Launch Material Qualification Users Manual

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Training Videos

General Introduction	Click here
Buyers	Click here
Product Stewardship	Click here
R&I, Quality & SAP Path	Click here
Pre Approval	Click here
How to initiate a RMQ Request	Click here
Navigate through the tools - all Icons Meaning	Click here

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1. **Introduction**

This document will guide the user on how users can access the Launch Material Qualification application and perform their activities in this newly designed tool. Also this document will guide them about the features of Material Qualification tools and how they can utilize the same in their day to day business needs.

Please refer to the details of Enhancements made on application, by clicking here.

a. Scope

- Walk through of the Launch Material Qualification Application.

a. Assumptions

- All the appropriate access has to be provided to the users prior to sharing this Guide.
- Users going through this training document are well aware of these workflows.

a. Definition, acronyms and abbreviation

Terms	Definition
RMQ	Raw Material Qualification
BPM	Business Process Management

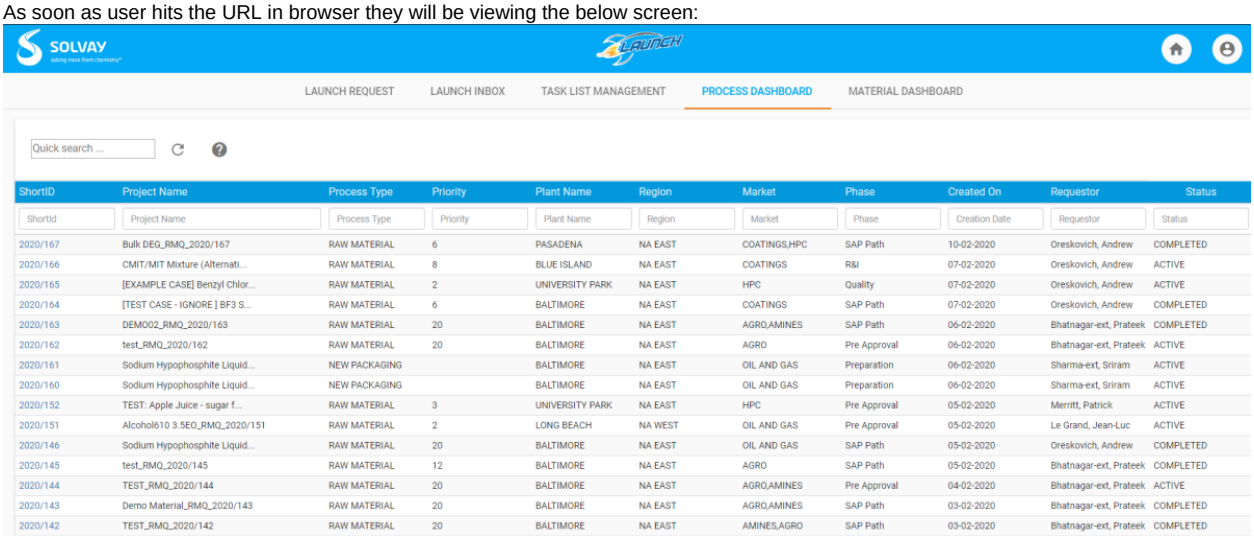
2. Training Details

a. Application URLs

You can access the application by hitting the below URLs in your CHROME browser:
To access **Test** Environment: https://bpmsim.solvay.com
To access **Live** Environment: https://bpm.solvay.com
Please Note: That you need not to provide any username and password while accessing the application. The application has a 'Single Sign On' feature. Which will enable the user to login in automatically once the URL is used on the browser within Solvay Intranet.

a. Basic Information about Application

As soon as user hits the URL in browser they will be viewing the below screen:



ShortID	Project Name	Process Type	Priority	Plant Name	Region	Market	Phase	Created On	Requestor	Status
2020/167	Bulk DEG_RMQ_2020/167	RAW MATERIAL	6	PASADENA	NA EAST	COATINGS,HPC	SAP Path	10-02-2020	Oreskovich, Andrew	COMPLETED
2020/166	CMIT/MIT Mixture (Alternati...	RAW MATERIAL	8	BLUE ISLAND	NA EAST	COATINGS	R&I	07-02-2020	Oreskovich, Andrew	ACTIVE
2020/165	[EXAMPLE CASE] Benzyl Chlor...	RAW MATERIAL	2	UNIVERSITY PARK	NA EAST	HPC	Quality	07-02-2020	Oreskovich, Andrew	ACTIVE
2020/164	[TEST CASE - IGNORE] BF3 S...	RAW MATERIAL	6	BALTIMORE	NA EAST	COATINGS	SAP Path	07-02-2020	Oreskovich, Andrew	COMPLETED
2020/163	DEMO02_RMQ_2020/163	RAW MATERIAL	20	BALTIMORE	NA EAST	AGRO,AMINES	SAP Path	06-02-2020	Bhatnagar-ext, Prateek	COMPLETED
2020/162	test_RMQ_2020/162	RAW MATERIAL	20	BALTIMORE	NA EAST	AGRO	Pre Approval	06-02-2020	Bhatnagar-ext, Prateek	ACTIVE
2020/161	Sodium Hypophosphite Liquid...	NEW PACKAGING		BALTIMORE	NA EAST	OIL AND GAS	Preparation	06-02-2020	Sharma-ext, Sriram	ACTIVE
2020/160	Sodium Hypophosphite Liquid...	NEW PACKAGING		BALTIMORE	NA EAST	OIL AND GAS	Preparation	06-02-2020	Sharma-ext, Sriram	ACTIVE
2020/152	TEST: Apple Juice - sugar f...	RAW MATERIAL	3	UNIVERSITY PARK	NA EAST	HPC	Pre Approval	05-02-2020	Merritt, Patrick	ACTIVE
2020/151	Alcohol610 3.5EO_RMQ_2020/151	RAW MATERIAL	2	LONG BEACH	NA WEST	OIL AND GAS	Pre Approval	05-02-2020	Le Grand, Jean-Luc	ACTIVE
2020/146	Sodium Hypophosphite Liquid...	RAW MATERIAL	20	BALTIMORE	NA EAST	OIL AND GAS	SAP Path	05-02-2020	Oreskovich, Andrew	COMPLETED
2020/145	test_RMQ_2020/145	RAW MATERIAL	12	BALTIMORE	NA EAST	AGRO	SAP Path	05-02-2020	Bhatnagar-ext, Prateek	COMPLETED
2020/144	TEST_RMQ_2020/144	RAW MATERIAL	20	BALTIMORE	NA EAST	AGRO,AMINES	Pre Approval	04-02-2020	Bhatnagar-ext, Prateek	ACTIVE
2020/143	Demo Material_RMQ_2020/143	RAW MATERIAL	20	BALTIMORE	NA EAST	AGRO,AMINES	SAP Path	03-02-2020	Bhatnagar-ext, Prateek	COMPLETED
2020/142	TEST_RMQ_2020/142	RAW MATERIAL	20	BALTIMORE	NA EAST	AMINES,AGRO	SAP Path	03-02-2020	Bhatnagar-ext, Prateek	COMPLETED

Please find the details of each Tab that is visible in the application and what can be achieved from that tab:

- ***Launch Request***: This tab will give the user ability to initiate the Launch request into the system. Also this Tab will only be accessible to 'Purchasing' to initiate Material Qualification Process or New Packaging Process.
- ***Launch Inbox***: This tab will act like the inbox you have in your mailbox i.e. any 'Active' task that is assigned to you will be visible to you under this tab. Users can click on TaskId (which will

be a hyperlink) to open the task and perform their activity. Please note that as soon you complete your activity or submit the task it will disappear from your inbox.

- ***Task List Management***: This tab will provide users to look into all the latest tasks regardless of their status, projects, and assignments. Users can click on the TaskId (which will be a hyperlink) to open the task. *However the user cannot submit, save the task if it is not assigned to them*.
- ***Process Dashboard***: This tab gives users the ability to track the status of their projects. Users can see only the projects for the region they are associated with. Users can see the basic details of the project i.e. Market, Requester, Region, Plant, Process Status etc. Users can click on

project name to check the process status and further click on any box in the flow diagram to drill down the tasks associated with that stage of the process.

- ***Material Dashboard***: This tab gives users the ability to track only the approved Raw Materials along with details such as history and documents uploaded.

1. **Application Features**

Below listed are the features of this application that users can utilize:

- Project Team creation based on dynamic Business Rules.
- Reassignment and delegation features from the Dashboard.
- Place the process On Hold if awaiting any confirmation or details or to prevent any further movement of process until the information is received or the issue is resolved.
- Resume the process once the information is received or the issue is resolved.
- Kill the process, if the decision is taken to cease all work and the project will never be resumed.
- Ask any team members about any missing information required. The system will send the email notification to the selected user and will capture the missing information request in the Dashboard.
- Restricted access based on Roles.
- Single Sign on feature.

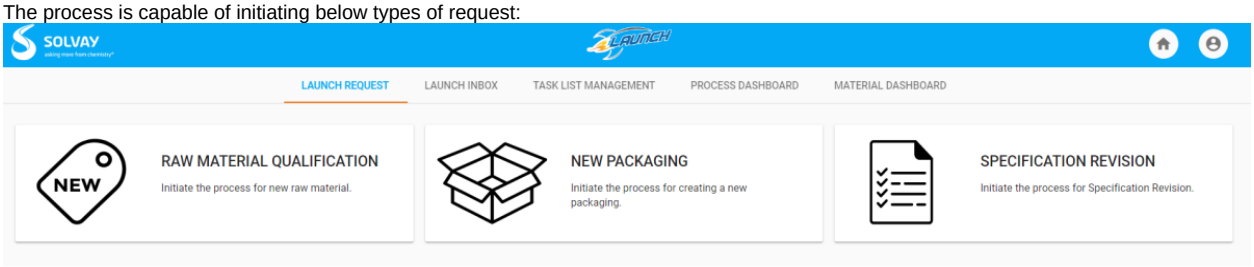
1. **Notifications**

Below are the scenarios and list of Notification that system will send to the appropriate users automatically:

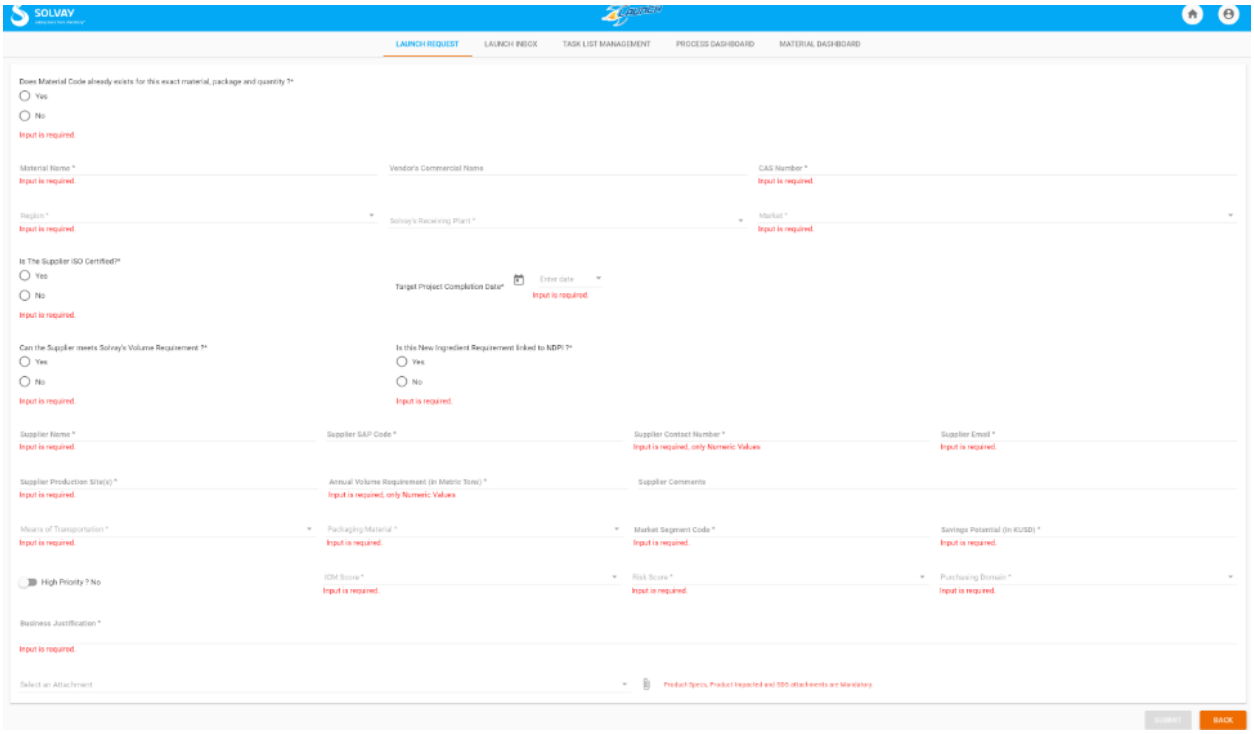
S No	Notification	To Whom
1	Project Initiation	To all the users that are chosen in the project team.
2	Task Activated	Only to Task Owner
3	Reassignment	To previous task owner, new owner and to the person who performed the reassignment
4	Delegation	To the person to whom the task is delegated and to the person who performed the delegation
5	Process On Hold	To all the users that are chosen in the project team for that project.
6	Process Resumed	To all the users that are chosen in the project team for that project
7	Process Killed	To all the users that are chosen in the project team for that project
8	Approval Rejection	To all the users that are chosen in the project team for that project
9	Missing Info Required	To the person whom user chose to send the missing info based on the project team for that project

a. **Initiating the request**

The process is capable of initiating below types of request:

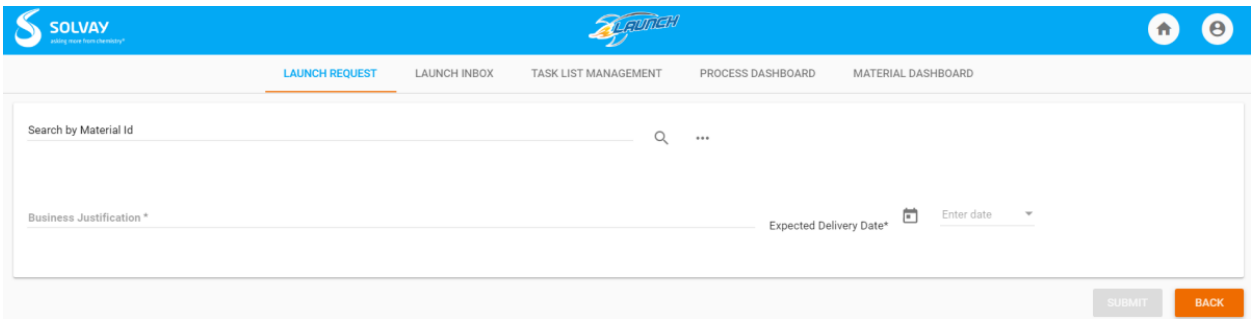


- **Raw Material Qualification (Material Qualification):**



- By default system displays warning messages for all the mandatory fields, once you fill in the data the warning will disappear.
- Users need to enter all the details, to enable the Submit button.
- All the mandatory fields are marked with "*" and attachments with a message in red.
- As soon as the user chooses 'Region', the system will auto-populate the related Plant list..
- As soon as a user enters Region, Plant, Market they will get an option to choose the Project team.

- **New Packaging (NPD):**



- Users need to search for an approved Raw Material in order to create the request.
- Once the user searches and adds the appropriate Raw Material, the remaining form will appear which will be partially filled based on the Raw Material selected.
- All the mandatory fields are marked with "*" and attachments with a message in red.
- Users need to select the team, but cannot change any Market, Plant or Region as its the addition of new package against an existing and approved raw material.
- Users then need to click on the "+" icon in order to add the new packaging details.
    1. **Project Team**

Project team is created or identified based on certain business rules that run in the background as soon as the user clicks on the Project Team icon in the Request Page. The business rules mentioned below:
The business rule is a combination of below:

1. Region
2. Plant
3. Market
4. Function

This means that a user has to be active in all of these attributes in order to get their name in the Project Team suggested by the system. Since multiple people could fulfill these criteria the hence system lets the user (Requestor) choose the best possible user against each and every Function.
Please note that as soon as user completes the team selection, the team icon will turn Green indicating that team selection is completed. However if user clicks again on the icon, team will be removed as system will try to identify the latest team for a new selection.

Please Note: As soon the user selects the team and click on submit button, the system will trigger a notification to all the users chosen as a part of the project with some basic project details.

a. **Different ways to access user tasks**

The user can access the tasks assigned to them from 4 ways mentioned below:

1. **Launch Inbox**: All the tasks assigned to the users can be located under this Tab. However once user submit (Completes) the task, it will be removed from their inbox. Inbox will only display 'Active' tasks.
2. **Notifications**: Users will be notified by the system if in case any task is assigned to them and they need to perform any action. *User needs to watch their mailbox with subject "**Launch-Action Required (Project Name)**"*. The users can open the email and will find a hyperlink in the mail body. Users can click on it and it will directly open their task in another tab of your chrome browser.
3. **Dashboard**: Users can look into their projects, click on the Project Name to get an insight of its current status. Further, they can click on any phase which shows 'Active (in blue color)' to drill down to the stage level view, where they can find the tasks list under that phase and can see if any of the tasks is assigned to them by looking into the 'Owner' column of stage level view.
4. **Task List Management**: User can go to this tab, use the Quick search with their name to identify any tasks opened and assigned against their name. *IMPORTANT NOTE: this tab will only display the most recent 80 tasks generated by the system regardless of their status.* For this reason, it is likely a user will not be able to find any tasks against their name due to the restricted number of results. ***Hence users should always rely on either the email Notifications or Launch Inbox for the most reliable list of active tasks***.

a. **Identifying the basic information in Header Section**

You can find some basic information about the project in the header section of your tasks, dashboard.

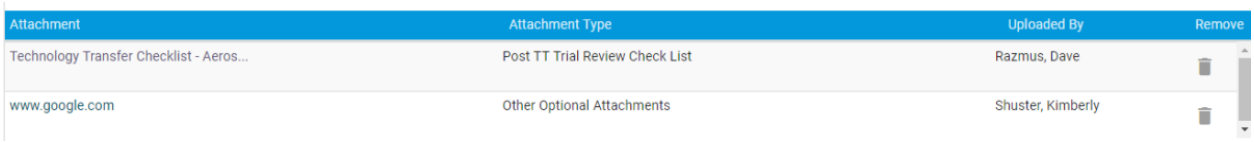
The header will contain below details:

- **Project Name** – This is the project name with a format of *'MaterialName_ProcessType_currentYear/FourDigitSystemGeneratedNumber'*
- **Plant Name & Plant SAP Code** – Displays Plant Name along with SAP code.
- **Process Type** – Displays the process type initiated (Material Qualification or NPD)
- **Launch RMQ ID**– Displays the unique system generated ID against each Material (M123)
- **More Information Section** – In the right most section you will find an "Information Icon". By clicking that icon a side navigation window will open containing further details of the project primarily captured during project initiation i.e Market, Business Justification, Creation Date, Requester Name etc.

1. **Different ways to access Attachments**

Attachments can be accessed via 2 different ways mentioned below:

1. Any attachments made against a task can be visible at the bottom of the very same task in a tabular format. Users can click on the Attachment to download it (if a file) or open it (if a URL) in a new tab. If required a user can remove the attachment by clicking on the Trash icon under column remove.



1. Go to dashboard, search for your project. Open the project by clicking to the hyperlink under column shortId This will open Process Level View locate the paper clip icon in the top right section of the screen click to view all the attachments made against the project.

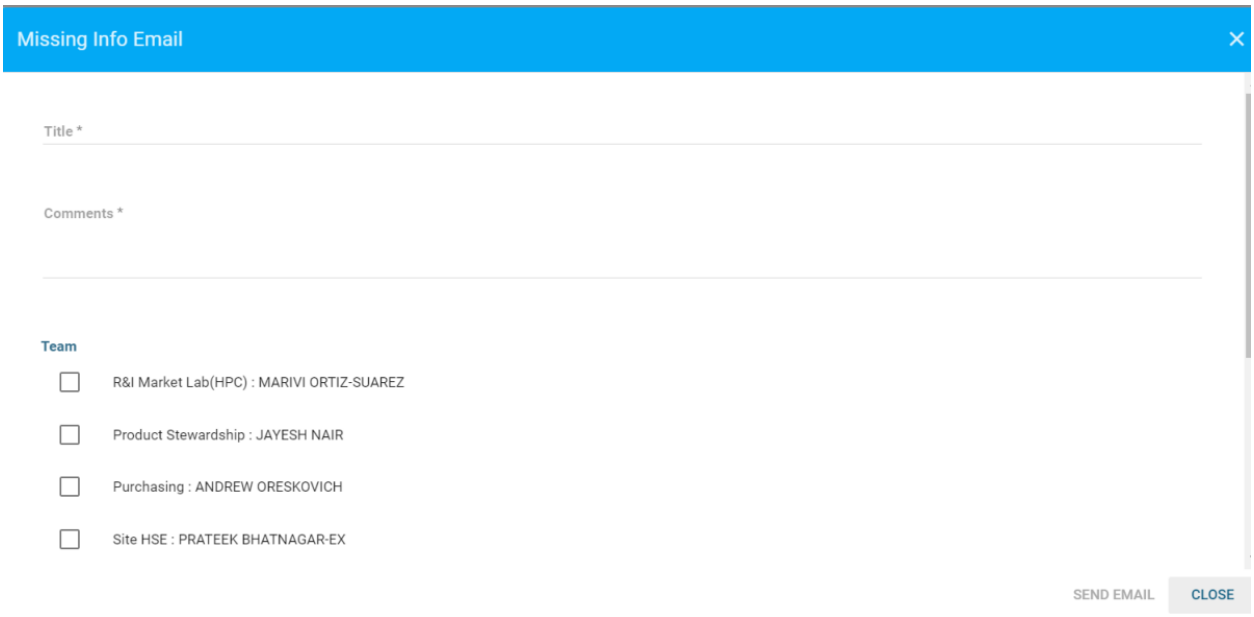
a. **Basic lookouts to complete the task**

- When a task is assigned to you, look into your Launch Inbox.
- Open the task by clicking to the task Id hyperlink.
- Fill all the fields that contains "*" marks stating Mandatory fields. (displaying additional warning message in red)
- Put all the mandatory attachment (if any mandatory a message in red will be displayed).
- In case of multiple attachments, you first need to select the 'Attachment Type' from the dropdown then only the paperclip option will be activated for you to make an attachment.
- Once all the details are filled in the screen, then only your 'submit' button will be enabled.
- Please note the submit button will not be enabled if in case you have picked someone else's task and you are not the owner of that task.

1. **Using Need for More Information Option**

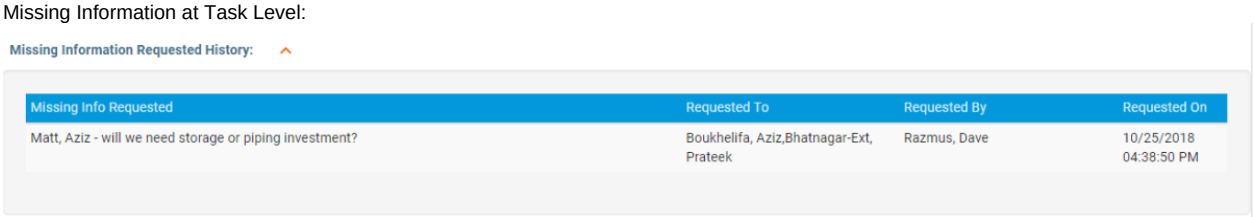
Users can ask any other member of the selected project team for more information, however this option is available only in some of the tasks as per the business requirements.
You can follow the below steps to utilize this feature:

- As soon as you click on the "Need For More Info" button, a popup window will appear.
- You need to provide the details i.e. Title, Missing Information details and then you need to choose to whom you want to send this request for information to using the option provided below.
- You can select multiple users for the same request.
- Once you filled all the required details and selected the users to whom you would like to ask for this information, click on the Send button at the bottom of the popup.

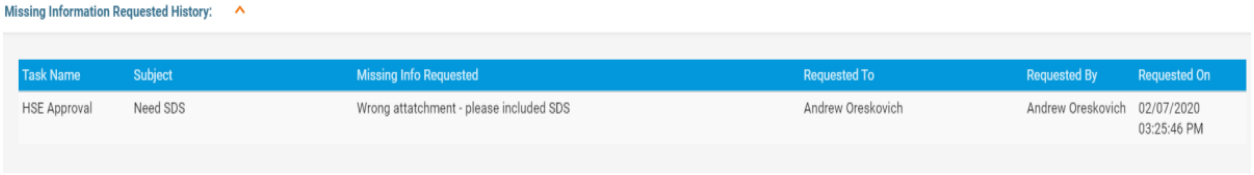


- As soon as you click on the send button, the system will automatically send an email to the team members selected for this missing information by the task owner.
- Once the email is sent, the user can close the task by clicking the 'Cancel' button.
- Missing Information summary can be visible at the Task from where the missing information was initiated and also within the main Dashboard view. However, the Dashboard will display all the missing information details made against that project, whereas the Task will display only the missing information details specific to that Task.

Missing Information at Task Level:



Missing Information at Dashboard Level:

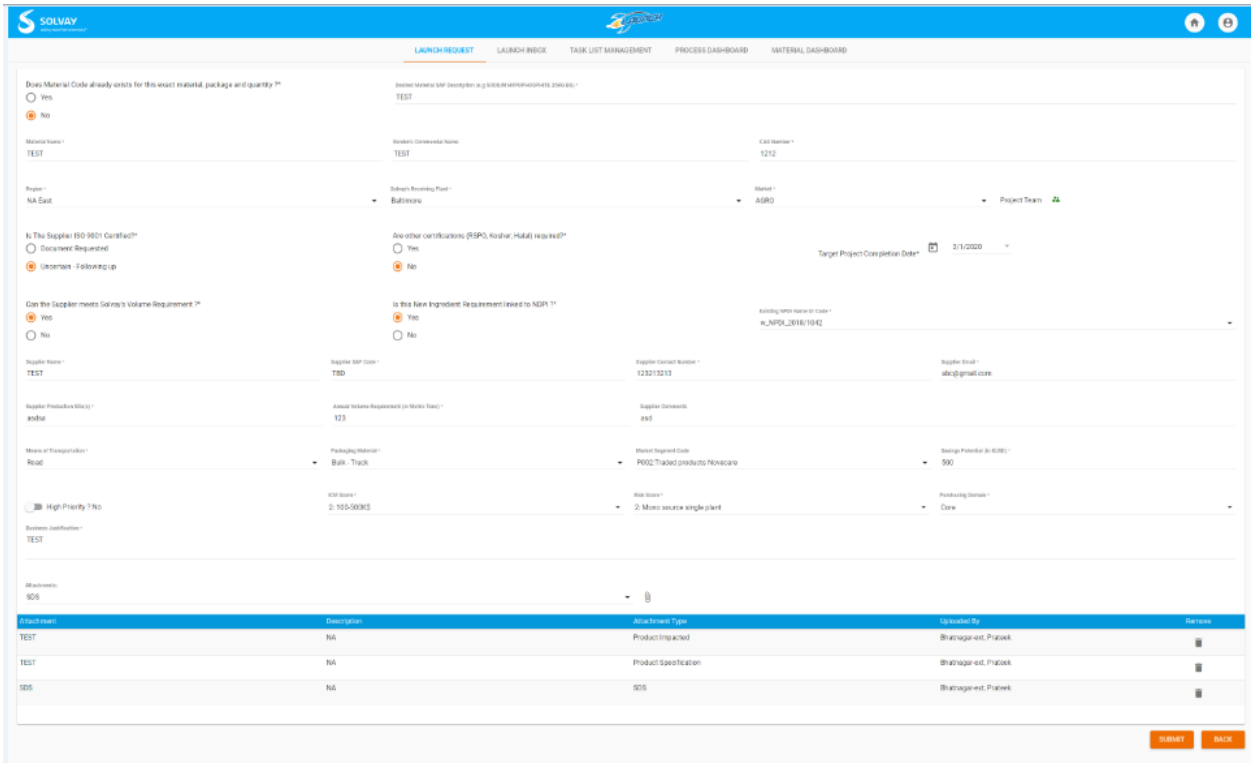


- Please note that no responses to the missing information requests will be captured in the system, it will only capture the missing information request. ***Users need to communicate outside the system*** to resolve those requests and then can come to the application to submit their activity.

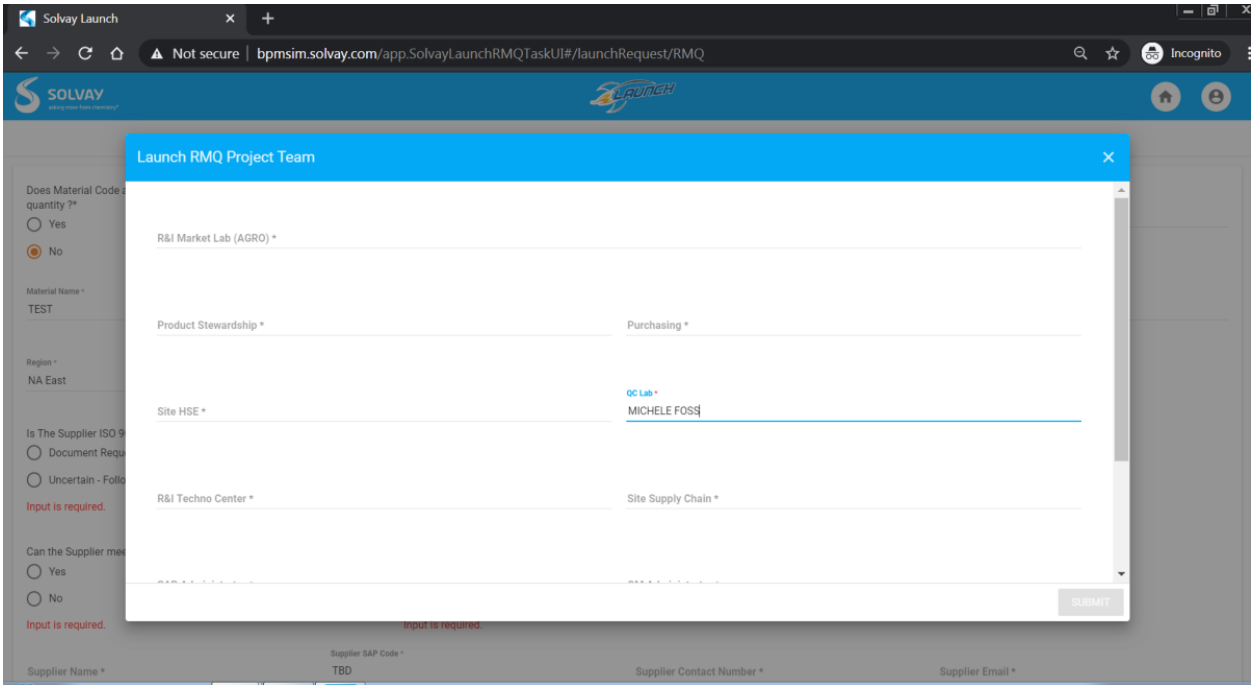
a. Material Qualification Workflow walkthrough

Below section will guide you on how to access and proceed with end to end flow for Material Qualification process:

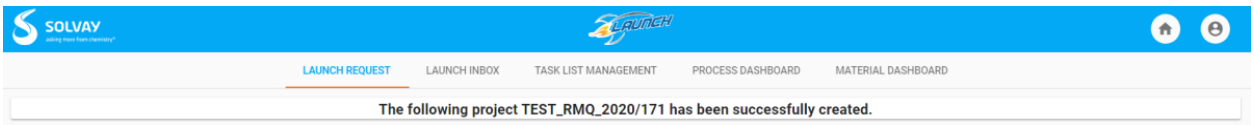
- ***Material Qualification Request Initiation***: As soon as the user puts in all the relative information and select the project team the 'Submit' button will be enabled. There are certain questions on the basis of which few attachments become mandatory and will be displayed in red.



- ***Material Qualification Project Team Creation during Initiation***: If any function or department has only one user identified via business rules then the system will pre populate the user.



- **Successful Material Qualification Request Creation**: As soon as user clicks on 'Submit' button in request screen, the request will be created in the system and it will display below success message containing the 'Project Name' in the format 'MaterialName_ProcessType_CurrentYear /SystemGeneratedUniqueNumber'



- **Notifications**: As soon as a new request gets created system will send a notification with subject "Launch Material Qualification- Project Initiated (Project Name)" to all the persons which are chosen to contribute in this project for Material Qualification workflow.

Launch RMQ(SIM) - Project Initiated (TEST_RMQ_2020/171) Inbox × Launch Notifications ×

Launch-No-Reply@solvay.com
to prateek.bhatnagar-ext, sriram.sharma-ext

SOLVAY | BPM

COMMUNICATION

Project Team creation

The following RMQ project Team has been created for the below project :

Project: TEST_RMQ_2020/171

Process Name: Raw Material Qualification

Plant Name: Baltimore

Plant SAP Code: 0241

Launch Id: M141

Material Name: TEST

Business Justification: TEST

Access Application by clicking here

Purchasing: ANDREW ORESKOVICH

Product Stewardship: IAN BARTLETT

Quality Control Lab: MICHELE FOSS

Site HSE: LINDSAY BELL

R&I Market Lab: BRUNA BURGER

R&I Techno Center: FRANCESCO LOPEZ

Site Supply Chain: STEVE PATRAS

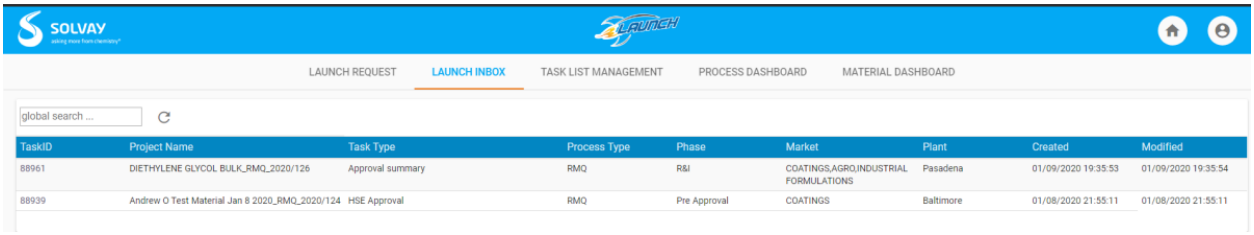
SAP Administrator: CARLOS MORALES

QM Administrator: JOE BROWN

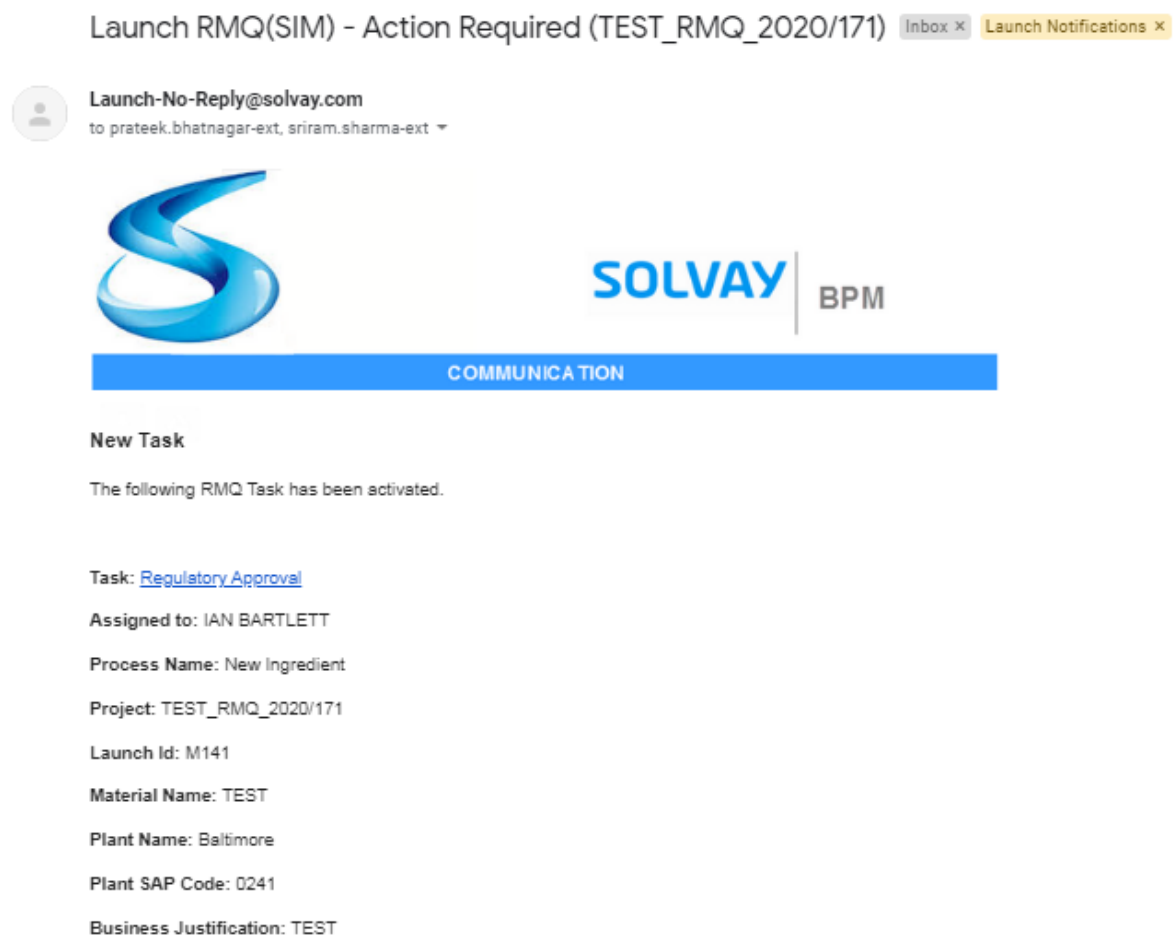
Regional Quality Control: NICOLAS DUMERIL

Support Team Member: ,

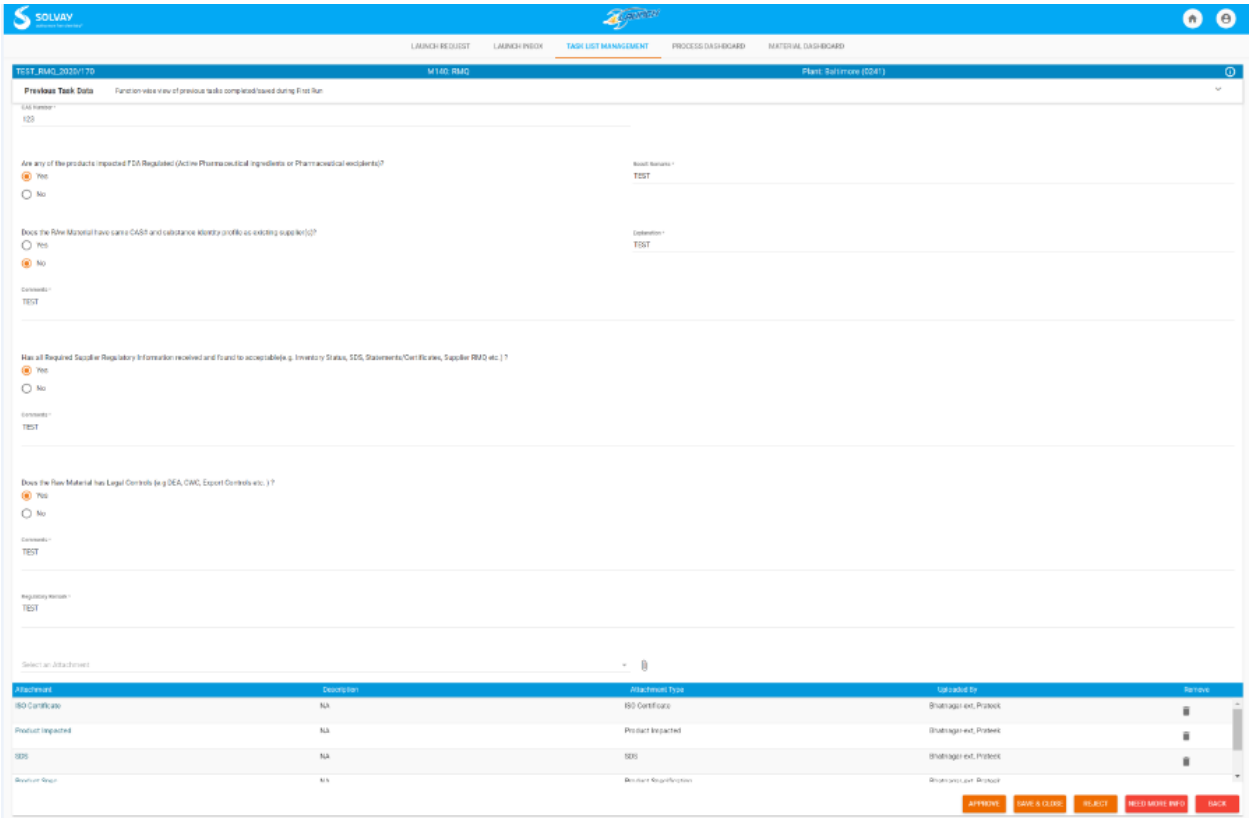
- **Task Assignment & Inbox**: If any task is assigned to the user, they need to go to their inbox to verify. Else they should check their Solvay Gmail mailbox for the notification



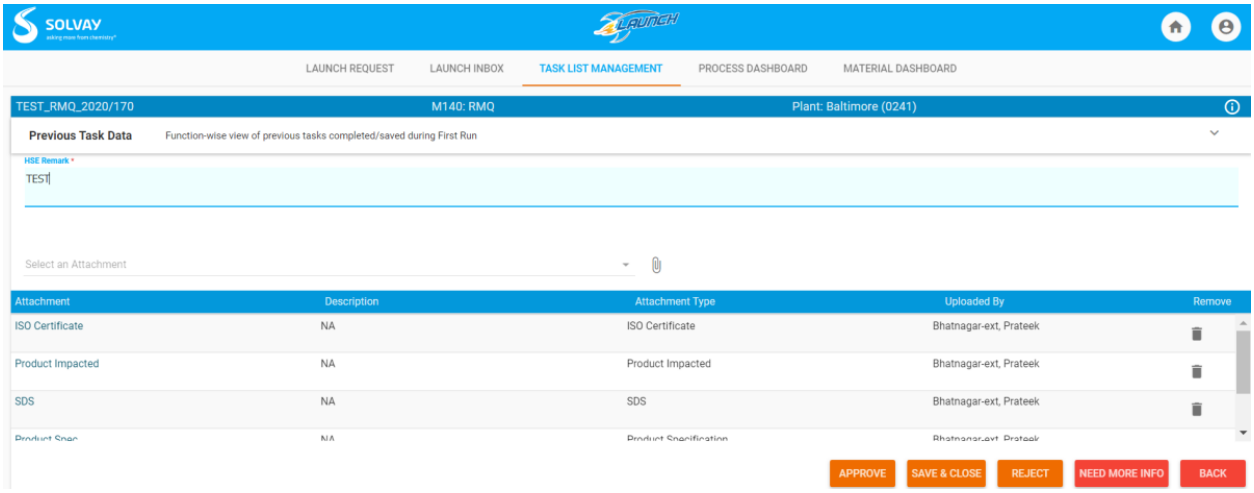
- **Task Activated Notification**: User will be notified with the email with subject "Launch Material Qualification – Action Required (Project Name)". This notification will only be sent to the user to whom the task is assigned. The user can click on the hyper link as displayed in the below screenshot to open the task from the mailbox directly without hitting the application URL. The email will look like below:



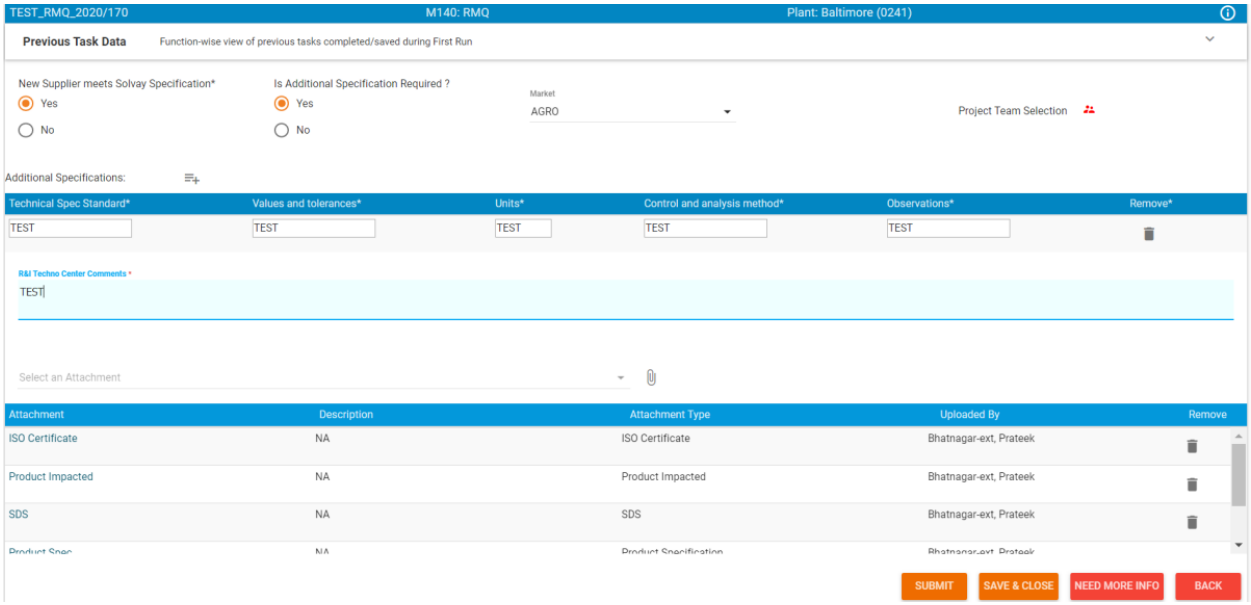
- **Regulatory Approval**: User needs to complete this task by filling required comments. Product Stewardship has an option to Approve to move the process ahead or to Reject which will terminate the process.



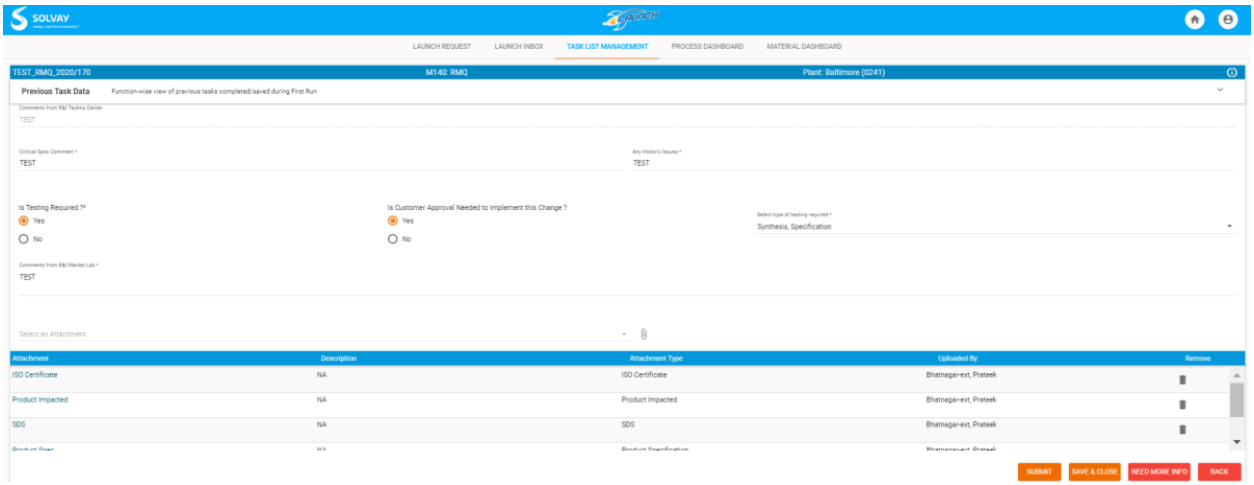
- **HSE Approval**: User needs to complete this task by filling required comments. Site HSE has an option to Approve to move the process ahead or to Reject which will terminate the process.



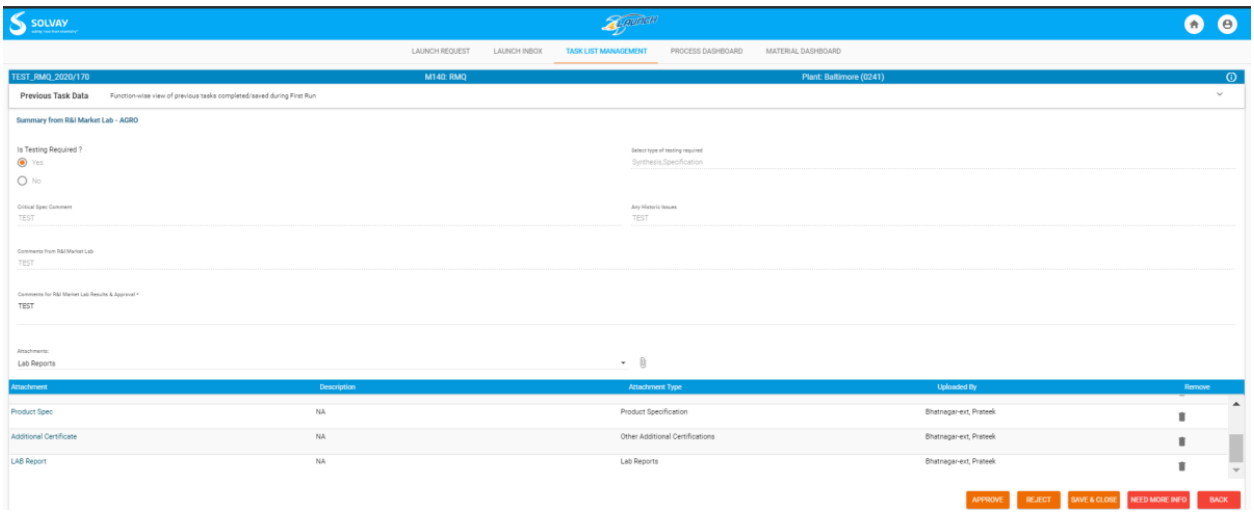
- **Specification Review**: User needs to complete this task by filling required comments. In addition to that R&I Techno Center has the ability to update the Market selected by Purchasing during request initiation and their appropriate owners.



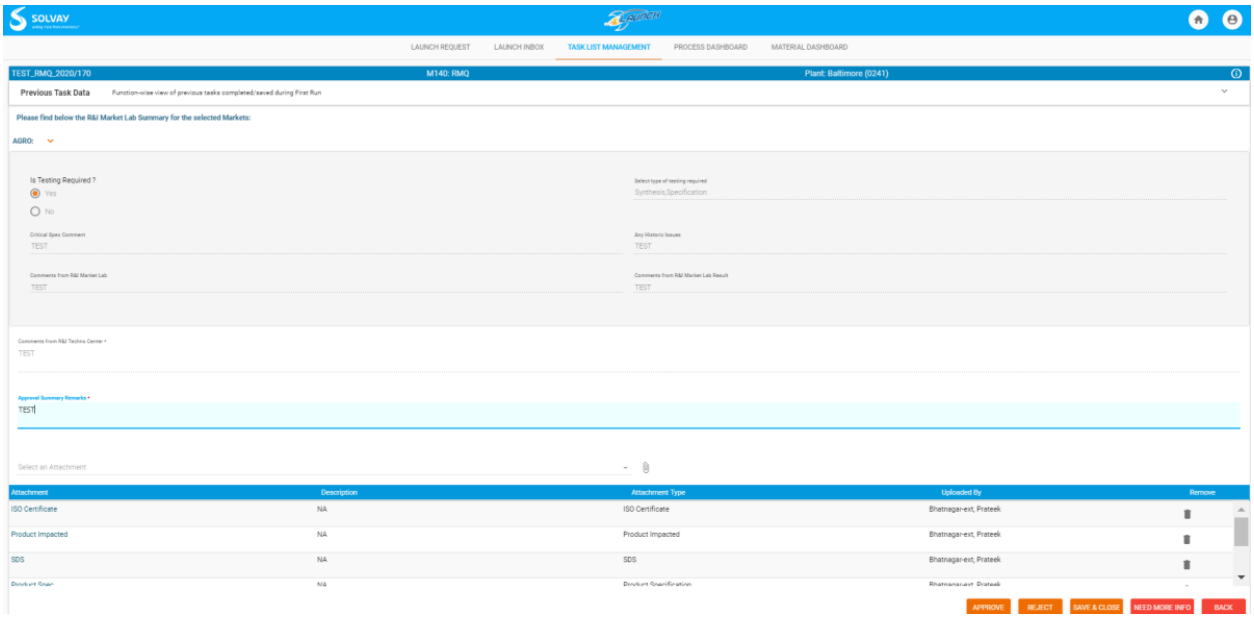
- **Market Lab**: R&I Market Lab is a dynamic task i.e. based on Markets selected the task will be generated and assigned to their respective market owner. User needs to provide the confirmation of whether a test is required if yes then type of tests required etc. System will also send a notification to R&I Techno center if tests are required by markets.



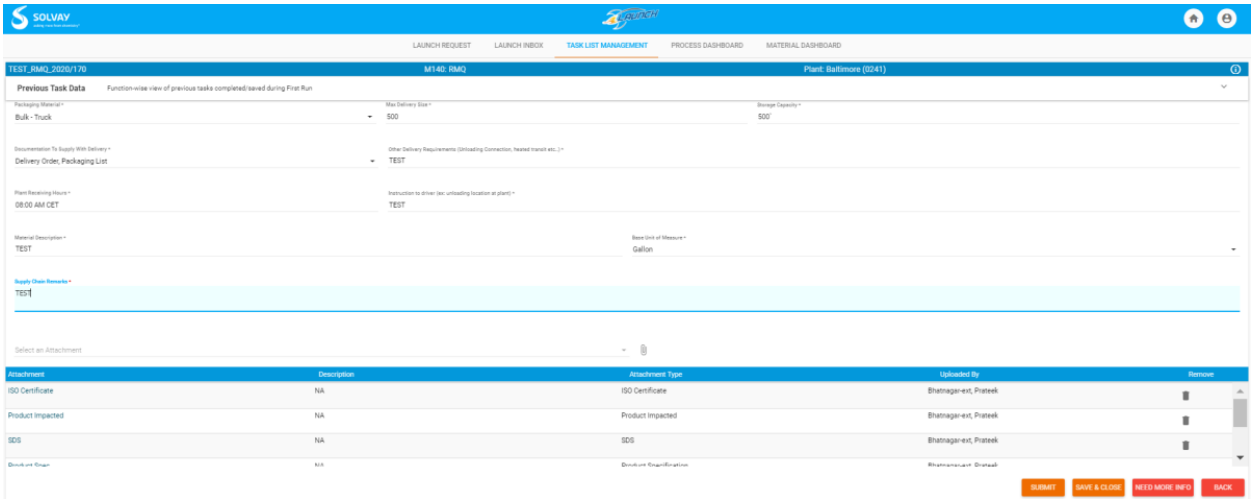
- **Market Lab result & Approval**: This is a dynamic task i.e. based on Markets selected & if testing is required by Market Lab then the task will be generated and assigned to their respective market owner. R&I Market Lab based on the tests performed need to upload a mandatory 'Lab Report'.



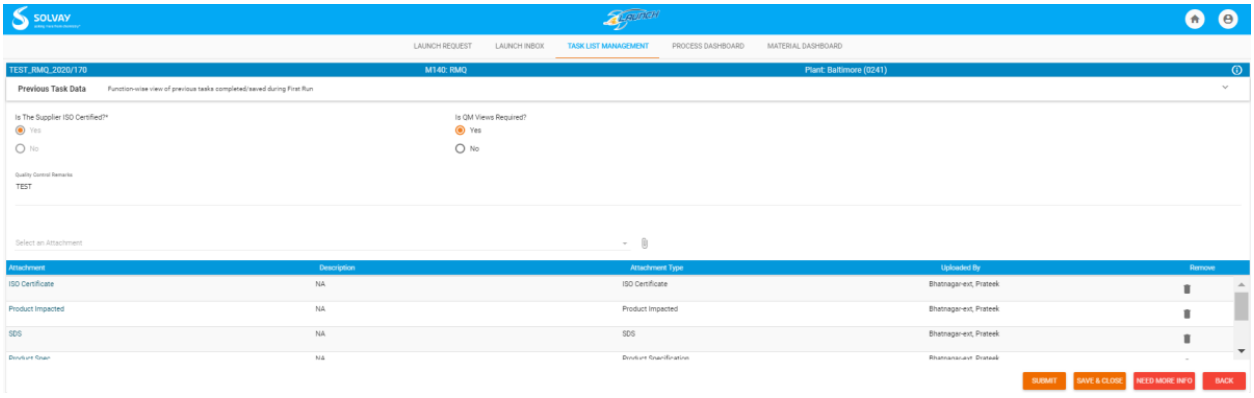
- **Approval Summary**: This task provides the summary of market labs to R&I Techno center. Based on the inputs the user needs to provide comments and decisions. If Approved process moves ahead, if Rejected the process is terminated.



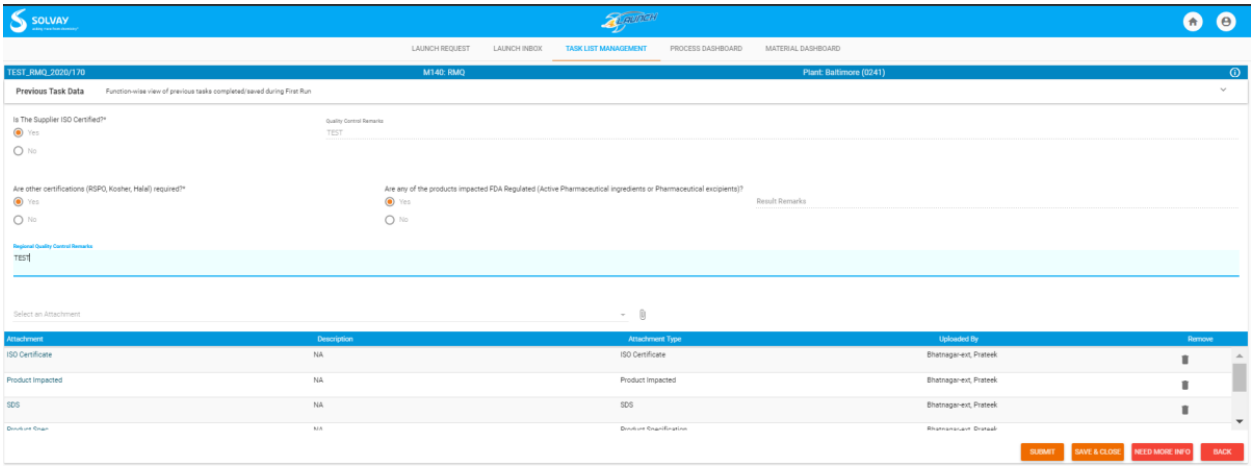
- **Site Supply Chain:** User needs to provide packaging details, labelling details, any specific demands etc.



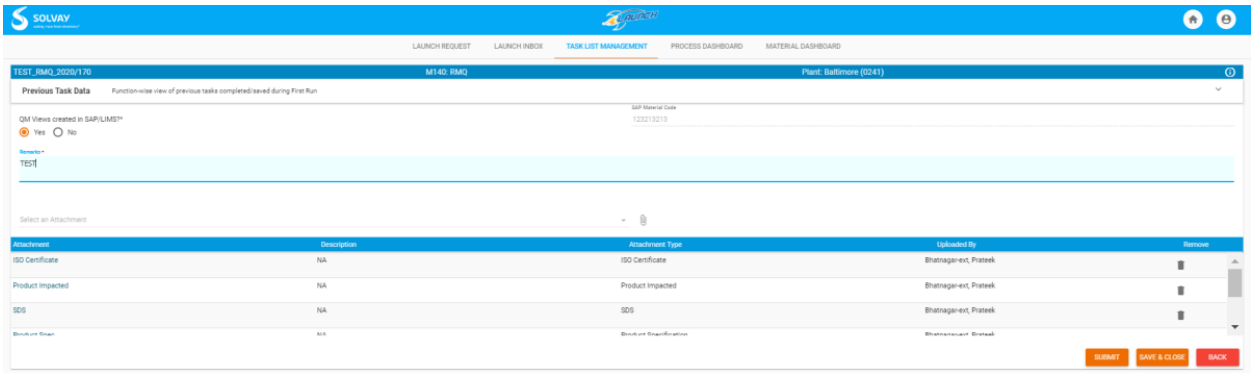
- **QC Lab**: User needs to provide the remarks along with details about QM views required or not. If QC Lab selects that QM Views not required then process will not generate any task for QM view going forward, if yes then it will generate.



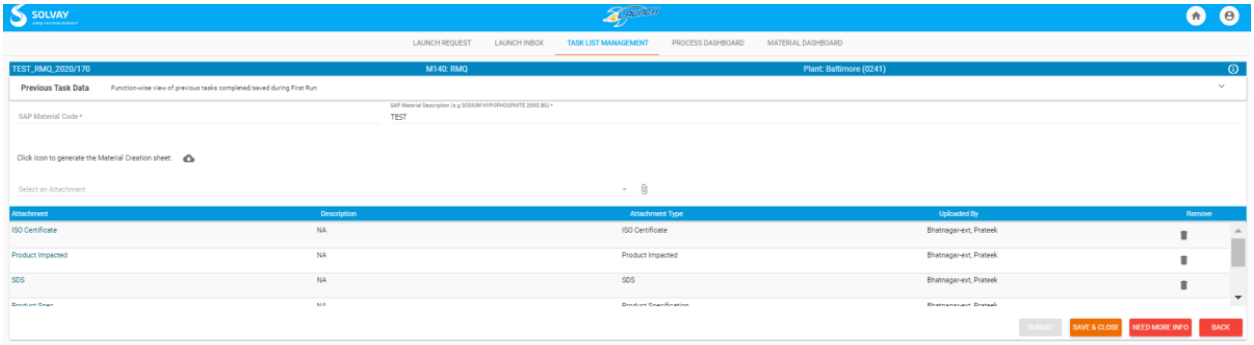
- **Regional Quality Control**: User needs to provide the Remarks along with an option to upload any other optional document (Which is not a mandatory attachment)

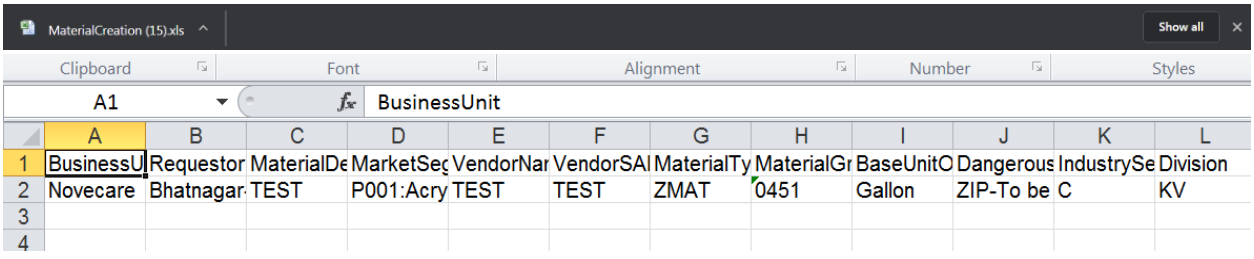


- **QM Views**: User needs to provide the confirmation of QM views creation in SAP system.

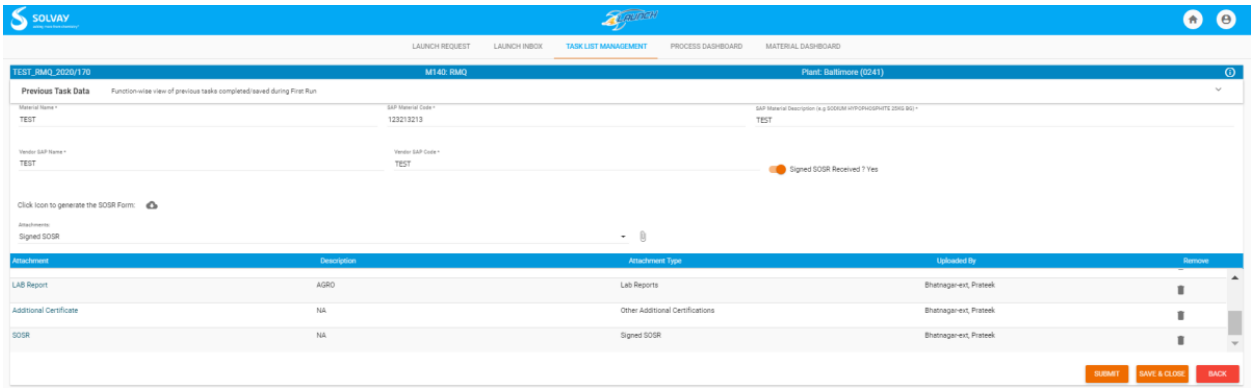


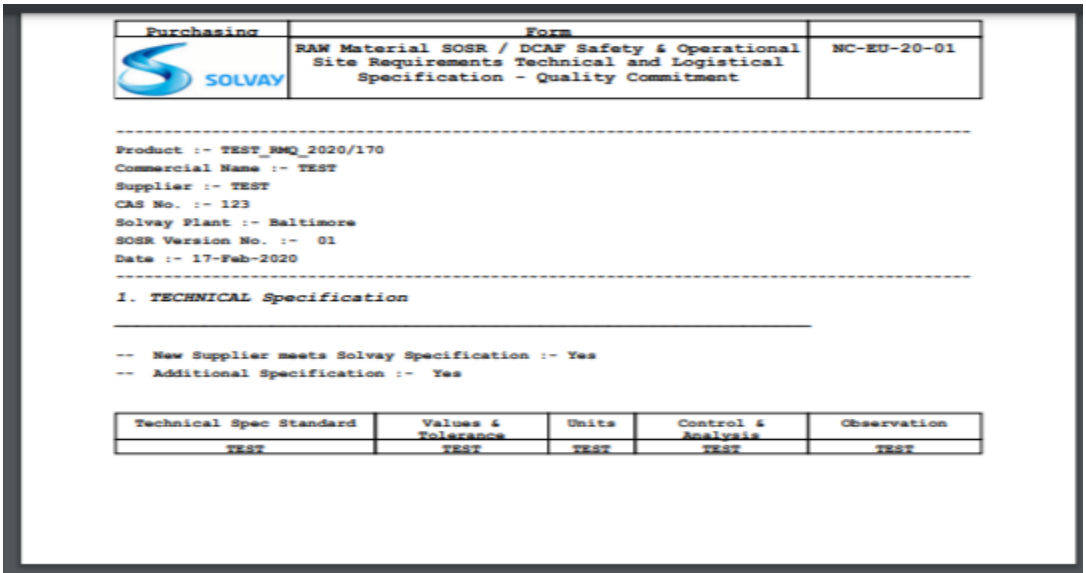
- **Material Code Creation**: This task will generate based on the input provided by Purchasing during request initiation i.e. if Material already exists then process will skip this task else generate it. system will generate the Material code creation excel sheet with all the related information which users can download and confirm on code creation in SAP systems.





- **Create PIR & Vendor Code**: System will generate the SOSR form, with all the relevant information collected throughout the process. Users have the ability to download this SOSR form and send it to the supplier. Purchasing if have received the signed SOSR from the vendor can upload the signed SOSR pdf file in the system which is mandatory. If not received then can provide the remarks and submit the task.





Purchasing	Form	
SOLVAY	RAW Material SOSR / DCAF Safety & Operational Site Requirements Technical and Logistical Specification - Quality Commitment	NC-EU-20-01

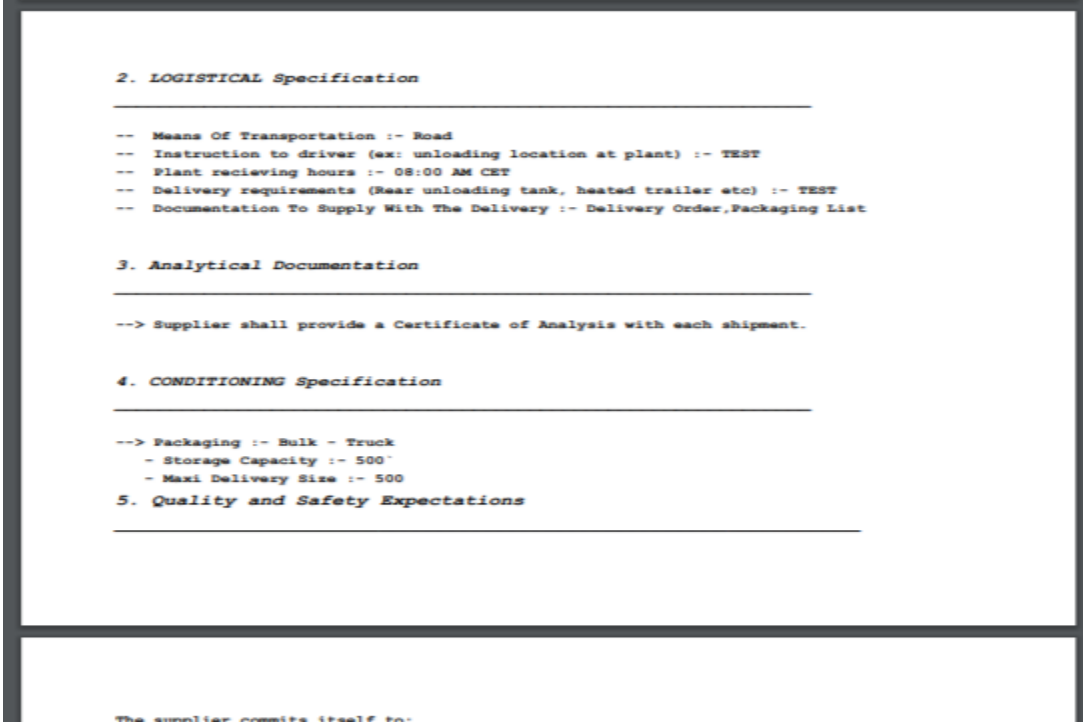
Product :- TEST_RMQ_2020/170
Commercial Name :- TEST
Supplier :- TEST
CAS No. :- 123
Solvay Plant :- Baltimore
SOSR Version No. :- 01
Date :- 17-Feb-2020

---

1. TECHNICAL Specification

-- New Supplier meets Solvay Specification :- Yes
-- Additional Specification :- Yes

Technical Spec Standard	Values & Tolerance	Units	Control & Analysis	Observation
TEST	TEST	TEST	TEST	TEST



2. LOGISTICAL Specification

-- Means Of Transportation :- Road
-- Instruction to driver (ex: unloading location at plant) :- TEST
-- Plant recieving hours :- 08:00 AM CET
-- Delivery requirements (Rear unloading tank, heated trailer etc) :- TEST
-- Documentation To Supply With The Delivery :- Delivery Order,Packaging List

3. Analytical Documentation

--> Supplier shall provide a Certificate of Analysis with each shipment.

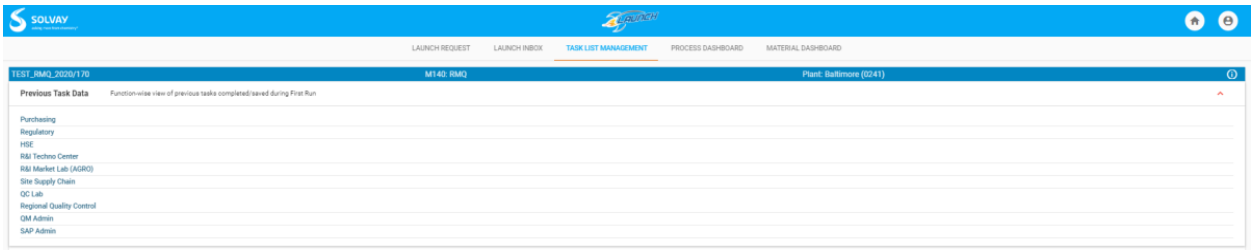
4. CONDITIONING Specification

--> Packaging :- Bulk - Truck
- Storage Capacity :- 500
- Maxi Delivery Size :- 500

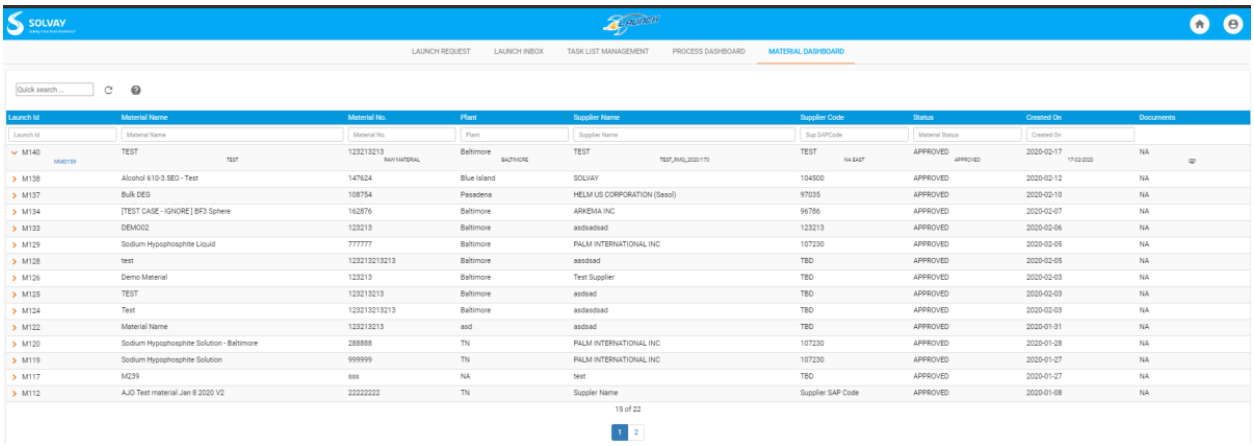
5. Quality and Safety Expectations

The supplier commits itself to:

- **Previous Task Data Section**: This section provides users all the details that have been entered during project run by the users prior to his tasks. So that he can take any reference to the comments if any. Users need to click on each function name to expand the panel to view all the required details entered by that function.

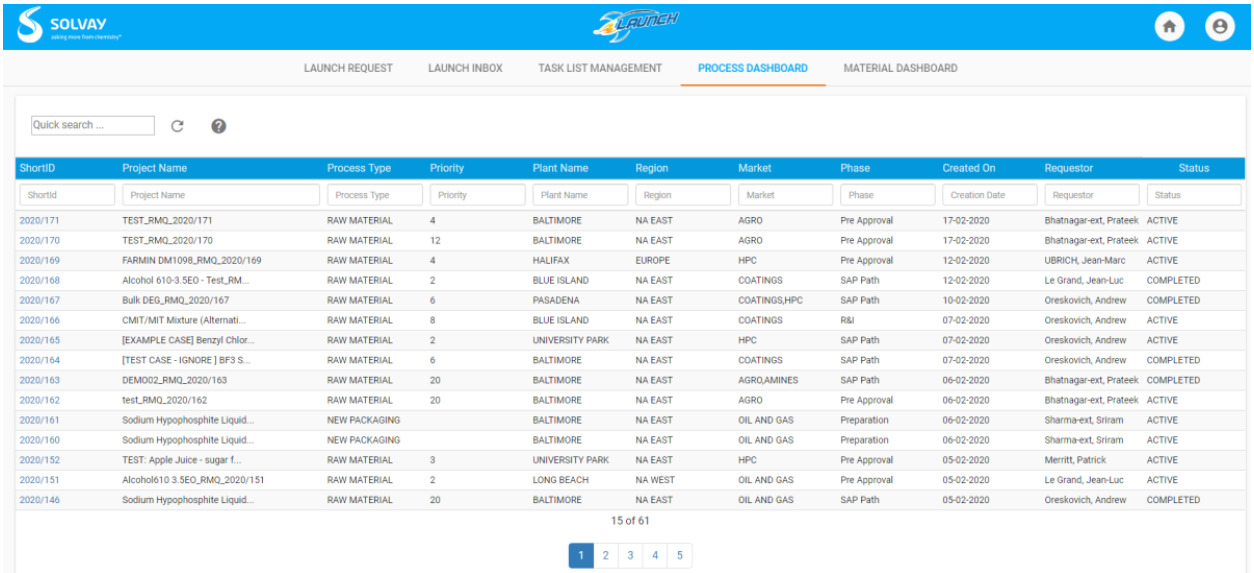


- **Material Dashboard**: Once the Material Qualification process is completed and Material is approved, the same can be visible in the Material dashboard. Users, if required can see all the history and documents associated with that Approved Material.

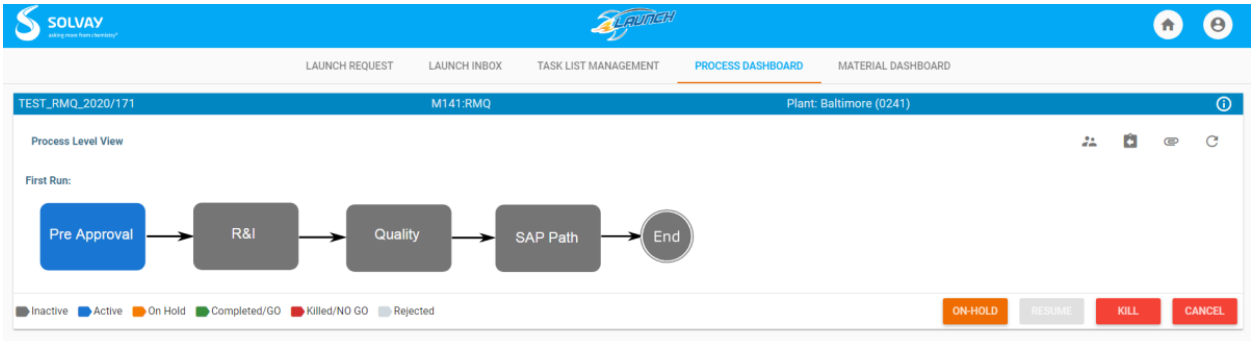


Material Qualification Dashboard Walkthrough

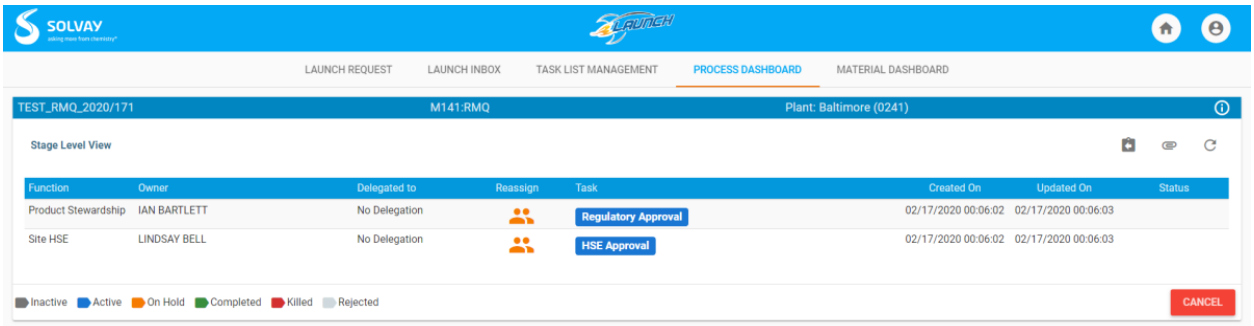
- **Project Initiated**:



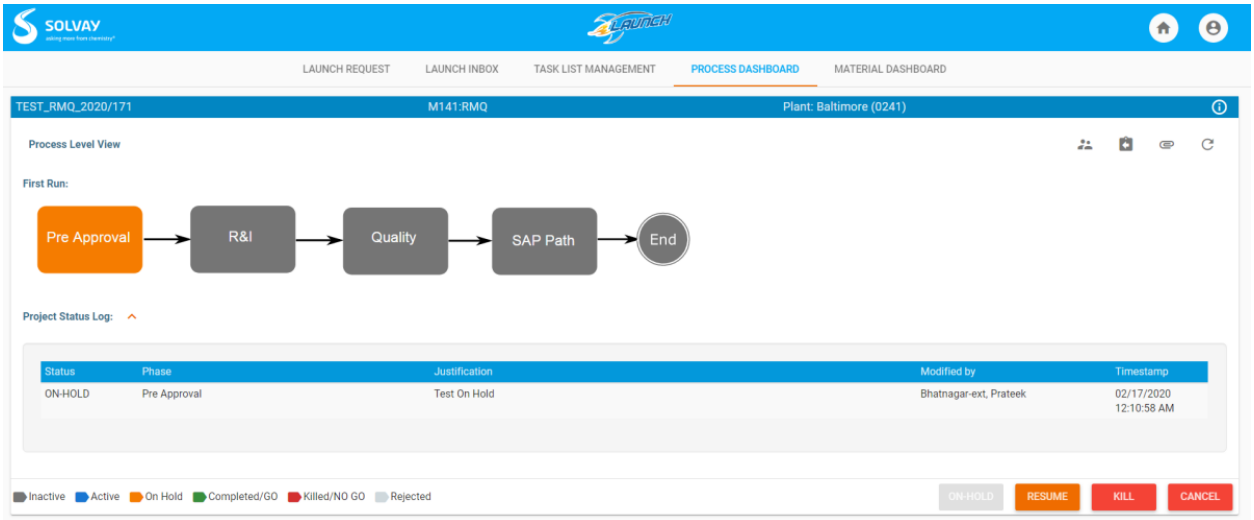
- **Process Level view**: User must click on the hyperlink under Column ShortId to open the process level view



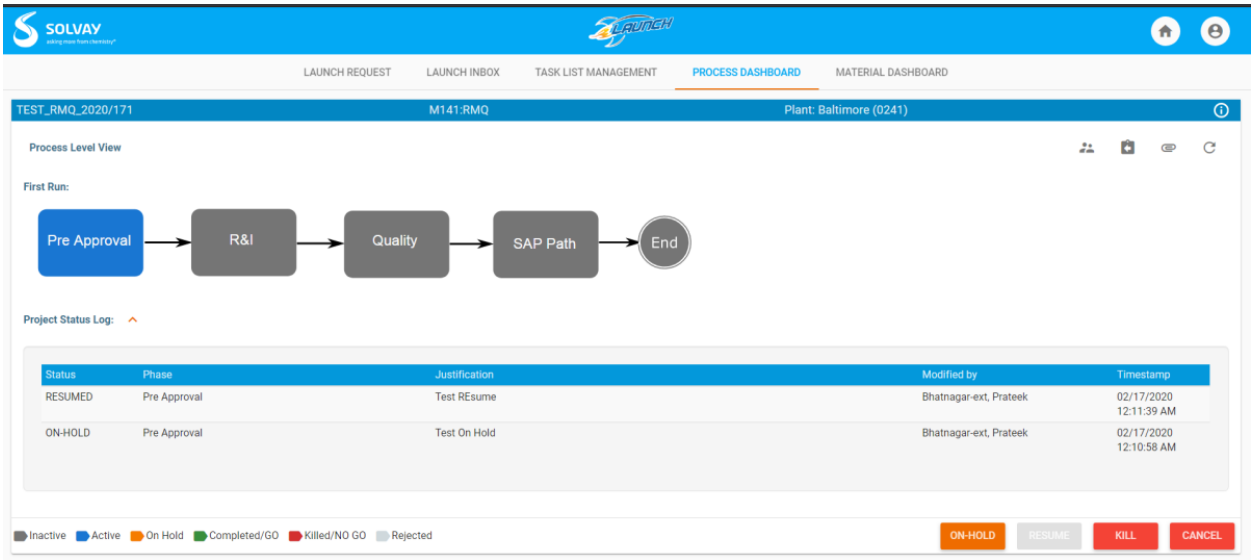
- **Stage Level View**: User can click the stages that are displayed as active to get more details about the tasks under this phase/stage, task owners, creation date, last modified date and an option to reassign the task.



- **Project On-Hold:** The current Active Phase will be suspended and is represented by the below mentioned color along with its remarks.



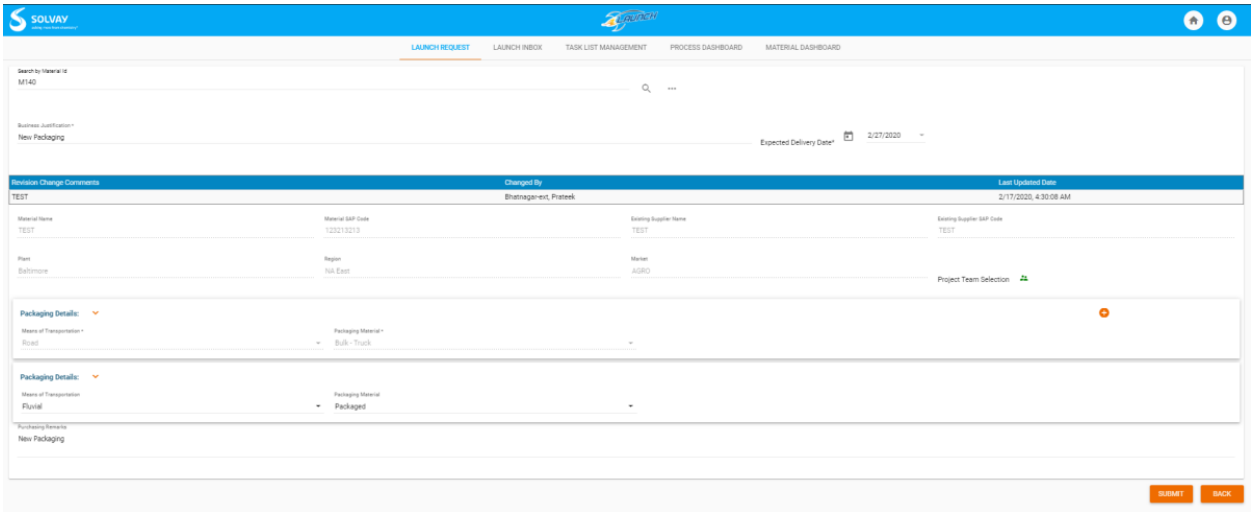
- **Project Resumed**: The on Hold process can be resumed again and will be displayed via Blue color, an indication to be active again. Resume comments can be seen at the bottom of the page under "Project Status Logs"

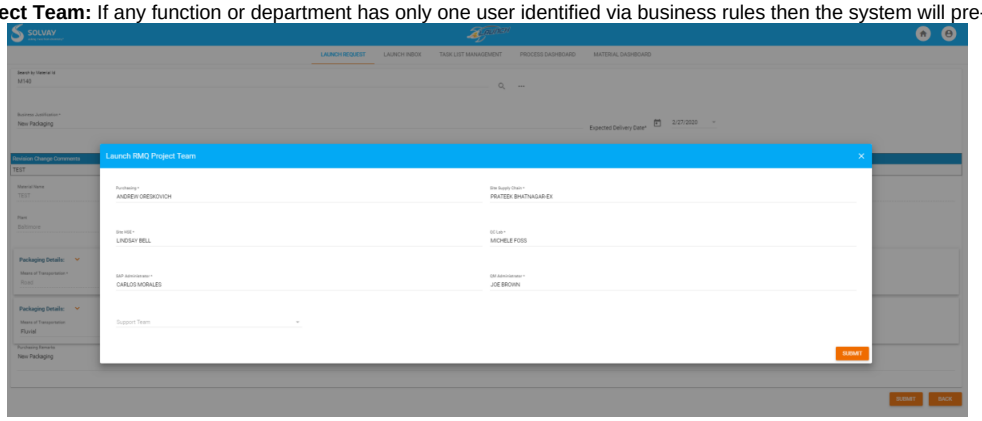


- **Project Killed**: When the project is Killed "It cannot be reverted" and is represented via Red color.

a. **NPD Workflow walkthrough**

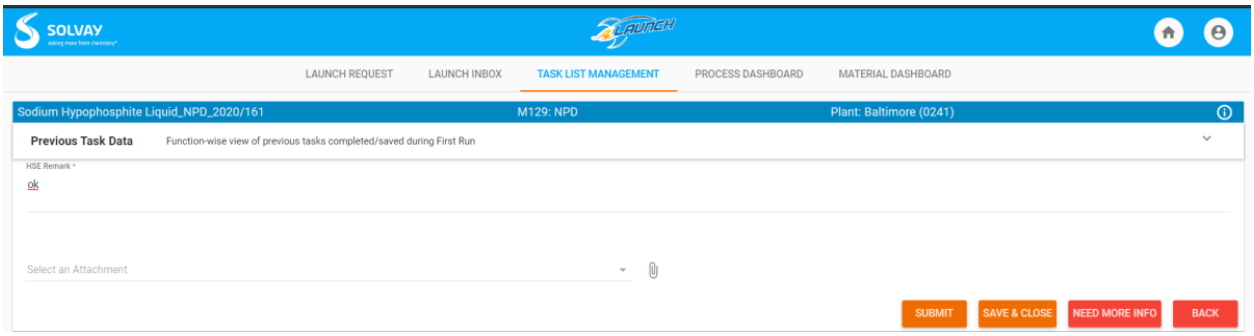
- **New Packaging Request Initiation:** User first needs to search for the approved raw Material via Launch Material ID, Material Description in order to add a new packaging request. As soon as the user puts in all the relative information and select the project team the 'Submit' button will be enabled.



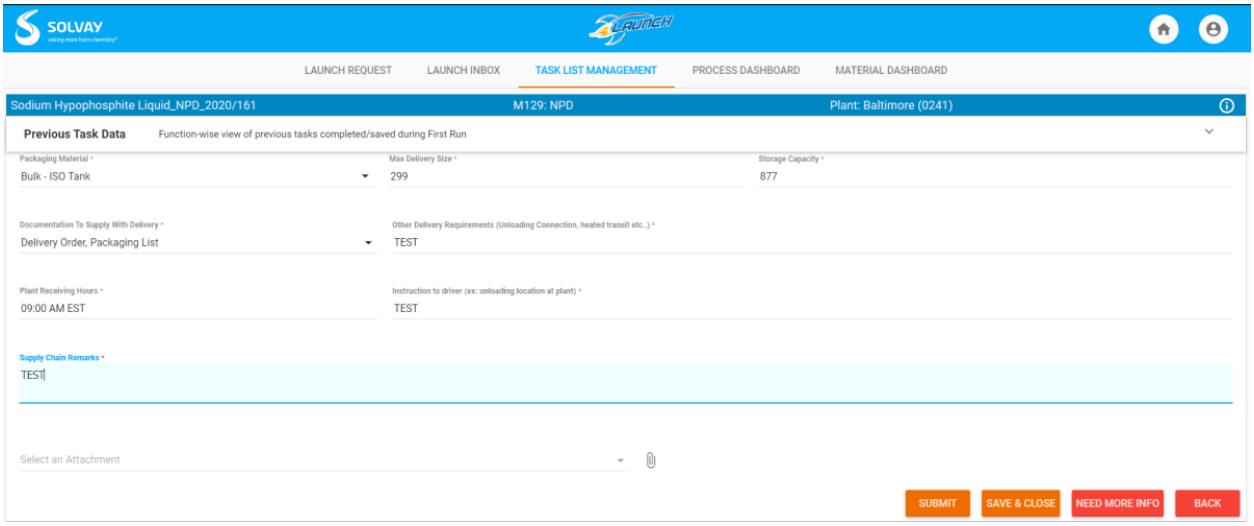
- **New Packaging Project Team:** If any function or department has only one user identified via business rules then the system will pre-populate the project team member. 

- **Successful NPD Request Creation**: As soon as user clicks on 'Submit' button in request screen, the request will be created in the system and it will display below success message containing the 'Project Name' in the format 'ProductName_ProcessType_CurrentYear /SystemGeneratedUniqueNumber'

- **HSE Approval:** User needs to complete this task by filling required comments. Site HSE has an option to Approve to move the process ahead or to Reject which will terminate the process.



- **Site Supply Chain:** User needs to provide packaging details, labelling details, any specific demands etc.



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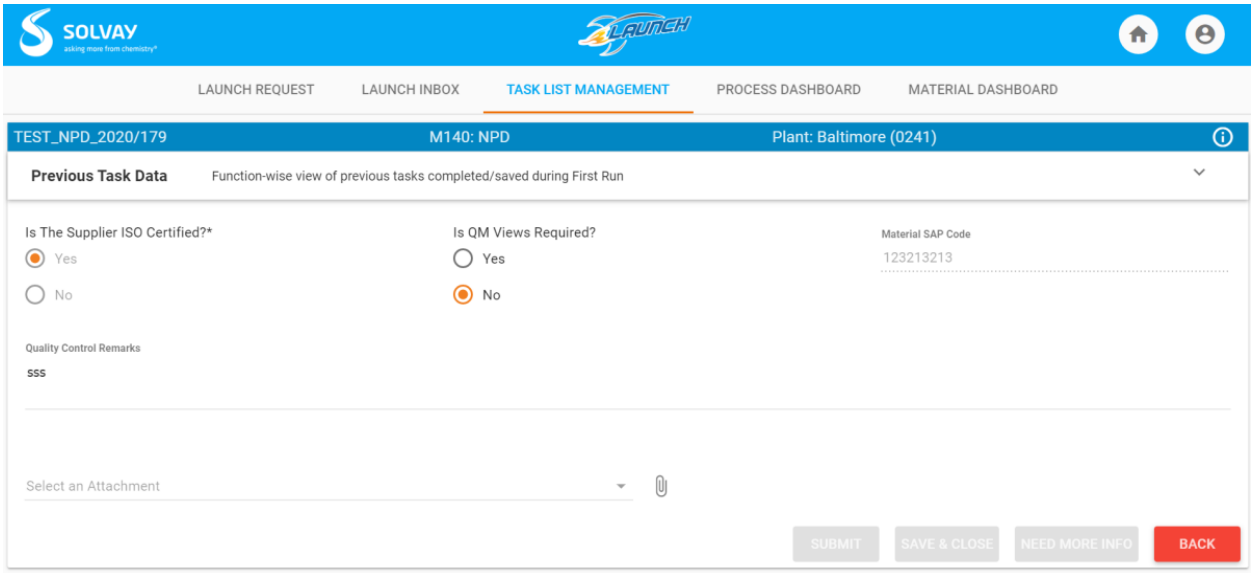

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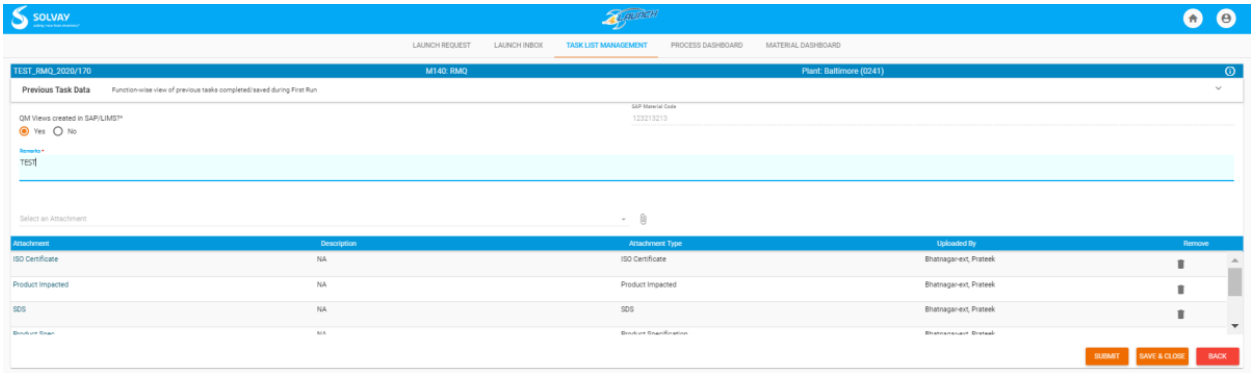

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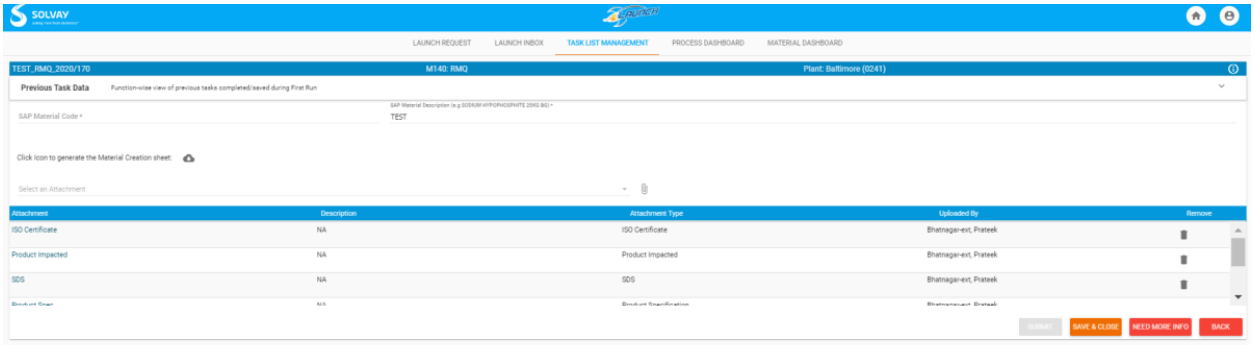

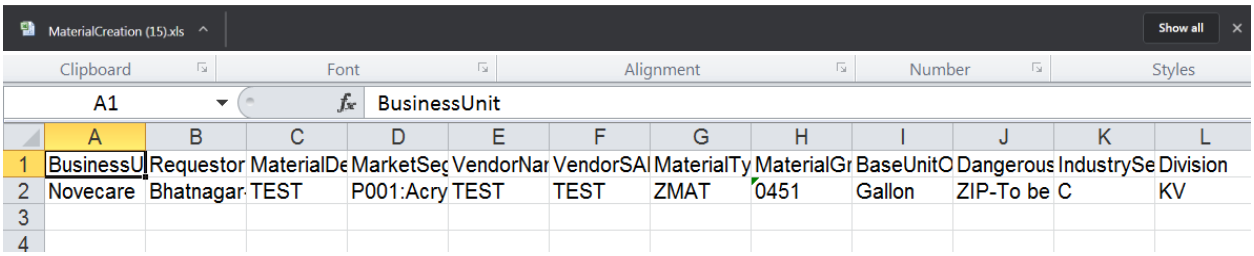

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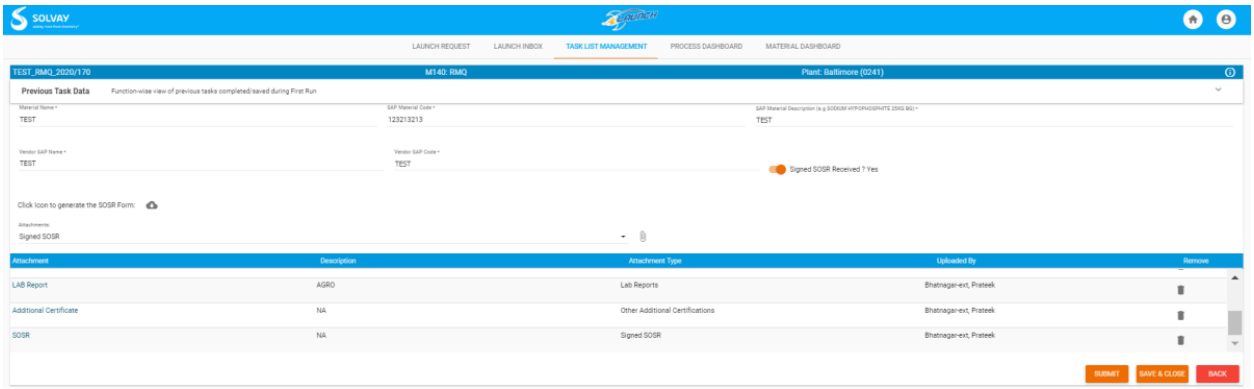
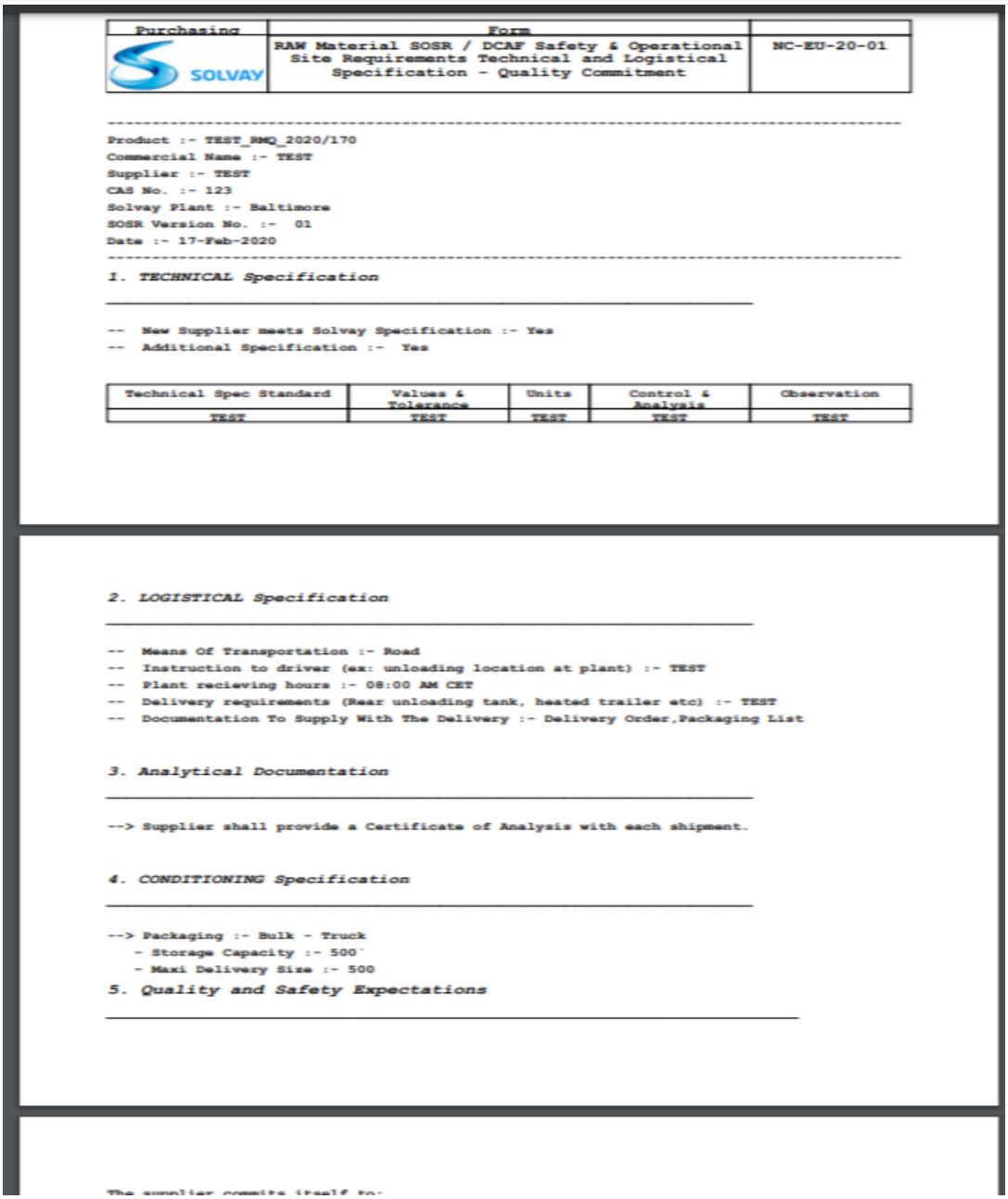




Purchasing Form		
SOLVAY	RAW Material SOSR / DCAF Safety & Operational Site Requirements Technical and Logistical Specification - Quality Commitment	NC-EU-20-01

Product :- TEST_RMQ_2020/170
Commercial Name :- TEST
Supplier :- TEST
CAS No. :- 123
Solvay Plant :- Baltimore
SOSR Version No. :- 01
Date :- 17-Feb-2020

---

1. TECHNICAL Specification

-- New Supplier meets Solvay Specification :- Yes
-- Additional Specification :- Yes

Technical Spec Standard	Values & Tolerance	Units	Control & Analysis	Observation
TEST	TEST	TEST	TEST	TEST

2. LOGISTICAL Specification

-- Means Of Transportation :- Road
-- Instruction to driver (ex: unloading location at plant) :- TEST
-- Plant recieving hours :- 08:00 AM CET
-- Delivery requirements (Rear unloading tank, heated trailer etc) :- TEST
-- Documentation To Supply With The Delivery :- Delivery Order,Packaging List

3. Analytical Documentation

--> Supplier shall provide a Certificate of Analysis with each shipment.

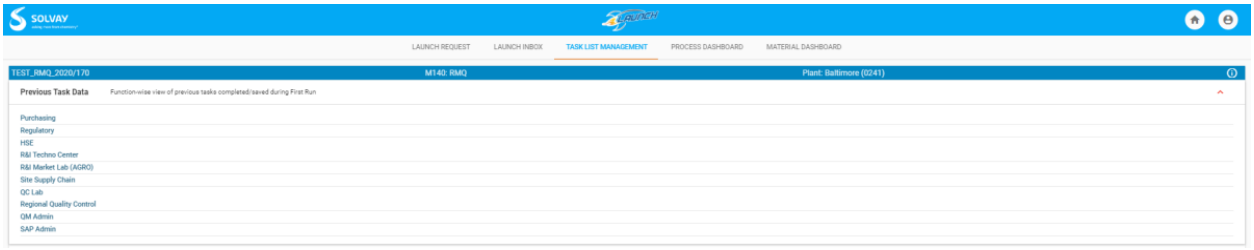
4. CONDITIONING Specification

--> Packaging :- Bulk - Truck
- Storage Capacity :- 500`
- Maxi Delivery Size :- 500

5. Quality and Safety Expectations

The supplier commits itself to:

- **Previous Task Data Section**: This section provides users all the details that have been entered during project run by the users prior to his tasks. So that he can take any reference to the comments if any. Users need to click on each function name to expand the panel to view all the required details entered by that function.



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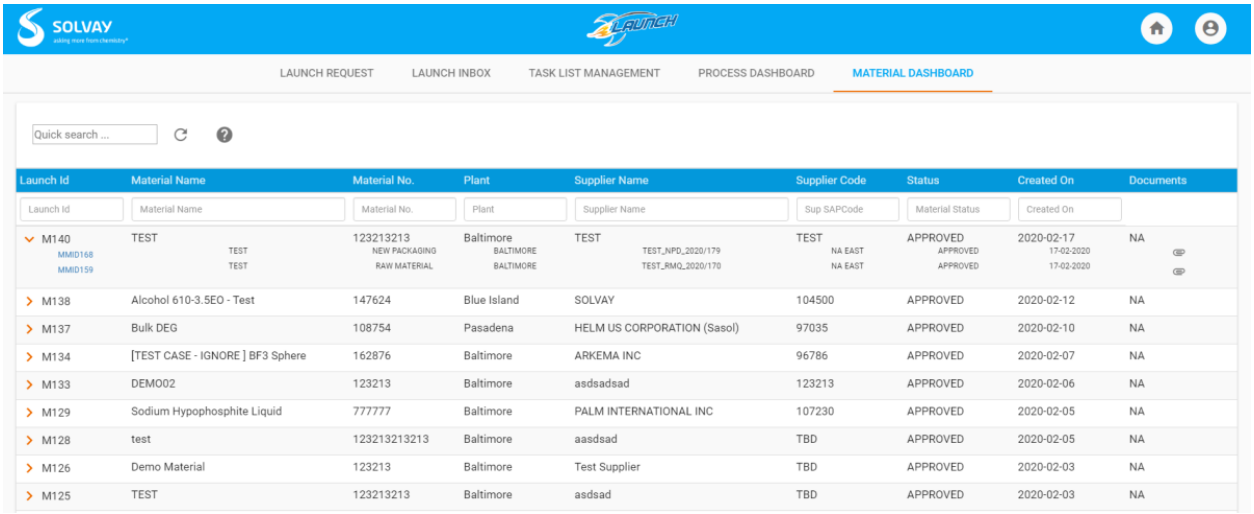
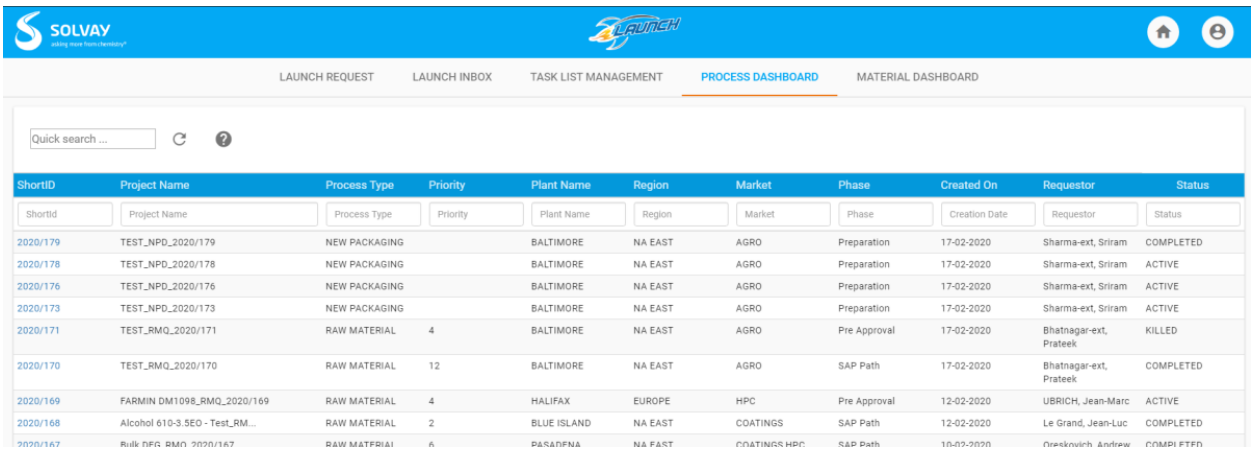
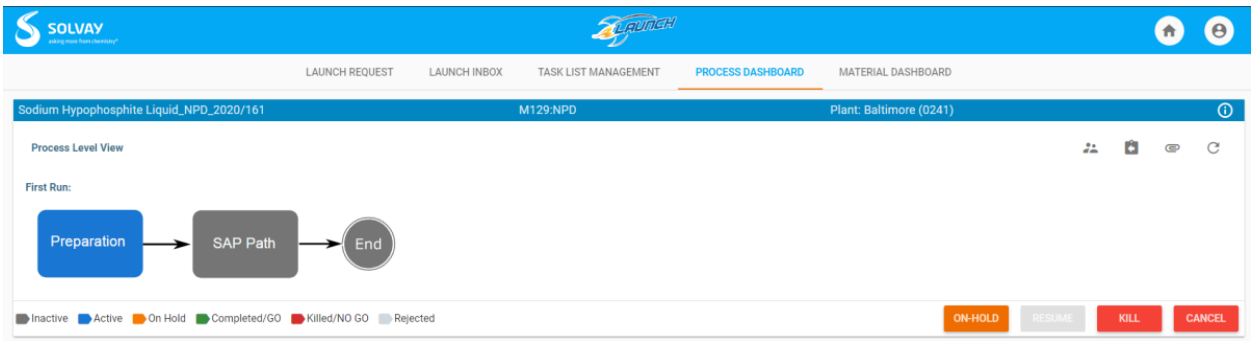


a. **NPD Dashboard Walkthrough**

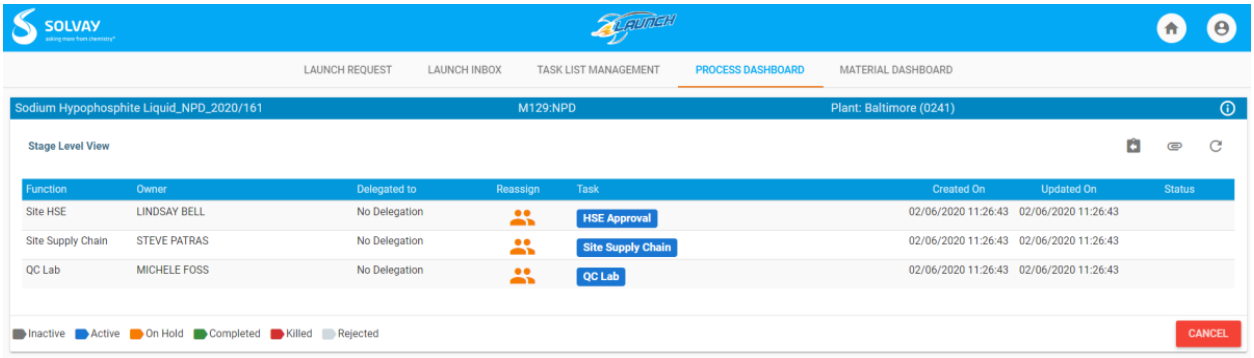
- **Project Initiation**: As soon as the project is initiated, you can find it in the Dashboard Summary List.



- **Process Level View**: The user has to click on the hyperlink under Column ShortId to open the process level view



- **Stage Level View**: The user can click the stages that are displayed as active to get more details about the tasks under this phase/stage, task owners, creation date, last modified date and an option to reassign the task.



1. **Security**
    a. **Permissions**

Current permissions are being setup in the system as per below:

    a. **Launch Material Qualification Request** –
        - Only Purchasing can initiate the request.
    b. **Dashboard** –
        - Super User – Can access full application without any filters.
        - Project Leader – Can see all the projects based on the Region(s) they belong to.
        - Regional User – Can see all the projects based on the Region(s) they belong to.
        - All users – Can access or see projects restricted only to their Plants.
    c. On-Hold, Resume & Kill Buttons will only be enabled for Purchasing & Super Users.
    d. Reassignment – Only Task Owner, Project Leaders (as per Region), and super users can perform this activity.
2. **Error handling & contact support**

- An automatic email will trigger the BPM support team if incase of any process failure.
- In case the user is facing any issues while performing any activity in the application or accessing the application, they may perform any if the below activities to trigger a support request:
    - For quick resolution you have to raise a request from the application itself via option "Support" at the top right corner. This will automatically generate a ticket and our support team will act accordingly.
    - You can even raise ticket via Service One (BMC Helix) for any IT related changes by choosing the below options
    - Catalog IT Foundation Business Process Management Workflow services.