**Material Number Search**

**MM03**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

View the master data on a material

DOT Material Number Request

<http://www.ncbussafety.org/BSIP/SupportRequest.html>

**Website Application:**

**Note(s):**

* **Example of Material to Search**

Material - Fuel Filter

Vendor - Napa

Part # - 7502

Fits - 2015 Ford F250

WIX Cross-reference number - 33634

Luberfiner Cross-reference number - PH500

* This transaction is utilized to find DOT numbers for material(s) that the plant is planning to stock on the shelf for a period longer than two weeks. If the time period is less, please see the tutorial titled “Charge Inventory or Sublet (ZFB61)”

1. Open Transaction **MM03**
2. *Display Material (Initial Screen)* window opens
   1. <*Click*> on the Material Field (Activates Field)
   2. <*Click*> **Matchcode icon** A close up of a window

      Description automatically generated
3. *Display Material (Initial Screen) – Material Number (1)* window updates
   1. <*Click*> **Menu icon** 
   2. <*Double-Click*> G: Search Help for Manufacturer Part Number
   3. Mfr Part Number Field – Input numeric(s) of the vendor’s part number
   4. Insert a wild card \* <*Shift-8*> at the beginning, end, and between each digit.
   5. <*Enter*>

In our example (See Note(s)) 276 entries were discovered that contain 7502 in the MPN (Manufacturer Part Number) column.

Due to the wild cards; 7502 may occur with other digits between our numeric(s) that we are searching.  
(i.e., 750 x 20 contains 7502 but it is a tire.)

* 1. <*Click*> **Find icon** 

1. Find window updates
   1. Input a keyword for item (i.e., filter)
   2. <*Click*> **Find icon** 

The line with the first occurrence “filter” will display highlighted.

* 1. <*Click*> Find Again icon 

This will allow you to continue searching on the same criteria if this is not the item. Repeat as necessary.

Note: This part will not be found.

Updated

12-23-2019

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* If you recall, the material was a NAPA 7502 Fuel Filter; most MPN numbers are NOT setup for this type of vendor. While this vendor may carry the part; it is not a company known for handling fleet materials. So, what do we do Now? Before submitting a DOT Creation Request, first look for cross-references from other vendors. For filters look at WIX’s and LuberFiner’s websites. (For other type of parts do a google search for cross-reference numbers).

1. Re-begin search by entering the numeric(s) of the vendor’s part number (Cross-reference) for the field Mfr Part Number  
     
   Insert a wild card \* <*Shift-8*> at the beginning, end, and between each digit.
2. <*Click*> **Start Search icon** 

If the search criteria are not found; the message  is displayed.

1. By using the vendor’s part number (Cross-reference) the item was found. EEA000112 may be extended to the plant.
2. If the material number was undiscovered, repeat the steps utilizing the other cross-reference numbers.

If you have exhausted your search using the original vendor number and all the cross-reference numbers; and this part is going to be stocked. Then use the website application for DOT Material Number Request.

**Timeline:**

* Material number creation application is sent to the DOT within 24 hours of receiving at DPI
* DOT receives the request a reply will typically be returned within 48 hours to DPI
* At that juncture response will be forwarded to the client containing the New DOT #.

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