PF2 - (Z700, Z703) Raw Material and Packaging material maintenance

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APAC EMEA LAM NAM

ERP

PF1

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- Packaging materials Short description rules.doc
- Short description – General Rules.doc
- Industrial Gases Specific rules (ZM5210).docx
- Availability check codes.xlsx
- Logistics Data (Sales view).doc

1. INTRODUCTION

1.1. Objectives and scope of this procedure

This OP explains how to create, modify and suppress a purchased material for Chemicals and Plastics sectors in ERP **PF2/050** and **PF2/020** , for the following material types:

- Z700 Raw Materials
- Z703 Packaging

2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Prerequisites

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The request of article creation is normally sent via **form** :

date: 13 Sep 2021 11:54:29

Purchased materials (raw materials & packaging)	
E-mail to reply	joao.drapala@solvay.com
Phone - Tél.	55 41 3316-5255
Urgency - Urgence	Urgent (24h)
Material type - Type article	Z703 (PACK/EMB)
Similar article - Similaire à	20159438
Short description - EN	IBC AC+PE 1000L DN150 - UN BRG MAUSER
In regional version - en version régionale	IBC AC+PE 1000L DN150 - UN BRG MAUSER
Purchase order text - EN	IBC CAPACIDADE 1000L, COR NATURAL, CONFORME ESPECIFICACAO DI0-EP-0522 REVISAO 02, OBS: VALVULA DE DESCARGA TIPO BORBOLETA COM ROSCA GROSSA
Purchase order text - Texte de commande (local language)	IBC CAPACIDADE 1000L, COR NATURAL, CONFORME ESPECIFICACAO DI0-EP-0522 REVISAO 02, OBS: VALVULA DE DESCARGA TIPO BORBOLETA COM ROSCA GROSSA
Material Group - Groupe marchandise	ZM7520 IBC's
Base unit of Measure - Unité de quantité base	PC - piece(s)
Net weight - Poids net	60
Old Material Number - Ancien Numéro Article	
Plant (1)	CUP
Purchasing grp (1)	RCA
Tax indicator for material - Indic. Taxe Article (1)	1 Product Normal rate
Availability check	02 - Individ.requirements
Commodity code - Code douane (1)	86090000
Plant (2)	
Purchasing grp (2)	
Tax indicator for material - Indic. Taxe Article (2)	
Availability check (2)	
Commodity code - Code douane (2)	

2.2. Article Creation

Articles are created in system PF2/50 with transaction MM01 « Create Material ». It is essential to create the article having another reference as model. For Packaging materials is always necessary to request approval to responsible buyer before or after creation if the request does not provide any doubts. See contacts in this GDOC.

#	Main activities	Key points
0	Enter transaction MM03 – Display Material	Mandatory to confirm if article is already created whenever a creation requested is submitted.

#	Main activities	Key points
1	Open selection option in Tab Material and perform the search using TAB codes M,L and/or W: M Material Numbers/Material Description L Material by material group W Plant Material by Description	Use Short description text and the material group code as key points for the search.

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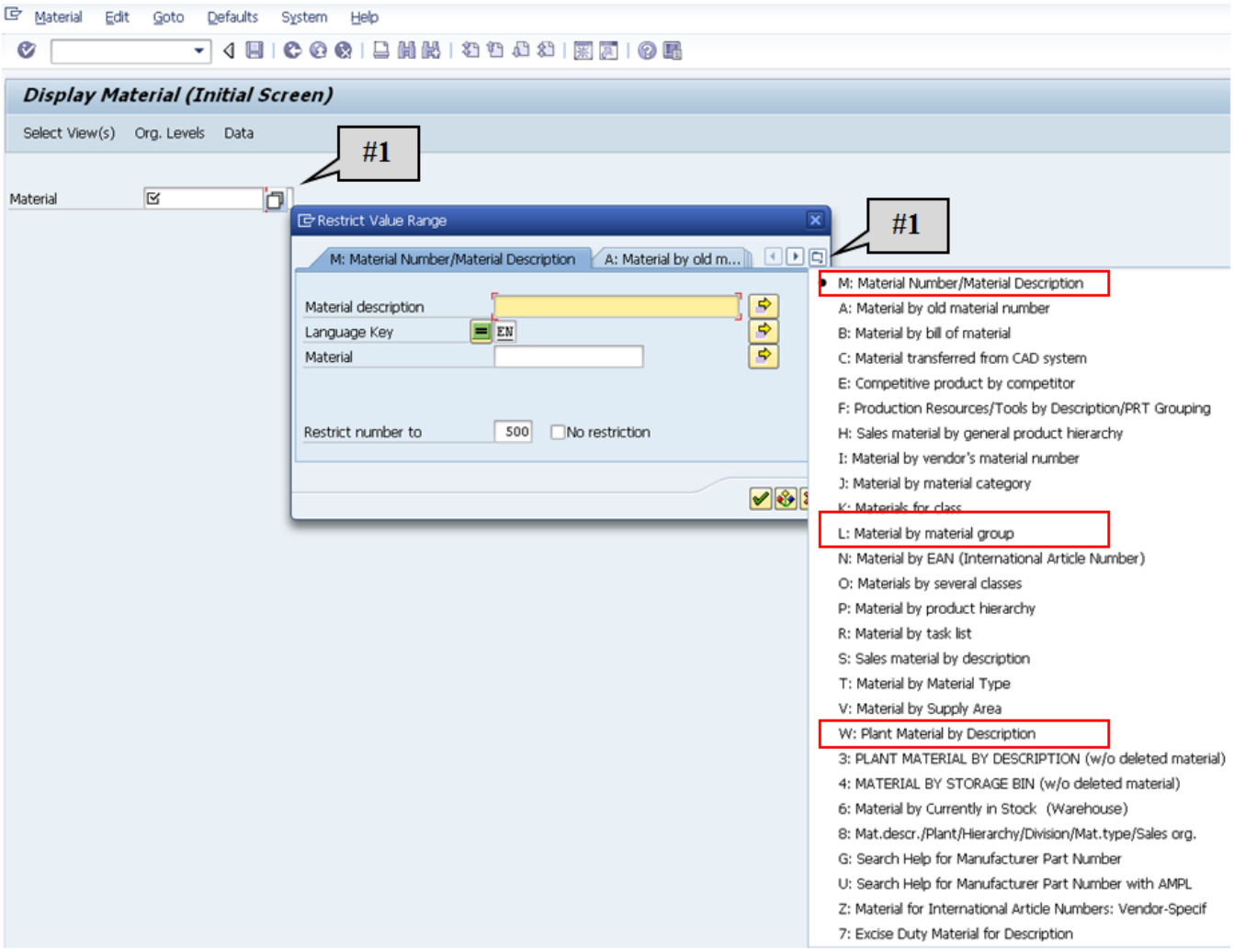


Example: Description_EN: LABEL PP ADH 60X105>FOMB Z TOL 2000S (maximum 40 alphanumeric positions, spaces included)
Tab M Material Numbers/Material Description
Always use a star * to define your search:**

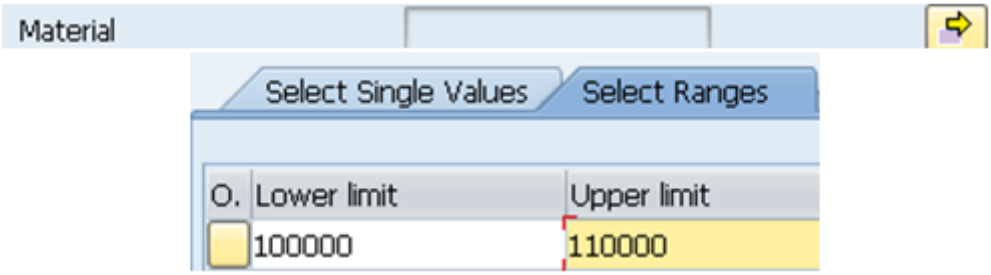
- **LABEL*60X105***

If output retrieved shows a high number of records, your search, should be more restricted, continue to add more info.

- **LABEL*60X105*FOMB***

Tab L Material by material group

You can restrict search using the range numbers that identifies article Type using multiple selections button



Articles may have an automatic numbering - Code A - or a manual one – Code M.				
Type	**Description**	**N° from**	**N° to**	**A/M**
Z700	Raw Materials	100000	110000	~~M~~ A
Z703	Packaging	20000000	29999999	A

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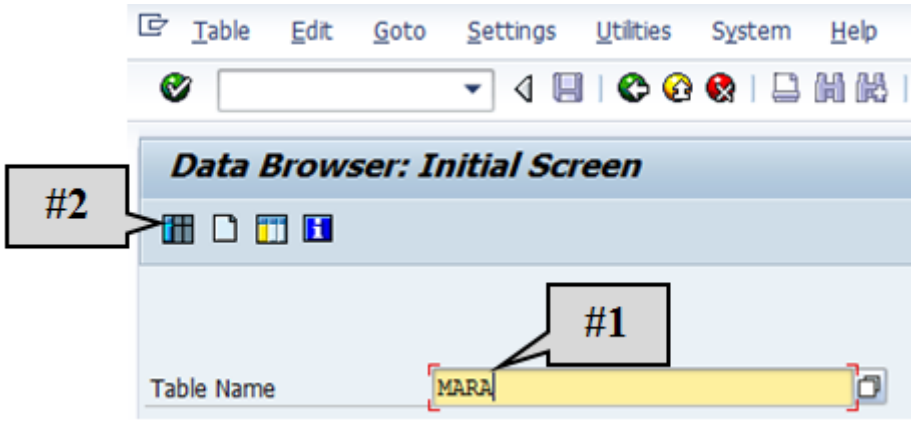
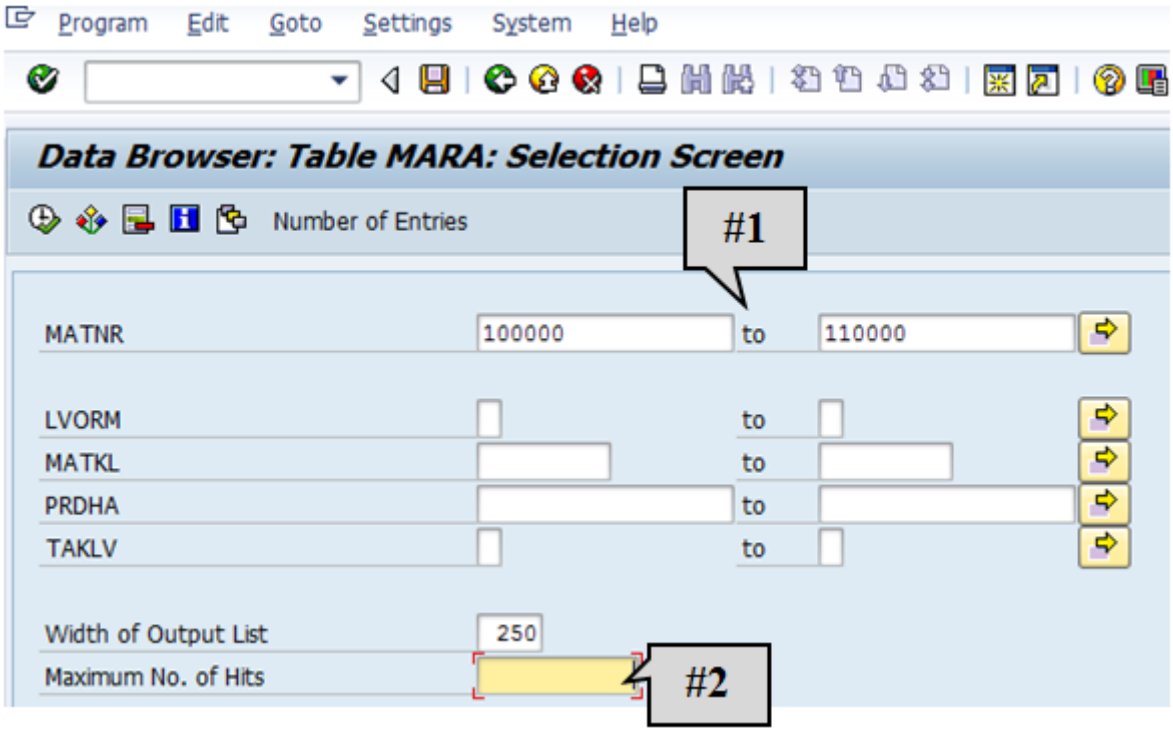
Raw Materials – Z700 (100000 > 110000)

NOTE: The limit of 110000 for Raw materials was already reached, ~~because of this we are using free numbers in Raw materials range to perform new creations.~~
~~List shared in this GDoc~~ because of this we are using automatic numbering.

OBS. Until definition of a new range for raw materials, is not necessary to perform the following steps to find the correct number to use. Use Gdoc mentioned above.



#	Main activities	Key points
1	Introduce words "MARA", table that allows selection of a new / available code to be used for a new creation.	
2	Execute	



#	Main activities	Key points
1	MATNR: Insert the numbering range of material type to be completed	
2	Maximum No. of Hits: System proposes automatically a specific number of hits – Leave it always blank	

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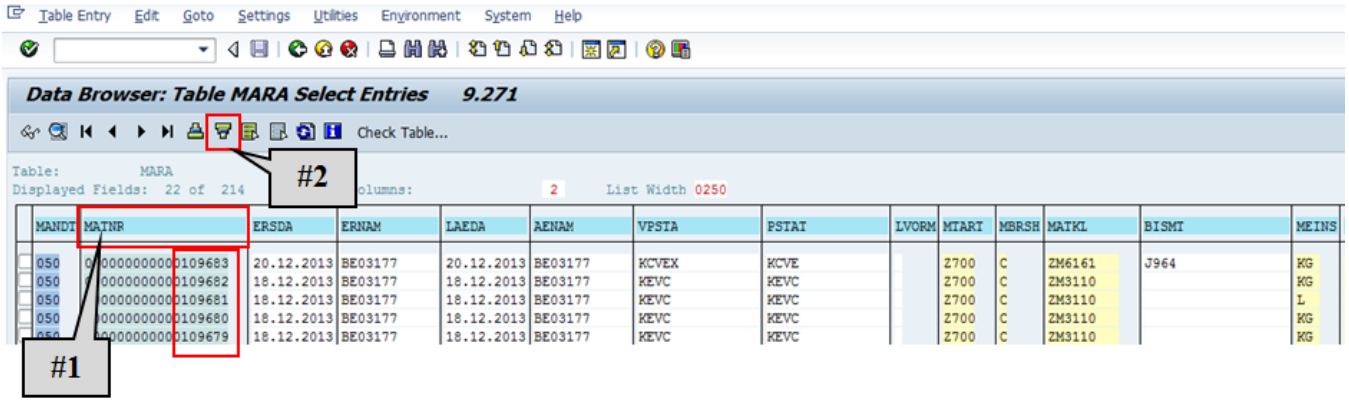


#	**Main activities**	Key points
1	MATNR: Select the column in order to allow you to filter information	Control the numbering sequence, it is possible to find unassigned numbers, despite the fact there is already a numbering ahead
2	Select button **Sort Descending** in order to look up for the last numbering used in creation. Numbering to be used in next creation will be 109684	

PF2/050 Article Creation – MM01

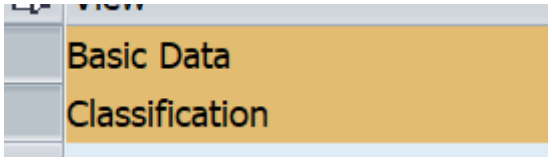
#	**Main activities**	Key points
1	Industrial Sector: always **Chemical Industry - C**	
2	Material Type: Raw Materials Z700 Packaging Z703	
3	Material: If creation s for Raw materials, complete field with the numbering retrieved manually. Use numbering previously retrieved from **GDoc** .	
4	Material: Insert the article that suits as model to create the new code (Same material type and group)	

Identify in the request the views that need to be created. Normally as Raw and Packaging materials are only purchased only the following views need to be created. If is necessary sales, you should also create the sales views (page 17).

Purchased Articles

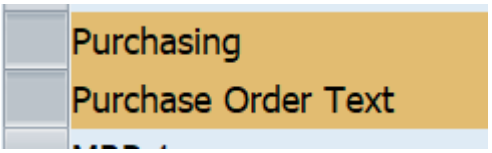
MM01 – Views to be completed

Basic
(MARA)



Purchasing
(MARC)

Management of view « Basic data 1 » MARA



Mandatory Fields to complete in all type of articles

Not mandatory

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#	**Main activities**	Key points
1	Raw Materials: Normally the Unit is KG (Requester can define a different one: L, TN, M3… Packaging: Specific according to type - Follow procedure. document DIA/CPN (Folder : Topic : 02.12 - Procurement - materials coded in ERPs) « Units of measure **»**	**Raw Materials can be considered dangerous (transportation and handling). It is requester responsibility to advice. If article is transported and / or sold, requester should provide to Data & Analysis team the SDS- Safety Data Sheet, MSDS – Material Safety Data Sheet, PDS – Product Data Sheet in order to define the logistics areas according to the hazard class of the product.** • Base Unit of measure can only be modified if no stock exists for all plants. • Z700 Raw Materials – Gross and Net weight is the same. • Z703 Packaging – CPN is obliged to fill weight
2	Division: « **ZZ** » for Purchased and Sold articles- if out NETV	
3	Material Group: if information is missing, we can search using product name, in case of doubt, contact requester	
4	General item category group:» **NORM** – if product is a Raw Material Z700; **VERP –** if product is a packaging Z703	
5	Gross Weight: Standard is 1, it can be # according to request.	
6	Net Weight: 1	
7	Weight Unit: Reference Unit of gross and net weight	

Management of view « Basic data 2 » MARA

#	**Main activities**	Key points
1	Dangerous Goods Indicator Profile: If product is considered dangerous select indicator 001	
2	Environmentally relevant: This field is going to be used to indicate that an SDS(safety data sheet) has to be sent to the customer	**Always flagged**
3	Screen is complete - Go to view : Additional Data	

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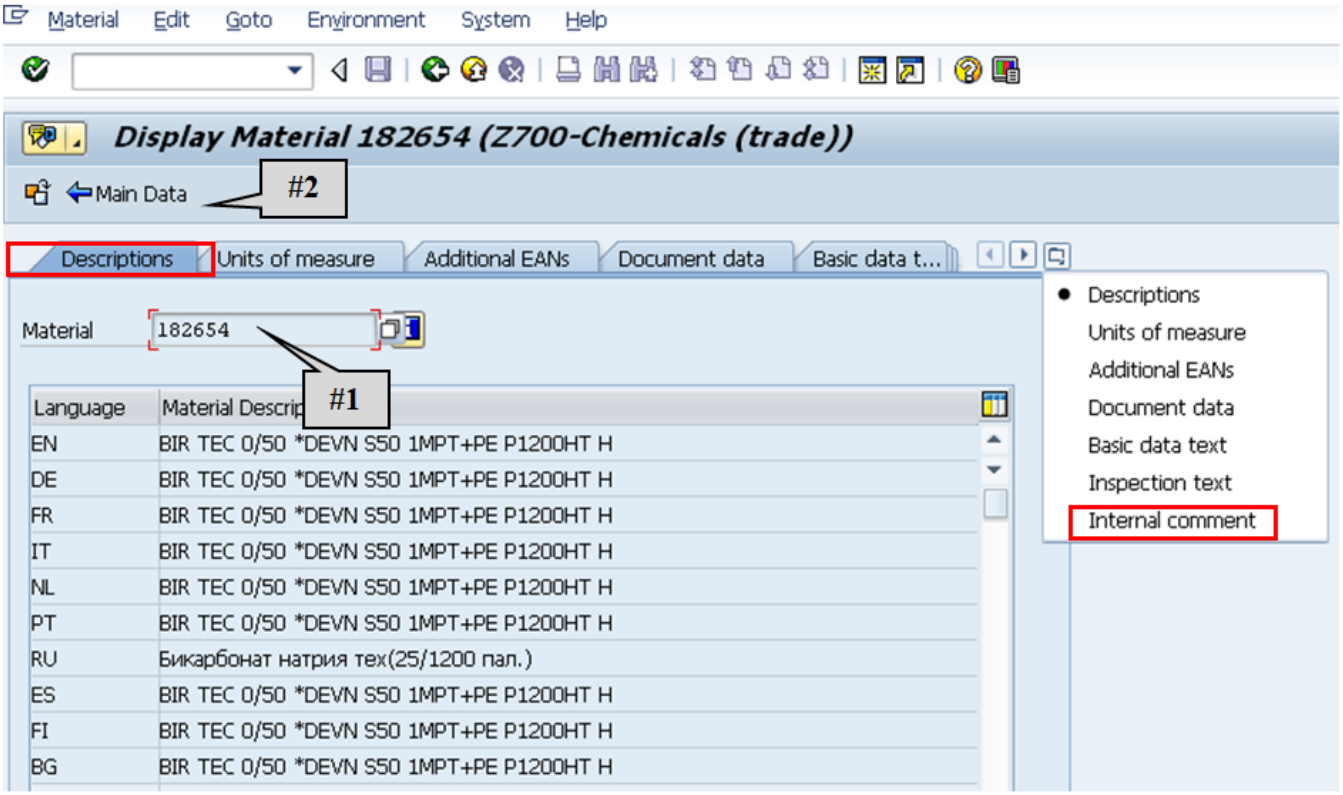

#	**Main activities**	Key points
1	TAB Descriptions: Material Text or « Short Text » is defined in 9 languages FR-EN-DE-NL-IT-ES-PT-BG-FI and has a maximum of 40 alphanumeric positions. This text is for internal usage and obeys some rules. It is always written in Caps Lock, except for Russia.	• The management of short and long text is done in English, being afterwards translated to local language (9 standard languages – described in point 1of table. • The same is applied for the following languages: (AR) Arabic, (TH) Thai, (KO) Korean, (ZH) Chinese, (JA) Japanese. • If article is defined for a plant or company code which is not included in any of the 9 standard languages, the required language is created using English as model, the same is applied to Tab internal comment. • For BG, RU and other non-Latin languages the short texts in Cyrillic is created in PF2/050 by Russian and Bulgarian users through transaction ZZR_MAT_TEXT_TRANS (+DOC).
2	Go back to Main Data in order to define Long/Commercial Text	

Long / Commercial Text Customizing
Articles Purchased
Managed at TAB **Purchase order text**

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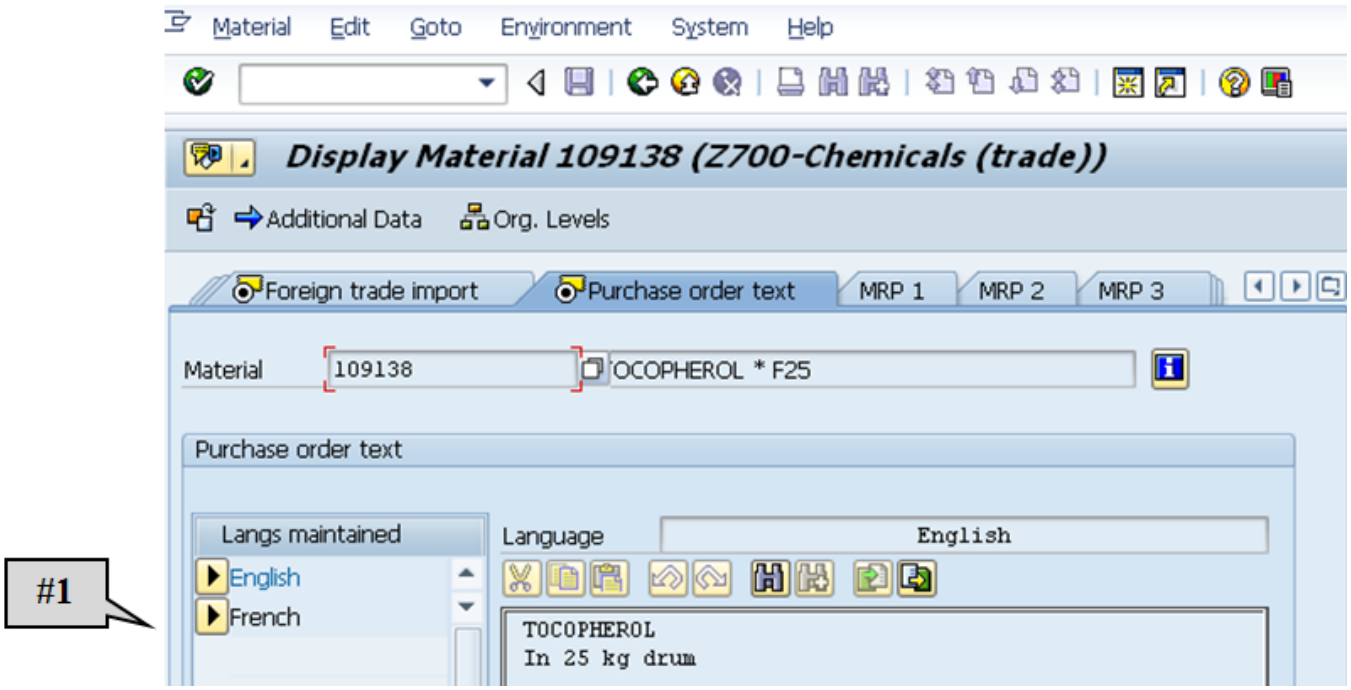
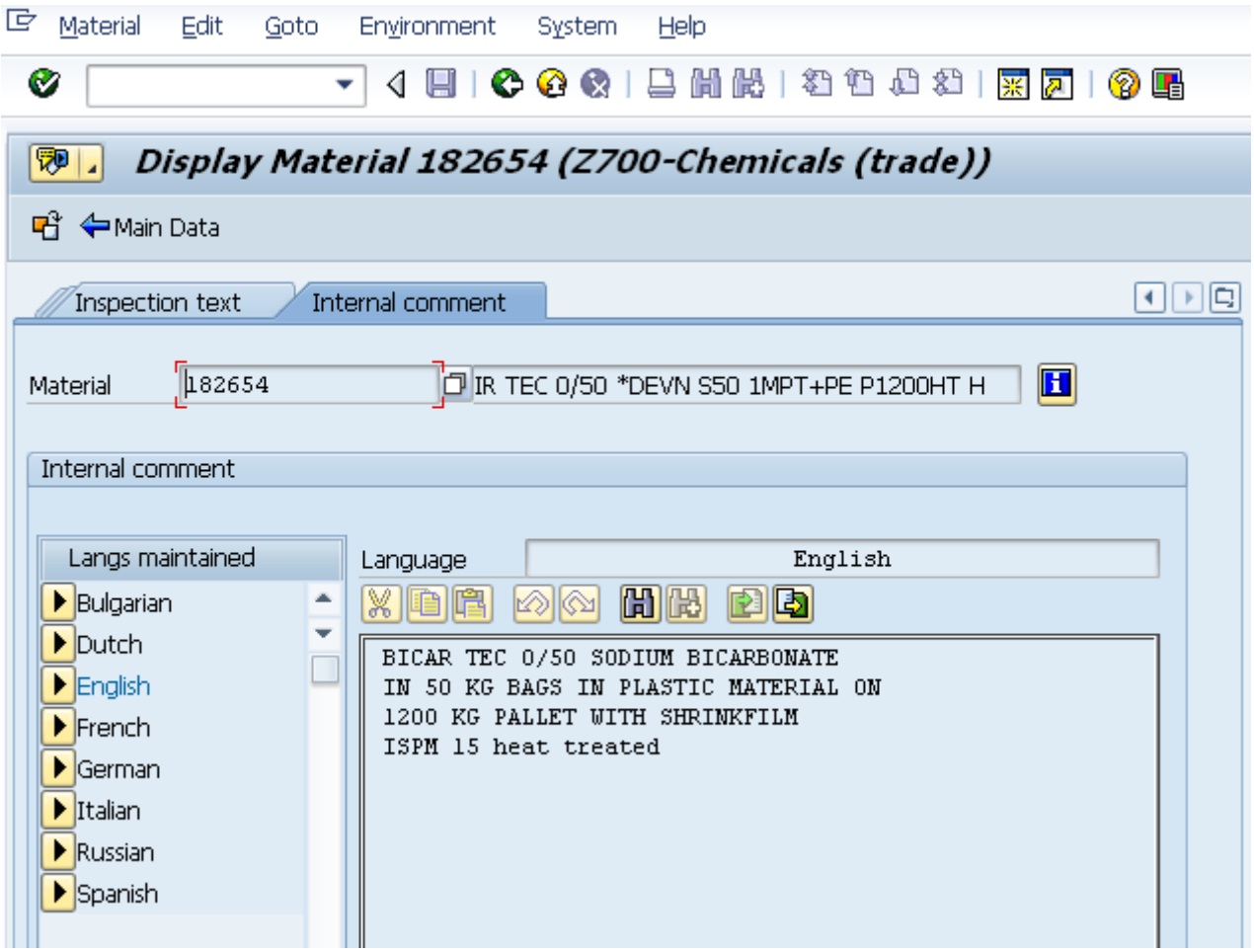


#	**Main activities**	Key points
1	In Standard, Commercial text is created in EN, FR+ local language of plants for which article is defined.	

Articles Purchased and (RE) Sold
Managed at TAB **Internal Comments**



An article purchased can be resold internally to other plants (stock transfer).	**An article purchased can be resold directly to a customer**

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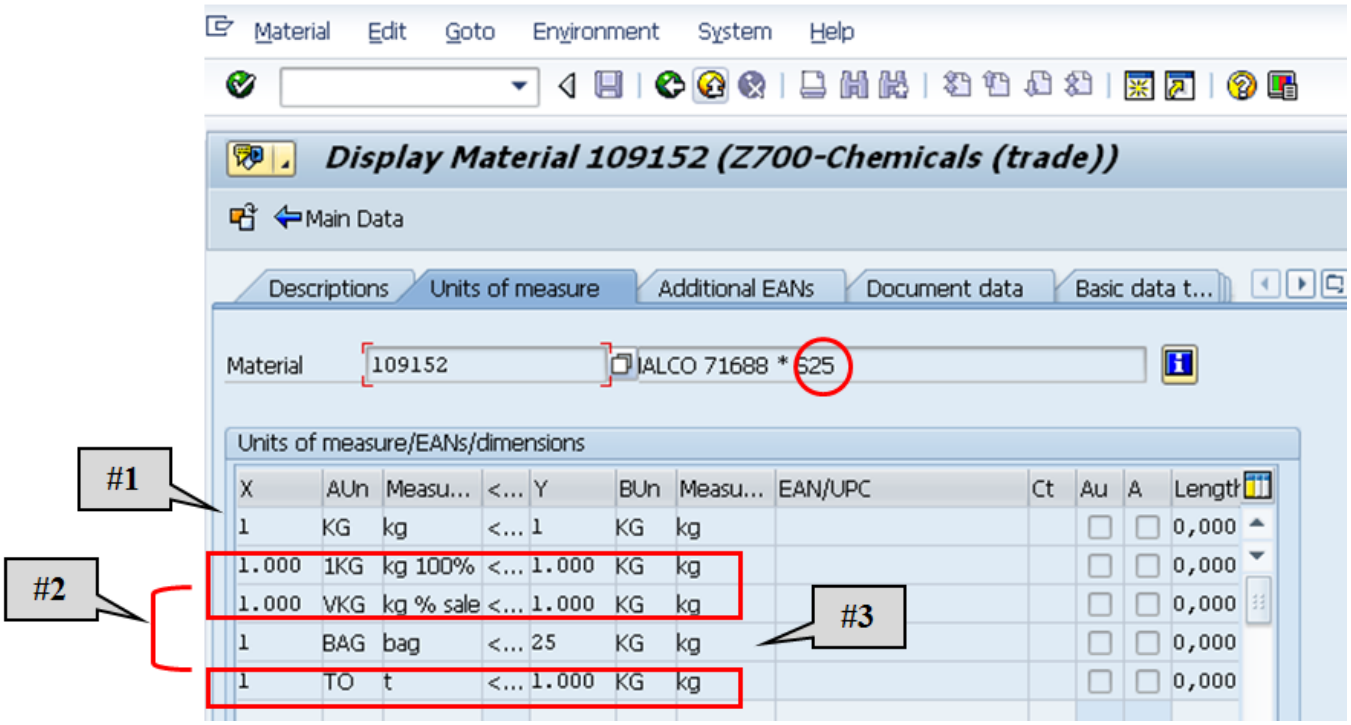
K E Y POINT	• In both situations the **View Sales** must be created in the article. When a view sales exists the long/commercial text has to be managed in Internal Comments TAB – SAP copies the content directly to both views (sales text) and (purchase order text) • In Standard the internal comments are managed in 6 languages: FR-EN-DE-NL-IT-ES but several languages can be found, since it has to be customized also for receiver's languages (customers and/or plant/plants). • Texts in (BG), (ZH) and (RU) are added locally. • How to verify if long /commercial texts is correctly setup: Transaction **SQ00** » user group name **M1** » **Utilisateurs IBS-BDM** » Variant – **ARTC OM-TEXT.** ADD SCREEN SHOT

Units of measure in Additional Data



#	**Main activities**	Key points
1	A Purchased article Raw Materials has normally one unit of measure :KG (most frequent)	You can identify in short text that material is packed in a bag of 25 Kg. In cases in which packaging is clearly defined, it has to be identified in Units of measure Tab.
2	If a view sales is created, add the standard measures: 1KG, VKG,TON and 1LB	
3	Line that identifies BAG is not standard. (Read Key points)	
2	If article is defined as base unit of measure LB (Pounds) is mandatory to define also: 24445 KG = 53892 LB (example material 109750)	

Management of view « Classification » MARA

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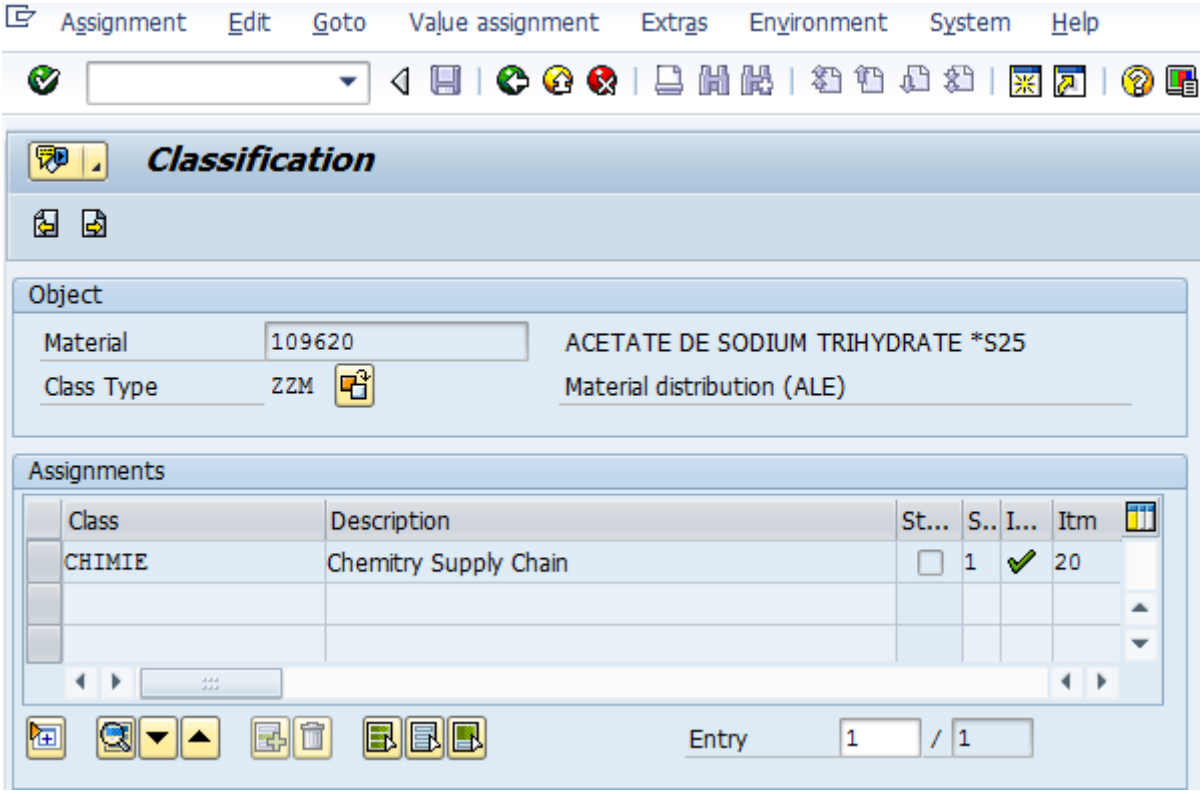

Class type of article is **«ZZM» - Material distribution (ALE)»** and Class and must contain always as value key **CHIMIE – Chemistry Supply Chain** to allow article to be transferred to PF2/020.

Management of view « Purchasing » MARC

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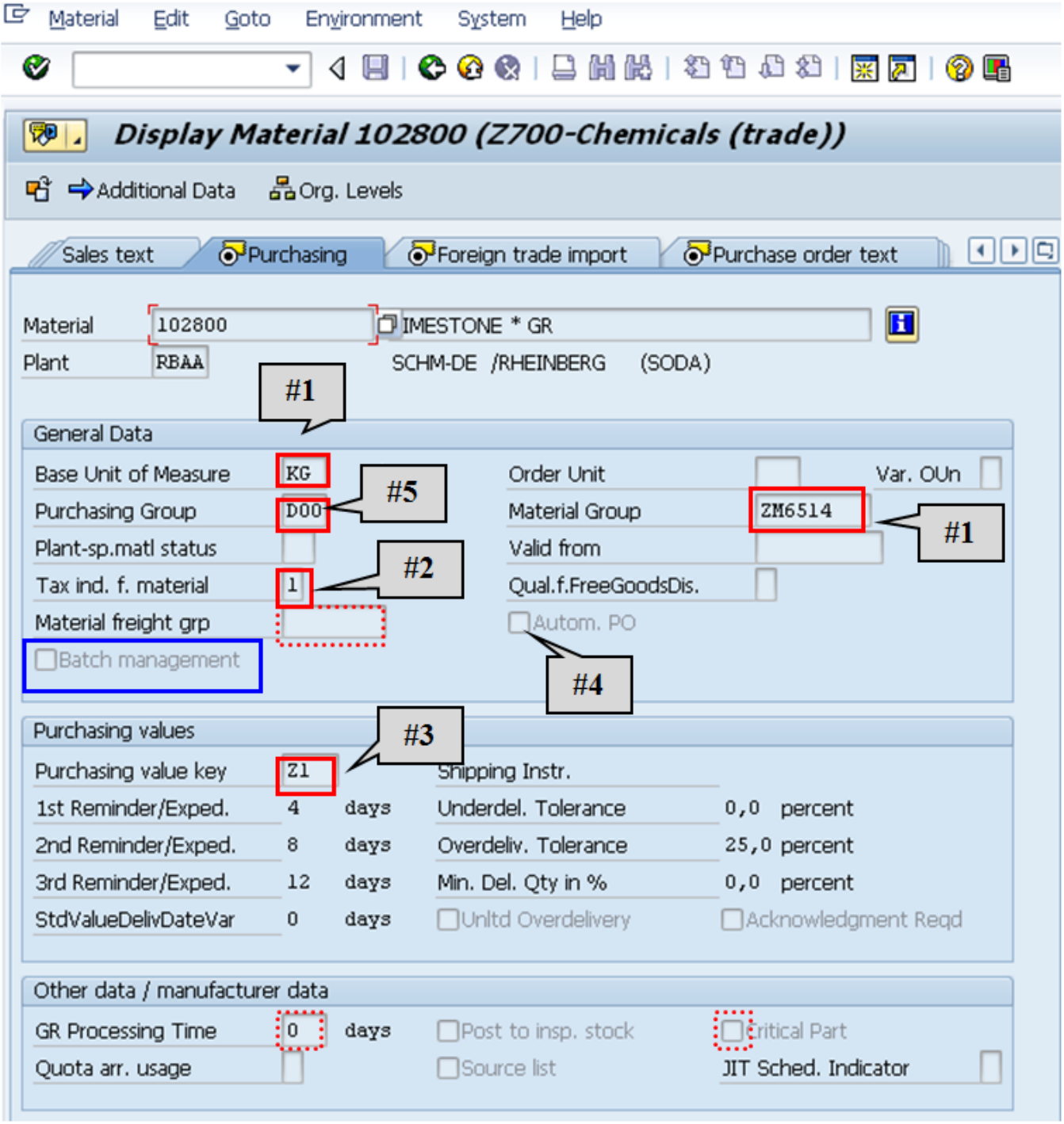

#	**Main activities**	Key points
1	Base Unit and Material group is automatically copied from Basic Data 1 screen – MARA Table	Batch management Flagg is mandatory when the material is used mixed with others to achieve a final product. These materials are also identified at the end of Short Text Description with abbreviations:

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[BM] – Batch management

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		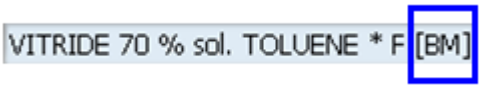 Materials that are handled in batch management belong to plants managed by Solvay Specialty Polymers business.
2	Tax ind. F. material**: « 1 »** by default **(Read Key Points 2)**	
3	Purchasing Value Key: By default **Z1**. If different, requester will specify.	
4	Autom. PO: Since 2007 is mandatory to have field flagged	
5	Purchasing group – provided by requester, according to Country and Plant. If not provided and urgent, PG can be completed with: e. g. Belgium: B00; France F00, and so forward.	

Key points 2

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Mandatory fields to complete

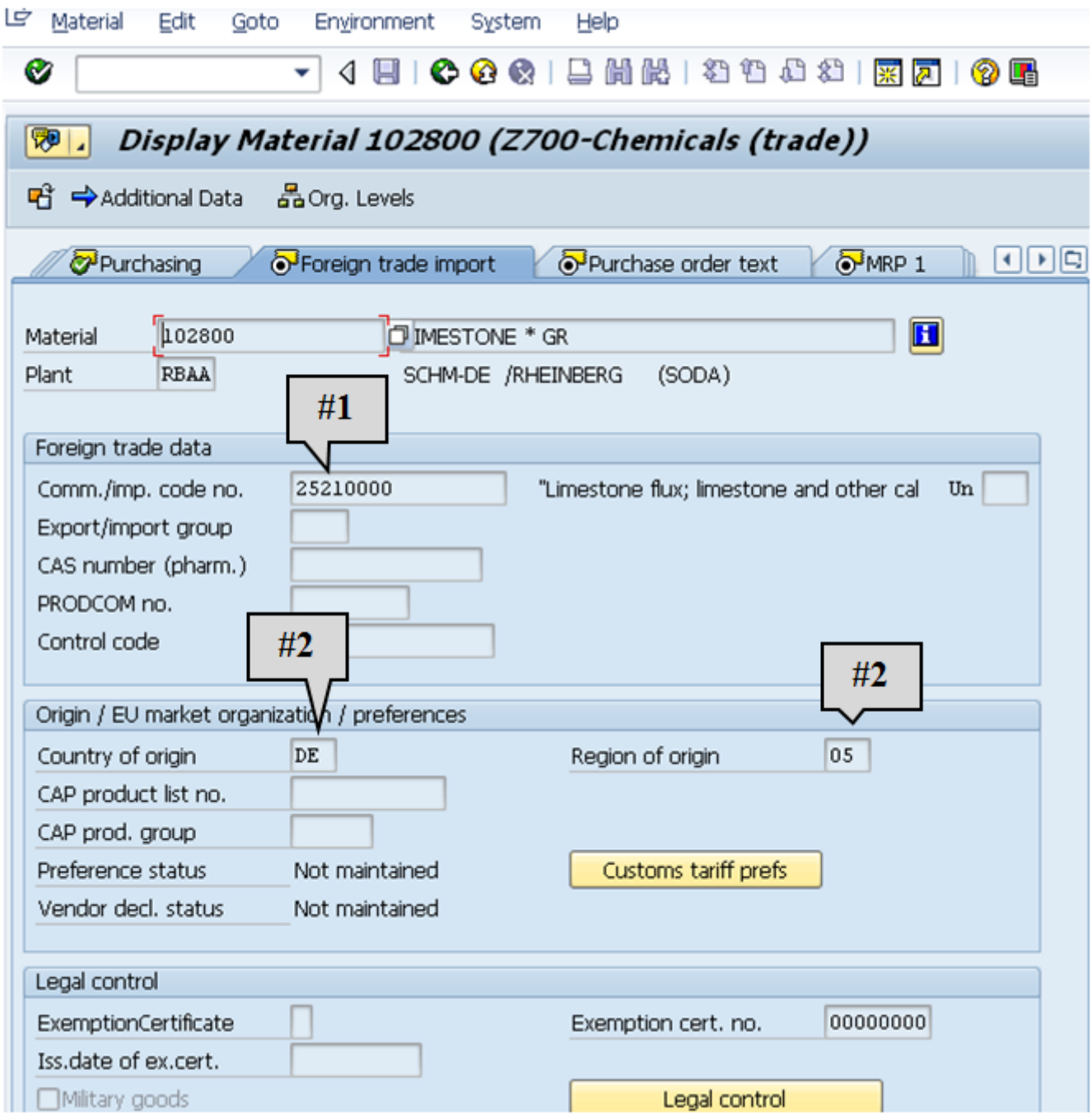
Tax ind F. Material - **« Z » -** when the correct tax to be applied in the article creation is not yet defined, to avoid blocking the creation of an article this code can be applied;
« 0 » - Applied in Raw Materials for Solvay Specialty Polymers for all plants in USA.
« 2 » - Applied only to **PT (3S 01.06.2006) –** Article Type Z700, Material group – ZM5410 – Electricity – Should be dully provided by requester
« 1 » - If a request is done for a different Tax code, address the request to **SDD** in order to verify if table ZZRTAXIM needs to be completed

Not Mandatory to complete

Material freight group – Field is automatically fulfilled if material is defined for a sales organization.

Order Unit – The order unit will be fill in, if, the unit of measure in which the product is ordered is different. Information to be provided by requester. This is a field MARA, common to all divisions defined in article.
GR processing time – Number of working days necessary to control and give entry of materials in the warehouse.
Critical Part – PF2/050 - If field is flagged; the transfer of Data to PF2/020 concerning the purchasing views will be blocked.
Var OUn - Since this is MARA table, if we flag the field, info will be active for all plants defined in article.
« 1 » - This field should be active for the Industrial Gas article (ZM5210), managed by ePW and for Raw materials used by Solvay Specialty Polymers US (SPOL-US)

Management of view « Foreign Trade: Import Data » MARC



#	**Main activities**	Key points

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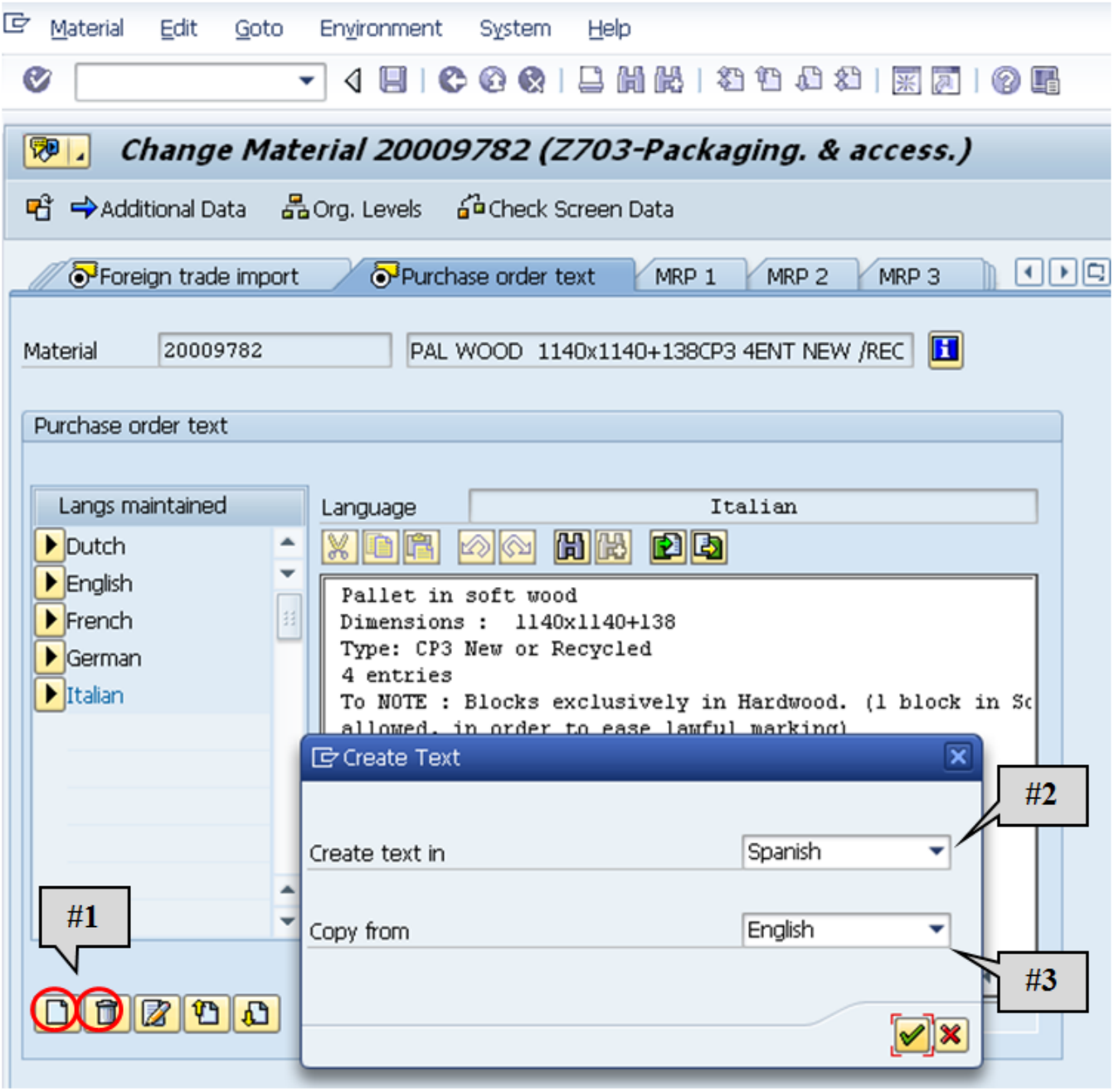
1	Comm./imp. Code no. – Intrastate codes are mandatory for all borders transactions. Code is communicated by requester.	Intrastate codes are maintained for EU, if a country out of EU asks to identify a code in the article, request should be addressed to SDD to complete table T604. Designation of code must be always provided.
2	Country and Region of origin are not completed.	

How to manage view « Purchase Order Text » MARC



#	**Main activities**	Key points
1	Allows deleting a language in the article, in case of creating with reference, the article copied can be defined with languages that do not suite your request. Allows adding a language in the article.	Purchase order text is only managed if article does not have a sales view Texts are addressed to suppliers and customers; they have details concerning product description and packaging. In Standard the purchase order text tab is managed in 2 languages: FR-EN + language of plant defined in article.
2	Choose in drop down list the language you wish to create	
3	Use English as standard language to create another	

Purchased and Sold Articles

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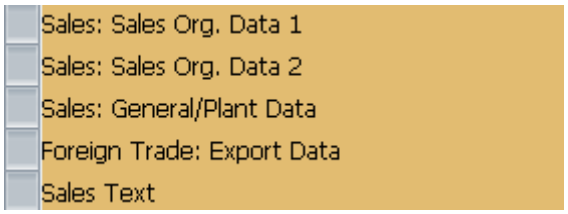
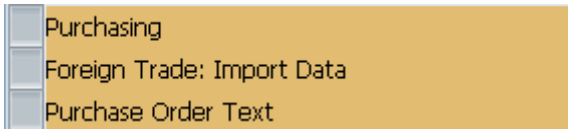
MM01 – Views to complete

Basic
(MARA)

Sales
(MVKE)



Purchasing
(MARC)



Management of view « Sales Org. Data 1 » MVKE

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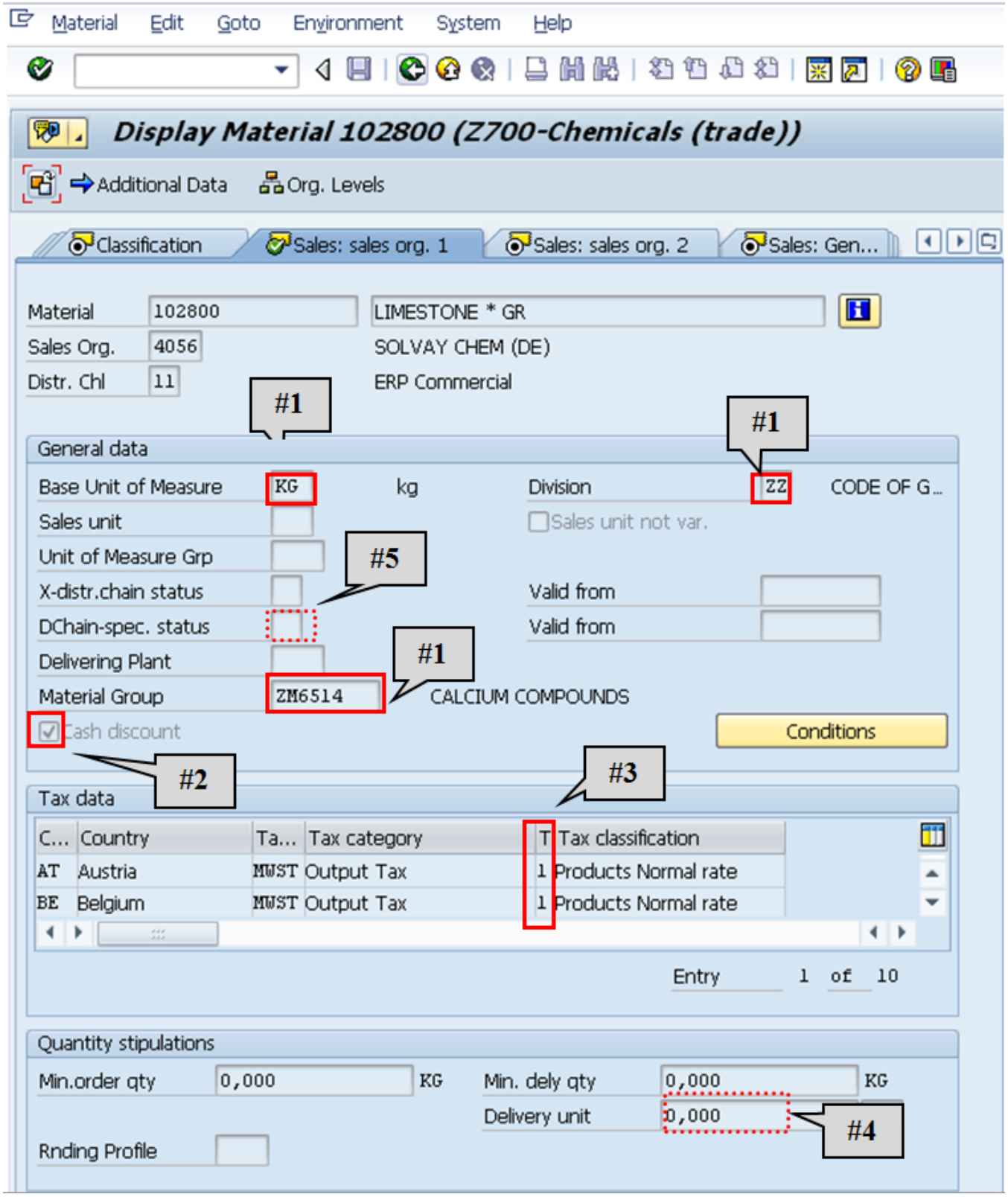

#	**Main activities**	Key points
1	Base Unit, Division and Material group are automatically copied from Basic Data 1 screen (MARA Fields)	
2	Cash Discount: Mandatory to flag – Common to articles with sales view	
3	Tax Classification: **(Read key point table 2)**	
4	Delivery Unit: is the weight of the packaging defined for the product (if bulk field will be empty)	
5	D.Chain-spec. status: if there is a request to delete an article for a sales org. – select code 50.	

KEY POINT 2	**Article – Tax Classification– MG03STEUER-TAXKM**			
	Standard Tax = 1			
	Tax Category	MWST – Output Tax	LCFR – License France	LCIT – License Italy

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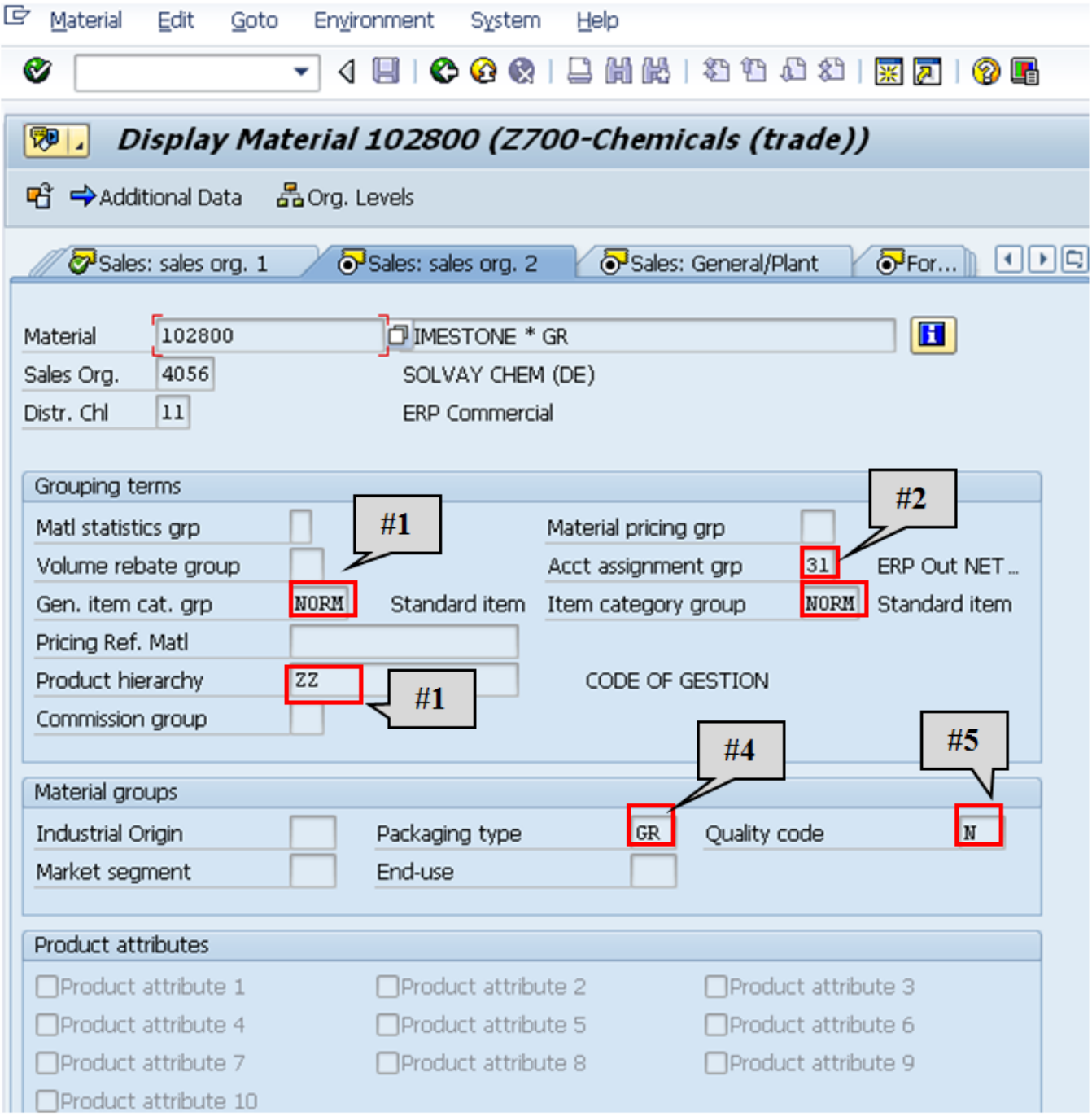
Classification	« 1 »	« A »	« 0 »
PT	« 2 »	Exception - Type Z700 EEPurchasing Group ZM **5410**	

Management of view « Sales Org. Data 2 » MVKE



#	**Main activities**	Key points
1	Product hierarchy and Gen Cat.grp: Field Identical to Basic Data 1 – MARA Fields	**3.** Item Category group: A packaging article (Z703) will be defined as NORM in 'Item Category group 'when it has a sales view. **4**. Packaging Type: When we cannot identify the article conditioning, packaging type is « DI ». E.g. O/W – odd weight
2	Acct assignment grp: «31» Raw Materials - Not NETV «37» Packaging - Not NETV	
3	Item Category group: NORM **(Read Key Points)**	
4	Packaging type: Raw Material Z700: this field is complete according to packaging type in which article is conditioning. Consult Purchase order text to get the info, it also can be seen in short description: ***GR** (Bulk). **Key Points**	

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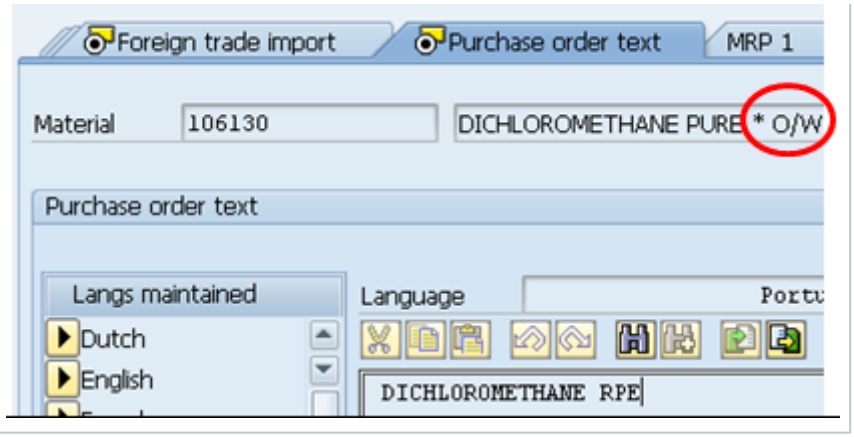
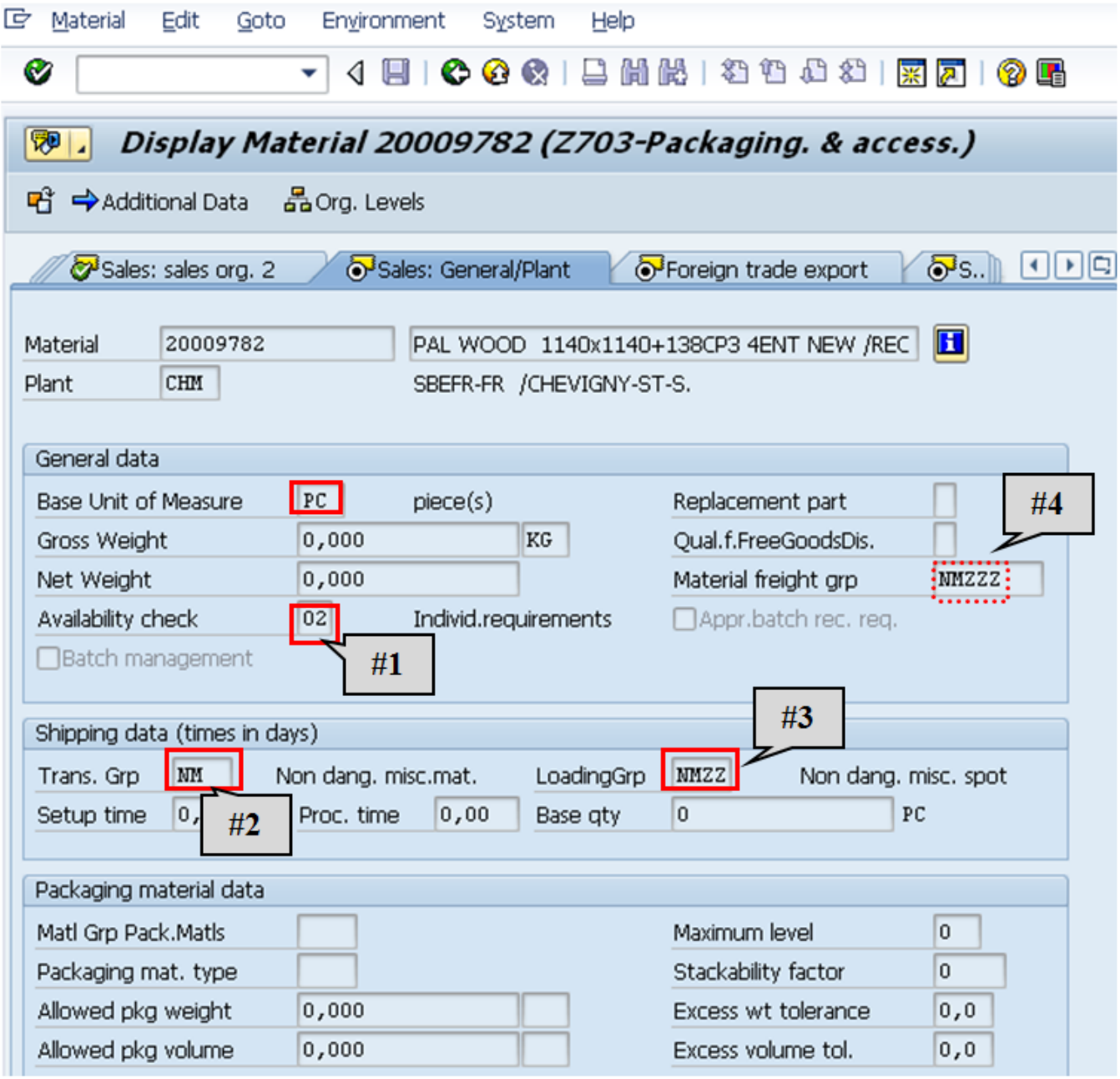
5	Quality code: **« N »** - No other selection is used.



Management of view « Sales: General/Plant » MVKE



#	**Main activities**	Key points
1	Availability Check: By default value key is 02, can be different, specified by GBU (excel in attachments)	The 2 first characters are common in points 2 -> 3 -> 4 See in attachments the procedure for Logistic data
2	Trans. Grp 2 characters – 1st character identifies the danger level, 2º character identifies the product characteristic, e.g. if it is liquid, in bulk.	
3	Loading Group: 4 characters – type of packaging in which product will be transported and delivered	

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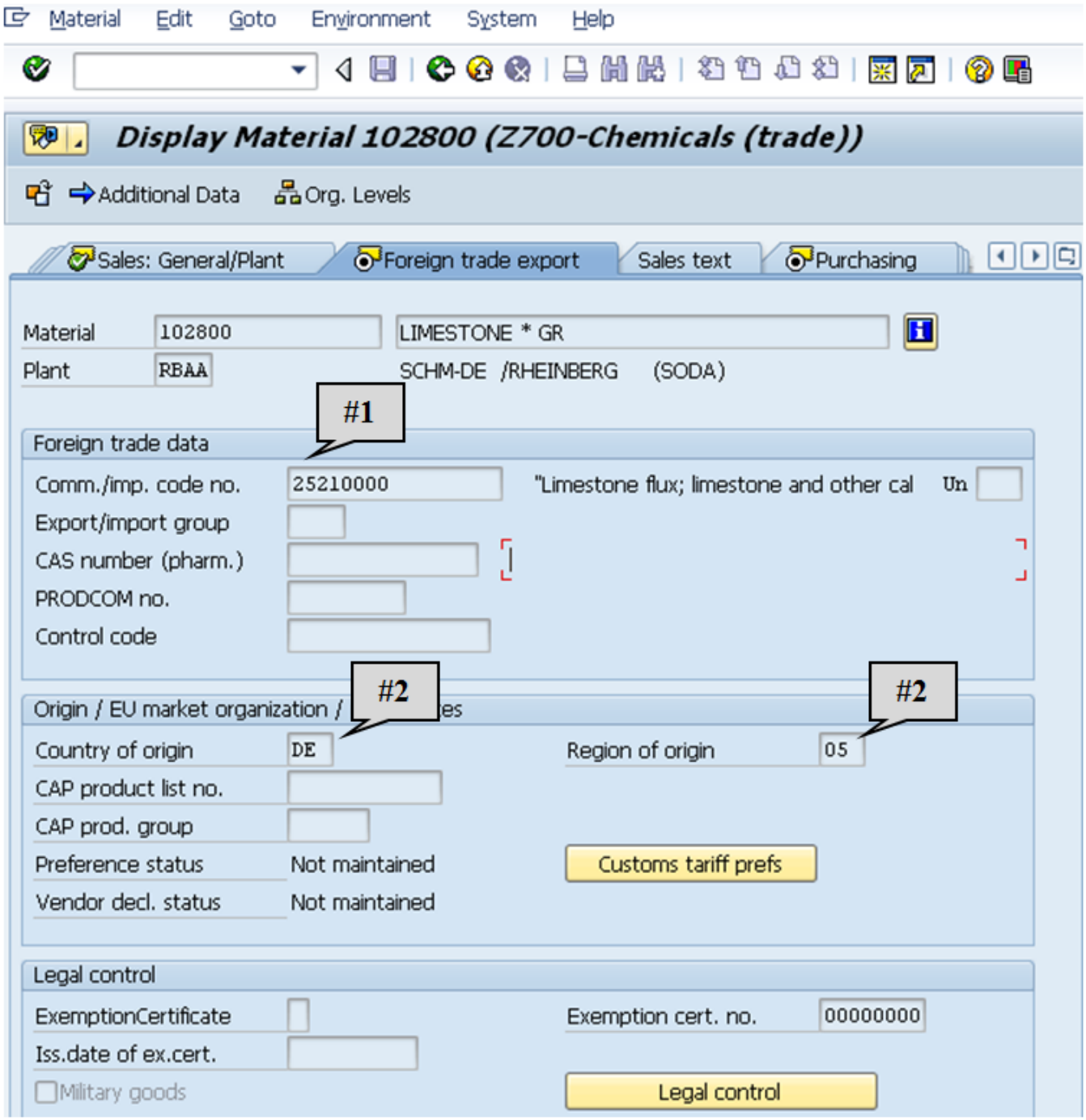
4	Material freight grp: 5 characters, equal to point 3, it only differs on last character: identifies the business

Management of view « Foreign trade export » MVKE



#	**Main activities**	Key points
1	Comm. /imp. Code no. : Intrastate codes are mandatory for all cross -borders transactions. Code is communicated by requester. Intrastate codes are maintained for EU, if a country out of EU asks to identify a code in the article, request should be addressed to SDD to complete table T604. Designation of code must be always provided.	.
2	Country and Region of Origin: Fields are not completed.	

Management of view « Sales text » MVKE

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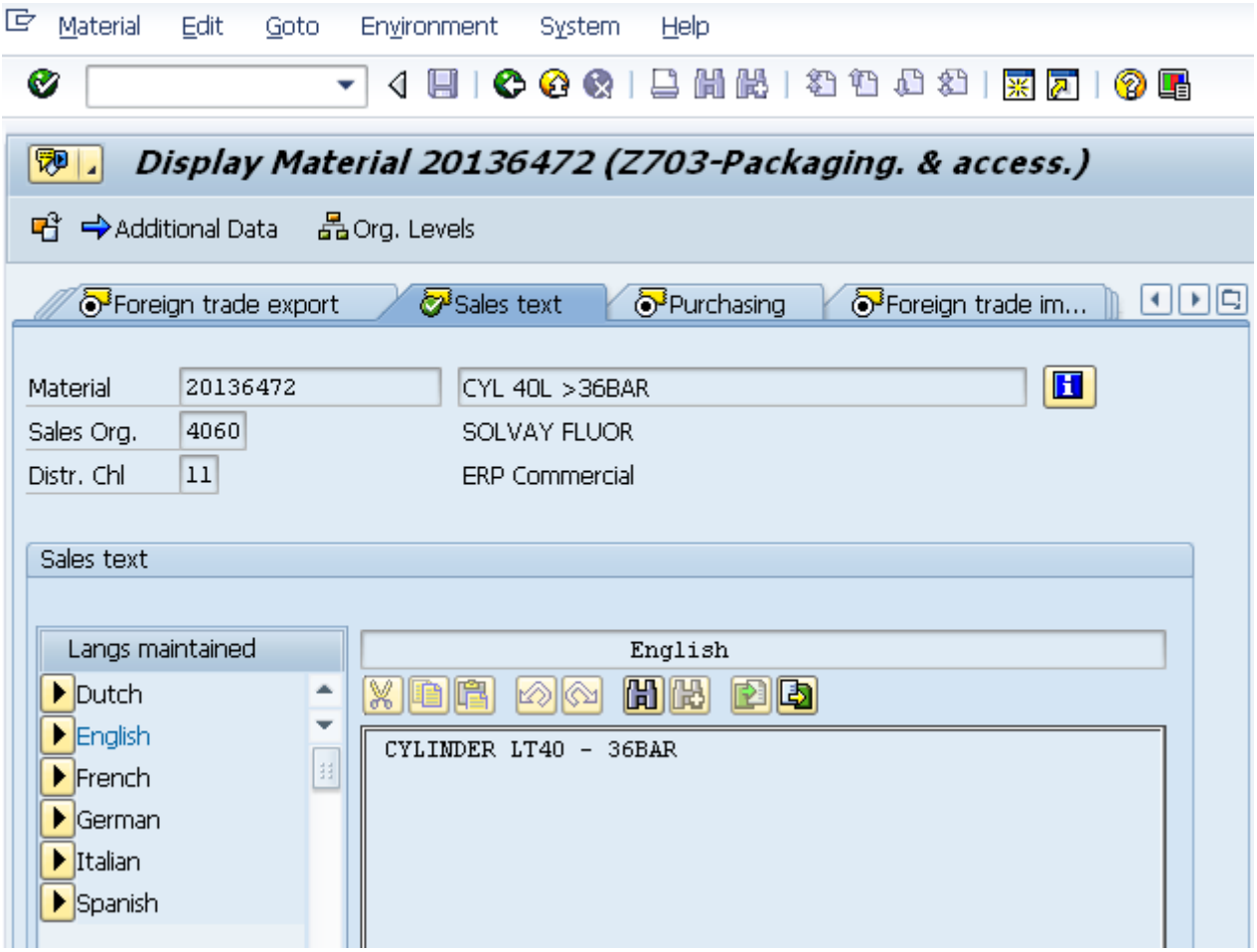

When Sales view are created the long texts are managed only in Internal Comments (pages 10 and 11)

PF2/050: Article Modification: General Rules

Modifications are performed in PF2/050 with transaction MM02

Materials Deletion

Performed in **PF2/050** with transactions MM02 « Change Material »
MM06 « Flag Material for Deletion »
MM17 « Mass Maintenance: Materials »
Before deleting an article you must check if there is an existing stock - Transaction **MB52** in **PF2/020 - PF2/020**

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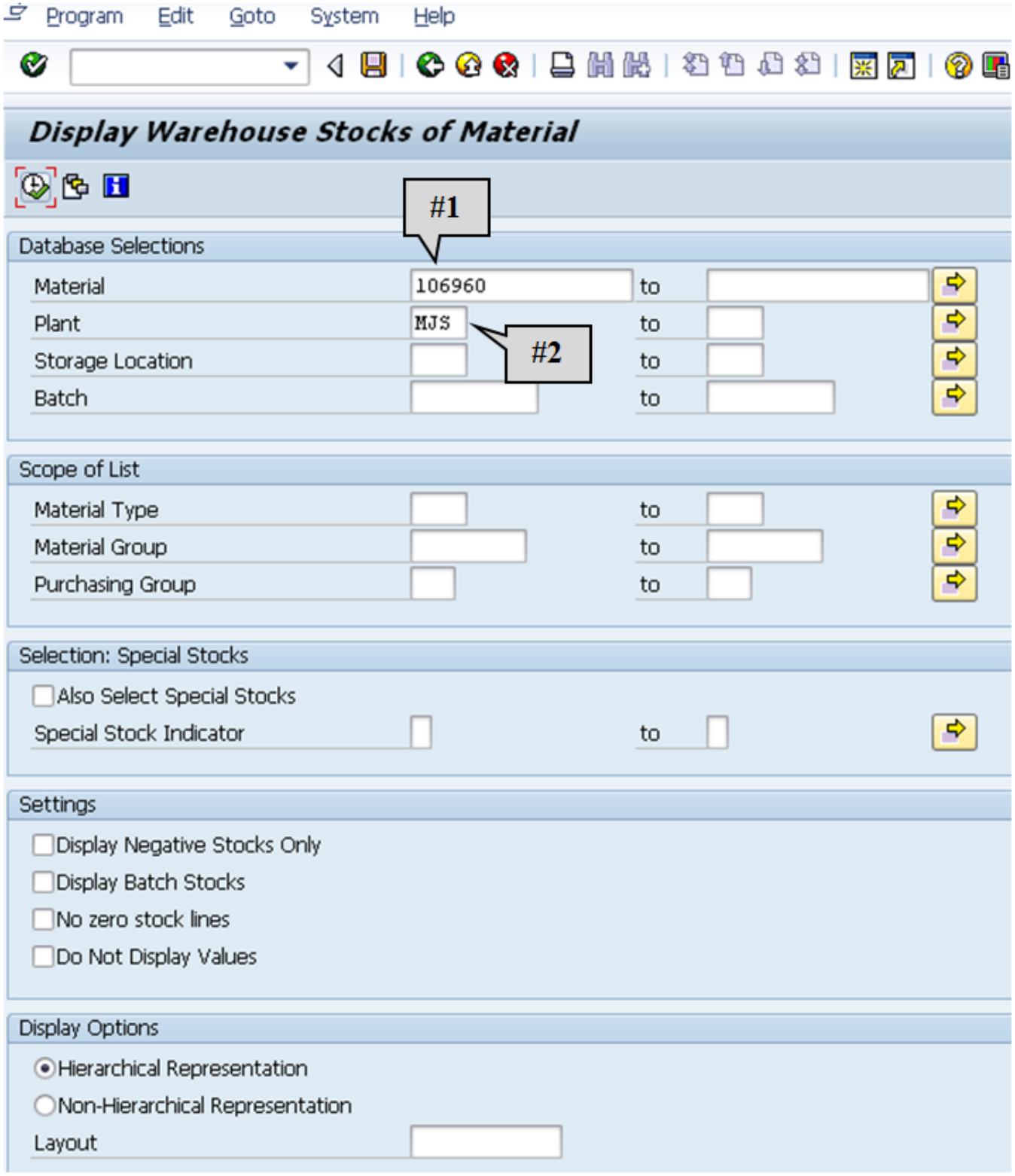

#	**Main activities**	Key points
1	Insert article/s number	
2	If deletion is for 1 or specific plants, you can restrict the output selecting the desire plants. For more than 1 record select Multiple Selection button	

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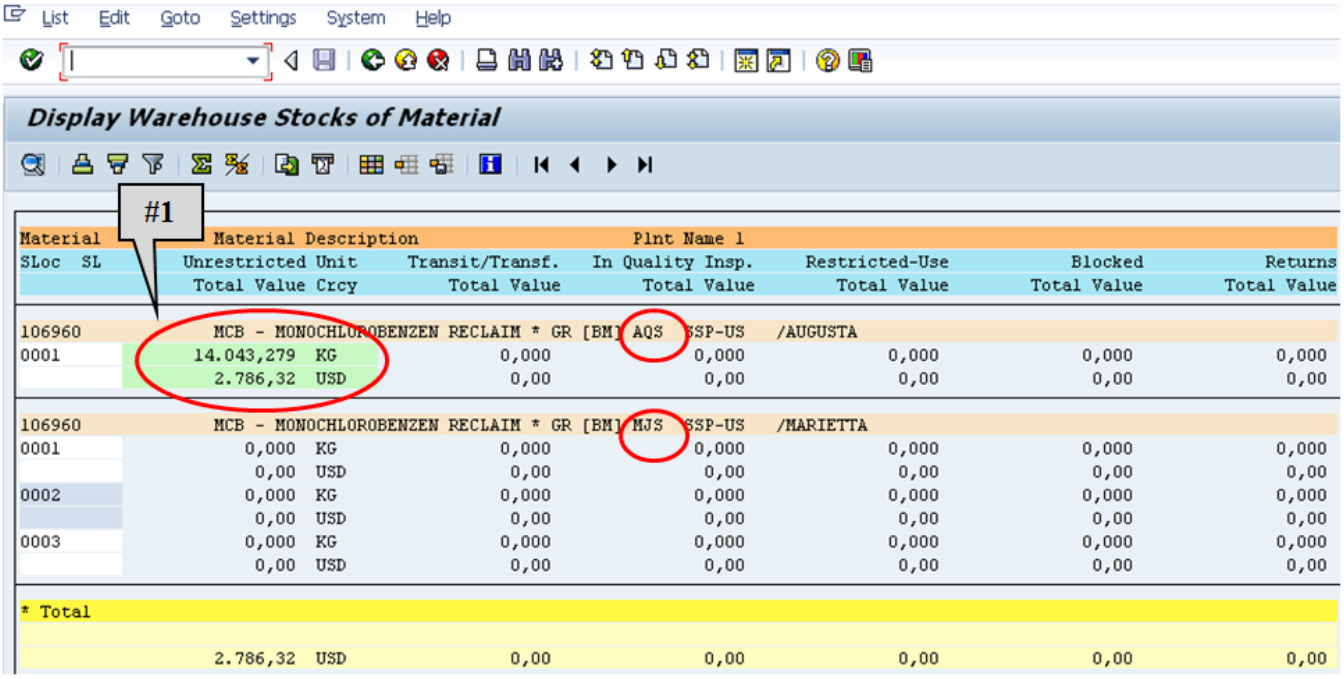
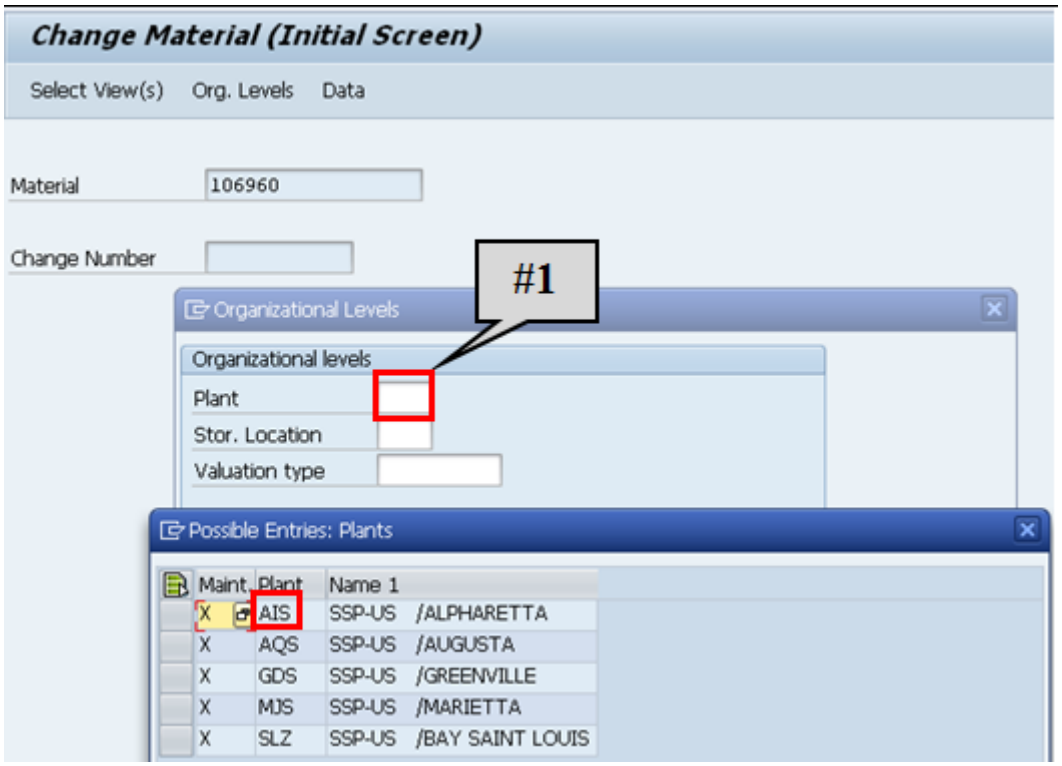


#	**Main activities**	Key points
1	E.g. Material 106960 is defined for 2 plants: AQS and MJS from Solvay Specialty Polymers – US. Only the plant **AQS** has stock, all store locations in plant MJS have value 0	

MM02 « Change Material » **PF2/050 – Material Deletion**

Deletion Flagg – Plant level



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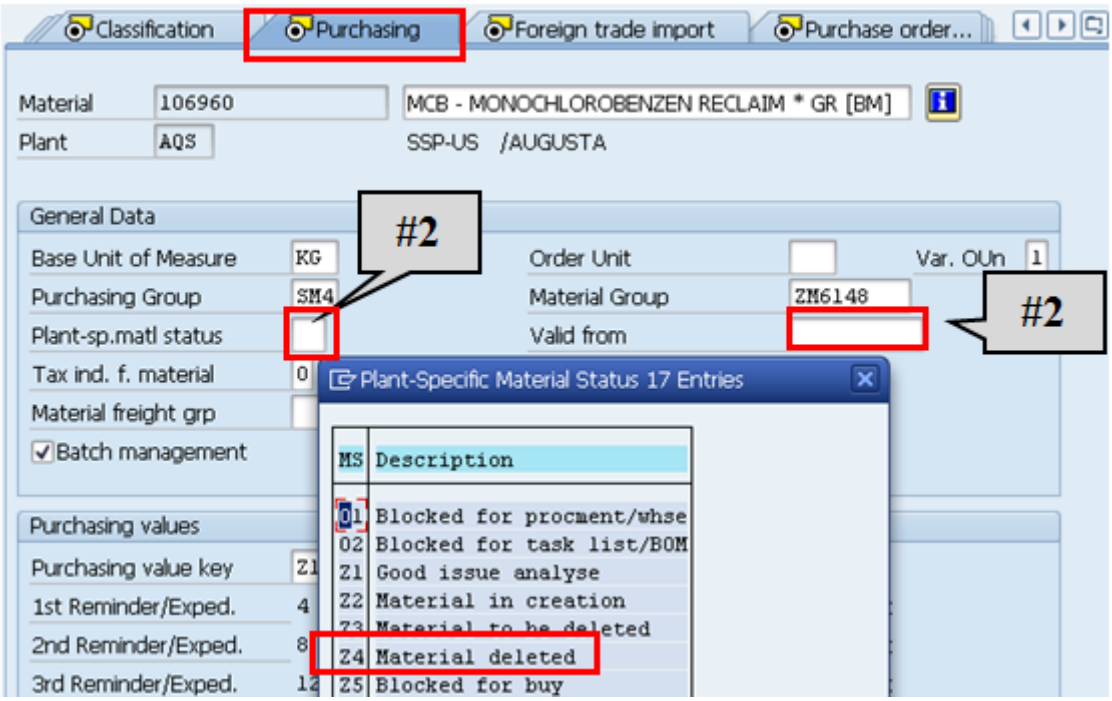
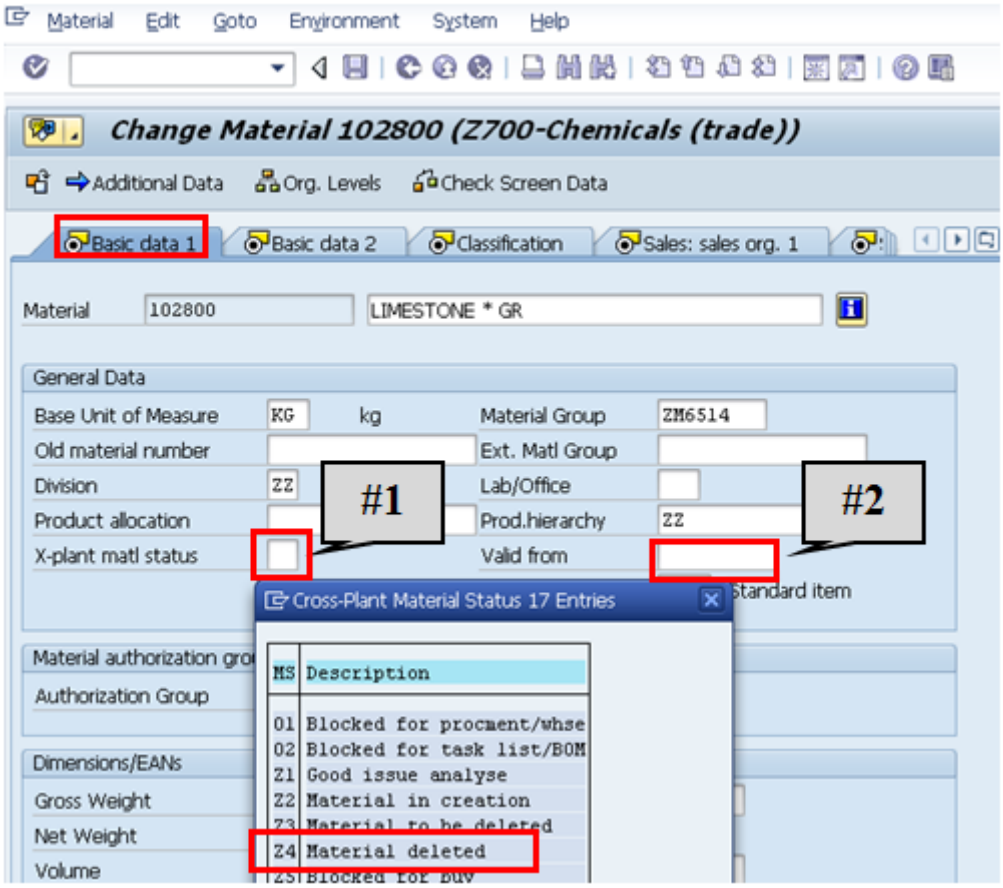


#	Main activities
1	Enter MM02 – Select plant to be flagged for deletion and select TAB purchasing.
2	Plant-sp.matl status: Select code Z4 – Material deleted Valid from: Date of modification

Deletion Flagg - Central level (purchasing + sales)



#	Main activities

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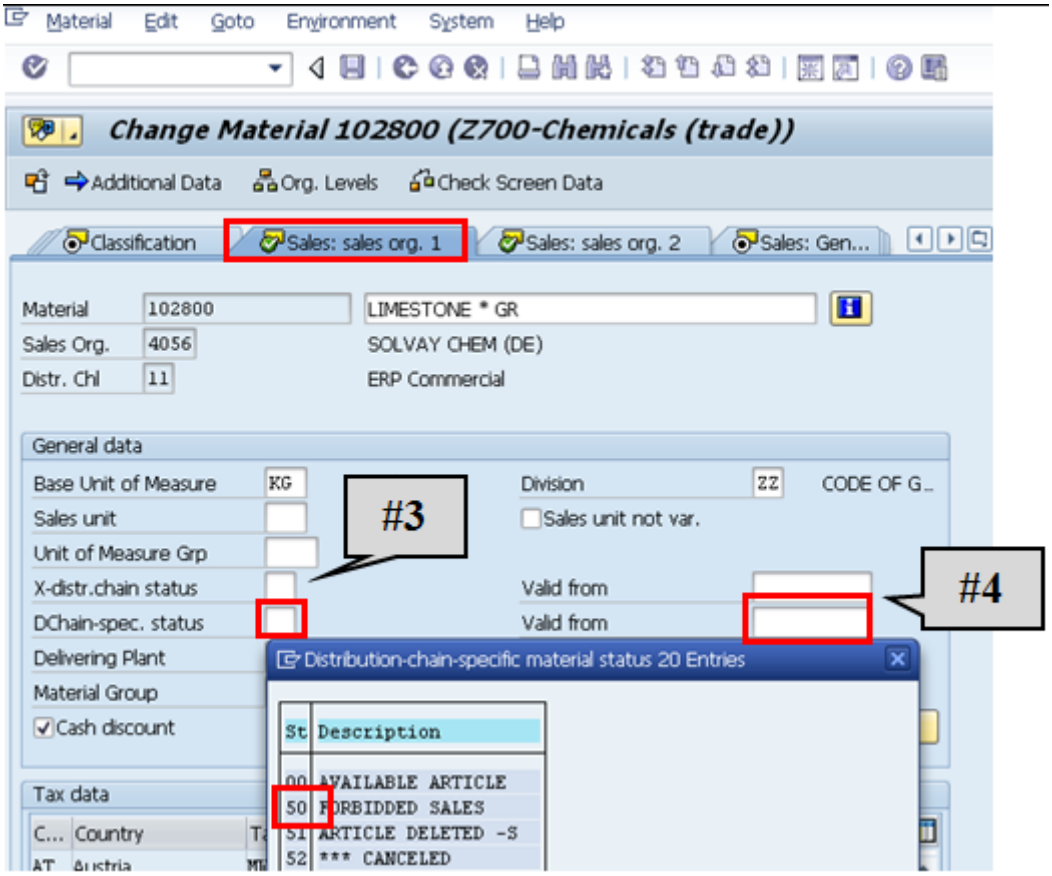
1	Enter MM02 – Do not select any specific plant or sales organization – Select TAB Basic Data 1 X-plant matl status: – Select code Z4 – Material deleted
2	Valid from: Date of modification

Key points
If an article will be deleted in future (local information) but there is still an existing stock in a plant, article should be defined with code **Z3 – Material to be deleted** in field X-plant matl status. As soon as requester advises that stock is at 0, code can be modified to Z4

Deletion Flagg - Sales Organization level



#	**Main activities**
3	Enter MM02 –Select sales organization to be flagged for deletion – Select TAB Sales: sales org. 1 DChain-spec. status: – Select code 50 – Forbidden Sales
4	Valid from: Date of modification

MM06 « Flag Material for Deletion » **PF2/050**

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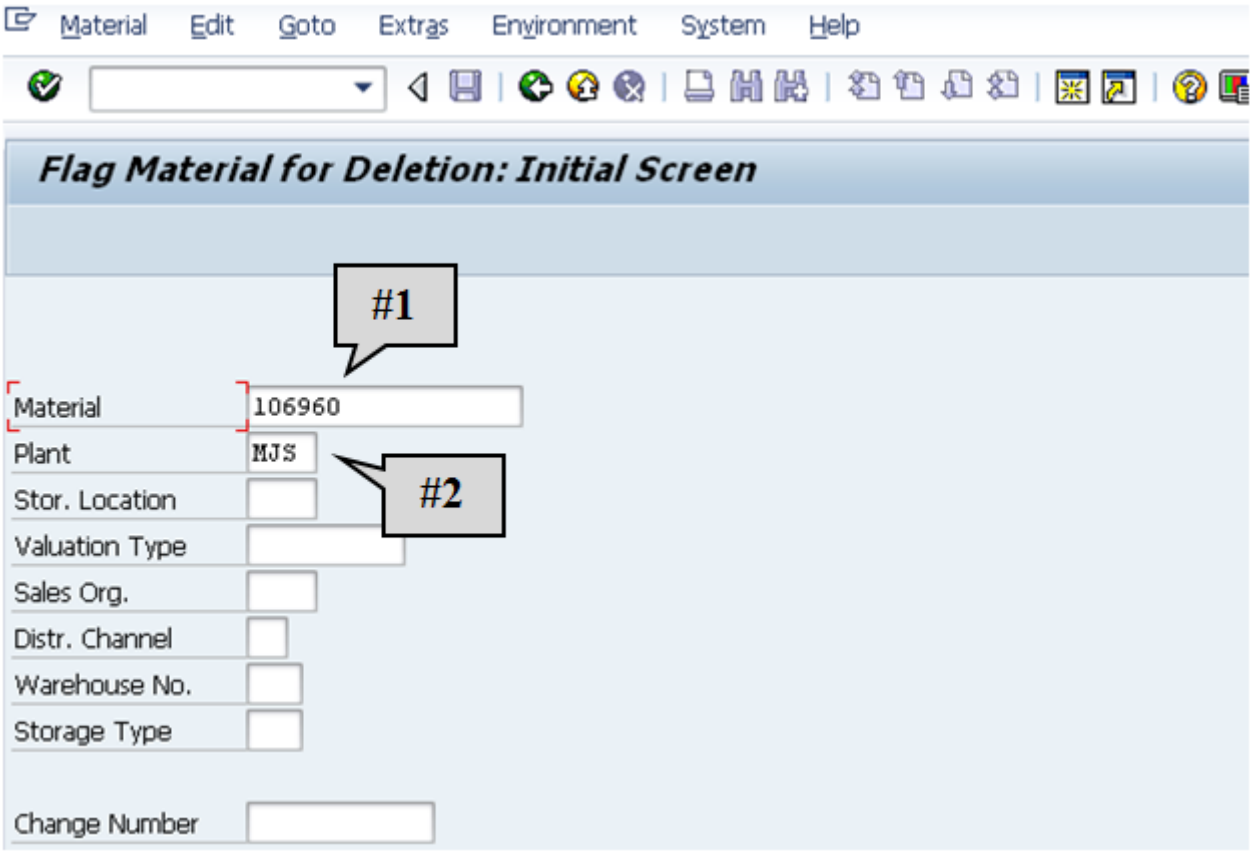
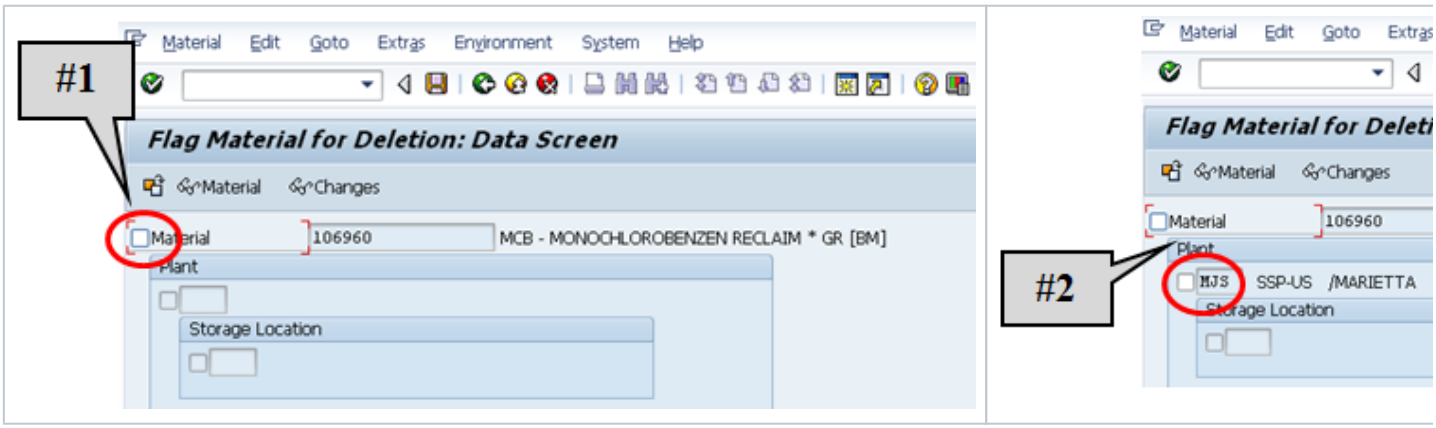


#	**Main activities**	Key points
1	Flag material at Central level - MM06 – complete only the material number	
2	Flag the desired option and Save	



MM17 « Mass Maintenance » **PF2/050**

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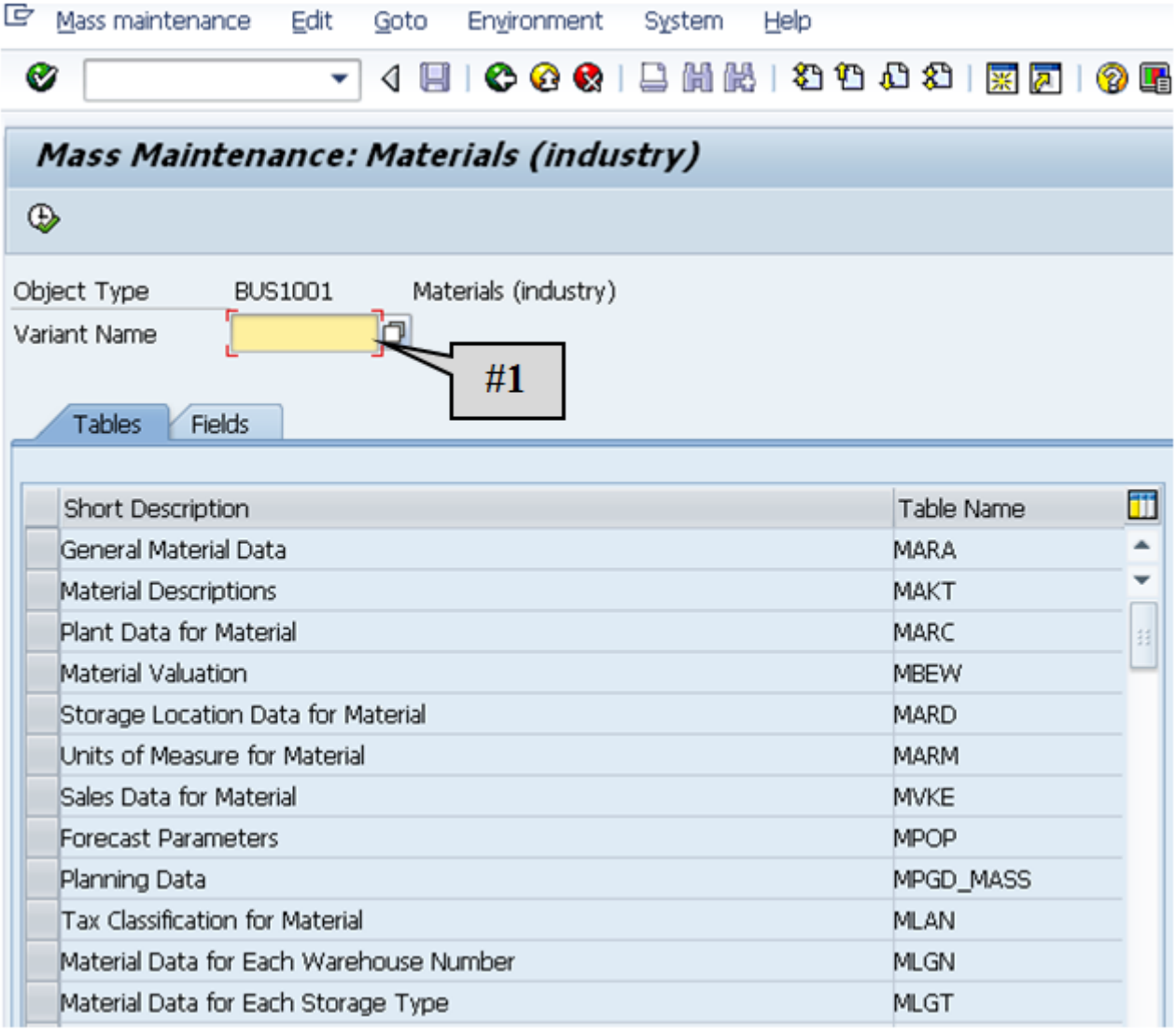
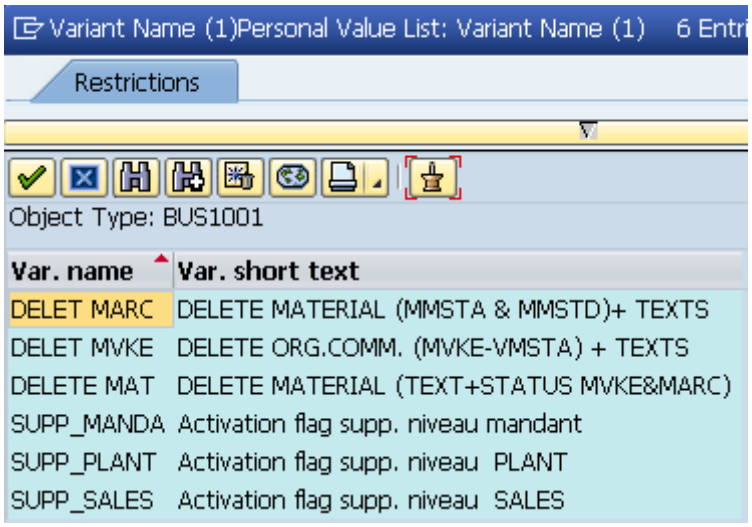


#	**Main activities**	Key points
1	Enter MM17 – Select Variant according to your needs  Enter MM06 and Check if your deletion was well recorded or Enter SQ00 (PF2/050 and PF2/020) - Select Query M1 – Utilisateurs IBS-BDM	6 Variants are created and allows different actions according to Purchasing and Sales view: • DELET MARC: Plant Data for Material + Text • DELET MVKE: Sales Data for Material + Text • DELET MAT: Plant + Sales + Text • SUPP_MANDA: Plant + Sales • SUPP_PLANT: Plant Data • SUPP_SALES: Sales Data

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Summary

#	Views	Fields	Organization Level to delete		
			Client	**Sales Org.(for each)**	**Plant (for each)**
	Additional data	Short description (######)	x		
	Sales org. data	Sales specific status (+ date)		50	
	Purchasing	Plant specific status (+ date)			Z4
	Deletion	Deletion flag central level	x		
	Deletion	Deletion flag sales level		x	
	Deletion	Deletion flag plant level			x

Remarks:

- Short description (only for completely deleted materials):
- if the field is not entirely filled by the description, complete the blank positions with #.
- if the field is entirely filled, replace some last positions by #.
- if a material has been created by mistake, set the characters "ERR" between some # at the end of the field.

An automatic program (ALE) copies the settings from PRS towards PF2. But the deletion flags are not automatically copied if they are recorded alone: they are copied only with another modification ➔ so always combine setting deletion flag with another modification, such as short description (at client level), or status (sales organization or plant level).
If the remaining stock must be kept until it has been completely used, it is necessary to assign specific settings to the material master record, as described here after.

The settings are distributed amongst "Views" and "Fields" as below:

Views:	Fields:	Level organization to deplete:		
		Client	**(For each) Sales Org.**	**(For each) Plant**
Purchasing	Plant specific status	-	-	Z3
Sales	Sales organization status	-	51	-

- Short description is not changed at this moment, because it must be still understandable by the users (on completely deleted materials only):

  An automatic program (ALE) copies the settings from PRS towards PF2

PF2/050 to PF2/020: Article Transfer – General Rules

All Creations/Modifications in material records in PF2/050 can be manually transferred to PF2/020, allowing requester to have his demand performed and available in a short time delay.
Z2R9 - « SEND MATERIAL IDocs » PF2_050 ERP
Transaction used when number of material records to be sent to PF2_020 are not higher than 5.

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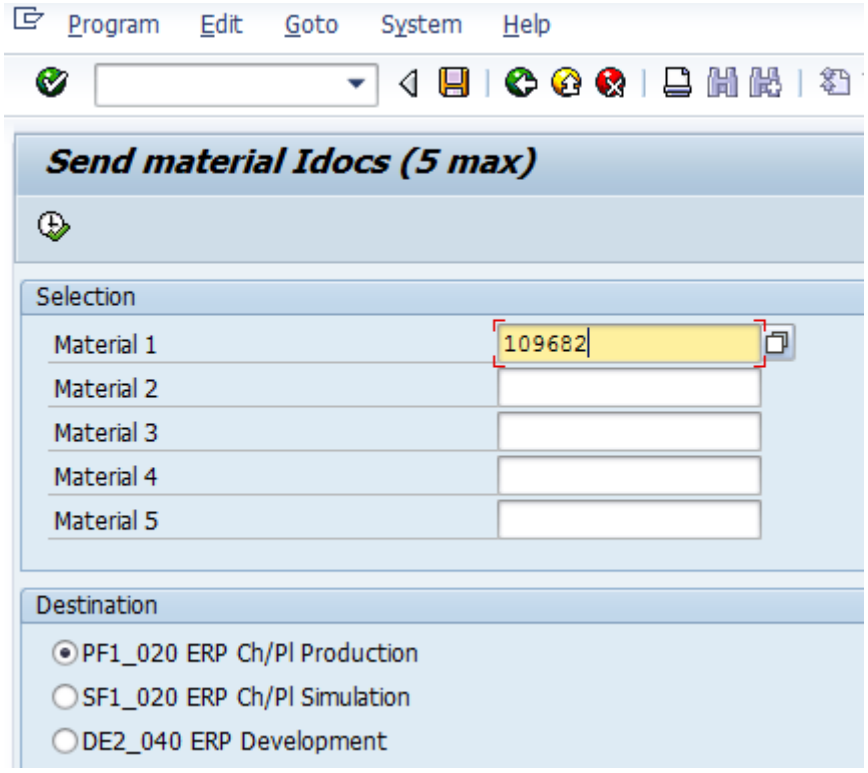
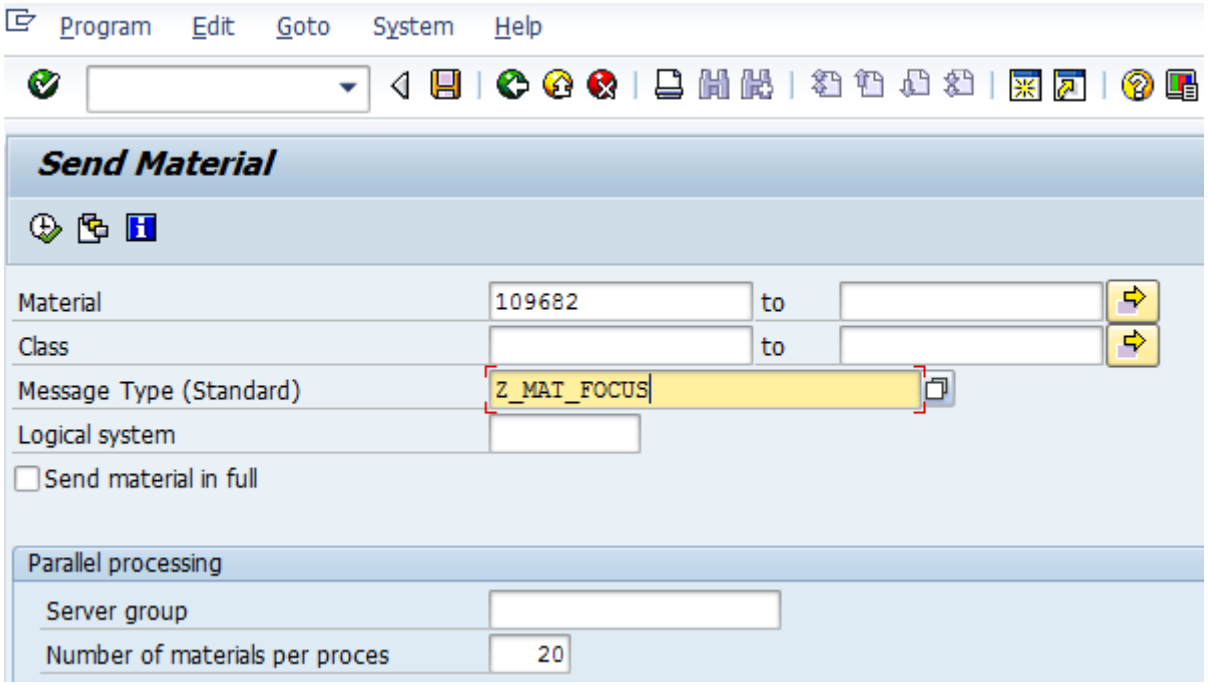


Insert your article numbers and Execute (destination PF2_020 ERP)
BD10 – « SEND MATERIAL » PF2_050 ERP
Transaction used when number of records to be sent to PF2_020 is higher than 5 records.



Insert numbers of articles created using multiple selection button and in message type – Z_MAT_FOCUS

BD87 – « SELECT IDocs » PF2_050 ERP

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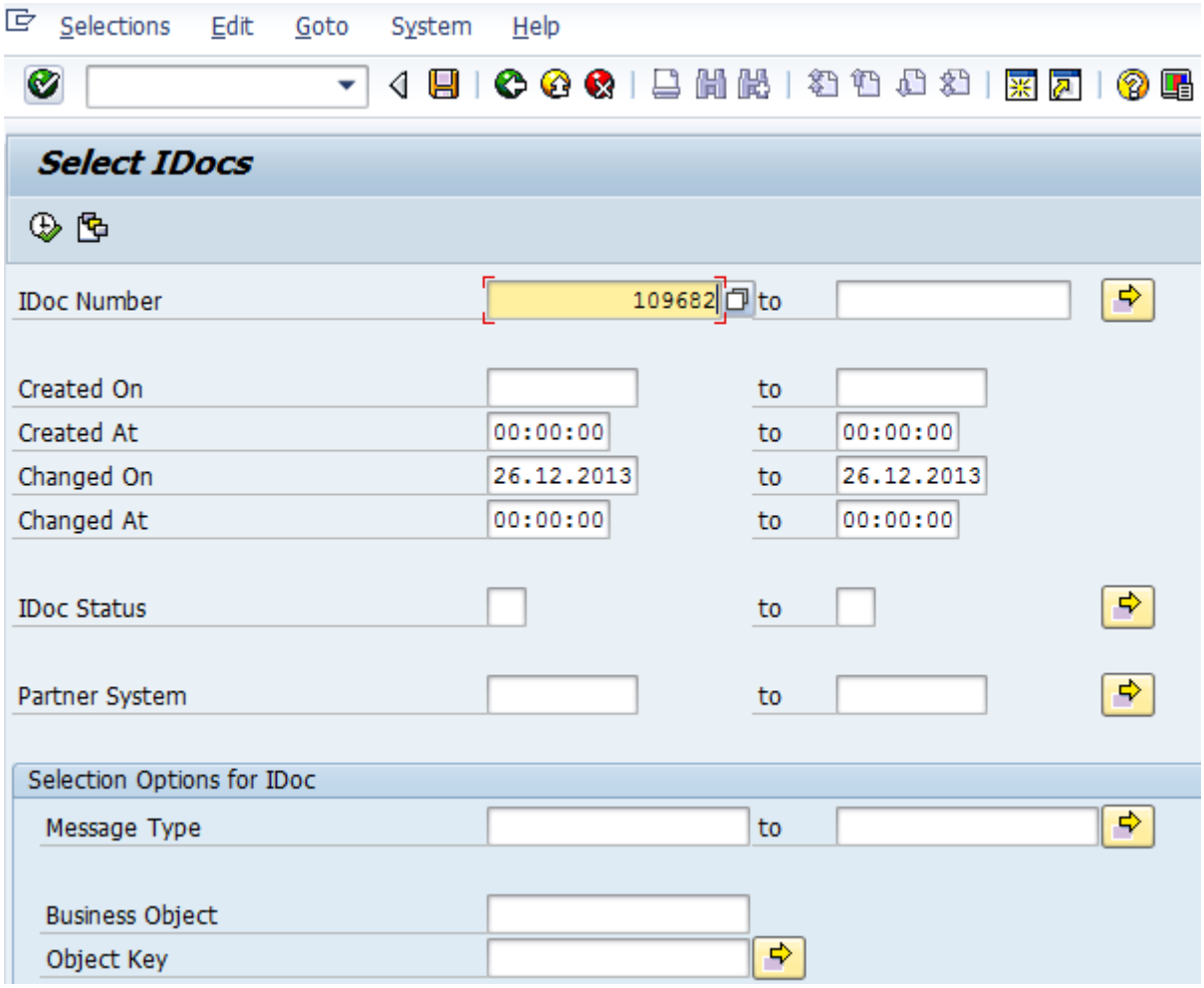
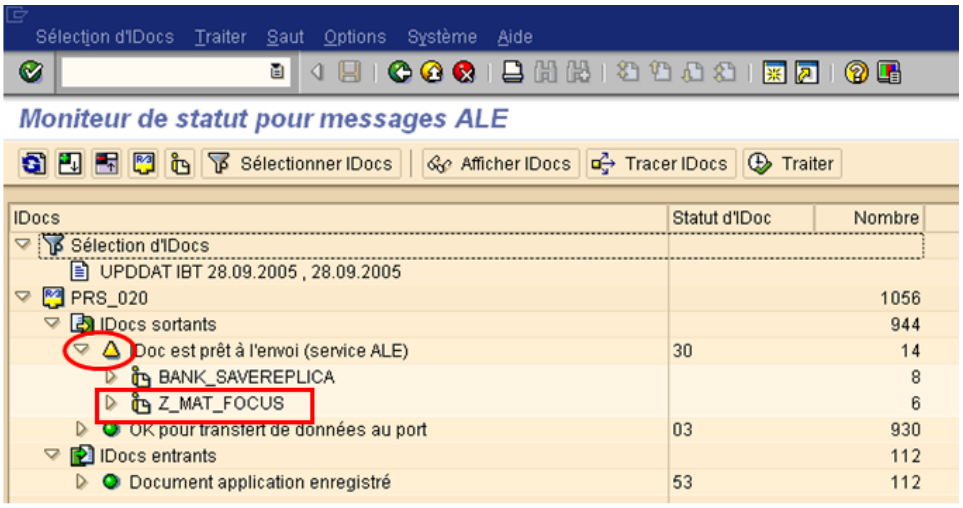


Insert the range of numbers created and Execute



Position the cursor on Z_MAT_FOCUS, press right button and choose Option: **Process**

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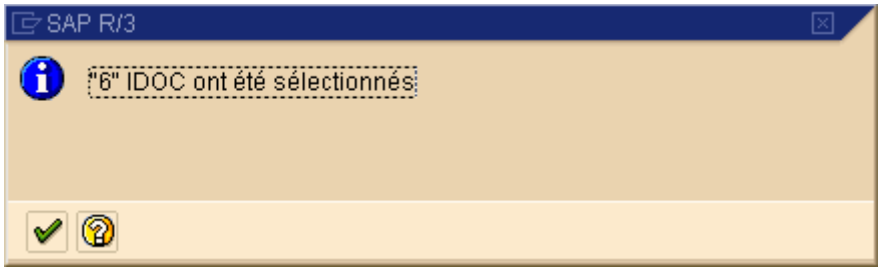

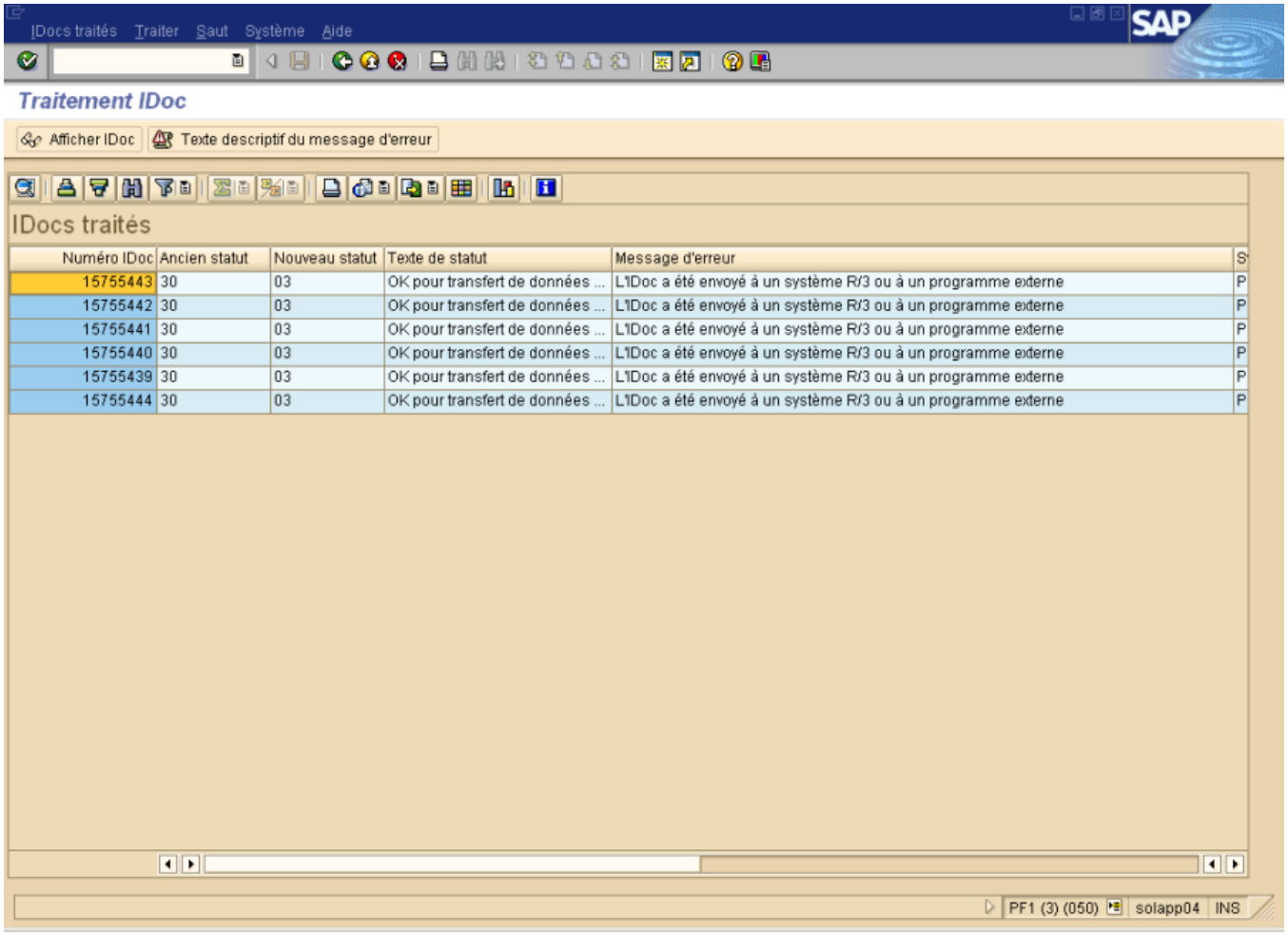

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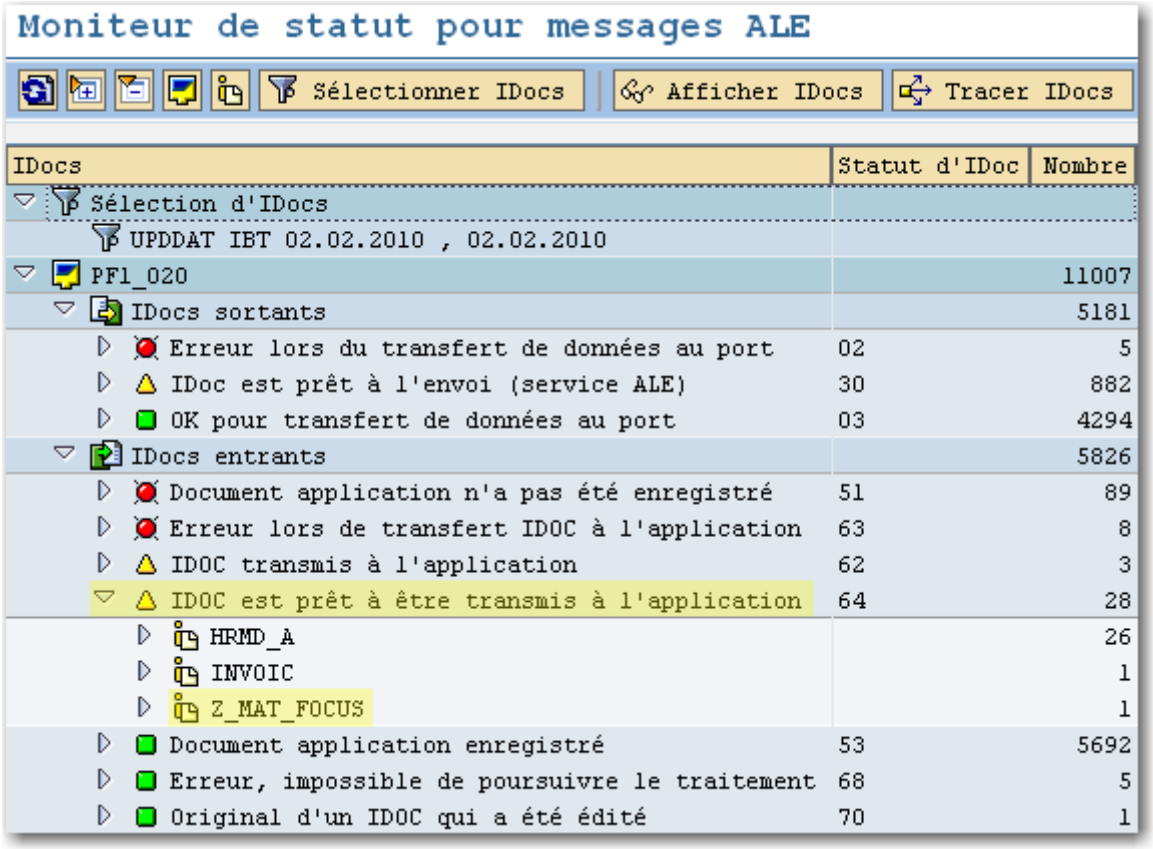
All documents were well sent to PF2_020

BD87 « SELECT IDocs » PF2_020 ERP

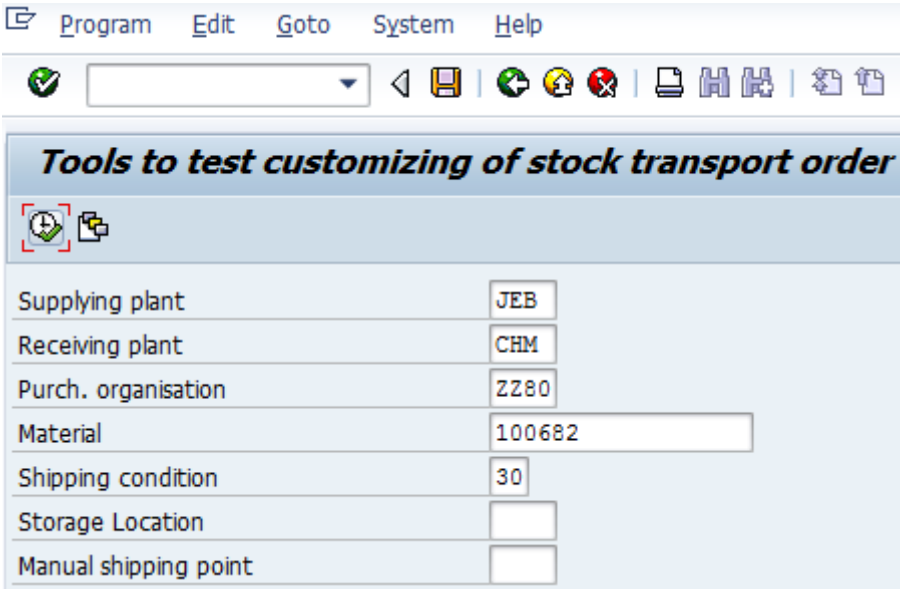


Position the cursor on Z_MAT_FOCUS, press right button and choose Option: **Process**

Creation of Complementary Views PF2/020

Created through transaction MM01 « Create Material » after basic views, Purchasing and Sales (if applied) are available in PF2/020 **Views are managed locally.**

Stock Transfer (Internally) and Purchase – Resale (External – Client)
In a general process Raw materials and Packaging are purchased and "consumed".
Often, inside the same business unit, part of stock of a plant can be transfer to another, (NB Order).
It is mandatory to create View Sales, from an accounting point of view; Site A performs a sale to Site B, this last one purchases the article to consume or to resell to an external client.
Distribution Channel = 11 (Standard)
E.g. Article **100682** - TIO2 RUTILE - KRONOS RN 2056 * S25
A stock transfer will be done from plant JEB to CHM. CHM will place the order.
In PF2/020 transaction **Z1T_CHECK_TRANSFER** allows the feasibility control of a stock transfer



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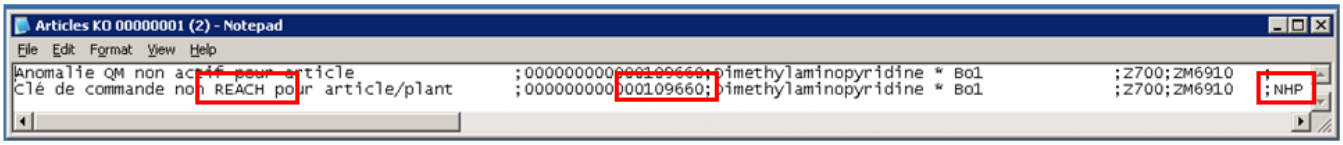
#	**Main activities**	Key points
	Supplying plant: Plant that sells material	This example concerns a transaction cross-border, implies that: • a code number for foreign trade (Intrastate code); • For a plant that is selling (JEB), article must be customized as a finish product, e.g. some units of measure must be added (TN, 1Kg, VKG); • If a view sales is now being created for the 1st time in the article, (due to stock transfer), text will be now managed by internal comments Tab, and language of plant receiver has to be added, if not included in the standard customization of 6 languages.
	Receiving plant: Plant that buys material	
	Purch. Organization: ZZ80 – Inter-company purchase	
	Material. Article reference number	
	Shipping Conditioning: 30 (road) – for this specific case	

REACH Regulation - PF2/020

All chemical products must be registered in the European Chemicals Agency (ECHA) data base.
At material level all parameterizations are done in PF2/020 for the following material groups:
Raw Materials

- ZM3110 – LUBRICANTS/OILS
- ZM3610 – ION EXCHANGE RESINS
- ZM3620 – ACTIVE CARBON
- ZM5210 – INDUSTRIAL GASES
- ZM6*

A Job is setup to run a control on these specific raw materials, searching records not customized in Quality management view. The output will be an automatic e-mail with a Notepad document attached, mentioning the complete information about records identified.



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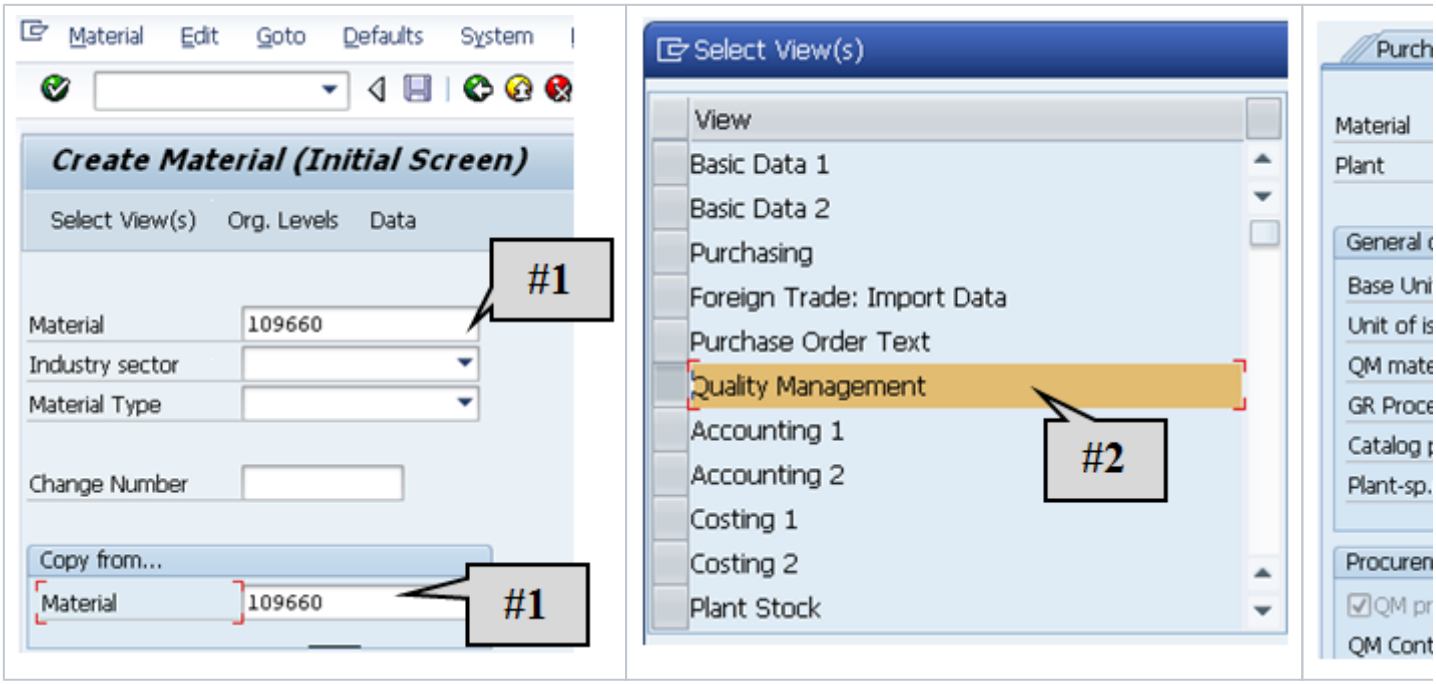

#	**Main activities**	Key points
1	Enter MM01 « Create material » - Insert material code in both fields as screen above and Press Enter twice.	NOTEPAD relevant information: • QM Control Key to be inserted : REACH • Article Number: 109660 • Plant: NHP Complementary information: • Material Type: Z700 – Raw materials • Material Group: ZM6910
2	Select only View Quality Management and afterwards select the plant.	
3	QM Procurement Active – Always s flagged QM Control Key: • REACH – If plant in CEE • 0000 – if plant out CEE	

3. REFERENCES

This procedure refers to the documents listed in the table below:

File name	Document type	Document title

Description of material groups:

Material group	Description
ZM1xxx	Technical Goods in Electricity.
ZM2xxx	Laboratory products and supplies.
ZM3xxx	Technical Goods - machines and process equipment.
ZM4xxx	General Services.
ZM5xxx	Utilities, Effluents treatment and Industrial Gases, Energy and Fuels.
ZM6xxx	Chemicals, pharmaceuticals and Raw Materials.
ZM7xxx	Logistics and packaging.
ZM8xxx	Probably intended for pharmacy – on standby.

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4. ATTACHMENTS

The following documents are attached to this procedure:

- Validation Contacts for packaging creation - GDOC
- Packaging materials Short description rules.doc
- Short description – General Rules.doc
- Industrial Gases Specific rules (ZM5210).docx
- Availability check codes.xlsx
- Logistics Data (Sales view).doc

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