



## Search For a MANUFACTURER PART NBR

### Overview


The Catalog - MANUFACTURER PART NBR Search process provides the ability to add, update, or delete a manufacturer of a Stock Number and initiates the creation of a Stock Number. Information for adding a Stock Number is mandatory before an asset can be added. In the DPAS Catalog, the Manufacturer data provides a central reference to the Commercial and Government Entity (CAGE), Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This information is added to each Stock Number in the DPAS Catalog. For this process, the Stock Number must exist on the local DPAS Catalog. Adding a Stock Number to the DPAS Catalog must use the Manufacturer Add process to assign manufacturer information to that specific Stock Number. Multiple manufacturers can be assigned to a Stock Number. Doing this allows the use of fewer Stock Numbers and provides the visibility of the Manufacturer, Make and Model of every asset. For example, an Agency that uses 3/8" drills would assign multiple manufacturers to the 3/8" drill Stock Number.

### Navigation

Catalog > Manufacturer > MANUFACTURER PART NBR Search page

### Procedures

#### Search For a MANUFACTURER PART NBR

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.*


1. In the Search grid, narrow the results by entering one or more of the following optional fields.



**Search Criteria**

Stock Nbr	<input type="text"/>	Item Desc	All
Mfr Name	All	CAGE Cd	All
Mfr Part Nbr	All	FAST Reportable	All
Mfr Model Nbr	All	Non Accountable	All
UPC	All		

**Note**



The drop-down filters the Manufacturer Name field, so only FAST manufacturers appear in the search results.

- Click . The results display in the **MANUFACTURER PART NBR Search Results** grid.

**Search Results**

Options + Add Edit Delete

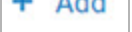
Stock Nbr	Item Desc	CAGE Cd	Mfr Name	Mfr Model Nbr	Mfr Part Nbr	UPC
0005000739411	TEST RIFLE	-	REMINGTON	RIFLE 30,06	30,06	-

1 2 10 items per page 11 - 11 of 11 items




## Add a MANUFACTURER PART NBR

### Navigation

Catalog > Manufacturer > Search Criteria > *VARIOUS PROCEDURAL STEPS* >  >  
MANUFACTURER PART NBR Add slide-out window

### Procedures

#### Add a MANUFACTURER PART NBR

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.



- Select + Add. The **Add MANUFACTURER PART NBR** slide-out appears.

## Add Manufacturer Part Nbr

✕

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[▶ Instructions / Help](#)

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### Manufacturer Information

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<p>* Stock Nbr <input style="width: 90%;" type="text" value=""/></p> <hr/> <p>* Mfr Name <input style="width: 90%;" type="text" value=""/></p> <hr/> <p>Mfr Part Nbr <input style="width: 90%;" type="text" value=""/></p> <hr/> <p>UPC <input style="width: 90%;" type="text" value=""/></p> <hr/> <p>Status <span style="border: 1px solid #ccc; padding: 2px;">ACTIVE</span> ▼</p>	<p>Item Desc <input style="width: 90%;" type="text" value=""/></p> <hr/> <p>Mfr Model Nbr <input style="width: 90%;" type="text" value=""/></p> <hr/> <p>CAGE Cd <input style="width: 90%;" type="text" value=""/></p> <hr/> <p><input type="checkbox"/> FAST Reportable</p> <hr/> <p><input type="checkbox"/> Non Accountable</p>
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### Remarks

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<p>Remarks <input style="width: 90%; height: 40px;" type="text" value=""/></p>	<p>History Remarks <input style="width: 90%; height: 40px;" type="text" value=""/></p>
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✕ Cancel

💾 Save




## Help Reference Guide

- A. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
- B. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

### Note



The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

- C. *Complete the Remarks panel.*
2. Select . *The new MANUFACTURER PART NBR appears at the top of the Search Results Grid on the **Manufacturer Part Nbr Search** page.*






## Update a MANUFACTURER PART NBR

### Navigation

Catalog > Manufacturer > Search Criteria >  > Search Results >  (desired record) >  > Edit MANUFACTURER PART NBR slide-out window

### Procedures

#### Update a MANUFACTURER PART NBR

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. *The Manufacturer Part NBR is highlighted, and , , and  become available.*
- Select . *The **Edit MANUFACTURER PART NBR** page appears.*





## Help Reference Guide

### Manufacturer Information ^

\* Stock Nbr \*

Item Desc

\* Mfr Name

Mfr Model Nbr

Mfr Part Nbr

CAGE Cd

UPC

FAST Reportable

Status  ▼

Non Accountable

### Remarks ^

Remarks

History Remarks

- A. Verify the STOCK NBR.
- B. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*





## Help Reference Guide

### Note



The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

3. Select . The revised *MANUFACTURER PART NBR* appears at the top of the Search Results Grid on the **Manufacturer Part Nbr Search** page.







## Delete a MANUFACTURER PART NBR

### Overview


The MANUFACTURER PART NBR Delete process allows removal of a manufacturer's information for a Stock Number within the DPAS Catalog. MANUFACTURER PART NBR Records that have assets on hand cannot be deleted.

### Navigation

Catalog > Manufacturer > Search Criteria >  > Search Results >  (desired record) >  > MANUFACTURER PART NBR Delete pop-up window

### Procedures

#### Delete a MANUFACTURER PART NBR

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. The Manufacturer Part NBR is highlighted, and , , and  become available.
- Select . The **Delete MANUFACTURER PART NBR** page appears.





## Help Reference Guide

**Warning:**  
Are you sure you want to delete this Manufacturer Part Nbr?

### Manufacturer Information ^

Stock Nbr	0000000TRISH	Item Desc	ANOTHER BIG LOCKER TRISH
Mfr Name	ALL ABOUT JAKE	Mfr Model Nbr	11231
Mfr Part Nbr	34251235	CAGE Cd	

### Remarks ^

History Remarks

Delete

Cancel

3. Select **Delete**. The MANUFACTURER PART NBR is removed from the Search Results Grid on the **Search for a Manufacturer Part Nbr - Results** page.

