

# Storing Basic Item Information in the Item Master (PF50005)

## Overview

Process flow **PF50005** illustrates the process for setting up a new inventory item master record. After determining the need for a new inventory item master record, program P4101 is used to define item and its attributes, and store the new item master record in NIS.

### State Statute 81-1118(7) states:

State Surplus Property shall be responsible for the disposition of the state's surplus property and the maintenance of all inventory records.

**DAS Materiel, State Surplus Property will add, to the item master, all new inventory numbers in the production environment. Specific questions concerning the addition of a new 11-digit NIGP inventory number should be directed to DAS Materiel Division, 402-471-2401.**

**For the purpose of the NIS Supply Inventory Training, the end user will add inventory numbers to the NIS Item Master.**

*Trigger: Agency determines the need to stock a New Item in the Warehouse.*

