

# SAP WP1 Packaging Maintenance

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## 1 OBJECTIVE AND SCOPE

### 1.1. Objective of this Procedure

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

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

Material Master Data management process includes creation and modification of the packaging material as well as its inactivation and flagging for deletion. Creation of Basic Data, Sales, Purchasing and General plant data will be presented in this procedure. Finance and planning teams should be informed after packaging code creation and/or extension.

Requests of Material Master creation or maintenance can be performed by approved requestors listed in Appendix 1 - List of contacts.

All requests are sent to Master Data via Freshdesk or alternatively by e-mail. Common e-mail address of Riga SBS Data Management team: [datamanage@solway.com](mailto:datamanage@solway.com)

Request form for packaging should usually be provided by requester. The link to the form can be found in Google Documents [Template for RM and Packaging](#).

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

### 1.2. Scope

Under Riga SBS Data Management's scope is the management of ZPRC, ZMAT, ZVER and ZUNB materials for GBU Technology Solutions (legacy Cytec) sites in WP1 SAP system. Management of ZERS and ZMAT materials is described in a separate procedure. Riga SBS Data Management 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                                    |       |                                |

## 1.4. Roles and responsibilities

ZVER setup can be performed only once MOC-ID code is available.

Prior to submitting a new ZVER 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 TS SAP Material request form must be filled and submitted to Data Management for material master setup in SAP. A second search in the system is performed by the Data Management team to ensure no duplicates are created.

## 2 STANDARD OPERATING PROCEDURE DESCRIPTION

### 2.1. Creation of ZVER material in RCS

#### 2.1.1. Pre-requisites

ZVER setup can be performed only once MOC-ID available.

In all cases when MOC-ID is missing **Lindsay Schramm** and **HazCom team** should be contacted to clarify whether ZVER code can be set up without this information.

Prior to material creation in the system search is performed by the Data Management team to ensure no duplicates are created.

##### 2.1.1.1. Accessing MOC Gensuite Portal - Technology Solutions

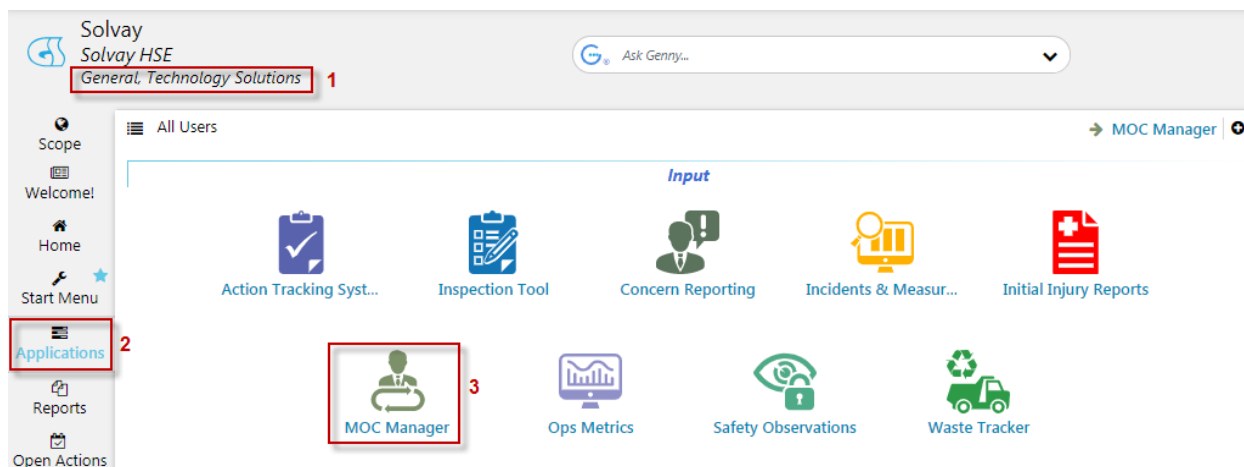
ZPRC and PRCO can be found validating MOC in [Gensuite Portal](#).

User: [data.manage@solvay.com](mailto:data.manage@solvay.com)

Password: Solvay123

Once you access the MOC Portal, please:

- Check if the site is marked as **General, Technology Solutions**.
- In order to see the MOC, access **Applications**
- Click on **MOC Manager**



In this step:

- Change the process to **Packaging Change**
- **Remove** the Assigned to

- Change the status to **All**

**MOC Manager** Homepage

Log Change Request Report Manage

Packaging Change 4

Status Summary

|                   | Total |
|-------------------|-------|
| Approval Phase    | 5     |
| Execution Phase   | 33    |
| Follow-Up Phase   | 1     |
| Rejected Requests | 0     |

Pending My Action 0

My Request Status (In-Progress) 0

Search by title/d or use data filter(s) below

Process: Packaging Change

Assigned To: Data Manage 6

MOC Status: All 6

Request Phase/Status

Request Start Date

Initiated By

Cost Center

Reference ID

Request End Date

Dept

Type

Change Leader

Sub-Dept

Description

Project Manager

Building

Reference Type

Expand All Data Filters

Show Data

- Add the MOC# in the search field
- Click on the Request ID Type to access the documents for the MOC

**MOC Manager** Homepage

Log Change Request Report Manage

Packaging Change

Status Summary

|                   | Total |
|-------------------|-------|
| Approval Phase    | 0     |
| Execution Phase   | 1     |
| Follow-Up Phase   | 0     |
| Rejected Requests | 0     |

Pending My Action 0

My Request Status (In-Progress) 0

Search: 9981 7

Results 25 rows

| Request ID Type              | Process          | Title                                                | Request Phase: Request Status | Dept/Sub-Dept           | Currently Assigned To | Change Leader   | Project Manager | Initiated By    | Initiated Date | Target Completion Date |
|------------------------------|------------------|------------------------------------------------------|-------------------------------|-------------------------|-----------------------|-----------------|-----------------|-----------------|----------------|------------------------|
| 9981 8<br>Permanent - Simple | Packaging Change | TOLL-LS-ALLCHEM-PACKAGING OF OREPREP F-501-EU IN IBC | Execution : Completed         | 3rd Party North America | Lindsay Schramm       | Lindsay Schramm |                 | Lindsay Schramm | 02-May-2019    | 10-May-2019            |

Important documents and information to be observed in the MOC

### Screening Questions

- Go to Screening questions
- Manage requests
- Print request

**MOC Manager** Change Request Details

Log Change Request Report Manage

Packaging Change

**Change Request #9981 | TOLL-LS-ALLCHEM-PACKAGING OF OREPREP F-501-EU IN IBC**

Closed

Change Leader: Lindsay Schramm | Initiated By: Lindsay Schramm

Request Progress: Screening In-Progress / Screening In-Review / Screening Sign-Off In-Progress / Path Assessment In-Progress / Path Review In-Progress / Approved

Change Progress: Execution Scheduled / Execution In-Progress / Execution Completed

Details

Screening Questions

1) What type of change is this?

Global Packaging (Articles in direct contact with material)

Screening Questions 9

Manage Request 10

Email Request

Print Request 11

Manage Team

Replace Leaders

Reverse Request

Copy Request

- Print preview

**MOC Manager** *Print Options* Log Change Request Report Manage

**Packaging Change**

**Print Options**

- ☒ Cover Page
- ☒ Request Summary
- ☒ Open Action Items
- ☒ Change Details
- ☒ Screening Checklist Questions
- ☒ Paths Assigned
- ☐ Summary View ☒ Detailed
- ☒ Global Packaging - Data Management
- ☒ Global Packaging - Initiator
- ☒ Global Packaging - Initiator Completion
- ☒ Global Packaging - Logistics
- ☒ Global Packaging - Logistics Regulatory
- ☒ Global Packaging - Manufacturing Representative Part A
- ☒ Global Packaging - Packaging Engineer Part A
- ☒ Global Packaging - Planning
- ☒ Global Packaging - Procurement Part A
- ☒ Global Packaging - Procurement Part B
- ☒ Global Packaging - Technical or R&D Representative
- ☒ Execution Details
- ☐ Request Log
- ☒ Attachments
- ☐ Notes

**Print Preview** All Sections

- The plant to which the raw material will be created
- The Impacted Business Unit (this information will be used to determine the profit center and purchase group).

#### Screening Checklist Questions

1) What type of change is this?  
Global Packaging (Articles in direct contact with material)

1.1) Question was not answered.

2) Change Request:  
Package Oreprep F-501-EU in IBC

3) Reason for change:  
Product delivered in bulk and needs repackaged into IBC's for commercial sales or for use in TS blends produced at Allchem (SAP Fac 8536)

4) Old supplier (if applicable):  
IBC Supplier is Mauser (SM13 IBC)

5) New Supplier (if applicable):  
N/A

6) Impacted Facilities: **13**  
Allchem Service Houston (8536) where packaging from tankwagon to IBC will occur. For commercial sales of Oreprep F-501-EU, the material will be transported from Allchem to LaPorte DC (SAP Fac 8521) and Walvis Bay (SAP Fac 8511)

7) Impacted FG, RM, or Intermediate SAP Code and Descriptor:  
154330 OREPREP F-501-EU 900KG 1984LB IBC

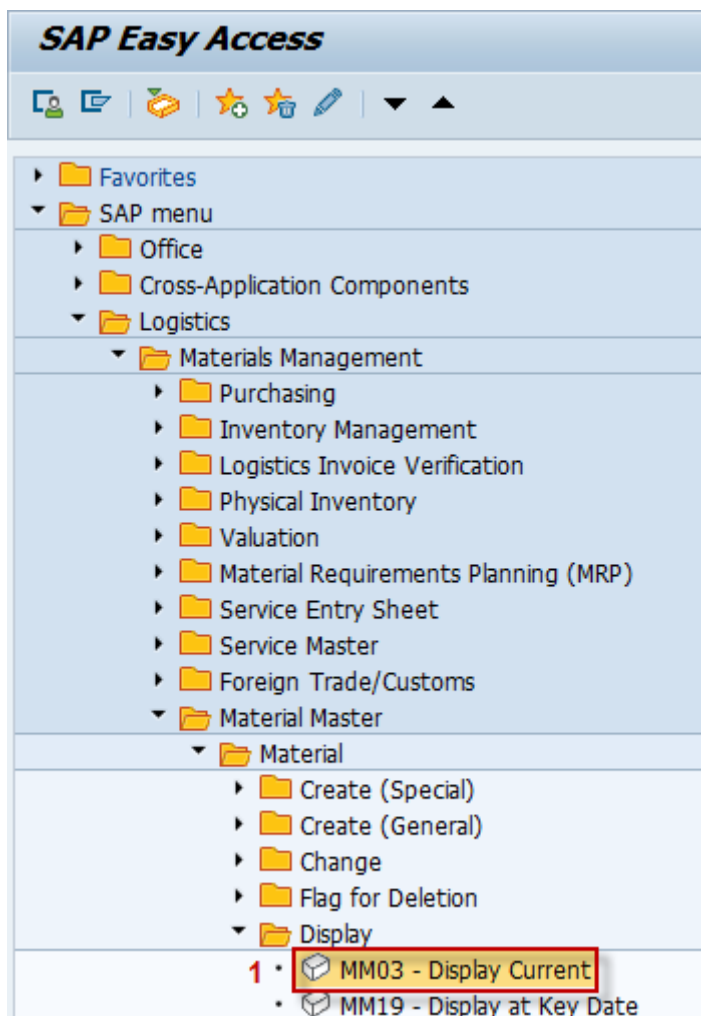
8) Package/Auxiliary Package Code and Descriptor:  
1909906 IBC 1000L NAT UN DN150VT BA

9) Impacted Business Unit cluster/division code: **14**  
Mining Solutions - Mineral Processing (E5)  
Additional Details: Product Managers: Amanda Lawrence/Vincent Cifelli / Planner: Maria Parisi

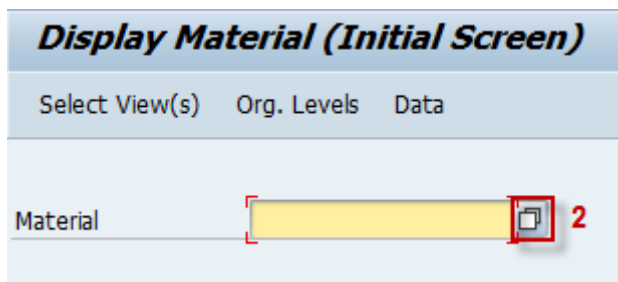
10) Additional notes:  
SDS and Package Specification are attached to screening questions 7 & 8

The completed Packaging request form should be attached for all ZVER codes. ZVER description must follow Packaging rules table which can be found here - [Packaging Instructions](#)

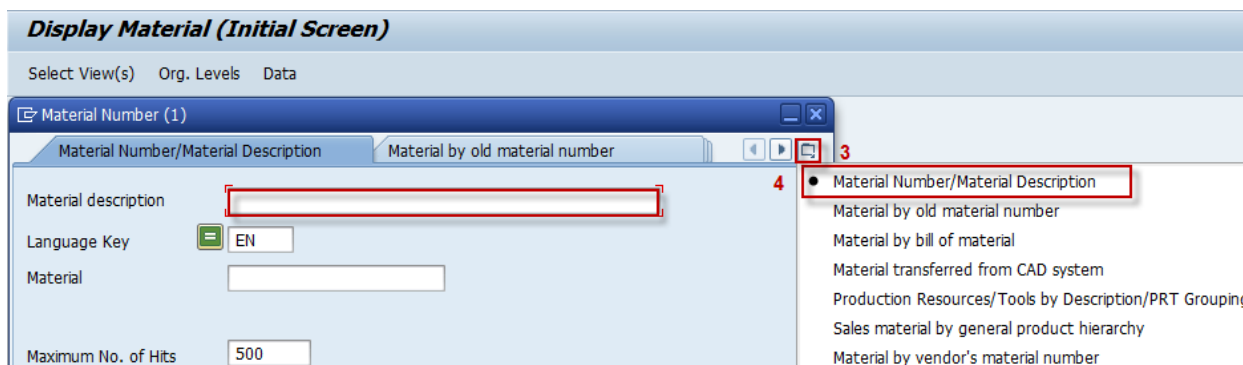
### 2.1.1.2 Checking for duplicates



| 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 |

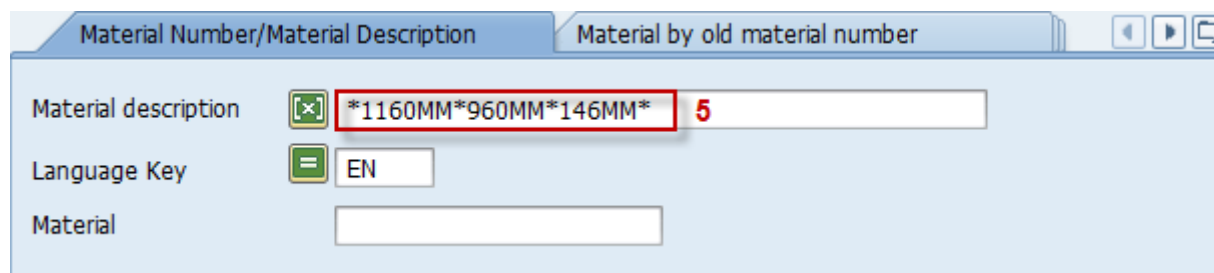


| Main activities                                                                               | Tips / Best practices | Key points |
|-----------------------------------------------------------------------------------------------|-----------------------|------------|
| Press multiple choice button to receive pop-up window with search options for material master |                       |            |

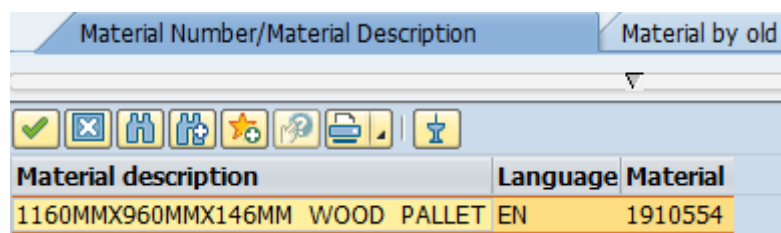


| Main activities | Tips / Best practices | Key points |
|-----------------|-----------------------|------------|
|                 |                       |            |

|                                                                                                            |                                                                                         |  |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--|
| Click on  to open the menu |                                                                                         |  |
| Select the option 'Material Number/Material Description'                                                   | Field 'Old material number' can be used to look up material by BPCS Code (temporarily). |  |

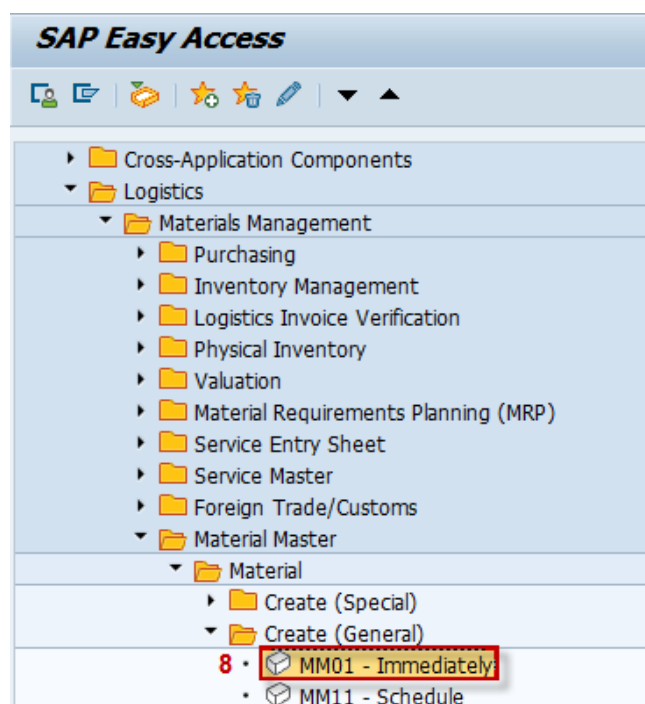


| Main activities                      | Tips / Best practices          | Key points                                                                                                                               |
|--------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Run a search in Material Description | Use Wildcards to best describe | Open the material request form, copy the short text from the requested material and run a search in Material description with wildcards. |
| Hit Enter                            |                                |                                                                                                                                          |



| 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>If result points to  <b>No values for this selection</b> 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 <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 **9** C Chemical industry ▼

Material Type **10** ZVER /Packaging ▼

Change Number

Copy from...

Material

| Main activities       | Tips / Best practices                                                      | Key points                        |
|-----------------------|----------------------------------------------------------------------------|-----------------------------------|
| Enter Industry Sector |                                                                            | Always choose "Chemical Industry" |
| Enter Material Type   |                                                                            | Always <b>ZVER</b> for packaging  |
| Copy from... Material | Option to copy data from an existing material can be useful in some cases. |                                   |
| Hit Enter             |                                                                            |                                   |

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

MRP 1

MRP 2

MRP 3

MRP 4

General Plant Data / Storage 1

General Plant Data / Storage 2

Warehouse Management 1

Select View(s)

View

Warehouse Management 2

Accounting 1

Accounting 2

Costing 1

Costing 2

Plant Stock

Storage Location Stock

Label Data

☐ View selection only on request
☐ View selection only on request

✓

Org. Levels

Data

📄

📄

Default Setting

✗

✓

Org. Levels

Data

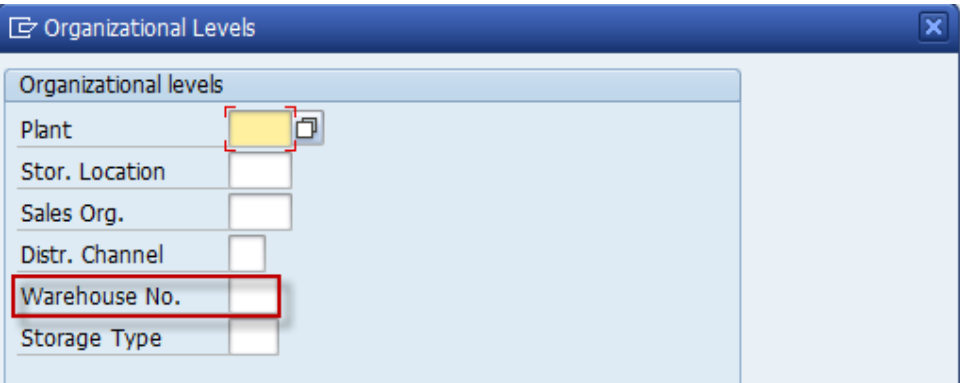
📄

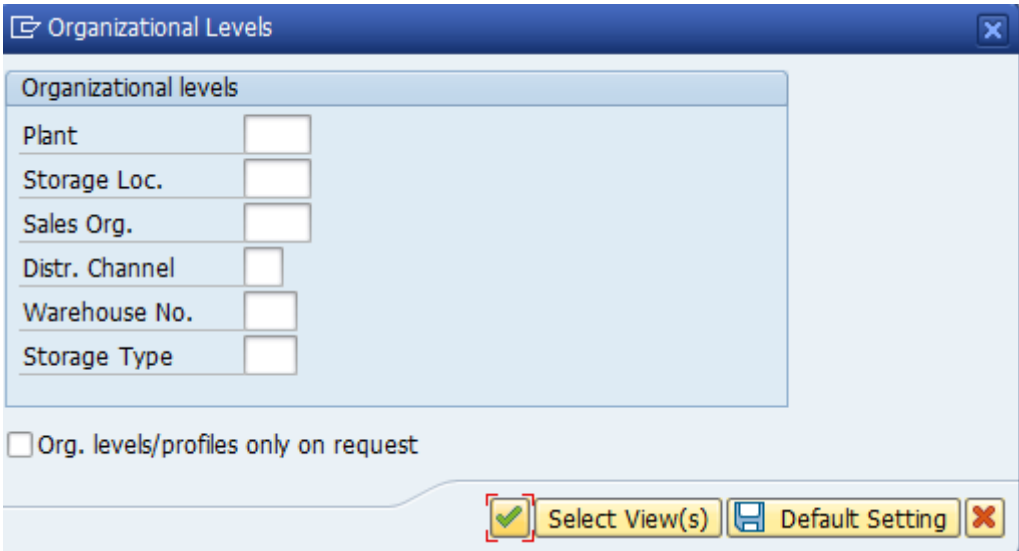
📄

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     | <b>Technology Solutions</b> <ul style="list-style-type: none"> <li>See Appendix 3 - List of single Storage locations</li> <li>Sales Organization and Distribution Channel <b>should not</b> be filled by creation.</li> </ul> <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), 8712 (C26), 8636 (K19)</b> – by default.<br/> For <b>8359</b> - only if requested.</p>  |
| Hit Enter                  | Use Default Setting button to save your selections for future creations |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fill in Organizational Levels</b> | <b>Key points</b> <ul style="list-style-type: none"> <li>Fill Plant as indicated in the request</li> <li>Extend to Storage Location when there is only one option per plant (Storage location number is the same as plant number). If there is more than one option, leave it blank.</li> <li>Sales Organization and Distribution Channel should <b>not be</b> filled by material creation but can be requested upon plant extension.</li> </ul> |
| Hit Enter                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Change Material 1910554 (/Packaging)**

Additional Data   Org. Levels   Check Screen Data

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

Material 1910554 **1160MMX960MMX146MM WOOD PALLET** ⓘ

**General Data**

Base Unit of Measure **PC** Piece Material Group **0572**

Old material number   Ext. Matl Group

Division **WD** Lab/Office

Product allocation   Prod. Hierarchy

X-plant matl status   Valid from

GenItemCatGroup **VERP** Packaging

**Material authorization group**

Authorization Group

**Dimensions/EANs**

Gross Weight   Weight Unit **KG**

Net Weight

Volume   Volume Unit

Size/dimensions

EAN/UPC   EAN category

**Packaging material data**

Matl Grp Pack.Matls   ☐ Product Composition

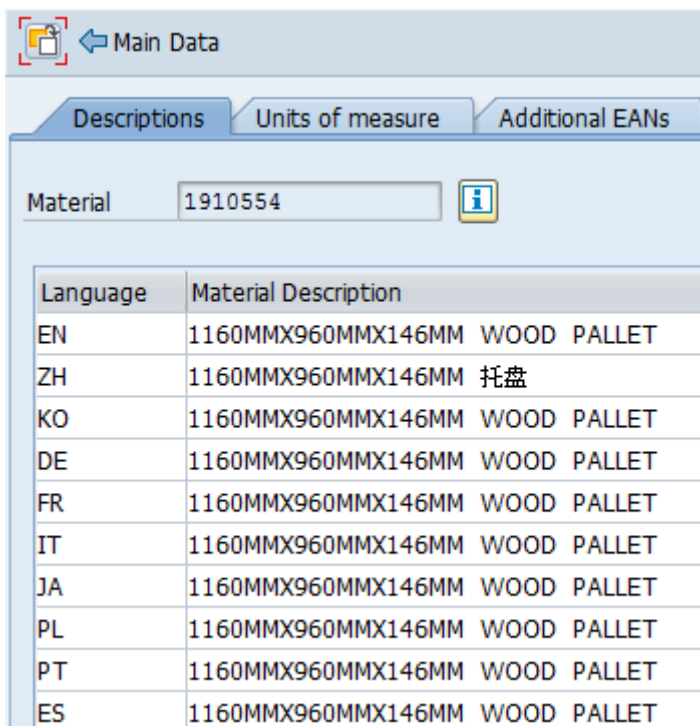
Ref. mat. for pckg

**Basic Data Texts**

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

| Main activities                   | Tips / Best practices                          | Key points                                                                                                                                           |
|-----------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enter Packaging Description       | Check the request form for "SHORT DESCRIPTION" | Should be checked whether description meets Packaging instructions. [Packaging name + dimensions + capacity + specific characteristics (if exists)]. |
| Enter Base Unit of Measure        |                                                | Always <b>PC</b> (Pieces)                                                                                                                            |
| Enter Material Group              |                                                | Should be checked by type of packaging in <a href="#">Packaging Instructions</a> table.                                                              |
| Enter Division                    |                                                | Always <b>WD</b>                                                                                                                                     |
| Enter General Item Category Group |                                                | Always <b>VERP</b>                                                                                                                                   |
| Enter UoM for Weight              |                                                | Always <b>KG</b>                                                                                                                                     |

|                        |                                                                                                                                                                                    |  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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. |  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



← Main Data

Descriptions Units of measure Additional EANs

Material 1910554 ⓘ

| Language | Material Description           |
|----------|--------------------------------|
| EN       | 1160MMX960MMX146MM WOOD PALLET |
| ZH       | 1160MMX960MMX146MM 托盘          |
| KO       | 1160MMX960MMX146MM WOOD PALLET |
| DE       | 1160MMX960MMX146MM WOOD PALLET |
| FR       | 1160MMX960MMX146MM WOOD PALLET |
| IT       | 1160MMX960MMX146MM WOOD PALLET |
| JA       | 1160MMX960MMX146MM WOOD PALLET |
| PL       | 1160MMX960MMX146MM WOOD PALLET |
| PT       | 1160MMX960MMX146MM WOOD PALLET |
| ES       | 1160MMX960MMX146MM WOOD PALLET |

| Main activities                                | Tips / Best practices                                                                                                           | Key points                                                                                                                                                                                                                             |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enter material descriptions in local languages | Request for should be checked for descriptions in other languages e.g.<br>ZH – Chinese might be indicated in original language. | 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 |
| Return to Main Data                            |                                                                                                                                 |                                                                                                                                                                                                                                        |

**Change Material 1911450 (/Packaging)**

← Main Data

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

Material 1911450 PAD CARDBOARD 41X46 IN 350 C

Units of measure grp

Units of measure/EANs/dimensions

| X   | AUn | M...   | <... | Y   | BUn | Len... | Width | Height | Un... | Volume | Vo... | Gross W... |
|-----|-----|--------|------|-----|-----|--------|-------|--------|-------|--------|-------|------------|
| 1   | PC  | Pie... | <... | 1   | PC  |        |       |        |       |        |       | 1          |
| 181 | KG  | kg     | <... | 150 | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |
|     |     |        | <... |     | PC  |        |       |        |       |        |       |            |

Delete line

Entry 1 of 2

Descriptions

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

| Main activities              | Key points                                                         |
|------------------------------|--------------------------------------------------------------------|
| Alternative units of measure | Request the <b>PC</b> to <b>KG</b> conversion ( <b>mandatory</b> ) |
| Go to Basic data 2           |                                                                    |

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

Material 1910554 1160MMX960MMX146MM WOOD PALLET

Other Data

Ind. Std Desc.

☐ CAD Indicator

Basic material 90029754 30

Medium

| Main activities                 | Tips / Best practices                      | Key points             |
|---------------------------------|--------------------------------------------|------------------------|
| Go to Basic data 2 view         |                                            |                        |
| Enter Basic material            | Generic ZPRC number for all ZVER materials | Always <b>90029754</b> |
| Go to Sales: general/plant view |                                            |                        |

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

Material 1910554   1160MMX960MMX146MM WOOD PALLET   ⓘ

Plant 8035   7810 Zhangjiagang

---

**General data**

Base Unit of Measure PC   Piece   Replacement part ☐

Gross Weight  KG   Qual.f.FreeGoodsDis. ☐

Net Weight    Material freight grp

Availability check **02** **35** Other with ATP   ☐ Appr.batch rec. req.

☐ Batch management

---

**Shipping data (times in days)**

Trans. Grp **0001** **36** Packed   LoadingGrp **0001** **37** Standard

Setup time    Proc. time    Base qty  PC

---

**Packaging material data**

Matl Grp Pack.Matls    Maximum level

**Packaging mat. type**  ☐   Stackability factor

Allowed pkg weight     Excess wt tolerance

Allowed pkg volume     Excess volume tol.

Ref. mat. for pkg

☐ Closed

---

**General plant parameters**

☐ Neg.stocks   Profit Center **38** **8035-L1219**   SerialNoProfile    DistProf

SerializLevel

| Main activities            | Tips / Best practices           | Key points                                                                  |
|----------------------------|---------------------------------|-----------------------------------------------------------------------------|
| Enter Availability check   |                                 | Always <b>02</b>                                                            |
| Enter Transportation Group |                                 | Always <b>0001</b>                                                          |
| Enter Loading Group        |                                 | Always <b>0001</b>                                                          |
| Packaging Mat type         | Entered only for <b>Pallets</b> | <b>0001</b>                                                                 |
| Enter Profit Center        |                                 | List of profit centers can be found in the following <a href="#">link</a> . |
| Go to Purchasing view      |                                 |                                                                             |

| Sales text                                |         | Purchasing                                    |                                             | Foreign trade import                                    |                                        | Purchase order text |  | MRP 1 |  |
|-------------------------------------------|---------|-----------------------------------------------|---------------------------------------------|---------------------------------------------------------|----------------------------------------|---------------------|--|-------|--|
| Material                                  | 1910554 | 1160MMX960MMX146MM WOOD PALLET                |                                             |                                                         |                                        |                     |  |       |  |
| Plant                                     | 8035    | 7810 Zhangjiagang                             |                                             |                                                         |                                        |                     |  |       |  |
| <b>General Data</b>                       |         |                                               |                                             |                                                         |                                        |                     |  |       |  |
| Base Unit of Measure                      | PC      | Piece                                         | Order Unit                                  |                                                         | Var. OUn                               |                     |  |       |  |
| Purchasing Group                          | EGI     | 40                                            | Material Group                              | 0572                                                    |                                        |                     |  |       |  |
| Plant-sp.matl status                      | Z1      | 41                                            | Valid from                                  |                                                         |                                        |                     |  |       |  |
| Tax ind. f. material                      |         | Qual.f.FreeGoodsDis.                          |                                             |                                                         |                                        |                     |  |       |  |
| Material freight grp                      |         | <input checked="" type="checkbox"/> Autom. PO |                                             | 42                                                      |                                        |                     |  |       |  |
| <input type="checkbox"/> Batch management |         |                                               |                                             |                                                         |                                        |                     |  |       |  |
| <b>Purchasing values</b>                  |         |                                               |                                             |                                                         |                                        |                     |  |       |  |
| Purchasing value key                      | 0001    | 43                                            | Shipping Instr.                             |                                                         |                                        |                     |  |       |  |
| 1st Reminder/Exped.                       | 5-      | days                                          | Underdel. Tolerance                         | 10.0                                                    | percent                                |                     |  |       |  |
| 2nd Reminder/Exped.                       | 1       | days                                          | Overdeliv. Tolerance                        | 10.0                                                    | percent                                |                     |  |       |  |
| 3rd Reminder/Exped.                       | 3       | days                                          | Min. Del. Qty in %                          | 0.0                                                     | percent                                |                     |  |       |  |
| StdValueDelivDateVar                      | 0       | days                                          | <input type="checkbox"/> Unltd Overdelivery | <input checked="" type="checkbox"/> Acknowledgment Reqd |                                        |                     |  |       |  |
| <b>Other data / manufacturer data</b>     |         |                                               |                                             |                                                         |                                        |                     |  |       |  |
| GR Processing Time                        | 44      | 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                      |                                                                                                                                                                    | List of purchasing groups can be found in following <a href="#">ZVER Purchasing Groups</a> |
| 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.                           |
| Activate automatic Purchase Order indicator |                                                                                                                                                                    | Always <b>checked</b>                                                                      |
| Enter Purchasing value key                  |                                                                                                                                                                    | Always <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 next view                             | Plant data / storage 1 view                                                                                                                                        |                                                                                            |

MRP 4 Plant data / stor. 1 Plant data / stor. 2 Warehouse mgmt 1

Material 1910554 1160MMX960MMX146MM WOOD PALLET ⓘ

Plant 8035 7810 Zhangjiagang

Stor. Loc. 4600 Packaging Mat

**General data**

Base Unit of Measure PC Piece Unit of issue

Storage Bin  Picking area

Temp. conditions  Storage conditions

Container reqmts  Haz. material number

CC phys. inv. ind. B 46 ☐ CC fixed Number of GR slips

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

☐ Batch management

| 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> |
| Go to Plant data / storage 2 view                     | Nothing should be entered as Profit center data are being copied from Sales: general/plant view |                                                           |
| Save material                                         |              |                                                           |

### Technology Solutions

After material code is created Finance and Planning teams from the appropriate plant should be informed to create missing views, contacts can be found in [TS MM Support Organization](#) file. Also include costing team [sbs\\_riga\\_rtr\\_costing@solvay.com](mailto:sbs_riga_rtr_costing@solvay.com)

#### Template

Dear (Requester's name),

Please be informed that the material (number) (description) has been (created/extended) for plant (number).

Dears,

Could you please complete necessary views for material set up (MRP, Acct, Costing)?

- Material (number) (description)
- MOC (number)
- Documentation from MOC

Kind regards,

## 2.1.3. Extension of material

Following MOC procedure plants are obligated to review the existing MOC process every two to three years, therefore valid **MOC ID** is mandatory component for Packaging extension, this information should be provided by requester any time material should be created for a new plant. **Lindsay Schramm** should be contacted in case of missing MOC-ID.

**NOTE:** Raw Materials and Packaging should not be extended to Trading plants (8572 – MX, 8573 – CL, 8571 – PE, 8580 – NL, 7788 – ID, 7786 – AU, 8574 - CN).

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

Industry sector

Material Type

Change Number

Copy from...

Material

To extend ZVER material to a Plant, select Sales: General/Plant Data, Purchasing, General Plant Data/Storage 1 & 2, Warehouse Management 1 & 2.

WP1(1)/400 Organizational Levels

| Organizational levels |                                                          | Copy from                         |
|-----------------------|----------------------------------------------------------|-----------------------------------|
| Plant                 | <input type="text" value="8564"/> 7794 / De Rijke Bonded | <input type="text" value="8503"/> |
| Sales Org.            | <input type="text"/>                                     | <input type="text"/>              |
| Distr. Channel        | <input type="text"/>                                     | <input type="text"/>              |

☐ Org. levels/profiles only on request

☒ Select View(s)

#### 2.1.4. Extension of Technology Solutions Materials to Sales Organization view

Should be extended only to Intercompany Distribution Channel (90)

**Change Material 1909960 (/Packaging)**

Additional Data   Org. Levels   Check Screen Data

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

Material: 1909960   STEEL DRUM 200L PO BLACK/WHITE ANTI-RUST

Sales Org.: US23   Technology Solutions

Distr. Chl: 90   Interco Technology S

**General data**

Base Unit of Measure: PC   Piece   Division: WD   PACKAGING

Sales Unit:   ☐ Sales unit not var.

Unit of Measure Grp:

X-distr.chain status: **63**   Valid from: **23.08.2018**

DChain-spec. status:   Valid from:

Delivering Plant:

Material Group: 0310   METALLIC DRUMS

☒ Cash discount   **Conditions**

**Tax data**

| D... | Departure country | Ta... | Tax category    | T Tax classification |
|------|-------------------|-------|-----------------|----------------------|
| AE   | UTD.ARAB EMIR.    | MWST  | Output Tax      | 1 Full tax           |
| US   | USA               | UTX1  | State Sales Tax | 1 Taxable            |

Entry 1 of 2

**Quantity stipulations**

Min.order qty:   PC   Min. dely qty:   PC

Delivery unit:  

Rnding Profile:

| 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                                              |                                                                                |                                                                                                         |

 **Change Material 1909960 (/Packaging)**

 Additional Data
  Org. Levels
  Check Screen Data

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

Material  STEEL DRUM 200L PO BLACK/WHITE ANTI-RUST 

Sales Org.  Technology Solutions

Distr. Chl  Interco Technology S

**Grouping terms**

|                     |                                             |                      |                                              |
|---------------------|---------------------------------------------|----------------------|----------------------------------------------|
| Matl statistics grp | <input type="checkbox"/>                    | Material pricing grp | <input type="checkbox"/>                     |
| Volume rebate group | <input type="checkbox"/>                    | Acct assignment grp  | <input type="text" value="I"/> Intermediates |
| Gen. item cat. grp  | <input type="text" value="VERP"/> Packaging | Item category group  | <input type="text" value="VERP"/> Packaging  |
| Pricing Ref. Matl   | <input type="text"/>                        |                      |                                              |
| Product Hierarchy   | <input type="text"/>                        |                      |                                              |
| Commission group    | <input type="checkbox"/>                    |                      |                                              |

**Material groups**

|                      |                          |
|----------------------|--------------------------|
| Material group 2     | <input type="checkbox"/> |
| Export Method(China) | <input type="checkbox"/> |

**Product attributes**

|                                               |                                              |                                              |
|-----------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Product attribute 1  | <input type="checkbox"/> Product attribute 2 | <input type="checkbox"/> Product attribute 3 |
| <input type="checkbox"/> Product attribute 4  | <input type="checkbox"/> Product attribute 5 | <input type="checkbox"/> Product attribute 6 |
| <input type="checkbox"/> Product attribute 7  | <input type="checkbox"/> Product attribute 8 | <input type="checkbox"/> Product attribute 9 |
| <input type="checkbox"/> Product attribute 10 |                                              |                                              |

| Main activities                                                                                                                               | Key points                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Enter Account assignment group                                                                                                                | Check the packaging type:<br>F - Pallet (Consumable)<br>I - Drum, pail, Tote (IBC), Bag, Box |
| Enter Item category group                                                                                                                     | Always <b>VERP</b>                                                                           |
| <b>Note!</b> Check if the packaging has the weight conversion in the Alternatives units of measure, if is not add the default <b>1PC 1 KG</b> |                                                                                              |
| Save the extension                                                                                                                            |                                                                                              |

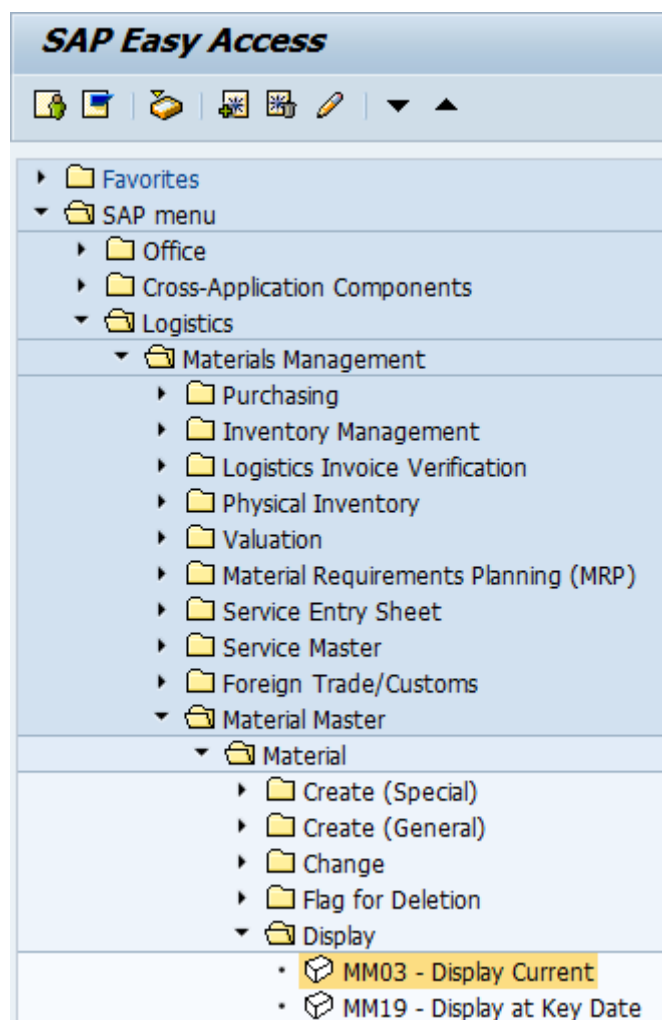
## 2.2. Material modification

### 2.2.1. Pre-requisites

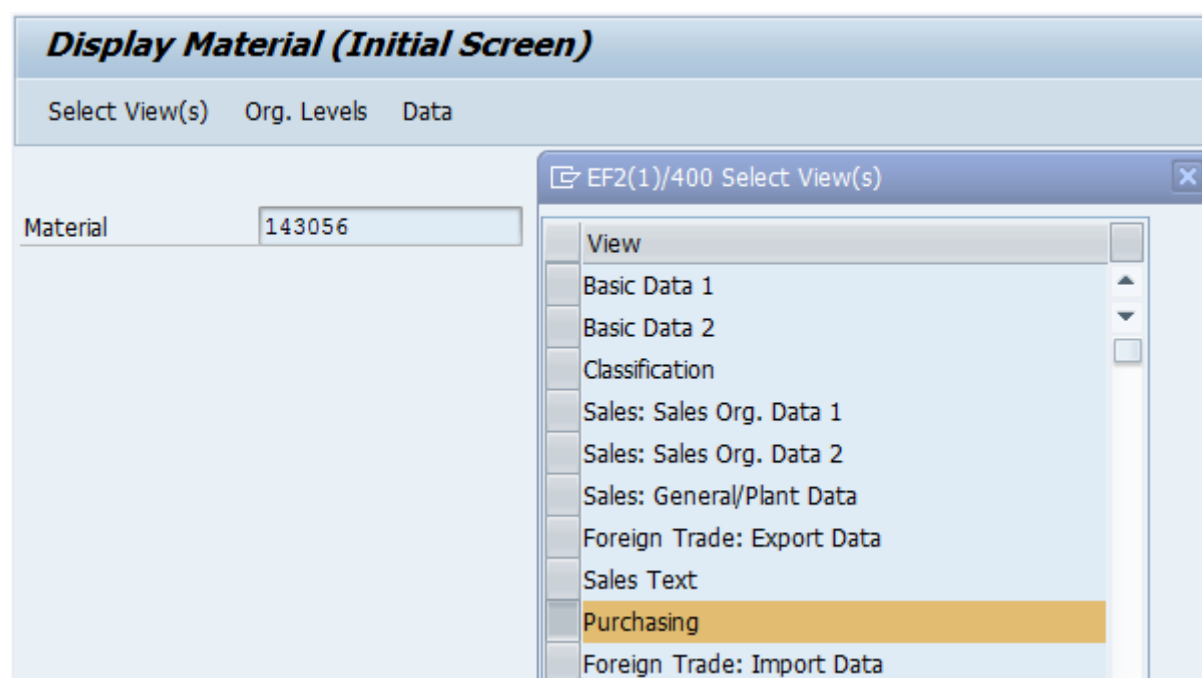
Material modification is allowed only if validated by all Plants using the material.

Requests to change **Base unit of Measure** **must not be performed** – in this case a new material has to be created.

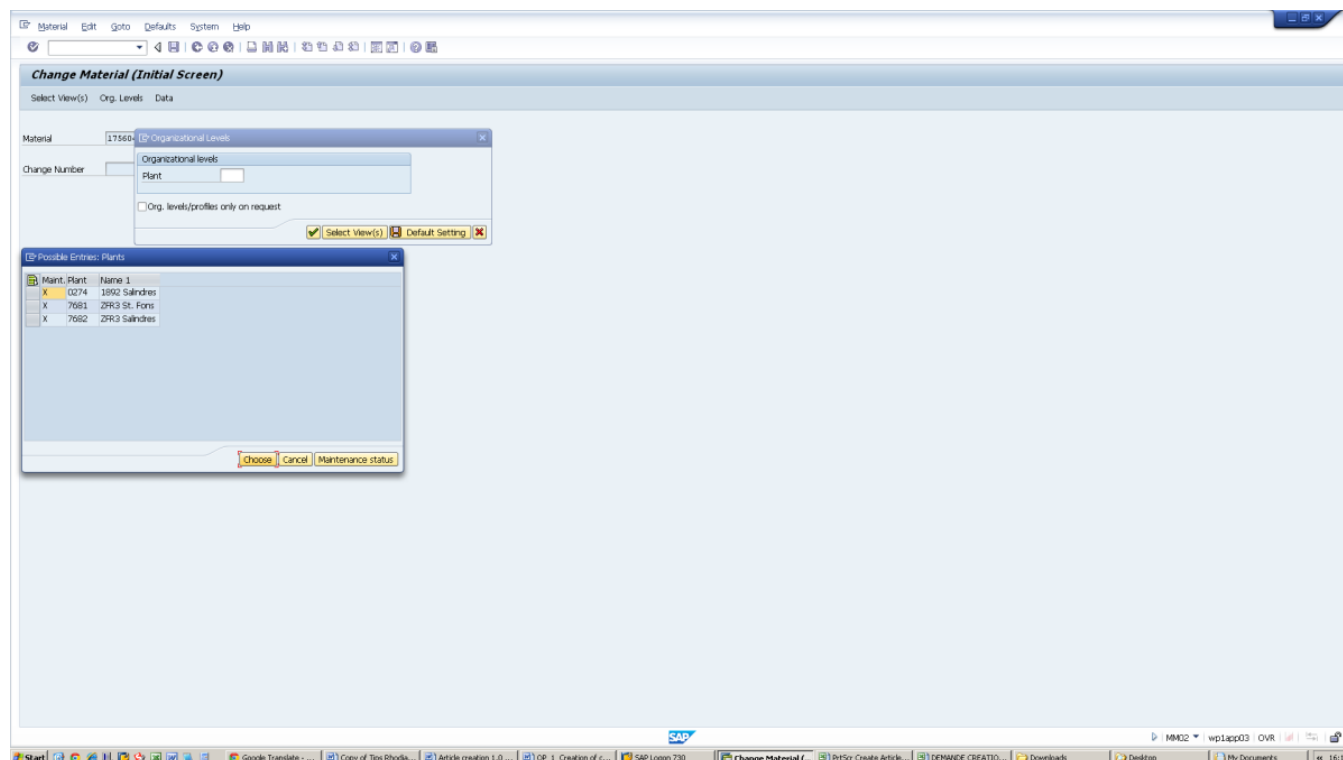
Another exception can be a mistake for recently created material that has not yet had any stock and stock movements in the system.



| 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 |



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



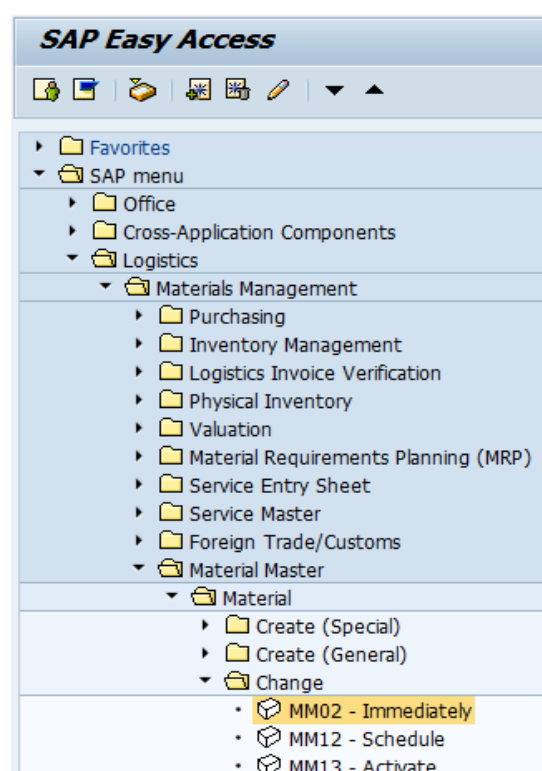
| Main activities                                                                   | Tips / Best practices | Key points |
|-----------------------------------------------------------------------------------|-----------------------|------------|
| Verify the possible Plants related to the Material by clicking on the match code. |                       |            |
| 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.

## 2.3.2. Manual modification of material



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

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

## Appendix 1 – List of contacts

Requests for Packaging requests can be accepted from Purchasing representative.

Detailed Technology Solutions Support Organization file by plants can be found in following [link](#).

| Region               | Representative                                            | Email                                                                                                                                                                    |
|----------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>US and Canada</b> | Vanessa Scott                                             | <a href="mailto:vanessa.scott@solway.com">vanessa.scott@solway.com</a>                                                                                                   |
|                      | Leslie Fleming                                            | <a href="mailto:leslie.fleming@solway.com">leslie.fleming@solway.com</a>                                                                                                 |
|                      | Peter Mertzanis                                           | <a href="mailto:peter.mertzanis@solway.com">peter.mertzanis@solway.com</a>                                                                                               |
|                      | Thierry Leclerc                                           | <a href="mailto:thierry.leclerc@solway.com">thierry.leclerc@solway.com</a>                                                                                               |
|                      | Mario Bruins                                              | <a href="mailto:mario.bruins@solway.com">mario.bruins@solway.com</a>                                                                                                     |
| <b>LAM</b>           | Abril Gomez ( <b>Maternity leave</b> )                    | <a href="mailto:abril.gomez@solway.com">abril.gomez@solway.com</a>                                                                                                       |
|                      | Replacement: Vincent Cifelli and Eduardo Rubalcaba Guizar | <a href="mailto:Vincent.Cifelli@solway.com">Vincent.Cifelli@solway.com</a><br><a href="mailto:eduardo.rubalcabaguizar@solway.com">eduardo.rubalcabaguizar@solway.com</a> |
| <b>APAC</b>          | Natpapan Chueakongtrakul (Poon)                           | <a href="mailto:natpapan.chueakongtrakul@solway.com">natpapan.chueakongtrakul@solway.com</a>                                                                             |
|                      | Celine Koh                                                | <a href="mailto:celine.koh@solway.com">celine.koh@solway.com</a>                                                                                                         |
|                      | Catherine Lu                                              | <a href="mailto:catherine.lu@solway.com">catherine.lu@solway.com</a>                                                                                                     |
|                      | Sorrawit Parknondhkul                                     | <a href="mailto:sorrawit.parknondhkul@solway.com">sorrawit.parknondhkul@solway.com</a>                                                                                   |
|                      | Nathan Purvis                                             | <a href="mailto:nathan.purvis@solway.com">nathan.purvis@solway.com</a>                                                                                                   |
| <b>EMEA</b>          | Thierry Leclerc                                           | <a href="mailto:thierry.leclerc@solway.com">thierry.leclerc@solway.com</a>                                                                                               |
|                      | Sophie DeClaviere                                         | <a href="mailto:sophie.declaviere@solway.com">sophie.declaviere@solway.com</a>                                                                                           |
| <b>ZPRC/MOC</b>      | HazCom                                                    | <a href="mailto:hazcom.rawmat@solway.com">hazcom.rawmat@solway.com</a>                                                                                                   |
| <b>MOC-ID</b>        | Lindsay Schramm                                           | <a href="mailto:Lindsay.schramm@solway.com">Lindsay.schramm@solway.com</a>                                                                                               |

## Appendix 2 – 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 | Description                    |
|------------------|-------|--------------------------------|
| <b>Japan</b>     | 8524  | 7418 / Gas Chem Logistic Osaka |
| <b>Singapore</b> | 8506  | 6062 / Poh Tiong Choon Jurong  |

## Appendix 3 – List of Single Storage Locations

| Storage Location | Description                    |
|------------------|--------------------------------|
| <b>8380</b>      | 7786 / JF Hillebrand Fremantle |
| <b>8433</b>      | 7788 / Jakarta                 |
| <b>8496</b>      | 7722 / BDP Peru Arequipa       |
| <b>8500</b>      | 7725 / Andimex San Antonio     |
| <b>8503</b>      | 7988 / Daesung Whse Yangsan    |
| <b>8505</b>      | 7723 / FH Logist Azcapotzalco  |

|      |                                  |
|------|----------------------------------|
| 8506 | 6062 / Poh Tiong Choon Jurong    |
| 8507 | 7725 / Sercabol Antofagasta      |
| 8508 | 7776 / Sinotrans Intl Shanghai   |
| 8509 | 7734 / KWE Logistics Shanghai    |
| 8511 | 7794 / CML Ltd Walvis Bay        |
| 8515 | 7786 / Toll Contr Laverton Nth   |
| 8519 | 7786 / NSS Port Sth Townsville   |
| 8520 | 7008 / XPO Logistic Bristol      |
| 8521 | 7008 / XPO Logistic La Porte     |
| 8527 | 7794 / Schenker Kempton Park     |
| 8528 | 7734 / Sinotrans Intl Shanghai   |
| 8543 | 7008 / KEMIRA WATER MOBILE       |
| 8545 | 7008 / FLUID ENERGY HATFIELD     |
| 8548 | 7008 / MOBILE SOLVENT EIGHT MILE |
| 8549 | 7752 / NOVA MOLECULAR PASADENA   |
| 8553 | 7008 / SOUTH COAST HOUSTON       |
| 8554 | 7008 / SPRAY TEK MIDDLESEX       |
| 8559 | 7008 / TOLL COMPACTION NEPTUNE   |
| 8589 | 7734 / Tianjin DLD Beicheng Wh   |
| 8605 | 7794 / Kemira Chem Bradford      |
| 8614 | 7734 / COSCO Logistic Tianjin    |
| 8617 | 7776 / COSCHEM Logist Shanghai   |
| 8618 | 7794 / Praxair Oevel-Westerlo    |

## Appendix 4 – 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        | 91262  |
| 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    |
| Novacare                          | 110048 |
| Novacare (Confidential)           | 575    |
| PePol - Engineering Plastics      | 19358  |
| PePol - Performance Intermediates | 14775  |