SOP OPENING CUSTOMER/ MANUFACTURER/VENDOR PART NUMBERS

MEDATECH

FUTURE PROOF YOUR BUSINESS

TABLE OF CONTENTS

AIM

To match company part numbers to customer, manufacturer and vendor part numbers, so that they appear automatically in system documents.

WORKING ASSUMPTIONS

- Factory part numbers have been defined in the Part Catalogue form.
- Customers have been defined in the Customers form.
- Manufacturers have been defined in the List of Manufacturers form.
- Vendors have been defined in the Vendors form.

PROCEDURE

STAGE ONE: CREATING CUSTOMER PART NUMBERS

1. Enter the Customers form and select the desired customer.
2. Enter the Customer Parts sub-level form.
3. Select the factory part number in the Part Number column.
4. Move to the Cust. Part Number column and record the part number used by the customer.
5. Open a new line and repeat steps 3- 4 to assign a customer part number to other catalogue parts.
6. To assign customer part numbers for a different customer, return to step 1.

STAGE TWO: CREATING MANUFACTURER PART NUMBERS

1. Enter the List of Manufacturers form and select the desired manufacturer.
2. Enter the Parts per Manufacturer sub-level form.
3. Select the factory part number in the Part Number column.
4. In the Mnf. Part No. column, record the part number used by the manufacturer.
5. If the manufacturer's part description differs from the existing part description, you can record a Mnf. Part Desc. Tip: You can also link a part to a manufacturer in the Manufacturers of Part sub-level of the Parts form.
6. Open a new line and repeat steps 3- 5 to assign a manufacturer part number to other catalogue parts.
7. To assign manufacturer part numbers for a different manufacturer, return to step 1.

STAGE THREE: CREATING VENDOR PART NUMBERS

1. Enter the Vendors form and select the desired vendor.
2. Enter the Parts per Vendor sub-level form.

3. Select the factory part number in the Part Number column.
4. Select the manufacturer in the Manufct Code column. If a manufacturer part number has been defined for this part (see Stage II above), this appears automatically in the Vend/Manuf. Part No. column.
5. Alternatively, you can manually record the part number used by the vendor or manufacturer in the Vend/Manuf. Part No. column.
6. Open a new line and repeat steps 3- 5 to assign a vendor part number to other catalogue parts.
7. To assign vendor part numbers for a different vendor, return to step 1.

Note: You can also perform the steps in this stage in the Vendor Parts form.

RESULTS

- The assigned customer part number will appear in every sales order or shipment that you record for the customer, as well as printouts of these documents.
- The Customer Parts form will be updated automatically.
- The Vendor Parts form will be updated automatically.
- The assigned vendor/manufacturer part number will appear in any financial document that you record for the vendor.
- If a given part is assigned both a vendor part number and a manufacturer part number, it is the manufacturer part number that will appear in printouts.