

SAP WP1 ZMAT Material Master Maintenance

• 1 OBJECTIVE AND SCOPE	1
◦ 1.1. Objective of this Procedure	1
◦ 1.2. Scope	1
◦ 1.3. Abbreviations	2
◦ 1.4. Roles and responsibilities	2
• 2 STANDARD OPERATING PROCEDURE DESCRIPTION	2
◦ 2.1. Creation of material in RCS	2
▪ 2.1.1. Pre-requisites	2
▪ 2.1.2. Creation of material	4
▪ 2.1.4. Creation of Plant shipped sample material	37
▪ 2.1.5. Creation of material for Composite Materials (Division F4/LR)	50
▪ 2.1.6. Creation of Stocked and non-valuated materials (ZUNB) - Technology Solutions	61
▪ 2.1.7. Extension of material	63
▪ 2.1.8. Sales Control	64
◦ 2.2. Material modification	64
▪ 2.2.1. Pre-requisites	64
▪ 2.2.2. Manual modification of material	66
▪ 2.2.3. Material mass modification	67
▪ 2.2.4. DG indicator update	69
▪ 2.2.5. DG indicator update - Request from Hazcom Team	73
◦ 2.3. Material inactivation/reactivation	75
◦ 2.4. ZPRC record update	77
◦ 2.5. Material classification for Technology Solutions plant 8373 - ASPEN INTERFACE	77
▪ 2.5.1 Overview	77
▪ 2.5.2 Assign the classification to the material	79
• Appendix – Label requirements	81
• Appendix – Extension of Services (ZDIE) materials	83
• Appendix – List of approved requestors	84
• Appendix – List of Plants in non-GTS countries	84
• Appendix – ZPRC record update	85
• Appendix – Sinequa	86
• Appendix – Request to EDA (Technology Solutions)	86
• Appendix – Open items check (PIRs and Orders)	87
• Appendix – MDG	92
• Appendix – Logistics requests to update classification	95

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.

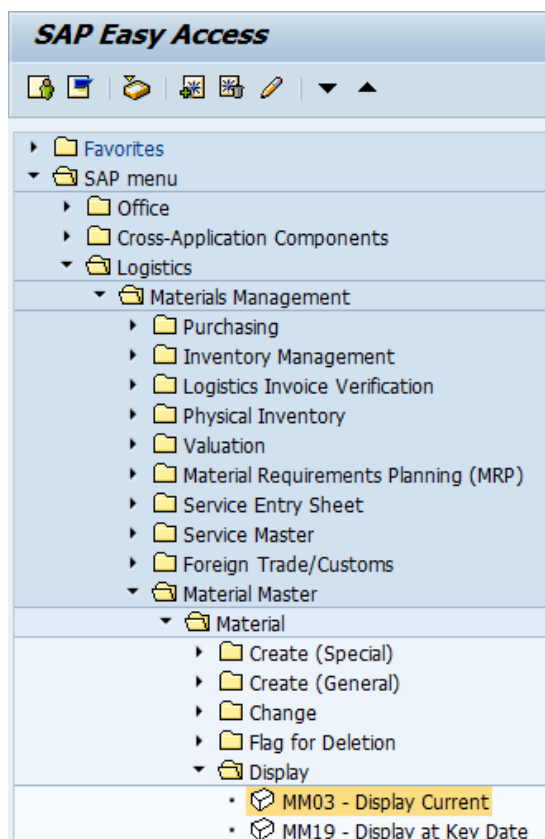
Prior to submitting a new ZMAT request, it is the requester's responsibility to ensure the material does not exist in SAP already, so no duplicates are created in the system. If the material was not found, the Material form must be filled and submitted to Data Operations for material master setup in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

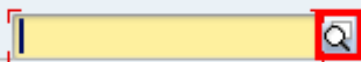


Main activities	Tips / Best practices	Key points
Enter transaction MM03	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Display

Display Material (Initial Screen)

Select View(s) Org. Levels Data

Material

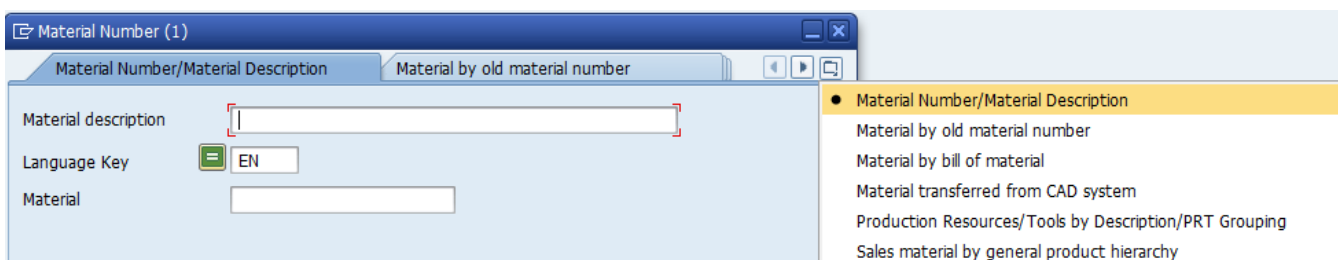


Main activities

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

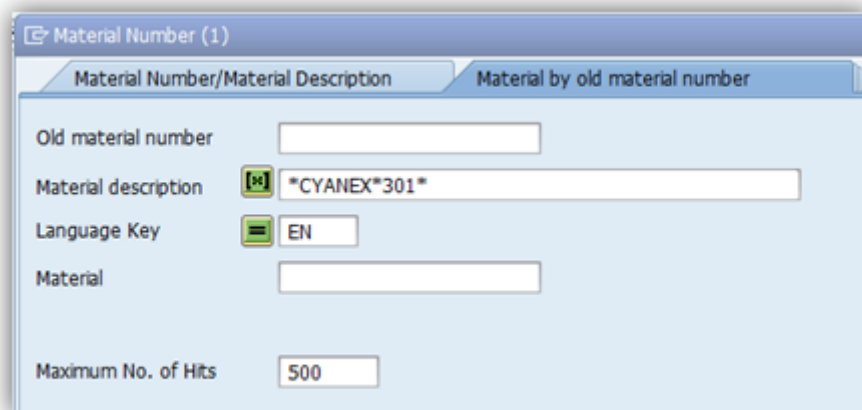
Select the option 'Material Number/Material Description' and /or

'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.

Material Number (1) 16 Entries found

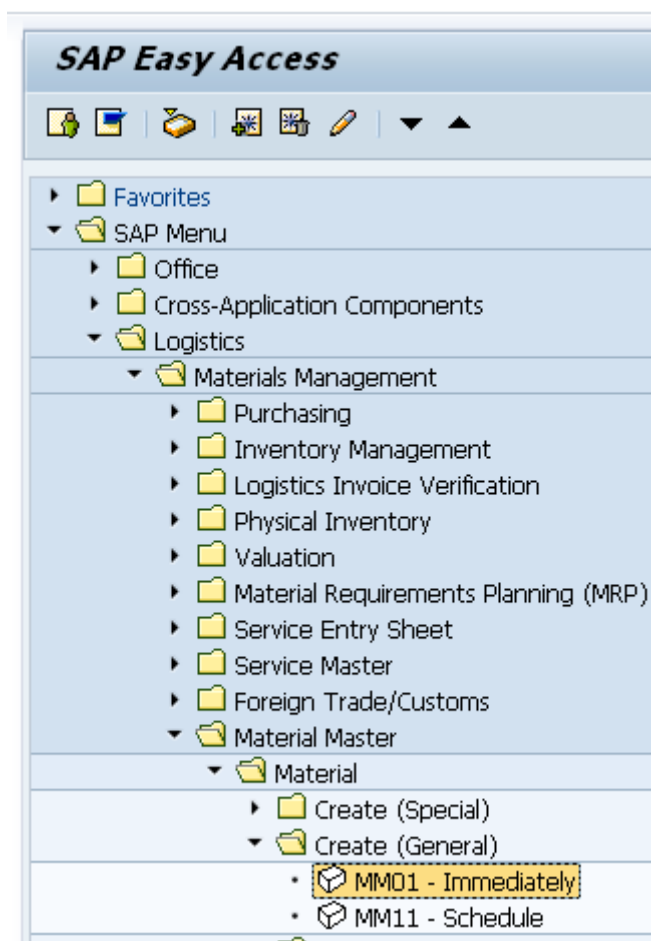
Material Number/Material Description Material by old material ...

Old material no.	Material description	Language	Material
14141S	CYANEX 301 INTERMEDIATE	EN	143820
14141S01P1L	CYANEX 301 15KG 33LB PL	EN	146709
14141S01T1L	CYANEX 301 907KG 2000LB IBC	EN	148402
14141S01Z00	CYANEX 301 SAMPLE	EN	148878
20909S	CYANEX 301 GN INTERMEDIATE	EN	144381
20909S01B00	CYANEX 301GN BULK	EN	148418
20909S01D31	CYANEX 301GN 210L 181.4KG 400LB DR	EN	144382
20909S01P10	CYANEX 301GN 15KG 33LB PL	EN	147808
20909S01P4L	CYANEX 301GN 20KG 44LB PL	EN	144383
20909S01T12	CYANEX 301GN 907KG 2000LB MX IBC	EN	144384
20909S01Z00	CYANEX 301 GN SAMPLE	EN	148625
CYTEC MSDS#0004250	CYANEX® 301 EXTRACTANT	EN	90072811
CYTEC MSDS#0013279	CYANEX® 301 GN EXTRACTANT	EN	90072906
WEGE 5-MS	CYANEX 301 CLEANOUT (GMSD)	EN	1410001

16 Entries found

Main activities	Tips / Best practices	Key points
Verify entries found – compare results with the material's "short description" mentioned in the request form. If you have doubts about the material already created, contact the Requester to clarify.		 No values for this selection If result points to  or if the Requester mentions a new article need to be created then proceed with the creation.

2.1.2. Creation of material



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		

WP1(1)/400 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 selection only on request
☐ Create views selected

☒ Org. Levels
Data
Default Setting

Select View(s)

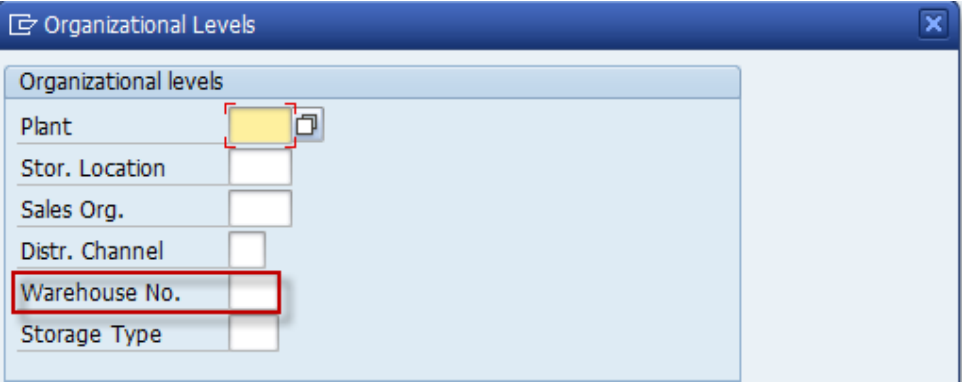
View

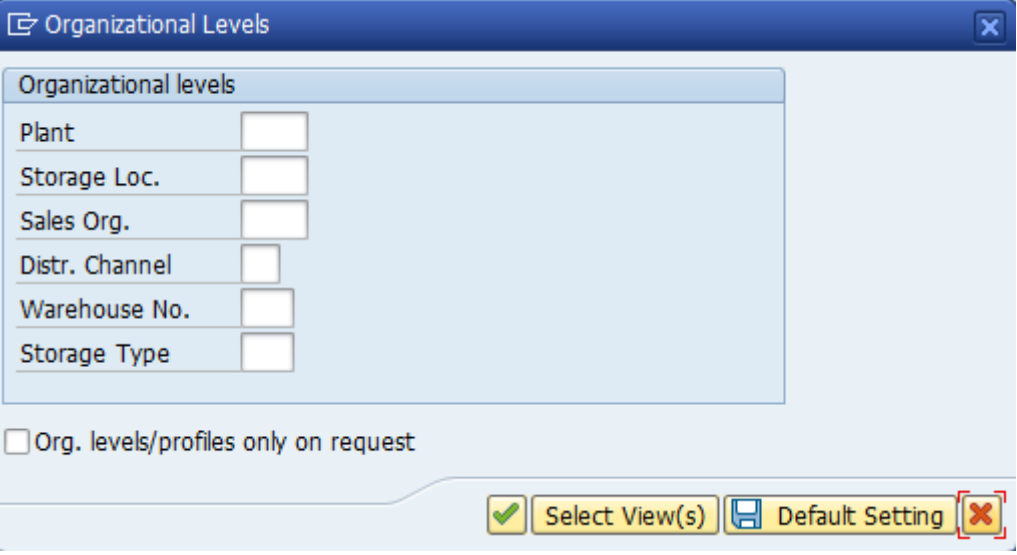
☐ General Plant Data / Storage 1
☐ General Plant Data / Storage 2
☐ Warehouse Management 1
☐ Warehouse Management 2
☐ Quality Management
☐ Accounting 1
☐ Accounting 2
☐ Costing 1
☐ Costing 2
☐ Label Data

☐ 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	Select Basic Data 1 & 2, Classification and Label Data Views (General Data). If Sales Organization and Distribution Channel are 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, General Plant Data/Storage 1 & 2. NOTE! Please notify Michael Wilson and William Weddle for any materials created or extended to plant 8712 and 8636. 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.  *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! *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 *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. 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). • 8570 (Co. Cd. 7008) • 8572 (Co. Cd. 7723) • 8575 (Co. Cd. 7752) • 8580 (Co. Cd. 7794) • 8574 (Co. Cd. 7734)
Hit Enter	Use Default Setting button to save your selections for future creations	



Organizational Levels

Organizational levels

Plant

Storage Loc.

Sales Org.

Distr. Channel

Warehouse No.

Storage Type

☐ Org. levels/profiles only on request

☒ Select View(s)

Main activities	Key Points
-----------------	------------

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**

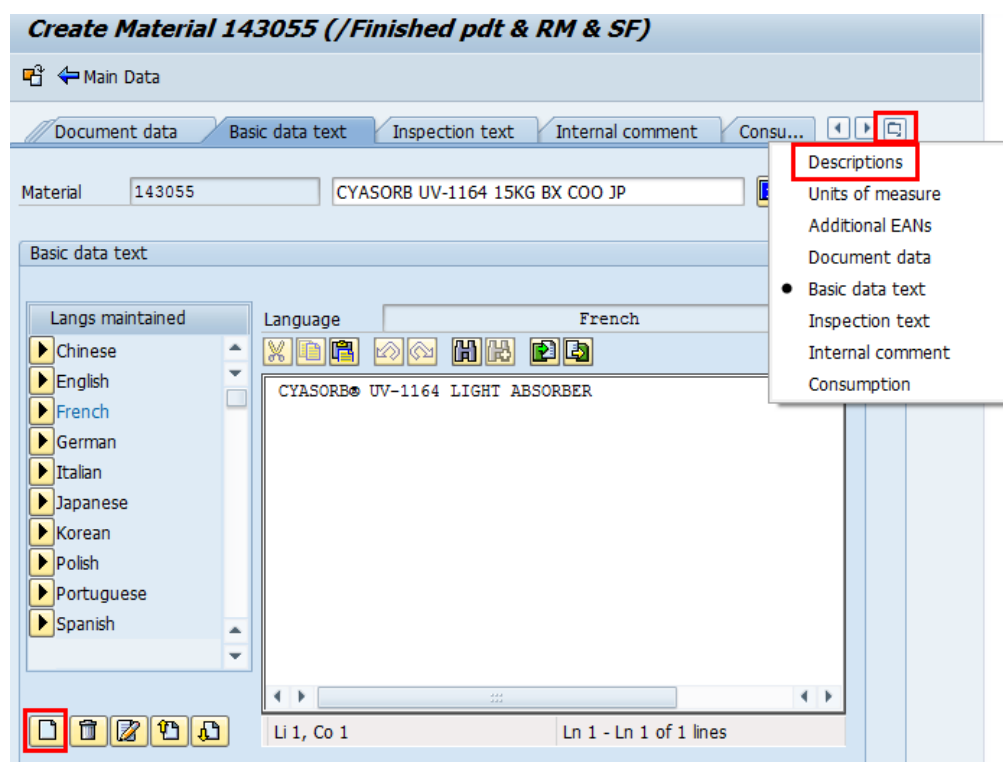
Ref. mat. for pckg

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.	



Main activities	Tips / Best practices	Key points
Enter Basic data text – description from ZPRC code.	Use  button to add languages Copy English text to all other languages: 	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 & – Brazilian Portuguese N – Dutch
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		

Display Material 32387 (/Finished pdt & RM & SF)

← Main Data

Basic data text Inspection text Internal comment Proportion/prod.unit

Material: 32387 SUPERSOL ADM B CONTENEUR 900 KG

Inspection text

Langs maintained: English

Language: English

PROTECT FROM FREEZING: SHIP & STORE AT OR ABOVE 39F

Main activities	Key points
Inspection text	If in the material form the transportation group is Isothermal: 0002 Isothermal pack 0006 Isothermal bulk 0013 Isotherm.Liq.Haz.Pac 0016 Isothermal Liq. Bulk The inspection interval must be provided by the Product Manager and added to the material master 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

Additional Information	The statement the protect from freeze information is taken from Sec 7 of the SDS: SECTION 7: Handling and storage 7.1 Precautions for safe handling - 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. Hygiene measures - 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. 7.2 Conditions for safe storage, including any incompatibilities Technical measures/Storage conditions - Do not freeze. Requirements for storage rooms and vessels Recommended storage temperature: 68 - 140 °F (20 - 60 °C) - 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 143055 CLEARBREAK DG 270 2300LB TOTE ⓘ

Other Data

Prod./insp. memo Ind. Std Desc.

Page format ☐ CAD Indicator

Basic material **90068382**

Medium

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)
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	

Class Type (1) 4 Entries found

Restrictions

Class type description	Ty.
Material class	001
Batch	023
Material (configurable objects)	200
Variants	300

4 Entries found

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

Classification

Object

Material 165490

Class Type 023 Batch

Assignments

Class	Description	St...	S..	I...	Itm
		☐			

Entry / 1

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 Valid from

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**

Delivery unit **1** **BX**

Rnding Profile **250%**

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 

Sales Org. Technology Solutions

Distr. Chl 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 Material freight grp

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 **US** 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

Material CFOP category

Mat. CFOP category **0**

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@solway.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

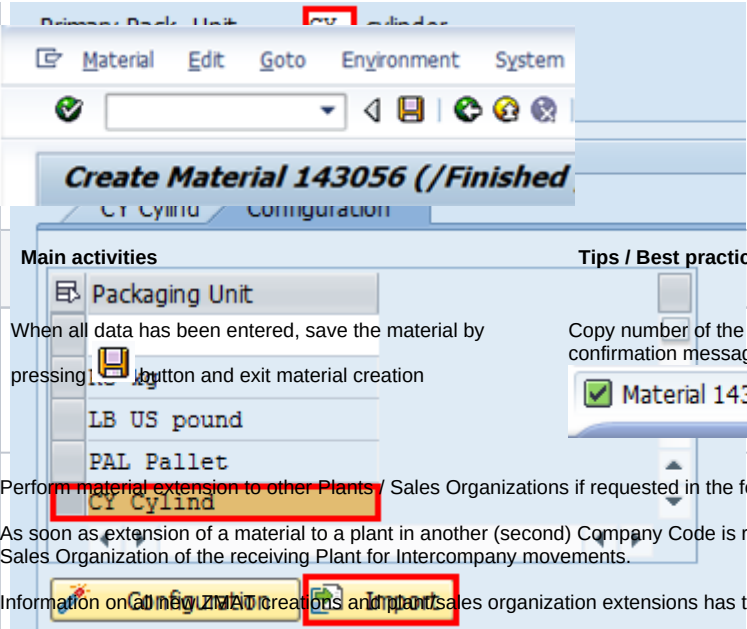
Technology Solutions

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

When all data has been entered, save the material by pressing  button and exit material creation

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 McClellan - Cheryl.McClellan@solvay.com based on the Packaging type
- Example: Primary Pack Unit CY sketched 147570
- Danyse Ryan - danyse.ryan@solvay.com
- Template Label data supricing@support.solvay.com
- 147507 - LABEL MODEL LARGE (SS, DR, TE, BB)
- 147570 - LABEL MODEL MEDIUM (BX, CY, RC, RE, BULK)
- 147572 - LABEL MODEL SMALL (BAG)
- 149059 - LABEL MODEL SAMPLE MATERIALS
- Cytec Global Demand Team - cytecglobaldemandteam@solvay.com

Tips / Best practices

Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used:

 **Material 143056 created**

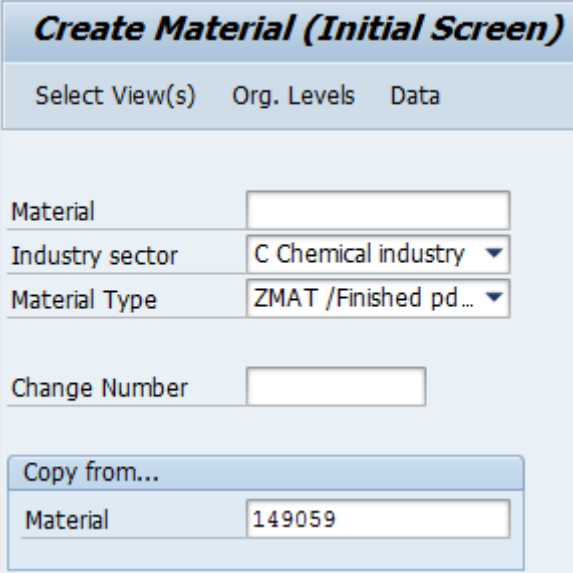
Key points

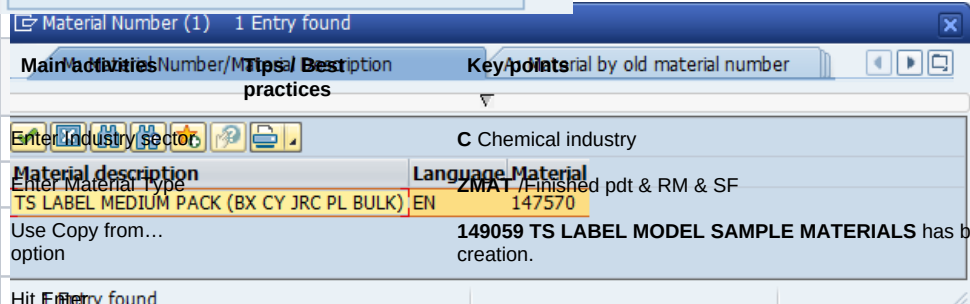
2.1.3. Creation of CMC sample material

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	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)
Maximum No. of Hits 500		





Main activities

Enter Industry sector: **C Chemical industry**

Material description
Enter Material Type: **TS LABEL MEDIUM PACK (BX CY JRC PL BULK)**

Use Copy from... option: **149059 TS LABEL MODEL SAMPLE MATERIALS** has been created to be used as model for CMC sample creation.

Hit Enter

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

WP1(1)/400 Select View(s) WP1(1)/400 Select View(s)

View	View
Basic Data 1	General Plant Data / Storage 1
Basic Data 2	General Plant Data / Storage 2
Classification	Warehouse Management 1
Sales: Sales Org. Data 1	Warehouse Management 2
Sales: Sales Org. Data 2	Quality Management
Sales: General/Plant Data	Accounting 1
Foreign Trade: Export Data	Accounting 2
Sales Text	Costing 1
Purchasing	Costing 2
Foreign Trade: Import Data	Label Data
Purchase Order Text	
MRP 1	
MRP 2	
MRP 3	
MRP 4	
Forecasting	
Work Scheduling	

☐ View selection only on request
☐ Create views selected

☒ Org. Levels Data Default Setting
☒ 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, 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	

Organizational Levels

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

Profiles

MRP profile

☐ Org. levels/profiles only on request

☒ Select View(s) Default Setting

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

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

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

Ref. mat. for pkg

Basic Data Texts

Languages Maintained
 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.	Use  button to add languages Copy English text to all other languages: 	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 & – Brazilian Portuguese N – Dutch
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
☒	☒

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	☐	Material pricing grp	☐
Volume rebate group	☐	Acct Assmt Grp Mat.	F
Gen. item cat. grp	NORM	Item category group	NORM
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		

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
Material freight grp

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
DistProf

SerializLevel

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
 Fwd consumption per.
 Planning material
 Plng conv. factor
 Bwd consumption per.
 Mixed MRP
 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
 Individual/coll.
 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 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
 Plant 7008 / CMC New Milford

General data

Base Unit of Measure g Valuation Category
 Currency Current period 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
 Plant 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 Versions
 Production Version

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	0	0	0
Planned price		0.00	0.00
Standard price		1.00	

Planned prices

Planned price 1		Planned price date 1	
Planned price 2		Planned price date 2	
Planned price 3		Planned price date 3	

Valuation Data

Valuation Class	Z130	Valuation Category	
VC: Sales order stk		Proj. stk val. class	
Price Control	S	Current period	10 2017
Price Unit	1,000	Currency	USD
Moving price		Standard price	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

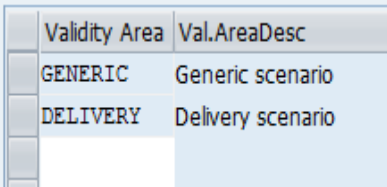
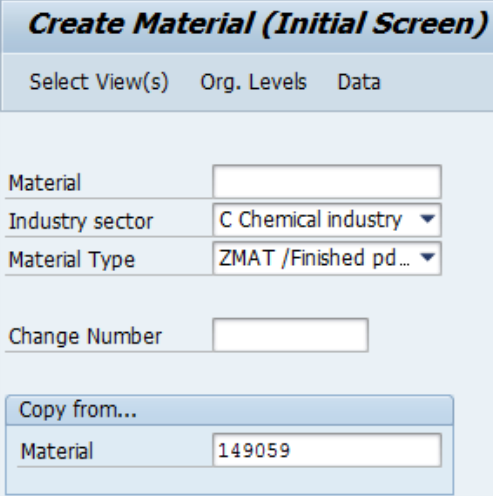
Primary Pack. Unit Gram

Labeling Specification

G g Configuration

Label Cate...	Categ. desc.	Label Size	Gen. Var.	Copies			
Z_CUST	Customer label		GIM2_CUS01	1	☐	☒	☐
Z_SPL_GUS	GHS US Sample label	DTM_A4P_LEX		1	☐	☒	☐
Z_SPL_WHM	WHMIS Sample label	DTM_A4P_LEX		1	☐	☒	☐
Z_SPL_GUN	GHS UN Sample label	DTM_A4P_LEX		1	☐	☒	☐
Z_SPL_CLP	GHS CLP Sample label	DTM_A4P_LEX		1	☐	☒	☐

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 selection only on request
☐ Create views selected

Org. Levels Data Default Setting

Select View(s)

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	E0	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	KG
Net Weight	1		
Volume		Volume Unit	
Size/dimensions			
EAN/UPC		EAN category	

Packaging material data

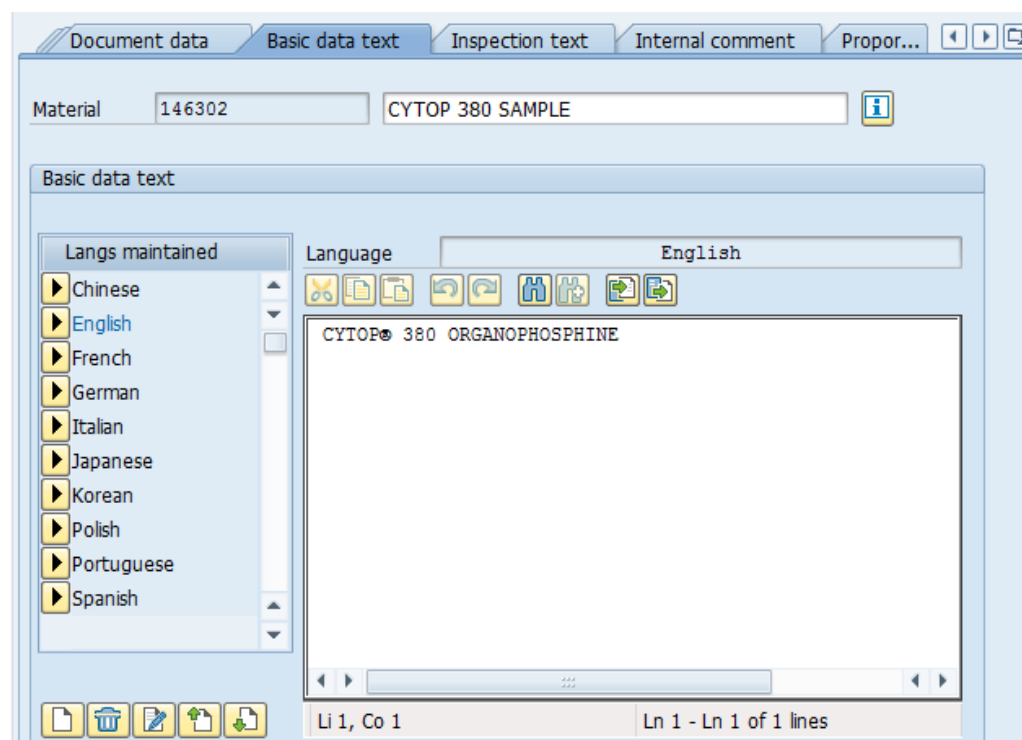
Matl Grp Pack.Matls 0005

Ref. mat. for pkg

Basic Data Texts

Languages Maintained 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.	Use  button to add languages Copy English text to all other languages: 	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 & – Brazilian Portuguese N – Dutch
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.	

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

Material 146302 CYTOP 380 SAMPLE

Units of measure grp

Units of measure/EANs/dimensions

X	AUn	M...	<...	Y	BUn	Len...	Width	Height	Un...	Volume	Vo...	Gross W...	
1	KG	kg	<...	1	KG							1	k
1,000	G	g	<...	1	KG								
			<...		KG								
			<...		KG								
			<...		KG								

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.	

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

Material 146302

Language	Material Description
EN	CYTOP 380 SAMPLE
Z9	CYTOP 380 SAMPLE
ZH	CYTOP 380 SAMPLE
KO	CYTOP 380 SAMPLE
CS	CYTOP 380 SAMPLE
DE	CYTOP 380 SAMPLE
FR	CYTOP 380 SAMPLE
EL	CYTOP 380 SAMPLE
IT	CYTOP 380 SAMPLE
JA	CYTOP 380 SAMPLE
PL	CYTOP 380 SAMPLE
NL	CYTOP 380 SAMPLE
PT	CYTOP 380 SAMPLE
SK	CYTOP 380 SAMPLE

Delete line

Entry 1 of 16

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		

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

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	☐	1	☒	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 CYTOP 380 SAMPLE 

Sales Org. Technology Solutions

Distr. Chl Welland Phos Derivat

General data

Base Unit of Measure kg Division PHOSPHOR...

Sales Unit

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	1	Taxable
CA	CANADA	CTX2	PST / QST	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	☒ 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

Plant

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 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

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 kg Order Unit Var. OUn

Purchasing Group GXD Material Group 0450

Plant-sp.matl status Z1 Valid from

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

Material freight grp 10055 ☒ Autom. PO

☒ 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 Overdelv. Tolerance 10.0 percent

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

StdValueDelivDateVar 0 days ☐ Unltd Overdelivery ☒ Acknowledgment Req'd

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 kg MRP group

ABC Indicator

Plant-sp.matl status Valid from

MRP procedure

MRP Type ND No planning

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 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 0 days Planned Deliv. Time 0 days

GR processing time 0 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		

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

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.	

MRP 4 Plant data / stor. 1 Plant data / stor. 2 Quality managem...

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

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 Kilogram

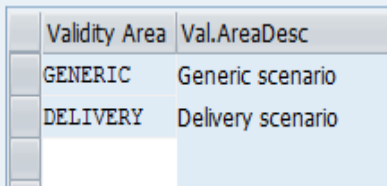
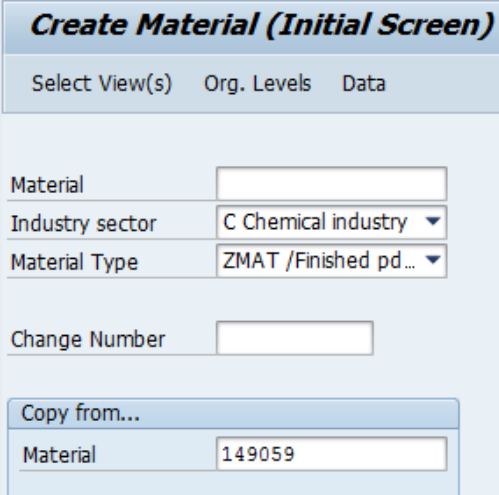
Labeling Specification

G g KG kg Configuration

Label Cate...	Categ. desc.	Label Size	Gen. Var.	Copies			
Z_CUST	Customer label		GLM2_CUS01	1	☐	☒	☐
Z_SPL_CLP	GHS CLP Sample label	DTM_A4P_LEX		1	☐	☒	☐
Z_SPL_GUN	GHS UN Sample label	DTM_A4P_LEX		1	☐	☒	☐
Z_SPL_GUS	GHS US Sample label	DTM_A4P_LEX		1	☐	☒	☐
Z_SPL_WHM	WHMIS Sample label	DTM_A4P_LEX		1	☐	☒	☐

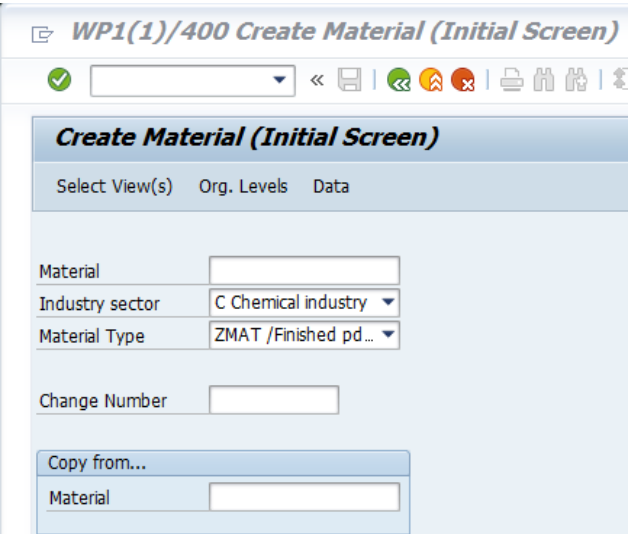
Validity Areas Entry 1 of 5

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	 <table><thead><tr><th>Validity Area</th><th>Val.AreaDesc</th></tr></thead><tbody><tr><td>GENERIC</td><td>Generic scenario</td></tr><tr><td>DELIVERY</td><td>Delivery scenario</td></tr></tbody></table>	Validity Area	Val.AreaDesc	GENERIC	Generic scenario	DELIVERY	Delivery scenario	All label types – DELIVERY and GENERIC Transport Label – DELIVERY , GENERIC and MTS
Validity Area	Val.AreaDesc							
GENERIC	Generic scenario							
DELIVERY	Delivery scenario							
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:  Create Material (Initial Screen) Select View(s) Org. Levels Data Material: Industry sector: C Chemical industry Material Type: ZMAT /Finished pd... Change Number: Copy from... Material: 149059							

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)



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

Material:

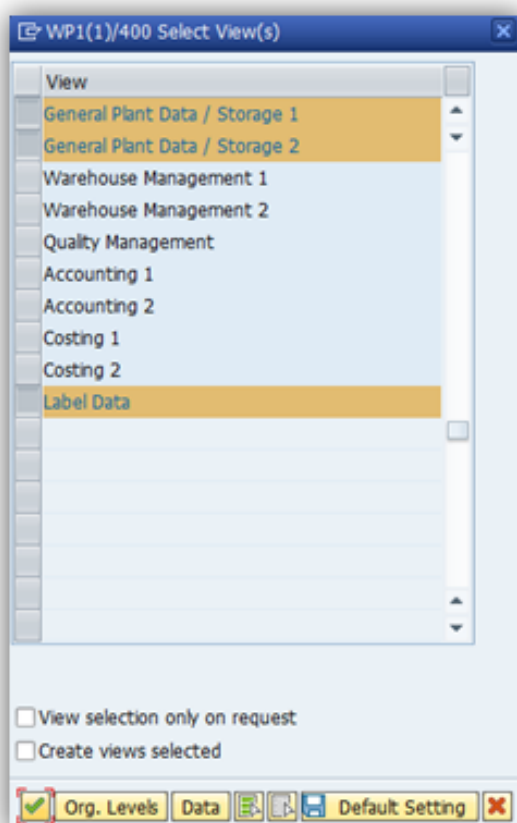
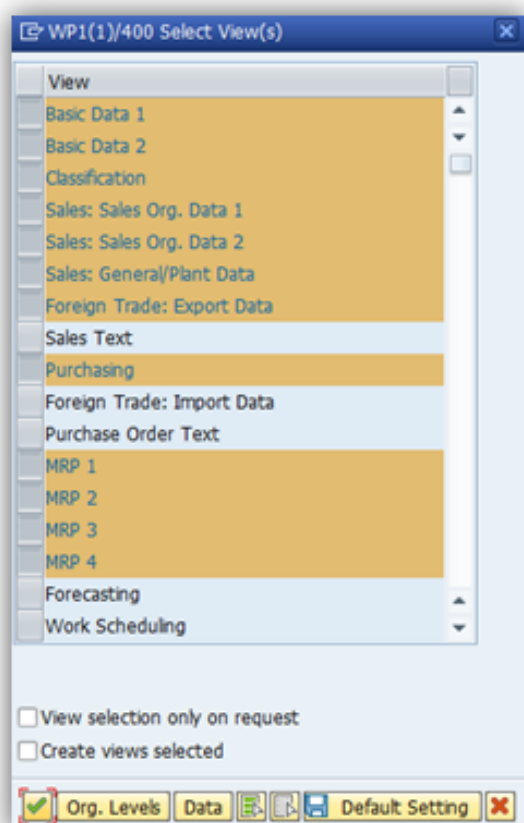
Industry sector:

Material Type:

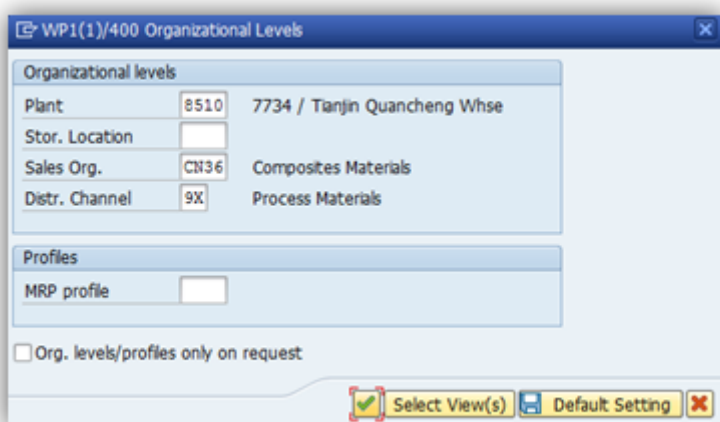
Change Number:

Copy from...
Material:

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 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"	
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
-----------------	-----------------------	------------

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		

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							
02	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		

Class Type (1) 4 Entries found

Restrictions

Class type description Ty.

Material class	001
Batch	023
Material (configurable objects)	200
Variants	300

4 Entries found

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

Classification

Object

Material 147310 VF400Y 0.075MM X 4.0M X 150M

Class Type 023 Batch

Assignments

Class	Description	St...	S...	I...	Itm
016	Composite Materials	☐	1	☒	1

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

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

Material 147310 VF400Y 0.075MM X 4.0M X 150M

Sales Org. CH36 Composites Materials

Distr. Chl 9X Process Materials

General data

Base Unit of Measure M2 m2 Division F4 PROCESS M...

Sales unit ☐ Sales unit not var.

Unit of Measure Grp

X-distr.chain status 63 Valid from 11.09.2017

DChain-spec. status

Delivering Plant

Material Group 0450 SEMI FIN.&FINISH PDT

☒ Cash discount Conditions

Tax data

D...	Departure country	Ta...	Tax category	T	Tax classification
CH	CHINA	MWST	Output Tax	1	Full tax

Entry 1 of 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		

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	13	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

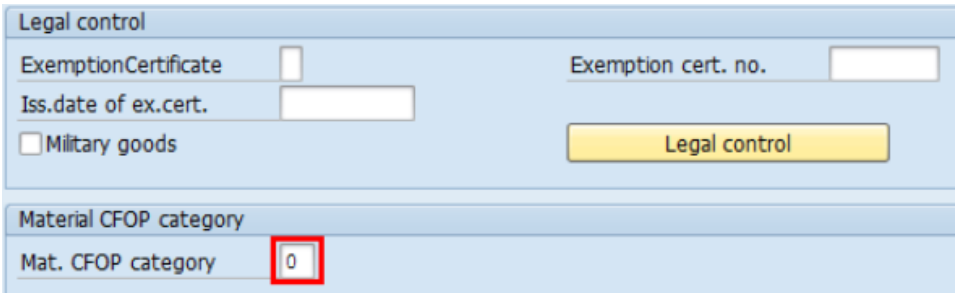
Matl Grp Pack.Matls	0005
Ref. mat. for pkg	

General plant parameters

☐ Neg.stocks	Profit Center	7734-I1251	SerialNoProfile		DistProf	
			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-I1224
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 **✓ Autom. PO**
✓ 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 ☐ Unltd Overdelivery ☒ Acknowledgment Reqd

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 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 2010

Plant-sp.matl status 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 – 2010
Enter MRP Type		Default value – P3
Enter Planning time fence		Default value – 120
Enter MRP Controller		Default value – IBL Brazil Plants 8789 - CMT - Descripton 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

Special procurement

Quota arr. usage

Backflush 2

JIT delivery sched.

☐ Co-product

☐ Bulk Material

Batch entry

Prod. stor. location

Default supply area

Storage loc. for EP

Stock det. grp

Joint production

Scheduling

In-house production days

GR Processing Time 2 days

SchedMargin key 000

Planned Deliv. Time 120 days

Planning calendar

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 2 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' as an empty checkbox, and 'Splitting indicator' as an empty checkbox. The 'Planning' section shows 'Strategy group' as 'ZM' (highlighted with a red box), 'Consumption mode' as an empty checkbox, 'Fwd consumption per.' as an empty field, 'Planning material' as an empty field, 'Plg conv. factor' as an empty field, 'Plan w/fin assembly PIR cons. in month' as an empty checkbox, 'Bwd consumption per.' as an empty checkbox, 'Mixed MRP' as an empty checkbox, 'Planning plant' as an empty field, and 'Planning matl BUnit' as an empty field. The 'Availability check' section shows 'Availability check' as 'T3' and 'Tot. repl. lead time' as '120 days' (highlighted with a red box). 'Cross-project' is an empty checkbox.

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 3 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' as '3' (highlighted with a red box), 'Individual/coll.' as '2' (highlighted with a red box), 'Component scrap (%)' as an empty field, 'Requirements group' as an empty checkbox, 'MRP dep.requirements' as an empty checkbox, and 'Version Indicator' as an empty checkbox. There is a 'ProdVersions' button.

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		

MRP 4 Plant data / stor. 1 Plant data / stor. 2 Accounting 1 Ac...

Material 147310 VF400Y 0.075MM X 4.0M X 150M

Plant 8510 7734 / Tianjin Quancheng Whse

General data

Base Unit of Measure M2 m2 Unit of issue

Temp. conditions Storage conditions

Container reqmts Haz. material number

CC phys. inv. ind. **B** 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 **1** Total shelf life **7,300**

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	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		

Plant data / stor. 1 Plant data / stor. 2 Accounting 1 Accounting 2

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

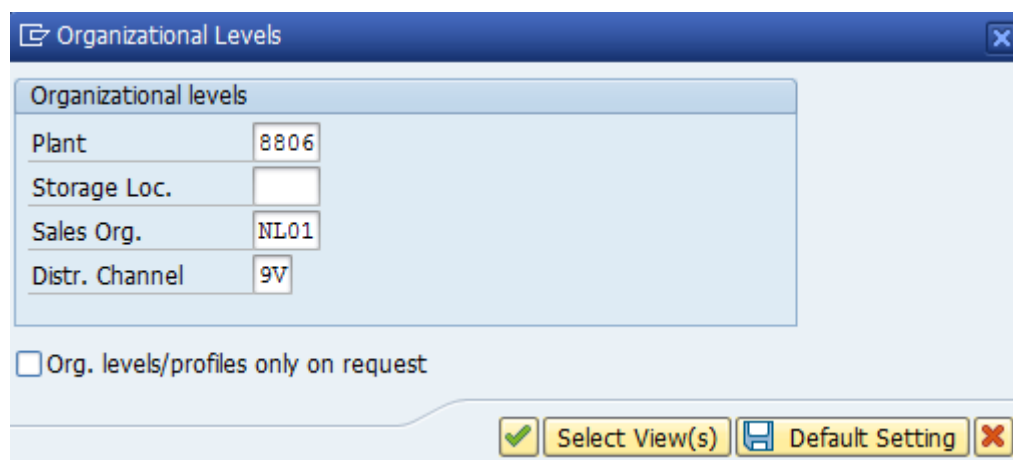
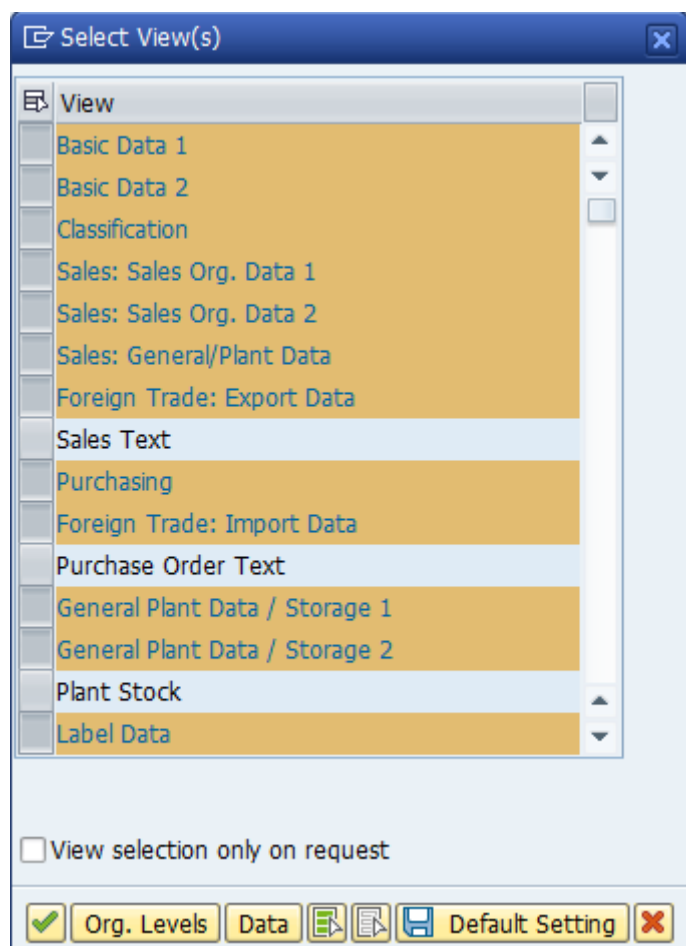
These are request to create a non valuated version of an existing ZMAT item. For example, where the business has sold the inventory to a customer but the material remains at a Solvay site and require shipment from our plants under a new code.

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.

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material: 143892

Industry sector: [dropdown]

Material Type: [dropdown]

Change Number: [text box]

Copy from...

Material: 143892

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

WP1(1)/400 Organizational Levels

Organizational levels		Copy from
Plant	[text box]	[text box]
Sales Org.	NL01 Technology Solutions	KR12
Distr. Channel	9F Polymer Additives	9F

☐ Org. levels/profiles only on request

[Select View(s)] [Default Setting] [Close]

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.

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

- 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)

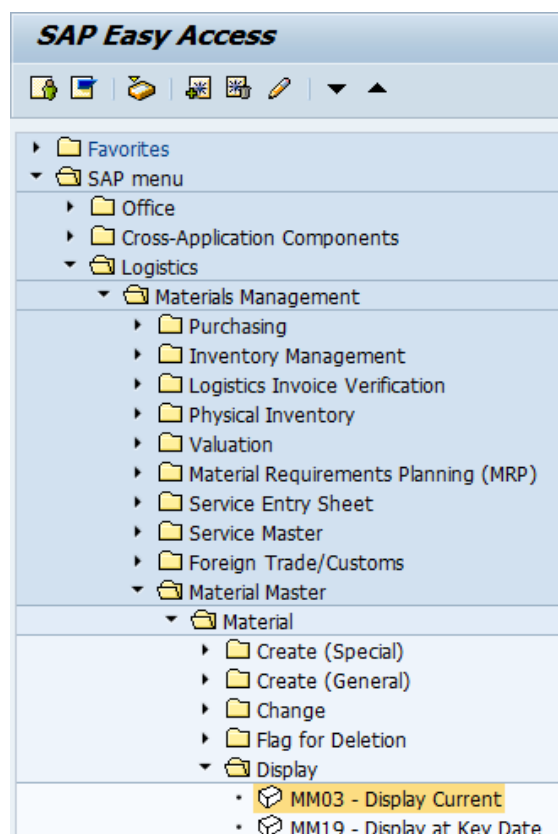
2.2. Material modification

2.2.1. Pre-requisites

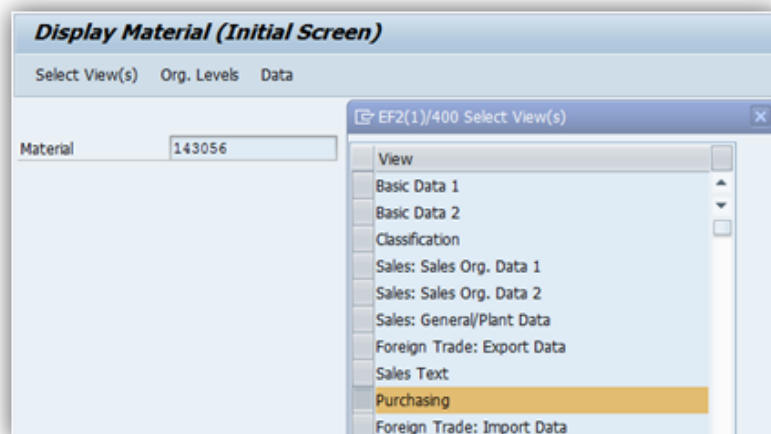
Material modification is allowed only if validated by all Plants using the material.

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:

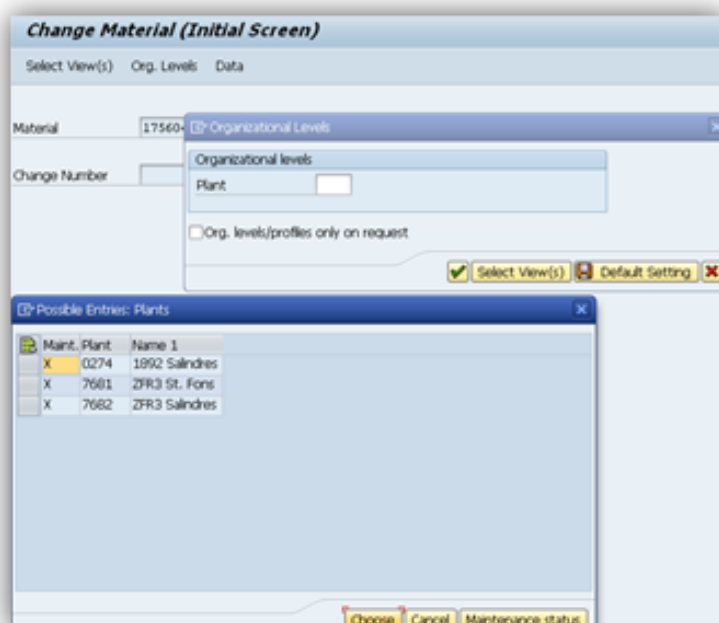
- Base Unit of Measure
- Net Weight



#	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		



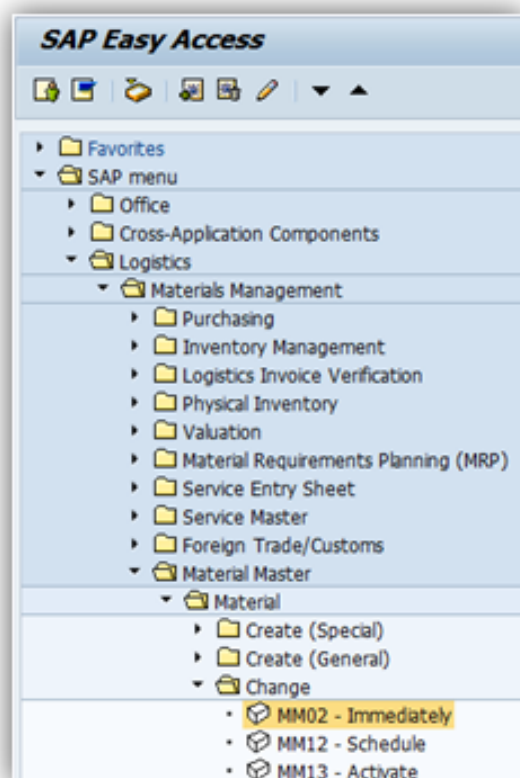
#	Main activities	Tips / Best practices	Key points
4	Verify the possible Plants related to the Material by clicking on the match code.		
5	All Plants using the material are listed		

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



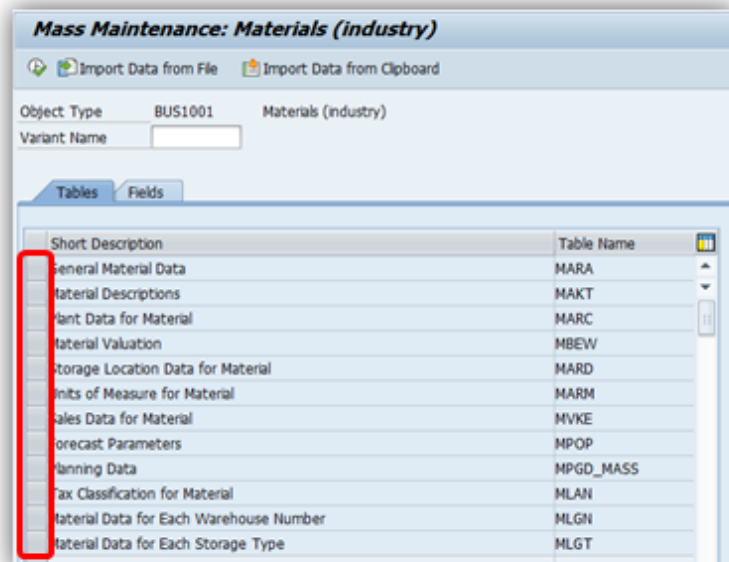
#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM02	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Change

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		

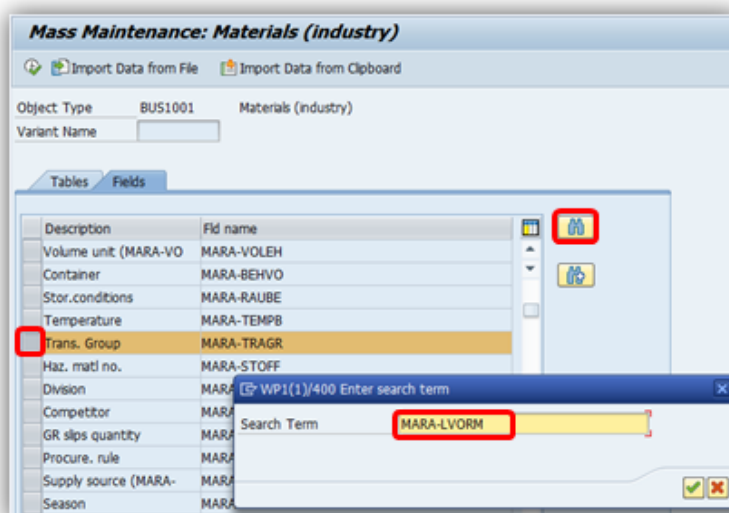
2.2.3. Material mass modification

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 		
---	---	--	--

Mass Maintenance: Materials (industry)

 Get variant

☒ Data Records to Be Changed ☒ Data Records to Be Created

☐ Do Not Change Existing Data

Restrict Data Records to Be Changed

Material To 

Plant To 

#	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		

Mass Maintenance: Materials (industry)

 Restrictions  Old Values 

☒ Plant Data for Material

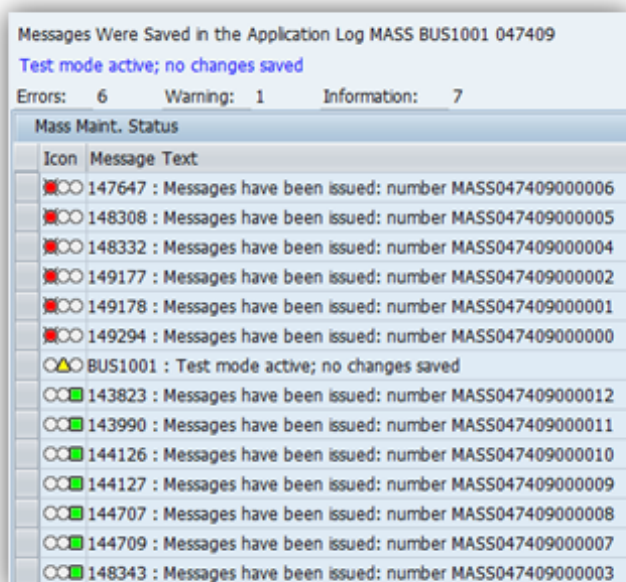
 16 Entries

Material	Plant	Description (MAKT-MA)	A
New Values			B

Material Plant Description (MAKT-MA) A

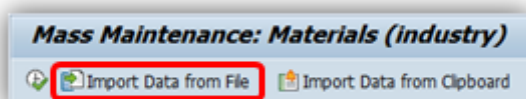
143823	8526	CYFLOC 1229 BULK	
143990	8526	CYFLOC HX-400 BULK	
144126	8526	CYFLOC HX-3000 BULK	
144127	8526	CYFLOC HX-3000 1050KG 2315LB IBC	

#	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 Tery Mccoll and Yin Sin Pock.
- Please follow the steps bellow 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 rlyt

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

ANSWERS 1 - 20 OF 57

Sort by: Relevance 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

[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: Page

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

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

- 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	9
Label(s)	9
14.4 Packing group	
Packing group	III
ERG No	171
14.5 Environmental hazards	YES
Marine pollutant	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
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

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

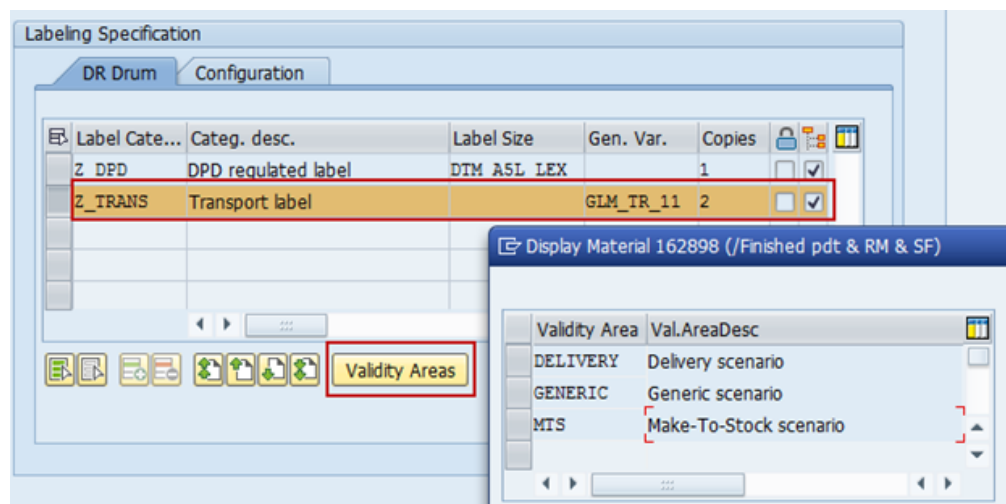
Ref. mat. for pckg

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.

PRC090072915

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.

PRC090072915

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. (Hydrogen sulfide, inorganic sulfides), 8 (6.1), II, IMDG Code Segregation Group 18 - Alkalis (SGG 18)	
Label(s)	 
Mark(s)	 
Segregation group	: Alkalis (SGG 18)
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

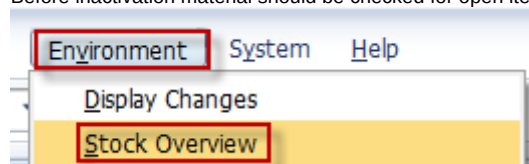
Technology Solutions

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

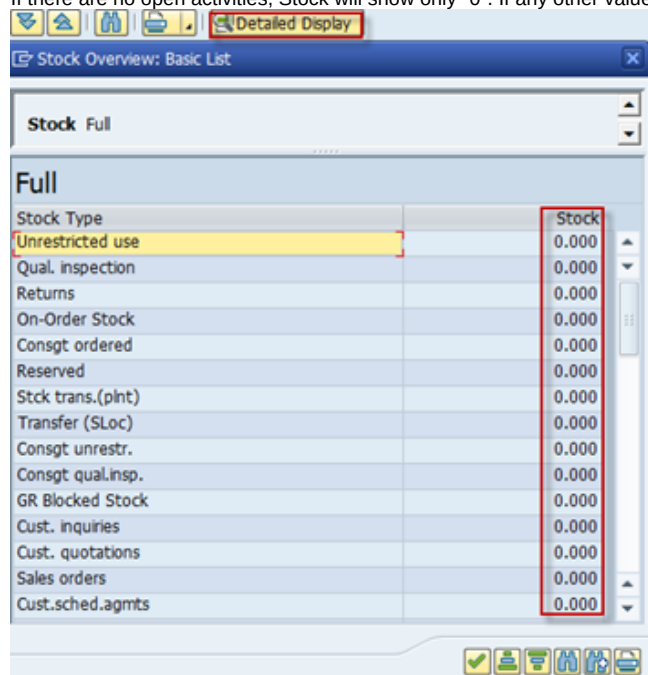
- Check complete list on Appendix - List of approved requestors

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.



	Technology Solutions
Global	After Stock is cleared material can be inactivated. If material has to be inactivated for all plants and sales areas - 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	If material has to be inactivated for specific sales areas - 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 If material has to be inactivated for specific plants - 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
Required approval from Product Manager by material division and distribution channel Check complete list on Appendix - List of approved requestors

	Technology Solutions
Global	If the material has to be reactivated for all plants and sales areas - 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	If the material has to be reactivated for specific sales areas - 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 If the material has to be reactivated for specific plants - 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
--------------	---

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 ☐ Local class

Valid From **04/30/2020** Valid to **12/31/9999**

Same classification

☒ Do not check

☐ Warning message

☐ Check with error

Authorizations

Class maintenance ☐

Classification ☐

Find object ☐

Administrative data

☐ Assignments

Created By **RYAND** Created On **04/30/2020**

- Three characteristics associated with this class:

Display Class:

Change Language

Class:     

Class type: Material class

Change Number:

Valid from:

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		☐				☐	☐		☐	☐	☐
DP_ASPEN_NO_REQUIRE..	REQUIREMENTS SENT TO AS..	CHAR	1	0		☐				☐	☐		☐	☐	☐
DP_ASPEN_NO_PRODPLAN	PRODUCTION PLAN SENT T..	CHAR	1	0		☐				☐	☐		☐	☐	☐

- 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

Change Language

Characteristic:     

Change Number:

Valid From:

Basic data | Descriptions | **Values** | Addnl data | Restrictions

☒ Additional Values

Char. Value	Description	D	O	S
A	HIGH PRIORITY	☐	☐	☐
B	MEDIUM PRIORITY	☐	☐	☐
C	LOW PRIORITY	☐	☐	☐

2. DP_ADPEN_NO_PRODPLAN - X do not send or no value

Display Characteristic

Change Language

Characteristic:     

Change Number:

Valid From:

Basic data | Descriptions | **Values** | Addnl data | Restrictions

☒ Additional Values

Char. Value	Description	D	O	S
X	DO NOT SEND	☐	☐	☐
	SEND	☐	☐	☐

3. DP_ASPEN_NO_REQUIREMENTS

Display Characteristic

☒ <<

Display Characteristic

Characteristic

Change Number

Valid From

Basic data | Descriptions | **Values** | Addnl data | Restrictions

☒ Additional Values

Allowed Values

Char. Value	Description	D	O	S
X	DO NOT SEND	☐	☐	☐
	SEND	☐	☐	☐

2.5.2 Assign the classification to the material

Enter transaction MM02

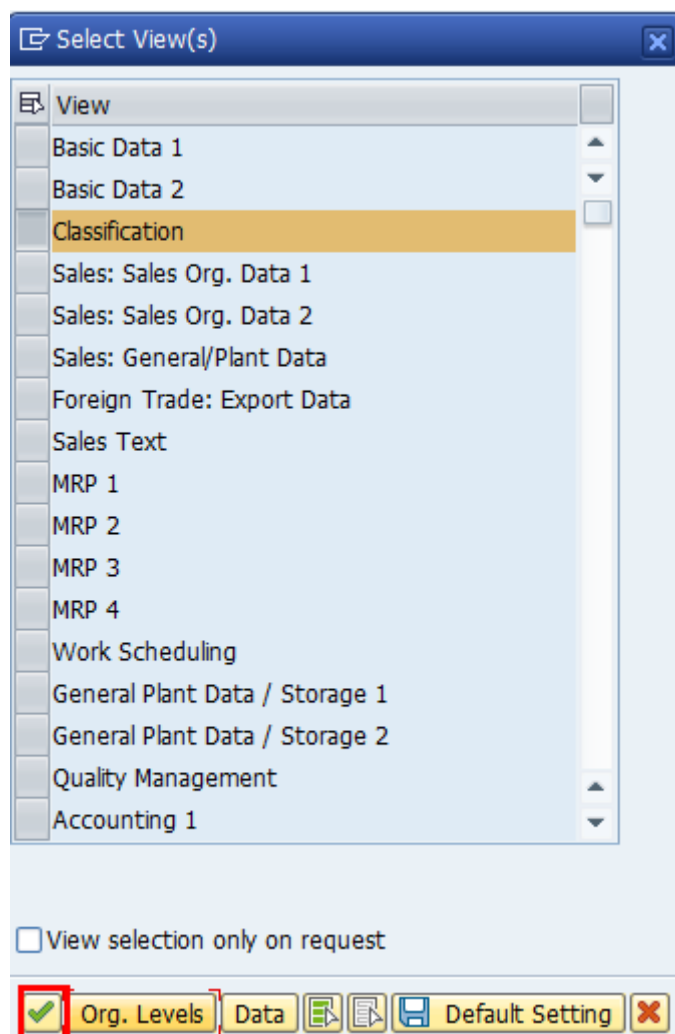
Change Material (Initial Screen)

Select View(s) Org. Levels Data

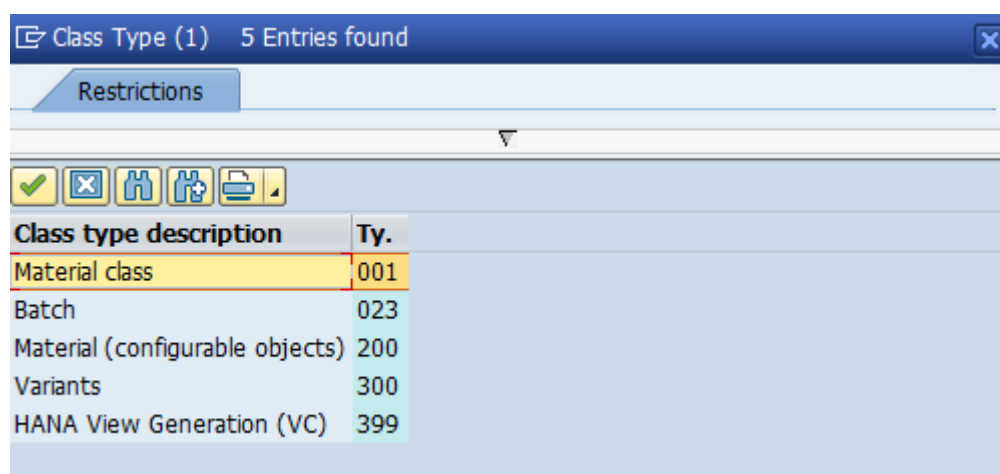
Material

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	☐	1	☒	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	

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 lbl	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 label	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.

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material: 1059080
 Industry sector: C Chemical industry
 Material Type: ZDIE /Services

Change Number:

Copy from...
 Material: 1059080

WP1(1)/400 Select View(s)

- View
- Basic Data 1
- Basic Data 2
- 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
- Accounting 1
- Accounting 2
- Label Data

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 Bunzten (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 Nesi - 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 TM 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...

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

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

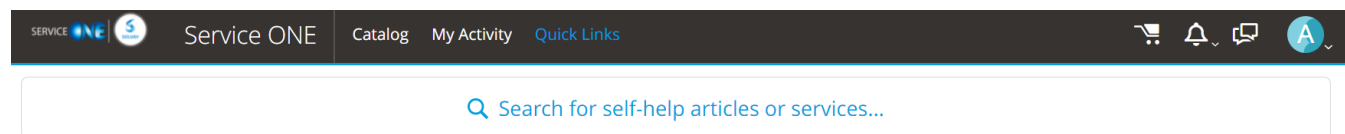
DATE	
Since yesterday	556
This week	2770
This year	91362
Before this year	333310
DIFFUSION	
Internet	52460
Intranet	371648
No Diffusion	464

ENTERPRISE	
Acetow	14
Aroma Performance	4467
Charleston divestiture	993
COATIS	3067
Composite Materials	10844
Consumers fibers	3281
Eco Services	139
Elodie	1
Fibras	153
Novecare	110048
Novecare (Confidential)	575
PePol - Engineering Plastics	19358
PePol - Performance Intermediates	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)).



- Go to Catalog items and choose "**Strutural 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**"



Top Hits	Catalog items	Articles	Requests	Approvals	Users
 Posting correction; Missing payment; Incorrect Procurement, Pay - Accounts Payable, Posting correction; Missing payment; Incorrect payment/Discount; Credit note not discounted Request Now					
 Structural Data Request Structural Data Request Request Now Details					



Top Hits	Catalog items	Articles	Requests	Approvals	Users
 TS Data Steward - ZPRC Creation TS Data Steward - ZPRC Creation Free Request Now 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
Price Origin	Net Price	Currency	Qty	Un
Document	Item	QDp		
2156414	CADILLAC PRODUCTS PACKAGING CO	5300460095		
☒ 3014	Standard	8361 YBS 42 Days	0 LB	
	Condition	1.53 USD	1 LB Net	31.12.9999
☐ 3014	Standard	8364 YBS 42 Days	0 LB	
	Condition	1.66 USD	1 LB Net	31.12.9999
☐ 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																																																																				
<table border="1"> <thead> <tr> <th colspan="2">Vendor Data</th> <th colspan="2">Origin Data</th> </tr> </thead> <tbody> <tr> <td>1st Rem./Exped.</td> <td>5- Days</td> <td>Certif. Cat.</td> <td></td> </tr> <tr> <td>2nd Rem./Exped.</td> <td>1 Days</td> <td>Certificate</td> <td></td> </tr> <tr> <td>3rd Rem./Exped.</td> <td>3 Days</td> <td>Valid to</td> <td></td> </tr> <tr> <td>Vendor Mat. No.</td> <td>300537</td> <td>Ctry of Origin</td> <td>US</td> </tr> <tr> <td>Vendor Subrange</td> <td></td> <td>Region</td> <td></td> </tr> <tr> <td>VSR Sort No.</td> <td></td> <td>Number</td> <td></td> </tr> <tr> <td>Vendor Mat. Grp</td> <td></td> <td>Manufacturer</td> <td></td> </tr> <tr> <td>Points</td> <td>/ 1 KG</td> <td colspan="2"></td> </tr> <tr> <td>Salesperson</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Telephone</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Return Agmt</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Prior Vendor</td> <td></td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <th colspan="2">Supply Option</th> </tr> <tr> <td colspan="2"></td> <td>Available from</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Available to</td> <td></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">☐ Regular Vendor</td> </tr> </tbody> </table>			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	US	Vendor Subrange		Region		VSR Sort No.		Number		Vendor Mat. Grp		Manufacturer		Points	/ 1 KG			Salesperson				Telephone				Return Agmt				Prior Vendor						Supply Option				Available from				Available to				☐ Regular Vendor	
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	US																																																																			
Vendor Subrange		Region																																																																				
VSR Sort No.		Number																																																																				
Vendor Mat. Grp		Manufacturer																																																																				
Points	/ 1 KG																																																																					
Salesperson																																																																						
Telephone																																																																						
Return Agmt																																																																						
Prior Vendor																																																																						
		Supply Option																																																																				
		Available from																																																																				
		Available to																																																																				
		☐ Regular Vendor																																																																				
<table border="1"> <thead> <tr> <th colspan="2">Purchase Order Unit of Measure</th> </tr> </thead> <tbody> <tr> <td>Order Unit</td> <td>LB</td> </tr> <tr> <td>Conversion</td> <td>22,046 LB <-> 10,000 KG</td> </tr> <tr> <td>Var. Order Unit</td> <td>☐ Not active</td> </tr> </tbody> </table>			Purchase Order Unit of Measure		Order Unit	LB	Conversion	22,046 LB <-> 10,000 KG	Var. Order Unit	☐ Not active																																																												
Purchase Order Unit of Measure																																																																						
Order Unit	LB																																																																					
Conversion	22,046 LB <-> 10,000 KG																																																																					
Var. Order Unit	☐ 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 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	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	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	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	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	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	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	JT

Check for open Sales Orders

Display Sales Order: Initial Screen

Sales | Item overview | Ordering party | Orders | Search

Order

Search Criteria

Purchase Order No.

Sold-To Party

Delivery

Billing Document

WBS Element

Search

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

Sales Document (1)

P: Sales Documents by Material Number | X: Sales Documents by Material Char...

Material 161928

Sales Document

Sales Document Type

Sold-To Party

Created On

Maximum No. of Hits

- 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 115199

Organizational Levels

Organizational levels

Plant 8711

Storage Loc.

Sales Org.

Distr. Channel

☐ Org. levels/profiles only on request
☒ Select View(s)  Default Setting ☒

Possible Entries: Plants

	Maint.	Plant	Name 1
☒	X	0241	7424 Baltimore
☒	X	0246	7424 Blue Island
☒	X	0263	7424 Spartanburg
☒	X	0269	7424 Winder
☒	X	8056	7424 University Park
☒	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)

Possible Entries: Sales organizations/distribution channels

	Maint.	SOrg.	DChl	Name	Name
☒	☒	US05	06	Solvay US Novecare	Oil & Performance ch
☒		US05	07	Solvay US Novecare	Metal Working
☒		US05	09	Solvay US Novecare	Agrochemicals
☒		US05	10	Solvay US Novecare	Emulsion/Polymeris.
☒		US05	16	Solvay US Novecare	Personal care
☒		US05	17	Solvay US Novecare	Home Care
☒		US05	6X	Solvay US Novecare	Nov Dist mult market
☒		US05	8H	Solvay US Novecare	I & I
☒		US05	WH	Solvay US Novecare	Unallocated HPCII
☒		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 'Object' section displays 'Material 144550' and 'AERO 8045 1140KG 2513LB IBC'. The 'Class Type' is set to '001' with a 'Material class' field. The 'Assignments' table lists two classes: 'Z_MAT_PL_ARCH' (PRODUCT LINE / ARCHETYPE) and 'Z_MAT_CRIT' (More material criterions). The 'Z_MAT_CRIT' row is highlighted with a red box. Below the table, the 'Entry' field shows '1 / 2'. The 'Values for Class Z_MAT_PL_ARCH - Object 144550' section is expanded, showing a 'General' tab with a table of characteristics. The 'Packaging code' characteristic is highlighted with a red box and has the value '31HA1'.

Class	Description	St...	S..	I...	Itm
Z_MAT_PL_ARCH	PRODUCT LINE / ARCHETYPE	☐	1	✓	1
Z_MAT_CRIT	More material criterions	☐	1	✓	11

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	