# Inventory Item Numbering

The Inventory Items shall be assigned a unique number for use in the MLTA database. It will consist of an eight digit number. The first three digits will indicate a classification of the item, the following are the category assignments:

* 100—Hardware (this consists of general screws and miscellaneous hardware items and should

only be counted per container unless needs arise for more precise monitoring)

* 200—Chassis Electrical (this can include interior or exterior lighting , fuses, relays, radios and

GPS)

* 300—Chassis Mechanical Components (brakes, suspension, exhaust components, doors, windows,
* body panels, light housings)
* 400—Engine Electrical (sensors, switches, wiring, connectors, ignition components, alternators,

starters)

* 500—Engine Mechanical Components (items such as, turbo kits, A/C pumps, Water pumps)
* 600—Fuel System Components
* 700—Chemicals (i.e. Brake Parts Cleaner, antifreeze/coolant, WD-40, Car Wash Solution)
* 999—Category unknown or not listed

The final five digits of the item number will be added by the personnel who enter the data into QuickBooks and should be added in a sequential order starting 10000, 10001, 10002, 10003, etc.

Items that are “paired” items can be listed as “sub-categories” to what is shown above. As an example, headlight bulbs may be 20110035, the headlight high beam switch could be 20210035, the headlight on/off switch could be 20310035, or a special “specific-use” bolt could be 10110049 could have a corresponding nut 10210049. Fuel System Components category could be divided with 600—649 numbers being reserved for diesel parts and 650— 699 being used for gasoline parts. This truly should only be used in specific circumstances and will require either the garage personnel or a dedicated storeroom clerk to group the items.

Once adding extra vendors for identical parts (to have different price points set) the numbers will have “.01”, “.02”, etc. added to the end. i.e. 40010025 is an oxygen sensor from the primary vendor, 40010025.01 would be the same part from a secondary distributor).