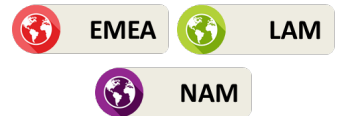


Catalog Management

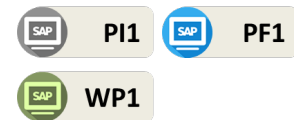
Table of contents

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Scope



ERP



References

Attachments

Objective and Scope

1. Objective of this Procedure

The purpose of this document is to define the procedure of creation and maintenance Catalogs in MDM. It will define the specificities for taxes, the rules and the D&A and requester responsibility.

1. Scope

This Organization Procedure (OP) applies to Catalogs in MDM.

1. Reference Documents

Not applicable

1. Definitions

1. Abbreviation and Description

Abbreviation	Description
SBS	Solvay Business Services
D&A	Data and Analysis Team
LAM	Latin America
NAM	North America
PO	Purchase Orders
NCM	Nomenclature Common of Mercosul
PIR	Price Info Record
IPI	Tax over Industrialized Products (Imposto sobre Produtos Industrializados)
ICMS	Tax on Merchandise Circulation and Service (Imposto sobre Circulação de Mercadorias e Serviço)
PIS	Social Integration program (Programa de Integração Social)
COFINS	Contribution to Social Security Financing (Contribuição para o Financiamento da Seguridade Social)
CSLL	Social Contribution on Net Income (Contribuição Social sobre o Lucro Líquido)
MDM	Master Data Management

1. Catalog Agreement

A Catalog is a longer-term agreement between a purchasing organization and a vendor regarding the supply of materials or the performance of services within a certain period according to predefined terms and conditions.

Structure of Catalog:

- Document header: containing information relating to the entire agreement. For example, the vendor information and header conditions are in the document header;
- Items: containing the information specific to the relevant material or service;
- Texts.

1. E-catalog

E-catalog is a structured collection of data about products.

E-catalogs are created mainly for materials (specific services can be included), non-critical, usually low prices. They are available in sites similar to e-commerce sites (eg. Submarino) and the access are restricted to authorized users. There is no Purchase requisition, the Order is made automatically and only a financial approval is required.

To create an e-catalog, D&A team creates a generic contract to link with MDM.

1. Main Parts

1. Roles and responsibilities

Requesters	The requesters are responsible for collecting all necessary information from third parties to request creations or changes in contract, they are responsible to fill the information in the form and open a ticket to D&A LAM/NAM through Freshdesk Tool .
D&A Team	D&A Team is responsible for checking the request received to grant the data compliance and to insert all correct information in SAP and MDM accordingly with the specificities defined to each region.

1. Description of transactions

The transactions mentioned below are used to create and modify the contracts in SAP.

1. Transaction ME31K (Contract Creation)

This transaction is used to create a new contract in SAP – Local system (WP1_400)

Main fields inside the transaction:

Create Contract : Initial Screen

Reference to PReq Reference to RFQ

Vendor
 Agreement Type
 Agreement Date 18.07.2017
 Agreement

Organizational Data

Purch. Organization
 Purchasing Group

Default Data for Items

Item Category
 Acct Assignment Cat.
 Plant
 Storage Location
 Material Group
 Req. Tracking Number
 Vendor Subrange
 Acknowledgment Reqd

01 – Vendor: Vendor number to whom the new contract is being created;

02 – Agreement Type: Indicator allowing differentiation between the various kinds of outline purchase agreement in the SAP system:

MK - Local quantity contract;

WK - Local value contract;

ZWK - Central value contract;

ZWP - P-Card val.contract – Not used.

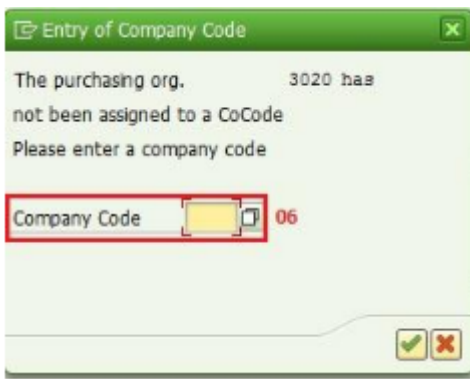
03 – Agreement Date: Date of contract creation. It is automatically filled by the system when the contract is created;

04 – Purchase Organization: Organizational unit, subdividing the group according to the requirements of Purchasing.

A purchasing organization procures materials and services, negotiates conditions of purchase with vendors, and is responsible for such transactions.

The materials inserted in the contract must be the same type of the Purchasing Organization.

05 – Purchasing Group: Key for a buyer or a group of buyers who is/are responsible for certain purchasing activities;



06 – Company Code: Organization Unit.

Create Contract : Header Data					
Agreement	Company Code	7523	Purchasing Group	E68	
	Agreement Type	WK	Purch. Organization	3022	
Vendor	2500045281 VALE CUBATAO FERTILIZANTES LTDA				
Administrative Fields					
Agreement Date	18.07.2017	Item Number Interval	10	Subitem Interv.	1
Validity Start	18.07.2017	Validity End		Language	P7
<input type="checkbox"/> GR Message					
Terms of Delivery and Payment					
Pmt. Terms	0047	Targ. Val.	SRL		
Payment in	Days	Exch. Rate	1,00000		
Payment in	Days	Incoterms	CFR CIF		
Payment in	Days Net				
Reference Data					
Quotation Date		Quotation			
Your Reference		Salesperson			
Our Reference		Telephone			
Suppl. Vendor	2500045281	Invoicing Party	2500045281		
ADP					
Customer for account					

07 – Validity end: Date up to which services can be performed or materials delivered. This information needs to be provided by the requester in the form. If this information is missing, the ticket needs to be returned to the requester;

08 – Payment Terms: Key for defining payment terms composed of cash discount percentages and payment periods;

09 – Target Value: Displays the target value that is entered for each distribution at header level for a central contract;

Is not a mandatory field, but if is specified in the form must be filled in SAP.

10 – Incoterms: The Incoterms rules or International Commercial Terms are a series of pre-defined commercial terms published by the International Chamber of Commerce (ICC) relating to international commercial law.

Incoterms specify certain internationally recognized procedures that the shipper and the receiving party must follow for the shipping transaction to be successfully completed.

1. Transaction ME32K (Modification)

This transaction is used to edit a line in contracts or agreements:

Change Contract : Initial Screen

Agreement

21 – Agreement: Fill with agreement number.

Change Contract : Item Overview

Account Assignments

Agreement 4600002529 Agreement Type WK Agmt Date 19.01.2017

Vendor 95751 LABSYNTH PRODUTOS PARA LABOR... Currency BRL

Outline Agreement Items

Item	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	T...
10	1847078	BENZOATO SODIO PA C...		G	20.595,51	1.000	EA	0345	7525	BRCP		
20	1619603	PEROXIDO HIDROGENIO		EA	15.983,17	1.000	EA	0345	7515	BRM9		
30	1769610	PERMANGANATO POTAS.		G	20.442,75	1.000	G	0345	7515	BRM9		
40								0345	7515	BRM9		

22 – Material: For every material that the company uses, it is created a material master record in the material master. This record is uniquely identified by a material number;

23 – Short Text: Short description of the material. Automatically fill by the system;

24 – Order Unit: Basic unit of measure (UOM) of the material. Automatically fill by the system;

25 – Net Price: Net amount per unit of the material;

26 – Per: Specifies how many units the price is valid for;

27 – Order Price Unit: Indicates the unit of measurement to which the purchase order price relates;

28 – Material Group: Key used to group together several materials or services with the same attributes, and to assign them to a particular material group;

29 – Plant: Specifies the key for a production facility or branch office within the company;

30 – Storage Location: Number of the storage location at which the material is stored. A plant may contain one or more storage locations.

Change Contract : Item Overview

Account Assignments

Agreement 4600002529 Agreement Type WK Agmt Date 19.01.2017

Vendor 95751 LABSYNTH PRODUTOS PARA LABOR... Currency BRL

Outline Agreement Items

31 – Select All Items of the contract;

32 – Deselect All Items of the contract;

33 – Select Start/End of Block: Select a block of items in the contract;

34 – Enter Line: Insert a new line in the contract;

35 – Delete a line of the contract;

36 – Header Details of the contract;

37 – Vendor Address;

38 – Partner of the contract;

39 – Release Strategy: A plan defining the release codes with which a purchase requisition item, a complete purchase requisition, or a complete external purchasing document must be released (that is, approved) and the sequence in which release is to be effected using these codes.

For example, it is possible to establish a release strategy for all purchase requisitions with a value in excess of a certain figure.

- 40 – Messages: Create an output for the contract;
- 41 – Item Details;
- 42 – Additional Data: Used to see details of the item selected;
- 43 – Item Conditions;
- 44 – Item Text;
- 45 – Delivery Address: Address to which the order is delivered;
- 46 – Release Documentation: Historic of the PO (Purchase Order).

1. Contract

1. Requirements

For a new catalog creation, the requester needs to send a form through Freshdesk Tool to D&A Team and needs to be an Authorized Person, or send it with approval.

D&A team will check if all the mandatory fields are filled and check if there is already a contract for the same vendor to avoid duplication. All information needs to be provided by requester, D&A won't analyze the information after the approval to avoid compliance issues.

The detailed Catalog process can be consulted in the OP Contract Management topic 4.3.8

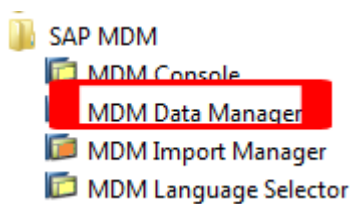
The lead time is mandatory to proceed with the creation

Authorized users LAM: [List](#)

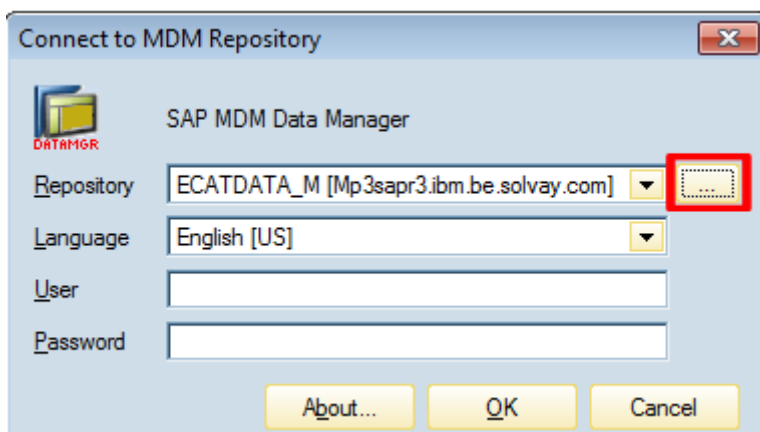
1. Catalog Management

1. Export an extract from MDM.

First we need start the module below from MDM in your computer:



XX– Select the MDM Data Manager



XX– Select the "... in MDM

Choose Repository

Server: Mp3sapr3.ibm.be.solvay.com

Secure Connection

Key File:

SSL Library:

Repository: ECATDATA_M

OK Cancel

XX– MDM Server: Insert the link [mp3sapr3.ibm.be.solvay.com]

XX– Click in button

XX– Repository: Select the ECATDATA_M

Connect to MDM Repository

SAP MDM Data Manager

Repository: ECATDATA_M [Mp3sapr3.ibm.be.solvay.com]

Language: English [US]

User:

Password:

About... OK Cancel

XX– Language: Insert your language.

XX– User: Insert the user from your region.

XX– Password: Insert your password.

SAP MDM Data Manager - 11.0.10.0.10 - SAP MDM Data Manager - English [US]

System Information

System	Language	Region	System Instance Name	System ID	System Description	System User	System Version
MP3SAPR3	English [US]	USA	MP3SAPR3	MP3SAPR3	MP3SAPR3	MP3SAPR3	11.0.10.0.10

System Information

System: MP3SAPR3

Language: English [US]

Region: USA

System Instance Name: MP3SAPR3

System ID: MP3SAPR3

System Description: MP3SAPR3

System User: MP3SAPR3

System Version: 11.0.10.0.10

System Information

System: MP3SAPR3

Language: English [US]

Region: USA

System Instance Name: MP3SAPR3

System ID: MP3SAPR3

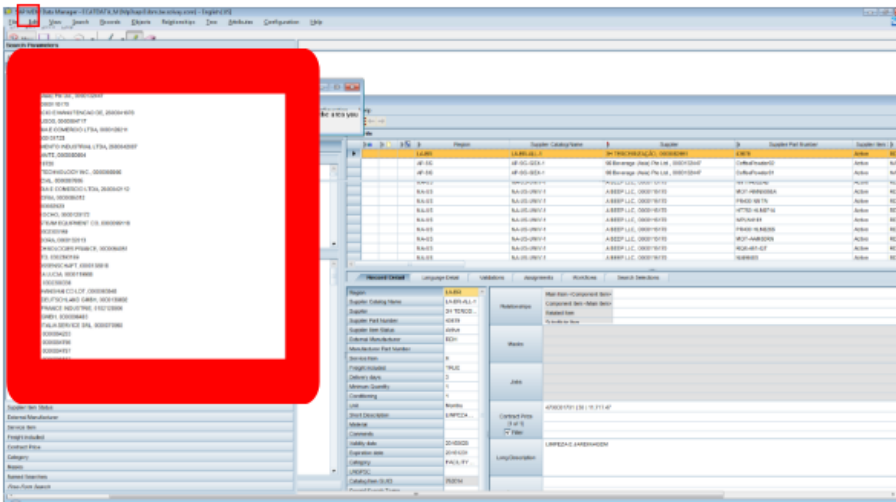
System Description: MP3SAPR3

System User: MP3SAPR3

System Version: 11.0.10.0.10

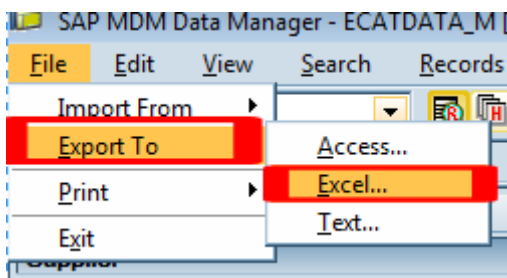
XX– Catalog: Select the catalog

In the option below:



XX– Supplier: Select the Supplier

XX– File: Click on file.



XX– Export to: Select the Export

XX– Excel: Select the Excel File.

Export to Microsoft Excel

Fields Relationships Qualifiers Attributes Images/PDFs Languages

Available Fields

All Add Remove None

Region
Supplier Catalog Name
Supplier
Supplier Part Number
Supplier Item Status
External Manufacturer
Manufacturer Part Number
Service Item
Freight included

Fields Tab

Lookup details
 Remote system details

Other Tabs

Relationships Qualifiers Attributes
 Image/PDF files Languages Usage

Export Options

Selected records only
 Records in use only
 Split qualified lookup fields into multiple rows
 Split lookups and tuples with multiple display fields into multiple columns
 Split hierarchy fields into multiple columns (single-valued only)
 Split measurements into values and units columns (single-valued only)
 Split images/PDFs into multiple directories by data group
 Split into multiple files by:
 Split into multiple sheets by:
 Launch Excel after export

Hierarchy Field Format
Unique Node Name

OK Cancel

XX– Fields to Export: Select the fields and remove from selection – UNSPSC; Catalog Item GUID; Images; Documents; Hyperlinks; Special Search Term; Images (source); Documents (source); Hyperlinks (source); Price Updated; Item Status Change; Item Type; Product Group; Hierarchy; Price; Standardized Manufacturer Part Number; Order Unit; Minimum Quantity UoM; PDF; Image; Item Status; MSS Hierarchy; MSS Hierarchy Price; Sort Field.

XX– Split Images/PDFs into multiple directories by data group: Check this box.

XX– Qualifiers: Check this box.

The screenshot shows the 'Export to Microsoft Excel' dialog box with the 'Qualifiers' tab selected. The 'Qualifiers to Export' list is highlighted with a red box, and the 'All' button is also highlighted with a red box. The 'OK' button is highlighted with a red box.

Qualifiers to Export

- Contract Item ID <Contract Price>
- Amount <Contract Price>
- Currency <Contract Price>
- Per <Contract Price>
- Contract Item Category <Contract Price>
- Lower bound <Contract Price>
- Discount <Contract Price>
- Discount Type <Contract Price>
- Obsolete <Contract Price>
- Price Base Quantity UoM <Contract Price>

Fields Tab

- Lookup details
- Remote system details

Other Tabs

- Relationships
- Qualifiers
- Attributes
- Image/PDF files
- Languages
- Usage

Export Options

- Selected records only
- Records in use only
- Split qualified lookup fields into multiple rows
- Split lookups and tuples with multiple display fields into multiple columns
- Split hierarchy fields into multiple columns (single-valued only)
- Split measurements into values and units columns (single-valued only)
- Split images/PDFs into multiple directories by data group
- Split into multiple files by:
- Split into multiple sheets by:
- Launch Excel after export

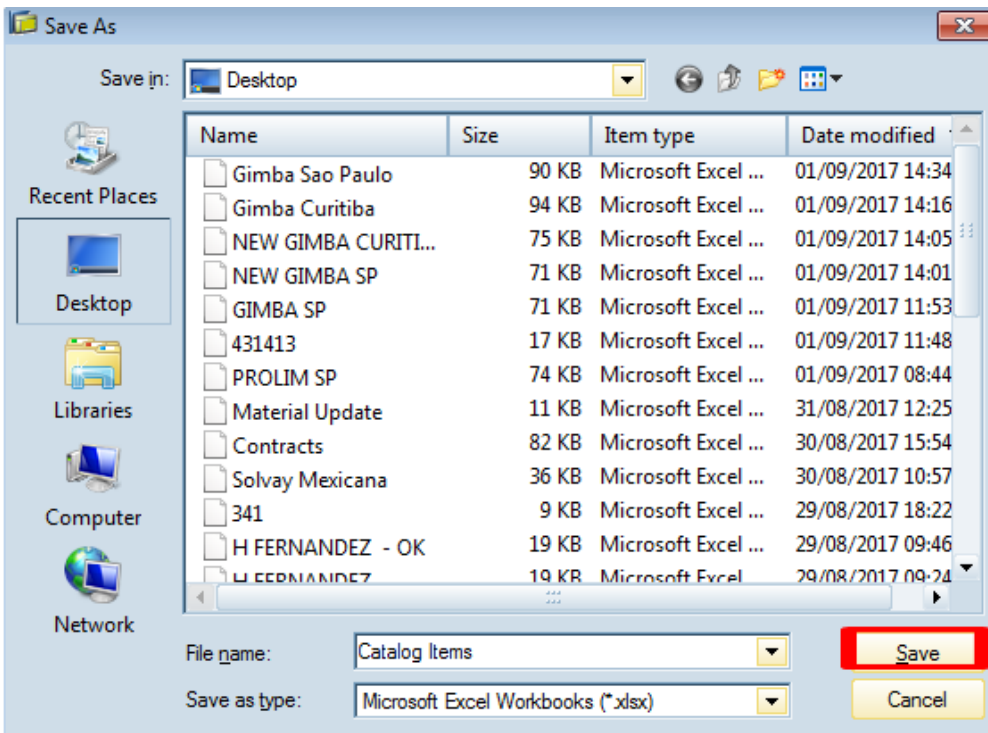
Hierarchy Field Format

Unique Node Name

OK **Cancel**

XX– Available Qualifiers: Select the fields – Contract Item ID; Amount; Currency; Per; Lower bound.

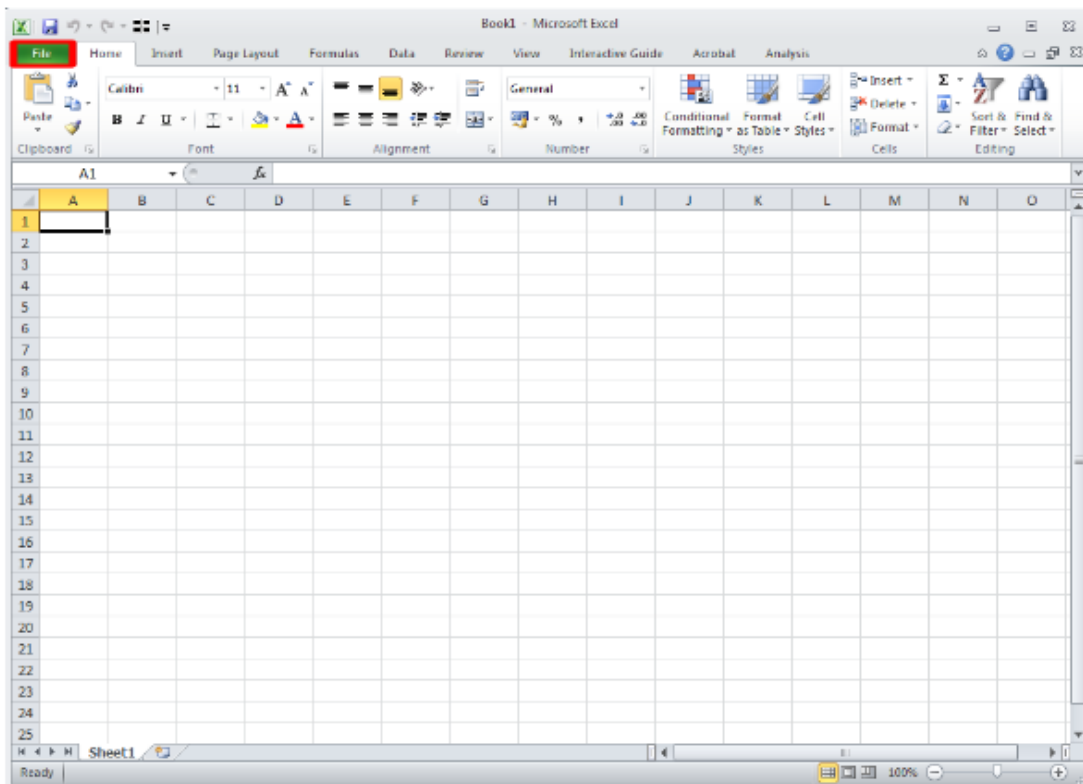
XX– All: Click after select the field above



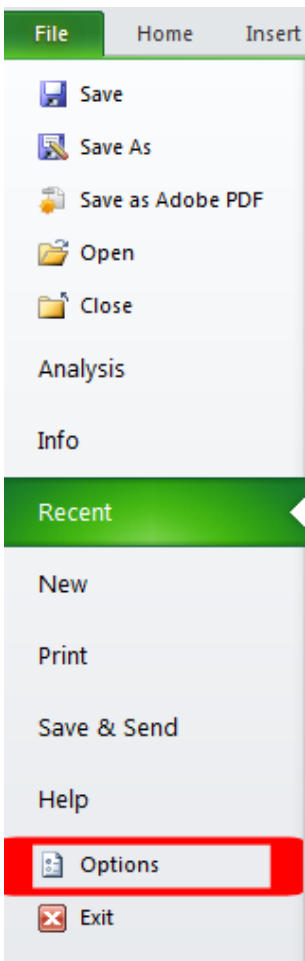
XX– Save: Select the local in your desktop and click in save.

If the extraction doesn't work, we need check a box in Microsoft Excel. Below the step by step to check this box.

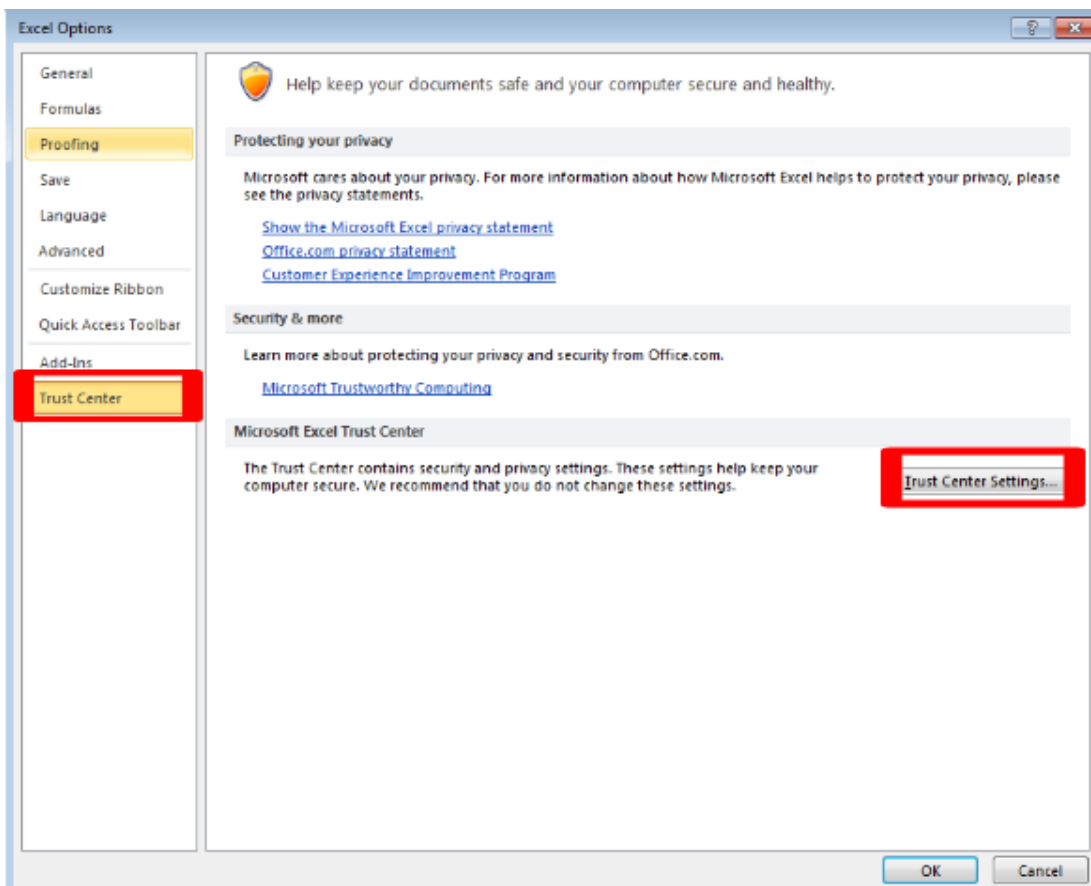
First you need open the Excel:



XX– File: Click on File.



XX– Option: Go to Options.



XX– Trust Center: Select the Trust Center.

XX– Trust Center Settings: Click in the button.

XX– Delivery days: Insert the lead time of material. (Mandatory field)

XX– Minimum Quantity: Must be 1.

XX– Conditioning: Must be 1

XX– Unit: Insert the unit of measure for the material/service.

XX– Contract Price: Insert the contract number for catalog.

XX– Amount: Insert the amount for material/service. (If is material must be net price, for service the gross amount. The price should be in US pattern (with a dot to segregate the cents).

Contract Item ID <Contract Price> [Class]	Contract Item Bound <Contract Price> [Class]	Contract Price [Class]	Contract Price [Class]	Description
130				STANE HS RBILH CINE 203 MhS S C 4

XX– Material: Insert the material number from SAP, if had.

XX– Long Description: Insert the long description of material/service.

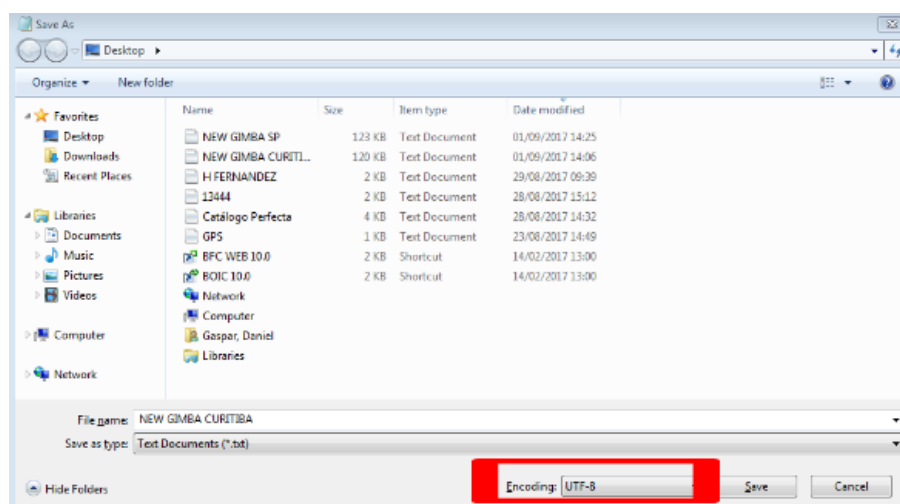
XX– Comments: Insert the comments for the material/service.

XX– Validity Date: Insert the start date (US Format).

XX– Expiration Date: Insert the expiration date (US Format)

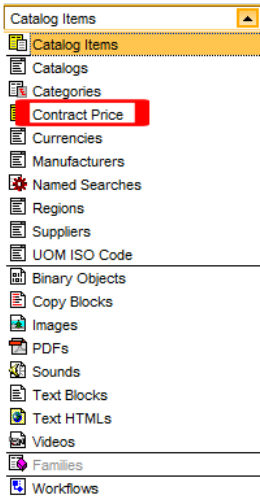
XX– Category: Insert the category name of material group and the number. (use comma to segment the name and number).

After creation, save the file as TXT and encoding UTF-8:



If you creation a new catalog, after fill the template you need insert some information in the table on MDM Data Manager.

In the header of MDM Data Manager select the contract Price:



Contract Price

Search Parameters

Free-Form Search

Keyword	Operator	Value
Expression	is TRUE	
Contract	contains	

Records

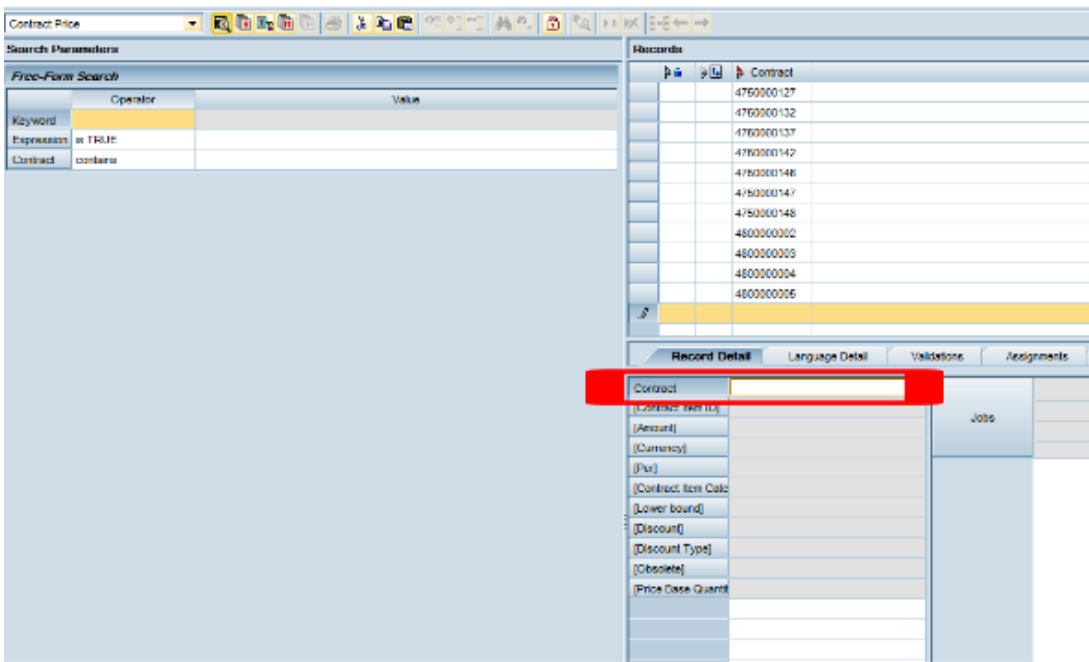
Contract	Contract
460000196	Add
460000197	Add Master
480000214	Delete
460000292	Duplicate
480000293	Copy Ctrl+C
460000294	Add to Mask
4610016497	Remove from Mask
4810017288	Replace in Mask
470000000	Protection
470000001	Check In/Out
470000003	Validations
470000004	Assignments
470000008	Workflows
	Relations
	Matching
	Compare Records...
	Compare with Original
	Merge Records...
	Merge Objects...
	Merge Into
	Reimport...
	Replace...
	Generate Thumbnail
	Save Original to Disc...
	Set Print Size...
	Split Text Block
	Edit Key Mappings...
	Delete Key Mappings...
	View Relations
	Recalculate

Record Detail Language

Contract	460000196
[Contract Item ID]	
[Amount]	
[Currency]	
[Per]	
[Contract Item Code]	
[Lower bound]	
[Discount]	
[Discount Type]	
[Obsolete]	
[Price Base Quantit	

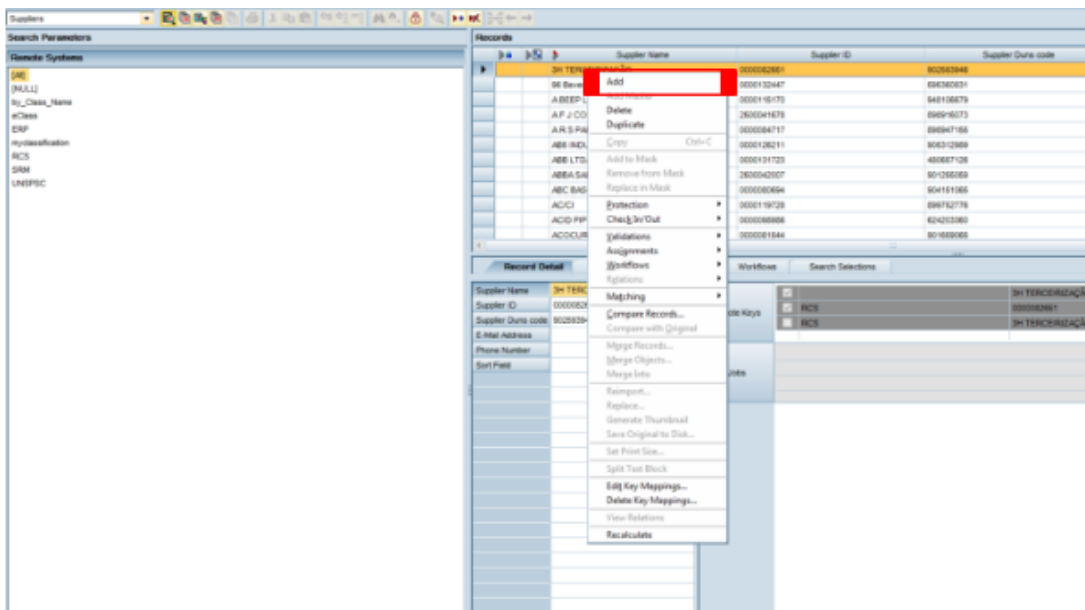
Right click on the Record.

XX– Add: Click on add to insert a new line.



XX– Contract: Insert the contract number for catalog.

Go to Supplier Table



Right click on the Record.

XX– Add: Click on add to insert a new line.

XX– User: Insert the user from your region.

XX– Password: Insert your password.

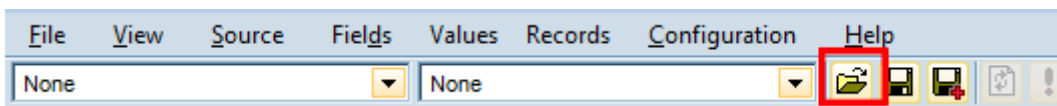
XX– Type: Must be Delimited Text.

XX– Remote System: Must be MDM.

XX– File Name: Click on the “...” and select your TXT file.

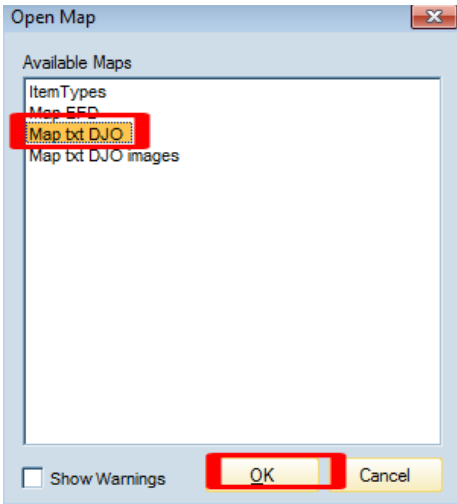
XX– Delimiter: Must be \t.

After click in the finish.



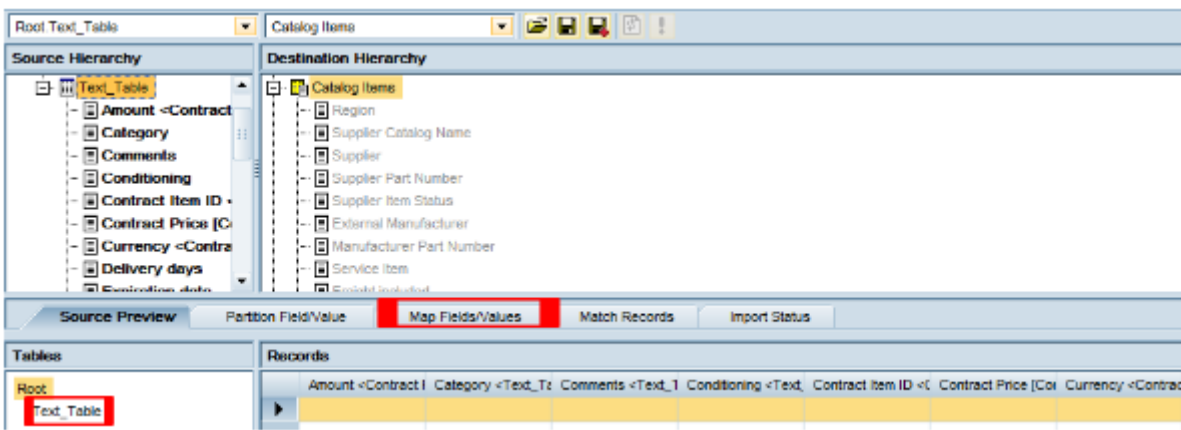
In the header of the MDM Import click on:

XX– File: Click on the Open File.

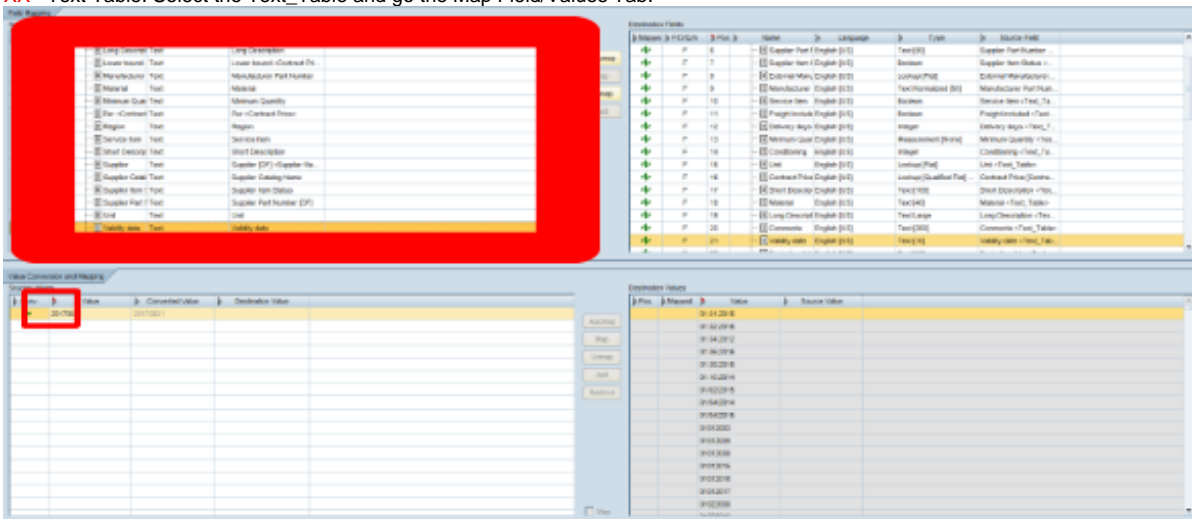


XX– Map txt DJO: Select the Map txt DJO and Click on OK.

The MDM Import will open the file with template.



XX– Text Table. Select the Text_Table and go the Map Field/Values Tab.



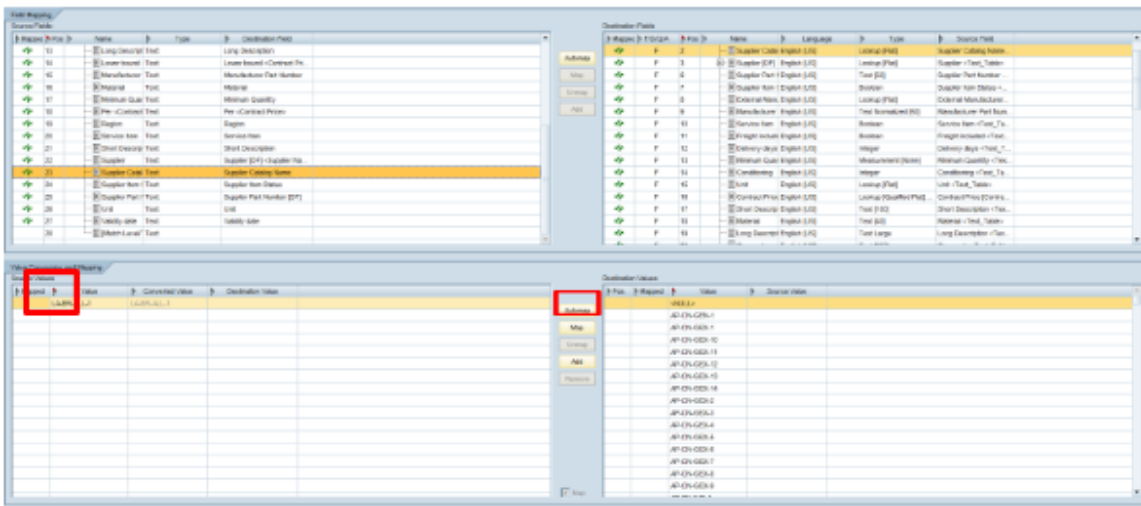
XX– Field Mapping: In this box will appear the field mappings from the txt file are 27.

Now you need check one by one of the field if is mapped or not.

XX– Conv: Show if was mapped or not.

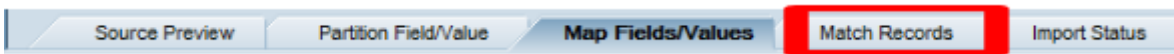
blocked URL,

If appear the image above, it's mapped with a value that does not need a previous link in MDM (such as price)

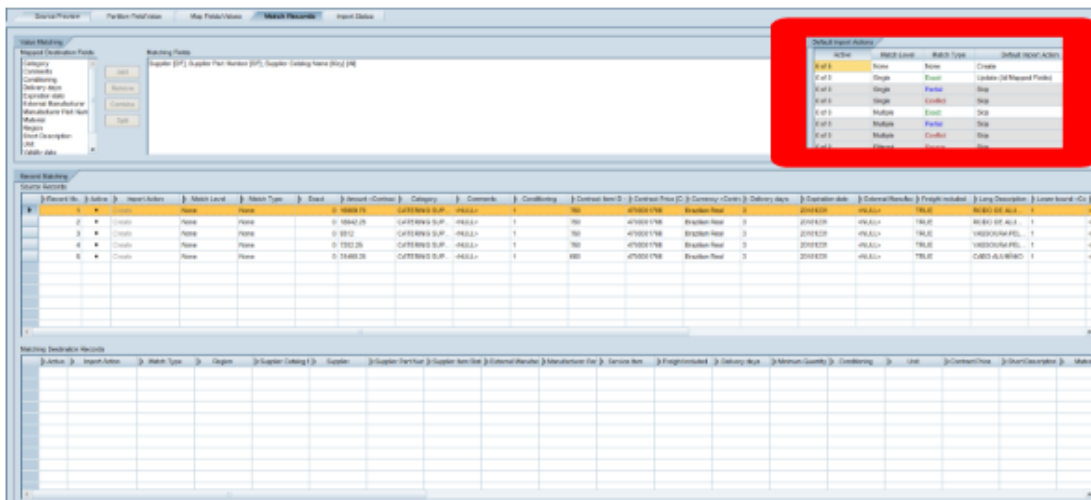


XX- Mapped: If the field show blanked, you need click on the Automap.
 blocked URL

The image above show the field mapped with a value previous set up in MDM (such as catalog name, contract, etc.).



After the check all field, go to Match Records Tab.



XX- Default Import Action: This box show a summary of the actions in the mapping.

0 of 0	Single	Exact	Replace
0 of 0	Single	Partial	Skip
0 of 0	Single	Conflict	Update (NULL Fields Only)
0 of 0	Multiple	Exact	Update (All Mapped Fields)
0 of 0	Multiple	Exact	Replace
0 of 0	Single	Exact	Replace
0 of 0	Single	Partial	Skip
0 of 0	Single	Conflict	Update (NULL Fields Only)
0 of 0	Multiple	Exact	Update (All Mapped Fields)
0 of 0	Multiple	Exact	Replace

XX- Modification Item: For modification must be filled with Replace.

XX- New Item: For new items must be filled with Creation.

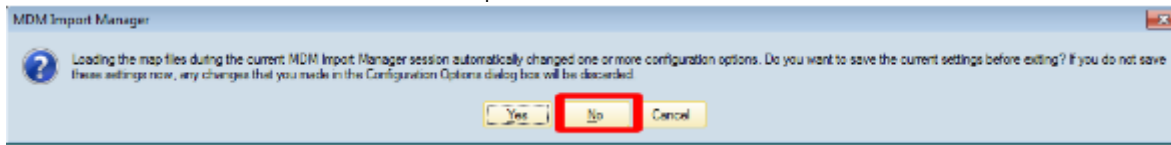
XX- Modification/New Item: If doesn't have any action must be filled with Skip.

After this go to Import Status Tab:

blocked URL

XX– Action Items: If show Ready to Import in this field you can import the file.

XX– Exclamation: Click in the Exclamation Button to upload the file.



After this you can close the MDM Import, but don't save the session to unconfigure the mapping fields.

In the freshdesk request must be sent a extraction after the update/creation to requester.

1. Saving name search

Every time we add a new vendor in the catalog, we need to reset the name search to make it available to end users. The procedure is the following:

In search parameters select the catalog you have added the vendor

[blocked URL](#)

In the top menu go to "Search>Save as Named Search>More"

[blocked URL](#)

Find the catalog name in the list as image below

[blocked URL](#)

Select the Catalog and click in OK

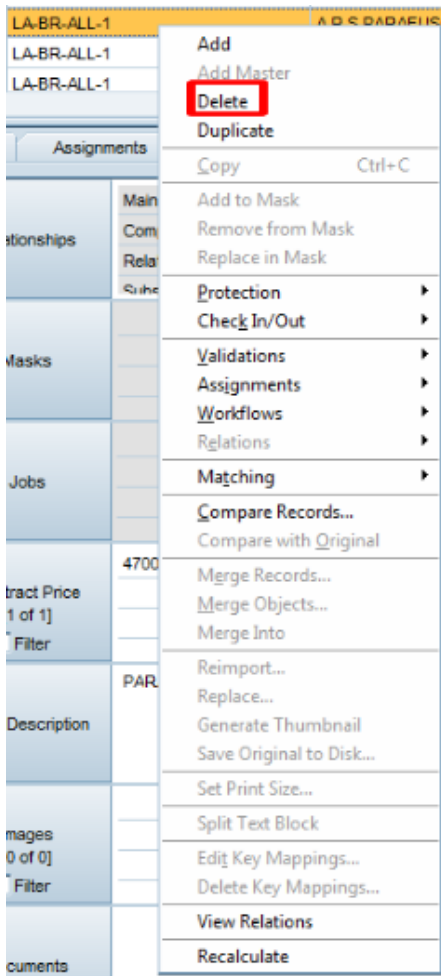
A Pop-up will show to confirm the change

[blocked URL](#)

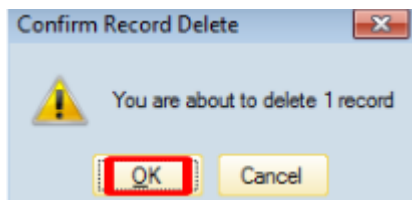
Press "Yes"

1. Delete item from catalog

To remove an item from the catalog you need to search the item you need and open the menu with the right button from the mouse



XX - Select delete



XX - Click in "OK" to remove the item

5 Appendix

End of the document.

