

# WP2 - (ZSER) Service Master Record maintenance

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## Scope



APAC



EMEA



LAM



NAM

## ERP



WP1

## References

## Attachments

## 1. INTRODUCTION

### 1.1. Objectives and scope of this procedure

This OP explains how to create, modify and suppress a service article for Rhodia Legacy.

Who uses this document?				What is the nature of the need		What provisioning channel does this document concern?						
User / PREQ creator	Approver	LPR /buyer	PS	Goods	Services	e-catalogue	Goods managed in stock	Goods and services – spot buys	Goods on contract	Services on contract with SES	Emergency cases	Urgent needs
X					X			X		X		

### 1.2. Material groups in scope

All services articles defined at Rhodia Legacy with Material Type - ZSER Specific Service Purchase.

Material Type	Description	Division
ZSER	Specific Service Purchase	WC

## 2. STANDARD OPERATING PROCEDURE DESCRIPTION

### 2.1. Principles

Two main Service Category codes can be found on Rhodia Legacy:

1. Generic service (SERV) – This point to a generic services article.  
1 purchasing family = 1 generic article file.  
Their No. begins on 100000 in RCS.
2. Specific service (ZSER) - Is a service record used to purchase a frame control delivery to the task or package. The description is generic for multiple uses and can be changed in the command.  
Their registration in RCS begins on No. 300000.

### 2.2. SBS scope and necessary information

A new record is created for each service that needs a new type of service or for a service type using a different unit code of an existing service (time, unit of work ...)

These services codes are used to pass commands type "FO" (benefits) in RCS.

SBS processes these applications on a global scope.

The requester needs to fill the excel template for services creation and send to SBS D&A Team.

[Services creation Template 03.2014.xls](#)

## 3. STEPS OF THE PROCESS

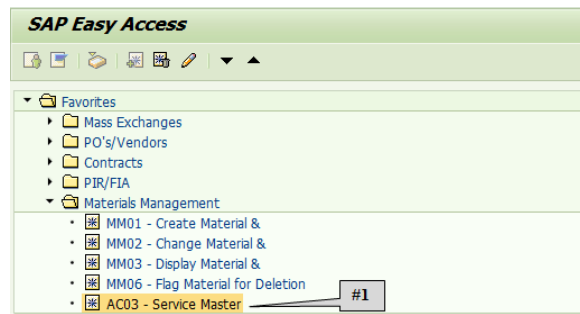
### 3.1. Creation of a service record in RCS

**These are not materials but service records created through the transaction AC03 (creation, modification, consultation).**

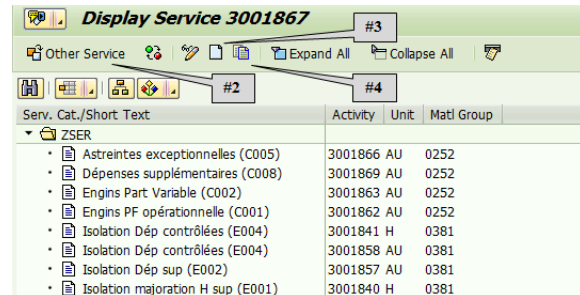
A service record contains:

- Service Number (generated by RCS)
- A Short Description
- A Base Unit of Measure
- A Division/Activity sector
- A Mat/Srv.Grp (Purchasing group/family)
- A Valuation Class

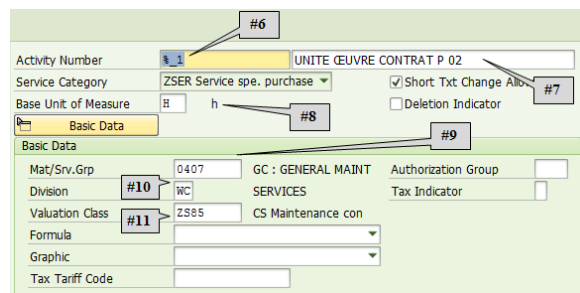
#	Main activities	Tips / Best practices	Key points
1	Enter transaction AC03		



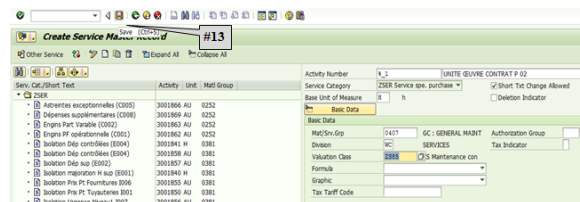
#	Main activities	Tips / Best practices	Key points
2	Other Service to see created services		To find already created services to use as base or to modify
3	To create a new service		If you want to create a new service from 'zero' (not recommended)
4	To create a new service copying	Try to use always services with the same characteristics	This allows one faster creation and avoids errors. (Recommended option)
5	Click on option copy (4)		Selected as base for example service 3001391



#	Main activities	Tips / Best practices	Key points
6	Activity Number	Not field – This will be automatically filled by the system	Service record new number
7	Short description	Enter the new short description	Provided by requester
8	Base Unit of Measure	This is the unit as the service will be measured (Hours, Activity unit, Days, etc.)	Provided by requester
9	Purchasing group/family	The group where the service is enclosed	Provided by requester
10	Division	Activity sector	Always WC
11	Valuation Class	A subgroup to identify the kind / type of service	Provided by requester



#	Main activities	Tips / Best practices	Key points
12	These are all the necessary fields		
13	Hit Save	A new service number will be filled	Retrieve this new number to requester



## 4. CONTACTS

### Questions/Doubts:

- Caroline Deloge (caroline.deloge@solvay.com)

## 5. REFERENCES

This procedure refers to the documents listed in below link:







## 6. ATTACHMENTS

The following documents are attached to this procedure:

- Services Creation Template 03.2014 (on page 3)

## Workflow history

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

Sept 01, 2025	Actor	Type	Activity	Version
Published	 PAVASE, Sanket	Edit	updated the page at 12:01 pm  <i>Changed text WP1 to WP2.</i>	
		State	gave <i>Approvers</i> approval at 10:42 am	
	 KAVLE, Ankit	State	changed state to <b>Published</b> at 10:42 am	v2
		State	gave <i>Approvers</i> approval at 10:42 am	
To be approved	 KAVLE, Ankit	State	gave <i>Approvers</i> approval at 10:42 am	
		State	changed state to <b>To be approved</b> at 10:42 am	v2
For Review	 KAVLE, Ankit	State	gave <i>Reviewers</i> approval at 10:42 am	
		State	assigned approval <i>Reviewers</i> to  KAVLE, Ankit at 10:01 am  <i>Changed text WP1 to WP2.</i>	
	 PAVASE, Sanket	State	changed state to <b>For Review</b> at 10:01 am  <i>Changed text WP1 to WP2.</i>	v2