

# How to: Manage BOM Items

1. Go to the Business Data menu.



2. Select the BOM entity.

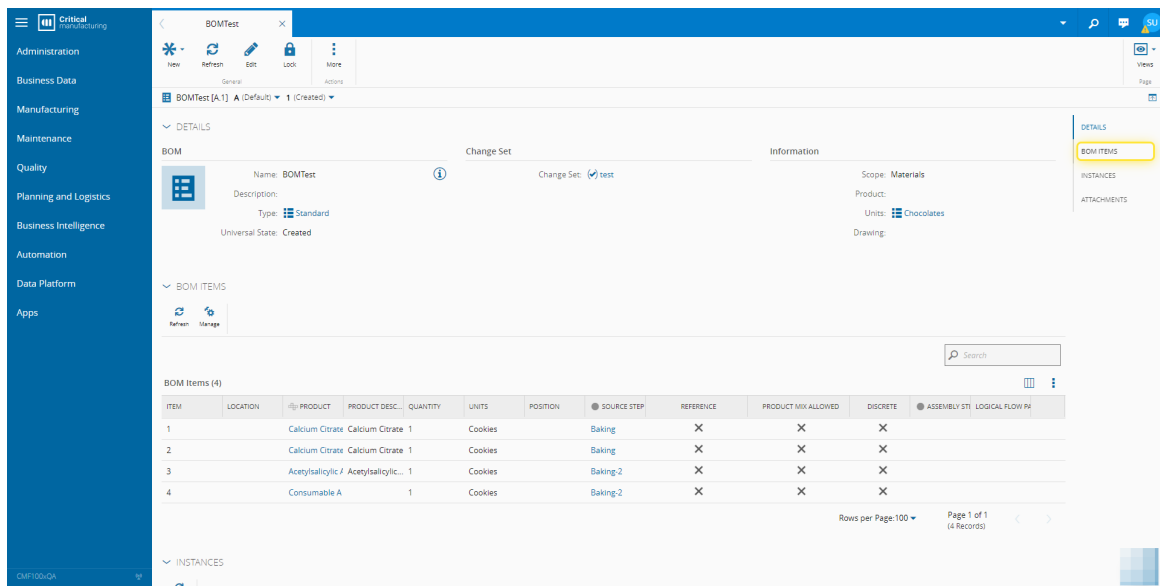


3. Select the BOM you need.

(BOMTest [A] for this example)

NAME	DESCRIPTION
Acetylsalicylic Acid ABS [A]	Acetylsalicylic Acid ABS BOM
Acetylsalicylic Acid REL [A]	Acetylsalicylic Acid REL BOM
Belgas [A]	Belgas BOM
BOMTest [A]	
Durable [A]	
SMT [A]	

#### 4. Select the BOM ITEMS section.



The screenshot shows the 'BOMTest [A]' details page. The 'BOM ITEMS' section is expanded, displaying a table with 4 items. The table columns are: ITEM, LOCATION, PRODUCT, PRODUCT DESC., QUANTITY, UNITS, POSITION, SOURCE STEP, REFERENCE, PRODUCT MIX ALLOWED, DISCRETE, ASSEMBLY ST, and LOGICAL FLOW PH.

ITEM	LOCATION	PRODUCT	PRODUCT DESC.	QUANTITY	UNITS	POSITION	SOURCE STEP	REFERENCE	PRODUCT MIX ALLOWED	DISCRETE	ASSEMBLY ST	LOGICAL FLOW PH
1		Calcium Citrate	Calcium Citrate	1	Cookies	Baking		X	X	X		
2		Calcium Citrate	Calcium Citrate	1	Cookies	Baking		X	X	X		
3		Acetylsalicylic / Acetylsalicylic...		1	Cookies	Baking:2		X	X	X		
4		Consumable A		1	Cookies	Baking:2		X	X	X		

#### 5. Select Manage.

For more information, see [Manage BOM Items - Critical Manufacturing Documentation Portal](#)

BOMTest [A.1] A (Default) 1 (Created)

BOM ITEMS

Refresh Manage

BOM Items (4)

ITEM	LOCATION	PRODUCT	PRODUCT DESC...	QUANTITY	UNITS	POSITION	SOURCE
1		Calcium Citrate	Calcium Citrate	1	Cookies		Baking
2		Calcium Citrate	Calcium Citrate	1	Cookies		Baking
3		Acetylsalicylic A	Acetylsalicylic...	1	Cookies		Baking

6. Add, remove or re-order as needed.

For this example, we are going to Add.

Manage BOM Items

BOM ITEMS SUBSTITUTES

BOMTest [A.1]

BOM Items

PRODUCT	QTY
Calcium Citrate [A] (Calcium Citrate) <i>No Position</i>	1 Cookies
Calcium Citrate [A] (Calcium Citrate) <i>No Position</i>	1 Cookies
Acetylsalicylic Acid [A] (Acetylsalicylic Acid) <i>No Position</i>	1 Cookies
Consumable A [A] <i>No Position</i>	1 Cookies

BOM Items Details

\* Product: Calcium Citrate [A]

Product Description: Calcium Citrate

\* Quantity: 1

Units: Cookies

Location:

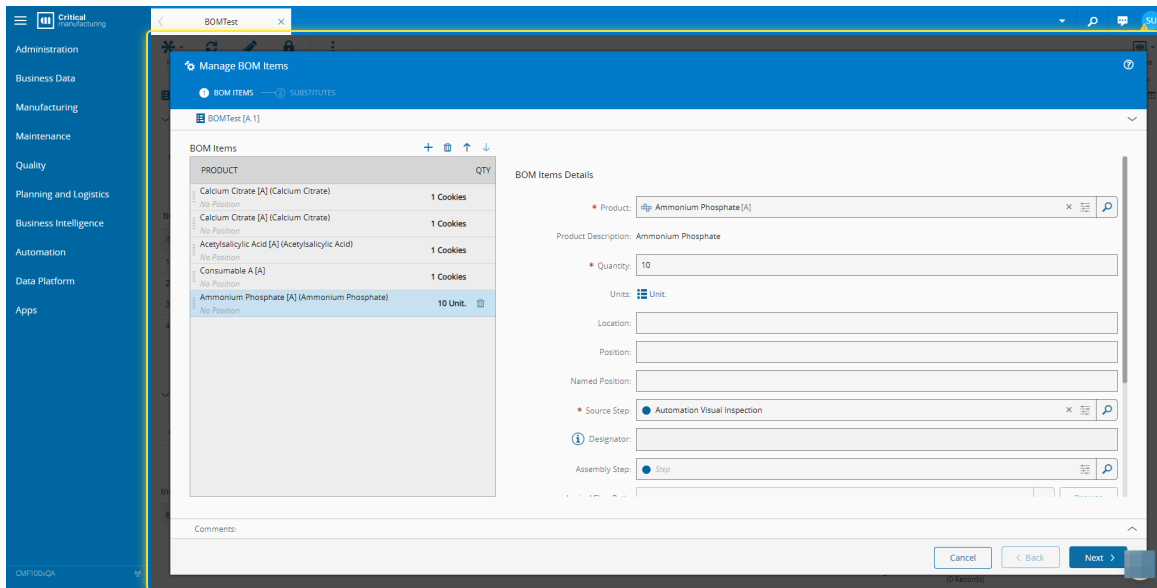
Position:

Named Position:

\* Source Step: Baking

Designator:

7. Enter the necessary information and select Next.



8. Add the necessary information for the Substitute Products if needed and then select Update.

