



# Item Inquiry Training Manual

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Accountable Author: Jo-Ann Ross





## Table of Contents

|   |   |
|---|---|
| How to View Item Information .....                | 3 |
| To view on line summary of item information ..... | 3 |
| Please follow the screenshots below.....          | 3 |
| Step 1 – Item / Stock Desktop.....                | 3 |
| Step 2 – Select the Purchasing Facility.....      | 4 |
| Step 3 – Select Item you want to view.....        | 4 |
| Step 4 – Item view Options.....                   | 4 |
| Step 5 – Stock Inquiry Option .....               | 5 |



## How to View Item Information

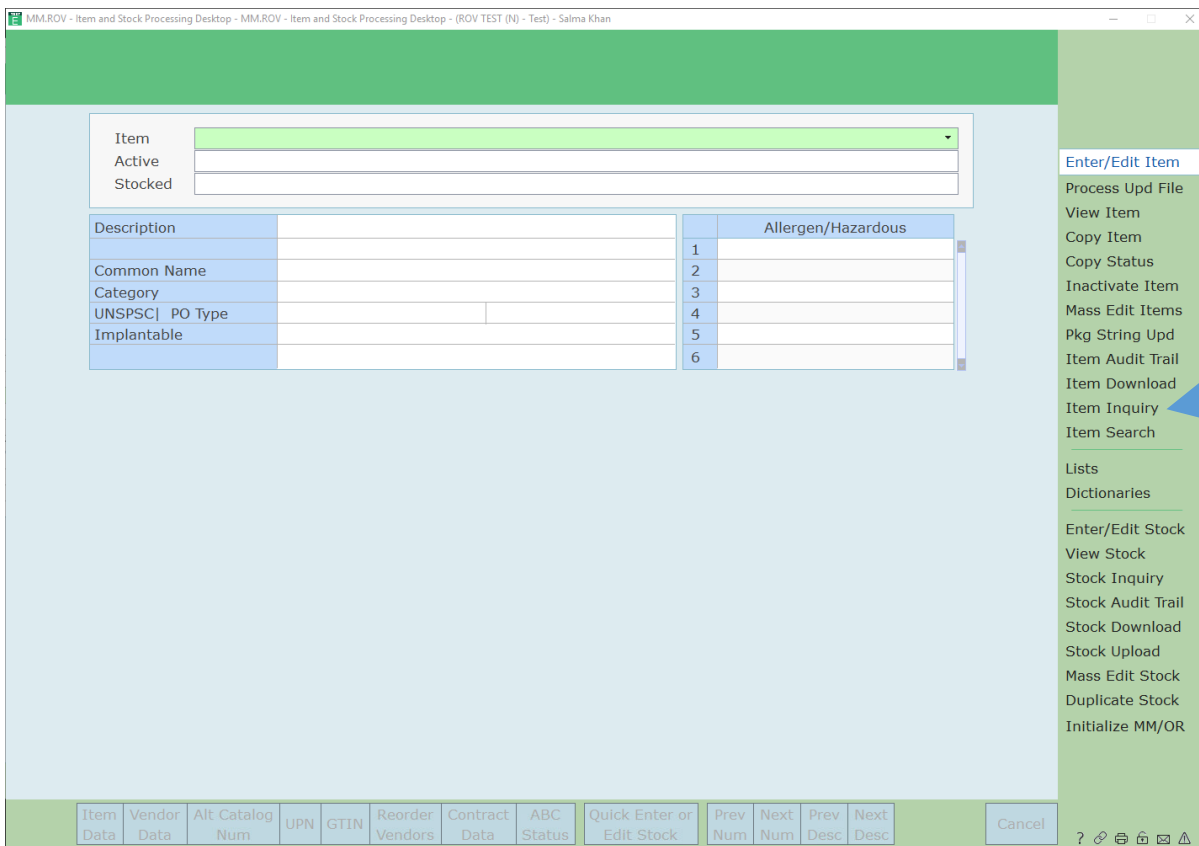
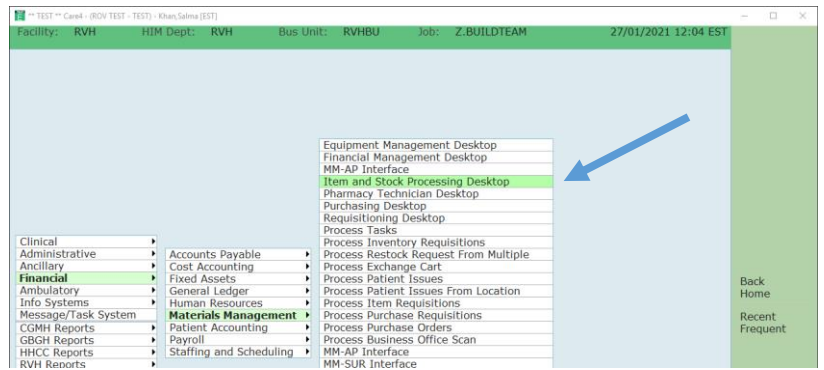
To view on line summary of item information

Please follow the screenshots below

### Step 1 – Item / Stock Desktop

In the **Item / Stock Desktop**,

click on **Item Inquiry** on the right hand side





## Step 2 – Select the Purchasing Facility

|                     |        |
|---------------------|--------|
| Purchasing Facility | GBH.MM |
| Item                |        |

## Step 3 – Select Item you want to view

If you know the item number you can enter it, or you can look up by;

- Vendor catalogue number
- Common Name
- Any word in the description of an item

|                     |        |
|---------------------|--------|
| Purchasing Facility | GBH.MM |
| Item                | cream  |

In this example I've entered 'cream' and 'F9' or used the drop down function. You will see a number of items available.

| Search          |                                |                                |                 |  |
|-----------------|--------------------------------|--------------------------------|-----------------|--|
| Number          | Name                           | Description                    | Allergen/Hazard |  |
| <i>i</i> 001925 | 90 4995359 CS                  | CREW NON-ACID CREAM CLEANER    |                 |  |
| <i>i</i> 002972 | 116-75018                      | LAURA LINE CREAM SOAP          |                 |  |
| <i>i</i> 003233 | DEBH1LDS                       | DEBBA LOTION DISPENSER CREAM   |                 |  |
| <i>i</i> 004197 | 158544B                        | CLOROX CREAM CLEANSER (6/CS)   |                 |  |
| <i>i</i> 005098 | SN59432279                     | BARRIER CREAM                  |                 |  |
| <i>i</i> 005409 | 1964                           | TRIAD CREAM 2.5 OZ.            |                 |  |
| <i>i</i> 006027 | 337765                         | DRESSING-CAESAR CREAMY         |                 |  |
| <i>i</i> 006067 | 733605                         | CREAMY COLESLAW                |                 |  |
| <i>i</i> 007611 | 800-3391C-CA                   | CREAM BARRIER CAVILON 28 GR    |                 |  |
| <i>i</i> 002181 | W332-CR                        | PIN BALL REFILL CREAM 2.5MM    |                 |  |
| <i>i</i> 003758 |                                | EKG CREAM                      |                 |  |
| <i>i</i> 004287 | 800-3391FF                     | CREAM BARRIER CAVILON 28G TUBE |                 |  |
| <i>i</i> 005041 | TUB/250ML                      | DAIRY-NATREL SOUR CREAM        |                 |  |
| <i>i</i> 005078 | IRSH CREAM                     | IRISH CREAM COFFEE             |                 |  |
| <i>i</i> 005647 | HERB & GARLIC CREAM CHEESE P/C | CREAM CHEESE, HERB/ GARLIC P/C |                 |  |

Click on the item you want to view

## Step 4 – Item view Options

You will have a number of options depending on what you would like to view – see bottom on your screen

Item and Stock Inquiry



Item - 005098 - BARRIER CREAM

Facility: GBH.MM  
Common Name: SN59432279  
Packaging: CA/12 EA

|                      |  |                    |   |
|----------------------|--|--------------------|---|
| Purchasing Facility  | GBH.MM                                     |                    |   |
| Item                 | 005098                                     |                    |   |
| Active               | Y  | Stocked            | N |
| Description          | BARRIER CREAM                              |                    |   |
| Common Name          | SN59432279                                 |                    |   |
| Category             | MS MISC                                    |                    |   |
| UNSPSC               |  |                    |   |
| PO Type              |  |                    |   |
| Implantable          |  |                    |   |
| HCPCS                |  |                    |   |
| Procedure Code       |  | Allergen/Hazardous |   |
| EOC                  |  | 1                  |   |
| Patient EOC          |  | 2                  |   |
| Patient UI           |  | 3                  |   |
| Taxable              |  | 4                  |   |
| Tax Code             |  | 5                  |   |
| Form Mnemonic        |  | 6                  |   |
| Packaging            | CA/12 EA                                   |                    |   |
| Largest Common Unit  | CA   |                    |   |
| Vendor               | V000005000 CARE4 MASTER VENDOR PLACEHOLDER |                    |   |
| Vendor Catalog       | SN59432279                                 |                    |   |
| Manufacturer         |  |                    |   |
| Manufacturer Catalog |  |                    |   |

|     |          |              |            |                     |                  |               |                |                 |          |          |           |           |        |
|-----|----------|--------------|------------|---------------------|------------------|---------------|----------------|-----------------|----------|----------|-----------|-----------|--------|
| POs | Pur Reqs | Stock Status | Recur Reqs | Inv Reqs Exch Carts | PT Issue Records | Stock Inquiry | Non-Stock Reqs | Other Inquiries | Prev Num | Next Num | Prev Desc | Next Desc | Cancel |
|-----|----------|--------------|------------|---------------------|------------------|---------------|----------------|-----------------|----------|----------|-----------|-----------|--------|

**Purchase Orders.** POs on which an item was ordered on or after a selected order date and for selected PO statuses.

**Purchase Requisitions.** Purchase requisitions on which an item was ordered on or after a selected order date and for selected requisition statuses.

**Stock Status.** Stock information for one or all selected inventories where an item is stocked.

**Vendors.** Item's vendors.

**Recurring Requisitions.** Recurring requisitions on which an item was ordered from one or all inventories.

**Inventory Requisitions / Exchange Cart Records.** Inventory requisitions (of selected statuses) on which an item was reordered for one or all inventories.

**Non-Stock Requisitions.** All non-stock requisitions on which the selected item appears. Access to the Stock Inquiry Routine

## Step 5 – Stock Inquiry Option

If you select the Stock Inquiry Routine from this routine, you are prompted to identify the stock's inventory.

**Item and Stock Inquiry**



Search

| Mnemonic   | Type | Name                           |
|------------|------|--------------------------------|
| CGM.JIT    | SUB  | COLLINGWOOD JIT INVENTORY      |
| CGM.MAIN   | MAIN | COLLINGWOOD MAIN INVENTORY     |
| CGM.PAND   | SUB  | COLLINGWOOD PANDEMIC INVENTORY |
| CGM.SURBLK | DEPT | COLLINGWOOD SUR BULK INVENTORY |
| CGM.SURCON | DEPT | COLLINGWOOD SUR CONSIGN INVENT |
| CGM.SURCOR | DEPT | COLLINGWOOD SUR CORE INVENTORY |
| CGM.SURJIT | DEPT | COLLINGWOOD SUR JIT INVENTORY  |
| GBH.EMERG  | DEPT | GBH EMERGENCY                  |
| GBH.JIT    | SUB  | GEORGIAN BAY JIT INVENTORY     |
| GBH.MAIN   | MAIN | GEORGIAN BAY MAIN INVENTORY    |
| GBH.PAND   | SUB  | GEORGIAN BAY PANDEMIC INVENTOR |
| GBH.SURBLK | DEPT | GEORGIAN BAY SUR BULK INVENTOR |
| GBH.SURCON | DEPT | GEORGIAN BAY SUR CONSIGN INVEN |
| GBH.SURCOR | DEPT | GEORGIAN BAY SUR CORE INVENTOR |
| GBH.SURJIT | DEPT | GEORGIAN BAY SUR JIT INVENTORY |
| HHC.FOODSR | DEPT | HEADWATERS FOOD SERV INVENTORY |
| HHC.JIT    | SUB  | HEADWATERS JIT INVENTORY       |
| HHC.MAIN   | MAIN | HEADWATERS MAIN                |
| HHC.NONPTF | DEPT | HEADWATERS NON PAT FOOD INVENT |
| HHC.PAND   | SUB  | HEADWATERS PANDEMIC INVENTORY  |
| HHC.SURBLK | DEPT | HEADWATERS SUR BULK INVENTORY  |
| HHC.SURCON | DEPT | HEADWATERS SUR CONSIGN INVENT  |
| HHC.SURCOR | DEPT | HEADWATERS SUR CORE            |
| HHC.SURJIT | DEPT | HEADWATERS SUR JIT INVENTORY   |

Or use the 'Drop Down' or 'F9' and Stock Locations and Quantities will appear. If you select a specific Inventory location from here you will be transferred to the Stock Inquiry Routine for the selected stock.

If nothing appears when you are using the Stock Inquiry the item you are inquiring about is not a stock item, it would be a 'special order.