

SAP WP1 ZMAT Material Master Maintenance

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1 OBJECTIVE AND SCOPE

1.1. Objective of this Procedure

This document is a complement to Standard Operating Procedure "Article Creation and Management", adapting the process to ZPRC, ZMAT, ZVER and ZUNB Material master data management for GBU Technology Solutions (Legacy Cytec organization).

Material Master Data management process includes creation and modification of the material as well as its inactivation and flagging for deletion. Creation of Basic Data, Classification, Sales, Foreign Trade, Purchasing, General Plant Storage, Warehouse Management and Label Data Views will be presented in this procedure. Management of MRP, Work Scheduling, Quality Management, Accounting and Costing Views is being performed by Process Teams. Accounting and Costing views are created by Riga SBS Data Management when extending materials to Trading Plants. For Sample codes Riga SBS Data Management is creating all necessary views.

Requests of Technology Solutions Material Master creation or maintenance can be performed by approved requestors listed in Attachment 3 – List of approved requestors.

All requests are sent to Riga Data Operations team Data via Freshdesk or alternatively by e-mail. Common e-mail address of Riga Data Operations team: datamanage@solway.com

Request form for Technology Solutions Materials is stored on [Google Drive](#).

The referral lists mentioned in this procedure, such as Material Groups, Purchasing Groups and Profit Center List are embedded in the TS SAP Material request form file.

This document's objective is to provide a guide to managing Material master data for ZMAT materials.

1.2. Scope

Under Riga Data Operations's scope is the management of ZMAT, ZVER and ZUNB materials for GBU Technology Solutions (legacy Cytec) sites in WP1 SAP system. Management of ZERS materials is described in a separate procedure. Riga Data Operations can create and extend ZDIE materials if requested so by Finance.

Material Type	Description	Division
ZMAT	Finished Goods Semi-finished Goods Raw Materials	Multiple Multiple KV
ZPRC	Commercial Products	N/A

ZVER	Packaging	WD
ZUNB	Stocked and non-valuated materials	WD (for packaging)
ZDIE	Services	Multiple

1.3. Abbreviations

Abbr.	Description	Abbr.	Description
RCS	Rhodia Core System	SBS	Solvay Business Services
ZMAT	Finished product, semi-finished product, raw material	HSE	Health, Safety and Environment
ZVER	Packaging	DG	Dangerous goods
ZUNB	Stocked and not valuated material	MRP	Material Resource Planning
ZDIE	Service	UoM	Unit of Measure
ZPRC	Commercial Product	MSDS	Material Safety Data Sheet

1.4. Roles and responsibilities

ZMAT setup can be performed only once both ZPRC code and MSDS are available.

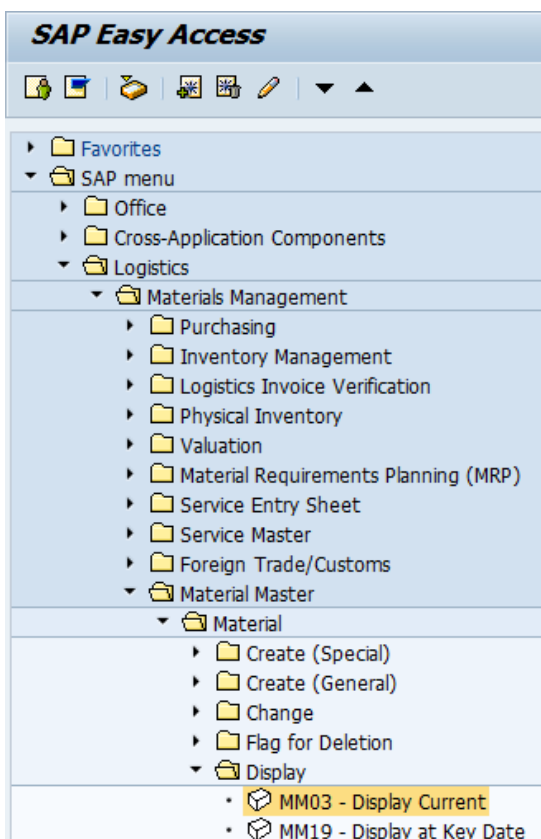
Prior to submitting a new ZMAT request, it is the requester's responsibility to ensure the material does not exist in SAP already, so no duplicates are created in the system. If the material was not found, the Material form must be filled and submitted to Data Operations for material master setup in SAP. A second search in the system is performed by the Data Operations team to ensure no duplicates are created.

2 STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Creation of material in RCS

2.1.1. Pre-requisites

ZMAT setup can be performed only once both ZPRC code and MSDS are available. Prior to material creation in the system search is performed by the Data Operations team to ensure no duplicates are created.



Main activities	Tips / Best practices	Key points
Enter transaction MM03	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Display

Display Material (Initial Screen)

Select View(s) Org. Levels Data

Material

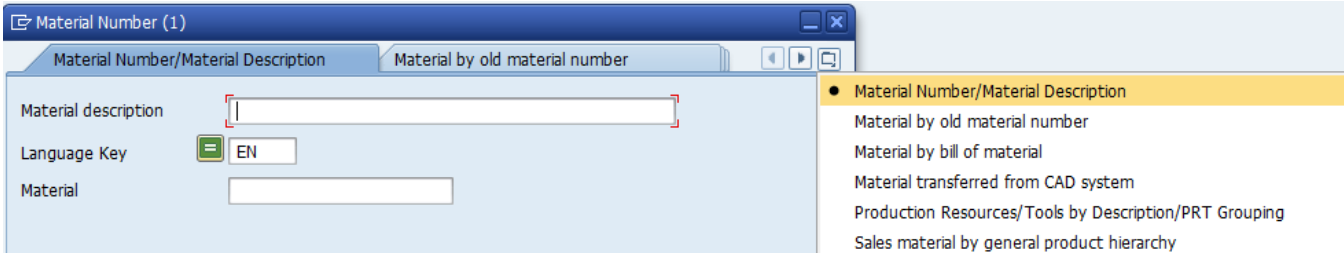


Main activities


Press multiple choice button to receive pop-up window with search options for material master

Tips / Best practices

Key points



Main activities

Click on  to open the menu

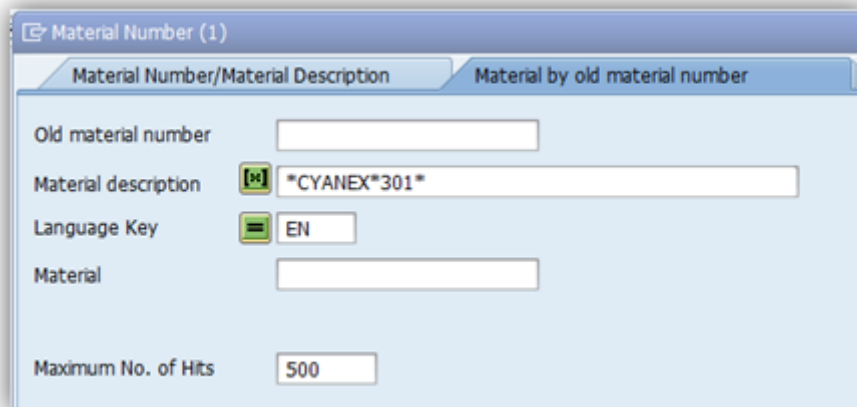
Select the option 'Material Number/Material Description' and /or

'Materials by Commercial Product (PRCOM)'

Tips / Best practices

Field 'Old material number' can be used to look up material by BPCS Code (temporarily).
Field 'Old material number' contains MSDS number for ZPRC materials (temporarily).
Other search options can be useful as well.

Key points



Main activities

Run a search in Material Description

Hit Enter


Tips / Best practices











Use Wildcards to best describe

Key points

Open the material request form, copy the short text from the requested material and run a search in Material description with wildcards.

Main activities	Tips / Best practices	Key points
Enter transaction MM01	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General)

 **WP1(1)/400 Create Material (Initial Screen)**

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material

Industry sector

Material Type

Change Number

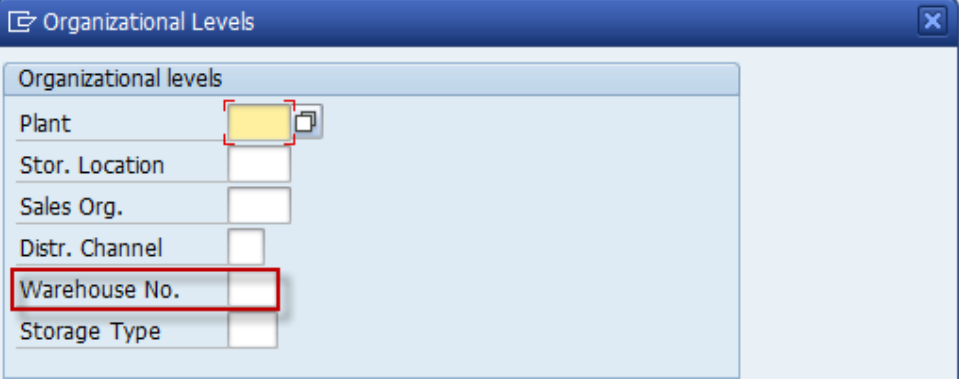
Copy from...

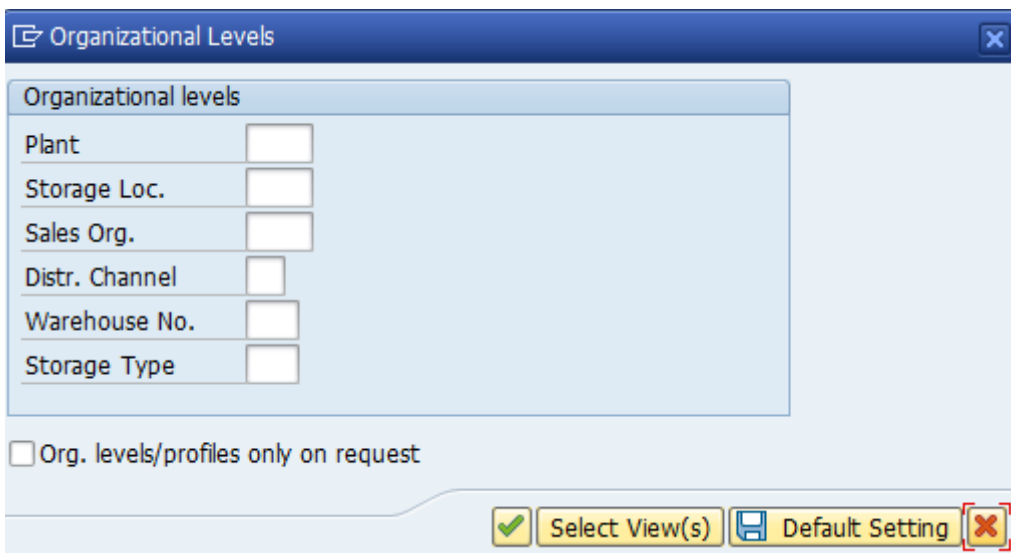
Material

Main activities	Tips / Best practices	Key points
Enter Industry Sector		Always choose " Chemical Industry "
Enter Material Type		Select the material type indicated in the request form
Copy from... Material	Option to copy data from an existing material can be useful in some cases.	
Hit Enter		

The image displays two side-by-side 'Select View(s)' dialog boxes. The left dialog, titled 'WP1(1)/400 Select View(s)', lists various views such as 'Basic Data 1', 'Sales: Sales Org. Data 1', 'Purchasing', and 'MRP 1-4'. The right dialog, titled 'Select View(s)', lists views like 'General Plant Data / Storage 1', 'Warehouse Management 1', 'Quality Management', 'Accounting 1', and 'Label Data'. Both dialogs include checkboxes for 'View selection only on request' and 'Create views selected', and a toolbar at the bottom with buttons for 'Org. Levels', 'Data', 'Default Setting', and a close button.

Main activities	Tips / Best practices	Key points

<p>Select Views to be created</p>	<p>Creation of views can be performed all at once or in separate steps</p>	<p>Select Basic Data 1 & 2, Classification and Label Data Views (General Data).</p> <p>If Sales Organization and Distribution Channel are provided, select Sales: Sales Org. Data 1 & 2 Views (without filling Plant field).</p> <p>If Plant is provided, select Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, General Plant Data/Storage 1 & 2.</p> <p>NOTE! Please notify Michael Wilson and William Weddle for any materials created or extended to plant 8712 and 8636.</p> <p>NOTE! Warehouse Management 1 & 2 Views to be created and warehouse number added (in brackets) for warehouse managed plants only: 8520 (077), 8521 (054), 8636 (039) – by default For 8359 - only if requested.</p>  <p>*Reactor level Materials* need Basic Data 1 & 2, Classification, Sales: General/Plant Data, General Plant Data/Storage 1 & 2. Sales Org. not to be filled!</p> <p>*Intermediates* should be created as Finished Products and can be opened to sales organization 1 and 2 views if requested by the product manager. How to identify: if in the description there is "INTERMEDIATE", however we could have exceptions and they should be confirmed with the Product Manager</p> <p>*Samples* need Basic Data 1 & 2, Sales: Sales Org. Data 1 & 2, Sales: General/Plant Data, Foreign Trade: Export Data, MRP 1-4, Accounting 1 & 2, Costing 1 & 2, Label Data Views. Not needed: Classification, Purchasing, General Plant Data/Storage 1 & 2.</p> <p>For Trading Plants listed below Classification, Accounting, Costing Views have to be created. Views are completed in the same way as for CMC Samples except the Planning views (MRP 1-4).</p> <ul style="list-style-type: none"> • 8570 (Co. Cd. 7008) • 8572 (Co. Cd. 7723) • 8575 (Co. Cd. 7752) • 8580 (Co. Cd. 7794) • 8574 (Co. Cd. 7734)
<p>Hit Enter</p>	<p>Use Default Setting button to save your selections for future creations</p>	



Main activities	Key Points
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Fill in
Organizational
Levels

- **Plant:** Fill Plant as indicated in the request form
- **Storage location:** Extend to Storage Location when there is only option per plant (Storage location number is the same as plant number). If there is more than one option, leave it blank.
- **Sales Organization and Distribution Channel** as indicated in request form.
- **Warehouse:** only for specific plants listed above

Change Material 143891 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Basic data 1 Basic data 2 Classification Sales: sales org. 1 Sales: sales or...

Material 143891 **CYASORB UV-1164 15KG BX COO JP** ⓘ

General Data

Base Unit of Measure **KG** kg Material Group **0450**

Old material number **15038J01C1L** Ext. Matl Group

Division **E2** Lab/Office

Product allocation Prod. Hierarchy

X-plant matl status Valid from

GenItemCatGroup **NORM** Standard item

Material authorization group

Authorization Group

Dimensions/EANs

Gross Weight **1.094** Weight Unit **KG**

Net Weight 1

Volume **3.200** Volume Unit **CD3**

Size/dimensions

EAN/UPC EAN category

Packaging material data

Matl Grp Pack.Matls **0005**

Ref. mat. for pckg

Basic Data Texts

Languages Maintained 10 **Basic Data Text** Language: E English

Main activities	Tips / Best practices	Key points
Enter Material Description	Check the request form for "SHORT DESCRIPTION"	
Enter Base Unit of Measure		Always KG
Enter Material Group	Check the request form	Finished goods, SF goods – 0450
Old Material Number		Populate the BPCS
Enter Division		Check the request form
Enter General Item Category Group	Already pre-filled	ZMAT – NORM

Enter Gross Weight	Check the request form	Proportion of Gross weight to Net weight to be entered (Net = 1) i.e. 25 KG Gross and 20 KG Net => 1.25 Gross and 1 Net in SAP
Enter Net Weight		Always 1
Enter UoM for Weight		Always KG
Enter Volume (per 1 Net weight unit of measure)		Check the request form If blank in the form, leave the field blank
Enter UoM for Volume	Entered only when Volume provided	Always CD3
Enter Matl Grp Pack.Matls (Packaging Group)		Check the request form 0005 - for packed materials and Samples 0001 - for Bulk and Reactor level
Go to Basic Data Text tab by pressing Basic Data Text button	Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Create Material 143055 (/Finished pdt & RM & SF)

← Main Data

Document data Basic data text Inspection text Internal comment Consu...

Material 143055 CYASORB UV-1164 15KG BX COO JP

Basic data text

Langs maintained

- Chinese
- English
- French**
- German
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Spanish



Language French

CYASORB® UV-1164 LIGHT ABSORBER

Ln 1, Co 1 Ln 1 - Ln 1 of 1 lines

Descriptions

- Units of measure
- Additional EANs
- Document data
- Basic data text
- Inspection text
- Internal comment
- Consumption

Main activities	Tips / Best practices	Key points
Enter Basic data text – description from ZPRC code.	<p>Use  button to add languages Copy English text to all other languages:</p> 	<p>12 mandatory languages are: 1 – Chinese (EN!) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish</p> <p>& – Brazilian Portuguese N – Dutch</p>
Go to Descriptions tab	From Basic Data View Descriptions tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Create Material 143055 (/Finished pdt & RM & SF)

← Main Data

Descriptions Units of measure Additional EANs Document data Basic data t...

Material 143055

Language	Material Description
EN	CYASORB UV-1164 15KG BX COO JP
Z9	CYASORB UV-1164 15KG BX COO JP
ZH	CYASORB UV-1164 15KG BX COO JP
KO	CYASORB UV-1164 15KG BX COO JP
DE	CYASORB UV-1164 15KG BX COO JP
FR	CYASORB UV-1164 15KG BX COO JP
IT	CYASORB UV-1164 15KG BX COO JP
JA	CYASORB UV-1164 15KG BX COO JP
PL	CYASORB UV-1164 15KG BX COO JP
PT	CYASORB UV-1164 15KG BX COO JP
ES	CYASORB UV-1164 15KG BX COO JP

Main activities	Tips / Best practices	Key points
Enter material descriptions in local languages	NOTE: Check if material description is in line with product name on MSDS.	12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
Go to Units of measure tab	From Basic Data View Units of Measure tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Create Material 143055 (/Finished pdt & RM & SF)

← Main Data

Descriptions Units of measure Additional EANs Document data Basic data t...

Material 143055 CYASORB UV-1164 15KG BX COO JP

Units of measure grp

Units of measure/EANs/dimensions


X	AUn	Measuremt unit text	<=>	Y	BUn	Number	LUn	EAN/UPC
1	KG	kg	<=>	1	KG	1.000	KG	
11,023	LB	US pound	<=>	5,000	KG	0.454	KG	
1	BX	Box	<=>	15	KG	15.000	KG	
1	PAL	Pallet	<=>	300	KG	20.000	BX	
			<=>		KG			




Main activities	Tips / Best practices	Key points
Enter Alternate Units of Measure conversions		Fixed conversion 11023 LB <-> 5000 KG has to be entered for all ZMAT materials except Samples
Enter conversion of Stock keeping UoM to Base UoM		Check the request form


Enter quantity of Stock keeping UoM in Pallet		Check the request form Use fields for Lower-level Unit entry to indicate number of packages in Pallet at the very end of the line. NOTE! Do not enter a PAL UOM for Totes (IBC) or when not provided (special cases for Cylinders and Big Bag as sometimes they do not require pallet).
Enter any additional conversion if requested		Check the request form
Return to Main Data		


Main activities	Key points
Inspection text	<p>If in the material form the transportation group is Isothermal:</p> <p>0002 Isothermal pack 0006 Isothermal bulk 0013 Isotherm.Liq.Haz.Pac 0016 Isothermal Liq. Bulk</p> <p>The inspection interval must be provided by the Product Manager and added to the material master</p> <p>12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch</p>

Additional Information	<p>The statement the protect from freeze information is taken from Sec 7 of the SDS:</p> <hr/> <p>SECTION 7: Handling and storage</p> <p>7.1 Precautions for safe handling</p> <ul style="list-style-type: none"> - To avoid product degradation and equipment corrosion, do not use iron, copper or aluminum containers or equipment. - This material corrodes aluminum at a rate greater than 6.25 mm (0.25 inch) a year at a test temperature of 55 °C (130 °F). It is thus considered to be a Class 8 Corrosive for transportation purposes. <p>Hygiene measures</p> <ul style="list-style-type: none"> - Handle in accordance with good industrial hygiene and safety practice. - Wash hands before breaks and at the end of workday. - When using do not eat, drink or smoke. - Eye wash bottles or eye wash stations in compliance with applicable standards. - Ensure that eyewash stations and safety showers are close to the workstation location. <p>7.2 Conditions for safe storage, including any incompatibilities</p> <p>Technical measures/Storage conditions</p> <ul style="list-style-type: none"> - Do not freeze. <p>Requirements for storage rooms and vessels</p> <p>Recommended storage temperature: 68 - 140 °F (20 - 60 °C)</p> <ul style="list-style-type: none"> - To guarantee the quality and properties of the product keep according to Storage temperature and conditions.
Return to Main Data	

 **Change Material 143055 (/Finished pdt & RM & SF)**

 Additional Data  Org. Levels  Check Screen Data

Basic data 1 **Basic data 2** Classification Sales: sales org. 1 Sales: sales or... 

Material 

Other Data

Prod./insp. memo Ind. Std Desc.

Page format CAD Indicator

Basic material

Medium

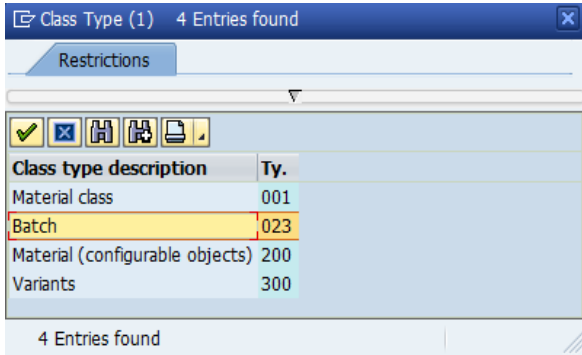
Environment

DG indicator profile Environmentally rlv

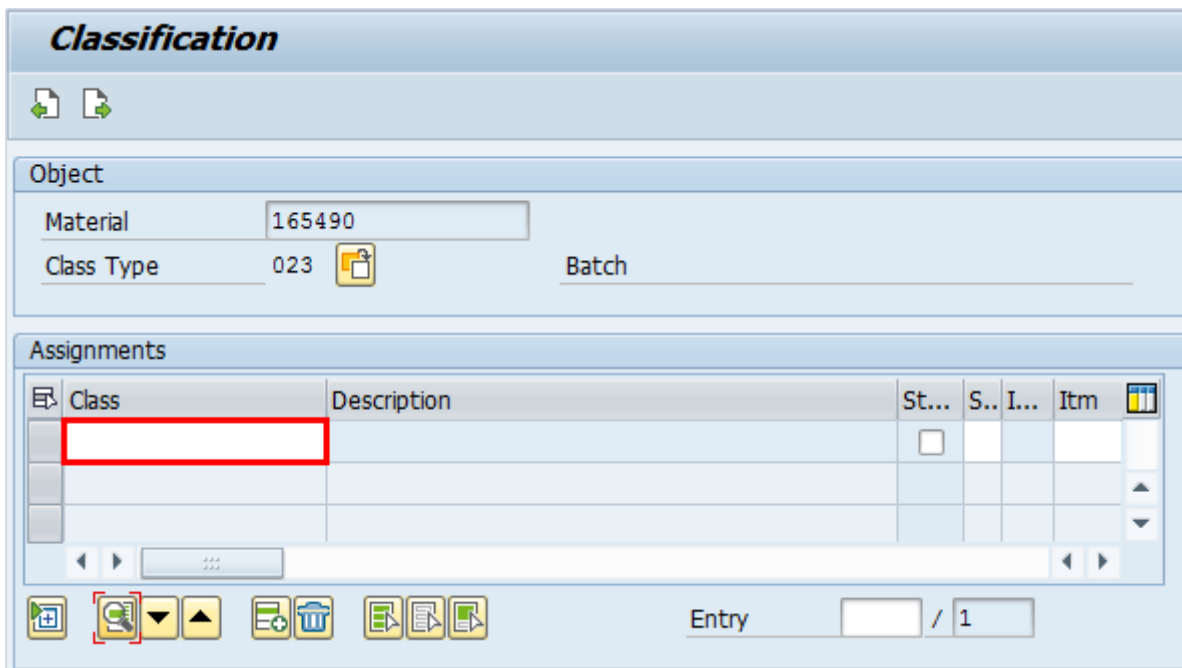
DG Packaging Status In bulk/liquid

Packaging Code Highly viscous

Main activities	Tips / Best practices	Key points
Go to Basic data 2 view		
Enter Basic material (related ZPRC Code)		Check the request form Mandatory field! No additional characters are allowed (for example space or special characters)
Enter Dangerous Goods indicator profile		ZIP for all materials at the moment of material creation
Tick Environmentally relevant		Mandatory for all Finished and semi-finished goods
Go to Classification view	Classification is not applicable for packaging materials (ZVER) and for Sample codes	



Main activities	Tips / Best practices	Key points
Select "Batch" type of Classification		



Main activities	Key points
Enter Class Type 023	014 – Technology Solutions
Go to Sales: sales org. 1 view	

Create Material 149311 (/Finished pdt & RM & SF)


Additional Data Org. Levels Check Screen Data

Classification

Sales: sales org. 1

Sales: sales org. 2

Sales: general/plant

Material 149311 CYASORB UV-1164 15KG BX COO JP 

Sales Org. US23 Technology Solutions

Distr. Chl 9V Phosphines

General data

Base Unit of Measure KG Division

Sales unit **LB** Sales unit not var.

Unit of Measure Grp

X-distr.chain status **63** Valid from **23.04.2017**

DChain-spec. status

Delivering Plant

Material Group 0450

Cash discount **Conditions**

Tax data

D...	Departure country	Ta...	Tax category	T	Tax classification
CA	CANADA	CTX1	GST / HST	1	
CA	CANADA	CTX2	PST / QST	1	

Entry 1 of 8

Quantity stipulations

Min.order qty **15** Min. dely qty **15**

Rnding Profile **Z50%** Delivery unit **1** **BX**

Main activities	Tips / Best practices	Key points
Enter Sales unit	Check the request form	Enter LB even if left blank by Requestor in request form for US and CA Sales Organizations
Enter Cross-distribution-chain specific material status		Status 63 is to be set at the moment of material creation to allow use of material in operations
Enter Valid from date for Cross-distribution-chain specific material status		DD.MM.YYYY
Enter Delivering Plant	Note! If the plant does not exists for sales organization and distribution channel combination, contact Danyse Ryan (danyse.ryan@solvay.com) to create the link	Check the request form
Maintain Tax classifications	System will automatically determine which Countries' tax lines should be added	Always 1 for all countries unless otherwise indicated by Finance or Tax department
Enter Minimum order quantity	Check the request form	Enter Net weight . Blank for Bulk
Enter Minimum delivery quantity	Check the request form	Enter Net weight . Blank for Bulk
Enter Delivery unit	Check the request form	Always 1 . Blank for Bulk

Enter Unit of Measure of Delivery unit	Check the request form	Always equal to Primary Packaging unit, enter even if left blank by Requestor in request form. Blank for Bulk
Enter Rounding Profile		For Packed materials select the option Z50% that corresponds to Primary Packaging unit. For Bulk and Samples leave the field empty. Note! Sales Org. NL01 and Distribution channel 9P- polymer additives. (Division E2) Creation: confirm with the requester if the rounding profile should be (ZPAL) Extension: use ZPAL as default
Go to Sales: sales org. 2 view		

Change Material 143891 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Sales: sales org. 1 **Sales: sales org. 2** Sales: general/plant Foreign trade ...

Material: 143891 CYASORB UV-1164 15KG BX COO JP

Sales Org.: SG08 Technology Solutions

Distr. Chl: 9P Polymer Additives

Grouping terms

Matl statistics grp	1	'A' Material	Material pricing grp	
Volume rebate group			Acct assignment grp	F Finished
Gen. item cat. grp	NORM	Standard item	Item category group	ZMAN Manual batch ...
Pricing Ref. Matl				
Product Hierarchy				
Commission group				

Main activities	Tips / Best practices	Key points
Enter Material statistics group		Always 1
Enter Account assignment group		Check the request form
Enter Item category group	Check the request form	ZMAT – ZMAN in SAP For Sales Org BR33 - NORM
Go to Sales: general/plant view		

Create Material 143055 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Sales: sales org. 2 Sales: general/plant Foreign trade export Sale...

Material 143055 CYASORB UV-1164 15KG BX COO JP
 Plant 8520 7008 / XPO Logistic Bristol

General data

Base Unit of Measure kg Replacement part
 Gross Weight KG Qual.f.FreeGoodsDis.
 Net Weight
 Availability check Tech Sol Y3 no Pl or Appr.batch rec. req.
 Batch management

Shipping data (times in days)

Trans. Grp Packed LoadingGrp Standard
 Setup time Proc. time Base qty KG

Packaging material data

Matl Grp Pack.Matls
 Ref. mat. for pckg

General plant parameters

Neg.stocks Profit Center SerialNoProfile DistProf

Main activities	Tips / Best practices	Key points
Enter Material freight group	Check the request form	Mandatory for Packed materials for US, CA and BR Bulk - empty
Enter Availability check		Finished Goods (F & T) – T3 Semi-finished goods (I) – S3 Samples – KP
Activate Batch Management requirement indicator	Same field is also available in Purchasing, Plant data / storage 1 and Warehouse Management 1 views	Always checked for ZMAT Not checked for CMC Samples
Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator. Samples – 0007 (ZIP and Z00), 0010 (GPP)	Check the request form
Enter Loading Group		Bulk – 0002 Else – 0001 (including samples)
Enter Profit Center	Same field is also available in Plant data / storage 2 view	Check the request form NOTE! For Distribution Channel and Trading plants should begin with Company code . For materials with Division E3, E4, E5, E6 for all plant types use the structure CCCC-Xyyyy Where yyyy = last 4 digits of the specific IECRA for each product line: E0 = IECRA01219 - PHOSPHORUS DIV E3 = IECRA01286 - INDUSTRIAL MINERALS E4 = IECRA01235 - ALUMINA E5 = IECRA01236 - MINERAL PROCESSING E6 = IECRA01237 - MEP E7 = IECRA01219 - PHOSPHORUS DIV H0 = IECRA01285 - FUMIGANTS SX = IECRA01219 - PHOSPHORUS DIV SY = IECRA01265 - PROBAN TF = IECRA01266 - NA HYPO
Go to Foreign trade export view		

Change Material 143893 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Sales: general/plant Foreign trade export Sales text Purchasing For...

Material 143893 CYASORB UV-1164 10KG BX COO US ⓘ
 Plant 8525 7523 / NATAM Express Maua

Foreign trade data

Comm./imp. code no. *
 Export/import group
 CAS number (pharm.)
 PRODCOM no.
 Control code 2933.69.99

Origin / EU market organization / preferences

Country of origin Region of origin
 CAP product list no.
 CAP prod. group
 Preference status Not maintained
 Vendor decl. status Not maintained

Legal control

ExemptionCertificate Exemption cert. no.
 Iss.date of ex.cert.
 Military goods

Material CFOP category

Mat. CFOP category

Main activities	Tips / Best practices	Key points
Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team	When extending material to a new Plant the Commodity/import code field is to be left blank (to be cleared if Copy from... option is used). Whenever a material is extended to any of non-GTS plants (see Attachment 4 – List of Plants in non-GTS countries), extension has to be added in the linked file . Contact htsclassification@solvay.com for missing control code.	
Control code	If material has to be extend to Brazil plants , Control Code should be provided before, otherwise SAP will not be able to save material code.	
Enter Country of origin	Mandatory information! If not provided in the form, ask the requester.	Check the request form
Enter Mat. CFOP category	Field is mandatory for Brazil (8789) plants only	Always 0
Go to Purchasing view		

Create Material 143055 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Sales text **Purchasing** Foreign trade import Purchase order text MRP 1

Material 143055 CLEARBREAK DG-270 2300LB TOTE ⓘ

Plant 8520 7008 / XPO Logistic Bristol

General Data

Base Unit of Measure **KG** kg Order Unit Var. OUn

Purchasing Group **GXI** Material Group 0450

Plant-sp.matl status **Z1** Valid from

Tax ind. f. material Qual.f.FreeGoodsDis.

Material freight grp **10056** Autom. PO

Batch management

Purchasing values

Purchasing value key **0001** Shipping Instr.

1st Reminder/Exped. 0 days Underdel. Tolerance 0.0 percent

2nd Reminder/Exped. 0 days Overdeliv. Tolerance 0.0 percent

3rd Reminder/Exped. 0 days Min. Del. Qty in % 0.0 percent

StdValueDelivDateVar 0 days Unltd Overdelivery Acknowledgment Req'd

Other data / manufacturer data

GR processing time **2** days Post to insp. stock Critical Part


Quota arr. usage Source list JIT Sched. Indicator

Main activities	Tips / Best practices	Key points
Enter Purchasing Group		Check the request form
Enter Plant-specific material status	Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations.	Status Z1 is to be used at the time of material creation. For Trading plants (8570 – US, 8572 – MX, 8575 – CA, 8580 – NL, 8574 - CN) and for Samples leave the field blank.
Enter Material freight group	Mandatory for Packed materials for US, CA and BR Sales Organizations.	Check the request form
Activate automatic Purchase Order indicator		Always checked
Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views	Always checked for ZMAT
Enter Purchasing value key		Packed ZMAT – 0001 Bulk ZMAT – 0005 (incl. flexitank)
Enter GR processing time	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 2 Default value for Plant 8035 – 1 Default value for Plant 8605 – 0
Go to Plant data / storage 1 view		

Change Material 143891 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Work scheduling **Plant data / stor. 1** Plant data / stor. 2 Quality manage...

Material 143891 CYASORB UV-1164 15KG BX COO JP 

Plant 8531 7794 / 2Masters BV Rijssen

General data

Base Unit of Measure kg Unit of issue

Temp. conditions Storage conditions

Container reqmts Haz. material number

CC phys. inv. ind. CC fixed Number of GR slips

Label type Lab.form Appr.batch rec. req.

Batch management

Shelf life data

Max. Storage Period Time unit

Min. Rem. Shelf Life Total shelf life

Period Ind. for SLED Rounding rule SLED

Storage percentage

Main activities	Tips / Best practices	Key points
Enter Physical inventory indicator for cycle counting	Plant data administrators will change the field value if necessary. Note! If the link does not exist with the plant, contact Danyse Ryan and request the link creation.	Default value at the time of material creation – B
Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views	Always checked for ZMAT Not checked for Samples
Enter Minimum Remaining Shelf Life	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 1
Enter Total shelf life	Shelf life days should be consistent on Commercial Product level.	Check the form
Go to Plant data / storage 2 view		

Create Material 143055 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Plant data / stor. 1
 Plant data / stor. 2
 Warehouse mgmt 1
 W.

Material

Plant

Weight/volume

Gross Weight Weight unit

Net Weight

Volume Volume unit

Size/dimensions

General plant parameters

Neg. stocks in plant Log. handling group

Serial no. profile SerLevel Distr. profile

Profit Center Stock determ. group

Main activities	Tips / Best practices	Key points
Enter Profit Center	Same field is also available in Sales: General Plant Data view	
Go to next view	Go to Warehouse Management 1 view if applicable; else go to Label Data view.	

Create Material 143055 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Plant data / stor. 2
 Warehouse mgmt 1
 Warehouse mgmt 2
 Qu...

Material

Plant

General data

Base Unit of Measure Haz. material number

Unit of issue Gross Weight

Volume

Appr.batch rec. req.

Batch management

Main activities	Tips / Best practices	Key points
Activate Batch Management requirement indicator	Same field is also available in Sales: general / plant, Purchasing and Plant data / storage 1 views	Always checked for ZMAT Not checked for Samples
Go to Warehouse Management 2 view		

Create Material 143055 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Warehouse mgmt 1
 Warehouse mgmt 2
 Quality management
 Acco...

Material: 143055 CYASORB UV-1164 15KG BX COO JP

Plant: 8520 7008 / XPO Logistic Bristol

Main activities	Tips / Best practices	Key points
Go to Label Data view	No data has to be maintained in Warehouse Management 2 view at the time of material creation, however the view has to be created	

Create Material 143055 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Costing 2
 Label Data

General Data

Brand Name:
 Product Name:
 Product Desc.:
 Product Desc. 2:
 Contents:
 Primary Pack. Unit:

Labeling Specification

Configuration

Pack.Unit of Meas.
 BX Box
 KG kg
 LB US pound
 PAL Pallet

Import

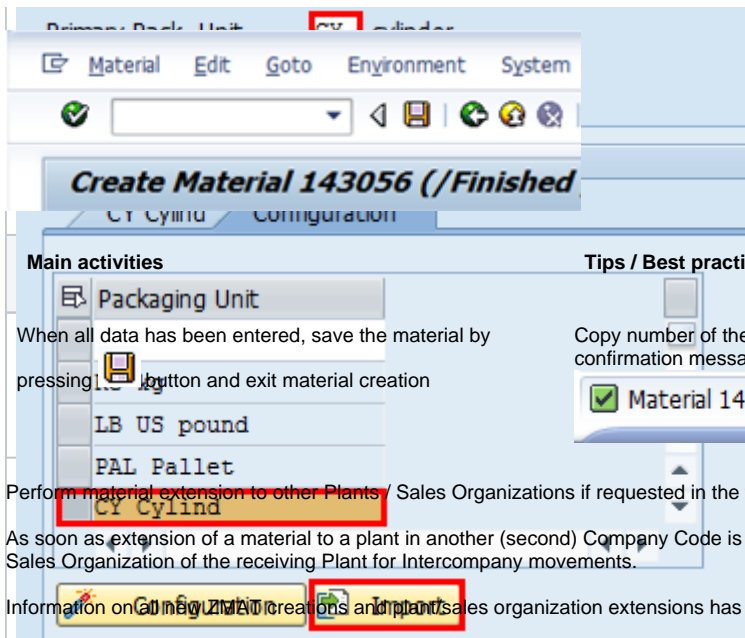
Technology Solutions

Primary Packaging Unit (PPU): Copy from the form

Exception!

For **BULK** use **KG**

For plant **8035** view has to be activated but nothing except **Primary Pack Unit** has to be entered



Main activities	Tips / Best practices	Key points
When all data has been entered, save the material by pressing button and exit material creation	Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used:	

Perform material extension to other Plants / Sales Organizations if requested in the form.

As soon as extension of a material to a plant in another (second) Company Code is requested, material is also to be extended to **90** Distribution Channel of the Sales Organization of the receiving Plant for Intercompany movements.

Information on all new ZMAT creations and plant/sales organization extensions has to be sent to:

- Product-regulatory Cytec - product-regulatory@solvay.com
- Cheryl McCall - Cheryl.McCall@solvay.com based on the Packaging type
- Example: Primary Pack Unit Cylindrical 147570
- Danyse Ryan - danyse.ryan@solvay.com

Templates for Label data: supricing@support.solvay.com

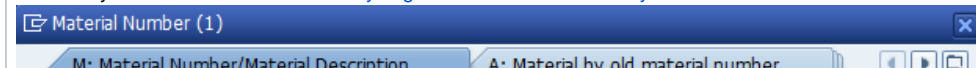
147507 - LABEL MODEL LARGE (SS, DR, TE, BB)

147570 - LABEL MODEL MEDIUM (BAG CYC BULK)

147572 - LABEL MODEL SMALL (BAG)

149059 - LABEL MODEL SAMPLE MATERIALS

- Cytec Global Demand Team - cytecglobaldemandteam@solvay.com

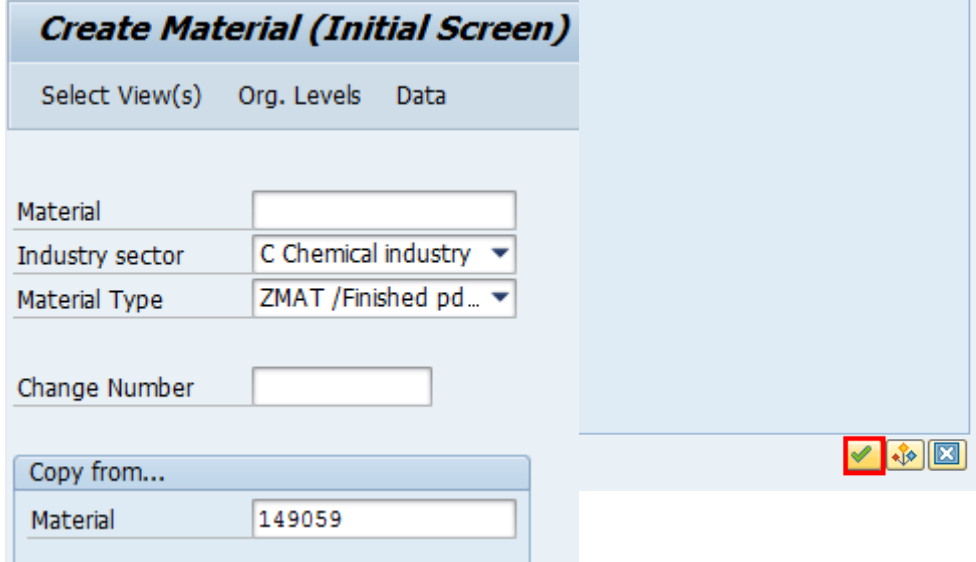


2.1.3. Creation of CMC sample material

Data Management is creating all necessary views for CMC Sample codes.

Note: CMC Samples can be created **only** for CMC plants: **8588** - 7008 / CMC New Milford and **8595** - 7794 / CMC Waalwijk

Main activities	Tips / Best practices	Key points
Enter transaction MM01 Maximum No. of Hits 500	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General)



Main activities	Tips / Best practices	Key points
Enter Industry sector	C Chemical industry	
Material description	Language Material	
Enter Material Type	ZMAT /Finished pdt & RM & SF	
Use Copy from... option	149059 TS LABEL MODEL SAMPLE MATERIALS has been created to be used as model for CMC sample creation.	
Hit Enter	1 Entry found	

- Only select the label correspondent to the Primary Pack. Unit

Main activities	Tips / Best practices	Key points
Select Views to be created	Creation of views can be performed all at once or in separate steps	*Samples* need Basic Data 1 & 2, Sales: Sales Org. Data 1 & 2, Sales: General/Plant Data, Foreign Trade: Export Data, MRP 1-4, Accounting 1 & 2, Costing 1 & 2, Label Data Views.
Hit Enter	Use Default Setting button to save your selections for future creations	

Main activities	Tips / Best practices	Key points
Fill in Organizational Levels	Validity Areas	Entry 1 of 21 Fill Plant as indicated in request form. Fill Sales Organization and Distribution Channel as indicated in request form.
Hit Enter	Use Default Setting button to save your selections for future creations	

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Basic data 1 | Basic data 2 | Classification | Sales: sales org. 1 | S...

Material: 149313 **CYASORB UV-1164G SAMPLE**

General data

Base Unit of Measure: **G** g Material Group: 0450
 Old material number: Ext. Matl Group:
 Division: **E2** Lab/Office:
 Product allocation: Prod.hierarchy:
 X-plant matl status: Valid from:
 GenItemCatGroup: **NORM** Standard item

Material authorization group

Authorization Group:

Dimensions/EANs

Gross Weight: **1** Weight unit: **G**
 Net Weight: **1**
 Volume: Volume unit:
 Size/dimensions:
 EAN/UPC: EAN Category:

Packaging material data

Matl Grp Pack.Matls: **0005**
 Ref. mat. for pkg:

Basic Data Texts

Languages Maintained: 0 **Basic Data Text** Language:

Main activities	Tips / Best practices	Key points
Enter Material Description	Check the request form for "SHORT DESCRIPTION"	
Check Base Unit of Measure and Weight unit	Check the request form	G for samples (there can be exceptions)
Enter Division	Check the request form	
Enter Matl Grp Pack. Matls		Enter 0005
Go to Basic Data Text tab by pressing Basic Data Text button	Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Create Material 149313 (/Finished pdt & RM & SF)

← Main Data

Document data Basic data text Inspection text Internal comment Consu...

Material 149313 CYASORB UV-1164G SAMPLE

Basic data text

Langs maintained



- Chinese
- English
- French
- German
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Spanish

Language English

CYASORB UV-1164G LIGHT ABSORBER

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

Descriptions
Units of measure
Additional EANs
Document data
● Basic data text
Inspection text
Internal comment
Consumption

Main activities	Tips / Best practices	Key points
Enter Basic data text – description from ZPRC code.	<p>Use  button to add languages Copy English text to all other languages:</p> 	<p>12 mandatory languages are: 1 – Chinese (EN!) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish</p> <p>& – Brazilian Portuguese N – Dutch</p>
Go to next (for example Units of Measure) tab	From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Create Material 149313 (/Finished pdt & RM & SF)

← Main Data

Descriptions Units of measure Additional EANs Document data Basic data t...

Material 149313 CYASORB UV-1164G SAMPLE

Units of measure grp

Units of measure/EANs/dimensions

X	AUn	M...	<=>	Y	BUn	Len...	Width	Height	Un...	Volume	Vo...	Gross W...
1	G	g	<=>	1	G							1
1	SAM	SA...	<=>	226	G							
			<=>		G							

Main activities	Tips / Best practices	Key points
Enter Alternate Units of Measure conversions	Check the request form	
Go to next (for example Descriptions) tab	From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Create Material 149313 (/Finished pdt & RM & SF)

← Main Data

Descriptions Units of measure Additional EANs Document data Basic data t...

Material 149313

Language	Material Description
EN	CYASORB UV-1164G SAMPLE
ZH	CYASORB UV-1164G SAMPLE
KO	CYASORB UV-1164G SAMPLE
DE	CYASORB UV-1164G SAMPLE
FR	CYASORB UV-1164G SAMPLE
IT	CYASORB UV-1164G SAMPLE
JA	CYASORB UV-1164G SAMPLE
PL	CYASORB UV-1164G SAMPLE
PT	CYASORB UV-1164G SAMPLE
ES	CYASORB UV-1164G SAMPLE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Main activities	Tips / Best practices	Key points
Enter material descriptions in local languages	NOTE: Check if material description is in line with product name on MSDS.	12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
Return to Main Data		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Basic data 1 Basic data 2 Classification Sales: sales org. 1 S...

Material: 149313 CYASORB UV-1164G SAMPLE

Other Data

Prod./insp. memo: Ind. Std Desc.:

Page format: CAD Indicator

Basic material: **90073006**

Medium:

Environment

DG indicator profile: **ZIP** Environmentally rvt

DG Packaging Status: In bulk/liquid

Packaging Code: Highly viscous

Main activities	Tips / Best practices	Key points
Go to Basic data 2 view		
Enter Basic material (related ZPRC Code)	Mandatory field! No additional characters are allowed (for example space or special characters)	Check the request form
Check Dangerous Goods indicator profile		ZIP for all materials at the moment of material creation
Check that material is flagged as Environmentally relevant	Mandatory for all Finished and semi-finished goods	
Go to Sales: sales org. 1 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Classification
 Sales: sales org. 1
 Sales: sales org. 2
 Sales: general/...

Material: 149313 CYASORB UV-1164G SAMPLE

Sales Org.: US23 Technology Solutions

Distr. Chl: 9S Mineral Processing

General data

Base Unit of Measure: G g Division: E2 PA DIVISIO...

Sales unit: Sales unit not var.

Unit of Measure Grp:

X-distr.chain status: 63 Valid from: 04.10.2017

DChain-spec. status: Valid from:

Delivering Plant:

Material Group: 0450 SEMI FIN.&FINISH PDT

Cash discount **Conditions**

Tax data

D...	Departure country	Ta...	Tax category	T	Tax classification
CA	CANADA	CTX1	GST / HST	1	
CA	CANADA	CTX2	PST / QST	1	

Main activities	Tips / Best practices	Key points
Enter Cross-distribution-chain specific material status		Status 63 is to be set at the moment of material creation to allow use of material in operations
Enter Valid from date for Cross-distribution-chain specific material status	DD.MM.YYYY	
Maintain Tax classifications	System will automatically determine which Countries' tax lines should be added	Always 1 for all countries unless otherwise indicated by Finance or Tax department
Go to Sales: sales org. 2 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Sales: sales org. 1 Sales: sales org. 2 Sales: general/plant For...

Material: 149313 CYASORB UV-1164G SAMPLE

Sales Org.: US23 Technology Solutions

Distr. Chl: 9S Mineral Processing

Grouping terms


Matl statistics grp	<input type="checkbox"/>	Material pricing grp	<input type="checkbox"/>
Volume rebate group	<input type="checkbox"/>	Acct Assmt Grp Mat.	<input checked="" type="checkbox"/> F
Gen. item cat. grp	NORM Standard item	Item category group	<input checked="" type="checkbox"/> NORM Standard item
Pricing Ref. Matl	<input type="text"/>		
Product hierarchy	<input type="text"/>		
Commission group	<input type="checkbox"/>		

Main activities	Tips / Best practices	Key points
Enter Account assignment group		Samples – F
Check Item category group		Samples – NORM
Go to Sales: general/plant view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

✓ Sales: sales org. 2 ✓ Sales: general/plant Foreign trade export Sale...

Material 149313 CYASORB UV-1164G SAMPLE 
 Plant 8588 7008 / CMC New Milford

General data

Base Unit of Measure g Replacement part
 Gross Weight Qual.f.FreeGoodsDis.
 Net Weight
 Availability check No check Appr.batch rec. req.
 Batch management

Shipping data (times in days)

Trans. Grp Sample LoadingGrp Standard
 Setup time Proc. time Base qty G

Packaging material data

Matl Grp Pack.Matls
 Ref. mat. for pkg

General plant parameters

Neg.stocks Profit Center SerialNoProfile
 SerializLevel DistProf

Main activities	Tips / Best practices	Key points
Enter Material freight group	Mandatory for Packed materials for US, CA and BR	Check the request form
Enter Availability check	Same field is also available in MRP 3 view	Samples – KP
Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator.	Samples – 0007 (ZIP and Z00), 0010 (GPP)
Enter Loading Group		0001 for samples
Enter Profit Center	Same field is also available in Costing 1 view	Check the request form
Go to Foreign trade export view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Sales: general/plant Foreign trade export Sales text Purchasing F..

Material: 149313 CYASORB UV-1164G SAMPLE

Plant: 8588 7008 / CMC New Milford

Foreign trade data

Comm./imp. code no.

Export/import group

CAS number (pharm.)

PRODCOM no.

Control code

Origin / EU market organization / preferences

Country of origin: **US** Region of origin

CAP product list no.

CAP prod. group

Preference status: Not maintained **Customs tariff prefs**

Vendor decl. status: Not maintained

Main activities	Tips / Best practices	Key points
Check Commodity/import code	Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team	
Enter Country of origin	Mandatory information! If not provided in the form, ask the requester.	Check the request form
Go to MRP 1 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Purchase order text MRP 1 MRP 2 MRP 3 MRP 4 Fo...

Material: 149313 CYASORB UV-1164G SAMPLE

Plant: 8588 7008 / CMC New Milford

General data

Base Unit of Measure: G g MRP group

ABC Indicator

Plant-sp.matl status

Valid from

MRP procedure

MRP Type: **ND**

Reorder Point

Planning time fence

Planning cycle

MRP Controller: **S10**

Main activities	Tips / Best practices	Key points
Enter MRP Type		Default value – ND
Enter MRP Controller		Default value – S10
Go to MRP 2 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

MRP 1 MRP 2 MRP 3 MRP 4 Forecasting Work sche...

Material: 149313 CYASORB UV-1164G SAMPLE

Plant: 8588 7008 / CMC New Milford

Procurement

Procurement type: **F** Batch entry:
 Special procurement: Prod. stor. location:
 Quota arr. usage: Default supply area:
 Backflush: **2** Storage loc. for EP:
 JIT delivery sched.: Stock det. grp:
 Co-product
 Bulk Material

Scheduling

In-house production: days Planned Deliv. Time: **30** days
 GR Processing Time: **2** days Planning calendar:
 SchedMargin key: **000**

Main activities	Tips / Best practices	Key points
Enter Procurement type		Default value – F
Enter Backflush		Default value – 2
Enter Planned Delivery Time		Default value – 30
Enter GR Processing Time		Default value – 2
Enter SchedMargin key		Default value – 000
Go to MRP 3 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

MRP 2 **MRP 3** MRP 4 Forecasting Work scheduling Plant...

Material: 149313 CYASORB UV-1164G SAMPLE

Plant: 8588 7008 / CMC New Milford

Forecast Requirements

Period Indicator: Fiscal Year Variant: Splitting indicator:

Planning

Strategy group:

Consumption mode: Bwd consumption per.:

Fwd consumption per.: Mixed MRP:

Planning material:

Plng conv. factor: Planning plant:

Planning matl BUnit:

Availability check

Availability check: Tot. repl. lead time: days

Cross-project:

Main activities	Tips / Best practices	Key points
Enter Total replenishment lead time		Default value – 3
Go to MRP 4 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

MRP 3 **MRP 4** Forecasting Work scheduling Plant data / stor. 1

Material: 149313 CYASORB UV-1164G SAMPLE

Plant: 8588 7008 / CMC New Milford

BOM explosion/dependent requirements

Selection method: Component scrap (%):

Individual/coll.: Requirements group:

Version Indicator ProdVersions MRP dep.requirements:

Main activities	Tips / Best practices	Key points
Enter Selection method		Default value – 3
Enter Individual/coll.		Default value – 2
Go to Accounting 1 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Quality management

Accounting 1

Accounting 2

Costing 1

Material 149313

CYASORB UV-1164G SAMPLE

Plant 8588

7008 / CMC New Milford

General data

Base Unit of Measure g

Valuation Category

Currency USD

Current period 10 2017

Division

Price determ. ML act.

Current valuation

Valuation Class

VC: Sales order stk

Proj. stk val. class

Price Control

Price Unit

Moving price

Standard price

Total Stock

Total Value

Valuated Un

Future price

Valid from

Main activities	Tips / Best practices	Key points
Enter Valuation Class		Default value – Z130
Enter Price Unit		Default value – 1000
Enter Standard price		Default value – 1
Go to Accounting 2 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Accounting 1

Accounting 2

Costing 1

Costing 2

Label...

Material 149313

CYASORB UV-1164G SAMPLE

Plant 8588

7008 / CMC New Milford

Determination of lowest value

Tax price 1

Commercial price 1

Tax price 2

Commercial price 2

Tax price 3

Commercial price 3

Devaluation ind.

Price unit

LIFO data

LIFO/FIFO-relevant

LIFO pool

Main activities	Tips / Best practices	Key points
Go to Costing 1 view	No data has to be maintained in Warehouse Management 2 view at the time of material creation, however the view has to be created	

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Accounting 2
 Costing 1
 Costing 2
 Label Data

Material

Plant

General data

Base Unit of Measure g

Do Not Cost
 With Qty Structure

Origin group
 Material origin

Overhead Group Variance Key

Plant-sp.matl status Profit Center

Valid from

Quantity structure data

Alternative BOM BOM Usage

Group Group Counter

Task List Type Costing Lot Size

SpecProcurem Costing

Co-product Fxd Price

Version Indicator

Production Version

Versions

Main activities	Tips / Best practices	Key points
Flag Do Not Cost		Default value – flagged
Flag With Qty Structure		Default value – flagged
Flag Material origin		Default value – flagged
Go to Costing 2 view		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data
 Org. Levels
 Check Screen Data

Costing 1
 Costing 2
 Label Data

Material

Plant

Standard Cost Estimate

Cost Estimate	Future	Current	Previous
Period / Fiscal Year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Planned price	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Standard price		<input type="text" value="1.00"/>	

Planned prices

Planned price 1	<input type="text"/>	Planned price date 1	<input type="text"/>
Planned price 2	<input type="text"/>	Planned price date 2	<input type="text"/>
Planned price 3	<input type="text"/>	Planned price date 3	<input type="text"/>

Valuation Data

Valuation Class	<input type="text" value="Z130"/>	Valuation Category	<input type="text"/>
VC: Sales order stk	<input type="text"/>	Proj. stk val. class	<input type="text"/>
Price Control	<input type="text" value="S"/>	Current period	<input type="text" value="10 2017"/>
Price Unit	<input type="text" value="1,000"/>	Currency	<input type="text" value="USD"/>
Moving price	<input type="text"/>	Standard price	<input type="text" value="1.00"/>

Main activities	Tips / Best practices	Key points
Go to Label Data view	No data has to be maintained in Costing 2 view at the time of material creation, however the view has to be created	

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Costing 2 Label Data

General Data

Brand Name

Product Name

Product Desc.

Product Desc. 2

Contents

Primary Pack. Unit Gram

Labeling Specification

G g Configuration

Label Cate...	Categ. desc.	Label Size	Gen. Var.	Copies			
Z_CUST	Customer label		GIM2_CUS01	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_GUS	GHS US Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_WHM	WHMIS Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_GUN	GHS UN Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_CLP	GHS CLP Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Validity Areas Entry 1 of 5

Main activities	Tips / Best practices	Key points
Check if all labels have been copied from Model code	See Attachment 1 – Label requirements for label requirements by material packaging type	For material with Dangerous Goods Profile GPP Transport Label Z_TRANS is to be added
Check if all labels have Validity Areas defined		All label types – DELIVERY and GENERIC Transport Label – DELIVERY , GENERIC and MTS
When all data has been entered, save the material by pressing button and exit material creation	Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used: 	

2.1.4. Creation of Plant shipped sample material

Data Management is creating general, purchasing and planning views, finance complete their own views.

Main activities	Tips / Best practices	Key points
Enter transaction MM01	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General)

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material

Industry Sector

Material Type

Main activities	Tips / Best practices	Key points
Enter Industry sector		C Chemical industry
Enter Material Type		ZMAT /Finished pdt & RM & SF
Hit Enter		

Select View(s)

View

- Basic Data 1
- Basic Data 2
- Classification
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales Text
- Purchasing
- Foreign Trade: Import Data
- Purchase Order Text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecasting
- Work Scheduling

View

- General Plant Data / Storage 1
- General Plant Data / Storage 2
- Warehouse Management 1
- Warehouse Management 2
- Quality Management
- Accounting 1
- Accounting 2
- Costing 1
- Costing 2
- Label Data

View selection only on request

Create views selected




Org. Levels Data Default Setting

Main activities	Tips / Best practices	Key points
Select Views to be created	Creation of views can be performed all at once or in separate steps	*Samples need Basic Data 1 & 2, Classifications, Sales: Sales Org. Data 1 & 2, Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, MRP 1, MRP 2, MRP 3, MRP 4, General Plant Data / Storage 1, General Plant Data / Storage 2 Label Data Views.
Hit Enter	Use Default Setting button to save your selections for future creations	

Organizational Levels


Plant	8373
Storage Loc.	R&I
Sales Org.	CA12
Distr. Channel	9V

Org. levels/profiles only on request

 Select View(s)  Default Setting 

Main activities	Tips / Best practices	Key points
Fill in Organizational Levels		Fill Plant as indicated in request form. Fill Sales Organization and Distribution Channel as indicated in request form. No storage location for plant 8806
Hit Enter	Use Default Setting button to save your selections for future creations	

Basic data 1 Basic data 2 Classification Sales: sales org. 1

Material 146302 CYTOP 380 SAMPLE 

General Data

Base Unit of Measure	KG kg	Material Group	0450
Old material number	09448S01Z00	Ext. Matl Group	
Division	EQ	Lab/Office	
Product allocation		Prod. Hierarchy	
X-plant matl status	<input type="checkbox"/>	Valid from	
		GenItemCatGroup	NORM Standard item

Material authorization group

Authorization Group

Dimensions/EANs


Gross Weight	1	Weight Unit	KG
Net Weight	1		
Volume		Volume Unit	<input type="text"/>
Size/dimensions	<input type="text"/>		
EAN/UPC	<input type="text"/>	EAN category	<input type="text"/>

Packaging material data

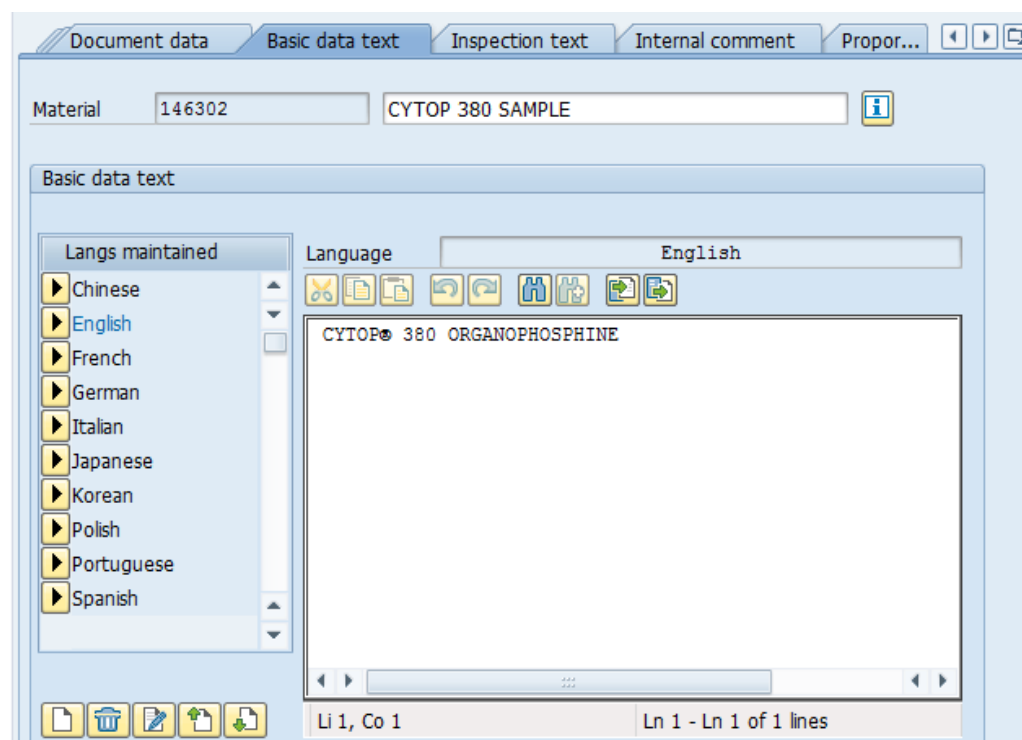
Matl Grp Pack.Matls 0005



Ref. mat. for pckg

Basic Data Texts

Languages Maintained 10  Basic Data Text Language: E English

Main activities	Tips / Best practices	Key points
Enter Material Description	Check the request form for "SHORT DESCRIPTION"	Note! For Atequiza plant (8356) the description must contain "PRODUCT NAME + AQ SAMPLE" Example: <u>AERO 3302 AQ SAMPLE</u>
Check Base Unit of Measure and Weight unit	Check the request form	Always KG *If provided G go back to the requester and confirm if it should be created as CMC sample
Enter Division	Check the request form	
Gross Weight		Always 1
Net Weight		Always 1
Matl Grp Pack. Matls		Enter 0005
Go to Basic Data Text tab by pressing Basic Data Text button	Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	



Main activities	Tips / Best practices	Key points
Enter Basic data text – description from ZPRC code.	<p>Use  button to add languages Copy English text to all other languages:</p> 	<p>12 mandatory languages are: 1 – Chinese (EN!) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish</p> <p>& – Brazilian Portuguese N – Dutch</p>
Go to next (for example Units of Measure) tab	From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Main activities	Tips / Best practices	Key points
Enter Alternate Units of Measure conversions	Check the request form	
Go to next (for example Descriptions) tab	From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

Main activities	Tips / Best practices	Key points
Enter material descriptions in local languages	NOTE: Check if material description is in line with product name on MSDS.	12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
Return to Main Data		

Material: 146302 CYTOP 380 SAMPLE

Other Data

Prod./insp. memo: Ind. Std Desc.:

Page format: CAD Indicator

Basic material: **90072807**

Environment

DG indicator profile: **ZIP** Environmentally rlv

DG Packaging Status: In bulk/liquid

Packaging Code: Highly viscous

Main activities	Tips / Best practices	Key points
Go to Basic data 2 view		
Enter Basic material (related ZPRC Code)	Check the request form Mandatory field! No additional characters are allowed (for example space or special characters)	
Check Dangerous Goods indicator profile		ZIP for all materials at the moment of material creation
Check that material is flagged as Environmentally relevant	Mandatory for all Finished and semi-finished goods	
Go to Sales: classifications view		

Class Type (1) 5 Entries found

Restrictions

Class type description Ty.

Material class 001

Batch 023


Material (configurable objects) 200

Variants 300

HANA View Generation (VC) 399

Main activities	Tips / Best practices	Key points
Select "Batch" type of Classification		

Object

Material CYTOP 380 SAMPLE
 Class Type  Batch


Assignments

Class	Description	St...	S..	I...	Itm
014	TECHNOLOGY SOLUTIONS	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	10

Entry /

Values for Class 014 - Object 146302

#	Main activities	Tips / Best practices	Key points
26	Enter Class		014 – Technology Solutions
27	Press Next screen button to move to next selected view		

Material 
 Sales Org. Technology Solutions
 Distr. Chl Welland Phos Derivat

General data

Base Unit of Measure kg Division PHOSPHOR...
 Sales Unit Sales unit not var.
 Unit of Measure Grp
 X-distr.chain status Valid from
 DChain-spec. status Valid from
 Delivering Plant
 Material Group SEMI FIN.&FINISH PDT
 Cash discount **Conditions**

Tax data

D...	Departure country	Ta...	Tax category	T	Tax classification
CA	CANADA	CTX1	GST / HST	<input type="text" value="1"/>	Taxable
CA	CANADA	CTX2	PST / QST	<input type="text" value="1"/>	Taxable

Main activities	Tips / Best practices	Key points
Enter Cross-distribution-chain specific material status		Status 63 is to be set at the moment of material creation to allow use of material in operations
Enter Valid from date for Cross-distribution-chain specific material status	DD.MM.YYYY	
Maintain Tax classifications	System will automatically determine which Countries' tax lines should be added	Always 1 for all countries unless otherwise indicated by Finance or Tax department
Go to Sales: sales org. 2 view		

Sales: sales org. 1 Sales: sales org. 2 Sales: general/plant For...

Material 146302 CYTOP 380 SAMPLE

Sales Org. CA12 Technology Solutions

Distr. Chl 9V Welland Phos Derivat

Grouping terms

Matl statistics grp Material pricing grp

Volume rebate group Acct assignment grp **F** Finished

Gen. item cat. grp **NORM** Standard item Item category group **NORM** Standard item

Pricing Ref. Matl

Product Hierarchy

Commission group

Main activities	Tips / Best practices	Key points
Enter Account assignment group		Samples – F
Check Item category group		Samples – NORM
Go to Sales: general/plant view		

Sales: sales org. 2 Sales: general/plant Foreign trade export Sale...

Material 146302 CYTOP 380 SAMPLE

Plant 8373 7752 Niagara Falls

General data

Base Unit of Measure **KG** kg Replacement part

Gross Weight 1 KG Qual.f.FreeGoodsDis.

Net Weight 1 Material freight grp **10055**

Availability check **ZP** No check Appr.batch rec. req.

Batch management

Shipping data (times in days)

Trans. Grp **0007** Sample LoadingGrp **0001** Standard

Setup time Proc. time Base qty KG

Packaging material data

Matl Grp Pack.Matls **0005**

Ref. mat. for pkg

General plant parameters


Neg.stocks Profit Center **8373-K1240** SerialNoProfile DistProf

SerializLevel

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

Enter Material freight group	Check the request form	Mandatory for Packed materials for US, CA and BR
Enter Availability check	Same field is also available in MRP 3 view	Samples – ZP
Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views	Always checked
Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator.	Samples – 0007 (ZIP and Z00), 0010 (GPP)
Enter Loading Group		0001 for samples
Enter Profit Center	Check the request form	Check the request form
Go to Foreign trade export view		

Sales: general/plant Foreign trade export Sales text Purchasing

Material 146302 CYTOP 380 SAMPLE 

Plant 8373 7752 Niagara Falls

Foreign trade data

Comm./imp. code no. Un

Export/import group

CAS number (pharm.)

PRODCOM no.

Control code

Origin / EU market organization / preferences

Country of origin **CA** Region of origin

CAP product list no.


CAP prod. group

Preference status Not maintained **Customs tariff prefs**

Vendor decl. status Not maintained

Legal control

ExemptionCertificate Exemption cert. no.

Iss.date of ex.cert. 

Military goods **Legal control**

Main activities	Tips / Best practices	Key points
Check Commodity/import code	Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team	
Enter Country of origin	Check the request form	
Go to Purchasing view		

Sales text Purchasing Foreign trade import Purchase order text M.

Material 146302 CYTOP 380 SAMPLE
Plant 8373 7752 Niagara Falls

General Data

Base Unit of Measure kg Order Unit Var. OUn
Purchasing Group Material Group
Plant-sp.matl status Valid from
Tax ind. f. material Qual.f.FreeGoodsDis.
Material freight grp Autom. PO
 Batch management

Purchasing values

Purchasing value key Shipping Instr.
1st Reminder/Exped. 5- days Underdel. Tolerance 10.0 percent
2nd Reminder/Exped. 1 days Overdelv. Tolerance 10.0 percent
3rd Reminder/Exped. 3 days Min. Del. Qty in % 0.0 percent
StdValueDelivDateVar 0 days Unltd Overdelivery Acknowledgment Reqd

Other data / manufacturer data

GR processing time days Critical Part
Quota arr. usage Source list JIT Sched. Indicator

Main activities	Tips / Best practices	Key points
Enter Purchasing Group	Check the request form	
Enter Plant-specific material status	Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations.	Status Z1 is to be used at the time of material creation. For Trading plants (8570 – US, 8572 – MX, 8575 – CA, 8580 – NL, 8574 - CN) and for CMC Samples leave the field blank.
Activate automatic Purchase Order indicator		Always checked
Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views	Always checked
Enter Purchasing value key		Always – 0001
Go to next view	Go to MRP 1	

Purchase order text MRP 1 MRP 2 MRP 3 MRP 4 Pla...

Material 146302 CYTOP 380 SAMPLE
Plant 8373 7752 Niagara Falls

General data

Base Unit of Measure kg MRP group
ABC Indicator
Plant-sp.matl status Valid from

MRP procedure

MRP Type No planning
Reorder Point Planning time fence
Planning cycle MRP Controller

Main activities	Tips / Best practices	Key points
Enter MRP Type		Default value – ND
Enter MRP Controller		Default value – S10 For plant 8806 - F10
Go to MRP 2 view		

MRP 1 MRP 2 MRP 3 MRP 4 Plant data / stor. 1

Material 146302 CYTOP 380 SAMPLE
 Plant 8373 7752 Niagara Falls

Procurement

Procurement type **F** Batch entry
 Special procurement Prod. stor. location **R&I**
 Quota arr. usage Default supply area
 Backflush **2** Storage loc. for EP **R&I**
 JIT delivery sched. Stock det. grp
 Co-product
 Bulk material

Scheduling

In-house production days Planned Deliv. Time days
 GR processing time days Planning calendar
 SchedMargin key **000**

Main activities	Tips / Best practices	Key points
Enter Procurement type		Default value – F
Enter Backflush		Default value – 2
Enter SchedMargin key		Default value – 000
Enter Prod. stor. location		For plant 8373 Default - R&I For plant 8356 Default - SAMP
Enter Storage loc. for EP		For plant 8373 Default - R&I For plant 8356 Default - SAMP
Go to MRP 3 view		

MRP 2 MRP 3 MRP 4 Plant data / stor. 1 Plant data / stor. 2

Material 146302 CYTOP 380 SAMPLE
 Plant 8373 7752 Niagara Falls

Forecast Requirements

Period Indicator Fiscal Year Variant Splitting indicator

Planning

Strategy Group
 Consumption mode Bwd consumption per.
 Fwd consumption per. Mixed MRP
 Planning material Planning plant
 Plng conv. factor Planning matl BUnit

Availability check

Availability check **ZP** Tot. repl. lead time days
 Cross-project

Main activities	Tips / Best practices	Key points
Double check Availability check		Default value ZP
Go to MRP 4 view		

Material: 146302 CYTOP 380 SAMPLE

Plant: 8373 7752 Niagara Falls

BOM explosion/dependent requirements

Selection method: 3

Individual/coll.: 2

Version Indicator:

ProdVersions:

Component scrap (%):

Requirements group:

MRP dep.requirements:

Main activities	Tips / Best practices	Key points
Enter Selection method		Default value – 3
Enter Individual/coll.		Default value – 2
Go to Plant General Plant Data / Storage 1	Note: Is very important to open the plant shipped sample to these views.	

Material: 146302 CYTOP 380 SAMPLE

Plant: 8373 7752 Niagara Falls

Stor. Loc.: R&I Research Prod

General data

Base Unit of Measure: KG kg

Unit of issue:

Storage Bin:

Picking area:

Temp. conditions:

Storage conditions:

Container reqmts:

Haz. material number:

CC phys. inv. ind.: CC fixed:

Number of GR slips: 0

Label type: Lab.form: Appr.batch rec. req.:

Batch management

Shelf life data

Max. Storage Period: 0

Time unit:

Min. Rem. Shelf Life: 1

Total shelf life: 1,825

Period Ind. for SLED: D

Rounding rule SLED:


Storage percentage: 0

Main activities	Tips / Best practices	Key points
Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views	Always checked
Enter Minimum Remaining Shelf Life	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 1
Enter Total shelf life	Check the request form	Shelf life days should be consistent on Commercial Product level
Go to Plant data / storage 2 view		

Display Material 146302 (/Finished pdt & RM & SF)

Additional Data Org. Levels

Plant data / stor. 1 Plant data / stor. 2 Quality management Accoun...

Material 146302 CYTOP 380 SAMPLE 

Plant 8373 7752 Niagara Falls

Stor. Loc. R&I Research Prod

Weight/volume

Gross Weight 1 Weight Unit KG

Net Weight 1

Volume 0.000 Volume Unit

Size/dimensions

General plant parameters

Neg. stocks in plant Log. handling group

Serial no. profile SerLevel Distr. profile

Profit Center **8373-K1240** Stock determ. group

Main activities	Tips / Best practices	Key points
Enter Profit Center	Same field is also available in Sales: General Plant Data view	
Go to Label data view		

Stor. location stock Label Data

General Data

Brand Name

Product Name

Product Desc.




Product Desc. 2

Contents

Primary Pack. Unit **KG** Klogram

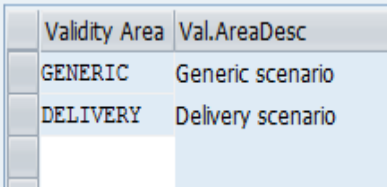

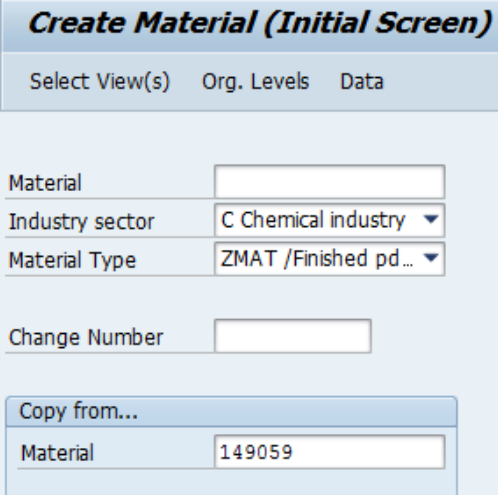
Labeling Specification

G g KG kg Configuration

Label Cate...	Categ. desc.	Label Size	Gen. Var.	Copies			
Z_CUST	Customer label		GLM2_CUS01	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_CLP	GHS CLP Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_GUN	GHS UN Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_GUS	GHS US Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z_SPL_WHM	WHMIS Sample label	DTM_A4P_LEX		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

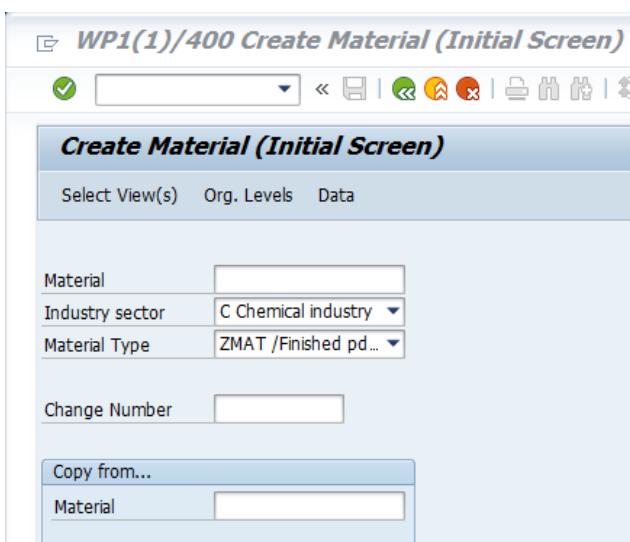
Validity Areas Entry 1 of 5

Main activities	Tips / Best practices	Key points
Select the primary packaging unit of measurement	For Plant shipped sample materials – KG	Always KG

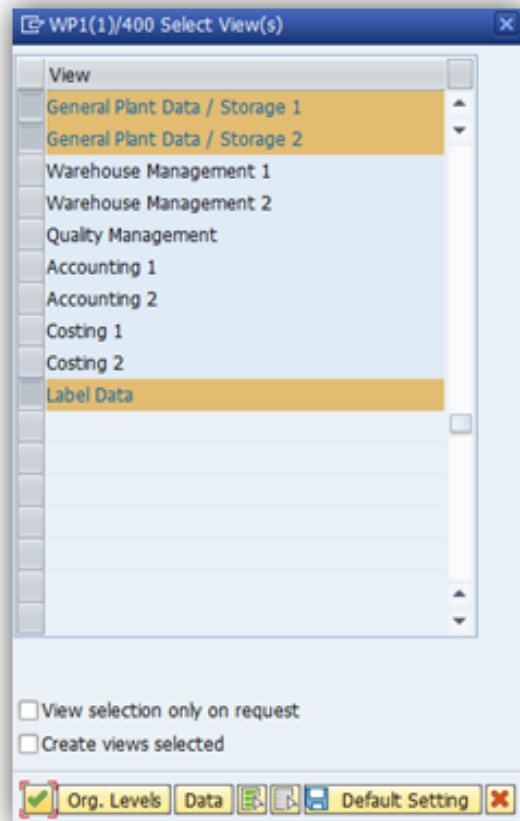
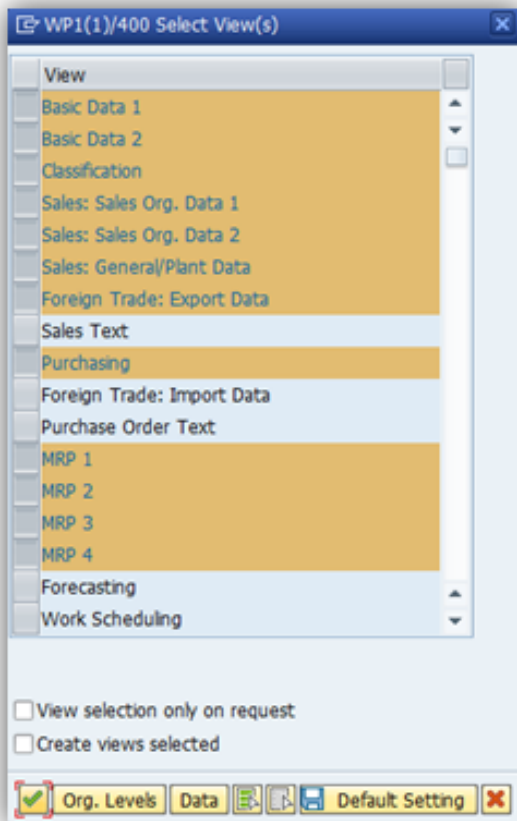
Press the indicated button to Import labeling specifications for plant shipped samples.	Use possibility to import label specifications from model codes created. Follow up by steps indicated in Additional Instructions of corresponding label type of linked file	For Plant shipped sample material use: 149059 - LABEL MODEL SAMPLE MATERIALS
Check if all labels have been copied from Model code	See Attachment 1 – Label requirements for label requirements by material packaging type	For material with Dangerous Goods Profile GPP Transport Label Z_TRANS is to be added
Check if all labels have Validity Areas defined		All label types – DELIVERY and GENERIC Transport Label – DELIVERY , GENERIC and MTS
When all data has been entered, save the material by pressing  button and exit material creation	Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used: 	

2.1.5. Creation of material for Composite Materials (Division F4/LR)

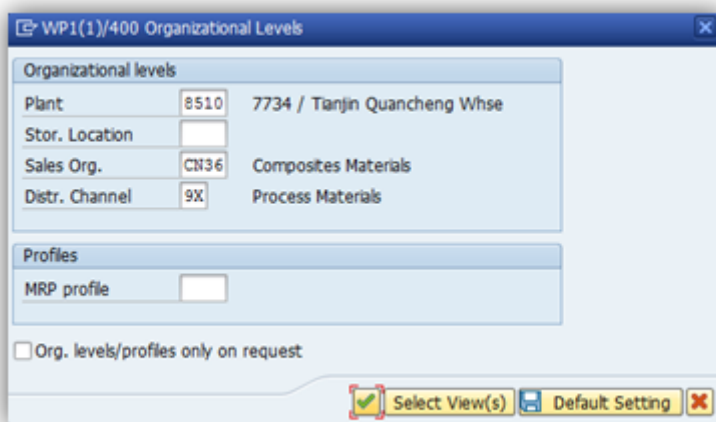
Main activities	Tips / Best practices	Key points
Enter transaction MM01	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General)



Main activities	Tips / Best practices	Key points
Enter Industry sector		C Chemical industry
Enter Material Type		ZMAT /Finished pdt & RM & SF
Hit Enter		



Main activities	Tips / Best practices	Key points
Select Views to be created	Creation of views can be performed all at once or in separate steps	Select Basic Data 1 & 2, Classification and Label Data Views. If Sales Organization and Distribution Channel is provided, select Sales: Sales Org. Data 1 & 2 Views (without filling Plant field). If Plant is provided, select Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, MRP 1-4, General Plant Data/Storage 1 & 2.
Hit Enter	Use Default Setting button to save your selections for future creations	



Main activities	Tips / Best practices	Key points
Fill in Organizational Levels		Fill Plant as indicated in request form. Fill Sales Organization and Distribution Channel as indicated in request form.
Hit Enter		

Material: 147310 | VF400Y 0.075MM X 4.0M X 150M

General data

Base Unit of Measure: **M2** | m2 | Material Group: **0450**

Old material number: | | Ext. Matl Group: |

Division: **F4** | | Lab/Office: |

Product allocation: | | Prod.hierarchy: |

X-plant matl status: | Valid from: |

GenItemCatGroup: **NORM** | Standard item

Material authorization group

Authorization Group: |

Dimensions/EANs

Gross Weight: **0.082** | Weight unit: **KG**

Net Weight: **0.077** |

Volume: | | Volume unit:

Size/dimensions: | |

EAN/UPC: | | EAN Category:

Packaging material data

Matl Grp Pack.Matls: **0005** |

Ref. mat. for pckg: |

Basic Data Texts

Languages Maintained: 0 | Basic Data Text | Language: |

Main activities	Tips / Best practices	Key points
Enter Material Description	Check the request form for "SHORT DESCRIPTION"	
Enter Base Unit of Measure	Check the request form	
Enter Material Group	Check the request form	Finished goods – 0450
Enter Division	Check the request form	Process Materials – F4 or LR in SAP
Enter General Item Category Group	Already pre-filled	ZMAT – NORM in SAP
Enter Gross Weight	Check the request form	(no ratio, enter weight)
Enter Net Weight	Check the request form	(no ratio, enter weight)
Enter UoM for Weight	Already pre-filled	Always KG
Enter Packing Group	Check the request form	Always 0005
Go to Additional Data		

Material: 147310

Language	Material Description
EN	VF400Y 0.075MM X 4.0M X 150M
Z9	VF400Y 0.075MM X 4.0M X 150M
ZH	VF400Y 0.075MM X 4.0M X 150M
KO	VF400Y 0.075MM X 4.0M X 150M
DE	VF400Y 0.075MM X 4.0M X 150M
FR	VF400Y 0.075MM X 4.0M X 150M
IT	VF400Y 0.075MM X 4.0M X 150M
JA	VF400Y 0.075MM X 4.0M X 150M
PL	VF400Y 0.075MM X 4.0M X 150M
PT	VF400Y 0.075MM X 4.0M X 150M
ES	VF400Y 0.075MM X 4.0M X 150M

Main activities	Tips / Best practices	Key points
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<p>Enter material descriptions in local languages NOTE: Check if material description is in line with product name on MSDS.</p>		<p>12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch</p>
Go to Units of measure		

X	AUn	M...	<=>	Y	BUn	Len...	Width	Height	Un...	Volume	Vo...	Gross W...
1	M2	m2	<=>	1	M2							0.082
1,000	M	m	<=>	4,000	M2							
82	KG	kg	<=>	1,000	M2							
5	ROL	Roll	<=>	3,000	M2							
			<=>		M2							

Main activities	Tips / Best practices	Key points
Enter Alternate Units of Measure conversions	Check the request form	
Return to Main Data		

Create Material 149313 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Basic data 1 Basic data 2 Classification Sales: sales org. 1 S...

Material 149313 CYASORB UV-1164G SAMPLE

Other Data

Prod./insp. memo Ind. Std Desc.

Page format CAD Indicator

Basic material 90073006

Medium

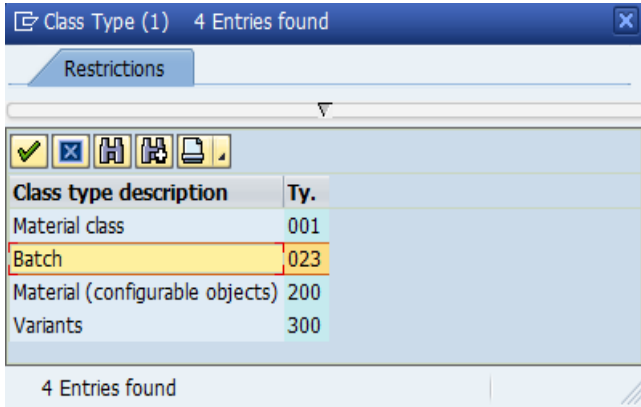
Environment

DG indicator profile ZIP Environmentally rvt

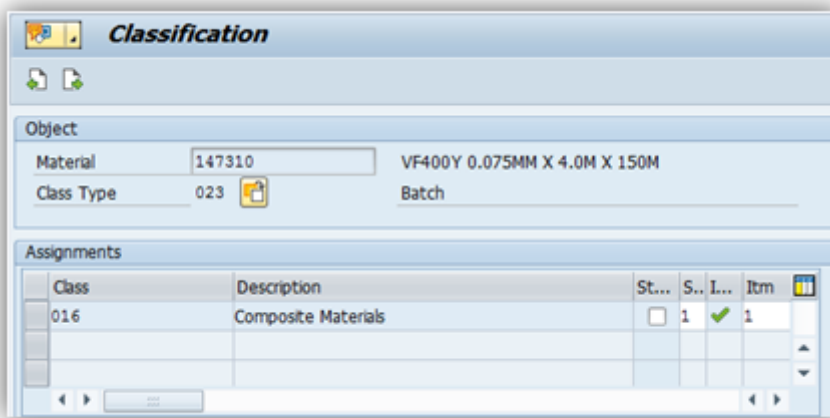
DG Packaging Status In bulk/liquid

Packaging Code Highly viscous

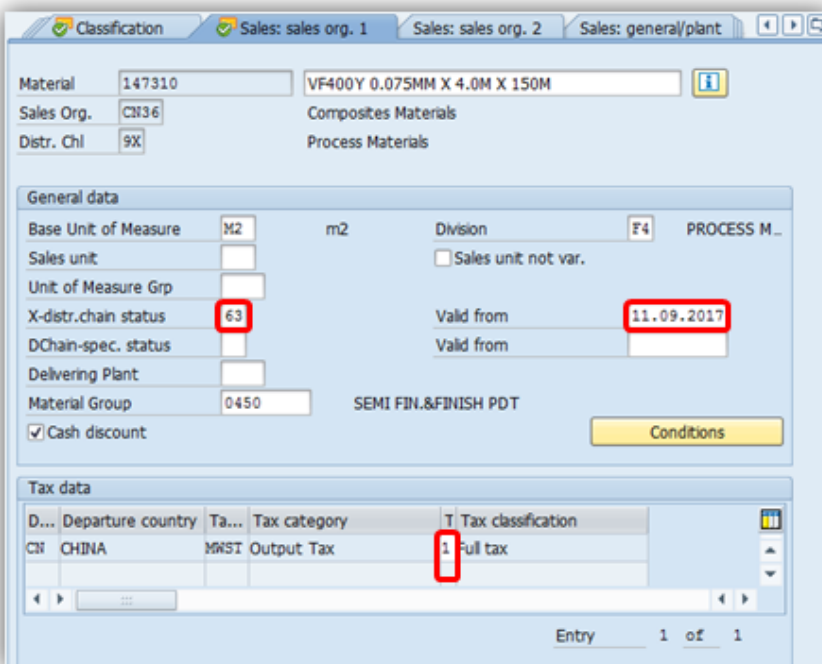
Main activities	Tips / Best practices	Key points
Go to Basic data 2 view		
Enter Basic material (related ZPRC Code)	Check the request form Mandatory field! No additional characters are allowed (for example space or special characters)	
Check Dangerous Goods indicator profile		ZIP for all materials at the moment of material creation
Check that material is flagged as Environmentally relevant	Mandatory for all Finished and semi-finished goods	
Go to Classification view		



Main activities	Tips / Best practices	Key points
Select "Batch" type of Classification		



Main activities	Tips / Best practices	Key points
Enter Class		016 – Composite Materials
Press Next screen button to move to next selected view		



Main activities	Tips / Best practices	Key points
Enter Cross-distribution-chain specific material status		Status 63 is to be set at the moment of material creation to allow use of material in operations
Enter Valid from date for Cross-distribution-chain specific material status	DD.MM.YYYY	
Maintain Tax classifications	System will automatically determine which Countries' tax lines should be added	Always 1 for all countries unless otherwise indicated by Finance or Tax department
Go to Sales: sales org. 2 view		

Sales: sales org. 1 | Sales: sales org. 2 | Sales: general/plant | Foreign tra...

Material: 147310 | VF400Y 0.075MM X 4.0M X 150M

Sales Org.: CN36 | Composites Materials

Distr. Chl: 9X | Process Materials

Grouping terms

Matl statistics grp	1	'A' Material	Material pricing grp	
Volume rebate group			Acct Assmt Grp Mat.	T
Gen. item cat. grp	NORM	Standard item	Item category group	ZMAN
Pricing Ref. Matl			Manual batch	
Product hierarchy				
Commission group				

Main activities	Tips / Best practices	Key points
Matl. statistics group		Default - 1
Enter Account assignment group		Composite materials – T
Item category group		Default - ZMAN
Go to Sales: general/plant view		

Sales: sales org. 2 | Sales: general/plant | Foreign trade export | Sales text

Material: 147310 | VF400Y 0.075MM X 4.0M X 150M

Plant: 8510 | 7734 / Tianjin Quancheng Whse

General data

Base Unit of Measure	M2	m2	Replacement part	
Gross Weight	0.082	KG	Qual.f.FreeGoodsDis.	
Net Weight	0.077		Material freight grp	
Availability check	63	Tech Sol Y3 no Pl or	Appr.batch rec. req.	

Batch management

Shipping data (times in days)

Trans. Grp	0001	Packed	LoadingGrp	0001	Standard
Setup time		Proc. time	Base qty		M2

Packaging material data

Matl Grp Pack.Matls	0005
Ref. mat. for pckg	

General plant parameters

<input type="checkbox"/> Neg.stocks	Profit Center	7734-I1251	SerialNoProfile	<input type="checkbox"/>	DistProf	<input type="checkbox"/>
			SerialzLevel			

Main activities	Tips / Best practices	Key points
Enter Material freight group	Same field is also available in Purchasing view.	Mandatory for Packed materials for US, CA and BR. Check the request form

Enter Availability check	Same field is also available in MRP 3 view	Plants of Co.Cd. 7734 – T3 Plant 8789 – Z6
Activate Batch Management requirement indicator	Same field is also available in Purchasing and Plant data / storage 1 views	Always checked for ZMAT
Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator.	0001 for Composite Materials
Enter Loading Group		0001 for Composite Materials
Enter Profit Center	Check the request form	Plant 8789 - 7523-11224
Go to Foreign trade export view		

Main activities	Tips / Best practices	Key points
Check Commodity /import code	Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team. Whenever a material is extended to any of non-GTS plants (see Attachment 4 – List of Plants in non-GTS countries), extension has to be added in the linked file .	
Control code	If material has to be extend to Brazil plants, Control Code should be provided before, otherwise SAP will not be able to save material code.	
Enter Mat. CFOP category	Field is mandatory for Brazil plants only 	Always 0
Enter Country of origin	Check the request form	
Go to Purchasing view		

Sales text	Purchasing	Foreign trade import	Purchase order text	MRP 1
Material	147310	VF400Y 0.075MM X 4.0M X 150M		
Plant	8510	7734 / Tianjin Quancheng Whse		
General Data				
Base Unit of Measure	M2	m2	Order Unit	Var. OUn
Purchasing Group	GZH		Material Group	0450
Plant-sp.matl status	Z1		Valid from	
Tax ind. f. material			Qual.f.FreeGoodsDis.	
Material freight grp			<input checked="" type="checkbox"/> Autom. PO	
<input checked="" type="checkbox"/> Batch management				
Purchasing values				
Purchasing value key	0001		Shipping Instr.	
1st Reminder/Exped.	5-	days	Underdel. Tolerance	10.0 percent
2nd Reminder/Exped.	1	days	Overdeliv. Tolerance	10.0 percent
3rd Reminder/Exped.	3	days	Min. Del. Qty in %	0.0 percent
StdValueDelivDateVar	0	days	<input type="checkbox"/> Unltd Overdelivery	<input checked="" type="checkbox"/> Acknowledgment Reqd
Other data / manufacturer data				
GR processing time	2	days	<input type="checkbox"/> Post to insp. stock	<input type="checkbox"/> Critical Part
Quota arr. usage			<input type="checkbox"/> Source list	JIT Sched. Indicator <input type="checkbox"/>

Main activities	Tips / Best practices	Key points
Enter Variable order unit		Always 1
Enter Purchasing Group	Check the request form	
Enter Plant-specific material status	Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations.	Status Z1 is to be used at the time of material creation.
Enter Material freight group	Same field is also available in Sales: general / plant view.	Mandatory for Packed materials for US, CA and BR. Check the request form
Activate automatic Purchase Order indicator		Always checked
Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data and Plant data / storage 1 views.	Always checked for ZMAT
Enter Purchasing value key		Packed ZMAT – 0001
Enter GR processing time	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 2
Go to MRP 1 view		

Purchase order text | MRP 1 | MRP 2 | MRP 3 | MRP 4 | Plant data / st...

Material: 147310 | VF400Y 0.075MM X 4.0M X 150M
 Plant: 8510 | 7734 / Tianjin Quancheng Whse

General data

Base Unit of Measure: M2 | m2 | MRP group: **Z010**
 ABC Indicator: | Valid from: |

MRP procedure

MRP Type: **P3** | MRP, fixing type -3-
 Reorder Point: | Planning time fence: **120**
 Planning cycle: | MRP Controller: **IBL**

Lot size data

Lot size: **EX** | Lot-for-lot order quantity
 Minimum Lot Size: **1** | Maximum Lot Size: |
 Fixed lot size: | Maximum stock level: |
 Ordering costs: | Storage costs ind.: |
 Assembly scrap (%): | Takt time: |
 Rounding Profile: | Rounding value: |
 Unit of Measure Grp: |

Main activities	Tips / Best practices	Key points
Enter MRP group		Default value – Z010
Enter MRP Type		Default value – P3
Enter Planning time fence		Default value – 120
Enter MRP Controller		Default value – IBL Brazil Plants 8789 - CMT - Descriptor FG-DRP-CM-TS
Enter Lot size		Default value – EX
Enter Minimum Lot Size		Default value – 1
Go to MRP 2 view		

MRP 1 | MRP 2 | MRP 3 | MRP 4 | Plant data / stor. 1 | Pla...

Material: 147310 | VF400Y 0.075MM X 4.0M X 150M
 Plant: 8510 | 7734 / Tianjin Quancheng Whse

Procurement

Procurement type: **F** | Batch entry: |
 Special procurement: | Prod. stor. location: **NONB**
 Quota arr. usage: | Default supply area: |
 Backflush: **2** | Storage loc. for EP: |
 JIT delivery sched.: | Stock det. grp: |
 Co-product
 Bulk Material
 Joint production

Scheduling

In-house production: | days | Planned Deliv. Time: **120** days
 GR Processing Time: **2** days | Planning calendar: |
 SchedMargin key: **000**

Main activities	Tips / Best practices	Key points
Enter Procurement type		Default value – F
Enter Backflush		Default value – 2

Enter Planned Delivery Time		Default value – 120
Enter GR Processing Time		Default value – 2
Enter SchedMargin key		Default value – 000
Go to MRP 3 view		

The screenshot shows the SAP MRP 3 view for material 147310 (VF400Y 0.075MM X 4.0M X 150M) at plant 8510 (7734 / Tianjin Quancheng Whse). The 'Forecast Requirements' section includes 'Period Indicator' set to 'M', 'Fiscal Year Variant' (unchecked), and 'Splitting indicator' (unchecked). The 'Planning' section shows 'Strategy group' set to 'ZM' (highlighted with a red box), 'Plan w/fin assembly PIR cons. in month' (checked), 'Consumption mode' (unchecked), 'Bwd consumption per.' (unchecked), 'Fwd consumption per.' (unchecked), 'Mixed MRP' (unchecked), 'Planning material' (empty), 'Planning plant' (empty), 'Plg conv. factor' (empty), and 'Planning matl BUnit' (unchecked). The 'Availability check' section shows 'Availability check' set to 'T3', 'Tot. repl. lead time' set to '120 days' (highlighted with a red box), and 'Cross-project' (unchecked).

Main activities	Tips / Best practices	Key points
Enter Strategy group		Default value – ZM
Enter Total replenishment lead time		Default value – 120
Go to MRP 4 view		

The screenshot shows the SAP MRP 4 view for material 147310 (VF400Y 0.075MM X 4.0M X 150M) at plant 8510 (7734 / Tianjin Quancheng Whse). The 'BOM explosion/dependent requirements' section shows 'Selection method' set to '3' (highlighted with a red box), 'Component scrap (%)' (empty), 'Individual/coll.' set to '2' (highlighted with a red box), 'Requirements group' (unchecked), 'MRP dep.requirements' (unchecked), and 'Version Indicator' (unchecked). A 'ProdVersions' button is visible.

Main activities	Tips / Best practices	Key points
Enter Selection method		Default value – 3
Enter Individual/coll.		Default value – 2
Go to Plant data / stor. 1 view		

Material: 147310, VF400Y 0.075MM X 4.0M X 150M
 Plant: 8510, 7734 / Tianjin Quancheng Whse

General data

Base Unit of Measure: M2, m2
 Temp. conditions:
 Container reqmts:
 CC phys. inv. ind.: **B** CC fixed
 Label type: Lab.form: Appr.batch rec. req.:
 Batch management

Shelf life data

Max. storage period:
 Min. Rem. Shelf Life: **1**
 Period Ind. for SLED: D
 Storage percentage:
 Time unit:
 Total shelf life: **7,300**
 Rounding rule SLED:

Main activities	Tips / Best practices	Key points
Enter Physical inventory indicator for cycle counting	Plant data administrators will change the field value if necessary	Default value at the time of material creation – B
Check that Batch Management requirement indicator is activated	Same field is also available in Sales: General Plant Data and Purchasing views	Always checked for ZMAT
Enter Minimum Remaining Shelf Life	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 1
Enter Total shelf life	Check the request form	Shelf life days should be consistent on Commercial Product level.
Go to Plant data / storage 2 view		

Material: 147310, VF400Y 0.075MM X 4.0M X 150M
 Plant: 8510, 7734 / Tianjin Quancheng Whse


Weight/volume

Gross Weight: 0.082, Weight unit: KG
 Net Weight: 0.077
 Volume: , Volume unit:
 Size/dimensions:

General plant parameters

Neg. stocks in plant, Log. handling group:
 Serial no. profile: SerLevel, Distr. profile:
 Profit Center: **7734-I1251**, Stock determ. group:

Main activities	Tips / Best practices	Key points
Check entry in Profit Center field	Same field is also available in Sales: General Plant Data view	
Go to Label Data view		

Main activities	Tips / Best practices	Key points
When all data has been entered, save the material by pressing  button and exit material creation	Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used.	No data has to be maintained in Label view for Composite Materials, however the view has to be created

2.1.6. Creation of Stocked and non-valuated materials (ZUNB) - Technology Solutions

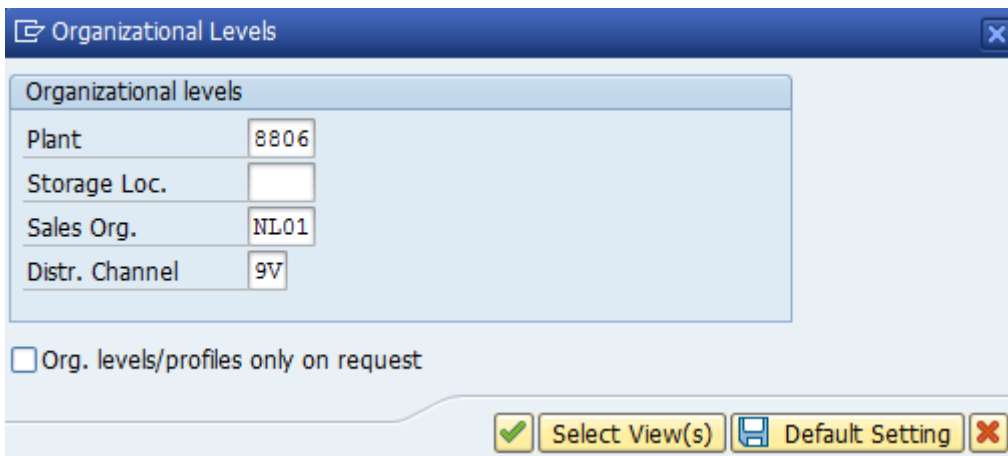
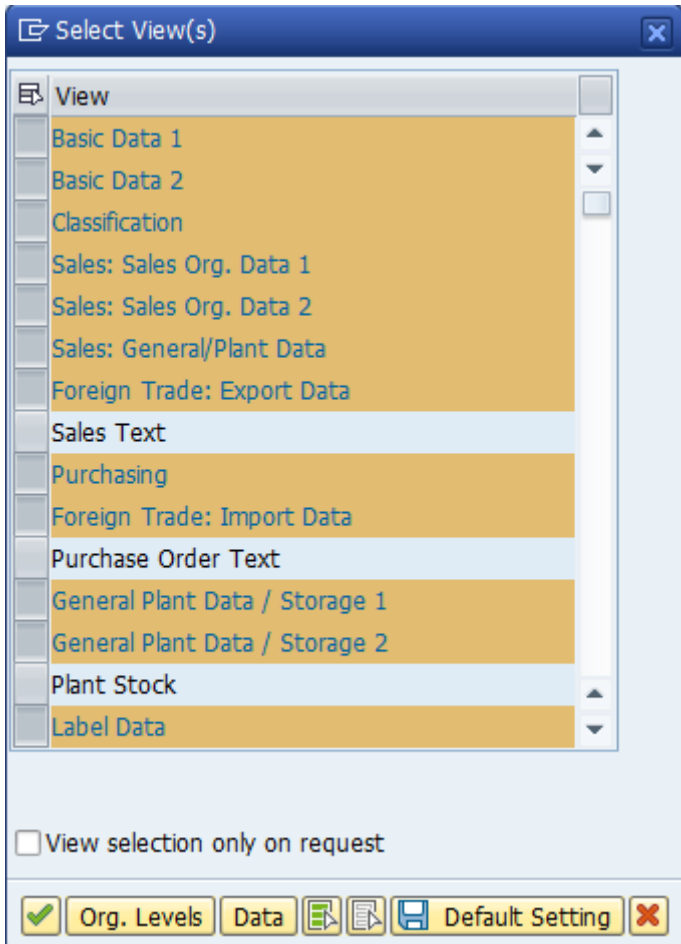
These are request to create a non valuated version of an existing ZMAT item. For example, where the business has sold the inventory to a customer but the material remains at a Solvay site and require shipment from our plants under a new code.

Example 2033702 CYTOP 340 COVESTRO 330KG 727LB CYL UN correspondent ZMAT code 143561 CYTOP 340 330KG 727LB CYL UN

Requests can be accepted only from Product Managers that corresponds to the Division from the ZMAT.

Mandatory information to be provided with the ticket:

- ZMAT#
- Description should include key information from original ZMAT such as:
 - Net Weight
 - Packaging type
 - Some indicator if is specifically owner by one customer
 - **Suggestion:** ZMAT name for initials + Customer (owner of the inventory if necessary/useful).
 - **Mandatory:** unique from the ZMAT code



- Storage location is required – copy from the ZMAT
- When we have only one SLOC, is mandatory to extend it

Basic data 1 is the same set up for ZMAT

Basic data text – ZPRC description (used for shipping and paper work) ZPRC# is mandatory

AUOM is the same ZMAT

Descriptions same

Basic data 2

- Basic material = ZPRC#
- Environmental – flagged
- DG indicator check the original ZMAT that originated this ZUNB

Classification – 014

Sales 1 view – same ZMAT

Sales 2 view – same ZMAT

Sales general plant– same ZMAT

- Profit center is not mandatory

Foreign trade export

- Country of origin

Purchasing

- Purchasing group is not mandatory
- Plant-sp.matl status should be blank
- GR processing time = 0

Foreign trade import

- Country of origin
- GTS team to be contacted

Plant data/stor. 1

- Copy from the ZMAT

Plant data/stor. 2

- Just open the view

Label data

- Copy from the ZMAT

2.1.7. Extension of material

To extend material enter transaction **MM01**. Copy from... option can be used, preferably to copy from an existing view of the same material.

To extend material to a Sales Organization and Distribution Channel, select Sales: Sales Org. Data 1 & 2 Views (without filling Plant field).

To extend ZMAT material to a Plant, select Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, General Plant Data/Storage 1 & 2.

NOTE! Warehouse Management 1 & 2 Views to be created for warehouse managed plants only – 8520 (Warehouse Nr. 077), 8521 (Warehouse Nr. 054), 8636 (Warehouse Nr. 039).

For Plant 8359 – Warehouse Management View to be created only if requested.

WP1(1)/400 Organizational Levels

Organizational levels		Copy from
Plant	8564 7794 / De Rjke Bonded	8503
Sales Org.		
Distr. Channel		

Org. levels/profiles only on request

Select View(s) Default Setting

2.1.8. Sales Control

Check Sales Control indicator in request form. If Sales Control is required:

- to mark a material for Sales Control globally, add status **Z4** in field **X-plant matl status** in **Basic Data 1** view

Basic data 1 Basic data 2 Classification Sales: sales org. 1 Sales: sales or...

Material 145022 CYFLOC HF-2220 1000KG 2205LB IBC

General data

Base Unit of Measure	KG kg	Material Group	0450
Old material number	57475302T12	Ext. Matl Group	
Division	E4	Lab/Office	
Product allocation		Prod.hierarchy	
X-plant matl status	Z4	Valid from	
		GenItemCatGroup	NORM Standard item

- to mark a material for Sales Control locally, add status **Z4** in field **Plant-sp.matl status** in **Purchasing** view (field is available also in **MRP1**, **Quality Management** and **Costing** views)

Sales text Purchasing Foreign trade import Purchase order text MRP 1

Material 145022 CYFLOC HF-2220 1000KG 2205LB IBC

Plant 8521 7008 / XPO Logistic La Porte

General Data

Base Unit of Measure	KG kg	Order Unit		Var. OUn	
Purchasing Group	GYN	Material Group	0450		
Plant-sp.matl status	Z4	Valid from			
Tax ind. f. material		Qual.f.FreeGoodsDis.			
Material freight grp	10067	<input checked="" type="checkbox"/> Autom. PO			
<input checked="" type="checkbox"/> Batch management					

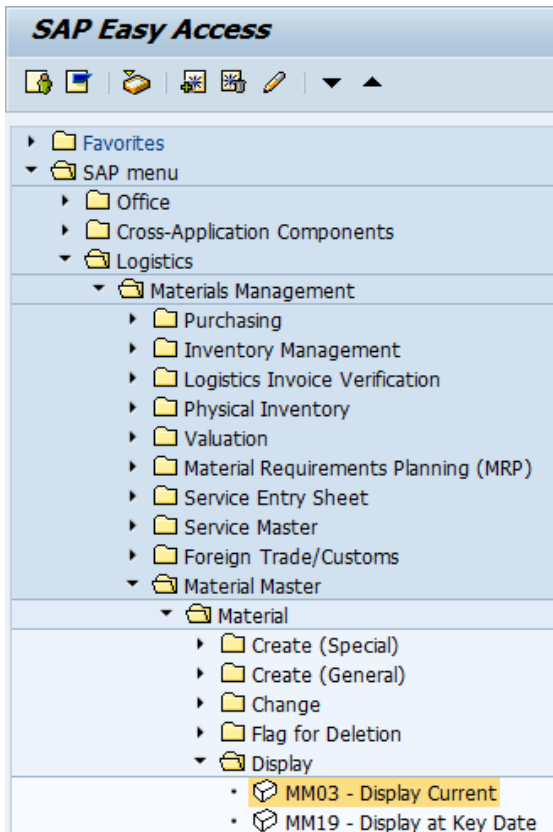
2.2. Material modification

2.2.1. Pre-requisites

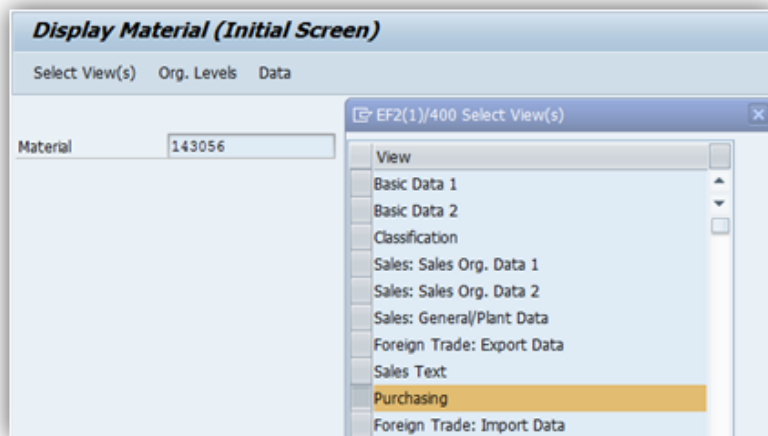
Material modification is allowed only if validated by all Plants using the material.

Requests to change the fields listed below **must not be performed** – in this case a new material has to be created. The only exception can be a mistake for recently created material that has not yet had any stock and stock movements in the system. The fields that must not be changed:

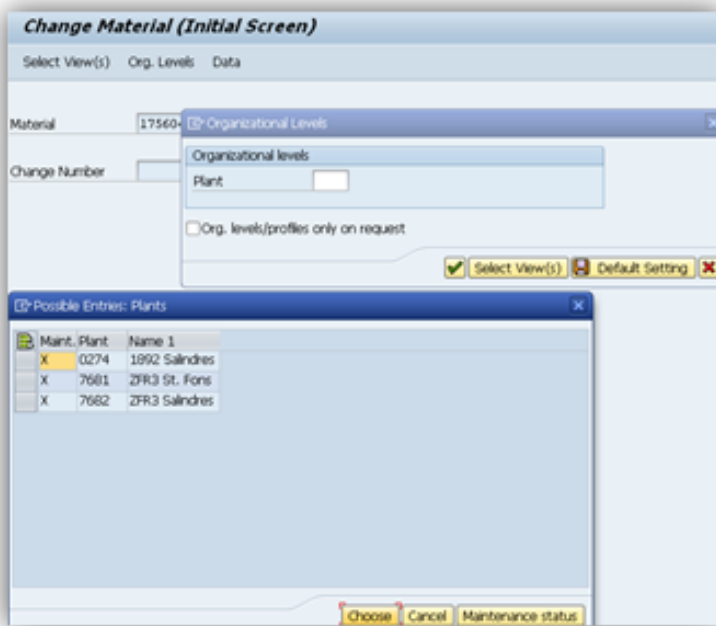
- Base Unit of Measure
- Net Weight



#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM03	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Display



#	Main activities	Tips / Best practices	Key points
2	Enter Material number		
3	Select Purchasing (or Sales: General/Plant Data) view		



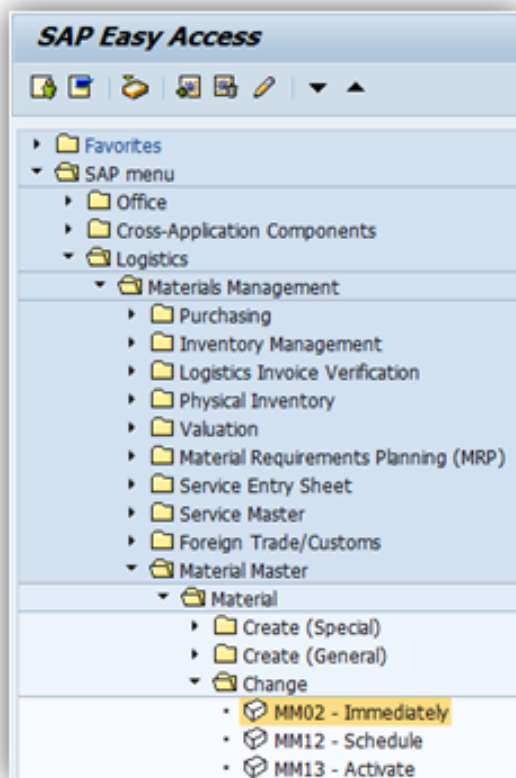
#	Main activities	Tips / Best practices	Key points
4	Verify the possible Plants related to the Material by clicking on the match code.		
5	All Plants using the material are listed		

If material is open for more than one Plant, contact the other Plants to validate the requested modification.

If the answer is positive, change the material as shown in section 2.2.2. **Manual modification of material.**

If the answer is negative, create a new material as described in Chapter 2.1.2. of this OP, associated with the Plant that made the request.

2.2.2. Manual modification of material

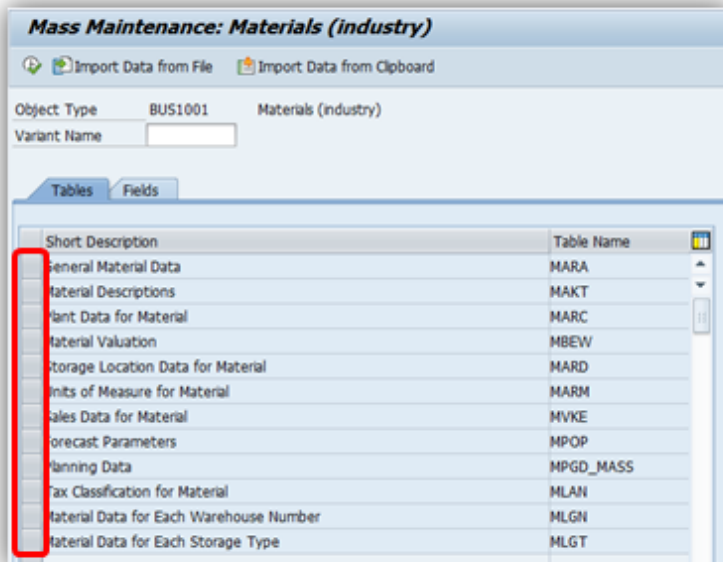


#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM02	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Change

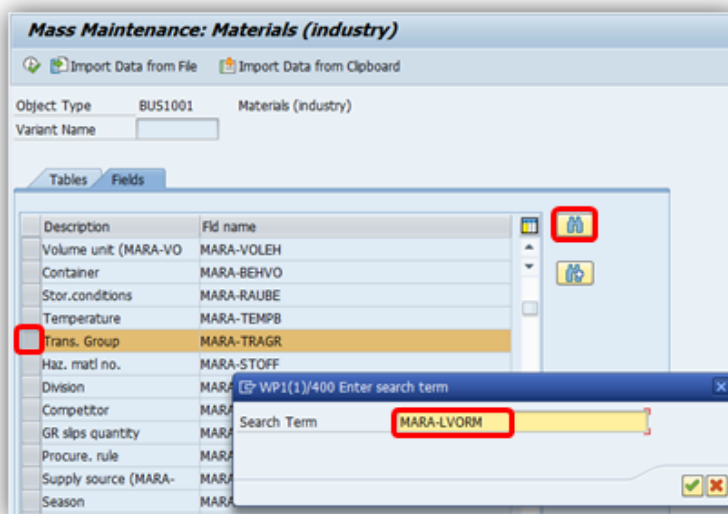
2	Select the view containing the field that needs modification		
3	Select the Organizational Level for which the modification is requested	Repeat the modification for all Sales Areas or Plants if applicable.	
4	Save the changes performed		


2.2.3. Material mass modification


Mass Maintenance of Material Master is performed when change of a value in same field(s) for a list of materials needs to be carried out. **NOTE!** Before performing actual change in system make sure all required **approvals** have been supplied along with the change request.

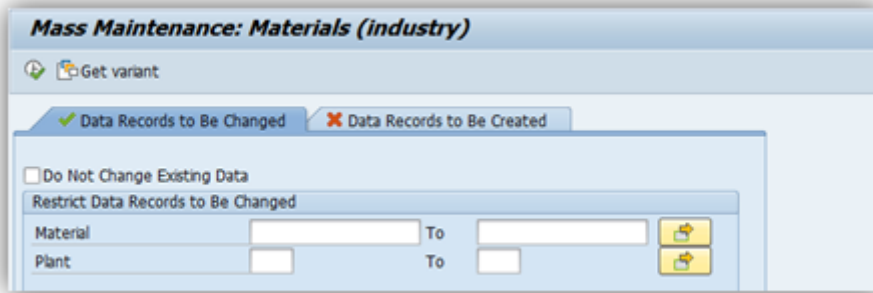



#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM17	T-code can be entered directly in Command field. T-code can be saved in Favorites. You can exit transaction without saving changes at any time. You can export data to a file from this transaction using Print option.	Full path: Logistics -> Materials Management -> Material master -> Material
2	Select the Table(s) containing the field(s) that need to be modified		
3	Go to Fields tab		

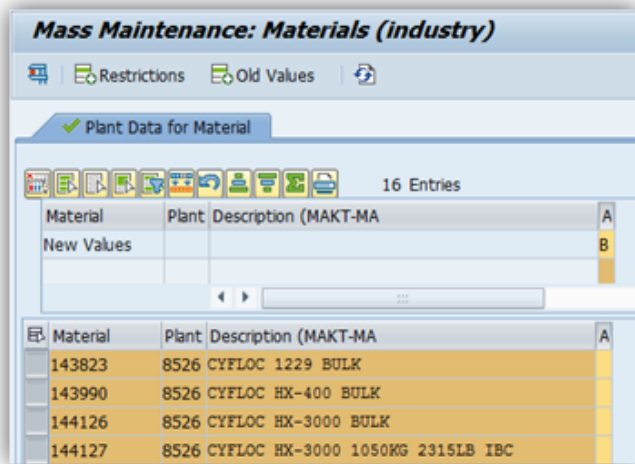


#	Main activities	Tips / Best practices	Key points
4	Select the Field(s) that need to be modified	Use search option to easily find the field to be changed. Use technical name of the field in search. You can find out technical name of the field pressing F1 when field is selected and pressing Technical Information button 	

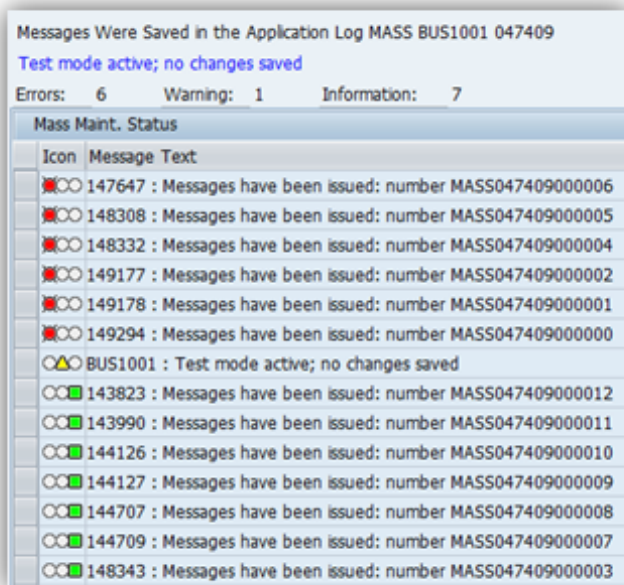
5	Press Execute button 		
---	---	--	--



#	Main activities	Tips / Best practices	Key points
6	Limit selection as much as possible to perform the change only for the materials that need it	Use additional options on the bottom of selection screen to amend selection options or add /remove selection fields if necessary 	
7	Press Execute button		

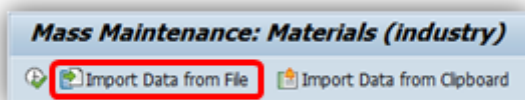


#	Main activities	Tips / Best practices	Key points
8	Enter new value	A – New value(s) has to be entered in the designated space above list of materials. B – It is possible to deselect records that do not require change. C – Press 'Carry out mass change' button to copy the value to selected materials. D – Press 'Test changes' button to make system check the changes without saving them.	
9	Check log of changes performed in Test mode	Green light indicates successful change Yellow light indicates a warning Red light indicates data change is not possible/allowed	



#	Main activities	Tips / Best practices	Key points
10	Save the changes performed	Check log of changes performed	

Mass change of data can be performed also by importing data from file.



2.2.4. DG indicator update

- The requests are submitted by Terry Mccoll and Yin Sin Pock.
- Please follow the steps below when the DG indicator profile needs to be updated from ZIP to GPP, Z00 to GPP, GPP to Z00, ZIP to Z00

Note! Even if you are updating from ZIP to Z00, confirm in Sinequa Portal (MSDS) if indeed the material is non-hazard.

Example:

Material **162898** AERO 830 182KG 401LB OHSD

- To determine the ZPRC number go to MM03 transaction (Material display)
- On Basic 2 view copy the Basic material#

Display Material 162898 (/Finished pdt & RM & SF)

Additional Data Org. Levels

Basic data 1 **Basic data 2** Classification Sales: sales org. 1 S...

Material 162898 AERO 830 182KG 401LB OHSD

Other Data

Prod./insp. memo Ind. Std Desc.

Page format CAD Indicator

Basic material **90072916**

Environment

DG indicator profile GPP Environmentally rlv

DG Packaging Status In bulk/liquid

Packaging Code Highly viscous

Go to [Sinequa portal](#)

- Copy the Basic Material number in the search field 90072916 + "SDS"
- Click on SDS - North America

NEW SEARCH...

 Bookmarks Saved Queries Help Tutorial Raw Material SDS Request Form Autodeclaration RegWatch ToxEcotox reports List of :

For some countries we have to use a dedicated SDS variant to comply with local regulations. For the others, we rely on the more generic "United Nations" ("SDS_UN"). To consult which variant is appropriate for which country, click on the button "List of SDS variants by country" above

> 90072916 SDS **ANSWERS 1 - 20 OF 57**

Sort by: Page 1 2 3

AERO@ 830 PROMOTER / SDS - INTERNATIONAL / UN COUNTRIES / EN
 PRCO90072916-SDS_UN... PRCO90072916 ... PRCO90072916... Date 04.12.2019 VERSION SDS...
 ZWEHS_SDS_AP... E-mail address] manager.sds@solvay.com... ZWEHS_SDS_UN... ZWEHS_SDS_UN ... M
 factor (SDS... CH3 Article - ZWEHSC_SDS_UN_S03
 PRCO90072916 - 12/04/2019 - Version : 5.00 - Technology solutions - Intranet
 Document in cache

AERO@ 830 PROMOTER / SDS - NORTH AMERICA / CANADA / Z8
 PRCO90072916-SDS_CA-Z8-2.00... PRCO90072916 Version ... PRCO90072916... ZWEHSC_SDS_NA ...
 Modification ... ZWEHS_SDS_NA... ZWEHSC_SDS_NA ... CGI + Ramesh ... Missing phrase in SDS_NA ...
 ZWEHS_SDS_CA ... 5000003487 (EHS CM ... CH3 Article - ZWEHSC_SDS_CA_S03... 5000007202, EHS AERO -
 D-181 ZWEHSC_SDS_CA_S03
 PRCO90072916 - 12/04/2019 - Version : 2.00 - Technology solutions - Intranet
 Document in cache

DOCUMENT TYPE

- [-] LABEL (5)
 - [-] GLM - ASIA PACIFIC (4)
 - [-] GHS CN (2)
 - [-] GHS JP (2)
 - [-] GLM - NORTH AMERICA (1)
 - [-] GHS MX (1)
- [-] SAFETY DATA SHEET (52)
 - [-] SDS - ARABIC (1)
 - [-] SDS - ASIA PACIFIC (5)
 - [-] SDS - EUROPE (37)
 - [-] SDS - INTERNATIONAL (3)
 - [-] SDS - LATIN AMERICA (1)
 - [-] SDS - NORTH AMERICA (5)**

- Look for USA version In English (Z8)

NEW SEARCH...

90072916 SDS



Advanced Search

Bookmarks

Saved Queries

Help

Tutorial

Raw Material

SDS Request Form

Autodeclaration

RegWatch

ToxEcotox reports

List of SD



For some countries we have to use a dedicated SDS variant to comply with local regulations. For the others, we rely on the more generic "United Nation" ("SDS_UN"), to consult which variant is appropriate for which country, click on the button "List of SDS variants by country" above

ANSWERS 1 - 5 OF 5

Sort by: Relevance Page

AERO@ 830 PROMOTER / SDS - NORTH AMERICA / CANADA / Z8
 PRCO90072916-SDS_CA-Z8-2.00... PRCO90072916 Version ... PRCO90072916... ZWEHSC_SDS_NA ...
 Modification ... ZWEHS_SDS_NA... ZWEHSC_SDS_NA ... CGI + Ramesh ... Missing phrase in SDS_NA ...
 ZWEHS_SDS_CA ... 5000003487 (EHS CM ... CH3 Article - ZWEHSC_SDS_CA_S03... 5000007202, EHS AERO -
 D-181 ZWEHSC_SDS_CA_S03
 PRCO90072916 - 12/04/2019 - Version : 2.00 - Technology solutions - Intranet
 Document in cache

AERO@ 830 PROMOTER / SDS - NORTH AMERICA / USA / Z8
 PRCO90072916-SDS_US-Z8-5.00... PRCO90072916 Version ... PRCO90072916... ZWEHSC_SDS_NA ...
 Modification ... ZWEHS_SDS_NA... ZWEHSC_SDS_NA_S02 ... CGI + Ramesh ... Missing phrase in SDS_NA ...
 ZWEHS_SDS_NA ... 5000003465 (EHS CM ... CH3 Article - ZWEHSC_SDS_NA_S03... 5000007208, EHS AERO -
 D-181 ZWEHSC_SDS_NA_S03
 PRCO90072916 - 12/04/2019 - Version : 5.00 - Technology solutions - Intranet
 Document in cache

AERO@ 830 PROMOTER / SDS - NORTH AMERICA / CANADA / 3F
 PRCO90072916-SDS_CA-3F-2.00... PRCO90072916 Version ... PRCO90072916... ZWEHSC_SDS_NA ...
 Modification ... ZWEHS_SDS_NA... ZWEHSC_SDS_NA ... CGI + Ramesh ... Missing phrase in SDS_NA ...
 ZWEHS_SDS_CA ... 5000003487 (EHS CM ... CH3 Article - ZWEHSC_SDS_CA_S03... 5000007202, EHS AERO -
 D-181 ZWEHSC_SDS_CA_S03
 PRCO90072916 - 12/04/2019 - Version : 2.00 - Technology solutions - Intranet
 Document in cache

AERO@ 830 PROMOTER / SDS - NORTH AMERICA / USA / ES
 PRCO90072916-SDS_US-ES-5.00... PRCO90072916 Version ... PRCO90072916... ZWEHSC_SDS_NA ...
 Modification ... ZWEHS_SDS_NA... ZWEHSC_SDS_NA_S02 ... CGI + Ramesh ... Missing phrase in SDS_NA ...
 ZWEHS_SDS_NA ... 5000003465 (EHS CM ... CH3 Article - ZWEHSC_SDS_NA_S03... 5000007208, EHS AERO -
 D-181 ZWEHSC_SDS_NA_S03
 PRCO90072916 - 12/04/2019 - Version : 5.00 - Technology solutions - Intranet
 Document in cache

COUNTRY	
CANADA	2
MEXICO	1
USA	2

LANGUAGES	
3F (French_CA)	1
ES (Spanish)	2
Z8 (EN (US) EHS ONLY)	2

DESCRIPTION FOR REPORT GENERATION	
SDS for Canada	2
SDS for Mexico	1
SDS for USA	2

- For Hazard material only, in section 14 (Transport information) - DOT check the amount of labels and if the material is marine pollutant

SECTION 14: Transport information

Transportation status: IMPORTANT! Statements below provide additional data on listed transport classification.

The listed Transportation Classification does not address regulatory variations due to changes in package size, mode of shipment or other regulatory descriptors.

DOT

14.1 UN number	UN 3082
14.2 Proper shipping name	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LIQUID, N.O.S. (Tallow alkyl amines)
14.3 Transport hazard class Label(s)	9 9
14.4 Packing group Packing group ERG No	III 171
14.5 Environmental hazards Marine pollutant	YES Marine Pollutant

- For this example, the amount of labels are 2 (Label 9 and Marine pollutant) and based on the [packaging type](#), the following information should be added in the label view.

Additional Instructions for Drum, Big Bag, Super Sack, Tote (DR, BB, SS, TE)								
1	For countries where material is manufactured set label size to DTM_A4L_LEX (except if CLP, then leave as A4_WHITE_L)							
2	Check the REMOVE USA tab. If material is listed, remove the Z_GHS_US record from Label View.							
3	Check the DG Indicator Profile on the Basic Data 2 tab. If it is "GPP" then check section 14 of the WERCS SDS.							
3a	If the number of Transport Labels Required for US DOT is 1 or 2 add the following line							
	Z_TRANS		GLM_TR_11	2	DELIVERY	GENERIC	MTS	Transport Label
3b	If the number of Transport Labels Required for US DOT is 3 or 4 add the following line							
	Z_TRANS		GLM_TR_07	2	DELIVERY	GENERIC	MTS	Transport Label

Go to MM02 transaction (Change material) in Basic Data 2 view:

- Update the DG indicator profile to GPP (Hazard) or Z00 (non hazard)

Basic data 1 Basic data 2 Classification Sales: sales org. 1 S...

Material 162898 AERO 830 182KG 401LB OHSD

Other Data

Prod./insp. memo Ind. Std Desc.

Page format CAD Indicator

Basic material 90072916

Environment

DG indicator profile **GPP** Environmentally rlt

DG Packaging Status In bulk/liquid

Packaging Code Highly viscous

- On Sales: general/plant view check if the Transportation Group corresponds to the packaging type + DG Indicator combination. If not, proceed with the update:

Change Material 162898 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Sales: sales org. 2 Sales: general/plant Foreign trade export Sale...

Material 162898 AERO 830 182KG 401LB OHSD

Plant 8359 7008 Willow Island

General data

Base Unit of Measure KG kg Replacement part

Gross Weight 1.116 KG Qual.f.FreeGoodsDis.

Net Weight 1 Material freight grp 10065

Availability check T3 Tech Sol Y3 no Pl or Appr.batch rec. req.

Batch management

Shipping data (times in days)

Trans. Grp **0009** Packed LoadingGrp 0001 Standard

Setup time Proc. time Base qty KG

Packaging material data

Matl Grp Pack.Matls 0005

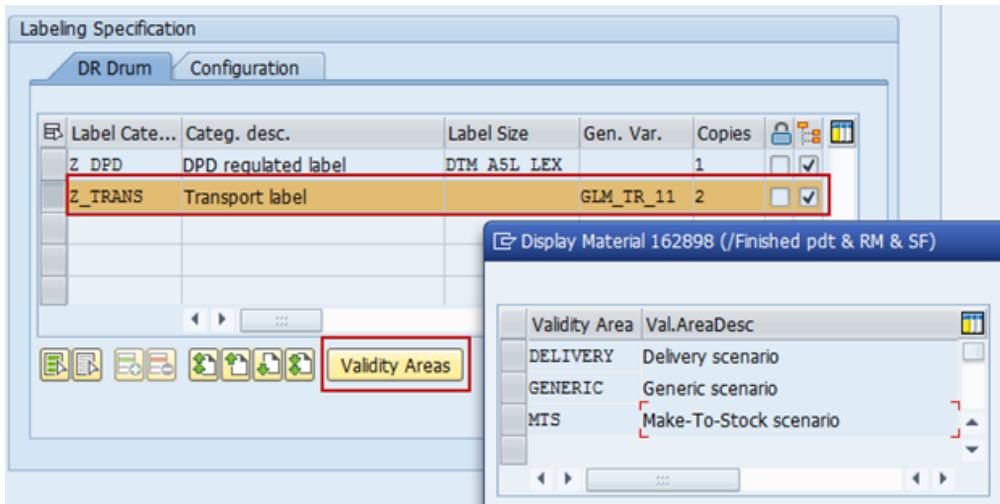
Ref. mat. for pckg

General plant parameters

Neg.stocks Profit Center 7008-X1286 SerialNoProfile DistProf

SerializLevel

- Go to Label view, add the transportation line for the hazard materials
- Note!** If the material is changing from GPP to Z00 remember to remove the transportation label



2.2.5. DG indicator update - Request from Hazcom Team

Hazcom team will send two notifications of changes in SDS before publishing the latest version of SDS in Sinequa.

Important! Before changing the information in the material master, contact Terry Mccoll (terry.mccoll@solvay.com) and Yin Sin Pock (yinsin.pock@solvay.com) to confirm the DG information.

- **First notification NOTICE OF INTENDED TRANSPORT CHANGE - 90 days**
 - No action is required from Riga Data Operations team at this point. If we receive a ticket with 90 days notification, add a note to the ticket that no action is required and close the request.

To All,

NOTICE OF INTENDED TRANSPORT CHANGE - 90 days

As a result of review of product below transport classification has changed from UN1760 CORROSIVE LIQUID, N.O.S. to UN2922 CORROSIVE LIQUID, TOXIC, N.O.S. for all transport modules. This product will be reclassified as shown below on **May 19, 2020** and revised SDS's will be reissued.
Please inform me of an earlier implementation date if feasible and I will reissue the SDS on that date.

The product is classified under Acute Oral Toxicity class (hazard category 3) which cause DG classification change. Based on precedence table, the main DG class is 8, and additional subsidiary hazard 6.1. Marine pollutant warnings remain.

If the product below are not in your area of responsibility, please disregard this notification.

PRCO90072915
AERO® 3730 PROMOTER
 Material Assignments
 144355
 144354
 148633

New transport classification

IMDG-OMI

Class	: 8	Subsidiary hazard	: 6.1
Packaging group	: II	Marine Pollutant/Env. Hazardous	: YES
UN Classification	: 2922		

Dangerous good description: UN 2922 CORROSIVE LIQUID, TOXIC, N.O.S. (Hydrosulfide, Inorganic sulfides), 8 (6.1), II, IMDG Code Segregation Group 18 - Alkalis (SGG18)

Label(s):

Mark(s):

Segregation group: Alkalis (SGG18) Emergency schedule (EmS): F-A, S-B

- **NOTICE OF INTENDED TRANSPORT CHANGE - 3 week notice**
 - No action is required from Riga Data Operations team at this point. If we receive a ticket with 3 week notification, add a note to the ticket that no action is required and close the request.

Dear All,

NOTICE OF INTENDED TRANSPORT CHANGE - 3 week notice

As a result of review of product below transport classification has changed from **UN3082 Environmentally hazardous liquid, n.o.s** to **Non DG** for all other transport modules. This product will be reclassified as shown below on **June 22nd, 2020** and revised SDS's will be reissued.

Please inform me of an earlier implementation date if feasible and I will reissue the SDS on that date.

If the product below are not in your area of responsibility, please disregard this notification.

PRCO90072827

AERO® 727 PROMOTER

Material Assignments

143963

143964

143965

143966

148557

Kind Regards,

Ruta

- **NOTICE OF TRANSPORT CHANGE**

- At this point action from Data operations is required



Jekaterina.juskiene reported via email, 5 hours ago (Fri, 5 Jun 2020 at 8:19 AM)

to: "Katrina Amdur" <katrina.amdur@solvay.com> +85

cc: ruta.ruperte@solvay.com

Dear All,

Changes below have been implemented.

Dear Dave, Terry,

Please, proceed with DG filling once label view for materials will be changed.

Dear DMO team,
Please, change label view.

Kind regards,

Katja

- What should be checked:
 - DG Indicator
 - Transportation group (according to the Label and Dangerous good Indicator)
 - Transportation label
 - Use the information to count the labels based on what is provided in the Freshdesk Ticket

To All,

NOTICE OF INTENDED TRANSPORT CHANGE - 90 days

As a result of review of product below transport classification has changed from **UN1760 CORROSIVE LIQUID, N.O.S.** to **UN2922 CORROSIVE LIQUID, TOXIC, N.O.S.** for all transport modules. This product will be reclassified as shown below on **May 19, 2020** and revised SDS's will be reissued.

Please inform me of an earlier implementation date if feasible and I will reissue the SDS on that date.

The product is classified under Acute Oral Toxicity class (hazard category 3) which cause DG classification change. Based on precedence table, the main DG class is 8, and additional subsidiary hazard 6.1. Marine pollutant warnings remain.

If the product below are not in your area of responsibility, please disregard this notification.

PRCO90072915

AERO® 3730 PROMOTER

Material Assignments

144355

144354


148633


New transport classification

IMDG-OMI

Class	: 8	Subsidiary/hazard	: 6.1
Packaging group	: II	Marine Pollutant/Env. Hazardous	: YES
UN Classification	: 2922		

Dangerous good description: UN 2922 CORROSIVE LIQUID, TOXIC, N.O.S. (Hydro sulfide, Inorganic sulfides), 8 (6.1), II, IMDG Code Segregation Group 18 - Alkalis (SGG 18)

Label(s): 

Mark(s): 

Segregation group: Alkalis (SGG18) Emergency schedule (EmS): F-A, S-B

The 3 possible scenarios are:

- Material changes from non-Hazard to Hazard
 - DG Indicator should be updated to **GPP** (Communicate with Terry McColl, Yin Sin Pock)
 - Transportation Group should be updated
 - Transportation Label **added**
- Material changes from Hazard to Non-hazard
 - DG Indicator should be updated to **Z00** (Communicate with Terry McColl, Yin Sin Pock)
 - Transportation Group should be updated
 - Transportation Label **removed**
- Material changes from Hazard to Hazard (Amount of labels change)
 - DG Indicator should be already **GPP** (If not, communicate with Terry McColl, Yin Sin Pock)
 - Transportation Group should be already updated
 - Transportation Label **updated**

2.3. Material inactivation/reactivation

Inactivation

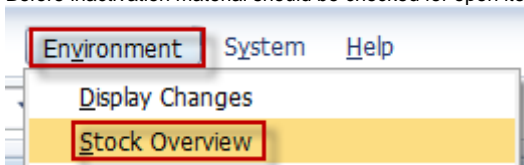
Technology Solutions

Required approval from **Product Manager** by material division and distribution channel

- Check complete list on Appendix - List of approved requestors

Note! If you have a request to inactivate a CMC or Plant shipped sample, request the Product Manager to confirm if the material does not have any stock (Data Operations does not have the access to check it).

Before inactivation material should be checked for open items under "Stock overview"



If there are no open activities, Stock will show only "0". If any other values displayed, appropriate Product Manager should be contacted for Stock removal.

Stock Type	Stock
Unrestricted use	0.000
Qual. inspection	0.000
Returns	0.000
On-Order Stock	0.000
Consgt ordered	0.000
Reserved	0.000
Stck trans.(pint)	0.000
Transfer (SLoc)	0.000
Consgt unrestr.	0.000
Consgt qual.insp.	0.000
GR Blocked Stock	0.000
Cust. inquiries	0.000
Cust. quotations	0.000
Sales orders	0.000
Cust.sched.agmts	0.000

Technology Solutions	
Global	<p>After Stock is cleared material can be inactivated.</p> <p>If material has to be inactivated for all plants and sales areas</p> <ul style="list-style-type: none"> Set X-plant matl status (Basic data 1 view) to Z0 Set X-distr.chain status (Sales: sales org. 1 view) to 61 and update the date to when the status was changed Set Plant-sp.matl status (MRP1 view) to Z0 for each plant (field is available also in Purchasing, Quality Management and Costing views) Set MRP Type (MRP1 view) to ND for <u>each plant</u> that has to be blocked Change Description adding *OBS* before name in all languages Activate Deletion Flag in MM06
Local	<p>If material has to be inactivated for specific sales areas</p> <ul style="list-style-type: none"> Set DChain-spec. status (Sales: sales org. 1 view) to 61 to block material for one particular Sales Area and update the date to when the status was changed <p>If material has to be inactivated for specific plants</p> <ul style="list-style-type: none"> Set Plant-sp.matl status (MRP1 view) to Z0 for each plant that has to be blocked (field is available also in Purchasing, Quality Management and Costing views) Set MRP Type (MRP1 view) to ND for each plant that has to be blocked Activate Deletion Flag in MM06 for the requested plant

Reactivation

Technology Solutions
<p>Required approval from Product Manager by material division and distribution channel</p> <ul style="list-style-type: none"> Check complete list on Appendix - List of approved requestors

Technology Solutions	
Global	<p>If the material has to be reactivated for all plants and sales areas</p> <ul style="list-style-type: none"> Remove X-plant matl status (Basic data 1 view) - Z0 Update X-distr.chain status (Sales: sales org. 1 view) - 63 and update the date to when the status was changed Remove Plant-sp.matl status (MRP1 view) - Z0 for each plant (field is available also in Purchasing, Quality Management and Costing views) Request the planner to update the MRP type Remove the *OBS* before name in all languages Remove Deletion Flag in MM06

Local	<p>If the material has to be reactivated for specific sales areas</p> <ul style="list-style-type: none"> Set DChain-spec. status (Sales: sales org. 1 view) to 63 to release material for one particular Sales Area and update the date to when the status was changed <p>If the material has to be reactivated for specific plants</p> <ul style="list-style-type: none"> Remove Plant-sp.matl status (MRP1 view) - Z0 for each plant that has to be released (field is available also in Purchasing, Quality Management and Costing views) Request the planner to update the MRP type Remove Deletion Flag in MM06 for the requested plant
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Note! ZPRC (Material group 0450) inactivation needs to be performed by Danyse Ryan after all the ZMATs are inactivated. For Technology Solutions, please request the inactivation to EDA via Service One (Appendix – Request to EDA (Technology Solutions))

2.4. ZPRC record update

Any ZPRC (Material group 0450) modification/update should be performed by Enterprise Data Administrator. Submit a request to EDA via Service One (Appendix – Request to EDA (Technology Solutions)).

2.5. Material classification for Technology Solutions plant 8373 - ASPEN INTERFACE

A new material class (Z_DP_ASPEN_8373) has been created to support the Aspen Tech demand planning tool. Only planners at Welland plant 8373 can request this change in the Classification view.

This new class should only be used for items at Welland, plant 8373. If we decide to use this class for additional plants we will create new classes.

Approved planners:

- Karan Kathuria - karan.kathuria@solvay.com
- Tim Wira

2.5.1 Overview

- Material class - **Z_DP_ASPEN_8373**

📄
Display Class:

🌐
Change Language

Class	Z_DP_ASPEN_8373	🔍 ✎ 📄 🗑️
Class type	001 Material class	
Change Number		
Valid from	04/30/2020	Validity

Basic data	Keywords	Char.	Texts	Document	Std
-------------------	-----------------	--------------	--------------	-----------------	------------

Basic data	
Description	SAP -> ASPEN INTERFACE 🔍
Status	1 Released ▼
Class group	▼
Organizational area	
Valid From	04/30/2020
	<input type="checkbox"/> Local class
	Valid to 12/31/9999

Same classification	Authorizations						
<input checked="" type="radio"/> Do not check <input type="radio"/> Warning message <input type="radio"/> Check with error	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Class maintenance</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Classification</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Find object</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> </table>	Class maintenance		Classification		Find object	
Class maintenance							
Classification							
Find object							

Administrative data	
<input type="checkbox"/> Assignments	
Created By	RYAND
Created On	04/30/2020

- Three characteristics associated with this class:

Display Class:

Change Language

Class: Z_DP_ASPEN_8373

Class type: 001 Material class

Change Number:

Valid from: 05/01/2020

Basic data | Keywords | Char. | Texts | Document | Std

Char.	Description	Data...	N...	D...	Unit	R..	Org.	Areas	Std ...	O..	I...	Origin	P..	S..	D..
DP_ASPEN_CLASS	MATERIAL CLASS FOR ASPEN	CHAR	1	0		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DP_ASPEN_NO_REQUIRE..	REQUIREMENTS SENT TO AS..	CHAR	1	0		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DP_ASPEN_NO_PRODPLAN	PRODUCTION PLAN SENT T..	CHAR	1	0		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- When you are requested to add this new class to an item the requester will need to provide answers to each of these characteristic values:

1. ASPEN Class - A, B, or C value

Characteristic: DP_ASPEN_CLASS

Change Number:

Valid From: 05/01/2020

Basic data | Descriptions | Values | Addnl data | Restrictions

Additional Values

Allowed Values

Char. Value	Description	D	O	S
A	HIGH PRIORITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	MEDIUM PRIORITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	LOW PRIORITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DP_ADPEN_NO_PRODPLAN - X do not send or no value

Display Characteristic

Characteristic: DP_ASPEN_NO_PRODPLAN

Change Number:

Valid From: 05/01/2020

Basic data | Descriptions | Values | Addnl data | Restrictions

Additional Values

Allowed Values

Char. Value	Description	D	O	S
X	DO NOT SEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. DP_ASPEN_NO_REQUIREMENTS

Display Characteristic

DP_ASPEN_NO_REQUIREMENTS

Change Number

Valid From 05/01/2020

Validity

Basic data Descriptions **Values** Addnl data Restrictions

Additional Values Other Value Check

Char. Value	Description	D	O	S
X	DO NOT SEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.5.2 Assign the classification to the material

Enter transaction MM02

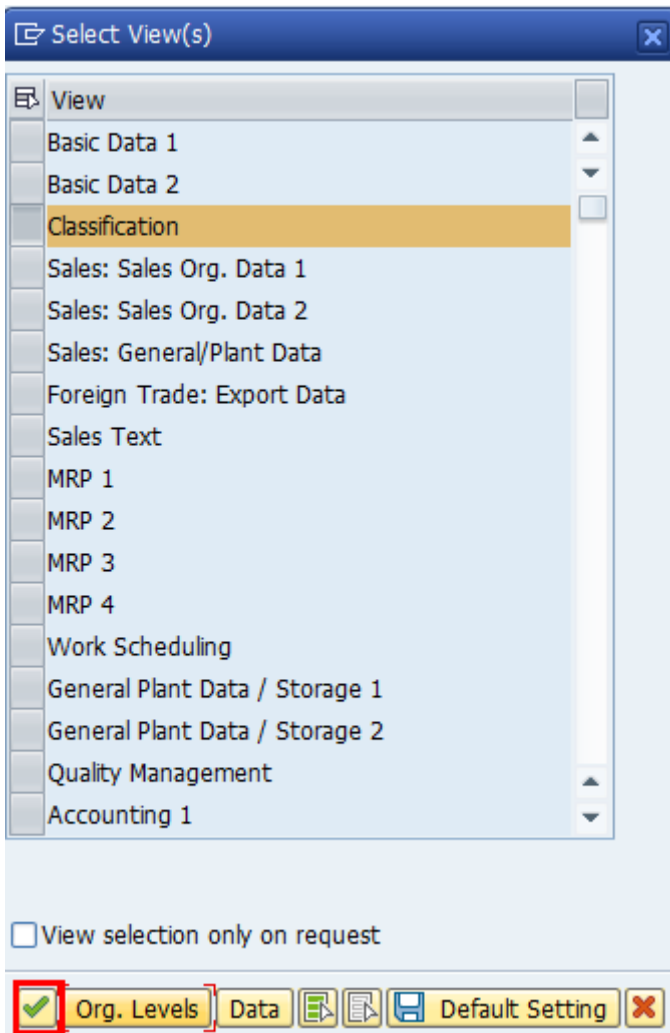
Change Material (Initial Screen)

Select View(s) Org. Levels Data

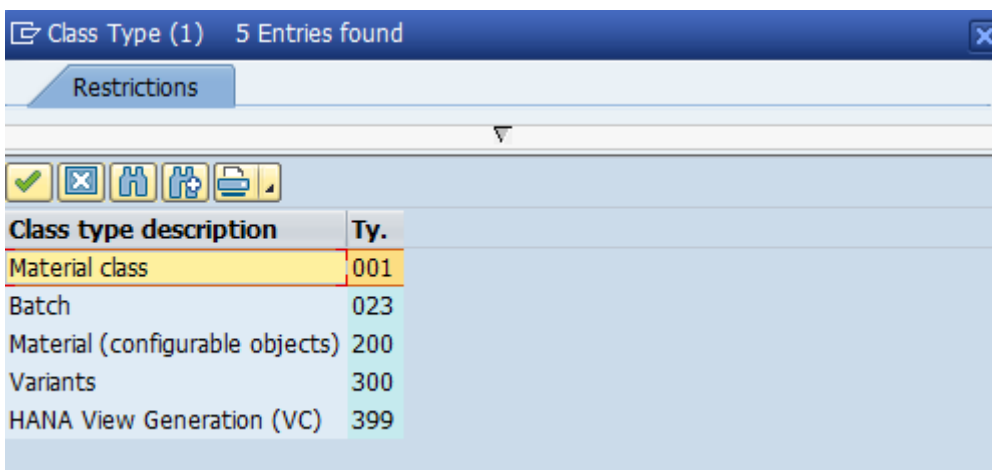
Material 143550

Change Number

Main activities	Key points
Enter the material number	
Hit Enter	



Main activities	Key points
Select the Classification view	
Hit Enter	



Main activities	Key points
Select the Material class 001	

Classification

Object

Material PHOSPHINE INTERMEDIATE
 Class Type Material class

Assignments

Class	Description	St...	S..	I...	Itm
Z_DP_ASPEN_8373	SAP -> Aspen interface	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	10

Entry /

Values for Class Z_DP_ASPEN_8373 - Object 143550

General

Characteristic Description	Value
Material class for Aspen	
Requirements sent to Aspen	
Prod. plan sent to Aspen	

Inconsistent

Main activities	Key points
In the Assignments section	Always Z_DP_ASPEN_8373
In General tab	Assign the Characteristics as requested by the Planner

Appendix – Label requirements

Location of [table](#).

147507 LABEL MODEL LARGE (SS, DR, TE, BB)										147507	
Initial Setup for Drum, Big Bag, Super Sack, Tote (DR, BB, SS, TE)											
Label Cat	Categ. Desc.	Label Size	Gen. Var.	Copies	Val Area 1	Val Area 2	Val Area 3	Type		Copies for DR	
1	Z_CUST		GLM2_CUS01	1	DELIVERY	GENERIC		Customer		1	
2	Z_DPD	DPD regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
3	Z_GHS_AU	GHS Australia regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
4	Z_GHS_BR	GHS Brazil regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
5	Z_GHS_CA	WHMIS 2015 reg. label (CA)	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
6	Z_GHS_CLP	GHS CLP regulated label	A4_WHITE_L	2	DELIVERY	GENERIC	MTS	Product Safety		1	
7	Z_GHS_CN	GHS China regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
8	Z_GHS_ID	GHS Indonesia regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
9	Z_GHS_JP	GHS Japan regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
10	Z_GHS_KR	GHS Korea regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
11	Z_GHS_MX	GHS Mexico regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
12	Z_GHS_MY	GHS Malaysia regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
13	Z_GHS_NZ	GHS New Zealand regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
14	Z_GHS_RU	GHS Russia regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
15	Z_GHS_SG	GHS Singapore regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
16	Z_GHS_TH	GHS Thailand regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
17	Z_GHS_TR	GHS Turkey regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
18	Z_GHS_TW	GHS Taiwan regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
19	Z_GHS_UN	GHS UN Regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
20	Z_GHS_US	GHS USA regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
21	Z_GHS_VN	GHS Vietnam regulated label	DTM_A5L_LEX	2	DELIVERY	GENERIC	MTS	Product Safety		1	
Additional Instructions for Drum, Big Bag, Super Sack, Tote (DR, BB, SS, TE)											
1	For countries where material is manufactured set label size to DTM_A4L_LEX (except if CLP, then leave as A4_WHITE_L)										
2	Check the REMOVE USA tab. If material is listed, remove the Z_GHS_US record from Label View.										
3	Check the DG Indicator Profile on the Basic Data 2 tab. If it is "GPP" then check section 14 of the WERCS SDS.										
3a	If the number of Transport Labels Required for US DOT is 1 or 2 add the following line										
	Z_TRANS		GLM_TR_11	2	DELIVERY	GENERIC	MTS	Transport Label			
3b	If the number of Transport Labels Required for US DOT is 3 or 4 add the following line										
	Z_TRANS		GLM_TR_07	2	DELIVERY	GENERIC	MTS	Transport Label			

147570 LABEL MODEL MEDIUM (BX, CY, JRC, PL, BULK)										147570	
Initial Setup for Box, Cylinder, Jerry Can, Pail, and anything with BULK in the name (BX, CY, JRC, PL, BULK)											
Label Cat	Categ. Desc.	Label Size	Gen. Var.	Copies	Val Area 1	Val Area 2	Val Area 3	Type		Copies for KG (Bulk)	
1	Z_CUST		GLM2_CUS01	1	DELIVERY	GENERIC		Customer		1	
2	Z_DPD	DPD regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
3	Z_GHS_AU	GHS Australia regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
4	Z_GHS_BR	GHS Brazil regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
5	Z_GHS_CA	WHMIS 2015 reg. label (CA)	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
6	Z_GHS_CLP	GHS CLP regulated label	DTM_A4L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
7	Z_GHS_CN	GHS China regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
8	Z_GHS_ID	GHS Indonesia regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
9	Z_GHS_JP	GHS Japan regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
10	Z_GHS_KR	GHS Korea regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
11	Z_GHS_MX	GHS Mexico regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
12	Z_GHS_MY	GHS Malaysia regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
13	Z_GHS_NZ	GHS New Zealand regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
14	Z_GHS_RU	GHS Russia regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
15	Z_GHS_SG	GHS Singapore regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
16	Z_GHS_TH	GHS Thailand regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
17	Z_GHS_TR	GHS Turkey regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
18	Z_GHS_TW	GHS Taiwan regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
19	Z_GHS_UN	GHS UN Regulated Label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
20	Z_GHS_US	GHS USA regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
21	Z_GHS_VN	GHS Vietnam regulated label	DTM_A5L_LEX	1	DELIVERY	GENERIC	MTS	Product Safety		2	
Additional Instructions for Box, Cylinder, Jerry Can, Pail, and anything with BULK in the name (BX, CY, JRC, PL, BULK)											
1	Check the REMOVE USA tab. If material is listed, remove the Z_GHS_US record from Label View										
2	Check the DG Indicator Profile on the Basic Data 2 tab. If it is "GPP" then check section 14 of the SDS.										
2a	If the number of Transport Labels Required for US DOT is 1 or 2 add the following line										
	Z_TRANS		GLM_TR_11	2	DELIVERY	GENERIC	MTS	Transport Label			
2b	If the number of Transport Labels Required for US DOT is 3 or 4 add the following line										
	Z_TRANS		GLM_TR_07	2	DELIVERY	GENERIC	MTS	Transport Label			

147572 LABEL MODEL SMALL (BAG)**Initial Setup for BAG**

Label Cat	Categ. Desc.	Label Size	Gen. Var.	Copies	Val Area 1	Val Area 2	Val Area 3	Type
1	Z_CUST		GLM2_CUS01	1	DELIVERY	GENERIC		Customer
2	Z_DPD	DPD regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
3	Z_GHS_AU	GHS Australia regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
4	Z_GHS_BR	GHS Brazil regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
5	Z_GHS_CA	WHMIS 2015 reg. label (CA)	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
6	Z_GHS_CLP	GHS CLP regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
7	Z_GHS_CN	GHS China regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
8	Z_GHS_ID	GHS Indonesia regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
9	Z_GHS_JP	GHS Japan regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
10	Z_GHS_KR	GHS Korea regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
11	Z_GHS_MX	GHS Mexico regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
12	Z_GHS_MY	GHS Malaysia regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
13	Z_GHS_NZ	GHS New Zealand regulated lbl	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
14	Z_GHS_RU	GHS Russia regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
15	Z_GHS_SG	GHS Singapore regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
16	Z_GHS_TH	GHS Thailand regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
17	Z_GHS_TR	GHS Turkey regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
18	Z_GHS_TW	GHS Taiwan regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
19	Z_GHS_UN	GHS UN Regulated Label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
20	Z_GHS_US	GHS USA regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety
21	Z_GHS_VN	GHS Vietnam regulated label	ZA6-148-105L	1	DELIVERY	GENERIC	MTS	Product Safety

Additional Instructions for BAG

1	Check the REMOVE USA tab. If material is listed, remove the Z_GHS_US record from Label View							
2	Russ Evans will be notified automatically and determine if A5 labels are required.							
3	Check the DG Indicator Profile on the Basic Data 2 tab. If it is "GPP" then check section 14 of the SDS.							
3a	If the number of Transport Labels Required for US DOT is 1 or 2 add the following line							
	Z_TRANS		GLM TR 11	2	DELIVERY	GENERIC	MTS	Transport Label
3b	If the number of Transport Labels Required for US DOT is 3 or 4 add the following line							
	Z_TRANS		GLM TR 07	2	DELIVERY	GENERIC	MTS	Transport Label

149059 - Commercial Sample Materials**Initial Setup for Samples**

Label Cat	Categ. Desc.	Label Size	Gen. Var.	Copies	Val Area 1	Val Area 2	Val Area 3	Type
1	Z_CUST		GLM2_CUS01	1	DELIVERY	GENERIC		Customer
2	Z_SPL_CLP	GHS CLP Sample label	DTM_A4P_LEX	1	DELIVERY	GENERIC		Product Safety Sample Label
3	Z_SPL_GUN	GHS UN Sample label	DTM_A4P_LEX	1	DELIVERY	GENERIC		Product Safety Sample Label
4	Z_SPL_GUS	GHS US Sample label	DTM_A4P_LEX	1	DELIVERY	GENERIC		Product Safety Sample Label
5	Z_SPL_WHM	WHMIS Sample label	DTM_A4P_LEX	1	DELIVERY	GENERIC		Product Safety Sample Label

Additional Instructions for Sample Materials

1	Check the DG Indicator Profile on the Basic Data 2 tab. If it is "GPP" then check section 14 of the WERCS SDS.							
1a	If the number of Transport Labels Required for US DOT is 1 or 2 add the following line							
	Z_TRANS		GLM TR 11	1	DELIVERY	GENERIC	MTS	Transport Label
1b	If the number of Transport Labels Required for US DOT is 3 or 4 add the following line							
	Z_TRANS		GLM TR 07	1	DELIVERY	GENERIC	MTS	Transport Label

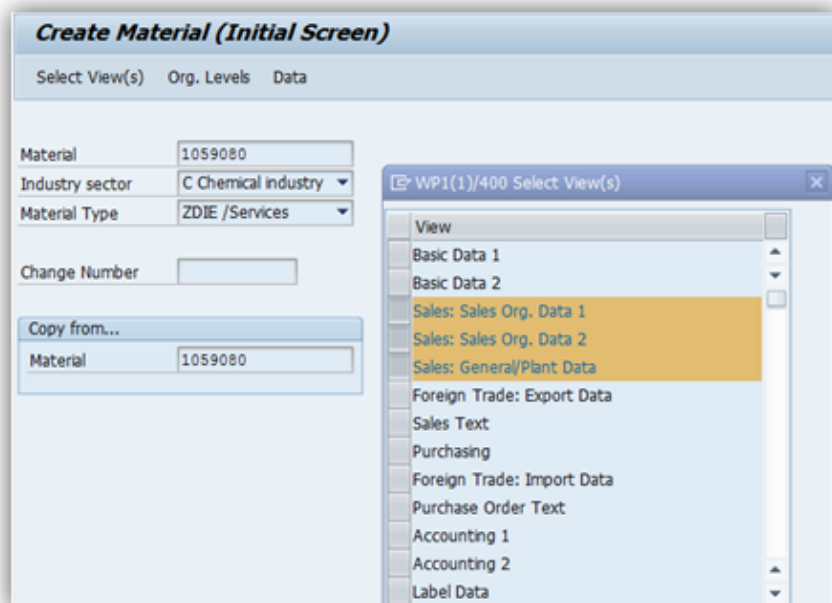
SECTION 14: Transport information**ADR**

14.1 UN number	UN 3077
14.2 Proper shipping name	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, SOLID, N.O.S. (Alkylphosphine sulfide)
14.3 Transport hazard class Label(s):	9 9
14.4 Packing group Packing group Classification Code	III M7
14.5 Environmental hazards	YES
14.6 Special precautions for user Tunnel restriction code Hazard Identification Number:	(-) 90

For personal protection see section 8.

Appendix – Extension of Services (ZDIE) materials

Extensions of Services (ZDIE) materials are being managed in Sales: Sales Org. Data 1, Sales: Sales Org. Data 2 and Sales: General/Plant Data views. To perform extension, use the option to Copy from... an existing extension of the same material.



Appendix – List of approved requestors

Division	Distribution Channel	Product Manager
E4 - Alumina	9R - Alumina	Aisling Brennan Rebecca Dunn
E6 - MEP	9U - MEP	Tony Lux Amy Buntzen
E5 - Mineral Processing	9S – Mineral Processing	Amanda Lawrence Tony Lux Amy Buntzen (back-up)
E3 – Industrial Minerals	9T - Industrial Minerals	Aisling Brennan Rebecca Dunn
E2 - Polymer Additives	9P - Polymer Additives	Elvira Lenting – EU & LA (Incl. MX)
		Abbey Nesiu - NA
		Philippe Dedonder- AP
E7 - Phosphines	9V – Phosphorus Derivatives 9Q – Electronics Gases	Bryant Ries
E0 – Phosphorus H0 - Fumigants	OG - Fumigants	Bryant Ries
SX – Phosphorus	9N – Sodium Hypo	Bryant Ries
SY & TF & TL		Bryant Ries / 'ownership' of the material will be transferred to Oil & Gas

People who would be submitting DG indicator changes for TS materials:

- **Louise Collett, Yin Sin Pock Aleksandra Rubule + Joseph Haupt** as Aleksandra's backup for limited time, **Jekaterina Juskiene, Julija Prilucka,**
- **Terry McColl** for urgent cases

Requests can be received to extend material which belongs to Novecare GBU to Technology Solutions plant or sales unit, in such cases request has to be forwarded to appropriate Novecare Contact:

- **Carlos Morales, Peter Rollason and Yoomi Kim**

Appendix – List of Plants in non-GTS countries

Whenever a material is extended to any of non-GTS plants, extension has to be added in a file to notify the responsible team. Location of the [file](#).

Country	Plant Code	Description
Japan	8524	7418 / Gas Chem Logistic Osaka
Singapore	8506	6062 / Poh Tiong Choon Jurong
Brazil	8789	7523 / Mauá NATAM Express

Appendix – ZPRC record update

Link to original [file](#)

English	Chinese	Example (English)	Example (Chinese)
123			
2-HYDROXY-5-NONYLACETOPHENONE (DISTILLED) (KETONE INTERMEDIATE)	2--5-()		
2-Hydroxy-5-nonylbenzaldehyde	2--5-		
5-nonylsalicamide	5-		
A			
Adhesive Film		FM® 355 Adhesive Film	FM® 355
All Tack Grades			
Antioxidant		CYANOX® 1790 ANTIOXIDANT	CYANOX® 1790
Antiscalant			
B			
Bayer Process Scale Inhibitor		MAX HT™ 7457C Bayer Process Scale Inhibitor	MAX HT ™ 7457C
Black Prepreg		CYCOM® 2265 Black Prepreg	CYCOM® 2265
Butyl Tape			
C			
Carbon Fabric Prepregs			
Carbon Prepreg		CYCOM® 934 Carbon Prepreg	CYCOM 934
D			
DEFOAMER		CYBREAK® 625 DEFOAMER	CYBREAK® 625
DEPRESSANT		REAGENT S-8630 DEPRESSANT	S-8630
E			
Engineered Materials		E00323 Engineered Materials	E00323
Extractant		CYANEX® 923 EXTRACTANT	CYANEX® 923
F			
FILM		FILM VCI	VCI
Fabric			
Felt			
Flocculant		CYFLOC® C-577 Flocculant	CYFLOC C-577
Frother		AEROFROTH® 65-EU Frother	AEROFROTH® 65-EU
K			
Ketoxime bulk			
L			
Light Stabilizer		CYASORB® UV-2908 LIGHT STABILIZER	CYASORB® UV-2908
M			
Mining Intermediate			
N			
New Technology			
New M Series	® M	CYASORB CYNERGY SOLUTIONS® New M Series	CYASORB CYNERGY SOLUTIONS® M
Nickel Ore		Nickel Ore I	I
O			
Oxide Copper Ore			
OXIME SOLVENT EXTRACTION REAGENT		ACORGA® P-50 OXIME SOLVENT EXTRACTION REAGENT	ACORGA® P-50

Organophosphine		CYTOP® 340 Organophosphine	CYTOP TS 340
P			
Part		DP410 Part A	DP410 A
Part A Black Resin	A	CONAP® EN-5326 Part A Black Resin	CONAP EN-5326 A
Part A Elastoplastic Resin	A	CONAP® DPST-31386 Part A Elastoplastic Resin	CONAP® DPST-31386 A
Part A Resin	A	CONAP® DPST-31367 Part A Resin	CONAP DPST-31367 A
Part A Urethane Prepolymer	A	CONOPTIC® DPDM-28392 Part A Urethane Prepolymer	CONOPTIC DPDM-28392 A
Part B Black Curative		CONATHANE® EN-9050 Part B Black Curative	CONATHANE EN-9050 B
Part B Curative	B	CONAP® DPST-31386 Part B Curative	CONAP® DPST-31386 B
Part B Urethane Curative	B	CONOPTIC® DPDM-28392 Part B Urethane Curative	CONOPTIC DPDM-28392 B
Peel Ply		VTM® 264 Peel Ply	VTM® 264
Phosphonium Salt		CYPHOS® 3453W Phosphonium Salt	CYPHOS® 3453W
Potting Compound		BR® 624 Potting Compound	BR 624
Prepreg		CYCOM® 985 Prepreg	CYCOM® 985
Promoter		AEROFLOAT® MX-505 Promoter	AEROFLOAT® MX-505
Promoter, Aqueous		AEROFLOAT® 249 Promoter, Aqueous	AEROFLOAT® 249
Promoter Residual Solutions		AEROPHINE® 3418A Promoter Residual Solutions	AEROPHINE® 3418A
Polyethylene Net			
R			
Reagent (number) promoter	(number)	Reagent S-11413 Promoter	S-11413
REAGENT		REAGENT S-8630 DEPRESSANT	S-8630
Resin Solution (All Tack Grades)	()		
Resin Solution			
Release film			
S			
Solvent Extraction Reagent		ACORGA® M5640 SOLVENT EXTRACTION REAGENT	ACORGA® M5640
Stabilizer		CYASORB® CYXTRA V7200 Stabilizer	CYASORB CYXTRA V7200
Surfactant		AEROSOL® OT-75 Surfactant	AEROSOL OT-75%
Supported resin film			
T			
Triethylammonium triflate.			
U			
Unsupported Resin Film			

Appendix – Sinequa

Link to [Sinequa Portal](#)



t Steward or HazCom / EHS Admin

NEW SEARCH...

[Advanced Search](#) [Bookmarks](#) [Help](#) [ITAR SDS for composite materials](#) [Tutorial](#) [Raw Material](#) [SDS Request Form](#) [Autodecay](#)

For some countries we have to use a dedicated SDS variant to comply with local regulations. For the others, we rely on the more g consult which variant is appropriate for which country, click on the button "List of SDS variants by country" above

DATE	ENTERPRISE
Since yesterday	14
This week	4467
This year	993
Before this year	3067
	10844
	3281
	139
	1
	153
	110948
	375
	19358
	14775

Appendix – Request to EDA (Technology Solutions)

In order to request to EDA team (Danyse Ryan/Jane Sims) plant/sales organization/purchasing organization/delivery plant links or any subject related to ZPRC (Material group 0450), please follow the steps described below:

- Go to Service One ([Digital Workspace](#)) and in the Search bar write key word "MISSING" (for plant/sales organization/purchasing organization/delivery plant links) or ZPRC (for any subject related to ZPRC (Material group 0450)).

The screenshot shows the Service ONE interface. At the top, there is a navigation bar with 'Service ONE', 'Catalog', 'My Activity', and 'Quick Links'. On the right, there are icons for a shopping cart, a notification bell, a chat bubble, and a user profile 'A'. Below the navigation bar is a search bar with the text 'Search for self-help articles or services...'. The search bar contains the word 'MISSING'.

- Go to Catalog items and choose "**Structural Data Request**" (for plant/sales organization/purchasing organization/delivery plant links) or "**TS Data Steward - ZPRC Creation**" (for any subject related to ZPRC (Material group 0450)).
- Select "**Request Now**"

The screenshot shows the search results for 'MISSING'. At the top, there is a navigation bar with 'Service ONE', 'Catalog', 'My Activity', and 'Quick Links'. On the right, there are icons for a shopping cart, a notification bell, a chat bubble, and a user profile 'A'. Below the navigation bar, there is a search bar with 'MISSING' and a 'Clear' button. Below the search bar, there are tabs for 'Top Hits', 'Catalog items', 'Articles', 'Requests', 'Approvals', and 'Users'. The 'Catalog items' tab is selected. Below the tabs, there are two search results. The first result is 'Posting correction; Missing payment; Incorrect Procurement, Pay - Accounts Payable,' with a description 'Posting correction; Missing payment; Incorrect payment/Discount; Credit note not discounted' and a 'Request Now' button. The second result is 'Structural Data Request' with a description 'Structural Data Request' and buttons for 'Request Now' and 'Details'.

The screenshot shows the search results for 'ZPRC'. At the top, there is a navigation bar with 'Service ONE', 'Catalog', 'My Activity', and 'Quick Links'. On the right, there are icons for a shopping cart, a notification bell, a chat bubble, and a user profile 'A'. Below the navigation bar, there is a search bar with 'ZPRC' and a 'Clear' button. Below the search bar, there are tabs for 'Top Hits', 'Catalog items', 'Articles', 'Requests', 'Approvals', and 'Users'. The 'Catalog items' tab is selected. Below the tabs, there is one search result: 'TS Data Steward - ZPRC Creation' with a description 'TS Data Steward - ZPRC Creation' and a price of 'Free'. There are buttons for 'Request Now' and 'Details'.

Appendix – Open items check (PIRs and Orders)

Check for Active/Inactive PIR (ME1M)

ME1M

Info Records per Material

Material 161928 to

Vendor to

Material group to

Vendor material number to

Vendor sub-range to

Vendor material group to

Purchasing organization to

Info category to

Plant to

Purchasing group to

- Add the material number

Purchasing Info Records for Material

Price Simulation Simulation

Material 161928 POLYFILM LD .0025X52IN BLUE

Vendor	Name	Info Rec.	Rule	De			
P.Org	InfoCat	Plnt	PGp	Plan Time	Minimum Qty	Un	Var
Price Origin	Net Price	Currency	Qty	Un	Document	Item	QDp
2156414	CADILLAC PRODUCTS PACKAGING CO				5300460095		
<input checked="" type="checkbox"/>	3014 Standard	8361	YBS	42 Days	0	LB	
	Condition	1.53	USD		1 LB	Net	31.12.9999
<input type="checkbox"/>	3014 Standard	8364	YBS	42 Days	0	LB	
	Condition	1.66	USD		1 LB	Net	31.12.9999
<input type="checkbox"/>	3014 Standard	8365	YBS	35 Days	0	LB	
	Condition	1.81	USD		1 LB	Net	31.12.9999

- In General Data tab, check if the unit that has been updated in the alternative units of measure is populated in the PIR and adjust the conversion.

Change Info Record: General Data		
Purch. Org. Data 1	Conditions	Texts
Info record	5300460095	
Vendor	2156414	CADILLAC PRODUCTS PACKAGING CO
Material	161928	POLYFILM LD .0025X52IN BLUE
Material Group	0451	CHEM PROD >RAW MAT
Vendor Data		Origin Data
1st Rem./Exped.	5- Days	Certif. Cat.
2nd Rem./Exped.	1 Days	Certificate
3rd Rem./Exped.	3 Days	Valid to
Vendor Mat. No.	300537	Ctry of Origin
Vendor Subrange		Region
VSR Sort No.		Number
Vendor Mat. Grp		Manufacturer
Points	/ 1 KG	
Salesperson		Supply Option
Telephone		Available from
Return Agmt		Available to
Prior Vendor		<input type="checkbox"/> Regular Vendor
Purchase Order Unit of Measure		
Order Unit	LB	
Conversion	22,046 LB <-> 10,000 KG	
Var. Order Unit	<input type="checkbox"/> Not active	

- Save the changes

Check for open Purchase Orders (ME2N)

Open PO's can be located using transaction **ME2L**. **ME2N** can also be used.

Scope of List: determines that system will search for all PO's for this supplier;

- Z_ALV_BEST for WP1

Selection Parameters: narrows the search down for PO's with open invoices.

- RECHNUNG for WP1

ME2N

Purchasing Documents per Document Number

Choose...

Purchasing document		to		
Purchasing organization		to		
Scope of List	Z_ALV_BEST			
Selection Parameters		to		
Document Type		to		
Purchasing Group		to		
Plant		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Vendor		to		
Supplying Plant		to		
Material	164790	to		
Material Group		to		
Document Date		to		
Intern. Article No. (EAN/UPC)		to		
Vendor's Material Number		to		
Vendor Subrange		to		
Promotion		to		
Season		to		
Season Year		to		
Short Text				
Vendor Name				

- If there are open orders, request to Data Governance Lead to contact the Buyer in order to update the documents

Purchasing Documents by Document Number

Print Preview

Purch.Doc.	Item	Doc. Date	Net price	Per	Crcy	OPU	Quantity	Plant	POrg	Vendor/supplying plant	To be del.	To be inv.	To be del.	To be inv.	PGr	I	I	Agmt.	Tx
4502758406	10	19.05.2016	0.00	1	USD	KG	12,000	7742	3200	50457 SOLVAY-HENGCHANG (ZHANGJIAGANG)	0	0.00	0.00	0	GJN	0		JW	
	20	19.05.2016	1,820.00	1,000	USD	KG	12,000	7742	3200	50457 SOLVAY-HENGCHANG (ZHANGJIAGANG)	0	0.00	0.00	0	GJN	0		JW	
4502800104	10	15.07.2016	1,860.00	1,000	USD	KG	12,000	7742	3200	50457 SOLVAY-HENGCHANG (ZHANGJIAGANG)	0	0.00	0.00	0	GJN	0		JW	
4502844685	10	21.09.2016	1,915.00	1,000	USD	KG	18,000	7742	3200	50457 SOLVAY-HENGCHANG (ZHANGJIAGANG)	0	0.00	0.00	0	GJN	0		JW	
4502882136	10	08.11.2016	1,915.00	1,000	USD	KG	18,000	7742	3200	50457 SOLVAY-HENGCHANG (ZHANGJIAGANG)	0	0.00	0.00	0	GJN	0		JW	
4502895170	10	28.11.2016	2,150.00	1,000	USD	KG	18,000	7818	3200	50457 SOLVAY-HENGCHANG (ZHANGJIAGANG)	0	0.00	0.00	0	FXR	0		JW	
4502913676	20	20.12.2016	218,700	1,000	JPY	KG	20,000	7818	3200	1217 SOLVAY NICCA LTD	0	0	0	0	FXR	0		JT	

Check for open Sales Orders

The screenshot shows the 'Display Sales Order: Initial Screen' in SAP. At the top, there is a navigation bar with icons for Sales, Item overview, Ordering party, and Orders. Below this is a search bar labeled 'Order' with a magnifying glass icon. Underneath the search bar is a 'Search Criteria' section with the following fields:

Purchase Order No.	<input type="text"/>
Sold-To Party	<input type="text"/>
Delivery	<input type="text"/>
Billing Document	<input type="text"/>
WBS Element	<input type="text"/>

At the bottom of the search criteria section is a yellow 'Search' button with a magnifying glass icon.

- Use the search function to locate the orders by the material number

The screenshot shows the 'Sales Document (1)' search criteria in SAP. The window title is 'Sales Document (1)'. The search criteria are as follows:

Material	<input type="text" value="161928"/>
Sales Document	<input type="text"/>
Sales Document Type	<input type="text"/>
Sold-To Party	<input type="text"/>
Created On	<input type="text"/>
Maximum No. of Hits	<input type="text" value="500"/>

- If there are open orders, request to Data Governance Lead to contact the Order Management team in order to update the documents

Sales Document (1) 15 Entries found

P: Sales Documents by Material Number X: Sales Documents by Material C...

Material: 165713

Sales Doc.	SaTy	Sold-To Pt	Created On	Material Description
2939729	OR	2074205	09.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2939737	OR	2083430	09.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2939744	OR	2083426	09.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2939786	OR	2083434	09.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2939809	OR	2083425	09.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2939824	OR	2074210	09.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2946190	OR	2074218	21.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2946270	OR	2074203	21.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2947698	OR	2082793	23.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2947702	OR	2082793	23.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2947705	OR	2082793	23.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2950376	OR	2074218	28.09.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2956881	OR	2083426	08.10.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
2956893	OR	2083430	08.10.2020	CYFORM 22-33%-24KA42-2X2T-995-1270
20000650	QT	2074204	05.10.2020	CYFORM 22-33%-24KA42-2X2T-995-1270

Appendix – MDG

Scope

- Only Finished Products to be extended to Technology Solutions and Composite Materials Plants

Technology Solutions

- Check the requester
- TS Sales Organization
 - Add the table of Sales Org
- TS Profit Center
 - Add the PC table/logic
- The Quality View is only open in MDG, Adam Sharp needs to be notify to add the details
 - Inspection information
 - Batch search strategy
- The Finance view are maintained out of the MDG
 - MDG sends an automatic notification

Pre-requisites

Before starting the extension in MDG, contact Danyse Ryan and Jane Sims to check if the STO link is created between the delivering plant and the receiving plant and the Intercompany Sales Organization.

As soon as extension of a material to a plant in another (second) Company Code is requested, material is also to be extended to Intercompany Distribution Channel of the Sales Organization of the **shipping Plant** for Intercompany movements.

In the e-mail/ticket provide the information below:

- Material#
- Plant#
- Original requester
- Please check if any changes in the label view is required

The TS Material extension form should be filled with the required information.

Check the delivering plant/shipping from (Where the material is coming from) in MM03 if the material is already extended to multiple plants, the material should be already extended to the correct Sales Org. (Intercompany).

Display Material (Initial Screen)

Select View(s) Org. Levels Data

Material

Organizational Levels

Organizational levels

Plant

Storage Loc.

Sales Org.

Distr. Channel

Org. levels/profiles only on request

Select View(s)
 Default Setting

Possible Entries: Plants X

	Maint.	Plant	Name 1
<input checked="" type="checkbox"/>		0241	7424 Baltimore
<input type="checkbox"/>	X	0246	7424 Blue Island
<input type="checkbox"/>	X	0263	7424 Spartanburg
<input type="checkbox"/>	X	0269	7424 Winder
<input type="checkbox"/>	X	8056	7424 University Park
<input type="checkbox"/>	X	8711	7008 / TRCC Polymer Dalton

Material

Organizational Levels

Organizational levels

Plant

Storage Loc.

Sales Org.

Distr. Channel

Org. levels/profiles only on request

Select View(s)
 Default Setting

Possible Entries: Sales organizations/distribution channels

	Maint.	SOrg.	DChl	Name	Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	US05	06	Solvay US Novecare	Oil & Performance ch
<input checked="" type="checkbox"/>		US05	07	Solvay US Novecare	Metal Working
<input checked="" type="checkbox"/>		US05	09	Solvay US Novecare	Agrochemicals
<input checked="" type="checkbox"/>		US05	10	Solvay US Novecare	Emulsion/Polymeris.
<input checked="" type="checkbox"/>		US05	16	Solvay US Novecare	Personal care
<input checked="" type="checkbox"/>		US05	17	Solvay US Novecare	Home Care
<input checked="" type="checkbox"/>		US05	6X	Solvay US Novecare	Nov Dist mult market
<input checked="" type="checkbox"/>		US05	8H	Solvay US Novecare	I & I
<input checked="" type="checkbox"/>		US05	WH	Solvay US Novecare	Unallocated HPCII
<input checked="" type="checkbox"/>		US99	95	Solvay US Cross Comp	N.A. Cross Company

If the TS plant is not maintained in MDG, the steps below should be follow:

- Request Lisbon team to remove the MDG block
- Contact Danyse and request to create the plant information in MDG
- Extend the material directly in WP1
 - Sales Org 1 (if applicable)
 - Sales Org 2 (if applicable)
 - Sales: General/Plant data
 - Foreign Trade: Export Data
 - COO
 - Purchasing
 - MRP (1-4)
 - Work scheduling (if applicable)
 - Only when the material is produced at the plant you are extending to
 - General Plant Data / Storage 1
 - General Plant Data / Storage 2
 - Warehouse Management 1 (if applicable)
 - Warehouse Management 2 (if applicable)
 - Quality (only opens in MDG)
- Once you complete the extension, inform Lisbon Data team to add the block (MDG Authorization Group – Basic Data 1 view) back to the material
- Request to Quality (Adam Sharp) and Finance team to complete the material set up. Attach the material.
- Once the plant information is created replicate it in MDG.

Extending materials in MDG

- Sales Organization 1 and 2 view
- Sales: General/Plant data
- Purchasing
- General Plant Data/Storage 1 & 2.
- Warehouse (1 and 2) – **TBC**
- Quality View (Only open)
- MRP (1-4)
- Work scheduling (if required)
- Label view
 - Needs to be checked only when the material will be used as trading good or re-sell item
 - If we are bringing to our plant to use as raw material is no need
- MRP data check in the test environment

Appendix – Logistics requests to update classification

We can accept requests from the logistics team to update the packaging code for the materials in the classification tab, follow the steps below:

- In Classification - class type 001 add Z_MAT_CRIT and the packaging code provided in the request
- Once you update the material add the responsible Product Manager in the copy

The screenshot shows the SAP Classification interface. The top section is titled "Classification" and contains the "Object" tab with the following details:

- Material: 144550
- Class Type: 001
- Description: AERO 8045 1140KG 2513LB IBC
- Material class: (empty)

The "Assignments" table is shown below:

Class	Description	St...	S..	I...	Itm
Z_MAT_PL_ARCH	PRODUCT LINE / ARCHETYPE	<input type="checkbox"/>	1	✓	1
Z_MAT_CRIT	More material criterions	<input type="checkbox"/>	1	✓	11





The "Values for Class Z_MAT_PL_ARCH - Object 144550" section is expanded to the "General" tab, showing a table of characteristics:

Characteristic Description	Value
PRODUCT LINE (E2E)	Mining - Promoters
ARCHETYPE	Not Yet Defined
Packaging code	31HA1
Reason for material prod...	
Main production plant	
Secondary production pl...	
Main product	
Production Step	

Workflow history

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

Feb 22, 2022	Actor	Type	Activity	Version
Published	FONSECA, Sara	State	changed state to Published at 6:10 pm	v126
To be approved	FONSECA, Sara	State	gave <i>Approvers</i> approval at 6:09 pm	
		State	changed state to To be approved at 6:09 pm	v126

For Review	 FONSECA, Sara	State gave Reviewers approval at 6:09 pm
	 Alise Zulpa	Edit updated the page at 4:55 pm <i>New product manager Rebecca Dunn, Freshdesk tag information removed, how to submit requests to EDA updated</i>
		State assigned approval Reviewers to  FONSECA, Sara at 3:57 pm <i>New product manager Rebecca Dunn, Freshdesk tag information removed, how to submit requests to EDA updated</i>
		State changed state to For Review at 3:56 pm v126 <i>New product manager Rebecca Dunn, Freshdesk tag information removed, how to submit requests to EDA updated</i>
Draft	 Alise Zulpa	State changed state to Draft at 3:56 pm v126
