Requests for SAP Materials, Info Records and SAP Contracts
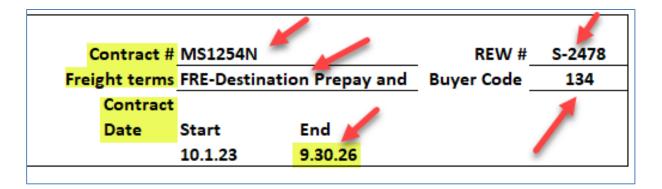
How to request creation of new SAP materials from SAP Materials Master Data Coordinator as well as changes to current materials, info records, and additions or deletions of materials from SAP Contracts.

Role: UKHC Supply Chain Mgmt. Staff	**Frequency:** As Needed

1. Request Creation of New SAP Materials

Note: The below steps apply only after all UKHC Supply Chain Management (SCM) and Value Analysis tasks have been completed previously. Buyers should ensure all the needed internal steps are complete which will result in the completed materials add form below to be sent to Jody Reed (jreed@uky.edu).

Must be accompanied by completed new materials add form correctly listing each of the following components. Note some items notated by red asterisk (*) are required and must be listed on the form in order for the material to be created.

- *Price Contract Number used for pricing basis (e.g., Vizient, UK price contract, etc.)
- Must also provide the contract start and end dates for creation of new contracts.
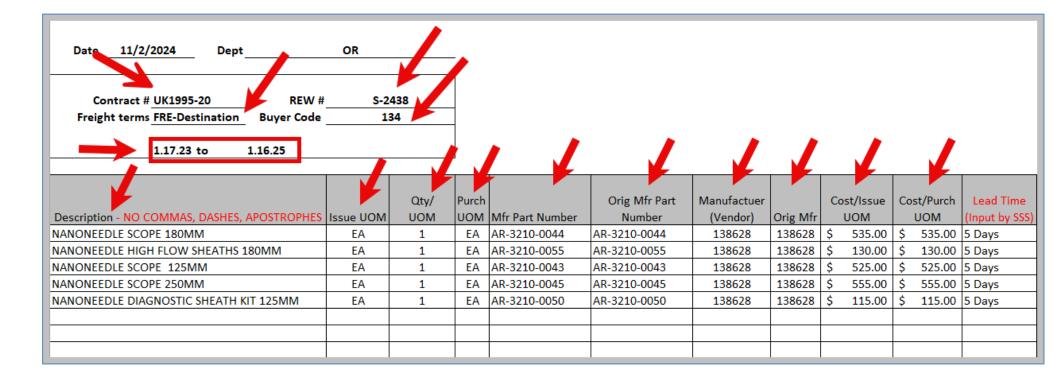- Must also provide freight terms for creation of new contracts.

Requests for SAP Materials, Info Records and SAP Contracts

- REW# (Value Analysis, if available)
- *Buyer code
- *Description
- *Issue Unit of Measure (UOM) (How the item will be issued to the end-using customer)
- *Quantity UOM (Conversion factor = number of Issue units of measure within the purchase Unit of Measure, e.g., 1 box (ordered from supplier) = 12 each (issue units inside box)
- *Purchase UOM (How the item will be ordered from the supplier)
- *Manufacturer part number
- *Manufacturer vendor number
- *Original Manufacturer part number (may or may not be the same as manufacturer part number)
- *Original Manufacturer vendor number (may or may not be the same as manufacturer vendor number)
- *Cost per issue UOM (as issued)
- *Cost purchase UOM (ordered from the supplier)
  - o For stock materials, need to include both the Cost/Issue UOM and the Cost/Purch UOM.
- Whether item is consigned
- *Whether the item is stock or non-stock (Stock field on spreadsheet)
- Whether item is latex
- Whether item is hazmat
- *Valuation class – (Note: required field but provided by the Value Analysis team.)
- *Material Group – (Note: required field but provided by the Value Analysis team.)
- *Secondary description (may be the same as description or may be different)

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Sample form, left side:

Date	11/2/2024	Dept		OR

Contract # UK1995-20   REW #   S-2438
Freight terms FRE-Destination   Buyer Code   134

1.17.23 to   1.16.25

Description - NO COMMAS, DASHES, APOSTROPHES	Issue UOM	Qty/ UOM	Purch UOM	Mfr Part Number	Orig Mfr Part Number	Manufactuer (Vendor)	Orig Mfr	Cost/Issue UOM	Cost/Purch UOM	Lead Time (Input by SSS)
NANONEEDLE SCOPE 180MM	EA	1	EA	AR-3210-0044	AR-3210-0044	138628	138628	$ 535.00	$ 535.00	5 Days
NANONEEDLE HIGH FLOW SHEATHS 180MM	EA	1	EA	AR-3210-0055	AR-3210-0055	138628	138628	$ 130.00	$ 130.00	5 Days
NANONEEDLE SCOPE 125MM	EA	1	EA	AR-3210-0043	AR-3210-0043	138628	138628	$ 525.00	$ 525.00	5 Days
NANONEEDLE SCOPE 250MM	EA	1	EA	AR-3210-0045	AR-3210-0045	138628	138628	$ 555.00	$ 555.00	5 Days
NANONEEDLE DIAGNOSTIC SHEATH KIT 125MM	EA	1	EA	AR-3210-0050	AR-3210-0050	138628	138628	$ 115.00	$ 115.00	5 Days

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Sample form, right side:

Lead Time (Input by SSS)	New Mat #	Consigned	Stock	Latex	HCPCS	EAP Code	Notes	Val Class	Material Group	Implant Y or N ?	SECONDARY Description
5 Days		Y	Y			NO	INSTRUMENT	9410	51	N	ARTHROSCOPE NANONEEDLE ARTHREX 0DEG/180MM
5 Days		Y	Y		N/A	27200000S1		9330	122	N	KIT SHEATH NANONEEDLE HI FLO 180MM
5 Days		Y	Y			NO	INSTRUMENT	9410	51	N	ARTHROSCOPE NANONEEDLE ARTHREX 0DEG/125MM
5 Days		Y	Y			NO	INSTRUMENT	9410	51	N	ARTRHOSCOPE NANONEEDLE ARTHREX 0DEG/250MM
5 Days		Y	Y		N/A	27200000S1		9330	122	N	KIT SHEATH NANONEEDLE DIAGNOSTIC 125MM

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2. Request Changes for Existing SAP Materials

Can be sent via email request, Excel spreadsheets, other means, etc.

X-plant changes from one status to another

* 02 means material can be actively purchased and issued from stock (default setting on newly created material)
* Z1 means material cannot be purchased, but can be issued from stock
* Z2 means material cannot be purchased and cannot be issued from stock

Note: Once set, materials cannot be changed from status of Z2 (i.e., reactivated) without permission of Paul Reister or Lorra Miracle.

Unit(s) of measure changes

* Indicate new unit of measure that items will ordered from supplier. This may be a change of the order UOM or the conversion factor for the order UOM. Note: The base (issue) UOM cannot be changed once a material is set up.

Changes to Manufacturer part number, Manufacturer vendor number, Original Manufacturer part number, or Original Manufacturer vendor number

* Indicate new values for each and clearly identify which materials need updated

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3. Requests Change to Existing Info Records

Indicate the following:

- Material number(s) involved
- Info Record number(s), if known
- Action needed, i.e., info record flags set, etc.

4. Request to Change Existing SAP Contracts or Contract Line Items

Indicate the following:

- Material number(s) involved
- SAP Contract and line item number(s) (Required)
- Action needed, i.e., pricing update, new contract created, contract extension, etc.
- When requesting a contract extension, also need to send to Jody an Excel spreadsheet of the material numbers listed on the contract, as well as the new end date for the contract, and the Vizient, etc., contract number (ex: MS1254N).