

# NAM MM web cycle routing table - Delete

## Table of contents

• Table of contents .....	1
• 1. Objective and Scope .....	1
◦ 1.1 Objective of this Procedure .....	1
◦ 1.2 Scope .....	1
• 2. Definitions .....	1
• 3. Main part .....	1
◦ 3.1 Transaction ZWFA05H – List of generic mail .....	1
◦ 3.2 Transaction ZWFA05K – Key procurer .....	2
◦ 3.3 Transaction ZWFA05G – List of default recipient (Controller) .....	3
◦ 3.4 Transaction ZWFA05I – List of procurer .....	3

## Scope

---

? Unknown Attachment

## ERP

---

? Unknown Attachment

? Unknown Attachment

## References

---

## Attachments

---

## 1. Objective and Scope

### 1.1 Objective of this Procedure

This LOP covers the SAP – Readsoft transactions related to Web Cycle Routing for MM Documents (PO invoices)

### 1.2 Scope

This LOP applies to Solvay USA Inc & Solvay Canada Inc in the NA that work with Solvay SBS.

## 2. Definitions

This table is used by all zones. Please make sure you are only adding, modifying or deleting entries related to the North American Zone (6283, 7424, 7651)

## 3. Main part

### 3.1 Transaction ZWFA05H – List of generic mail

This transaction controls the routing of NOGR and Quantity Discrepancy web cycles to the Plant Generic Web cycle accounts for Raw Material (3014), Packaging(3010) and Industrial Supply (3012) POs.

This table does not require any recurring maintenance (ie. daily, weekly, monthly, etc). It will only have to be updated if a new Site/Plant is set up in WP1 or a Site/Plant is being removed from WP1. This is rare.

Since these are the Generic Web Cycle Accounts for the plants/sites, there would only be requests to set up new sites or delete existing ones. Front Office should notify D&A team of a new site, providing new email address and company number/site code etc. if applicable. If it is a request for a deletion then Front office will provide the company number and site code of the existing location and reason for its removal.

When D&A team receives a request:

For a new plant/site – D&A team will create a new generic web cycle ID via transaction /COCKPIT/WUM and link it to the email address provided by FO. After the new ID is set up then they can add the entries for the new site/plant in table ZWFA05H for each Purchase Org: 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016. After the table has been updated they will advise FO that request has been completed and the New Generic Web Cycle account and initial password.

Deleting a plant/site – After D&A has received the request from FO, they must contact AP's team leader and request that the web cycle account be checked for any outstanding web cycles. If there are, then redirect them to the new WC id that will be handling them. Once completed, the AP Team Lead will advise D&A and they can delete the web cycle id, who will go into transaction ZWFA05H and remove all entries for that site/plant. After the entries have been removed, then D&A team will delete the generic web cycle id(s) via transaction /COCKPIT/WUM. Notify FO when deletion is completed.

#### 3.1.1 Steps for ZWFA05H – List of generic mail

### Change View "List of generic mail": Overview

CoCd	Site	Plnt	POrg	PGr	Generic User
7424	CHA		3015		READSCHA
7424	CHA		3016		READSCHA
7424	CHI		3009		READNPCHE
7424	CHI		3010		READSCHE
7424	CHI		3011		READSCHE
7424	CHI		3012		READNPCHE
7424	CHI		3013		READSCHE
7424	CHI		3014		READSCHE
7424	CHI		3015		READSCHE
7424	CHI		3016		READSCHE
7424	CIN		3009		READNPCIN
7424	CIN		3010		READSCIN
7424	CIN		3011		READSCIN
7424	CIN		3012		READNPCIN
7424	CIN		3013		READSCIN
7424	CIN		3014		READSCIN

To add an entry, click on the

**New Entries**

New Entries button.


You need to make an entry for each

Purchase Org. Click the  when complete.

To remove entries, highlight the lines you want to remove:

CoCd	Site	Plnt	POrg	PGr	Generic User
7424	CHA		3015		READSCHA
7424	CHA		3016		READSCHA
7424	CHI		3009		READNPCHE
7424	CHI		3010		READSCHE
7424	CHI		3011		READSCHE

Then click the  delete button.

After you are done, click the  Save button to confirm your changes.

## 3.2 Transaction ZWFA05K – Key procurer

This transaction controls the routing of Price Discrepancy web cycles for Raw Material (3014) and Packaging(3010) to the Raw Material Operations Specialist.

This table does not require any recurring maintenance (ie. daily, weekly, monthly, etc). It will only need to be updated if the Raw Material Operations Specialist changes.


Procurement Team lead for FO will advise D&A team if there is a change in who the Raw Material Operations Specialist is. They will provide the name, phone number and email address of the new person incase D&A needs to set up the user with a Web Cycle id.

When the request from the Procurement FO Team Lead is received, D&A team will check to see if the user has a web cycle id. If not, they will create a new id via transaction /COCKPIT/WUM and then update table ZWFA05K with the new web cycle id and confirm back to the requester when the task has been completed.

### 3.2.1 Steps for ZWFA05K – Key procurer

When you access transaction ZUFA05K it automatically places you in CHANGE mode.

To update, navigate to the company codes for the North American zone, and change all entries to the Web Cycle ID of the new Raw Material Operations Specialist.

When done, click on the  Save button.

To add an entry, click on the

**New Entries**

button. Populate the

following fields:

CoCd (company code)

Site

POrg - You need to make an entry for Purchase Orgs 3010 & 3014 only.

### Change View "key procurer.": Overview

CoCd	Site	Plnt	POrg	PGr	CnTy	Generic User
7424	CND		3010			DPATHIRA
7424	CND		3014			DPATHIRA
7424	CRA		3010			DPATHIRA
7424	CRA		3014			DPATHIRA
7424	DOM		3010			DPATHIRA
7424	DOM		3014			DPATHIRA
7424	FRE		3010			DPATHIRA
7424	FRE		3014			DPATHIRA
7424	H&M		3010			DPATHIRA
7424	H&M		3014			DPATHIRA
7424	HOU		3010			DPATHIRA
7424	HOU		3014			DPATHIRA
7424	KLC		3010			DPATHIRA
7424	KLC		3014			DPATHIRA
7424	MAH		3010			DPATHIRA
7424	MAH		3014			DPATHIRA

Generic User – Web cycle Id of the Raw Material Operations Specialist. Click the



when complete.

### 3.3 Transaction ZWFA05G – List of default recipient (Controller)

For General Expense (3009), Industrial Service (3015) and Transportation Logistics (3016) POs, if the requisitioner name listed on the PO is not linked to an active web cycle ID, the system will route the web cycle to the Controller for that site.

This table does not require any recurring maintenance (ie. daily, weekly, monthly, etc). It will only need to be updated if the Controller for the site changes.

The GBU, plant manager or Front Office will advise the D&A team if there is a new Controller for a site/plant. They will provide the Site ID, Name, Phone number and email address and who they are replacing.

When the request is received, D&A team will check to see if the user has a web cycle id. IF not, they will create a new id via transaction /COCKPIT/WUM and then update table ZWFA05G with the new web cycle id and confirm back to the requester when the task has been completed.

#### 3.3.1 Steps for ZWFA05G – List of default recipient (Controller)

When you access transaction ZUFA05G it automatically places you in CHANGE mode.

To update, navigate to the company codes for the North American zone, and change the entry to the Web Cycle ID of the new Controller.



When done, click on the Save button.

To add an entry, click on the

**New Entries**

button. Populate the

following fields:

CoCd (company code)

Site

Default Recipient – Web cycle Id of the Controller



Click the when complete.

**Change View "Default recipient": Overview**

New Entries

Default recipient		
CoCd	Site	Default Recipient
7424	ACE	RMORRISO
7424	ALP	VWILLIAM
7424	BAL	LMILLER
7424	BAT	PESTELLE
7424	BAY	DROZUM
7424	BLU	RSCHMITT
7424	BRI	WWESTCOT
7424	C45	KDICKINS
7424	CHA	KSCHNUPP
7424	CHI	JOLGUIN
7424	CIN	BJOHNSTO
7424	CRA	WWESTCOT
7424	DOM	RWASDEN
7424	FRE	DROZUM
7424	HAM	BJOHNSTO
7424	HOU	DROZUM

### 3.4 Transaction ZWFA05I – List of procurer

This transaction controls the routing of Invalid PO web cycles based on the site code populated on the cockpit document.

This table does not require any recurring maintenance (ie. daily, weekly, monthly, etc). It will only need to be updated if the Procurer/LPR changes.

The GBU, plant manager or Front Office will advise the D&A team if there is a new Procurer/LPR for a site/plant. They will provide the Site ID, Name, Phone number and email address and who they are replacing.

When the request is received, D&A team will check to see if the user has a web cycle id. IF not, they will create a new id via transaction /COCKPIT/WUM and then update table ZWFA05I with the new web cycle id and confirm back to the requester when the task has been completed.

#### 3.4.1 Steps for ZWFA05I – List of procurer

When you access transaction ZUFA05I it automatically places you in CHANGE mode.

To update, navigate to the company codes for the North American zone, and change the entry to the Web Cycle ID of the new Procurer/LPR.



When done, click on the Save button.

To add an entry, click on the

**New Entries**

button. Populate the

following fields:

CoCd (company code)

Site

**Change View "List of procurer": Overview**

New Entries

List of procurer			
CoCd	Site	Vendor	Procurer
7424	ACE		BSZARAZ
7424	ALP		BSZARAZ
7424	BAL		ECOAN
7424	BAT		BSZARAZ
7424	BAY		KJERNIGA
7424	BLU		DCABELLO
7424	BRI		BSZARAZ
7424	C45		#NA
7424	CHA		RCHAVIS
7424	CHI		BSZARAZ
7424	CIN		GSPANGEN
7424	CND		BSZARAZ
7424	CRA		BSZARAZ
7424	DOM		LSANDEL
7424	FRE		BSZARAZ
7424	HAM		KJERNIGA

Procurer – Web cycle Id of the Procurer  
/LPR

Click the  when complete.