



USER MANUAL

Master Work Flow Tool (MWT).

Material Master

October, 2014

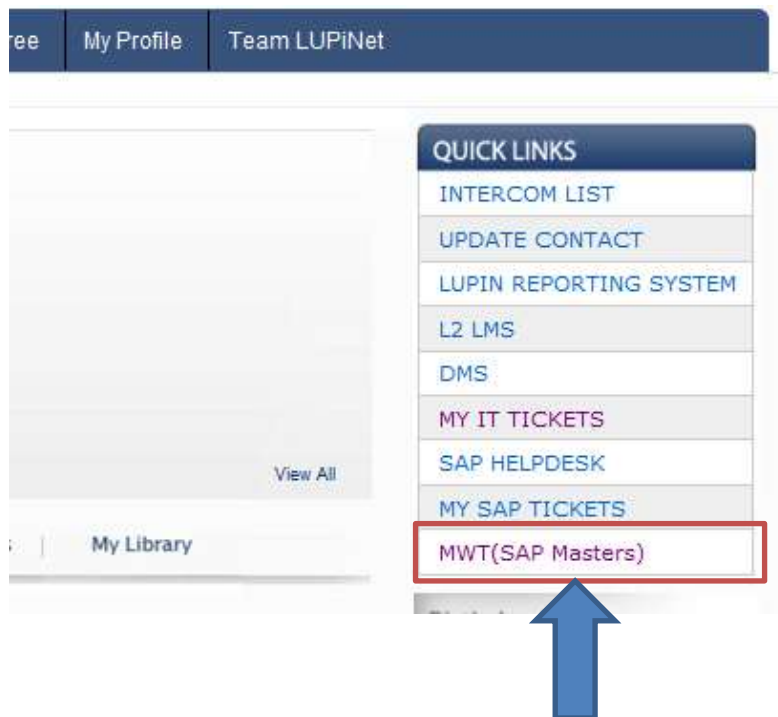
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I. General Section

A. Login

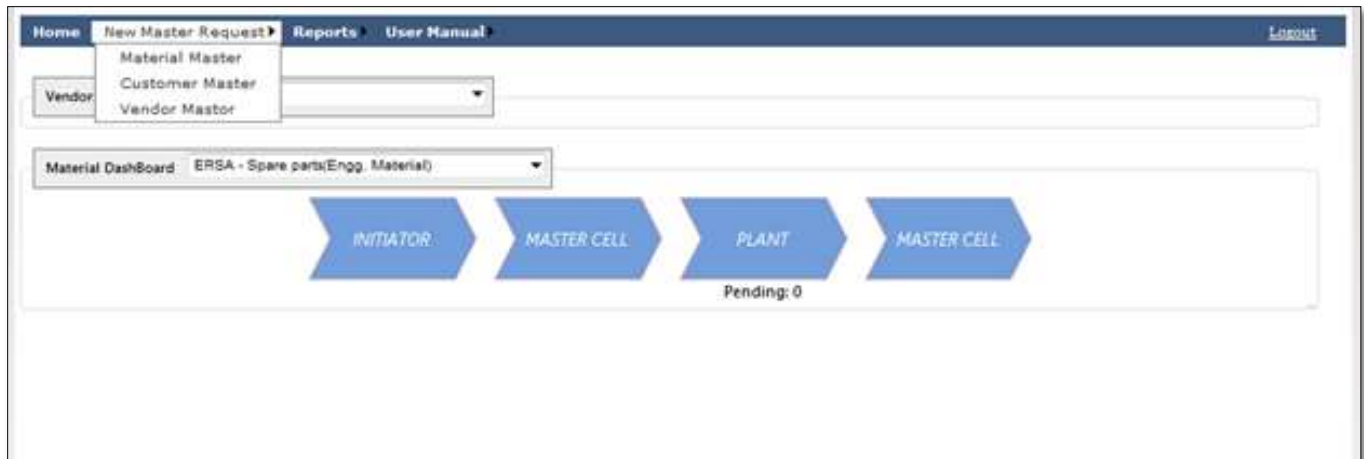
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per Material Type


Use navigation Menu to Access the Material Master section



II. Material Master Section

Following section can be used for the following actions:

1. Search Material Master as per the criteria
 - a. Pending for your approval
 - b. Created by you
 - c. Roll backed to you
 - d. Incomplete
 - e. Rejected By Me
 - f. Approved
2. Create Material Master
3. Change Request
4. Material Extension
5. Material Master Block / Unblock Request


Welcome SPOC - Material (Plant User)

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Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

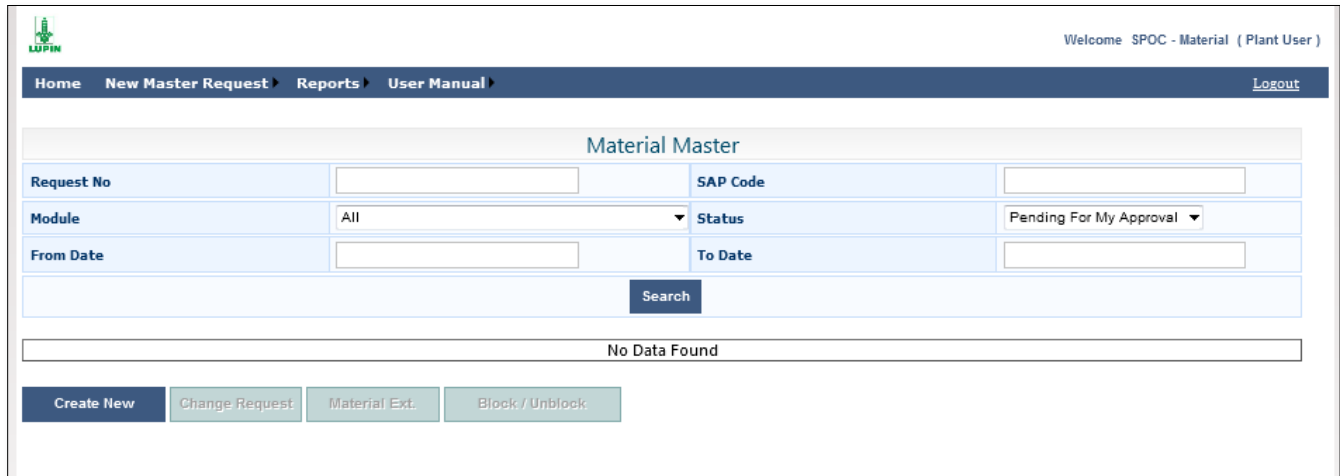
No Data Found

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A. Pending For Approval Material Master Request

i. Search

- Select the status as "Pending for My Approval" and click "Search".



Material Master

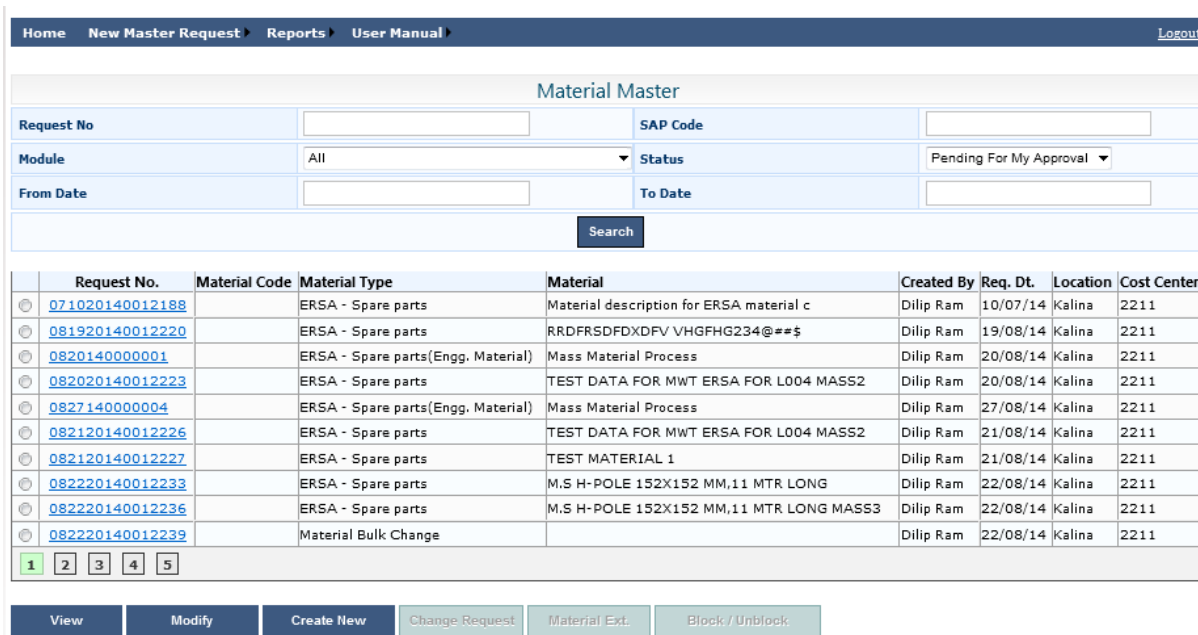
Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

[Search](#)

No Data Found

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- Requests pending for your approval will be displayed.



Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

[Search](#)

Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center
071020140012188		ERSA - Spare parts	Material description for ERSA material c	Dilip Ram	10/07/14	Kalina	2211
081920140012220		ERSA - Spare parts	RRDFRSDFDXDFV VHGFHG234@#=#	Dilip Ram	19/08/14	Kalina	2211
0820140000001		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	20/08/14	Kalina	2211
082020140012223		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	20/08/14	Kalina	2211
0827140000004		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	27/08/14	Kalina	2211
082120140012226		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	21/08/14	Kalina	2211
082120140012227		ERSA - Spare parts	TEST MATERIAL 1	Dilip Ram	21/08/14	Kalina	2211
082220140012233		ERSA - Spare parts	M,S H-POLE 152X152 MM,11 MTR LONG	Dilip Ram	22/08/14	Kalina	2211
082220140012236		ERSA - Spare parts	M,S H-POLE 152X152 MM,11 MTR LONG MASS3	Dilip Ram	22/08/14	Kalina	2211
082220140012239		Material Bulk Change		Dilip Ram	22/08/14	Kalina	2211

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ii. Material Selection

- Please select the Material Request to be processed.
- Click Modify to proceed.

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Material Master

Request No		SAP Code	
Module	All	Status	Pending For My Approval
From Date		To Date	

Search

	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center
<input type="radio"/>	071020140012188		ERSA - Spare parts	Material description for ERSA material c	Dilip Ram	10/07/14	Kalina	2211
<input type="radio"/>	081920140012220		ERSA - Spare parts	RRDFRSDFDXDFV VHGFHG234@##\$	Dilip Ram	19/08/14	Kalina	2211
<input type="radio"/>	0820140000001		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	20/08/14	Kalina	2211
<input type="radio"/>	082020140012223		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	20/08/14	Kalina	2211
<input type="radio"/>	0827140000004		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	27/08/14	Kalina	2211
<input type="radio"/>	082120140012226		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	21/08/14	Kalina	2211
<input checked="" type="radio"/>	082120140012227		ERSA - Spare parts	TEST MATERIAL 1	Dilip Ram	21/08/14	Kalina	2211
<input type="radio"/>	082220140012233		ERSA - Spare parts	M.S H-POLE 152X152 MM,11 MTR LONG	Dilip Ram	22/08/14	Kalina	2211
<input type="radio"/>	082220140012236		ERSA - Spare parts	M.S H-POLE 152X152 MM,11 MTR LONG MASS3	Dilip Ram	22/08/14	Kalina	2211
<input type="radio"/>	082220140012239		Material Bulk Change		Dilip Ram	22/08/14	Kalina	2211

1 2 3 4 5

View

Modify

Create New

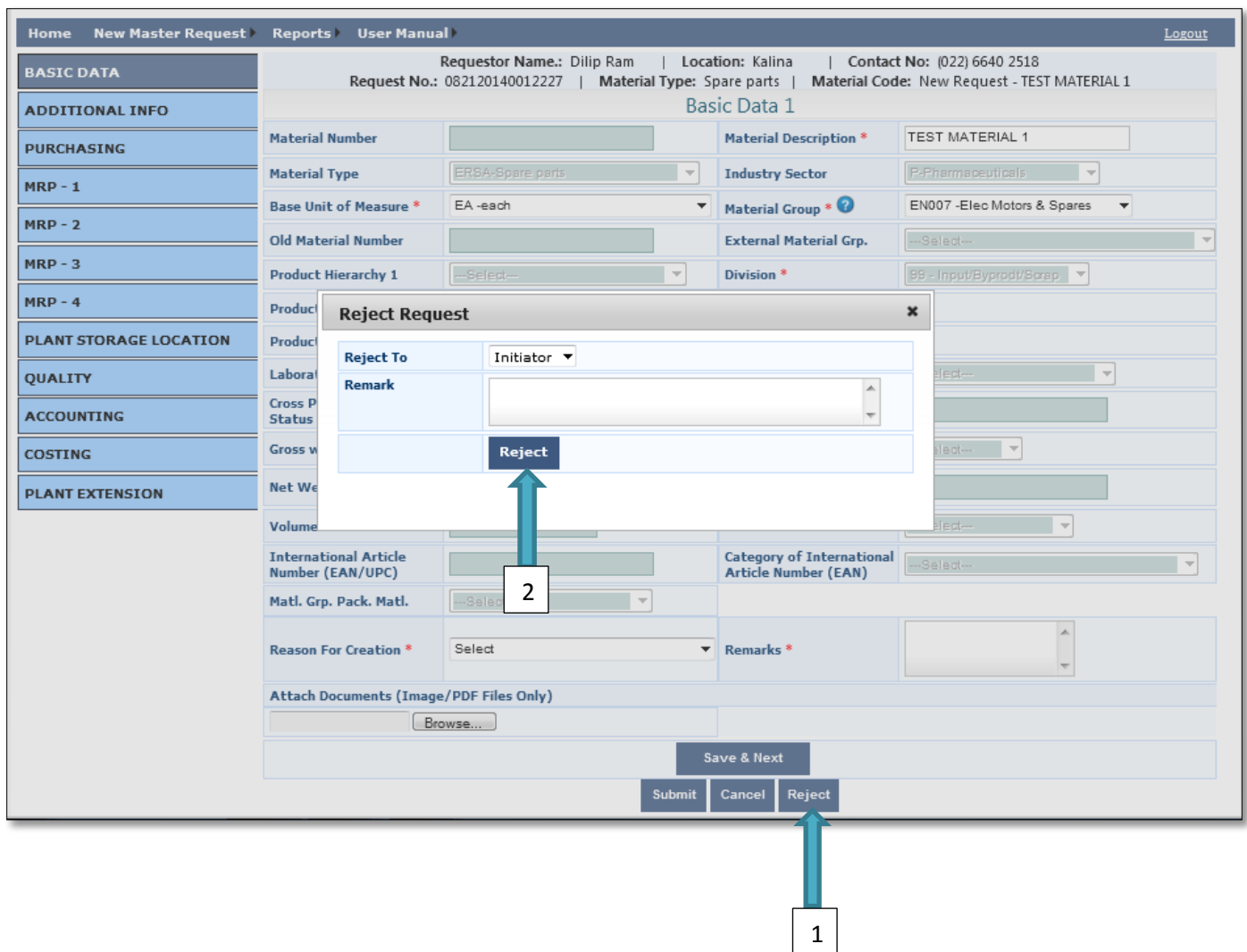
Change Request

Material Ext.

Block / Unblock

iii. Request Rejection

- Please verify the data filled in all the sections.
- Verify the data is incorrect or insufficient.
- Click on Reject
- Select the Reject to Option.
- Please Fill in the Remarks and click “Reject”.
- An Alert mail will be sent to the related users.



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Requestor Name: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 082120140012227 | Material Type: Spare parts | Material Code: New Request - TEST MATERIAL 1

Basic Data 1

Material Number: [Text Field] Material Description *: TEST MATERIAL 1
Material Type: [Dropdown: ERS-Spare parts] Industry Sector: [Dropdown: P-Pharmaceuticals]
Base Unit of Measure *: [Dropdown: EA -each] Material Group *: [Dropdown: EN007 -Elec Motors & Spares]
Old Material Number: [Text Field] External Material Grp.: [Dropdown: --Select--]
Product Hierarchy 1: [Dropdown: --Select--] Division *: [Dropdown: 89 - Input/Byprod/Scrap]

Product: [Text Field]
Laboratory: [Text Field]
Cross Product Status: [Text Field]
Gross Weight: [Text Field]
Net Weight: [Text Field]
Volume: [Text Field]

International Article Number (EAN/UPC): [Text Field] Category of International Article Number (EAN): [Dropdown: --Select--]
Matl. Grp. Pack. Matl.: [Dropdown: --Select--]

Reason For Creation *: [Dropdown: Select] Remarks *: [Text Area]

Attach Documents (Image/PDF Files Only)
[Browse...]

Save & Next
Submit Cancel Reject

Reject Request

Reject To: [Dropdown: Initiator]
Remark: [Text Area]
Reject

2

1

iv. Request Modification

- Please verify the data filled in all the sections.
- If any modification are required, do the modifications and click on 'Save & Next'.

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BASIC DATA
Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 082120140012227 | Material Type: Spare parts | Material Code: New Request - TEST MATERIAL 1

ADDITIONAL INFO
Basic Data 1

PURCHASING	Material Number		Material Description *	TEST MATERIAL 1
MRP - 1	Material Type	ERCA-Spare parts	Industry Sector	P-Pharmaceuticals
MRP - 2	Base Unit of Measure *	EA -each	Material Group *	EN007 -Elec Motors & Spares
MRP - 3	Old Material Number		External Material Grp.	--Select--
MRP - 4	Product Hierarchy 1	--Select--	Division *	99 -Input/Byprod/Scrap
PLANT STORAGE LOCATION	Product Hierarchy 2	--Select--		
QUALITY	Product Hierarchy 3	--Select--		
ACCOUNTING	Laboratory/Design Office	--Select--	Gen Item Category Grp	--Select--
COSTING	Cross Plant Material Status	--Select--	Valid From	
PLANT EXTENSION	Gross weight		Weight Unit	--Select--
	Net Weight		Production/Inspection Memo	
	Volume		Volume Unit	--Select--
	International Article Number (EAN/UPC)		Category of International Article Number (EAN)	--Select--
	Matl. Grp. Pack. Matl.	--Select--		
	Reason For Creation *	Select	Remarks *	

Attach Documents (Image/PDF Files Only)

v. Request Approval

- Please verify the data filled in all the sections.
- Verify the data is correct or sufficient.
- Click on “Approve”.
- An Alert mail will be sent to the related users.

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BASIC DATA

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 082120140012227 | Material Type: Spare parts | Material Code: New Request - TEST MATERIAL 1

ADDITIONAL INFO

PURCHASING

MRP - 1

MRP - 2

MRP - 3

MRP - 4

PLANT STORAGE LOCATION

QUALITY

ACCOUNTING

COSTING

PLANT EXTENSION

Basic Data 1

Material Number		Material Description *	TEST MATERIAL 1
Material Type	ERSA-Spare parts	Industry Sector	P-Pharmaceuticals
Base Unit of Measure *	EA -each	Material Group * ?	EN007 -Elec Motors & Spares
Old Material Number		External Material Grp.	--Select--
Product Hierarchy 1	--Select--	Division *	89 - Input/Byprod/Scrap
Product Hierarchy 2	--Select--		
Product Hierarchy 3	--Select--		
Laboratory/Design Office	--Select--	Gen Item Category Grp	--Select--
Cross Plant Material Status	--Select--	Valid From	
Gross weight		Weight Unit	--Select--
Net Weight		Production/Inspection Memo	
Volume		Volume Unit	--Select--
International Article Number (EAN/UPC)		Category of International Article Number (EAN)	--Select--
Matl. Grp. Pack. Matl.	--Select--		
Reason For Creation *	Select	Remarks *	

Attach Documents (Image/PDF Files Only)

vi. Request Mass Rejection

- Please verify the data filled in all the sections.
- Verify the data is incorrect or insufficient.
- Click on 'Reject All'
- Select the Reject to Option.
- Please fill in the individual rejection remarks if applicable.
- Please Fill in the Remarks and click "Reject".
- An Alert mail will be sent to the related users.

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Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 0827140000004 | Material Type: Spare parts | Material Code: Mass Process

Mass Material Process

Sub - Request No.	Material Code	Material Type	Material	Req. Dt.	Remarks
082020140012224		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS3	20/08/14	
082020140012225		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS5	20/08/14	

Modify Approve All Cancel Reject All

Reject To Initiator

Remark

Reject 1 Reject

2

3

4

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Sub_Request_No	Plant	Storage_Location	Mat	umber	Material_Type	Base_Unit_Of_Measure	Material_Short_Description	Material_Group	Division	Reason_For_Creation	Rema
082020140012224	L021	0151			ERSA	L	TEST DATA FOR MWT ERSA FOR L004 MASS3	EN001	30		
082020140012225	L021	0151			ERSA	L	TEST DATA FOR MWT ERSA FOR L004 MASS5	EN001	30		

vii. Request Mass Modification

- Select the request to be modified.
- Click on Modify to proceed further.

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Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 0827140000004 | Material Type: Spare parts | Material Code: Mass Process

Mass Material Process

	Sub - Request No.	Material Code	Material Type	Material	Req. Dt.
<input checked="" type="checkbox"/>	082020140012224		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS3	20/08/14
<input type="checkbox"/>	082020140012225		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS5	20/08/14

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Sub_Request_No	Plant	Storage_Location	Material_Number	Material_Type	Base_Unit_Of_Measure	Material_Short_Description	Material_Group	Division	Reason_For_Creation	Rem:
082020140012224	L021	0151		ERSA	L	TEST DATA FOR MWT ERSA FOR L004 MASS3	EN001	30		
082020140012225	L021	0151		ERSA	L	TEST DATA FOR MWT ERSA FOR L004 MASS5	EN001	30		

- Please verify the data filled in all the sections.
- If any modification are required, do the modifications and click on 'Save & Next'.

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Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518

Request No.: 0827140000004 - 082020140012224 | Material Type: Spare parts | Material Code:

Basic Data 1

BASIC DATA	Material Number		Material Description *	TEST DATA FOR MWT ERSA FOR
ADDITIONAL INFO	Material Type	ERSA-Spare parts	Industry Sector	P-Pharmaceuticals
PURCHASING	Base Unit of Measure *	L -Liter	Material Group *	EN001 -Filters Spares
MRP - 1	Old Material Number		External Material Grp.	--Select--
MRP - 2	Product Hierarchy 1	--Select--	Division *	89 - Input/Byprod/Scrap
MRP - 3	Product Hierarchy 2	--Select--		
MRP - 4	Product Hierarchy 3	--Select--		
PLANT STORAGE LOCATION	Laboratory/Design Office	--Select--	Gen Item Category Grp	--Select--
QUALITY	Cross Plant Material Status	--Select--	Valid From	
ACCOUNTING	Gross weight		Weight Unit	--Select--
COSTING	Net Weight		Production/Inspection Memo	
PLANT EXTENSION	Volume		Volume Unit	--Select--
	International Article Number (EAN/UPC)		Category of International Article Number (EAN)	--Select--
	Matl. Grp. Pack. Matl.	--Select--		
	Reason For Creation *	Select	Remarks *	

Attach Documents (Image/PDF Files Only)

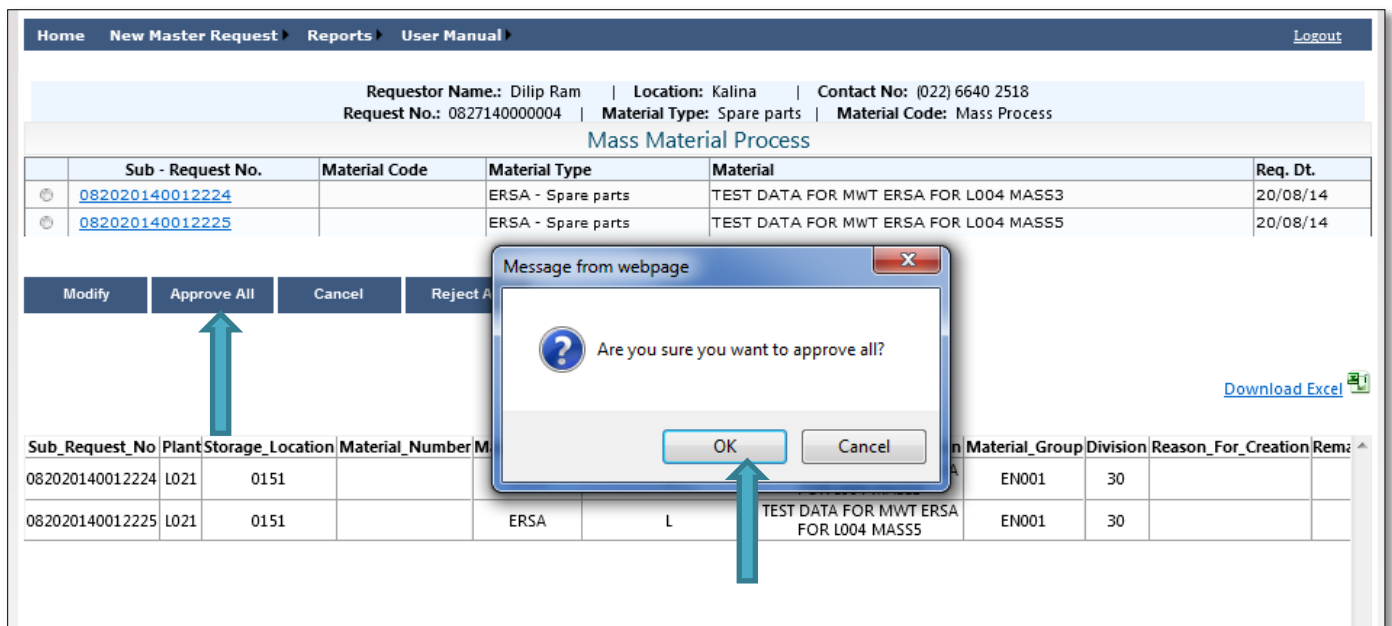
[Browse...](#)

[Save & Next](#)

[Cancel](#)

viii. Request Mass Approval

- Please verify the data filled in all the sections.
- Verify the data is correct or sufficient.
- Click on “Approve All”.
- It will ask you to confirm ‘Are you sure you want to approve?’
- Click ‘OK’ to confirm.
- An Alert mail will be sent to the related users.



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Requestor Name: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 0827140000004 | Material Type: Spare parts | Material Code: Mass Process

Mass Material Process

Sub - Request No.	Material Code	Material Type	Material	Req. Dt.
082020140012224		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS3	20/08/14
082020140012225		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS5	20/08/14

Modify Approve All Cancel Reject All

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Sub_Request_No	Plant	Storage_Location	Material_Number	Material_Group	Division	Reason_For_Creation	Rem:
082020140012224	L021	0151		EN001	30		
082020140012225	L021	0151		EN001	30		

Thank You!