

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: datamanager@solvay.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 Semi-finished Goods Raw Materials	Multiple Multiple KV
ZPRC	Commercial Products	N/A
ZVER	Packaging	WD
ZUNB	Stocked and non-valuated materials	WD (for packaging)
ZDIE	Services	Multiple

1.3. Abbreviations

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

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

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, Request End Date, Change Leader, Project Manager

Initiated By, Dept, Sub-Dept, Building

Cost Center, Type, Description, Reference Type

Reference ID

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

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	Packaging Change - Permanent - Simple	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 9

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

10 Manage Request

11 Print Request

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&I Representative
- Execution Details
- Request Log
- Attachments
- Notes

Print Preview 12 Print Refresh Close 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

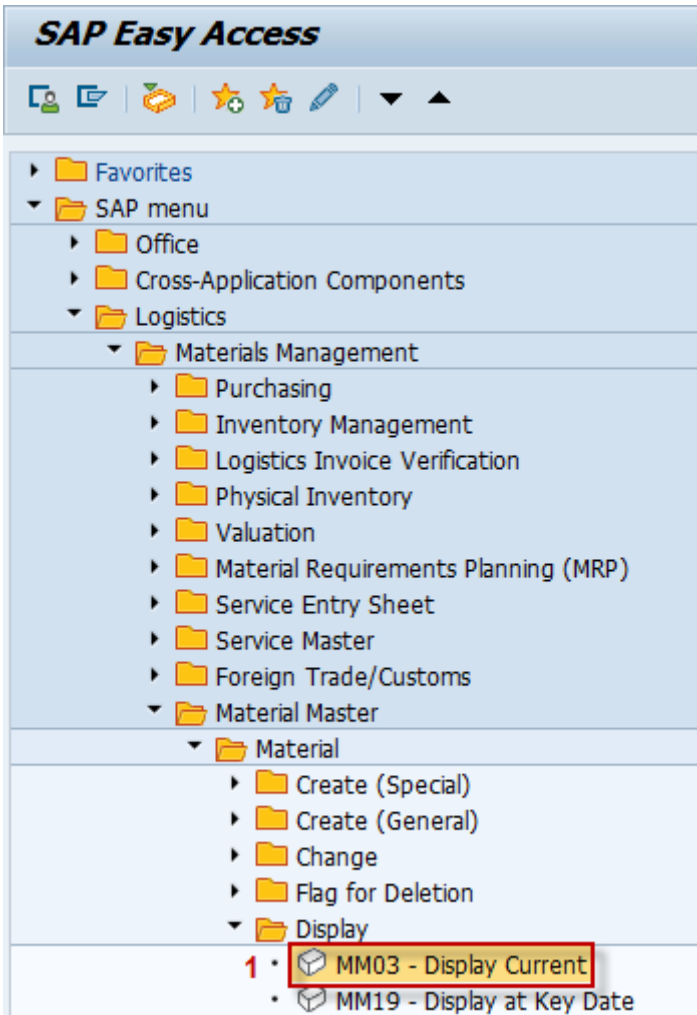
8) Package/Auxiliary Package Code and Descriptor:
1909906 IBC 1000L NAT UN DN150VT BA

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

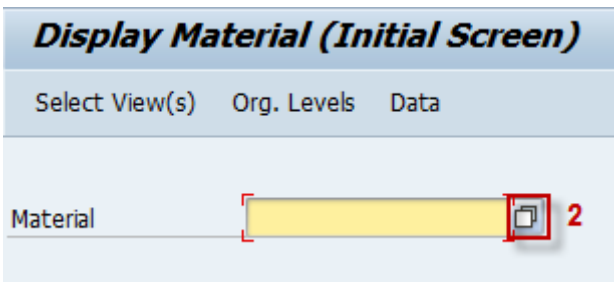
10) Additional notes:
SDS and Package Specification are attached to screening questions 7 & 8

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](#)

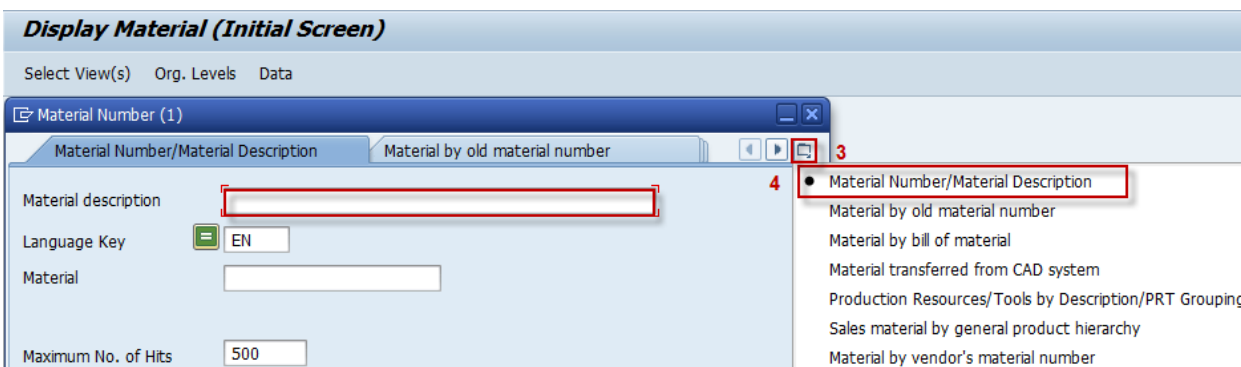
2.1.1.2 Checking for duplicates




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

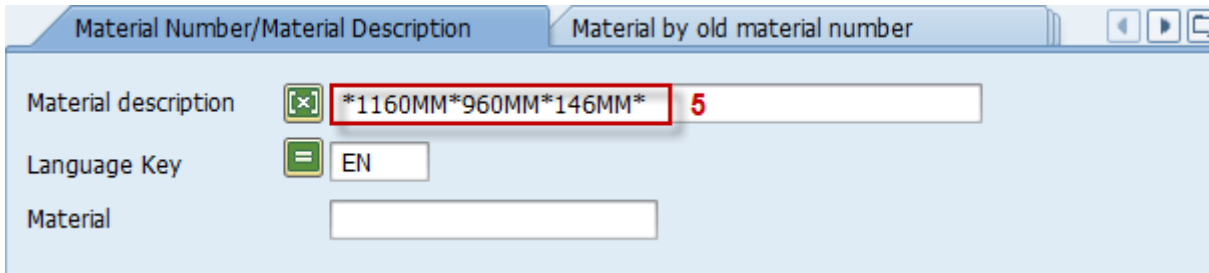


Main activities	Tips / Best practices	Key points
Press multiple choice button to receive pop-up window with search options for material master		

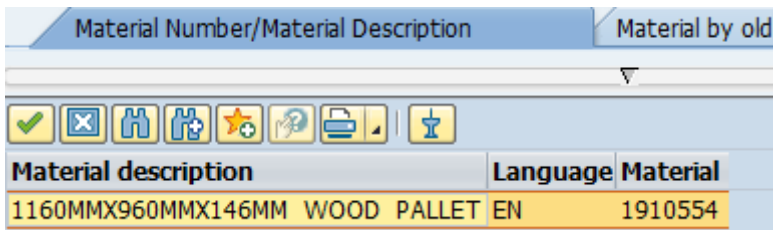



Main activities	Tips / Best practices	Key points

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).	

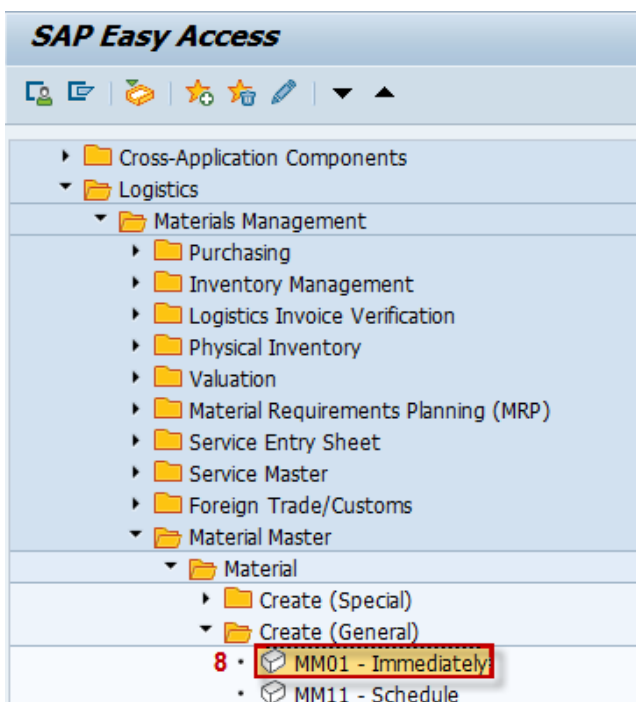


Main activities	Tips / Best practices	Key points
Run a search in Material Description	Use Wildcards to best describe	Open the material request form, copy the short text from the requested material and run a search in Material description with wildcards.
Hit Enter		



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  No values for this selection 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 MM01	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General)

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material

Industry sector **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 ZVER 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

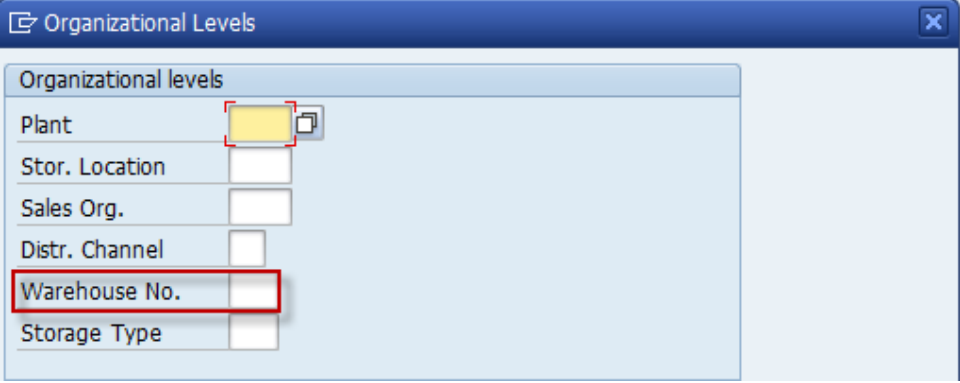
Select View(s)

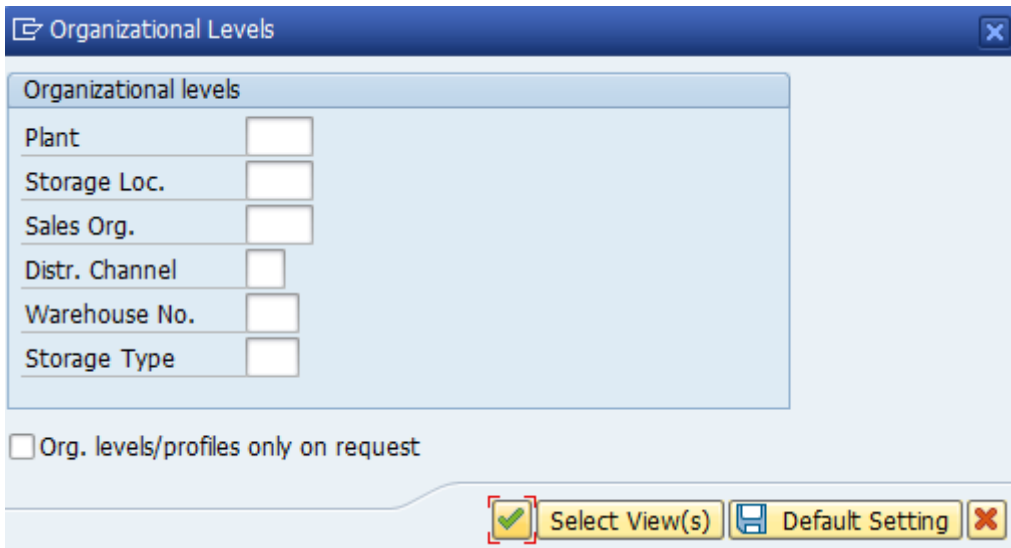
- View
- Warehouse Management 2
- Accounting 1
- Accounting 2
- Costing 1
- Costing 2
- Plant Stock
- Storage Location Stock
- Label Data

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	<p>Technology Solutions</p> <ul style="list-style-type: none"> • See Appendix 3 - List of single Storage locations • Sales Organization and Distribution Channel should not be filled by creation. <p>NOTE! Warehouse Management 1 & 2 Views to be created and warehouse number added (in brackets) for warehouse managed plants only: 8520 (077), 8521 (054), 8712 (C26), 8636 (K19) – by default. For 8359 - only if requested.</p> 
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)

Fill in Organizational Levels	Key points
	<ul style="list-style-type: none"> • Fill Plant as indicated in the request • 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. • Sales Organization and Distribution Channel should not be filled by material creation but can be requested upon plant extension.
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

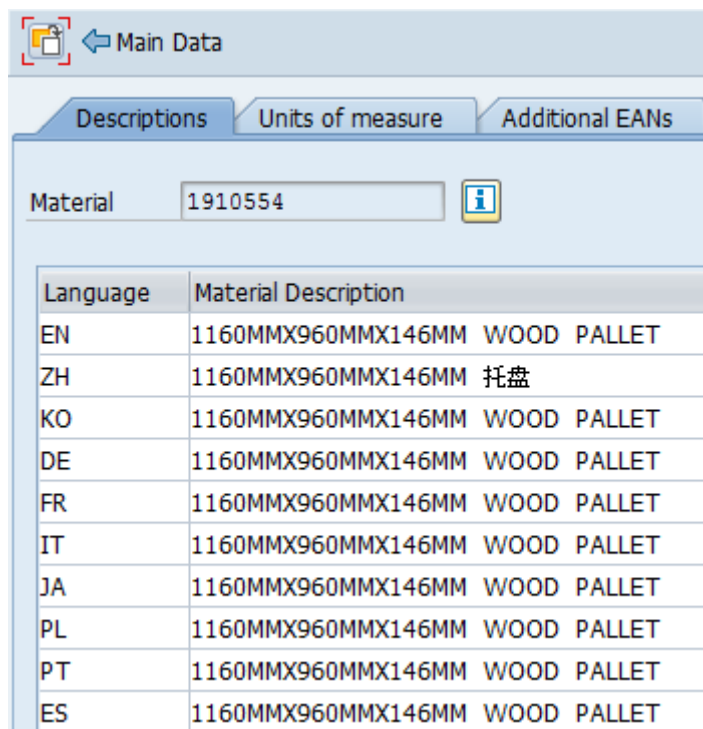
Ref. mat. for pckg

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 PC (Pieces)
Enter Material Group		Should be checked by type of packaging in Packaging Instructions table.
Enter Division		Always WD
Enter General Item Category Group		Always VERP
Enter UoM for Weight		Always KG

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. ZH – Chinese might be indicated in original language.	12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
Return to Main Data		

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							

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 PC to KG conversion (mandatory)
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 90029754
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 Piece Replacement part

Gross Weight KG Qual.f.FreeGoodsDis.

Net Weight Material freight grp

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

Batch management

Shipping data (times in days)

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

Setup time Proc. time Base qty PC

Packaging material data

Matl Grp Pack.Matls

36 **37**

Packaging mat. type **36** **37**

Allowed pkg weight

Allowed pkg volume

Ref. mat. for pckg

Closed

General plant parameters

Neg.stocks Profit Center **38** SerialNoProfile

DistProf


SerializLevel

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

Sales text	Purchasing	Foreign trade import	Purchase order text	MRP 1
Material	1910554	1160MMX960MMX146MM WOOD PALLET		
Plant	8035	7810 Zhangjiagang		
General Data				
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				
Purchasing values				
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	
Other data / manufacturer data				
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 ZVER Purchasing Groups
Enter Plant-specific material status	Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations.	Status Z1 is to be used at the time of material creation.
Activate automatic Purchase Order indicator		Always checked
Enter Purchasing value key		Always 0001
Enter GR processing time	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 2
Go to 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 Piece Unit of issue

Storage Bin Picking area


Temp. conditions Storage conditions

Container reqmts Haz. material number

CC phys. inv. ind. **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
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

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) Default Setting

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:

Delivering Plant:

Material Group: 0310 METALLIC DRUMS

Cash discount **Conditions**

Tax data

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

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

Sales Org.: US23 Technology Solutions

Distr. Chl: 90 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	I Intermediates
Gen. item cat. grp	VERP Packaging	Item category group	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: F - Pallet (Consumable) I - Drum, pail, Tote (IBC), Bag, Box
Enter Item category group	Always VERP
Note! Check if the packaging has the weight conversion in the Alternatives units of measure, if is not add the default 1PC 1 KG	
Save the extension	

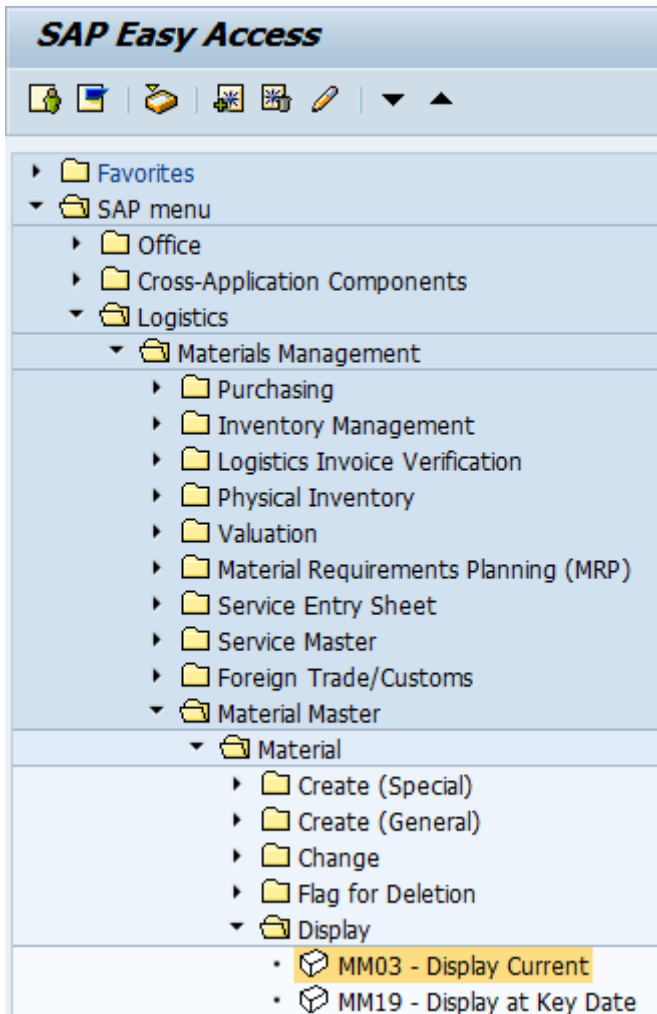
2.2. Material modification

2.2.1. Pre-requisites

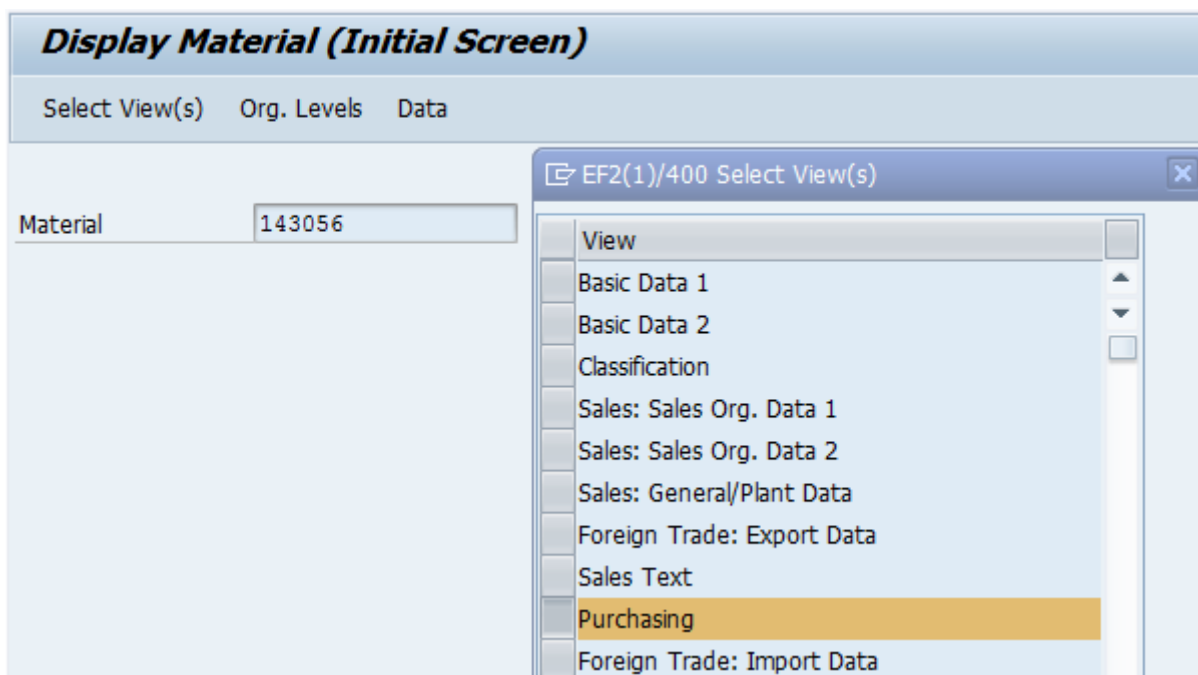
Material modification is allowed only if validated by all Plants using the material.

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

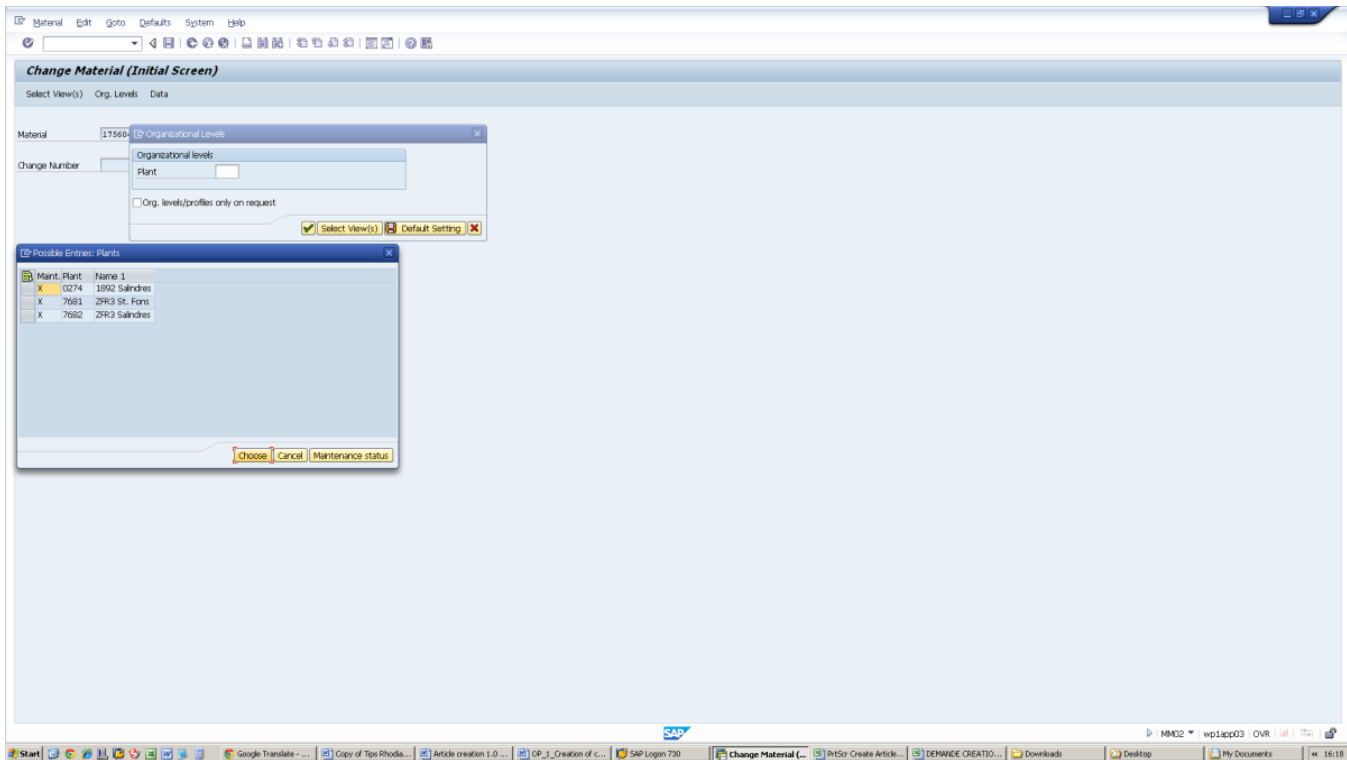
Another exception can be a mistake for recently created material that has not yet had any stock and stock movements in the system.



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



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



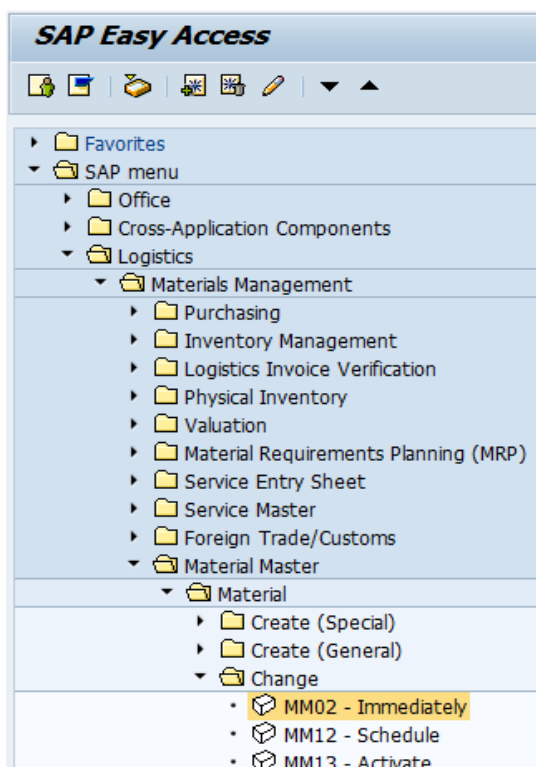
Main activities	Tips / Best practices	Key points
Verify the possible Plants related to the Material by clicking on the match code.		
All Plants using the material are listed		

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 MM02	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Change
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
US and Canada	Vanessa Scott	vanessa.scott@solvay.com
	Leslie Fleming	leslie.fleming@solvay.com
	Peter Mertzanis	peter.mertzanis@solvay.com
	Thierry Leclerc	thierry.leclerc@solvay.com
	Mario Bruins	mario.bruins@solvay.com
LAM	Abril Gomez (Maternity leave)	abril.gomez@solvay.com Vincent.Cifelli@solvay.com
	Replacement: Vincent Cifelli and Eduardo Rubalcaba Guizar	eduardo.rubalcabaguizar@solvay.com
APAC	Natpapan Chueakongtrakul (Poon)	natpapan.chueakongtrakul@solvay.com
	Celine Koh	celine.koh@solvay.com
	Catherine Lu	catherine.lu@solvay.com
	Sorrawit Parknondhkul	sorrawit.parknondhkul@solvay.com
	Nathan Purvis	nathan.purvis@solvay.com
EMEA	Thierry Leclerc	thierry.leclerc@solvay.com
	Sophie DeClaviere	sophie.declaviere@solvay.com
ZPRC/MOC	HazCom	hazcom.rawmat@solvay.com
MOC-ID	Lindsay Schramm	Lindsay.schramm@solvay.com

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
Japan	8524	7418 / Gas Chem Logistic Osaka
Singapore	8506	6062 / Poh Tiong Choon Jurong

Appendix 3 – List of Single Storage Locations

Storage Location	Description
8380	7786 / JF Hillebrand Fremantle
8433	7788 / Jakarta
8496	7722 / BDP Peru Arequipa
8500	7725 / Andimex San Antonio
8503	7988 / Daesung Whse Yangsan
8505	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

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✔ 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
Novescare	110048
Novescare (Confidential)	575
PePol - Engineering Plastics	19358
PePol - Performance Intermediates	14775