

This tutorial was created to instruct all AASIS users on how to verify if a material is set up in the AASIS material master.

The tutorial is based on an example of a user verifying if a material has been set up in AASIS.  
Example material: VALVE,COMPRESSION,.5”

[MATERIAL MASTER POLICY](#)

### Display Material (Initial Screen)

Select view(s) Organizational levels Data

Material  

1. Transaction MM03
2. Go to Material and use the pull down; see arrow

**Display Material (Initial Screen)**

Select view(s) Organizational levels Data

Material 

Material Number (1)

Material Number/Material Description | Material by old material number

Material description |

Language Key  EN

Material |

Maximum no. of hits 1500

- Material Number/Material Description
- Material by old material number
- Material by bill of material
- Material transferred from CAD system
- Competitive product by competitor
- Production resources/tools by description/PRT grouping
- Sales material by general product hierarchy
- Material by vendor's material number
- Material by material category
- Materials for class
- Material by material group
- Material by EAN (International Article Number)
- Materials by several classes
- Material by product hierarchy
- Material by task list
- Sales material by description
- Material by material type
- Material by Supply Area
- Plant material by description
- Characteristic-Based Variant Selection of a Generic Material
- Search Help for Manufacturer Part Number
- Search Help for Manufacturer Part Number with AMPL



Go to the drop down selection list and click:  
Material Number/Material Description

### Display Material (Initial Screen)

Select view(s) Organizational levels Data

Material

Material Number (1)

Material Number/Material Description | Material by old material number | Material b...

Material description

Language Key

Material

Maximum no. of hits

1. Go to Material Description
2. Enter the main search \*name\* of the description
3. Hit enter

Material Edit Goto Defaults System Help

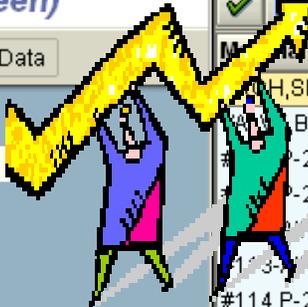
Material Number (1) 248 Entries Found

Material Number/Material Description Material by old material number

### Display Material (Initial Screen)

Select view(s) Organizational levels Data

Material



Material description	Language	Material
#103 SHUT-OFF VALVE, UNDERGROUND RISER	EN	10119210
#104 BALL 1 3/8"	EN	10119403
#105 P-274, MOTOR & VALVE	EN	90023115
#106 P-275, MOTOR 7 VALVE	EN	90023116
#107 P-276, MOTOR VALVES	EN	90100539
#108 P-277, MOTOR VALVES	EN	90100540
#114 P-277, MOTOR & VALVE	EN	90023118
#115 P-278, MOTOR & VALVE	EN	90023119
#117 P-280, GATE VALVE	EN	90023121
#119 P-282, MOTOR & VALVE	EN	90023123
#120 P-283, WATER VALVE	EN	90023124
#121 P-284, WATER VALVE	EN	90023125
#123 P-286, GATE VALVE	EN	90023127
#126 P-289, Y VALVE	EN	90023130
#127 P-290, Y VALVE	EN	90023131
#128 P-291, Y VALVE	EN	90023132
#132 P-295, 3 WAY VALVE	EN	90023135
#134 P-297, GATE VALVE	EN	90023136
#136 P-299, Y VALVE	EN	90023138
#17-PRESSURE REGULATOR VALVES	EN	90096656
#18-PRESSURE REGULATOR VALVES	EN	90096657
#21-ASSORTED SIZE AND TYPE VALVE	EN	90054807
#22-ASSORTED SIZE AND TYPE VALVE	EN	90054808
#23-ASSORTED SIZE AND TYPE VALVE	EN	90054809
#24-ASSORTED SIZE AND TYPE VALVE	EN	90054810
#25-ASSORTED SIZE AND TYPE VALVE	EN	90054811
#3 VALVE CUTTER	EN	90043173
#35-BLACK N DECKER VALVE REFACER CABINET	EN	90095000
#395 VALVE GRINDER	EN	90049166
#4 VALVE MACHINE	EN	90043174
#4 VALVE SEAT REFACER	EN	90044324
#6 VALVE REFACER	EN	90044326
#6-LONERGAN VALVE PUMP	EN	90084235

248 Entries Found

To search, go to the binoculars and type in another search term more specific to the material requested.

Material Edit Goto Defaults System Help

**Display Material (Initial Screen)**

Select view(s) Organizational levels Data

Material

Material Number (1) 248 Entries Found

Material Number/Material Description Material by old material number

Material description	Language	Material
ARCH,SHUT-OFF VALVE, UNDERGROUND RISER	EN	10119210
VALVE,BALL 1 3/8"	EN	10119403
#111 P-274, MOTOR & VALVE	EN	90023115
#112 P-275, MOTOR 7 VALVE	EN	90023116
#112-AIR VALVES	EN	90100539
#113-AIR VALVES	EN	90100540
#114 P-277, MOTOR & VALVE	EN	90023118
#115 P-278, MOTOR & VALVE	EN	90023119
#117 P-280, GATE VALVE	EN	90023121
#119 P-282, MOTOR & VALVE	EN	90023123
#120 P-283, WATER VALVE	EN	90023124
#121 P-284, WATER VALVE	EN	90023125
#123 P-286, GATE VALVE		
#126 P-289, Y VALVE		
#127 P-290, Y VALVE		
#128 P-291, Y VALVE		
#132 P-295, 3 WAY VALVE	EN	90023135
#134 P-297, GATE VALVE	EN	90023136
#136 P-299, Y VALVE	EN	90023138
#17-PRESSURE REGULATOR VALVES	EN	90096656
#18-PRESSURE REGULATOR VALVES	EN	90096657
#21-ASSORTED SIZE AND TYPE VALVE	EN	90054807
#22-ASSORTED SIZE AND TYPE VALVE	EN	90054808
#23-ASSORTED SIZE AND TYPE VALVE	EN	90054809
#24-ASSORTED SIZE AND TYPE VALVE	EN	90054810
#25-ASSORTED SIZE AND TYPE VALVE	EN	90054811
#3 VALVE CUTTER	EN	90043173
#35-BLACK N DECKER VALVE REFACER CABINET	EN	90095000
#395 VALVE GRINDER	EN	90049166
#4 VALVE MACHINE	EN	90043174
#4 VALVE SEAT REFACER	EN	90044324
#6 VALVE REFACER	EN	90044326
#6-LONERGAN VALVE PUMP	EN	90084235

Find

COMPRESSION

Type in another search term more specific to the material requested; typically a noun or adjective. This will narrow your search results.

Material Edit Goto Defaults System Help

**Display Material (Initial Screen)**

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Material Number (1) 248 Entries Found

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#6-LONERGAN VALVE PUMP	EN	90084235

If the search does not find second search term, then the requested material is not in the material master and the request for the material should be sent to OSP.

If the requested material can not be located using transaction MM03, then an AASIS role mapped procurement technician, procurement specialist, or AP specialist, may submit a request using the Material Master Request Eform.

[MATERIAL MASTER REQUEST EFORM](#)

## Abbreviations website

Examples:

Abbreviations & Short Text Standardization