

I settle WBS (Work Breakdown Structure)

Process: [Monthly costing and cost accounting closing](#)

Responsibility area: [Perform Costing Monthly Closing](#)

Finance Site SBS:

SU MAC processes the settlements of the three items below respecting the given time table:

- PM-orders,
- WBS-elements,
- CO-orders,

The processing includes dealing with the generated messages. SU MAC investigates the reasons for error messages, looks for modifications and corrections if possible, and restarts settlements if needed.

- If an error blocks further processing and cannot be solved by SU MAC, the issue must be communicated to a contact in the area of plant maintenance.
- After having received the solution and corrections, SU MAC acts by launching a second time the corresponding transactions.
- Furthermore, SU MAC checks if the orders and the WBS treated in this procedure are completely settled.

Responsibilities of other functions:

- The processing of PM-orders and WBS-elements for maintenance and fixed asset operations can lead to a result with technical errors.
- In this case SU MAC must contact the local plant maintenance team, which is responsible for making the necessary corrections



Based on group core rules, all costs for maintenance and investment for fixed assets must be posted on special orders, created in the module of plant maintenance (PM). The cost of the orders are allocated to define maintenance and investment projects, created in the project system and defined in a hierarchy – work breakdown structure (WBS), where actual and budget figures can be compared.

Scope



WW

WP2
PF2

Frequency



References

- [OP.005](#)
- [OP.005](#)

Attachments

N/A

I settle WBS (Work Breakdown Structure)

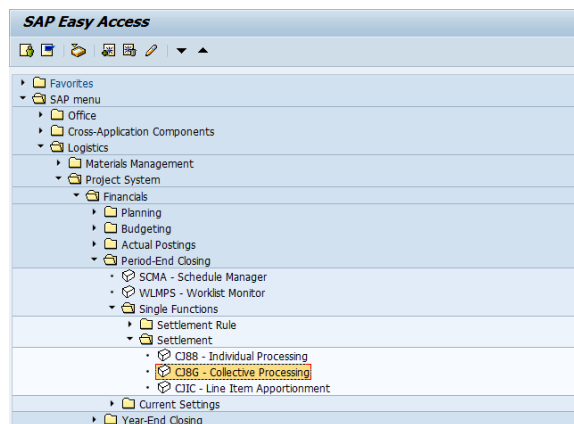
Guideline

All internal and PM orders should be settled as explained in [I settle internal Orders and PM orders](#).

STEP 1

Start the transaction using the menu path or transaction code

CJ8G - Collective Processing



Actual Settlement: Project /WBS Elements/Networks : initial screen

Actual Settlement: Projects/WBS Elements/Networks

Selection variant

Parameters

Settlement period Posting period
 Fiscal Year Asset Value Date
 Processing type

Processing Options

Background Processing
 Test Run
 Detail List
 Check trans. data

Layouts

STEP 2

Choose a defined selection variant

Click on  beside the field "selection variant"

Look for the variant and click on it

Actual Settlement: Projects/WBS Elements/Networks

Selection variant

Parameters

Settlement period Posting period
 Fiscal Year Asset Value Date
 Processing type

Processing Options

Background Processing
 Test Run
 Detail List
 Check trans. data

Layouts

Project selection variants

Variant catalog for program RKPSEL00

Variant name	Short Description
7154_SCMA	ALL WBS SETTLEMENT 7154
7214_LESROCHES	
7405WBS	7405 wbs
7405_CLOS OTC	7405_CLOSE(OTC)
7405_CLOSING	7405_CLOSING(PS)
7418_CLOSING	7418 WBS elements
7424_INVEST	7424 Investment => to Au
7439_PS	
7499_CLOSING	7499 WBS elements
7512_CLAMECY P	

STEP 3

1. Enter the settlement period
2. Enter the fiscal year
3. A test run can be made before, in order to check for possible errors.
4. Mark (optional) 'Detail list'

Execute 

Actual Settlement: Projects/WBS Elements/Networks

Selection variant

Parameters


Settlement period Posting period
 Fiscal Year Asset Value Date
 Processing type

Processing Options

Background Processing
 Test Run
 Detail List
 Check trans. data

Layouts

STEP 4

1. Check to see if there are error messages
2. Click on  to display messages

Actual Settlement: Projects/WBS Elements/Networks Basic list

2

Selection

Selection Parameters	Value	Name
Selection variant	7418_CLOSING	7418 WBS elements
Period	009	
Posting period	009	
Fiscal Year	2015	
Processing type	1	Automatic
Posting Date	30.09.2015	
Controlling Area	2026	Rhodia Asia Pacific
Currency	USD	United States Dollar
Value date	30.09.2015	

Processing Options

Selection Parameters	Value
Execution type	Settlement executed
Processing mode	Test run


Processing completed with errors

Number of me.	Max. message type	Error messages	Warning messages	Information messages
1	1	1		

Statistics

Processing category	Number
Settlement executed	
No change	58
Not relevant	19
Inappropriate status	51
Error	1
	129


STEP 5

For messages with a red circle , it means that there are some errors in the settlement, which must be corrected.

- Complete Allocation Structure
- KD205 - Maintain the settlement rule of the sender

STEP 6

Once all error messages are cleared, re-open transaction CJ8G and uncheck the test mode

and execute 

Actual Settlement: Projects/WBS Elements/Networks

Selection variant: 7418_CLOSING


Parameters

Settlement period: 9 Posting period: 9
 Fiscal Year: 2015 Asset Value Date:
 Processing type: Automatic

Processing Options

Background Processing
 Test Run
 Detail List Layouts
 Check trans. data

STEP 7

To view the detailed list of settlements click on 

Actual Settlement: Projects/WBS Elements/Networks Basic list

2

Selection

Selection Parameters	Value	Name
Selection variant	7418_CLOSING	7418 WBS elements
Period	009	
Posting period	009	
Fiscal Year	2015	
Processing type	1	Automatic
Posting Date	30.09.2015	
Controlling Area	2026	Rhodia Asia Pacific
Currency	USD	United States Dollar
Value date	30.09.2015	

Processing Options

Selection Parameters	Value
Execution type	Settlement executed
Processing mode	Update run

Processing completed with no errors

1

Statistics

Processing category	Number
Settlement executed	129
No change	
Not relevant	
Inappropriate status	
Error	
	129


Workflow history

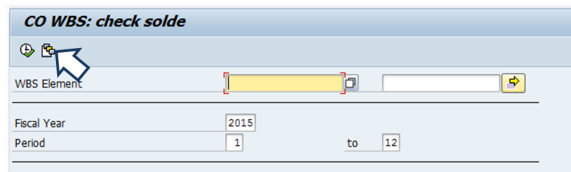
This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Apr 01, 2021	Actor	Type	Activity	Version
Published	GONCALO, Ana Catarina	Edit	updated the page at 7:26 pm	
	GONCALO, Ana Catarina	State	changed state to Published at 5:28 pm	v13
Draft	GONCALO, Ana Catarina	State	gave <i>Approvers</i> approval at 5:28 pm	
		State	changed state to Draft at 5:26 pm	v12
Dec 07, 2020				
Published	GONCALO, Ana Catarina	Edit	updated the page at 3:13 pm	
	GONCALO, Ana Catarina	State	changed state to Published at 2:23 pm	v11


STEP 1

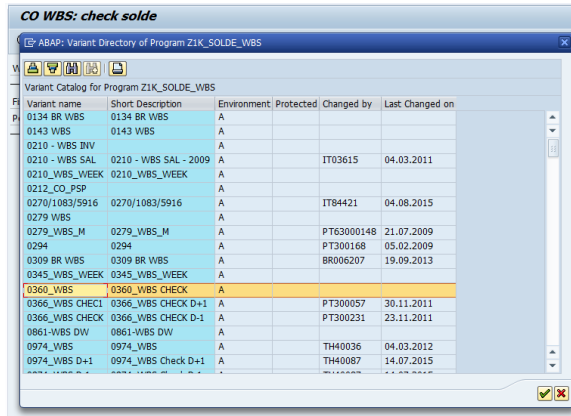
To check if WBS orders are settled, use the report **Z1K_SOLDE_WBS**

Look for a variant with 




STEP 2

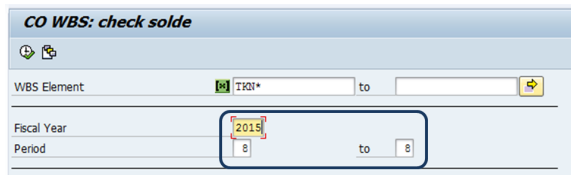
Double click on the variant you want or select it and click on 



STEP 3

Enter the period

and execute 




When the report doesn't display a value in the column 'solde' the WBS elements are completely settled in the selected period.

Example of a WBS element that is not balanced

CO WBS: check solde						
CO WBS: check solde						
year: 2015 period from 08 08						
nro	objet	code	OTF	SOLDE	coût	répartition Dev libelle OTP
OTF Selection:						
I TRK1* CF						
CO WBS: check solde						
year: 2010 period from 10 10						
nro	objet	code	OTF	SOLDE	coût	répartition Dev libelle OTP
PR0020831	MSB-M09082	AN	56-01	5,400.00	5,400.00	0,00 EUR ILLUMINAZIONE 01 SICUREZZA
PR0020818	MSB-M10087	AZ	21-01	7,700.00	7,700.00	0,00 EUR POMP. ROZZO 1
PR00342352	MSB-M10084	AH	28-01	299.00	299.00	0,00 EUR TRANSPALLET MANUALE 2000 Kg
Solde total en devise: EUR				13,400.00		

Workflow history

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

Sept 15, 2025	Actor	Type	Activity	Version
Published	 PONGTHAM, Piyaporn	Edit	updated the page at 12:51 pm	
Jun 13, 2016				
	Sylvain Michel Alexandre Pingont	State	changed state to Published at 2:02 pm (Space Initialization)	v5
Draft	Sylvain Michel Alexandre Pingont	State	gave <i>Approvers</i> approval at 2:02 pm	
		State	changed state to Draft at 2:02 pm	v5
From Sept 07, 2015 to Feb 09, 2016				
	Alexandra Lepercq and ROLLIER, Charlotte	Edit	multiple updates from Alexandra Lepercq and R, Charlotte	ROLLIE
	ROLLIER, Charlotte	Edit	created the page at 6:26 pm	

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OBJECTIVE AND SCOPE

Objective of this Procedure

This document's objective is to provide a guide to ZPRC, ZMAT (raw and manufactured), ZVER, ZERS, ZUNB material master data management for GBU Technology Solutions.

Material Master Data management process includes creation and modification of the material, its inactivation and flagging for deletion, and reactivation if needed, as well as mass modification.

Creation of Basic Data, Classification, Sales, Foreign Trade, Purchasing, General Plant Storage, Warehouse Management and Label Data Views will be presented in this procedure. Management of MRP, Work Scheduling, Quality Management, Accounting and Costing Views is being performed by Process Teams. Accounting and Costing views are created by Riga Data Operations when extending materials to Trading Plants. For Sample codes Riga Data Operations is creating all necessary views.

Requests of Composite Materials Material Master creation or maintenance should be submitted via Sharepoint platform which will send out an automatic FreshDesk ticket to Data Team within which the material maintenance should be done.

The referral lists mentioned in this procedure, such as Material Groups, Purchasing Groups and Profit Center List are embedded in Sharepoint platform already.

Scope

Under Riga Data Operations scope is the management of ZPRC, ZMAT (raw and manufactured), ZVER, ZERS, ZBOM, ZUNB and PIR Material master data management for GBU Composite Materials (Legacy Cytec organization). Riga Data Operations can create and extend ZDIE materials if requested so by Finance.

Material Type	Description	Division
ZPRC	Commercial Products	N/A
ZMAT	Finished Goods Semi-finished Goods Raw Materials	Multiple Multiple KV

ZVER	Packaging	WD
ZUNB	Stocked and non-valuated materials	WD (for packaging)
ZDIE	Services	Multiple
PIR	Purchase Info Record	
ZERS	Industrial supplies	
ZBOM	Phantom assemblies	

Abbreviations

Abbr.	Description	Abbr.	Description
RCS	Rhodia Core System	SBS	Solvay Business Services
ZDIE	Service	UoM	Unit of Measure
ZMAT	Finished product, semi-finished product, raw material	HSE	Health, Safety and Environment
ZPRC	Commercial Product	MSDS	Material Safety Data Sheet
ZUNB	Stocked and not valuated material	MRP	Material Resource Planning
ZVER	Packaging	DG	Dangerous goods
DGL	Data Governance Lead		

Roles and responsibilities

ZMAT setup can be performed only once both ZPRC code and MSDS are available.

Prior to submitting a new ZMAT request, it is the requester's responsibility to ensure the material does not exist in SAP already, so no duplicates are created in the system. If the material was not found, the TS SAP Material request form or Composite Materials Sharepoint must be filled and submitted to Data Operations for material master setup in SAP. A second search in the system is performed by the Data Management team to ensure no duplicates are created.

STANDARD OPERATING PROCEDURE DESCRIPTION

Creation of material in RCS

Pre-requisites

Prior to material creation in the system search is performed by the Data Operations team to ensure no duplicates are created.

- Use the transaction **MM03** to access display material view

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- Press multiple choice button to receive pop-up window with search options for material master.
- Click on

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- to open the menu
- Select the option 'Material Number/Material Description' and/or 'Materials by Commercial Product (PRCOM)'

- Run a search in Material Description
- Use Wildcards to best describe
- Open the material request form, copy the short text from the requested material and

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run a search in Material description with wildcards.

- Hit Enter
- Verify entries found – compare results with the material's "short description" mentioned in the request form. If you have doubts about the material already created, contact the Requester to clarify.
- If result points to

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or if the Requester mentions a new article need to be created then proceed with the creation.

Creation of ZMAT - Manufactured Material

Use **MM01** transaction to create material

Main activities	Key points
Industry Sector	Always choose " Chemical Industry "
Material Type	Select the material type indicated in the request form
Copy from... Material	Option to copy data from an existing material can be useful in some cases.
Hit Enter	

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Main activities	Key points
Select Views to be created:	<p>NOTE! Please notify Michael Wilson and William Weddle for any materials created or extended to plant 8712 and 8636.</p> <p>NOTE! Warehouse Management 1 & 2 Views to be created and warehouse number added (in brackets) for warehouse managed plants only: 8520 (077), 8521 (054), 8636 (039) – by default; 8359 - only if requested.</p> <p>*Reactor level Materials* need Basic Data 1 & 2, Classification, Sales: General /Plant Data, General Plant Data/Storage 1 & 2. Sales Org. not to be filled!</p> <p>*Intermediates* should be created as Finished Products and can be opened to sales organization 1 and 2 views if requested by the product manager. How to identify: if in the description there is "INTERMEDIATE", however we could have exceptions and they should be confirmed with the Product Manager.</p> <p>For Trading Plants listed below Classification, Accounting, Costing Views have to be created. Views are completed in the same way as for CMC Samples except the Planning views (MRP 1-4).</p> <ul style="list-style-type: none"> • 8570 (Co. Cd. 7008) • 8572 (Co. Cd. 7723) • 8575 (Co. Cd. 7752) • 8580 (Co. Cd. 7794) • 8574 (Co. Cd. 7734)

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- Basic Data 1 (General data)
- Basic Data 2 (General data)
- Classification (General data)
- Sales organization views
 - Sales: Sales Org. Data 1
 - Sales: Sales Org. Data 2
- Plant data views
 - Sales: General /Plant Data
 - Foreign Trade: Export Data
 - Purchasing
 - General Plant Data Storage 1
 - General Plant Data Storage 2
- Warehouse level
 - Warehouse Management 1
 - Warehouse Management 1
- Label data (General data view)

Hit Enter	
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 **Tip!**
Use Default Setting button to save your selections for future creations

Main activities	Key Points
Fill in Organizational Levels	<ul style="list-style-type: none"> • Plant: Fill Plant as indicated in the request form • Storage location: Extend to Storage Location when there is only option per plant (Storage location number is the same as plant number). If there is more than one option, leave it blank. • Sales Organization and Distribution Channel as indicated in request form. <ul style="list-style-type: none"> ◦ Warehouse: only for specific plants listed above
Hit Enter	

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- [Basic data 1](#)
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- [Descriptions](#)
- [Units of measure](#)
- [Proportion/prod.unit](#)
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- [Classification -Material class](#)
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- [Foreign trade export](#)
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- [Plant data / stor. 1](#)
- [Plant data / stor. 2](#)
- [Warehouse mgmt 1](#)
- [Warehouse mgmt 2](#)
- [Quality Management](#)
- [Label Data](#)
- [Labeling Specification](#)
- [Completing the material](#)

Basic data 1

Main activities	Key points
Material Description	<p>Check the request form for "SHORT DESCRIPTION"</p> <div style="border: 1px solid yellow; padding: 5px; margin-top: 10px;">  The description should be always in Upper case 40 Characters max. </div>
Base Unit of Measure	Always KG
Material Group	Finished goods, SF goods – 0450
Old Material Number	Populate the BPCS if provided
Division	Check the request form
General Item Category Group	Already pre-filled ZMAT – NORM
Gross Weight	<p>Proportion of Gross weight to Net weight (Net = 1)</p> <p>e.g. 25 KG Gross and 20 KG Net => 1.25 Gross and 1 Net in SAP</p>

Net Weight	Always 1
UoM for Weight	Always KG
Volume	Check the request form If blank in the form, leave the field blank
UoM for Volume	Entered only when Volume provided Always CD3
Matl Grp Pack. Matls (Packaging Group)	Check the request form 0005 - for packed materials 0001 - for Bulk and Reactor level
Go to Basic Data Text tab by pressing Basic Data Text button	Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.

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Basic data text

Main activities	Key points
Basic data text	<p>Material long description (copy from the form). If not provided copy the short description</p> <p>? Unknown Attachment</p> <p>Use ? Unknown Attachment button to add languages. Copy English text to all other languages:</p> <p>? Unknown Attachment</p> <p>12 mandatory languages are: 1 – Chinese (EN!) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish & – Brazilian Portuguese N – Dutch</p>
Go to Descriptions tab	From Basic Data View Descriptions tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.

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Descriptions

Main activities	Key points
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Material descriptions in local languages	12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
Go to Units of measure tab	From Basic Data View Units of Measure tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.

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Units of measure

Composite Materials																						
<p>Alternate Units of Measure conversions</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;">  If there is any change /update request in the Alternative units of measure, before updating check if the material is shared. </div>	<p>? Unknown Attachment</p>																					
<p>Add all the Alternative Conversions provided in the form (Tab: Alternative UoM Calculator), additional conversions in the same dimension.</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;">  Do not enter a PAL UOM for Totes (IBC). </div>	<p>For example: If the requester provides units of measure in KG and M, then add the conversion for LB, FT and YD.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">If Alternative Conversions are specified, same Dimension Additions to be populated per default:</td> </tr> <tr> <td>WEIGHT</td> <td>KG</td> <td><====> LB</td> </tr> <tr> <td>LENGTH</td> <td>M</td> <td><====> FT, YD</td> </tr> <tr> <td>AREA</td> <td>M2</td> <td><====> FT2, YD2</td> </tr> <tr> <td>VOLUME</td> <td>L</td> <td><====> GAL</td> </tr> </table>	If Alternative Conversions are specified, same Dimension Additions to be populated per default:			WEIGHT	KG	<====> LB	LENGTH	M	<====> FT, YD	AREA	M2	<====> FT2, YD2	VOLUME	L	<====> GAL						
If Alternative Conversions are specified, same Dimension Additions to be populated per default:																						
WEIGHT	KG	<====> LB																				
LENGTH	M	<====> FT, YD																				
AREA	M2	<====> FT2, YD2																				
VOLUME	L	<====> GAL																				
<p>If packaging conversion is not provided by the labeling view (in the form) we should add the table for BX,DR, PAL (applicable for all ZMAT - FG and RM)</p>	<p>For example: If the requester does not provide Alternative units of measure for Packaging and Pallet, add the default conversion based on the Base Unit of measure and Packaging.</p> <p>If you have Base Unit of measure in M and the Packaging type BX, then add 1 BX = 500 M and add 1 PAL = 5000 M.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Pack /Base UoM</th> <th>KG</th> <th>L</th> <th>M2</th> <th>M</th> <th>EA</th> <th></th> </tr> </thead> <tbody> <tr> <td>BX</td> <td>500</td> <td></td> <td>50</td> <td>500</td> <td>1</td> <td></td> </tr> <tr> <td>DR</td> <td>100</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Pack /Base UoM	KG	L	M2	M	EA		BX	500		50	500	1		DR	100	1				
Pack /Base UoM	KG	L	M2	M	EA																	
BX	500		50	500	1																	
DR	100	1																				
<p>? Unknown Attachment</p>	<p>KG-Projects98 RESIN, Solution and Primer in desc and in following item groups: 001-RESIN 008-</p>																					

PAL	1000 /5000	10	500	5000	10	CAT ALY ST /HAR DEN ER 011- FILL ER 012- MOD IFIER 013- SOL VENT 014- PIG MENT 015- ELA STO MER 018- BAS E MON OMER 030- INHI BITOR 111- ADH ESIV E LIQU IDS 123- PRIM ERS & COA TINGS 127- FOA MS 103- PRE MIX- SFG 113- RESI N- MFGD 145- INTE RME DIAT E RESI N - MFGD : 100D R, 1000 PAL Other s KGs: 500B X, 5000 PAL
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for BULK only add the default LB conversion



If the Matl Grp Pack.Matls is 0007 (Basic Data 1) : the Component material should have the conversion between base unit of measure and primary packing unit that will be managed in the BOL (Bill of lading).


Example: If requester provides the exact conversion in the form then create the material with the information provide, if not, then add default conversion between Base unit of measure and primary packaging unit.

Note! If there is any **change/update** request in the Alternative units of measure, before updating check if the material is shared.

- If the material **is shared** with more that one plant:
 - An **approval** from all the plants should be provided.
- If the material **is not shared**
 - Proceed with the update,
 - Check for PIRs and open orders
 - Use the Appendix – Open items check (PIRs and Orders)

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Proportion/prod.unit

Main activities	Key points
 This field is only available after the material creation, so remember to come back and populate this field after completing the creation!	
Units meas. use	Default value - B Not to be used for Heanor!
Return to Main Data	

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Basic data 2

Main activities	Key points
Go to Basic data 2 view	
Basic material (related ZPRC Code)	Check the Sharepoint request <ul style="list-style-type: none"> • EHS Info tab • ZPRC Code field <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> ? Unknown Attachment </div>
Dangerous Goods indicator profile	ZIP (DG Classification in progress) for all materials at the moment of material creation
Tick Environmentally relevant	Mandatory for all Finished and semi-finished goods
Go to Classification view	

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Classification - Batch

Main activities	Key points
Select "Batch" type of Classification	
Enter Class	016 – Composite Materials

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Classification - Material class

Main activities	Key points
Class	Default value - Z_CM_MAT
Copy all the values provided in the form in "Classification" tab	<p>? Unknown Attachment</p> <p>! All the green fields in the template are mandatory!</p>
Press Next screen button to move to next selected view	

! If requester adds new value in the template for classification, we should send to Lisa Wohnlich (lisa.wohlich@solvay.com) for approval

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Sales: sales org. 1

Main activities	Key points
X-distr. chain status	Status 63 is to be set at the moment of material creation to allow use of material in operations
Valid from date for X-distr.chain status	Date of creation or extension Format: DD.MM.YYYY
Delivering Plant	Check the request form Used for Heanor plant. Check the template.

Maintain Tax classifications	System will automatically determine which Countries' tax lines should be added Always 1 for all countries unless otherwise indicated by Finance or Tax department
Min. order qty.	Used for Heanor plant. Check the template.
Delivery unit	Used for Heanor plant. Check the template.
Unit of measure of delivery unit	Used for Heanor plant. Check the template.
Rounding Profile	Used for Heanor plant. When delivery unit is populated - Default value Z000
Go to Sales: sales org. 2 view	




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Sales: sales org. 2

Main activities	Key points
Material statistics group	Always 1
Account assignment group	Check the request form
Item category group	Check the request form  ZMAT – ZMAN in SAP
Material group 2	If informed in the template and the Matl Grp Pack.Matls is 0005 Enter KIT If the Matl Grp Pack.Matls is 0007 , leave the field blank 
Go to Sales: general /plant view	

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Sales: general/plant


Main activities	Key points
Material freight group	<p>Check the request form For finished products extension contact Frank Valendor to confirm the material freight group.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  This information is mandatory! Responsible: Frank Valendo </div>
Availability check	Default ZD Heanor T4
Batch Management	Always checked
Transportation Group	<p>Check the request form</p> <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;">  This information is Global data, if there is a request to update this field Frank Valendo should be notified </div>
Loading Group	Check the request form
Profit Center	Check the request form
Go to Foreign trade export view	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">  Unknown Attachment </div>	

Foreign trade export

Main activities	Key points

Comm. /imp. code no.	<p>Is NOT to be entered at the time of material creation – it will be loaded by responsible team</p> <p>Responsible for commodity code janice.sarmiento@solvay.com</p>
Country of origin	<p>Check the request form</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  Mandatory information! If not provided in the form, ask the requester </div>
Go to Purchasing view	

Purchasing



Main activities	Key points
Purchasing Group	Check the request form
Plant-specific material status	<p>Status Z1 is to be used at the time of material creation /extension</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations. </div>



Material freight group	Check the request form Same field is also available in: Sales: General Plant Data
Automatic Purchase Order indicator	Always checked
Batch Management requirement indicator	Always checked for ZMAT Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views
Purchasing value key	Packed ZMAT – 0001 Bulk ZMAT – 0005 (incl. flexitank)
GR processing time	Default value at the time of material creation – 2 1 day for Heanor plant 8400
Go to Plant data / storage 1 view	



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Plant data / stor. 1

Main activities	Key points
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Temp. conditions	<p>Enter Temp. conditions according to the template.</p> <div data-bbox="305 252 479 919" style="border: 1px solid red; padding: 5px;">  This field is mandatory, if not provided reject the request. This is a global information, if is requested to add (from other GBUs) change, contact other plants. N/A for Heanor plant 8400 </div>
Unit of issue	<p>This field is not populated upon creation</p> <p>If there is a request to update unit of issue, it needs to come via Sharepoints and the buyer's approval attached to the workflow.</p> <div data-bbox="305 1260 479 1738" style="border: 1px solid orange; padding: 5px;">  Purchasing, Inventory Management, and production needs to be involved as the Issue unit should be what is on BOMs. </div>

<p>CC phys. inv. ind.</p>	<p>Default value at the time of material creation – B</p> <p>Plant 8495 - N/A</p> <div data-bbox="305 275 477 1031" style="border: 1px solid black; padding: 5px;"> <p> Plant data administrators will change the field value if necessary</p> <p>If the link does not exist with the plant, contact Lisa Wohnlich (Composite Materials plants) and request the link creation</p> </div>
<p>Batch Management</p>	<p>Always checked for ZMAT</p> <div data-bbox="305 1142 477 1554" style="border: 1px solid black; padding: 5px;"> <p> Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views</p> </div>

<p>Minimum Remaining Shelf Life</p>	<p>Default value at the time of material creation – 1</p> <div data-bbox="305 254 477 527" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> Plant data administrators will change the field value if necessary</p> </div>
<p>Total shelf life</p>	<p>Check the request form</p> <ul style="list-style-type: none"> • If: <ul style="list-style-type: none"> ◦ Not provided: reject the request ◦ Provided as "Indefinite": Add 5475 days <div data-bbox="305 915 477 1717" style="border: 1px solid #f00; padding: 5px; margin-top: 10px;"> <p> Shelf life days should be consistent on Commercial Product level. This field is mandatory, if not provided reject the request. This is a global information, if is requested to add (from other GBUs) change, contact other plants</p> </div>
<p>Go to Plant data / storage 2 view</p>	

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Main activities	Key points
Profit Center	Same field is also available in Sales: General Plant Data view
Go to next view	Go to Warehouse Management 1 view if applicable; else go to Label Data view
? Unknown Attachment	

Warehouse mgmt

Main activities	Key points
Batch Management requirement indicator	Always checked for ZMAT Same field is also available in Sales: general / plant, Purchasing and Plant data / storage 1 views
Go to Warehouse Management 2 view	
? Unknown Attachment	

Warehouse mgmt 2

Main activities	Key points
No data has to be maintained in Warehouse Management 2 view at the time of material creation, however the view has to be created	
Go to Quality view	
? Unknown Attachment	

Quality Management

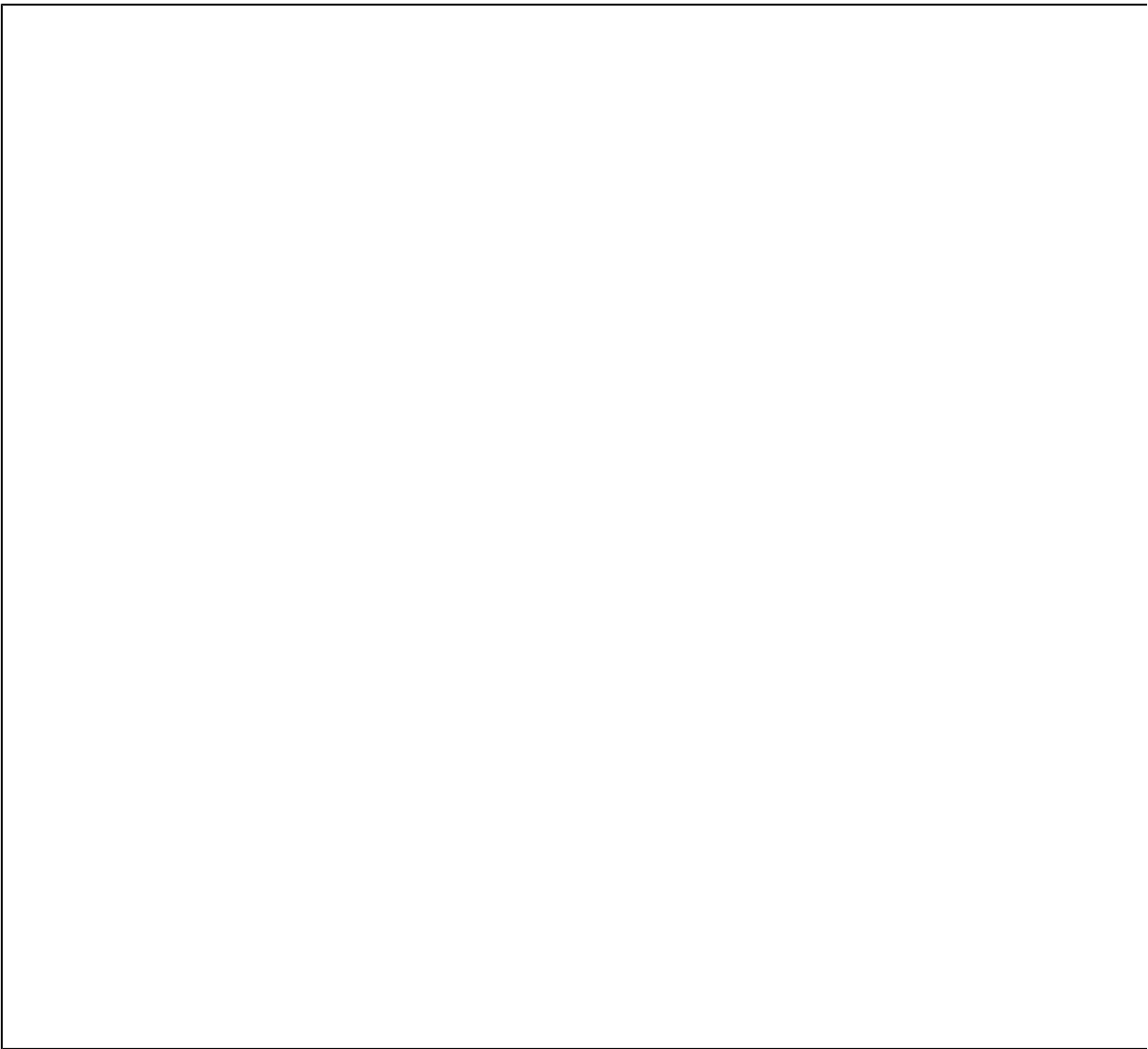
Main activities	Key points
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Inspection interval	<p>Copy from the material form</p> <ul style="list-style-type: none"> • If not provided add the same amount of days as shelf life • Should be equal to or less than the total shelf, if bigger contact the requester
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? Unknown Attachment

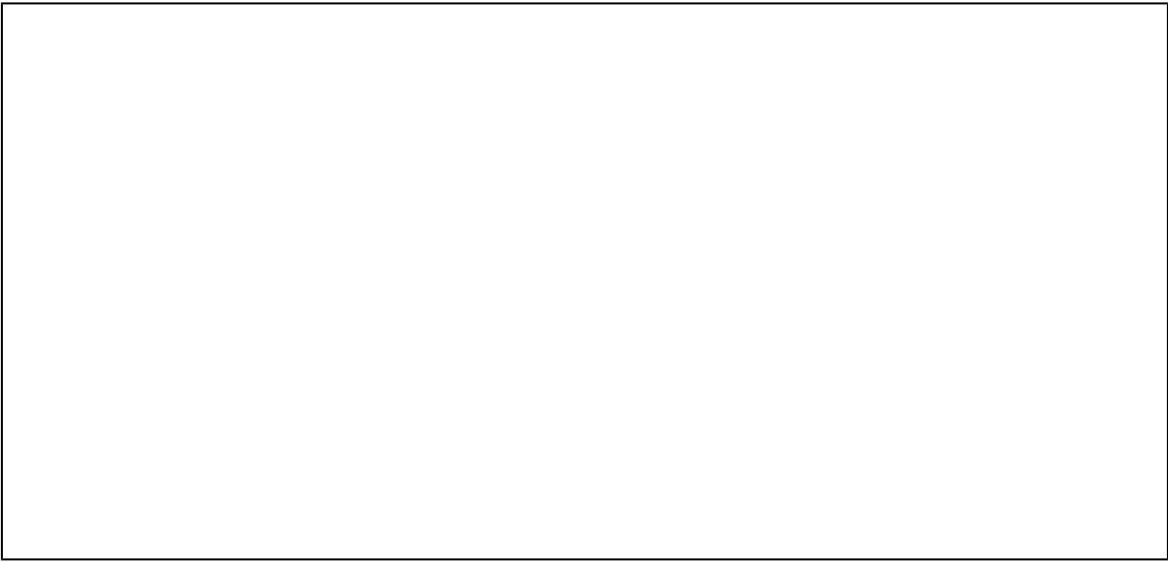
Label Data

Main activities	Key points																																																																											
Primary Packaging Unit (PPU)	<p>Primary Packaging Unit (PPU): Copy from the form</p> <div style="border: 1px solid yellow; padding: 5px; margin-top: 10px;"> For BULK use KG </div>																																																																											
Select the primary packaging unit of measurement	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>? Unknown Attachment</p> </div>																																																																											
Press the indicated button to Import labeling specifications for selected packaging	<p>Use possibility to import label specifications from model codes created</p> <p>Choose the reference material# based on the Base Unit of Measure and Packaging type</p> <ul style="list-style-type: none"> • Note! For BULK only add the large label • Example: Base Unit of Measure KG and Primary pack Unit BAG - choose 158321 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Pack/Base UoM</th> <th>KG</th> <th>L</th> <th>M2</th> <th>M</th> <th>EA</th> <th></th> </tr> </thead> <tbody> <tr> <td>BAG</td> <td>158321</td> <td></td> <td></td> <td>166118</td> <td></td> <td rowspan="11">3 set of labels: UoM - small, Pack-medium, Pallet- large</td> </tr> <tr> <td>BB</td> <td>159526</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BOT</td> <td>159355</td> <td>159186</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BX</td> <td>158327</td> <td></td> <td>154453</td> <td>158328</td> <td>158338</td> </tr> <tr> <td>DR</td> <td>159187</td> <td>159188</td> <td></td> <td></td> <td></td> </tr> <tr> <td>KAN</td> <td>159192</td> <td>160228</td> <td></td> <td></td> <td>163021</td> </tr> <tr> <td>PL</td> <td>163821</td> <td></td> <td></td> <td></td> <td>163819</td> </tr> <tr> <td>ST</td> <td>163367</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TE</td> <td>161378</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TU</td> <td>160496</td> <td>160433</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BULK</td> <td>154801</td> <td></td> <td></td> <td></td> <td></td> <td>1 set- large</td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px; background-color: #f0f0f0;"> <p>? Unknown Attachment</p> <ul style="list-style-type: none"> • Double click on the first line </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>? Unknown Attachment</p> <ul style="list-style-type: none"> • Keep all labels selected </div>	Pack/Base UoM	KG	L	M2	M	EA		BAG	158321			166118		3 set of labels: UoM - small, Pack-medium, Pallet- large	BB	159526					BOT	159355	159186				BX	158327		154453	158328	158338	DR	159187	159188				KAN	159192	160228			163021	PL	163821				163819	ST	163367					TE	161378					TU	160496	160433				BULK	154801					1 set- large
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TU	160496	160433																																																																										
BULK	154801						1 set- large																																																																					



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- Press
- Copy all the labels



Important! It is crucial to request the correct DG indicator for Finished products after the material creation. For now, release the Sharepoint request, keep the Freshdesk tick provide the ZPRC#

- Barbara Platt - Barbara.platt@solvay.com
- Justin Bender - justin.bender@solvay.com
- Paul Paetzke - paul.paetzke@solvay.com

Labeling Specification

Main activities	Key points
Label Category, Label Size and number of Copies for each required label type	
Define Validity Areas for each label type	All label types – DELIVERY, GENERIC and MTS by default Transport Label – MTS, DELIVERY and GENERIC should be added. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">? Unknown Attachment</div>
Check if all labels have Validity Areas defined	

? Unknown Attachment

Completing the material

Main activities	Key points
When all data has been entered, save the material by pressing <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">? Unknown Attachment</div> button and exit material creation	Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">? Unknown Attachment</div>

- Perform material extension to other Plants / Sales Organizations if requested in the form.
- Add the newly created material number in Sharepoint
- Release the Sharepoint request but keep the Freshdesk ticket open
- Contact the people listed below to obtain the correct DG indicator value
 - Barbara Platt - [Ba rbara.platt@so lvay.com](mailto:Barbara.platt@solvay.com)
 - Justin Bender - justin.bender@

[solway.com](mailto:Paul.Paetzke@solway.com)
■ Paul
Paetzke
- paul.
paetzke
@solway.
com



DO NOT close the ticket
until you receive a
response



Unknown Attachment



Unknown Attachment

If all WBS have been settled (all have zero balance) means that this procedure was successfully done.