

WP2 - (ZERS, ZHIB) Industrial & General Supplies maintenance - EMEA

Table of contents

• 1. INTRODUCTION	1
○ 1.1. Objectives and scope of this procedure	1
○ 1.2. Material groups in scope	1
• 2. STANDARD OPERATING PROCEDURE DESCRIPTION	1
○ 2.1. Prerequisites	1
○ 2.2. Creation of articles in RCS	2
○ 2.3. Article modification	4
○ 2.4. Article Display	7
○ 2.5. Article suppression	8
• 3. REFERENCES	9
• 4. ATTACHMENTS	9

Scope



ERP



References

Attachments

1. INTRODUCTION

1.1. Objectives and scope of this procedure

This OP explains **how to create an** Industrial & General Supplies Material.

1.2. Material groups in scope

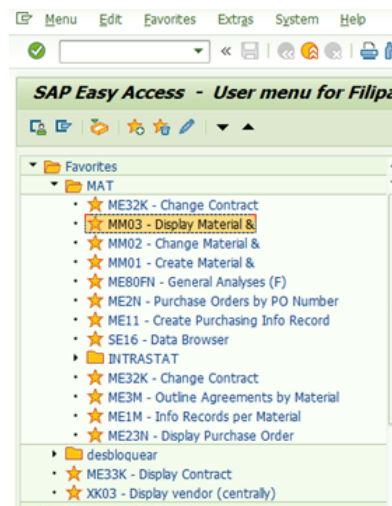
Material Type	Purchasing Organization	Description	Division
ZERS	3004	INDUSTRIAL SUPPLIES	WA
ZHIB	3001	GENERAL SUPPLIES	WB

2. STANDARD OPERATING PROCEDURE DESCRIPTION

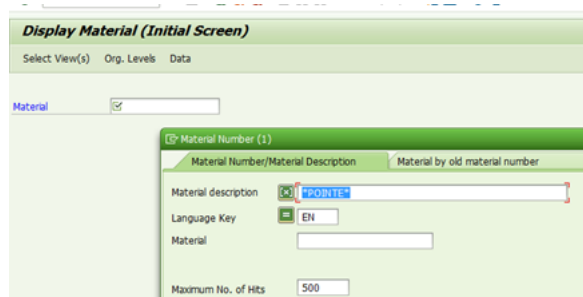
2.1. Prerequisites

2.1.1 Verify possible duplication of article in RCS

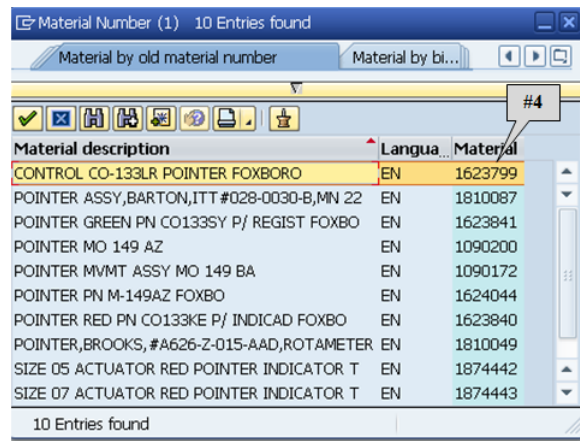
#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM03		



#	Main activities	Tips / Best practices	Key points
2	Run a search in Material Description	With Wildcards to best describe	Open the Article creation request in XLS. Copy the short text from the desirable article to create and run a search in Material number/Material description with wildcards.
3	Hit Enter		



#	Main activities	Tips / Best practices	Key points
4	Verify entries found		
5	Compare results with the Article "short name" mentioned in the XLS (that was the base of your search). If there is a similar name mentioned in the result search or you have doubts about the Article already been created, contact the Requester to clarify.		<p>If result points to</p> <p><input checked="" type="checkbox"/> No values for this selection</p> <p>or if the requester mentions a new article need to be created then proceed with the creation.</p>

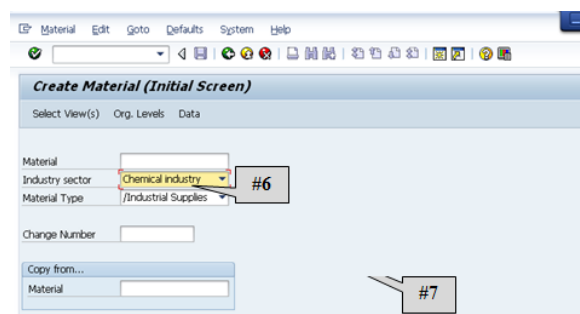


2.2. Creation of articles in RCS

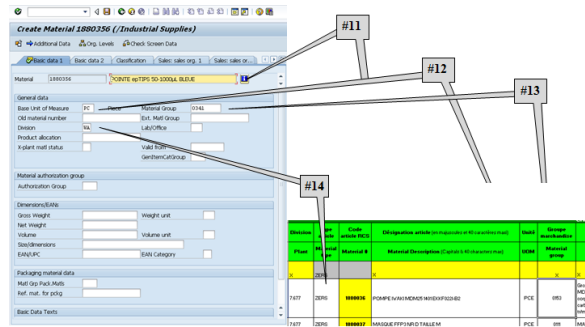
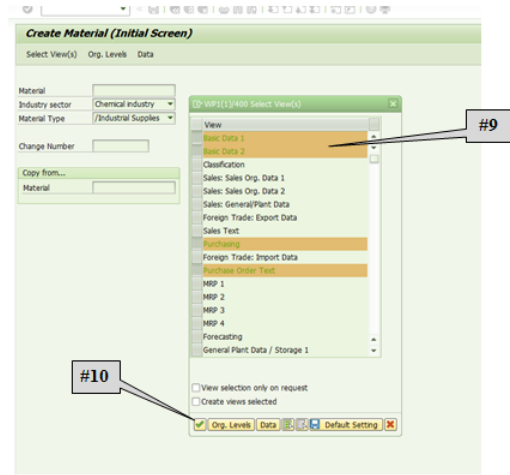
#	Main activities	Tips / Best practices	Key points
	Enter transaction MM01		



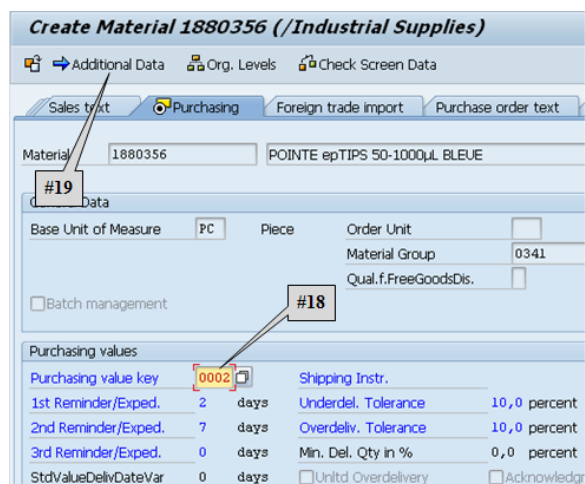
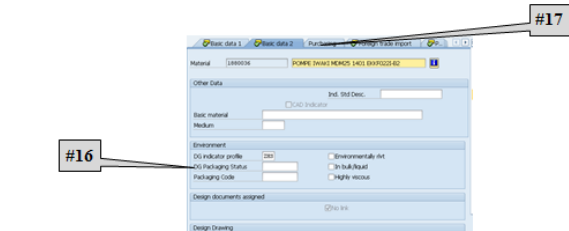
#	Main activities	Tips / Best practices	Key points
6	Enter Industry Sector		Always choose "Chemical Industry"
7	Enter Material Type		<p>The 2 mostly used are:</p> <p>1. Industrial supplies [ZERS=3004] – mostly used</p> <p>2. General supplies [ZHIB=3001]</p>
8	Hit Enter		



#	Main activities	Tips / Best practices	Key points
9	Select a View	Select at least "Basic Data 1" view to enter the material creation panes.	
10	Hit Enter		



Code	Group	Material	Description	HSE Requirements	Supplier	Supplier Plant
000	000	1880356	POINTE ePTIPS 50-100µL BLEUE	Yes	6000040-00-00	6000040-00-00
000	000	1880356	MASQUE MOUCHE 1200 FFF11810 TALLE M	Yes	6000040-00-00	6000040-00-00
000	000	1880356	MASQUE MOUCHE 1200 FFF11810 TALLE S	Yes	6000040-00-00	6000040-00-00
000	000	1880356	SEFAR FILTYS	Yes	6000040-00-00	6000040-00-00



#	Main activities	Tips / Best practices	Key points
11	Enter Material Description	Short Description always in Capitals	Described in XLS as "Material Description"
12	Enter Base Unit of Measure	Pay attention to the language of the Excel and SAP.	Described in XLS as "UOM"
13	Enter Material Group	<u>Check always</u> if the material group provided is valid or not (GPS Table)	Described in XLS as "Material Group"
14	Enter Division	<ul style="list-style-type: none"> ZERS 3004 on .xls = WA in SAP ZHIB 3001 in .xls = WB in SAP 	Described in XLS as "Material Type"

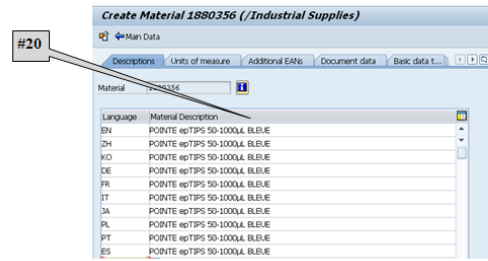
#	Main activities	Tips / Best practices	Key points
15	Article has HSE requirements.	Not all articles have HSE requirements. If this field on the Excel file is empty, skip to step 18.	

#	Main activities	Tips / Best practices	Key points
16	Go to Basic Data 2 and insert DG indicator profile		Key is always ZHS
17	Got to tab "Purchasing"		

#	Main activities	Tips / Best practices	Key points
18	Insert the Purchasing Key Value	This will enable to send reminders on the defined dates.	Always 0002
19	Hit the Additional Data button		

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

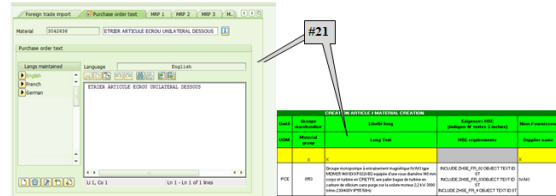
<p>20 Add the 11 languages for material short description.</p>	<p>11 mandatory languages are: EN - English, FR - French, PT - Portuguese, ES - Spanish, IT - Italian, NL- Netherlands, DE - German, PL - Polish, JA - Japanese, KO – Korean and ZH – Chinese</p> <p>Always CAPITAL letters</p>	<p>Source name to copy is available in the XLS.</p>
--	--	---





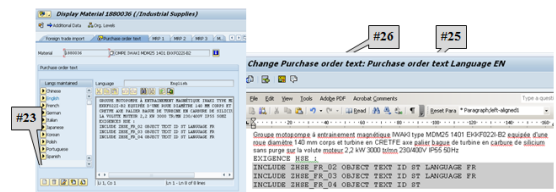
11 mandatory languages are: EN - English, FR - French, PT - Portuguese, ES - Spanish, IT - Italian, NL- Netherlands, DE - German, PL - Polish, JA - Japanese, KO – Korean and ZH – Chinese

Always CAPITAL letters

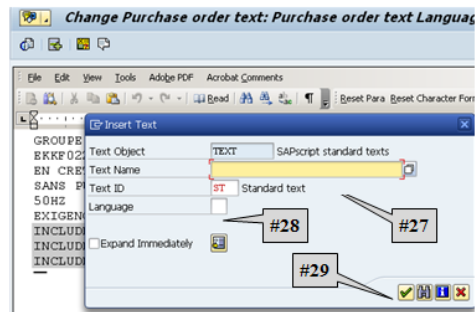
#	Main activities	Tips / Best practices	Key points
21	Insert the Long Text description in SAP text box – Purchase Order Text		Source in Requester XLS
22	Repeat the process for additional languages	Press for additional language and copy	Three languages are mandatory: EN, FR and DE



#	Main activities	Tips / Best practices	Key points
23	If the article has HSE requirements, click the icon  - "Create Text"	If the article doesn't have HSE requirements, skip to step 31.	
24	Copy the "long text" provided in the XLS as it shown in #22		
25	In the end of long text, insert "EXIGENCE HSE: "		
26	Click the icon  - "Insert Text"		



#	Main activities	Tips / Best practices	Key points
27	Insert the HSE text code into the Text name		Include only part of the HSE text provided in the XLS "ZHSE_FR_15"
28	Insert the language the language		
29	Hit Enter and Save		Follow the procedure for additional HSE line in the XLS file.



#	Main activities	Tips / Best practices	Key points
31	When all relevant data has been entered, exit the article creation by saving it with  .		

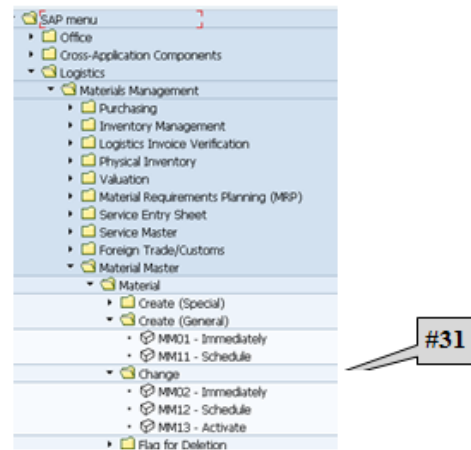


2.3. Article modification

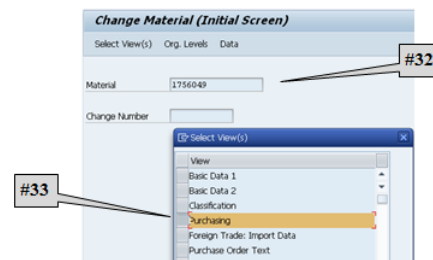
2.3.1. Pre-requisites

When there is a request to modify an article, that Article mustn't be used by more than one Plant.

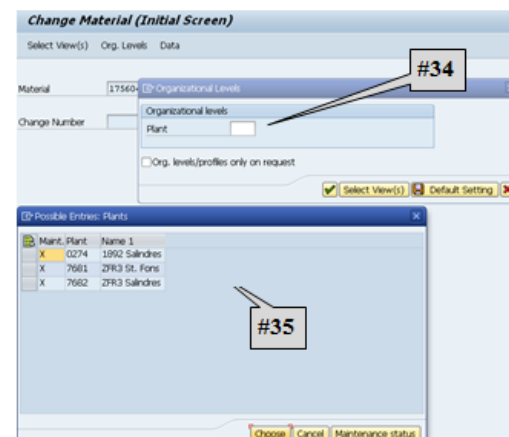
#	Main activities	Tips / Best practices	Key points
31	Enter MM02 for Article modification		



#	Main activities	Tips / Best practices	Key points
32	Enter the Article number		
33	Select the PURCHASING view		



#	Main activities	Tips / Best practices	Key points
34	In Plant, verify all possible choices for the Article		
35	Display the possible Plants related to the Article by clicking on the matchcode.		

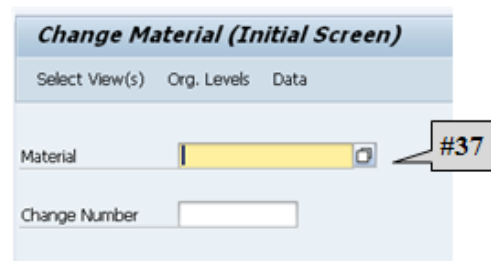
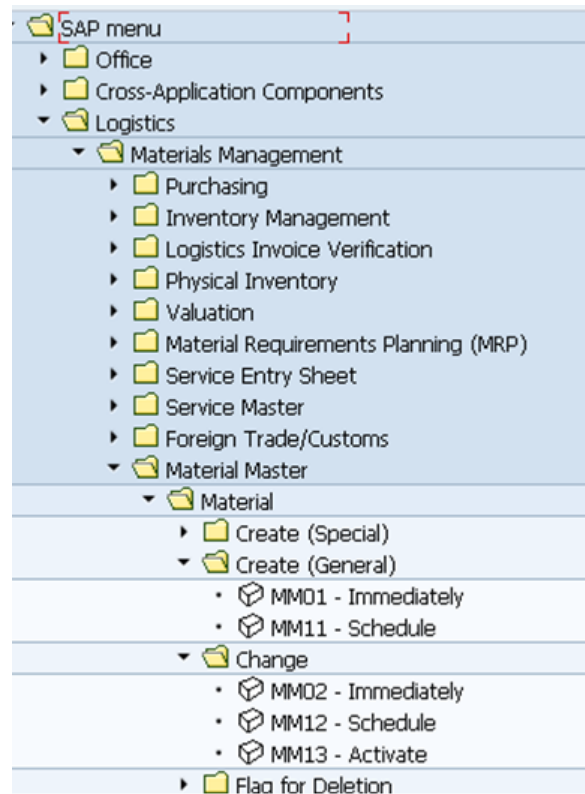


If more than one Plant associated with the Article (please see step 26), contact the other Plants to validate a possible modification approval.


1. If the answer is positive, change the material as shown from step 37 to 42
2. If the answer is negative, create a new Article with following Chapter 2.2 of this OP, associated with the Plant that made the request.

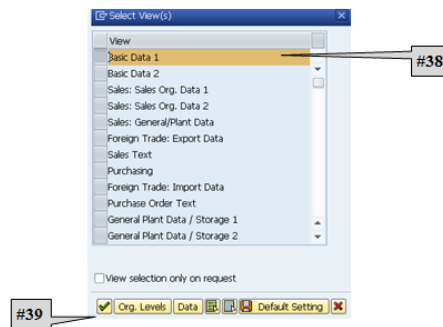
2.3.2. Article manually modification



#	Main activities	Tips / Best practices	Key points
36	Enter MM02 for Article modification		Manually modification

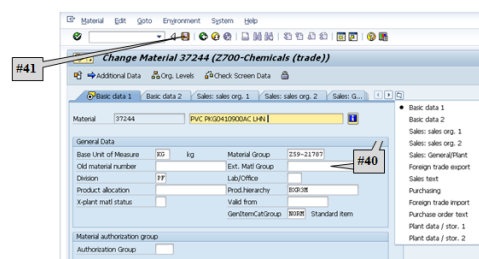


#	Main activities	Tips / Best practices	Key points
37	Enter the Article number. Hit Enter.		

#	Main activities	Tips / Best practices	Key points
38	Select "Basic Data 1 View to enter the article in editing mode.		
39	Click  .		



#	Main activities	Tips / Best practices	Key points
40	Make the changes necessary.	You can navigate through the different tabs by clicking 	
41	Save the modification by clicking  .		

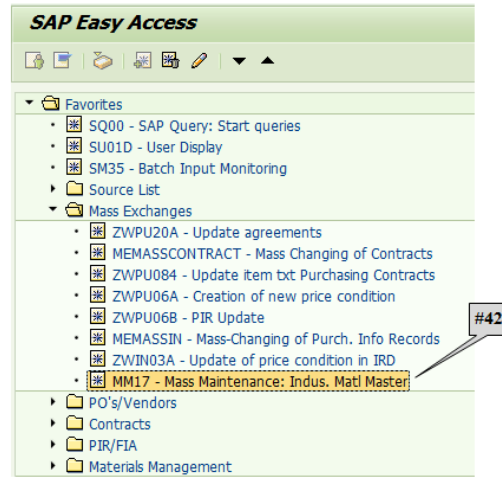


2.3.3. Article mass modification

#	Main activities	Tips / Best practices	Key points
42	Enter transaction MM17		

Important note

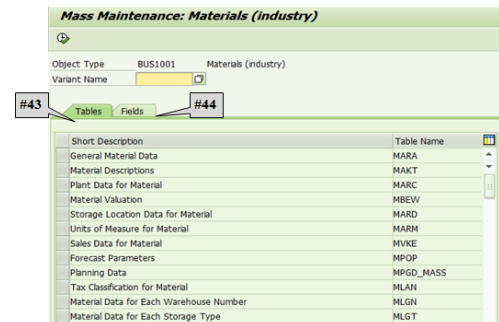
This transaction should be used with maximum precaution. It allows modifying in MASS almost all article fields and this may cause several problems if not used carefully.



Selecting Tables:

In mass maintenance, you must decide which tables of an object type are to be changed. It is possible to make changes in several tables at the same time. If you select several tables, only objects that meet your selection criteria in every table will be selected.

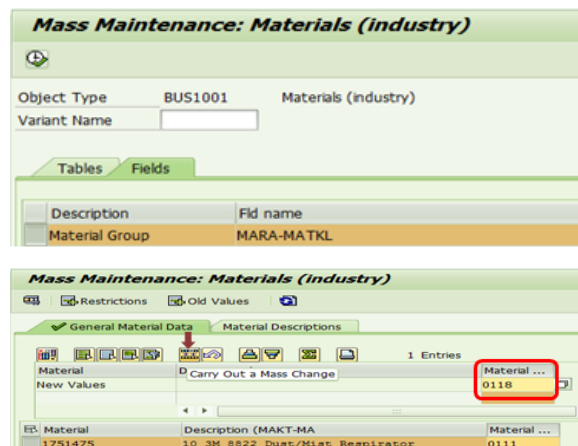
#	Main activities	Tips / Best practices	Key points
43	Select tables to maintain		
44	Select fields that is necessary to modify	Should be only selected the field/fields that need to be modified	



Example

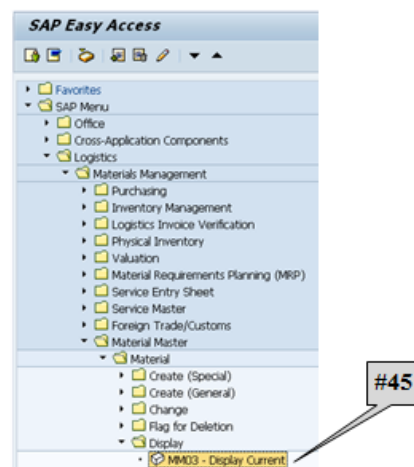
If we receive a request to modify the material group for several materials and if all pre-requisites are verified we can select field MARA-MATKL

Insert material numbers to be modified and run. On layout fill the new material group as marked and then press 'Carry out a Mass Change'. All materials groups will be modified to the new one selected.

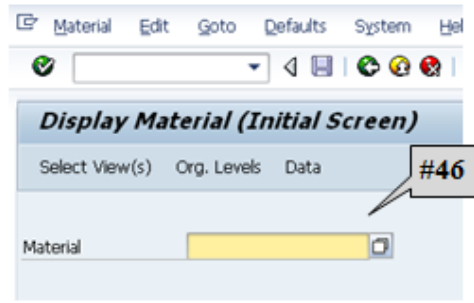


2.4. Article Display

#	Main activities	Tips / Best practices	Key points
45	Enter transaction MM03		

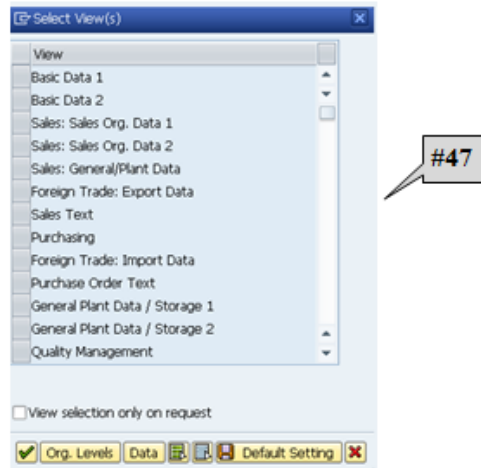


#	Main activities	Tips / Best practices	Key points
46	Enter the material number and hit Enter		

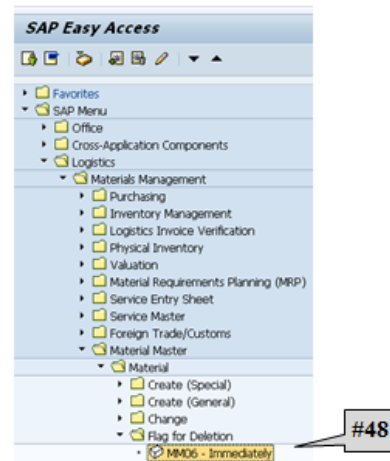


2.5. Article suppression

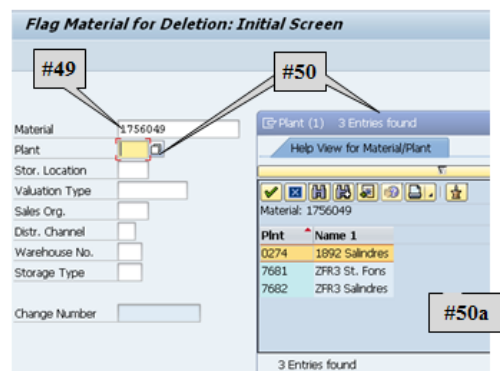
#	Main activities	Tips / Best practices	Key points
47	Select the views that need to be displayed and hit enter.		



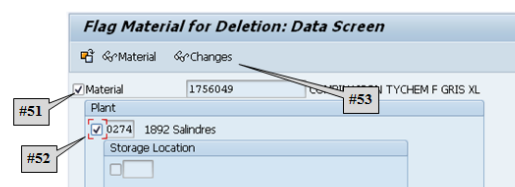
#	Main activities	Tips / Best practices	Key points
48	Enter transaction MM06.		



#	Main activities	Tips / Best practices	Key points
49	Enter Article number		
50	Verify how many plants are associated with the article	To see the list, click on the Matchcode on the "Plant" field.	a) To delete the material for only 1 plant, select the plant. If the material needs to be deleted for all plants, leave the field Plant blank.



#	Main activities	Tips / Best practices	Key points
51	Tick the Material checkbox if the material must be suppressed for all plants.		



52	Tick the Plant checkbox if the article must be suppressed only for the designated plant.		
53	Click changes button to confirm prior modifications made in the specific article		
54	Update the reference SHORT NAME with "OBS" in the beginning of the text (Follow chapter 2.3.2 of this OP).		

3. REFERENCES

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

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

4. ATTACHMENTS

The following documents are attached to this procedure: