

## Assigning an Item to a Secondary Location

### Overview

Once the item information has been entered in the Item Master, you can assign the item to warehouses or branch/plants. The system usually processes an item through its primary location, however, you can assign the item to a secondary location.

This work instruction shows how to [Assign an Item to a Secondary Location](#).

### 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

Click Roles, Inventory.

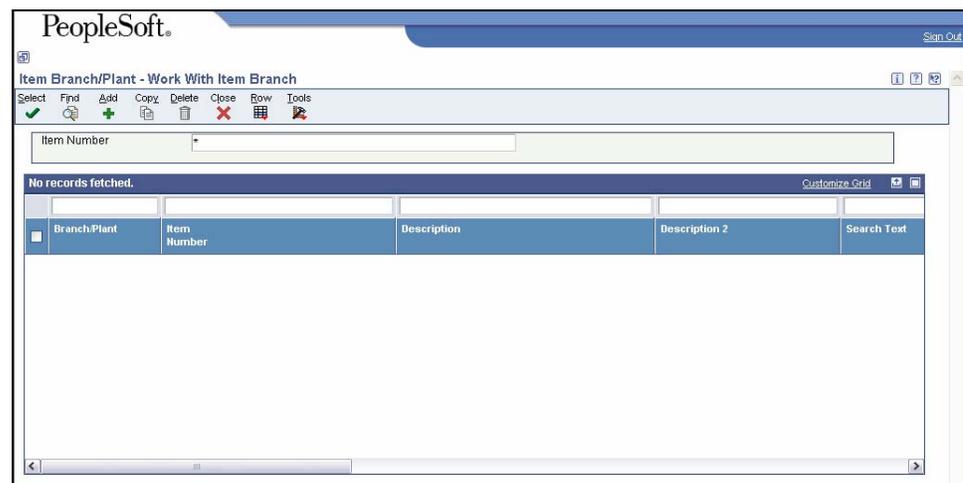
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Setup > Inventory Master > Item Branch/Plant

### Steps

#### Assign an Item to a Secondary Location

Start this instruction from the Item Branch/Plant - Work with Item Branch window.



Branch/Plant	Item Number	Description	Description 2	Search Text
No records fetched.				

1. Enter the **item number** in the Item Number field.
2. Click **Find**.

3. Choose the desired **Branch/Plant** row in the grid.
4. Click **Row, Location Revisions**. The Item Branch/Plant – Work with Item Locations window appears.

5. Click **Add**. The Item Branch/Plant – Location Revisions window appears.

6. Enter the **location** in the Location field. Use the Visual Assist, if necessary to see list of locations from which to choose.
7. Click **OK** to accept the data entered.
8. Click **Cancel**. The Work with Item Locations window appears.
-  Click **Find** to refresh the window and view the P – Primary and S – Secondary locations.
9. Click **Close** to return to the Work with Item Branch window.
10. Click **Close**.