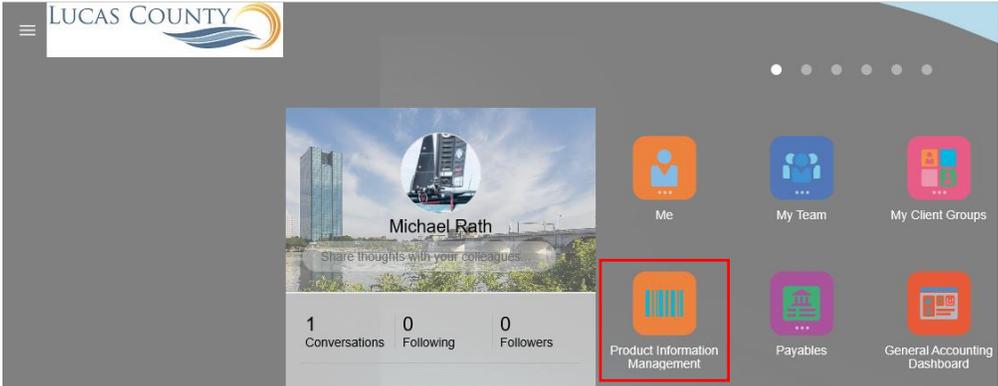
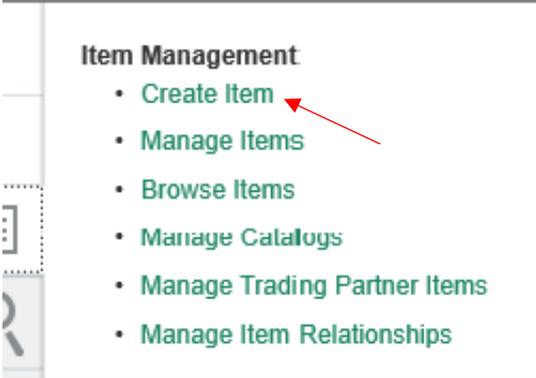


## Create Master Item

**Audience:** Buyer, Procurement Manager

**Purpose:** This job aid assists you with creating Master Inventory Items.

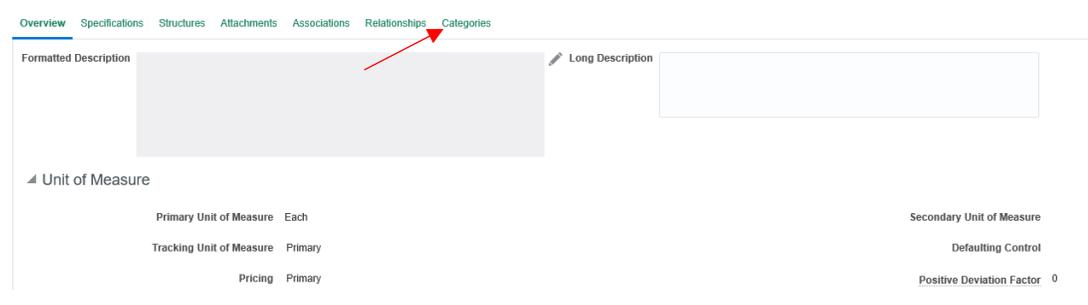
Step	Action
1	<p>Log in. Navigate to <b>Home &gt; Product Information Management</b>.</p> 
2	<p>Select <b>Create Item from the Task Menu</b>.</p> 
3	<p>In the Create Item Dialogue Box:</p> <ul style="list-style-type: none"> <li>• <b>Select = Create New</b></li> <li>• <b>Select Organization = LCINVORG</b></li> <li>• <b>Number of Items = 1</b></li> <li>• <b>Item Class = Root Item Class</b></li> <li>• <b>Select the Purchased Item Template</b></li> </ul> <p>Click <b>OK</b>.</p>

4 Enter Item Details:

- **Item = Item Number (Current numbering begins with "A")**
- **Description = Description of Item**
- **Item Status = Active**
- **LifeCycle Phase = Production**
- **Unite of Measure**

Click the **Save** button.

5 Select the **Categories Tab** link.

	
<p>6</p>	<p>By default the Category assigned will be 005 ABRASIVES. Select the correct <b>Category</b> from the dropdown list. The new Category Code matching the selection will display.</p> 
<p>7</p>	<p>Using the Save dropdown, select the <b>Save and Close</b> button. The Item has been created.</p> 