



Central Storeroom

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MM60 (Materials List) is the transaction code you will need.

To Search by Material Number (if you know the number)

1. Enter the Material Number.
2. Be sure 40 is in the Plant field.
3. Click on the Execute button (top left of screen, looks like a clock).
4. The search will give you the information for the item you chose.
5. Select the Back Icon to exit.

To Search by Material Number (if you do not know the number)

1. Place your cursor in the Material Number block at the top of the screen.
2. Click on the “matchcode” icon next to that box.
3. Be sure you have the “Plant Material by Description” search tab.
4. Enter a description in the Material Description block.
5. Select Enter.
6. Choose the item you wish to search, then double-click.
7. Your search items material number is now displayed.
8. Be sure **40** is in the Plant field.
9. Click on the Execute button (top left of screen, looks like a clock).
10. The search will give you the information for the item you chose.
11. Select the Back Icon to exit.

To Search for Materials using a Material Group

1. Be sure **40** is in the Plant field.
2. Enter the desired material group you want to search.
 1. 075000 Office Supplies
 2. 079000 Cleaning
 3. 065000 Medical
 4. 018000 Plumbing
 5. 016000 Air Conditioning
 6. 022000 Automotive
 7. 056000 Building Construction
 8. 059000 Electric



2000 Light Fixtures
10.055000 Lumber
11.080000 Paints/Adhesives
12.041000 Refrigeration

3. Click on the Execute button (top left of screen, looks like a clock).
4. You will now see all items in your chosen material group.

To expand your search from the Material Group

1. Click on the Binoculars at the top of the page.
2. Enter a word for the item you are searching.
3. Click Enter.
4. A listing will appear of all items containing your search word.
5. Click on the item you wish to view.
6. Your material list will now start with your search item.