

New Item Set-up NIS

The request to add items to storeroom inventory is an evaluation to decide if the item should be held in Stock or Non-stock ("order on demand") status.

Basic Trigger

- Request to add an item to inventory is submitted to the storeroom

Final Output

- Item description and all required information is entered into the CMMS Item Master

Key Steps

1. All items in storeroom inventory should be tied to equipment that is currently in service
2. The Requester must complete a form, including details of the requested item
3. The form is reviewed and approved or rejected as stock inventory
4. If approved for inventory, item description and relative details are entered in the Item Master data, and also added to the Equipment Bill of Material (EBOM)
5. Items designated as Non-stock items will be assigned a zero (0) min/max stocking level, and identified as "Order on Demand"

What's Different?

- Repair parts are identified and the EBOM for easy ordering of non-stock items (and reorder of stocked items) through the MRP system
- Equipment modifications and part revisions are updated and documented to ensure parts availability

Benefits

- EBOM is updated with accurate and current information
- Maintenance planners can rely on storeroom inventory data to plan jobs
- This process reduces errors and incorrect orders