

# Creating BOMs

## Overview

A BOM provides a parts list of materials required to build an item. The BOM will be used by inventory control to plan material requirements and plan transfers of material to the shop. The shop will use the BOM to help guide allocation of materials to the work order.

BOMs can be created for each item and also specific for each Branch/Plant. For example (hypothetical), the same desk could be built in the LCC wood shop and the NSP wood shop. At LCC the BOM could list all raw materials required to build the desk. However suppose NSP did not have the capability to make dovetailed drawers. The NSP BOM could list drawers as a completed item that it acquires from another shop instead of being broken down into raw materials. All other BOM materials would be listed out as normal.

## NIS Policies

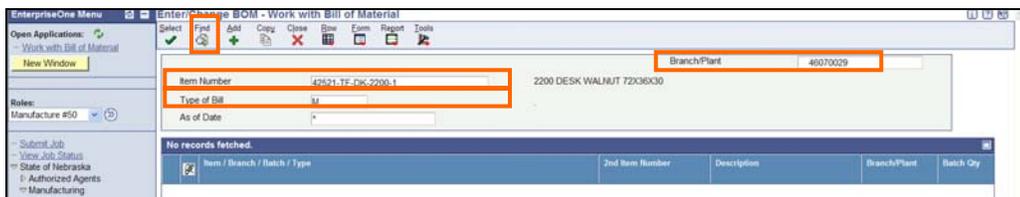
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

## Navigation

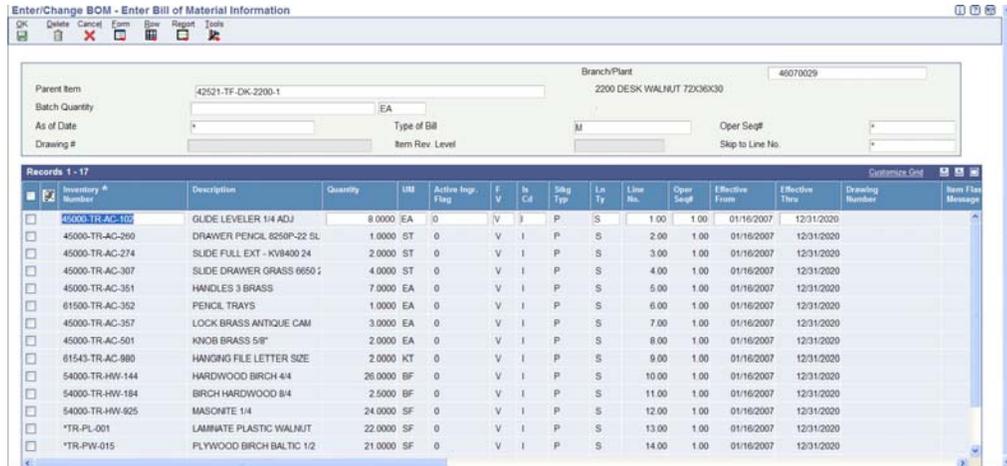
NIS State of Nebraska > Manufacturing > CSI > Product Data Management > Daily Processes

## Steps

1. Select Enter/Change BOM.



2. Enter Item Number.
3. Enter Branch/Plant.
4. Enter Type of Bill. We will generally use: M – Standard Manufacturing Bill or RWK Rework Bill.
5. Click Find. This will display all existing BOMs for that Item Number in the specified Branch/Plant. For these instructions, we will assume no BOM exists.
6. Click Add.



7. On the Enter/Change BOM - Enter Bill of Material Information screen verify that the Parent Item, Branch/Plant and Type of Bill fields populated correctly.

8. Enter BOM information

Manually:

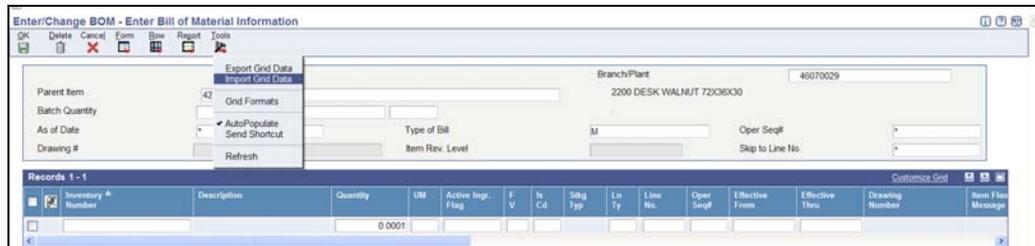
9. Enter Inventory Number, Quantity and Scrap Factor for each component that makes up the Parent Item.



Other required fields will automatically populate.

From imported data:

10. Click Import Grid Data in the Tools Exit



11. Click **Browse**. Browse to find the excel spreadsheet that contains parts list information.



The spreadsheet must be formatted to match NIS columns.

	A	B	C	D	AB	AC	AD
1	Inventory Number	Description	Quantity			Percent Scrap	
2	45000-TR-AC-102	GLIDE LEVELER 1/4 ADJ	8				
3	45000-TR-AC-260	DRAWER PENCIL 8250P-22 SLIDE	1				
4	45000-TR-AC-274	SLIDE FULL EXT - KV8400 24	2				
5	45000-TR-AC-307	SLIDE DRAWER GRASS 6650 24	4				
6	45000-TR-AC-351	HANDLES 3 BRASS	7				
7	61500-TR-AC-352	PENCIL TRAYS	1				
8	45000-TR-AC-357	LOCK BRASS ANTIQUE CAM	3				
9	45000-TR-AC-501	KNOB BRASS 5/8"	2				
10	61543-TR-AC-980	HANGING FILE LETTER SIZE	2				
11	54000-TR-HW-144	HARDWOOD BIRCH 4/4	26			25	
12	54000-TR-HW-184	BIRCH HARDWOOD 8/4	2.5			25	
13	54000-TR-HW-925	MASONITE 1/4	24			25	
14	45000-TR-PL-001	LAMINATE PLASTIC WALNUT	22			25	
15	54000-TR-PW-015	PLYWOOD BIRCH BALTIC 1/2	21			25	
16	54000-TR-PW-175	PLYWOOD BIRCH 3/4 A1	50			25	
17	54000-TR-PW-507	PARTICLE BOARD 3/4 45#	28			25	
18							

Enter/Change BOM - Enter Bill of Material Information

Import Assistant

After specifying import options and defining the cell range, click Preview and then click Continue to import the data.

Import Options

Import From Excel

Excel file: C:\Documents and Settings\jdo... Browse

Worksheet name: ExampleSheet

Import From Comma Separated Values (CSV)

Define Cell Range

Starting Cell: Col 2 Row 2

Ending Cell: Col AC Row 17

Preview

A	B	C	D	E	F	G	H	I	J	K	L	M
Inventory Number	Description	Quantity	UM	Active Ingr. Flag	F V	In Cd	Subg Typ	Lot Ty	Line No.	Oper Seq#	Effective From	Effective Thru
1	45000-TR-AC-102											
2	45000-TR-AC-260											
3	45000-TR-AC-274											
4	45000-TR-AC-307											
5	45000-TR-AC-351											
6	61500-TR-AC-352											
7	45000-TR-AC-357											
8	45000-TR-AC-501											

12. Enter the **Worksheet Name** (this is the tab name of the spreadsheet).

13. Enter the **Starting Cell Column** and **Row**.

14. Enter the **Ending Cell Column** and **Row**.

15. Click **Preview**.

 Verify that the information has been imported into the correct columns and that the number of raw materials are the same between the spreadsheet and imported values.

16. Click **Continue**.

Enter/Change BOM - Enter Bill of Material Information

Parent Item: 42521-TF-DK-2200-1      Branch/Plant: 2200 DESK WALNUT 72X36X30      46070029

Batch Quantity: EA      Type of Bill: M      Oper Seg#:      Skip to Line No.:

Drawing #:      Item Rev. Level:     

Inventory #	Description	Quantity	UM	Active Ingr. Flag	F	V	Is Ctd	Sub Typ	Ln Ty	Line No.	Oper Seg#	Effective From	Effective Thru	Drawing Number	Item # Manual
45000-TR-AC-102	GLIDE LEVELER 1/4 ADJ	8.0000	EA	0	V	I	P	S	S	1.00	1.00	01/17/2007	12/31/2020		
45000-TR-AC-200	DRAWER PENCIL 8250P-22 SL	1.0000	ST	0	V	I	P	S	S	2.00	1.00	01/17/2007	12/31/2020		
45000-TR-AC-274	SLIDE FULL EXT - KV9400 24	2.0000	ST	0	V	I	P	S	S	3.00	1.00	01/17/2007	12/31/2020		
45000-TR-AC-307	SLIDE DRAWER GRASS 8650	4.0000	ST	0	V	I	P	S	S	4.00	1.00	01/17/2007	12/31/2020		
45000-TR-AC-351	HANDLES 3 BRASS	7.0000	EA	0	V	I	P	S	S	5.00	1.00	01/17/2007	12/31/2020		
61500-TR-AC-352	PENCIL TRAYS	1.0000	EA	0	V	I	P	S	S	6.00	1.00	01/17/2007	12/31/2020		
45000-TR-AC-357	LOCK BRASS ANTIQUE CAM	3.0000	EA	0	V	I	P	S	S	7.00	1.00	01/17/2007	12/31/2020		
45000-TR-AC-501	KNOB BRASS 5/8"	2.0000	EA	0	V	I	P	S	S	8.00	1.00	01/17/2007	12/31/2020		
61543-TR-AC-880	HANGING FILE LETTER SIZE	2.0000	KT	0	V	I	P	S	S	9.00	1.00	01/17/2007	12/31/2020		
54000-TR-HW-144	HARDWOOD BIRCH 4/4	26.0000	BF	0	V	I	P	S	S	10.00	1.00	01/17/2007	12/31/2020		
54000-TR-HW-184	BIRCH HARDWOOD 8/4	2.5000	BF	0	V	I	P	S	S	11.00	1.00	01/17/2007	12/31/2020		
54000-TR-HW-925	MASONITE 1/4	24.0000	SF	0	V	I	P	S	S	12.00	1.00	01/17/2007	12/31/2020		
45000-TR-PL-001	LAMINATE PLASTIC WALNUT	22.0000	SF	0	V	I	P	S	S	13.00	1.00	01/17/2007	12/31/2020		

17. Review imported BOM values.
18. Click **OK**.
19. Click **Find**. The BOM you just entered should appear.
20. Click **Close** to exit the Enter/Change BOM - Work with Bill of Material screen.