










Use this procedure to flag a material for deletion. See note in bottom sidebar before doing this transaction.

### Basic Commands

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This transaction should only be used for materials on which all inventory has been depleted and the material will no longer be used. Once a material is deleted, it will no longer be available for purchase by the County.

1. On the SAP Easy Access screen, enter transaction **ZMM06**; or select from your favorites. The **Flag Material for Deletion: Initial Screen** displays.
2. Enter data in the following fields:
  - Material
  - Plant
  - Storage Location (Optional)
3. Click  or press **Enter**. The **Flag Material for Deletion: Data Screen** displays.
4. Check either the storage location check box (to remove from only one storage location), or the plant level check box to remove the material from the entire plant
5. Click . A message will display in the Status bar indicating that the deletion flags were changed