

ZMOG: Materials Ordering Guide

Step by Step

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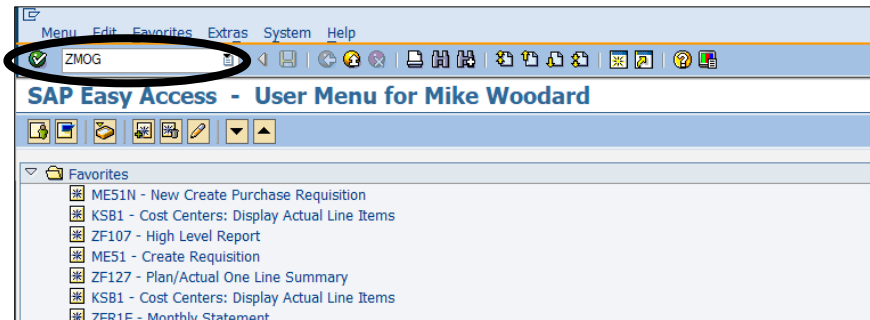
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A ZMOG (Materials Ordering Guide) allows you to create a template for frequently ordered items that are in the Material Master. You can create guides for a department, a lab, types of materials, or certain vendors. ZMOGs may be shared by anyone with access to the same purchasing group.

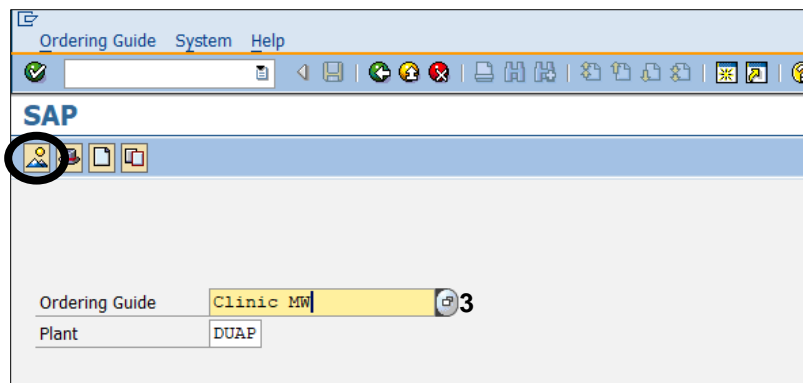
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Placing an Order

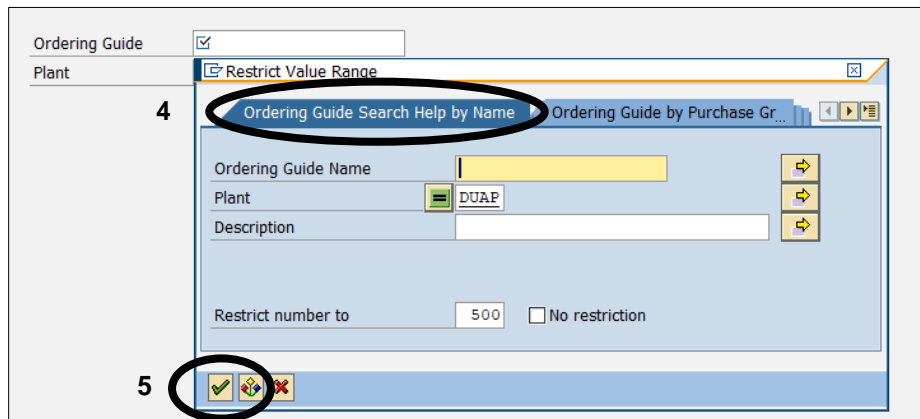
1. Key **ZMOG** in the command field on the main SAP screen.



2. If you know the name of the ZMOG, enter it into the **Ordering Guide** field and click **Item Overview**.



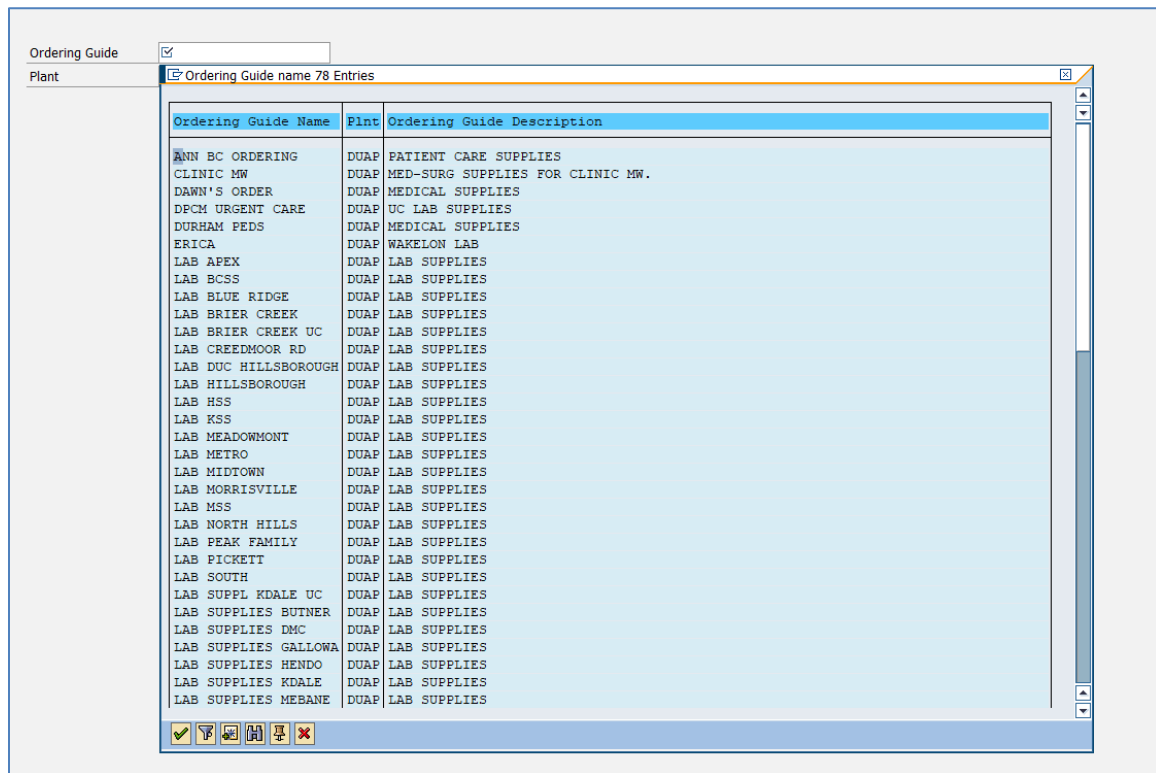
3. If you do not know the name of the ZMOG, click on the search button in the Ordering Guide field.
4. In the **Restrict Value Range** dialog box, search using the **Ordering Guide Search Help by Name** tab.



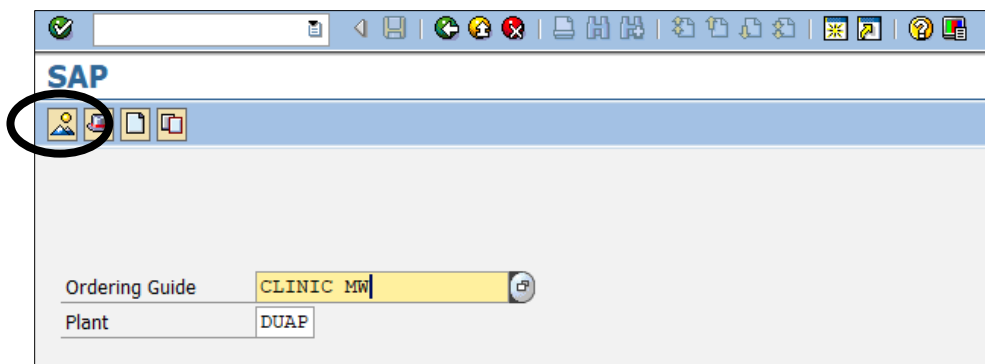
5. Leave the **Ordering Guide Name** field blank and click on the Continue button. This will produce a list of all ZMOGs.

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Placing an Order




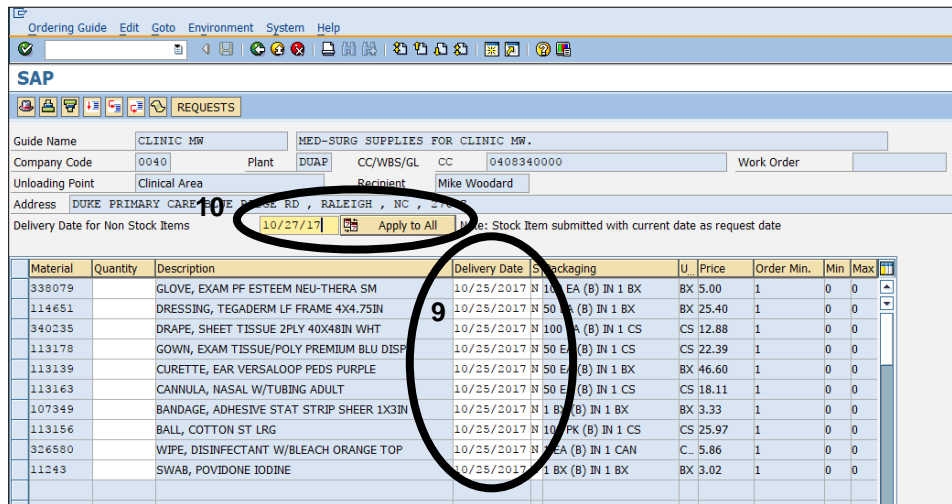
- When you have found the name of ZMOG, double click on the name. This will place the name of the ZMOG in the Ordering Guide Name field.
- Click on the **Item Overview** icon.



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Placing an Order

8. On the ZMOG screen, click on the **Submit**  icon.
9. Today's date will default as the **Delivery Date**.
10. To change the Delivery Date, enter the desired date in the Delivery Date for Non Stock Items field and click the Apply to All button.



Ordering Guide Edit Goto Environment System Help

SAP

REQUESTS

Guide Name CLINIC MW MED-SURG SUPPLIES FOR CLINIC MW.

Company Code 0040 Plant DUAP CC/WBS/GL CC 0408340000 Work Order

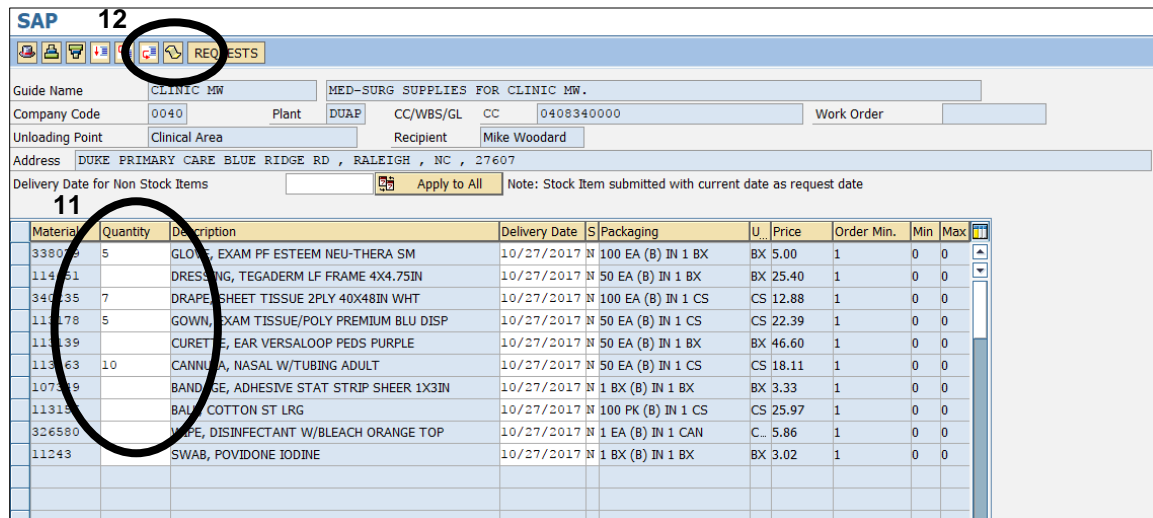
Unloading Point Clinical Area Recipient Mike Woodard

Address DUKE PRIMARY CARE BLUE RIDGE RD, RALEIGH, NC, 27607

Delivery Date for Non Stock Items 10/27/17 Apply to All Note: Stock Item submitted with current date as request date

Material	Quantity	Description	Delivery Date	S	Packaging	U	Price	Order Min.	Min	Max
338079		GLOVE, EXAM PF ESTEEM NEU-THERA SM	10/25/2017	N	100 EA (B) IN 1 BX	BX	5.00	1	0	0
114651		DRESSING, TEGADERM LF FRAME 4X4.75IN	10/25/2017	N	50 EA (B) IN 1 BX	BX	25.40	1	0	0
340235		DRAPE, SHEET TISSUE 2PLY 40X48IN WHT	10/25/2017	N	100 EA (B) IN 1 CS	CS	12.88	1	0	0
113178		GOWN, EXAM TISSUE/POLY PREMIUM BLU DISP	10/25/2017	N	50 EA (B) IN 1 CS	CS	22.39	1	0	0
113139		CURETTE, EAR VERSALOOP PEDS PURPLE	10/25/2017	N	50 EA (B) IN 1 BX	BX	46.60	1	0	0
113163		CANNULA, NASAL W/TUBING ADULT	10/25/2017	N	50 EA (B) IN 1 CS	CS	18.11	1	0	0
107349		BANDAGE, ADHESIVE STAT STRIP SHEER 1X3IN	10/25/2017	N	1 BX (B) IN 1 BX	BX	3.33	1	0	0
113156		BALL, COTTON ST LRG	10/25/2017	N	100 PK (B) IN 1 CS	CS	25.97	1	0	0
326580		WIFE, DISINFECTANT W/BLEACH ORANGE TOP	10/25/2017	N	1 EA (B) IN 1 CAN	C...	5.86	1	0	0
11243		SWAB, POVIDONE IODINE	10/25/2017	N	1 BX (B) IN 1 BX	BX	3.02	1	0	0

11. In the **Quantity** field, enter the numbers of items you wish to order. If you do not wish to order an item that appears in the list, leave the Quantity field blank.



SAP 12

REQUESTS

Guide Name CLINIC MW MED-SURG SUPPLIES FOR CLINIC MW.

Company Code 0040 Plant DUAP CC/WBS/GL CC 0408340000 Work Order

Unloading Point Clinical Area Recipient Mike Woodard

Address DUKE PRIMARY CARE BLUE RIDGE RD, RALEIGH, NC, 27607

Delivery Date for Non Stock Items Apply to All Note: Stock Item submitted with current date as request date

Material	Quantity	Description	Delivery Date	S	Packaging	U	Price	Order Min.	Min	Max
338079	5	GLOVE, EXAM PF ESTEEM NEU-THERA SM	10/27/2017	N	100 EA (B) IN 1 BX	BX	5.00	1	0	0
114651		DRESSING, TEGADERM LF FRAME 4X4.75IN	10/27/2017	N	50 EA (B) IN 1 BX	BX	25.40	1	0	0
340235	7	DRAPE, SHEET TISSUE 2PLY 40X48IN WHT	10/27/2017	N	100 EA (B) IN 1 CS	CS	12.88	1	0	0
113178	5	GOWN, EXAM TISSUE/POLY PREMIUM BLU DISP	10/27/2017	N	50 EA (B) IN 1 CS	CS	22.39	1	0	0
113139		CURETTE, EAR VERSALOOP PEDS PURPLE	10/27/2017	N	50 EA (B) IN 1 BX	BX	46.60	1	0	0
113163	10	CANNULA, NASAL W/TUBING ADULT	10/27/2017	N	50 EA (B) IN 1 CS	CS	18.11	1	0	0
107349		BANDAGE, ADHESIVE STAT STRIP SHEER 1X3IN	10/27/2017	N	1 BX (B) IN 1 BX	BX	3.33	1	0	0
113156		BALL, COTTON ST LRG	10/27/2017	N	100 PK (B) IN 1 CS	CS	25.97	1	0	0
326580		WIFE, DISINFECTANT W/BLEACH ORANGE TOP	10/27/2017	N	1 EA (B) IN 1 CAN	C...	5.86	1	0	0
11243		SWAB, POVIDONE IODINE	10/27/2017	N	1 BX (B) IN 1 BX	BX	3.02	1	0	0

12. Once you have entered all the quantities, click the **Create Requisition** icon.

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Placing an Order

13. The **Requisition** number will display.

Material	Quantity	Description	Delivery Date	S	Packaging	U	Price	Order Min.	Min	Max	
338079	5	GLOVE, EXAM PF ESTEEM NEU-THERA SM	10/27/2017	N	100 EA (B) IN 1 BX	BX	5.00	1	0	0	
114651		DRESSING, TEGADERM LF FRAME 4X4.75IN	10/27/2017	N	50 EA (B) IN 1 BX	BX	25.40	1	0	0	
340235	7	DRAPE, SHEET TISSUE 2PLY 40X48IN WHT	10/27/2017	N	100 EA (B) IN 1 CS	CS	12.88	1	0	0	
113178	5	GOWN, EXAM TISSUE/POLY PREMIUM BLU DISP	10/27/2017	N	50 EA (B) IN 1 CS	CS	22.39	1	0	0	
113139		CURETTE, EAR VERSALOOP PEDS PURPLE	10/27/2017	N	50 EA (B) IN 1 BX	BX	46.60	1	0	0	
113163	10	CANNULA, NASAL W/TUBING ADULT	10/27/2017	N	50 EA (B) IN 1 CS	CS	18.11	1	0	0	
107349		BANDAGE, ADHESIVE STAT STRIP SHEER 1X3IN	10/27/2017	N	1 BX (B) IN 1 BX	BX	3.33	1	0	0	
113156		BA SAP	10/27/2017	N	100 PK (B) IN 1 CS	CS	25.97	1	0	0	
326580		WI	10/27/2017	N	1 EA (B) IN 1 CAN	C	5.86	1	0	0	
11243		SW	10/27/2017	N	1 BX (B) IN 1 BX	BX	3.02	1	0	0	

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Requisition: 1001126189 10/25/2017
Reservation
Created on 10/25/2017 at 16:42

Requisition

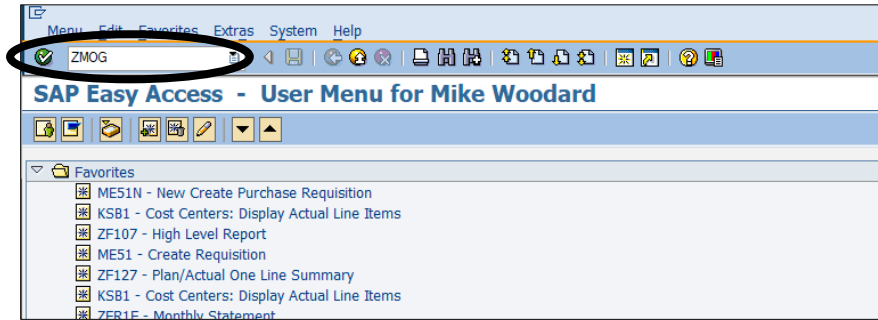
14. If you wish to review your order, click the **Requisition** button on the dialog box.

15. Click the Cancel button to close the dialog box.

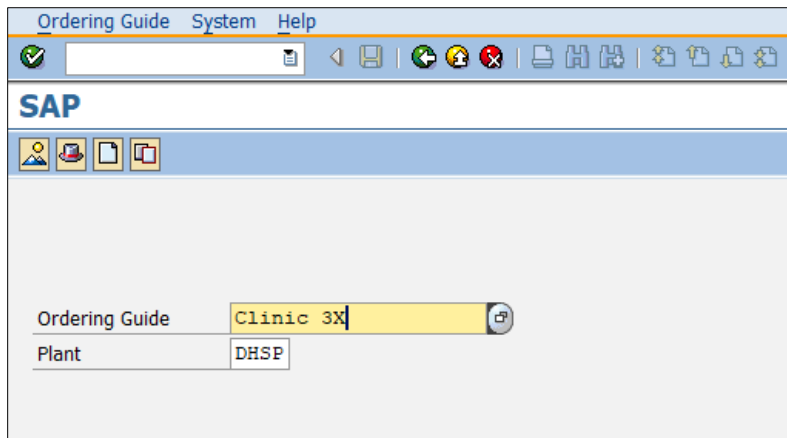
16. Click the Exit icon to return to the main SAP screen.

Create a ZMOG

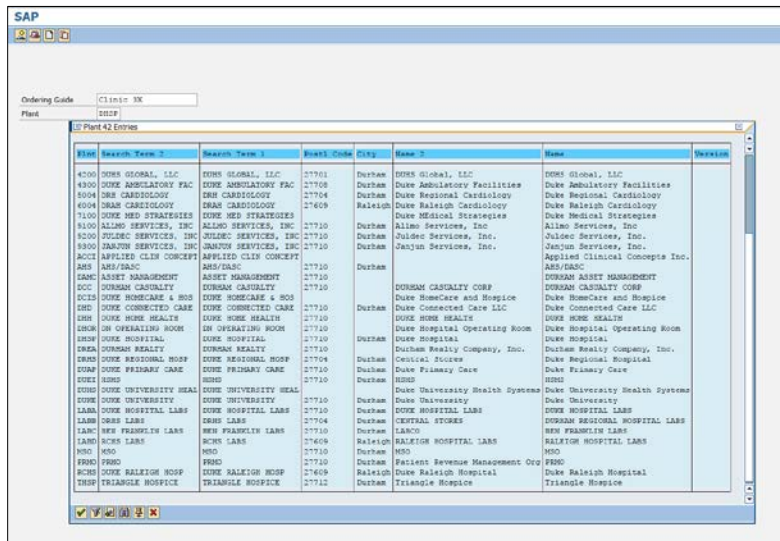
1. Key **ZMOG** in the command field on the main SAP screen.



2. In the **Ordering Guide** field, enter a name for the Ordering Guide.



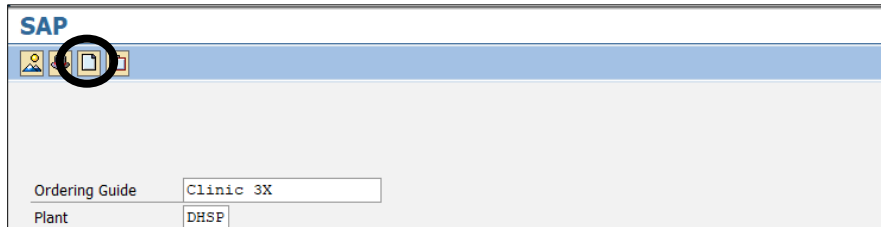
3. If your Plant did not default in the **Plant** field, click on the Search button.
4. In the resulting Plant list, find your plant and double click on the line where it appears.



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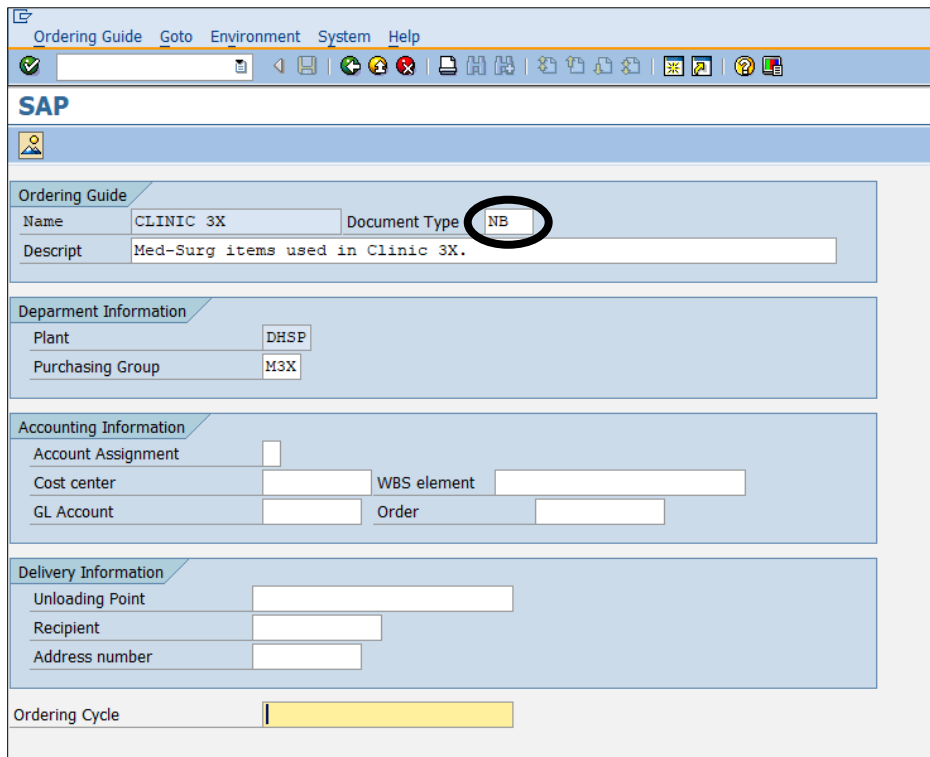
Create a ZMOG

5. Click on the **Create** button.



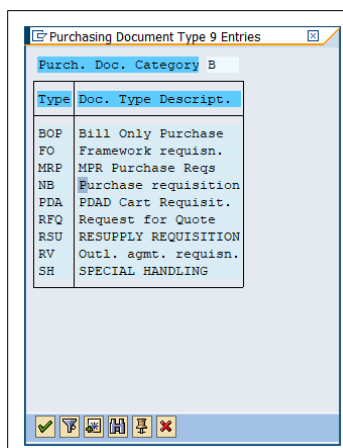
The screenshot shows the SAP SAP GUI interface. In the top toolbar, the 'Create' button (represented by a document icon with a plus sign) is circled. Below the toolbar, the 'Ordering Guide' field is set to 'Clinic 3X' and the 'Plant' field is set to 'DHSP'.

6. Click on the search button in the **Document Type** field.



The screenshot shows the SAP SAP GUI interface with the 'Ordering Guide' tab selected. The 'Name' field is 'CLINIC 3X' and the 'Document Type' field is 'NB'. The 'Descript' field contains 'Med-Surg items used in Clinic 3X.'. The 'Plant' field is 'DHSP' and the 'Purchasing Group' field is 'M3X'. The 'Accounting Information' section shows 'Account Assignment' as an empty field, 'Cost center' as an empty field, 'WBS element' as an empty field, 'GL Account' as an empty field, and 'Order' as an empty field. The 'Delivery Information' section shows 'Unloading Point' as an empty field, 'Recipient' as an empty field, and 'Address number' as an empty field. The 'Ordering Cycle' field is highlighted in yellow. The search button (magnifying glass icon) in the 'Document Type' field is circled.

7. Double click to select the appropriate **Purchasing Document Type**. For standard Purchase Requisitions, you will select **NB**.



The screenshot shows the 'Purchasing Document Type 9 Entries' dialog box. The 'Purch. Doc. Category' is 'B'. The table lists the following entries:

Type	Doc. Type	Descript.
BOP	Bill Only Purchase	
FO	Framework requis.	
MRP	MPR Purchase Reqs	
NB	Purchase requisition	
PDA	PDAD Cart Requisition	
RFQ	Request for Quote	
RSU	RESUPPLY REQUISITION	
RV	Outl. agmt. requis.	
SH	SPECIAL HANDLING	

The 'NB' entry is selected. The dialog box has a standard SAP toolbar at the bottom.

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Create a ZMOG

14. Enter your Cost Center in the **Cost Center** field.

The screenshot shows the SAP Ordering Guide interface. The top bar includes 'Ordering Guide', 'Goto', 'Environment', 'System', and 'Help'. Below the SAP logo, the form is divided into several sections: 'Ordering Guide' with fields for Name (CLINIC 3X), Document Type (NB), and Description (Med-Surg items used in Clinic 3X); 'Department Information' with Plant (DHSP) and Purchasing Group (M3X); 'Accounting Information' with Account Assignment (X), Cost center (14), WBS element (306030018), GL Account, and Order; and 'Delivery Information' with Unloading Point (15 0661 Duke South), Recipient (16 Mike Woodard), and Address number (17). An 'Ordering Cycle' field is at the bottom.

15. Enter a room number of a specific location for **Unloading Point**.

16. Enter the person's name who will receive the goods in the **Recipient** field.

17. In the **Address number** field, click on the Search button.

18. Enter the name of the building in the **Company name** field and click the **Continue** button. Note: You may search using a portion of the Building's name and asterisks as search wild cards.


The screenshot shows the 'Restrict Value Range' dialog box open over the 'Address number' field. The dialog has a 'Restrictions' tab and a table with fields for Address number, Company name, Street, City, Region, Postal Code, Address group, and Floor. The 'Company name' field contains '*South*' and is circled. To the right of the table are search icons. At the bottom, there is a 'Restrict number to' field with '500' and a 'No restriction' checkbox. The background shows the 'Delivery Information' section of the SAP form with 'Unloading Point' (0661 Duke South), 'Recipient' (Mike Woodard), and 'Address number'.

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Create a ZMOG

19. In the **Delivery Address** box, double click on the desired building. This will place the assigned number in the Address number field.

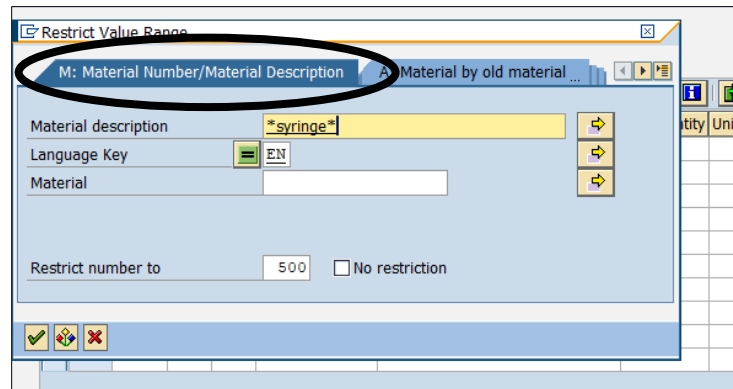
Name	Address No.	Reg	Location	Unit
DUKE URGENT CARE SOUTH FAYETTEVILLE RD DURHAM	1002331083	NC	Duke Health Sys	DUAP
DUKE HOSPITAL SOUTH DUKE MEDICINE CIR DURHAM	1002598075	NC	Duke Hosp.South	RM2526
DUKE HOSPITAL SOUTH - RADIOLOGY DUKE MEDICINE CIR DURHAM	1002598077	NC	Duke Hosp.South	RM 24216
DUKE HOSPITAL SOUTH TRENT DR DURHAM	1003080791	NC	Duke Hosp.South	CLINIC3N
DUKE URGENT CARE SOUTH FAYETTEVILLE RD DURHAM	1003287885	NC	Duke Health Sys	SOUTH
SOUTHERN HIGH SCHOOL CLINIC CLAYTON RD DURHAM	1003414229	NC	Duke Health Sys	
DUKE EYE CENTER AT SOUTHPPOINT HERNDON RD DURHAM	1003417111	NC	Duke Health Sys	
SOUTHGATE RESIDENCE HALL W MAIN ST DURHAM	1003573301	NC	Duke University	

20. You may use the **Ordering Cycle** field to indicate a specific time for your orders using this ZMOG. For example, every Tuesday.
21. Click on the **Item Overview**  button to view the line item screen.
22. On the first line item, click on the search button in the **Material** column.

Material	Description	S/Packaging	BU	Price	OU	Order Min	Min	Max	Location	C/Manufacturer	Mfr Part Number

Create a ZMOG

23. The first time you search, the **Restrict Value Range** box will offer different ways of searching for material numbers on the tabs. Use the default “M” tab: **Material Number/Material Description**.



24. Search for the desired material, using asterisks as text wild cards. For example: *syringe*.
25. Review the items in the resulting list.

Material description	Language	Material
ADAPTER, F/SYRINGE 25ML & 50ML	EN	98940
ADAPTER, IV STERILE SET SYRINGE IVP 1057	EN	341947
ADAPTER, PLUM SYRINGE DELIVERY	EN	16589
ADAPTER, SYRINGE CATH FOLEY PLST ST	EN	40755
ADAPTER, SYRINGE CATH FOLEY PLST ST DISP	EN	73197
ALBUMIN SYRINGE 25% INJ 2ML	EN	8400220
ASSEMBLY, SYRINGE 100UL	EN	99542
ASSEMBLY, SYRINGE/GAUGE ALLIANCE II 60ML	EN	300865
ASSEMBLY, SYRINGE/GAUGE SINGLE-USE 60ML	EN	76140
ATOMIZER, MUCOSAL MADGIC W/3CC SYRINGE	EN	86713
CAP, LUER-LOCK F/CLOSED SYRINGES 150/BX	EN	328692
CAP, SYRINGE LUER LOCK ST	EN	49046
CAP, SYRINGE TIP BD ST	EN	340850
CAP, SYRINGE TIP BD STERILE	EN	310449
CAP, SYRINGE TIP STERILE YELLOW BAXA	EN	325020
CARDIOPLEGIC SYRINGE	EN	8400186
CONNECTOR, ALARIS SYRINGE PUMP LF	EN	320861
CONNECTOR, SYRINGE CEMENT	EN	323588
CONTAINER, COLLECTION NEEDLE/SYRINGE 20	EN	71188
CONTIGEN INPLANT SYRINGE	EN	8000011
DEVICE, INFLAT SYRINGE RELIEVA BALLN VOL	EN	326065
DEVICE, NASAL ATOMIZATION NO 3CC SYRINGE	EN	310781
DEVICE, NASAL ATOMIZATION W/O SYRINGE	EN	340725
DEVICE, SYRINGE LOCK DISP ATRION OL IDE	EN	87702
DIPPER, SYRINGE/ VIAL WELL INSERTED	EN	331816
FAMOTIDINE 2MG/ML SYRINGE 10ML (DCF)	EN	8400317
FILTER, PLASTIC SYRINGE 25MM 0.2UM	EN	148101
FILTER, SYRINGE 0.22U PES ST	EN	308310
FILTER, SYRINGE 0.45U PES ST	EN	308309
FILTER, SYRINGE 15MM 0.2UM	EN	148111
FILTER, SYRINGE ACRODISC 4497 HT NS	EN	73231
FILTER, SYRINGE ACRODISC BLU 0.2X13MM	EN	93520

26. To insert the item in your ZMOG, double click on the item in the list. The material will appear in the Material column.

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Create a ZMOG

27. Click on the Enter icon. The other columns will populate with relevant information from the Material Master.

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The screenshot shows the SAP ZMOG (Materials Ordering Guide) screen. The top section contains header data: Guide Name (CLINIC 3X), Company Code (0030), Plant (DHSP), CC/WBS/GL (CC), and Address (DUKE HOSPITAL SOUTH TRENT DR, DURHAM, NC, 27710). Below this is a table with columns: Material, Description, S, Packaging, BU, Price, OU, Order Min, Min, Max, Location, C, Manufacturer, and Mfr Part Number. The first row of data is highlighted with a black oval, showing Material 320717, Description Q-RINGE, FLUSH PREFILL SALINE LF 10ML ST, S N, Packaging 1 PK (8) IN 1 PK, BU PK, Price 17.87, OU PK, Order Min 1, Min, Max, Location, C, Manufacturer BECTON DICKINSON & CO, and Mfr Part Number 306553. The Enter icon (a green checkmark) is circled in the top left corner of the screen.

Material	Description	S	Packaging	BU	Price	OU	Order Min	Min	Max	Location	C	Manufacturer	Mfr Part Number
320717	Q-RINGE, FLUSH PREFILL SALINE LF 10ML ST	N	1 PK (8) IN 1 PK	PK	17.87	PK	1					BECTON DICKINSON & CO	306553

28. Continue to add items to the ZMOG by repeating the search-and-add process.
29. Once you have completed the entire ZMOG list, click the Save icon.
30. You will receive a confirmation message that the ZMOG was saved.
31. Click the Exit icon to return to the main SAP screen.

Edit a ZMOG

1. Key **ZMOG** in the command field on the main SAP screen.
2. Enter the name of the ZMOG you wish to edit in the **Ordering Guide** field and click the **Enter** icon.
3. On the initial ZMOG screen, click on the **Display** icon. Notice how some fields turn from gray to white, meaning they can be edited.

SAP

Ordering Guide

Name: CLINIC MW Document Type: NB

Describe: MED-SURG SUPPLIES FOR CLINIC MW.

Department Information

Plant: DUAP

Purchasing Group: APD

Accounting Information

Account Assignment: R

Cost center: 408340000 WBS element:

GL Account: Order:

Delivery Information

Unloading Point: Clinical Area

Recipient: Mike Woodard

Address number: 1003449926

Ordering Cycle: |

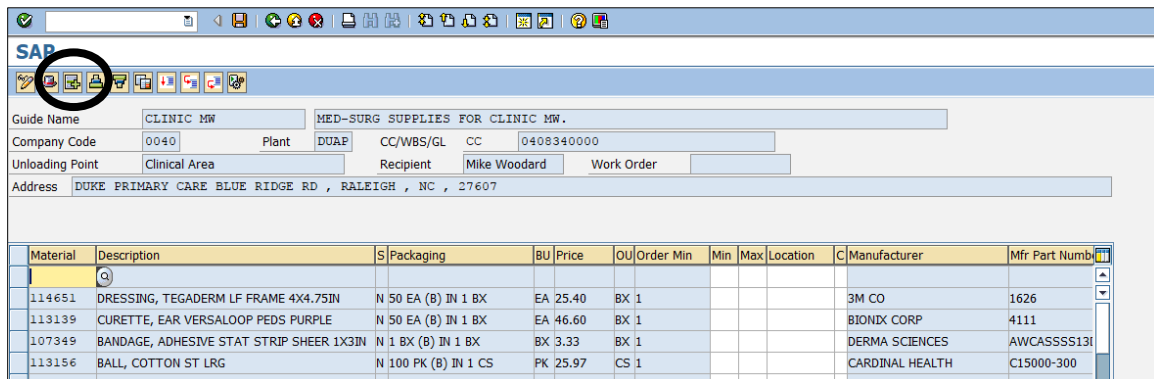
4. Make any changes you wish on the initial screen and click the **Save** icon.

To Add Materials:

1. Key **ZMOG** in the command field on the main SAP screen.
2. Enter the name of the ZMOG you wish to edit in the **Ordering Guide** field and click the **Item overview** icon.
3. Click on the **Display** icon.

Edit a ZMOG

- Click on the **Insert** button. New line items will always become the first line in the list.



The screenshot shows the SAP ZMOG interface. The top toolbar contains several icons, with the 'Insert' icon (a document with a plus sign) circled in red. Below the toolbar, the header section displays the following information:

- Guide Name: CLINIC MW
- Company Code: 0040
- Plant: DUAP
- CC/WBS/GL: CC
- 0408340000
- Unloading Point: Clinical Area
- Recipient: Mike Woodard
- Work Order:
- Address: DUKE PRIMARY CARE BLUE RIDGE RD , RALEIGH , NC , 27607

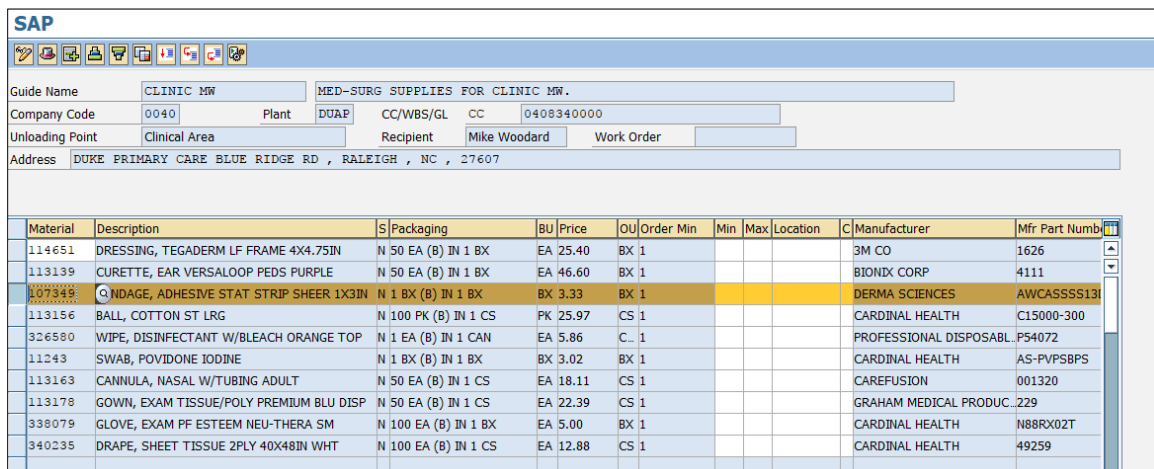
The main table lists materials with columns: Material, Description, S, Packaging, BU, Price, OU, Order Min, Min, Max, Location, C, Manufacturer, and Mfr Part Number. The first few rows are:

Material	Description	S	Packaging	BU	Price	OU	Order Min	Min	Max	Location	C	Manufacturer	Mfr Part Number
114651	DRESSING, TEGADERM LF FRAME 4X4.75IN	N	50 EA (B) IN 1 BX	EA	25.40	BX	1					3M CO	1626
113139	CURETTE, EAR VERSALOOP PEDS PURPLE	N	50 EA (B) IN 1 BX	EA	46.60	BX	1					BIONIX CORP	4111
107349	BANDAGE, ADHESIVE STAT STRIP SHEER 1X3IN	N	1 BX (B) IN 1 BX	BX	3.33	BX	1					DERMA SCIENCES	AWCASSSS131
113156	BALL, COTTON ST LRG	N	100 PK (B) IN 1 CS	PK	25.97	CS	1					CARDINAL HEALTH	C15000-300

- Add a new Material to the ZMOG by following steps 22-27 in the previous section.
- Click the Save icon to save the additions.

To Delete Materials:

- Key **ZMOG** in the command field on the main SAP screen.
- Enter the name of the ZMOG you wish to edit in the **Ordering Guide** field and click the **Item overview** icon.
- Click on the Display icon.
- Highlight the line you wish to delete by clicking on the box in the far left column of the line.



The screenshot shows the SAP ZMOG interface with the 'Display' icon (a magnifying glass) circled in red in the top toolbar. The header section is identical to the previous screenshot. The main table lists materials, with the row for 'BANDAGE, ADHESIVE STAT STRIP SHEER 1X3IN' (Material 107349) highlighted in yellow.

Material	Description	S	Packaging	BU	Price	OU	Order Min	Min	Max	Location	C	Manufacturer	Mfr Part Number
114651	DRESSING, TEGADERM LF FRAME 4X4.75IN	N	50 EA (B) IN 1 BX	EA	25.40	BX	1					3M CO	1626
113139	CURETTE, EAR VERSALOOP PEDS PURPLE	N	50 EA (B) IN 1 BX	EA	46.60	BX	1					BIONIX CORP	4111
107349	BANDAGE, ADHESIVE STAT STRIP SHEER 1X3IN	N	1 BX (B) IN 1 BX	BX	3.33	BX	1					DERMA SCIENCES	AWCASSSS131
113156	BALL, COTTON ST LRG	N	100 PK (B) IN 1 CS	PK	25.97	CS	1					CARDINAL HEALTH	C15000-300
326580	WIPE, DISINFECTANT W/BLEACH ORANGE TOP	N	1 EA (B) IN 1 CAN	EA	5.86	C	1					PROFESSIONAL DISPOSABL	P54072
11243	SWAB, POVIDONE IODINE	N	1 BX (B) IN 1 BX	BX	3.02	BX	1					CARDINAL HEALTH	AS-PVPSBPS
113163	CANNULA, NASAL W/TUBING ADULT	N	50 EA (B) IN 1 CS	EA	18.11	CS	1					CAREFUSION	001320
113178	GOWN, EXAM TISSUE/POLY PREMIUM BLU DISP	N	50 EA (B) IN 1 CS	EA	22.39	CS	1					GRAHAM MEDICAL PRODUC	.229
338079	GLOVE, EXAM PF ESTEEM NEU-THERA SM	N	100 EA (B) IN 1 BX	EA	5.00	BX	1					CARDINAL HEALTH	N88RX02T
340235	DRAPE, SHEET TISSUE 2PLY 40X48IN WHIT	N	100 EA (B) IN 1 CS	EA	12.88	CS	1					CARDINAL HEALTH	49259

- Follow the menu path **Edit→Delete**.
- Click the Save icon to save the deletions.