



# **Dynamics 365 – New Part Creation**

**Revision 1**



## Revision History

Date	Revision	Description	Signature / Date	
25/03/2022	1	Initial draft of user manual: New Part Creation	Prepared	Salman Tahir
			Verified	
			Approved	
02/11/2022	2	User manual: New Part Creation	Prepared	Waseem Abbas
			Verified	
			Approved	
			Prepared	





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## 1 About User Manual

This document describes the step-by-step guide for creation of New Part. It is process to add any part which is currently non-existing.

## 2 Dynamics 365 – Part Creation

### 2.1 Released Products

In order to create new part, select the modules option. Go to the Product Information Management and select released products available under the Products sub-option.

**Navigation:** Product Information Management > Products > Released Products

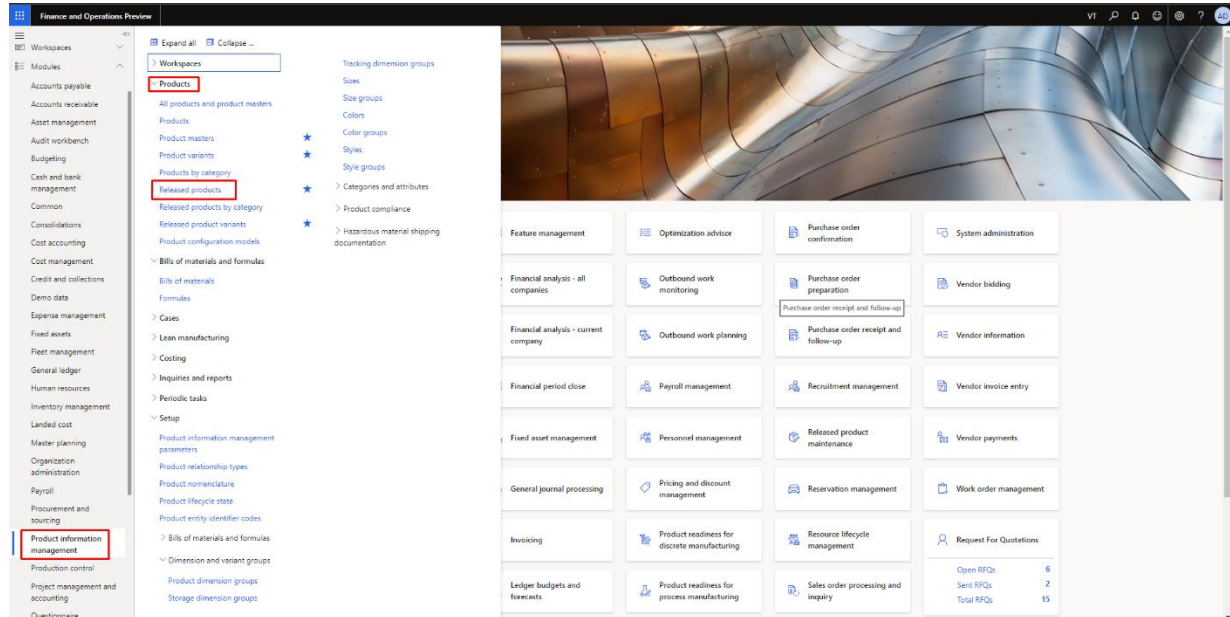


Figure 1. Way to Open 'Released product' page

### 2.2 New Part

To create new part, select the 'New Part' option available on the top.

**Navigation:** Product Information Management > Products > Released Products > New Part

Then user need to fill the fields in the Create New Part form. The user needs to select the part Id format to select the item number. In the form, we have 3 types of Id format "[P/T] #####", "V#####" and "Custom". The user can only use the item number as per its Id format.



**Released product details**

Item number	Product name	Search name	Product type	Product subtype
D000001	Harnesses	Harnesses	Item	Product master
D000002	Assembly MVA/ Cap bank Short...	AssemblyMVA/Capbank	Item	Product master
D000003	EBM Fan Grill	EBMFanGrill	Item	Product master
D000004	Corona Ring	CoronaRing	Item	Product master
D000005	Transfer Plate	TransferPlate	Item	Product master
D000006	Insulator	Insulator	Item	Product master
D000007	Shipping Crate	ShippingCrate	Item	Product master
M000001	Dummy Assembly	DummyAssembly	Item	Product master
P100001	ASSEMBLY, TOP LEVEL, 750B	ASSEMBLYTOPLEVEL750	Item	Product master
P100002	ASSEMBLY, TOP, 750B	ASSEMBLYTOP750B	Item	Product master
P100003	ASSEMBLY, CORE TOP -HALF	ASSEMBLYCORETOP-H...	Item	Product master
P100004	CORE SECTION HALF, 56MM ID...	CORESECTIONHALF56...	Item	Product master
P100005	WIRE, FORMED, 11 AWG ALLEX ...	WIREFORMED11AWG...	Item	Product master
P100006	CORE END PROTECTOR	COREENDPROTECTOR	Item	Product master
P100007	SCREW, BUTTON HEAD, SOCKE...	SCREWBUTTONHEAD...	Item	Product master

**Create New Part**

**Generate Part Id**

**PART IDENTIFICATION**

Part Id Format: **P/T\*\*\*\*\***

Item Number: **D000001**

Revision: **A**

Sub-Category: **Control**

Description: **SCREW, BUTTON HEAD, SOCKE...**

Part Type: **Buy**

Major Parts: **Control**

**PRICE, UNIT OF MEASURE, AND LEAD TIME**

Price: **0.00000**

Transit Time: **0**

Manufacturing Time: **0**

Pre-Payment Processing Time: **0**

Inventory Intake Time: **0**

Cost Clearance Time: **0**

Quotation Days: **ea**

Inventory Unit: **ea**

**OTHER**

Conflict Material: **No**

Country Of Origin: **No**

Fair Required: **No**

Hazardous Substance: **No**

Material Declaration: **No**

Coc Required: **No**

**VENDOR INFORMATION**

Vendor 1: **Vendor 2: Vendor 3:**

Vendor1 VPN/MPN: **Vendor2 VPN/MPN: Vendor3 VPN/MPN:**

**OK** **Cancel**

Figure 2. Select 'New Part' Option

The user will see the error message if the user selects different Id format and item number.

**Released product details**

Item number	Product name	Search name	Product type	Product subtype
D000001	Harnesses	Harnesses	Item	Product master
D000002	Assembly MVA/ Cap bank Short...	AssemblyMVA/Capbank	Item	Product master
D000003	EBM Fan Grill	EBMFanGrill	Item	Product master
D000004	Corona Ring	CoronaRing	Item	Product master
D000005	Transfer Plate	TransferPlate	Item	Product master
D000006	Insulator	Insulator	Item	Product master
D000007	Shipping Crate	ShippingCrate	Item	Product master
M000001	Dummy Assembly	DummyAssembly	Item	Product master
P100001	ASSEMBLY, TOP LEVEL, 750B	ASSEMBLYTOPLEVEL750	Item	Product master
P100002	ASSEMBLY, TOP, 750B	ASSEMBLYTOP750B	Item	Product master
P100003	ASSEMBLY, CORE TOP -HALF	ASSEMBLYCORETOP-H...	Item	Product master
P100004	CORE SECTION HALF, 56MM ID...	CORESECTIONHALF56...	Item	Product master
P100005	WIRE, FORMED, 11 AWG ALLEX ...	WIREFORMED11AWG...	Item	Product master
P100006	CORE END PROTECTOR	COREENDPROTECTOR	Item	Product master
P100007	SCREW, BUTTON HEAD, SOCKE...	SCREWBUTTONHEAD...	Item	Product master

**Create New Part**

**Generate Part Id**

**PART IDENTIFICATION**

Part Id Format: **P/T\*\*\*\*\***

Item Number: **D000003**

Revision: **A**

Sub-Category: **Control**

Description: **SCREW, BUTTON HEAD, SOCKE...**

Part Type: **Buy**

Major Parts: **Control**

**PRICE, UNIT OF MEASURE, AND LEAD TIME**

Price: **0.00000**

Transit Time: **0**

Manufacturing Time: **0**

Pre-Payment Processing Time: **0**

Inventory Intake Time: **0**

Cost Clearance Time: **0**

Quotation Days: **ea**

Inventory Unit: **ea**

**OTHER**

Conflict Material: **No**

Country Of Origin: **No**

Fair Required: **No**

Hazardous Substance: **No**

Material Declaration: **No**

Coc Required: **No**

**VENDOR INFORMATION**

Vendor 1: **Vendor 2: Vendor 3:**

Vendor1 VPN/MPN: **Vendor2 VPN/MPN: Vendor3 VPN/MPN:**

**OK** **Cancel**

Figure 3 Wrong ID format Item selection

Enter the details for the new part and press the 'Ok' button.



**Finance and Operations** | Product information management > Products > Released products

**Create New Part**

**Generate Part Id**

**PART IDENTIFICATION**

Part Id Format: **P/T\*\*\*\*\***

Item Number: **P100007**

Revision: **A** Sub Category:

Deviation: **-** Commodities:

Description: **SCREW, BUTTON HEAD, SOCKE...** Part Type: **Buy** Major Parts:

New Revision: **8** Category: **Control**

**PRICE, UNIT OF MEASURE, AND LEAD TIME**

Price: **0.00000** Transit Time: **0** Manufacturing Time: **0** Pre-Payment Processing Time: **0**

Inventory Intake Time: **0** Cost Clearance Time: **0** Quotation Days: **ea** Inventory Unit:

**OTHER**

Conflict Material: **No** Country Of Origin: **No** Fair Required: **No**

Hazardous Substance: **No** Material Declaration: **No** Coc Required: **No**

**VENDOR INFORMATION**

Vendor 1:  Vendor 2:  Vendor 3:

Vendor1 VPN/MPN:  Vendor2 VPN/MPN:  Vendor3 VPN/MPN:

**Released product details**

Standard view

Item number	T	Product name	Search name	Product type	Product subtype
D000001		Harnesses	Harnesses	Item	Product master
D000002		Assembly MVA/ Cap bank Short...	AssemblyMVA/Capbank	Item	Product master
D000003		EBM Fan Grill	EBMFanGrill	Item	Product master
D000004		Corona Ring	CoronaRing	Item	Product master
D000005		Transfer Plate	TransferPlate	Item	Product master
D000006		Insulator	Insulator	Item	Product master
D000007		Shipping Crate	ShippingCrate	Item	Product master
M000001		Dummy Assembly	DummyAssembly	Item	Product master
P100001		ASSEMBLY, TOP LEVEL, 750B	ASSEMBLYTOPLEVEL750	Item	Product master
P100002		ASSEMBLY, TOP, 750B	ASSEMBLYTOP750B	Item	Product master
P100003		ASSEMBLY, CORE TOP -HALF	ASSEMBLYCORETOP-HL...	Item	Product master
P100004		CORE SECTION HALF, 56MM ID...	CORESECTIONHALF56...	Item	Product master
P100005		WIRE, FORMED, 11 AWG ALLEX ...	WIREFORMED11AWG...	Item	Product master
P100006		CORE END PROTECTOR	COREENDPROTECTOR	Item	Product master
P100007		SCREW, BUTTON HEAD, SOCKE...	SCREW/BUTTONHEAD...	Item	Product master
P100008		TAPE, POLYIMIDE, 2.6MIL 1.05IN ...	TAPEPOLYIMIDE2.6MIL1...	Item	Product master

**OK** **Cancel**

Figure 4. Enter the details for New Part



## 2.3 New Part Rev

In order to add new 'Rev' for any existing part, search the item number for which you want to add the new Rev.

The screenshot shows the Dynamics 365 interface for creating a new part. On the left, a list of released products is displayed in a table. The table has columns for Item number, Product name, Search name, Product type, and Product subtype. The first row is highlighted. On the right, the 'Create New Part' form is open. The 'PART IDENTIFICATION' section is highlighted with a red box. It contains fields for Part Id Format (P/T\*\*\*\*\*), Revision (A), Sub-Category, Item Number (P100008), Deviation, Commodities, and Major Parts. Below this, the 'New Revision' field is highlighted with a red box and contains the value 'B'. At the bottom right, the 'OK' button is highlighted with a red box.

Figure 5. Search the Item Number

System suggests new Rev using existing Rev associated with selected part. Enter the details for the new Rev and press the 'OK' button.

The screenshot shows the Dynamics 365 interface for creating a new part. On the left, a list of released products is displayed in a table. The table has columns for Item number, Product name, Search name, Product type, and Product subtype. The first row is highlighted. On the right, the 'Create New Part' form is open. The 'PART IDENTIFICATION' section is highlighted with a red box. It contains fields for Part Id Format (P/T\*\*\*\*\*), Revision (A), Sub-Category, Item Number (P100008), Deviation, Commodities, and Major Parts. Below this, the 'New Revision' field is highlighted with a red box and contains the value 'B'. At the bottom right, the 'OK' button is highlighted with a red box.

Figure 6. Enter the desired rev