



How to: Create a Material

11.2

February 2026

DOCUMENT ACCESS

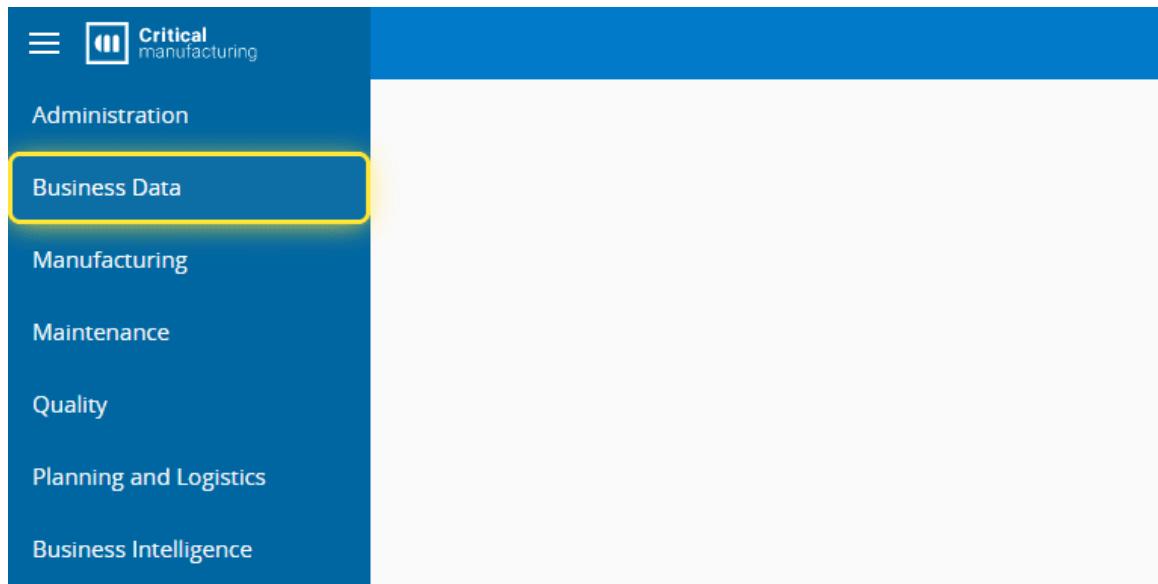
Public

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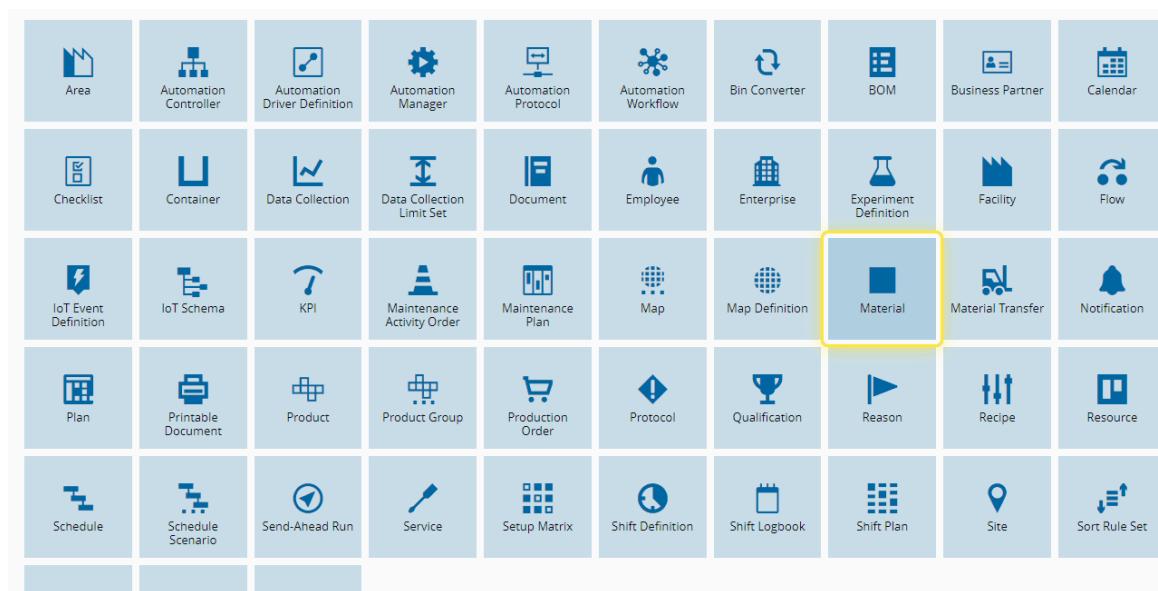
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How to: Create a Material

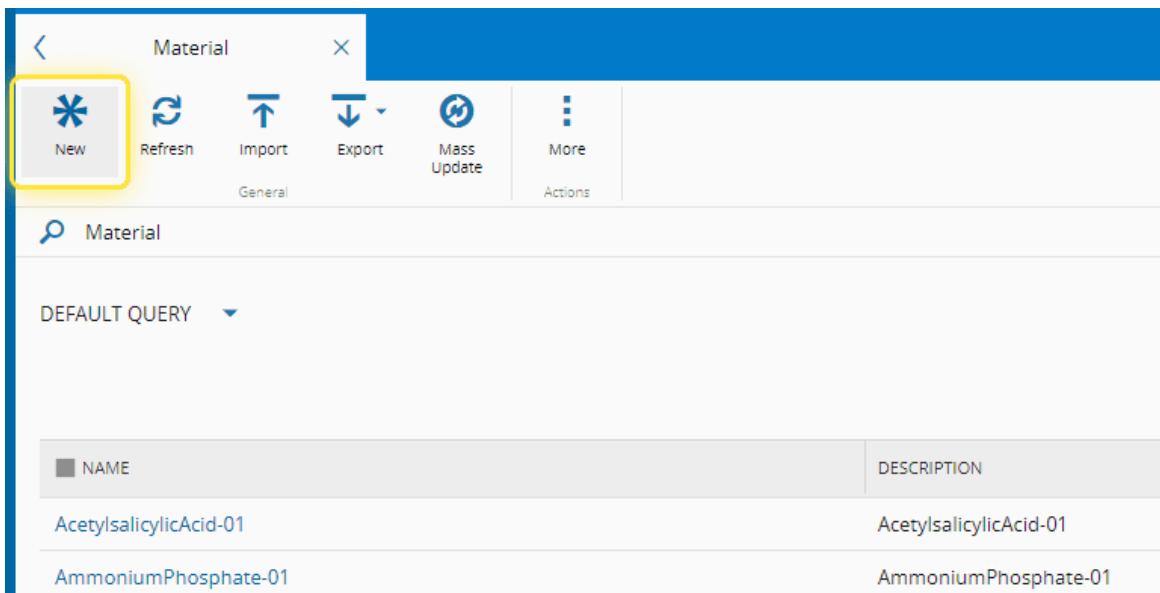
1. Go to the Business Data menu.



2. Select the Material entity.



3. Select the New button.



Material

New Refresh Import Export Mass Update More Actions

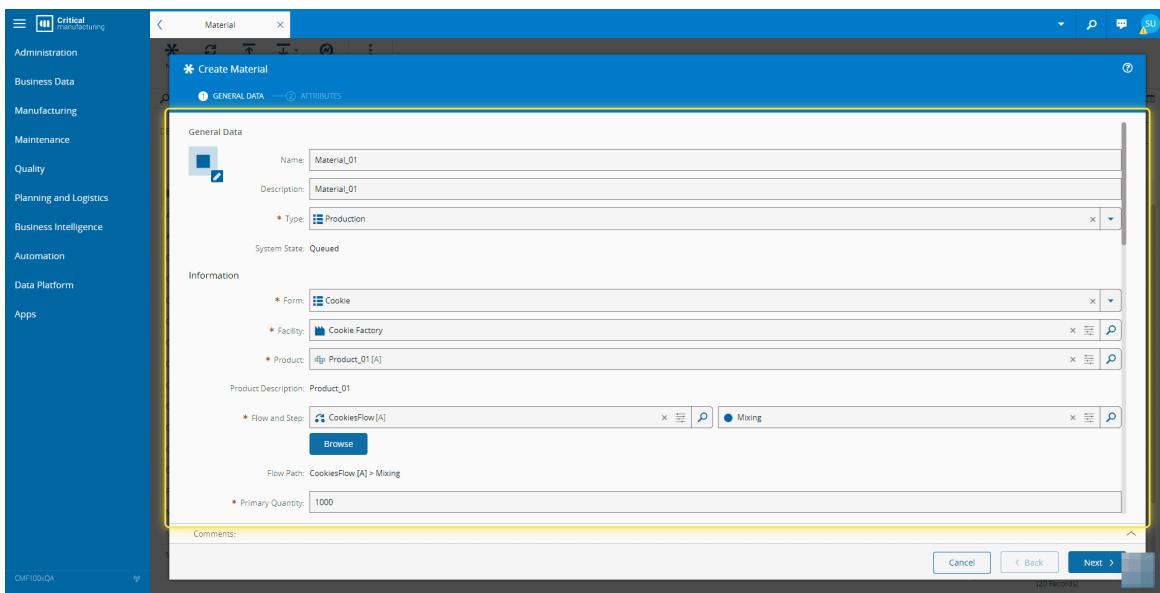
Material

DEFAULT QUERY ▾

NAME	DESCRIPTION
AcetylsalicylicAcid-01	AcetylsalicylicAcid-01
AmmoniumPhosphate-01	AmmoniumPhosphate-01

4. Under the General Data tab, complete the necessary fields.

For more information, see [Create Material - Critical Manufacturing Documentation Portal](#)



Material

Create Material

GENERAL DATA ATTRIBUTES

General Data

Name: Material_01

Description: Material_01

Type: Production

System State: Queued

Information

Form: Cookie

Facility: Cookie Factory

Product: dpr_Product_01[A]

Product Description: Product_01

Flow and Step: CookiesFlow[A] > Mixing

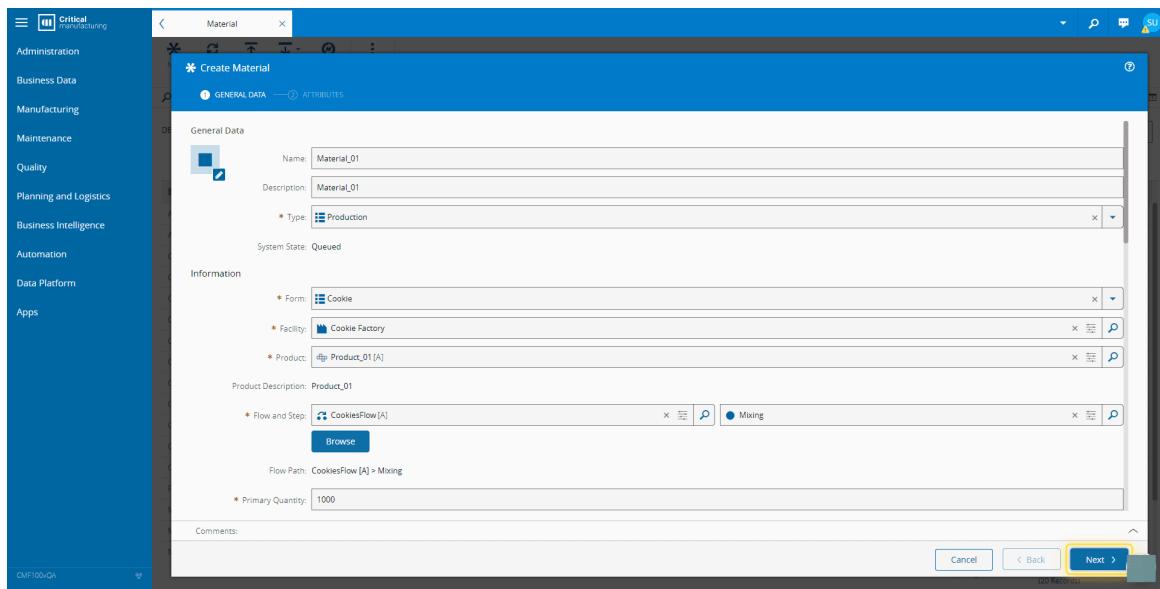
Flow Path: CookiesFlow[A] > Mixing

Primary Quantity: 1000

Comments:

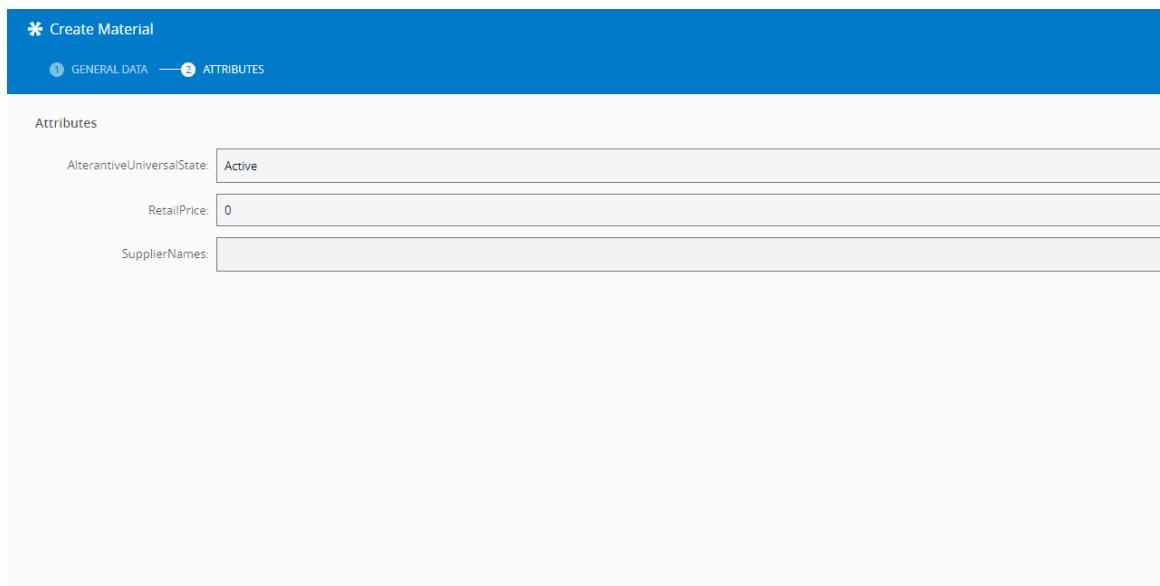
Cancel < Back Next > User Records

5. Select the Next button.

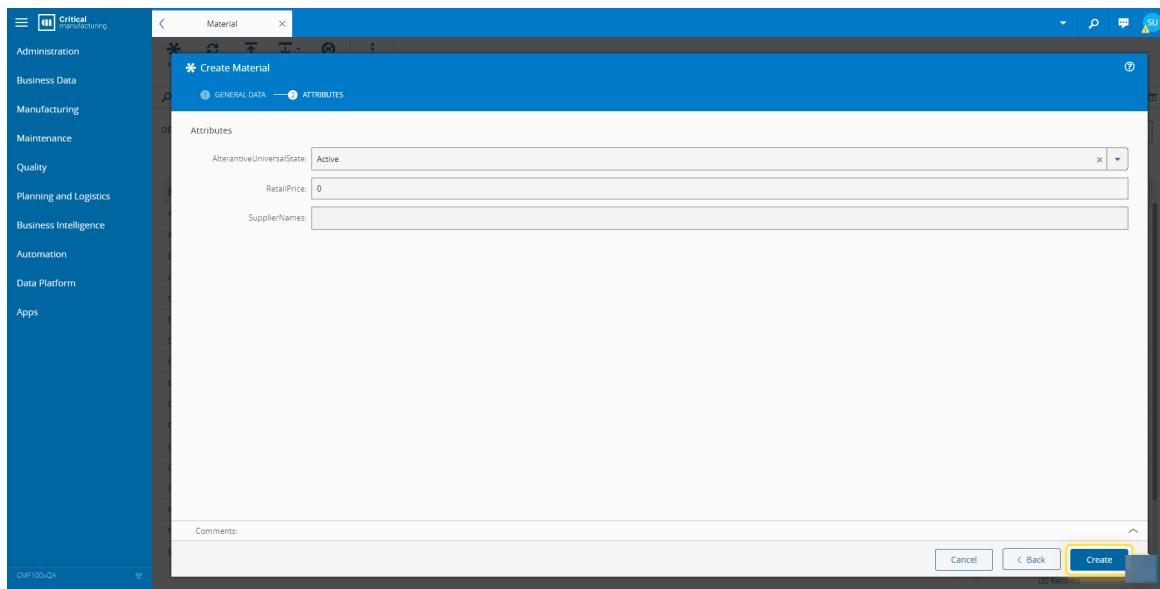


6. If the Material has Attributes, complete the necessary fields.

For more information, see [Attributes - Critical Manufacturing Documentation Portal](#)



7. Select the Create button.



Material

* Create Material

GENERAL DATA ATTRIBUTES

Attributes

AlternativeUniversalState: Active

RetailPrice: 0

SupplierNames:

Comments:

Cancel < Back Create (20 Records)



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