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Single Vendor Non-Wearable Item - Customer Owned

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1. In the Item Master screen, click Add. Hit tab.

2. Enter your item number in the Item # field and Customer # for the customer that owns the product in the customer number field. A base item number is not needed for this item as there won't be colors/sizes.

3. Enter in the description that is in your catalog. This is the description your customer and vendor will see. The first line of the description prints on reports and packing lists and should contain the most pertinent information. If you need more than the two lines of description, once you hit add there will be an extended description button available.

4. The item type will be FG (bought as finished). The method of inventory will be Stock (ST).

- **Tip: See the F1 (Help) for field definitions.**

5. Change the Owned by to Customer. If you choose to not enter a customer number in the customer number field, the following question will be asked. Answer yes to the question "If customer number is zero, should be owned by house. Is customer owned correct?"

6. Enter the prebill program # in the program field. Any report selected by that program will include this item.

7. On the Order info tab, enter the standard material (std mtl)) cost of the item. Include an estimate per piece freight charge (std frt). Enter a price. Enter the appropriate product code, line item code and category.

8. On the vendor tab, click edit vendors and then add. Enter the vendor(s) that you will be purchasing this item from on the Vendors tab. Ninety-nine different vendors may be added. Vendor sequence # 1 will be the default vendor for a purchase order. Enter the vendor's item number, per, lead time, minimum order quantity, unit of measure and the cost the vendor charges you. If a secondary vendor is setup, changing the vendor number on the purchase order will bring in their information. Click Save and Close.

9. On the Activity Screen enter the minimum and maximum you want to stock in your warehouse.

10. A minimum of one site and one bin location to track inventory is required. The location site will default in based on the warehouse entered in company information and can be changed. Click edit bins and add. A lookup is available and will display all available bins for that location site. Click edit site and edit to select a "stored at" site.

- **Tip: See item master maintenance, location tab for detailed information.**
- **Tip: Use the F1 help key for additional information.**