

How to: Expand/Collapse Material

11.2

February 2026

DOCUMENT ACCESS

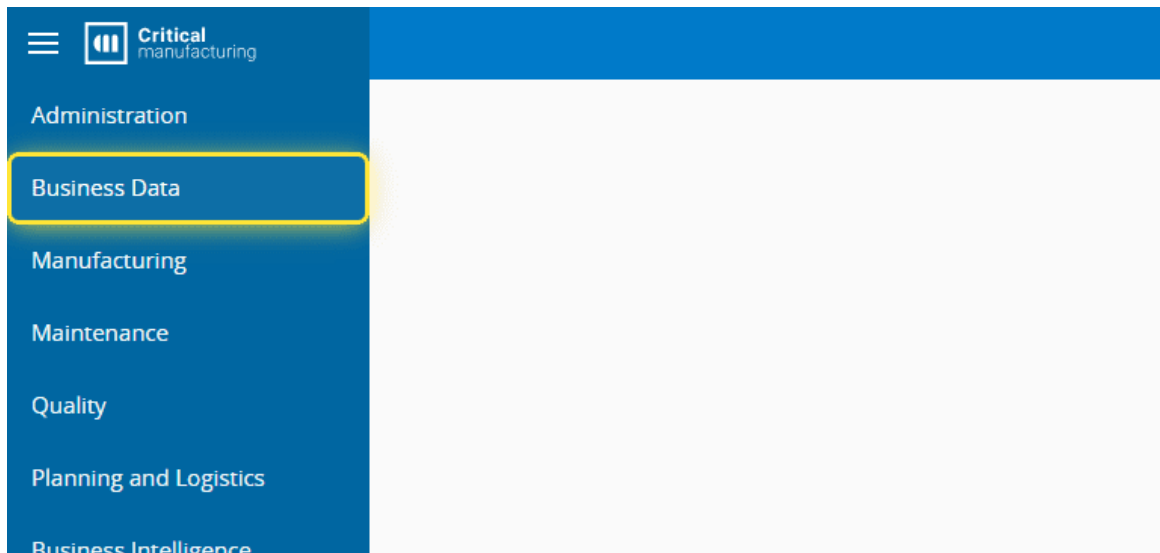
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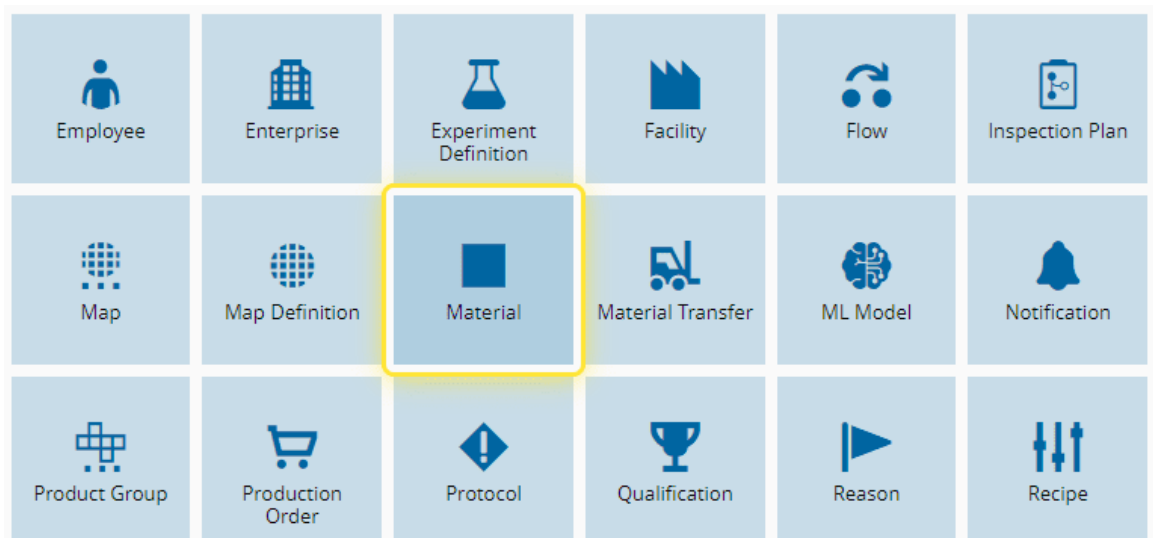
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How to: Expand/Collapse Material

1. Go to the Business Data menu.



2. Select the Material button.



3. Select the desired Material.

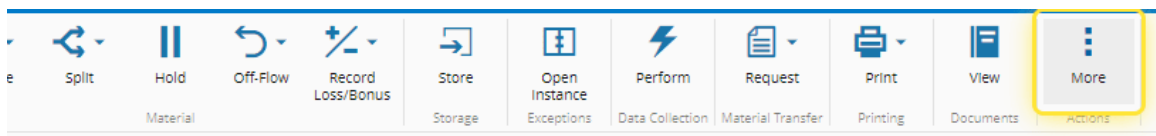
Material

DEFAULT QUERY ▼

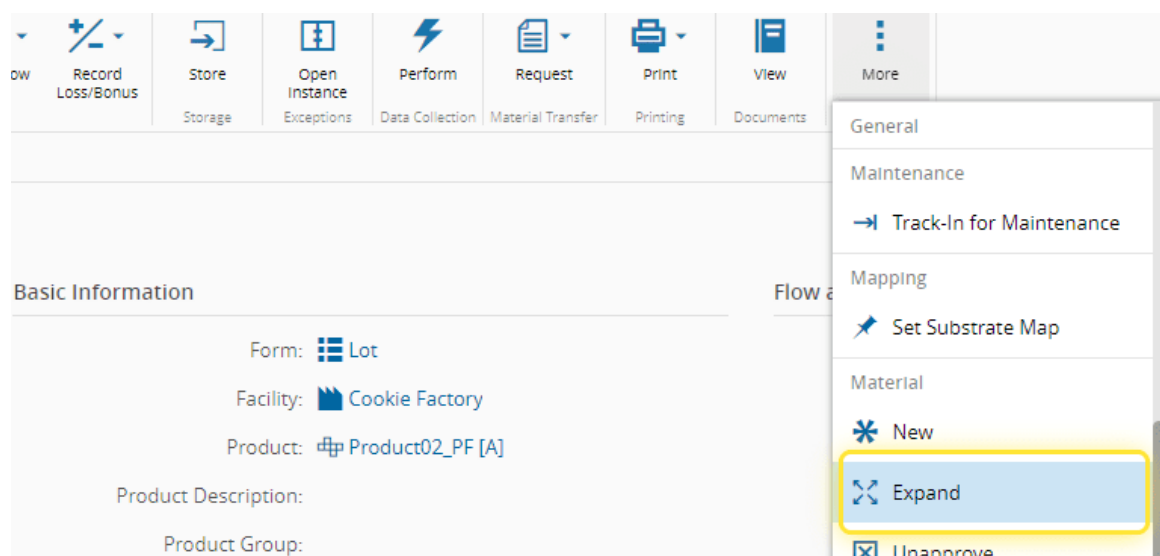
| NAME | DESCRIPTION |
|-------------|-------------|
| Bolacha03 | Bolacha03 |
| Bolacha03.1 | Bolacha03.1 |
| Bolacha03.2 | Bolacha03.2 |
| Bolacha03.3 | Bolacha03.3 |
| Bolacha10 | Bolacha10 |
| Bolacha11 | Bolacha11 |
| Bolacha12 | Bolacha12 |
| Bolacha13 | Bolacha13 |
| Bolacha14 | Bolacha14 |

Expand Material

4. Select the More button.



5. Select the Expand option if available.



6. Under the Expand Material wizard select the desired sub-material form.

Expand Material

1 SUB-MATERIALS FORM
2 SUB-MATERIALS

Bolacha13 (Queued) / Product02_PF[A] / Mixing / 1000 Kg

Select Sub-Materials Form

☒ Cookie

☐ Wafer

☐ Lot

Comments:

Cancel
Back
Next

7. Select the Next button.

Expand Material

1 SUB-MATERIALS FORM
2 SUB-MATERIALS

Bolacha13 (Queued) / Product02_PF[A] / Mixing / 1000 Kg

Select Sub-Materials Form

☐ Cookie

☐ Wafer

☒ Lot

Comments:

Cancel
Back
Next

8. Add the desired Sub-Material and corresponding quantity.

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

Expand Material

SUB-MATERIALS FORM SUB-MATERIALS

Bolacha13 (Queued) / Product02_PF [A] / Mixing / 1000 Kg

| SUB-MATERIALS | QUANTITY |
|---------------|----------|
| Bolachas13-1 | 200 Kg |
| Bolachas13-2 | 200 Kg |
| Bolachas13-3 | 600 Kg |

Sub-Material Details

* Name: Bolachas13-3

Primary Quantity: (Kg) 600

Container: Container

Position:

Apply Container To All Sub-Materials

Remaining Quantities: 0 Kg

Comments:

Cancel < Back Expand

9. Select the Expand button.

Cancel < Back Expand

10. Verify at the end the newly created Sub-Materials.

Expand Material

1 RESULTS

Bolacha13 (Queued) / Product02_PF [A] / Mixing / 1000 Kg

✓ Material Bolacha13 was expanded successfully

Entities you may want to open:

- Bolachas13-1
- Bolachas13-2
- Bolachas13-3

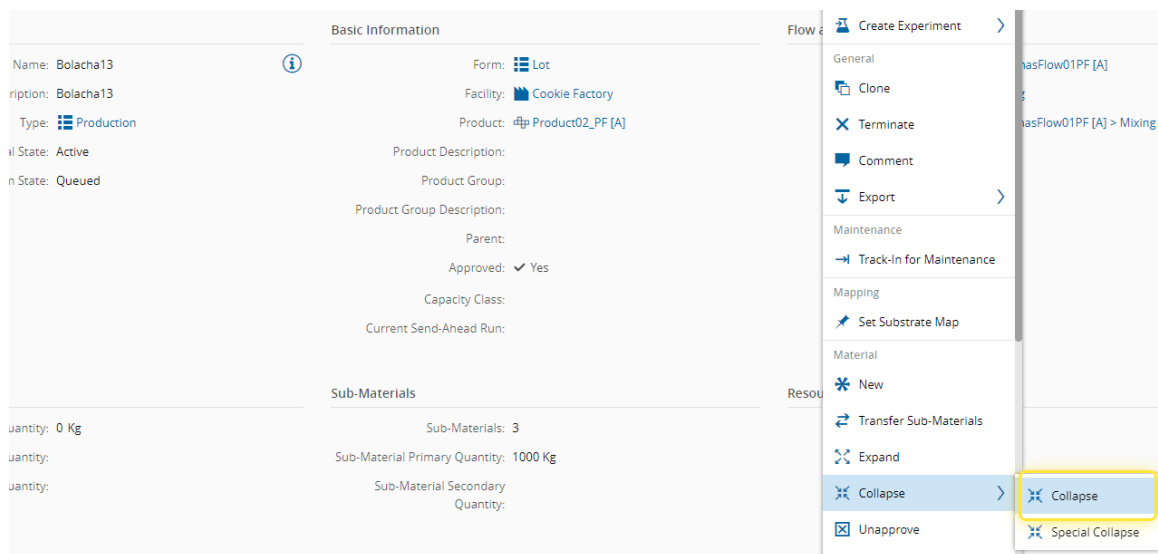
Collapse Material

11. Select the More button.

Change Split Hold Off-Flow Record Loss/Bonus Store Open Instance Perform Request Print View More

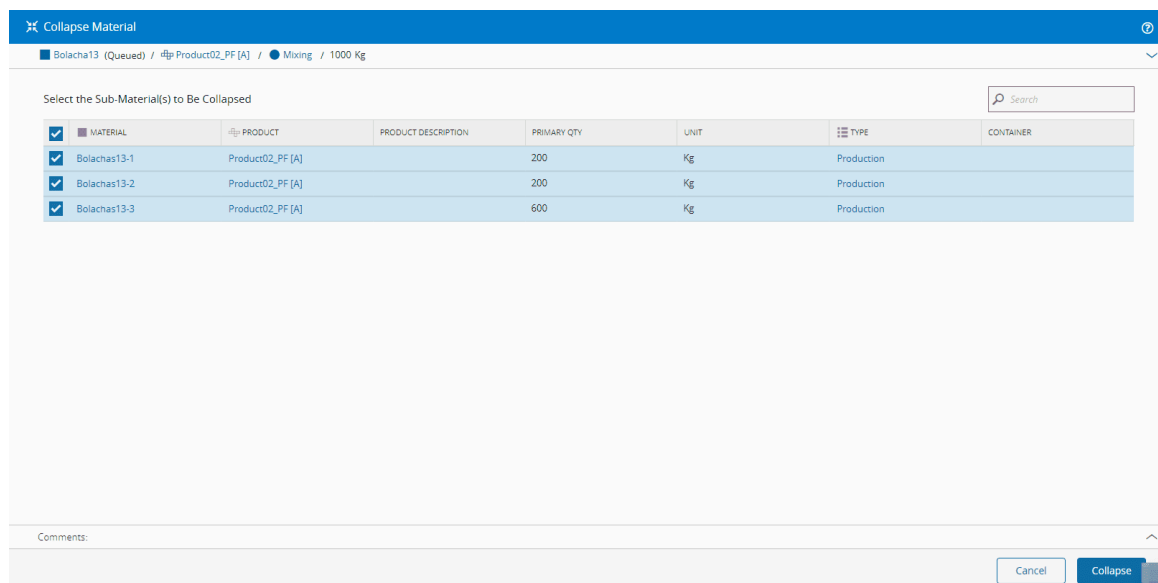
Material Storage Exceptions Data Collection Material Transfer Printing Documents Actions

12. Select the Collapse section.



13. Under the Collapse Material wizard select the desired Sub-Materials available to Collapse.

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



14. Select the Collapse button.





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