Price \$.00 US Dollars	Purchase Units Quantity Pach
Item Cost Sol US Pollars	
Total Services Cost \$.00 US Dollars	Initial Purchase Price \$.00 US Dollars Last Purchase Price \$.00 US Dollars
Markup 0 percent	Average Price \$.00 US Dollars
Total Cost \$.00 US Dollars	Valuation Method
Item Use Cost	
Use Cost \$.00 US Dollars	Use Units days
Entitlements	Find Remove
Activate Create Draft x	×
D: auto generate when entry is "Activated".	4g Service Class: Select Inventory.
Name: ID (add after activation), Fit, Form,	4h Contains Haz Mat: Check box if applicable
Function/Category 3, Category 2, and Size	
Specifications.	Part Category 2/Part Category 3: Auto-
speemeationer	generates based on Spec Class selection.
Description: Samo as Name Lanvinformation	
Description: Same as Name + any information	A Unite Manufactures Manufactures Date!
elevant for the part (e.g., Vendor, part #,	Units, Manufacturer, Manufacturer Detail
Manufacturer # etc.).	Enter Brand, Model Number
	Model Name if information is available
Spec Type: Leave as "Hard Spec".	
-	4k Item Cost: Update if info is available at tim
Spec Class: Choose applicable class.	
Spec Class: Choose applicable class.	entry. Leave Valuation Method blank.



WAREHOUSE CREATE CONSUMABLE SPEC

DIRECTIONS:



Click on the **Details** tab.

Fill in any required fields.

Consumable Spec:						bbA 🕌	To Bookmarks 🔒 Pri	nt 🕜 Help
5 ral Details Inventory M	Maintenance Self Service	Notifications Notes & Docum	nents			Ad	tivate Create D	raft x
(Optional): Details for Consumables Spec.								
Units								
Length Units feet								
Dimensions								
Width 0 feet			Depth	0	feet			
Height 0 feet			Weight	0	pounds-mass	Y		
Bill of Materials (Parts List) Compatible Specifica	ations							
 Bill of Materials (Parts List) 							Add	Remove
© 0 total found							Show:	20 ~
Quantity		Spec Name		Spec Class		Total Cost	5104.	20
No data to display								
Activate Create Draft x								

Click on the **Inventory** tab.

Complete all required (marked with *) and applicable fields.

General Detail Letter Inventory Self Service Notifications	Notes & Documents	🙀 Add To Bookmarks 👼 Print 🥥 Activate Create Draft
(Required): Inventory Manager defaults for Consumables Spec.		
Inventory General		
	Inventory Category	م(
ABC Class	🔎 🕄 wentory Valuation Method	م[م
		غر
Service Class	Inventory Type	م
Manage Safety Stock	Safety Stock Quantity	
* Item Units Quantity	ch 🗸 v US Dollars	
Inventory nurchability betatio		
Purchasing Reorder Logic ROP	6 Purchasing Reorder Point	
Q. Quantity On Order	0 S. Total On Hand (R-H+P) 0 T. Total Available (S-D)	
R. Quantity Received Inventory Details Inventory Items Inventory Transactions	U I. Iotal Available (S-U)	
Intendry Details Intendry Lenis Intendry Halisactions		
Inventory Details		
A. Quantity Hold 0	E. Quantity Issued 0 I. Quantity A	di by Count

- 6b ABC Class: Enter if information is available.
- ⁶ Service Class: Information will default based on input from General tab.
- ^{6d} Item Units: Information will default based on input from General tab.
- ^{6e} Purchasing Reorder Logic: Defaults to ROP.
- ^{6f} Purchasing Reorder Point: Required.



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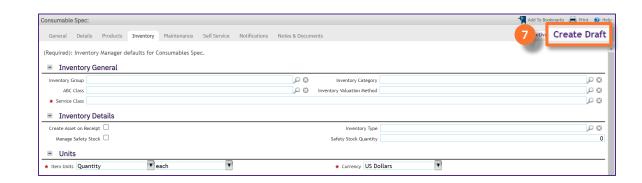
DIRECTIONS:



Optional: Click on any of the other tabs (Products, Maintenance, Self Service, Notifications, Notes & Documents) and enter desired information.

When you have completed all required and optional fields:

Click on Create Draft.



8

Click on Activate to complete.

onsumable Spec:								+	Add To Bookmarks	📙 Print 👩
General Details (Required): General in	Products Inventory	Maintenance	Self Service	Notifications	Notes & Documents	5		8	c tivate	reate Draft
- General										
ID				Status			Image			-
* Name										
Description										
 Details 										
Spec Type	Hard Spec				Y	Specification Order Type				,P 6
* Spec Class					PO	Construction Class				PC
Spec Group					PB	Building System Class				ρ ε
Created by					P 🖸	* Service Class				ρ 6
Manage as Inventory						Contains Haz Mat				
Self Service Request						Part Type				
Part Category 2						Part Category 3				
 Environment 	tal Details									
Energy Rating Type					P 0	Energy Rating Value	0			
Overall Product Rating					۷					
 Spec Class D 	ata Attributes									
= Spec Class L	ata Attributes									
 Units 										
* Currency US Dollar						Item Units Quantity	🔻 each	T		