Materials

2.0 Materials

The **Materials** menu in the home page of the ***cuteQM*** app used to add the material details such as material certificates, material inspection details, material import details, and material summary and traceability record. Once you click the **Materials** menu, the following tabs open,

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2.1 Material Receiving and Inspection (Heat Numbers)

Material Receiving Inspection validates quality of purchased raw materials based on set acceptance criteria before the materials are used for the piping project.

The **Material Receiving and Inspection** tab in the **Materials** menu helps you to add an incoming material inspection report (MIR). Incoming MIR includes material name, material size, material specification, heat numbers, and material type.

If you want to add an incoming MIR, do the following,

1. Click the **Material Receiving and Inspection**tab in the **Materials**

The **Incoming Material Inspection Report** page opens.

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Figure 2.1: Incoming Material Inspection Report page

2.1.1 Add an Incoming MIR

If you want to add an incoming MIR,

1. Click image-1651728973224.png
Image not found or type unknown (**ADD** button) in the **Incoming Material Inspection Report** See Fig 2.1.

A new window opens to add an incoming MIR.

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Note: The fields notified with a symbol (*) are mandatory. You must enter the relevant details in that fields before saving.

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Tip: A report number and a Request for Inspection (RFI) number for a new MIR will be updated automatically in the **Report Number** and the **RFI Number** boxes, respectively.

2. In the **Delivery Order Number** box, enter the material’s delivery order number.

3. If materials are purchased from outside, select the **KPW Incoming Materials** option, and then enter the relevant details in the respective boxes. KPW incoming materials will be added to **Store Inventory** after MIR submission.

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a. In the **O. No**box, enter the purchase order number.

b. In the **Dated**box, choose the date of the purchase order.

c. In the **Received On**box, select the received date of materials.

4. If the materials are received from a client, select the **FREE Issued Materials**option, and then enter the relevant details in the respective boxes. Free issued Materials will be added to **Store Inventory** after MIR submission

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a. In the **Packing List No**box, enter the packing list number.

b. In the **Dated**box, choose the date of packing.

c. In the **Received On**box, choose the received date of materials.

5. In the **Inspection Date**box, choose the date of inspection.

6. In the **Vendor Name** box, enter the vendor name.

7. In the **Request Description**box, enter the request description.

8. In the **ITP Number**box, select an ITP number.

9. In the **Delivery Note** box, enter the delivery note.

10. In the **Location** box, enter the location name.

11. In the **Sub Contractor**box, select the subcontractor name from a drop-down list.

12 . Click **Save**.

The incoming MIR is successfully added. Once you have added the MIR, you must add the material details for the added MIR.

2.1.2 Add Materials for an MIR

If you want to add the details of materials for the added incoming MIR, do the following steps,

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1. Click Image not found or type unknown (Edit icon) in the **Edit MIR** column of the **Incoming Material Inspection Report** See Fig 2.1.

The **Add/Edit - Materials** window opens.

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Figure 2.1.2: Add/Edit – Materials window

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2. Click Image not found or type unknown (**ADD** button) in the **Add/Edit - Materials**

A new window opens to add the material details.

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Note: The fields notified with a symbol (*) are mandatory. You must enter the relevant details in that fields before saving.

3. In the **Material Description** box, enter the material description.

4. In the **MaterialSize** box, select the size of the material.

5. In the **Material Specification** box, enter the material specification.

6. In the **Material Type** box, enter the type of the material.

7. In the **Quantity Required** box, enter the required quantity of the material.

8. In the **Item No** box, enter the item number. This will be added as Item code in the store inventory

9. In the **Weight** box, enter the weight of the material.

10. In the **Component** box, select a component.

11. Click **Update**.

Once you have added the material details, you must add the heat numbers for the added materials.

2.1.3 Add Heat Numbers

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1. Click (Add icon) of the respective material in the **Add/Edit - Materials** See Fig 2.1.2.

The **Heat Numbers** window opens.

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2. Click (**ADD** button) in the **Heat Numbers**

A new window opens to add a heat number.

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3. In the **Heat Number/Certificates**box, select the heat number from a drop-down list. This heat number can be used in Fit up after Material Issuance.

4. In the **Plate Number/Coil Number/ Tag Number**box, enter the plate number or coil number or tag number of the material.

5. In the **Delivery Quantity (Total)**box, enter the total delivery quantity of the material including UOM. This quantity can be added in store inventory after MIR submission and it cannot change after added in store inventory.

6. In the **Delivery Quantity (Partial)**box, enter the partial delivery quantity of the material including UOM.

7. In the **Dimensions** option, select **Accepted**or **Rejected** based on the inspection detail.

8. In the **Visual** option, select **Accepted**or **Rejected** based on the inspection detail.

9. In the **Mill Test Certificates (MTC)** option, select **Accepted**or **Rejected** based on the inspection detail.

10. In the **Remarks** box, enter your remarks if any.

11. If the heat treatment is required for the material, select **YES**in the **Heat Treatment** Otherwise select **NO**.

12. In the NDE is required for the material, select **YES**in the **NDE** Otherwise select **NO**.

13. Click **Update.**

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Note: If you want to manage the review material TC, click (Add icon). The Review Material TC window opens to add the material checklist detail.

1.1.4 Add MIR Details

If you want to add the optional details of MIR,

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1. Click (Add icon) in the **Add** See Fig 2.1.

The **MIR Details** window opens.

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2. In the **Manufacturer**Name box, enter the manufacturer name.

3. In the **Supplier**box, enter the supplier name.

4. In the **Unloaded**box, enter the unloaded detail.

5. In the **Date**box, select the date of MIR.

6. In the **Truck/Trailer No**box, enter the truck/trailer number.

7. In the **Defect Report No**box, enter the defect report number.

8. In the **Storage Area**box, enter the storage area name.

9. In the **Defect**box, enter the defect detail.

10. In the **Remarks**box, enter your remarks if any.

11. Click **Save**.

2.2 Store Inventory

The **Store Inventory** tab in the **Materials** menu used to add an item code including quantity in the store inventory. To add item code in the store inventory,

1. Click **Store Inventory**in the **Materials**

The **Store Inventory** page opens.

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Figure 2.2: Store Inventory page

2.2.1 Add a Store Inventory

If you want to add a Store Inventory,

1. Select Inventory type KPW/FIM/Offcut.

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2. Click Image not found or type unknown (**ADD** button) in the **Store Inventory** See Fig 2.2.

The page opens a new window to add the details of Store Inventory.

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Image not found or type unknown **Note**: The field notified with a symbol (*) is mandatory. You must enter the relevant details in that fields before saving.

In the **Item Code** box, enter an item code.

3. In the **Description**box, enter the description of an item code.
4. Click **Save**.

An item code including the quantity is successfully added and listed in the **Store Inventory** page.

2.2.2 Edit a Store Inventory

If you want to edit any existing item code quantity in the **Store Inventory** page, do the following,

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1. Click Image not found or type unknown (Edit icon) in the **Edit** column for the respective Store Inventory. See Fig 2.4.

The page shows the details of the selected item code.

2. Click stock quantity box, and then edit the quantity.

3. Click **Save**.

2.2.3 Export Store Inventory List

You can export a list of Item codes added in the **Store Inventory** page in both the pdf and excel formats.

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1. If you want to export the store inventory list in the pdf format, click Image not found or type unknown (**PDF** button).

The Store Inventory list will be downloaded as a pdf file.

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2. If you want to export the store inventory list in the excel format, click Image not found or type unknown (**Excel** button).

The Store Inventory list will be downloaded as an excel file.

2.2.4 Filter a Store Inventory

If you want to filter any Store Inventory from the list of Item codes in the **Store Inventory** page, do the following,

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1. Click Image not found or type unknown (**FILTER** button) located on the **Store Inventory** See Fig 2.2.

Once you clicked the **Filter** button, the filter box opens in each column of the **Store Inventory** page.

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2. Enter relevant detail in the respective column’s filter box to filter a Store Inventory you want.

2.2.5 Import Store Inventory

If you want to import multiple Item codes in store inventory together, do the following,

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1. Click Image not found or type unknown (**IMPORT** button). See Fig 2.2.

The **Excel Import** page opens.

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2. Click Image not found or type unknown (**TEMPLATE** button).

An excel worksheet will be downloaded with a predefined template to enter the details of store inventory.

3. Enter the required store inventory details in the respective columns of the excel worksheet.

4. Once you have added the store inventory details in the excel worksheet, save the excel worksheet on your computer.

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5. Click Image not found or type unknown (**Browse** button) to select the excel worksheet to be uploaded.

6. Select the excel worksheet you want to upload from your computer.

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7. Click Image not found or type unknown (**Upload** button) to export the BOM details that are included in the excel worksheet.

The columns added in the excel worksheet will be listed in the **Excel Column** field.

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8. To map the columns in the **System Column**and **Excel Column** fields, do one of the following,

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a. If you want to map the columns automatically, click Image not found or type unknown (**AutoMap** button).

The columns will be mapped automatically and displayed in the **Mapped Columns** field.

b. If you want to map each column manually, select the respective columns in both the **System Column**and **Excel Column** fields and then click Image not found or type unknown (**Map** button). The selected columns will be mapped and displayed in the **Mapped Columns** field.

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9. To un-map the columns in the **Mapped Columns** field, select the respective column and then click (**UnMap** button).

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Note: In the **Total Rows** field, the range for uploading the data from the excel worksheet will be updated automatically.

10. Select Inventory type KPW/FIM

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11. Click (**Populate Values** button).

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The data are populated.

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12. Click (**Process** button).

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The system processes all the uploaded data and shows if any error with the uploaded data. You can download the error details in the excel worksheet by clicking (**Export to Excel** button).

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13. Once you have rectified the identified error in the excel worksheet, follow the above procedures to upload the worksheet.

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13. Click (**Import** button) to import the uploaded data.

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The data will be successfully imported.

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