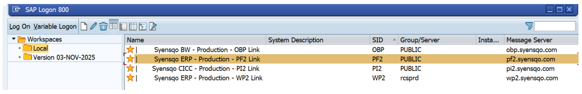
ZZF_MDWF_REQUEST - Workflow for Master Data



STEP 1

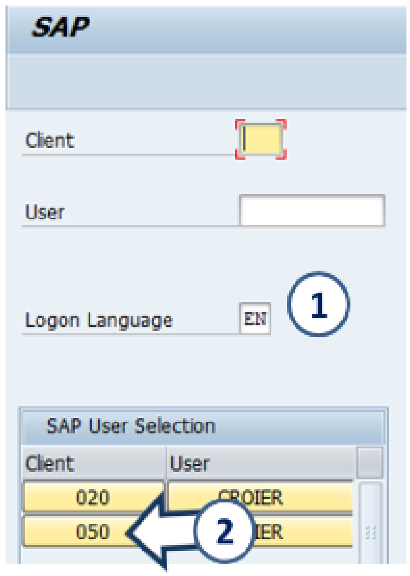
Open the SAP logon 

Click Syensqo ERP- Production - PF2

1. Enter Logon Language = **EN**

Only English is supported – other languages could result in unpredictable results

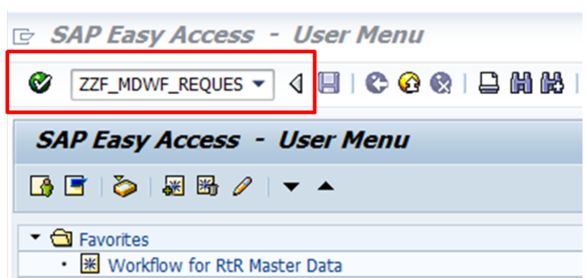
2. Click 050



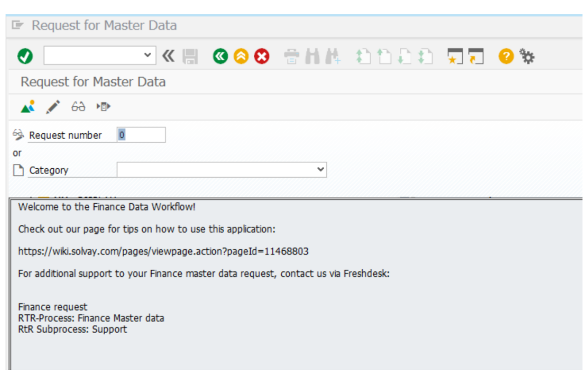
STEP 2

Enter transaction code **ZZF_MDWF_REQUEST** and Enter ↵

You can add it to your favorites [menu System – User Profile – Expand Favorites]



Request for Master Data: Initial Screen



On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

1. On the initial screen :

 List existing requests : « My request report »

 Modify an existing request

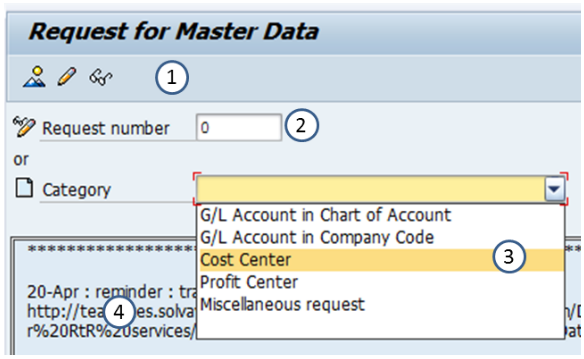
 Display an existing request

2. In case of <u>Display</u> or <u>Update</u> of an existing request, enter the request number here

3. In case of <u>Creation</u>, select the category of data you want to create / update

4. The text box at the bottom of the screen is an "info board", giving the last information about the application (update, new functions,…)

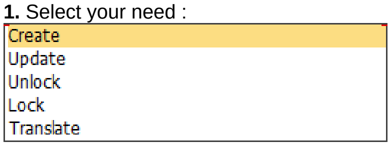
After selecting a Data type, the application brings you to the creation screen

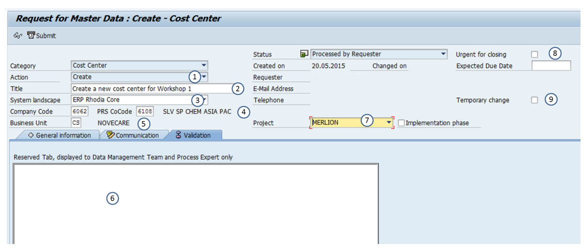


STEP 3

Fill the request

1. Select your need :





2. Enter the title of the request which will be used in all emails.

3. Select the system landscape.

- CICC = PI2
- ERP Rodia Core = WP2
- ERP Solvay = PF2

4. Enter:

- the Company code (for WP2)
- or PRS CoCode (for PF2 & PI2)

It can remain blank if request spans over several companies of the same system

5. Select the Business unit. It can remain blank if several GBU are involved

6. It comes when you choose the ERP (see next step)

7. Select the project name when applicable

8. Flag during pre-closing and closing periods, it allows the identification of urgent requests necessary for the closing.

9. Flag to identify temporary request that need to be reversed

The new request must be saved by clicking  **before going to the next step**