



# USER MANUAL

## Master Work Flow Tool (MWT).

### *Material Master - Approver*

Feb, 2015

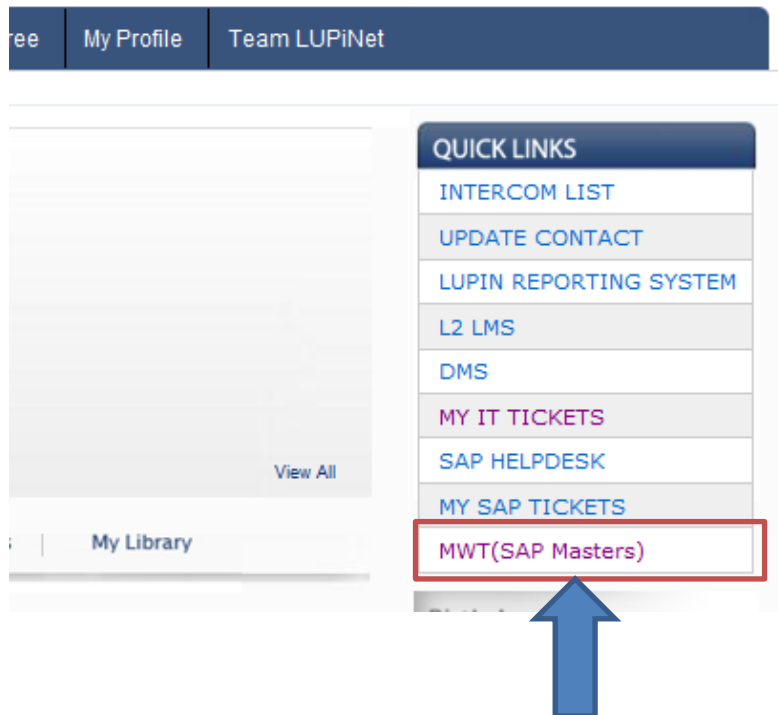
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## I. General Section

### A. Login

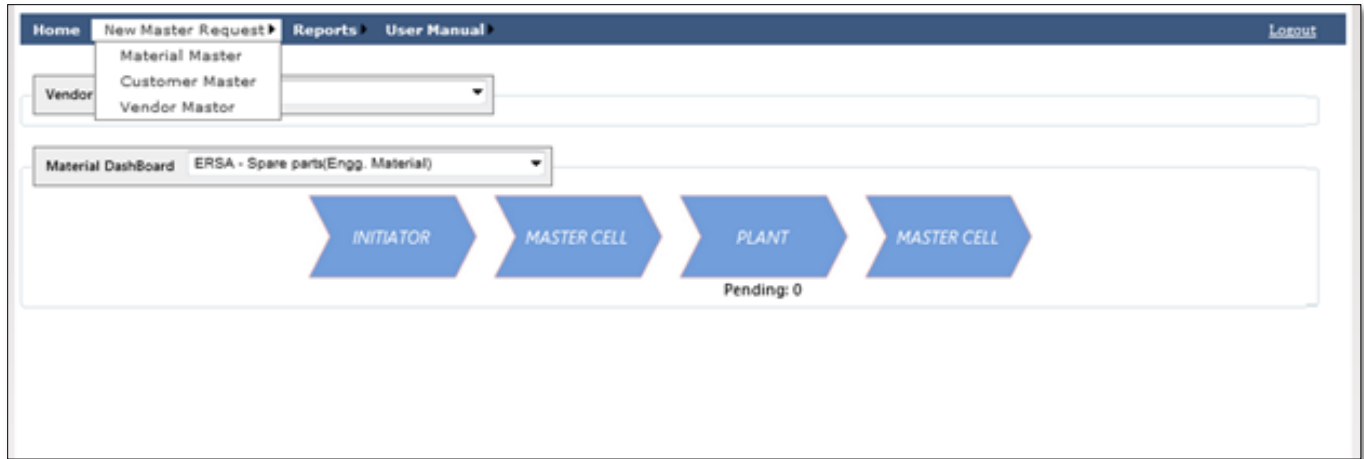
Use the Link on your home page Quick Link to login into the system.



## 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

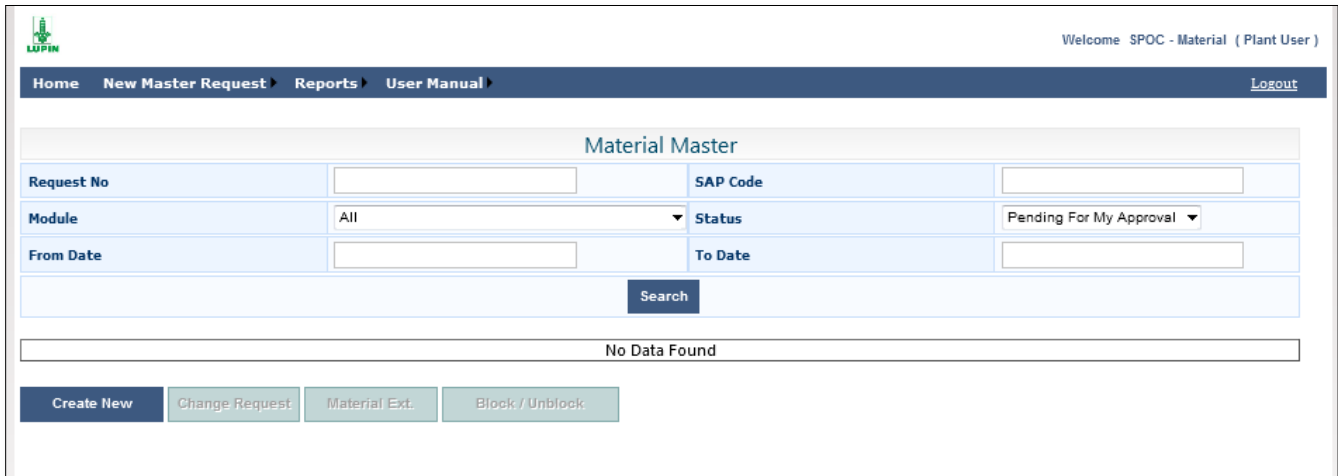
No Data Found

[Create New](#)
[Change Request](#)
[Material Ext.](#)
[Block / Unblock](#)

## A. Pending For Approval Material Master Request

### i. Search

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



Material Master

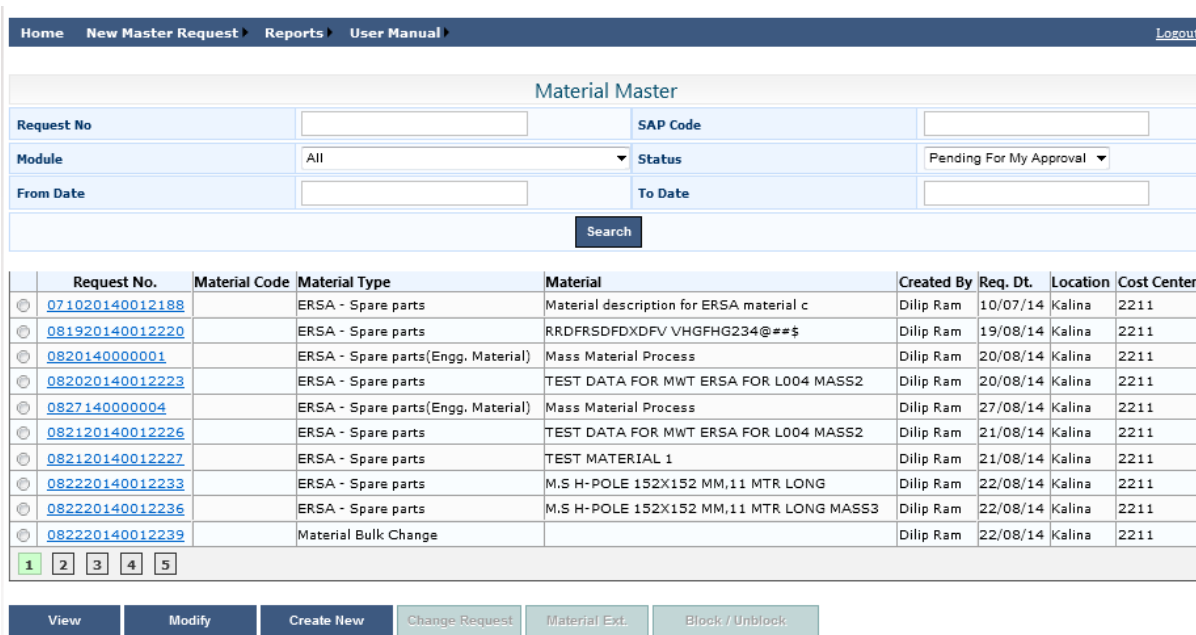
Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

[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
<a href="#">071020140012188</a>		ERSA - Spare parts	Material description for ERSA material c	Dilip Ram	10/07/14	Kalina	2211
<a href="#">081920140012220</a>		ERSA - Spare parts	RRDFRSDFDXDFV VHGFHG234@#=\$	Dilip Ram	19/08/14	Kalina	2211
<a href="#">0820140000001</a>		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	20/08/14	Kalina	2211
<a href="#">082020140012223</a>		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	20/08/14	Kalina	2211
<a href="#">0827140000004</a>		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	27/08/14	Kalina	2211
<a href="#">082120140012226</a>		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	21/08/14	Kalina	2211
<a href="#">082120140012227</a>		ERSA - Spare parts	TEST MATERIAL 1	Dilip Ram	21/08/14	Kalina	2211
<a href="#">082220140012233</a>		ERSA - Spare parts	M,S H-POLE 152X152 MM,11 MTR LONG	Dilip Ram	22/08/14	Kalina	2211
<a href="#">082220140012236</a>		ERSA - Spare parts	M,S H-POLE 152X152 MM,11 MTR LONG MASS3	Dilip Ram	22/08/14	Kalina	2211
<a href="#">082220140012239</a>		Material Bulk Change		Dilip Ram	22/08/14	Kalina	2211

[View](#) [Modify](#) [Create New](#) [Change Request](#) [Material Ext.](#) [Block / Unblock](#)

## 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"/>	<a href="#">071020140012188</a>		ERSA - Spare parts	Material description for ERSA material c	Dilip Ram	10/07/14	Kalina	2211
<input type="radio"/>	<a href="#">081920140012220</a>		ERSA - Spare parts	RRDFRSDFDXDFV VHGFHG234@##\$	Dilip Ram	19/08/14	Kalina	2211
<input type="radio"/>	<a href="#">0820140000001</a>		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	20/08/14	Kalina	2211
<input type="radio"/>	<a href="#">082020140012223</a>		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	20/08/14	Kalina	2211
<input type="radio"/>	<a href="#">0827140000004</a>		ERSA - Spare parts(Engg. Material)	Mass Material Process	Dilip Ram	27/08/14	Kalina	2211
<input type="radio"/>	<a href="#">082120140012226</a>		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS2	Dilip Ram	21/08/14	Kalina	2211
<input checked="" type="radio"/>	<a href="#">082120140012227</a>		ERSA - Spare parts	TEST MATERIAL 1	Dilip Ram	21/08/14	Kalina	2211
<input type="radio"/>	<a href="#">082220140012233</a>		ERSA - Spare parts	M.S H-POLE 152X152 MM,11 MTR LONG	Dilip Ram	22/08/14	Kalina	2211
<input type="radio"/>	<a href="#">082220140012236</a>		ERSA - Spare parts	M.S H-POLE 152X152 MM,11 MTR LONG MASS3	Dilip Ram	22/08/14	Kalina	2211
<input type="radio"/>	<a href="#">082220140012239</a>		Material Bulk Change		Dilip Ram	22/08/14	Kalina	2211

1
2
3
4
5

View

Modify

Create New

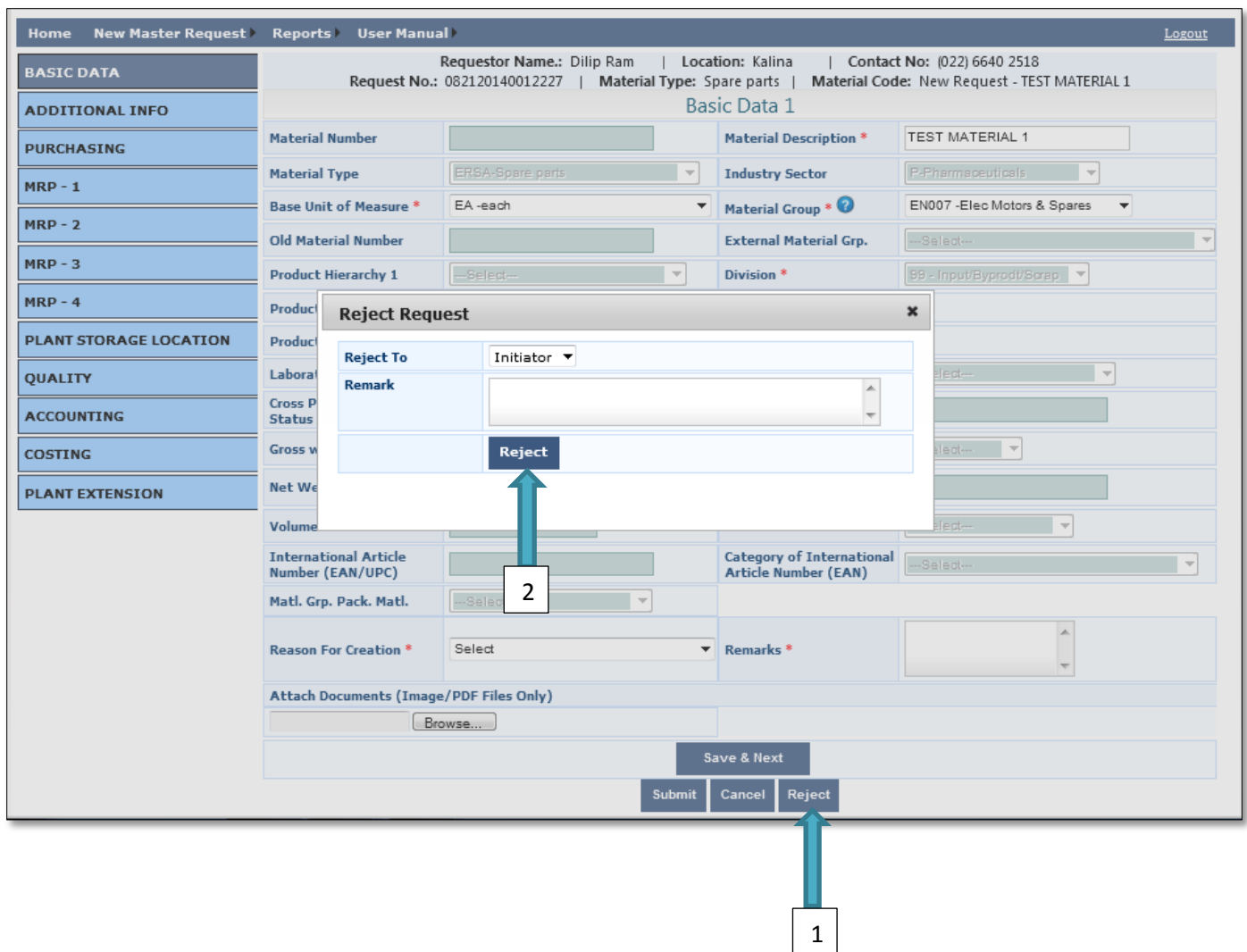
Change Request

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.




The screenshot shows the Master Workflow Tool (MWT) interface. The top navigation bar includes links for Home, New Master Request, Reports, User Manual, and Logout. The left sidebar lists various sections: BASIC DATA, ADDITIONAL INFO, PURCHASING, MRP - 1, MRP - 2, MRP - 3, MRP - 4, PLANT STORAGE LOCATION, QUALITY, ACCOUNTING, COSTING, and PLANT EXTENSION. The main content area displays request details for 'TEST MATERIAL 1'. A 'Reject Request' dialog box is open, showing a 'Reject To' dropdown set to 'Initiator' and a 'Remark' text area. A blue arrow labeled '2' points to the 'Reject' button in the dialog. Another blue arrow labeled '1' points to the 'Reject' button in the bottom navigation bar.



## iv. Request Modification

- Please verify the data filled in all the sections.
- Specifically check the highlighted sections, as those are the one with mandatory fields.
- The section without the save and next option are just for reference.
- If any modification are required, do the modifications and click on 'Save & Next'.



Welcome Purchase (Approver)

Home New Master Request Reports User Manual Logout

<b>BASIC DATA</b> <b>ADDITIONAL INFO</b> <b>CLASSIFICATION</b> <b>SALES DATA</b> <b>TAX</b> <b>SALES DATA - 2</b> <b>SALES PLANT</b> <b>PURCHASING</b> <b>FOREIGN TRADE</b> <b>MRP - 1</b> <b>MRP - 2</b> <b>MRP - 3</b> <b>MRP - 4</b> <b>PLANT STORAGE LOCATION</b> <b>QUALITY</b> <b>ACCOUNTING</b> <b>COSTING</b> <b>PLANT EXTENSION</b>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span><b>Requestor Name.:</b> Sharad Yadav1</span> <span><b>Location:</b> Kalina</span> <span><b>Contact No:</b> 02266402454</span> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span><b>Request No.:</b> 021220150000418</span> <span><b>Plant:</b> L012 - Jammu:</span> <span><b>Storage Loc.:</b> 0102 - PMStoreplant</span> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span><b>Material Type:</b> Packaging</span> <span><b>Material Code:</b> New Request - PM MATERIAL CODE TESTING ON 11.02.2015 A</span> </div> <div style="text-align: center; margin-bottom: 5px;"><b>Basic Data 1</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Material Number</b></td> <td style="width: 50%;"><b>Material Description *</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="PM MATERIAL CODE TESTING ON"/></td> </tr> <tr> <td><b>Material Type</b></td> <td><b>Industry Sector</b></td> </tr> <tr> <td><input type="text" value="VERP-Packaging"/></td> <td><input type="text" value="P-Pharmaceuticals"/></td> </tr> <tr> <td><b>Base Unit of Measure *</b></td> <td><b>Material Group *</b></td> </tr> <tr> <td><input type="text" value="EA -each"/></td> <td><input type="text" value="PM001 -Cartons"/></td> </tr> <tr> <td><b>Old Material Number</b></td> <td><b>External Material Grp.</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="--Select--"/></td> </tr> <tr> <td><b>Division *</b></td> <td><b>Gen Item Category</b></td> </tr> <tr> <td><input type="text" value="99 - Input/Byprod/Scrap"/></td> <td><input type="text" value="VERP-Packaging"/></td> </tr> <tr> <td><b>Laboratory/Design Office</b></td> <td><b>Valid From</b></td> </tr> <tr> <td><input type="text" value="--Select--"/></td> <td><input type="text"/></td> </tr> <tr> <td><b>Cross Plant Material Status</b></td> <td><b>Weight Unit</b></td> </tr> <tr> <td><input type="text" value="--Select--"/></td> <td><input type="text" value="KG -Kilogram"/></td> </tr> <tr> <td><b>Gross weight</b></td> <td><b>Production/Inspection Memo</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><b>Net Weight</b></td> <td><b>Category of International Article Number (EAN)</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="--Select--"/></td> </tr> <tr> <td><b>International Article Number (EAN/UPC)</b></td> <td><b>Remarks *</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="PM material code testing"/></td> </tr> <tr> <td><b>Matl. Grp. Pack. Matl.</b></td> <td></td> </tr> <tr> <td><input type="text" value="--Select--"/></td> <td></td> </tr> <tr> <td><b>Reason For Creation *</b></td> <td></td> </tr> <tr> <td><input type="text" value="One time requirement code"/></td> <td></td> </tr> </table> <div style="margin-top: 10px;"> <b>Attach Documents (Image/PDF Files Only)</b>  <input type="text" value="Browse..."/> </div> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #2c4e64; color: white; padding: 5px 10px; border: 1px solid black;">Save &amp; Next</span>  <span style="background-color: #2c4e64; color: white; padding: 5px 10px; border: 1px solid black;">Approve</span> <span style="background-color: #2c4e64; color: white; padding: 5px 10px; border: 1px solid black;">Cancel</span> <span style="background-color: #2c4e64; color: white; padding: 5px 10px; border: 1px solid black;">Reject</span> </div>	<b>Material Number</b>	<b>Material Description *</b>	<input type="text"/>	<input type="text" value="PM MATERIAL CODE TESTING ON"/>	<b>Material Type</b>	<b>Industry Sector</b>	<input type="text" value="VERP-Packaging"/>	<input type="text" value="P-Pharmaceuticals"/>	<b>Base Unit of Measure *</b>	<b>Material Group *</b>	<input type="text" value="EA -each"/>	<input type="text" value="PM001 -Cartons"/>	<b>Old Material Number</b>	<b>External Material Grp.</b>	<input type="text"/>	<input type="text" value="--Select--"/>	<b>Division *</b>	<b>Gen Item Category</b>	<input type="text" value="99 - Input/Byprod/Scrap"/>	<input type="text" value="VERP-Packaging"/>	<b>Laboratory/Design Office</b>	<b>Valid From</b>	<input type="text" value="--Select--"/>	<input type="text"/>	<b>Cross Plant Material Status</b>	<b>Weight Unit</b>	<input type="text" value="--Select--"/>	<input type="text" value="KG -Kilogram"/>	<b>Gross weight</b>	<b>Production/Inspection Memo</b>	<input type="text"/>	<input type="text"/>	<b>Net Weight</b>	<b>Category of International Article Number (EAN)</b>	<input type="text"/>	<input type="text" value="--Select--"/>	<b>International Article Number (EAN/UPC)</b>	<b>Remarks *</b>	<input type="text"/>	<input type="text" value="PM material code testing"/>	<b>Matl. Grp. Pack. Matl.</b>		<input type="text" value="--Select--"/>		<b>Reason For Creation *</b>		<input type="text" value="One time requirement code"/>	
<b>Material Number</b>	<b>Material Description *</b>																																																
<input type="text"/>	<input type="text" value="PM MATERIAL CODE TESTING ON"/>																																																
<b>Material Type</b>	<b>Industry Sector</b>																																																
<input type="text" value="VERP-Packaging"/>	<input type="text" value="P-Pharmaceuticals"/>																																																
<b>Base Unit of Measure *</b>	<b>Material Group *</b>																																																
<input type="text" value="EA -each"/>	<input type="text" value="PM001 -Cartons"/>																																																
<b>Old Material Number</b>	<b>External Material Grp.</b>																																																
<input type="text"/>	<input type="text" value="--Select--"/>																																																
<b>Division *</b>	<b>Gen Item Category</b>																																																
<input type="text" value="99 - Input/Byprod/Scrap"/>	<input type="text" value="VERP-Packaging"/>																																																
<b>Laboratory/Design Office</b>	<b>Valid From</b>																																																
<input type="text" value="--Select--"/>	<input type="text"/>																																																
<b>Cross Plant Material Status</b>	<b>Weight Unit</b>																																																
<input type="text" value="--Select--"/>	<input type="text" value="KG -Kilogram"/>																																																
<b>Gross weight</b>	<b>Production/Inspection Memo</b>																																																
<input type="text"/>	<input type="text"/>																																																
<b>Net Weight</b>	<b>Category of International Article Number (EAN)</b>																																																
<input type="text"/>	<input type="text" value="--Select--"/>																																																
<b>International Article Number (EAN/UPC)</b>	<b>Remarks *</b>																																																
<input type="text"/>	<input type="text" value="PM material code testing"/>																																																
<b>Matl. Grp. Pack. Matl.</b>																																																	
<input type="text" value="--Select--"/>																																																	
<b>Reason For Creation *</b>																																																	
<input type="text" value="One time requirement code"/>																																																	

## 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.

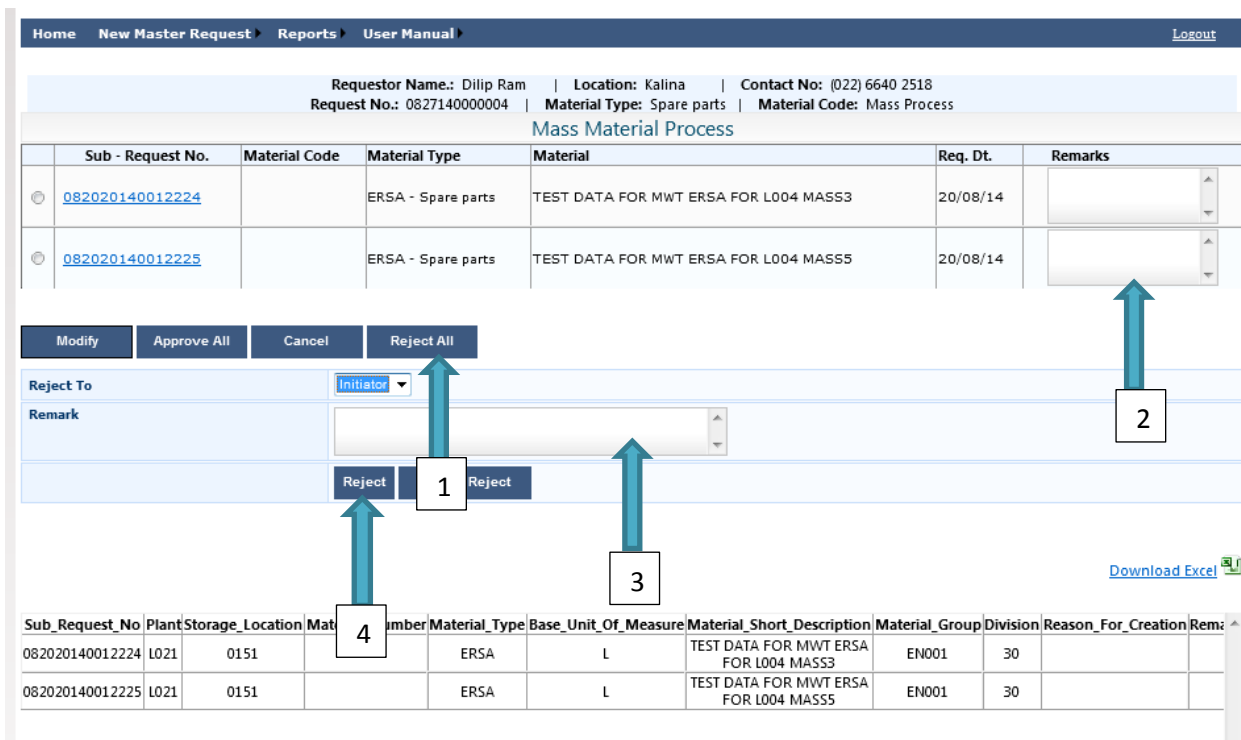

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<b>BASIC DATA</b>	Requestor Name.: Sharad Yadav1   Location: Kalina   Contact No: 02266402454	
<b>ADDITIONAL INFO</b>	Request No.: 021220150000418   Plant: L012 - Jammu:   Storage Loc.: 0102 - PMStoreplant	
<b>CLASSIFICATION</b>	Material Type: Packaging   Material Code: New Request - PM MATERIAL CODE TESTING ON 11.02.2015 A	
<b>SALES DATA</b>	Basic Data 1	
<b>TAX</b>	Material Number	Material Description * PM MATERIAL CODE TESTING ON
<b>SALES DATA - 2</b>	Material Type	Industry Sector
<b>SALES PLANT</b>	Base Unit of Measure *	Material Group * ?
<b>PURCHASING</b>	Old Material Number	External Material Grp.
<b>FOREIGN TRADE</b>	Division *	Gen Item Category
<b>MRP - 1</b>	Laboratory/Design Office	Valid From
<b>MRP - 2</b>	Cross Plant Material Status	Weight Unit
<b>MRP - 3</b>	Gross weight	Production/Inspection Memo
<b>MRP - 4</b>	Net Weight	Category of International Article Number (EAN)
<b>PLANT STORAGE LOCATION</b>	International Article Number (EAN/UPC)	
<b>QUALITY</b>	Matl. Grp. Pack. Matl.	
<b>ACCOUNTING</b>	Reason For Creation *	Remarks *
<b>COSTING</b>	Attach Documents (Image/PDF Files Only)	
<b>PLANT EXTENSION</b>	<input type="text"/> <input type="button" value="Browse..."/>	

## 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
<a href="#">082020140012224</a>		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS3	20/08/14	
<a href="#">082020140012225</a>		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 Reject All

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Sub_Request_No	Plant	Storage_Location	Mat	Number	Material_Type	Base_Unit_Of_Measure	Material_Short_Description	Material_Group	Division	Reason_For_Creation	Remarks
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="radio"/>	<a href="#">082020140012224</a>		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS3	20/08/14
<input type="radio"/>	<a href="#">082020140012225</a>		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_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:**

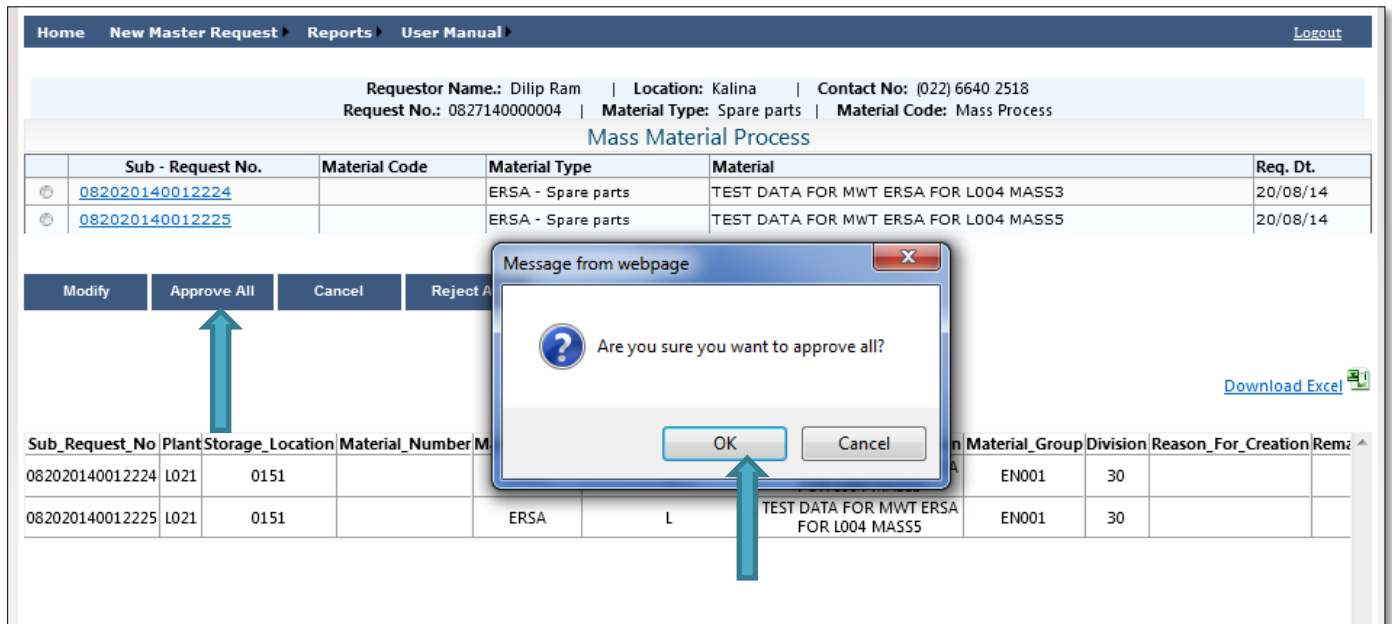
### Basic Data 1

<b>Material Number</b>	<input type="text"/>	<b>Material Description *</b>	TEST DATA FOR MWT ERSA FOR
<b>Material Type</b>	ERSA-Spare parts	<b>Industry Sector</b>	P-Pharmaceuticals
<b>Base Unit of Measure *</b>	L -Liter	<b>Material Group *</b>	EN001 -Filters Spares
<b>Old Material Number</b>	<input type="text"/>	<b>External Material Grp.</b>	--Select--
<b>Product Hierarchy 1</b>	--Select--	<b>Division *</b>	88 - Input/Byprod/Scrap
<b>Product Hierarchy 2</b>	--Select--		
<b>Product Hierarchy 3</b>	--Select--		
<b>Laboratory/Design Office</b>	--Select--	<b>Gen Item Category Grp</b>	--Select--
<b>Cross Plant Material Status</b>	--Select--	<b>Valid From</b>	<input type="text"/>
<b>Gross weight</b>	<input type="text"/>	<b>Weight Unit</b>	--Select--
<b>Net Weight</b>	<input type="text"/>	<b>Production/Inspection Memo</b>	<input type="text"/>
<b>Volume</b>	<input type="text"/>	<b>Volume Unit</b>	--Select--
<b>International Article Number (EAN/UPC)</b>	<input type="text"/>	<b>Category of International Article Number (EAN)</b>	--Select--
<b>Matl. Grp. Pack. Matl.</b>	--Select--		
<b>Reason For Creation *</b>	Select	<b>Remarks *</b>	<input type="text"/>

**Attach Documents (Image/PDF Files Only)**

## 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.
<a href="#">082020140012224</a>		ERSA - Spare parts	TEST DATA FOR MWT ERSA FOR L004 MASS3	20/08/14
<a href="#">082020140012225</a>		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	ERSA	L	TEST DATA FOR MWT ERSA FOR L004 MASS5	EN001	30

# Thank You!