# How to: Send Material to a Temporary Off-Flow

1. Go to the Business Data menu.

2. Select the Material entity.

3. Select the Material you want to use.

4. Select the Off-Flow button.
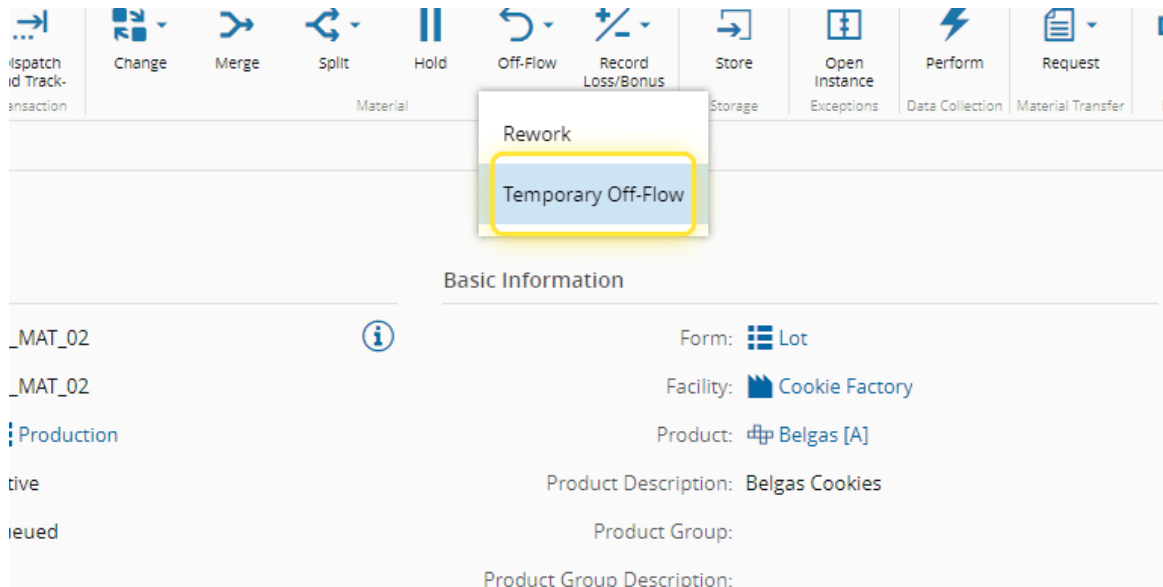
5. Select the Temporary Off-Flow option.

For more information, see Temporary Off-Flow - Critical Manufacturing Documentation Portal ⧉
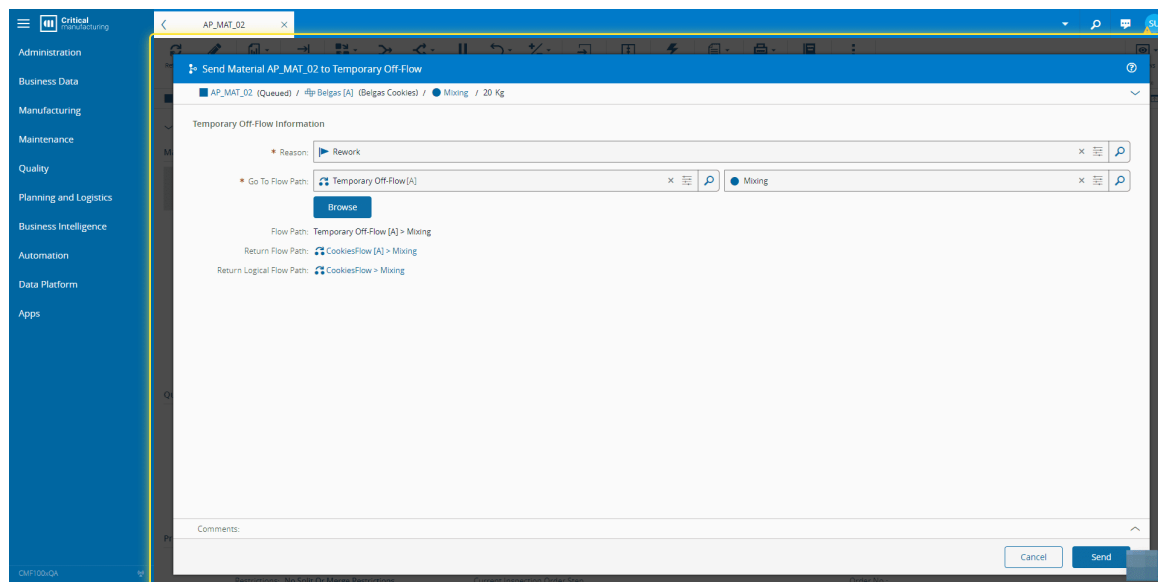
6. Complete the necessary fields and select the Send button.