

APAC - WP2 - Material code creation (ZERS/ZHIB)

• 1. Objective and Scope	1
• 2. Material validation	1
• 3. Material code creation	7

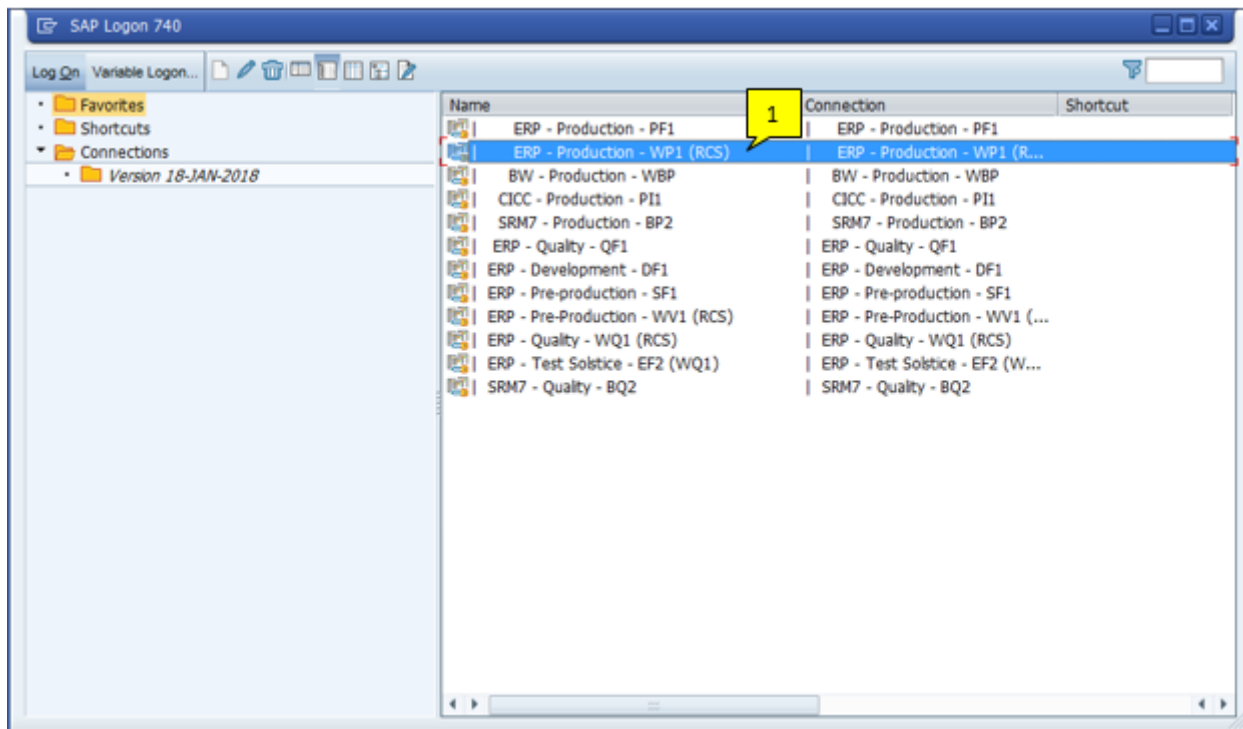
1. Objective and Scope

Material creation in D&A APAC's scope is to create only ZERS (Industrial supplies) and ZHIB (General supplies) in WP2_400 system

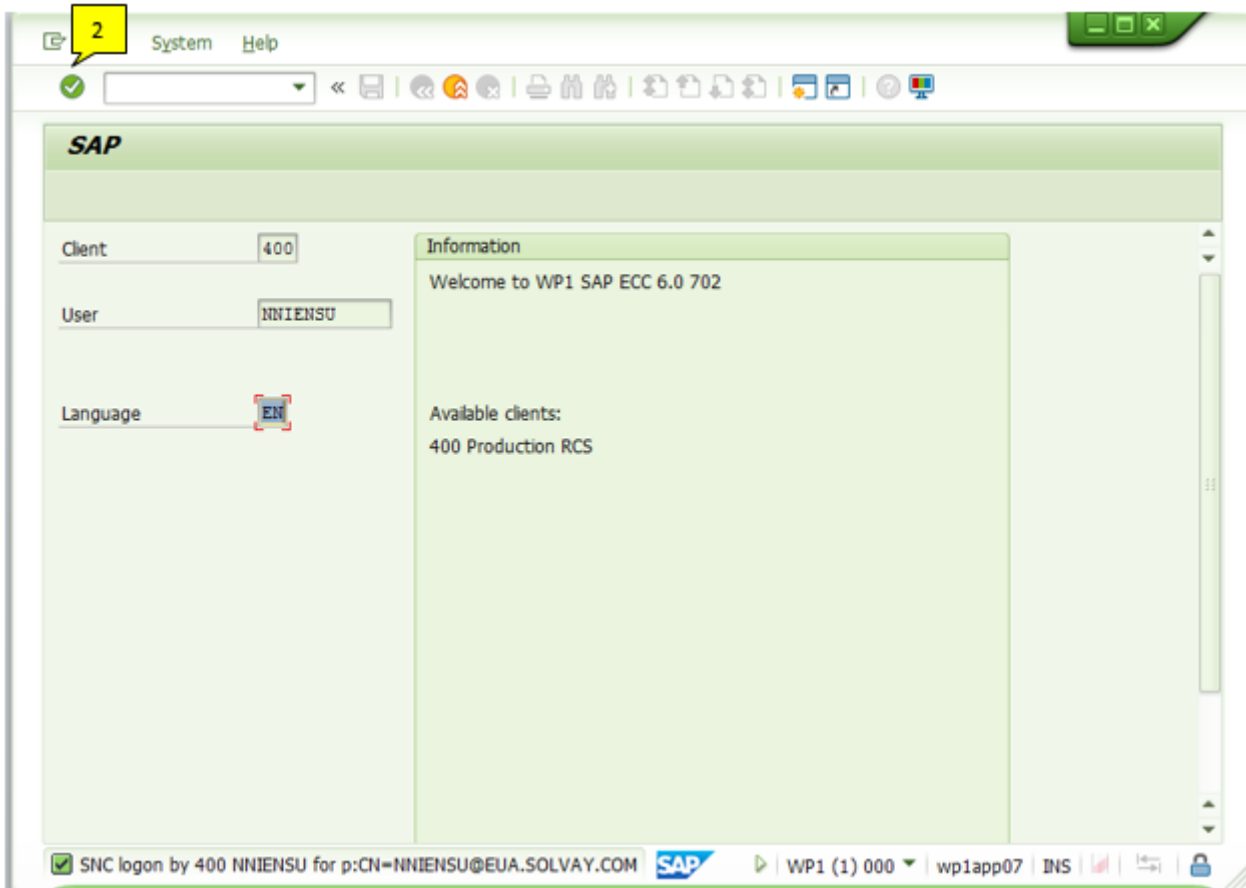
Views to be created



- Basic data1
- Additional view
- Purchasing view
- Purchase order text view

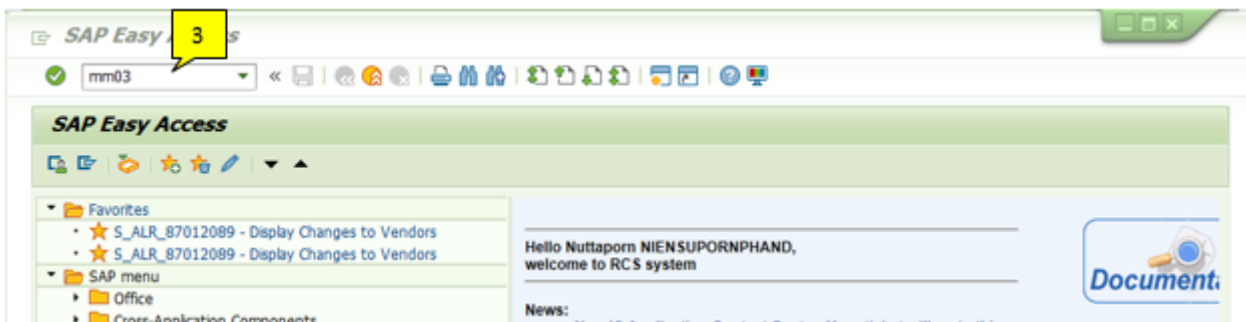
2. Material validation



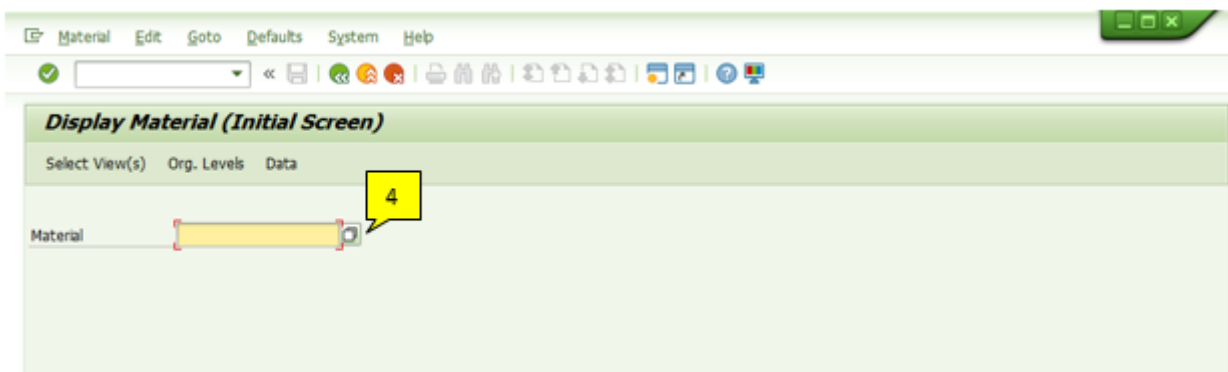
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – WP2" by double clicking on the ERP – Production icon ERP - Production - WP1 (RCS)		



#	Main activities	Tips/Best practices	Key points
2	 Click  or press "Enter" on keyboard		

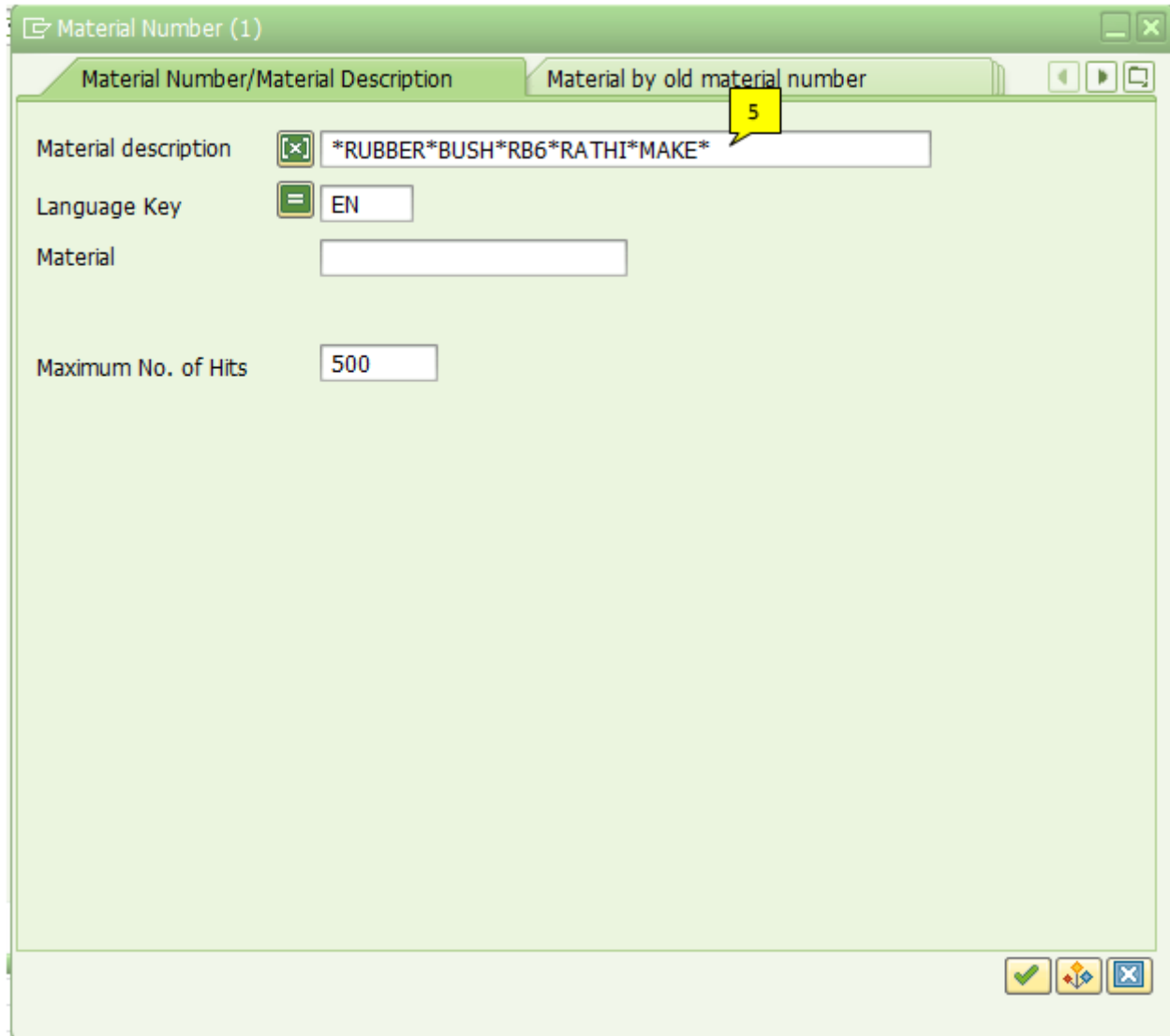


#	Main activities	Tips/Best practices	Key points
3	Insert T-code "MM03" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points

4	 Checking duplication of material by clicking	Checking duplication based on description
---	---	---



Material Number (1)




Material Number/Material Description | Material by old material number

Material description:

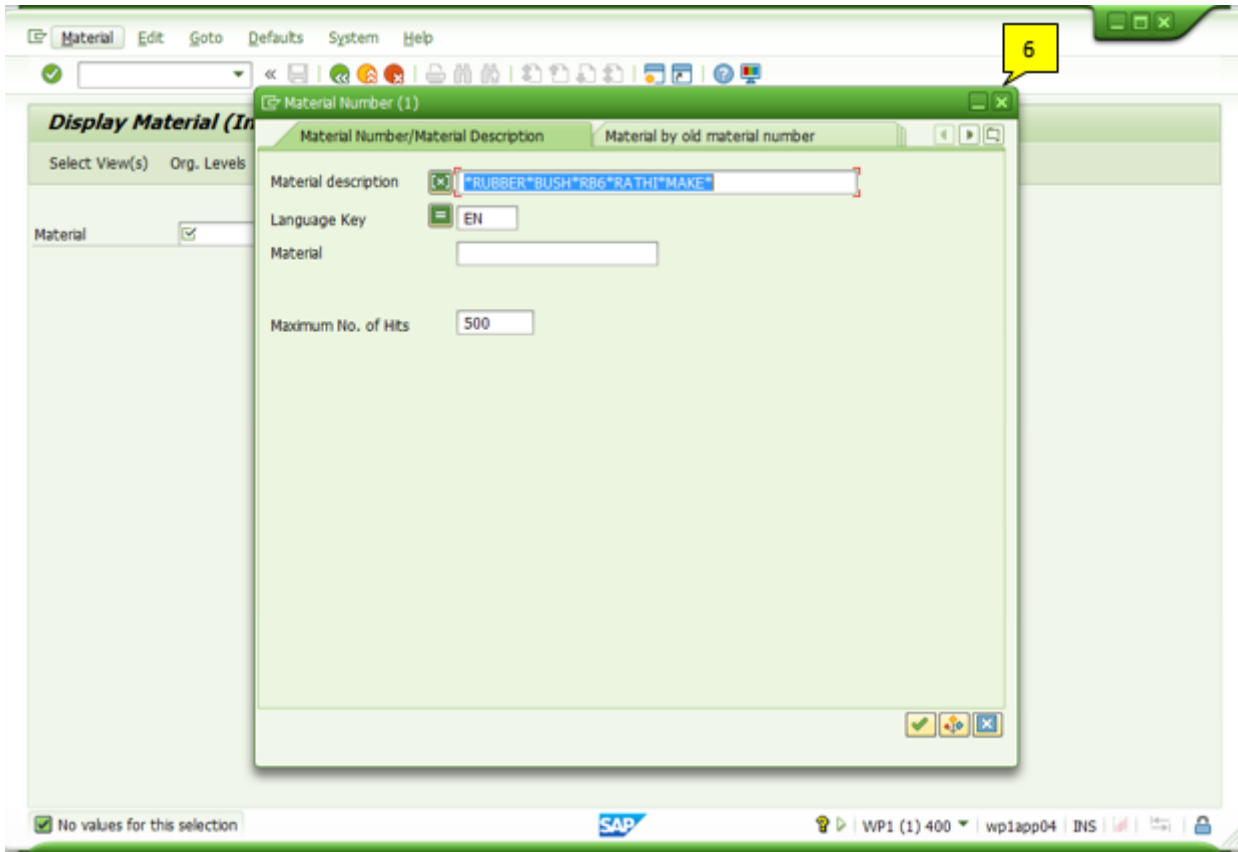
Language Key:


Material:

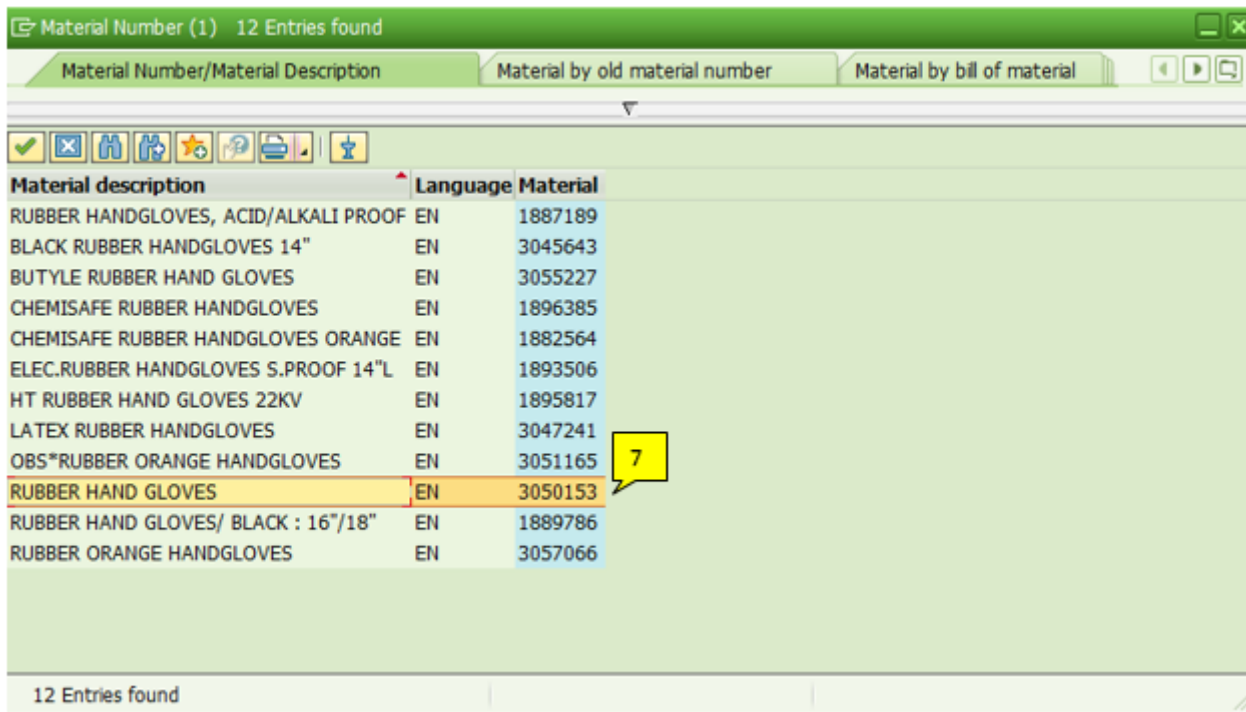
Maximum No. of Hits:

Icons:   

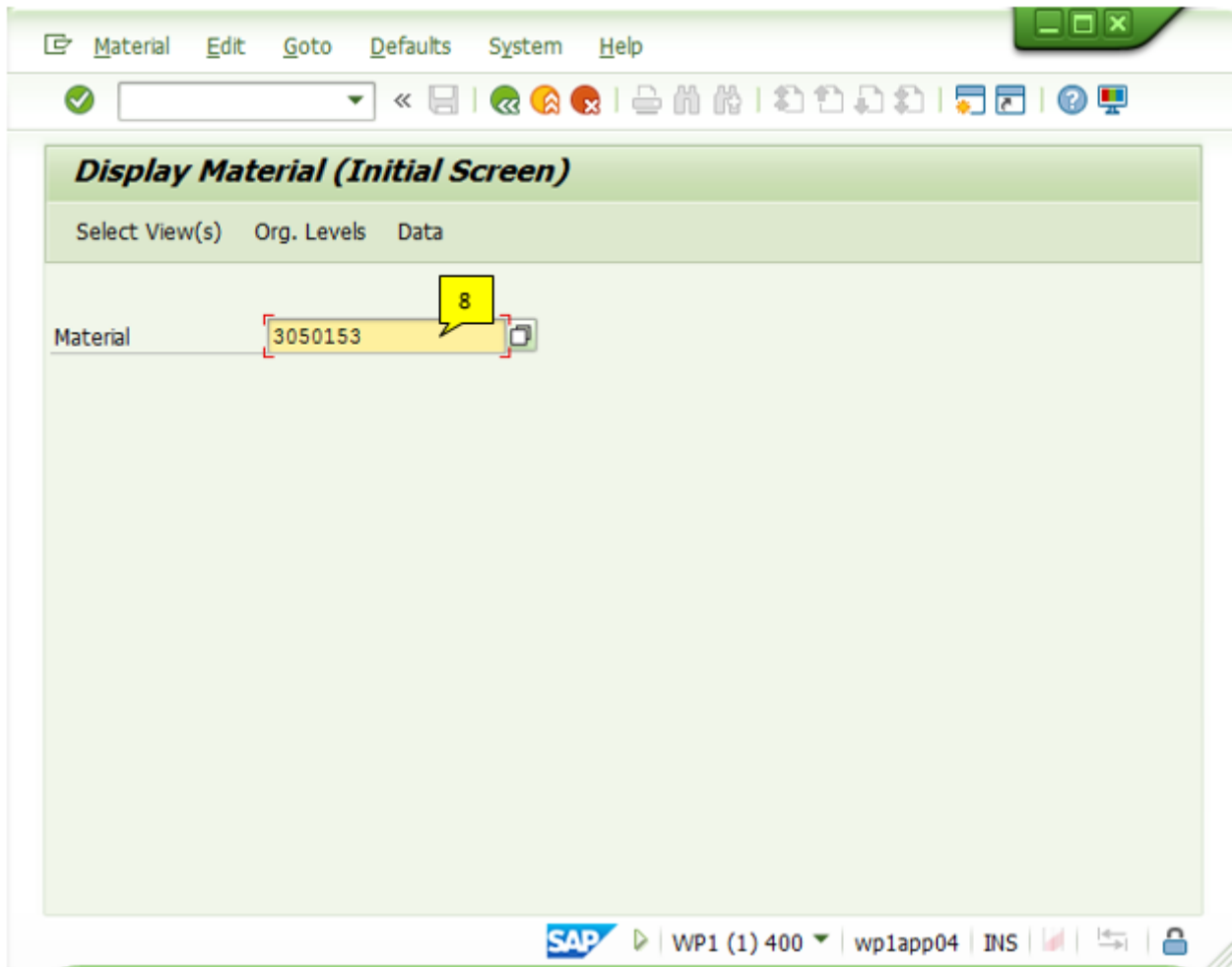
#	Main activities	Tips/Best practices	Key points
5	Copy material description from the given template to 'Material description' in tab "Material Number /Material Description"	You can put * in between space of material description for expand your search	



#	Main activities	Tips/Best practices	Key points
6	Click  to close if not found duplication	If there is duplication in the system, please go to step #7 If there is no duplication, please go to step #13	




#	Main activities	Tips/Best practices	Key points
7	Double click on 'Material Code' you found that material description is same as your search		



#	Main activities	Tips/Best practices	Key points
8	Material code will appear in 'Material' field, press "Enter" on your keyboard		

The screenshot displays the SAP Material Display for Material 3050153, titled "Rubber Hand Gloves". The interface includes a menu bar (Material, Edit, Goto, Environment, System, Help) and a toolbar with various icons. The main content area is divided into tabs: "Basic data 1", "Basic data 2", "Purchasing", "Foreign trade import", and "P..". The "General data" section is highlighted with a yellow callout '9', showing fields for "Base Unit of Measure" (PAA), "Pair", "Material Group" (0111), "Ext. Matl Group", "Division" (WA), "Lab/Office", "Product allocation", "X-plant matl status", "Valid from", and "GenItemCatGroup". The "Material authorization group" section shows the "Authorization Group" field. A yellow callout '10' points to an information icon in the top right of the material name field.

#	Main activities	Tips/Best practices	Key points
9	Check 'Base Unit of Measure' and 'Material Group'	If these 2 fields are different from template, it is considered as not duplication, please go to step #13 If these 2 fields are the same, please go to step #10	
10	Click  to check material type		

The screenshot shows the SAP 'Display Material' screen for material 3050153. The material name is 'RUBBER HAND GLOVES'. The 'General data' section includes fields for Base Unit of Measure (PAA, Pair), Material Group (0111), Division (WA), and others. Callout box '9' points to the 'Material Group' field, and callout box '10' points to the close button in the top right corner.



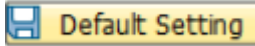

#	Main activities	Tips/Best practices	Key points
11	Check "Material type"	If material type is same as template, please advise this material code to request to use If not, you can create new material code	
12	Click to close the window		

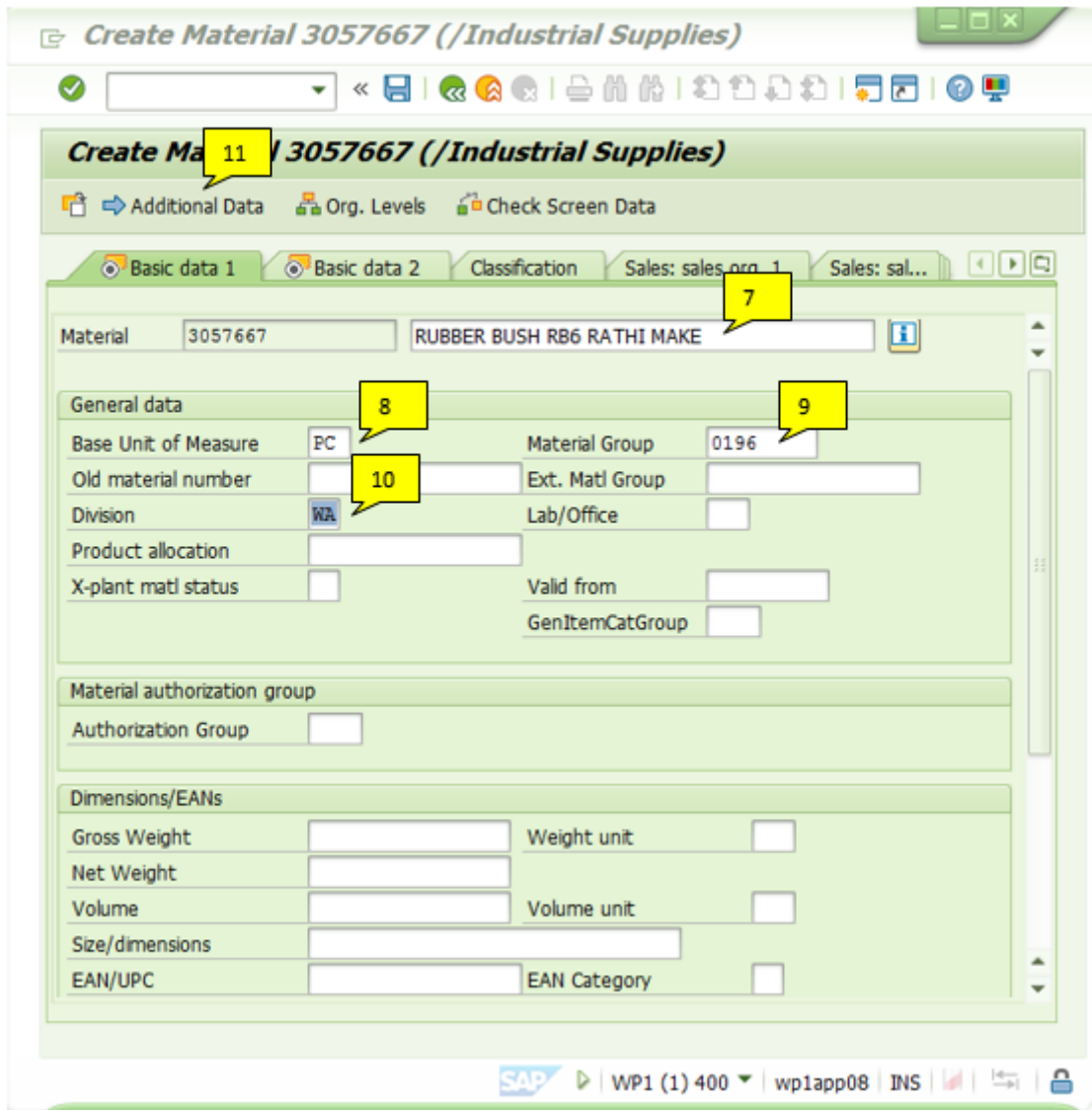
3. Material code creation

The screenshot shows the 'Display Material (Initial Screen)' in SAP. The 'Material' field contains the T-code '/nmm01'. Callout box '1' highlights this field.

#	Main activities	Tips/Best practices	Key points
1	Insert T-code "/nmm01" and click "Enter" on keyboard		

#	Main activities	Tips/Best practices	Key points
2	Select "Chemical Industry" in 'Industry sector'		
3	Select either "/General supplies" or "/Industrial supplies" in 'Material Type' and then press "Enter" on keyboard		In the template, requester will provide codes below ZERS = Industrial supplies ZHIB = General supplies
4	Click Select View(s)		


#	Main activities	Tips/Best practices	Key points
5	 Click  in front of views below -Basic Data 1 -Basic Data 2 -Purchasing -Purchase Order Text	If you want to save this views as default, you can click  (#5a) to save this as a default value When you create new material, these view will be selected automatically	
6	Click 		



The screenshot shows the SAP 'Create Material' screen for material 3057667. The title bar reads 'Create Material 3057667 (/Industrial Supplies)'. The main header contains the material number '3057667' and the description 'RUBBER BUSH RB6 RATHI MAKE'. Below this, there are several sections with callouts:

- Callout 7:** Points to the 'Material' field containing '3057667'.
- Callout 8:** Points to the 'Base Unit of Measure' field containing 'PC'.
- Callout 9:** Points to the 'Material Group' field containing '0196'.
- Callout 10:** Points to the 'Division' field containing 'WA'.
- Callout 11:** Points to the 'Additional Data' button in the top navigation bar.

Other visible fields include 'Old material number', 'Ext. Matl Group', 'Lab/Office', 'Product allocation', 'X-plant matl status', 'Valid from', 'GenItemCatGroup', 'Material authorization group', 'Authorization Group', 'Gross Weight', 'Net Weight', 'Volume', 'Size/dimensions', 'EAN/UPC', and 'EAN Category'.

#	Main activities	Tips/Best practices	Key points
7	Insert 'Material description'	It must be Capital letter and has 1 space between words	
8	Insert 'Base Unit of Measure'		Provided by requester
9	Insert 'Material group'		Provided by requester
10	Insert "WA" in 'Division'		"WA" is default value for this field
11	Click 		

Material 3057667

Language	Material Description
EN	RUBBER BUSH RB6 RATHI MAKE
ZH	RUBBER BUSH RB6 RATHI MAKE
KO	RUBBER BUSH RB6 RATHI MAKE
DE	RUBBER BUSH RB6 RATHI MAKE
FR	RUBBER BUSH RB6 RATHI MAKE
IT	RUBBER BUSH RB6 RATHI MAKE
JA	RUBBER BUSH RB6 RATHI MAKE
PL	RUBBER BUSH RB6 RATHI MAKE
PT	RUBBER BUSH RB6 RATHI MAKE
SK	RUBBER BUSH RB6 RATHI MAKE
ES	RUBBER BUSH RB6 RATHI MAKE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Delete line Entry 1 of 1

#	Main activities	Tips/Best practices	Key points										
12	Insert "ZH", "KO", "DE", "FR", "IT", "JA", "PL", "PT", "SK" and "ES" in 'Language' field	"EN" in the first line is generated automatically with material description											
13	Copy material description from "EN" to "ZH" until "ES"		<p>If requester requires 3rd language, you can insert 3rd language in specific language</p> <table border="1"> <thead> <tr> <th>Language</th> <th>Material Description</th> </tr> </thead> <tbody> <tr><td>EN</td><td>THURST WASHERS 18 F42-317H48M WX-1148-1</td></tr> <tr><td>ZH</td><td>推力盘 18 F42-317H48M 大连帝国WX-1148-1</td></tr> <tr><td>KO</td><td>THURST WASHERS 18 F42-317H48M WX-1148-1</td></tr> <tr><td>DE</td><td>THURST WASHERS 18 F42-317H48M WX-1148-1</td></tr> </tbody> </table>	Language	Material Description	EN	THURST WASHERS 18 F42-317H48M WX-1148-1	ZH	推力盘 18 F42-317H48M 大连帝国WX-1148-1	KO	THURST WASHERS 18 F42-317H48M WX-1148-1	DE	THURST WASHERS 18 F42-317H48M WX-1148-1
Language	Material Description												
EN	THURST WASHERS 18 F42-317H48M WX-1148-1												
ZH	推力盘 18 F42-317H48M 大连帝国WX-1148-1												
KO	THURST WASHERS 18 F42-317H48M WX-1148-1												
DE	THURST WASHERS 18 F42-317H48M WX-1148-1												
14	Click to go back												

Create Material 3057667 (/Industrial Supplies)

Additional Data Org. Levels Check Screen Data

Basic data 1 Basic data 2 Classification Sales: sales org. 1 Sales: sal...

Material 3057667 RUBBER BUSH RB6 RATHI MAKE


General data

Base Unit of Measure: PC Piece Material Group: 0196

Old material number: Ext. Matl Group: Division: WA Lab/Office: Product allocation: X-plant matl status: Valid from: GenItemCatGroup: Material authorization group: Authorization Group: Dimensions/EANs: Gross Weight: Weight unit: Net Weight: Volume: Volume unit: Size/dimensions: EAN/UPC: EAN Category:

Navigation Menu:

- Basic data 1
- Basic data 2
- Classification
- Sales: sales org. 1
- Sales: sales org. 2
- Sales: general/plant
- Foreign trade export
- Sales text
- Purchasing** (16)
- Foreign trade import
- Purchase order text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecasting
- Plant data / stor. 1
- Plant data / stor. 2
- Warehouse mgmt 1
- Warehouse mgmt 2
- Quality management
- Accounting 1
- Accounting 2
- Label Data

#	Main activities	Tips/Best practices	Key points
15	Click  to expand the list		
16	Select "Purchasing"		

Create Material 3057671 (/Industrial Supplies)

Additional Data Org. Levels Check Screen Data

Sales text Purchasing Foreign trade import Purchase order text M.

Material 3057671 FIBRE GLASS CLOTH SIZE 5 MIL

General Data

Base Unit of Measure M m Order Unit Var. OUn
Material Group 0196
Qual.f.FreeGoodsDis.

Batch management

Purchasing values


Purchasing value key 0002 Shipping Instr.
1st Reminder/Exped. 2 days Underdel. Tolerance 10.0 percent
2nd Reminder/Exped. 7 days Overdelv. Tolerance 10.0 percent
3rd Reminder/Exped. 0 days Min. Del. Qty in % 0.0 percent
StdValueDelivDateVar 0 days Unltd Overdelivery Acknowledgment Reqd

Check the data for the purchasing value key

SAP WP1 (1) 400 wp1app

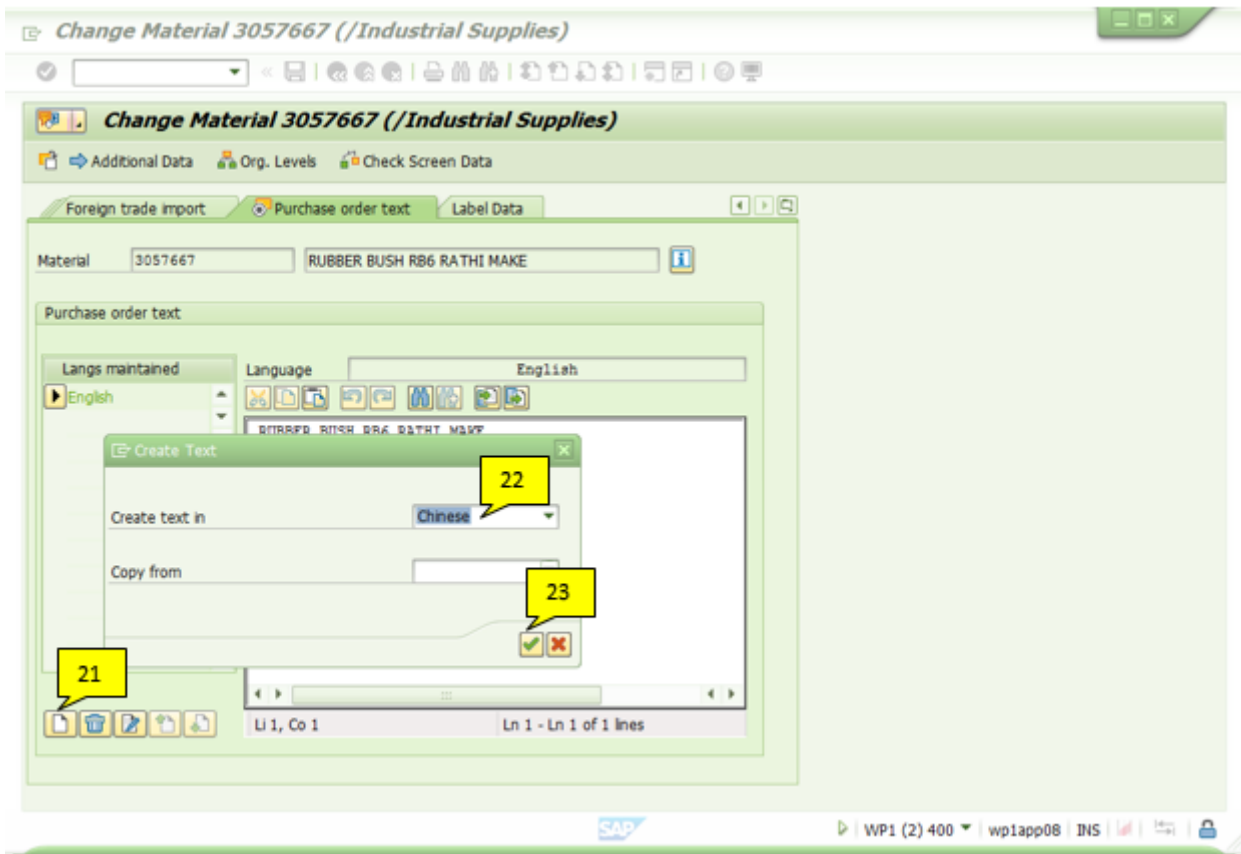
Navigation menu (Callout 18):



- Basic data 1
- Basic data 2
- Classification
- Sales: sales org. 1
- Sales: sales org. 2
- Sales: general/plant
- Foreign trade export
- Sales text
- Purchasing
- Foreign trade import
- Purchase order text (Callout 19)
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecasting
- Plant data / stor. 1
- Plant data / stor. 2
- Warehouse mgmt 1
- Warehouse mgmt 2
- Quality management
- Accounting 1
- Accounting 2
- Label Data

#	Main activities	Tips/Best practices	Key points
17	Put "0002" in Purchasing value key"		
18	Click to expand the list		
19	Select "Purchase order text"	<p>If there is an error message</p> <p> Check the data for the purchasing value key</p> <p>You can press enter on keyboard until it disappears</p>	


The screenshot shows the SAP Material Master creation interface for material 3057667. The 'Purchase order text' tab is active, and the material description 'RUBBER BUSH RB6 RATHI MAKE' is entered in the text area. A yellow callout box with the number '20' points to the text area. The interface includes a menu bar (Material, Edit, Goto, Environment, System, Help), a toolbar, and a status bar at the bottom.

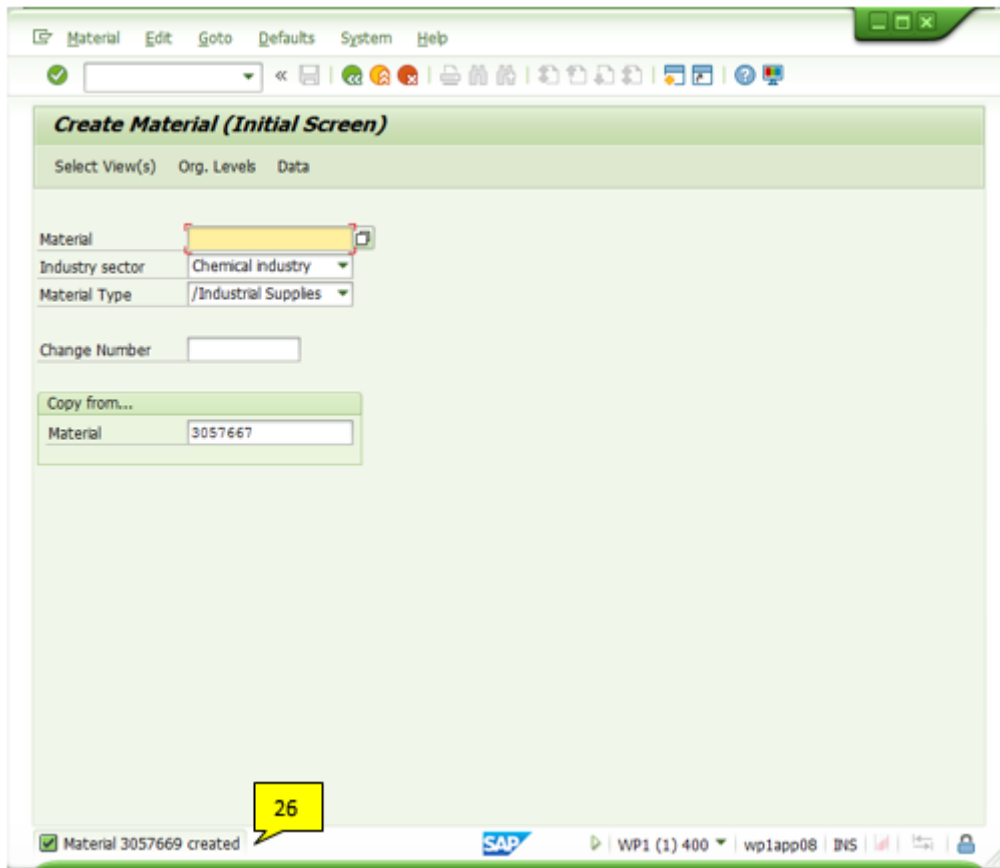
#	Main activities	Tips/Best practices	Key points
20	Copy Material description and paste it into 'Purchase order text'	<p>If there are other languages to maintain go to step #21</p> <p>If there is only English, go to step #25</p>	



#	Main activities	Tips/Best practices	Key points
21	Click 		
22	Select language you want to create text in	If it is Chinese, please select Chinese not Chinese trad.	
23	Click  to confirm		

The screenshot shows the SAP 'Change Material' interface for material 3057667. The 'Purchase order text' tab is active, displaying a text entry in Chinese. The text entry area contains the text '单号 PN175X632164DX/4C22 常備特'. A yellow callout box with the number 24 points to the text entry area. Another yellow callout box with the number 25 points to the 'Save' icon in the top menu bar.

#	Main activities	Tips/Best practices	Key points
24	Copy 3 rd language of Material description and paste it into 'Purchase order text'		
25	Click  to save		



#	Main activities	Tips/Best practices	Key points
26	Once you create new material, you will receive message that new material code is created		

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Sept 01, 2025	Actor	Type	Activity	Version
Published	PAVASE, Sanket	Edit	updated the page at 11:18 am <i>Changed text WP1 to WP2.</i>	
	KAVLE, Ankit	State	changed state to Published at 10:32 am	v6
To be approved	KAVLE, Ankit	State	gave <i>Approvers</i> approval at 10:32 am	
	KAVLE, Ankit	State	changed state to To be approved at 10:32 am	v6
For Review	KAVLE, Ankit	State	gave <i>Reviewers</i> approval at 10:32 am	
	PAVASE, Sanket	State	assigned approval <i>Reviewers</i> to KAVLE, Ankit at 9:18 am <i>Changed text WP1 to WP2.</i>	
	PAVASE, Sanket	State	changed state to For Review at 9:18 am <i>Changed text WP1 to WP2.</i>	v6