



Materials Request Tool

MD080 MRO Master Data

SAP

Materials Request Tool

User View



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10/27/2021	10/27/2021	001	10/27/2026

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Supply Chain and Inventory Analyst	Supply Chain and Inventory Manager	Supply Chain and Inventory Analyst

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1. Objective

Describes the User Manual purpose, define what is going to be detailed in this procedure and for what purpose.

2. Scope

Delimits the beginning and end of the Manual. Additionally, it can be specified the coverage in terms of processes, geographic locations, work centers, businesses or positions to which this User Manual applies.

3. Definitions

List the key words or abbreviations for the understanding of this SOP and add its respective definition.

N/A

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4. Step by step

Transaction: ZMMIMC009

Profile: User

Choose request option as needed:

Requests to the master material - User View

Create Material Extend Material Modify Material Delete Material Create Service Modify Service

4.1. Create Material:

Select "New" on the option pane to start a new request:



A new line with status NEW will open:

Flag	Application No.	Status
☒	2021.09.15 09:29:07	New

Fill in required fields

- Description: Add same description to both languages (Spanish and English)
- Plant created: Add Plant number ex. 3000
- Unit: Add unit of measure ex. EA
- Sloc: Storage location - ex. R000
- MovAvgPrice: Add price ex. 10.00
- Crcy: Add Currency, for US plants USD
- PurOrdTXT: click the bottom  and select language EN (english) and add PO Text
- Maintainable: Complete if material has a service life
- Service Life: Complete if needed
- Destination of part: Add text where the part is going to be used at the plant
- Pl. Deliv. Time: Add Lead time
- Comm./imp. Code no. : Not used in US plants - Omit

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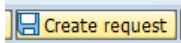
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m. User comments: add any comments if needed for material master te view.



After completing steps, click on the pane the bottom:

The request will get to the material master and you will receive a confirmation email once its processed.

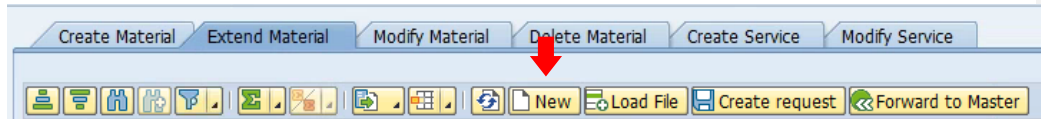
The status of the request will change from “New” to “Closed” once its completed and the “Material Created” Tab will show you the material number.

Ex:

Application No.	Status	User Name	Material created
2021.10.01 08:45:39	Closed	CPELAZP	1063682

4.2. Extend Material:

Select “New” in the extend material pane to start a new extension request:

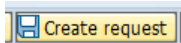


A new Line with status NEW will open:

Flag	Application No.	Status	User Name
☒	2021.10.14 14:40:48	New	CPELAZP

Fill required fields:

- Material number
- Plant
- Sloc
- Storage bin (If needed)
- Price
- And Crcy : USD (Always)
- Pl. Deliv. time



After completing steps, click on the pane the bottom:

The status will then change to “created” and when processed to “Closed”

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Ex:



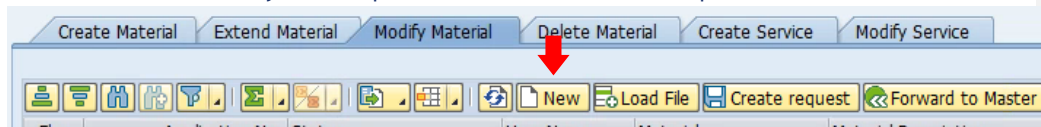
Application No.	Status	User Name
2021.10.14 14:46:53	Created	CPELAEPZ



Application No.	Status	User Name
2021.10.14 14:46:53	Closed	CPELAEPZ

4.3. Modify Material:

Select "New" in the modify material pane to start a new extension request:

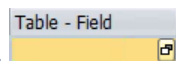


A new Line with status NEW will open:

Flag	Application No.	Status	User Name
☒	2021.10.14 14:40:48	New	CPELAEPZ

Fill in required fields:

- Material
- Plant
- Sloc
- Table - Field



The Table field will contain a button:  click it and a list of tables will open. Select table that describes the need of modification. Using  button can help you find table.

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Ex. Table for storage bin chan:

Table name and field to be modified (1) 452 Entries found

Restrictions Find

storage bin

Table - Field

MLGT-LGPLA	Storage Bin
MLGT-LPMAX	Maximum bin qty
MLGT-LPMIN	Minimum bin qty
MLGT-LVORM	DelFlagStgeType
MLGT-MAMNG	Control qty
MLGT-NSMNG	Replenish.qty
MLGT-RDMNG	Rounding qty
MPGD_MASS-PRGRP	Plng material
MPGD_MASS-PRWRK	Planning plant
MPGD_MASS-UMREF	Conversion
MPOP-ALPHA	Alpha factor
MPOP-ANZPR	Fcst periods
MPOP-BETA1	Beta factor
MPOP-DELTA	Delta factor
MPOP-FIMON	Fixed periods
MPOP-FSUMM	Error total
MPOP-GAMMA	Gamma factor
MPOP-GEWGR	Weighting group
MPOP-GWERT	Basic value
MPOP-KZINI	Initialization

Entry found

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Ex: MRP Type:

LE Table name and field to be modified (1) 452 Entries found

Restrictions

Find

MRP Type

Table - Field	Short text
MARC-DISMM	MRP Type
MARC-DISPO	MRP Controller
MARC-DISPR	MRP profile
MARC-DPLFS	Fair share rule
MARC-DPLHO	Deploymnt hrzn
MARC-DPLPU	Push distribution
MARC-DZEIT	InhseProdTime
MARC-EISBE	Safety stock
MARC-EISLO	Min SafetyStock
MARC-EKGRP	Purch. Group
MARC-EPRIO	Stock det. grp
MARC-EXPME	Comm. code unit
MARC-FABKZ	JIT Indicator
MARC-FEVAR	Prodn Superv.
MARC-FHORI	SchedMargin key
MARC-FIXLS	Fix. lot size
MARC-FPRFM	Dist.prof.
MARC-FRTME	Production unit
MARC-FVIDK	Prod. Version
MARC-FXHOR	Plng time fence

Entry found

Double click on the table and select create request.
Enter New Value:

Material	Material Description	Plant	SLoc	Val. type	SOrg.	D.	Table - Field	Short text	Current value	New value	User comments
1	SAFETY BARRIER METRAL 03070500	3000	R000				MARC-LGPBE	Storage Bin		A123	

And select create request.

Formatted: Indent: Left: 0"

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4.4. Delete material:

In the deletion pane select New and enter:

- Material number
- Plant
- User comment (If needed)

Select and click “Create request” Status from “New” to “created” will change and when request is processed status changes to “Closed”.

Massive upload option:

In Excel file “Massive Uploads - MM Tool TXT.xlsx” go to the tab of the type of request needed. Fill in the Required fields also denoted as “R” in the first row:

EX:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ES Short Description	EN Short Description	Plant	Base UOM	Stor Location	Bin location	Price	Currency	PO Text ES	PO Text EN	Maintainable	Service Life	Destination	Lead time	Comm./Imp Code	User Comments
CHAR	CHAR	CHAR	CHAR	CHAR	CHAR	DEC	CHAR	CHAR	CHAR	CHAR	INT	CHAR	INT	CHAR	CHAR
40	40	4	3	4	10	9.2	3	255	255	1	3	50	3	17	255

When completed, copy and paste data (Without headers) on a TXT and save into computer as a txt.

In the Material request tool, under the request type needed select the button “Load file”

Select file previously saved as txt. This will show all new request in the tool. Last step, check the flag on all of them and create the request to send it to the material master.

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Date	Document version	Change description
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