



# USER MANUAL

Master Work Flow Tool (MWT).

*Material Master (RM/PM)*

Feb, 2015

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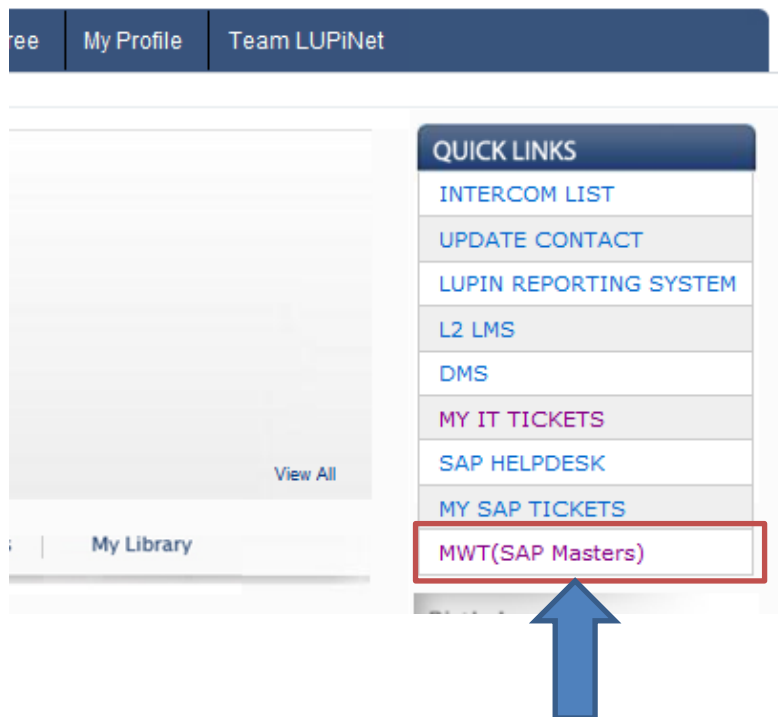
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## I. General Section

### 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

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Vendor

Material Master  
Customer Master  
Vendor Master

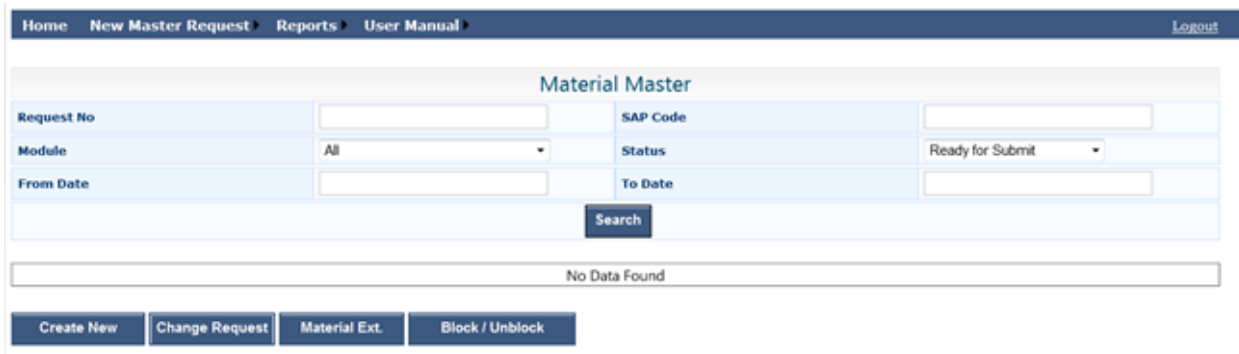
Material Dashboard

ERSA - Spare parts

## II. Material Master Section

Following section can be used for the following actions:

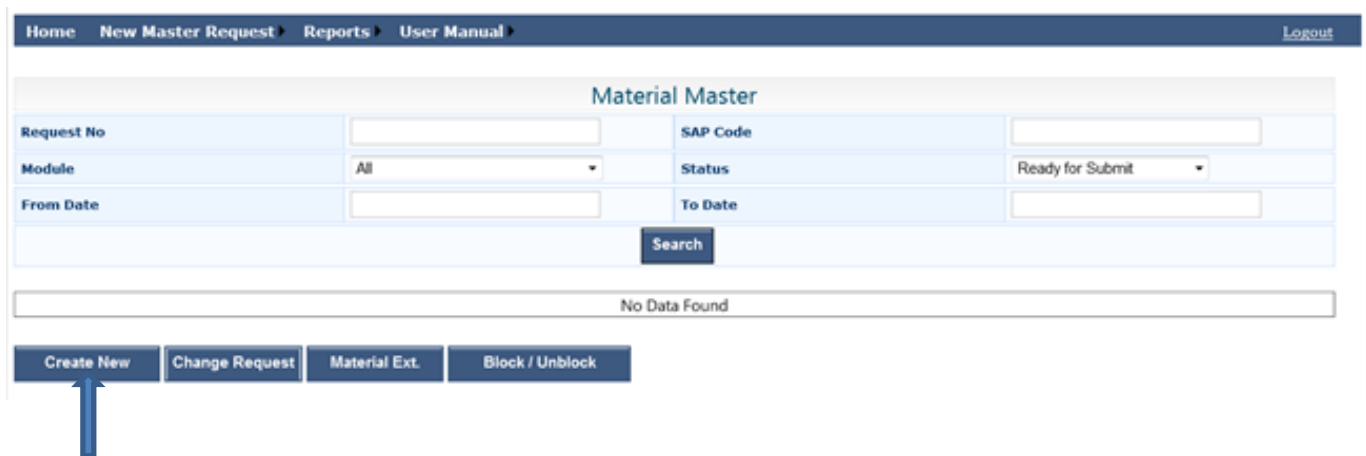
- I. Search Material Master as per the criteria
  - a. Pending for your approval
  - b. Created by you
  - c. Roll backed to you
  - d. Incomplete
  - e. Rejected By Me
  - f. Approved
  - g. Ready for Submit
- II. Create Material Master
- III. Change Request
- IV. Material Extension
- V. Material Master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



## A. Create Material Master Request

### i. Initiation

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



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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

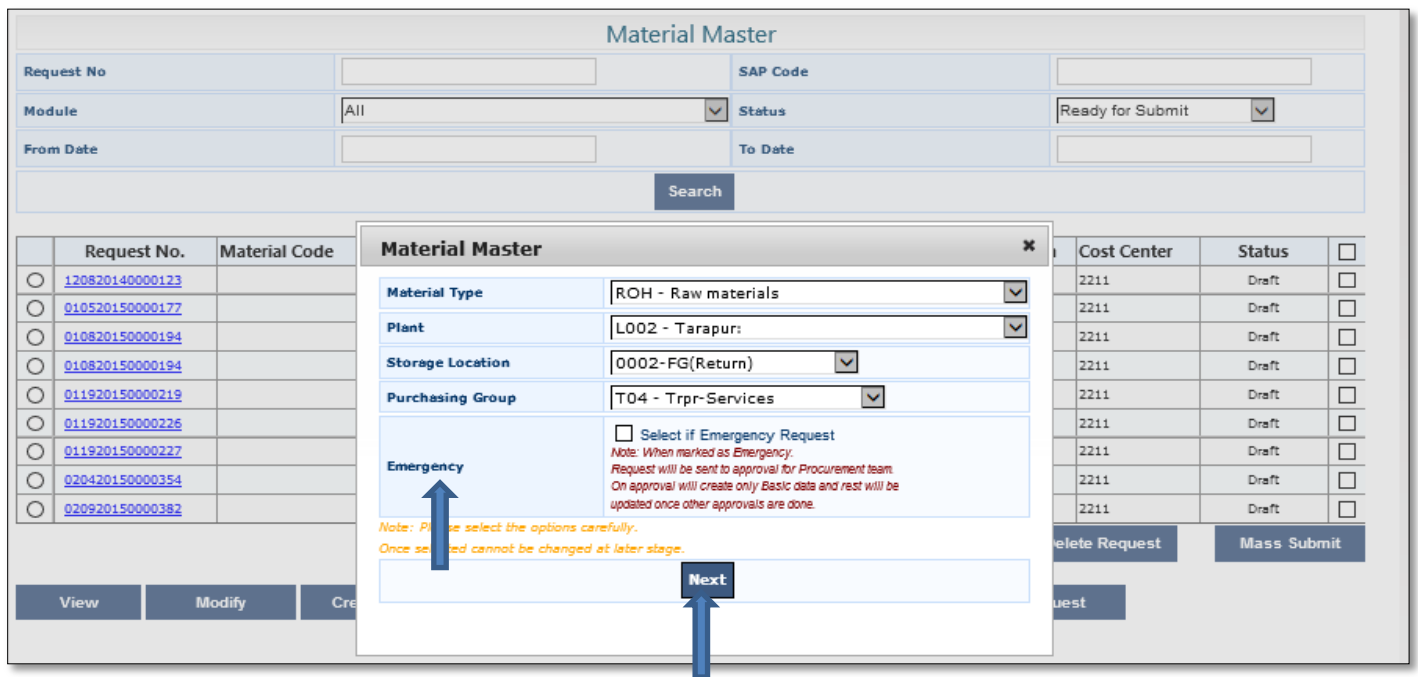
No Data Found

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.
- Please select the Purchasing Group 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.



The screenshot displays the 'Material Master' workflow tool interface. A modal window is open for selecting material details. The modal contains the following fields:

- Material Type:** ROH - Raw materials
- Plant:** L002 - Tarapur
- Storage Location:** 0002-FG(Return)
- Purchasing Group:** T04 - Trpr-Services
- Emergency:** ☐ Select if Emergency Request

Below the 'Emergency' checkbox, a note states: '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.'

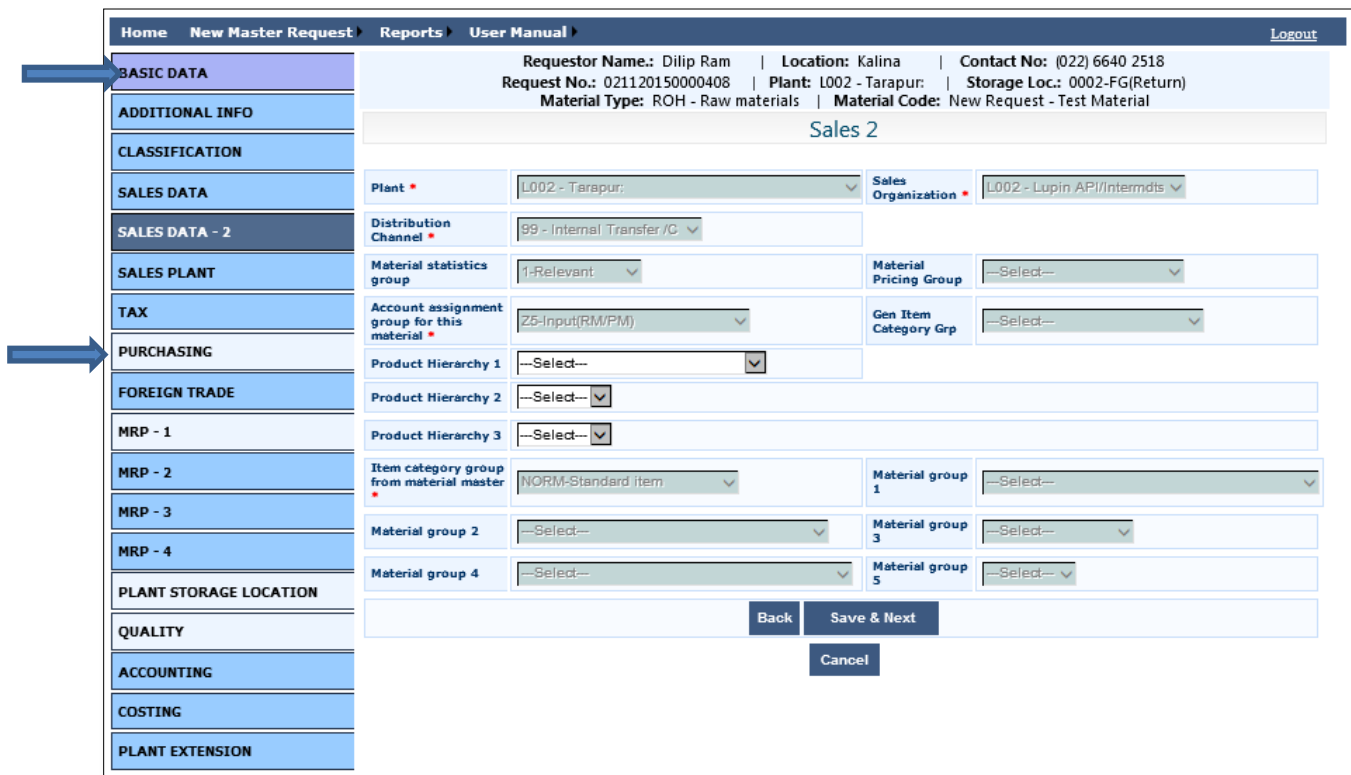
At the bottom of the modal, there is a 'Next' button. A blue arrow points to the 'Next' button. Another blue arrow points to the 'Emergency' checkbox.

The background interface shows a table with columns: Request No., Material Code, Cost Center, and Status. The table contains several rows of data, including request numbers like 120820140000123 and 010520150000177.



### 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.



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Requestor Name: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518  
 Request No.: 021120150000408 | Plant: L002 - Tarapur | Storage Loc.: 0002-FG(Return)  
 Material Type: ROH - Raw materials | Material Code: New Request - Test Material

Sales 2

Plant \* L002 - Tarapur; Sales Organization \* L002 - Lupin API/Intermdts

Distribution Channel \* 99 - Internal Transfer /C

Material statistics group 1-Relevant Material Pricing Group --Select--

Account assignment group for this material \* Z5-Input(RM/PM) Gen Item Category Grp --Select--

Product Hierarchy 1 --Select--

Product Hierarchy 2 --Select--

Product Hierarchy 3 --Select--

Item category group from material master \* NORM-Standard item Material group 1 --Select--

Material group 2 --Select-- Material group 3 --Select--

Material group 4 --Select-- Material group 5 --Select--

Back Save & Next

Cancel

## 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”.

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BASIC DATA

ADDITIONAL INFO

CLASSIFICATION

SALES DATA

TAX

SALES DATA - 2

SALES PLANT

PURCHASING

FOREIGN TRADE

MRP - 1

MRP - 2

MRP - 3

MRP - 4

PLANT STORAGE LOCATION

QUALITY

ACCOUNTING

COSTING

PLANT EXTENSION

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

Request No.: 010920150000196 | Plant: L008 - Goa: | Storage Loc.: 0101-PMStores

Material Type: VERP - Packaging | Material Code: New Request

Basic Data 1

Material Number		Material Description *	CTN PREGABALIN 75MG CAPS 15S MEI
Material Type	VERP-Packaging	Industry Sector	P-Pharmaceuticals
Base Unit of Measure *	EA -each	Material Group *	PM001 -Cartons
Old Material Number		External Material Grp.	--Select--
Product Hierarchy 1	--Select--	Division *	99 - Input/Byprod/Scrap
Product Hierarchy 2	--Select--		
Product Hierarchy 3	--Select--		
Laboratory/Design Office	--Select--	Gen Item Category Grp *	VERP-Packaging
Cross Plant Material Status	--Select--	Valid From	
Gross weight		Weight Unit	KG -Kilogram
Net Weight		Production/Inspection Memo	
International Article Number (EAN/UPC)		Category of International Article Number (EAN)	--Select--
Matl. Grp. Pack. Matl.	--Select--		
Reason For Creation *	Process Change	Remarks *	Testing purpose

Attach Documents (Image/PDF Files Only)

Browse...

Save & Next

## 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.

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**Requestor Name.:** Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495  
**Request No.:** 010920150000196 | **Plant:** L008 - Goa: | **Storage Loc.:** 0101-PMStores  
**Material Type:** VERP - Packaging | **Material Code:** New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL

### Basic Data 2

Unit Of Measure : (Conversion Factor)

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

<b>Length (BTCL)</b>		<b>Width (BTCL)</b>	
<b>Height (BTCL)</b>		<b>Unit of Dimension (Length/Width/Height)</b>	--Select--
<b>Shipper Gross Weight</b>		<b>Shipper Weight Unit</b>	--Select--
<b>Unit Of Measure Usage</b>	--Select--	<b>Characteristic Name</b>	--Select--
<b>Planned Value Unit Measure</b>		<b>Batch Spcf Matl Unit Measure</b>	--Select--

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

[Cancel](#)

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

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<b>BASIC DATA</b>	Requestor Name.: Prabhu Badadale   Location: KALINA   Contact No: 022-66402495		
<b>ADDITIONAL INFO</b>	Request No.: 010920150000196   Plant: L008 - Goa:   Storage Loc.: 0101-PMStores		
<b>CLASSIFICATION</b>	Material Type: VERP - Packaging   Material Code: New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL		
<b>SALES DATA</b>	Classification		
<b>TAX</b>	Class Type	023-Batch	Class
<b>SALES DATA - 2</b>	SLED -CLASS FOR SHELF LIFE EXPIRATION DATE		
<b>SALES PLANT</b>	Class Type : 001   Class : MCLASS		
<b>PURCHASING</b>	Strength of mat. / Pack type	Market	
<b>FOREIGN TRADE</b>	NDC No. (LPI)	NDC No. (LL)	
<b>MRP - 1</b>	HTS	ANDA	
<b>MRP - 2</b>	FDA No.	LPI Material Identifier	--Selected--
<b>MRP - 3</b>	Material Grouping for MES	Short description for 3PL	
<b>MRP - 4</b>	Package presentation 3PL	Number of Tablet 3PL	
<b>PLANT STORAGE LOCATION</b>	Material Category A 3PL	Material Category B 3PL	
<b>QUALITY</b>	Sorting for inventory report	Pack size	
<b>ACCOUNTING</b>	Product Group	Drug Category	--Selected--
<b>COSTING</b>	Market Entry Date	PZN (HORMOSAN)	
<b>PLANT EXTENSION</b>	Class Type : 023   Class : SLED		
	Allowed Manufacturers	HSAN MATERIAL IDENTIFIER	
	Expiration date shelf life	Next Insp Date for Batch	
	Batch number	ASSAY ASIS	
	MANUFACTURER	Potency as is basis	
	Loss on Drying	Potency as is basis1	
	RM402217	RM323350	
	SF110063	SF900052	
	IP4A0047	Assay by GC	
	External Material Group	Version Number	
	<a href="#">Back</a> <a href="#">Save &amp; Next</a>		

## vii. Sales Data

- Please Select the Sales Organization and Distribution Channel.
- Click “Save and Next” to save data and proceed further.

Home New Master Request Reports User Manual Logout	
<b>BASIC DATA</b>	Requestor Name.: Prabhu Badadale   Location: KALINA   Contact No: 022-66402495
<b>ADDITIONAL INFO</b>	Request No.: 010920150000196   Plant: L008 - Goa:   Storage Loc.: 0101-PMStores
<b>CLASSIFICATION</b>	Material Type: VERP - Packaging   Material Code: New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL
<b>SALES DATA</b>	Sales 1
<b>TAX</b>	Plant * L008 - Goa:
<b>SALES DATA - 2</b>	Sales Organization * L001 - Lupin Formulations Distribution Channel * 99 - Internal Transfer /C
<b>SALES PLANT</b>	Sales unit --Select-- Vari Sales Unit Not Allowed <input type="checkbox"/>
<b>PURCHASING</b>	Min. delivery quantity for delivery note processing Unit of measure of delivery unit --Select--
<b>FOREIGN TRADE</b>	Delivery unit
<b>MRP - 1</b>	Back Save & Next
<b>MRP - 2</b>	Cancel
<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>	

## viii. Tax

- Tax data has been filled by default, Please change this only if relevant.
- Please Fill in all Mandatory and relevant data.
- Click “Save and Next” to save data and proceed further.

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<b>BASIC DATA</b>	<b>Requestor Name.:</b> Prabhu Badadale     <b>Location:</b> KALINA     <b>Contact No:</b> 022-66402495 <b>Request No.:</b> 010920150000196     <b>Plant:</b> L008 - Goa     <b>Storage Loc.:</b> 0101-PMStores <b>Material Type:</b> VERP - Packaging     <b>Material Code:</b> New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL										
<b>ADDITIONAL INFO</b>											
<b>CLASSIFICATION</b>											
<b>SALES DATA</b>											
<b>TAX</b>	<div style="text-align: center;">Tax</div> <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>JVP</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,...)	JVP	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,...)	JVP	Tax classification material	1-Taxable								
<b>SALES DATA - 2</b>	<div style="text-align: center;"> <a href="#">Back</a>   <a href="#">Save &amp; Next</a> </div>										
<b>SALES PLANT</b>	<div style="text-align: center;"> <a href="#">Cancel</a> </div>										
<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>											

## ix. 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	
<b>BASIC DATA</b>	Requestor Name.: Prabhu Badadale   Location: KALINA   Contact No: 022-66402495
<b>ADDITIONAL INFO</b>	Request No.: 010920150000196   Plant: L008 - Goa:   Storage Loc.: 0101-PMStores
<b>CLASSIFICATION</b>	Material Type: VERP - Packaging   Material Code: New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL
<b>Sales 2</b>	
<b>SALES DATA</b>	Plant * L008 - Goa: Sales Organization * L001 - Lupin Formulations
<b>TAX</b>	Distribution Channel * 99 - Internal Transfer /C
<b>SALES DATA - 2</b>	Material statistics group * 1-Relevant Material Pricing Group --Select--
<b>SALES PLANT</b>	Account assignment group for this material * Z5-Input(RM/PM) Gen Item Category Grp --Select--
<b>PURCHASING</b>	Item category group from material master VERP-Packaging Material group 1 --Select--
<b>FOREIGN TRADE</b>	Material group 2 --Select-- Material group 3 --Select--
<b>MRP - 1</b>	Material group 4 --Select-- Material group 5 --Select--
<b>MRP - 2</b>	
<b>MRP - 3</b>	Back Save & Next
<b>MRP - 4</b>	Cancel
<b>PLANT STORAGE LOCATION</b>	
<b>QUALITY</b>	
<b>ACCOUNTING</b>	
<b>COSTING</b>	
<b>PLANT EXTENSION</b>	

## x. 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
<b>BASIC DATA</b> <b>Requestor Name.:</b> Prabhu Badadale   <b>Location:</b> KALINA   <b>Contact No:</b> 022-66402495 <b>Request No.:</b> 010920150000196   <b>Plant:</b> L008 - Goa:   <b>Storage Loc.:</b> 0101-PMStores <b>Material Type:</b> VERP - Packaging   <b>Material Code:</b> New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL				
<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>				

Sales Plant			
Plant	L008 - Goa:	Sales Organization *	L001 - Lupin Formulations
Distribution Channel *	99 - Internal Transfer /C		
Transportation Group *	Z001-Standard	Loading Group *	0001-Standard
<div> <div>Back</div> <div>Save &amp; Next</div> </div> <div>Cancel</div>			



## 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
<b>Requestor Name.:</b> Prabhu Badadale   <b>Location:</b> KALINA   <b>Contact No:</b> 022-66402495 <b>Request No.:</b> 010920150000196   <b>Plant:</b> L008 - Goa:   <b>Storage Loc.:</b> 0101-PMStores <b>Material Type:</b> VERP - Packaging   <b>Material Code:</b> New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL				
<b>Purchasing</b>				
<b>BASIC DATA</b>	<b>Plant *</b> <input type="text" value="L008 - Goa:"/>			
<b>ADDITIONAL INFO</b>	<b>Purchase Order Unit of Measure</b> <input type="text" value="---Select---"/> <b>Variable Purchase Order Unit Active</b> <input type="text" value="---Select---"/>			
<b>CLASSIFICATION</b>	<b>Purchasing Group *</b> <input type="text" value="H25 - HO-PM AdMkt LOC/IM"/>			
<b>SALES DATA</b>	<b>Batch management requirement indicator</b> <input checked="" type="checkbox"/> <b>automatic purchase order allowed</b> <input type="checkbox"/>			
<b>TAX</b>	<b>Purchasing Value Key *</b> <input type="text" value="Z1 -Z1"/> <b>GR Processing Time</b> <input type="text" value="02"/>			
<b>SALES DATA - 2</b>	<b>Quota arrangement usage</b> <input type="text" value="---Select---"/> <b>Source list requirement</b> <input type="checkbox"/>			
<b>SALES PLANT</b>	<b>Manufacturer Part Profile</b> <input type="text" value="---Select---"/>			
<b>PURCHASING</b>	<b>Number of a Manufacturer</b> <input type="text"/> <b>Name of Manufacturer</b> <input type="text"/>			
<b>FOREIGN TRADE</b>	<b>Manufacturer Part Number</b> <input type="text"/> <b>Purchase Order Text</b> <input type="text" value="75MG CAPS 30S MERCK-BRZL"/>			
<b>MRP - 1</b>	<input type="button" value="Back"/> <input type="button" value="Save &amp; Next"/>			
<b>MRP - 2</b>	<input type="button" value="Cancel"/>			
<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>				

## 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															
<b>BASIC DATA</b>	<b>Requestor Name.:</b> Prabhu Badadale   <b>Location:</b> KALINA   <b>Contact No:</b> 022-66402495 <b>Request No.:</b> 010920150000196   <b>Plant:</b> L008 - Goa:   <b>Storage Loc.:</b> 0101-PMStores <b>Material Type:</b> VERP - Packaging   <b>Material Code:</b> New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL														
<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>	<div>Foreign Trade</div> <table> <tr> <td>Plant</td> <td>L008 - Goa:</td> </tr> <tr> <td>Control code</td> <td>28399090 -OTHER</td> </tr> <tr> <td>Chapter ID</td> <td>28399090 -OTHER</td> </tr> <tr> <td>Subcontractors</td> <td> <input type="checkbox"/> Check if applicable. </td> </tr> <tr> <td>Material Type</td> <td>-Raw materials</td> </tr> <tr> <td>No of Goods Receipts per Excise Invoice</td> <td>1-Multiple Goods Receipts, Single Credit</td> </tr> <tr> <td>Output Material For ModVat</td> <td>300027</td> </tr> </table> <div> Back Save &amp; Next </div> <div> Cancel </div>	Plant	L008 - Goa:	Control code	28399090 -OTHER	Chapter ID	28399090 -OTHER	Subcontractors	<input type="checkbox"/> Check if applicable.	Material Type	-Raw materials	No of Goods Receipts per Excise Invoice	1-Multiple Goods Receipts, Single Credit	Output Material For ModVat	300027
Plant	L008 - Goa:														
Control code	28399090 -OTHER														
Chapter ID	28399090 -OTHER														
Subcontractors	<input type="checkbox"/> Check if applicable.														
Material Type	-Raw materials														
No of Goods Receipts per Excise Invoice	1-Multiple Goods Receipts, Single Credit														
Output Material For ModVat	300027														
<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>															

## 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.

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**Requestor Name.:** Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495  
**Request No.:** 010920150000196 | **Plant:** L008 - Goa: | **Storage Loc.:** 0101-PMStores  
**Material Type:** VERP - Packaging | **Material Code:** New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL

MRP

<b>Plant *</b>	L008 - Goa:	<b>Storage Location *</b>	0101-PMStores
<b>MRP Group</b> ?	---Select---	<b>ABC Indicator</b>	---Select---
<b>MRP Type *</b> ?	PD-MRP	<b>Reorder point</b>	
<b>Planning cycle</b>	---Select---	<b>Planning time fence</b>	
<b>MRP Controller (Materials Planner)</b> * ?	PM1-PM MRP Controller	<b>Lot size (materials planning) *</b> ?	MB-MnthlyLot(Requirements date=delivery dt)
<b>Minimum lot size</b>	10000	<b>Maximum lot size</b>	
<b>Fixed lot size</b>		<b>Maximum stock level</b>	
<b>Rounding Profile</b>	---Select---	<b>Rounding value for purchase order quantity</b>	1000

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## 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			
<b>BASIC DATA</b>		Requestor Name.: Prabhu Badadale   Location: KALINA   Contact No: 022-66402495	
<b>ADDITIONAL INFO</b>		Request No.: 010920150000196   Plant: L008 - Goa:   Storage Loc.: 0101-PMStores	
<b>CLASSIFICATION</b>		Material Type: VERP - Packaging   Material Code: New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL	
<b>MRP 2</b>			
<b>SALES DATA</b>	Plant *	L008 - Goa:	Storage Location *
<b>TAX</b>	Procurement Type *	F-External procurement	Special procurement type
<b>SALES DATA - 2</b>	Prod. Storage Location *	0101-PMStores	Default storage location for external procurement
<b>SALES PLANT</b>	Proposed Supply Area ?	--Select--	Indicator: Backflush
<b>PURCHASING</b>	In-house production time		Planned Delivery Time in Days
<b>FOREIGN TRADE</b>	Planning Calander	--Select--	Scheduling Margin Key for Floats ?
<b>MRP - 1</b>	Safety stock		Min Safety Stock
<b>MRP - 2</b>	Range of coverage profile ?	Z15-15 day coverage	Safety time in workdays (for data transfer)
<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>			

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### 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
<b>Requestor Name.:</b> Prabhu Badadale   <b>Location:</b> KALINA   <b>Contact No:</b> 022-66402495 <b>Request No.:</b> 010920150000196   <b>Plant:</b> L008 - Goa:   <b>Storage Loc.:</b> 0101-PMStores <b>Material Type:</b> VERP - Packaging   <b>Material Code:</b> New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL				
<b>MRP 3</b>				
<b>BASIC DATA</b>	<div>Plant * <input type="text" value="L008 - Goa:"/></div> <div>Storage Location * <input type="text" value="0101-PMStores"/></div>			
<b>ADDITIONAL INFO</b>	<div>Period Indicator * <input type="text" value="M-Monthly"/></div> <div>Checking Group for Availability Check * <input type="text" value="02-Individ.requirements"/></div>			
<b>CLASSIFICATION</b>	<div>Planning strategy group <input type="text" value="--Select--"/></div> <div>Consumption mode <input type="text" value="--Select--"/></div>			
<b>SALES DATA</b>	<div>Backward consumption period <input type="text"/></div> <div>Forward consumption period <input type="text"/></div>			
<b>TAX</b>	<div>Mixed MRP indicator <input type="text" value="--Select--"/></div> <div>Total replenishment lead time <input type="text"/></div>			
<b>SALES DATA - 2</b>	<div>Planning plant <input type="text" value="--Select--"/></div> <div>Conv. factor f. plng material <input type="text"/></div>			
<b>SALES PLANT</b>	<div>Back</div> <div>Save &amp; Next</div>			
<b>PURCHASING</b>	<div>Cancel</div>			
<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>				

## 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.

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**Requestor Name.:** Prabhu Badadale | **Location:** KALINA | **Contact No:** 022-66402495  
**Request No.:** 010920150000196 | **Plant:** L008 - Goa: | **Storage Loc.:** 0101-PMStores  
**Material Type:** VERP - Packaging | **Material Code:** New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL

MRP 4

Plant *	L008 - Goa:	Storage Location *	0101-PMStores
Selection Method	---Select---	Dependent requirements ind. for individual and coll. req ?	---Select---
MRP Relevance Dep Req ?	---Select---		
Fair Share Rule ?	---Select---	Indi Push Distribution ?	---Select---
Storage location MRP indicator ?	---Select---		
Special procurement type at storage location level ?	---Select---	Reorder point for storage location MRP	

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[SALES PLANT](#)
[PURCHASING](#)
[FOREIGN TRADE](#)
[MRP - 1](#)
[MRP - 2](#)
[MRP - 3](#)
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## xiv. Plant Storage Location.

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

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BASIC DATA

ADDITIONAL INFO

CLASSIFICATION

SALES DATA

TAX

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SALES PLANT

PURCHASING

FOREIGN TRADE

MRP - 1

MRP - 2

MRP - 3

MRP - 4

PLANT STORAGE LOCATION

QUALITY

ACCOUNTING

COSTING

PLANT EXTENSION

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

Request No.: 010920150000196 | Plant: L008 - Goa: | Storage Loc.: 0101-PMStores

Material Type: VERP - Packaging | Material Code: New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL

Plant Storage Location

Plant \* L008 - Goa: Storage Location \* 0101-PMStores

Period Indicator M-Month Rounding rule for calculation of SLED End of chosen period (week, month or year)

Storage Bin Profit Center \* 3360-FML-REGULATED GOA

Label Type --Select-- Label Form --Select--

Minimum Remaining Shelf Life Total shelf life

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Save & Next

Canc

## xv. Quality Section

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

<a href="#">Home</a>   <a href="#">New Master Request</a>   <a href="#">Reports</a>   <a href="#">User Manual</a>   <a href="#">Logout</a>			
<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>	<b>Requestor Name.:</b> Prabhu Badadale   <b>Location:</b> KALINA   <b>Contact No:</b> 022-66402495 <b>Request No.:</b> 010920150000196   <b>Plant:</b> L008 - Goa:   <b>Storage Loc.:</b> 0101-PMStores <b>Material Type:</b> VERP - Packaging   <b>Material Code:</b> New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL		
	<b>Quality</b>		
	<b>Plant *</b>	L008 - Goa	
	<b>Material Authorization Group for Activities in QM *</b>	ZVERP2-Material authorization group Packaging	
	<b>Inspection Type *</b>	--Select--	Inspection Type : 01 ,05 ,08 ,09 ,15 ,89 <a href="#">[ Refresh ]</a>
	<b>Unit of issue</b>	--Select--	<b>QM in Procurement is Active *</b> <input checked="" type="checkbox"/> Check if Relevant
	<b>Control Key for Quality Management in Procurement</b>	Z102 -Lupin QM control key (Cert./Q-info)	<b>Interval to next periodic inspection</b>
	<b>Certificate Type</b>	9999-Vendors COA/COC	
	<b>Minimum Remaining Shelf Life</b>	1	<b>Total shelf life</b> 59
	<a href="#">Back</a>   <a href="#">Save &amp; Next</a>   <a href="#">Cancel</a>		



## xvi. 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   <a href="#">Logout</a>																	
<b>BASIC DATA</b>	<b>Requestor Name.:</b> Prabhu Badadale   <b>Location:</b> KALINA   <b>Contact No:</b> 022-66402495 <b>Request No.:</b> 010920150000196   <b>Plant:</b> L008 - Goa:   <b>Storage Loc.:</b> 0101-PMStores <b>Material Type:</b> VERP - Packaging   <b>Material Code:</b> New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL																
<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>	<div>Accounting</div> <table border="1"> <tr> <td><b>Plant *</b></td> <td>L008 - Goa</td> <td><b>Valuation Type</b></td> <td>--Select--</td> </tr> <tr> <td><b>Valuation Category</b></td> <td>--Select--</td> <td><b>Valuation Class *</b></td> <td>2010-2010</td> </tr> <tr> <td><b>Price Control Indicator *</b></td> <td>V-Moving average price/periodic unit price</td> <td><b>Price unit (BTCI) *</b></td> <td>1</td> </tr> <tr> <td><b>Moving average price (BTCI)</b></td> <td></td> <td><b>Standard Price</b></td> <td></td> </tr> </table> <div> <a href="#">Back</a> <a href="#">Save &amp; Next</a> </div> <div> <a href="#">Can</a> </div>	<b>Plant *</b>	L008 - Goa	<b>Valuation Type</b>	--Select--	<b>Valuation Category</b>	--Select--	<b>Valuation Class *</b>	2010-2010	<b>Price Control Indicator *</b>	V-Moving average price/periodic unit price	<b>Price unit (BTCI) *</b>	1	<b>Moving average price (BTCI)</b>		<b>Standard Price</b>	
<b>Plant *</b>	L008 - Goa	<b>Valuation Type</b>	--Select--														
<b>Valuation Category</b>	--Select--	<b>Valuation Class *</b>	2010-2010														
<b>Price Control Indicator *</b>	V-Moving average price/periodic unit price	<b>Price unit (BTCI) *</b>	1														
<b>Moving average price (BTCI)</b>		<b>Standard Price</b>															
<b>COSTING</b>																	
<b>PLANT EXTENSION</b>																	

## xvii. 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.

Material Type: VERP - Packaging   Material Code: New Request - CTN PREGABALIN 75MG CAPS 15S MERCK-BRZL	
<b>ADDITIONAL INFO</b>	<b>Costing</b>
<b>CLASSIFICATION</b>	
<b>SALES DATA</b>	Plant * <input type="text" value="L008 - Goa"/>
<b>TAX</b>	Do Not Cost <input type="checkbox"/> Do Not Cost <input type="checkbox"/> Material Is Costed with Quantity Structure * <input checked="" type="checkbox"/> Is Costed with Quantity Structure
<b>SALES DATA - 2</b>	Origin Group as Subdivision of Cost Element * <input type="text" value="M002-Other Materials"/> Material Related Origin * <input checked="" type="checkbox"/> Is Material Related Origin
<b>SALES PLANT</b>	Costing Overhead Group <input type="text" value="--Select--"/> Variance Key * <input type="text" value="000001-Variance calculation for orders"/>
<b>PURCHASING</b>	Alternative BOM <input type="text" value="--Select--"/> BOM Usage <input type="text" value="--Select--"/>
<b>FOREIGN TRADE</b>	Key for Task List Group <input type="text" value="--Select--"/> Group Counter <input type="text" value="--Select--"/>
<b>MRP - 1</b>	Task List Type <input type="text" value="--Select--"/>
<b>MRP - 2</b>	Special Procurement Type for Costing <input type="text" value="--Select--"/> Lot Size of Product Cost Estimate (BTCI) * <input type="text" value="100"/>
<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>	

## xviii. Plant Extension Data

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

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Requestor Name.: Prabhu Badadale | Location: KALINA | Contact No: 022-66402495  
 Request No.: 010920150000196 | Plant: L008 - Goa: | Storage Loc.: 0101 - PM Store  
 Material Type: Packaging | Material Code: New Request - CTN PREGABALIN 75MG CAPS 155 MERCK-BRZL

### Plant Extension

Material Data	MRP Data	MRP Data(Conti..)	Other Data
Plant : L019 - Pithampur - Formulation Storage Location : 0201 Sales Org. : L001 - Lupin Formulations Dist. Chnl. : 99 - Internal Transfer /C Pricing Grp. : Assignment Grp. : Z5	MRP Type : PD MRP Controller. : PM1 Reorder Pt. : Lot Size : MB Min. Lot Size : 10000 Max. Lot Size :	Fixed Lot Size : Rounding Value : 1000 Prod. Str. Loc. : GR Proc. Time : 02 Delivery Time : 45	Purc. Grp. : H25 Profit Center : 0000003480 Valuation Class : 2010 Price Ctrl Ind. : V

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

SALES DATA - 2

SALES PLANT

PURCHASING

FOREIGN TRADE

MRP - 1

MRP - 2

MRP - 3

MRP - 4

PLANT STORAGE LOCATION

QUALITY

ACCOUNTING

COSTING

PLANT EXTENSION

Plant \* L008 - Goa: Storage Location \* 0101-PMStores

Sales Org. \* L001 - Lupin Formulations Distribution Channel \* 99 - Internal Transfer /C

Material Pricing --Select-- Acc. Assignment Grp. \* Z5-Input(RM/PM)

Purchasing Group \* H25 - HO-PM AdMkt LOC/MM MRP Type \* PD-MRP

MRP Controller PM1-PM MRP Controller Reorder point

Lot size MB-MnthlyLot(Requirements date=delivery dt) Minimum lot size 10000

Maximum lot size Fixed lot size

Rounding value 1000 Prod. Storage Location 0101-PMStores

GR Processing Time \* 02 Planned Delivery Time in Days \* 45

Profit Center \* 3360-FML-REGULATED GOA Valuation Class \* 2010-2010

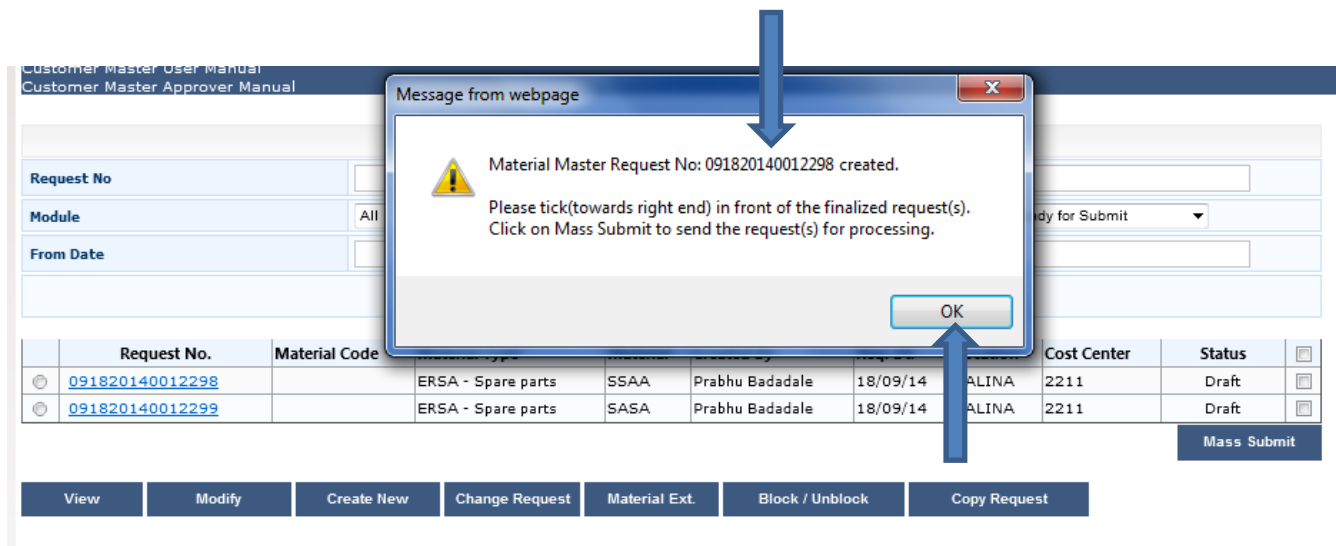
Price Control \* V-Moving average price/periodic unit price

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## 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.



Customer Master User Manual  
Customer Master Approver Manual

Request No:   
Module: All  
From Date:

Message from webpage

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

OK

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

Mass Submit

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

## 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	<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"/>	<a href="#">091820140012298</a>		ERSA - Spare parts	SSAA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input checked="" type="checkbox"/>
<input type="radio"/>	<a href="#">091820140012299</a>		ERSA - Spare parts	SASA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input checked="" type="checkbox"/>

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	Status	Created By Me
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

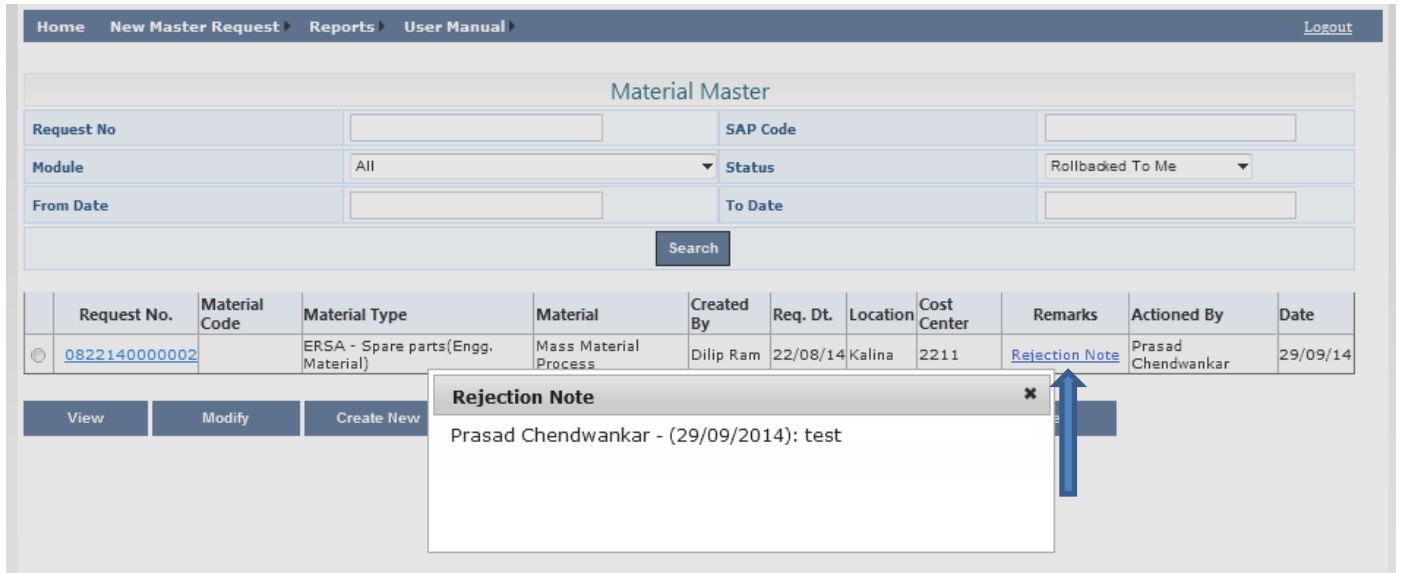
	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status
	<a href="#">071020140012188</a>		ERSA - Spare parts	Material description for ERSa material c		10/07/14	Kalina	2211	Open
	<a href="#">081920140012220</a>		ERSA - Spare parts	RRDFRSDFDXDFV VHGFHG234@##\$	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

1 2 3

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[Block / Unblock](#)
[Copy Request](#)

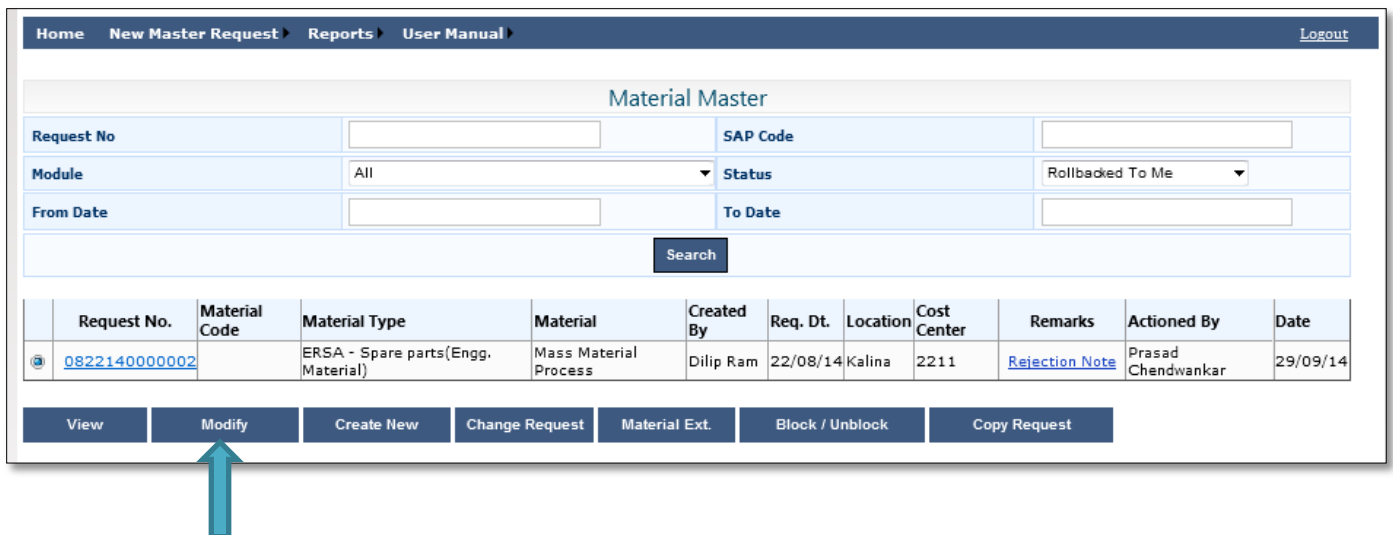
## xxii. Material Master Roll backed to you.

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

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



The screenshot shows the 'Material Master' interface, similar to the previous one. The table shows the same data row. Below the table, there are buttons for View, Modify, Create New, Change Request, Material Ext., Block / Unblock, and Copy Request. A blue arrow points to the 'Modify' button.

## 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.

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### 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"/>	<a href="#">092220140012300</a>		Material Master Block		Dilip Ram	22/09/14	Kalina	2211	
<input type="radio"/>	<a href="#">092520140012317</a>		Material Bulk Change		Dilip Ram	25/09/14	Kalina	2211	
<input type="radio"/>	<a href="#">092520140012318</a>		Material Bulk Change		Dilip Ram	25/09/14	Kalina	2211	
<input checked="" type="radio"/>	<a href="#">092620140012322</a>		ERSA - Spare parts	ERSA - SPARE TEST	Dilip Ram	26/09/14	Kalina	2211	
<input type="radio"/>	<a href="#">092620140012325</a>		Material Bulk Change		Dilip Ram	26/09/14	Kalina	2211	
<input type="radio"/>	<a href="#">092620140012326</a>		Material Extension		Dilip Ram	26/09/14	Kalina	2211	
<input type="radio"/>	<a href="#">092620140012327</a>		Material Bulk Change		Dilip Ram	26/09/14	Kalina	2211	



## B. Material Request Copy

### i. Initiation

- Click on “Copy Request” for initiation of the request.
- 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"/>	<a href="#">072220140012212</a>		ZMBW - Non-Val Matrl Valu. View	Creation for CAPEX material for testing	Dilip Ram	22/07/14	Kalina	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">082220140012238</a>		Material Extension		Dilip Ram	22/08/14	Kalina	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">082720140012257</a>		Material Extension		Dilip Ram	27/08/14	Kalina	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">082720140012258</a>		Material Extension		Dilip Ram	27/08/14	Kalina	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">082720140012259</a>		Material Bulk Change		Dilip Ram	27/08/14	Kalina	2211	Draft	<input type="checkbox"/>
<input checked="" type="radio"/>	<a href="#">090920140012270</a>		ZMBW - Non-Val Matrl Valu. View	TEST	Dilip Ram	09/09/14	Kalina	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">092220140012300</a>		Material Master Block		Dilip Ram	22/09/14	Kalina	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">092620140012327</a>		Material Bulk Change		Dilip Ram	26/09/14	Kalina	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">092920140012330</a>		Material Bulk Change		Dilip Ram	29/09/14	Kalina	2211	Draft	<input type="checkbox"/>

Mass Submit

View

Modify

Create New

Change Request

Material Ext.

Block / Unblock

Copy Request

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

Home New Master Request Reports User Manual Logout

### Material Master

Request No:  SAP Code:

Module: All Status: Ready for Submit

From Date:  To Date:

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

**Material Master - Copy**

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

Plant: L001 - Aurangabad

Storage Location: 0501-R&D\_RMStore

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

Copy

Mass Submit

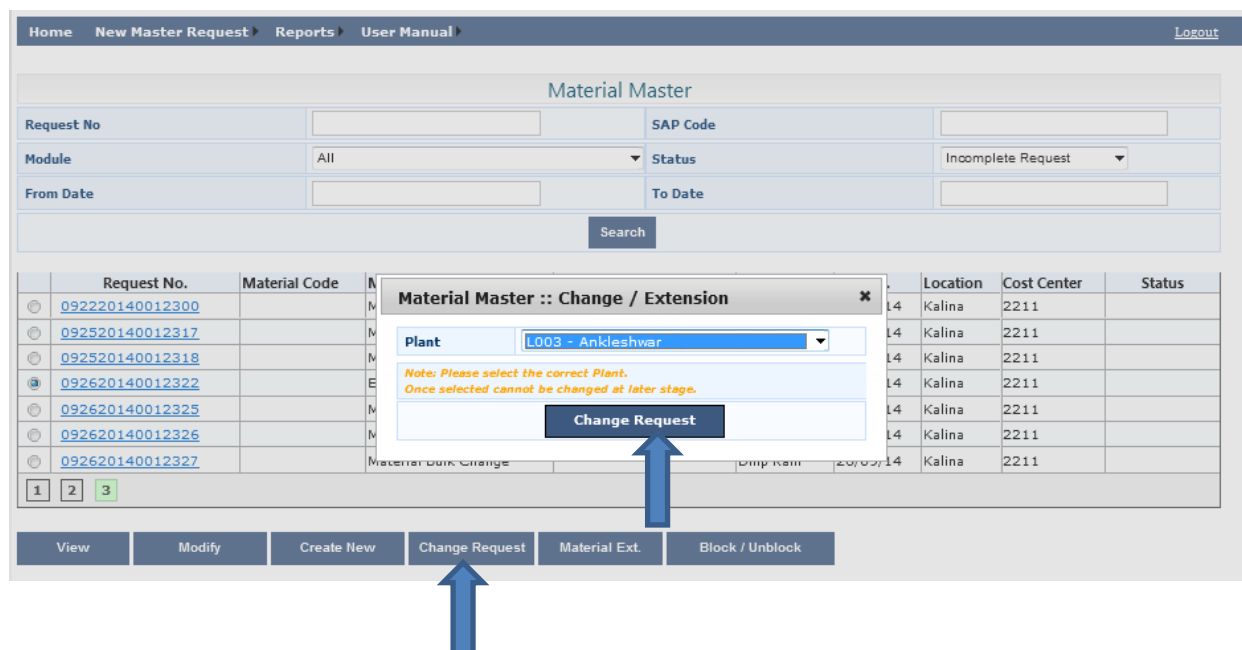
View Modify Create New Change Request Material Ext. Block / Unblock Copy Request

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

## C. Material Master Change Request

### i. Initiation

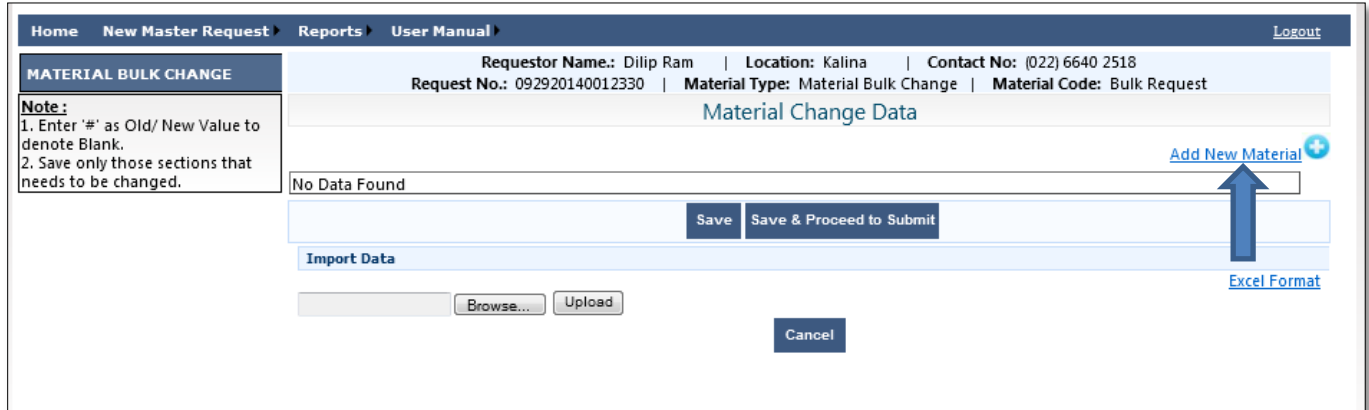
- Click on “Change Request” for initiation of the request.
- Select the plant whose material details has to be changed..
- Click on “Change Request” to proceed further.



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

## ii. Add New Material

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



Home New Master Request Reports User Manual Logout

**MATERIAL BULK CHANGE**

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

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

**Material Change Data**

No Data Found

Add New Material +

Save Save & Proceed to Submit

Import Data

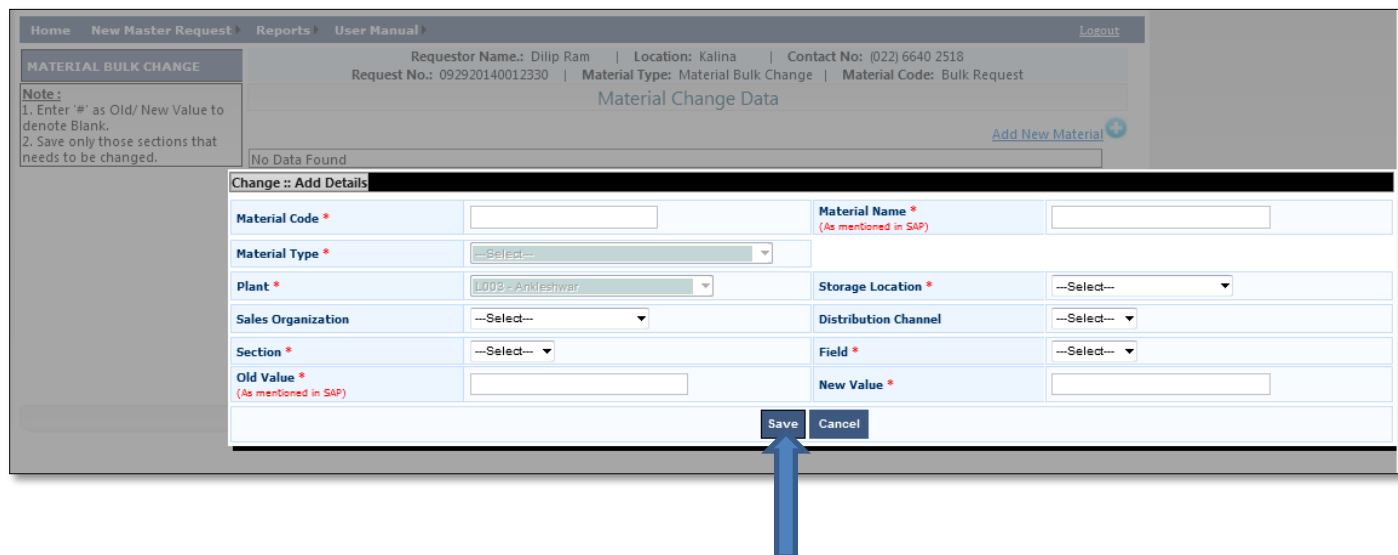
Browse... Upload

Cancel

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”.



Home New Master Request Reports User Manual Logout

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

**Material Change Data**

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

No Data Found

[Add New Material](#)

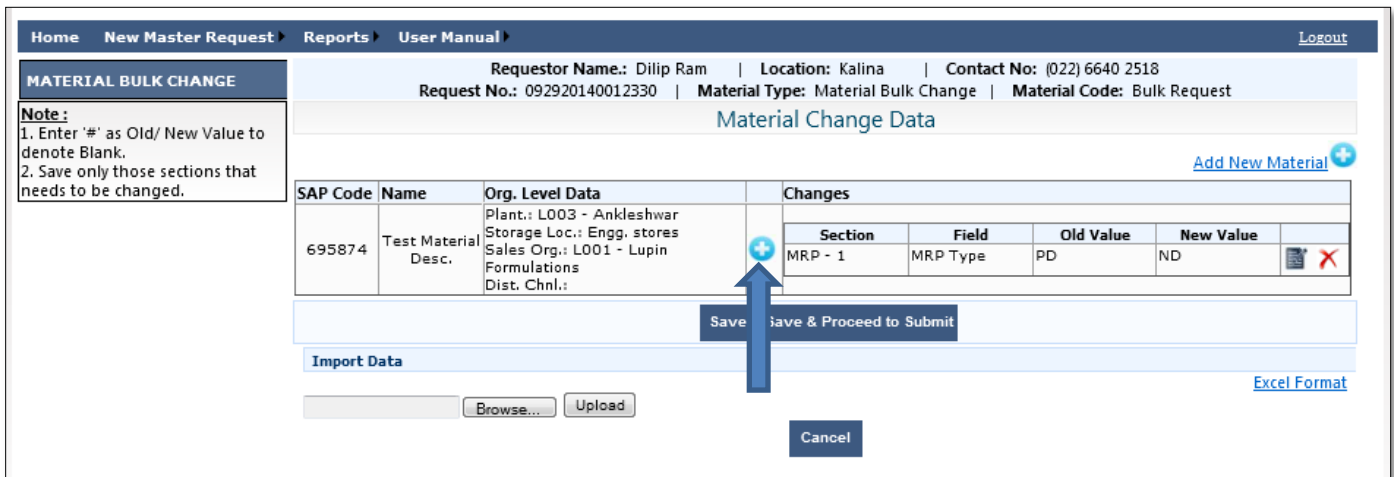
**Change :: Add Details**

<b>Material Code *</b>	<input type="text"/>	<b>Material Name *</b> (As mentioned in SAP)	<input type="text"/>
<b>Material Type *</b>	<input type="text" value="--Select--"/>		
<b>Plant *</b>	<input type="text" value="1003 - Andeshwar"/>	<b>Storage Location *</b>	<input type="text" value="--Select--"/>
<b>Sales Organization</b>	<input type="text" value="--Select--"/>	<b>Distribution Channel</b>	<input type="text" value="--Select--"/>
<b>Section *</b>	<input type="text" value="--Select--"/>	<b>Field *</b>	<input type="text" value="--Select--"/>
<b>Old Value *</b> (As mentioned in SAP)	<input type="text"/>	<b>New Value *</b>	<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.: Dilip Ram | Location: Kalina | Contact No: (022) 6640 2518  
Request No.: 092920140012330 | Material Type: Material Bulk Change | Material Code: Bulk Request

**Material Change Data**

Add New Material +

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

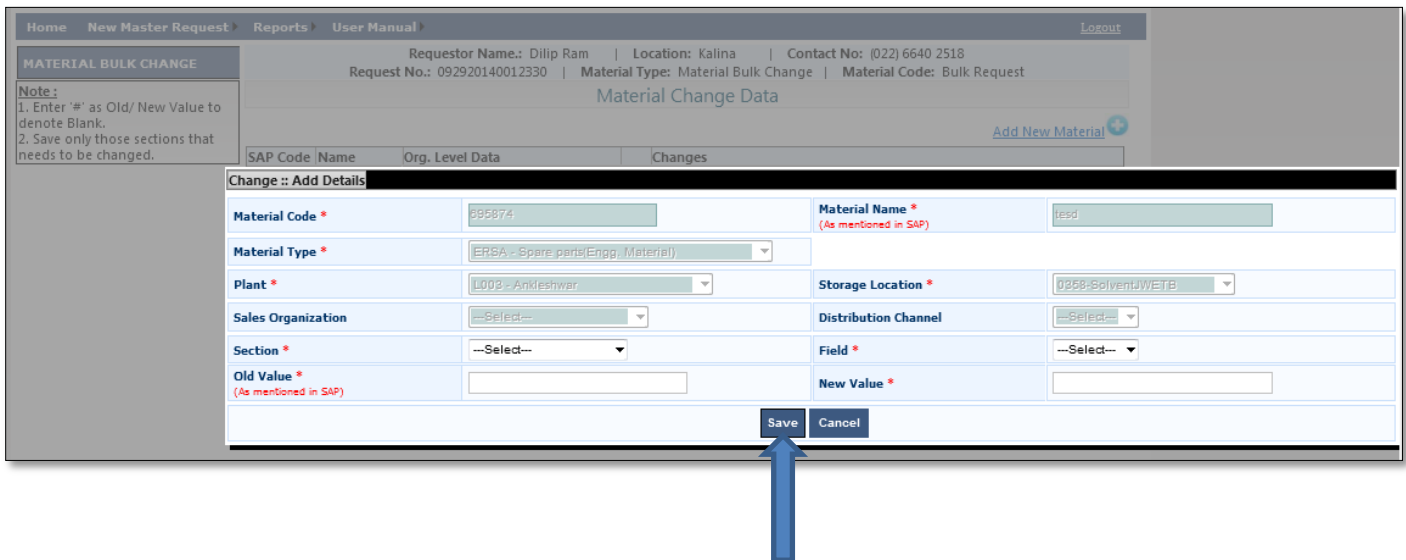
Save Save & Proceed to Submit

Import Data

Browse... Upload

Excel Format

Cancel



Home New Master Request Reports User Manual Logout

**MATERIAL BULK CHANGE**

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

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

**Material Change Data**

Add New Material +

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

Save Save & Proceed to Submit

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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**MATERIAL BULK CHANGE**

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

### Material Change Data

[Add New Material](#)

**Note :**

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

SAP Code	Name	Org. Level Data	Changes				
695874	Test Material Desc.	Plant.: L003 - Ankleshwar Storage Loc.: Engg. stores Sales Org.: L001 - Lupin Formulations Dist. Chnl.:					
			<b>Section</b>	<b>Field</b>	<b>Old Value</b>	<b>New Value</b>	
			MRP - 1	MRP Type	PD	ND	
695874	tesd	Plant.: L003 - Ankleshwar Storage Loc.: Solvent/WETB Sales Org.: Dist. Chnl.:					
			<b>Section</b>	<b>Field</b>	<b>Old Value</b>	<b>New Value</b>	
			Basic Data	Base Unit of Measure	#	Test	

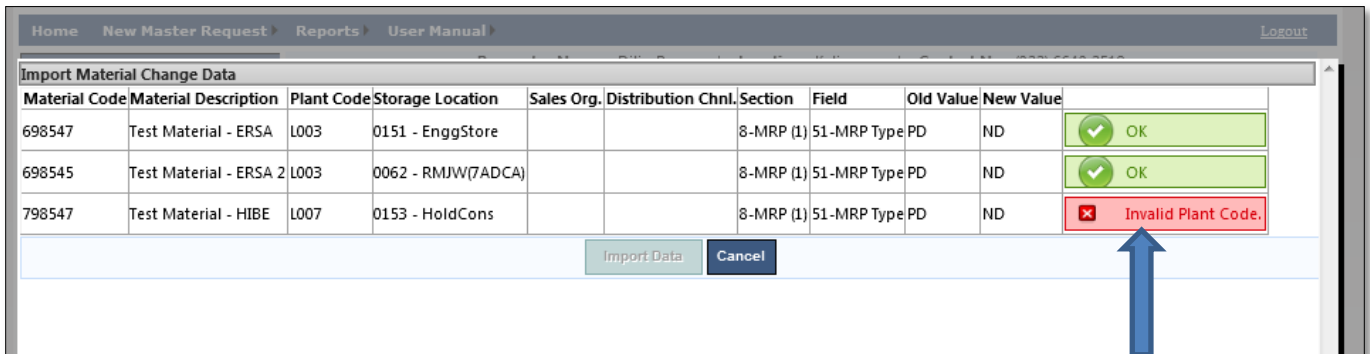
[Save & Proceed to Submit](#)

**Import Data**

[Excel Format](#)

[illegible]

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

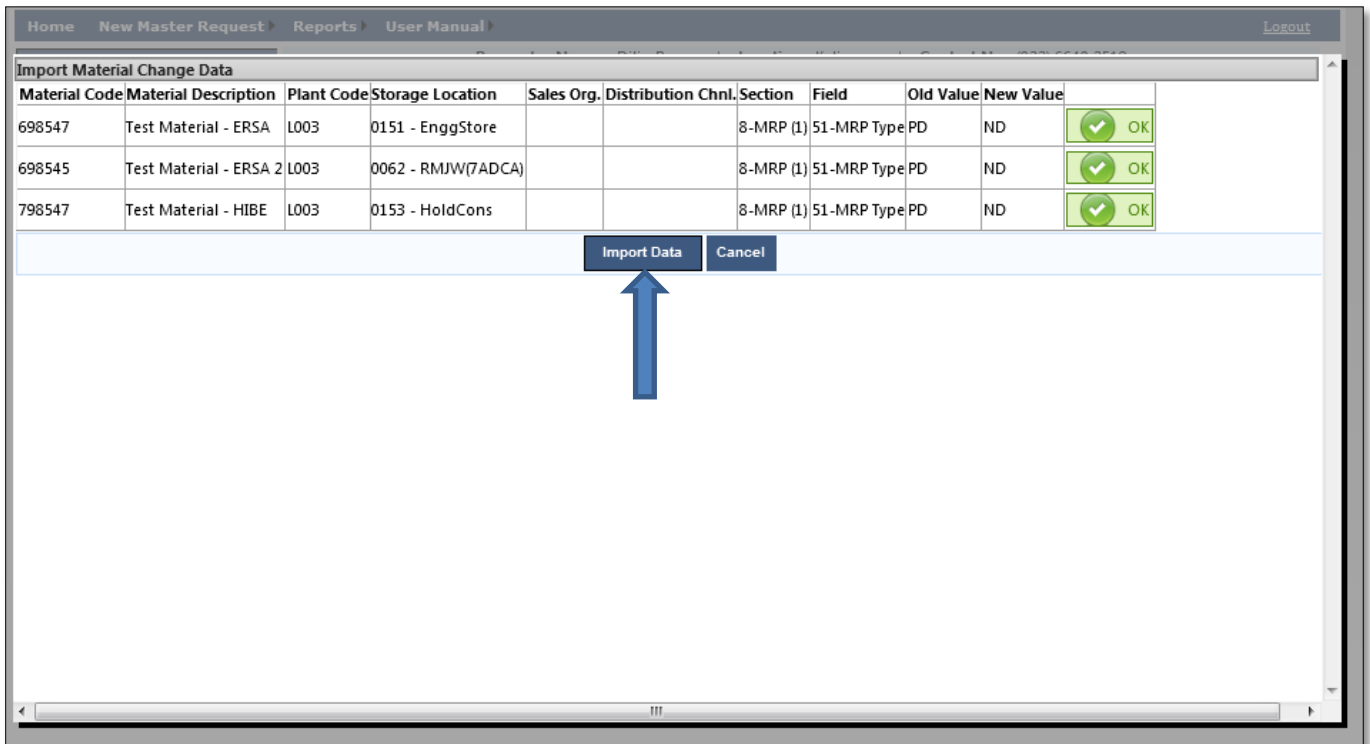


The screenshot shows the 'Import Material Change Data' form with a table containing three rows of data. The third row has an error message 'Invalid Plant Code.' in a red box next to it. A blue arrow points to this error message.

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

Buttons: Import Data, Cancel

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



The screenshot shows the 'Import Material Change Data' form with the same table as the previous one, but now all three rows have '✓ OK' status. The 'Import Data' button is now enabled and highlighted with a blue arrow.

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

Buttons: Import Data, Cancel



## vi. Material Master Change Request Proceed to Submit

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

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**MATERIAL BULK CHANGE**

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

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

**Material Change Data**

[Add New Material](#)

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

**Save & Proceed to Submit**

**Import Data**

[Excel Format](#)

## vii. Material Master Mass Submit

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

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

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### Material Master

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

Search

	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center	Status	
<input type="radio"/>	<a href="#">091820140012298</a>		ERSA - Spare parts	SSAA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input type="checkbox"/>
<input type="radio"/>	<a href="#">091820140012299</a>		ERSA - Spare parts	SASA	Prabhu Badadale	18/09/14	KALINA	2211	Draft	<input type="checkbox"/>

Mass Submit

View

Modify

Create New

Change Request

Material Ext.

Block / Unblock

Copy Request

## D. Material Master Block/Unblock Request

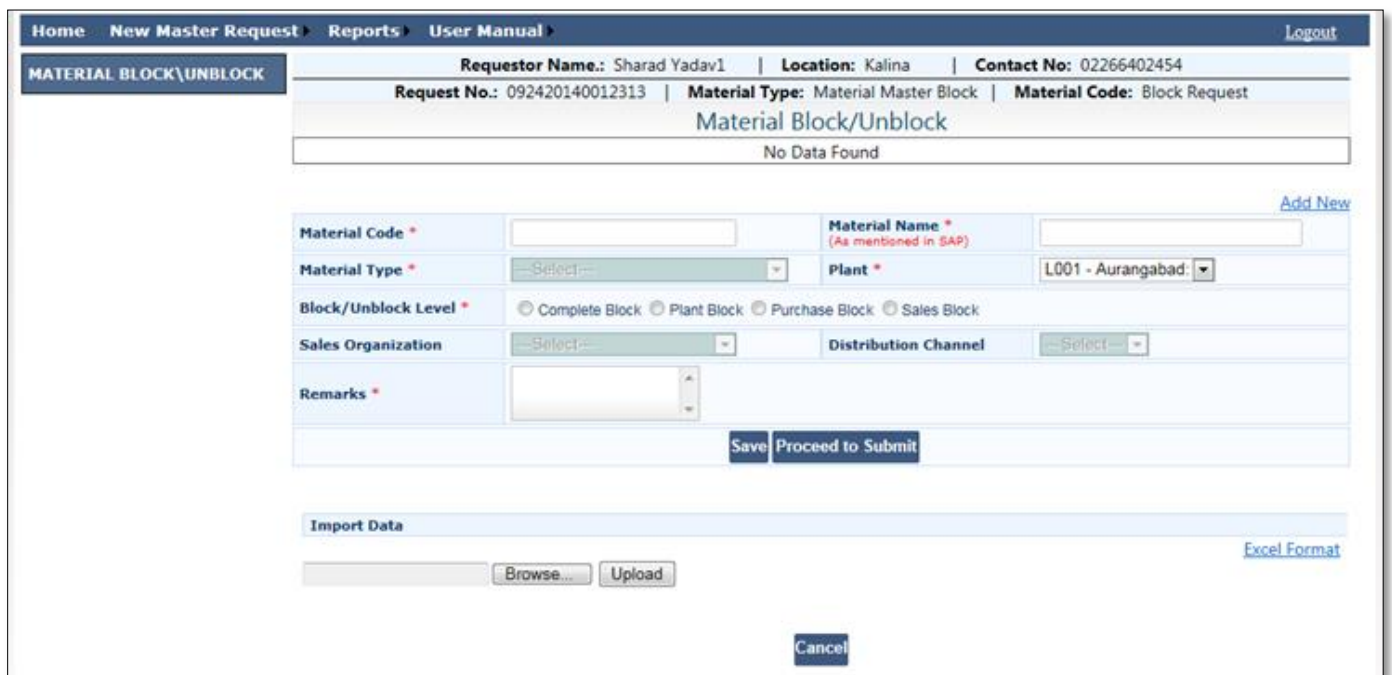
### i. Initiation

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



## ii. Material Master Block Details

- Enter the Material Code and Material Name as in SAP(For Reference).
- Select the Block type.
  - 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”.




The screenshot shows the 'MATERIAL BLOCK\UNBLOCK' form. At the top, there's a navigation bar with 'Home', 'New Master Request', 'Reports', and 'User Manual'. Below this, a header section displays 'Requestor Name: Sharad Yadav1', 'Location: Kalina', and 'Contact No: 02266402454'. The main form area has a title 'Material Block/Unblock' and a status 'No Data Found'. The form contains several input fields: 'Material Code \*', 'Material Name \* (As mentioned in SAP)', 'Material Type \*' (a dropdown menu), 'Plant \*' (a dropdown menu showing 'L001 - Aurangabad'), 'Block/Unblock Level \*' (radio buttons for Complete Block, Plant Block, Purchase Block, and Sales Block), 'Sales Organization' (a dropdown menu), 'Distribution Channel' (a dropdown menu), and 'Remarks \*' (a text area). At the bottom of the form, there are buttons for 'Save', 'Proceed to Submit', and 'Cancel'. A blue arrow points to the 'Cancel' button.

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

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[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	
<b>Material :</b> 755260 <b>Material Type :</b> Operating supplies <b>Material Description :</b> REF.STD-CEPHRADINE USPRS	<b>Blocking Level :</b> Plant Block <b>Remarks :</b> Please block the Material at Plant Level.	<b>Plant :</b> L001 - Aurangabad: <b>Sales Organization :</b> <b>Distribution Channel :</b>	<a href="#">Copy</a> <a href="#">View</a> <a href="#">Delete</a>

[Add New](#)

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

**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.

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**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	
<b>Material :</b> 755260 <b>Material Type :</b> Operating supplies <b>Material Description :</b> REF.STD-CEPHRADINE USPRS	<b>Blocking Level :</b> Plant Block <b>Remarks :</b> Please block the Material at Plant Level.	<b>Plant :</b> L001 - Aurangabad: <b>Sales Organization :</b> <b>Distribution Channel :</b>	<a href="#">Copy</a> <a href="#">View</a> <a href="#">Delete</a>
<b>Material :</b> 755819 <b>Material Type :</b> Operating supplies <b>Material Description :</b> REF.STD-SUCROSE EPCRS	<b>Blocking Level :</b> Plant Block <b>Remarks :</b> Please select the Block Level.	<b>Plant :</b> L001 - Aurangabad: <b>Sales Organization :</b> <b>Distribution Channel :</b>	<a href="#">Copy</a> <a href="#">View</a> <a href="#">Delete</a>

[Add New](#)




<b>Material Code *</b>	<input type="text"/>	<b>Material Name *</b> (As mentioned in SAP)	<input type="text"/>
<b>Material Type *</b>	<input type="text" value="--Select--"/>	<b>Plant *</b>	L001 - Aurangabad: <input type="text"/>
<b>Block/Unblock Level *</b>	<input type="radio"/> Complete Block <input checked="" type="radio"/> Plant Block <input type="radio"/> Purchase Block <input type="radio"/> Sales Block		
<b>Sales Organization</b>	<input type="text" value="--Select--"/>	<b>Distribution Channel</b>	<input type="text" value="--Select--"/>
<b>Remarks *</b>	<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					Plant : L001 - Aurangabad:	<a href="#">Copy</a>
Material Type : Operating supplies					Sales Organization :	<a href="#">View</a>
Material Description : REF,STD					Distribution Channel :	<a href="#">Delete</a>
Material : 755819					Plant : L001 - Aurangabad:	<a href="#">Copy</a>
Material Type : Operating supplies					Sales Organization :	<a href="#">View</a>
Material Description : REF,STD-SUCROSE EPCRS					Distribution Channel :	<a href="#">Delete</a>
Material : 755260					Plant : L001 - Aurangabad:	<a href="#">Copy</a>
Material Type : Operating supplies					Sales Organization :	<a href="#">View</a>
Material Description : REF,STD-CEPHRADINE USPRS					Distribution Channel :	<a href="#">Delete</a>
Material : 755819					Plant : L001 - Aurangabad:	<a href="#">Copy</a>
Material Type : Operating supplies					Sales Organization :	<a href="#">View</a>
Material Description : REF,STD-SUCROSE EPCRS					Distribution Channel :	<a href="#">Delete</a>
Material : 755231					Plant : L001 - Aurangabad:	<a href="#">Copy</a>
Material Type : Operating supplies					Sales Organization :	<a href="#">View</a>
Material Description : REF,STD-CEFRADINE EPCRS					Distribution Channel :	<a href="#">Delete</a>

## 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 : <a href="#">Copy</a> <a href="#">View</a> <a href="#">Delete</a>
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 : <a href="#">Copy</a> <a href="#">View</a> <a href="#">Delete</a>

[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\

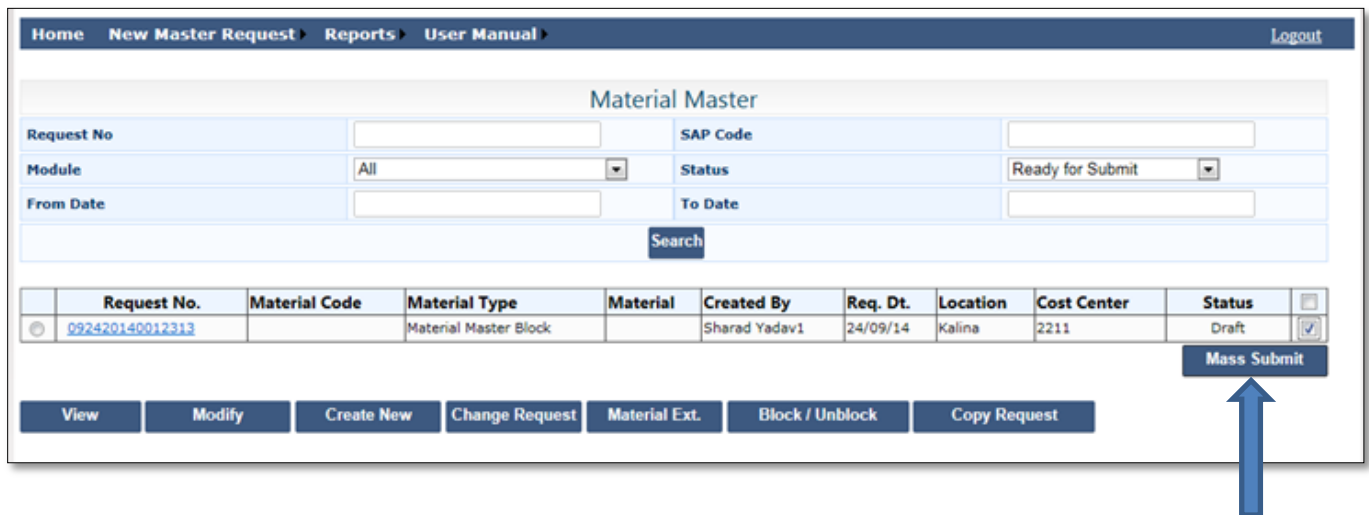
[Excel Format](#)



## 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.

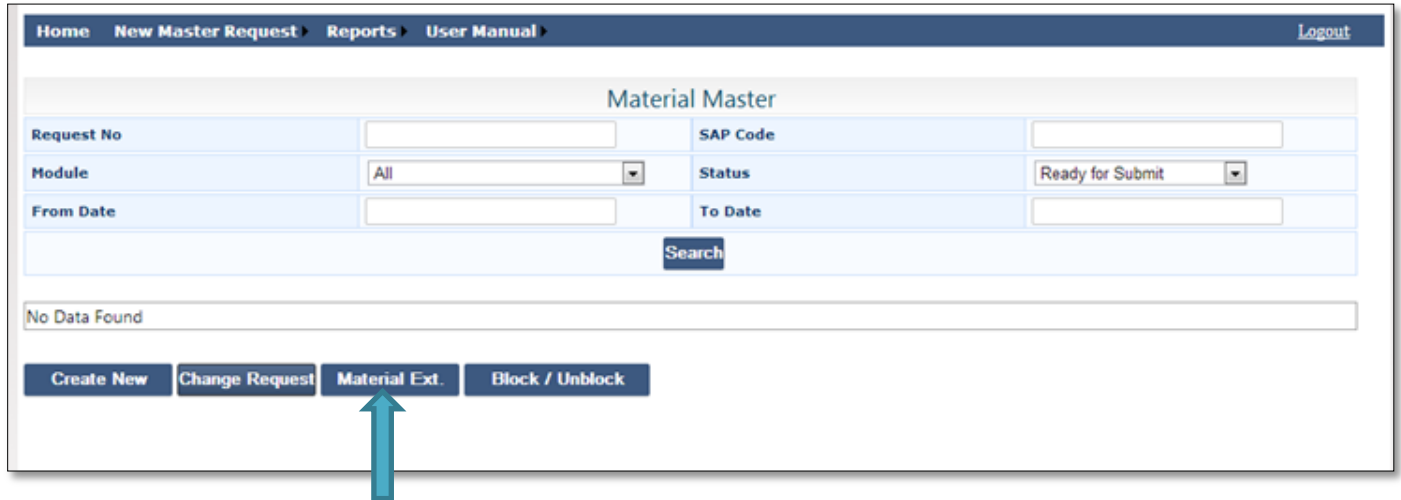


The screenshot shows the 'Material Master' interface. At the top, there is a navigation bar with links: Home, New Master Request, Reports, User Manual, and a Logout button. Below this is a search section with fields for Request No, SAP Code, Module (set to 'All'), Status (set to 'Ready for Submit'),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

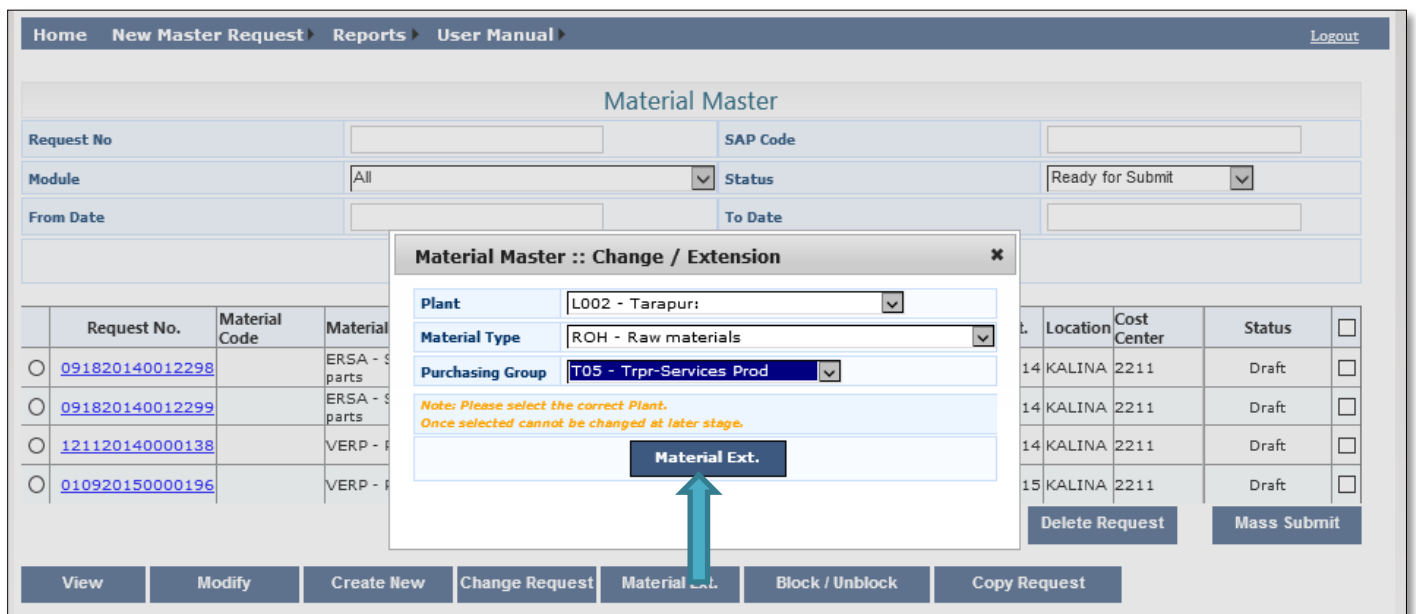
**Material Master**

Request No:  SAP Code:

Module:  Status:

From Date:  To Date:

No Data Found



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
<a href="#">091820140012298</a>		ERSA - S parts
<a href="#">091820140012299</a>		ERSA - S parts
<a href="#">121120140000138</a>		VERP - S parts
<a href="#">010920150000196</a>		VERP - S parts

**Material Master :: Change / Extension**

Plant:

Material Type:

Purchasing Group:

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 EXTENSION**

Requestor Name.: Sharad Yadav | Location: Kalina | Contact No: 02266402454  
Request No.: 092420140012311 | Material Type: Material Extension | Material Code: Extension Request

### Extension Data

No Data Found

[Add New](#)

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

Save
Proceed to Submit
Cancel

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


Record Added Successfully.

### Extension Data

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

[Add New](#)

## iii. Material Master Extension Request Proceed to Submit

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

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

[Add New](#)

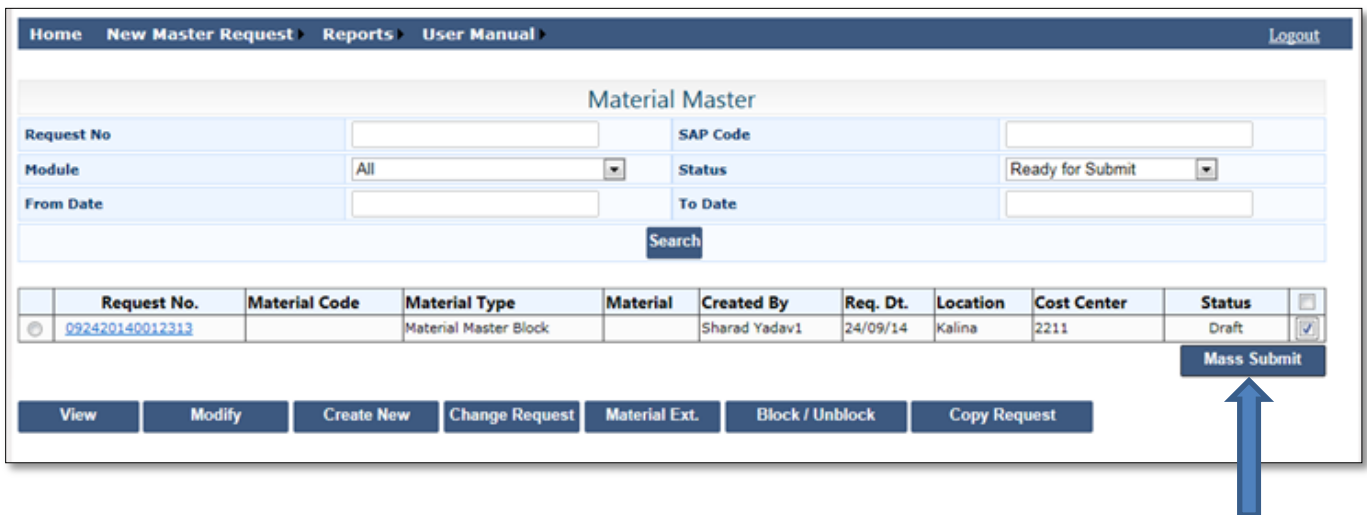
Material Code *	755819	Material Description *	REF STD-SUCROSE EPCRS
Material Type *	HIBE - Operating supplies	Plant *	L001 - Aurangabad
Storage Location *	0151-EnggStore	Distribution Channel	Select
Sales Org.	Select	Acc. Assignment Grp.	Select
Material Pricing	Select	MRP Type *	ND-No planning
Purchasing Group *	A04-Aur - Engg Str/Spr	Reorder point	
MRP Controller	Select	Minimum lot size	
Lot size	Select	Fixed lot size	
Maximum lot size		Prod. Storage Location	0151-EnggStore
Rounding value		Planned Delivery Time in Days	21
GR Processing Time	02	Valuation Class *	4010-Consum-Domestic
Profit Center *	3308-FML-COMMON AUR		
Price Control *	V-Moving average price/periodic unit price		

Save Proceed to Submit Cancel

## iv. Material Master Mass Submit

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- Select the requests that are finalized and are ready to be submitted.
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# Thank You!