

QUICK REFERENCE GUIDE

Manufacturer Information for Purchase Orders and Requisitions

October 31, 2015

Manufacturer Information for Purchase Orders and Requisitions

This guide covers how to use the manufacturer information on purchase orders and requisitions that are Item-based. It describes how the Manufacturer and Manufacturer Item ID fields impact purchase orders as well as requisitions through ePro.

This guide covers the following topics:

1. Definitions for Item-Based Purchases
2. How the Default Manufacturer Information impacts Item-Based Requisitions
3. How the Default Manufacturer Information impacts Item-Based Purchase Order
4. How the Manufacturer's Item ID displays on Dispatched and Printed Versions of Purchase Orders

1. Definitions for Item-Based Purchases

Purchase order and requisition lines require the use of either a Description or an Item. These fields are set up on a purchase order's Detail tab. The type of purchase determines which field to use.

- *Description*: Text entered by the user defining the material to be purchased. For example, "21 inch Dell computer monitor"
- *Item*: A predetermined code used to represent repetitive purchases of the same thing. In SWIFT, these codes, or Item ID's, are set up in the SWIFT Item Master. They are only used for Inventory purchases.

Field Name	Field Description
Item	Any product, material or service established and maintained in the Item Master. Items tend to be specific and used for repetitive purchases. Items contain a variety of Purchasing Attributes. An item of supply or service specified in a solicitation for which the vendor must specify a separate price. Appears at the line level.
Item ID	A unique identifier assigned to a particular item.
Manufacturer (description)	Indicates the manufacturer of the item, which is assigned on the Manufacturer's Item page
Manufacturer ID	Identifies the manufacturer of the item. This value is supplied from the Vendor's Manufacturer Info page.
Manufacturer's Item ID	This is the value that the manufacturer uses to identify their item.

2. How the Default Manufacturer Information impacts Item-Based Requisitions

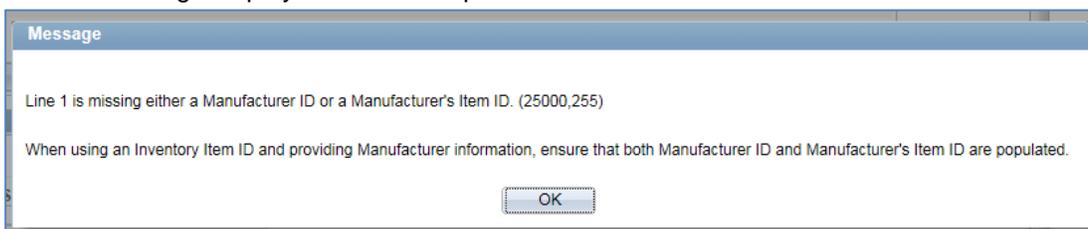
When a Requisition Line is populated with an *Item ID* which is configured with default manufacturer information, the manufacturer information defaults on the requisition line.

Default functionality rules for Item-based Requisitions: Below is how this default functionality works:

NOTE: These rules only apply to Item-based requisition lines. For Description-only requisition lines (non-item based), the user can populate any of the Manufacturer fields as needed or leave them blank.

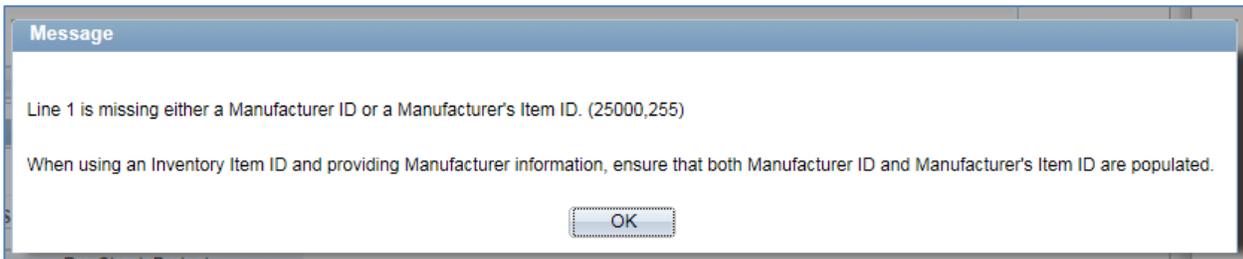
- The *Manufacturer ID*, *Manufacturer* (description), and *Manufacturer's Item ID* information default from the *Item Definition*.
- The *Manufacturer* and the *Manufacturer's Item ID* fields can be updated as needed. If updated, the following rules apply:
 - If the *Manufacturer ID* is updated, the default *Manufacturer's Item ID* is removed. A new value must be entered / selected.
 - If the *Manufacturer's Item ID* is updated, the *Manufacturer ID* remains but can be updated as needed.
 - If the item does not have any default manufacturer information, the fields can be left blank or populated.

- If one of the Manufacturer fields is left blank for an Item-based requisition line, the following error message displays when the requisition is saved:



- To address the error, return to the specified line and populate the applicable Manufacturer information.

- If one of the *Manufacturer* fields is left blank for an Item-based purchase order line, the following error message displays when leaving the **PO Line Details** page:



- To address the error, return to the specified line and populate the applicable Manufacturer information.

4. Manufacturer's Item ID Displays on Dispatched and Printed Version of PO

The *Manufacturer's Item ID* label is on the Dispatched and Printed versions of purchase orders. When the Manufacturer information on a purchase order line is populated, the manufacturer information also displays on the dispatched and printed version of the purchase order.

This is how the Manufacturing Information is displayed:

- Mfg Itm ID
- Manufacturer Name
- Manufacturer's Item details

Department of Administration Commissioners Office		Open		Email Dispatch			
Vendor: 0000277057 ICEBERG TECH GROUP 1275 RAMSEY ST #100 SHAKOPEE MN 55379 United States		Ship To: DAIRY & FOOD DIV FERGUS STATE HOSPITAL GROUND PO BOX 491 FERGUS FALLS MN 56538 United States		Attention: Not Specified			
		Bill To: Public Facilities Authority Public Facilities Authority ACCOUNTS RECEIVABLE BILLING United States					
Tax Exempt?		Tax Exempt ID:		Replenishment Option: Standard			
Line - Sch	Item/Description	Manufacturer Name	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	LINE.,095,3# SPOOL,1005,WEEDEATER 31006 BLADE # 102307 - 128372	3COM	1.0000	EA	150.00000	150.00	05/11/2015