

Simple Bill of Materials Spreadsheet Template

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General Instructions

This spreadsheet is broken down into 4 main areas:

Product or project register.

Supplier Register

Product BOM.

Component register

This is the basic information you need to record for any Bill of Materials.

Product or Project Register

List all of your main or header projects and/or products here.

Sub-assemblies can also be listed here.

Only one product list is required.

Develop a meaningful method of numbering products or projects.

Always record the overall revision number and date of your product or project.

The product number will reference the product BOM which lists the BOM in detail.

Supplier Register

List all of your component suppliers here with their complete details.

This saves time recording and updating supplier details in the BOM.

Name suppliers in your BOM and the BOM references this register for details.

Only one supplier register sheet is required.

Product BOM

Use the Product BOM sheet as a blank template.

Copy a new sheet for every Product you want to list.

You may also need to use separate sheets for sub-assemblies you manufacture separately.

Rename the new sheet as the Product number.

List basic information of all of the components that make up your product here.

Component details are listed in the components spreadsheet.

Heading descriptions are as follows:

<i>Item:</i>	Optional field to give an item number for each part.
<i>Name:</i>	Name of the part or sub-assembly
<i>Description:</i>	Description of the component or sub-assembly.
<i>Drawing/Part No ref:</i>	If you have an assembly drawing, list the item number that refers to this part here for
<i>Type:</i>	To indicate different types of parts. E.g. Assembly, component, mechanical part, etc
<i>Rev:</i>	The revision number of the individual part. Different products can use different revisions
<i>Date:</i>	The revision date.
<i>Qty:</i>	Qty required per product.
<i>Unit Price:</i>	Reference this field to the unit price in the components register.
<i>Total Price:</i>	Calculated field. Equals QtyxUnit price.

Components

List all of your components here in one long list. The order is inconsequential.

Or you may choose to have different sheets for different types of components (type is referenced in the Product BOM). Use meaningful drawing or part numbering system and reference these numbers in your Product BOM.

There are additional columns for tracking part costs. Reference these fields in your product BOM for costing.

Add a column for qty in stock if you want to use this spreadsheet to also track inventory.

Heading descriptions are as follows:

<i>Drawing/Part No.</i>	Enter the drawing number or part number here.
<i>Name:</i>	Name of the part
<i>Description:</i>	Description of the part
<i>Type:</i>	Type of part. May also be indicated by use of different component registers for different
<i>Rev:</i>	Current revision of individual part.

<i>Date:</i>	Revision date
<i>Supplier</i>	Name of the supplier of this part. References the supplier register.
<i>Supplier part No.</i>	The part number your supplier uses, not your own, internal part number.
<i>Order Qty:</i>	Record the minimum order quantity.
<i>Unit:</i>	What is the unit for this item? E.g. each, meter, litre, square meter etc.
<i>Unit price:</i>	Unit price for recording costs.
<i>Lead time:</i>	Record the lead time of time it takes to order or manufacture a product for scheduling

o easy reference. Or if you have part numbers allocated, list them here.
critical part, manufactured, bought etc.
versions of the same part.

(to BOM).

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different types of parts.

ng purposes.

Product or Project List

Product No.	Name
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Description	Rev.	Date
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Supplier Register

Supplier Name	Contact Name	Street
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Suburb	State	PostCode	Country	Phone	Fax
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Email	Web	Notes
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Product Name:
Product Number:

Item	Name	Description
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Rev:
Date:
Last Updated:

Drawing/Part No.	Type	Assembly Ref.	Rev.	Date	Qty
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Component List

Drawing/Part No.	Name	Description	Type
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Rev.	Date	Supplier	Supplier Part No.	Order Qty
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Unit	Unit Price	Lead Time
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