

# WP2 - (ZVER) Packaging Material maintenance

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## Scope



## ERP



## References

## Attachments

## 1. INTRODUCTION

### 1.1. Objectives and scope of this procedure

This OP explains how to create, modify and suppress a packaging article for Chemical Industry on 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 materials define at Rhodia Legacy on Industry Sector – Chemical Industry with Material Type - /Packaging.

Material Type	Purchasing Organization	Description	Division
ZVER	3002	Packaging	WD

## 2. STANDARD OPERATING PROCEDURE DESCRIPTION

### 2.1. Principles

Creation and maintenance of packaging products must obey to restricted parameters regarding packaging family and the subsequent information necessary for each type of packaging.

Packaging mandatory information template + standard creation template:

- [Template Raw Material - Packaging.xlsx](#)
- [Packaging necessary informations.xlsx](#)

With the information provided we must follow a specific codification to construct packaging short description. The rules are variable concerning the packaging family, but the most standard rule is:

Packaging name + dimensions + capacity + specific characteristics (if exists)

Features, such as new or used references are placed at the end.

The figures in feet or inches are distinguished by two apostrophes ('), not double quotes (").

### 2.2. Specific packaging families and rules (material group)

Some rules of specific packaging families:

- **Material group 0051 - JERRYCANS + PAILS**

Composition + name + volume (in liters) + dimensions + free text (characteristics)

Examples: PE DRUM 15L WHITE; PE JERRICAN 22L BLUE 1 HEAD BUNG; PP BUCKET 20L 282X356MM WHITE LID WHITE.

- **Material group 0054 - LIGHT CONTAINERS FOR LIQUID - IBC's - GRV- TOTE (US)**

Name + capacity (in liters) + composition (of pallet) + P (pallet) + characteristics

Examples: IBC 1000L PE PAL UN KAMLOCK NAT; IBC 1000L STEEL PAL UN BV50 ANTISTATIC; IBC 1000L WOOD PAL UN IR EVENT NAT.

A data sheet is sometimes necessary to inform the designation.

- **Material group 0055 - FIBER DRUMS**

Name + capacity (in liters) + dimension (diameter) + covers (material)

Examples: FIBER DRUM 50L D450 NEUTRAL; FIBER DRUM 208L TO R2 D546 PE COVER.

- **Material group 0064 - FLEXIBLE CONTAINERS, BIG BAGS (FIBC) - GRVS (in French) BIG BAG (in English)**

Name + 3 dimensions (in cm) + total weight (homologate) + characteristics

Examples: BIG BAG 91X91X140 1000KG ANTISTATIC + BIG BAG 120X120X130CM 1000KG MULTI-WAY.

- **Material group 0066 - PACKAGING FILMS**

Name + type (film, sheet ...) + dimensions (width + thickness) + roll / weight

Examples: PE FILM 2400MM 200µ; PE STRECHING FILM L500MM 25µ 18KG ROLL;

- **Material group 0068 - PAPER BAGS**

Name + type of opening (pinch bottom, valve...) + dimensions (in cm) + product name + weight

Examples: PAPER BAG OM 54,6X88,9CM 25KG; PAPER BAG VALVE 850X570 TECHSTER.

- **Material group 0069 - PLASTIC BAGS**

Name + type of opening (pinch bottom, valve...) + dimensions (width X length + gusset in CM) + product name + weight

Examples: PE BAG VALVE 42X45+15 AG BROWN; PE SACK 555X1050 80µ ANTISTATIC; PP BAG 74X42X0,2CM WHITE+LOGO.

- **Material group 0071 - PLASTIC FFS**

Composition + name + thickness + dimensions (closed width + total width of the gusset X length if needed in MM) + optional characteristics

Examples: PE FFS 180µ 400+150 WH; PE SHEET 230X210X0.11CM TRANSP.

- **Material group 0572 / 0515 – PALLETS (WOOD / PLASTIC)**

Composition + name + dimensions (2 dimensions in mm) + characteristics (2 or 4 inputs, standard or treated wood...)

Examples: WOOD PALLET 1000X1200 ISPM15+STAMP RCS; PE PALLET 1400X1150X200 LOW DENS.

- **Material group 0310 – METALLIC DRUMS**

Composition + name + capacity (in liters) + opening type + thickness + characteristics (raw, painted color, recycled...)

Examples: STAINLESS STEEL DRUM PO 33L; STEEL DRUM 200L PO 10/10/10 GALV SILVER.

- **Material group 0311 – PLASTIC DRUMS**

Composition + name + capacity (in liters) + opening type + color + UN (for United Nations certification) + density + characteristics

Examples: PE DRUM 208L PO BLUE Y1,8 VENT; PE DRUM 60L TO WHITE.

- **Material group 0516 – CYLINDERS**

Name + capacity (in liters) + dimensions (2 dimensions in mm) + characteristics (with valve =VA)

Examples: CYLINDER 5L 140X160 VA.

**OBS.** Materials in this group are defined with PC as basic unit of measure.

For other non-defined packaging materials as Rubbers and Straps:

- **Material group 0077- PACKING SUPPLIES**

All packaging material groups are defined in Gdoc for [Validation Contacts](#)

## 2.2.1. Creating an article ZVER for labels

The process of creation, modification, deletion is identical to that of a ZVER code.

Only on screen Basic data 1 is mandatory specify the material group 0505 "LABELS", without gross / net weight. No check of existing code is necessary to do for this Material group.

**Display Material 1573734 (/Packaging)**

Additional Data    Org. Levels

Basic data 1    Basic data 2    Label Data

Material: 1573734    LABELS TTR UNCOATED PERMANENT 148x210

**General data**

Base Unit of Measure	PC	Piece	Material Group	0505
Old material number		Ext. Matl Group		
Division	WD	Lab/Office		
Product allocation		Prod.hierarchy		
X-plant matl status		Valid from		
		GenItemCatGroup		

## 2.3. Creating special packaging (ZVER) for logistics

This is specific to the transport packaging that is not always owned by Rhodia and can be used in addition to calculating costs / logistics costs.

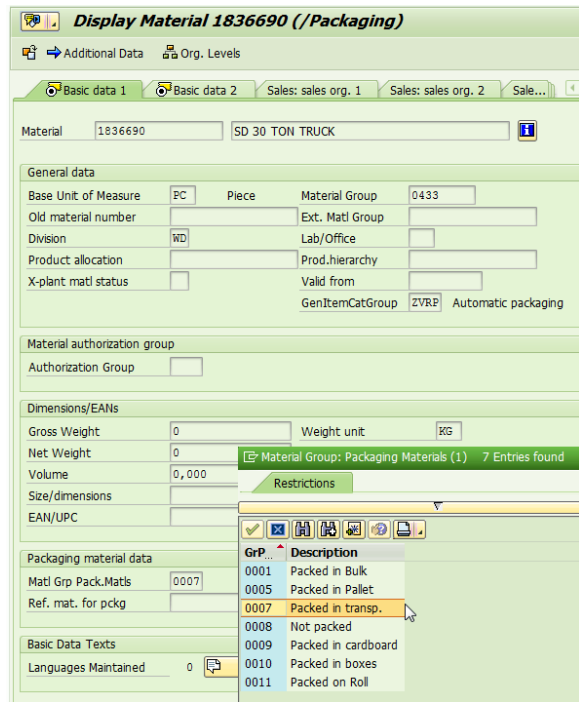
The need is expressed by one site or multiple sites of Rhodia Company via the Supply Chain (OTC) ADE transmits the standard form creation / modification / deletion of an article packaging to SBS D&A Team, which ensures the validity of the request after OTC Core responsible validation.

In screen Basic data 1, field "Matl Grp Pack.Matls" must always be equal to = 0007 (packaging transport). Nothing is specified on screen Basic data 2.

The purchasing organization is for families of area 8 (3008 Logistics) of DSF

For the rest, the process of creation, modification, deletion is identical to that of a ZVER code:

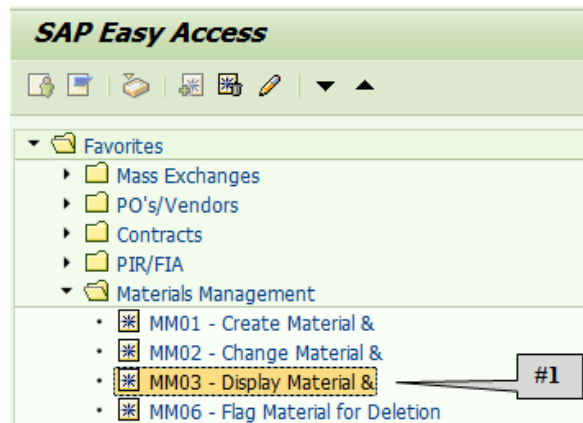
SBS D&A Team communicates the RCS code back to ADE (for division views creation).



## 3. STEPS OF THE PROCESS

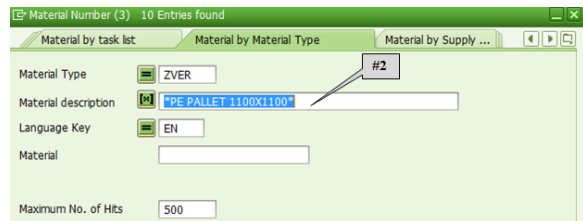
### 3.1. Verify possible duplication of article in RCS

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

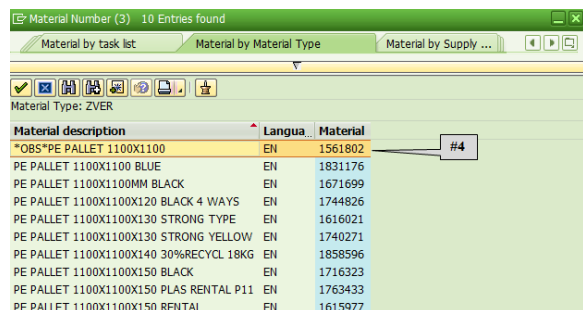


Enter in transaction MM03 and search material by 'Material Type':

#	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 description with wildcards.
3	Hit Enter		

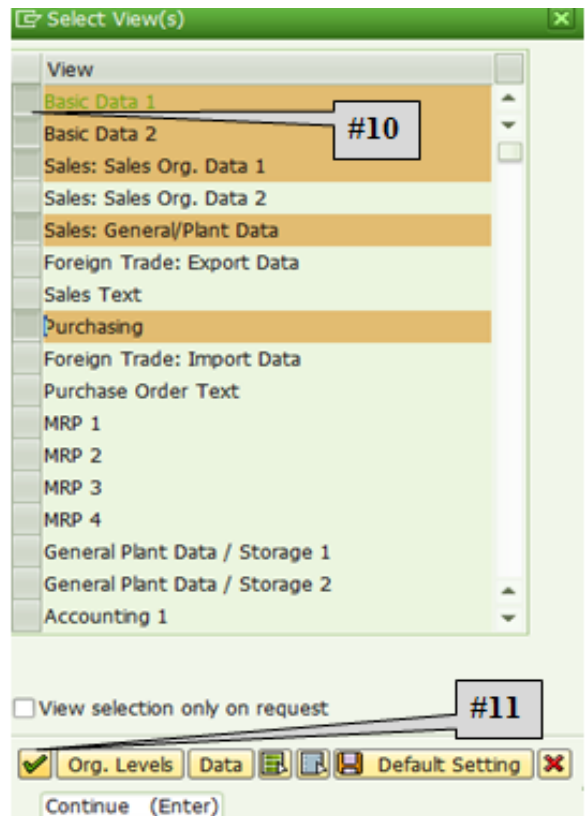
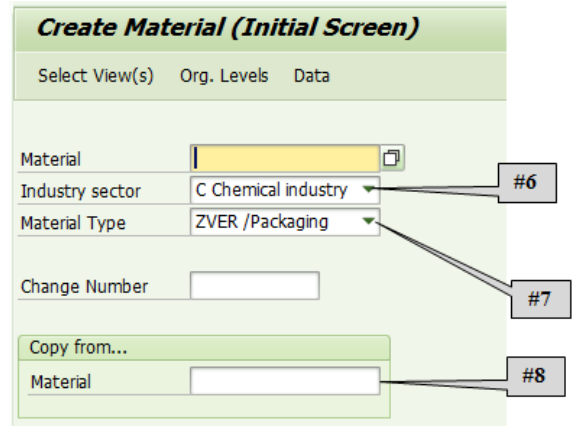
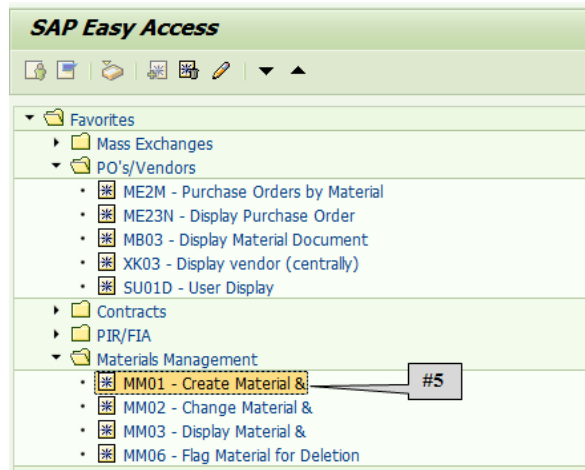


#	Main activities	Tips / Best practices	Key points
4	Verify entries found		
	Compare results with the Article "short name" mentioned in the XLS (that was the base of your search). If there is a similar name mentioned in the result search or you have doubts about the Article already been created, contact the Requester to clarify.		If result points to <div style="border: 1px solid blue; padding: 2px; display: inline-block;"> <input checked="" type="checkbox"/> No values for this selection                 </div> or if the requester mentions a new article need to be created then proceed with the creation.



### 3.2. Creation of articles in RCS

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



#	Main activities	Tips / Best practices	Key points
6	Enter Industry Sector		Always choose "Chemical Industry"
7	Enter Material Type		Packaging = 3002 = ZVER
8	Insert a similar material number	Try to use always materials also created for the requested plant	This allows one faster creation and avoids errors.  Model number : 1878903
9	Hit Enter		

#	Main activities	Tips / Best practices	Key points
10	Select the Views	The marked views are all the views necessary for packaging creation	
11	Hit Enter		

#	Main activities	Tips / Best practices	Key points
12	On this screen just hit enter	Plant and Sales Org. data are manage locally	

#	Main activities	Tips / Best practices	Key points
13	Enter Material Description	Follow short description standard rules	

			Described in XLS as "Material Description"
14	Enter Base Unit of Measure	Pay attention to the language of the Excel and SAP.	Described in XLS as "Base Unit of Measure"
15	Enter Material Group	Always check if the correct group by packaging type, if not contact the requester and inform the correct one. We need his approval to change	Described in XLS as "Material Group"
16	Enter Division		Described in XLS as "Division"
17	Enter GenItemCatGroup	ZVER – packaging = SAP - VERP	Described in XLS as "Material Type"

3	4	14	15	16	19
MARA / BMMG1	MARTAR	MAKTX	MARA	MATKL	MARA
Industry Sector	Material Type	Material Description - ENGLISH	Base Unit of Measure	Material Group	Division
Branche	Type d'Article	Désignation d'Article - ANGLAIS	Unité de qté de base	Groupe de Marchandises	Secteur d'Activité
Sector industrial	Tipo material	Descrição do material em inglês	Unidade de medida básica	Grupo de material/mercadoria	Sector de atividade
Char: 01	Char: 04	Char: 40	Char: 03	Char: 09	Char: 02

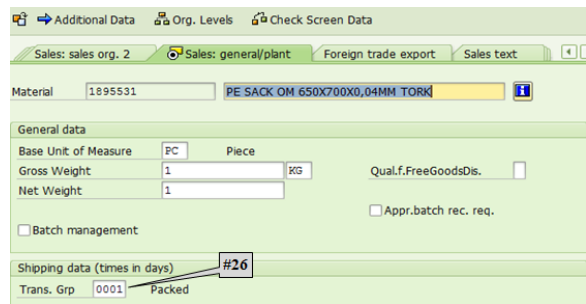
#	Main activities	Tips / Best practices	Key points
18	Go to Additional Data		
19	Add the 10 languages and the material description in each of the lines.	10 mandatory languages are: EN - English, FR - French, PT - Portuguese, ES - Spanish, IT - Italian, DE - German, PL - Polish, JA - Japanese, KO – Korean and ZH - Chinese	Check excel file on Descriptions for other languages.

#	Main activities	Tips / Best practices	Key points
20	Go back and enter in Basic data 2 tab		
21	Enter Basic material number	Always the same code for packaging materials - 90029754	

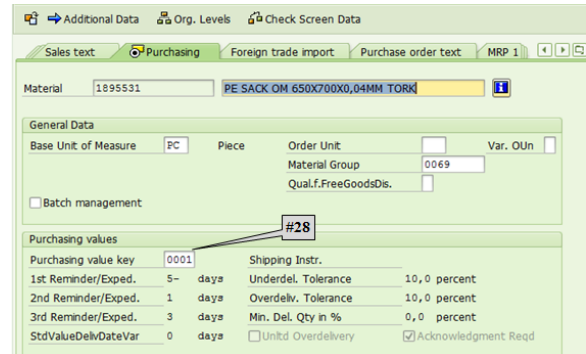
#	Main activities	Tips / Best practices	Key points
22	Go to Sales: sales org. 1 tab		
23	Enter X-distr. chain status	Always the same code for packaging materials - 63	
24	Enter Valid from	If requester do not indicate any date use always the creation day date	

#	Main activities	Tips / Best practices	Key points

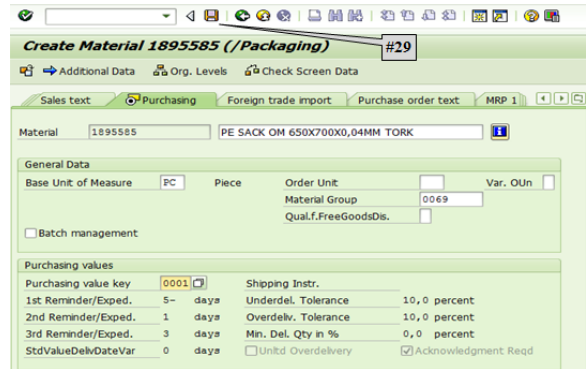
25	Go to Sales: general /plant tab		
26	Enter Trans. Group	Always the same code for packaging materials - 0001	



#	Main activities	Tips / Best practices	Key points
27	Go to Purchasing tab		
28	Enter Purchasing value key	Always the same code for packaging materials - 0001	



#	Main activities	Tips / Best practices	Key points
29	Hit save and the packaging is created		

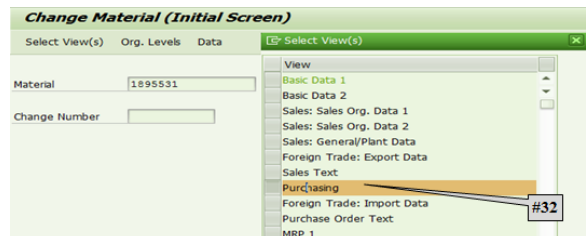


### 3.3. Packaging material modification

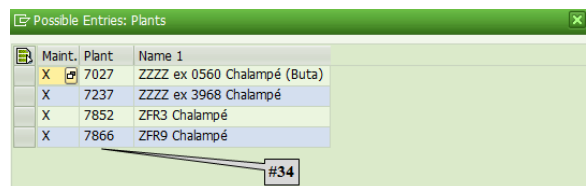
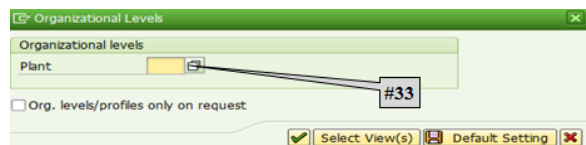
#### 3.3.1. Pre-requisites

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

#	Main activities	Tips / Best practices	Key points
30	Enter MM02 for Article modification		
31	Enter the material number Hit Enter.		Indicated by requester
32	Select the PURCHASING view Hit Enter.		



#	Main activities	Tips / Best practices	Key points
33	Hit the box on Plant field		
34	See all the Plants created for that material		Referred by requester



If more than one Plant associated with the material, contact and inform the requester that we need other Plants approval to modify the material (the responsibility of request the approval to other plants is from requester).

1. If the answer is positive, change the material as shown from step 35 to 40.
2. If the answer is negative, create a new Packaging following Chapter 3.2 of this OP.


Rules to Packaging modification:

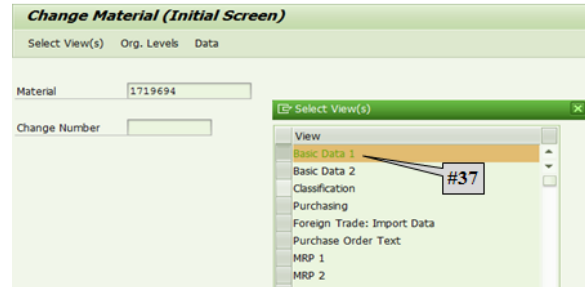
Type of modification	SBS accept the request?
Translation of the short description in a dedicated language or change of the description but no difference for the product	Yes if only 1 plant, if several plants =>need of all approvals
Packaging: case of adhesive labels : all changes	Yes if only 1 plant, if several plants =>need of all approvals
Modification of characteristics or dimensions	No => a new code must be created in RCS



**Other General rules:**

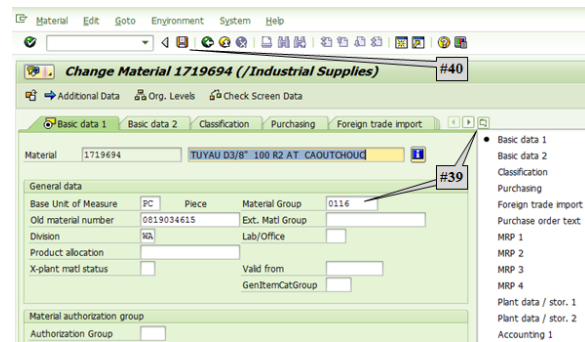
- The short description (10 languages) must describe the same material.

**3.3.2. Modification**


#	Main activities	Tips / Best practices	Key points
35	Enter MM02 for material modification		
36	Enter the material number and hit Enter		Indicated by requester
37	Select the Basic Data 1 view		
38	Click  .		

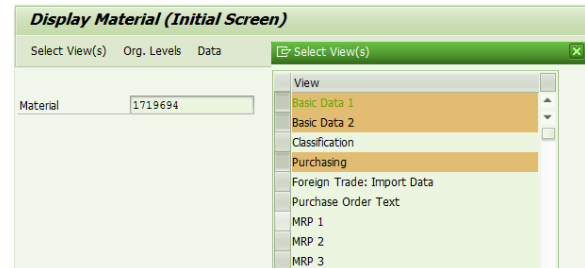


#	Main activities	Tips / Best practices	Key points
39	Make the changes necessary.	You can navigate through the different tabs by clicking 	
40	Save the modification by clicking 		



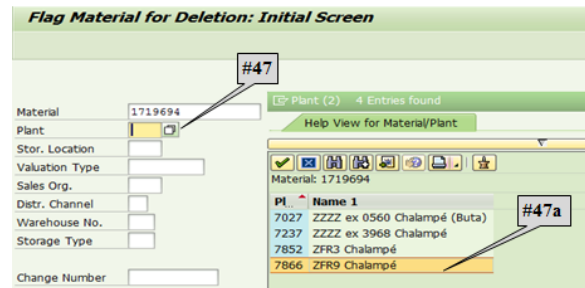
**3.4. Packaging material display**

#	Main activities	Tips / Best practices	Key points
41	Enter MM03 for material display		
42	Enter the material number and hit Enter		
43	Select the views that you need to see.		
44	Click  .		

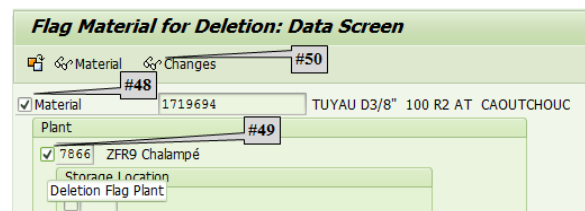


**3.5. Packaging material suppression**

#	Main activities	Tips / Best practices	Key points
45	Enter transaction MM06.		
46	Enter the material number and hit Enter		
47	Verify how many plants are associated with the article	To see the list, click on the box on "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 <input type="text" value="Plant"/> blank.



#	Main activities	Tips / Best practices	Key points
48	Tick the Material checkbox if the material must be suppressed for all plants.		
49	Tick the Plant checkbox if the article must be suppressed only for the designated plant.		
50	Click changes button to confirm prior modifications made in the specific article		



51	Update the reference SHORT NAME with *OBS* in the beginning of the text (Follow chapter 3.3.2 of this OP).		
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## 4. CONTACTS

All contacts are available and updated in Gdoc for [Validation Contacts](#)

## 5. SBS PERIMETER

	Packaging Material			PIR/Contracts for Packaging		
	Creation	Modification	Suppression	Creation	Modification	Suppression
SBS PERIMETER	Yes	Yes	Yes	Yes	Yes	Yes
SCOPE	WW	WW	WW	EU	EU	EU

## 6. REFERENCES

This procedure refers to the documents listed in below link:






## 7. ATTACHMENTS

The following documents are attached to this procedure:

- Packaging necessary information (on page 3)
- Creation Template (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 12:03 pm  Changed text WP1 to WP2.	
		State	gave <i>Approvers</i> approval at 10:43 am	
To be approved	 KAVLE, Ankit	State	changed state to <b>Published</b> at 10:43 am	v3
		State	gave <i>Approvers</i> approval at 10:43 am	
For Review	 KAVLE, Ankit	State	changed state to <b>To be approved</b> at 10:43 am	v3
		State	gave <i>Reviewers</i> approval at 10:43 am	
For Review	 PAVASE, Sanket	State	assigned approval <i>Reviewers</i> to  KAVLE, Ankit at 10:04 am  Changed text WP1 to WP2.	
		State	changed state to <b>For Review</b> at 10:04 am	v3
			Changed text WP1 to WP2.	