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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3. Upon clicking, the **Consumables** screen will open:
   - Click on the **Add** button.

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

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

Scroll the screen down to see all the required fields.

- **ID**: auto generate when entry is “Activated”.
- **Name**: ID (add after activation), Fit, Form, Function/Category 3, Category 2, and Size Specifications.
- **Description**: Same as Name + any information relevant for the part (e.g., Vendor, part #, Manufacturer # etc.).
- **Spec Type**: Leave as “Hard Spec”.
- **Spec Class**: Choose applicable class.
- **Manage as Inventory**: Click box if Stock part.
- **Service Class**: Select Inventory.
- **Contains Haz Mat**: Check box if applicable.
- **Part Category 2/Part Category 3**: Auto-generates based on Spec Class selection.
- **Units, Manufacturer, Manufacturer Detail**: Enter Brand, Model Number Model Name if information is available
- **Item Cost**: Update if info is available at time of entry. Leave Valuation Method blank.
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5. Click on the **Details** tab.
   - Fill in any required fields.

6. Click on the **Inventory** tab.
   - Complete all required (marked with *) and applicable fields.
     - **ABC Class**: Enter if information is available.
     - **Service Class**: Information will default based on input from General tab.
     - **Item Units**: Information will default based on input from General tab.
     - **Purchasing Reorder Logic**: Defaults to ROP.
     - **Purchasing Reorder Point**: Required.
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DIRECTIONS:

7 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.

8 Click on Activate to complete.