

## **Creating Cross References by Item**

### **Overview**

In NIS you can create item cross references by associating your internal numbers with those from other entities.

Examples of cross-referenced items are:

- Vendor item numbers – when vendors require their part number for orders or communications.
- Customer item numbers – when customers prefer to order with their part number (for Sales Order).
- Substitute items – when the item ordered has no quantity on hand.
- Replacement items – when you or your vendors discontinue an item and replace it with a new item.
- Bar codes – associates bar code input with specific item.
- Associated items – in Sales Order, recommend items as part of the sale.

This work instruction shows how to [Create Cross References by Item](#).

### **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.

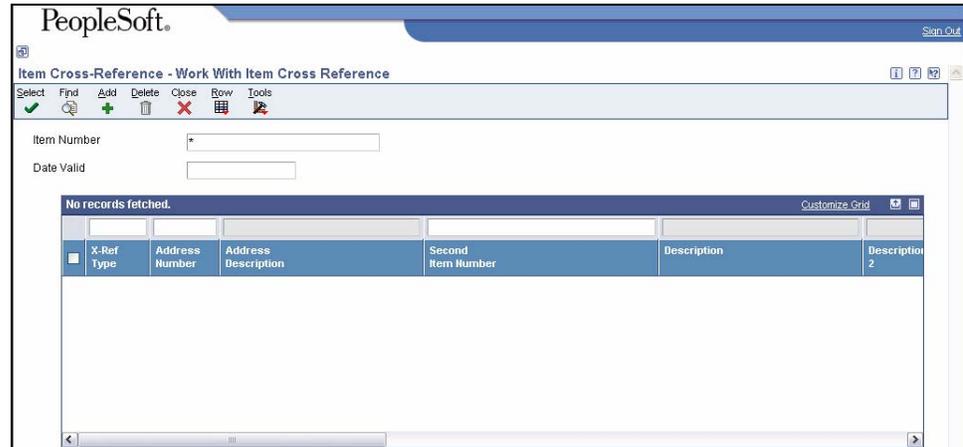
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Inquiries > Item Cross-Reference

## Steps

### Create Cross References by Item

Start this instruction from the Item Cross-Reference – Work With Item Cross Reference window.



1. Click **Add**. The Item Cross-Reference – Item Cross Reference Revisions By Address window appears.



2. Enter "R", Replacements, in the Cross Reference Type field in the header.
3. Complete the following fields in the grid:
  - Item Number
  - Item Description – defaults in
  - Cross Reference Item Number
  - Effective Date – current date
  - Expired Date – future date when the cross reference will no longer apply
  - Cross Reference Description – defaults in
  - Cross Reference Description Line 2 – defaults in
4. Use the down arrow on the keyboard to move to the next row on the grid.
5. Click **OK** to accept the data entered.
6. Click **Cancel** to return to the Work with Item Cross Reference window.
7. Click **Close**.