

# SAP WP1 ZMAT Material Master Maintenance

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## 1 OBJECTIVE AND SCOPE

### 1.1. Objective of this Procedure

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

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

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

All requests are sent to Riga Data Operations team Data via Freshdesk or alternatively by e-mail. Common e-mail address of Riga Data Operations team: [datamanage@solway.com](mailto: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<br>Semi-finished Goods<br>Raw Materials | Multiple<br>Multiple<br>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.

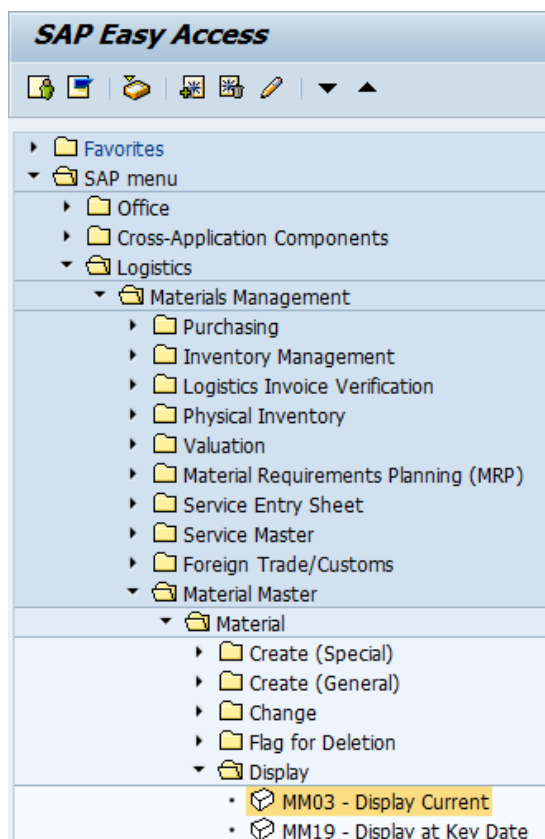
Prior to submitting a new ZMAT request, it is the requester's responsibility to ensure the material does not exist in SAP already, so no duplicates are created in the system. If the material was not found, the Material form must be filled and submitted to Data Operations for material master setup in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

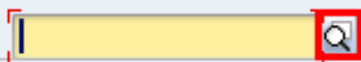


| Main activities                  | Tips / Best practices                                                              | Key points                                                                             |
|----------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Enter transaction<br><b>MM03</b> | 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

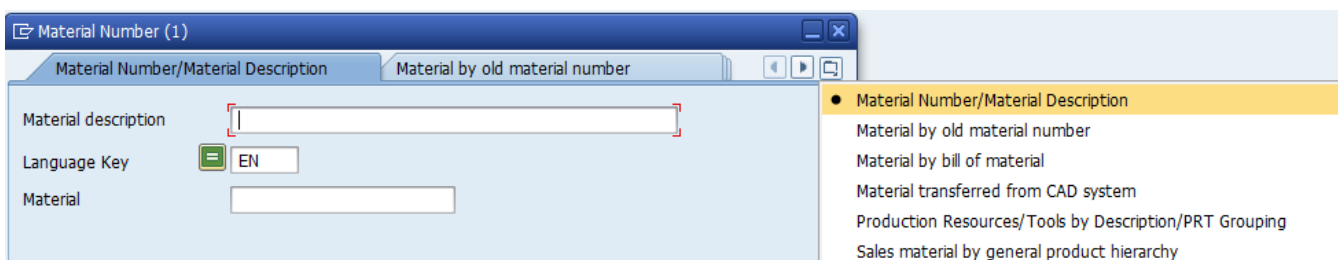


### Main activities

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

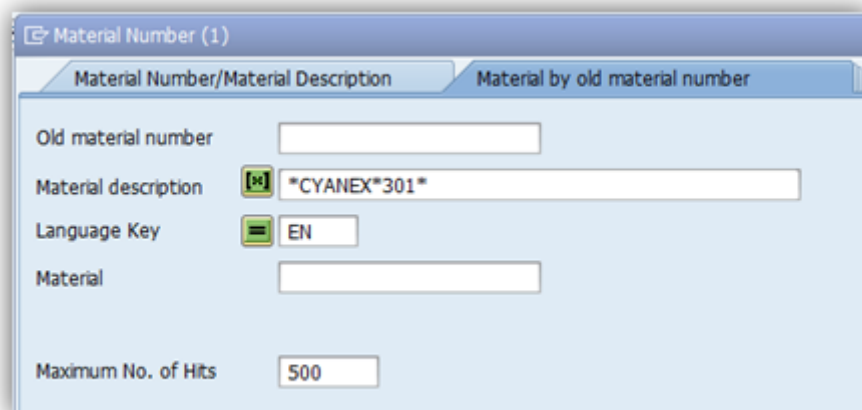
Select the option 'Material Number/Material Description' and /or

'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

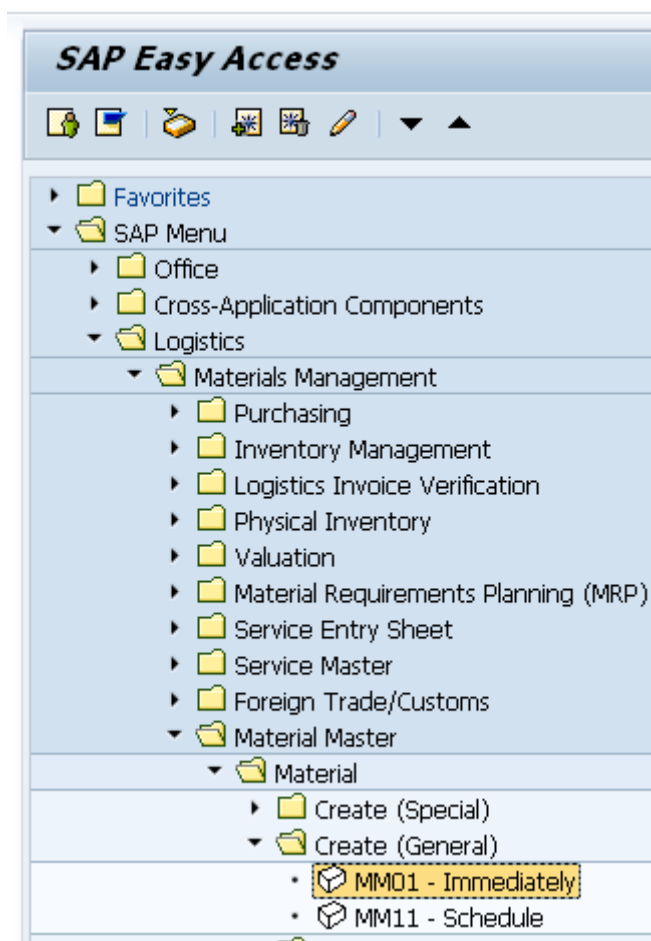
Material Number/Material Description      Material by old material ...

| 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. |                       | <p> No values for this selection</p> <p>If result points to  or if the Requester mentions a new article need to be created then proceed with the creation.</p> |

## 2.1.2. Creation of material



| Main activities                  | Tips / Best practices                                                              | Key points                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Enter transaction<br><b>MM01</b> | 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 <b>"Chemical Industry"</b>               |
| 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)

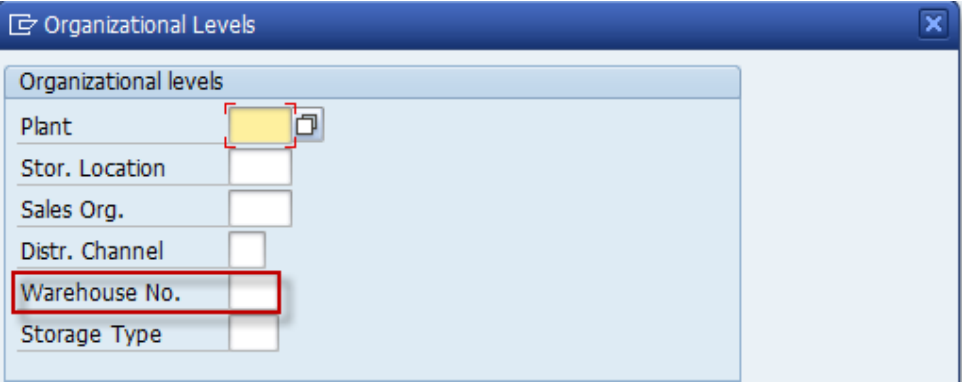
| View                           |
|--------------------------------|
| General Plant Data / Storage 1 |
| General Plant Data / Storage 2 |
| Warehouse Management 1         |
| Warehouse Management 2         |
| Quality Management             |
| Accounting 1                   |
| Accounting 2      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

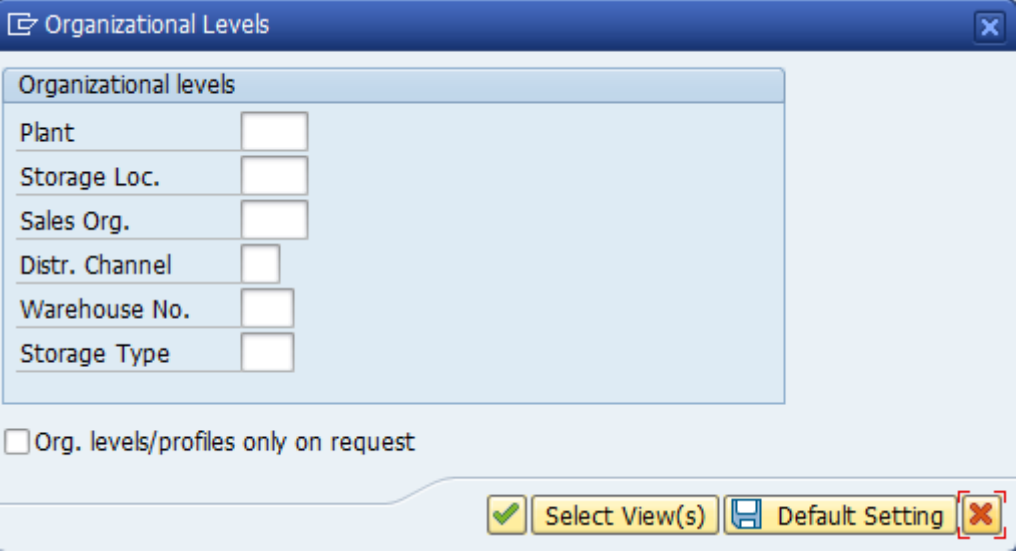
☐ View selection only on request

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

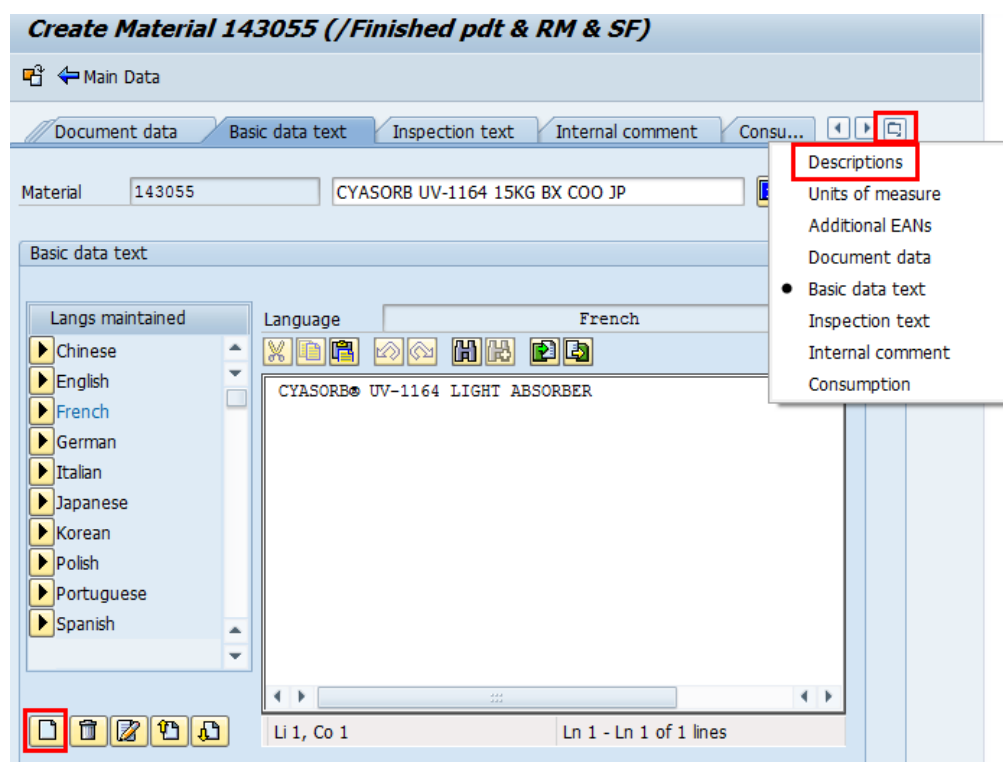
Ref. mat. for pckg

**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 <b>KG</b>                       |
| Enter Material Group              | Check the request form                         | Finished goods, SF goods – <b>0450</b> |
| Old Material Number               |                                                | Populate the BPCS                      |
| Enter Division                    |                                                | Check the request form                 |
| Enter General Item Category Group | Already pre-filled                             | ZMAT – <b>NORM</b>                     |

|                                                              |                                                                                                                                                                  |                                                                                                                                          |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Enter Gross Weight                                           | Check the request form                                                                                                                                           | Proportion of Gross weight to Net weight to be entered (Net = 1)<br><br>i.e. 25 KG Gross and 20 KG Net<br>=> 1.25 Gross and 1 Net in SAP |
| Enter Net Weight                                             |                                                                                                                                                                  | Always <b>1</b>                                                                                                                          |
| Enter UoM for Weight                                         |                                                                                                                                                                  | Always <b>KG</b>                                                                                                                         |
| Enter Volume (per 1 Net weight unit of measure)              |                                                                                                                                                                  | Check the request form<br>If blank in the form, leave the field blank                                                                    |
| Enter UoM for Volume                                         | <b>Entered only when Volume provided</b>                                                                                                                         | Always <b>CD3</b>                                                                                                                        |
| Enter Matl Grp Pack.Matls (Packaging Group)                  |                                                                                                                                                                  | <b>Check the request form</b><br><br>0005 - for packed materials and Samples<br>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 – <b>description from ZPRC code.</b> | <p>Use  button to add languages<br/>Copy <b>English</b> text to all other languages:</p>  | <p>12 mandatory languages are:<br/>1 – Chinese (<b>EN!</b>)<br/>E – English<br/>F – French<br/>D – German<br/>I – Italian<br/>J – Japanese<br/>3 – Korean<br/>L – Polish<br/>P – Portuguese<br/>S – Spanish<br/><br/>&amp; – Brazilian Portuguese<br/><br/>N – Dutch</p> |
| Go to Descriptions tab                                     | From Basic Data View Descriptions tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.                                                                               |                                                                                                                                                                                                                                                                          |

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

← Main Data

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

Material 143055

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

| Main activities                                | Tips / Best practices                                                                                                                                                                  | Key points                                                                                                                                                                                                                             |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enter material descriptions in local languages | <b>NOTE:</b> Check if material description is in line with product name on MSDS.                                                                                                       | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br>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      |                       | <b>Fixed conversion</b> 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<br><br>Use fields for Lower-level Unit entry to indicate number of packages in Pallet at the very end of the line.<br><b>NOTE! Do not</b> 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 | <p>If in the material form the transportation group is <b>Isothermal</b>:</p> <p>0002 Isothermal pack<br/>0006 Isothermal bulk<br/>0013 Isotherm.Liq.Haz.Pac<br/>0016 Isothermal Liq. Bulk</p> <p>The inspection interval <b>must be</b> provided by the <b>Product Manager</b> and added to the material master</p> <p>12 mandatory languages are:<br/>EN – English<br/>Z9 – Brazilian Portuguese<br/>ZH – Chinese<br/>KO – Korean<br/>DE – German<br/>FR – French<br/>IT – Italian<br/>JA – Japanese<br/>PL – Polish<br/>PT – Portuguese<br/>ES – Spanish<br/>NL – Dutch</p> |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional Information | <p>The statement the protect from freeze information is taken from Sec 7 of the SDS:</p> <hr/> <p><b>SECTION 7: Handling and storage</b></p> <p><b>7.1 Precautions for safe handling</b></p> <ul style="list-style-type: none"> <li>- To avoid product degradation and equipment corrosion, do not use iron, copper or aluminum containers or equipment.</li> <li>- 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.</li> </ul> <p><u>Hygiene measures</u></p> <ul style="list-style-type: none"> <li>- Handle in accordance with good industrial hygiene and safety practice.</li> <li>- Wash hands before breaks and at the end of workday.</li> <li>- When using do not eat, drink or smoke.</li> <li>- Eye wash bottles or eye wash stations in compliance with applicable standards.</li> <li>- Ensure that eyewash stations and safety showers are close to the workstation location.</li> </ul> <p><b>7.2 Conditions for safe storage, including any incompatibilities</b></p> <p><u>Technical measures/Storage conditions</u></p> <ul style="list-style-type: none"> <li>- Do not freeze.</li> </ul> <p><u>Requirements for storage rooms and vessels</u></p> <p>Recommended storage temperature: 68 - 140 °F (20 - 60 °C)</p> <ul style="list-style-type: none"> <li>- To guarantee the quality and properties of the product keep according to Storage temperature and conditions.</li> </ul> |
| 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<br><b>Mandatory field! No additional characters are allowed (for example space or special characters)</b> |
| Enter Dangerous Goods indicator profile  |                                                                                      | <b>ZIP</b> for all materials at the moment of material creation                                                                  |
| Tick Environmentally relevant            |                                                                                      | <b>Mandatory</b> 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 |
|-------|-------------|--------------------------|-----|------|-----|
|       |             | <input type="checkbox"/> |     |      |     |
|       |             |                          |     |      |     |
|       |             |                          |     |      |     |

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    | <b>1</b> |                    |
| CA   | CANADA            | CTX2  | PST / QST    | <b>1</b> |                    |

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 <b>LB</b> even if left blank by Requestor in request form for <b>US and CA</b> Sales Organizations |
| Enter Cross-distribution-chain specific material status                     |                                                                                                                                                                        | Status <b>63</b> 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                                                      | <b>Note!</b> 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 <b>1</b> for all countries unless otherwise indicated by Finance or Tax department                |
| Enter Minimum order quantity                                                | Check the request form                                                                                                                                                 | Enter <b>Net weight</b> . Blank for Bulk                                                                 |
| Enter Minimum delivery quantity                                             | Check the request form                                                                                                                                                 | Enter <b>Net weight</b> . Blank for Bulk                                                                 |
| Enter Delivery unit                                                         | Check the request form                                                                                                                                                 | Always <b>1</b> . 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.<br>Blank for Bulk                                                                                                                                                                                                                                                                |
| Enter Rounding Profile                 |                        | For <b>Packed</b> materials select the option <b>Z50%</b> that corresponds to Primary Packaging unit.<br>For Bulk and Samples leave the field empty.<br><b>Note!</b><br><b>Sales Org. NL01 and Distribution channel 9P- polymer additives. (Division E2)</b><br>Creation: confirm with the requester if the rounding profile should be (ZPAL)<br>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 | <input type="text" value="1"/>    | 'A' Material  | Material pricing grp | <input type="text" value=""/>     |                  |
| Volume rebate group | <input type="text" value=""/>     |               | Acct assignment grp  | <input type="text" value="F"/>    | Finished         |
| Gen. item cat. grp  | <input type="text" value="NORM"/> | Standard item | Item category group  | <input type="text" value="ZMAN"/> | Manual batch ... |
| Pricing Ref. Matl   | <input type="text" value=""/>     |               |                      |                                   |                  |
| Product Hierarchy   | <input type="text" value=""/>     |               |                      |                                   |                  |
| Commission group    | <input type="text" value=""/>     |               |                      |                                   |                  |

| Main activities                 | Tips / Best practices  | Key points                                                    |
|---------------------------------|------------------------|---------------------------------------------------------------|
| Enter Material statistics group |                        | Always <b>1</b>                                               |
| Enter Account assignment group  |                        | Check the request form                                        |
| Enter Item category group       | Check the request form | ZMAT – <b>ZMAN</b> in SAP<br>For Sales Org <b>BR33 - NORM</b> |
| 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 <b>US, CA</b> and <b>BR</b><br>Bulk - empty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Enter Availability check                        |                                                                                                                                | Finished Goods (F & T) – <b>T3</b><br>Semi-finished goods (I) – <b>S3</b><br>Samples – <b>KP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Activate Batch Management requirement indicator | Same field is also available in Purchasing, Plant data / storage 1 and Warehouse Management 1 views                            | Always <b>checked</b> for ZMAT<br>Not checked for CMC Samples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Enter Transportation Group                      | 'Hazardous' groups to be used for materials having GPP DG Indicator.<br>Samples – <b>0007</b> (ZIP and Z00), <b>0010</b> (GPP) | Check the request form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Enter Loading Group                             |                                                                                                                                | Bulk – <b>0002</b><br>Else – <b>0001</b> (including samples)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Enter Profit Center                             | Same field is also available in Plant data / storage 2 view                                                                    | Check the request form<br><b>NOTE!</b> For <b>Distribution Channel</b> and <b>Trading</b> plants should begin with <b>Company code</b> . For materials with Division E3, E4, E5, E6 for all plant types use the structure CCCC-Xyyyy<br>Where yyyy = last 4 digits of the specific IECRA for each product line:<br>E0 = IECRA01219 - PHOSPHORUS DIV<br>E3 = IECRA01286 - INDUSTRIAL MINERALS<br>E4 = IECRA01235 - ALUMINA<br>E5 = IECRA01236 - MINERAL PROCESSING<br>E6 = IECRA01237 - MEP<br>E7 = IECRA01219 - PHOSPHORUS DIV<br>H0 = IECRA01285 - FUMIGANTS<br>SX = IECRA01219 - PHOSPHORUS DIV<br>SY = IECRA01265 - PROBAN<br>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 <b>non-GTS</b> plants (see Attachment 4 – List of Plants in non-GTS countries), extension has to be added in the <a href="#">linked file</a> .<br><br>Contact <a href="mailto:htsclassification@solway.com">htsclassification@solway.com</a> for missing control code. |                        |
| Control code                                                                                                        | If material has to be extend to <b>Brazil plants</b> , <b>Control Code</b> should be provided before, otherwise SAP will not be able to save material code.                                                                                                                                                                                                                                                                                                 |                        |
| Enter Country of origin                                                                                             | <b>Mandatory information!</b> If not provided in the form, ask the requester.                                                                                                                                                                                                                                                                                                                                                                               | Check the request form |
| Enter Mat. CFOP category                                                                                            | Field is mandatory for <b>Brazil (8789)</b> 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 |    | <input checked="" type="checkbox"/> Autom. PO |      |          |  |
| <input checked="" type="checkbox"/> 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 | <input type="checkbox"/> Unltd Overdelivery | <input type="checkbox"/> Acknowledgment Req'd |

---

**Other data / manufacturer data**

|                    |   |      |                                              |                                        |
|--------------------|---|------|----------------------------------------------|----------------------------------------|
| GR processing time | 2 | days | <input type="checkbox"/> Post to insp. stock | <input type="checkbox"/> Critical Part |
| Quota arr. usage   |   |      | <input type="checkbox"/> Source list         | JIT Sched. Indicator                   |

| 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 <b>Z1</b> is to be used at the time of material creation.<br><br>For Trading plants ( <b>8570</b> – US, <b>8572</b> – MX, <b>8575</b> – CA, <b>8580</b> – NL, <b>8574</b> - CN) and for <b>Samples</b> 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 <b>checked</b>                                                                                                                                                                                                                |
| 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 <b>checked</b> for ZMAT                                                                                                                                                                                                       |
| Enter Purchasing value key                      |                                                                                                                                                                    | Packed ZMAT – <b>0001</b><br>Bulk ZMAT – <b>0005</b> (incl. flexitank)                                                                                                                                                               |
| Enter GR processing time                        | Plant data administrators will change the field value if necessary                                                                                                 | Default value at the time of material creation – <b>2</b><br>Default value for Plant <b>8035</b> – <b>1</b><br>Default value for Plant <b>8605</b> – <b>0</b>                                                                        |
| 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** kg 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 **730**

Period Ind. for SLED **D** 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.<br><br><b>Note!</b> 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>B</b> |
| Activate Batch Management requirement indicator       | Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views                                                                                | Always <b>checked</b> for ZMAT<br>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 – <b>1</b> |
| 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 <b>checked</b> for ZMAT<br><b>Not checked</b> 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

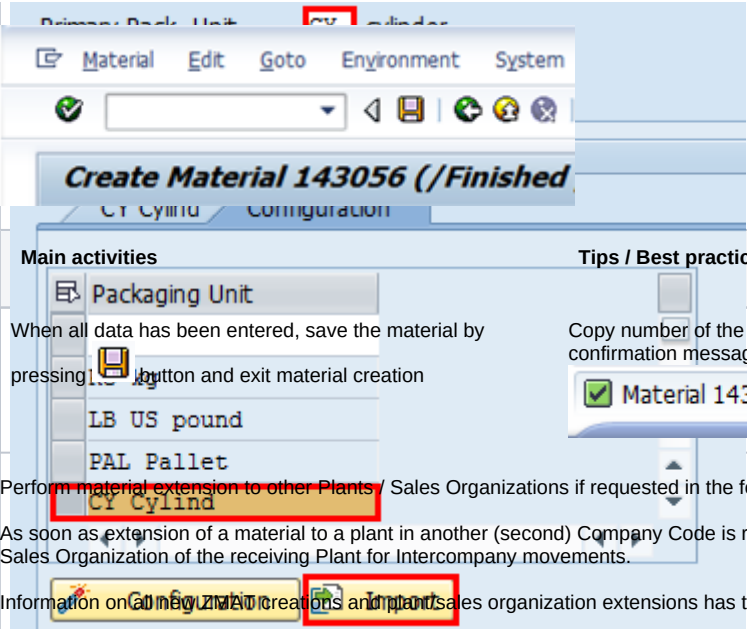
#### Technology Solutions

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](mailto:product-regulatory@solvay.com)
- Cheryl McClellan - [Cheryl.McClellan@solvay.com](mailto:Cheryl.McClellan@solvay.com) based on the Packaging type
- Example: Primary Pack Unit CY sketched 147570
- Danyse Ryan - [danyse.ryan@solvay.com](mailto:danyse.ryan@solvay.com)
- Template Label data [supricing@support.solvay.com](mailto: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](mailto: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**

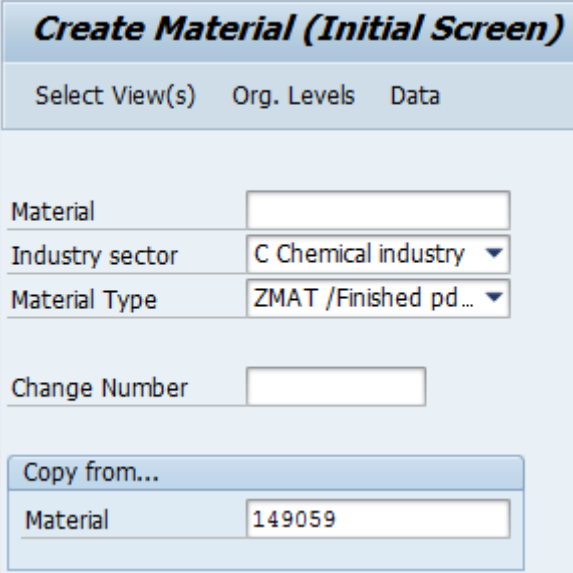
**Key points**

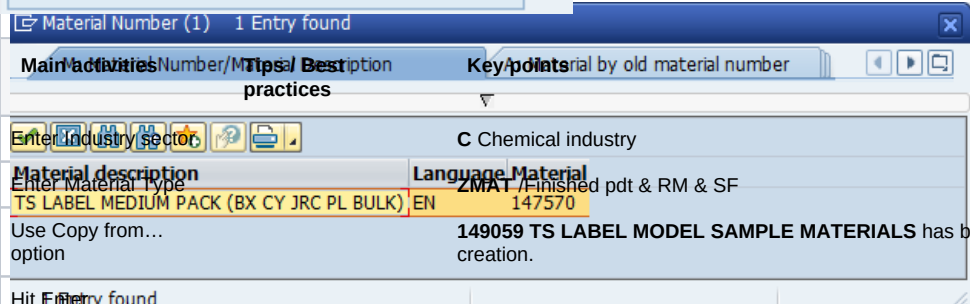
### 2.1.3. Creation of CMC sample material

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 <b>MM01</b>  | 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 <b>500</b> |                                                                                    |                                                                                                 |





**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 | <input type="text" value="G"/>  | g | Material Group  | <input type="text" value="0450"/>               |
| Old material number  | <input type="text"/>            |   | Ext. Matl Group | <input type="text"/>                            |
| Division             | <input type="text" value="E2"/> |   | Lab/Office      | <input type="text"/>                            |
| Product allocation   | <input type="text"/>            |   | Prod.hierarchy  | <input type="text"/>                            |
| X-plant matl status  | <input type="checkbox"/>        |   | Valid from      | <input type="text"/>                            |
|                      |                                 |   | GenItemCatGroup | <input type="text" value="NORM"/> Standard item |

**Material authorization group**

Authorization Group

**Dimensions/EANs**

|                 |                                |              |                                |
|-----------------|--------------------------------|--------------|--------------------------------|
| Gross Weight    | <input type="text" value="1"/> | Weight unit  | <input type="text" value="G"/> |
| Net Weight      | <input type="text" value="1"/> |              |                                |
| Volume          | <input type="text"/>           | Volume unit  | <input type="text"/>           |
| Size/dimensions | <input type="text"/>           |              |                                |
| EAN/UPC         | <input type="text"/>           | EAN Category | <input type="text"/>           |

**Packaging material data**

Matl Grp Pack.Matls

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 <b>0005</b>                       |
| 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 –<br><b>description from ZPRC code.</b> | <p>Use  button to add languages<br/>Copy <b>English</b> text to all other languages:</p>  | <p>12 mandatory languages are:<br/>1 – Chinese (EN!)<br/>E – English<br/>F – French<br/>D – German<br/>I – Italian<br/>J – Japanese<br/>3 – Korean<br/>L – Polish<br/>P – Portuguese<br/>S – Spanish<br/><br/>&amp; – Brazilian Portuguese<br/><br/>N – Dutch</p> |
| Go to next (for example Units of Measure) tab                 | From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.                                                                           |                                                                                                                                                                                                                                                                   |

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

← Main Data

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

Material 149313 CYASORB UV-1164G SAMPLE ⓘ

Units of measure grp

Units of measure/EANs/dimensions

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

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

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

← Main Data

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

Material 149313 ⓘ

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

| Main activities                                | Tips / Best practices                                                            | Key points                                                                                                                                                                                                                                 |
|------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enter material descriptions in local languages | <b>NOTE:</b> Check if material description is in line with product name on MSDS. | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br><br>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)                   | <b>Mandatory field! No additional characters are allowed (for example space or special characters)</b> | Check the request form                                          |
| Check Dangerous Goods indicator profile                    |                                                                                                        | <b>ZIP</b> 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 <b>63</b> 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 <b>1</b> for all countries unless otherwise indicated by Finance or Tax department               |
| Go to Sales: sales org. 2 view                                              |                                                                                |                                                                                                         |

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

Additional Data
 Org. Levels
 Check Screen Data

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

Material 149313 CYASORB UV-1164G SAMPLE

Sales Org. US23 Technology Solutions

Distr. Chl 9S Mineral Processing

**Grouping terms**

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

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

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

Additional Data   
 Org. Levels   
 Check Screen Data

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

Material 149313    CYASORB UV-1164G SAMPLE   

Plant 8588    7008 / CMC New Milford

#### General data

Base Unit of Measure  g    Replacement part ☐

Gross Weight      Qual.f.FreeGoodsDis. ☐

Net Weight     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 – <b>KP</b>                                    |
| Enter Transportation Group      | 'Hazardous' groups to be used for materials having GPP DG Indicator. | Samples – <b>0007</b> (ZIP and Z00), <b>0010</b> (GPP) |
| Enter Loading Group             |                                                                      | <b>0001</b> 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     | <b>Mandatory information!</b> 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 – <b>ND</b>  |
| Enter MRP Controller |                       | Default value – <b>S10</b> |
| 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                       | <b>F</b>                 | Batch entry          | <input type="checkbox"/> |
| Special procurement                    | <input type="checkbox"/> | Prod. stor. location | <input type="checkbox"/> |
| Quota arr. usage                       | <input type="checkbox"/> | Default supply area  | <input type="text"/>     |
| Backflush                              | <b>2</b>                 | Storage loc. for EP  | <input type="checkbox"/> |
| JIT delivery sched.                    | <input type="checkbox"/> | Stock det. grp       | <input type="checkbox"/> |
| <input type="checkbox"/> Co-product    |                          |                      |                          |
| <input type="checkbox"/> Bulk Material |                          |                      |                          |

**Scheduling**

|                     |                           |                     |                          |
|---------------------|---------------------------|---------------------|--------------------------|
| In-house production | <input type="text"/> days | Planned Deliv. Time | <b>30</b> days           |
| GR Processing Time  | <b>2</b> days             | Planning calendar   | <input type="checkbox"/> |
| SchedMargin key     | <b>000</b>                |                     |                          |

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

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

Additional Data   Org. Levels   Check Screen Data

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

Material 149313 CYASORB UV-1164G SAMPLE

Plant 8588 7008 / CMC New Milford

---

**Forecast Requirements**

Period Indicator  Fiscal Year Variant  Splitting indicator

---

**Planning**

Strategy group

Consumption mode  Bwd consumption per.

Fwd consumption per.  Mixed MRP

Planning material  Planning plant

Plng conv. factor  Planning matl BUnit

---

**Availability check**

Availability check  Tot. repl. lead time  days

Cross-project

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

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

Additional Data   Org. Levels   Check Screen Data

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

Material 149313 CYASORB UV-1164G SAMPLE

Plant 8588 7008 / CMC New Milford

---

**BOM explosion/dependent requirements**

Selection method  Component scrap (%)

Individual/coll.  Requirements group

☐ Version Indicator 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 – <b>Z130</b> |
| Enter Price Unit        |                       | Default value – <b>1000</b> |
| Enter Standard price    |                       | Default value – <b>1</b>    |
| 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

Production Version

Versions

| Main activities         | Tips / Best practices | Key points                     |
|-------------------------|-----------------------|--------------------------------|
| Flag Do Not Cost        |                       | Default value – <b>flagged</b> |
| Flag With Qty Structure |                       | Default value – <b>flagged</b> |
| Flag Material origin    |                       | Default value – <b>flagged</b> |
| 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 149313 CYASORB UV-1164G SAMPLE

Plant 8588 7008 / CMC New Milford

#### 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      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_GUS     | GHS US Sample label  | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_WHM     | WHMIS Sample label   | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_GUN     | GHS UN Sample label  | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_CLP     | GHS CLP Sample label | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Validity Areas   Entry   1 of 5

| Main activities                                                                                                                                                                     | Tips / Best practices                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Key points                                                                                         |              |         |                  |          |                   |  |  |  |  |                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------|---------|------------------|----------|-------------------|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------|
| Check if all labels have been copied from Model code                                                                                                                                | See <b>Attachment 1 – Label requirements</b> for label requirements by material packaging type                                                                                                                                                                                                                                                                                                                                                                                       | For material with Dangerous Goods Profile <b>GPP</b> Transport Label <b>Z_TRANS</b> 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><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>                                                                                                                                                                                                                        | Validity Area                                                                                      | Val.AreaDesc | GENERIC | Generic scenario | DELIVERY | Delivery scenario |  |  |  |  | All label types – <b>DELIVERY</b> and <b>GENERIC</b><br>Transport Label – <b>DELIVERY</b> , <b>GENERIC</b> and <b>MTS</b> |
| 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:<br><div><b>Create Material (Initial Screen)</b><br/>Select View(s)   Org. Levels   Data<br/><br/>Material <input type="text"/><br/>Industry sector C Chemical industry ▼<br/>Material Type ZMAT /Finished pd... ▼<br/><br/>Change Number <input type="text"/><br/><br/>Copy from...<br/>Material <input type="text" value="149059"/></div> |                                                                                                    |              |         |                  |          |                   |  |  |  |  |                                                                                                                           |

## 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<br><b>MM01</b> | 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 |                       | <b>C</b> Chemical industry          |
| Enter Material Type   |                       | <b>ZMAT</b> /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     | <b>*Samples</b> 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.<br><br>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"                                                                                                                   | <b>Note!</b> For Atequiza plant (8356) the description must contain "PRODUCT NAME + AQ SAMPLE"<br><br>Example:<br><u><b>AERO 3302 AQ SAMPLE</b></u> |
| Check Base Unit of Measure and Weight unit                   | Check the request form                                                                                                                                           | Always <b>KG</b><br><br><b>*If provided G go back to the requester and confirm if it should be created as CMC sample</b>                            |
| 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 – <b>description from ZPRC code.</b> | <p>Use  button to add languages<br/>Copy <b>English</b> text to all other languages:</p>  | <p>12 mandatory languages are:<br/>1 – Chinese ( <b>EN!</b> )<br/>E – English<br/>F – French<br/>D – German<br/>I – Italian<br/>J – Japanese<br/>3 – Korean<br/>L – Polish<br/>P – Portuguese<br/>S – Spanish</p> <p>&amp; – Brazilian Portuguese<br/><br/>N – Dutch</p> |
| Go to next (for example Units of Measure) tab              | From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.                                                                           |                                                                                                                                                                                                                                                                          |

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 | <b>NOTE:</b> Check if material description is in line with product name on MSDS. | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br><br>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<br><b>Mandatory field! No additional characters are allowed (for example space or special characters)</b> |                                                                 |
| Check Dangerous Goods indicator profile                    |                                                                                                                                  | <b>ZIP</b> for all materials at the moment of material creation |
| Check that material is flagged as Environmentally relevant | Mandatory for all Finished and semi-finished goods                                                                               |                                                                 |
| Go to Sales: classifications view                          |                                                                                                                                  |                                                                 |

Class Type (1) 5 Entries found

Restrictions

Class type description Ty.

|                                 |     |
|---------------------------------|-----|
| Material class                  | 001 |
| Batch                           | 023 |
| Material (configurable objects) | 200 |
| Variants                        | 300 |
| HANA View Generation (VC)       | 399 |

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

**Object**

Material  CYTOP 380 SAMPLE

Class Type   Batch

---

**Assignments**

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

Entry  /

Values for Class 014 - Object 146302

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

Material  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 <b>63</b> 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 <b>1</b> 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 | <input type="checkbox"/> | Material pricing grp | <input type="checkbox"/>                     |
| Volume rebate group | <input type="checkbox"/> | Acct assignment grp  | <input checked="" type="checkbox"/> Finished |
| Gen. item cat. grp  | NORM Standard item       | Item category group  | NORM Standard item                           |
| Pricing Ref. Matl   | <input type="text"/>     |                      |                                              |
| Product Hierarchy   | <input type="text"/>     |                      |                                              |
| Commission group    | <input type="checkbox"/> |                      |                                              |

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

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                              | <input type="checkbox"/> |
| Gross Weight                                         | 1 KG        | Qual.f.FreeGoodsDis.                          | <input type="checkbox"/> |
| Net Weight                                           | 1           | Material freight grp                          | 10055                    |
| Availability check                                   | ZP No check | <input type="checkbox"/> Appr.batch rec. req. |                          |
| <input checked="" type="checkbox"/> Batch management |             |                                               |                          |

**Shipping data (times in days)**

|            |                      |            |                      |          |                         |
|------------|----------------------|------------|----------------------|----------|-------------------------|
| Trans. Grp | 0007                 | Sample     | LoadingGrp           | 0001     | Standard                |
| Setup time | <input type="text"/> | Proc. time | <input type="text"/> | Base qty | <input type="text"/> KG |

**Packaging material data**

|                     |                      |
|---------------------|----------------------|
| Matl Grp Pack.Matls | 0005                 |
| Ref. mat. for pkg   | <input type="text"/> |

**General plant parameters**

|                                     |               |            |                 |                      |          |                      |
|-------------------------------------|---------------|------------|-----------------|----------------------|----------|----------------------|
| <input type="checkbox"/> Neg.stocks | Profit Center | 8373-K1240 | SerialNoProfile | <input type="text"/> | DistProf | <input type="text"/> |
|                                     |               |            | SerializLevel   | <input type="text"/> |          |                      |

| 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 – <b>ZP</b>                                    |
| 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 <b>checked</b>                                  |
| Enter Transportation Group                      | 'Hazardous' groups to be used for materials having GPP DG Indicator.                                               | Samples – <b>0007</b> (ZIP and Z00), <b>0010</b> (GPP) |
| Enter Loading Group                             |                                                                                                                    | <b>0001</b> 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 <b>Z1</b> is to be used at the time of material creation. For Trading plants ( <b>8570</b> – US, <b>8572</b> – MX, <b>8575</b> – CA, <b>8580</b> – NL, <b>8574</b> - CN) and for CMC Samples leave the field blank. |
| Activate automatic Purchase Order indicator     |                                                                                                                                                                    | Always <b>checked</b>                                                                                                                                                                                                      |
| 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 <b>checked</b>                                                                                                                                                                                                      |
| Enter Purchasing value key                      |                                                                                                                                                                    | Always – <b>0001</b>                                                                                                                                                                                                       |
| 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 – <b>ND</b>                                 |
| Enter MRP Controller |                       | Default value – <b>S10</b><br><b>For plant 8806 - F10</b> |
| 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<br>For plant 8356 Default - SAMP |
| Enter Storage loc. for EP  |                       | For plant 8373 Default - R&I<br>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 | <b>Note:</b> 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 <b>checked</b>                                            |
| 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      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_CLP     | GHS CLP Sample label | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_GUN     | GHS UN Sample label  | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_GUS     | GHS US Sample label  | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Z_SPL_WHM     | WHMIS Sample label   | DTM_A4P_LEX |            | 1      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

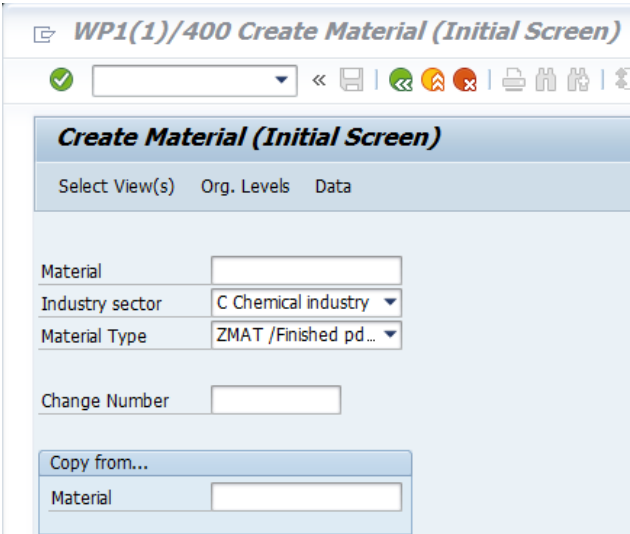
Validity Areas   Entry 1 of 5

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

| 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 <a href="#">linked file</a>                                                                                                                                                                                                                                                                                                                                                    | For Plant shipped sample material use:<br><br><b>149059</b> - LABEL MODEL SAMPLE MATERIALS         |              |         |                  |          |                   |                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------|---------|------------------|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------|
| Check if all labels have been copied from Model code                                                                                                                              | See <b>Attachment 1 – Label requirements</b> for label requirements by material packaging type                                                                                                                                                                                                                                                                                                                                                                                                                                                 | For material with Dangerous Goods Profile <b>GPP</b> Transport Label <b>Z_TRANS</b> 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 – <b>DELIVERY</b> and <b>GENERIC</b><br>Transport Label – <b>DELIVERY</b> , <b>GENERIC</b> and <b>MTS</b> |
| 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:<br><br><div><b>Create Material (Initial Screen)</b><br/>Select View(s)   Org. Levels   Data<br/><br/>Material <input type="text"/><br/>Industry sector <input type="text" value="C Chemical industry"/><br/>Material Type <input type="text" value="ZMAT /Finished pd..."/><br/><br/>Change Number <input type="text"/><br/><br/>Copy from...<br/>Material <input type="text" value="149059"/></div> |                                                                                                    |              |         |                  |          |                   |                                                                                                                           |

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

| Main activities               | Tips / Best practices                                                              | Key points                                                                                      |
|-------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Enter transaction <b>MM01</b> | 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:

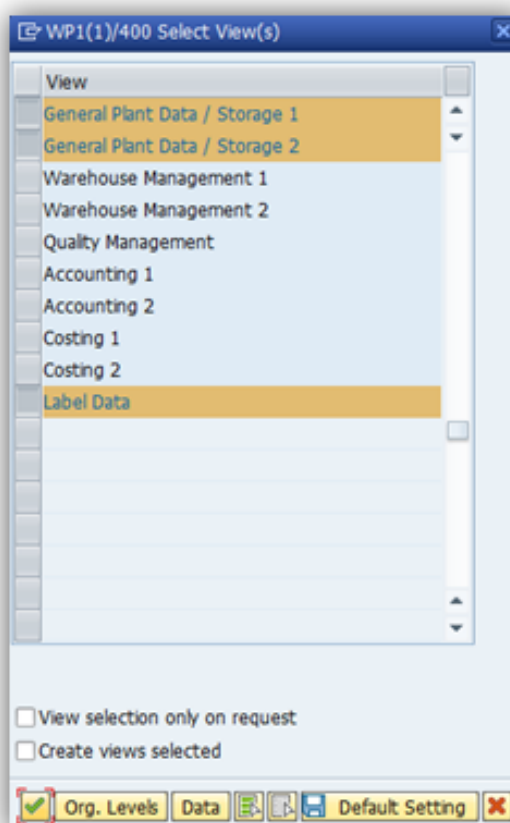
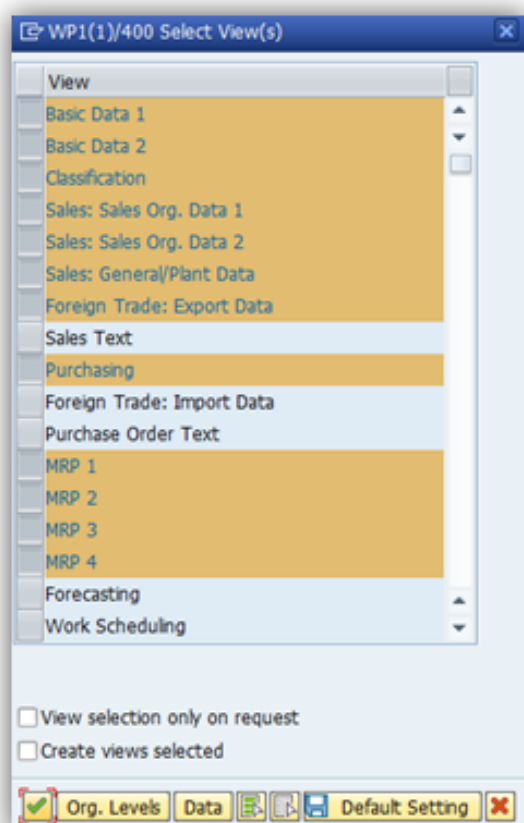
Industry sector: C Chemical industry

Material Type: ZMAT /Finished pd...

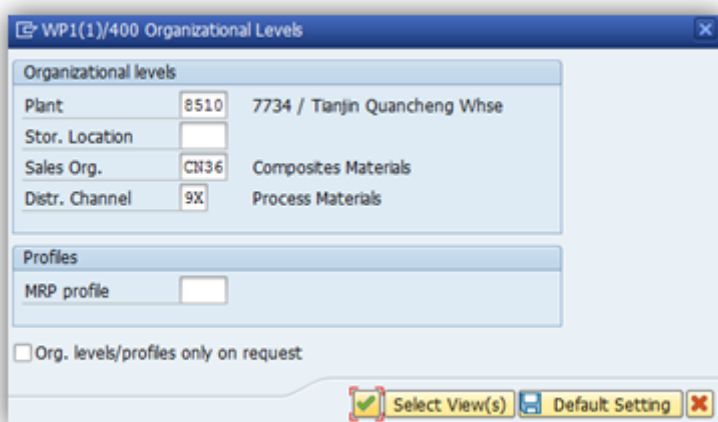
Change Number:

Copy from...  
Material:

| Main activities       | Tips / Best practices | Key points                          |
|-----------------------|-----------------------|-------------------------------------|
| Enter Industry sector |                       | <b>C</b> Chemical industry          |
| Enter Material Type   |                       | <b>ZMAT</b> /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.<br>If Sales Organization and Distribution Channel is provided, select Sales: Sales Org. Data 1 & 2 Views (without filling Plant field).<br><br>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 – <b>0450</b>               |
| Enter Division                    | Check the request form                         | Process Materials – <b>F4 or LR</b> in SAP |
| Enter General Item Category Group | Already pre-filled                             | ZMAT – <b>NORM</b> 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 <b>KG</b>                           |
| Enter Packing Group               | Check the request form                         | Always <b>0005</b>                         |
| 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<br><b>NOTE:</b> Check if material description is in line with product name on MSDS. |  | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br><br>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<br><br><b>Mandatory field! No additional characters are allowed (for example space or special characters)</b> |                                                                 |
| Check Dangerous Goods indicator profile                    |                                                                                                                                      | <b>ZIP</b> 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 | <input type="checkbox"/> | 1    | <input checked="" type="checkbox"/> | 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 <b>63</b> 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 <b>1</b> 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 - <b>1</b>             |
| Enter Account assignment group  |                       | Composite materials – <b>T</b> |
| Item category group             |                       | Default - <b>ZMAN</b>          |
| 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. |  |
| <input checked="" type="checkbox"/> 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

|                                     |               |            |                 |  |          |  |
|-------------------------------------|---------------|------------|-----------------|--|----------|--|
| <input type="checkbox"/> 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 – <b>T3</b><br>Plant <b>8789</b> – <b>Z6</b> |
| Activate Batch Management requirement indicator | Same field is also available in Purchasing and Plant data / storage 1 views | Always <b>checked</b> for ZMAT                                     |
| Enter Transportation Group                      | 'Hazardous' groups to be used for materials having GPP DG Indicator.        | <b>0001</b> for Composite Materials                                |
| Enter Loading Group                             |                                                                             | <b>0001</b> for Composite Materials                                |
| Enter Profit Center                             | Check the request form                                                      | Plant <b>8789</b> - 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 <b>non-GTS</b> plants (see <b>Attachment 4 – List of Plants in non-GTS countries</b> ), extension has to be added in the <a href="#">linked file</a> . |                    |
| Control code                 | If material has to be extend to <b>Brazil</b> 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 <b>Brazil</b> plants only<br>                                                                                                                                                                                                                                                                  | Always<br><b>0</b> |
| 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 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 Variable order unit                       |                                                                                                                                                                    | Always <b>1</b>                                                          |
| 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 <b>Z1</b> 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 <b>checked</b>                                                    |
| Activate Batch Management requirement indicator | Same field is also available in Sales: General Plant Data and Plant data / storage 1 views.                                                                        | Always <b>checked</b> for ZMAT                                           |
| Enter Purchasing value key                      |                                                                                                                                                                    | Packed ZMAT – <b>0001</b>                                                |
| Enter GR processing time                        | Plant data administrators will change the field value if necessary                                                                                                 | Default value at the time of material creation – <b>2</b>                |
| 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<br>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 11011B

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 field, 'MRP dep.requirements' as an empty field, 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 |                       |                   |

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.: ☒ 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: D 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>B</b>         |
| Check that Batch Management requirement indicator is activated | Same field is also available in Sales: General Plant Data and Purchasing views | Always <b>checked</b> 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 – <b>1</b>         |
| Enter Total shelf life                                         | Check the request form                                                         | Shelf life days should be consistent on Commercial Product level. |
| Go to Plant data / storage 2 view                              |                                                                                |                                                                   |

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

**Weight/volume**

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

**General plant parameters**

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

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

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

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

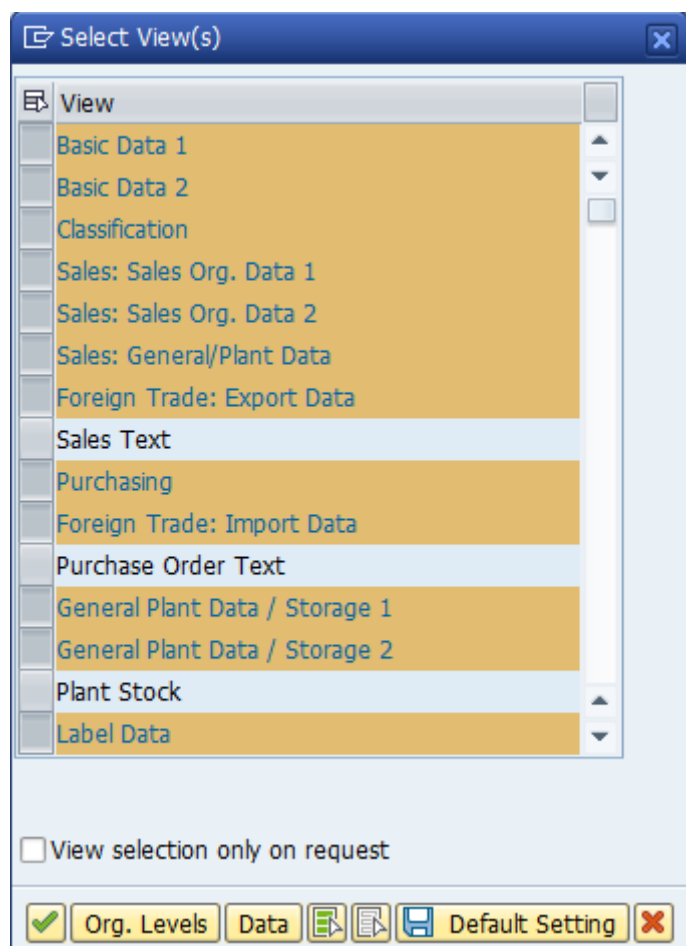
These are request to create a non valuated version of an existing ZMAT item. For example, where the business has sold the inventory to a customer but the material remains at a Solvay site and require shipment from our plants under a new code.

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

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

Mandatory information to be provided with the ticket:

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



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

**Basic data 1** is the same set up for ZMAT

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

AUOM is the same ZMAT

Descriptions same

**Basic data 2**

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

**Classification** – 014

**Sales 1 view** – same ZMAT

**Sales 2 view** – same ZMAT

**Sales general plant**– same ZMAT

- Profit center is not mandatory

**Foreign trade export**

- Country of origin

**Purchasing**

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

**Foreign trade import**

- Country of origin
- GTS team to be contacted

**Plant data/stor. 1**

- Copy from the ZMAT

**Plant data/stor. 2**

- Just open the view

**Label data**

- Copy from the ZMAT

## 2.1.7. Extension of material

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

**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)

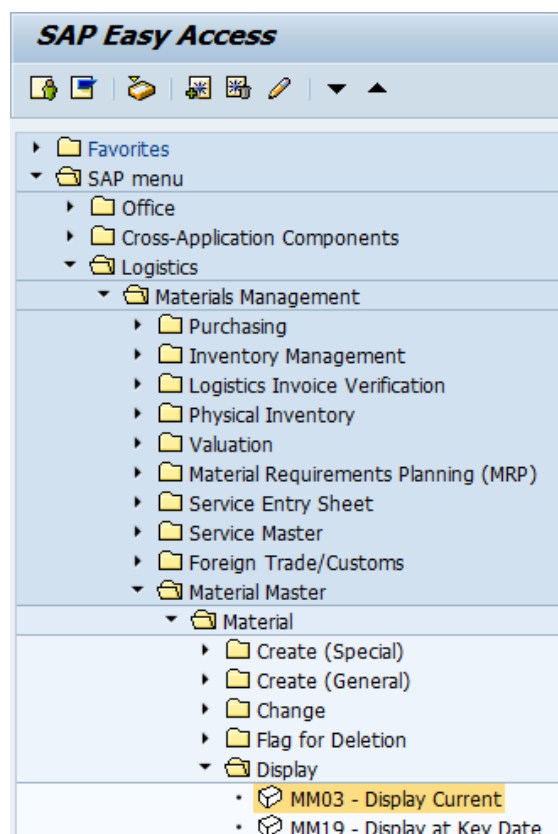
## 2.2. Material modification

### 2.2.1. Pre-requisites

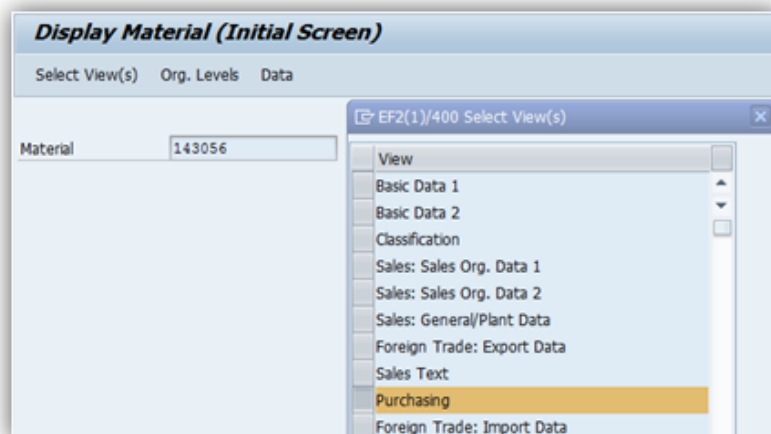
Material modification is allowed only if validated by all Plants using the material.

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:

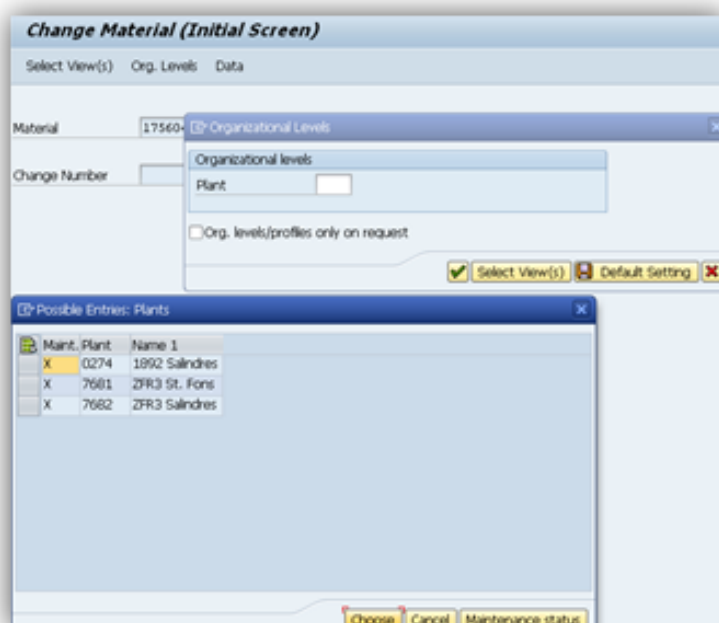
- Base Unit of Measure
- Net Weight



| # | Main activities               | Tips / Best practices                                                              | Key points                                                                             |
|---|-------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1 | Enter transaction <b>MM03</b> | 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 |                       |            |



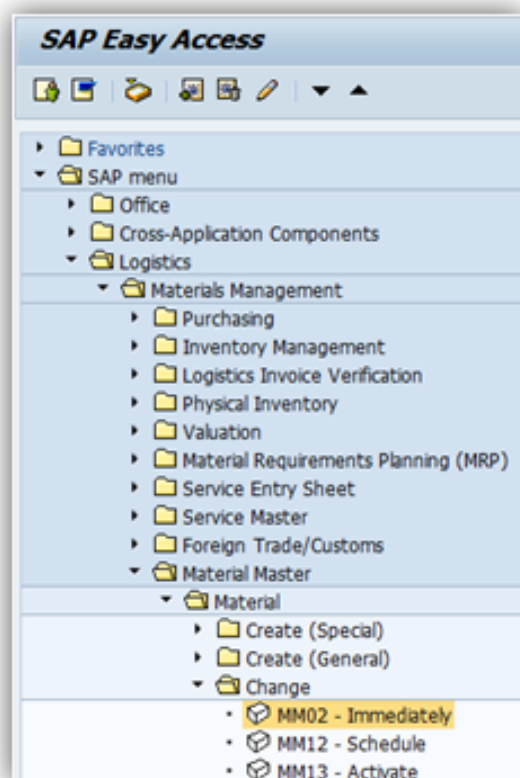
| # | Main activities                                                                   | Tips / Best practices | Key points |
|---|-----------------------------------------------------------------------------------|-----------------------|------------|
| 4 | Verify the possible Plants related to the 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



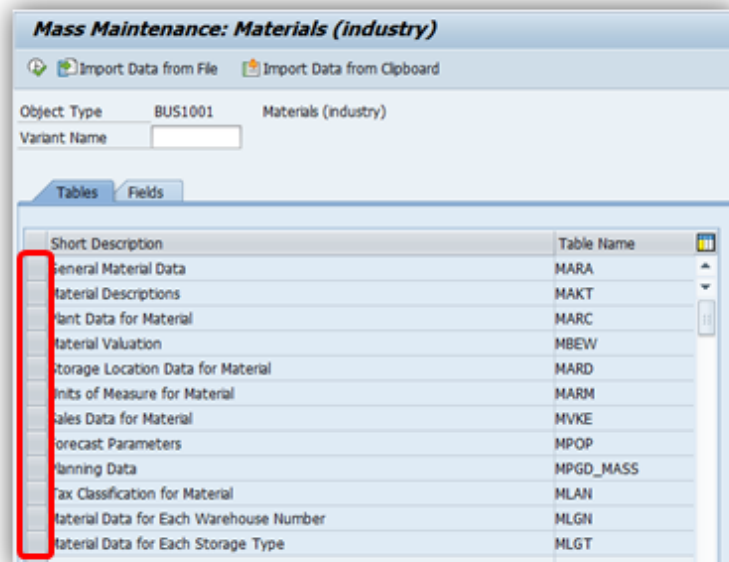
| # | Main activities               | Tips / Best practices                                                              | Key points                                                                            |
|---|-------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1 | Enter transaction <b>MM02</b> | 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                                              |                                                                      |  |

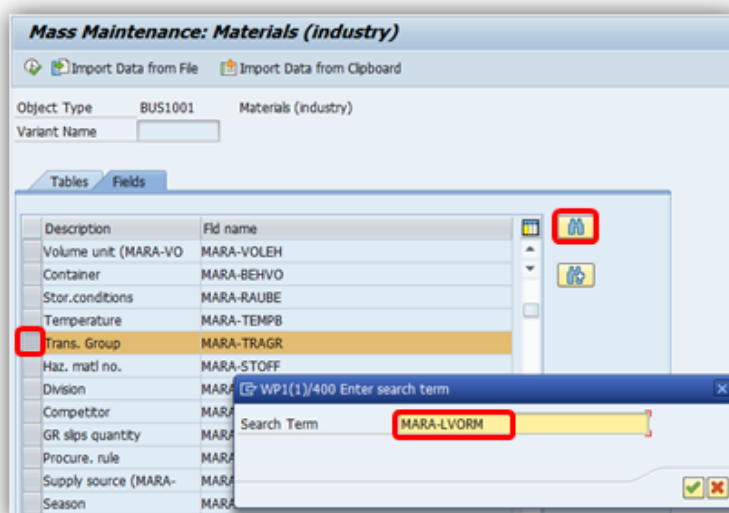
### 2.2.3. Material mass modification

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 <b>MM17</b>                                        | T-code can be entered directly in Command field. T-code can be saved in Favorites.<br>You can exit transaction without saving changes at any time.<br>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<br> |  |  |
|---|-----------------------------------------------------------------------------------------------------------|--|--|

**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)**

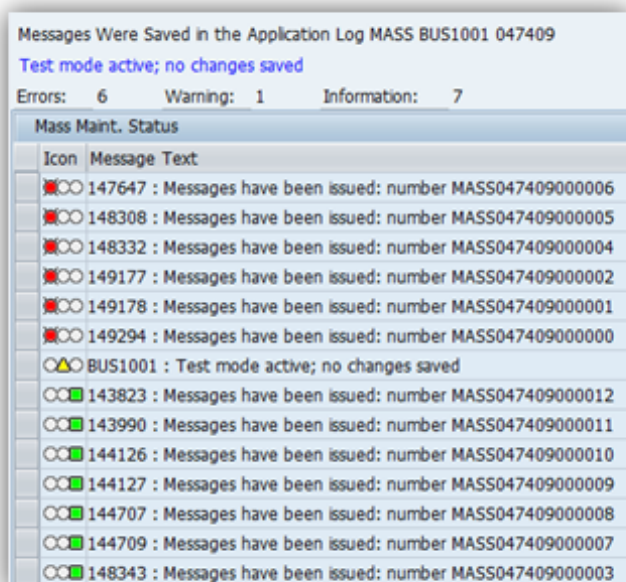
 Restrictions  Old Values 

☒ Plant Data for Material

 16 Entries

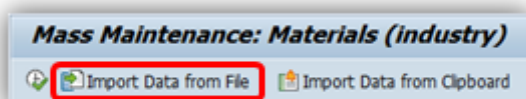
| Material   | Plant | Description (MAKT-MA)            | A | B |
|------------|-------|----------------------------------|---|---|
| New Values |       |                                  |   |   |
| 143823     | 8526  | CYFLOC 1229 BULK                 |   |   |
| 143990     | 8526  | CYFLOC HX-400 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.<br>B – It is possible to deselect records that do not require change.<br>C – Press 'Carry out mass change' button to copy the value to selected materials.<br>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<br>Yellow light indicates a warning<br>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

> 90072916 SDS   **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

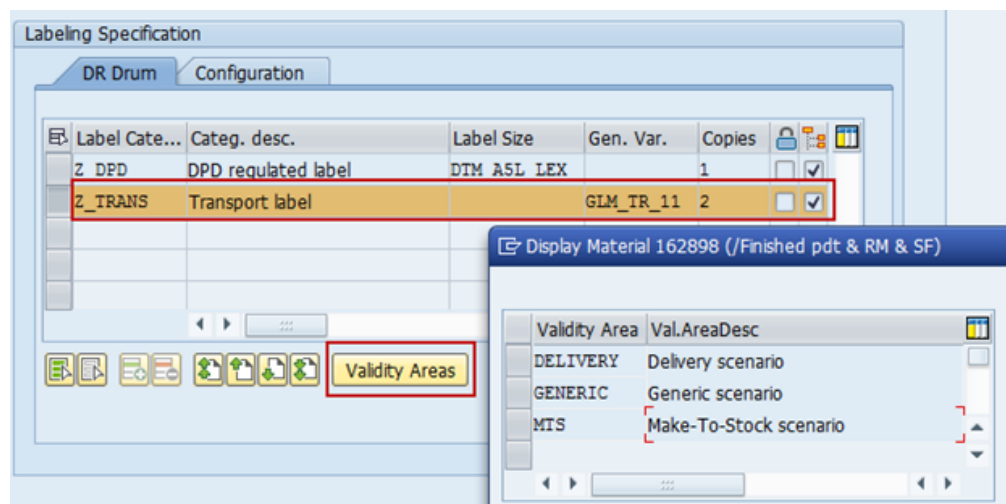
Ref. mat. for pckg

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](mailto:terry.mccoll@solvay.com)) and Yin Sin Pock ([yinsin.pock@solvay.com](mailto: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

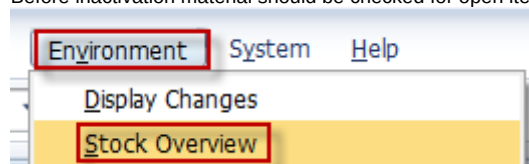
#### Technology Solutions

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

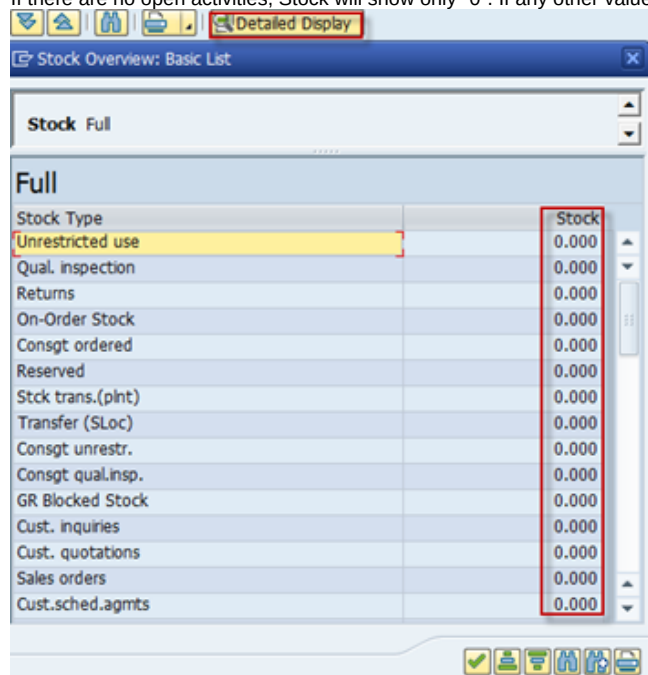
- Check complete list on Appendix - List of approved requestors

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

## Reactivation

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

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

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local</b> | <p>If the material has to be reactivated for specific sales areas</p> <ul style="list-style-type: none"> <li>Set DChain-spec. status (<b>Sales: sales org. 1</b> view) to <b>63</b> to release material for one particular Sales Area and update the date to when the status was changed</li> </ul> <p>If the material has to be reactivated for specific plants</p> <ul style="list-style-type: none"> <li>Remove Plant-sp.matl status (<b>MRP1</b> view) - <b>Z0</b> for each plant that has to be released (field is available also in <b>Purchasing, Quality Management</b> and <b>Costing</b> views)</li> <li>Request the planner to update the MRP type</li> <li>Remove Deletion Flag in <b>MM06</b> for the requested plant</li> </ul> |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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](mailto:karan.kathuria@solvay.com)
- Tim Wira

### 2.5.1 Overview

- Material class - **Z\_DP\_ASPEN\_8373**

**Display Class:**

**Change Language**

Class **Z\_DP\_ASPEN\_8373**

Class type **001** Material class

Change Number

Valid from **04/30/2020** Validity

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

**Basic data**

Description **SAP -> ASPEN INTERFACE**

Status **1 Released**

Class group

Organizational area

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

☐ Local class

**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    |      | <input type="checkbox"/> |      |       |         | <input type="checkbox"/> | <input type="checkbox"/> |        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DP_ASPEN_NO_REQUIRE.. | REQUIREMENTS SENT TO AS.. | CHAR    | 1    | 0    |      | <input type="checkbox"/> |      |       |         | <input type="checkbox"/> | <input type="checkbox"/> |        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DP_ASPEN_NO_PRODPLAN  | PRODUCTION PLAN SENT T..  | CHAR    | 1    | 0    |      | <input type="checkbox"/> |      |       |         | <input type="checkbox"/> | <input type="checkbox"/> |        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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

**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   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B           | MEDIUM PRIORITY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C           | LOW PRIORITY    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### 2. DP\_ADPEN\_NO\_PRODPLAN - X do not send or no value

**Display Characteristic**

**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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|             | SEND        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 3. DP\_ASPEN\_NO\_REQUIREMENTS

**Display Characteristic**

☒  <<

**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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|             | SEND        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|             |             |                          |                          |                          |
|             |             |                          |                          |                          |

## 2.5.2 Assign the classification to the material

Enter transaction MM02

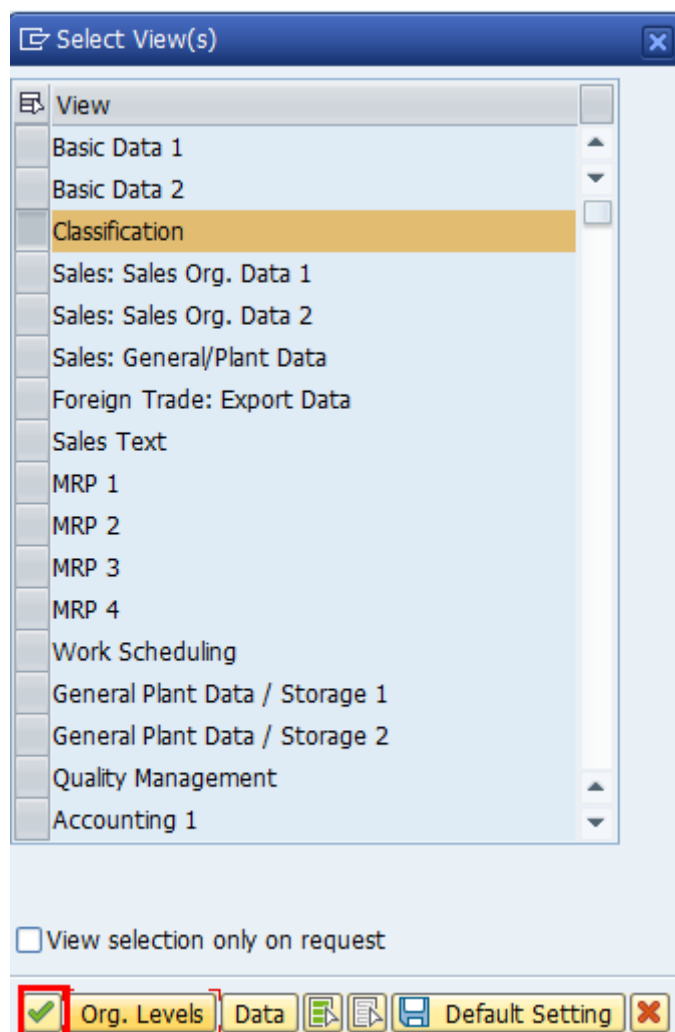
**Change Material (Initial Screen)**

Select View(s)   Org. Levels   Data

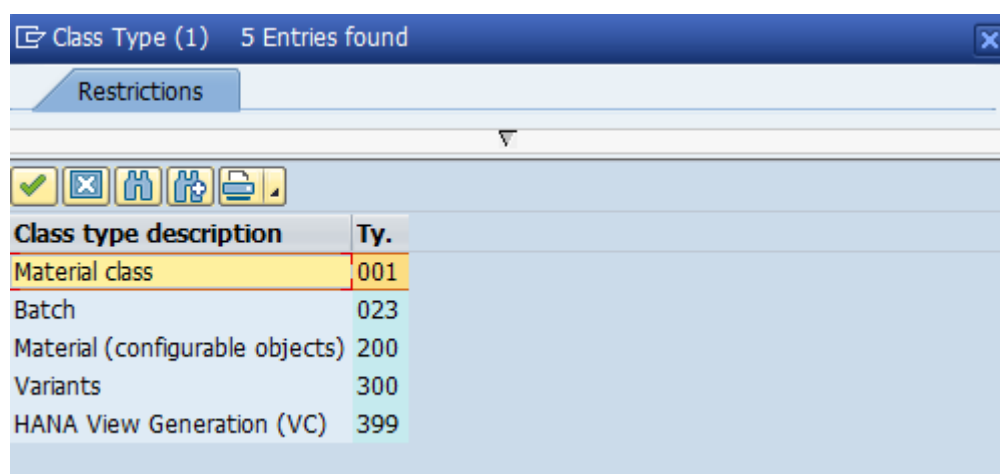
Material

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 |
|------------------------|------------------------|--------------------------|------|-------------------------------------|-----|
| <b>Z_DP_ASPEN_8373</b> | SAP -> Aspen interface | <input type="checkbox"/> | 1    | <input checked="" type="checkbox"/> | 10  |

Entry  /

Values for Class Z\_DP\_ASPEN\_8373 - Object 143550

**General**

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

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           |
| 1                                                                  | Z_CUST    |                               |             | GLM2_CUS01 | 1      | DELIVERY   | GENERIC    |            | Customer       |
| 2                                                                  | Z_DPD     | DPD regulated label           | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 3                                                                  | Z_GHS_AU  | GHS Australia regulated label | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 4                                                                  | Z_GHS_BR  | GHS Brazil regulated label    | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 5                                                                  | Z_GHS_CA  | WHMIS 2015 reg. label (CA)    | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 6                                                                  | Z_GHS_CLP | GHS CLP regulated label       | A4_WHITE_L  |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 7                                                                  | Z_GHS_CN  | GHS China regulated label     | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 8                                                                  | Z_GHS_ID  | GHS Indonesia regulated label | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 9                                                                  | Z_GHS_JP  | GHS Japan regulated label     | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 10                                                                 | Z_GHS_KR  | GHS Korea regulated label     | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 11                                                                 | Z_GHS_MX  | GHS Mexico regulated label    | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 12                                                                 | Z_GHS_MY  | GHS Malaysia regulated label  | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 13                                                                 | Z_GHS_NZ  | GHS New Zealand regulated lbl | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 14                                                                 | Z_GHS_RU  | GHS Russia regulated label    | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 15                                                                 | Z_GHS_SG  | GHS Singapore regulated label | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 16                                                                 | Z_GHS_TH  | GHS Thailand regulated label  | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 17                                                                 | Z_GHS_TR  | GHS Turkey regulated label    | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 18                                                                 | Z_GHS_TW  | GHS Taiwan regulated label    | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 19                                                                 | Z_GHS_UN  | GHS UN Regulated Label        | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 20                                                                 | Z_GHS_US  | GHS USA regulated label       | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |
| 21                                                                 | Z_GHS_VN  | GHS Vietnam regulated label   | DTM_A5L_LEX |            | 2      | DELIVERY   | GENERIC    | MTS        | Product Safety |

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.<br>(Alkylphosphine sulfide) |
| 14.3 Transport hazard class<br>Label(s):                                                      | 9<br>9                                                                         |
| 14.4 Packing group<br>Packing group<br>Classification Code                                    | III<br>M7                                                                      |
| 14.5 Environmental hazards                                                                    | YES                                                                            |
| 14.6 Special precautions for user<br>Tunnel restriction code<br>Hazard Identification Number: | (-)<br>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                                                            |
|-------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------|
| <b>E4 - Alumina</b>                       | 9R - Alumina                                          | Aisling Brennan<br>Rebecca Dunn                                            |
| <b>E6 - MEP</b>                           | 9U - MEP                                              | Tony Lux<br>Amy Buntzen                                                    |
| <b>E5 - Mineral Processing</b>            | 9S – Mineral Processing                               | Amanda Lawrence<br>Tony Lux<br>Amy Bunzten (back-up)                       |
| <b>E3 – Industrial Minerals</b>           | 9T - Industrial Minerals                              | Aisling Brennan<br>Rebecca Dunn                                            |
| <b>E2 - Polymer Additives</b>             | 9P - Polymer Additives                                | Elvira Lenting – EU & LA (Incl. MX)                                        |
|                                           |                                                       | Abbey Nesi - NA                                                            |
|                                           |                                                       | Philippe Dedonder- AP                                                      |
| <b>E7 - Phosphines</b>                    | 9V – Phosphorus Derivatives<br>9Q – Electronics Gases | Bryant Ries                                                                |
| <b>E0 – Phosphorus<br/>H0 - Fumigants</b> | OG - Fumigants                                        | Bryant Ries                                                                |
| <b>SX – Phosphorus</b>                    | 9N – Sodium Hypo                                      | Bryant Ries                                                                |
| <b>SY &amp; TF &amp; TL</b>               |                                                       | 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)            |
|-----------------------------------------------------------------|---------|-----------------------------------------------|------------------------------|
| <b>123</b>                                                      |         |                                               |                              |
| 2-HYDROXY-5-NONYLACETOPHENONE (DISTILLED) (KETONE INTERMEDIATE) | 2--5-() |                                               |                              |
| 2-Hydroxy-5-nonylbenzaldehyde                                   | 2--5-   |                                               |                              |
| 5-nonylsalicamide                                               | 5-      |                                               |                              |
| <b>A</b>                                                        |         |                                               |                              |
| Adhesive Film                                                   |         | FM® 355 Adhesive Film                         | FM® 355                      |
| All Tack Grades                                                 |         |                                               |                              |
| Antioxidant                                                     |         | CYANOX® 1790 ANTIOXIDANT                      | CYANOX® 1790                 |
| Antiscalant                                                     |         |                                               |                              |
| <b>B</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                                                      |         |                                               |                              |
| <b>C</b>                                                        |         |                                               |                              |
| Carbon Fabric Prepregs                                          |         |                                               |                              |
| Carbon Prepreg                                                  |         | CYCOM® 934 Carbon Prepreg                     | CYCOM 934                    |
| <b>D</b>                                                        |         |                                               |                              |
| DEFOAMER                                                        |         | CYBREAK® 625 DEFOAMER                         | CYBREAK® 625                 |
| DEPRESSANT                                                      |         | REAGENT S-8630 DEPRESSANT                     | S-8630                       |
| <b>E</b>                                                        |         |                                               |                              |
| Engineered Materials                                            |         | E00323 Engineered Materials                   | E00323                       |
| Extractant                                                      |         | CYANEX® 923 EXTRACTANT                        | CYANEX® 923                  |
| <b>F</b>                                                        |         |                                               |                              |
| FILM                                                            |         | FILM VCI                                      | VCI                          |
| Fabric                                                          |         |                                               |                              |
| Felt                                                            |         |                                               |                              |
| Flocculant                                                      |         | CYFLOC® C-577 Flocculant                      | CYFLOC C-577                 |
| Frother                                                         |         | AEROFROTH® 65-EU Frother                      | AEROFROTH® 65-EU             |
| <b>K</b>                                                        |         |                                               |                              |
| Ketoxime bulk                                                   |         |                                               |                              |
| <b>L</b>                                                        |         |                                               |                              |
| Light Stabilizer                                                |         | CYASORB® UV-2908 LIGHT STABILIZER             | CYASORB® UV-2908             |
| <b>M</b>                                                        |         |                                               |                              |
| Mining Intermediate                                             |         |                                               |                              |
| <b>N</b>                                                        |         |                                               |                              |
| New Technology                                                  |         |                                               |                              |
| New M Series                                                    | ® M     | CYASORB CYNERGY SOLUTIONS® New M Series       | CYASORB CYNERGY SOLUTIONS® M |
| Nickel Ore                                                      |         | Nickel Ore I                                  | I                            |
| <b>O</b>                                                        |         |                                               |                              |
| Oxide Copper Ore                                                |         |                                               |                              |
| OXIME SOLVENT EXTRACTION REAGENT                                |         | ACORGA® P-50 OXIME SOLVENT EXTRACTION REAGENT | ACORGA® P-50                 |

|                                  |          |                                                 |                       |
|----------------------------------|----------|-------------------------------------------------|-----------------------|
| Organophosphine                  |          | CYTOP® 340 Organophosphine                      | CYTOP TS 340          |
| <b>P</b>                         |          |                                                 |                       |
| 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                 |          |                                                 |                       |
| <b>R</b>                         |          |                                                 |                       |
| 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                     |          |                                                 |                       |
| <b>S</b>                         |          |                                                 |                       |
| 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             |          |                                                 |                       |
| <b>T</b>                         |          |                                                 |                       |
| Triethylammonium triflate.       |          |                                                 |                       |
| <b>U</b>                         |          |                                                 |                       |
| 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

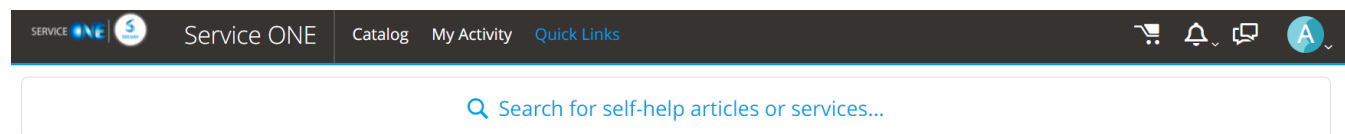
| DATE             |        |
|------------------|--------|
| Since yesterday  | 556    |
| This week        | 2770   |
| This year        | 91362  |
| Before this year | 333310 |
| DIFFUSION        |        |
| Internet         | 52460  |
| Intranet         | 371648 |
| No Diffusion     | 464    |

| 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**"



× Close MISSING Clear

Top Hits Catalog items Articles Requests Approvals Users

|                                                                                                                                                                                        |                                                                                                    |                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------|
|  <p><b>Posting correction; Missing payment; Incorrect</b><br/>Procurement, Pay - Accounts Payable,</p> | <p>Posting correction; Missing payment; Incorrect payment/Discount; Credit note not discounted</p> | <p><a href="#">Request Now</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------|

|                                                                                                                        |                                |                                                              |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------|
|  <p><b>Structural Data Request</b></p> | <p>Structural Data Request</p> | <p><a href="#">Request Now</a>   <a href="#">Details</a></p> |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------|



× Close ZPRC Clear

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|                                                                                                                                  |                                        |             |                                                              |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------|--------------------------------------------------------------|
|  <p><b>TS Data Steward - ZPRC Creation</b></p> | <p>TS Data Steward - ZPRC Creation</p> | <p>Free</p> | <p><a href="#">Request Now</a>   <a href="#">Details</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------|--------------------------------------------------------------|

## 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       |          |            |
| <input checked="" type="checkbox"/> 3014 | Standard                       | 8361 YBS 42 Days | 0 LB     |            |
|                                          | Condition                      | 1.53 USD         | 1 LB Net | 31.12.9999 |
| <input type="checkbox"/> 3014            | Standard                       | 8364 YBS 42 Days | 0 LB     |            |
|                                          | Condition                      | 1.66 USD         | 1 LB Net | 31.12.9999 |
| <input type="checkbox"/> 3014            | Standard                       | 8365 YBS 35 Days | 0 LB     |            |
|                                          | Condition                      | 1.81 USD         | 1 LB Net | 31.12.9999 |

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

| Change Info Record: General Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                         |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------|--------------------------------|--|-------------|----|-----------------|-------------------------|-----------------|-------------------------------------|-----------------|--------|-------------|--|-----------------|--------|----------|--|-----------------|--------|----------------|----|-----------------|--|--------|--|--------------|--|--------|--|-----------------|--|--------------|--|--------|--------|--|--|-------------|--|--|--|-----------|--|--|--|-------------|--|--|--|--------------|--|--|--|--|--|---------------|--|--|--|----------------|--|--|--|--------------|--|--|--|-----------------------------------------|--|
| Purch. Org. Data 1    Conditions    Texts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                                         |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Info record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5300460095                          |                                         |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Vendor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2156414                             | CADILLAC PRODUCTS PACKAGING CO          |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 161928                              | POLYFILM LD .0025X52IN BLUE             |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Material Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0451                                | CHEM PROD >RAW MAT                      |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| <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"><input type="checkbox"/> 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 |  |  |  | <input type="checkbox"/> 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                            |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     | <input type="checkbox"/> 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 &lt;-&gt; 10,000 KG</td> </tr> <tr> <td>Var. Order Unit</td> <td><input type="checkbox"/> Not active</td> </tr> </tbody> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                         | Purchase Order Unit of Measure |  | Order Unit  | LB | Conversion      | 22,046 LB <-> 10,000 KG | Var. Order Unit | <input type="checkbox"/> Not active |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Purchase Order Unit of Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                         |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Order Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | LB                                  |                                         |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Conversion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 22,046 LB <-> 10,000 KG             |                                         |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |
| Var. Order Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Not active |                                         |                                |  |             |    |                 |                         |                 |                                     |                 |        |             |  |                 |        |          |  |                 |        |                |    |                 |  |        |  |              |  |        |  |                 |  |              |  |        |        |  |  |             |  |  |  |           |  |  |  |             |  |  |  |              |  |  |  |  |  |               |  |  |  |                |  |  |  |              |  |  |  |                                         |  |

- Save the changes

#### Check for open Purchase Orders (ME2N)

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

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

- Z\_ALV\_BEST for WP1

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

- RECHNUNG for WP1

ME2N

### Purchasing Documents per Document Number

Choose...

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

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

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

Check for open Sales Orders

The screenshot shows the 'Display Sales Order: Initial Screen' in SAP. At the top, there is a green checkmark icon and a dropdown menu showing 'VA03'. Below this is a toolbar with various icons. The main title is 'Display Sales Order: Initial Screen'. Below the title is a navigation bar with tabs: 'Sales', 'Item overview', 'Ordering party', 'Orders', and a document icon with a green checkmark and a red X. The 'Orders' tab is selected. Below the navigation bar is a large yellow rectangular input field with a magnifying glass icon on the right, which is highlighted with a red square. Below this is a 'Search Criteria' section with the following fields: 'Purchase Order No.', 'Sold-To Party', 'Delivery', 'Billing Document', and 'WBS Element'. At the bottom of the search criteria section is a yellow button with a magnifying glass icon and the text 'Search'.

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

The screenshot shows the 'Sales Document (1)' search screen in SAP. The title bar says 'Sales Document (1)'. Below the title bar are two tabs: 'P: Sales Documents by Material Number' and 'X: Sales Documents by Material Char...'. The 'P' tab is selected. Below the tabs are several input fields: 'Material' (with a green equals sign icon and the value '161928'), 'Sales Document', 'Sales Document Type', 'Sold-To Party', 'Created On', and 'Maximum No. of Hits' (with the value '500').

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

Sales Document (1) 15 Entries found

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

Material: 165713

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

## Appendix – MDG

### Scope

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

### Technology Solutions

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

### Pre-requisites

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

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

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

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

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

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

**Display Material (Initial Screen)**

Select View(s)   Org. Levels   Data

Material    Organizational Levels

## Organizational levels

Plant   Storage Loc.   Sales Org.   Distr. Channel   ☐ Org. levels/profiles only on request     Possible Entries: Plants 

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

Material

Organizational Levels

Organizational levels

Plant   
Storage Loc.   
Sales Org.   
Distr. Channel

☐ Org. levels/profiles only on request

☒ Select View(s)

Possible Entries: Sales organizations/distribution channels

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

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

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

#### Extending materials in MDG

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

## Appendix – Logistics requests to update classification

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

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

The screenshot shows the SAP Classification interface. At the top, the title is "Classification". Below it, the "Object" section displays "Material 144550" and "AERO 8045 1140KG 2513LB IBC". The "Class Type" is set to "001" with a small icon next to it, and the "Material class" field is empty.

The "Assignments" section contains a table with the following data:

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

Below the table, there are navigation icons and a status bar showing "Entry 1 / 2".

The "Values for Class Z\_MAT\_PL\_ARCH - Object 144550" section is expanded, showing the "General" tab. It contains a table with the following data:

| 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             |                    |