

# PRODUCT ARTICLE MASTER

Würth Business Services easily manages thousands of articles and arranges them into the Würth Group hierarchy. Along with arranging articles, we manage end-to-end article-related tasks accurately and diligently. We ensure that the article master data is consistent, complete, and updated.

## DOCUMENT MANAGEMENT

In this process, we upload the supporting documents such as drawings, specification sheets, technical data sheets, and others in SAP. We review the document versions and update regularly.



## PROCESS FLOW AT WÜRTH BUSINESS SERVICES:

- **Step 1:** Receive documents through an email
- **Step 2:** Check the article number, description, specifications, and drawings
- **Step 3:** Open SAP and replace old documents with new ones
- **Step 4:** Add the received documents instead of replacing if mentioned in instructions
- **Step 5:** Solve discrepancies if any and upload the correct documents

### BENEFITS:

- Avail all the article information and supporting documents at one place
- Accurate and updated documents available for future reference

Reach out to Franziska Romer, Head of Sales, Admin & External Communications, Würth Business Services, and understand more about offerings. [✉ franziska.romer@wuerth-industrie.com](mailto:franziska.romer@wuerth-industrie.com)