

# How do I add a part?

- 1. Click on **New...**
- 2. Complete all required fields.

Part details associated with location Mastex Trader

General details

Supplier

Comments

Category

Documents

Stock from other locations

Crewing

General details

Description:

Part number:

Own code:

Will be generated when save.

Image:

Is critical:

Is operational critical:

HazMat docs required:

Stock details

Actual stock:

Minimum stock:

Maximum stock:

Details

Manufacturer:

Catalog no.:

Budget code:

Drawing no.:

Pos no.:

Ship drawing no.:

Save

Save & close

Close

- 3. Click on **Save & close.**

**Own code:** There is an option that allows you to generate the code automatically. This own code is used as a reference during the import process. During the import process, MXSuite will check whether the part is present using the own code. If the own code is present during import process, the part will be overwritten. If the own code is not present, a new part will be created.

**Material declaration document:** This function allows you to link a material declaration document to a part. You can find it at **Documents > Material declaration document.**