

# E-Catalog Creation Overview

## Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure**.
2. Add the following **Labels Labels**:
  - Region: [apac](#), [emea](#), [lam](#), [nam](#)
  - Domain & Process using the [List of labels to be used in the PtP space](#)
3. Fill all fields as described
4. Once the procedure is completed, publish it using the [PtP Procure to Pay approval workflow](#)

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## Scope

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## ERP

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## References

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## Attachments

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## 1. INTRODUCTION

### 1.1 Objective and Scope

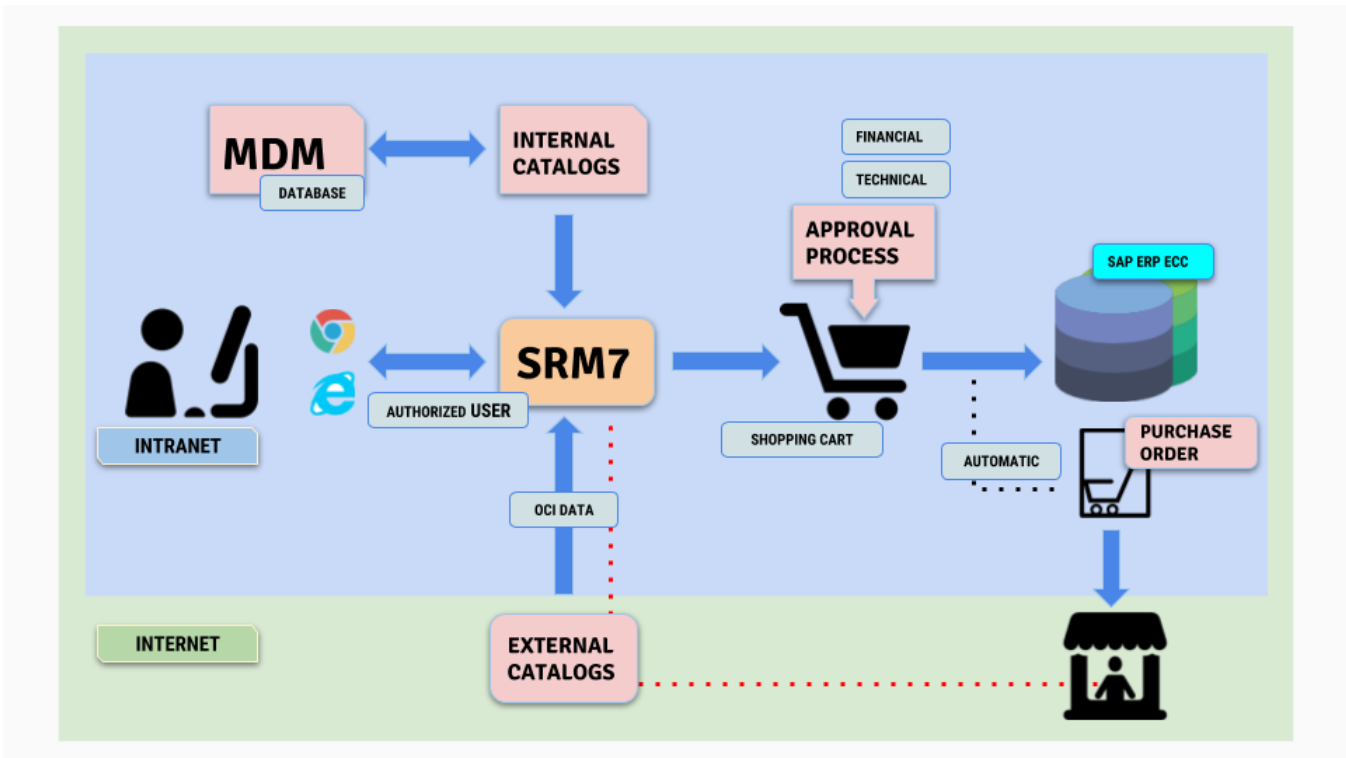
The objective of this procedure is to add an overview of all concepts and anchors to detailed procedures on how to manage E-catalog operations for Solvay WW

### 1.2 Concept and Overview

SRM7 is the main platform to host e-procurement in Solvay Group.

As so, one of the buying channels available inside SRM7 is the E-Catalog option, hence the needs for creation and management for this specific database.

The main goal of the designated channel is to have in place a simplified process flow to create a Purchase Order from a predefined list of references. (described below)

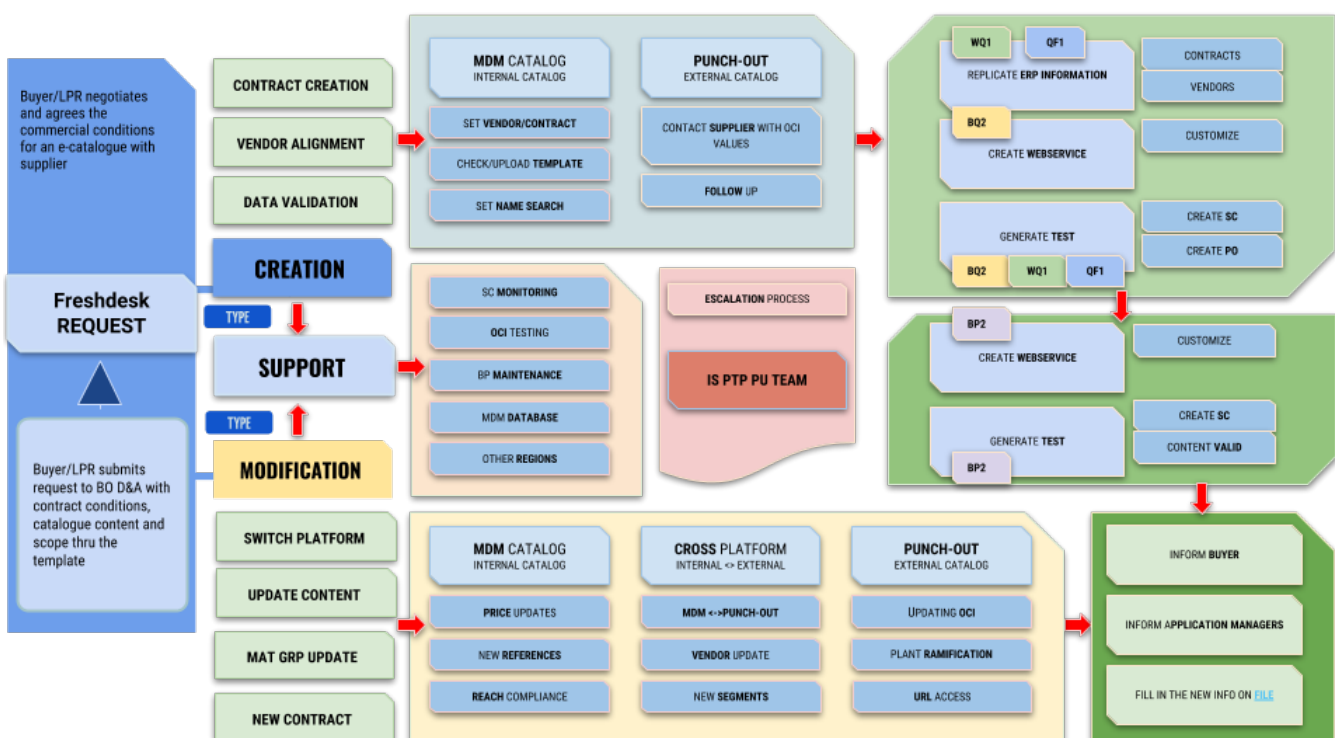


### 1.3 Types of E-Catalogs

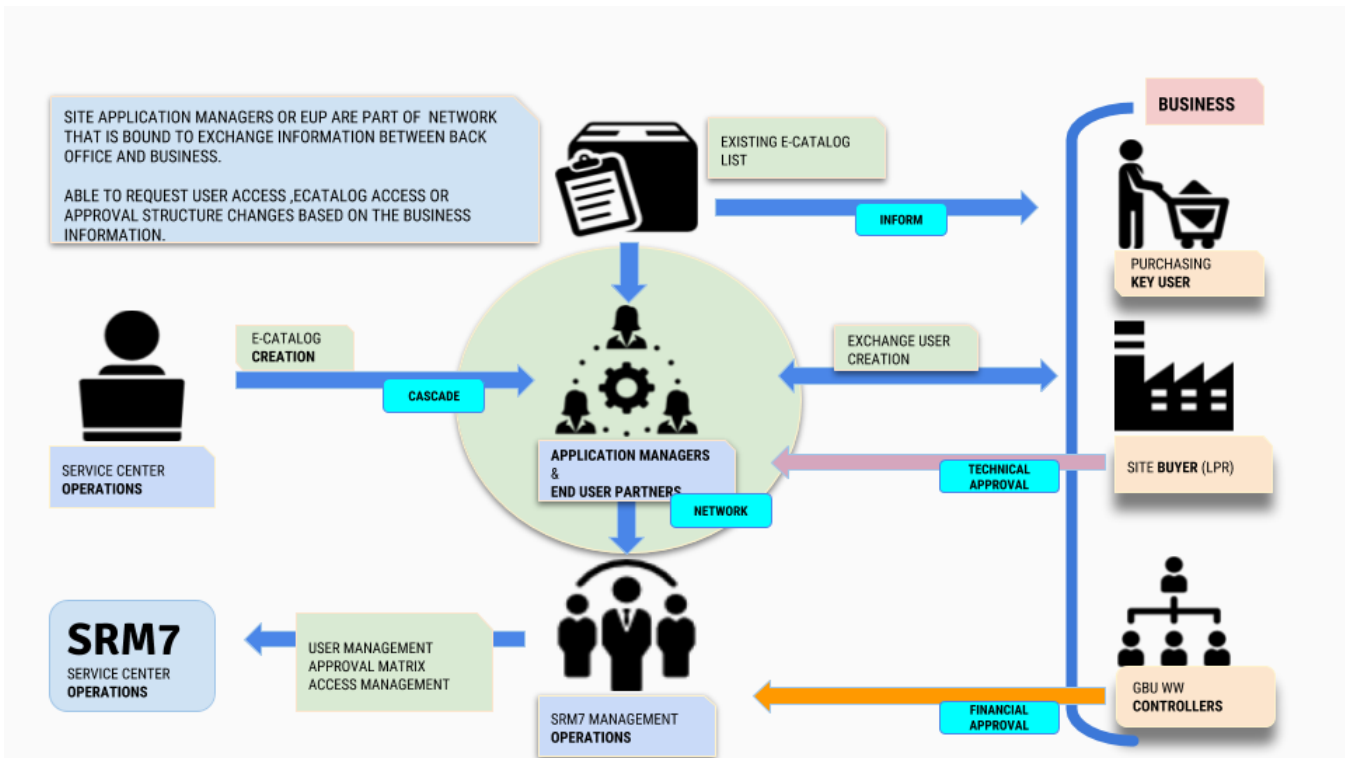
SRM7 hosts two types of e-catalogs. Service Center is bound to develop the process of creation, management, deletion and support for this buying channel.

- Internal (usually mentioned as MDM e-catalogs)
  1. Previously negotiated between our Purchasing structure and the Supplier
  2. All the information is hosted in our database MDM
  3. Service Center creates and maintains all the information submitted through a template.
  
- External (usually mentioned as Punch-out e-catalogs)
  1. Hosted and maintained by the Supplier.
  2. Access via a dedicated URL provided by the Supplier and setup inside SRM7
  3. Authentication set is required

### 1.4 Detailed Data Operations Flow



## 1.5 Interaction Between Partners



## 2. DATA VALIDATION

In order to start the process of e-catalog creation and modification, it's required to verify all the information first, as of it's dependency, and consequences if a bad input is created.

### 2.1 Authorized Requester

- Site Buyer
- Domain Buyer
- Application Manager

Starting on JAN 1st of 2019, request should always be also validated by IS Data and Reporting team

### 2.2 Template Information

Information for creation should always be received via template currently available in [PTP Portal section](#) and submitted by the authorized requester (described in PTP portal section) and created via Freshdesk.

This is currently the TEMPLATE example for EMEA region.

### 2.3 Scope of the E-catalog

**E-catalog is restricted to a specific COUNTRY , with no exceptions.**

It's important to be clear what is the e-catalog scope. By default an e-catalog is opened to all sites for the country.

The scope will also define if contracts should be created for what system(s).

The country is mainly defined by the Company Code (Both Systems) and P.Org (**only in PF1**) set in the contract to be created, and by default you should create it with the reference values.

COUNTRIES	Company Code WP1	P.Org in WP1	Create CONTRACT in WP1	Company Code PF1	P.Org in PF1	Create CONTRACT in PF1
<b>FRANCE</b>	ZFR3	Depends the MAT. GRP Domain	YES	0244	FA00	YES
<b>GERMANY</b>	6111	Depends the MAT. GRP Domain	YES	1196	DXX	YES
<b>BELGIUM</b>	---		NO	0001	BAEA	YES
<b>FINLAND</b>	---		NO	0143	KVO	YES
<b>SPAIN</b>	8485	Depends the MAT. GRP Domain	YES	0245	EP00	YES
<b>NETHERLANDS</b>	6301	Depends the MAT. GRP Domain	YES	0294	NAHA	YES
<b>UK</b>	6068	Depends the MAT. GRP Domain	YES	0240	BA00	YES
<b>POLAND</b>	7531	Depends the MAT. GRP Domain	YES	---		NO
<b>PORTUGAL</b>	---		NO	5960	EP00	YES
<b>ITALY</b>	8090	Depends the MAT. GRP Domain	YES	0270	II00	YES
<b>BULGARIA</b>	---		NO	3438	JDEV	YES

As an example if you receive a request to create an E-Catalog for France :

- Two contracts need to be created (WP1 and PF1 systems)
- You should consider using the company codes ZFR3 in WP1 and 0244 in PF1
- You should use a P.Org defined for the segment of the material groups to be included in WP1
- You should use P.Org FA00 in PF1

Another example for Finland:

- Only one contract is created in PF1
- You should consider using company code 0143
- You should use KVO as P.Org.

#### **IMPORTANT\_**

**You may also have requests specific to one site.**

**You should confirm if the e-catalog content is only to be shared with that target site.**

**If so, you should apply only one contract in the target system that is included the site and use local Company code and Purchase Organization information to restrict the e-catalog access**

#### **Example: Request to create an internal e-catalog only for Rheinberg**

- Rheinberg is included in PF1, so we only create one contract with the following information set:
- Company code 4056
- P.Org DHO
- This way the perimeter of the contract/e-catalog is clearly defined.

## 2.4 General Details

Below you may find the information requested to create an e-catalog

GENERAL DETAILS		COUNTRIES				
REQUEST TYPE	<input type="text"/>	CoCo	WPI CONTRACT	CoCo	PFI CONTRACT	
TARGET PLATFORM	<input type="text"/>	FRANCE	ZFR3	YES	0244	YES
COUNTRY	<input type="text"/>	GERMANY	6111	YES	1196	YES
BUYER'S NAME	<input type="text"/>	BELGIUM		NO	0001	YES
SUPPLIER CONTACT	<input type="text"/>	FINLAND		NO	0143	YES
ADDITIONAL INFO	<input type="text"/>	SPAIN	9405	YES	0245	YES
		NETHERLANDS	6301	YES	0294	YES
		UK	6068	YES	0240	YES
		POLAND	7531	YES		NO
		PORTUGAL		NO	5960	YES
		ITALY	8090	YES	0270	YES
		BULGARIA		NO	3438	YES

CONTRACT CREATION DETAILS	
<b>CREATION WPI</b>	<b>CREATION IN PFI</b>
VENDOR CODE	<input type="text"/>
VENDOR NAME	<input type="text"/>
PURCH. ORG.	<input type="text"/>
COMPANY CODE	<input type="text"/>
MATERIAL GROUP(S)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
INCOTERMS	<input type="text"/>
TAX CODE	<input type="text"/>

**YELLOW information** is mandatory, so you should be back to your requester if one of the yellow fields is not filled in.

Template is divided by:

Main page (2 Sections)

- General Details (where we will analyze the scope)
- Contract creation details

2nd TAB

- Content for the internal e-catalog creation (item details to upload or modify)

GPS Table

- Reference table to align and validate material group information between systems. It will be needed for contract creation and validation.

The first information that should be checked is as follow:

<b>TYPE OF REQUEST</b>	If Creation or Modification
<b>PLATFORM</b>	If Internal (MDM) or External (Punch-Out)
<b>COUNTRY</b>	The Country to apply (even if the E-catalog request is targeting only a specific plant), as it will be relevant for contract creation
<b>BUYER</b>	Name of the Buyer responsible.
<b>CONTACT</b>	Just mandatory if the request is for a Punch-Out

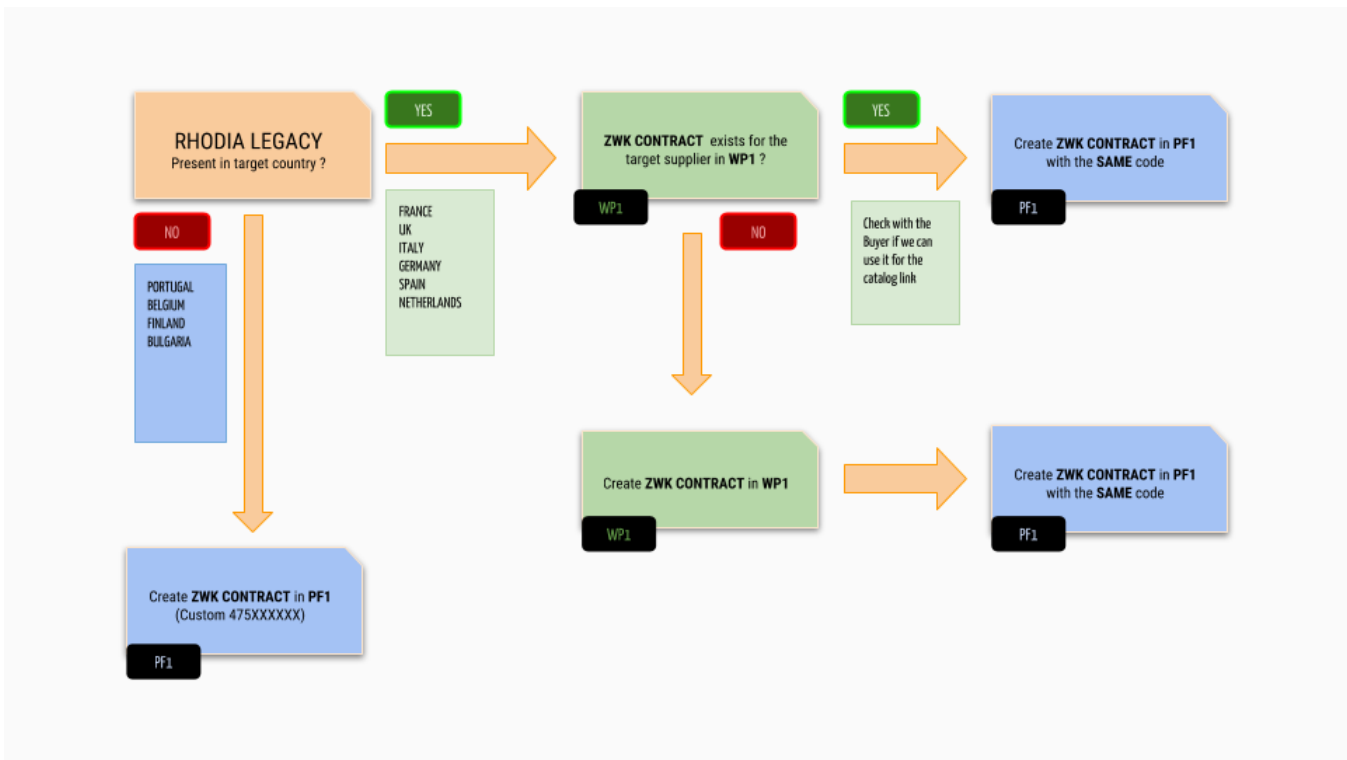
By this information you should be able to partially validate contract data (next section) mainly :

- How many contracts should you create
- What Company codes + P.Orgs should be used (reference to the table above in 2.3)

So by Country information we may know that mandatory information is needed to create contracts and for what system.

Purchase Organization and Company Code information set in the contract(s) should be standard and wider as possible in order not to block future Shopping carts in SRM7

If both legacies are present in the target country we need to insure that the Vendor is aligned in both systems, with SAME DUNS code and opened for target P. Org. and Company.



## 2.5 Contract details

By the Vendor information and material group information , we can validate:

- If vendor is linked between systems (for the cases where you need to create contracts in both systems more details in 2.8)
- If the Vendor has DUNS setup in the back ends.
- Material group domain, thus identifying the P.Org to set in WP1 contract if applied.
- Valid material group and correspondence using GPS Table

## 2.6 Choose the correct P.ORG in WP1

**IMPORTANT** , if an e-catalog is set to have a contract in WP1, the material groups to set in the contract should belong to the same domain with no exception.

if it's not the case you may need two or more contracts depending on the domains of the material groups expressed in your request.

If possible creating two or more contracts in one system for the same e-catalog should be avoided and the correct action should be to confirm the material groups to include.

There is a relation between the material group domain and the target P.Org to set in the contract. as follow:

	EMEA	NAM	LAM	APAC
<b>General Expenses DOMAIN 1</b>	3001	3009	3017	3025
<b>Packaging DOMAIN 2</b>	3002	3010	3018	3026
<b>Energy DOMAIN 3</b>	3003	3011	3019	3027
<b>Industrial Supplies DOMAIN 4</b>	3004	3012	3020	3028
<b>Raw Materials DOMAIN 6</b>	3006	3014	3022	3030
<b>Industrial Services DOMAIN 7</b>	3007	3015	3023	3031
<b>Transport Logistics DOMAIN 8</b>	3008	3016	3024	3032

You may access the material group domain information either:

- In the submission template (GPS Table)
- Running ZZM\_GPS\_MATKLV -> SE16
- Or in the following [file](#)

## 2.7 Material Group Correspondence

Additional for the material group we have a correspondence between systems as the native material group tables in PF1 and WP1 have differences.

In order to simplify the process, a mapping was created in a 3rd table . Called SRM Material groups

SRM Material groups will be used to populate e-catalog PF1 contracts **only**

The check required is to cross the information between the material groups setup for each contract.

	WP1	PF1		
Material Group	Matl grp RCS/SR	Matl grp SRM/PF	Doma	Material Group Desc.
ZM0861	0561	ZMS0561	7	TOLLING
ZM10046	0578	ZMS0578	1	PURCH COMPANY CARS
ZM1010	0088	ZMS0088	4	GENER+ALTERN+BATT
ZM1030	0332	ZMS0332	4	INSULATORS
ZM1031	0327	ZMS0327	4	MOTOR CONTROL CENT
ZM1033	0315	ZMS0315	4	CABLES+ACC
ZM1040	0328	ZMS0328	4	ADAPTERS+INVERTERS
ZM1051	0338	ZMS0338	4	TRANSFORMERS
ZM1052	0330	ZMS0330	4	BREAKERS
ZM1062	0193	ZMS0193	4	ELECT TRACING
ZM1066	0335	ZMS0335	4	MOTORS
ZM1110	0496	ZMS0496	5	TELECOM EQPT
ZM1130	0304	ZMS0304	5	IT EQPT
ZM1141	0475	ZMS0475	5	SCIENTIFIC SOFTWARE
ZM1142	0308	ZMS0308	5	ENTERPRISE SOFTWARE
ZM1143	0307	ZMS0307	5	OFFICE SOFTWARE
ZM2110	0474	ZMS0474	4	DCS+PLC+SLS

Example:

A catalog is requested for France and should include :

Material groups : 0330 and 0193 in Contract data for WP1 and Material groups : ZM1052 and ZM1062

The action to be performed is to find :

ZM1052 correspondence in WP1 table

ZM1062 correspondence in WP1 table

and by data validation rules

1. Two contracts are to be created (WP1 -> PF1)
2. P. Org in WP1 contract should be 3004 (Mat grps belong to domain 4 and both belong to the same domain)
3. Contract in PF1 should be replicated with the same WP1 code
4. Material grps to use in PF1 contracts should be ZMS0330 and ZMS019

## 2.8 Vendors Validation

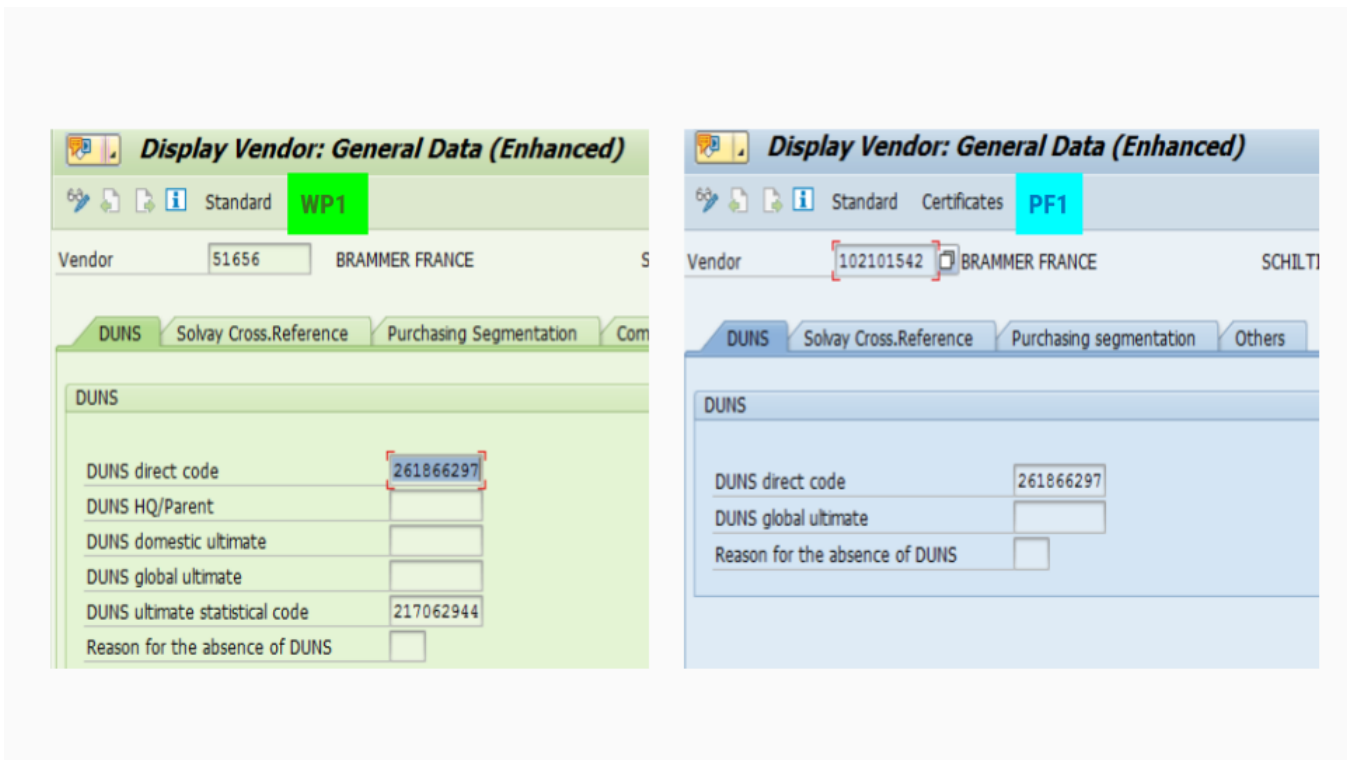
Vendors are the last check to be performed

We need to access all the previous checks first before taking action in Vendor Master data

Vendors need to be aligned/linked between WP1 and PF1 if we are creating two contracts.

Vendors need to be opened to Target Purchase Org. and Company Codes for the target systems in order to complete the contract creation.

Vendors need to have a DUNS code defined and for aligned Vendors it's MANDATORY that DUNS should be EQUAL



## 2.9 List of Validations (Conclusion)

1. Identify if contracts need to be created for both legacies depending on country requested
2. Always check WP1 information first.
3. Relate the P.Org to use in WP1 contract with the domain of WP1 material groups to be include in the contract.
4. PF1 contract will use the SRM material group similar to WP1 material grps.
5. Check if WP1 and PF1 Vendors are created /aligned.
6. Both Vendors needs to have the same DUNS defined in VMD
7. Identify the Payment terms in the template to use
8. Identify the Incoterms in the template to use
9. Identify the Tax Code to use
10. Identify the Purchasing group to use

[VOD File](#) with a practical example on how to validate information

