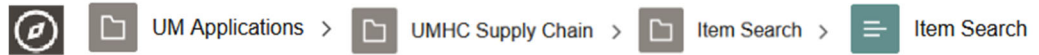
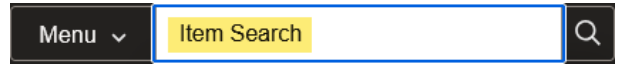


The Item Search Page

- Allows Requesters to search for items and review stock status prior to creating a requisition
- Provides additional search options and information beyond the Item Master search within *eProcurement > Create Requisition*. The following are available only from the UM Item Search page:
 - **Search Results** – see Show Open POs to view a list current of POs including the displayed Item ID
 - **ITEM Comments** – notes on replacements or substitutions
 - **Item Par Locations** – see additional available stock in area Par and Bluebin locations
 - **Nurses Descr** – allows searching by nurse’s description field, if entered for an item.
- Page Navigation Options:
 - Use the PeopleSoft search at the top of the page and enter Item Search
 - Use the NavBar: Menu in the upper right corner



UM Item Search

Item Search

Item Search: equals Enter any piece of information, or multiples (separated by comma)

This field simultaneously searches in the Item ID, Manufacturer Item ID, vendor item ID, and Charge Code fields and may increase search time. Multiple search terms may be entered, separated by commas (no spaces allowed). For example: 1584,001600,1234

Narrow Search Scope

Item ID: equals

Item Description: contains

Mfg ID: equals

Mfg Item ID: equals

Vendor ID: equals

Vendor Name: begins with

Vendor Item ID: equals

Charge Code: equals

Business Unit: equals

Category: equals

Nurses Descr: contains

----- OR -----

Enter one or multiple pieces of information within the Narrow Search section

Press <Enter> or to submit.

If search results contain multiple Item IDs, click the hyperlink to view a page specific to just one (1) item.

To view current orders with this item, select the Additional Information tab and choose [Show Open POs](#).

Search Results Personalize Last

Item Information | Vendor Information | **Additional Information** |

Item ID	Manufacturer ID	Manufacturer's Item ID	Full Item Description	Standard UOM	Standard Price	QDECK Billable Only
5013896	PROFESSIONAL DISPOSABLES INTERNATIONAL	P13872	WIPE DSINF GRMCDL CNSTR SNCL AF3 NS LF DISP LG 6.75X6IN	EA	4.24333	

ITEM Comments
 Comment Text
 5013896 is replacing item 5007897 which was only in UHMOI but has been inactivated now. 5013896 stocked at QDECK. 05-19-14 jm
 MFG# P13872 IS BEING SUBBED WITH MFG# P25372 DURING BACK ORDER PER MEDLINE
 BACK TO ORIGINAL ITEM P13872 PER MEDLINE 06-11-20 AS

View Distribution notes regarding discontinued, replaced, or substituted items here.

Valid Units of Measure Personalize | Find | View All | First 1-2 of 2 Last

Item ID	Unit of Measure	Package Quantity	Default Stocking UOM	Default Requisition UOM	Patient UOM
5013896	EA	1	Y	N	EA
5013896	CA	12	N	Y	EA

View possible Units of Measure for this Item here, as well as other packaging quantities where applicable. Example: For this Item, a Case contains 12 Each.

Item Par Locations Personalize | Find | View All | First 1-10 of 10

Business Unit	Par Location ID	Description	Item ID	Compartment	Optimal Qty	Unit of Measure	Patient UOM	Patient UOM Co
CSTOR	JCBB045	6210PR10 OR Substerile Par	5013896	CAB2B03	1	EA	EA	
CSTOR	JCBB018	6200PR000 GSC OR StockItem SC	5013896	1M403CRD	1	EA	EA	
CSTOR	JCBB020	6202PR1 GSC Pre/Post Op Par	5013896	0180CRD	1	EA	EA	
QDECK	PARUHC026	UH 3E29 ANESTHESIA PAR	5013896		2	EA	EA	
QDECK	BBUP0059	406-7 HEART & VASCULAR KEENE	5013896	BBUP				
QDECK	BBUP0051	303 KEENE COLUMBIA ENT	5013896					
QDECK	BBUP0052	812 KEENE ALLERGY	5013896					
QDECK	PARUP0014	UP 208 HEARING AND BALANCE	5013896					
QDECK	PARUP0046	S Prov Med Bldg-Rm 2108	5013896					
QDECK	PARUHC061	UH UP C1022 MEDICINE PAR	5013896		2	EA	EA	

Preview current inventory by location prior to creating a requisition.

Stock Balances Personalize | Find | View All | First 1-3 of 3 Last

Business Unit	Item ID	Average Purchase Price	Quantity On Hand	Qty Available	Reorder Point	Maximum Qty	Transaction History
CSTOR	5013896	4.2452	35	35	24	36	Transaction History
QDECK	5013896	4.2435	27	25	36	72	Transaction History
UHDST	5013896	4.2439	4	4	2	4	Transaction History

Default Storage Locations Personalize | Find

Business Unit	Item ID	Storage Area
CSTOR	5013896	BERCK

The Item Search page will only display items available through the MUHC Item Master. Items ordered as non-catalog, or through Show-Me Shop, will not be included in these searches.

To create a custom Item Search tile, see the **Customizing PeopleSoft ePro MUHC Reference** at: https://www.umsystem.edu/ums/fa/procurement/ePro/ePro_Training_Health#resources

For Item Search video tutorials, including navigation and saving the page as a favorite or custom tile, visit the eProcurement & Show-Me Shop Learning Channel at: <https://share.percipio.com/cd/n9mRx6wel>