



USER MANUAL

Master Work Flow Tool (MWT).

Material Master - Approver

May, 2015

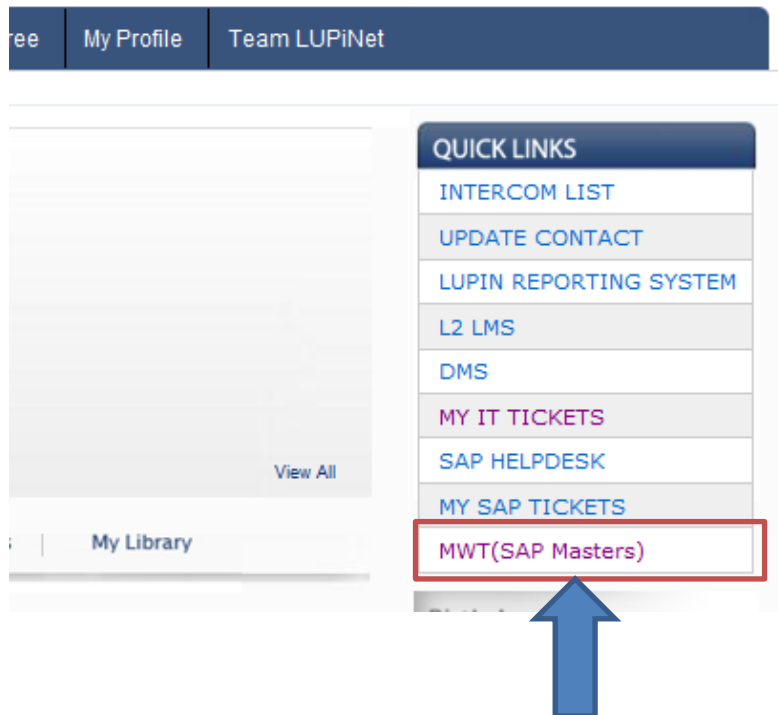
Contents

I.	General Section	3
A.	Login	3
B.	Home Page	4
II.	Material Master Section.....	5
A.	Pending For Approval Material Master Request	6
i.	Search.....	6
ii.	Material Selection	7
iii.	Request Rejection	8
iv.	Request Modification	8
v.	Request Approval	10
vi.	Request Mass Rejection	11
vii.	Request Mass Modification	12
viii.	Request Mass Approval.....	14

I. General Section

A. Login

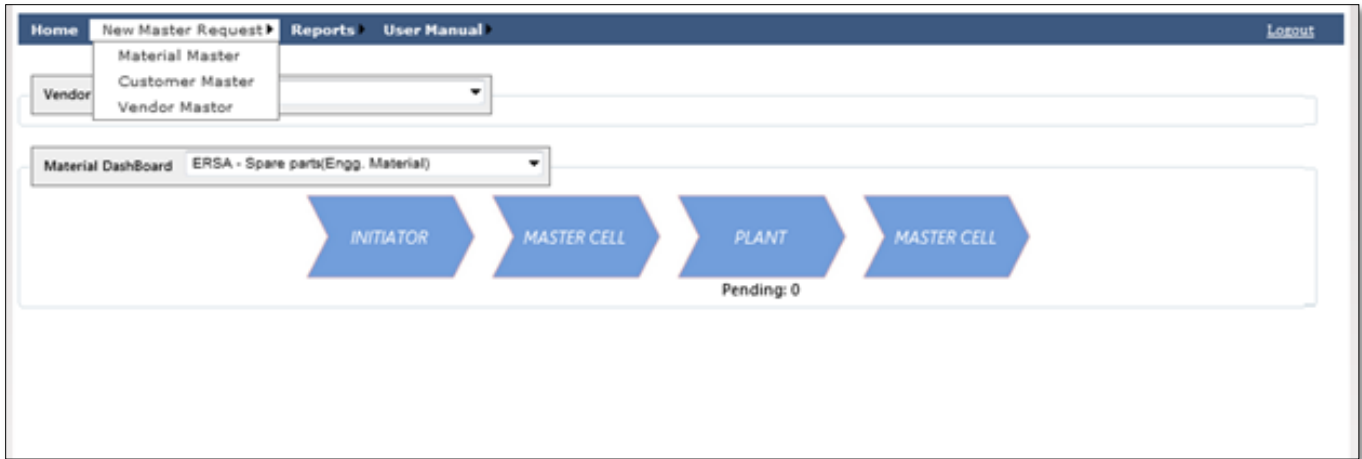
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per Material Type

Use navigation Menu to Access the Material Master section



II. Material Master Section

Following section can be used for the following actions:

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

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

Material Master

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

Search

No Data Found

Create New

Change Request

Material Ext.

Block / Unblock

A. Pending For Approval Material Master Request

i. Search

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

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

Material Master

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

Search

No Data Found

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

- Requests pending for your approval will be displayed.

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

Material Master

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

Search

	Request No.	Material Code	Material Type	Material	Created By	Req. Dt.	Location	Cost Center
<input type="radio"/>	122420140000019		ROH - Raw materials	CHRISTMAX SPL TESTING ON 24.12.2014	Sharad Yadav1	24/12/14	Kalina	2211
<input type="radio"/>	123120140000170		ROH - Raw materials	BAPI TESTING FERT-2 BYPRASAD	Dilip Ram	31/12/14	Kalina	2211
<input type="radio"/>	010220150000171		ROH - Raw materials	sdfsdf sdfsdfsdfsdf sdfsdfsdfsdfsdfs	Dilip Ram	02/01/15	Kalina	2211
<input type="radio"/>	010220150000171		ROH - Raw materials	BAPI TESTING FERT-2 BYPRASAD	Dilip Ram	02/01/15	Kalina	2211
<input type="radio"/>	010220150000172		ROH - Raw materials	Test	Dilip Ram	02/01/15	Kalina	2211
<input type="radio"/>	010220150000172		ROH - Raw materials	BAPI TESTING FERT-2 BYPRASAD	Dilip Ram	02/01/15	Kalina	2211
<input type="radio"/>	010220150000174		ROH - Raw materials	BAPI TESTING FERT-2 BYPRASAD	Dilip Ram	02/01/15	Kalina	2211
<input type="radio"/>	010520150000177		ROH - Raw materials	TESTING ROH 06.01.2015	Dilip Ram	05/01/15	Kalina	2211
<input type="radio"/>	010520150000178		ROH - Raw materials	Test	Dilip Ram	05/01/15	Kalina	2211
<input type="radio"/>	010520150000178		ROH - Raw materials	BAPI TESTING FERT-2 BYPRASAD	Dilip Ram	05/01/15	Kalina	2211

1 2 3 4 5

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

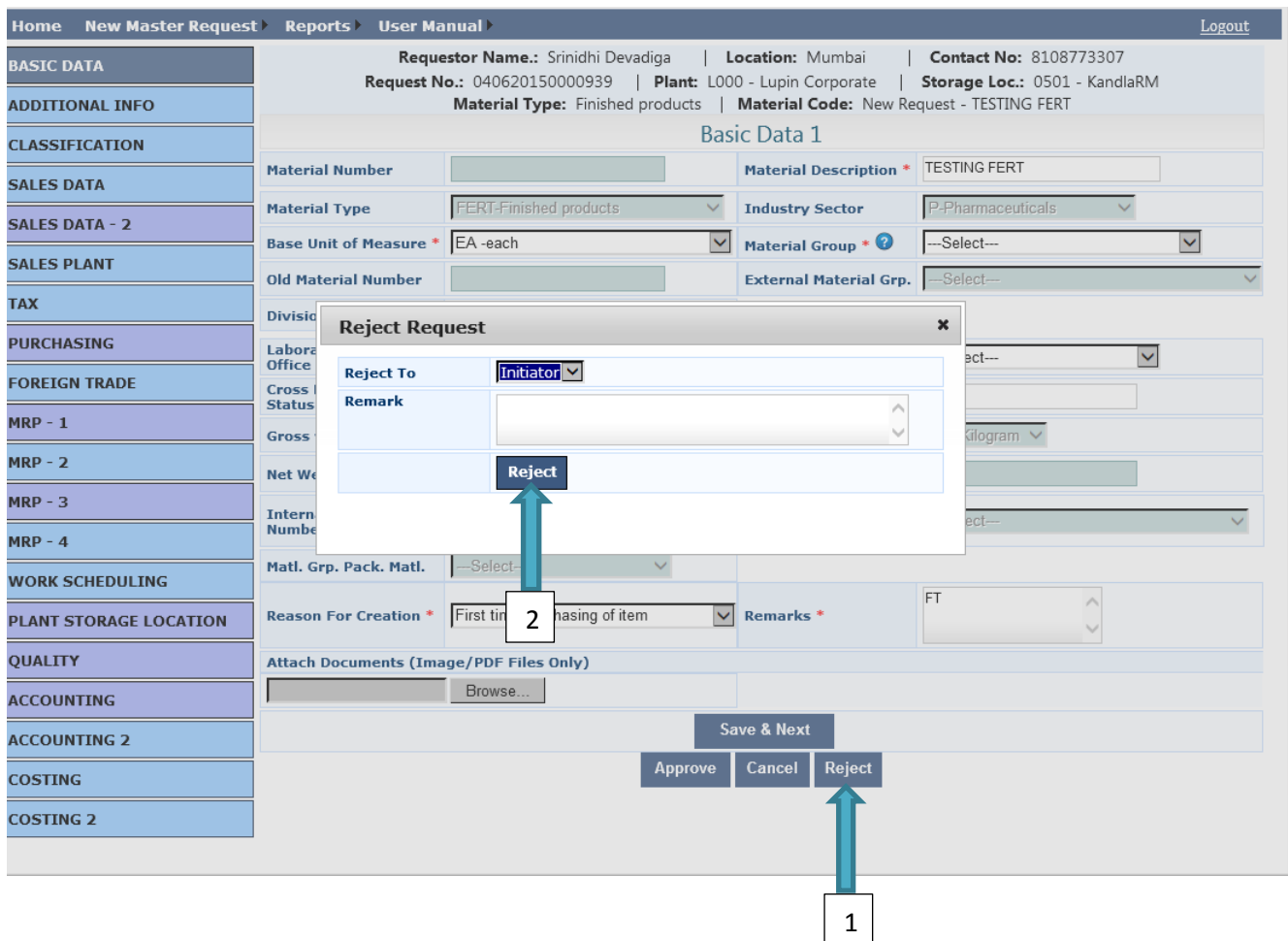
ii. Material Selection

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

[illegible]

iii. Request Rejection

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



The screenshot displays the Master Workflow Tool (MWT) interface. On the left is a sidebar with various menu items. The main area shows a 'New Master Request' form. At the top, there's a header with navigation links (Home, New Master Request, Reports, User Manual) and a 'Logout' link. Below this, a summary bar contains request details: Requestor Name (Srinidhi Devadiga), Location (Mumbai), Contact No (8108773307), Request No (040620150000939), Plant (L000 - Lupin Corporate), Storage Loc (0501 - KandlaRM), Material Type (Finished products), and Material Code (New Request - TESTING FERT).

The 'Basic Data 1' section includes fields for Material Number, Material Description (TESTING FERT), Material Type (FERT-Finished products), Industry Sector (P-Pharmaceuticals), Base Unit of Measure (EA -each), Material Group (---Select---), Old Material Number, and External Material Grp. (---Select---). A 'Reject Request' dialog box is overlaid on the form, containing a 'Reject To' dropdown (set to 'Initiator'), a 'Remark' text area, and a 'Reject' button. A blue arrow points from this 'Reject' button to the 'Reject' button in the main form's action bar. The action bar also includes 'Save & Next', 'Approve', 'Cancel', and 'Reject' buttons. A box labeled '1' points to the 'Reject' button in the action bar. Another box labeled '2' points to the 'Reason For Creation' dropdown menu, which is currently set to 'First time purchasing of item'.

iv. Request Modification

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

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 040620150000939 Plant: L000 - Lupin Corporate Storage Loc.: 0501 - KandlaRM Material Type: Finished products Material Code: New Request - TESTING FERT
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 *	TESTING FERT
Material Type	FERT-Finished products
Industry Sector	P-Pharmaceuticals
Base Unit of Measure *	EA -each
Material Group *	--Select--
Old Material Number	<input type="text"/>
External Material Grp.	--Select--
Division *	99 - Input/Byprod/Scrap
Laboratory/Design Office	--Select--
Gen Item Category Grp	--Select--
Cross Plant Material Status *	--Select--
Valid From	<input type="text"/>
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 *	First time purchasing of item
Remarks *	FT
Attach Documents (Image/PDF Files Only)	
<input type="text"/> Browse...	
<div> <div>Save & Next</div> <div> <div>Approve</div> <div>Cancel</div> <div>Reject</div> </div> </div>	

v. Request Approval

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

Home New Master Request ▶ Reports ▶ User Manual ▶ Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No.: 8108773307 Request No.: 040620150000939 Plant: L000 - Lupin Corporate Storage Loc.: 0501 - KandlaRM Material Type: Finished products Material Code: New Request - TESTING FERT
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	Material Description * TESTING FERT
Material Type	FERT-Finished products
Base Unit of Measure *	EA -each
Old Material Number	Material Group * ?
Division *	99 - Input/Byprod/Scrap
Laboratory/Design Office	Gen Item Category Grp
Cross Plant Material Status *	Valid From
Gross weight	Weight Unit
Net Weight	Production/Inspection Memo
International Article Number (EAN/UPC)	Category of International Article Number (EAN)
Matl. Grp. Pack. Matl.	
Reason For Creation *	Remarks *
Attach Documents (Image/PDF Files Only)	
Browse...	

Save & Next

Approve

Cancel

Reject

vi. Request Mass Rejection

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

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

Requestor Name: Srinidhi Devadiga | **Location:** Mumbai | **Contact No:** 8108773307
Request No.: 0505150000040 | **Material Type:** Finished products | **Material Code:** Mass Process

Mass Material Process

	Sub - Request No.	Material Code	Material Type	Material	Req. Dt.	Remarks	Action
<input type="radio"/>	050520150000799		FERT - Finished products	TEST MATERIAL	05/05/15	Reject To : <input type="text" value="Select"/> Rejection Remarks : <input type="text"/>	<input type="button" value="Reject"/>
<input type="radio"/>	050520150001195		FERT - Finished products	TEST MATERIAL	05/05/15	Reject To : <input type="text" value="Select"/> Rejection Remarks : <input type="text"/>	<input type="button" value="Reject"/>

Reject To

Remark

[Download Excel](#)

Sub_Request_No	Plant	Storage_Location	Material_Number	Material_Type	Base_Unit_Of_Measure	Material_Short_Description	Material_Group	Division	Remarks	Alt_Unit_Value_X/
050520150000799	L002	0002		FERT	EA	TEST MATERIAL	F0001	99	Process Change	
050520150001195	L002	0002		FERT	EA	TEST MATERIAL	F0001	99	Process Change	

vii. Request Mass Modification

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

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

Requestor Name.: Srinidhi Devadiga | Location: Mumbai | Contact No: 8108773307
Request No.: 0505150000040 | Material Type: Finished products | Material Code: Mass Process

Mass Material Process

	Sub - Request No.	Material Code	Material Type	Material	Req. Dt.	Remarks	Action
<input checked="" type="radio"/>	050520150000799		FERT - Finished products	TEST MATERIAL	05/05/15	Reject To : <input type="text" value="Select"/> Rejection Remarks : <input type="text"/> <input type="button" value="Reject"/>	
<input type="radio"/>	050520150001195		FERT - Finished products	TEST MATERIAL	05/05/15	Reject To : <input type="text" value="Select"/> Rejection Remarks : <input type="text"/> <input type="button" value="Reject"/>	

[Download Excel](#)

Sub_Request_No	Plant	Storage_Location	Material_Number	Material_Type	Base_Unit_Of_Measure	Material_Short_Description	Material_Group	Division	Remarks	Alt_Unit_Value_X
050520150000799	L002	0002		FERT	EA	TEST MATERIAL	F0001	99	Process Change	
050520150001195	L002	0002		FERT	EA	TEST MATERIAL	F0001	99	Process Change	

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

Home New Master Request Reports User Manual Logout	
BASIC DATA	Requestor Name.: Srinidhi Devadiga Location: Mumbai Contact No: 8108773307 Request No.: 0505150000040 - 050520150000799 Plant: L002 - Tarapur. Storage Loc.: 0002 - FGReturnPharma Material Type: Finished products Material Code:
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	Material Description * TEST MATERIAL
Material Type	Material Group * F0001 -Tablets
Base Unit of Measure *	Industry Sector P-Pharmaceuticals
Old Material Number	External Material Grp. --Select--
Division *	Gen Item Category Grp NORM-Standard item
Laboratory/Design Office	Valid From 05/05/2015
Cross Plant Material Status *	Weight Unit KG -Kilogram
Gross weight	Production/Inspection Memo
Net Weight	Category of International Article Number (EAN) --Select--
International Article Number (EAN/UPC)	
Matl. Grp. Pack. Matl.	
Reason For Creation *	Remarks * Process Change

Attach Documents (Image/PDF Files Only)

viii. Request Mass Approval

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

Home New Master Request Reports User Manual Logout

Requestor Name.: Srinidhi Devadiga | Location: Mumbai | Contact No: 8108773307
Request No.: 0505150000040 | Material Type: Finished products | Material Code: Mass Process

Mass Material Process

	Sub - Request No.	Material Code	Material Type	Material	Req. Dt.	Remarks	Action
<input type="radio"/>	050520150000799		FERT - Finished products	TEST MATERIAL	05/05/15	Reject To : <input type="text" value="Select"/> Rejection Remarks : <input type="text"/>	Reject
<input type="radio"/>	050520150001195		FERT - Finished products	TEST MATERIAL	05/05/15	Reject To : <input type="text" value="Select"/> Rejection Remarks : <input type="text"/>	Reject

Message from webpage

Are you sure you want to approve all?

[Download Excel](#)

Sub_Request_No	Plant	Storage_Location	Material_Number	M	Material_Group	Division	Remarks	Alt_Unit_Value_X
050520150000799	L002	0002		FERT	EA	TEST MATERIAL	F0001	99
050520150001195	L002	0002		FERT	EA	TEST MATERIAL	F0001	99

Thank You!