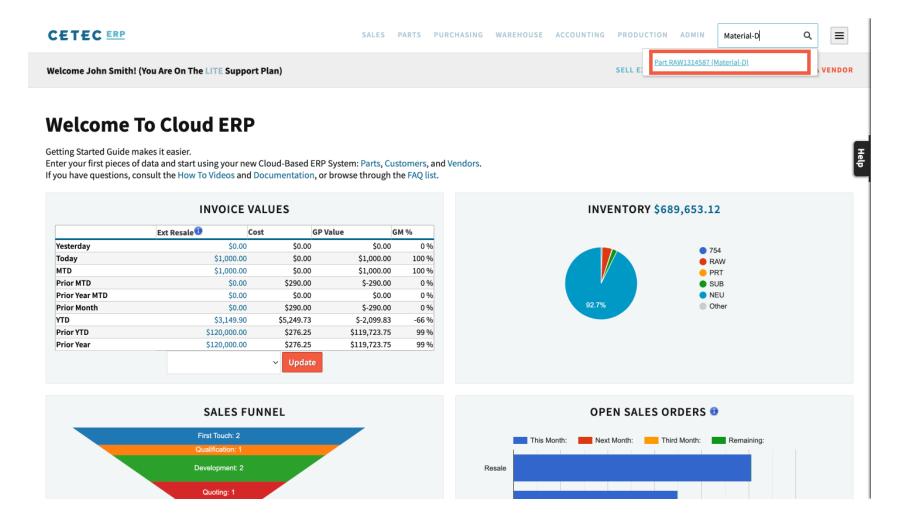
CETEC ERP

How to Edit Parts

Cetec ERP

To Edit a propart, first find the part record by searching the part number or description in the global search.



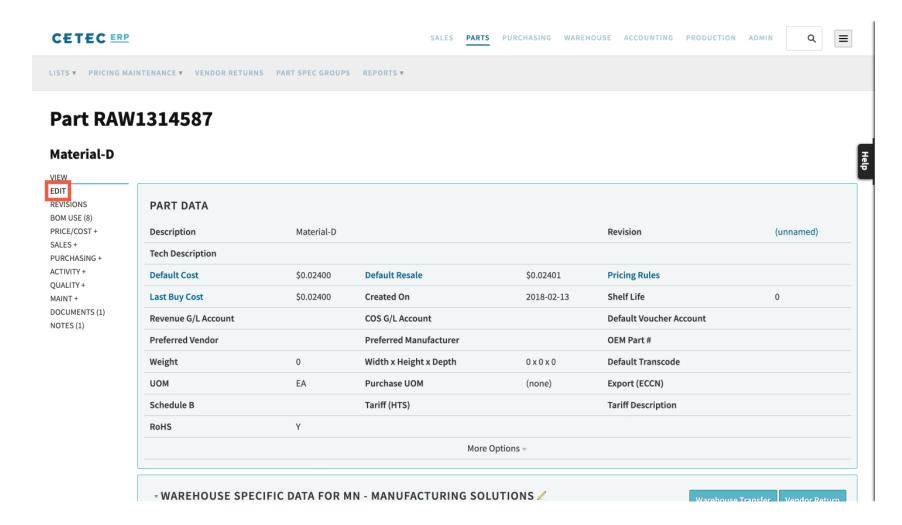
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CETEC ERP | How to Edit Parts

Cetec ERP

Click Edit



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CETEC | How to Edit Parts

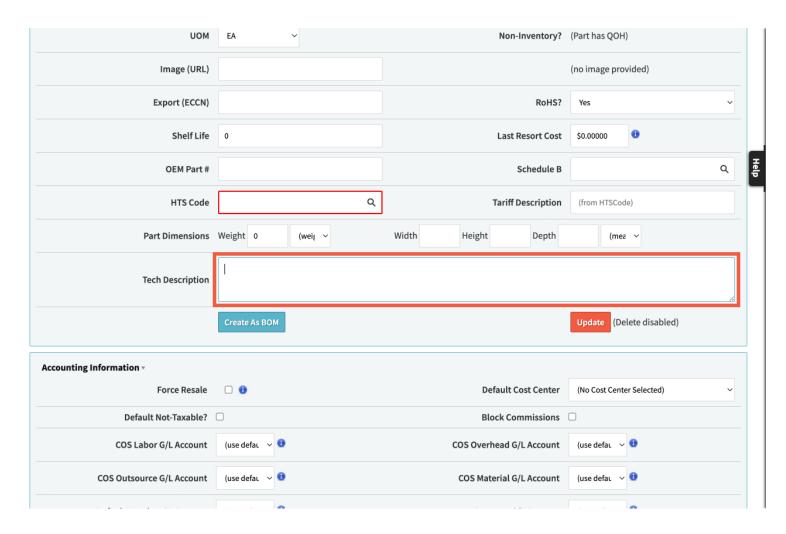
PURCHASING +

ACTIVITY + QUALITY +

MAINT + DOCUMENTS (1) NOTES (1)

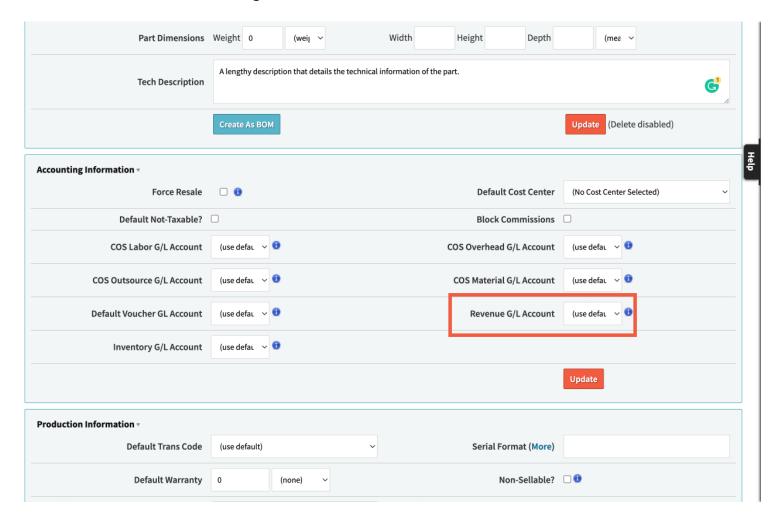
Cetec ERP

See details like Tech Description – a lengthy, detailed description of the part for internal use.



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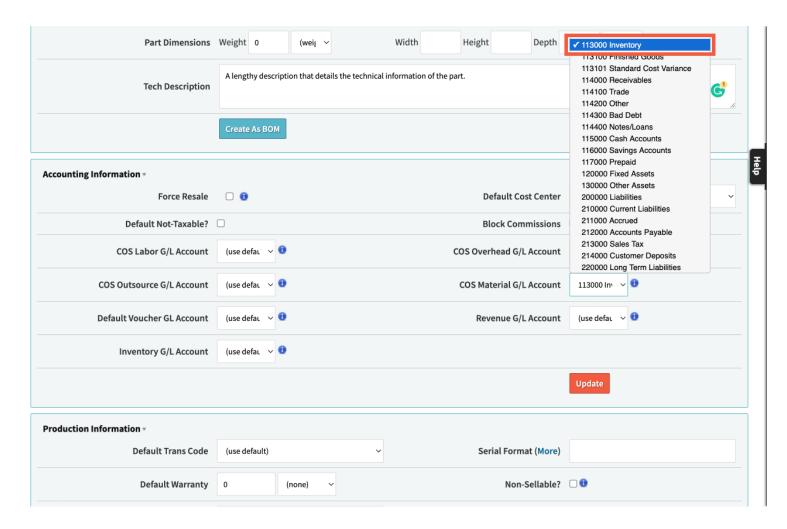
Notice the different sections of the part edit that correspond with each department's use of the part. Accounting, Production, and Purchasing.



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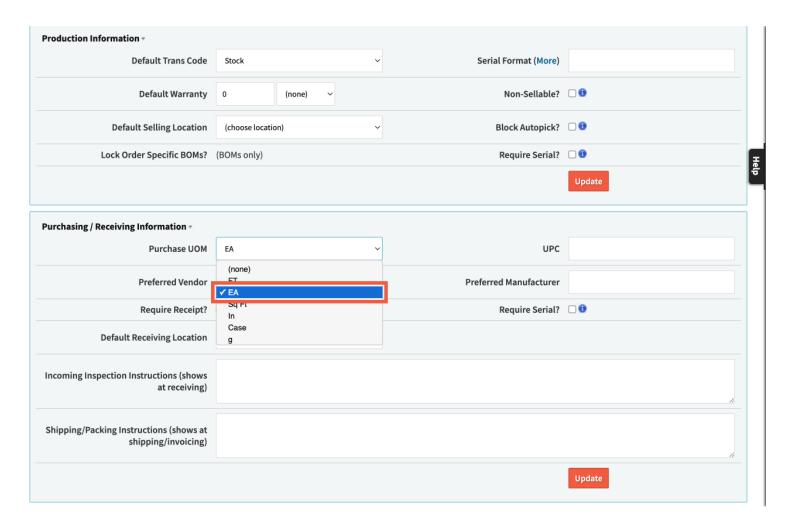


Select 113000 Inventory



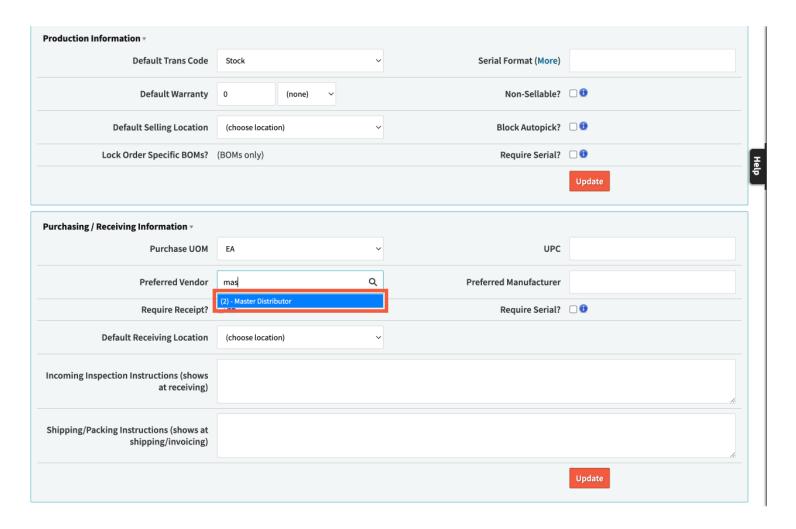
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See purchasing's ability to set a UOM to purchase the part.



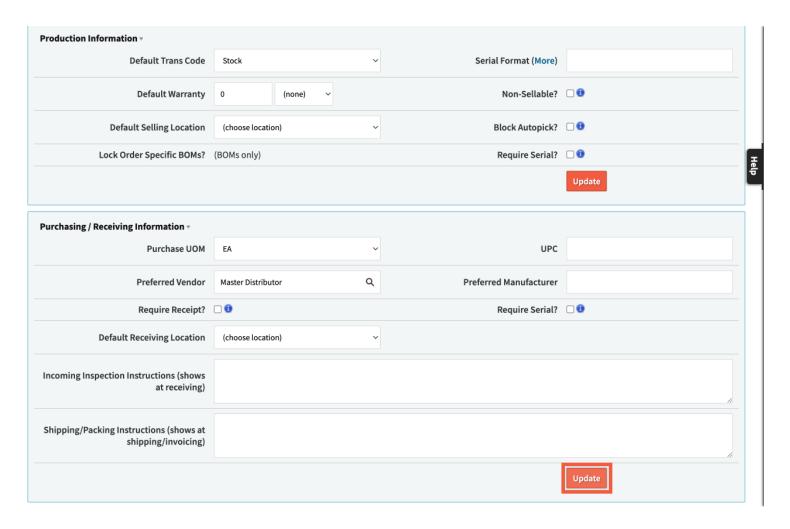
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Set a preferred vendor to purchase the part. This detail will display on buy reports.



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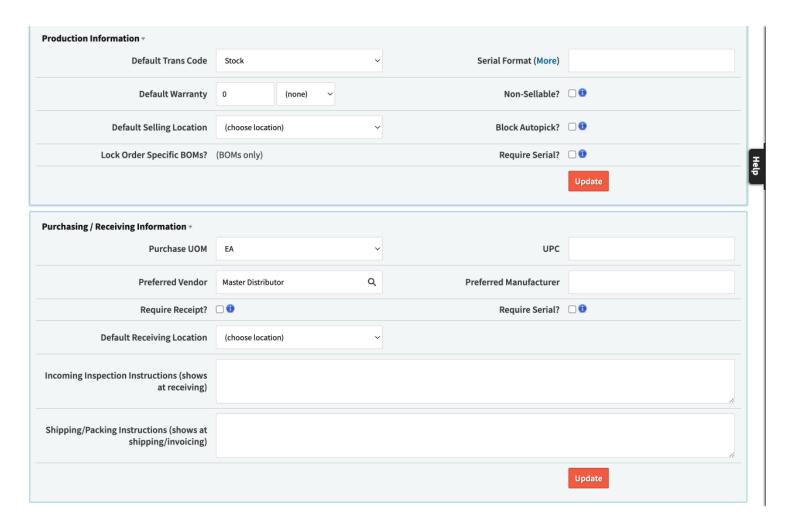
Click Update to confirm all changes.



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That's it. You're done!



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Scan to go to the interactive player

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