

# Inventory Item Add/Update Request Form INV\_001

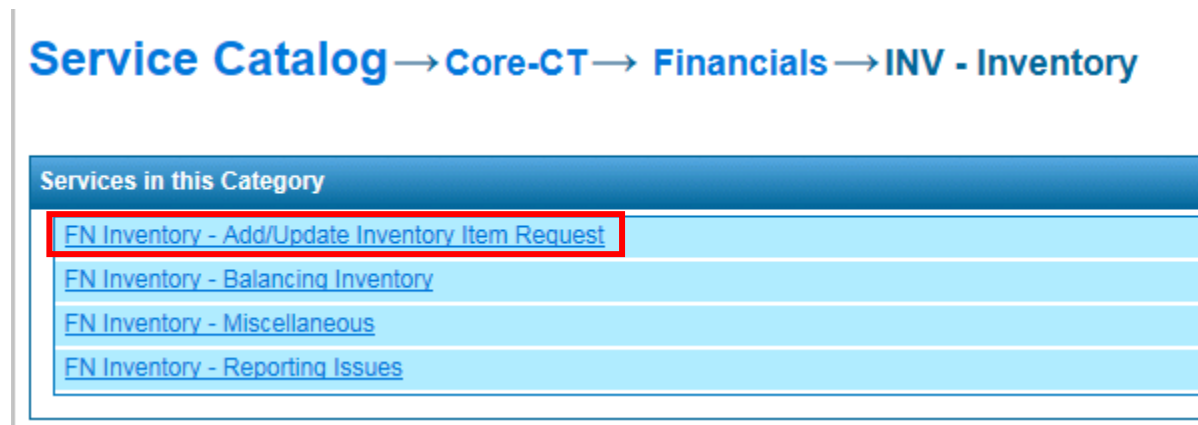


Agencies can submit a Help Desk ticket through Footprints to request new CM numbers not covered by the DAS Market Basket. Updates such as new descriptions and updated prices to existing non-Market Basket Inventory items can also be requested.

**\*\*Note\*\* Requests for updates to Market Basket items on a DAS procurement contract should be sent directly to the DAS Contract Specialist.**

## INV\_001 ON FOOTPRINTS

Navigate through the Service Catalog in Footprints to Inventory and select the Add/Update Inventory Item Request link.

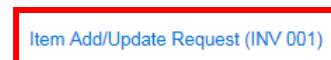


On the Attributes page under Ticket Instructions, a link is provided to the INV\_001 form (it can also be found on the Core-CT website at Financials>Inventory). Forms should be filled out and attached to the Footprints ticket.

### TICKET INSTRUCTIONS

If you have completed the steps above and are still in need of assistance, click on the 'Request this Service' link above to create and submit a Core-CT Help Desk ticket.

Attach the following spreadsheet to the ticket:



# Inventory Item Add/Update Request Form INV\_001



The first tab displays instructions for completing the form.

<b>INV_001</b>	Process to request new CM numbers for Inventory items not covered by the DAS Market Basket and updates to existing inventory items (non-Market Basket) through the Footprints system.
<b>MODULE:</b>	Inventory
<b>PURPOSE:</b>	Core-CT Inventory has developed a process for users to request new Items for use in Inventory along with changes to their existing Inventory items through the Help Desk. Users can request updates to Inventory items such as description changes or price updates.  <i>**If the item is part of the Market Basket on an active DAS contract then the agency should contact the Contract Specialist directly for any changes.</i>
<b>PROCEDURE:</b>	Inventory agencies will complete the INV_001 form and attach the request through a Footprints Help Desk ticket. A link to the Inventory Item Add/Update Request form can be found when creating a ticket on Footprints or it is available on the Core-CT website under Financials > Inventory.  Agency users need to populate all fields on the form. For new Items the information received from the vendor should be entered completely. For updates the current item details should be entered as well as the changes being requested. Use the Comments column to note what is being changed. Requests that are inaccurate or do not have sufficient information will be sent back to the requester. Questions can be forwarded to Steven Beaulieu (steven.beaulieu@ct.gov) or Dustin Guarino (dustin.guarino@ct.gov).
<b>SPECIAL INSTRUCTIONS:</b>	When saving the INV_001 form to attach to the Help Desk ticket please use the following naming convention (includes requesting agency, vendor and date): INV_001_OSC_GRAINGER_051916

The second tab has the columns to add the item information. Complete all of the data fields. Requests with incomplete information will be sent back to the user.

ITEM ID	ITEM NAME	DESCRIPTION	MANUFACTURER NAME	MANUFACTURER PART NUMBER	MINIMUM ORDER QUANTITY	PRICE	UNIT OF MEASURE	VENDOR PART NUMBER	CONTRACT NUMBER	STANDARD UNIT OF MEASURE	CURRENT STOCK QUANTITY	COMMENTS

Once the form is completed and saved attach it to the Help Desk ticket. Fill out the remainder of the Footprints ticket fields as normal and submit it to the Help Desk. The Inventory module will review the requests and make the necessary additions or changes in the system. The Help Desk will notify the user when a new CM number has been created or the changes have been completed and the ticket is closed.