

# ZZF\_MDWF\_REQUEST - Workflow for Master Data

**STEP 1**



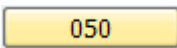
Open the SAP logon

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

SAP Logon Screenshot showing Client selection. The 'Logon Language' is set to 'EN' (marked with a circled '1'). The 'SAP User Selection' table shows Client '020' with User 'CROIER' and Client '050' with User 'IER'. An arrow points to the '050' row (marked with a circled '2').

**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

SAP Easy Access - User Menu Screenshot. The transaction code 'ZZF\_MDWF\_REQUES' is highlighted in a red box. Below it, the 'Favorites' menu is expanded to show 'Workflow for Rtr Master Data'.

Request for Master Data Screenshot. The screen shows the 'Request for Master Data' title bar and a 'Request number' field. Below the field, there is a 'Category' dropdown menu. A welcome message is displayed at the bottom: 'Welcome to the Finance Data Workflow! Check out our page for tips on how to use this application: https://wiki.solvay.com/pages/viewpage.action?pageId=11468803 For additional support to your Finance master data request, contact us via Freshdesk: Finance request RTR-Process: Finance Master data 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



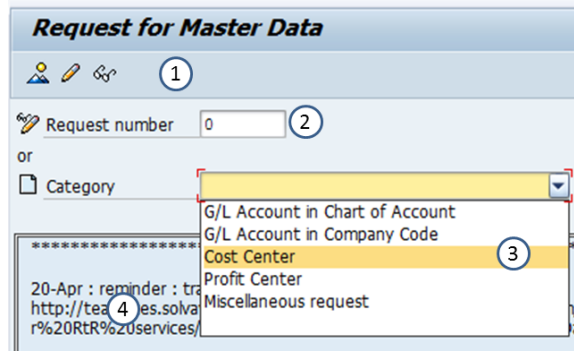
Display an existing request

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,...)

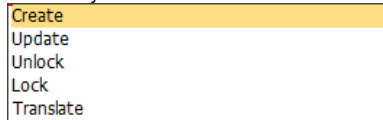
**After selecting a Data type, the application brings you to the creation screen**



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.

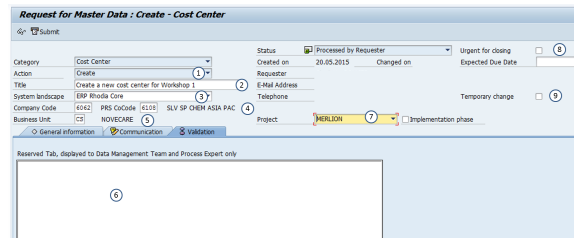
- CICC = PI2
- ERP Rodia Core = WP2
- ERP Solvay = PF2

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**

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Nov 06,  
2025

Actor

Type Activity

Version

Published	 CRISTINA VALA SERODIO, ines	Edit	updated the page at 12:31 pm Other contributors:
	 CRISTINA VALA SERODIO, ines	State	changed state to <b>Published</b> at 11:36 am <span>v39</span>
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:36 am
		State	changed state to <b>Draft</b> at 11:36 am <span>v39</span>
Published	 CRISTINA VALA SERODIO, ines	State	changed state to <b>Published</b> at 11:31 am <span>v38</span>
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:31 am
		State	changed state to <b>Draft</b> at 11:31 am <span>v38</span>