

# SAP WP1 Raw Material 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 ZPRC, ZUNB and ZMAT – Raw Material Material master data management for GBU Technology Solutions (Legacy Cytec organization).

Material Master Data management process includes creation and modification of the material as well as its inactivation and flagging for deletion. Creation of Basic Data, Classification, Sales general/plant, Foreign Trade, Purchasing, General, Plant Storage and Label Data Views will be presented in this procedure. Management of MRP, Work Scheduling, Quality Management, Accounting and Costing Views is being performed by Process Teams.

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

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

Request form for Technology Solutions materials should usually be attached to MOC Gensuite web page under MOC ID provided by requester.

The referral Technology Solutions 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 Data Operations scope is the management of ZMAT, ZVER and ZUNB materials for GBU Technology Solutions (legacy Cytec) sites in WP1 SAP system. Management of ZERS materials is described in a separate procedure. Riga Data Operations can create and extend ZDIE materials if requested so by Finance.

Material Type	Description	Division
ZMAT	Finished Goods Semi-finished Goods Raw Materials	Multiple Multiple KV
ZPRC	Commercial Products	N/A
ZVER	Packaging	WD
ZUNB	Stocked and non-valuated materials	WD (for packaging)
ZDIE	Services	Multiple

### 1.3. Abbreviations

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

ZDIE	Service	UoM	Unit of Measure
ZPRC	Commercial Product		

## 1.4. Roles and responsibilities

Technology Solutions ZMAT – Raw Material setup can be performed only once MOC-ID and ZPRC code are available.

Prior to submitting a new ZMAT request, it is the requester's responsibility to ensure the material does not exist in SAP already, so no duplicates are created in the system. If the material was not found, the 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 material in RCS

#### 2.1.1. Technology Solutions Pre-requisites

Raw Material setup can be performed only once MOC-ID and ZPRC available.

In all cases when MOC-ID is missing **Lindsay Schramm** and **HazCom team** should be contacted to clarify whether raw material 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.

**Important!** Verify the question "Is it a raw material or re-sale?" in the Data Operations checklist:

- **0451** should be used for **Raw materials** (production raw materials) or re-sale when relabeling is happening at Solvay location.
  - MOC required
  - ZPRC required – PRCO 900XX
- **0450** when supplier relabels the raw material at their own location. Solvay SDS and label will be send to supplier and attached to the material.
  - MOC required (all the regulatory information on the supplier)
  - Manual PRODCOM (Real SUB E 500XX) without link with logistics).
  - Should be linked to the proper business unit

##### 2.1.1.1. Accessing MOC Gensuite Portal

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**.

Solvay  
Solvay HSE  
General, Technology Solutions 1

Ask Genny...

All Users MOC Manager

Scope  
Welcome!  
Home  
Start Menu  
Applications 2  
Reports  
Open Actions

Input

Action Tracking Syst...  
Inspection Tool  
Concern Reporting  
Incidents & Measur...  
Initial Injury Reports

MOC Manager 3  
Ops Metrics  
Safety Observations  
Waste Tracker

In this step:

- Change the process to **Raw Material Change Process**
- **Unmak** the Assigned to
- Change the status to **All**

MOC Manager  
Homepage  
Log Change Request Report Manage English

Raw Material Change Process 4

Status Summary

	Total
Approval Phase	25
Execution Phase	27
Follow-Up Phase	0
Rejected Requests	1

Pending My Action 0  
My Request Status (In-Progress) 0

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

Process: Raw Material Change Process  
Assigned To: Data Manage 5  
MOC Status: All  
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

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 English

Raw Material Change Process

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: 11620 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
11620 8	Permanent - Simple	Raw Material Change Process	Execution : Completed	General	Henrijs Lapins	Henrijs Lapins	Yarian Cuenca Topete	Henrijs Lapins	09-Jul-2019	07-Aug-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 English

Raw Material Change Process

Change Request #11620 | TS-MS-GV-8712-POLYNAP SULF-GEO SPECIALTY CHEMICALS  
Closed  
Change Leader: Henrijs Lapins | Initiated By: Henrijs Lapins

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?  
Existing Approved Raw Material Extension to a new SAP Facility

Manage Request 10  
Email Request  
Print Request 11  
Manage Team  
Replace Leaders  
Reverse Request  
Copy Request

Screening Questions 9

- Print preview

**MOC Manager**  
Print Options

Log Change Request Report Manage

**Raw Material Change Process**

**Print Options**

Cover Page  
 Request Summary  
 Open Action Items  
 Change Details  
 Screening Checklist Questions  
 Paths Assigned  
 Summary View  Detailed  
 RM Extension - Integration - Planning  
 RM Extension - Integration - Procurement  
 RM Extension - Integration - Quality Manager  
 RM Extension - Introduction and Review - Product Manager  
 RM Extension - Regulatory - Chief Product Steward  
 RM Extension - Regulatory - HSE Hazcom  
 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?  
Existing Approved Raw Material Extension to a new SAP Facility

1.1) **Impacted Raw Material Extension Facilities**  
8712 Greenville **13**

1.2) Approved Raw Material SAP Code and Descriptor  
154260 - POLYNAPHTHALENE SULFONATE NA 40% 1000KG

1.3) Approved Raw Material Supplier and Manufacturer  
94567 GEO Specialty Chemicals, Inc.

1.4) Approved Raw Material Country of Origin  
USA

1.5) Approved Raw Material Shelf Life  
TBD

1.6) Original Approved Raw Material MOC ID Reference Number  
AQ-19-40 (Also can be found attached to this MOC)

1.7) Have impacted finished goods changed from original Raw Material MOC (list any new product not reviewed/approved previously)  
No  
Additional Details: To be used in 154343 REAGENT S-11472 1000KG 2205LB IBC

1.8) **Impacted Business Unit**  
Mining Solutions - Mineral Processing (E5) **14**

- The approval from hazcom team

**RM Extension - Regulatory - HSE Hazcom**

**Path Info**

Status	Approved <b>15</b>
Path Administrator	HSE Hazcom
Alternate Path Administrator	NA
Path Responsible Person	HSE Hazcom
Assessment Due Date	17-Jul-19 Submitted: 9-Jul-19 08:22 AM
Review Due Date	18-Jul-19 Completed: 10-Jul-19 04:21 AM
Approval Date	10-Jul-19
Critical Path?	Yes
Change	

- The ZPRC name and number

## Path Checklist Questions

1) Did you review checklist and other documentation available to make sure it contains all necessary information?

Yes

2) Is the raw material Safety Data Sheet (SDS) less than 5 years old and in the proper language and format of the country where the raw material will be used?

Yes

Additional Details: US format SDS is available

3) Is this raw material listed on the proper chemical inventory of the country where it will be used and where it is provided from?

Yes

Additional Details: Based on information provided by supplier - listed for all regions except Taiwan. Taiwan's inventory status has not been evaluated.

4) Is it acceptable to use this raw material in the EU (REACH)?

Not Applicable

5) Is this raw material subject to any special regulatory requirements (SNUR, TSCA12b, Restricted substances, SVHC and S-SVHC, Nanomaterials, ...)?

No

6) Is the necessary documentation provided for any defined special use (food contact,...)?

Not Applicable

7) If approval of this raw material to new location results in any changes to the Solvay SDS, have these changes been addressed?

Not Applicable

Additional Details: No changes for RM master record.

8) Prodcod name under which raw material is set-up in SAP

POLYNAPHTHALENE SULFONATE, NA 40%/GENERIC

16

9) SAP Prodcod specification

PRCO90076420

10) SAP Supplier specific (Real Sub E) specification

800000001131

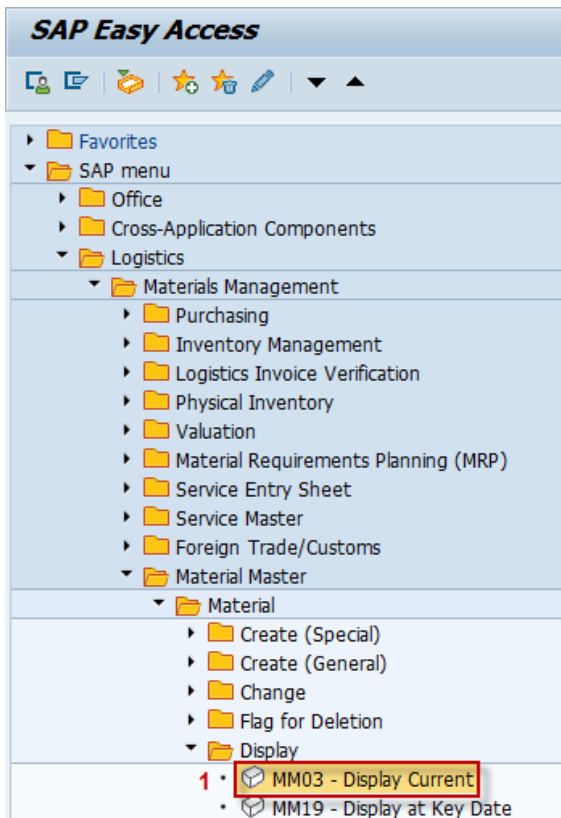
## Attachments

In this section you will find the additional documents to be used in the raw material creation

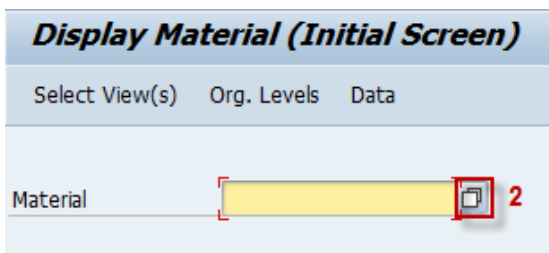
- Go to Attachments
- Save the SDS (Safety Data Sheet)
- Save the Checklist

Type	Attachment	Last Updated
Request	LOMAR PW SDS.pdf	9-Jul-19 07:08 AM US ET
Request	Spec lomar.pdf	9-Jul-19 07:10 AM US ET
Request	LOMAR PW COA.pdf	9-Jul-19 07:10 AM US ET
Request	Solvay RM Check List_Regulatory_Lomar PW(2-19).docx	9-Jul-19 07:10 AM US ET
Request	RM Check List_DM (6) (1).docx	9-Jul-19 07:10 AM US ET
Request	MOC AQ-19-40 from Centurion.doc	9-Jul-19 07:10 AM US ET

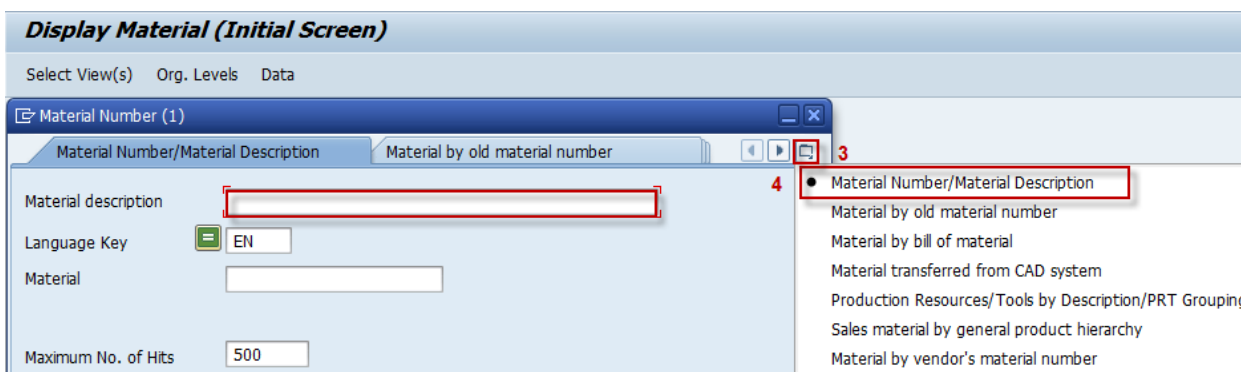
## 2.1.1.2 Checking for duplicates




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



Main activities	Tips / Best practices	Key points
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' and/or 'Materials by Commercial Product (PRCOM)'	Field 'Old material number' can be used to look up material by BPCS Code (temporarily). Field 'Old material number' contains MSDS number for ZPRC materials (temporarily). Other search options can be useful as well.	



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 ▼

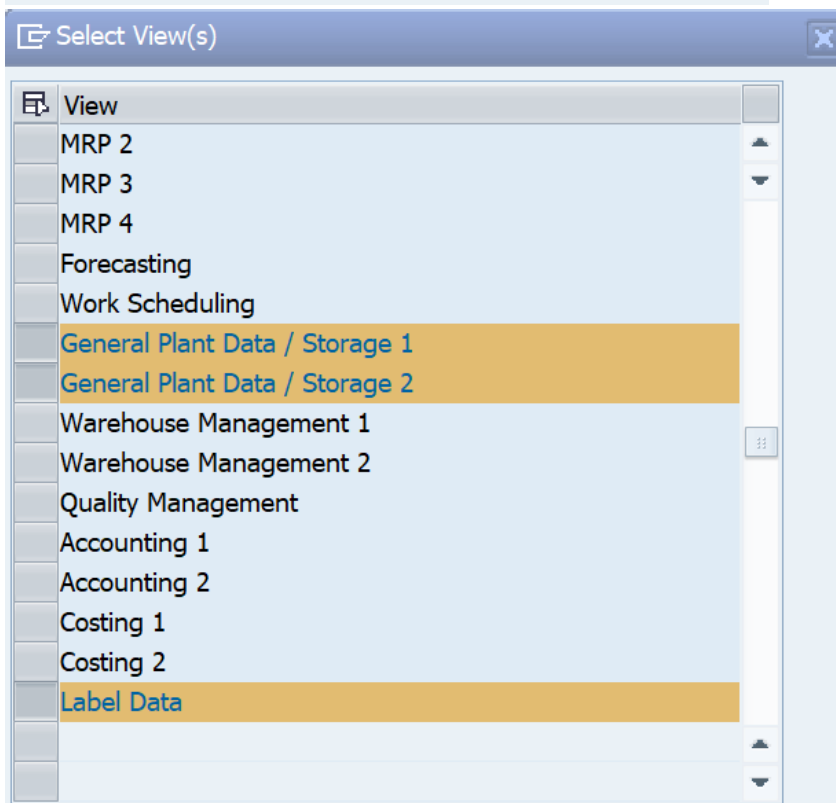
Material Type **10** ZMAT /Finished pd... ▼

Change Number

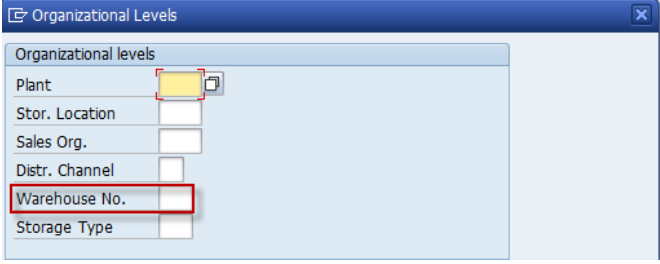
Copy from...

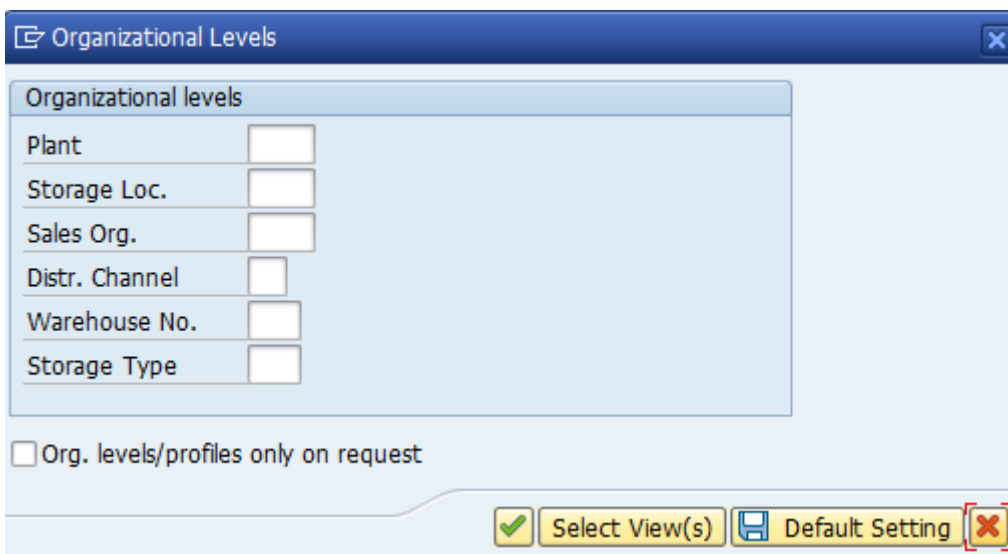
Material

Main activities	Tips / Best practices	Key points
Enter Industry Sector		Always choose "Chemical Industry"
Enter Material Type		Select the material type indicated in the request form
Copy from... Material	Option to copy data from an existing material can be useful in some cases.	
Hit Enter		



Main activities	Tips / Best practices	Key points
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<p>Select Views to be created</p>	<p>Creation of views can be performed all at once or in separate steps</p>	<p>See Appendix - List of single Technology Solutions Storage locations.</p> <p>Sales Organization and Distribution Channel <b>should not</b> be filled by creation. However, can be requested to be completed by requestor if material will have stock transfer from one plant to another (Intercompany only).</p> <p><b>NOTE!</b> Warehouse Management 1 &amp; 2 Views to be created and warehouse number added (in brackets) for warehouse managed plants only:  <b>8520 (077), 8521 (054), 8712 (C26), 8636 (K19)</b> – by default.                  For <b>8359</b> - only if requested.</p> 
<p>Hit Enter</p>	<p>Use Default Setting button to save your selections for future creations</p>	



Main activities	Key Points
<p>Fill in Organizational Levels</p>	<ul style="list-style-type: none"> <li>• Fill Plant as indicated in the request</li> <li>• Add Storage Location (Appendix - List of Single Storage Locations). If it is not listed, 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>
<p>Hit Enter</p>	

Material Edit Goto Environment System Help

Change Material 150716 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

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

Material 150716 **SODIUM ISOPROPYL XANTHATE 170KG DR**

General data

Base Unit of Measure **KG** kg Material Group **0451**

Old material number Ext. Matl Group

Division **KV** Lab/Office

Product allocation Prod.hierarchy

X-plant matl status Valid from

GenItemCatGroup **NORM** Standard item

Material authorization group

Authorization Group

Dimensions/EANs

Gross Weight **1.117** Weight unit **KG**

Net Weight **1**

Volume Volume unit

Size/dimensions

EAN/UPC EAN Category

Packaging material data

Matl Grp Pack.Mats **0005**

Ref. mat. for pkg

Basic Data Texts

Languages Maintained 0 Basic Data Text Language:

Main activities	Tips / Best practices	Key points
Enter Material Description	Check the request form for "SHORT DESCRIPTION". It is used for search and restricted to 40 characters. If the information does not fit on this field, then the complete description should be added on the basic data text.	Should match ZPRC record provided by HazCom Team. Preferably the chemical designation (and not a formula/Brand name) followed by the Net weight and the type of packaging associated with the material. i.e.: CARBON DIOXID 99% 25KG CYL (chemical description + concentration + net weight + packaging type). Should be always in uppercase.
Enter Base Unit of Measure		Always <b>KG</b>
Old Material Number		Not used
Enter Material Group		Always <b>0451</b>
Enter Division		Always <b>KV</b>
Enter General Item Category Group		Always <b>NORM</b>
Enter Gross Weight	Check the request form	Proportion of Gross weight to Net weight to be entered (Net = 1) i.e. 25 KG Gross and 20 KG Net => 1.25 Gross and 1 Net in SAP Bulk – <b>Always 1</b>
Enter Net Weight		Always <b>1</b>

Enter UoM for Weight		Always <b>KG</b>
Enter Packing Group		<b>0005</b> for Packed material <b>0001</b> for Bulk
Enter Ref. mat. for pkg		Not used
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.	

**Change Material 150716 (/Finished pdt & RM & SF)**

← Main Data

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

Material: 150716

Language	Material Description
EN	SODIUM ISOPROPYL XANTHATE 170KG DR
Z9	SODIUM ISOPROPYL XANTHATE 170KG DR
ZH	SODIUM ISOPROPYL XANTHATE 170KG DR
KO	SODIUM ISOPROPYL XANTHATE 170KG DR
DE	SODIUM ISOPROPYL XANTHATE 170KG DR
FR	SODIUM ISOPROPYL XANTHATE 170KG DR
IT	SODIUM ISOPROPYL XANTHATE 170KG DR
JA	SODIUM ISOPROPYL XANTHATE 170KG DR
PL	SODIUM ISOPROPYL XANTHATE 170KG DR
PT	SODIUM ISOPROPYL XANTHATE 170KG DR
ES	SODIUM ISOPROPYL XANTHATE 170KG DR

Main activities	Tips / Best practices	Key points
Enter material descriptions in local languages <b>NOTE:</b> Check if material description is in line with product name on ZPRC.		12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
Go to Units of measure tab	From Basic Data View Units of Measure tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	

**Change Material 150716 (/Finished pdt & RM & SF)**

← Main Data



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

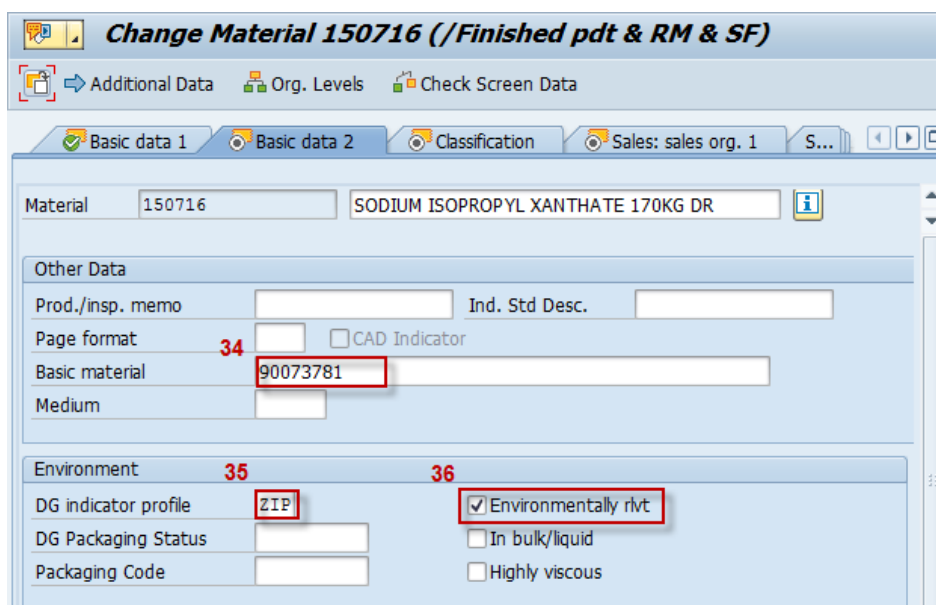
Material: 150716 SODIUM ISOPROPYL XANTHATE 170KG DR

Units of measure grp: [Dropdown]

X	AUn	M...	<... Y	BUn	Len...	Width	Height	Un...	Volume	Vo...	Gross W...
1	KG	kg	<... 1	KG							1.117
11,023	LB	US	<... 5,000	KG							
1	DR	Dru...	<... 170	KG							
			<...	KG							

Main activities	Tips / Best practices	Key points
Enter Alternate Units of Measure conversions		Fixed conversion 11023 LB <-> 5000 KG
Enter conversion of Stock keeping UoM to Base UoM		Conversion between one packaging unit and base unit of measure. Check the request form
Enter quantity of Stock keeping UoM in Pallet		Check the request form  Use fields for Lower-level Unit entry to indicate number of packages in Pallet at the very end of the line. <b>NOTE! Do not</b> enter a PAL UOM for Totes (IBC) or when not provided (special cases for Cylinders and Big Bag as sometimes they do not require pallet)
Enter any additional conversion if requested		Check the request form
Return to Main Data		

Main activities	Tips / Best practices	Key points
<p><b>Enter Material Long description</b> If no long description is provided, than the main description should be added</p>	<p>Use  button to add languages Copy English text to all other languages:</p> 	<p>12 mandatory languages are: 1 – Chinese (EN!) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish  &amp; – Brazilian Portuguese N – Dutch</p>



Main activities	Tips / Best practices	Key points
Go to Basic data 2 view		
Enter Basic material (related ZPRC Code)	<b>Mandatory field!</b>	Check the MOC

Enter Dangerous Goods indicator profile		ZIP for all materials at the moment of material creation
Tick Environmentally relevant		Mandatory for all materials
Go to Classification view		


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

Main activities	Tips / Best practices	Key points
Enter Class Type 023		Select class as per required GBU: <b>014 – Technology Solutions</b>
Press Next screen button to move to next selected view		

**Change Material 162094 (/Finished pdt & RM & SF)**

Additional Data   Org. Levels   Check Screen Data

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

Material: 162094   7781 50" 1270MM 497A GLASS FABRIC 

Sales Org.: US32   Composite Materials

Distr. Chl: 0A   Interco Composites M

**General data**

Base Unit of Measure: M   m   Division: KV   MP VEND...  
 Sales Unit:    Sales unit not var.  
 Unit of Measure Grp:     
 X-distr.chain status: 63   Valid from: 25.11.2019  
 DChain-spec. status:    Valid from:     
 Delivering Plant:     
 Material Group: 0451   CHEM PROD >RAW MAT  
 Cash discount   **Conditions**

**Tax data**

D...	Departure country	Ta...	Tax category	T	Tax classification
TW	TAIWAN	MWST	Output Tax	1	Full tax
US	USA	UTX1	State Sales Tax	1	Taxable

Entry 1 of 2

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 162094 (/Finished pdt & RM & SF)**

Additional Data   Org. Levels   Check Screen Data

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

Material: 162094   7781 50" 1270MM 497A GLASS FABRIC

Sales Org.: US32   Composite Materials

Distr. Chl: 0A   Interco Composites M

**Grouping terms**

Matl statistics grp: 1   'A' Material   Material pricing grp:

Volume rebate group:    Acct assignment grp: F   Finished

Gen. item cat. grp: NORM   Standard item   Item category group: ZMAN   Manual batch ...

Pricing Ref. Matl:

Product Hierarchy:

Commission group:

Main activities	Tips / Best practices	Key points
Enter Material statistics group		Always 1
Enter Account assignment group		Check the request form, if not provided populate with F
Enter Item category group		Always ZMAN
Save the extension		

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

Material: 150716   SODIUM ISOPROPYL XANTHATE 170KG DR

Plant: 8356   7723 Atequiza

**General data**

Base Unit of Measure: KG   kg   Replacement part:

Gross Weight: 1.117   KG   Qual.f.FreeGoodsDis.: 49  

Net Weight: 1      Material freight grp:

Availability check: 02   Other with ATP    Appr.batch rec. req.

Batch management

**Shipping data (times in days)**

Trans. Grp: 0001   Packed   LoadingGrp: 0001   Standard

Setup time:    Proc. time:    Base qty:    KG

**Packaging material data**

Matl Grp Pack.Matls: 0005

Ref. mat. for pckg:

**General plant parameters**

Neg.stocks   Profit Center: 8356-N1238   SerialNoProfile:    DistProf:

SerializLevel:

Main activities	Tips / Best practices	Key points
Enter Availability check		Raw materials and packaging – 02

Enter Material freight group	Mandatory for Packed materials for US, CA and BR  Bulk – empty  Material Hazardous class can be found in RM SDS sheet under section 14th in attached documentation for MOC-ID provided by requester	<table border="1"> <tr> <td>Material Type</td> <td>Fr. Group</td> </tr> <tr> <td>Haz Class 9 and non corrosive chemicals</td> <td>10058</td> </tr> <tr> <td>Haz Class 8 PG III</td> <td>10054</td> </tr> <tr> <td>Haz Class 8 PG II</td> <td>10055</td> </tr> </table>	Material Type	Fr. Group	Haz Class 9 and non corrosive chemicals	10058	Haz Class 8 PG III	10054	Haz Class 8 PG II	10055												
Material Type	Fr. Group																					
Haz Class 9 and non corrosive chemicals	10058																					
Haz Class 8 PG III	10054																					
Haz Class 8 PG II	10055																					
Activate Batch Management requirement indicator	Same field is also available in Purchasing, Plant data / storage 1 and Warehouse Management 1 views	Always checked for ZMAT																				
Enter Transportation Group	<table border="1"> <thead> <tr> <th>TGroup</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>Packed</td> </tr> <tr> <td>0002</td> <td>Isothermal pack</td> </tr> <tr> <td>0003</td> <td>Liquid bulk</td> </tr> <tr> <td>0004</td> <td>Solid bulk</td> </tr> <tr> <td>0005</td> <td>Powdered bulk</td> </tr> <tr> <td>0006</td> <td>Isothermal bulk</td> </tr> <tr> <td>0007</td> <td>Sample</td> </tr> <tr> <td>0008</td> <td>Hazardeous liq. bulk</td> </tr> <tr> <td>0009</td> <td>Hazardeous packed</td> </tr> </tbody> </table>	TGroup	Description	0001	Packed	0002	Isothermal pack	0003	Liquid bulk	0004	Solid bulk	0005	Powdered bulk	0006	Isothermal bulk	0007	Sample	0008	Hazardeous liq. bulk	0009	Hazardeous packed	<p>Should be checked in <a href="#">Sinequa</a> for SDS sheet. Using sections 9 and 14 correct Transportation group can be determined.</p> <p>In <a href="#">Sinequa RM SDS</a> can be found using ID underlined below.</p> <p><b>11) Prodcom name under which raw material is set-up in SAP</b> SOYBEAN OIL REFINED / GENERIC</p> <p><b>12) SAP Prodcom specification</b> PRCD0066143</p> <p><b>13) SAP Supplier specific (Real Sub E) specification</b> 80000004365</p>
TGroup	Description																					
0001	Packed																					
0002	Isothermal pack																					
0003	Liquid bulk																					
0004	Solid bulk																					
0005	Powdered bulk																					
0006	Isothermal bulk																					
0007	Sample																					
0008	Hazardeous liq. bulk																					
0009	Hazardeous packed																					
Enter Loading Group		Bulk – 0002 Else – 0001																				
Enter Profit Center	Same field is also available in Plant data / storage 2 view	List of profit centers can be found in following <a href="#">Google drive link</a>																				
Go to Foreign trade export view																						

Sales: general/plant Foreign trade export Sales text Purchasing

Material 150716 SODIUM ISOPROPYL XANTHATE 170KG DR

Plant 8356 7723 Atequiza

**Foreign trade data**

Comm./imp. code no. \* 29309011 An-(1,1,2,2-Tetrachlorideethylmetcapto)- Un

Export/import group

CAS number (pharm.)

PRODCOM no. 55

Control code

**Origin / EU market organization / preferences**

Country of origin 56 CN Region of origin

CAP product list no.

CAP prod. group

Preference status Not maintained Customs tariff prefs

Vendor decl. status Not maintained

**Legal control**

ExemptionCertificate Exemption cert. no.

Iss.date of ex.cert.

Military goods Legal control

Main activities	Tips / Best practices	Key points
Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team	When extending material to a new Plant the Commodity/import code field is to be left blank (to be cleared if Copy from... option is used). Whenever a material is extended to any of non-GTS plants (see Appendix - List of Plants in non-GTS countries), extension has to be added in the <a href="#">linked file</a> .	

Control code	Required for all Brazilian plants	Contact HTS Team ( <a href="mailto:htsclassification@solway.com">htsclassification@solway.com</a> ) for correct code
Enter Country of origin	Check the request form	
Enter Mat. CFOP category	Field is mandatory for Brazil plants only	Always 0
Go to next view	Go to Purchasing view.	

Sales text Purchasing Foreign trade import Purchase order text M.

Material 150716 SODIUM ISOPROPYL XANTHATE 170KG DR  
Plant 8356 7723 Atequiza

**General Data**

Base Unit of Measure KG kg Order Unit Var. OUn  
Purchasing Group 59 6YB Material Group 0451  
Plant-sp.matl status 60 Z1 Valid from  
Tax ind. f. material Qual.f.FreeGoodsDis.  
Material freight grp 10056 61  Autom. PO  
 Batch management

**Purchasing values**

Purchasing value key 62 0001 Shipping Instr.  
1st Reminder/Exped. 5- days Underdel. Tolerance 10.0 percent  
2nd Reminder/Exped. 1 days Overdeliv. Tolerance 10.0 percent  
3rd Reminder/Exped. 3 days Min. Del. Qty in % 0.0 percent  
StdValueDelivDateVar 0 days  Unltd Overdelivery  Acknowledgment Req

**Other data / manufacturer data**

GR Processing Time 63 2 days  Post to insp. stock  Critical Part  
Quota arr. usage  Source list  JIT Sched. Indicator

Main activities	Tips / Best practices	Key points
Enter Purchasing Group		List of purchasing groups can be found in following <a href="#">Google drive link</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 Z1 is to be used at the time of material creation.
Activate automatic Purchase Order indicator		Always checked
Enter Purchasing value key		Packed ZMAT – 0001 Bulk ZMAT – 0005 (incl. flexitank)
Enter GR processing time	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 2 Default value for Plant 8605 – 0
Go to next view	Foreign trade Import	Values will be copied from Foreign trade export view
Go to next view	Plant data / storage 1 view	

**Change Material 154843 (/Finished pdt & RM & SF)**

Additional Data   Org. Levels   Check Screen Data

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

Material: 154843   POLYFILM LD .0025X46IN RED

Plant: 8364   7180 Anaheim

Stor. Loc.: CENT   Main Warehouse

**General data**

Base Unit of Measure: KG kg   Unit of issue: LB

Storage Bin:   Picking area:  

Temp. conditions: 13   Storage conditions:  

Container reqmts:   Haz. material number:  

CC phys. inv. ind.: B   CC fixed:   Number of GR slips:  

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

Batch management

**Shelf life data**

Max. Storage Period:   Time unit:  

Min. Rem. Shelf Life: 1   Total shelf life: 1,820

Period Ind. for SLED: D   Rounding rule SLED:  

Storage percentage:  

Main activities	Tips / Best practices	Key points
Enter Physical inventory indicator for cycle counting	Plant data administrators will change the field value if necessary	Default value at the time of material creation – B
Enter Minimum Remaining Shelf Life		Default value at the time of material creation – 1
Enter Total shelf life	Important: Shelf life days should be consistent on Commercial Product level	<ul style="list-style-type: none"> <li>Check the form. <ul style="list-style-type: none"> <li>If: <ul style="list-style-type: none"> <li>Not provided: reject the request</li> <li>Provided as "Indefinite": Add 5475 days</li> </ul> </li> </ul> </li> </ul>
Go to Plant data / storage 2 view	Nothing should be entered as Profit center data are being copied from Sales: general/plant view	
Go to Label data		

#### Label View

Technology Solutions
<ul style="list-style-type: none"> <li>Primary Packaging Unit (PPU): Copy from the checklist <ul style="list-style-type: none"> <li><b>Note!</b> For Bulk packaging primary packaging unit should be KG</li> </ul> </li> <li>Select the Primary Pack Unit</li> <li>Press in Configuration</li> </ul>

Primary Pack. Unit **DR Drum**

Labeling Specification

DR Drum Configuration

Packaging Unit

KG kg

LB US pound

**DR Drum**

Configuration Import

- Label category - Default **Z\_RAW**
- Gen. Var. - Default **GLM\_RAW\_01**
- Copies
  - Depends on packaging type
  - Correct label can be found in Appendix - Label requirements.
  - Correct value can be copied directly in SAP (From "Label Category" to "Copies")

Labeling Specification

DR Drum Configuration


Label Cate...	Categ. desc.	Label Size	Gen. Var.	Copies			
<b>Z_RAW</b>	Raw material label		GLM_RAW_01	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Validity Areas Entry 1 of 1

- Validity Areas
  - Validity Areas are similar for all Raw Materials

Change Material 150716 (/Finished pdt & RM & SF)

Validity Area	Val.AreaDesc
GENERIC	Generic scenario
G_RECEIPT	Good receipt scenario

- When all data has been entered, save the material by pressing  button and exit material creation
- Copy number of the created material into communication to Requestor:

 **Material 143056 created**

**Important!** Material number with MOC ID and ZPRC# should be sent to responsible parties from plant to complete missing views for RM (MRP, QM, Acct, Costing).

Applicable for material creation and plant extension.

Link to file - [TS MM Support Organization](#). Also include 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, QM, Acct, Costing)?

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

Kind regards,

## 2.1.3. Extension of material - Technology Solutions

Following MOC procedure plants are obligated to review existing MOC process every two to three years, therefore valid MOC ID is mandatory component for Raw Material extension, this information should be provided by requester any time material should be created for a new plant.

HazCom Team should be involved in Raw Material activation process due to their responsibility to verify MSDS (ZPRC) code validity and correctness. They will also verify whether existing MOC ID can still be used.

NOTE: Raw Materials *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 Raw material material to a Plant, select Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, Foreign Trade: Import Data, General Plant Data/Storage 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** 

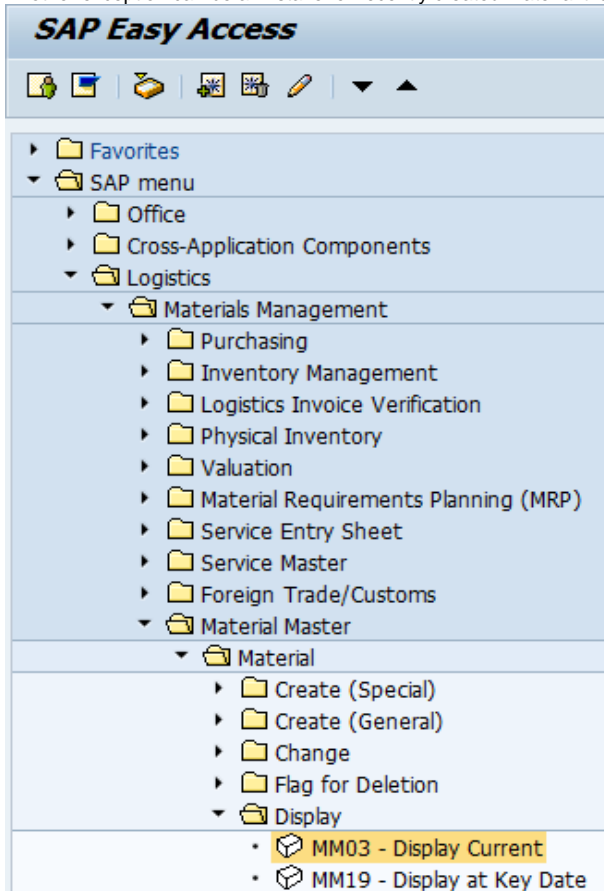
## 2.2. Material modification

### 2.2.1. Pre-requisites

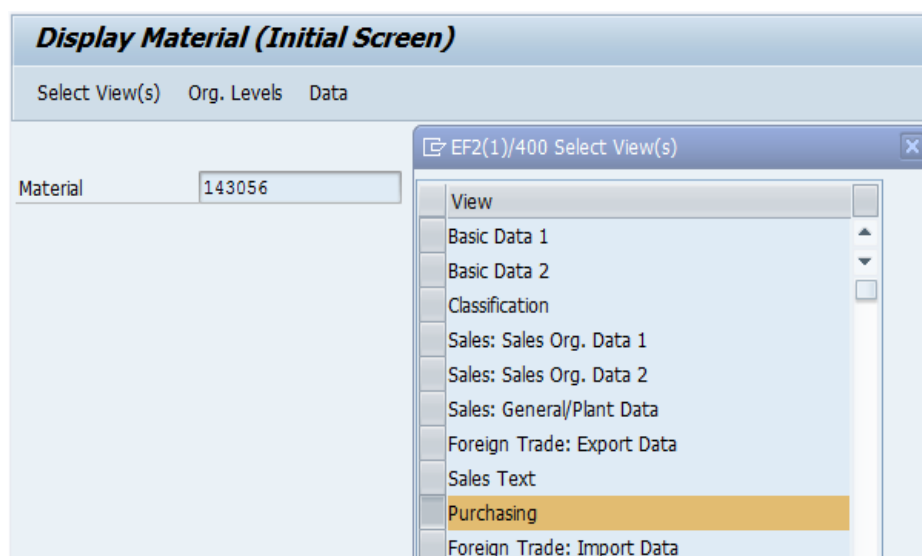
Material modification is allowed only if validated by all Plants using the material.  
Requests to change the fields listed below must not be performed – in this case a new material has to be created.

- Base Unit of Measure
- Net Weight

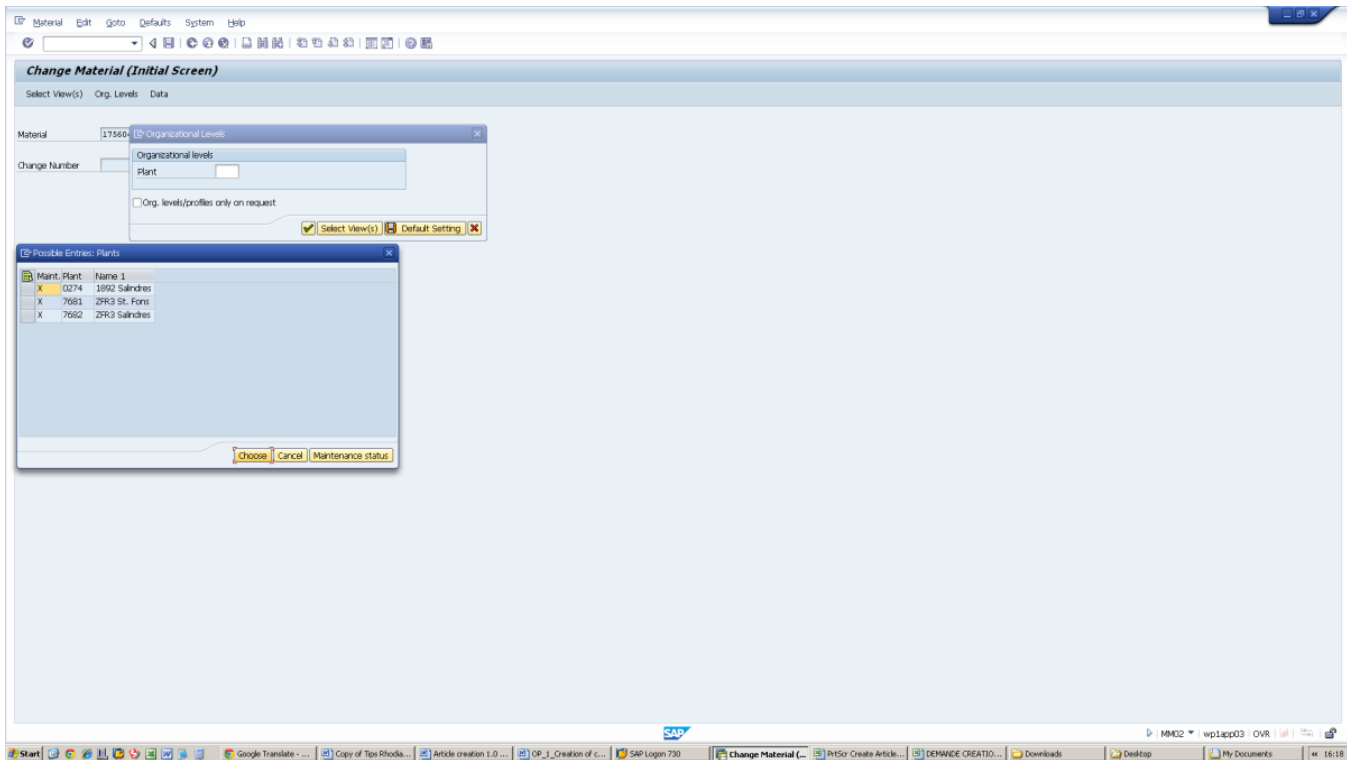
In some exceptional cases range can be added to Raw Material, e.g. TALLOW ALKYL AMINE >97% 159/165KG DR  
Another exception can be a mistake for recently created material that has not yet had any stock and stock movements in the system.



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		



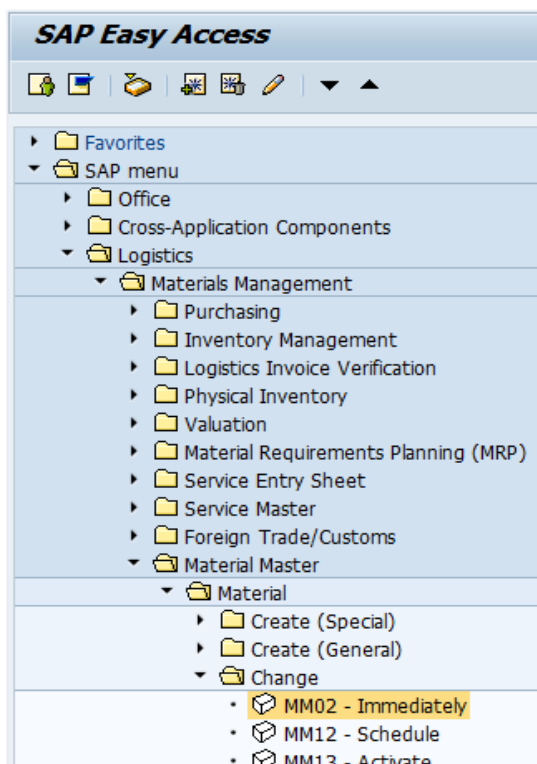
Main activities	Tips / Best practices	Key points
Verify the possible Plants related to the Material by clicking on the match code.		
All Plants using the material are listed		

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.

## 2.2.2. 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		

### 2.2.3. Material Sales Organization Extension

**Should not be** performed by material creation, can be opened for Intercompany (e.g. US23/90; NL01/90 etc) sales area only when extending Raw Material to different plant and Stock Transfer is required from one location to another.

**Should not be** extended to commercial sales area.

**Change Material 1909958 (/Packaging)**

Additional Data   Org. Levels   Check Screen Data

Basic data 2   Sales: sales org. 1   Sales: sales org. 2   Sales: general/plant

Material: 1909958   IBC 1041L ST PAL VT UN UV DN150/50 WHT

Sales Org.: NL01   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: 25.09.2017

DChain-spec. status:  

Delivering Plant:  

Material Group: 0054   IBC'S

Cash discount   Conditions

**Tax data**

D...	Departure country	Ta...	Tax category	T	Tax classification
BE	BELGIUM	MWSI	Output Tax	1	Full tax
BE	BELGIUM	WIA3	Output Tax Dest.Ctry	1	Taxable

Entry 1 of 21

**Quantity stipulations**

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

Delivery unit:  


Rnding Profile:  

Main activities	Key points
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
Valid from date for Cross-distribution-chain specific material status	DD.MM.YYYY
Maintain Tax classifications	Always 1 for all countries unless otherwise indicated by Finance or Tax department

**Change Material 1909958 (/Packaging)**

Additional Data   Org. Levels   Check Screen Data

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

Material: 1909958   IBC 1041L ST PAL VT UN UV DN150/50 WHT 

Sales Org.: NL01   Technology Solutions

Distr. Chl: 90   Interco Technology S

**Grouping terms**

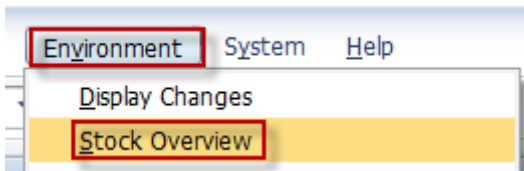
Matl statistics grp	<b>1</b>	'A' Material	Material pricing grp	<input type="checkbox"/>
Volume rebate group	<input type="checkbox"/>		Acct assignment grp	<b>I</b>
Gen. item cat. grp	VERP	Packaging	Item category group	<b>ZVRP</b>
Pricing Ref. Matl	<input type="text"/>			
Product Hierarchy	<input type="text"/>			
Commission group	<input type="checkbox"/>			

Main activities	Tips / Best practices	Key points
Enter Material statistics group		Always 1
Enter Account assignment group		Always I
Enter Item category group		ZVRP

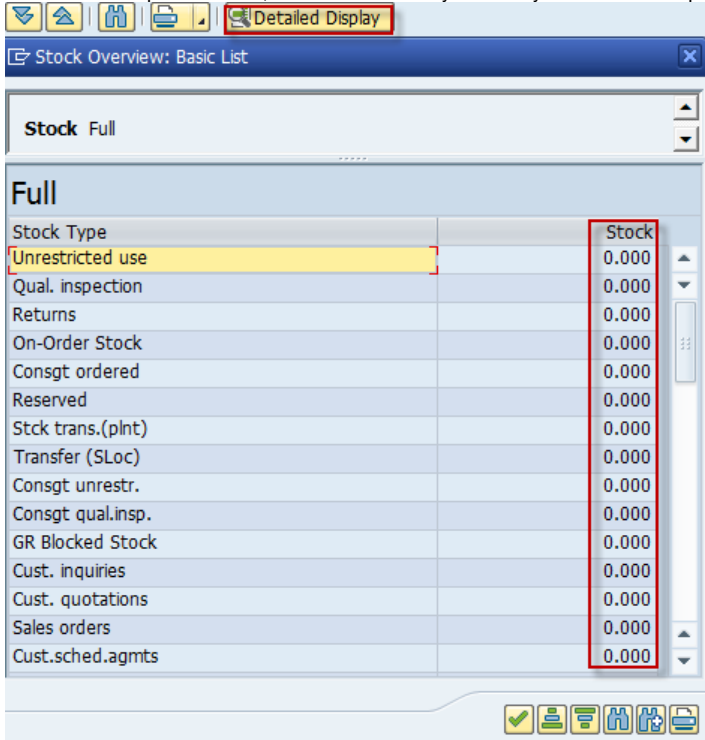
### 2.3. Material Inactivation

Before inactivating material an approval from appropriate purchasing contact should be received, material should also be checked for open items under "Stock overview".

Technology Solutions
Required approval from Buyer - <a href="#">list</a>



If there are no open activities, Stock will show only "0". If any other values displayed, appropriate Product Manager should be contacted for Stock removal.



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

Inactivation of ZPRC material can be performed only if all ZMAT materials linked to it are inactive:

- Change Description adding **\*OBS\*** before name in all languages.

## 2.4. ZPRC creation

It is in Data Management scope to create ZPRC records for Raw Materials when requested comes from HazCom Team. When ZPRC record is completed in SAP WP1, systems are being synchronized overnight and PRCO code appears on HazCom side. To complete this request material chemical name should be verified and provided by HazCom Team.

Material	<input type="text"/>
Industry Sector	C Chemical industry
Material Type	ZPRC Commercial P ...

#	Main activities	Tips / Best practices	Key points
1	Enter Industry Sector		Always C
2	Enter Material Type		ZPRC

View

- Basic Data 1
- Basic Data 2
- Classification
- Label Data

#	Main activities	Tips / Best practices	Key points
3	Select views		Basic Data 1; Basic Data 2; Classification; Label Data

Basic data 1 Basic data 2 Classification Label Data

Material 90075594 4 POTASSIUM ALUM SOLUTION 7,5 % / GENERIC

General Data

Base Unit of Measure 5 KG kg Material Group 6 0451

Old material number Ext. Matl Group

Division Lab/Office

Product allocation Prod. Hierarchy

X-plant matl status Valid from

GenItemCatGroup NORM Standard item

#	Main activities	Tips / Best practices	Key points
4	Enter description		Material chemical name provided by HazCom + / GENERIC
5	Base Unit of Measure		Always KG
6	Material Group		Always 0451

Language	Material Description
EN	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
Z9	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
ZH	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
KO	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
CS	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
DE	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
FR	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
IT	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
JA	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
PT	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC
ES	POTASSIUM ALUM SOLUTION 7,5 % / GENERIC

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

7		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
---	--	--

**Classification**

Object

Material: 90075544 NA DIISOBUTYLDITHIOPHOSPHATE 51% / GEN  
Class Type: 001 Material class

Assignments

Class	Description	St...	S...	I...	Itm
LIP0020148	RAW MATERIALS - XD - KV	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	10

Entry 1 / 1

#	Main activities	Tips / Best practices	Key points
8	Classification view – Class type 001		LIP # LIP0020148 should be entered
9	Go to label view		No data maintained
10	Save material		

## Appendix – Labeling rules

DR, BX, CY, JRC, PL, BULK, BAG	Z_RAW	Raw material label	GLM_RAW_01	1
TE, BB	Z_RAW	Raw material label	GLM_RAW_01	2

## Appendix – List of contacts

Requests for Raw Material requests can be accepted from Purchasing representative.  
Detailed Technology Solutions Support Organization file by plants can be found in following [link](#).

	Representative	Email
US and Canada	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>
LAM	Abril Gomez ( <b>Maternity leave</b> ) Replacement: Vincent Cifelli and Eduardo Rubalcaba Guizar	<a href="mailto:abril.gomez@solway.com">abril.gomez@solway.com</a> <a href="mailto:Vincent.Cifelli@solway.com">Vincent.Cifelli@solway.com</a> <a href="mailto:eduardo.rubalcabaguizar@solway.com">eduardo.rubalcabaguizar@solway.com</a>
APAC	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>
EMEA	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>
ZPRC/MOC	HazCom	<a href="mailto:hazcom.rawmat@solway.com">hazcom.rawmat@solway.com</a>
MOC-ID	Lindsay Schramm	<a href="mailto:Lindsay.schramm@solway.com">Lindsay.schramm@solway.com</a>

## Appendix – List of Plants in non-GTS countries

Whenever a material is extended to any of non-GTS plants, extension has to be added in a file to notify the responsible team. Location of the [file](#).

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

## Appendix – List of Single Storage Locations

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 – Open items check (PIRs and Orders)

Check for Active/Inactive PIR (ME1M)

ME1M

### Info Records per Material

Material 161928 to

Vendor to

Material group to

Vendor material number to

Vendor sub-range to

Vendor material group to

Purchasing organization to

Info category to

Plant to

Purchasing group to

- Add the material number

### Purchasing Info Records for Material

Price Simulation Simulation

Material 161928 POLYFILM LD .0025X52IN BLUE

Vendor	Name	Info Rec.	Rule	De
P.Org	InfoCat	Plnt PGp	Plan Time	Minimum Qty Un Var
Price Origin	Net Price	Currency	Qty Un	Document Item QDp
2156414	CADILLAC PRODUCTS PACKAGING CO	5300460095		
<input checked="" type="checkbox"/>	3014 Standard	8361 YBS 42 Days	0 LB	
	Condition	1.53 USD	1 LB Net	31.12.9999
<input type="checkbox"/>	3014 Standard	8364 YBS 42 Days	0 LB	
	Condition	1.66 USD	1 LB Net	31.12.9999
<input type="checkbox"/>	3014 Standard	8365 YBS 35 Days	0 LB	
	Condition	1.81 USD	1 LB Net	31.12.9999

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

Change Info Record: General Data			
Purch. Org. Data 1	Conditions	Texts	
Info record	5300460095		
Vendor	2156414	CADILLAC PRODUCTS PACKAGING CO	
Material	161928	POLYFILM LD .0025X52IN BLUE	
Material Group	0451	CHEM PROD >RAW MAT	
<b>Vendor Data</b>		<b>Origin Data</b>	
1st Rem./Exped.	5- Days	Certif. Cat.	<input type="checkbox"/>
2nd Rem./Exped.	1 Days	Certificate	
3rd Rem./Exped.	3 Days	Valid to	
Vendor Mat. No.	300537	Ctry of Origin	US
Vendor Subrange		Region	
VSR Sort No.		Number	
Vendor Mat. Grp		Manufacturer	
Points	/ 1 KG	<b>Supply Option</b>	
Salesperson		Available from	
Telephone		Available to	
Return Agmt	<input type="checkbox"/>	<input type="checkbox"/> Regular Vendor	
Prior Vendor			
<b>Purchase Order Unit of Measure</b>			
Order Unit	LB		
Conversion	22,046 LB <-> 10,000 KG		
Var. Order Unit	<input type="checkbox"/> Not active		

- Save the changes

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

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

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

- Z\_ALV\_BEST for WP1

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

- RECHNUNG for WP1

ME2N

### Purchasing Documents per Document Number

Choose...

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

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

### Purchasing Documents by Document Number

Print Preview

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

Check for open Sales Orders

VA03

**Display Sales Order: Initial Screen**

Sales | Item overview | Ordering party | Orders

Order

Search Criteria

Purchase Order No.	<input type="text"/>
Sold-To Party	<input type="text"/>
Delivery	<input type="text"/>
Billing Document	<input type="text"/>
WBS Element	<input type="text"/>

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

Sales Document (1)

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

Material

Sales Document

Sales Document Type

Sold-To Party

Created On

Maximum No. of Hits

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

Sales Document (1) 15 Entries found






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

Material: 165713

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

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Nov 30, 2021	Actor	Type	Activity	Version
Published	 FONSECA, Sara	State	changed state to <b>Published</b> at 10:54 pm	v58
To be approved	 FONSECA, Sara	State	gave <i>Approvers</i> approval at 10:54 pm	
		State	changed state to <b>To be approved</b> at 10:53 pm	v58
For Review	 FONSECA, Sara	State	gave <i>Reviewers</i> approval at 10:53 pm	
	 Alise Zulpa	Edit	updated the page at 4:17 pm	
			<i>sophie.declaviere@solvay.com added as an approved requester</i>	
		State	assigned approval <i>Reviewers</i> to  FONSECA, Sara at 3:18 pm	
			<i>sophie.declaviere@solvay.com added as an approved requester</i>	
		State	changed state to <b>For Review</b> at 3:18 pm	v58
			<i>sophie.declaviere@solvay.com added as an approved requester</i>	

Draft



Alise Zulpa

State changed state to Draft at 3:17 pm

v58