Create Consumable Specification

PURPOSE: Use this job aid to learn how to create a consumable specification

1. From the Facilities Connect Home screen, click on:
   1. Portfolio

2. The Portfolio screen displays. Click on:
   2. Consumables

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
The Consumables screen displays. Click on: **Add**

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Complete all required (marked with *) and applicable fields on the **General** tab. Scroll the screen down to see all the required fields.

1) **ID** (auto-generate when entry is “activated”)
2) **Name**
   - **ID** (add after activation), Fit, Form, Function/Category 3, Category 2, and Size Specifications
3) **Description** ([same as Name + any information relevant for the part (e.g., Vendor, part #, Manufacturer # etc.)]
4) **Spec Type** (Leave as “Hard Spec”)
5) **Spec Class** (choose applicable class)
6) **Manage as Inventory** (Required – click box if Stock part)
7) **Service Class** (select Inventory)
8) **Contains Haz Mat** (required to answer)
9) **Part Category 2** (auto-generate based on Spec Class selection)
10) **Part Category 3** (auto-generate based on Spec Class selection)
11) **Update Units, Manufacturer, Manufacturer Details section**
   - Enter Brand, Model Number
   - Model Name if information is available
12) **Update Item Cost** if information is available at time of entry
   - **Valuation Method** (N/A - leave Blank)

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Click on **Details** tab: It is required to input information in this tab

![Consumable Specification Form](image-url)
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Click on **Inventory** tab and complete all required (marked with *) and applicable fields.

1) ABC Class: Enter if information is available
2) Service Class (Information will default based on input from General tab)
3) Purchasing Reorder Logic (default ROP)
4) Purchasing Reorder Point (Required)
5) Item Units (Information will default based on input from General tab)

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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, click on:

**Create Draft**

Click on:

**Activate**