



USER MANUAL

Master Work Flow Tool (MWT).

Material Master

Sept, 2014

Contents

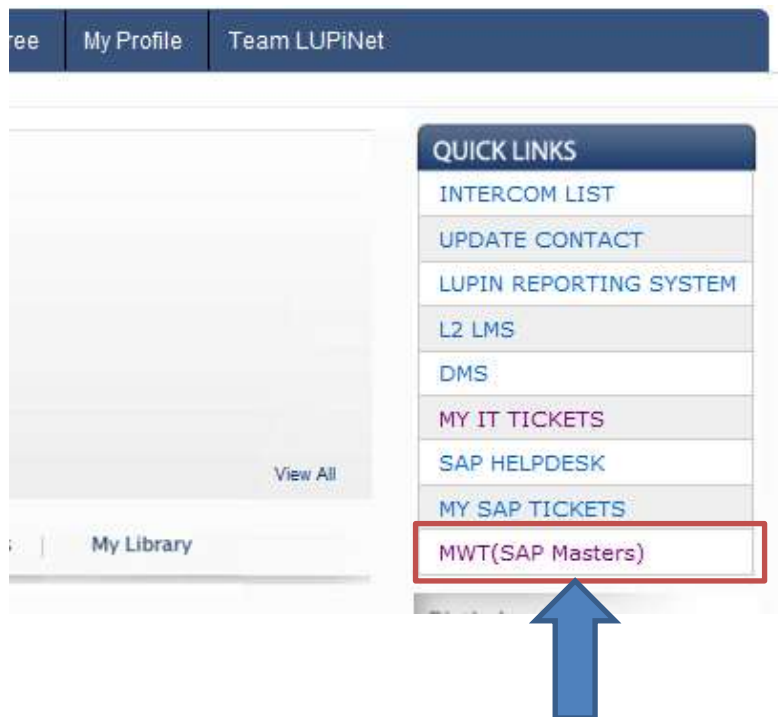
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I. General Section

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

[Home](#)
[New Master Request](#)
[Reports](#)
[User Manual](#)
[Logout](#)

Vendor

Material Master
Customer Master
Vendor Master

Material Dashboard

ERSA - Spare parts

II. Material Master Section

Following section can be used for the following actions:

- I. 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
 - g. Ready for Submit
- II. Create Material Master
- III. Change Request
- IV. Material Extension
- V. Material Master Block / Unblock Request



A. Create Material Master Request

i. Initiation

- Click on “Create New” for initiation of the request.

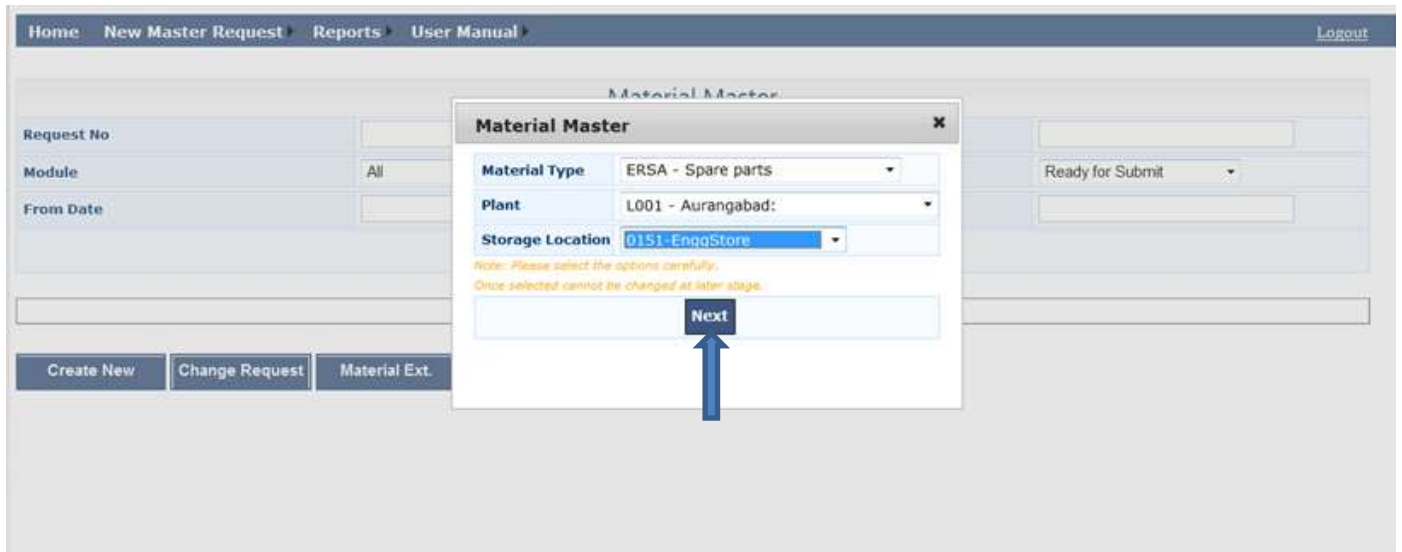


The screenshot displays the 'Material Master' tool interface. At the top, there is a navigation bar with links: Home, New Master Request, Reports, and User Manual. A 'Logout' link is located on the far right. The main section is titled 'Material Master' and contains several input fields: 'Request No', 'SAP Code', 'Module' (set to 'All'), 'Status' (set to 'Ready for Submit'), 'From Date', and 'To Date'. A 'Search' button is positioned below these fields. A message 'No Data Found' is displayed in a box below the search area. At the bottom, there is a row of four buttons: 'Create New', 'Change Request', 'Material Ext.', and 'Block / Unblock'. A blue arrow points directly to the 'Create New' button.

ii. Material Type Selection

- Please select the Material Type of which you need to create the Material.
- Please check the Plant that the material is to be associated to.
- Please check the Storage Location that the material is to be associated to.
- Click next to proceed.

Note: Please choose the Details carefully as it cannot be changed at a later stage.



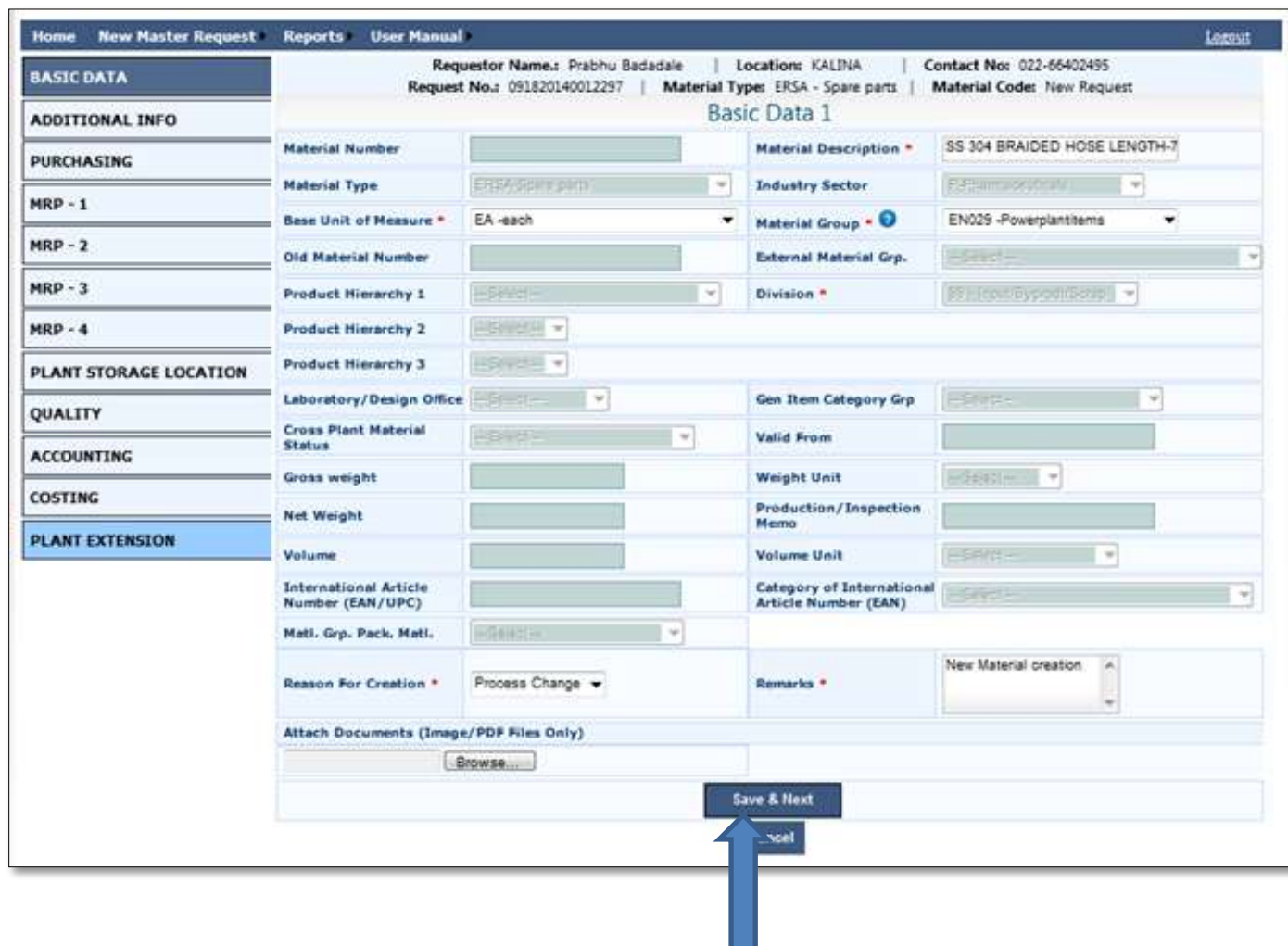
The screenshot displays the 'Material Master' selection interface. The main window has a navigation bar with 'Home', 'New Master Request', 'Reports', and 'User Manual'. Below this, there are input fields for 'Request No', 'Module' (set to 'All'), and 'From Date'. A 'Create New' button is visible. The 'Material Master' dialog box is open, showing the following details:

- Material Type:** ERSA - Spare parts
- Plant:** L001 - Aurangabad
- Storage Location:** 0151-EnggStore

A note below the selection fields states: 'Note: Please select the options carefully. Once selected cannot be changed at later stage.' A blue arrow points to the 'Next' button at the bottom of the dialog box. The background also shows a 'Ready for Submit' button and a 'Logout' link in the top right corner.

iii. Material Basic Data

- Fields in grey are disabled as they are either pre-filled or are not relevant to this Material Type.
- Fill in all the Mandatory fields and all the relevant details available.
- Please Fill in all the data and click “Save and Next”.



Home New Master Request Reports User Manual Logout

Requestor Name: Prabhu Badadale Location: KALINA Contact No: 022-66402495
Request No: 091820140012297 Material Type: ERS - Spare parts Material Code: New Request

Basic Data 1

Material Number		Material Description *	SS 304 BRAIDED HOSE LENGTH-7
Material Type	ERSA/Spare parts	Industry Sector	ER/Plant/Workshop
Base Unit of Measure *	EA -each	Material Group *	EN029 -PowerplantItems
Old Material Number		External Material Grp.	Select
Product Hierarchy 1	Select	Division *	ER/Plant/Workshop
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 *	Process Change	Remarks *	New Material creation

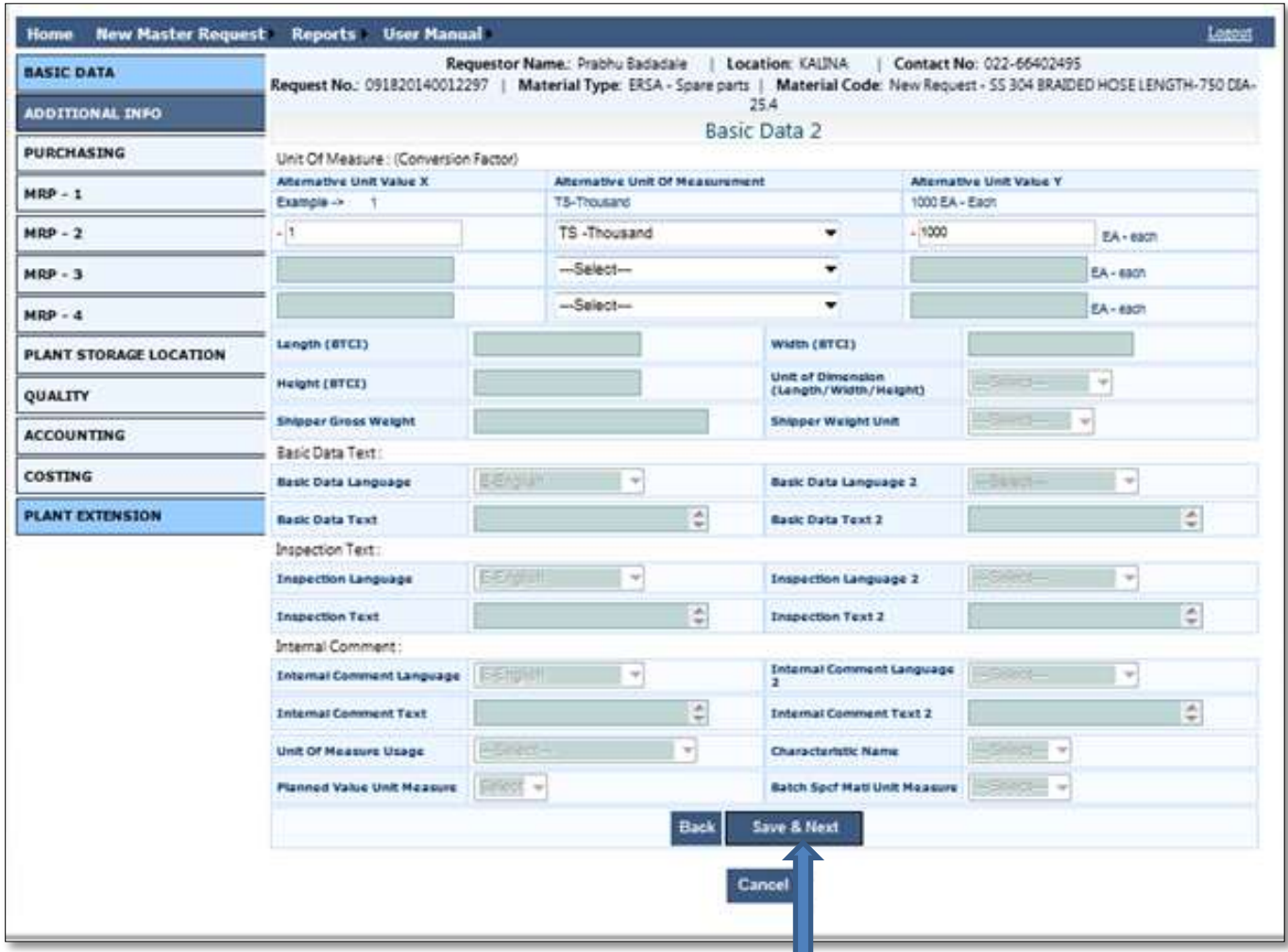
Attach Documents (Image/PDF Files Only)

Browse...

Save & Next

iv. Additional Info

- Please fill in the Conversion Factor if applicable.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.



Home New Master Request Reports User Manual Logout

Requestor Name: Prabhu Badadale | Location: KAUNA | Contact No: 022-66402495
Request No.: 091820140012297 | Material Type: ERSA - Spare parts | Material Code: New Request - SS 304 BRAIDED HOSE LENGTH-750 D6A-254

Basic Data 2

Unit Of Measure: (Conversion Factor)

Alternative Unit Value X	Alternative Unit Of Measurement	Alternative Unit Value Y
Example -> 1	TS-Thousand	1000 EA - Each
- 1	TS -Thousand	- 1000 EA - each
	--Select--	EA - each
	--Select--	EA - each

Length (BTCI) Width (BTCI)

Height (BTCI) Unit of Dimension (Length/Width/Height)

Shipper Gross Weight Shipper Weight Unit

Basic Data Text:

Basic Data Language Basic Data Language 2

Basic Data Text Basic Data Text 2

Inspection Text:

Inspection Language Inspection Language 2

Inspection Text Inspection Text 2

Internal Comment:

Internal Comment Language Internal Comment Language 2

Internal Comment Text Internal Comment Text 2

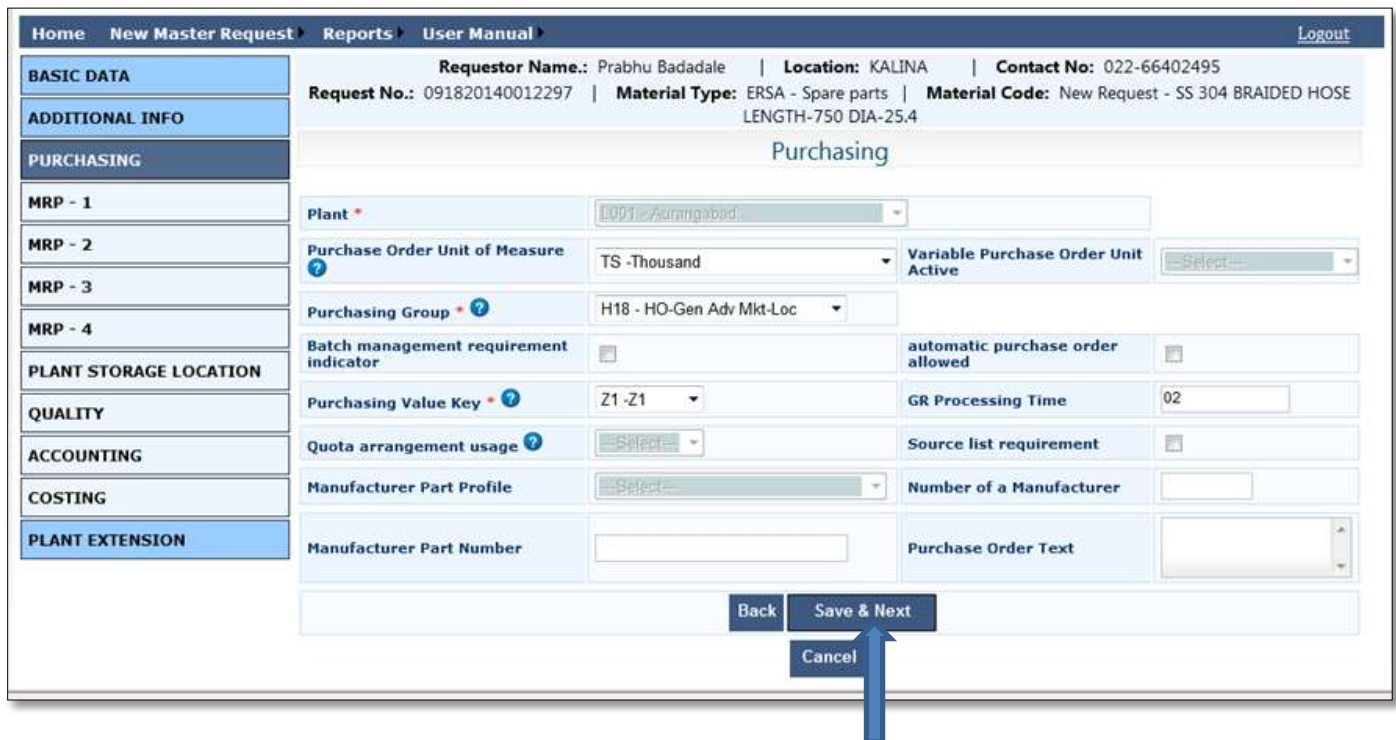
Unit Of Measure Usage Characteristic Name

Planned Value Unit Measure Batch Spct Matl Unit Measure

Back Save & Next Cancel

v. Purchasing Data

- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.



Home **New Master Request** **Reports** **User Manual** **Logout**

Requestor Name.: Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495

Request No.: 091820140012297 | **Material Type:** ERSA - Spare parts | **Material Code:** New Request - SS 304 BRAIDED HOSE
LENGTH-750 DIA-25.4

Purchasing

Plant *

Purchase Order Unit of Measure **Variable Purchase Order Unit**

Purchasing Group *

Batch management requirement indicator ☐ **automatic purchase order allowed** ☐

Purchasing Value Key * **GR Processing Time**

Quota arrangement usage **Source list requirement** ☐

Manufacturer Part Profile **Number of a Manufacturer**

Manufacturer Part Number **Purchase Order Text**

Back **Save & Next** **Cancel**

vi. MRP Data

- Some of the Fields are pre-filled for you, please change those only if necessary.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.

I. MRP 2 Data

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Requestor Name.: Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495
Request No.: 091820140012297 | **Material Type:** ERSA - Spare parts | **Material Code:** New Request - SS 304 BRAIDED HOSE LENGTH-750 DIA-25.4

MRP

Plant *	1001-Aurangabad	Storage Location	0151-EnggStore
MRP Group	--Select--	ABC Indicator	--Select--
MRP Type *	ND-No planning	Reorder point	
Planning cycle	--Select--	Planning time fence	
MRP Controller (Materials Planner)	--Select--	Lot size (materials planning)	--Select--
Minimum lot size		Maximum lot size	
Fixed lot size		Maximum stock level	
Rounding Profile	--Select--	Rounding value for purchase order quantity	

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Requestor Name.: Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495
Request No.: 091820140012297 | **Material Type:** ERSA - Spare parts | **Material Code:** New Request - SS 304 BRAIDED HOSE LENGTH-750 DIA-25.4

MRP

Plant *	1001-Aurangabad	Storage Location	0151-EnggStore
MRP Group	--Select--	ABC Indicator	--Select--
MRP Type *	PD-MRP	Reorder point	
Planning cycle	--Select--	Planning time fence	
MRP Controller (Materials Planner)	CC1-MRP C CC	Lot size (materials planning)	MB-MnthlyLot(Requirements date=delivery dt)
Minimum lot size	1000	Maximum lot size	
Fixed lot size		Maximum stock level	
Rounding Profile	--Select--	Rounding value for purchase order quantity	100

II. MRP 2 Data

- Some of the Fields are pre-filled for you, please change those only if necessary.

Home New Master Request Reports User Manual Logout	
Requestor Name: Prabhu Badadale Location: KALINA Contact No: 022-66402495 Request No.: 091820140012297 Material Type: ERS - Spare parts Material Code: New Request - SS 304 BRAIDED HOSE LENGTH-750 DIA-25.4	
MRP 2	
BASIC DATA	Plant * 0001 - Aurangabad
ADDITIONAL INFO	Storage Location 0151-EnggStore
PURCHASING	Procurement Type * External procurement
MRP - 1	Special procurement type --Select--
MRP - 2	Prod. Storage Location 0151-EnggStore
MRP - 3	Default storage location for external procurement --Select--
MRP - 4	Proposed Supply Area --Select--
PLANT STORAGE LOCATION	Indicator: Backflush --Select--
QUALITY	In-house production time
ACCOUNTING	Planned Delivery Time in Days 21
COSTING	Scheduling Margin Key for Floats * 000-000
PLANT EXTENSION	Planning Calander --Select--
	Safety stock
	Min Safety Stock
	Range of coverage profile --Select--
	Safety time in workdays (for data transfer)
Back Save & Next Cancel	

III. MRP 3 Data

- Some of the Fields are pre-filled for you, please change those only if necessary.

Home New Master Request Reports User Manual Logout	
Requestor Name: Prabhu Badadale Location: KALINA Contact No: 022-66402495 Request No.: 091820140012297 Material Type: ERS - Spare parts Material Code: New Request - SS 304 BRAIDED HOSE LENGTH-750 DIA-25.4	
MRP 3	
BASIC DATA	Plant * 0001 - Aurangabad
ADDITIONAL INFO	Storage Location 0151-EnggStore
PURCHASING	Period Indicator * Monthly
MRP - 1	Checking Group for Availability Check * 02-Indivd requirements
MRP - 2	Planning strategy group --Select--
MRP - 3	Consumption mode --Select--
MRP - 4	Backward consumption period
PLANT STORAGE LOCATION	Forward consumption period
QUALITY	Mixed MRP indicator --Select--
ACCOUNTING	Total replenishment lead time
COSTING	Planning plant --Select--
PLANT EXTENSION	Conv. factor f. plng material
Back Save & Next Cancel	

IV. MRP 4 Data

- Some of the Fields are pre-filled for you, please change those only if necessary.

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Prabhu Badadale Location: KALINA Contact No: 022-66402495 Request No.: 091820140012297 Material Type: ERSA - Spare parts Material Code: New Request - SS 304 BRAIDED HOSE LENGTH-750 DIA-25.4
ADDITIONAL INFO	
PURCHASING	
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
COSTING	
PLANT EXTENSION	

MRP 4	
Plant *	0001 - Aurangabad
Storage Location	0151 - EnggStore
Selection Method	--Select--
Dependent requirements ind. for individual and coll. req	--Select--
MRP Relevance Dep Req	--Select--
Fair Share Rule	--Select--
Indi Push Distribution	--Select--
Storage location MRP indicator	--Select--
Special procurement type at storage location level	--Select--
Reorder point for storage location MRP	

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vii. Plant Storage Location.

- Some of the fields are pre-filled for you; please change those only if necessary.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.

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BASIC DATA

ADDITIONAL INFO

PURCHASING

MRP - 1

MRP - 2

MRP - 3

MRP - 4

PLANT STORAGE LOCATION

QUALITY

ACCOUNTING

COSTING

PLANT EXTENSION

Requestor Name.: Prabhu Badadale | Location: KALINA | Contact No: 022-66402495
Request No.: 091820140012297 | Material Type: ERSA - Spare parts | Material Code: New Request - SS 304 BRAIDED HOSE
LENGTH-750 DIA-25.4

Plant Storage Location

Plant *
LD01 - Aarimpitad

Storage Location
0151 EnggStore

Period Indicator *
M-Month

Rounding rule for calculation of SLED *
End of chosen period (week, month or year)

Storage Bin

Profit Center *
--Select--

Label Type
--Select--

Label Form
--Select--

Minimum Remaining Shelf Life

Total shelf life in days

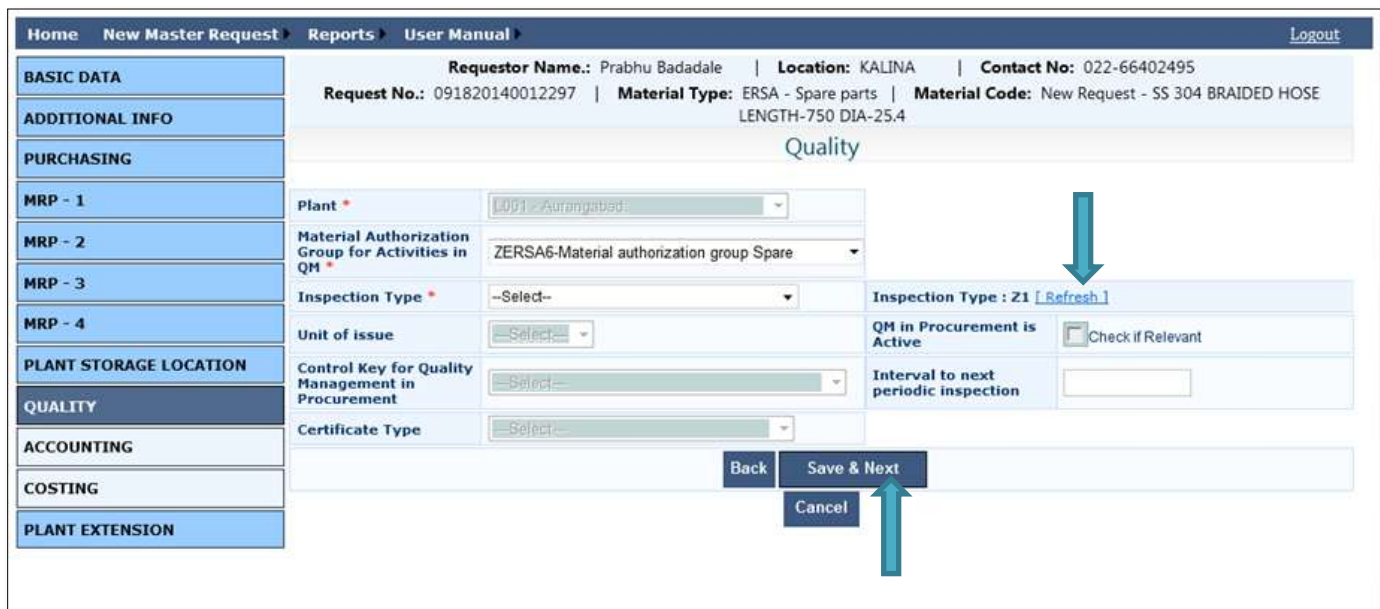
Back

Save & Next

Cancel

viii. Quality Section

- Some of the fields are pre-filled for you; please change those only if necessary.
- Inspection Type has been pre-filled for you. In case you change it, click on refresh to view selection.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.



Home New Master Request Reports User Manual Logout

BASIC DATA Requestor Name.: Prabhu Badadale | Location: KALINA | Contact No: 022-66402495
ADDITIONAL INFO Request No.: 091820140012297 | Material Type: ERSA - Spare parts | Material Code: New Request - SS 304 BRAIDED HOSE
PURCHASING LENGTH-750 DIA-25.4

QUALITY

Plant * LOP1 - Aurangabad

Material Authorization Group for Activities in QM * ZERSA6-Material authorization group Spare

Inspection Type * --Select-- Inspection Type : Z1 [Refresh]

Unit of issue --Select-- QM in Procurement is Active ☐ Check if Relevant

Control Key for Quality Management in Procurement --Select-- Interval to next periodic inspection

Certificate Type --Select--

Back Save & Next Cancel

ix. Accounting Data

- Some of the Fields are pre-filled for you, please change those only if necessary.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.

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Requestor Name.: Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495
Request No.: 091820140012297 | **Material Type:** ERSA - Spare parts | **Material Code:** New Request - SS 304 BRAIDED HOSE
 LENGTH-750 DIA-25.4

Accounting

MRP - 1	Plant *	1001 - Aurangabad	Valuation Type	--Select--
MRP - 2	Valuation Category	--Select--	Valuation Class *	6030 Stores & Spares DomOther
MRP - 3	Price Control Indicator *	V/Moving average price/periodic unit price	Price unit (BTCI) *	1
MRP - 4	Moving average price (BTCI)		Standard Price	

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x. Costing Data

- Some of the Fields are pre-filled for you, please change those only if necessary.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.

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Requestor Name.: Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495
Request No.: 091820140012297 | **Material Type:** ERSa - Spare parts | **Material Code:** New Request - SS 304 BRAIDED HOSE
 LENGTH-750 DIA-25.4

Costing

BASIC DATA	Plant *	1001 - Aurangabad	
ADDITIONAL INFO	Do Not Cost	<input type="checkbox"/> Do Not Cost	Material Is Costed with Quantity Structure <input checked="" type="checkbox"/> Is Costed with Quantity Structure
PURCHASING	Origin Group as Subdivision of Cost Element	--Select--	Material Related Origin <input checked="" type="checkbox"/> Is Material Related Origin
MRP - 1	Costing Overhead Group	--Select--	Variance Key 000001-Variance calculation for order
MRP - 2	Alternative BOM		BOM Usage --Select--
MRP - 3	Task List Type	--Select--	Group Counter
MRP - 4	Special Procurement Type for Costing	--Select--	Lot Size of Product Cost Estimate (BTCI) * 100
PLANT STORAGE LOCATION			
QUALITY			
ACCOUNTING			
COSTING			
PLANT EXTENSION			

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xi. Plant Extension Data

- Some of the Fields are pre-filled for you, please change those only if necessary.
- Please Fill in all Mandatory and relevant data.
- Click “Save” to save data.
- You can enter multiple data in case the material is to be extended to multiple plants.
- Click “Copy” to Copy data from existing record as reference for next entry.
- Click “View” to View/Edit existing record.
- Click “Delete” to delete existing record.
- Click “Proceed to Submit” to proceed further to submit request or create another request.

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Requestor Name.: Prabhu Badadle | **Location:** KALINA | **Contact No:** 022-66402495
Request No.: 091820140012298 | **Material Type:** Spare parts | **Material Code:** New Request - SSAA

Plant Extension

Material Data	MRP Data	MRP Data(Conti..)	Other Data
Plant : L009 - Mandideep-API Storage Location : 6001 Sales Org. : Dist. Chnl. : Pricing Grp. : Assignment Grp. :	MRP Type : ND MRP Controller. : Reorder Pt. : Lot Size : Min. Lot Size : Max. Lot Size :	Fixed Lot Size : Rounding Value : Prod. Str. Loc. : GR Proc. Time : Delivery Time :	Purc. Grp. : MS2 Profit Center : 0000003060 Valuation Class : 6030 Price Ctrl Ind. : V

[Copy](#)
[View](#)
[Delete](#)

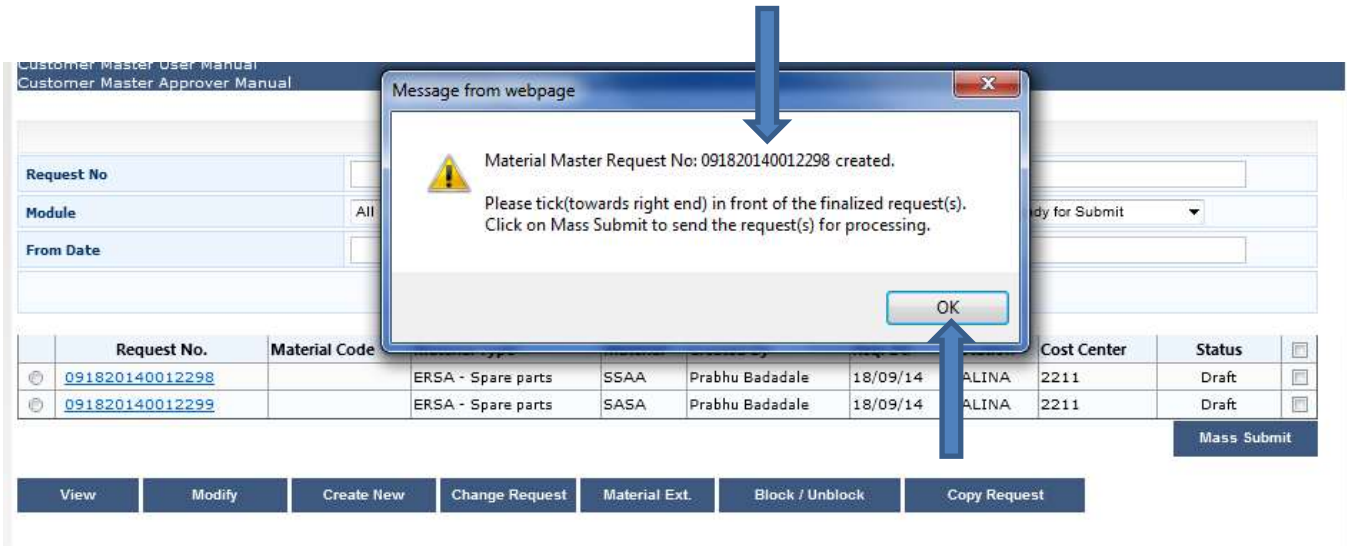
[Add New](#)

Plant *	L004 - Mandideep-Bulk:	Storage Location *	0003-FGRImportBulk
Sales Org.	--Selected--	Distribution Channel	--Selected--
Material Pricing	--Selected--	Acc. Assignment Grp.	--Selected--
Purchasing Group *	M05 - MDP - Admin SER	MRP Type *	ND-No planning
MRP Controller	--Selected--	Reorder point	
Lot size	--Selected--	Minimum lot size	
Maximum lot size		Fixed lot size	
Rounding value		Prod. Storage Location	--Select--
GR Processing Time		Planned Delivery Time in Days	
Profit Center *	3040-API-REG MDP BULK	Valuation Class *	6030-Stores & Spares-DomOthers
Price Control *	V-Moving average price/periodic unit price		

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[Proceed to Submit](#)
[Cancel](#)

xii. Material Master Request No. Notification

- Once you click on “Proceed to Submit” you will be shown a notification with the Request no generated and request is ready to be submitted.
- Click on ok to remove the message.



Customer Master User Manual
Customer Master Approver Manual

Request No:
Module: All
From Date:

Ready for Submit

Message from webpage

Material Master Request No: 091820140012298 created.
Please tick(towards right end) in front of the finalized request(s).
Click on Mass Submit to send the request(s) for processing.

OK

	Request No.	Material Code	Material Type	Material Group	Material Description	Material Date	Material Name	Cost Center	Status	
<input type="checkbox"/>	091820140012298		ERSA - Spare parts	SSAA	Prabhu Badadale	18/09/14	ALINA	2211	Draft	<input type="checkbox"/>
<input type="checkbox"/>	091820140012299		ERSA - Spare parts	SASA	Prabhu Badadale	18/09/14	ALINA	2211	Draft	<input type="checkbox"/>

Mass Submit

View Modify Create New Change Request Material Ext. Block / Unblock Copy Request

xiii. Material Master Mass Submit

Note: Mass Submit will combine similar request and send a single request to approvers.

- Select the requests that are finalized and are ready to be submitted.
- You can select multiple requests at a time.
- Once you click on “Mass Submit” the request will be forward to be processed and you will be shown a notification with the Request no generated.
- You will also receive a mail with the details for the same.
- Click on ok to remove the message.

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Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Ready for Submit
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	Status	
<input type="radio"/>	091820140012298		ERSA - Spare parts	SSAA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	091820140012299		ERSA - Spare parts	SASA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input type="checkbox"/>

Mass Submit

View

Modify

Create New

Change Request

Material Ext.

Block / Unblock

Copy Request

xiv. Material Master Request Tracking.

- You can track the requests on the Material Master Section Page.
- Select the status field as “Created by me” and click search.
- You can also search by the Request no or SAP Code.
- You can also filter the search results using the Material Account Group dropdown to search for Specific Material Account Group.

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Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Created By Me
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

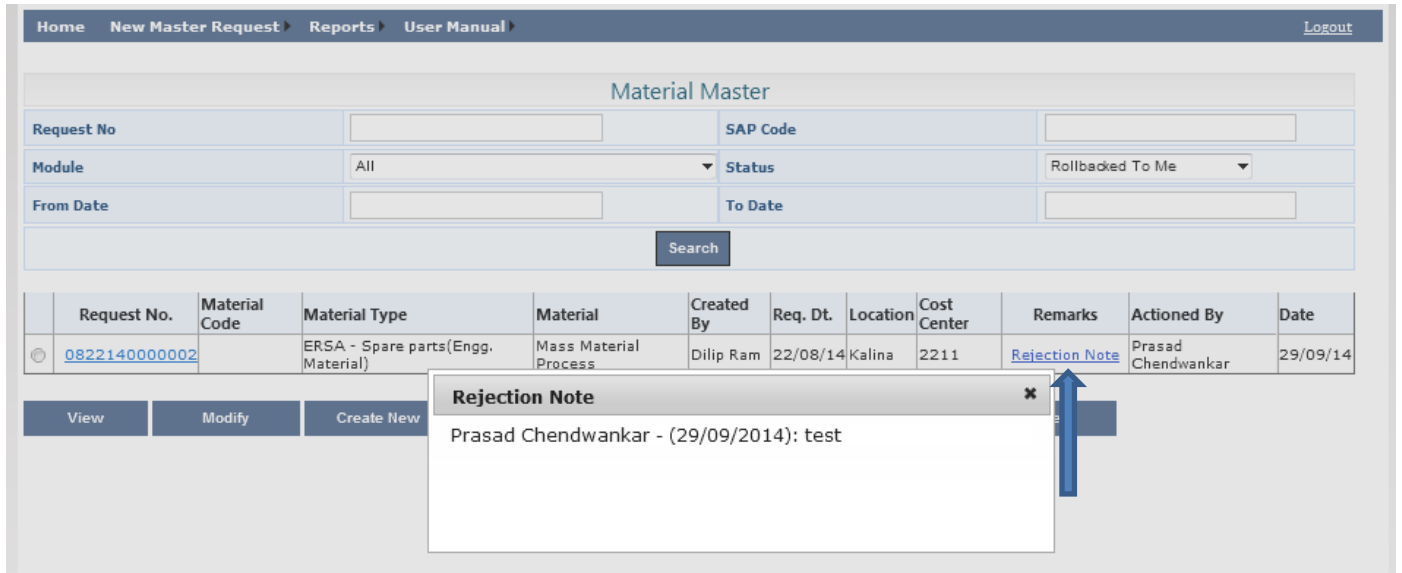
	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status
	071020140012188		ERSA - Spare parts	Material description for ERSA material c		10/07/14	Kalina	2211	Open
	081920140012220		ERSA - Spare parts	RRDFRSDFDXDFV VHGFHG234@##\$		19/08/14	Kalina	2211	Open
	0820140000001		ERSA - Spare parts(Engg. Material)	Mass Material Process		20/08/14	Kalina	2211	Open
	082020140012223		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2		20/08/14	Kalina	2211	Open
	0827140000004		ERSA - Spare parts(Engg. Material)	Mass Material Process		27/08/14	Kalina	2211	Open
	082120140012226		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2		21/08/14	Kalina	2211	Open
	082120140012227		ERSA - Spare parts	TEST MATERIAL 1		21/08/14	Kalina	2211	Open
	082220140012233		ERSA - Spare parts	M.S H- POLE 152X152 MM,11 MTR LONG		22/08/14	Kalina	2211	Open
	082220140012236		ERSA - Spare parts	M.S H- POLE 152X152 MM,11 MTR LONG MASS3		22/08/14	Kalina	2211	Open
	0822140000002		ERSA - Spare parts(Engg. Material)	Mass Material Process		22/08/14	Kalina	2211	Open

1 2 3

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[Copy Request](#)

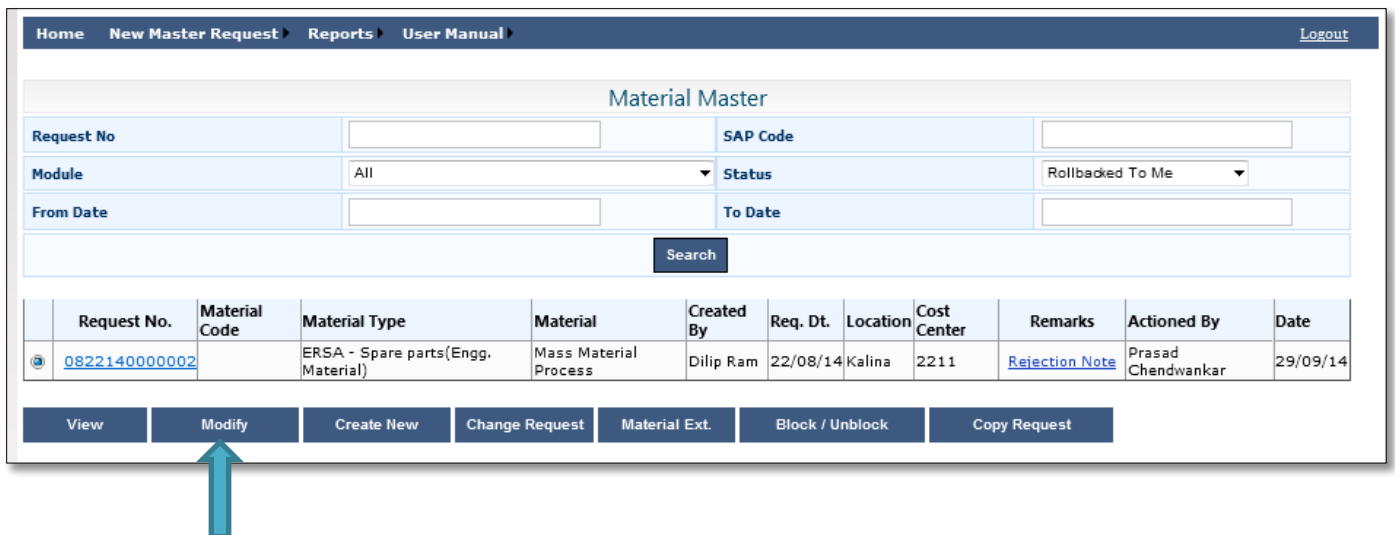
xv. Material Master Roll backed to you.

- In case a Request has been roll backed to you. To update the request and re-submit select the status “Rollback to me” and click on search.
- Click on the “Rejection Note” link to view the Note.



The screenshot shows the 'Material Master' interface. At the top, there are navigation links: Home, New Master Request, Reports, User Manual, and a Logout button. Below this is a search section with fields for Request No., SAP Code, Module (set to All), Status (set to Rollbacked To Me), From Date, and To Date. A Search button is present. Below the search section is a table with columns: Request No., Material Code, Material Type, Material, Created By, Req. Dt., Location, Cost Center, Remarks, Actioned By, and Date. The first row of data shows Request No. 0822140000002, Material Type ERSA - Spare parts(Engg. Material), Material Mass Material Process, Created By Dilip Ram, Req. Dt. 22/08/14, Location Kalina, Cost Center 2211, Remarks with a link to 'Rejection Note', Actioned By Prasad Chendwankar, and Date 29/09/14. Below the table are buttons for View, Modify, and Create New. A 'Rejection Note' dialog box is open, showing the text 'Prasad Chendwankar - (29/09/2014): test'. A blue arrow points from the 'Rejection Note' link in the table to the dialog box.

- Select the Request to be processed.
- Click on Modify to update and re-submit the entry.



This screenshot shows the same 'Material Master' interface as the previous one. The 'Modify' button in the bottom row of buttons is highlighted with a blue arrow pointing to it. The table and search section remain the same.

xvi. Continue Incomplete Request.

- In case a Request has left mid-way to continue with the request, select status “Incomplete Request” and click on search.
- The request is available in Incomplete for Seven days. Post which it will be deleted.
- Select the Request to be processed.
- Click on Modify to update and submit the entry.

[Home](#)
[New Master Request](#)
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[Logout](#)

Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Incomplete Request
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	Status
<input type="radio"/>	092220140012300		Material Master Block		Dilip Ram	22/09/14	Kalina	2211	
<input type="radio"/>	092520140012317		Material Bulk Change		Dilip Ram	25/09/14	Kalina	2211	
<input type="radio"/>	092520140012318		Material Bulk Change		Dilip Ram	25/09/14	Kalina	2211	
<input checked="" type="radio"/>	092620140012322		ERSA - Spare parts	ERSA - SPARE TEST	Dilip Ram	26/09/14	Kalina	2211	
<input type="radio"/>	092620140012325		Material Bulk Change		Dilip Ram	26/09/14	Kalina	2211	
<input type="radio"/>	092620140012326		Material Extension		Dilip Ram	26/09/14	Kalina	2211	
<input type="radio"/>	092620140012327		Material Bulk Change		Dilip Ram	26/09/14	Kalina	2211	

B. Material Request Copy

i. Initiation

- Click on “Copy Request” for initiation of the request.

[Home](#)
[New Master Request](#)
[Reports](#)
[User Manual](#)
[Logout](#)

Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Ready for Submit
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	Status	
072220140012212		ZMBW - Non-Val Matrl Valu. View	Creation for CAPEX material for testing	Dilip Ram	22/07/14	Kalina	2211	Draft	<input type="checkbox"/>
082220140012238		Material Extension		Dilip Ram	22/08/14	Kalina	2211	Draft	<input type="checkbox"/>
082720140012257		Material Extension		Dilip Ram	27/08/14	Kalina	2211	Draft	<input type="checkbox"/>
082720140012258		Material Extension		Dilip Ram	27/08/14	Kalina	2211	Draft	<input type="checkbox"/>
082720140012259		Material Bulk Change		Dilip Ram	27/08/14	Kalina	2211	Draft	<input type="checkbox"/>
090920140012270		ZMBW - Non-Val Matrl Valu. View	TEST	Dilip Ram	09/09/14	Kalina	2211	Draft	<input type="checkbox"/>
092220140012300		Material Master Block		Dilip Ram	22/09/14	Kalina	2211	Draft	<input type="checkbox"/>
092620140012327		Material Bulk Change		Dilip Ram	26/09/14	Kalina	2211	Draft	<input type="checkbox"/>
092920140012330		Material Bulk Change		Dilip Ram	29/09/14	Kalina	2211	Draft	<input type="checkbox"/>

Mass Submit

View

Modify

Create New

Change Request

Material Ext.

Block / Unblock

Copy Request

- Make changes only if necessary.
- Click on “Copy” to proceed further.

Home New Master Request Reports User Manual Logout

Material Master

Request No: SAP Code:

Module: All Status: Ready for Submit

From Date: To Date:

Request No.	Material Code	Material Type	Req. Dt.	Location	Cost Center	Status
072220140012212		ZMBW - Non-Va	22/07/14	Kalina	2211	Draft
082220140012238		Material Extensi	22/08/14	Kalina	2211	Draft
082720140012257		Material Extensi	27/08/14	Kalina	2211	Draft
082720140012258		Material Extensi	27/08/14	Kalina	2211	Draft
082720140012259		Material Bulk Ch	27/08/14	Kalina	2211	Draft
090920140012270		ZMBW - Non-Va	09/09/14	Kalina	2211	Draft
092220140012300		Material Master	22/09/14	Kalina	2211	Draft
092620140012327		Material Bulk Ch	26/09/14	Kalina	2211	Draft
092920140012330		Material Bulk Change	29/09/14	Kalina	2211	Draft

Mass Submit

View Modify Create New Change Request Material Ext. Block / Unblock Copy Request

Material Master - Copy

Material Type: ZMBW - Non-Val Matrl Valu. View(Capex)

Plant: L001 - Aurangabad

Storage Location: 0501-R&D_RMStore

Note: Please select the options carefully. Once selected cannot be changed at later stage.

Copy

- Check all the sections for the relevant data.
- Make necessary changes to the data.

Customer Master User Manual Customer Master Approver Manual

6640 2518 Material Code: New Request

Material:

Material:

Base Unit:

Old Material:

Product:

Product Hierarchy 2:

Product Hierarchy 3:

Laboratory/Design Office:

Gen Item Category Grp:

Cross Plant Material Status:

Valid From:

Gross weight:

Weight Unit:

Net Weight:

Production/Inspection Memo:

Volume:

Volume Unit:

International Article Number (EAN/UPC):

Category of International Article Number (EAN):

Byproduct/Scrap:

Message from webpage

Click OK to further modify current request.
Click CANCEL to proceed for Submit / Mass Submit

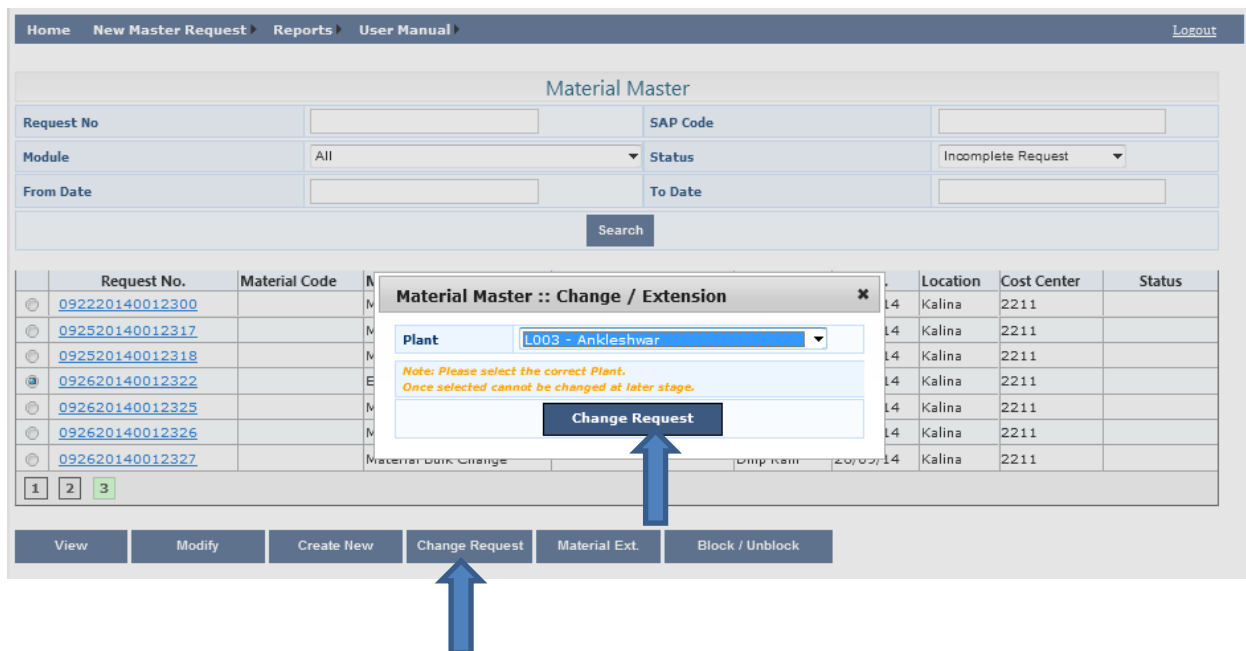
[MASS SUBMIT will club similar requests and send a single requests to the approver.]

OK Cancel

C. Material Master Change Request

i. Initiation

- Click on “Change Request” for initiation of the request.
- Select the plant whose material details has to be changed..
- Click on “Change Request” to proceed further.

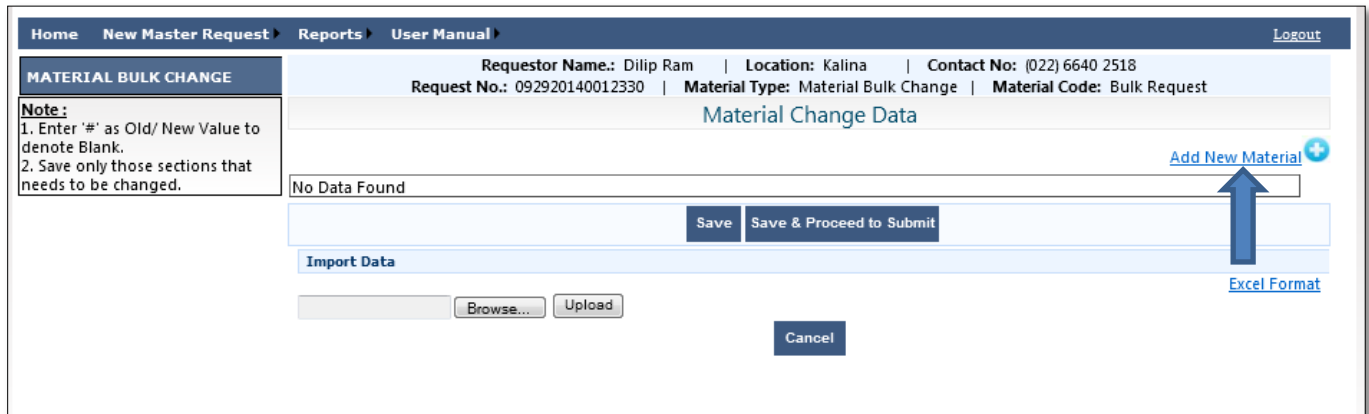


The screenshot displays the 'Material Master' interface. At the top, there are navigation links: Home, New Master Request, Reports, and User Manual. A 'Logout' link is also present. Below the navigation bar, the 'Material Master' section contains search filters for Request No., SAP Code, Module, Status, From Date, and To Date. A 'Search' button is located below these filters. A table of requests is displayed, with columns for Request No., Material Code, Location, Cost Center, and Status. A modal window titled 'Material Master :: Change / Extension' is open, showing a 'Plant' dropdown menu with 'L003 - Ankleshwar' selected. A note in the modal states: 'Note: Please select the correct Plant. Once selected cannot be changed at later stage.' A 'Change Request' button is visible in the modal. A blue arrow points from the 'Change Request' button in the bottom navigation bar to the 'Change Request' button in the modal window.

Request No.	Material Code	Location	Cost Center	Status
092220140012300		14 Kalina	2211	
092520140012317		14 Kalina	2211	
092520140012318		14 Kalina	2211	
092620140012322		14 Kalina	2211	
092620140012325		14 Kalina	2211	
092620140012326		14 Kalina	2211	
092620140012327		14 Kalina	2211	

ii. Add New Material

- Please click on Add new Material to add New Material to be change
- You can request changes for more than one Material.



Home New Master Request Reports User Manual Logout

MATERIAL BULK CHANGE

Note :
1. Enter '#' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 092920140012330 | Material Type: Material Bulk Change | Material Code: Bulk Request

Material Change Data

No Data Found

Save Save & Proceed to Submit

Import Data

Browse... Upload

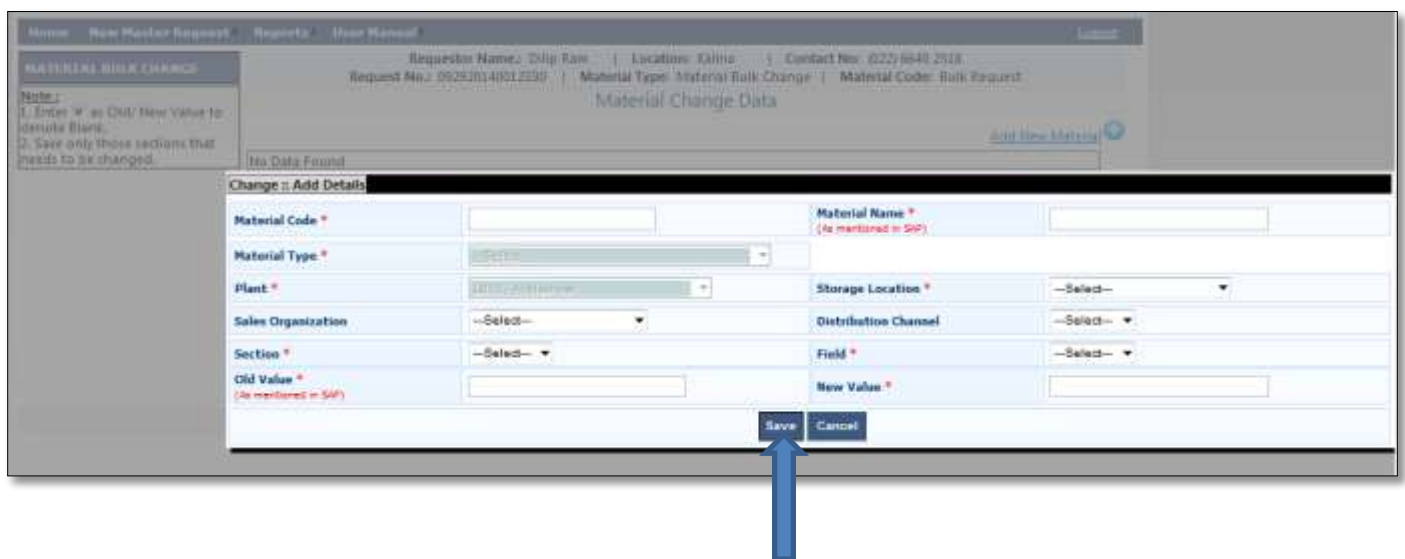
Cancel

Add New Material +

Excel Format

iii. Material Master Change Details

- Enter the Material Code and Material Name as in SAP(For Reference).
- Enter only that data that needs to be changed.
- Fill and save on the sections where changes are to be made.
- In case a value of a field is/has to be made blank, enter “#” in the field.
- Click “Save”.



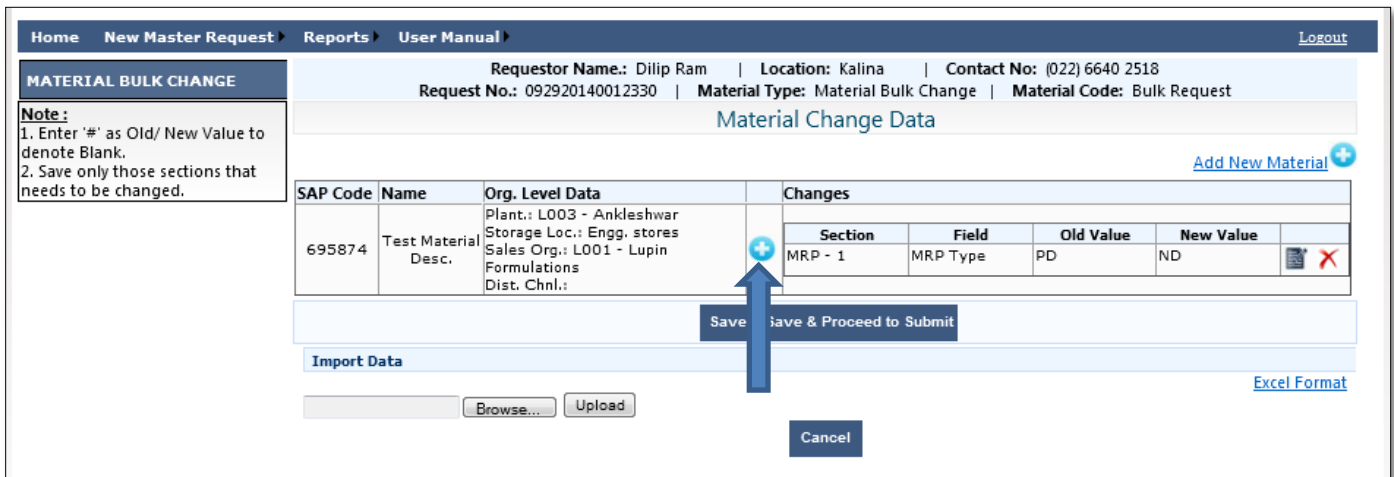
The screenshot shows the 'Material Change Data' form in the Master Workflow Tool. The form is titled 'Material Change Data' and includes a 'Change :: Add Details' section. The form contains the following fields:

- Material Code *
- Material Name * (As mentioned in SAP)
- Material Type *
- Plant *
- Storage Location *
- Sales Organization *
- Distribution Channel *
- Section *
- Field *
- Old Value * (As mentioned in SAP)
- New Value *

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A blue arrow points to the 'Save' button.

iv. Add another Field

- Click on the “+” to change another field for the same Material.
- Fill the old value and new value for the Field and save.
- You can “Edit” or “Delete” the field entry as required.



Home New Master Request Reports User Manual Logout

MATERIAL BULK CHANGE

Note:
1. Enter '#' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 092920140012330 | Material Type: Material Bulk Change | Material Code: Bulk Request

Material Change Data [Add New Material](#) +

SAP Code	Name	Org. Level Data	Changes								
695874	Test Material Desc.	Plant.: L003 - Ankleshwar Storage Loc.: Engg. stores Sales Org.: L001 - Lupin Formulations Dist. Chnl.:	<table border="1"> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>ND</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	ND
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	ND								

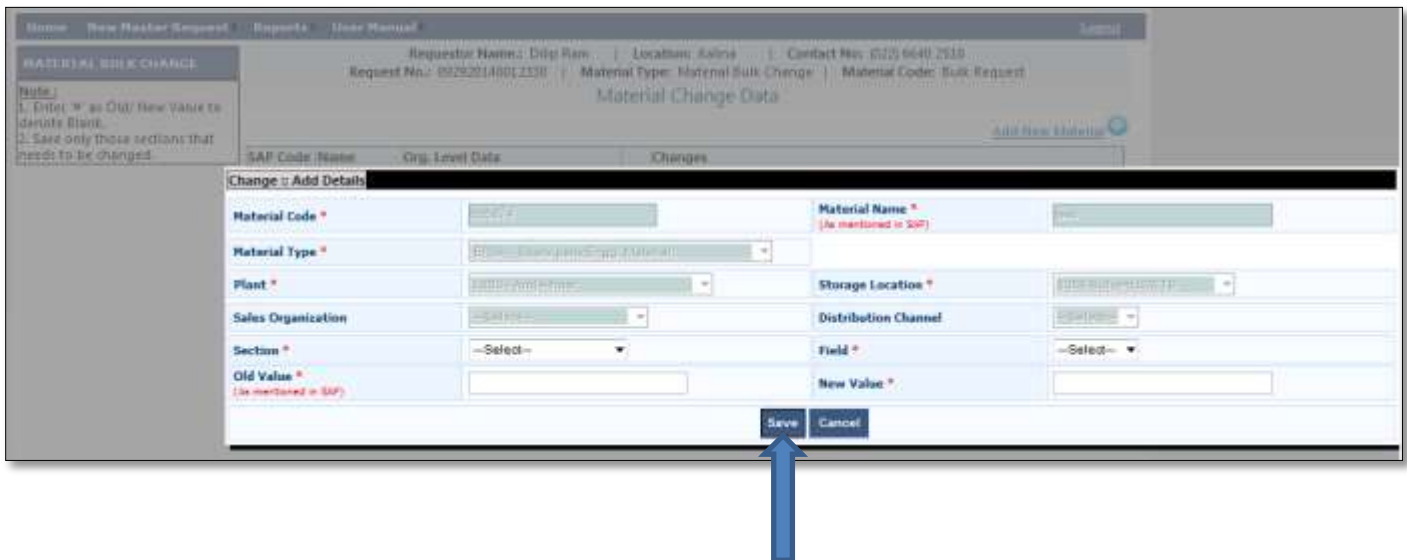
Save Save & Proceed to Submit

Import Data

Browse... Upload

Excel Format

Cancel



Home New Master Request Reports User Manual Logout

MATERIAL BULK CHANGE

Note:
1. Enter '#' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 092920140012330 | Material Type: Material Bulk Change | Material Code: Bulk Request

Material Change Data [Add New Material](#) +

SAP Code	Name	Org. Level Data	Changes								
695874	Test Material Desc.	Plant.: L003 - Ankleshwar Storage Loc.: Engg. stores Sales Org.: L001 - Lupin Formulations Dist. Chnl.:	<table border="1"> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>ND</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	ND
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	ND								

Save Cancel

v. Excel Upload

- Download the Excel Format and fill the data in the same format.
- Fill the old value and new value for the Field and save the excel.
- Once finalized select the excel using the “Browse” button and Click upload.

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[Logout](#)

MATERIAL BULK CHANGE

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518
Request No.: 092920140012330 | Material Type: Material Bulk Change | Material Code: New Request -

Material Change Data

Add New Material

Note:
1. Enter '#' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

SAP Code	Name	Org. Level Data	Changes								
695874	Test Material Desc.	Plant.: L003 - Ankleshwar Storage Loc.: Engg. stores Sales Org.: L001 - Lupin Formulations Dist. Chnl.:	<table border="1"> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>ND</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	ND
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	ND								
695874	tesd	Plant.: L003 - Ankleshwar Storage Loc.: SolventJWETB Sales Org.: Dist. Chnl.:	<table border="1"> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>Basic Data</td> <td>Base Unit of Measure</td> <td>#</td> <td>Test</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	Basic Data	Base Unit of Measure	#	Test
Section	Field	Old Value	New Value								
Basic Data	Base Unit of Measure	#	Test								

Save & Proceed to Submit

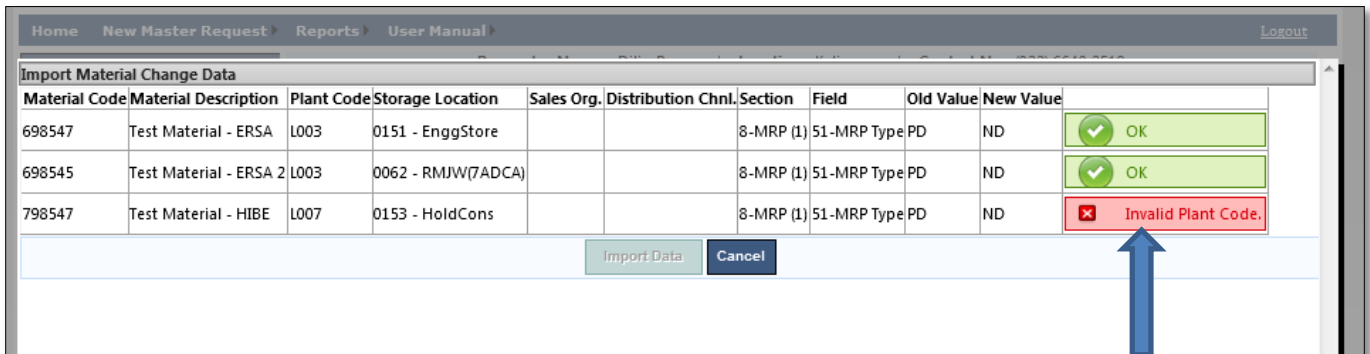
Import Data

V:\mumfilesrv000\Bases\ Browse Upload Cancel

Excel Format

	A	B	C	D	E	F	G	H	I
1	Material code	Material Description	Plant	Storage Loc	Sales Org	Distribution Channel	Section	Field	Old Value
2	698547	Test Material - ERSA	L003	0151 - EnggStore			B-MRP (1)	51-MRP Type	PD
3	698545	Test Material - ERSA 2	L003	0062 - RM/W(7ADCA)	*		B-MRP (1)	51-MRP Type	PD
4	798547	Test Material - HIBE	L003	0153 - HoldCons			B-MRP (1)	51-MRP Type	PD
5									
6									
7									
8									

- Verify the data displayed.
- If there is an error in the data it will be indicated.
- Click on cancel. Rectify the error and re-upload the excel

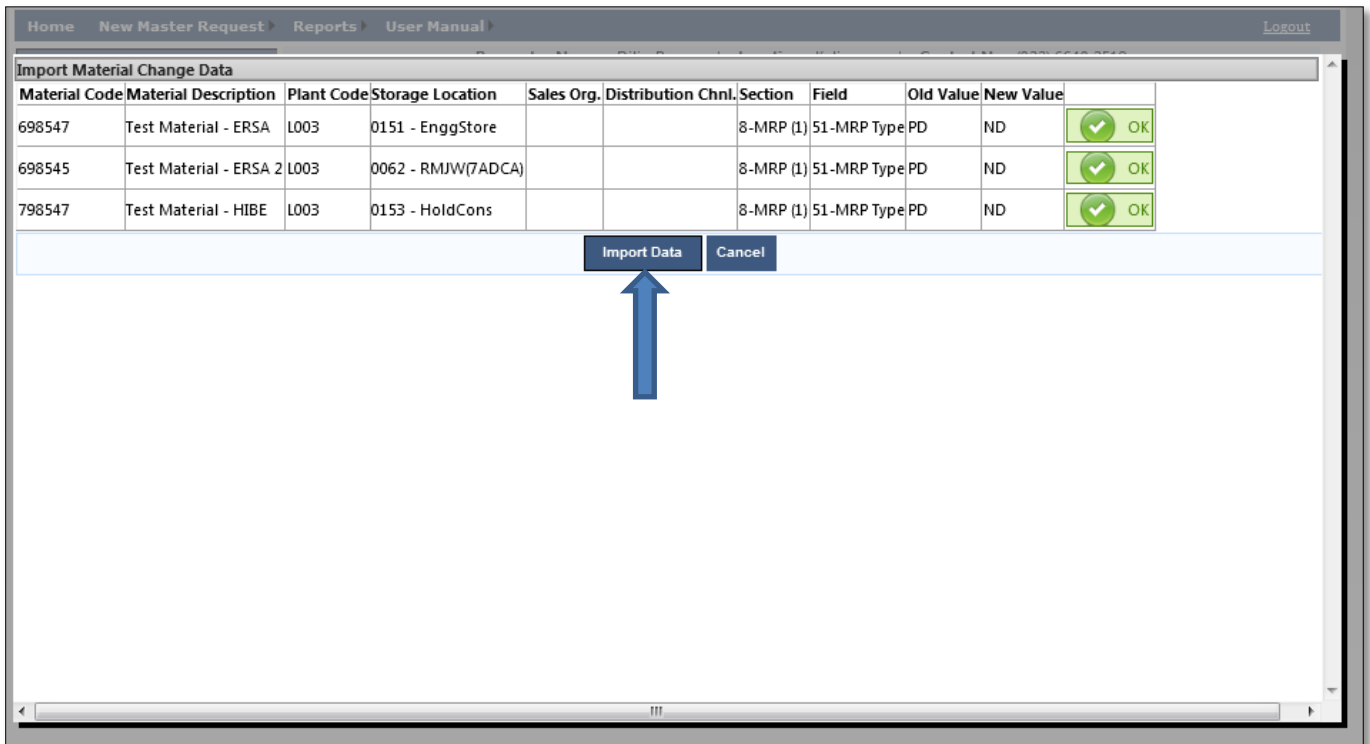


The screenshot shows the 'Import Material Change Data' form with a table containing three rows of data. The third row has an error message 'Invalid Plant Code.' next to it. A blue arrow points to this error message.

Material Code	Material Description	Plant Code	Storage Location	Sales Org.	Distribution Chnl.	Section	Field	Old Value	New Value	
698547	Test Material - ERSA	L003	0151 - EnggStore			8-MRP (1)	51-MRP Type	PD	ND	✓ OK
698545	Test Material - ERSA 2	L003	0062 - RMJW(7ADCA)			8-MRP (1)	51-MRP Type	PD	ND	✓ OK
798547	Test Material - HIBE	L007	0153 - HoldCons			8-MRP (1)	51-MRP Type	PD	ND	✗ Invalid Plant Code.

Buttons: Import Data, Cancel

- If all the data is provided then the Import data button will be enabled.
- Click on Import Data to upload the data to the request.



The screenshot shows the 'Import Material Change Data' form with the same table as the previous screenshot. The 'Import Data' button is now enabled and highlighted with a blue arrow.

Material Code	Material Description	Plant Code	Storage Location	Sales Org.	Distribution Chnl.	Section	Field	Old Value	New Value	
698547	Test Material - ERSA	L003	0151 - EnggStore			8-MRP (1)	51-MRP Type	PD	ND	✓ OK
698545	Test Material - ERSA 2	L003	0062 - RMJW(7ADCA)			8-MRP (1)	51-MRP Type	PD	ND	✓ OK
798547	Test Material - HIBE	L003	0153 - HoldCons			8-MRP (1)	51-MRP Type	PD	ND	✓ OK

Buttons: Import Data, Cancel

vi. Material Master Change Request Proceed to Submit

- Click on “Save & Proceed to Submit” to send the request for further processing..

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[Logout](#)

Requestor Name: Dilip Ram | **Location:** Kalina | **Contact No:** (022) 6640 2518
Request No.: 092920140012330 | **Material Type:** Material Bulk Change | **Material Code:** New Request -

MATERIAL BULK CHANGE

Note:
 1. Enter '#' as Old/ New Value to denote Blank.
 2. Save only those sections that needs to be changed.

Material Change Data
[Add New Material](#)

SAP Code	Name	Org. Level Data	Changes								
695874	Test Material Desc.	Plant.: L003 - Ankleshwar Storage Loc.: Engg. stores Sales Org.: L001 - Lupin Formulations Dist. Chnl.:	<table> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>ND</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	ND
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	ND								
695874	tesd	Plant.: L003 - Ankleshwar Storage Loc.: SolventJWETB Sales Org.: Dist. Chnl.:	<table> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>Basic Data</td> <td>Base Unit of Measure</td> <td>#</td> <td>Test</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	Basic Data	Base Unit of Measure	#	Test
Section	Field	Old Value	New Value								
Basic Data	Base Unit of Measure	#	Test								
698547	Test Material - ERSA	Plant.: L003 - Ankleshwar Storage Loc.: Engg. stores Sales Org.: Dist. Chnl.:	<table> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>ND</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	ND
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	ND								
698545	Test Material - ERSA 2	Plant.: L003 - Ankleshwar Storage Loc.: RMJW(7ADCA) Sales Org.: Dist. Chnl.:	<table> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>ND</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	ND
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	ND								
798547	Test Material - HIBE	Plant.: L003 - Ankleshwar Storage Loc.: HoldEngg Sales Org.: Dist. Chnl.:	<table> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>ND</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	ND
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	ND								

[Save & Proceed to Submit](#)

Import Data

[Excel Format](#)

vii. Material Master Mass Submit

Note: Mass Submit will combine similar request and send a single request to approvers.

- Select the requests that are finalized and are ready to be submitted.
- You can select multiple requests at a time.
- Once you click on “Mass Submit” the request will be forward to be processed and you will be shown a notification Request Generated successfully.
- You will also receive a mail with the details for the same.

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Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Ready for Submit
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	Status	
<input type="radio"/>	091820140012298		ERSA - Spare parts	SSAA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	091820140012299		ERSA - Spare parts	SASA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input type="checkbox"/>

Mass Submit

View

Modify

Create New

Change Request

Material Ext.

Block / Unblock

Copy Request

D. Material Master Block/Unblock Request

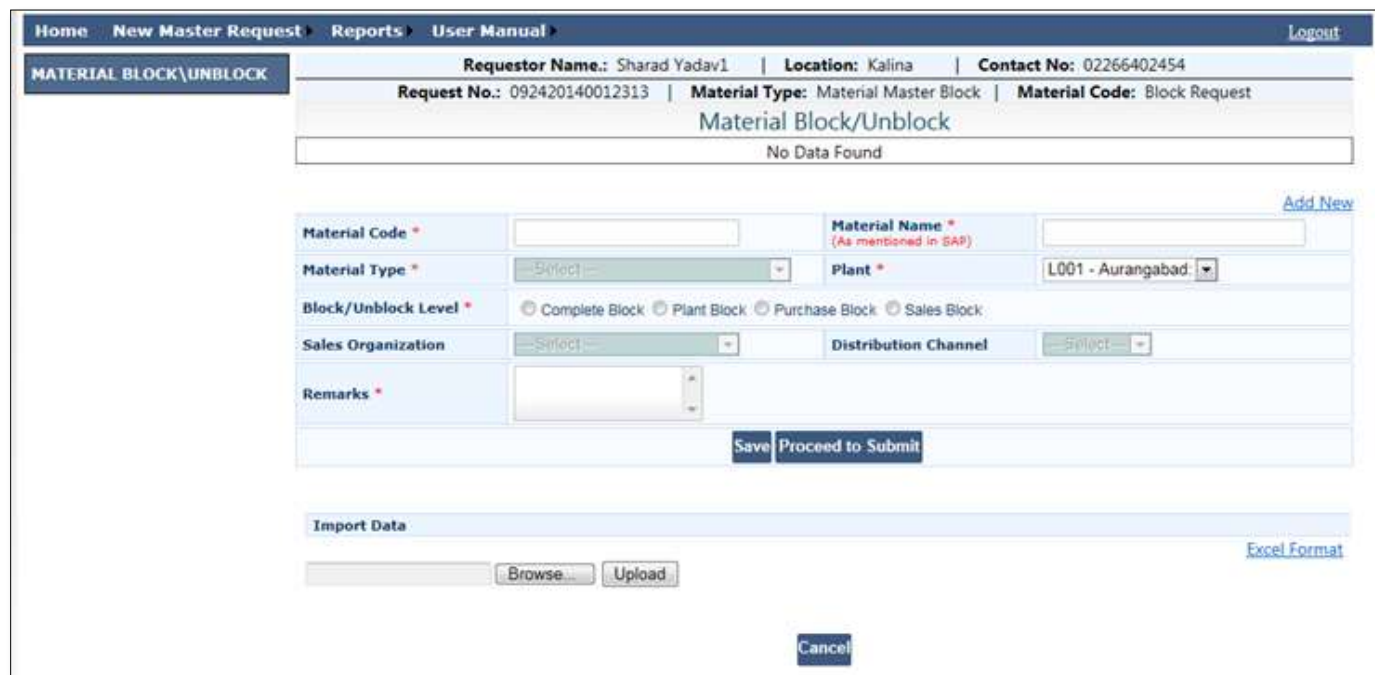
i. Initiation

- Click on “Block / Unblock” for initiation of the request.
- Select the Plant for which you want to Block the material.
- Click “Block” to proceed.



ii. Material Master Block Details

- Enter the Material Code and Material Name as in SAP(For Reference).
- Select the Block type.
 - Complete Block – To block material for all plants.
 - Plant block – To block material for selected plant
 - Purchase Block – To block material for purchase for the selected plant
 - Sales Block – TO block material for the selected Sales Organization and Distribution channel.
 - For this type Sales Org. and Distribution channel is mandatory.
- Enter the remarks with reasons the Material is to be blocked.
- Click “Save”.



The screenshot shows the 'Material Block/Unblock' form in the Master Workflow Tool. The form is titled 'Material Block/Unblock' and includes a 'No Data Found' message. The form fields are as follows:

- Material Code ***: Text input field.
- Material Name ***: Text input field with a red note '(As mentioned in SAP)'.
- Material Type ***: Dropdown menu with 'Select'.
- Plant ***: Dropdown menu with 'L001 - Aurangabad'.
- Block/Unblock Level ***: Radio buttons for 'Complete Block', 'Plant Block', 'Purchase Block', and 'Sales Block'.
- Sales Organization**: Dropdown menu with 'Select'.
- Distribution Channel**: Dropdown menu with 'Select'.
- Remarks ***: Text area.

Buttons at the bottom of the form include 'Save', 'Proceed to Submit', and 'Cancel'. A blue arrow points to the 'Cancel' button.

- Once the request is saved “Record Added Successfully message is displayed”
- You can add more materials to be blocked for the given plant.

Home New Master Request Reports User Manual Logout

MATERIAL BLOCK\UNBLOCK

Requestor Name: Sharad Yadav1 | Location: Kalina | Contact No: 02266402454

Request No.: 092420140012313 | Material Type: Material Master Block | Material Code: Block Request

Record Added Successfully.

Material Data	Blocking Level	Org. Data
Material : 755260 Material Type : Operating supplies Material Description : REF,STD-CEPHRADINE USPRS	Blocking Level : Plant Block Remarks : Please block the Material at Plant Level.	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel :

[Copy](#) [View](#) [Delete](#)

[Add New](#)

Material Code *

Material Name *
(As mentioned in SAP)

Material Type *

Plant *

Block/Unblock Level * ☐ Complete Block ☒ Plant Block ☐ Purchase Block ☐ Sales Block

Sales Organization

Distribution Channel

Remarks *

Import Data

iii. Excel Upload

- Download the Excel Format and fill the data in the same format.
- Fill the old value and new value for the Field and save the excel.
- Once finalized select the excel using the “Browse” button and Click upload.

Home New Master Request Reports User Manual Logout

MATERIAL BLOCK\UNBLOCK

Requestor Name.: Sharad Yadav1 | Location: Kalina | Contact No: 02266402454

Request No.: 092420140012313 | Material Type: Material Master Block | Material Code: Block Request

Record Added Successfully.

Material Block/Unblock

Material Data	Blocking Level	Org. Data
Material : 755260 Material Type : Operating supplies Material Description : REF.STD-CEPHRADINE USPRS	Blocking Level : Plant Block Remarks : Please block the Material at Plant Level.	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel :
Material : 755819 Material Type : Operating supplies Material Description : REF.STD-SUCROSE EPCRS	Blocking Level : Plant Block Remarks : Please select the Block Level.	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel :

[Add New](#)

Material Code * Material Name *
(As mentioned in SAP)

Material Type * Plant *

Block/Unblock Level * ☐ Complete Block ☒ Plant Block ☐ Purchase Block ☐ Sales Block

Sales Organization Distribution Channel




Remarks *

Import Data

[Excel Format](#)

A	B	C	D	E	F	G
Material code	Material Description	Plant	Block Type	Sales Org	Distribution Channel	Remarks
755260	REF.STD-CEPHRADINE USPRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer	Please block the Material Code for the plant
755819	REF.STD-SUCROSE EPCRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer	Please block the Material Code for the plant
755231	REF.STD-CEFRADINE EPCRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer	Please block the Material Code for the plant




- Verify the data displayed.
- If there is an error in the data it will be indicated.
- Click on cancel. Rectify the error and re-upload the excel
- If all the data is provided then the Import data button will be enabled.
- Click on Import Data to upload the data to the request.

Material Code	Material Description	Plant Code	Block Type	Sales Org.	Distribution Chnl.	Remarks	
755260	REF.STD-CEPHRADINE USPRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer/C	Please block the Material Code for the plant	 OK
755819	REF.STD-SUCROSE EPCRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer/C	Please block the Material Code for the plant	 OK
755231	REF.STD-CEFRADINE EPCRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer/C	Please block the Material Code for the plant	 OK

Message from webpage

Click OK to further modify current request.
Click CANCEL to proceed for Submit / Mass Submit

[MASS SUBMIT will club similar requests and send a single requests to the approver.]

Material Code	Material Description	Plant Code	Block Type	Sales Org.	Distribution Chnl.	Remarks	
755260	REF.STD-CEPHRADINE USPRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer/C	Please block the Material Code for the plant	 OK
755819	REF.STD-SUCROSE EPCRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer/C	Please block the Material Code for the plant	 OK
755231	REF.STD-CEFRADINE EPCRS	L001	Plant Block	L001 - Lupin Formulations	99 - Internal Transfer/C	Please block the Material Code for the plant	 OK

iv. Material Master Change Request Proceed to Submit

- Click on “Save & Proceed to Submit” to send the request for further processing..

Request No.: 092420140012313 | Material Type: Material Master Block | Material Code: Block Request

Record Added Successfully.

Material Data	Blocking Level	Org. Data
Material : 755260 Material Type : Operating supplies Material Description : REF.STD-CEPHRADINE USPRS	Blocking Level : Plant Block Remarks : Please block the Material at Plant Level.	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel : Copy View Delete
Material : 755819 Material Type : Operating supplies Material Description : REF.STD-SUCROSE EPCRS	Blocking Level : Plant Block Remarks : Please select the Block Level.	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel : Copy View Delete

[Add New](#)

Material Code * Material Name *
(As mentioned in SAP)

Material Type * Plant * L001 - Aurangabad

Block/Unblock Level * ☐ Complete Block ☒ Plant Block ☐ Purchase Block ☐ Sales Block

Sales Organization Distribution Channel

Remarks *

Import Data

C:\Users\sharadyadav\1\

[Excel Format](#)

v. Material Master Mass Submit

Note: Mass Submit will combine similar request and send a single request to approvers.

- Select the requests that are finalized and are ready to be submitted.
- You can select multiple requests at a time.
- Once you click on “Mass Submit” the request will be forward to be processed and you will be shown a notification Request Generated successfully.
- You will also receive a mail with the details for the same.



The screenshot shows the 'Material Master' interface. At the top, there is a navigation bar with links: Home, New Master Request, Reports, User Manual, and a Logout button. Below this, the 'Material Master' section contains several input fields: Request No., SAP Code, Module (set to 'All'), Status (set to 'Ready for Submit'), From Date, and To Date. A 'Search' button is located below these fields. Below the search fields is a table with the following data:

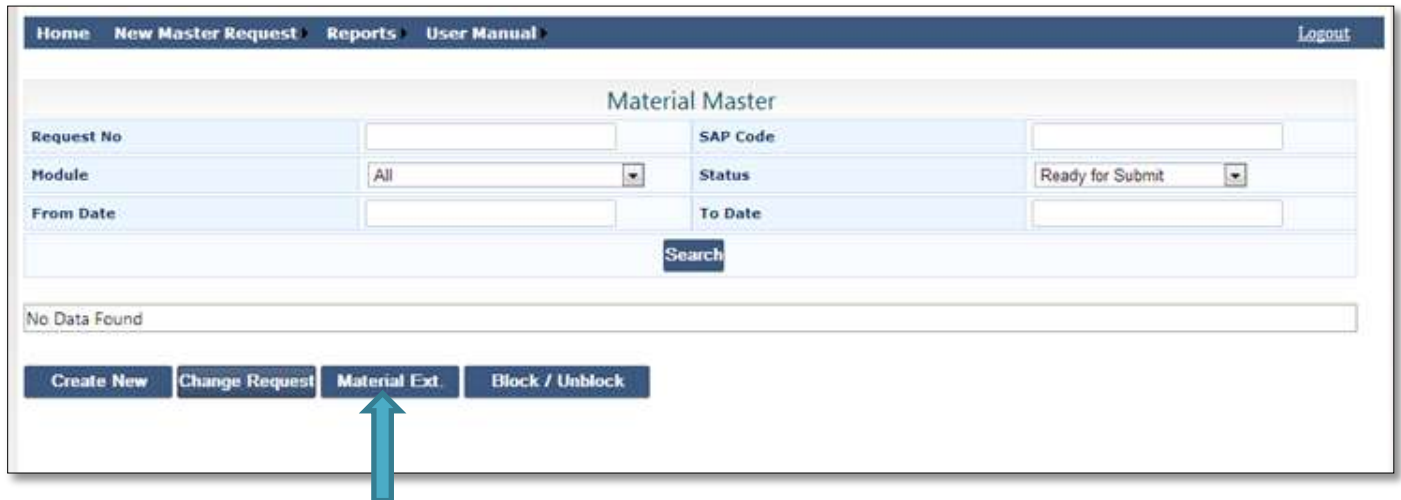
Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status
092420140012313		Material Master Block		Sharad Yadav1	24/09/14	Kalina	2211	Draft

Below the table, there is a 'Mass Submit' button with a blue arrow pointing to it. At the bottom of the interface, there is a row of buttons: View, Modify, Create New, Change Request, Material Ext., Block / Unblock, and Copy Request.

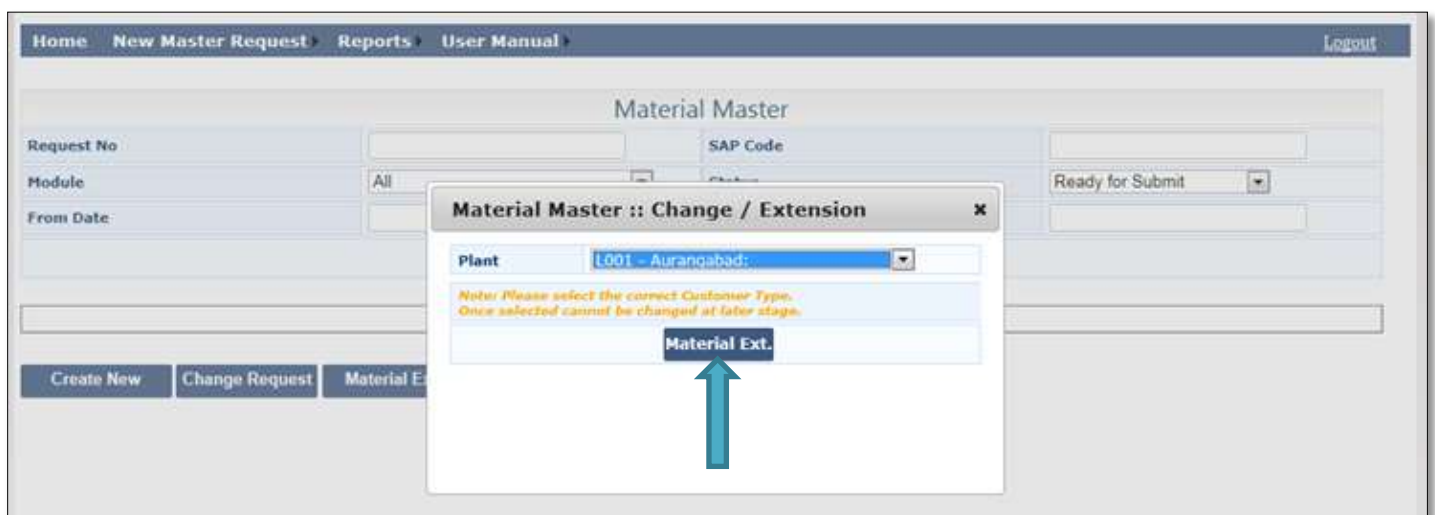
E. Material Master Extension Request

i. Initiation

- Click on “Material Ext.” for initiation of the request.



The screenshot shows the 'Material Master' interface. At the top, there is a navigation bar with links: Home, New Master Request, Reports, User Manual, and Logout. Below this, there is a search area with fields for Request No, SAP Code, Module (set to 'All'), Status (set to 'Ready for Submit'), From Date, and To Date. A 'Search' button is located below these fields. Below the search area, a message 'No Data Found' is displayed. At the bottom, there is a row of buttons: 'Create New', 'Change Request', 'Material Ext.', and 'Block / Unblock'. A blue arrow points to the 'Material Ext.' button.



The screenshot shows the 'Material Master' interface with a modal window open. The modal window is titled 'Material Master :: Change / Extension' and contains a 'Plant' dropdown menu set to 'L001 - Aurangabad'. Below the dropdown, there is a note: 'Note: Please select the correct Customer Type. Once selected cannot be changed at later stage.' At the bottom of the modal, there is a 'Material Ext.' button. A blue arrow points to this button. The background interface is dimmed, showing the same search area and buttons as the previous screenshot.

ii. Material Master Extension Details

- Please enter the Material Code and Material Name.
- This Section contains Material Extension related details..
- Please fill in all the data and click “Save”, if you want to fill in multiple Sales Area Data.
- Click “Save” to save data.
- Please enter again

MATERIAL EXTENSION

Requestor Name.: Sharad Yadav | Location: Kalina | Contact No: 02266402454

Request No.: 092420140012311 | Material Type: Material Extension | Material Code: Extension Request

Extension Data

No Data Found

[Add New](#)

Material Code *	755260	Material Description *	REF.STD-CEPHRADINE USPRS
Material Type *	HIBE - Operating supplies	Plant *	L001 - Aurangabad
Storage Location *	0151-EnggStore		
Sales Org.	--select--	Distribution Channel	--select--
Material Pricing	--select--	Acc. Assignment Grp.	--select--
Purchasing Group *	A04-Aur - Engg Str/Spr	MRP Type *	ND-No planning
MRP Controller	--select--	Reorder point	
Lot size	--select--	Minimum lot size	
Maximum lot size		Fixed lot size	
Rounding value		Prod. Storage Location	0151-EnggStore
GR Processing Time	02	Planned Delivery Time in Days	
Profit Center *	3308-FML-COMMON AUR	Valuation Class *	4010-Consum Domestic
Price Control *	V-Moving average price/periodic unit price		

Save Proceed to Submit

Cancel

- Click on Copy to copy the current data as reference for next entry.
- Click on view if you want to View /Edit the data.
- Click on Delete in order to delete the entry.

Record Added Successfully.

Extension Data

Material Data	Sales Data	MRP Data	MRP Data(Conti..)	Other Data	
Material : 755260 Material Type : Operating supplies Material Description : REF.STD-CEPHRADINE USPRS Plant : L001 - Aurangabad Storage Location : 0151	Sales Org. : Dist. Chnl. : Pricing Grp. : Assignment Grp. :	MRP Type : ND MRP Controller. : Reorder Pt. : Lot Size : Min. Lot Size : Max. Lot Size :	Fixed Lot Size : Rounding Value : Prod. Str. Loc. : 0151 GR Proc. Time : 02 Delivery Time : 21	Purc. Grp. : A04 Profit Center : 0000003308 Valuation Class : 4010 Price Ctrl Ind. : V	Copy View Delete

[Add New](#)

iii. Material Master Extension Request Proceed to Submit

- Click on “Save & Proceed to Submit” to send the request for further processing..

Storage Location : 0151		Assignment Grp. :		Min. Lot Size :	Delivery Time : 21	Price Ctrl Ind. : V
				Max. Lot Size :		

[Add New](#)

Material Code *	755819	Material Description *	REF STD-SUCROSE EPCRS
Material Type *	HIBE - Operating supplies	Plant *	L001 - Aurangabad
Storage Location *	0151-EnggStore		
Sales Org.	Select	Distribution Channel	Select
Material Pricing	Select	Acc. Assignment Grp.	Select
Purchasing Group *	A04-Aur - Engg Str/Spr	MRP Type *	ND-No planning
MRP Controller	Select	Reorder point	
Lot size	Select	Minimum lot size	
Maximum lot size		Fixed lot size	
Rounding value		Prod. Storage Location	0151-EnggStore
GR Processing Time	02	Planned Delivery Time in Days	21
Profit Center *	3308-FML-COMMON AUR	Valuation Class *	010-Cashier Domestic
Price Control *	V-Moving average price/periodic unit price		

Save Proceed to Submit Cancel

iv. Material Master Mass Submit

Note: Mass Submit will combine similar request and send a single request to approvers.

- Select the requests that are finalized and are ready to be submitted.
- You can select multiple requests at a time.
- Once you click on “Mass Submit” the request will be forward to be processed and you will be shown a notification Request Generated successfully.
- You will also receive a mail with the details for the same.



The screenshot shows the 'Material Master' interface. At the top, there is a navigation bar with links: Home, New Master Request, Reports, User Manual, and a Logout button. Below this is a search section with fields for Request No, SAP Code, Module (set to 'All'), Status (set to 'Ready for Submit'), From Date, and To Date. A 'Search' button is located below these fields. Below the search section is a table with the following columns: Request No., Material Code, Material Type, Material, Created By, Req. Dt., Location, Cost Center, and Status. The table contains one row with the following data: Request No. 092420140012313, Material Code, Material Master Block, Material, Sharad Yadav1, Req. Dt. 24/09/14, Location Kalina, Cost Center 2211, and Status Draft. To the right of the table is a 'Mass Submit' button, which is highlighted with a blue arrow. Below the table is a row of buttons: View, Modify, Create New, Change Request, Material Ext., Block / Unblock, and Copy Request.

Thank You!