



**Critical**  
manufacturing  
an ASM PT company

# How to: Manage BOM Items

## 10.2

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### DOCUMENT ACCESS

Public

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## How to: Manage BOM Items

1. Go to the Business Data menu.



2. Select the BOM entity.

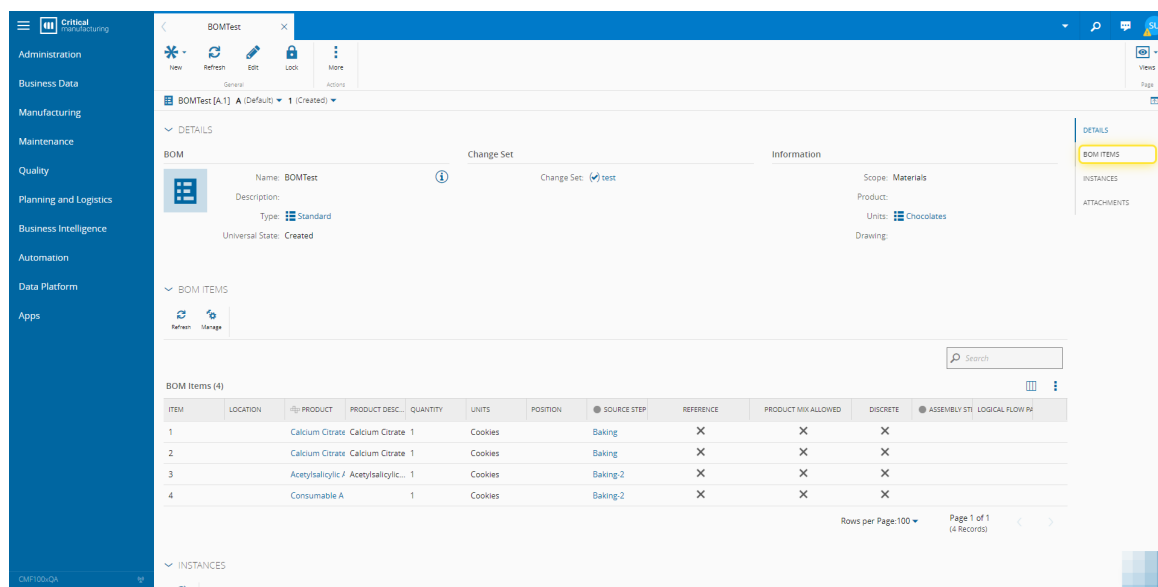


3. Select the BOM you need.

(BOMTest [A] for this example)

NAME	DESCRIPTION
Acetylsalicylic Acid ABS [A]	Acetylsalicylic Acid ABS BOM
Acetylsalicylic Acid REL [A]	Acetylsalicylic Acid REL BOM
Belgas [A]	Belgas BOM
BOMTest [A]	
Durable [A]	
SMT [A]	

#### 4. Select the BOM ITEMS section.



The screenshot shows the 'BOMTest [A]' details page. The left sidebar has a 'BOM ITEMS' section highlighted. The main content area shows the 'BOM' section with details and a list of 'BOM ITEMS'.

**BOM Details:**

- Name: BOMTest
- Description: Standard
- Type: Standard
- Universal State: Created
- Change Set: test
- Scope: Materials
- Product: Chocolates
- Units: Chocolates
- Drawing:

**BOM ITEMS (4):**

ITEM	LOCATION	PRODUCT	PRODUCT DESC.	QUANTITY	UNITS	POSITION	SOURCE STEP	REFERENCE	PRODUCT MIX ALLOWED	DISCRETE	ASSEMBLY ST	LOGICAL FLOW PH
1		Calcium Citrate	Calcium Citrate	1	Cookies		Baking	X	X	X		
2		Calcium Citrate	Calcium Citrate	1	Cookies		Baking	X	X	X		
3		Acetylsalicylic / Acetylsalicylic...		1	Cookies		Baking:2	X	X	X		
4		Consumable A		1	Cookies		Baking:2	X	X	X		

Rows per Page: 100 Page 1 of 1 (4 Records)

#### 5. Select Manage.

For more information, see [Manage BOM Items - Critical Manufacturing Documentation Portal](#)

BOMTest [A.1] A (Default) 1 (Created)

BOM ITEMS

Refresh Manage

BOM Items (4)

ITEM	LOCATION	PRODUCT	PRODUCT DESC...	QUANTITY	UNITS	POSITION	SOURCE
1		Calcium Citrate	Calcium Citrate	1	Cookies		Baking
2		Calcium Citrate	Calcium Citrate	1	Cookies		Baking
3		Acetylsalicylic A	Acetylsalicylic...	1	Cookies		Baking

6. Add, remove or re-order as needed.

For this example, we are going to Add.

Manage BOM Items

BOM ITEMS SUBSTITUTES

BOMTest [A.1]

BOM Items

+ - ↑ ↓

PRODUCT	QTY
Calcium Citrate [A] (Calcium Citrate) No Position	1 Cookies
Calcium Citrate [A] (Calcium Citrate) No Position	1 Cookies
Acetylsalicylic Acid [A] (Acetylsalicylic Acid) No Position	1 Cookies
Consumable A [A] No Position	1 Cookies

BOM Items Details

\* Product: Calcium Citrate [A]

Product Description: Calcium Citrate

\* Quantity: 1

Units: Cookies

Location:

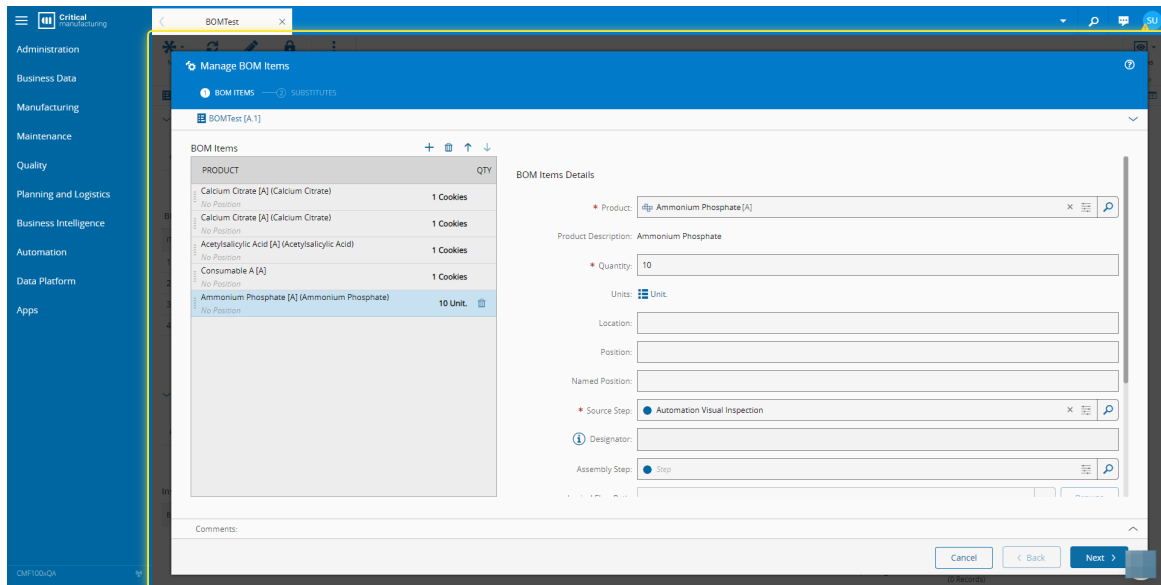
Position:

Named Position:

\* Source Step: Baking

Designator:

7. Enter the necessary information and select Next.



**Manage BOM Items**

BOM ITEMS — SUBSTITUTES

BOMTest [A.1]

PRODUCT	QTY
Calcium Citrate [A] (Calcium Citrate)	1 Cookies
Calcium Citrate [A] (Calcium Citrate)	1 Cookies
Acetylsalicylic Acid [A] (Acetylsalicylic Acid)	1 Cookies
Consumable A [A]	1 Cookies
Ammonium Phosphate [A] (Ammonium Phosphate)	10 Unit.

BOM Items Details

Product:

Product Description: Ammonium Phosphate

Quantity:

Units:

Location:

Position:

Named Position:

Source Step:

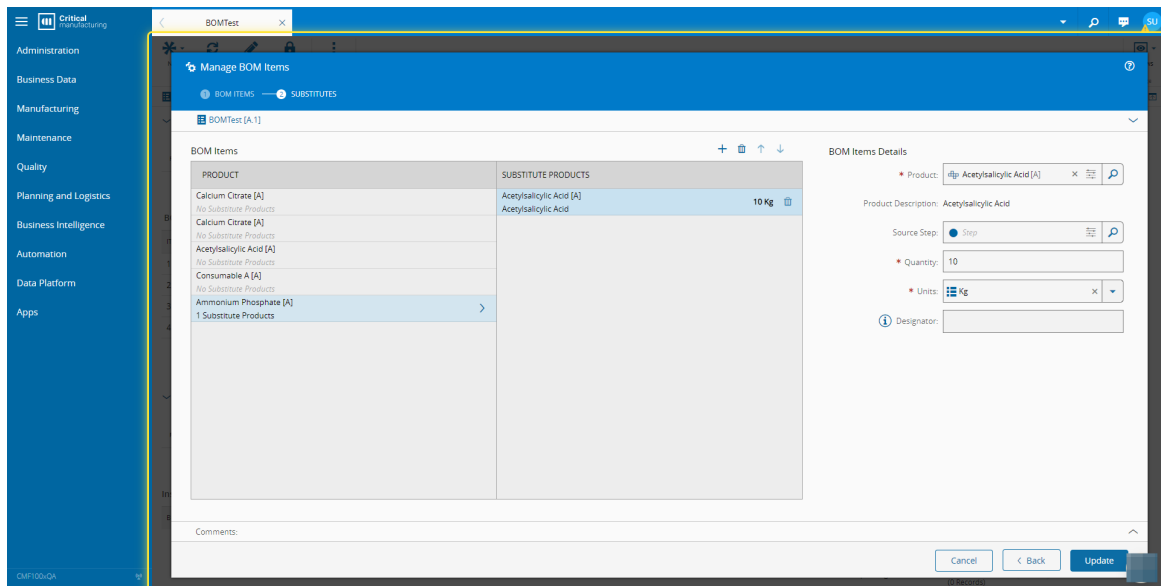
Designator:

Assembly Step:

Comments:

Cancel < Back Next >

8. Add the necessary information for the Substitute Products if needed and then select Update.



**Manage BOM Items**

BOM ITEMS — SUBSTITUTES

BOMTest [A.1]

PRODUCT	SUBSTITUTE PRODUCTS
Calcium Citrate [A]	Acetylsalicylic Acid [A]
Calcium Citrate [A]	Acetylsalicylic Acid
Acetylsalicylic Acid [A]	
Consumable A [A]	
Ammonium Phosphate [A]	

BOM Items Details

Product:

Product Description: Acetylsalicylic Acid

Source Step:

Quantity:

Units:

Designator:

Comments:

Cancel < Back Update



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