**Extend Inventory**

**ZMM01Z**

 Dept. of Public Instr.

Transportation

**Procedure:**

Allow items to be stocked and assigned to work orders.

Not Applicable

**Website Application:**

**Note(s):**

* Initial setup MUST be completed

before material can be

entered into inventory for your plant.

* **Step 2** - If you enter a invalid DOT # the DOT will turn red and the message; “You do not have the authorization to create a material” will appear at the bottom of the Create Material (Initial Screen).
* Step 3 - The Organizational Levels window should contain your plant data. If not return to the “Initial Setup” tutorial and complete initial setup for ZMM01Z.
1. Open Transaction **ZMM01Z**
2. *Change Material (Initial Screen)* window opens
	1. Material Field – Input any valid material number (i.e., EEA000016)
	2. Copy from… Field - Repeat the nine-digit number keyed for material field.
	3. <*Enter*>
3. *Change Material (Initial Screen) – Organizational Levels* window updates

See Note(s)

1. Plant Field – Input four-digit code (i.e., Alamance = 6001)
2. Storage Location Field – Input four-digit code (i.e., Alamance = 8001)
3. <*Enter*>
4. *Create Material ######### – (Semifinished products)* window updates
	1. <*Click*> Drop-down menuicon 
	2. <*Double Click*> MRP 2
	3. Storage Loc. For EP Field – Input storage location
	4. <*Double Click*> Plant data / Stor. 1
	5. Storage Bin Field – Input identifying location.
	6. <*Click*> **Save icon** 

The system will return to the SAP Easy Access screen and a message in the status bar will state that the material has been created.

Updated

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