

## 4.6.2 - How to manually upload Materials

#	Steps	Description	Screenshot																																																
1	Information given by Users	User communicates new material code and name.																																																	
2	Retrieve SAP Information - 1/2	<ul style="list-style-type: none"> <li>Key in T-Code = V A03 / MM 03;</li> <li>Key in the Material code;</li> <li>Choose the correct Sales Area.</li> </ul>	<p>Material: 169001 YANEX 905B 15KG 33LB PL Plant: 8536 7008 / Allchem Service Houston Division: E6</p>																																																
3	Retrieve SAP Information - 2/2	<ul style="list-style-type: none"> <li>All needed information are displayed</li> <li>Copy/Paste information as for the example below</li> </ul>	<p><b>Template - DynaSys - Upload Ship-To via Interface</b></p> <p>for example,</p> <table border="1"> <thead> <tr> <th>Material Code</th> <th>Description</th> <th>Shortname</th> <th>Division add R</th> <th>BU_Code</th> <th>Remarks1-Request GBU</th> <th>User</th> <th>Reminder:</th> </tr> </thead> <tbody> <tr> <td>165054R</td> <td>ACORGA CR60 1100KG 2425LB IBC</td> <td>ACORGA CR60 1100KG 2425LB IBC</td> <td>E6R</td> <td>ENTRP00198</td> <td></td> <td></td> <td>TS-MS ENTRP00198</td> </tr> <tr> <td>164964R</td> <td>REAGENT S-11731 BULK</td> <td>REAGENT S-11731 BULK</td> <td>E5R</td> <td>ENTRP00198</td> <td></td> <td></td> <td>NV ENTRP00206</td> </tr> <tr> <td>168999R</td> <td>CYANEX 905B 825KG 1819LB IBC</td> <td>CYANEX 905B 825KG 1819LB IBC</td> <td>E6R</td> <td>ENTRP00198</td> <td></td> <td></td> <td></td> </tr> <tr> <td>169000R</td> <td>CYANEX 905B 165KG 364LB DR</td> <td>CYANEX 905B 165KG 364LB DR</td> <td>E6R</td> <td>ENTRP00198</td> <td></td> <td></td> <td></td> </tr> <tr> <td>169001R</td> <td>CYANEX 905B 15KG 33LB PL</td> <td>CYANEX 905B 15KG 33LB PL</td> <td>E6R</td> <td>ENTRP00198</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Material Code	Description	Shortname	Division add R	BU_Code	Remarks1-Request GBU	User	Reminder:	165054R	ACORGA CR60 1100KG 2425LB IBC	ACORGA CR60 1100KG 2425LB IBC	E6R	ENTRP00198			TS-MS ENTRP00198	164964R	REAGENT S-11731 BULK	REAGENT S-11731 BULK	E5R	ENTRP00198			NV ENTRP00206	168999R	CYANEX 905B 825KG 1819LB IBC	CYANEX 905B 825KG 1819LB IBC	E6R	ENTRP00198				169000R	CYANEX 905B 165KG 364LB DR	CYANEX 905B 165KG 364LB DR	E6R	ENTRP00198				169001R	CYANEX 905B 15KG 33LB PL	CYANEX 905B 15KG 33LB PL	E6R	ENTRP00198			
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4	Input data in Interface - 1/3	<ul style="list-style-type: none"> <li>Connect to APP01;</li> <li>Open Microsoft SQL;</li> <li>Go to: Database &gt; DynaSys ITF &gt; Table &gt; dbo.sys_Tmp_Material</li> </ul>																																																	
5	Input data in Interface - 2/3	<ul style="list-style-type: none"> <li>Right click on dbo.sys_Tmp_Material</li> <li>Click on "Edit Top 200 Rows"</li> </ul> <p>A new window appears with 13 fields.</p>	<table border="1"> <thead> <tr> <th>Field1</th> <th>Field2</th> <th>Field3</th> <th>Field4</th> <th>Field5</th> <th>Field6</th> </tr> </thead> <tbody> <tr> <td>168999R</td> <td>CYANEX 905B 8...</td> <td>CYANEX 905B 825KG 1819LB IBC</td> <td>E6R</td> <td>ENTRP00198</td> <td>NULL</td> </tr> <tr> <td>169000R</td> <td>CYANEX 905B 1...</td> <td>CYANEX 905B 165KG 364LB DR</td> <td>E6R</td> <td>ENTRP00198</td> <td>NULL</td> </tr> <tr> <td>169001R</td> <td>CYANEX 905B 1...</td> <td>CYANEX 905B 15KG 33LB PL</td> <td>E6R</td> <td>ENTRP00198</td> <td>NULL</td> </tr> <tr> <td>NULL</td> <td>NULL</td> <td>NULL</td> <td>NULL</td> <td>NULL</td> <td>NULL</td> </tr> </tbody> </table>	Field1	Field2	Field3	Field4	Field5	Field6	168999R	CYANEX 905B 8...	CYANEX 905B 825KG 1819LB IBC	E6R	ENTRP00198	NULL	169000R	CYANEX 905B 1...	CYANEX 905B 165KG 364LB DR	E6R	ENTRP00198	NULL	169001R	CYANEX 905B 1...	CYANEX 905B 15KG 33LB PL	E6R	ENTRP00198	NULL	NULL	NULL	NULL	NULL	NULL	NULL																		
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6	Input data in Interface - 3/3	<ul style="list-style-type: none"> <li>Click on the box with the arrow;</li> <li>Right click and Delete;</li> <li>Select the empty lines;</li> <li>Copy /Paste the lines with the new retrieved Information.! <b>Close the window without saving!</b></li> </ul>	
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7	Verify Data in DynaSys	<ul style="list-style-type: none"> <li>Connect to AP22 /23 with an Administrator user;</li> <li>Go to Administration &gt; Interface &gt; Import &gt; 9.1 Special Process &gt; 9.1.03-Tmp_Material.</li> <li>Right click and select "Execute Query";</li> <li>Verify data in "ODBC Query: TMP_Material"</li> <li>Close the window without further actions.</li> </ul>
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*					

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select
*
from
Sys_Tmp_Material

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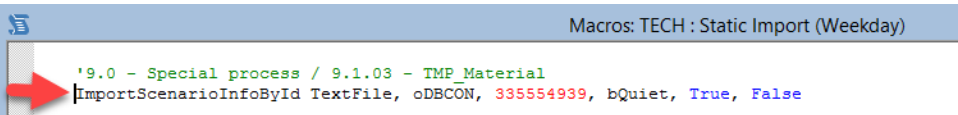
8	Activate Action in Static Import (daily)	<ul style="list-style-type: none"> <li>Go to Macros &gt; TECH: Static Import (Weekly);</li> <li>Right click &gt; Display Text;</li> <li>CTRL+F</li> <li>Delete the apostrophe &gt; line appears in RED;</li> <li>Save the changes.</li> </ul>
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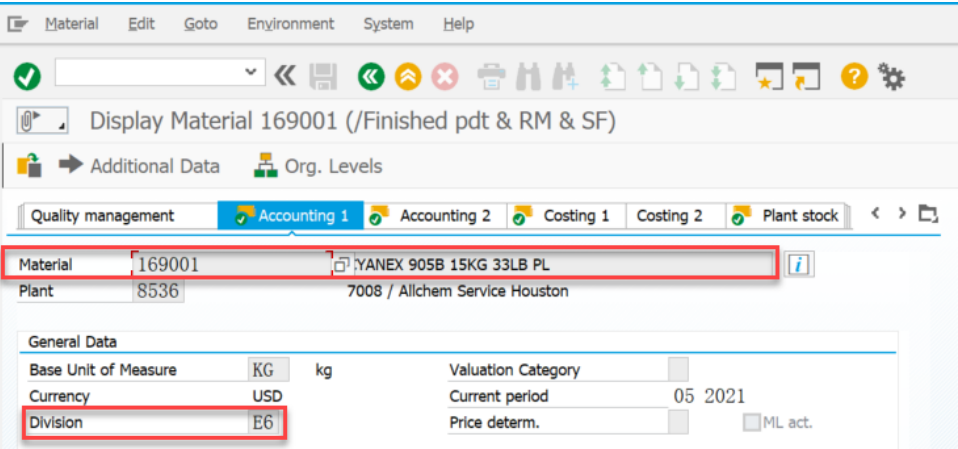
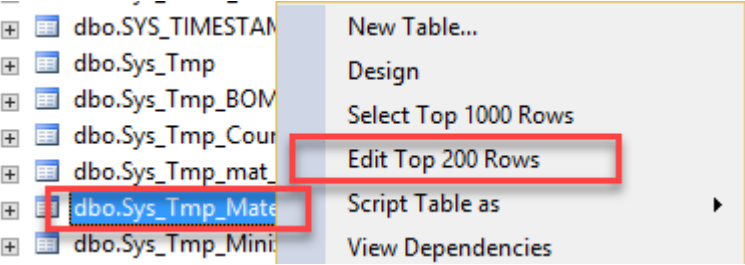
9.1.03- Tmp\_Material properties

General Scenario properties

Name: 9.1.03- Tmp\_Material

ID: 335554939

9	The following Day...	<ul style="list-style-type: none"> <li>Verify that the new Ship-To appears in the master data table;</li> <li>Add the apostrophe again in the macro;</li> <li>Save.</li> </ul>	
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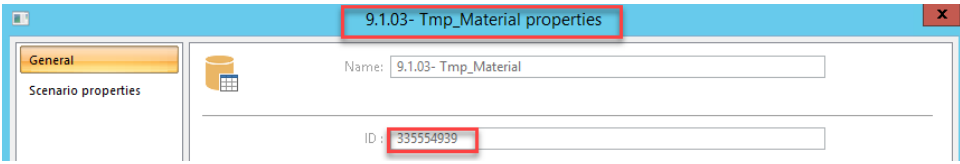
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