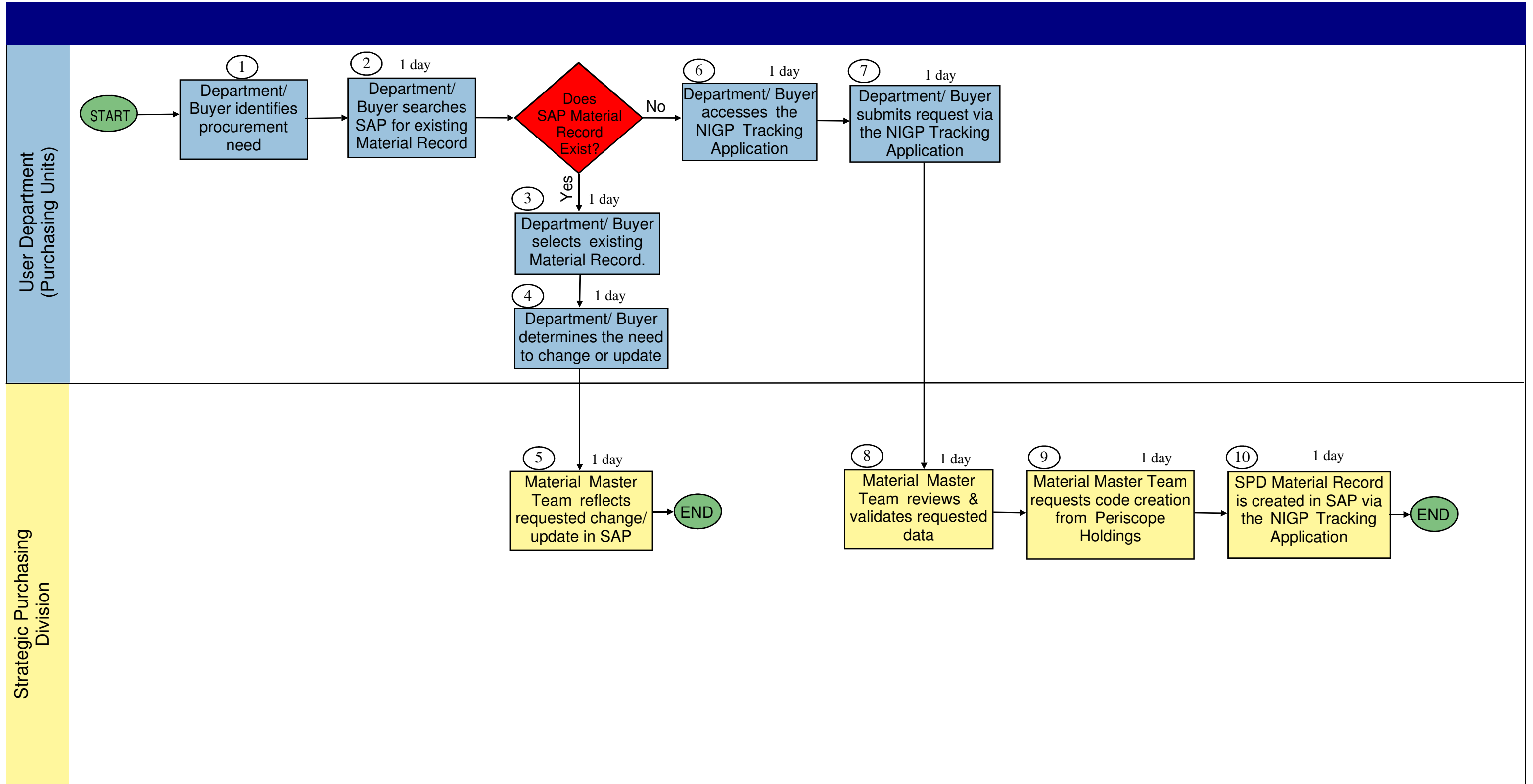




CITY OF HOUSTON PROCUREMENT Material Master (NIGP) Process



Administration and Regulatory Affairs
City of Houston Procurement
Material Master (NGIP) Process



#	Steps of Formal Process	Reason	Duration
1	Department identifies need.	Required. A Material Master Record in SAP.	
2	Departmental Buyer searches SAP for existing Material Record.	Ensures that duplication of material records are not created into SAP System.	1-Day
3	If Material record is found, Buyer selects existing record.	Prevents the creation of a duplication of material record into SAP.	1-Day
4	If Material record is found, however there's a need to change/update description.	Ensures that the material record description is accurate/current.	1-Day
5	If a material record does not exist in SAP.	See following business process 6 thru 11.	1-Day
6	Departmental Buyer accesses the NIGP Tracking Application.	Required to submit requests for new material records.	1-Day
7	Departmental Buyer submits request for new material record via the NIGP Tracking Application.	Enable the material master team to process the request for a material record.	1-Day
8	SPD Material Master Record Team reviews & validates request for new record.	Enables the material master team to confirm that therequest provided is codable and that a material record does not exist for same item.	1-Day
9	Material Master Team requests code creation from Periscope Holding.	Required. An 11-digit NIGP code and description is needed in order to create an SAP Material Record.	1-Day
10	SPD Material Record is created in SAP via the NIGP Tracking Application.	Required. A Material Master Record is required in both the E-bidding and SAP Procurement System.	1-Day

Total Business Days: 9 Days

Note: The duration reflects "best case scenario" depending in the amount of codes requested and amount of codes in the queue.