How to Create a Part One at a Time

Last Modified on 11/06/2026 11:56 am EST

Overview

Use this guide when adding a single part to your Item List in 1place. You'll enter the part's details, assign a vendor, and configure pricing and inventory settings so you can use the part in sales and purchasing transactions.

Steps

1. **Open the Item List.** Open **Items** from the Main Menu.
2. **Open the new item screen.** Click **New** at the bottom left of the Item List to open **Add New Product or Service Item**. You can also press **Ctrl + F10** or select **Quick Start > + > Item**.
3. **Enter the basic part information.** On the **New Item** tab, complete the fields that apply to your part.

Field	What to enter or select
Item Number	Enter the part's identifying number or code. This field is required.
Description	Enter a description of the part.
Type	Select the item type from the options below.
Search Category	Select the designated category from your catalog.
Search Sub Category	Select the designated subcategory from your catalog.

The **Type** field tells 1place what kind of item you're creating. Choose the option that matches how you use the item.

- **Inventory** — For items you track in stock.
- **Service** — For work you charge for, such as labor or installation.
- **Non-Inventory** — For products you buy or sell without tracking stock quantities.
- **Assembly** — For an item made up of multiple components.

4. **Enter the vendor information.**

Field	What to enter or select
Default Vendor	Select the part's primary supplier from your existing vendor list.
Vendor Item #	Enter the vendor's part number.
Vendor Item Cost	Enter the cost your vendor charges for the part.
Vendor Case Pack	Enter the number of units in a case.

Vendor Lead Time (# Days)	Enter the vendor's lead time in days.
Vendor CuSqFt	Enter the volume provided by the vendor, if applicable.

5. **Add catalog and identification details.**

Field	What to enter or select
SubCategory2	Use this customizable field as configured in your catalog. A common use is the vehicle year range, such as `93-95`.
Search Years Listing	List each applicable year, separated by commas. For a year range of `93-95`, enter `93,94,95`.
SubCategory3	Select the value your catalog uses for this customizable field. A common use is vehicle make.
SubCategory4	Select the value your catalog uses for this customizable field. A common use is vehicle model.
Quality Indicator	Select the applicable quality indicator from the options set up in your catalog.
OEM Manufacturer	Select the original equipment manufacturer from the values already entered in 1place.
OEM Model #	Enter the model identifier assigned by the original equipment manufacturer, if applicable.
UPC Code	Enter the part's Universal Product Code, if applicable.
Master Item #	Enter the master item number if your company uses one for this part.
Industry Interchange #	Enter the industry reference number used to cross-reference equivalent or interchangeable parts, if applicable.

6. **Enter pricing information.**

Field	What to enter
List Price	Enter the part's list price.
OEM Price	Enter the original equipment manufacturer's price, if applicable.

7. **Review the item checkboxes.**

Checkbox	When to select it
Taxable	Select if the part is taxable.
Special Order	Select if you typically order the part for a specific sale.
Location / Bin Tracking	Select to track inventory by bin location.
Serialized	Select if you track the item's inventory by serial number.
Assembly	Select when creating an assembly item. In the **Assembly Type** dropdown, choose **Pre-Assembled Assembly**, **Automated Assembly**, or **Editable Assembly**.
Show on eCommerce	Select if the part should appear on your integrated website.
Round up to Case Qty on PO Batch	Select to round the quantity up to a full case when creating batch purchase orders.
Order and Receive as Case on PO	Select to order and receive the item by the case on purchase orders.

If you're creating a part that will be used as a component, add it from the finished assembly's **Bundles (Assemblies)** tab. See Item Assembly (Bundle) - How to Create and Build.

8. **Enter storage and shipping details.**

Field	What to enter or select
Bin	Enter the bin where the part is stored.
Zone	Enter the warehouse zone that the bin belongs to.
Unit Of Measure (UOM)	Select the unit used for the part.
Shipping Weight/Unit	Enter the part's shipping weight.
Volume / Cu SqFt	Enter the part's volume, if applicable.
Replenish Stock Category	Select the applicable replenishment category.
Pricing Category	Select the applicable pricing category.
Core Charge Item Number	Select the associated core charge item, if applicable.
Related Core Charge	Review the related core charge, if applicable.

9. **Review QuickBooks Online settings.** If your company uses QuickBooks Online, review **Sync with QuickBooks Online** and select the applicable **QuickBooks Income Account**, **QuickBooks Expense Account**, and **QuickBooks Asset Account**.
10. **Save the part.** Review the information and click **Save**.