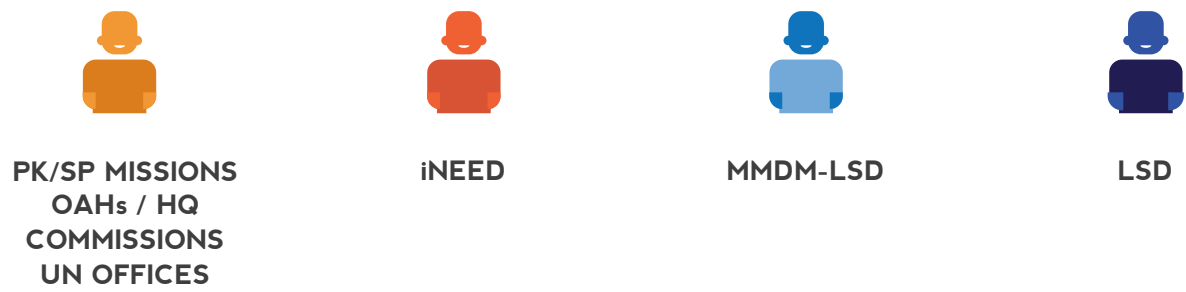


Material Master Request Process

PERSONNEL INVOLVED



1

CREATION

New material masters are needed when there is a new material requirement. This can be for a global or local contract, or for a local purchase.



CREATE A REQUEST

- Complete **MMDM form** (mandatory)
- Complete **iSeek templates** (optional)



SUBMIT A REQUEST

- Email forms to Umoja-MDM@un.org



iNEED TICKETS

- The FSS system scans the Umoja mailbox, creates system-generated iNeed tickets, and assigns them to the MMDM team



REVIEW/VALIDATE REQUEST

- If the material is invalid, a duplicate, or already exists in Umoja, the iNEED ticket is closed and the requestor is notified

ISSUES/DUPLICATES?

2

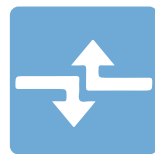
VALIDATION

The MMDM Team will do the following if needed:

- Contact the requestor for additional details
- Reach out to HQ SME's (i.e. LSD, ICTD, OICT, etc.) for technical details
- Identify if the request is related to a global systems contract.



PERFORM POST-LOAD VALIDATION



LOAD MATERIALS TO UMOJA



SECOND LEVEL APPROVAL

- LSD consults with OPPBA if necessary
- If there are issues, LSD will send the request back to the MMDM team

ISSUES?



FIRST LEVEL APPROVAL

- Confirms completeness of the request
- If there are issues, the MMDM team will revisit the request

ISSUES?

3

APPROVAL

LSD will confirm the validity of the request, including the serialization profile, and if the material is an asset.



CLOSE iNEED TICKET & NOTIFY REQUESTOR

- If the request relates to a global systems contract, the MMDM team will also contact LSD/PD



UPDATE GLOBAL SYSTEMS CONTRACT IF NECESSARY



REQUEST IS COMPLETE