**Setting up a BOM for the first time**

**Create the Released product**

1. Browse to Product information management -> Common -> Released products
2. From the ribbon, select Product -> New -> Product
   1. Click “Apply template” and select “060PartTemplate” from the dropdown
   2. Clear the Product number & Item number, then enter the new Product number & Item number, e.g. OGL40002
   3. Clear the Product name & both Search name fields, then enter the new Product name & Search name in both fields, e.g. OGL 789C PM 1 Kit
   4. Tick the “Part” checkbox
   5. Press the “OK” button
3. From the ribbon, select Product -> Set up -> Product categories
   1. Press the “New” button
   2. Click “Category hierarchy” and select “Procurement”
   3. Click” Category” and select “Parts”

**Create the BOM**

1. From the ribbon, select Engineer -> BOM -> Lines
   1. Press the “Create BOM” button
   2. Enter the Item number from before in the BOM number field
   3. Enter the Product name from before in the Description field
   4. Enter “NZ” as the Site
   5. Press the “OK” button

**Modifying the BOM contents**

**Add or modify BOM lines**

1. For each item that needs to be added to the BOM – In the bottom pane, press the “New” button
   1. Input the Item number, i.e. 1R1808
   2. Input the Quantity, i.e. 1

*Repeat until all the items are added*

**Approve & activate the BOM**

1. In the top pane – press the Approve button
   1. Tick the “Approve bill of materials?” Checkbox
   2. Press the “OK” button
   3. When prompted “Is the BOM version a kit item?” Press the “No” button
2. In the top pane – press the “Activation” button

**Setting up pricing**

Do not apply pricing on the Released product (refer to Trade Agreement process).

*You may now use the BOM.*