ZMOG: Materials Ordering Guide

Step by Step

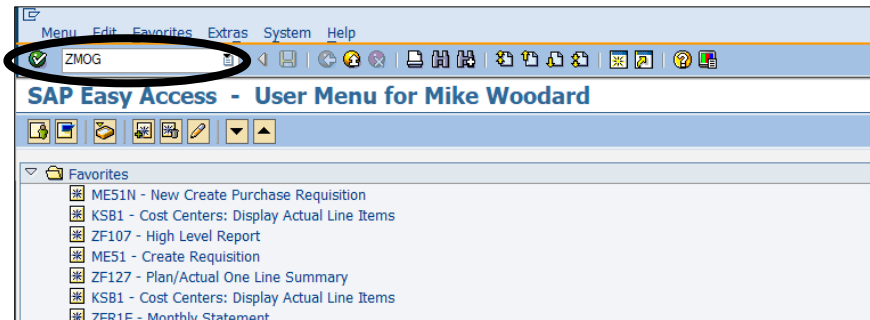## Contents

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.
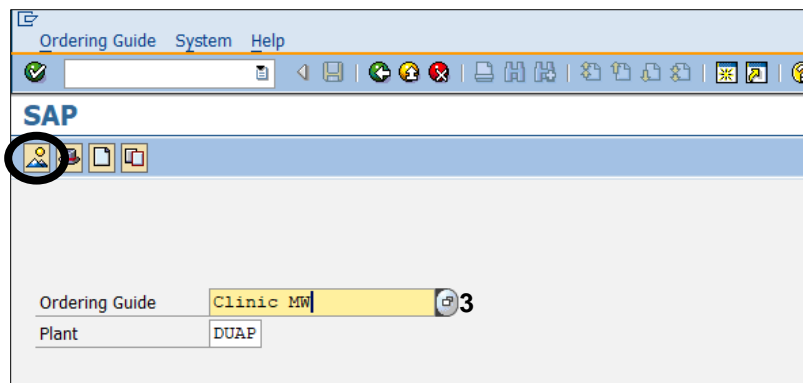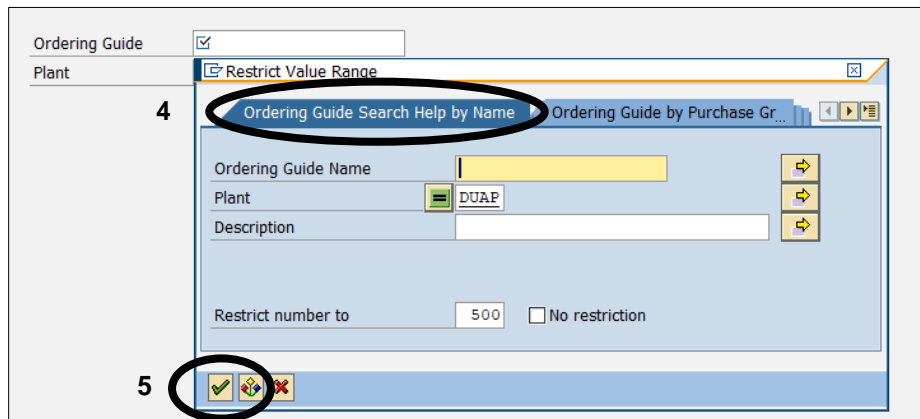
Placing an Order

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**.
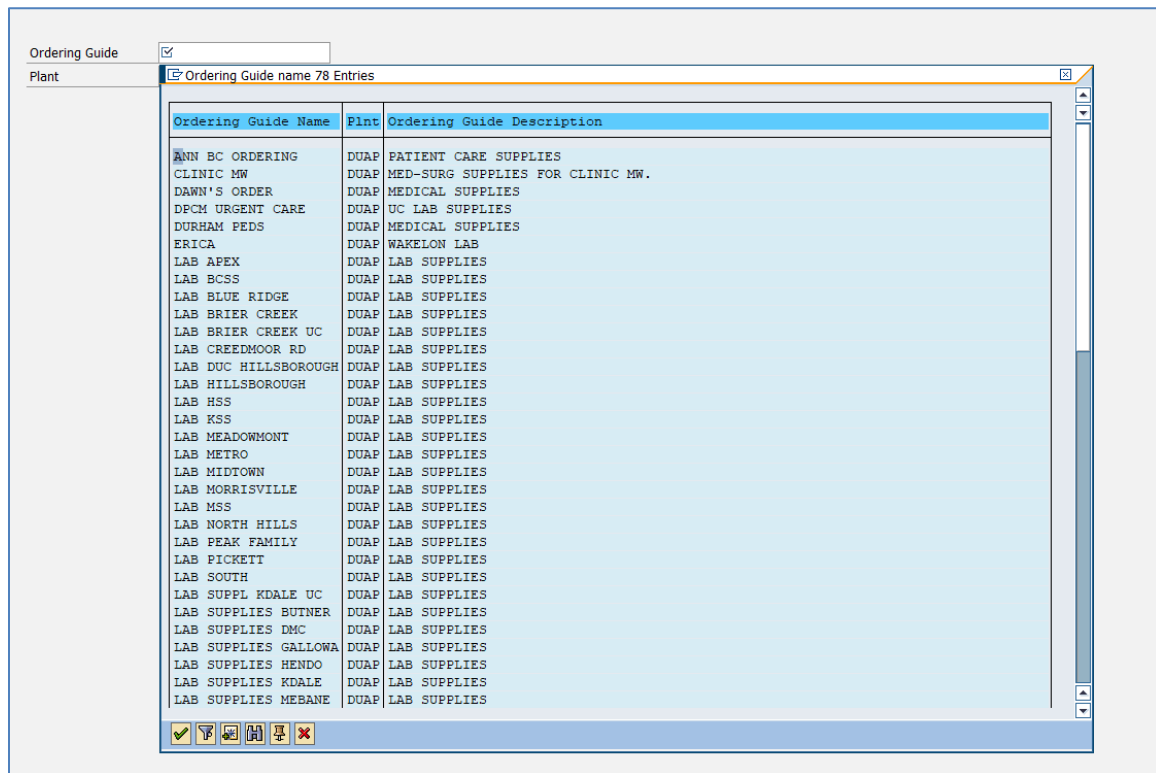
3. If you do not know the name of the ZMOG, click on the search button in the Ordering Guide field.

4. In the **Restrict Value Range** dialog box, search using the **Ordering Guide Search Help by Name** tab.
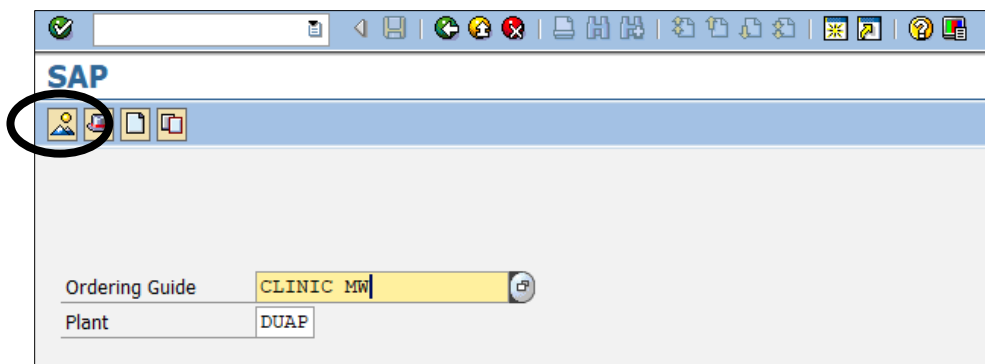
5. Leave the **Ordering Guide Name** field blank and click on the Continue button. This will produce a list of all ZMOGs.
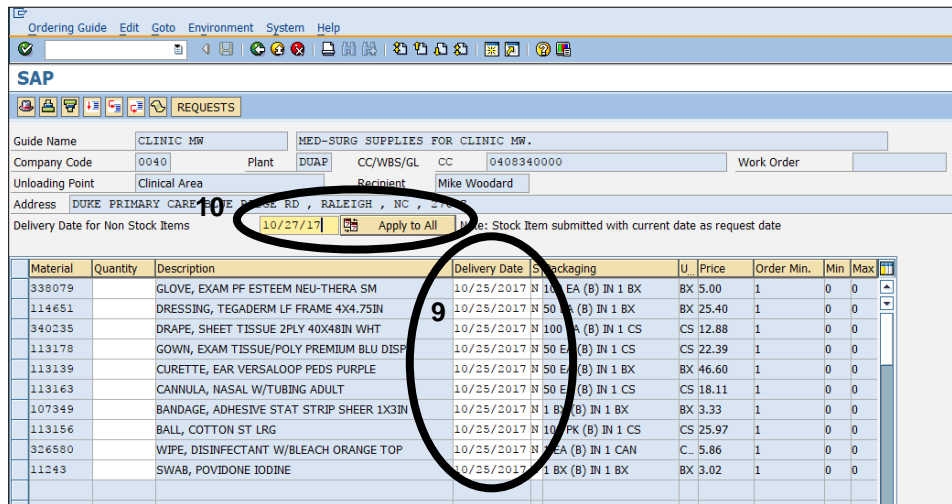
Placing an Order

6. 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.

7. Click on the **Item Overview** icon.

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.

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.

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

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	/2017	N	100 PK (B) IN 1 CS	CS	25.97	1	0	0
326580		WI	/2017	N	1 EA (B) IN 1 CAN	C..	5.86	1	0	0
11243		SW	/2017	N	1 BX (B) IN 1 BX	BX	3.02	1	0	0

SAP

Requisition   1001126189   10/25/2017

Reservation

Created on 10/25/2017 at 16:42
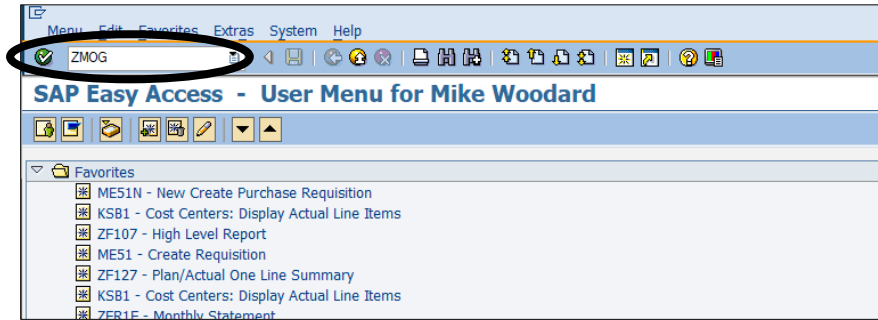
14   Requisition

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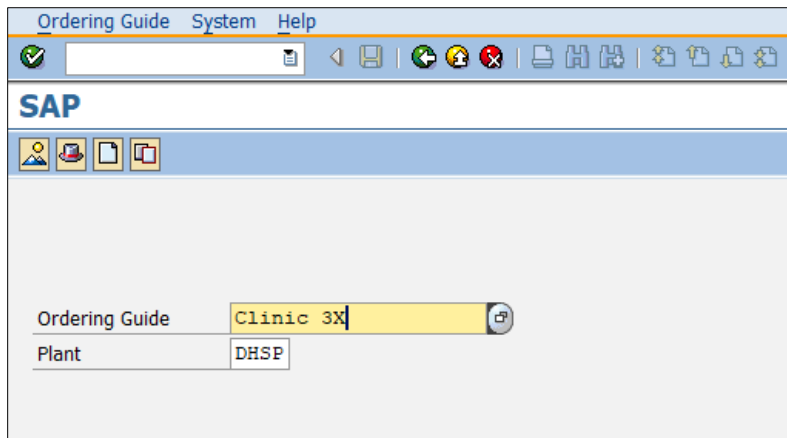
15. Click the Cancel button to close the dialog box.

16. Click the Exit icon to return to the main SAP screen.
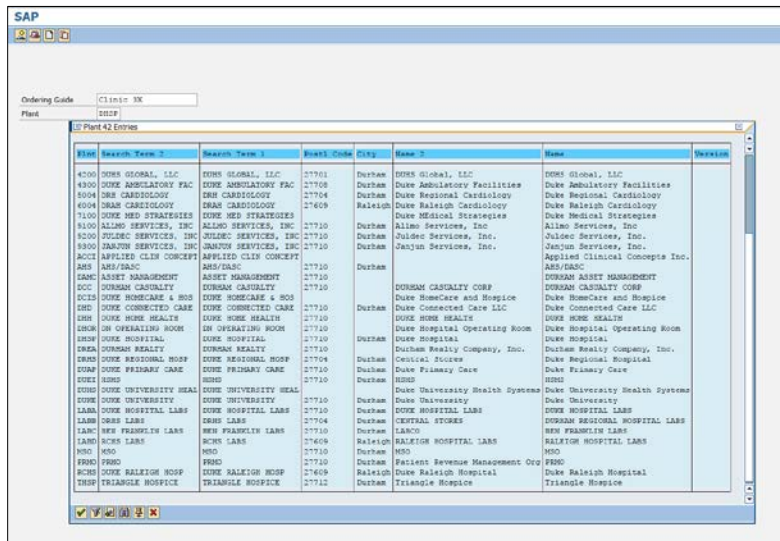
Create a ZMOG

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.
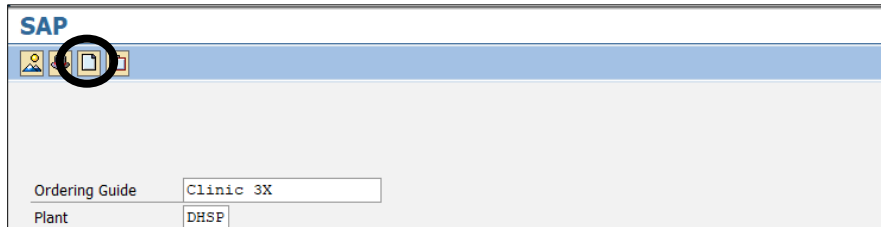

3. If your Plant did not default in the **Plant** field, click on the Search button.

4. In the resulting Plant list, find your plant and double click on the line where it appears.
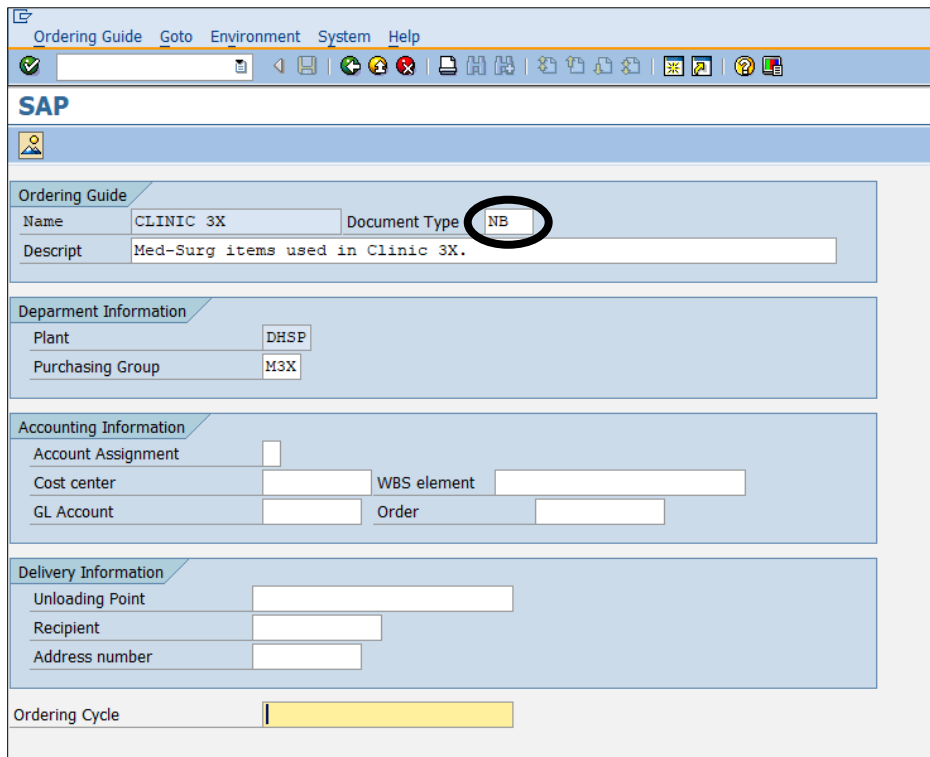
Create a ZMOG

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

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

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

Create a ZMOG

8. In the **Descript** field, add a description for the ZMOG.

9. If you know your Purchasing Group, enter it in the **Purchasing Group** field.

10. If you do not know your Purchasing Group, click on the Search button to reveal the list of Purchasing Groups.

11. From the list, double click on your Purchasing Group.

12. In the **Account Assignment** field, click on the search button.

13. Select the appropriate **Account Assignment Category**. Use **X** for all **Non-Asset Goods** or **R** for **Item Goods Receipt**.

Create a ZMOG

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

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.

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.


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.

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**.
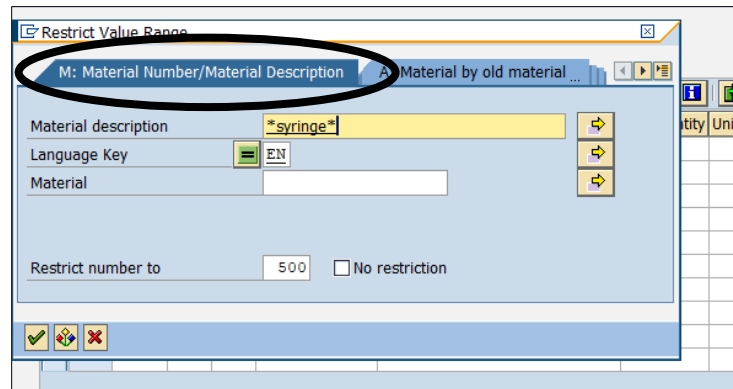
24. Search for the desired material, using asterisks as text wild cards. For example: *syringe*.

25. Review the items in the resulting list.

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

Create a ZMOG

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

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.
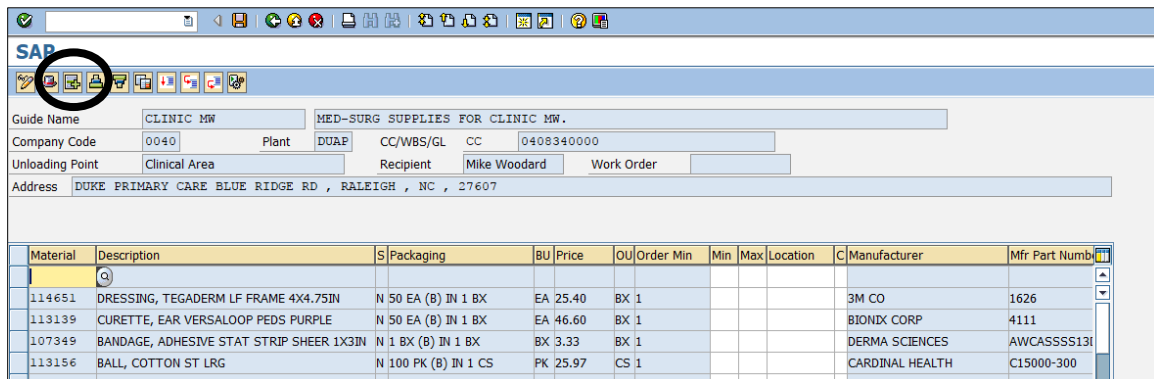

4. Make any changes you wish on the initial screen and click the Save icon.

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

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

5. Add a new Material to the ZMOG by following steps 22-27 in the previous section.

6. Click the Save icon to save the additions.

To Delete 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.

4. Highlight the line you wish to delete by clicking on the box in the far left column of the line.

5. Follow the menu path **Edit→Delete**.

6. Click the Save icon to save the deletions.