

# MDM E-catalogue Modification

## Table of contents

- Table of contents ..... 1
- 1. Objective and Scope ..... 1
  - 1.1 Objective of this Procedure ..... 1
  - 1.2 Scope ..... 1
- 2. Standard Operating Procedure Description ..... 1
  - 2.1 E-Catalogue File Extraction ..... 1
  - 2.2 Verification of Changes ..... 2
  - 2.3 Update of Catalogue ..... 3
- 3. References ..... 5

## Scope



## ERP



## References

## Attachments

## 1. Objective and Scope

### 1.1 Objective of this Procedure

The purpose of this document is to explain how to update an e-catalogue

### 1.2 Scope

- The material groups in scope are all started with ZP.

## 2. Standard Operating Procedure Description

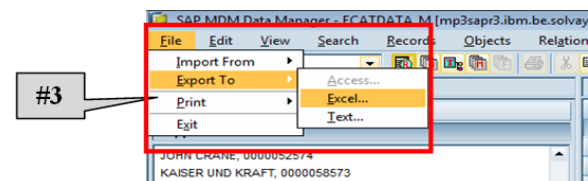
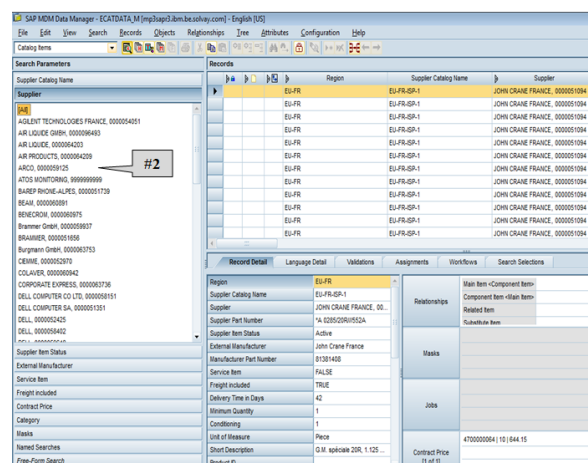
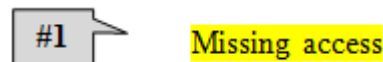
### 2.1 E-Catalogue File Extraction

#	Main activities	Tips / Best practices	Key points
1	Open SAP MDM Data Manager		

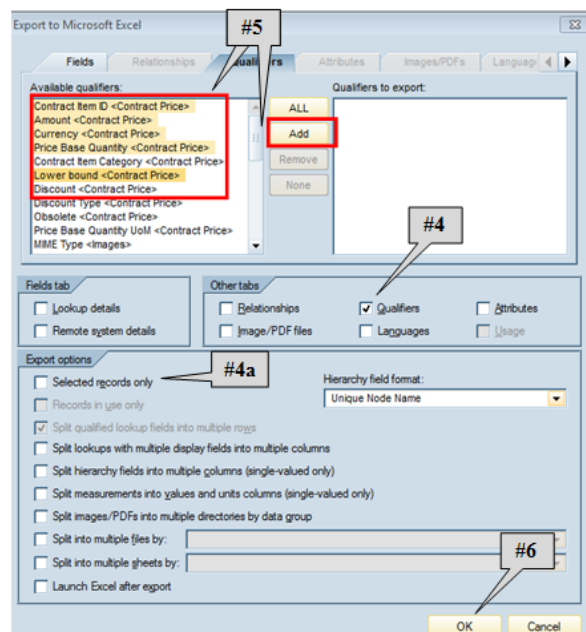
#	Main activities	Tips / Best practices	Key points
2	Choose the desired Supplier		Filter by single supplier do not chose "All" as in screen above.

#	Main activities	Tips / Best practices	Key points
3	Export the desired Supplier data to Excel		

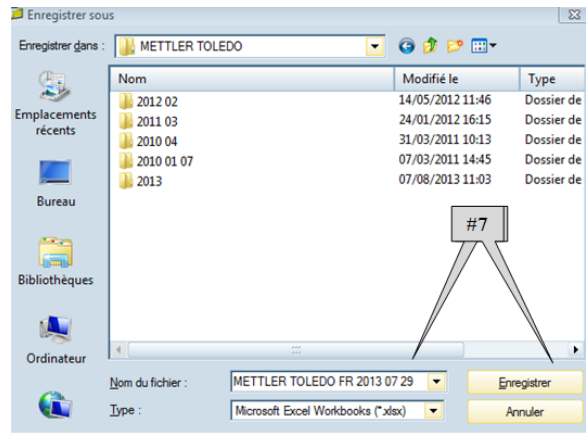
#	Main activities	Tips / Best practices	Key points



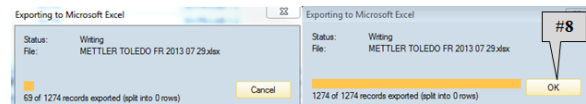
4	Tick "Qualifiers" in the "Qualifiers" Tab		a) this selection is valid if only the selected article must be downloaded (for a spot updated of 1 article for example)
5	In the 'Available Qualifiers' select the ones needed for the analysis and then hit Add. They will then be listed in the 'Qualifiers to export'.	CTRL+Click to select multiple qualifiers	Should be always chosen: Contract Item ID <ul style="list-style-type: none"> <li>• Amount</li> <li>• Currency</li> <li>• Price Base Quantity</li> <li>• Lower Bound</li> </ul>
6	Click Ok		



#	Main activities	Tips / Best practices	Key points
7	Save your extracted file to Desired location.		File name formatted as follow : Supplier + Country Date of extraction



#	Main activities	Tips / Best practices	Key points
8	Wait until the end of extraction.	WARNING: avoid using the excel file during extraction to minimize possible data corruption.	



## 2.2 Verification of Changes

### 2.2.1 Verification of New/Obsolete Articles

Count	Supplier Catalog Name	Supplier	Product Group	Supplier Part Number	Supplier Item Status	Brand	External Manufacturer	Manufacturer Part Number	Service Item	Freight Incl.	Deliver Time in Minimum Days	SK U	Contract Price [Contract ID]	Contract Price [Contract Item Category]	Contract Price [Lower Bound]	Currency [Contract Price]		
1	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY00	Active	SANSE	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR
2	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY06	Active	N	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR
3	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY02	Active	N	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR
4	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY08	Active	RONED	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR
5	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY04	Active	N	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR
6	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY02	Active	RONED	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR
7	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY04	Active	RONED	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR
8	EU-FR	EU-FR-GDC-1-2-3	SAMAS, 767310075	0005	KEY04	Active	RONED	SAMAS FRANCE		FAUX	Y	30	1	1470000050	10	Normal	1	EUR

Extraction MDM

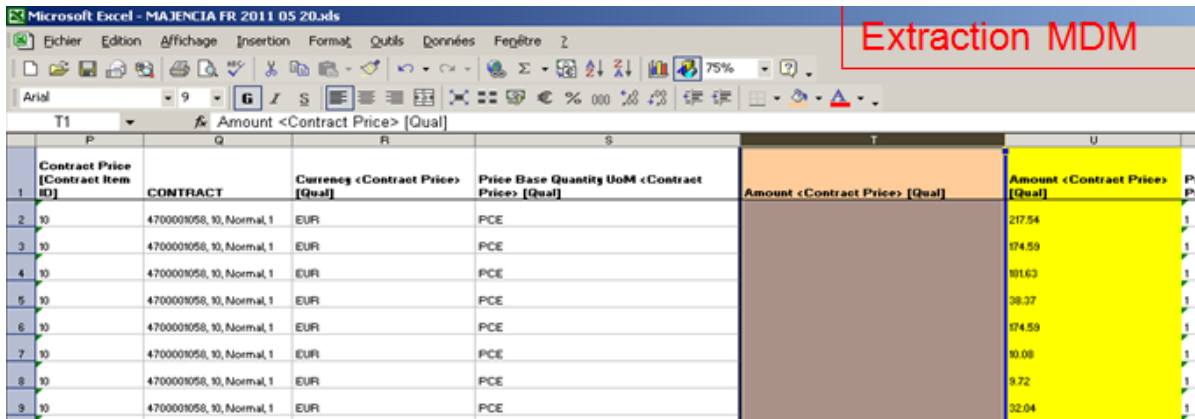
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Country	Supplier Catalog Name	Supplier	Product Group	Supplier Part	FAOUTER COLONNE	Supplier Item Status	Brand	External Manufacturer	Manufacturer Part Number	Service Item	Freight Incl.	Deliver Time in Minimum Days	SK U	Contract Price [Contract ID]	Contract Price [Contract Item Category]	Contract Price [Lower Bound]	Currency [Contract Price]
1	EU-FR	MAJENCOA	0301	SE1252P1	FALSE	Active					FAUX	Y	10	1	1	1	EUR
2	EU-FR	MAJENCOA	0301	SE1252P4	FALSE	Active					FAUX	Y	10	1	1	1	EUR
3	EU-FR	MAJENCOA	0301	SE1253P1	FALSE	Active					FAUX	Y	10	1	1	1	EUR
4	EU-FR	MAJENCOA	0301	SE1253P4	FALSE	Active					FAUX	Y	10	1	1	1	EUR
5	EU-FR	MAJENCOA	0301	SE1253P1	FALSE	Active					FAUX	Y	10	1	1	1	EUR
6	EU-FR	MAJENCOA	0301	SE0451P1	FALSE	Active					FAUX	Y	10	1	1	1	EUR
7	EU-FR	MAJENCOA	0301	SE0451P4	FALSE	Active					FAUX	Y	10	1	1	1	EUR
8	EU-FR	MAJENCOA	0301	SE0452P1	FALSE	Active					FAUX	Y	10	1	1	1	EUR
9	EU-FR	MAJENCOA	0301	SE0452P4	FALSE	Active					FAUX	Y	10	1	1	1	EUR
10	EU-FR	MAJENCOA	0301	SE0453P1	FALSE	Active					FAUX	Y	10	1	1	1	EUR
11	EU-FR	MAJENCOA	0301	SE0453P4	FALSE	Active					FAUX	Y	10	1	1	1	EUR

Vendor file

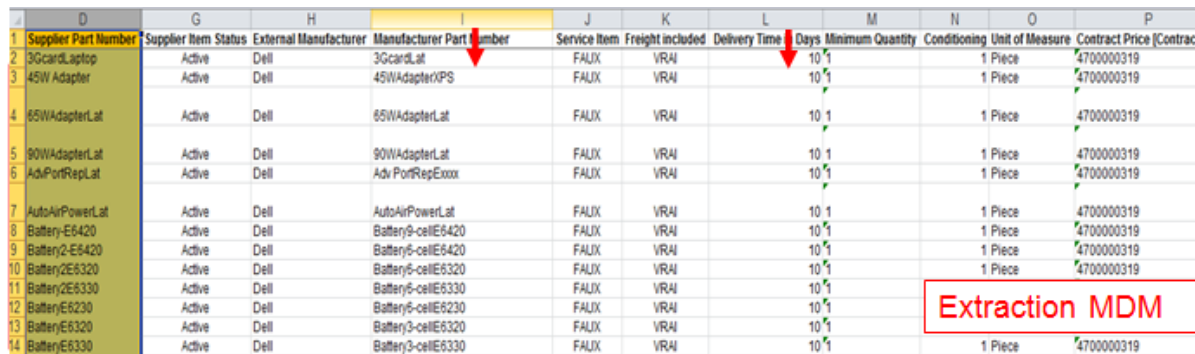
#	Main activities	Tips / Best practices	Key points
9	Open the file extracted in Chapter 2.1 and the file sent by the vendor.		
10	Add a column: <ul style="list-style-type: none"> <li>• on the MDM file (leave it blank)</li> <li>• on the vendor file (leave it blank)</li> </ul>		

11	Use Vlookup function to check if the articles on the vendor file are on the catalogue currently in use (MDM file).  Search by the 'Supplier Part number'	Example of vlookup searching data sent by vendor on MDM extraction:  =vlookup(SupplierPartNumberCell; [vendorfile]sheet name!'SupplierPartcolumn;1;0)	If the fields on the column added on the MDM file show a Part Number, means the article is still on the proposal sent by the vendor.  If #N/A is shown means the article is obsolete and therefore "Inactive" should be added on the Column "Supplier Item Status".
12	Use Vlookup function to check if there are new articles sent by the vendor not currently on the catalogue (MDM file).  Search by the 'Supplier Part number'	Example of vlookup searching data from the MDM file on the vendor file:  =vlookup(SupplierPartCell;[MDMfile] sheet name!'SupplierPartNumbercolumn; 2;0)	If the fields on the column added on the vendor file show "Active", means the article is already on the catalogue.  If #N/A is shown means the article is new and therefore needs to be added to the catalogue update.

### 2.2.2 Verification of Price Updates



#	Main activities	Tips / Best practices	Key points
13	Open the MDM file and the vendor file.		
14	Insert a new column (in orange in above example) next to the Price column.		
15	Using Vlookup function, search on the vendor file what is the new price for each article.	Example of vlookup:  =vlookup(SupplierPartNumberCell;[vendorfile]sheet name!'SupplierPartcolumn:PriceColumn;NumberOfThePriceColumn;0)	Amount format must be 1123.23 (with . not , and without spaces in the middle).  After vlookup is done, the column in yellow (originally present on the MDM file) can be suppressed.

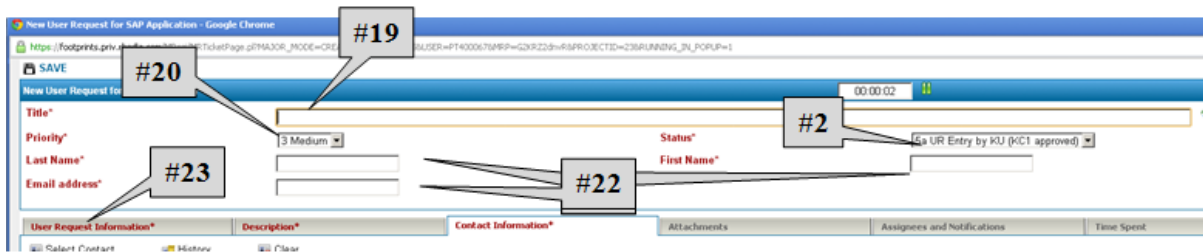


#	Main activities	Tips / Best practices	Key points
16	Repeat Steps 14 and 15 to verify: <ul style="list-style-type: none"> <li>the Manufacturer Part Number</li> <li>the delivery time</li> <li>the short text</li> <li>the long text</li> </ul>		
17	All changes must be saved on the MDM file.		

### 2.3 Update of Catalogue

#	Main activities	Tips / Best practices	Key points
18	In Footprint portal, create a "New User Request".		

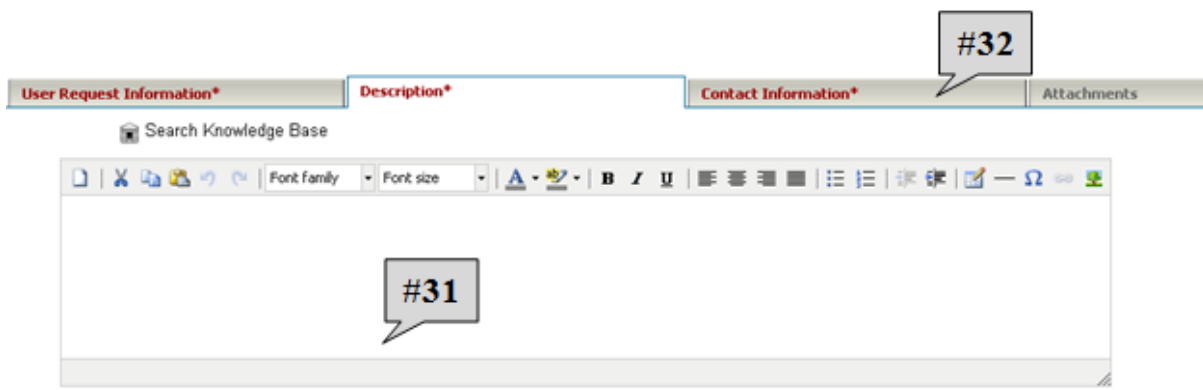




#	Main activities	Tips / Best practices	Key points
19	Insert the title as "Update vendor name country YYYY/MM/DD".	For example: "Udate Agilent FR 2013/11/05"	Mandatory field
20	Select the priority of the request. The default is Medium and usually is finished within 48hours of request.	Available options are 1 Critical 2 High 3 Medium 4 Low	Mandatory field
21	Status is selected by default (no other possible entry)		Mandatory field
22	Add your own information: name and e-mail address		Mandatory field
23	Click on the "User Request information" tab.		




#	Main activities	Tips / Best practices	Key points
24	Select the Functional Area "Data PU"		Mandatory field
25	Select the Functional Impact "Regular"		Mandatory field
26	Select your Enterprise "Solvay"	Even though this request is to be updated in Rhodia legacy, as it is being request by Solvay, that must reflected in this field.	Mandatory field
27	Select UR Subtype "NW-UPD DATA /FLOW"		Mandatory field
28	Select Region "EU"		Mandatory field
29	If desired, insert a due date for this request.		Optional field
30	Click in the "Description" tab		



#	Main activities	Tips / Best practices	Key points
---	-----------------	-----------------------	------------

31	Insert a short description stating what is requested.	Follow template: « Good morning/afternoon, Please find attached an MDM update for catalogue related to vendor <b>name of vendor</b> : Code Country : (ex : FR) Total of lines to update: (ex: 7000 articles) Inactive articles: (ex : 854 articles) Active articles: (ex : 5931 articles) Thank you, <b>Your name</b> »	Mandatory
32	Go to tab "Contact Information"		

#	Main activities	Tips / Best practices	Key points
33	Insert your information	If these have been filled in step 22, no further actions are needed here as the mandatory fields will be shown filled in.	
34	Go to tab "Attachments"		This is not a mandatory tab.

#	Main activities	Tips / Best practices	Key points
35	To make attachments, click in  Attach Files	Follow the normal windows browsing to find and upload the desired files.	
36	Save your request.		When it is completed you'll be contacted.

### 3. References

This procedure refers to the documents listed in the table below:

File name	Document type	Document title
List of SOPS related to PRO 20.1	PRO	xxxx