



Vendor Part Cross References

SOP 199

Revision A, 10/30/2020

Approved by: Don Stanton

PURPOSE:

DEACOM offers the ability to define vendor-specific parts that contain their own lead times, minimal PO quantities, unique vendor part number and descriptions as well as pricing information that can be set with specific dates of "valid from" to "expiration". This information can be used by purchasing users to make informed decisions when ordering supplies and also can help when using the "optimize prices" feature in DEACOM to determine the best possible price for specific items. The vendor part record also allows users to identify a preferred vendor which can be displayed when running MRP reports.

Note: If vendor specific parts exist, the system will use the information on the vendor part record when entering orders for the selected item and this specific vendor.

PROCESS STEPS:

1. Navigate to Inventory > Item Master
2. Enter the item that will have vendor specific parts assigned.
3. Click View
4. Click View Vendors
5. Click Add
6. Use the search box in the Vendor field to select the appropriate vendor.
7. On the General tab you will notice that the required fields, which are marked in blue, have already had their default values populated based on the item that was selected. Change these values to match the vendor specific information for this part. Generally, most companies will change the "Part Number" and "Part description" fields to match the appropriate vendor part number and description.
8. Once all the necessary information has been entered click the Pricing tab.
9. Click the "Add" to display the **Edit Vendor Price** pop-up screen.
10. Enter an appropriate minimum quantity, price and starting and ending dates.
11. Once all the necessary information has been entered click the "Save" and "Exit" button.
12. Click the "Save" and "Exit" button on the Edit Vendor Info form to complete the process.

REVISIONS

Rev	Date	Change
I/R	11/29/17	New
A	10/30/20	Change to v16 Menu names