



# WAREHOUSE

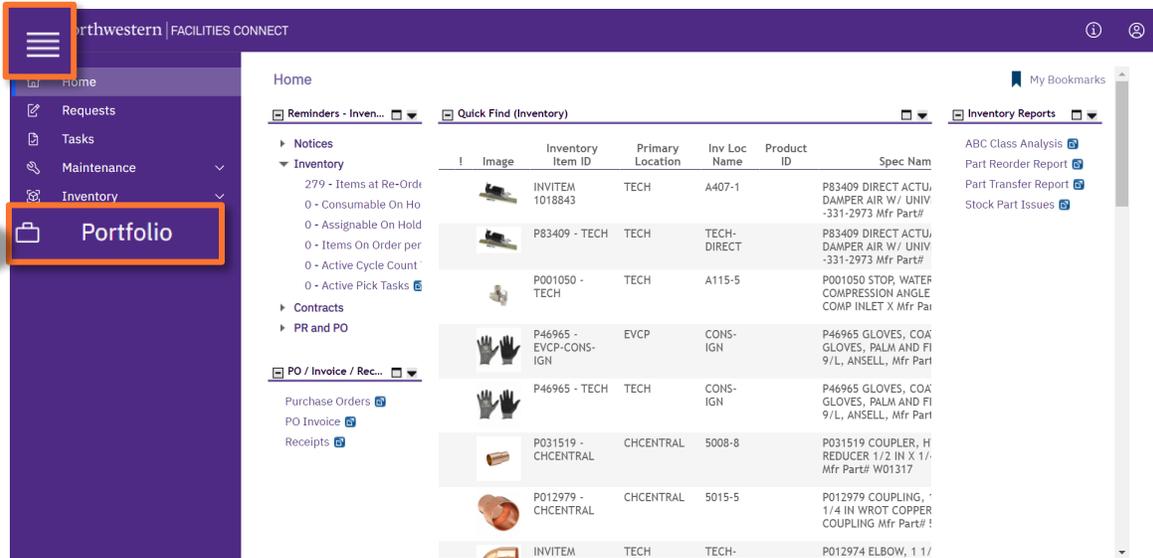
## CREATE CONSUMABLE SPEC

Provides guidance for how to create a consumable specification.

### DIRECTIONS:

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

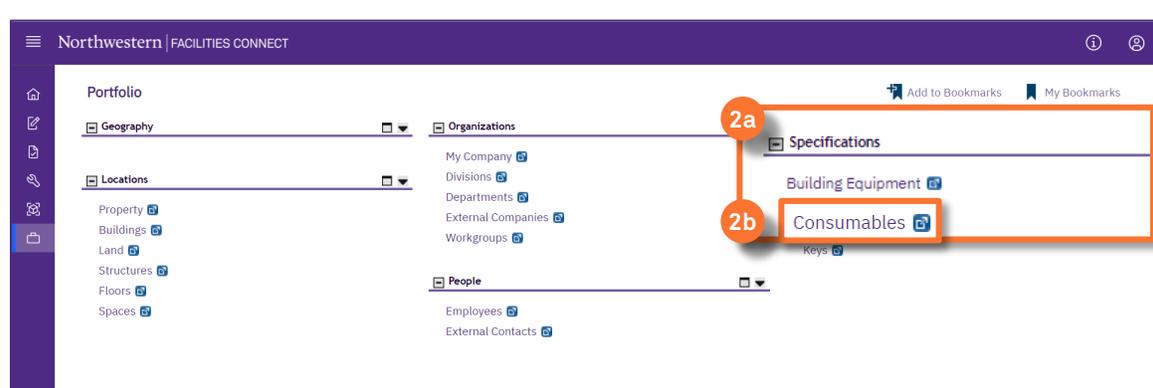
**1** Click on the **Portfolio** section.



**2** Upon clicking, the Portfolio screen will open:

**2a** Locate the **Specifications** section.

**2b** Click on **Consumables**.



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## DIRECTIONS:

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

3 Click on the **Add** button.

The screenshot shows the 'Consumables' screen in the Northwestern FACILITIES CONNECT system. The interface includes a navigation sidebar on the left, a top header with the system name, and a main content area. The main content area displays a table of consumable items with columns for Image, Spec ID, Name, Status, and Spec Class. An 'Add' button is highlighted with a red circle and the number 3, indicating the next step in the process.

Image	Spec ID	Name	Status	Spec Class
	P83409	P83409 DIRECT ACTUATOR...	Active	\Classifications\Specification Class\Consumables\Pneumatics\System Compon
	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
	P012979	P012979 COUPLING, 1 1/2 I...	Active	\Classifications\Specification Class\Consumables\Fittings, Pipe, Valves\Fittings

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

The screenshot shows the 'Consumable Spec' form in a new window. The form is divided into sections: General, Details, and Environmental Details. The General section includes fields for ID, Name, and Description. The Details section includes fields for Spec Type, Spec Class, Spec Group, Created by, and various classification fields. The Environmental Details section is partially visible at the bottom.

**General**

(Required): General information for Consumables Spec.

ID:  Status:  Image:

\* Name:

Description:

**Details**

Spec Type:  Spec Type

\* Spec Class:  Spec Class

Spec Group:  Spec Group

Created by:  Created by

Manage as Inventory:  Manage as Inventory

Self Service Request:  Self Service Request

Part Category 2:  Part Category 2

Specification Order Type:  Specification Order Type

Construction Class:  Construction Class

Building System Class:  Building System Class

\* Service Class:  Service Class

Contains Haz Mat:  Contains Haz Mat

Part Type:  Part Type

Part Category 3:  Part Category 3

**Environmental Details**

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## DIRECTIONS:

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

Scroll the screen down to see all the required fields.

The screenshot shows the 'Consumable Spec' form with the following fields highlighted by callouts:

- 4a** ID
- 4b** Name
- 4c** Description
- 4d** Spec Type (Hard Spec)
- 4e** Spec Class
- 4f** Manage as Inventory
- 4g** Service Class (Inventory)
- 4h** Contains Haz Mat
- 4i** Part Category 2
- 4i** Part Category 3
- 4j** Units
- 4j** Manufacturer
- 4j** Manufacturer Details
- 4k** Item Cost

**4a** **ID:** auto generate when entry is “Activated”.

**4b** **Name:** ID (add after activation), Fit, Form, Function/Category 3, Category 2, and Size Specifications.

**4c** **Description:** Same as Name + any information relevant for the part (e.g., Vendor, part #, Manufacturer # etc.).

**4d** **Spec Type:** Leave as “Hard Spec”.

**4e** **Spec Class:** Choose applicable class.

**4f** **Manage as Inventory:** Click box if Stock part.

**4g** **Service Class:** Select **Inventory**.

**4h** **Contains Haz Mat:** Check box if applicable.

**4i** **Part Category 2/Part Category 3:** Auto-generates based on Spec Class selection.

**4j** **Units, Manufacturer, Manufacturer Detail:** Enter Brand, Model Number Model Name if information is available

**4k** **Item Cost:** Update if info is available at time of entry. Leave **Valuation Method** blank.

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## DIRECTIONS:

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Click on the **Details** tab.

5

Fill in any required fields.

Consumable Spec: Details

(Optional): Details for Consumables Spec.

**Units**  
Length Units: feet

**Dimensions**  
Width: 0 feet  
Height: 0 feet  
Depth: 0 feet  
Weight: 0 pounds-mass

Bill of Materials (Parts List) | Compatible Specifications

**Bill of Materials (Parts List)**  
0 total found  
Quantity | Spec Name | Spec Class | Total Cost  
No data to display

6

Click on the **Inventory** tab.

6a

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

Consumable Spec: Inventory

(Required): Inventory Manager defaults for Consumables Spec.

**Inventory General**

6b ABC Class  
6c \* Service Class  
6d \* Item Units: Quantity each  
6e Purchasing Reorder Logic: ROP  
6f Purchasing Reorder Point

Inventory Category  
Inventory Valuation Method  
Inventory Type  
Safety Stock Quantity  
Currency: US Dollars

Q. Quantity On Order: 0  
R. Quantity Received: 0  
S. Total On Hand (R+H+P): 0  
T. Total Available (S-D): 0

Inventory Details | Inventory Items | Inventory Transactions

A. Quantity held: 0  
F. Quantity In Stock: 0  
I. Quantity Add by Count: 0

6b **ABC Class:** Enter if information is available.6c **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:

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**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:

7

Click on **Create Draft**.

Consumable Spec: Add To Bookmarks Print Help

General Details Products **Inventory** Maintenance Self Service Notifications Notes & Documents

(Required): Inventory Manager defaults for Consumables Spec.

**Inventory General**

Inventory Group  Inventory Category

ABC Class  Inventory Valuation Method

\* Service Class

**Inventory Details**

Create Asset on Receipt  Inventory Type

Manage Safety Stock  Safety Stock Quantity  0

**Units**

\* Item Units  Quantity  each

\* Currency  US Dollars

7 **Create Draft**

8

Click on **Activate** to complete.

Consumable Spec: Add To Bookmarks Print Help

General Details Products Inventory Maintenance Self Service Notifications Notes & Documents

(Required): General information for Consumables Spec.

**General**

ID  Status  Image

\* Name

Description

**Details**

Spec Type  Hard Spec  Specification Order Type

\* Spec Class  Construction Class

Spec Group  Building System Class

Created by  \* Service Class

Manage as Inventory  Contains Haz Mat

Self Service Request  Part Type

Part Category 2  Part Category 3

**Environmental Details**

Energy Rating Type  Energy Rating Value  0

Overall Product Rating

\* Spec Class Data Attributes

**Units**

\* Currency  US Dollars

\* Item Units  Quantity  each

8 **Activate**