



USER MANUAL

Master Work Flow Tool (MWT).

Material Master (FG/SFG)

May, 2015

Contents

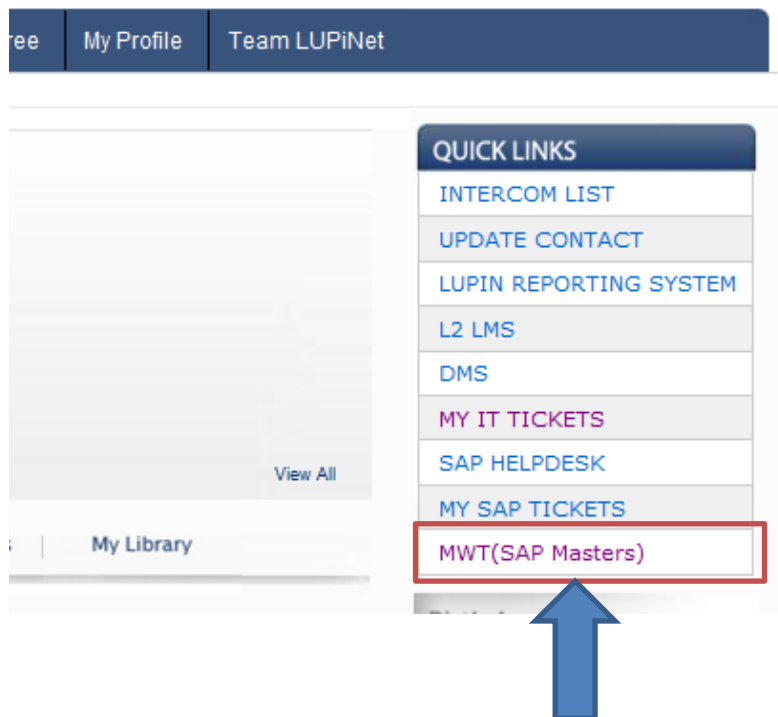
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I. General Section

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

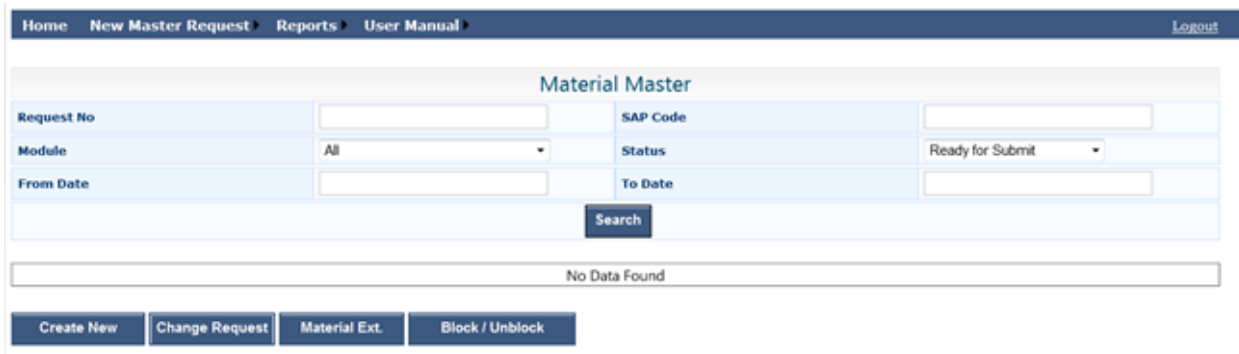
Material DashBoard

ERSA - Spare parts ▾

II. Material Master Section

Following section can be used for the following actions:

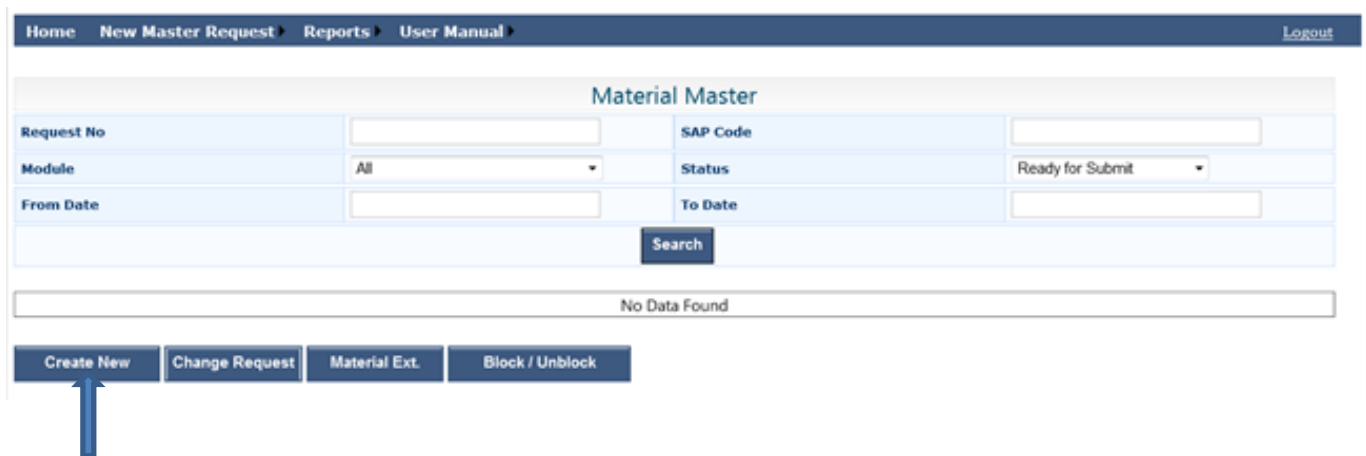
- I. Search Material Master as per the criteria
 - a. Pending for your approval
 - b. Created by you
 - c. Roll backed to you
 - d. Incomplete
 - e. Rejected By Me
 - f. Approved
 - g. Ready for Submit
- II. Create Material Master
- III. Change Request
- IV. Material Extension
- V. Material Master Block / Unblock Request



A. Create Material Master Request

i. Initiation

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



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

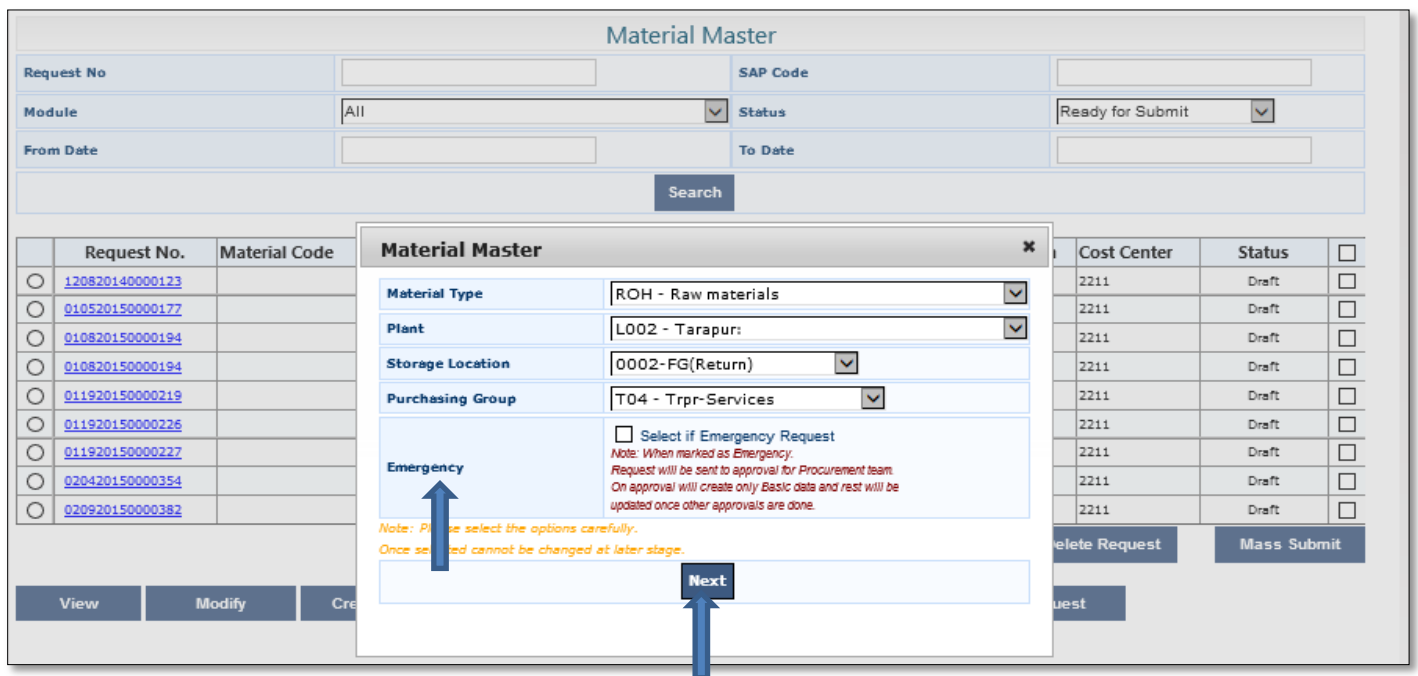
No Data Found

Create New Change Request Material Ext. Block / Unblock

ii. Material Type Selection

- Please select the Material Type of which you need to create the Material.
- Please select the Plant that the material is to be associated to.
- Please select the Storage Location that the material is to be associated to.
- There is an option to select if the request is an **Emergency Request**.
- If you select Emergency the Material code and Basic Data will be created on Procurement team approval and the remaining sections will only be created once the complete request flow is approved.
- Click next to proceed.

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



Material Master

Request No. SAP Code

Module Status

From Date To Date

Request No.	Material Code	Cost Center	Status
<input type="radio"/> 120820140000123		2211	Draft
<input type="radio"/> 010520150000177		2211	Draft
<input type="radio"/> 010820150000194		2211	Draft
<input type="radio"/> 010820150000194		2211	Draft
<input type="radio"/> 011920150000219		2211	Draft
<input type="radio"/> 011920150000226		2211	Draft
<input type="radio"/> 011920150000227		2211	Draft
<input type="radio"/> 020420150000354		2211	Draft
<input type="radio"/> 020920150000382		2211	Draft

Material Master

Material Type ROH - Raw materials

Plant L002 - Tarapur

Storage Location 0002-FG(Return)

Purchasing Group T04 - Trpr-Services

☐ Select if Emergency Request

Note: When marked as Emergency, Request will be sent to approval for Procurement team. On approval will create only Basic data and rest will be updated once other approvals are done.

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

iii. Material Data Default Values

- Most of the sections have been pre-filled to ease the process of material creation.
- Only Sections with mandatory fields have to be saved.
- Fill in all the Mandatory fields and all the relevant details available in the necessary sections.
- The Sections which needs to be filled have been highlighted in different color for quick identification.
- System will navigate you through only those highlighted sections, but if necessary you can navigate to other sections by clicking on the respective sections.

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	Sales 2
SALES DATA	Plant * L002 - Tarapur Sales Organization * L002 - Lupin API/Intermdts
SALES DATA - 2	Distribution Channel * 99 - Internal Transfer /C
SALES PLANT	Material statistics group 1-Relevant Material Pricing Group --Select--
TAX	Account assignment group for this material * Z1-Material (FG & SFG) Gen Item Category Grp NORM-Standard item
PURCHASING	Product Hierarchy 1 * 19999 -Bulk
FOREIGN TRADE	Product Hierarchy 2 * 1999929903 -Bulk Others
MRP - 1	Product Hierarchy 3 * 199992990339999904-Bulk Others Others
MRP - 2	Item category group from material master NORM-Standard item Material group 1 --Select--
MRP - 3	Material group 2 --Select-- Material group 3 --Select--
MRP - 4	Material group 4 --Select-- Material group 5 --Select--
WORK SCHEDULING	Back Save & Next
PLANT STORAGE LOCATION	Cancel
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

iv. 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 select Reason for Creation from the options and the Remarks accordingly
- Please Fill in all the data and click “Save and Next”.

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	
SALES PLANT	
TAX	
PURCHASING	
FOREIGN TRADE	
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

Basic Data 1	
Material Number	<input type="text"/>
Material Description *	TEST MATERIAL
Material Type	FERT-Finished products
Industry Sector	P-Pharmaceuticals
Base Unit of Measure *	EA -each
Material Group *	F0001 -Tablets
Old Material Number	<input type="text"/>
External Material Grp.	--Select--
Division *	99 - Input/Byprodt/Scrap
Laboratory/Design Office	--Select--
Gen Item Category Grp	NORM-Standard item
Cross Plant Material Status *	Z1-Product launch date
Valid From	05/05/2015
Gross weight	<input type="text"/>
Weight Unit	KG -Kilogram
Net Weight	<input type="text"/>
Production/Inspection Memo	<input type="text"/>
International Article Number (EAN/UPC)	<input type="text"/>
Category of International Article Number (EAN)	--Select--
Matl. Grp. Pack. Matl.	--Select--
Reason For Creation *	Process Change
Remarks *	Testing
Attach Documents (Image/PDF Files Only)	
<input type="text"/> Browse...	
<div>Save & Next</div> <div>Cancel</div>	

v. 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.: Srinidhi Devadiga | **Location:** Mumbai | **Contact No:** 8108773307
Request No.: 050520150001195 | **Plant:** L002 - Tarapur: | **Storage Loc.:** 0002 - FGReturnPharma
Material Type: Finished products | **Material Code:** New Request - TEST MATERIAL

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
<input type="text"/>	--Select--	<input type="text"/> EA - each
<input type="text"/>	--Select--	<input type="text"/> EA - each
<input type="text"/>	--Select--	<input type="text"/> EA - each

Length (BTCI)	<input type="text"/>	Width (BTCI)	<input type="text"/>
Height (BTCI)	<input type="text"/>	Unit of Dimension (Length/Width/Height)	--Select--
Shipper Gross Weight	<input type="text"/>	Shipper Weight Unit	--Select--
Unit Of Measure Usage	--Select--	Characteristic Name	--Select--
Planned Value Unit Measure	<input type="text"/>	Batch Spcf Matl Unit Measure	Select

[Back](#)
[Save & Next](#)
[Cancel](#)

[BASIC DATA](#)
[ADDITIONAL INFO](#)
[CLASSIFICATION](#)
[SALES DATA](#)
[SALES DATA - 2](#)
[SALES PLANT](#)
[TAX](#)
[PURCHASING](#)
[FOREIGN TRADE](#)
[MRP - 1](#)
[MRP - 2](#)
[MRP - 3](#)
[MRP - 4](#)
[WORK SCHEDULING](#)
[PLANT STORAGE LOCATION](#)
[QUALITY](#)
[ACCOUNTING](#)
[ACCOUNTING 2](#)
[COSTING](#)
[COSTING 2](#)

vi. Classification Data

- Class Type and Class are filled in by default.
- If you need to fill in the data regarding any field in MCLASS section ,
 - Change Class type as “001” and Class as “MCLASS”
- Please fill in all relevant data.
- Click “Save and Next” to save data and proceed further.

Home New Master Request Reports User Manual Logout			
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL		
ADDITIONAL INFO	Classification		
CLASSIFICATION	Class Type: 023-Batch Class: SLED -CLASS FOR SHELF LIFE EXPIRATION DATE		
SALES DATA	Class Type : 001 Class : MCLASS		
SALES DATA - 2	Strength of mat. / Pack type	Market	
SALES PLANT	NDC No. (LPI)	NDC No. (LL)	
TAX	HTS	ANDA	
PURCHASING	FDA No.	LPI Material Identifier	--Select--
FOREIGN TRADE	Material Grouping for MES	Short description for 3PL	
MRP - 1	Package presentation 3PL	Number of Tablet 3PL	
MRP - 2	Material Category A 3PL	Material Category B 3PL	--Select--
MRP - 3	Sorting for inventory report	Pack size	
MRP - 4	Product Group	Drug Category	--Select--
WORK SCHEDULING	Market Entry Date	PZN (HORMOSAN)	
PLANT STORAGE LOCATION	Class Type : 023 Class : SLED		
QUALITY	Allowed Manufacturers	HSAN MATERIAL IDENTIFIER	
ACCOUNTING	Expiration date shelf life	Next Insp Date for Batch	
ACCOUNTING 2	Batch number	ASSAY ASIS	
COSTING	MANUFACTURER	Potency as is basis	
COSTING 2	Loss on Drying	Potency as is basis1	
	RM402217	RM323350	
	SF110063	SF900052	
	IP4A0047	Assay by GC	
	External Material Group	Version Number	
<div> Back Save & Next Cancel </div>			

vii. Sales Data

- Sales Organization and Distribution Channel will populate according to the plant.
- Select the relevant Sales Organization and Distribution Channel.
- Click “Save and Next” to save data and proceed further.

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307
ADDITIONAL INFO	Request No.: 050520150001195 Plant: L002 - Tarapur Storage Loc.: 0002 - FGReturnPharma
CLASSIFICATION	Material Type: Finished products Material Code: New Request - TEST MATERIAL
SALES DATA	Sales 1
SALES DATA - 2	
SALES PLANT	Plant * L002 - Tarapur
TAX	Sales Organization * L002 - Lupin API/Intermdts Distribution Channel * 99 - Internal Transfer /C
PURCHASING	Sales unit --Select-- Vari Sales Unit Not Allowed <input type="checkbox"/>
FOREIGN TRADE	Min. delivery quantity for delivery note processing Min. order qty. in base unit of measure
MRP - 1	Delivery unit Unit of measure of delivery unit --Select--
MRP - 2	Back Save & Next
MRP - 3	Cancel
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

viii. Sales Data - 2

- Please fill Sales Data Section first. If not filled will ask for Sales organization and Distribution channel.
- 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.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	<div style="text-align: center;">Sales 2</div> <div> <div> Plant * L002 - Tarapur: </div> <div> Sales Organization * L002 - Lupin API/Intermdts </div> </div> <div> Distribution Channel * 99 - Internal Transfer /C </div> <div> Material statistics group 1-Relevant </div> <div> Material Pricing Group ---Select--- </div> <div> Account assignment group for this material * Z1-Material (FG & SFG) </div> <div> Gen Item Category Grp NORM-Standard item </div> <div> Product Hierarchy 1 * 19999 -Bulk </div> <div> Product Hierarchy 2 * 1999929903 -Bulk Others </div> <div> Product Hierarchy 3 * 199992990339999904-Bulk Others Others </div> <div> Item category group from material master NORM-Standard item </div> <div> Material group 1 ---Select--- </div> <div> Material group 2 ---Select--- </div> <div> Material group 3 ---Select--- </div> <div> Material group 4 ---Select--- </div> <div> Material group 5 ---Select--- </div> <div> <div>Back</div> <div>Save & Next</div> <div>Cancel</div> </div>
SALES PLANT	
TAX	
PURCHASING	
FOREIGN TRADE	
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

ix. Sales Plant

- Please fill Sales Data Section first. If not filled will ask for Sales organization and Distribution channel.
- 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.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307
ADDITIONAL INFO	Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma
CLASSIFICATION	Material Type: Finished products Material Code: New Request - TEST MATERIAL
SALES DATA	Sales Plant
SALES DATA - 2	Plant * <input type="text" value="L002 - Tarapur:"/> Sales Organization * <input type="text" value="L002 - Lupin API/Intermdts"/>
SALES PLANT	Distribution Channel * <input type="text" value="99 - Internal Transfer /C"/>
TAX	Transportation Group * <input type="text" value="Z001-Standard"/> Loading Group * <input type="text" value="0001-Standard"/>
PURCHASING	<input type="button" value="Back"/> <input type="button" value="Save & Next"/>
FOREIGN TRADE	<input type="button" value="Cancel"/>
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

x. Tax

- Tax data has been filled by default and non-editable.
- Click “Save and Next” to save data and proceed further.

Home New Master Request Reports User Manual Logout									
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307								
ADDITIONAL INFO	Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma								
CLASSIFICATION	Material Type: Finished products Material Code: New Request - TEST MATERIAL								
SALES DATA	Tax								
SALES DATA - 2	<table border="1"> <tr> <td>Tax category (sales tax, federal sales tax,...) *</td> <td>JCST</td> <td>Tax classification material</td> <td>1-Taxable</td> </tr> <tr> <td>Tax category (sales tax, federal sales tax,...) *</td> <td>JIVP</td> <td>Tax classification material</td> <td>1-Taxable</td> </tr> </table>	Tax category (sales tax, federal sales tax,...) *	JCST	Tax classification material	1-Taxable	Tax category (sales tax, federal sales tax,...) *	JIVP	Tax classification material	1-Taxable
Tax category (sales tax, federal sales tax,...) *	JCST	Tax classification material	1-Taxable						
Tax category (sales tax, federal sales tax,...) *	JIVP	Tax classification material	1-Taxable						
SALES PLANT									
TAX	<div> <div>Back</div> <div>Save & Next</div> <div>Cancel</div> </div>								
PURCHASING									
FOREIGN TRADE									
MRP - 1									
MRP - 2									
MRP - 3									
MRP - 4									
WORK SCHEDULING									
PLANT STORAGE LOCATION									
QUALITY									
ACCOUNTING									
ACCOUNTING 2									
COSTING									
COSTING 2									

xi. 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	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	
SALES PLANT	
TAX	
PURCHASING	<div>Purchasing</div> <div> Plant * L002 - Tarapur </div> <div> Purchase Order Unit of Measure <input type="text" value="--Select--"/> Variable Purchase Order Unit Active <input type="text" value="--Select--"/> </div> <div> Purchasing Group <input type="text" value="--Select--"/> </div> <div> Batch management requirement indicator <input checked="" type="checkbox"/> automatic purchase order allowed <input type="checkbox"/> </div> <div> Purchasing Value Key * <input type="text" value="Z1 -Z1"/> GR Processing Time <input type="text"/> </div> <div> Quota arrangement usage <input type="text" value="--Select--"/> Source list requirement <input type="checkbox"/> </div> <div> Manufacturer Part Profile <input type="text" value="--Select--"/> </div> <div> Number of a Manufacturer <input type="text"/> Name of Manufacturer <input type="text"/> </div> <div> Manufacturer Part Number <input type="text"/> Purchase Order Text <input type="text"/> </div>

Back Save & Next
Cancel

xii. Foreign Trade

- Please Fill in all Mandatory and relevant data.
- Selected Control code replicated in Chapter ID.
- Once Control Code is selected Material Type is made mandatory.
- Click “Save and Next” to save data and proceed further.

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	
SALES PLANT	
TAX	
PURCHASING	
FOREIGN TRADE	<div>Foreign Trade</div> <div> Plant * L002 - Tarapur: Control code --Select-- Chapter ID --Select-- Subcontractors <input type="checkbox"/> Check if applicable. Material Type --Select-- No of Goods Receipts per Excise Invoice -Single Goods Receipt Output Material For ModVat </div> <div> Back Save & Next Cancel </div>
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

xiii. MRP Data

I. MRP 1 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.

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	
SALES PLANT	
TAX	
PURCHASING	
FOREIGN TRADE	
MRP - 1	<div>Plant * L002 - Tarapur: Storage Location 0002-FG(Return)</div> <div>MRP Group ? --Select-- ABC Indicator --Select--</div> <div>MRP Type * ? ND-No planning Reorder point</div> <div>Planning cycle --Select-- Planning time fence</div> <div>MRP Controller (Materials Planner) ? --Select-- Lot size (materials planning) ? --Select--</div> <div>Minimum lot size Maximum lot size</div> <div>Fixed lot size Maximum stock level</div> <div>Rounding Profile --Select-- Rounding value for purchase order quantity</div>
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

[Back](#) [Save & Next](#) [Cancel](#)

II. MRP 2 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.

Home New Master Request Reports User Manual Logout			
Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL			
MRP 2			
BASIC DATA	Plant *	L002 - Tarapur:	Storage Location
ADDITIONAL INFO	Procurement Type *	E-In-house production	Special procurement type
CLASSIFICATION	Prod. Storage Location ?	0002-FG(Return)	Default storage location for external procurement
SALES DATA	Proposed Supply Area ?	---Select---	Indicator: Backflush
SALES DATA - 2	In-house production time		Planned Delivery Time in Days
SALES PLANT	Planning Calander	---Select---	Scheduling Margin ?
TAX	Safety stock		Key for Floats
PURCHASING	Range of coverage profile ?	---Select---	Min Safety Stock
FOREIGN TRADE			Safety time in workdays (for data transfer)
MRP - 1			
MRP - 2			
MRP - 3			
MRP - 4			
WORK SCHEDULING			
PLANT STORAGE LOCATION			
QUALITY			
ACCOUNTING			
ACCOUNTING 2			
COSTING			
COSTING 2			

Back Save & Next Cancel

III. MRP 3 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.

Home New Master Request Reports User Manual Logout			
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL		
ADDITIONAL INFO	MRP 3		
CLASSIFICATION			
SALES DATA			
SALES DATA - 2	Plant *	L002 - Tarapur:	Storage Location
SALES PLANT	Period Indicator *	M-Monthly	Checking Group for Availability Check *
TAX	Planning strategy group	10-Make-to-stock production	Consumption mode
PURCHASING	Backward consumption period	30	Forward consumption period
FOREIGN TRADE	Mixed MRP indicator	2-Gross requirements planning	Total replenishment lead time
MRP - 1	Planning plant	--Select--	Conv. factor f. plng material
MRP - 2			
MRP - 3			
MRP - 4			
WORK SCHEDULING			
PLANT STORAGE LOCATION			
QUALITY			
ACCOUNTING			
ACCOUNTING 2			
COSTING			
COSTING 2			

[Back](#) [Save & Next](#) [Cancel](#)

IV. MRP 4 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.

Home New Master Request Reports User Manual Logout			
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL		
ADDITIONAL INFO			
CLASSIFICATION			
SALES DATA			
SALES DATA - 2			
SALES PLANT			
TAX			
PURCHASING			
FOREIGN TRADE			
MRP - 1			
MRP - 2			
MRP - 3			
MRP - 4			
WORK SCHEDULING			
PLANT STORAGE LOCATION			
QUALITY			
ACCOUNTING			
ACCOUNTING 2			
COSTING			
COSTING 2			

MRP 4			
Plant *	L002 - Tarapur:	Storage Location	0002-FG(Return)
Selection Method	2-Selection by production version	Dependent requirements ind. for individual and coll. req ?	---Select---
MRP Relevance Dep Req ?	-Materials for dependent requirements are planned		
Fair Share Rule ?	---Select---	Indi Push Distribution ?	-Pull
Storage location MRP indicator ?	-Storage location stock also planned at plant level		
Special procurement type at storage location level ?	---Select---	Reorder point for storage location MRP	
<div> Back Save & Next Cancel </div>			

xiv. Work Scheduling

- 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.

Home New Master Request ▶ Reports ▶ User Manual ▶ Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	
SALES PLANT	
TAX	
PURCHASING	
FOREIGN TRADE	
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	<div>Work Scheduling</div> <div> Plant * <input type="text" value="L002 - Tarapur"/> </div> <div> Production Unit <input type="text" value="--Select--"/> Unit Of Issue <input type="text" value="--Select--"/> </div> <div> Production Supervisor <input type="text" value="--Select--"/> Prod Sched Profile <input type="text" value="--Select--"/> </div> <div> Underdelivered Tolerance Lmt <input type="text"/> Overdelivered_Tolerance_Lmt <input type="text"/> </div> <div> Unlimited <input type="checkbox"/> </div> <div> <div>Back</div> <div>Save & Next</div> <div>Cancel</div> </div>
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

xv. 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.

Home New Master Request Reports User Manual Logout																					
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL																				
ADDITIONAL INFO																					
CLASSIFICATION																					
SALES DATA																					
SALES DATA - 2																					
SALES PLANT																					
TAX																					
PURCHASING																					
FOREIGN TRADE																					
MRP - 1																					
MRP - 2																					
MRP - 3																					
MRP - 4																					
WORK SCHEDULING																					
PLANT STORAGE LOCATION	<h3>Plant Storage Location</h3> <table border="1"> <tr> <td>Plant *</td> <td>L002 - Tarapur:</td> <td>Storage Location</td> <td>0002-FG(Return)</td> </tr> <tr> <td>Period Indicator *</td> <td>M-Month</td> <td>Rounding rule for calculation of SLED *</td> <td>+/-End of chosen period (week, month or year)</td> </tr> <tr> <td>Storage Bin</td> <td></td> <td>Profit Center *</td> <td>3000-API-REGULATED TRP</td> </tr> <tr> <td>Label Type</td> <td>--Select--</td> <td>Label Form</td> <td>--Select--</td> </tr> <tr> <td>Minimum Remaining Shelf Life</td> <td></td> <td>Total shelf life</td> <td></td> </tr> </table> <div> Back Save & Next Cancel </div>	Plant *	L002 - Tarapur:	Storage Location	0002-FG(Return)	Period Indicator *	M-Month	Rounding rule for calculation of SLED *	+/-End of chosen period (week, month or year)	Storage Bin		Profit Center *	3000-API-REGULATED TRP	Label Type	--Select--	Label Form	--Select--	Minimum Remaining Shelf Life		Total shelf life	
Plant *	L002 - Tarapur:	Storage Location	0002-FG(Return)																		
Period Indicator *	M-Month	Rounding rule for calculation of SLED *	+/-End of chosen period (week, month or year)																		
Storage Bin		Profit Center *	3000-API-REGULATED TRP																		
Label Type	--Select--	Label Form	--Select--																		
Minimum Remaining Shelf Life		Total shelf life																			
QUALITY																					
ACCOUNTING																					
ACCOUNTING 2																					
COSTING																					
COSTING 2																					

xvi. Quality Section

- Some of the fields are pre-filled for you; please change those only if necessary.
- In case you change Inspection Type, 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.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	
SALES PLANT	
TAX	
PURCHASING	
FOREIGN TRADE	
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	<div>Quality</div> <div> Plant * <input type="text" value="L002 - Tarapur"/> </div> <div> Material Authorization Group for Activities in QM <input type="text" value="--Select--"/> </div> <div> Inspection Type <input type="text" value="--Select--"/> [Refresh] </div> <div> Unit of issue <input type="text" value="--Select--"/> </div> <div> Control Key for Quality Management in Procurement <input type="text" value="--Select--"/> </div> <div> Certificate Type <input type="text" value="--Select--"/> </div> <div> Minimum Remaining Shelf Life <input type="text"/> </div> <div> QM in Procurement is Active <input type="checkbox"/> Check if Relevant </div> <div> Interval to next periodic inspection <input type="text"/> </div> <div> Total shelf life <input type="text"/> </div> <div> Back Save & Next Cancel </div>
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

xvii. Accounting Data

I. 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.

Home New Master Request ▶ Reports ▶ User Manual ▶ Logout																	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL																
ADDITIONAL INFO																	
CLASSIFICATION																	
SALES DATA																	
SALES DATA - 2																	
SALES PLANT																	
TAX																	
PURCHASING																	
FOREIGN TRADE																	
MRP - 1																	
MRP - 2																	
MRP - 3																	
MRP - 4																	
WORK SCHEDULING																	
PLANT STORAGE LOCATION																	
QUALITY																	
ACCOUNTING	<h3 style="text-align: center;">Accounting</h3> <table border="1"> <tr> <td>Plant *</td> <td>L002 - Tarapur:</td> <td>Valuation Type</td> <td>--Select--</td> </tr> <tr> <td>Valuation Category</td> <td>--Select--</td> <td>Valuation Class *</td> <td>--Select--</td> </tr> <tr> <td>Price Control Indicator *</td> <td>V-Moving average price/periodic unit price</td> <td>Price unit (BTCI) *</td> <td>1</td> </tr> <tr> <td>Moving average price (BTCI)</td> <td></td> <td>Standard Price</td> <td></td> </tr> </table> <div style="text-align: right;"> Back Save & Next Cancel </div>	Plant *	L002 - Tarapur:	Valuation Type	--Select--	Valuation Category	--Select--	Valuation Class *	--Select--	Price Control Indicator *	V-Moving average price/periodic unit price	Price unit (BTCI) *	1	Moving average price (BTCI)		Standard Price	
Plant *	L002 - Tarapur:	Valuation Type	--Select--														
Valuation Category	--Select--	Valuation Class *	--Select--														
Price Control Indicator *	V-Moving average price/periodic unit price	Price unit (BTCI) *	1														
Moving average price (BTCI)		Standard Price															
ACCOUNTING 2																	
COSTING																	
COSTING 2																	

II. Accounting 2 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.

Home New Master Request Reports User Manual Logout			
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL		
ADDITIONAL INFO	Accounting 2		
CLASSIFICATION			
SALES DATA	Plant * <input type="text" value="L002 - Tarapur"/>		
SALES DATA - 2	Tax Price 1 <input type="text"/>	Commercial Price 1 <input type="text"/>	
SALES PLANT	Tax Price 2 <input type="text"/>	Commercial Price 2 <input type="text"/>	
TAX	Tax Price 3 <input type="text"/>	Commercial Price 3 <input type="text"/>	
PURCHASING	<div> <input type="button" value="Back"/> <input type="button" value="Save & Next"/> </div>		
FOREIGN TRADE	<div> <input type="button" value="Cancel"/> </div>		
MRP - 1			
MRP - 2			
MRP - 3			
MRP - 4			
WORK SCHEDULING			
PLANT STORAGE LOCATION			
QUALITY			
ACCOUNTING			
ACCOUNTING 2			
COSTING			
COSTING 2			

xviii. Costing Data

I. 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.

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL
ADDITIONAL INFO	
CLASSIFICATION	
SALES DATA	
SALES DATA - 2	
SALES PLANT	
TAX	
PURCHASING	
FOREIGN TRADE	
MRP - 1	
MRP - 2	
MRP - 3	
MRP - 4	
WORK SCHEDULING	
PLANT STORAGE LOCATION	
QUALITY	
ACCOUNTING	
ACCOUNTING 2	
COSTING	
COSTING 2	

Costing	
Plant *	L002 - Tarapur
Do Not Cost	<input type="checkbox"/> Do Not Cost
Material Is Costed with Quantity Structure	<input checked="" type="checkbox"/> Is Costed with Quantity Structure
Origin Group as Subdivision of Cost Element	--Select--
Material Related Origin	<input checked="" type="checkbox"/> Is Material Related Origin
Costing Overhead Group	--Select--
Variance Key	000001-Variance calculation for orders
Alternative BOM	
BOM Usage	--Select--
Key for Task List Group	
Group Counter	
Task List Type	--Select--
Special Procurement Type for Costing	--Select--
Lot Size of Product Cost Estimate (BTCI) *	100
<div> Back Save & Next Cancel </div>	

II. Costing 2 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.
- Click “Proceed to Submit” to proceed further to submit request or create another request

Home New Master Request ▶ Reports ▶ User Manual ▶		Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 050520150001195 Plant: L002 - Tarapur: Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code: New Request - TEST MATERIAL		
ADDITIONAL INFO	Costing 2		
CLASSIFICATION			
SALES DATA	Plant *	L002 - Tarapur.	
SALES DATA - 2	Planned price 1 (BTCI)		Planned Price Date 1 (BTCI)
SALES PLANT	Planned price 2 (BTCI)		Planned Price Date 2 (BTCI)
TAX	Planned price 3 (BTCI)		Planned Price Date 3 (BTCI)
PURCHASING	<div> <div>Back</div> <div>Save</div> <div>Proceed To Submit</div> <div>Cancel</div> </div>		
FOREIGN TRADE			
MRP - 1			
MRP - 2			
MRP - 3			
MRP - 4			
WORK SCHEDULING			
PLANT STORAGE LOCATION			
QUALITY			
ACCOUNTING			
ACCOUNTING 2			
COSTING			
COSTING 2			

xix. 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.

Material Master User Manual - RM/PM

Material Master

Message from webpage

Material Master Request No: 050520150001195 created.
Please tick(towards right end) in front of the finalized request(s).
Click on Mass Submit to send the request(s) for processing.

Request No.

Module

From Date

Ready for Submit ☐

	Request No.	Material Code						Cost Center	Status	
<input type="radio"/>	041520150001066							12345	Draft	<input type="checkbox"/>
<input type="radio"/>	041520150001067							12345	Draft	<input type="checkbox"/>
<input type="radio"/>	050520150001195		FERT - Finished products	TEST MATERIAL	Srinidhi Devadiga	05/05/15	Mumbai	12345	Draft	<input type="checkbox"/>

OK

Delete Request **Mass Submit**

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

xx. 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		SAP Code	
Module	All	Status	Ready for Submit
From Date		To Date	

Search

	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status	
<input type="radio"/>	041520150001066		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	041520150001067		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	050520150001195		FERT - Finished products	TEST MATERIAL	Srinidhi Devadiga	05/05/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>
<input type="radio"/>	050520150000799		FERT - Finished products	TEST MATERIAL	Srinidhi Devadiga	05/05/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>

Delete Request

Mass Submit

View

Modify

Create New

Change Request

Material Ext.

Block / Unblock

Copy Request

xxi. 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 <input type="text"/>	Status	Created By Me <input type="text"/>
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"/>	0505150000040		FERT - Finished products	Mass Material Process	Srinidhi Devadiga	05/05/15	Mumbai	12345	Open
<input type="radio"/>	040620150000939		FERT - Finished products	TESTING FERT	Srinidhi Devadiga	06/04/15	Mumbai	12345	Open

View

Create New

Change Request

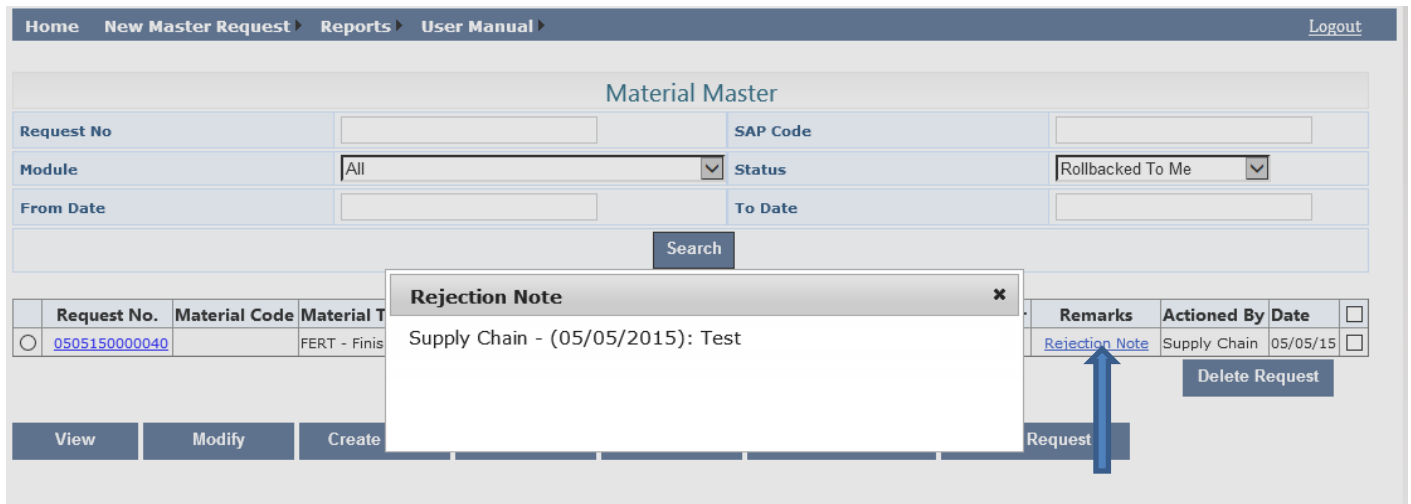
Material Ext.

Block / Unblock

Copy Request

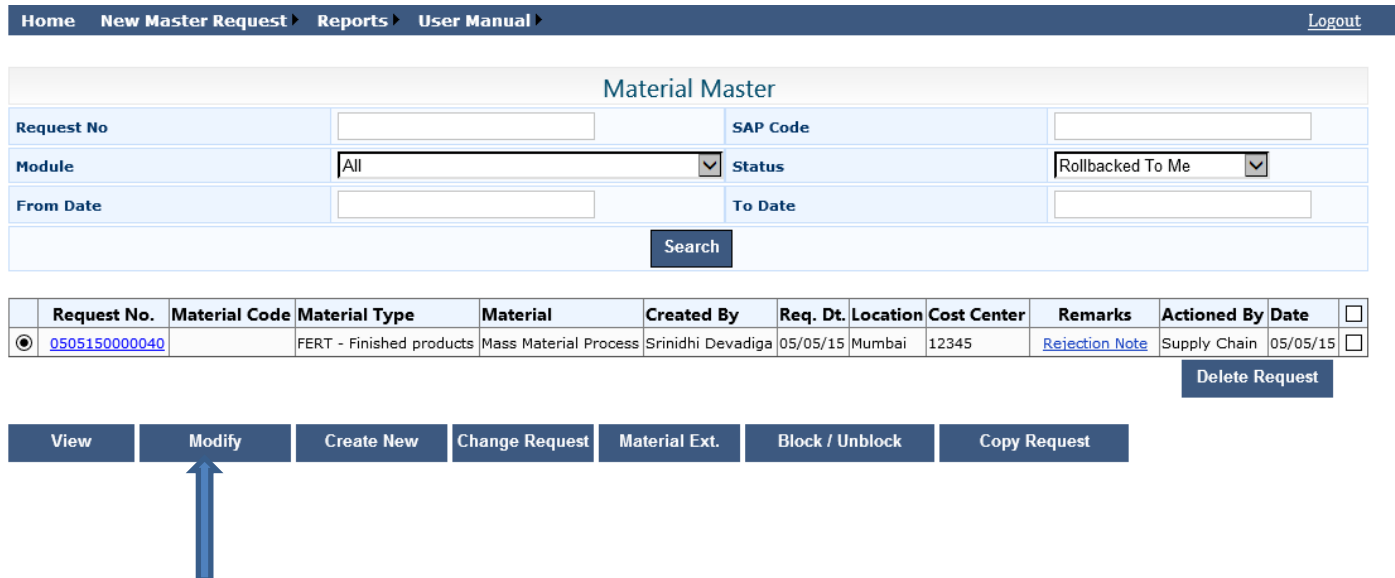
xxii. Material Master Roll backed to you.

- 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 is a navigation bar with 'Home', 'New Master Request', 'Reports', and 'User Manual'. A 'Logout' link is on the right. Below the navigation bar, the 'Material Master' title is centered. The main form contains several input fields: 'Request No.', 'SAP Code', 'Module' (set to 'All'), 'Status' (set to 'Rollbacked To Me'), 'From Date', and 'To Date'. A 'Search' button is located below these fields. A modal window titled 'Rejection Note' is open, displaying the text 'Supply Chain - (05/05/2015): Test'. Below the modal, there is a table with columns: 'Request No.', 'Material Code', 'Material T', 'Remarks', 'Actioned By', and 'Date'. The first row shows '0505150000040', 'FERT - Finis', and 'Supply Chain' with a date of '05/05/15'. A blue arrow points from the 'Rejection Note' link in the table to the modal. At the bottom, there are buttons for 'View', 'Modify', 'Create', and 'Delete Request'.

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



The screenshot shows the 'Material Master' interface. At the top, there is a navigation bar with 'Home', 'New Master Request', 'Reports', and 'User Manual'. A 'Logout' link is on the right. Below the navigation bar, the 'Material Master' title is centered. The main form contains several input fields: 'Request No.', 'SAP Code', 'Module' (set to 'All'), 'Status' (set to 'Rollbacked To Me'), 'From Date', and 'To Date'. A 'Search' button is located below these fields. Below the form, there 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 shows '0505150000040', 'FERT - Finished products', 'Mass Material Process', 'Srinidhi Devadiga', '05/05/15', 'Mumbai', '12345', and 'Supply Chain' with a date of '05/05/15'. A blue arrow points from the 'Modify' button in the bottom navigation bar to the 'Request No.' field. The bottom navigation bar contains buttons for 'View', 'Modify', 'Create New', 'Change Request', 'Material Ext.', 'Block / Unblock', and 'Copy Request'.

xxiii. 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.

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"/>	050520150001194		FERT - Finished products		Srinidhi Devadiga	05/05/15	Mumbai	12345		<input type="checkbox"/>
<input checked="" type="radio"/>	042720150001169		FERT - Finished products	AKT 3 6 X 5 S E/F MEGA	Srinidhi Devadiga	27/04/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	042720150001167		FERT - Finished products		Srinidhi Devadiga	27/04/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	041020150000978		FERT - Finished products		Srinidhi Devadiga	10/04/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	040120150000923		FERT - Finished products		Srinidhi Devadiga	01/04/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	033120150000900		FERT - Finished products		Srinidhi Devadiga	31/03/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	033020150000899		FERT - Finished products		Srinidhi Devadiga	30/03/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	032720150000890		FERT - Finished products		Srinidhi Devadiga	27/03/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	032720150000888		FERT - Finished products		Srinidhi Devadiga	27/03/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	031620150000756		FERT - Finished products		Srinidhi Devadiga	16/03/15	Mumbai	12345		<input type="checkbox"/>
1	2									

Delete Request

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



B. Material Request Copy

i. Initiation

- Click on “Copy Request” for initiation of the request.
- Make changes only if necessary.
- Click on “Copy” to proceed further.

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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"/>	041520150001066		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	041520150001067		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input checked="" type="radio"/>	042720150001169		FERT - Finished products	AKT 3 6 X 5 S E/F MEGA	Srinidhi Devadiga	27/04/15	Mumbai	12345	Draft	<input type="checkbox"/>

Delete Request

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 Ready for Submit

From Date

Material Master - Copy

Material Type: FERT - Finished products

Plant: L002 - Tarapur:

Storage Location: 0002-FG(Return)

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

Copy

Request No.	Material Code	Location	Cost Center	Status
<input type="radio"/> 041520150001066		15 Mumbai	12345	Draft
<input type="radio"/> 041520150001067		15 Mumbai	12345	Draft
<input checked="" type="radio"/> 042720150001169		15 Mumbai	12345	Draft

Delete Request Mass Submit

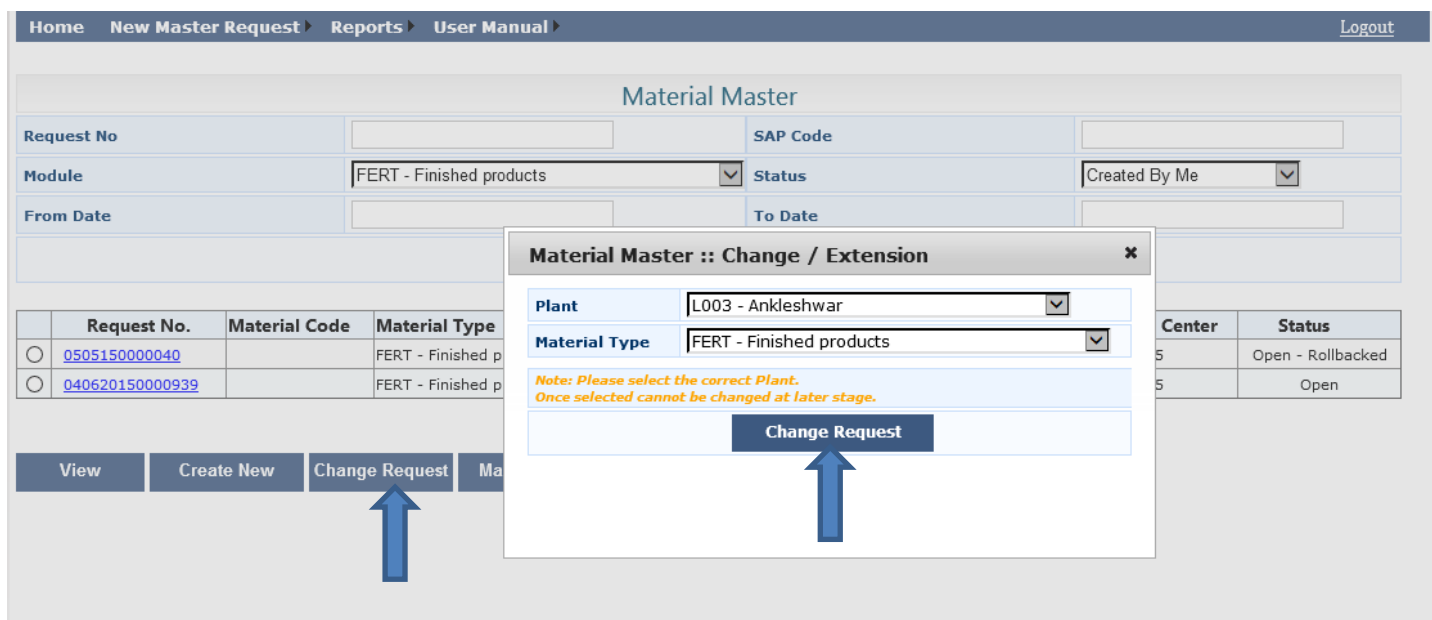
View Modify Create New Change Request Material Ext. Block / Unblock Copy Request

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

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.



Home New Master Request Reports User Manual Logout

Material Master

Request No: SAP Code:

Module: Status:

From Date: To Date:

Request No.	Material Code	Material Type
0505150000040		FERT - Finished p
040620150000939		FERT - Finished p

View Create New Change Request Ma

Material Master :: Change / Extension

Plant:

Material Type:

Note: Please select the correct Plant. Once selected cannot be changed at later stage.

Change Request

Center	Status
5	Open - Rollbacked
5	Open

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.

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MATERIAL BULK CHANGE

Requestor Name.: Srinidhi Devadiga | **Location:** Mumbai | **Contact No:** 8108773307
Request No.: 050520150000812 | **Plant:** L003 - Ankleshwar | **Storage Loc.:**
Material Type: Material Bulk Change | **Material Code:** Bulk Request

Material Change Data

[Add New Material](#)

No Data Found

[Save & Proceed to Subm](#)

Import Data

[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”.

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MATERIAL BULK CHANGE

Requestor Name.: Srinidhi Devadiga | Location: Mumbai | Contact No: 8108773307
Request No.: 050520150000812 | Plant: L003 - Ankleshwar | Storage Loc.:
Material Type: Material Bulk Change | Material Code: Bulk Request

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

Material Change Data

Change :: Add Details

Material Code *	<input type="text"/>	Material Name * (As mentioned in SAP)	<input type="text"/>
Material Type *	FERT - Finished products		
Plant *	L003 - Ankleshwar	Storage Location *	--Select--
Sales Organization	--Select--	Distribution Channel	--Select--
Section *	--Select--	Field *	--Select--
Old Value * (As mentioned in SAP)	<input type="text"/>	New Value *	<input type="text"/>

Save
Cancel

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.: Srinidhi Devadiga | Location: Mumbai | Contact No: 8108773307
Request No.: 050520150000812 | Plant: L003 - Ankleshwar | Storage Loc.:
Material Type: Material Bulk Change | Material Code: Bulk Request

Material Change Data

[Add New Material](#) +

SAP Code	Name	Org. Level Data	Changes								
412345	Testing Change request	Plant.: L003 - Ankleshwar Storage Loc.: FGReturnPharma Sales Org.: L001 - Lupin Formulations Dist. Chnl.: 99 - Internal Transfer /C	<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>PD</td> </tr> </tbody> </table>	Section	Field	Old Value	New Value	MRP - 1	MRP Type	PD	PD
Section	Field	Old Value	New Value								
MRP - 1	MRP Type	PD	PD								

[Excel Format](#)

Import Data

Browse... Upload

Save & Proceed to Subm

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.: Srinidhi Devadiga | Location: Mumbai | Contact No: 8108773307
Request No.: 050520150000812 | Plant: L003 - Ankleshwar | Storage Loc.:
Material Type: Material Bulk Change | Material Code: Bulk Request

Material Change Data

Change :: Add Details

Material Code *	412345	Material Name * (As mentioned in SAP)	Testing Change request
Material Type *	FERT - Finished products		
Plant *	L003 - Ankleshwar	Storage Location *	0002-FG(Return)
Sales Organization	L001 - Lupin Formulations	Distribution Channel	99 - Internal Transfer /C
Section *	--Select--	Field *	--Select--
Old Value * (As mentioned in SAP)		New Value *	

Save Cancel

Import Data

Browse... Upload

[Excel Format](#)

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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[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.: Srinidhi Devadiga | **Location:** Mumbai | **Contact No:** 8108773307
Request No.: 050520150000812 | **Plant:** L003 - Ankleshwar | **Storage Loc.:**
Material Type: Material Bulk Change | **Material Code:** Bulk Request

Material Change Data
[Add New Material](#)

SAP Code	Name	Org. Level Data	Changes															
412345	Testing Change request	Plant.: L003 - Ankleshwar Storage Loc.: FGReturnPharma Sales Org.: L001 - Lupin Formulations Dist. Chnl.: 99 - Internal Transfer /C	<table> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> <th></th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>PD</td> <td> </td> </tr> <tr> <td>Basic Data</td> <td>Base Unit of Measure</td> <td>#</td> <td>EA</td> <td> </td> </tr> </tbody> </table>	Section	Field	Old Value	New Value		MRP - 1	MRP Type	PD	PD		Basic Data	Base Unit of Measure	#	EA	
Section	Field	Old Value	New Value															
MRP - 1	MRP Type	PD	PD															
Basic Data	Base Unit of Measure	#	EA															
423456	Testing Desc	Plant.: L003 - Ankleshwar Storage Loc.: FGReturnPharma Sales Org.: L001 - Lupin Formulations Dist. Chnl.: 99 - Internal Transfer /C	<table> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> <th></th> </tr> </thead> <tbody> <tr> <td>Basic Data</td> <td>Division</td> <td>#</td> <td>07</td> <td> </td> </tr> </tbody> </table>	Section	Field	Old Value	New Value		Basic Data	Division	#	07						
Section	Field	Old Value	New Value															
Basic Data	Division	#	07															

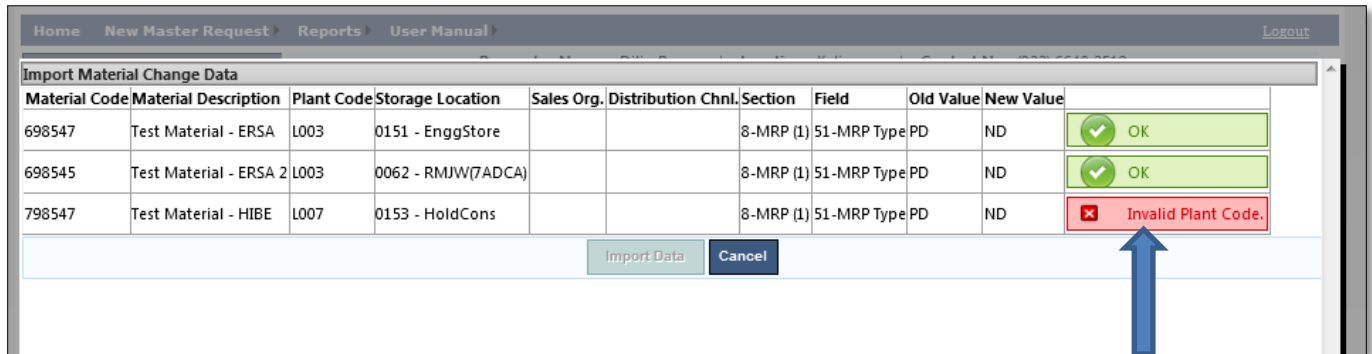
[Save & Proceed to Subr](#)

Import Data

[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	412345	Testing Change	L001	0002 - FG(Return)	L001 - Lupin Formula	99 - Internal Transfer	8-MRP (1)	51-MRP Type	PD
3	423456	Test Change	L001	0002 - FG(Return)	L002 - Lupin API/Inte	99 - Internal Transfer	8-MRP (1)	51-MRP Type	PD
4									
5									
6									
7									

- 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

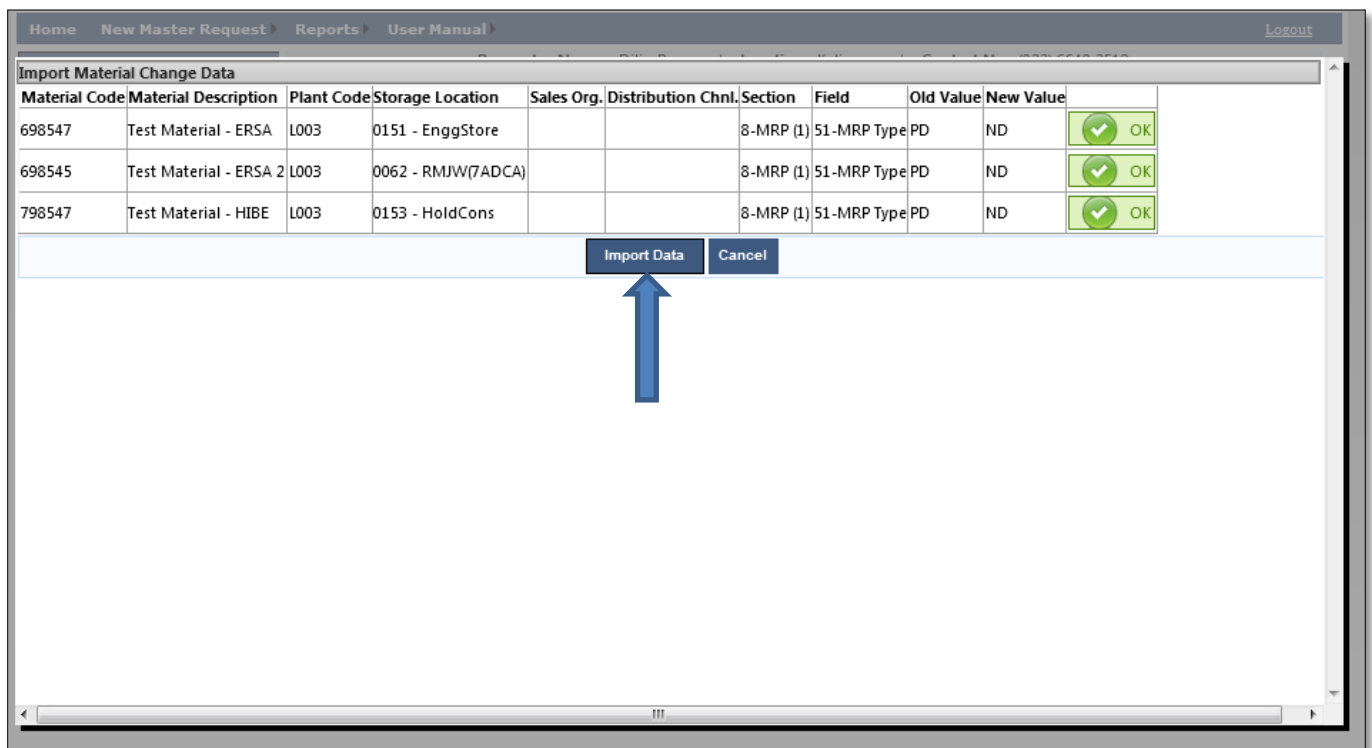


The screenshot shows the 'Import Material Change Data' window with a table containing three rows of data. The third row has an error message 'Invalid Plant Code.' in a red box. A blue arrow points to this error message.

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	PD	ND	✓ OK
698545	Test Material - ERSA 2	L003	0062 - RMJW(7ADCA)			8-MRP (1)	51-MRP Type PD	PD	ND	✓ OK
798547	Test Material - HIBE	L007	0153 - HoldCons			8-MRP (1)	51-MRP Type PD	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' window with the same table as the previous screenshot, but now all three rows are marked as 'OK' with green checkmarks. A blue arrow points to the 'Import Data' button.

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	PD	ND	✓ OK
698545	Test Material - ERSA 2	L003	0062 - RMJW(7ADCA)			8-MRP (1)	51-MRP Type PD	PD	ND	✓ OK
798547	Test Material - HIBE	L003	0153 - HoldCons			8-MRP (1)	51-MRP Type PD	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..

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

MATERIAL BULK CHANGE

Requestor Name.: Srinidhi Devadiga | **Location:** Mumbai | **Contact No:** 8108773307
Request No.: 050520150000812 | **Plant:** L003 - Ankleshwar | **Storage Loc.:**
Material Type: Material Bulk Change | **Material Code:** Bulk Request

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															
412345	Testing Change request	Plant.: L003 - Ankleshwar Storage Loc.: FGReturnPharma Sales Org.: L001 - Lupin Formulations Dist. Chnl.: 99 - Internal Transfer /C	<table border="1"> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> <th></th> </tr> </thead> <tbody> <tr> <td>MRP - 1</td> <td>MRP Type</td> <td>PD</td> <td>PD</td> <td></td> </tr> <tr> <td>Basic Data</td> <td>Base Unit of Measure</td> <td>#</td> <td>EA</td> <td></td> </tr> </tbody> </table>	Section	Field	Old Value	New Value		MRP - 1	MRP Type	PD	PD		Basic Data	Base Unit of Measure	#	EA	
Section	Field	Old Value	New Value															
MRP - 1	MRP Type	PD	PD															
Basic Data	Base Unit of Measure	#	EA															
423456	Testing Desc	Plant.: L003 - Ankleshwar Storage Loc.: FGReturnPharma Sales Org.: L001 - Lupin Formulations Dist. Chnl.: 99 - Internal Transfer /C	<table border="1"> <thead> <tr> <th>Section</th> <th>Field</th> <th>Old Value</th> <th>New Value</th> <th></th> </tr> </thead> <tbody> <tr> <td>Basic Data</td> <td>Division</td> <td>#</td> <td>07</td> <td></td> </tr> </tbody> </table>	Section	Field	Old Value	New Value		Basic Data	Division	#	07						
Section	Field	Old Value	New Value															
Basic Data	Division	#	07															

[Save & Proceed to Submit](#)

Import Data

[Browse...](#) [Upload](#)

[Excel Format](#)

[Cancel](#)

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.

Home New Master Request Reports User Manual Logout

Material Master

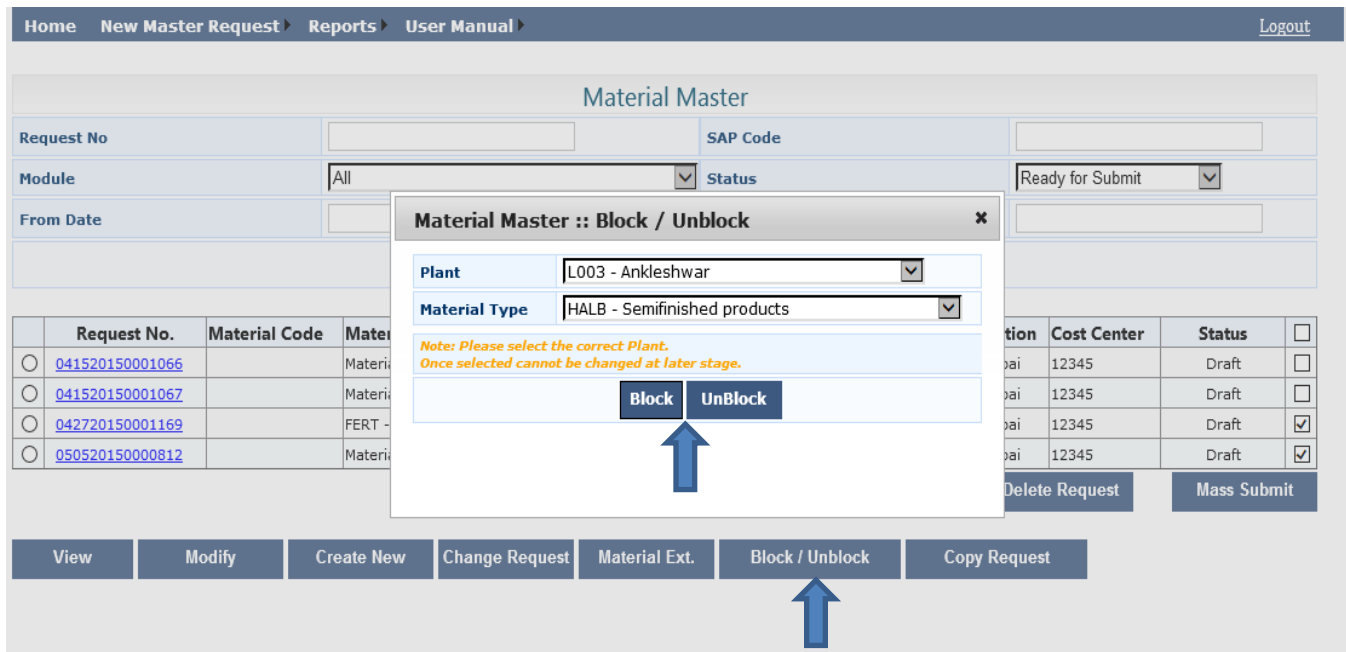
Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	<div>All</div>	Status	<div>Ready for Submit</div>
From Date	<input type="text"/>	To Date	<input type="text"/>

	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status	
<input type="radio"/>	041520150001066		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	041520150001067		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	042720150001169		FERT - Finished products	AKT 3 6 X 5 S E/F MEGA	Srinidhi Devadiga	27/04/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>
<input type="radio"/>	050520150000812		Material Bulk Change		Srinidhi Devadiga	05/05/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>

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.



Home New Master Request Reports User Manual Logout

Material Master

Request No. SAP Code

Module All Status Ready for Submit

From Date

Material Master :: Block / Unblock

Plant L003 - Ankleshwar

Material Type HALB - Semifinished products

Note: Please select the correct Plant.
Once selected cannot be changed at later stage.

Block UnBlock

Request No. Material Code Material Name

041520150001066		Material
041520150001067		Material
042720150001169		FERT -
050520150000812		Material

Cost Center Status

12345	Draft	<input type="checkbox"/>
12345	Draft	<input type="checkbox"/>
12345	Draft	<input checked="" type="checkbox"/>
12345	Draft	<input checked="" type="checkbox"/>

Delete Request Mass Submit

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

ii. Material Master Block Details

- Enter the Material Code and Material Name as in SAP(For Reference).
- Select the Block type.
 - o Complete Block – To block material for all plants.
 - o Plant block – To block material for selected plant
 - o Purchase Block – To block material for purchase for the selected plant
 - o 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”.

Home New Master Request ▶ Reports ▶ User Manual ▶
Logout

MATERIAL BLOCK

Requestor Name.: Srinidhi Devadiga
Location: Mumbai
Contact No: 8108773307

Request No.: 050520150001196
Plant: L003 - Ankleshwar
Storage Loc.:

Material Type: Material Master Block
Material Code: Block Request

Material Block/Unblock

No Data Found

[Add New](#)

Material Code *	<input type="text"/>	Material Name * <small>(As mentioned in SAP)</small>	<input type="text"/>
Material Type *	<div>HALB - Semifinished products ▼</div>	Plant *	<div>L003 - Ankleshwar ▼</div>
Block/Unblock Level *	<input type="radio"/> Complete Block <input type="radio"/> Plant Block <input type="radio"/> Purchase Block <input type="radio"/> Sales Block		
Sales Organization	<div>---Select--- ▼</div>	Distribution Channel	<div>---Select--- ▼</div>
Remarks *	<div style="height: 40px; border: 1px solid #ccc;"></div>		
<div style="background-color: #4a7ebb; color: white; padding: 2px 10px; margin-right: 5px;">Save</div> <div style="background-color: #4a7ebb; color: white; padding: 2px 10px;">Proceed to Submit</div>			

Import Data

Browse...

Upload

Cancel


[Excel Format](#)

- 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

Requestor Name.: Srinidhi Devadiga | **Location:** Mumbai | **Contact No:** 8108773307
Request No.: 050520150001196 | **Plant:** L003 - Ankleshwar | **Storage Loc.:**
Material Type: Material Master Block | **Material Code:** Block Request

 Record Added Successfully.

Material Block/Unblock

Material Data	Blocking Level	Org. Data	
Material : 312456 Material Type : Semifinished products Material Description : Testing Block	Blocking Level : Complete Block Remarks : Testing	Plant : L003 - Ankleshwar Sales Organization : Distribution Channel :	Copy View Delete

[Add New](#)

Material Code *	<input type="text"/>	Material Name * (As mentioned in SAP)	<input type="text"/>
Material Type *	HALB - Semifinished products	Plant *	L003 - Ankleshwar
Block/Unblock Level *	<input checked="" type="radio"/> Complete Block <input type="radio"/> Plant Block <input type="radio"/> Purchase Block <input type="radio"/> Sales Block		
Sales Organization	--Select--	Distribution Channel	--Select--
Remarks *	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Proceed to Submit"/>			

Import Data

[Excel Format](#)


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](#)
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[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 :	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 *	<input type="text"/>	Material Name * (As mentioned in SAP)	<input type="text"/>
Material Type *	<input type="text" value="--Select--"/>	Plant *	L001 - Aurangabad: <input type="text"/>
Block/Unblock Level *	<input type="radio"/> Complete Block <input checked="" type="radio"/> Plant Block <input type="radio"/> Purchase Block <input type="radio"/> Sales Block		
Sales Organization	<input type="text" value="--Select--"/>	Distribution Channel	<input type="text" value="--Select--"/>
Remarks *	<input type="text"/>		

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.

Import Block/Unblock Data							
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

Import Data Cancel

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.]

Contact No: 02266402454

Material Code: Block Request

	Org. Data
Material : 755260 Material Type : Operating supplies Material Description : REF,STD-CEPHRADINE USPRS	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel : Copy View Delete
Material : 755819 Material Type : Operating supplies Material Description : REF,STD-SUCROSE EPCRS	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel : Copy View Delete
Material : 755260 Material Type : Operating supplies Material Description : REF,STD-CEPHRADINE USPRS	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel : Copy View Delete
Material : 755819 Material Type : Operating supplies Material Description : REF,STD-SUCROSE EPCRS	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel : Copy View Delete
Material : 755231 Material Type : Operating supplies Material Description : REF,STD-CEFRADINE EPCRS	Plant : L001 - Aurangabad: Sales Organization : Distribution Channel : Copy View Delete

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

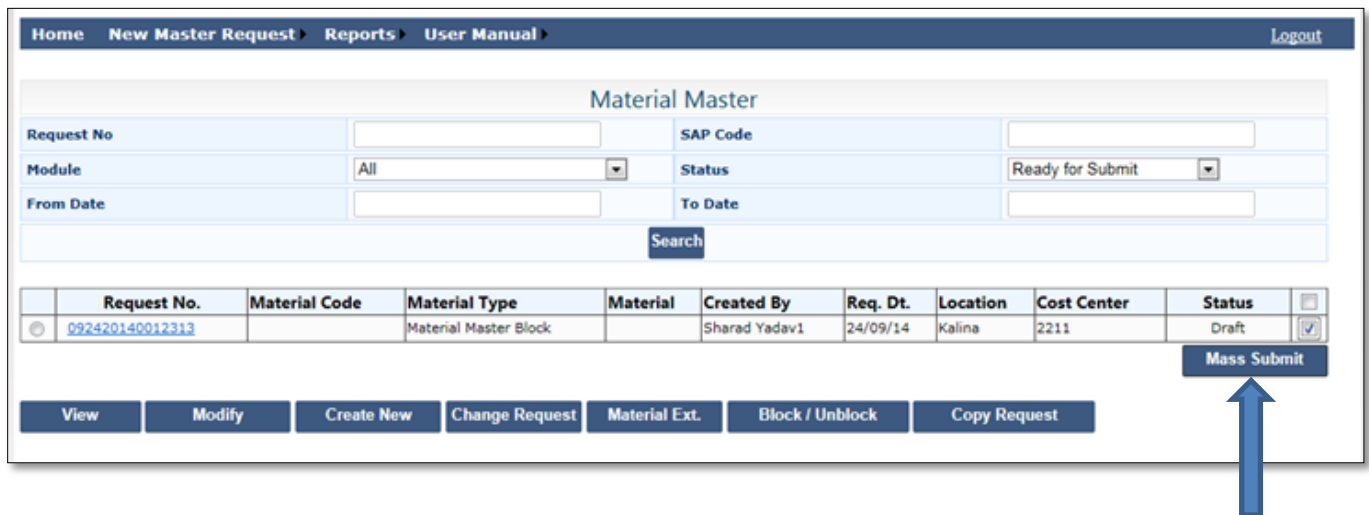
C:\Users\sharadyadav1\

[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 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, followed by a Search button. A table displays a single request with the following details:

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	<input checked="" type="checkbox"/>

Below the table, there is a 'Mass Submit' button highlighted with a blue arrow. 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.

Home New Master Request Reports User Manual Logout

Material Master

Request No: SAP Code:

Module: Status:

From Date: To Date:

	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status	<input type="checkbox"/>
<input type="radio"/>	041520150001066		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	041520150001067		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	042720150001169		FERT - Finished products	AKT 3 6 X 5 S E/F MEGA	Srinidhi Devadiga	27/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	050520150000812		Material Bulk Change		Srinidhi Devadiga	05/05/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	050520150001196		Material Master Block		Srinidhi Devadiga	05/05/15	Mumbai	12345	Draft	<input type="checkbox"/>



Home New Master Request Reports User Manual Logout

Material Master

Request No: SAP Code:

Module: Status:

From Date: To Date:

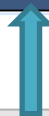
	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status	<input type="checkbox"/>
<input type="radio"/>	041520150001066		Mat				mbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	041520150001067		Mat				mbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	042720150001169		FER				mbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	050520150000812		Mat				mbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	050520150001196		Mat				mbai	12345	Draft	<input type="checkbox"/>

Material Master :: Change / Extension

Plant: L003 - Ankleshwar

Material Type: FERT - Finished products

Note: Please select the correct Plant. Once selected cannot be changed at later stage.



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 type: Material Extension material code: Extension Request		
Extension Data		
No Data Found		
Material Code *	412345	Material Description * (As mentioned in SAP) Testing Extns
Material Type *	FERT - Finished products	Plant * L003 - Ankleshwar
Storage Location *	0002-FG(Return)	
Sales Org. *	L001 - Lupin Formulations	Distribution Channel * 99 - Internal Transfer /C
Material Pricing	--Select--	Acc. Assignment Grp. --Select--
Purchasing Group	--Select--	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 --Select--
GR Processing Time		Planned Delivery Time in Days
Profit Center *	3020-API-REGULATED ANK	Valuation Class * 8080-Semi-Finish Goods API-LLM
Price Control *	S-Standard price	Special procurement type --Select--
Inspection Type	--Select--	[Refresh]
Warehouse Number / Warehouse Complex	--Select--	Storage Type --Select--
Capacity Usage		Warehouse Management Unit of Measure --Select--
Storage type indicator for stock removal	--Select--	Storage type indicator for stock placement --Select--
Storage Section Indicators	--Select--	Interval to next periodic inspection
Loading equipment quantity	Unit of measure for loading equipment quantity	Storage Unit Type
	--Select--	--Select--
	--Select--	--Select--
	--Select--	--Select--
Reason for Extension *	Testing	
<div>Save</div> <div>Proceed to Submit</div>		
<div>Cancel</div>		

- 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 & Other Data	MRP Data	
Material : 412345 Material Type : Finished products Material Description : Testing Extnsn Plant : L003 - Ankleshwar Storage Location : 0002 Purc. Grp. : Profit Center : 0000003020 GR Proc. Time : Reason for Extension : Testing	Sales Org. : L001 - Lupin Formulations Dist. Chnl. : 99 - Internal Transfer /C Pricing Grp. : Assignment Grp. : Valuation Class : 8080 Price Ctrl Ind. : S Special Procurement : Inspection Type : Interval to Next Periodic Inspection :	MRP Type : ND MRP Controller. : Reorder Pt. : Lot Size : Min. Lot Size : Max. Lot Size : Fixed Lot Size : Rounding Value : Prod. Str. Loc. : Delivery Time :	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.

Reason for Extension : Testing		Interval to Next Periodic Inspection :		Delivery Time :	
Add New					
Material Code *	412345	Material Description *	testing		
Material Type *	FERT - Finished products	Plant *	L003 - Ankleshwar		
Storage Location *	0001- G(BSR)				
Sales Org. *	L001 - Lupin Formulations	Distribution Channel *	99 - Internal Transfer /C		
Material Pricing	--Select--	Acc. Assignment Grp.	--Select--		
Purchasing Group	--Select--	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	--Select--		
GR Processing Time		Planned Delivery Time in Days			
Profit Center *	3020-API-REGULATED ANK	Valuation Class *	8020-Finished Goods(Mfg.)		
Price Control *	S-Standard price	Special procurement type	--Select--		
Inspection Type	--Select--	Refresh			
Warehouse Number / Warehouse Complex	--Select--	Storage Type	--Select--		
Capacity Usage		Warehouse Management Unit of Measure	--Select--		
Storage type indicator for stock removal	--Select--	Storage type indicator for stock placement	--Select--		
Storage Section Indicators	--Select--	Interval to next periodic inspection			
Loading equipment quantity	Unit of measure for loading equipment quantity		Storage Unit Type		
	--Select--		--Select--		
	--Select--		--Select--		
	--Select--		--Select--		
Reason for Extension *	Testing				
<input type="button" value="Save"/> <input type="button" value="Proceed to Submit"/>					
<input type="button" value="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.

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Material Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	Material Extension	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"/>	041520150001066		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input type="radio"/>	041520150001067		Material Extension		Srinidhi Devadiga	15/04/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>
<input type="radio"/>	050520150001204		Material Extension		Srinidhi Devadiga	05/05/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>

Delete Request

Mass Submit

View

Modify

Create New

Change Request

Material Ext.

Block / Unblock

Copy Request

Thank You!