

ZZF_MDWF_REQUEST - Workflow for Master Data

STEP 1



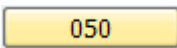
Open the SAP logon

Click Syensqo ERP- Production - PF2

1. Enter Logon Language = EN

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

2. Click



Name	System Description	SID	Group/Server	Insta...	Message Server
Syensqo BV - Production - QBP Link		QBP	PUBLIC		qbp.syensqo.com
Syensqo ERP - Production - PF2 Link		PF2	PUBLIC		pf2.syensqo.com
Syensqo CDD - Production - F2 Link		F2	PUBLIC		pf2.syensqo.com
Syensqo ERP - Production - WF2 Link		WF2	nsaprd		wp2.syensqo.com

The screenshot shows the SAP Logon interface. The 'Logon Language' is set to 'EN', which is circled with a '1'. Below it is the 'SAP User Selection' table:

Client	User
020	CROIER
050	IER

An arrow with a '2' points to the '050' client entry.

STEP 2

Enter transaction code ZZF_MDWF_RE

QUEST and



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

i Request for Master Data: Initial Screen

The screenshot shows the 'SAP Easy Access - User Menu'. The search bar contains 'ZZF_MDWF_REQUES', which is highlighted with a red box. Below the search bar, under the 'Favorites' section, there is a link for 'Workflow for Rtr Master Data'.

The screenshot shows the 'Request for Master Data' initial screen. It includes a 'Request number' field and a 'Category' dropdown menu. Below the input fields, there is a welcome message and a URL: <https://wiki.solvay.com/pages/viewpage.action?pageId=11468803>. At the bottom, it lists: 'Finance request', 'RTR-Process: Finance Master data', and 'RTR Subprocess: Support'.

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



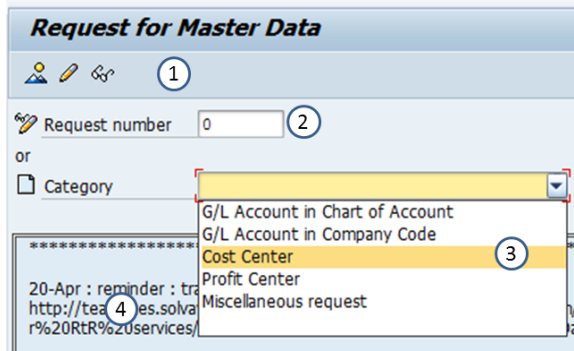
Display an existing request

2. In case of **Display** or **Update** of an existing request, enter the request number here

3. In case of **Creation**, 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,...)

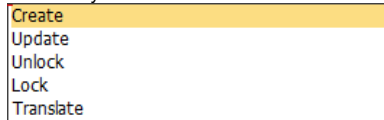
After selecting a Data type, the application brings you to the creation screen



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.

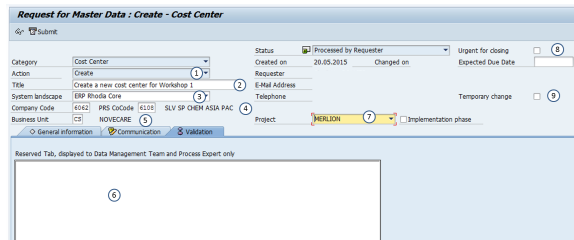
- CICC = PI2
- ERP Rodia Core = WP2
- ERP Solvay = PF2

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