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

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

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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

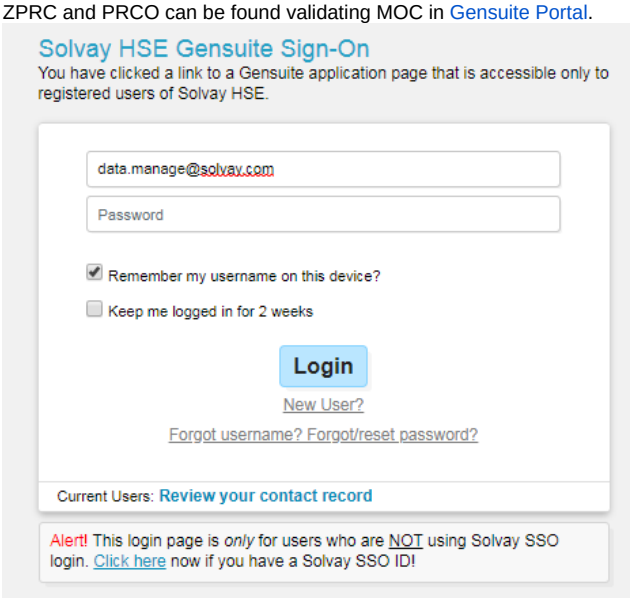
Raw Material setup can be performed only once MOC-ID and ZPRC available.
In all cases when MOC-ID is missing **Lindsay Schramm** and **HazCom team** should be contacted to clarify whether raw material code can be set up without this information.
Prior to material creation in the system search is performed 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
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**.

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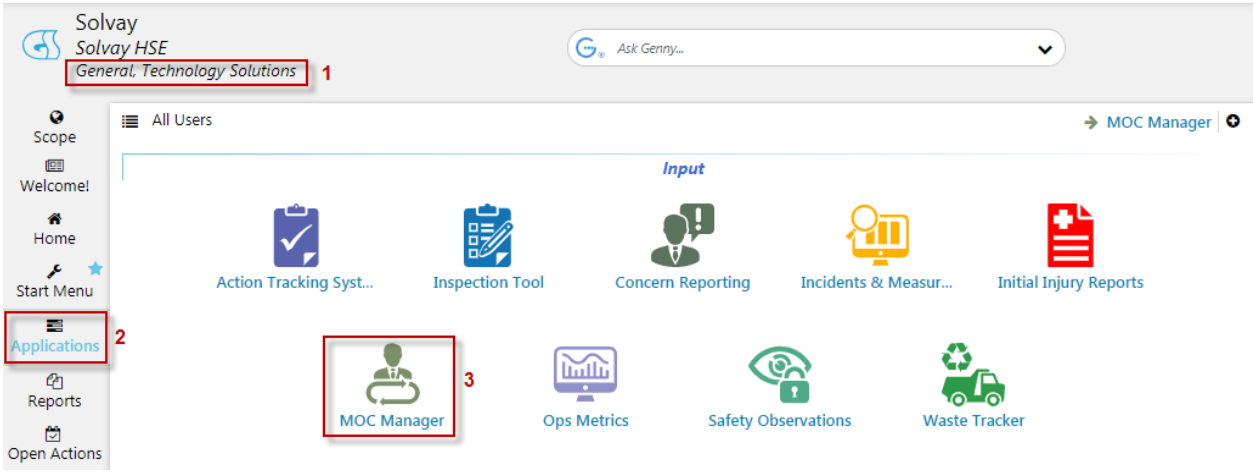
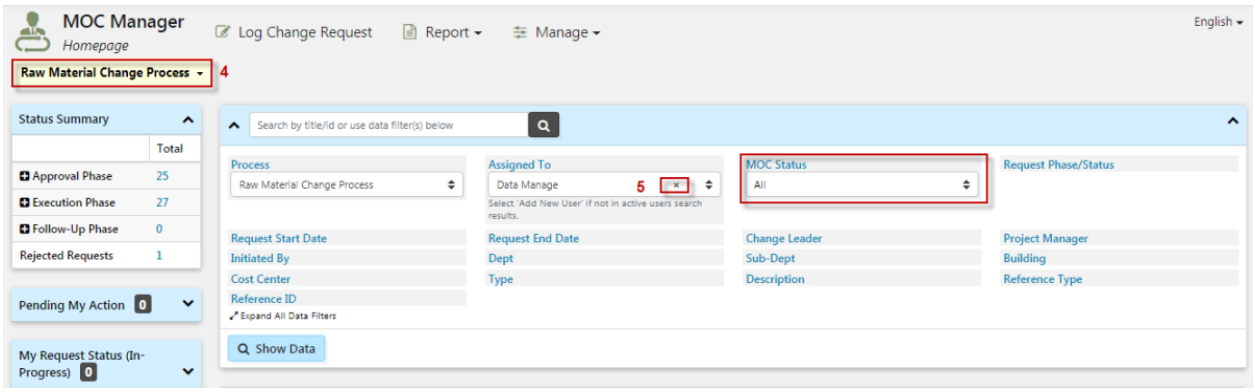
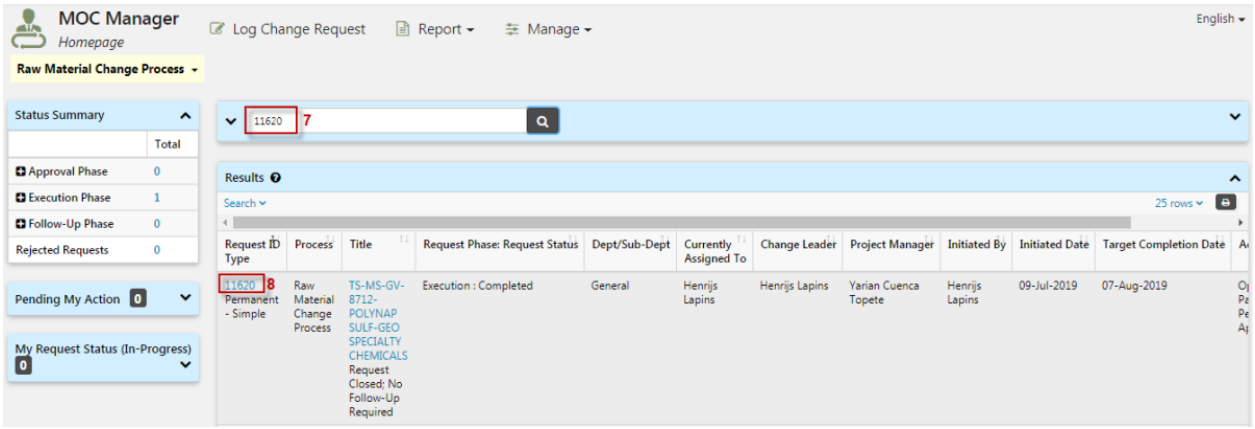


In this step:

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

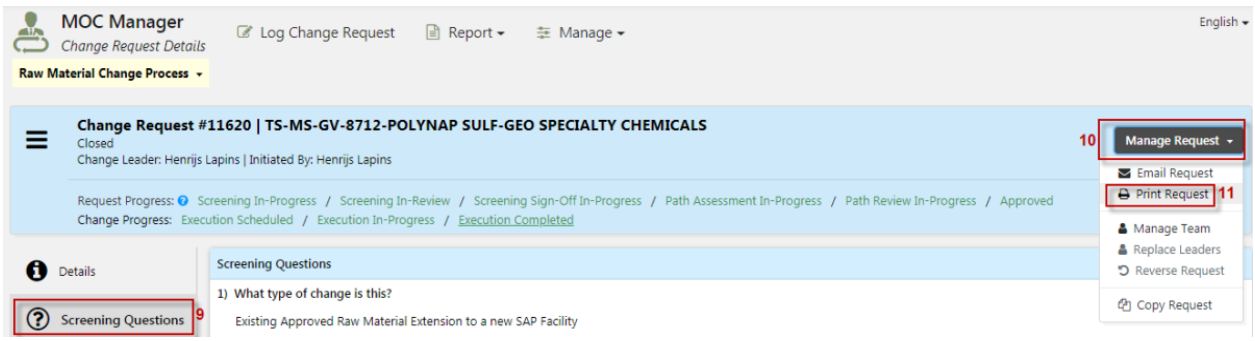


- Add the MOC# in the search field
- Click on the Request ID Type to access the documents for the MOC



Important documents and information to be observed in the MOC:
Screening Questions

- Go to Screening questions
- Manage requests
- Print request



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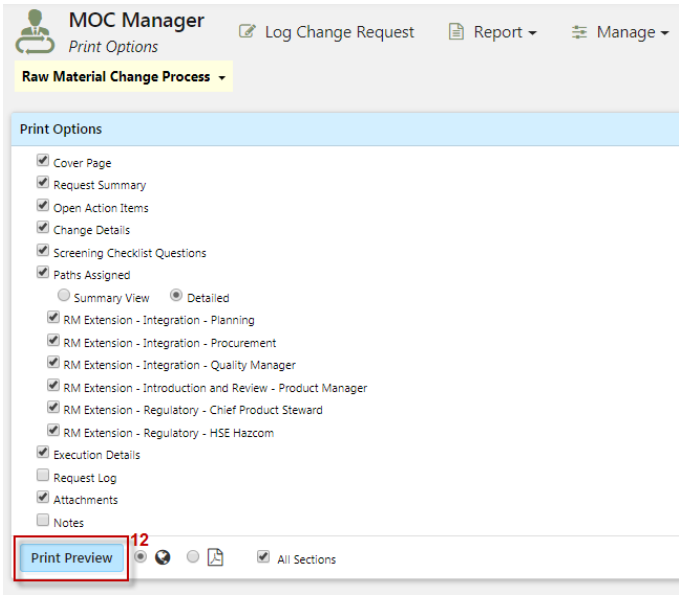
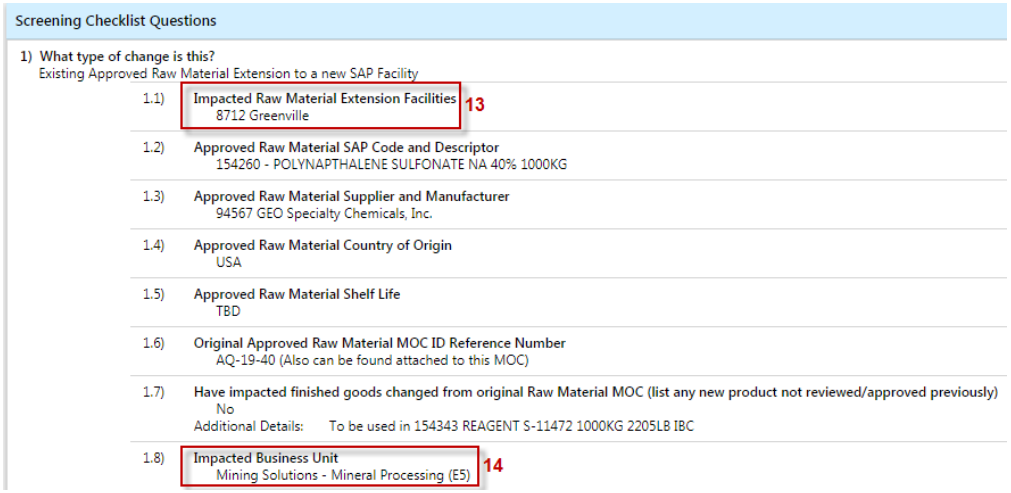
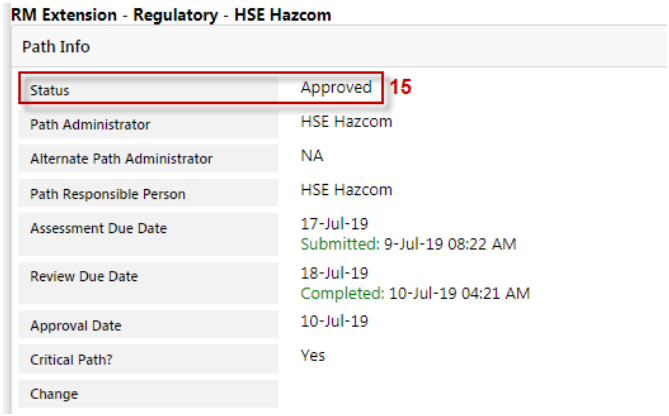
- Print preview



- 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).



- The approval from hazcom team



- The ZPRC name and number

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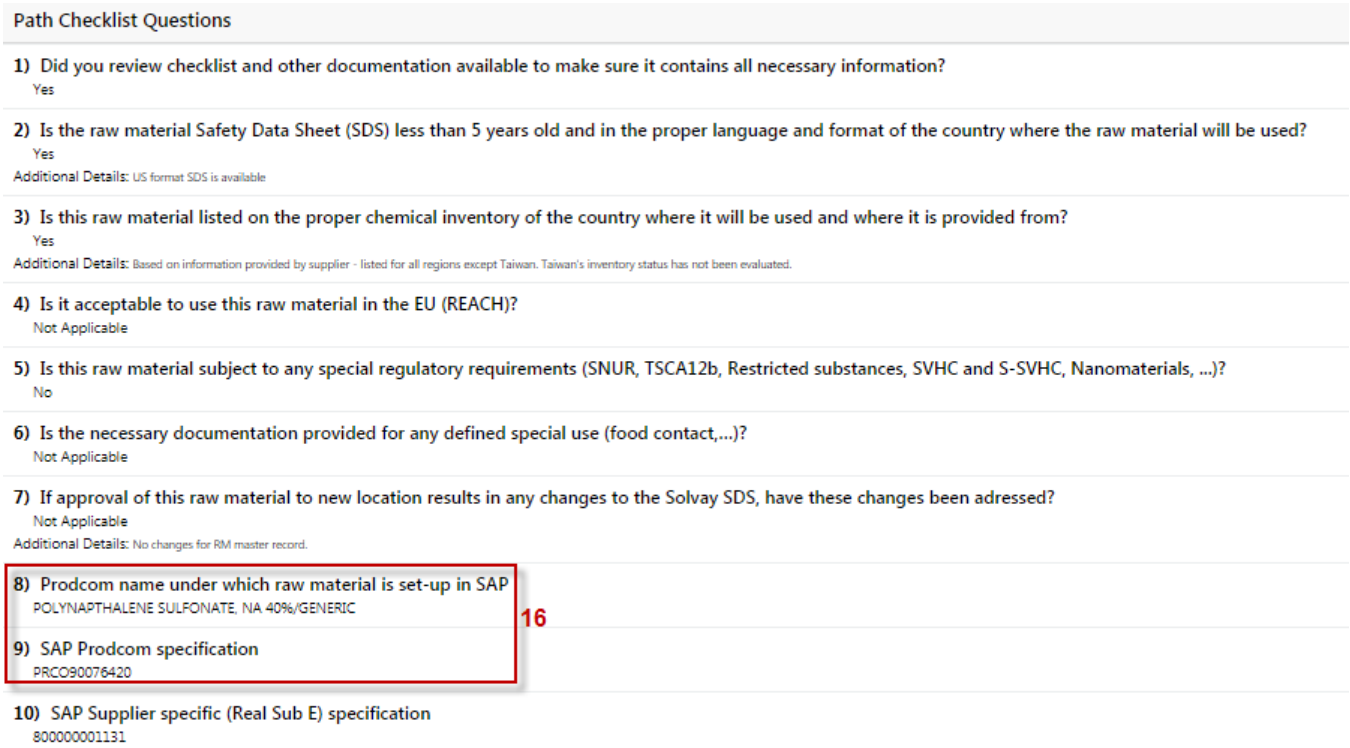
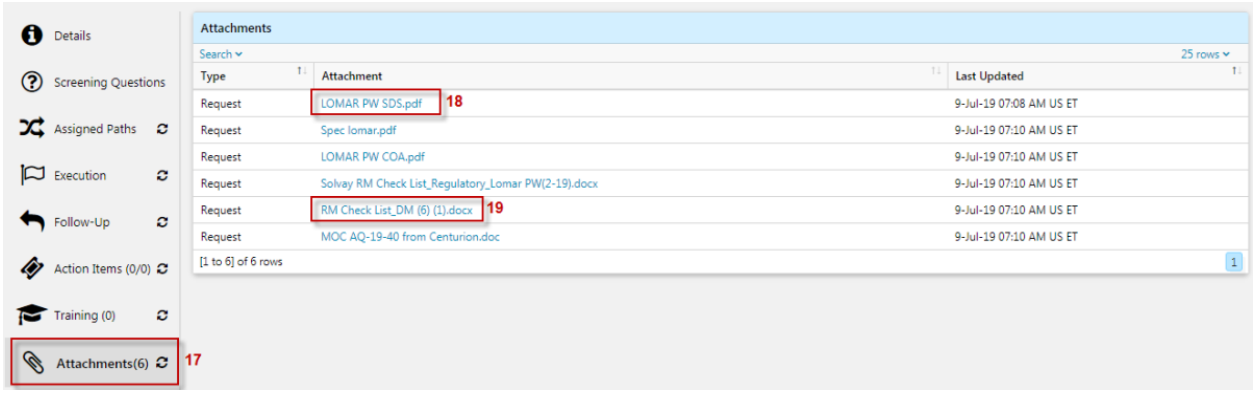


Attachments
In this section you will find the additional documents to be used in the raw material creation

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



2.1.1.2 Checking for duplicates

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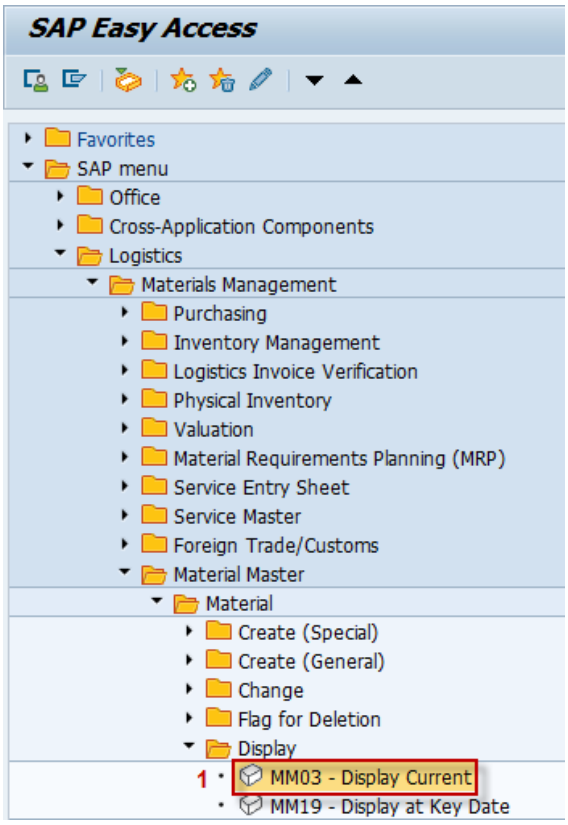
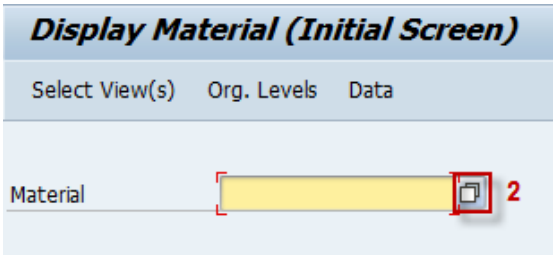
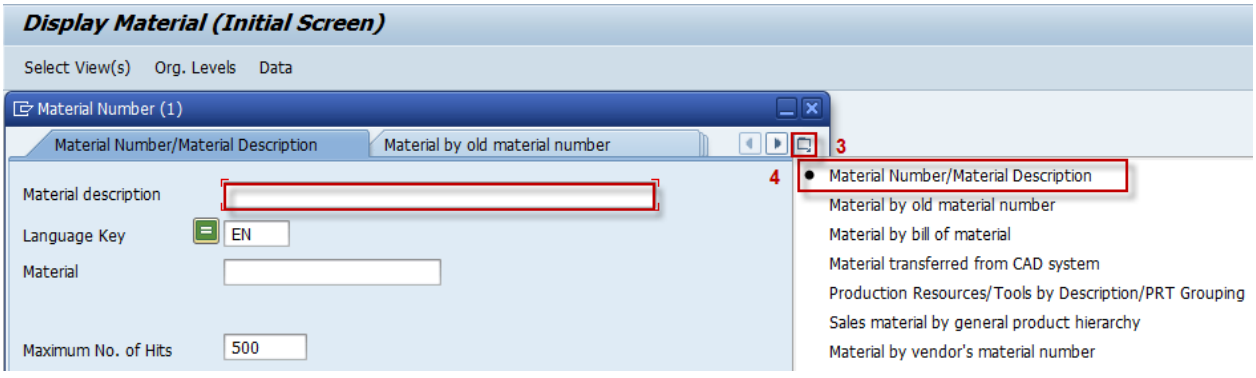


Main activities	Tips / Best practices	Key points
Enter transaction **MM03**	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Display



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



Main activities	Tips / Best practices	Key points
Click on to open the menu		
Select the option 'Material Number/Material Description' 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.	

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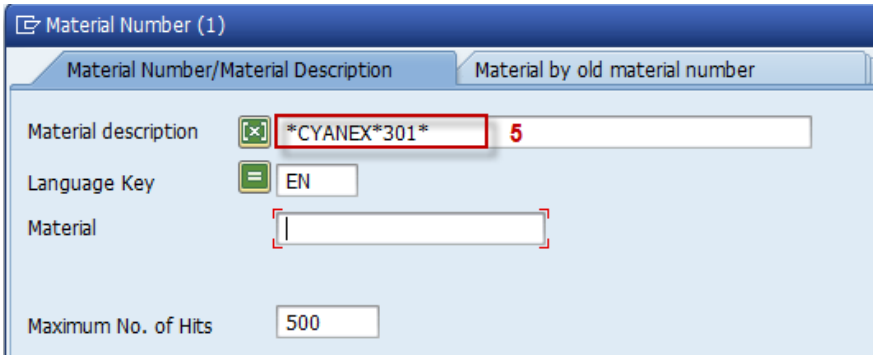
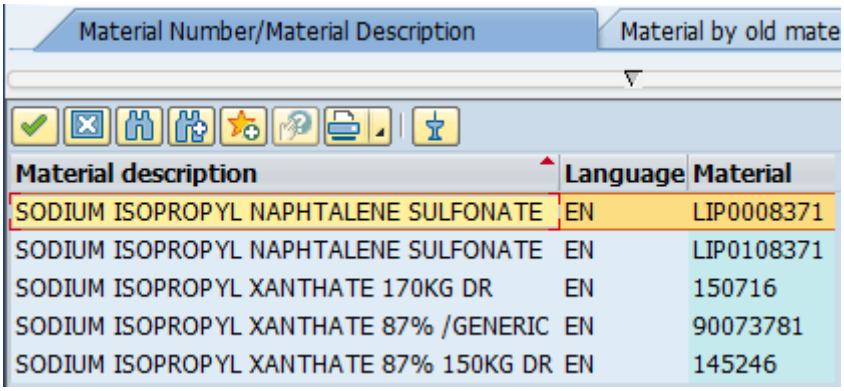
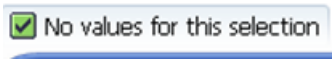
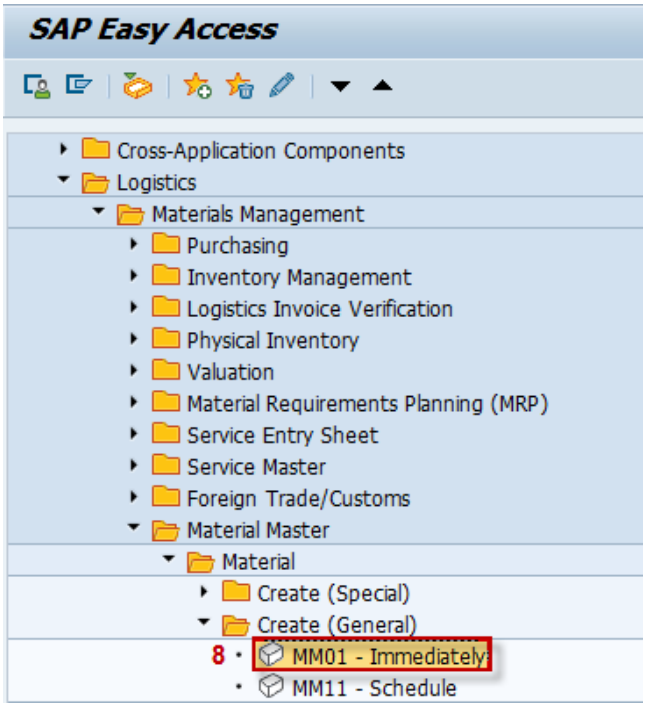


Main activities	Tips / Best practices	Key points
Run a search in Material Description	Use Wildcards to best describe	Open the material request form, copy the short text from the requested material and run a search in Material description with wildcards.
Hit Enter		



Main activities	Tips / Best practices	Key points
Verify entries found – compare results with the material's "short description" mentioned in the request form. If you have doubts about the material already created, contact the Requester to clarify.		If result points to  or if the Requester mentions a new article need to be created then proceed with the creation.

2.1.2. Creation of material



Main activities	Tips / Best practices	Key points

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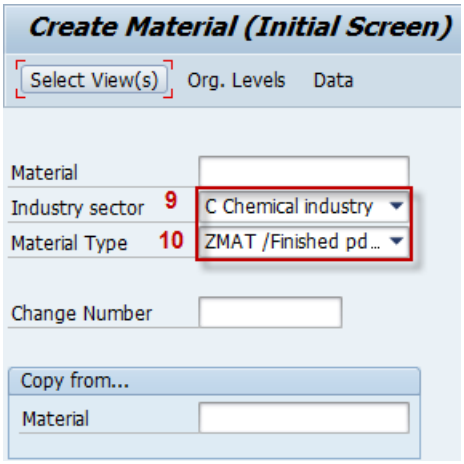
Enter transaction **MM01**	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General)



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		

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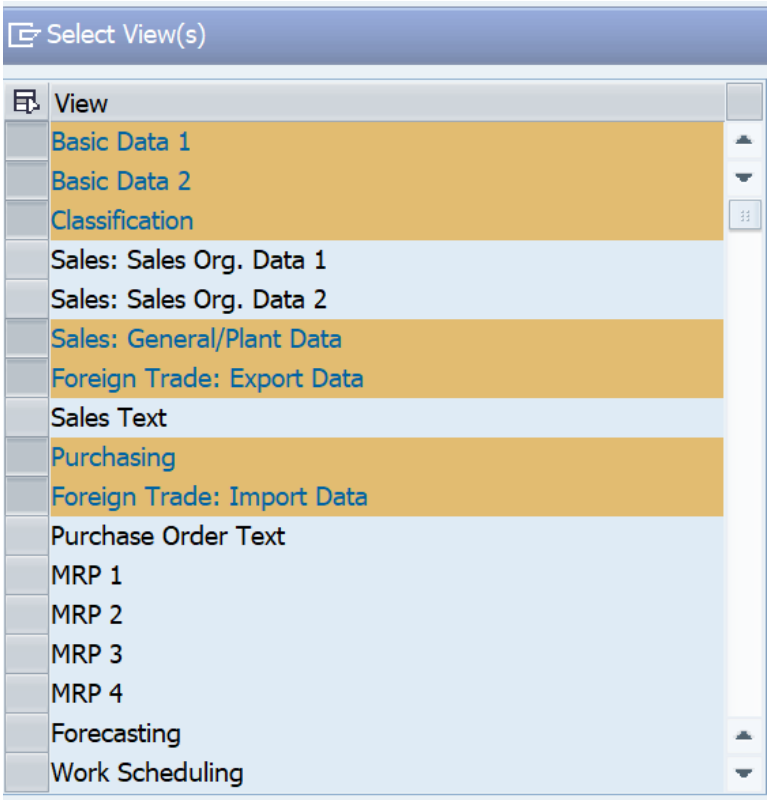

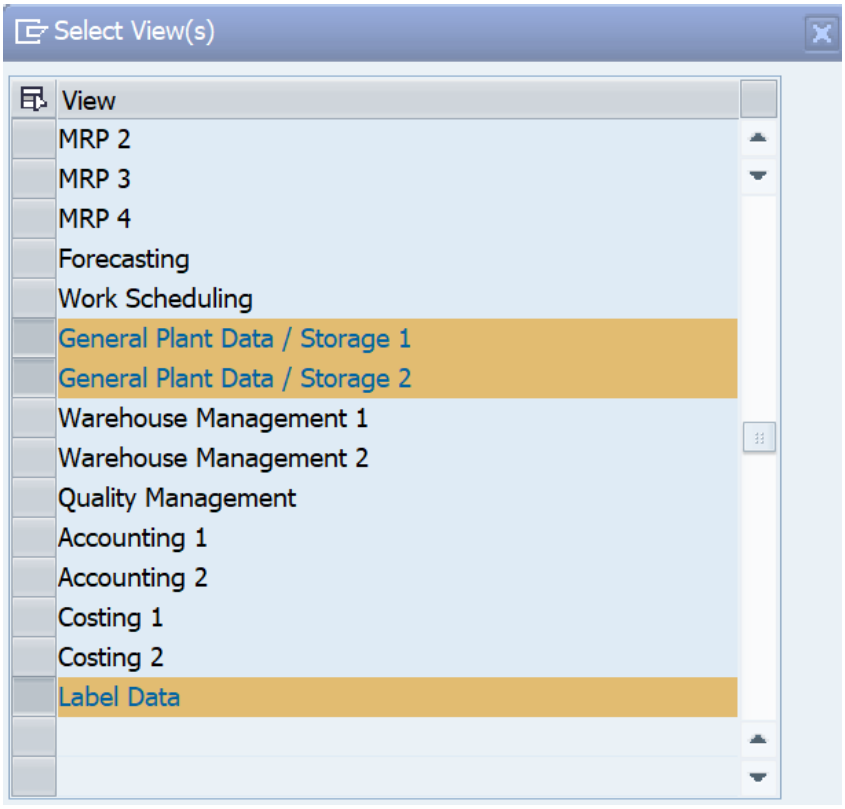

Main activities	Tips / Best practices	Key points

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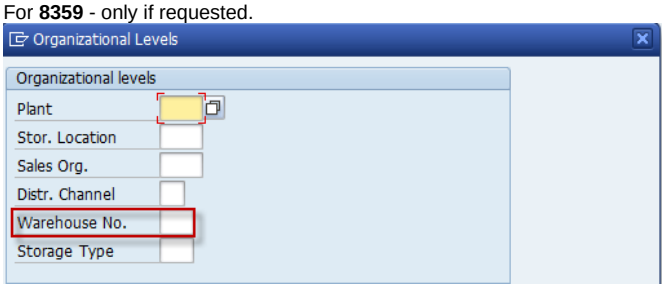
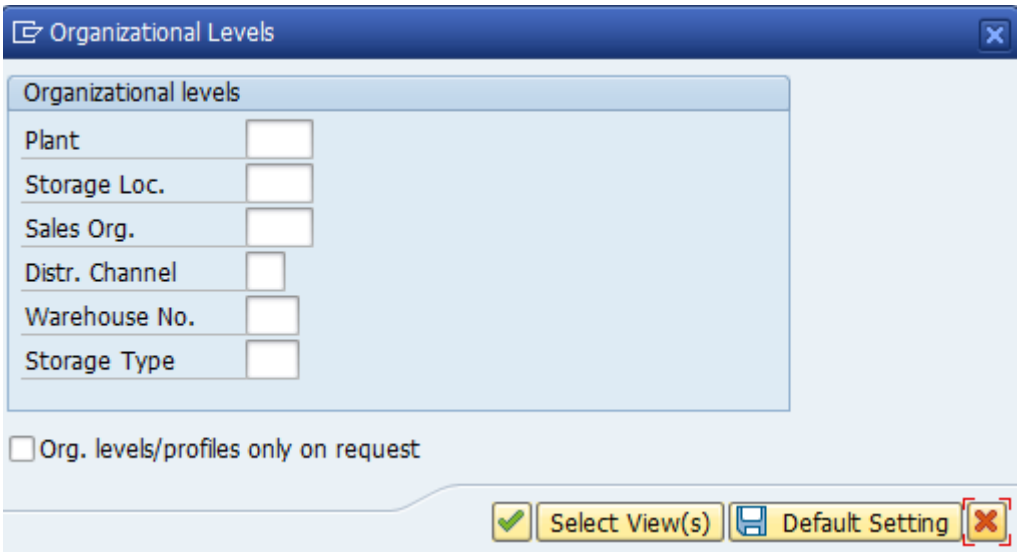
Select Views to be created	Creation of views can be performed all at once or in separate steps	See Appendix - List of single Technology Solutions Storage locations. Sales Organization and Distribution Channel **should not** be filled by creation. However, can be requested to be completed by requestor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



Main activities	Key Points
Fill in Organizational Levels	• Fill Plant as indicated in the request • Add Storage Location (Appendix - List of Single Storage Locations). If it is not listed, leave it blank. • Sales Organization and Distribution Channel should **not be** filled by material creation but can be requested upon plant extension.
Hit Enter	

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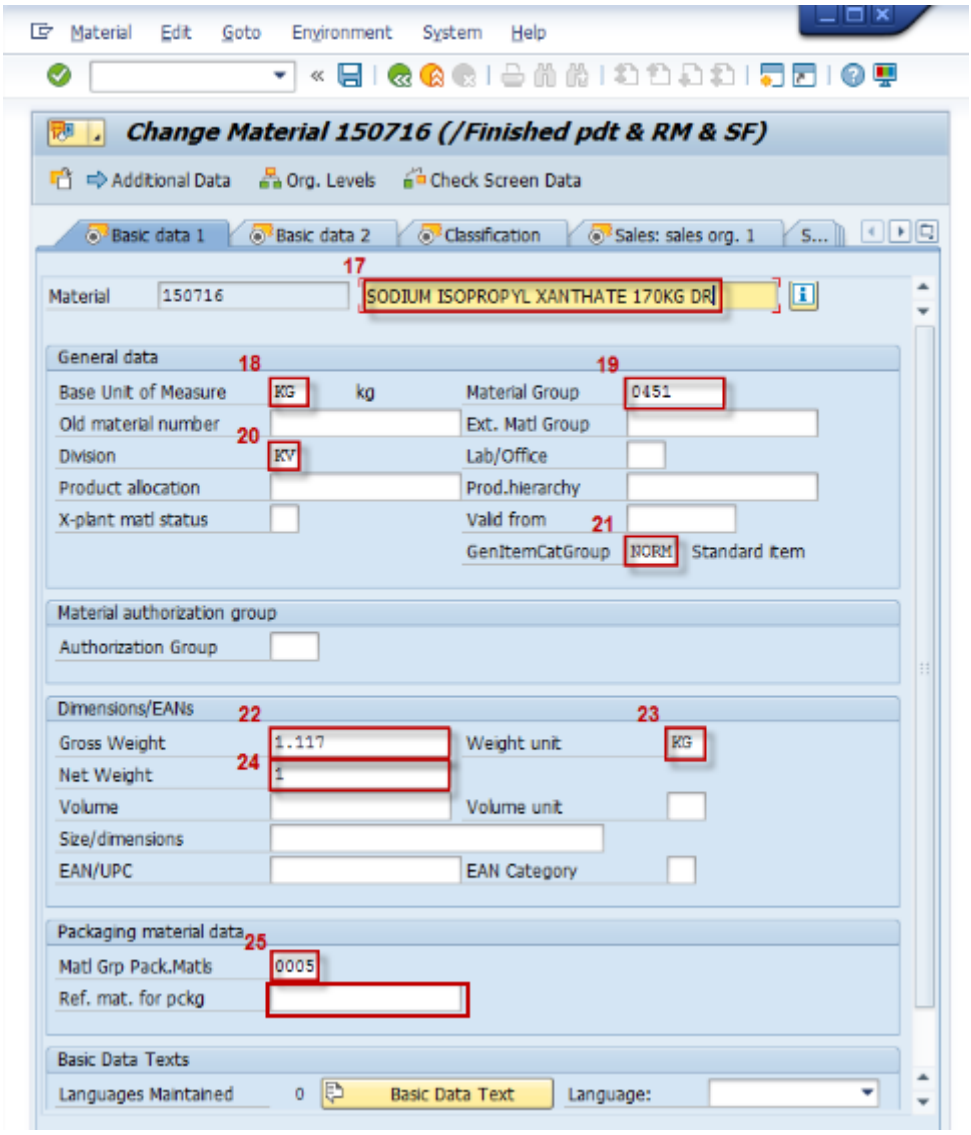

Main activities	Tips / Best practices	Key points
Enter Material Description	Check the request form for "SHORT DESCRIPTION". It is used for search and restricted to 40 characters. If the information does not fit on this field, then the complete description should be added on the basic data text.	Should 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 **KG**
Old Material Number		Not used
Enter Material Group		Always **0451**
Enter Division		Always **KV**
Enter General Item Category Group		Always **NORM**
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 – **Always 1**
Enter Net Weight		Always **1**

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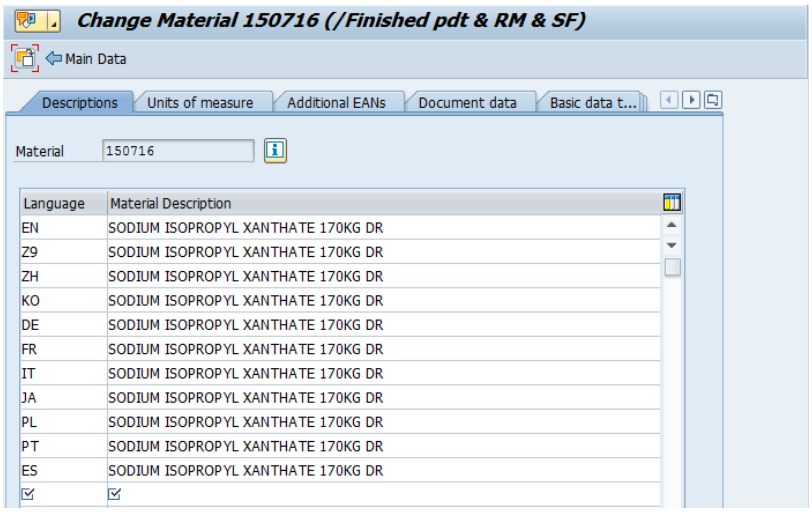
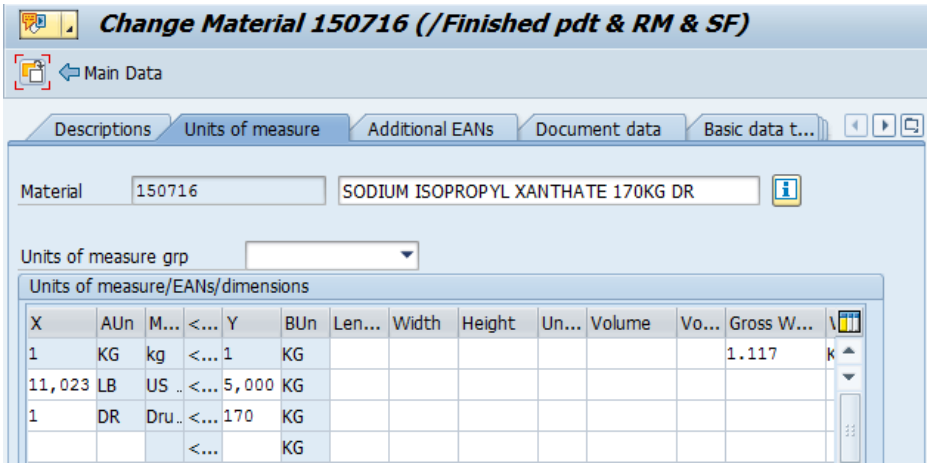
Enter UoM for Weight		Always **KG**
Enter Packing Group		**0005** for Packed material **0001** for Bulk
Enter Ref. mat. for pckg		Not used
Go to Descriptions tab	From Basic Data View Descriptions tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.	



Main activities	Tips / Best practices	Key points
Enter material descriptions in local languages **NOTE:** 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.	



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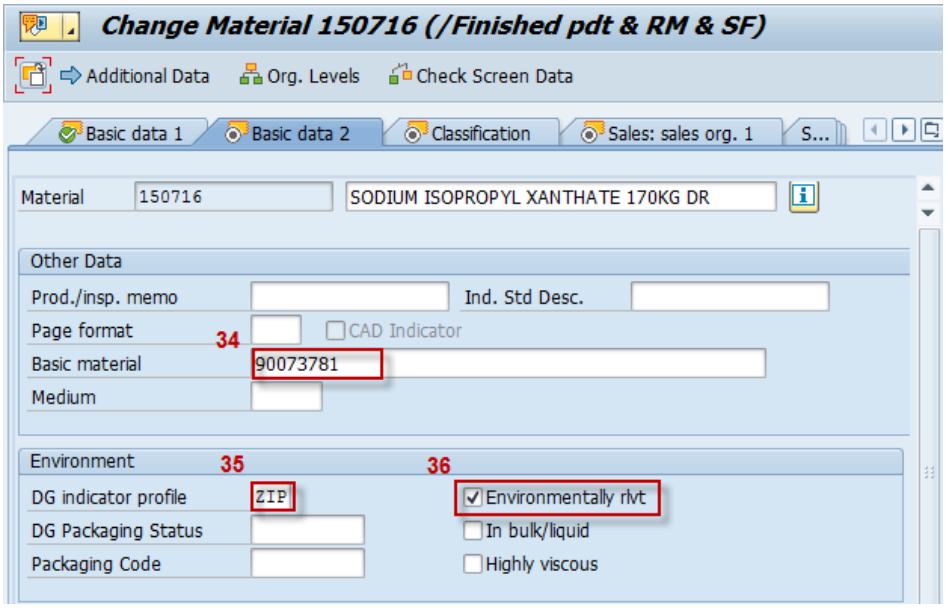
Main activities	Tips / Best practices	Key points
Enter Alternate Units of Measure conversions		Fixed conversion 11023 LB <-> 5000 KG
Enter conversion of Stock keeping UoM to Base UoM		Conversion between one packaging unit and base unit of measure. Check the request form
Enter quantity of Stock keeping 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. **NOTE! Do not** 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
Enter Material Long description **If no long description is provided, than the main description should be added**	Use button to add languages Copy English text to all other languages: 	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 & – Brazilian Portuguese N – Dutch



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

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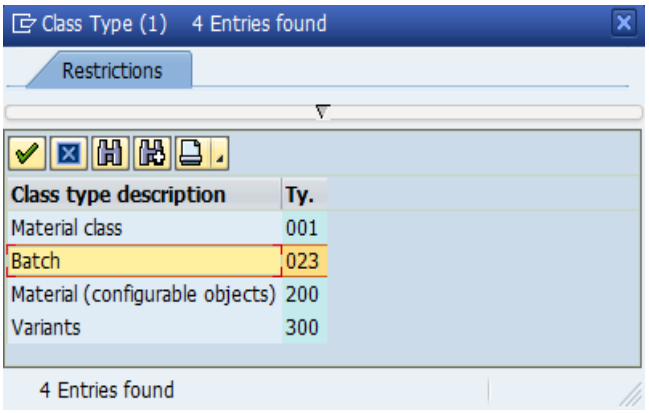
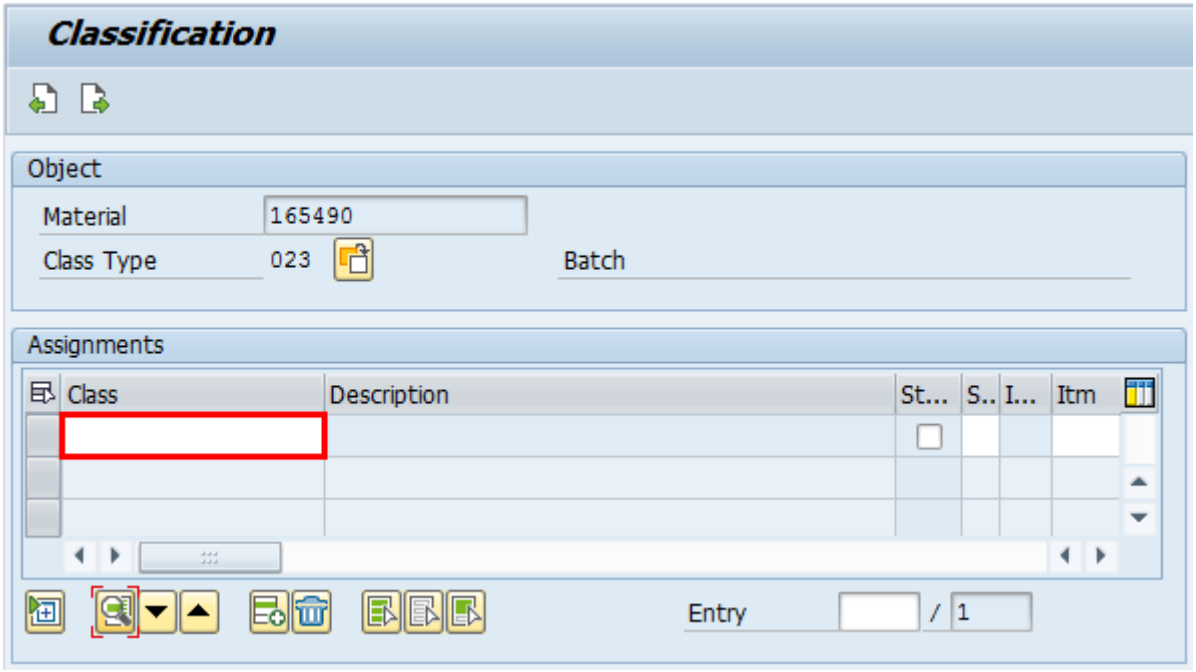
Enter Dangerous Goods indicator profile		ZIP for all materials at the moment of material creation
Tick Environmentally relevant		Mandatory for all materials
Go to Classification view		



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: **014** – Technology Solutions
Press Next screen button to move to next selected view		

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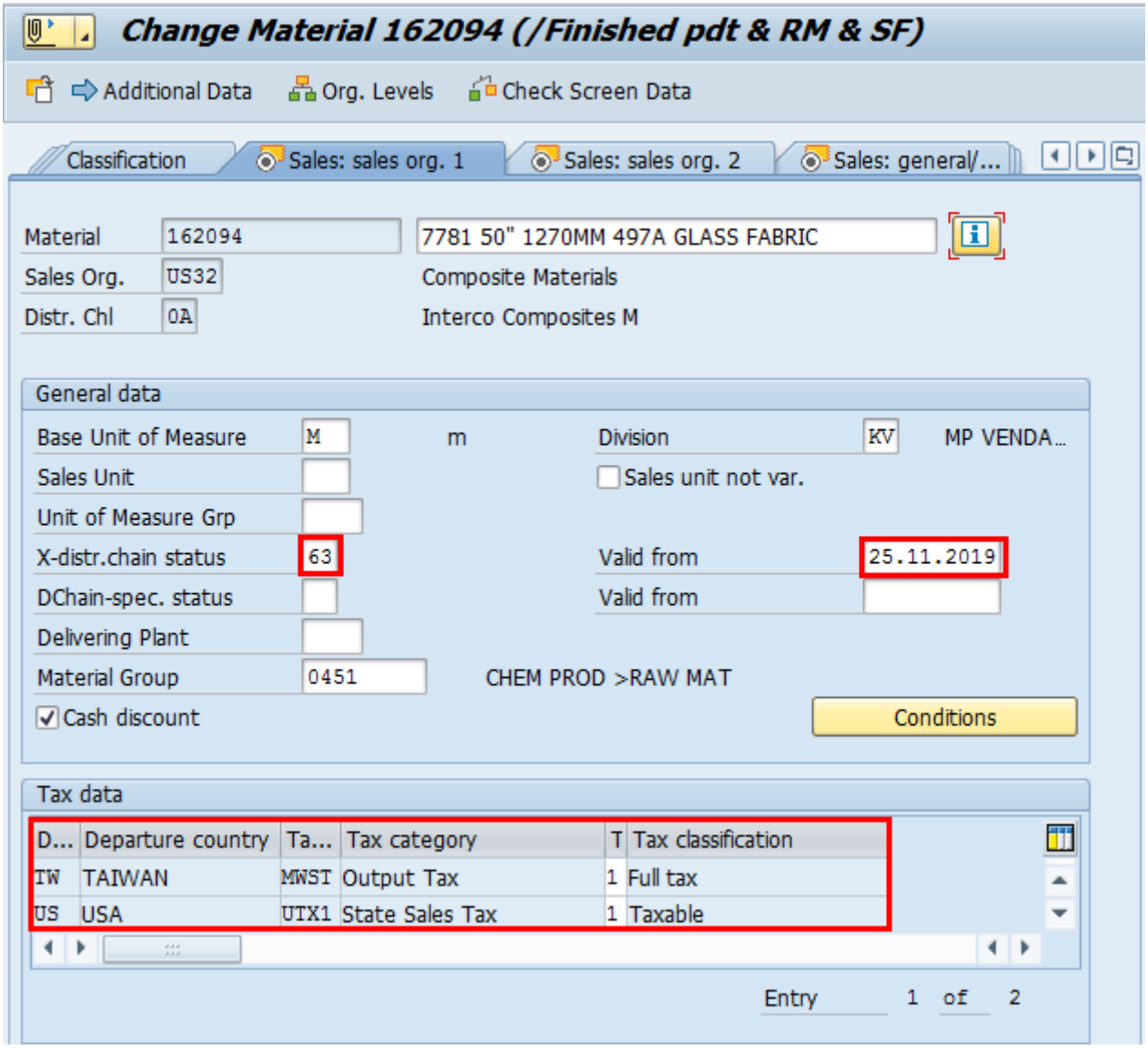

Main activities	Tips / Best practices	Key points
Enter Cross-distribution-chain specific material status		Status **63** is to be set at the moment of material creation to allow use of material in operations
Enter Valid from date for Cross-distribution-chain specific material status	DD.MM.YYYY	
Maintain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

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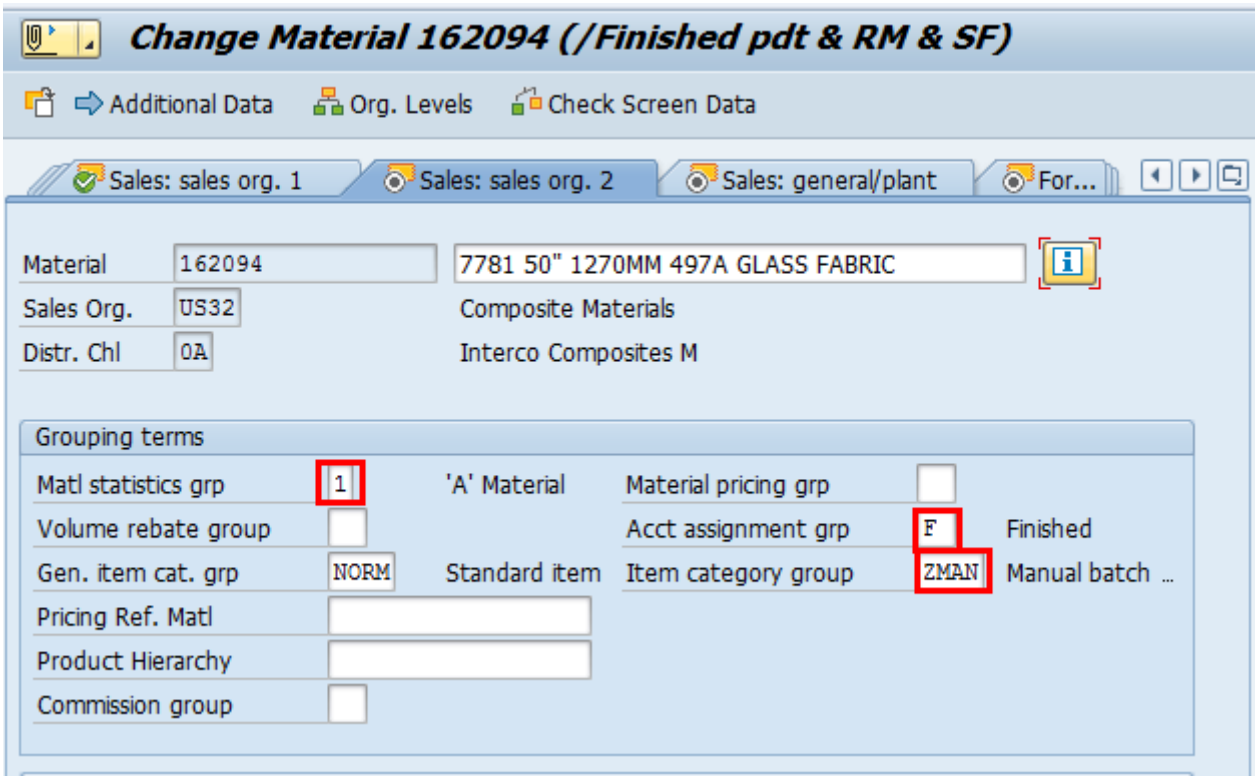
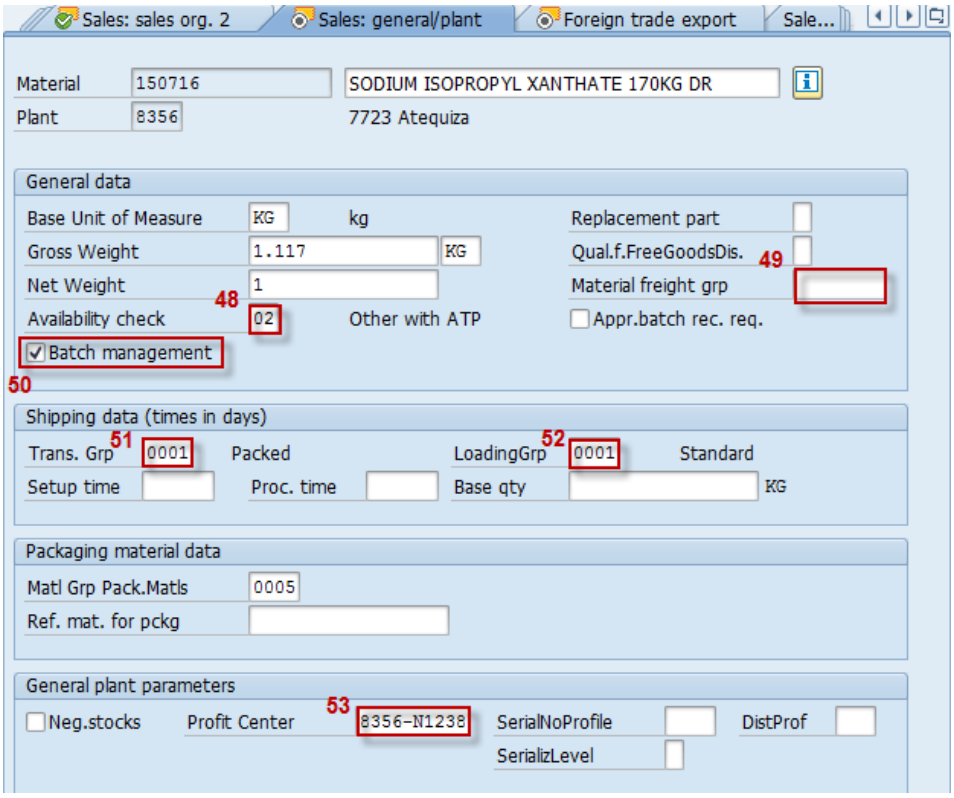


Main activities	Tips / Best practices	Key points
Enter Material statistics group		Always **1**
Enter Account assignment group		Check the request form, if not provided populate with **F**
Enter Item category group		Always **ZMAN**
Save the extension		



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

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<table>
<tr><td>Enter Material freight group</td><td>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</td><td><table><tr><th>Material Type</th><th>Fr. Group</th></tr><tr><td>Haz Class 9 and non corrosive chemicals</td><td>10058</td></tr><tr><td>Haz Class 8

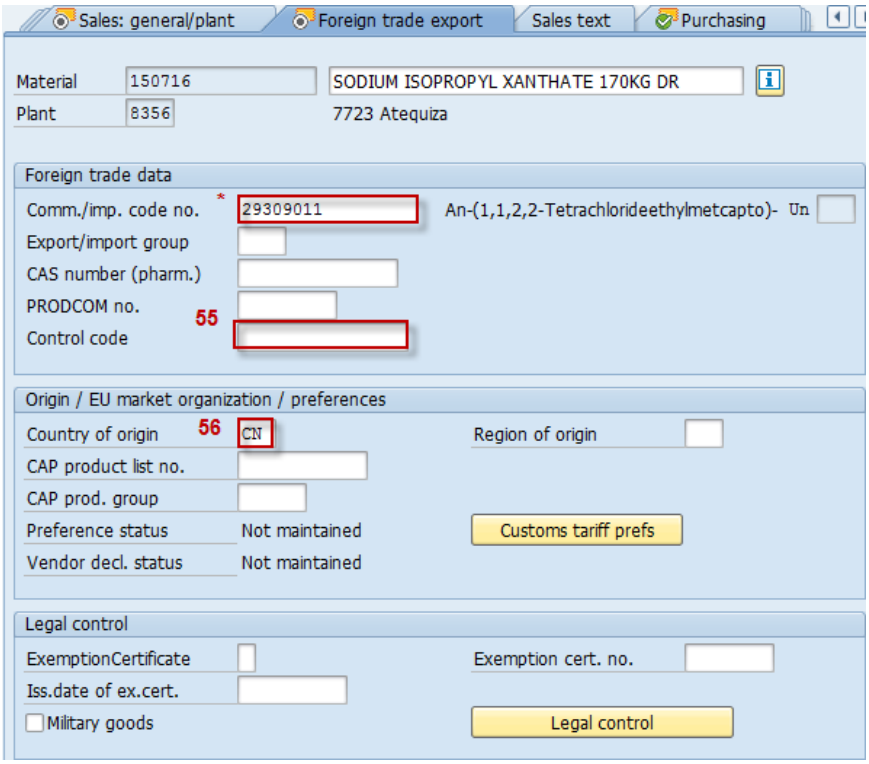
PG III</td><td>10054</td></tr><tr><td>Haz Class 8

PG II</td><td>10055</td></tr></table></td></tr>
<tr><td>Activate Batch Management requirement indicator</td><td>Same field is also available in Purchasing, Plant data / storage 1 and Warehouse Management 1 views</td><td>Always checked for ZMAT</td></tr>
<tr><td>Enter Transportation Group</td><td><table><tr><th>TGroup</th><th>Description</th></tr><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></table></td><td>Should be checked in Sinequa for SDS sheet. Using sections 9 and 14 correct Transportation group can be determined.

In Sinequa RM SDS can be found using ID underlined below.

11) Prodcom name under which raw material is set-up in SAP
SOYBEAN OIL REFINED / GENERIC
12) SAP Prodcom specification
PRCO90066143
13) SAP Supplier specific (Real Sub E) specification
800000004365</td></tr>
<tr><td>Enter Loading Group</td><td></td><td>Bulk – 0002

Else – 0001</td></tr>
<tr><td>Enter Profit Center</td><td>Same field is also available in Plant data / storage 2 view</td><td>List of profit centers can be found in following Google drive link</td></tr>
<tr><td>Go to Foreign trade export view</td><td></td><td></td></tr>
</table>



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 linked file.	

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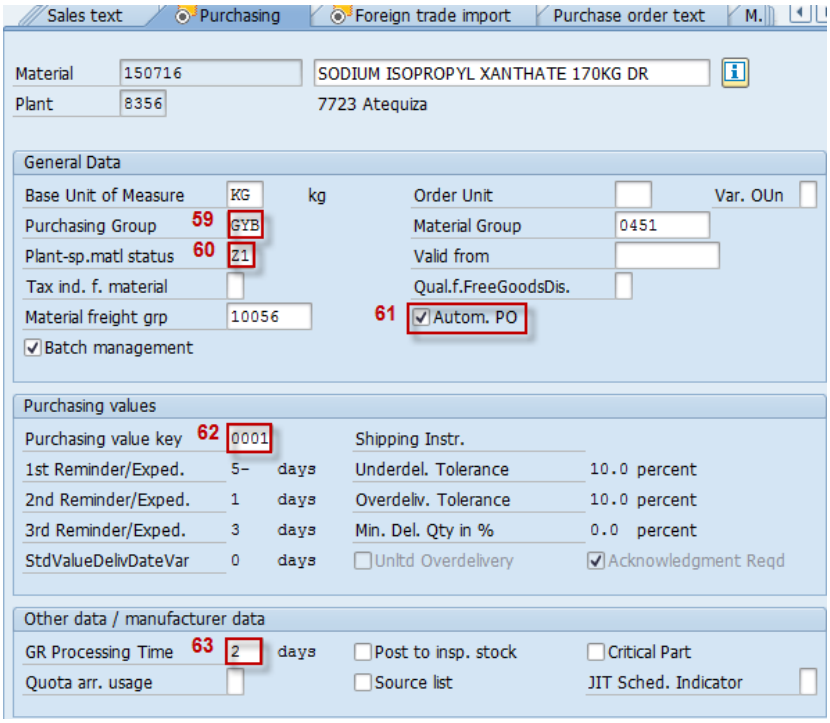
Control code	Required for all Brazilian plants	Contact HTS Team (htsclassification@solvay.com) for correct code
Enter Country of origin	Check the request form	
Enter Mat. CFOP category	Field is mandatory for Brazil plants only	Always 0
Go to next view	Go to Purchasing view.	



Main activities	Tips / Best practices	Key points
Enter Purchasing Group		List of purchasing groups can be found in following Google drive link
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	

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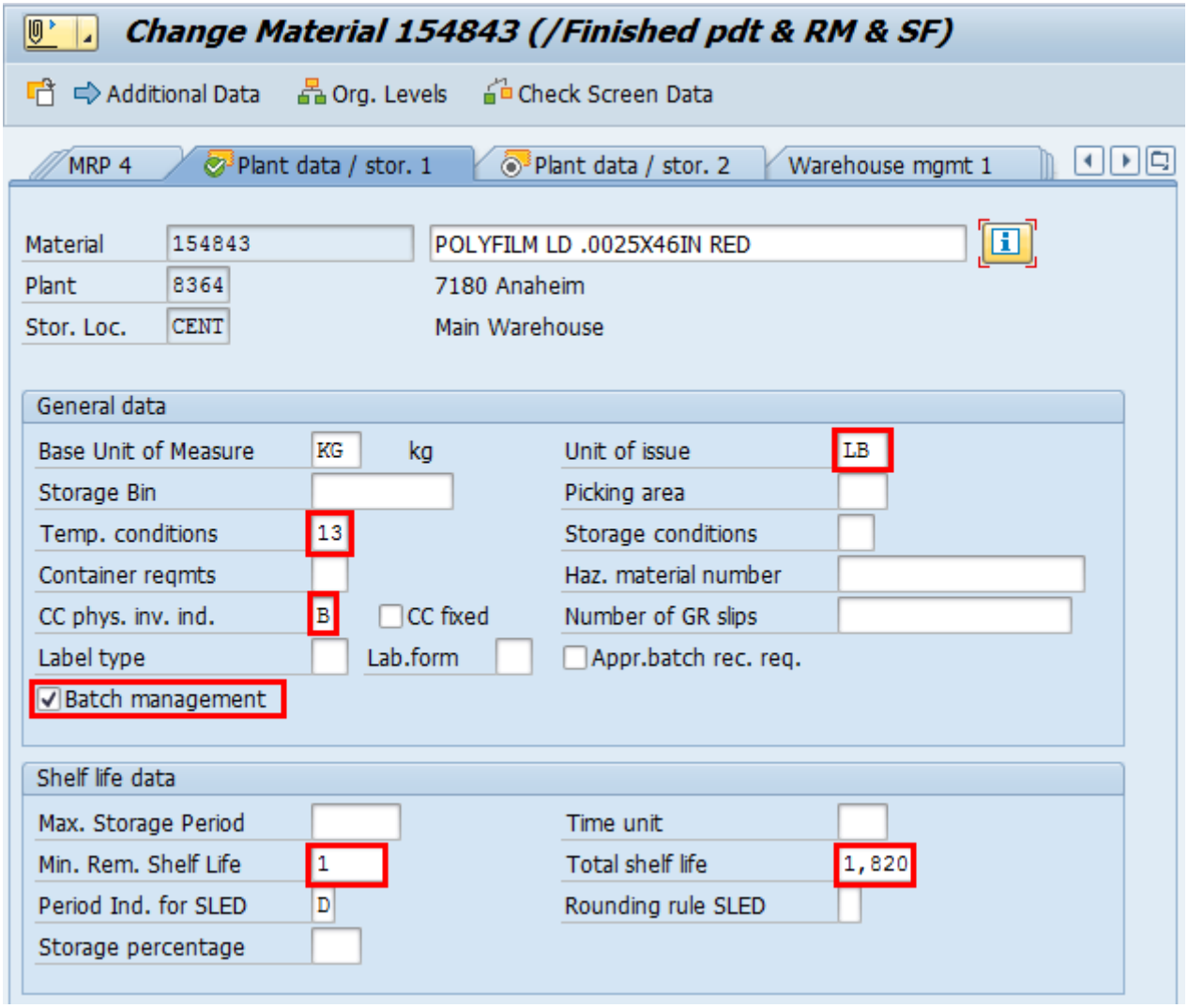

Main activities	Tips / Best practices	Key points
Enter Physical inventory indicator for cycle counting	Plant data administrators will change the field value if necessary	Default value at the time of material creation – B
Enter Minimum Remaining Shelf Life		Default value at the time of material creation – 1

Enter Total shelf life	Important: Shelf life days should be consistent on Commercial Product level	• Check the form.
		  ◦ If:
		  ▪ Not provided: reject the request
		  ▪ Provided as "**Indefinite**": Add **5475** days

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
• Primary Packaging Unit (PPU): Copy from the checklist   ◦ **Note!** For Bulk packaging primary packaging unit should be KG • Select the Primary Pack Unit • Press in Configuration

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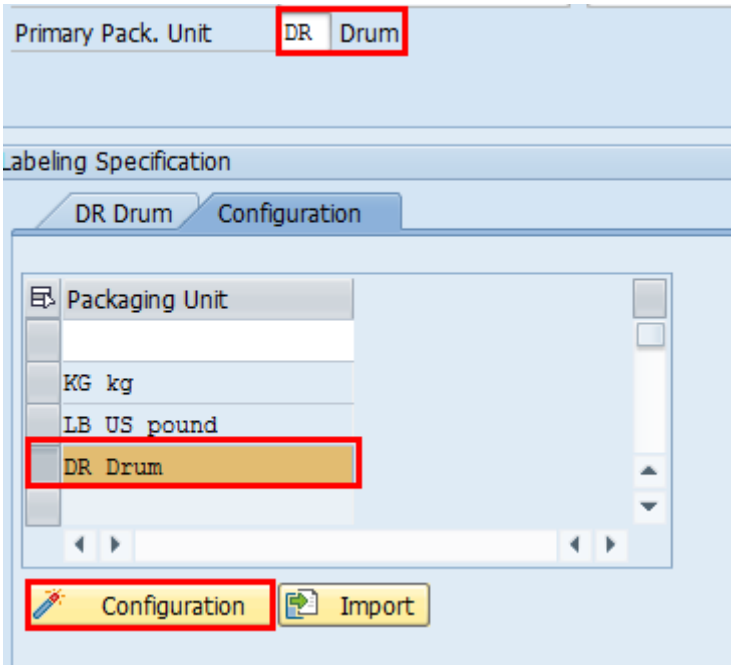
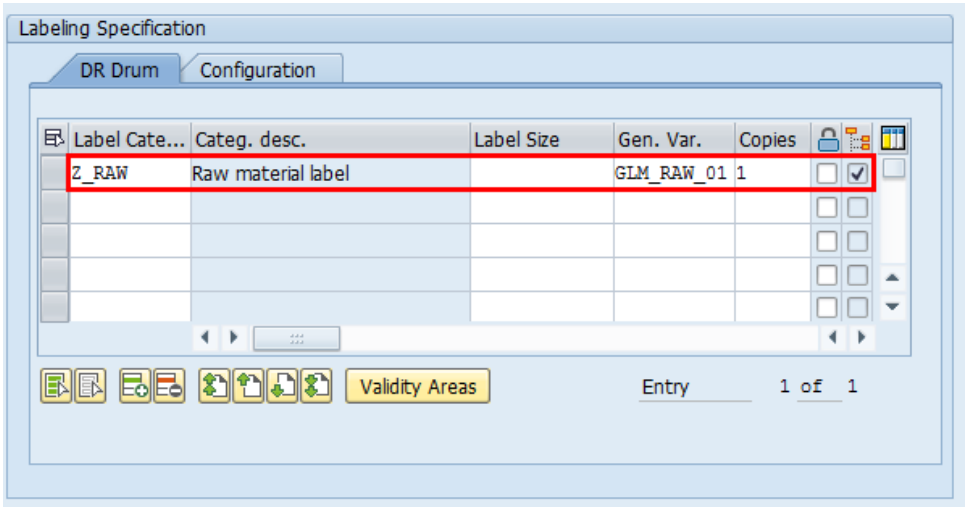
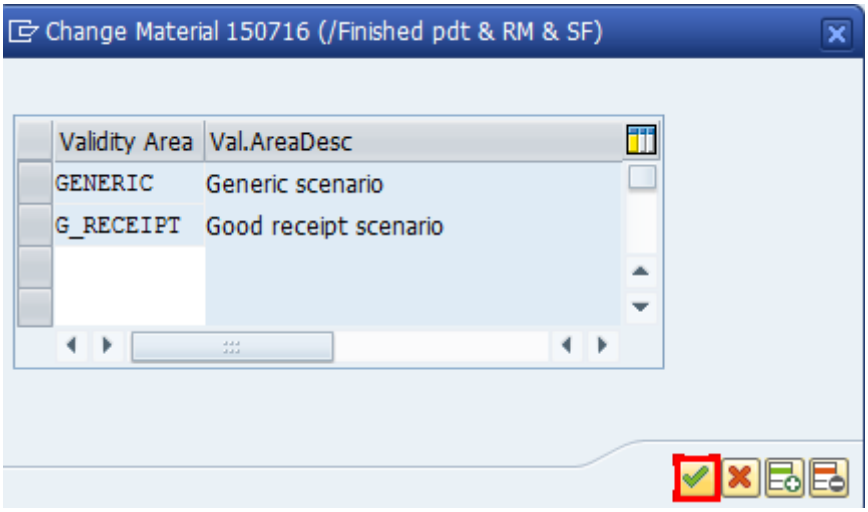


- Label category - Default **Z_RAW**
- Gen. Var. - Default **GLM_RAW_01**
- Copies
  - Depends on packaging type
  - Correct label can be found in Appendix - Label requirements.
  - Correct value can be copied directly in SAP (From "Label Category" to "Copies")



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



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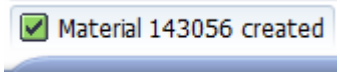
- When all data has been entered, save the material by pressing button and exit material creation
- Copy number of the created material into communication to Requestor:



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

Template

Dear (Requester's name),

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

Dears,

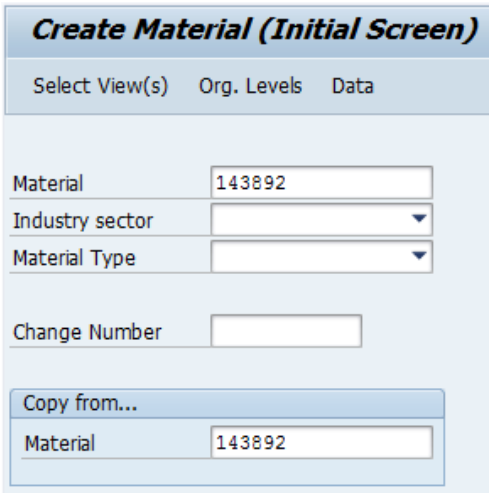
Could you please complete necessary views for material set up (MRP, QM, Acct, Costing)?

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

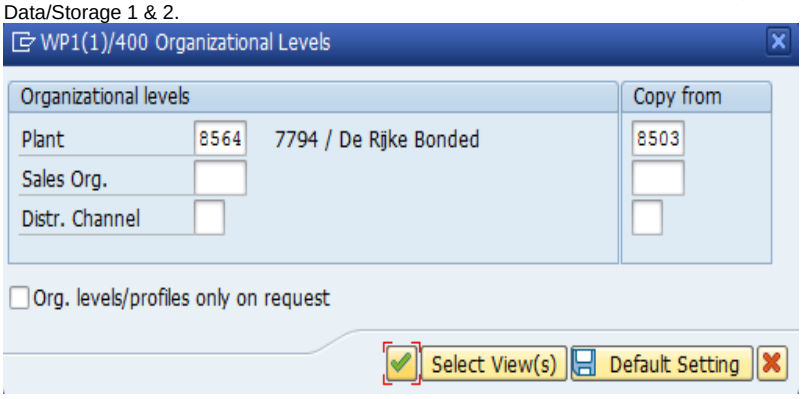
Kind regards,

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.



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.



2.2. Material modification

2.2.1. Pre-requisites

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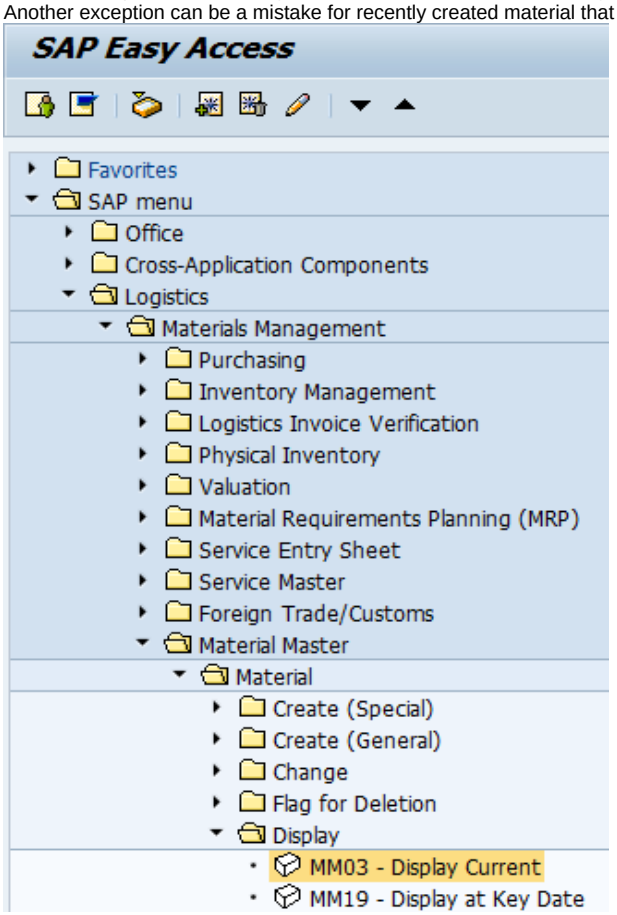
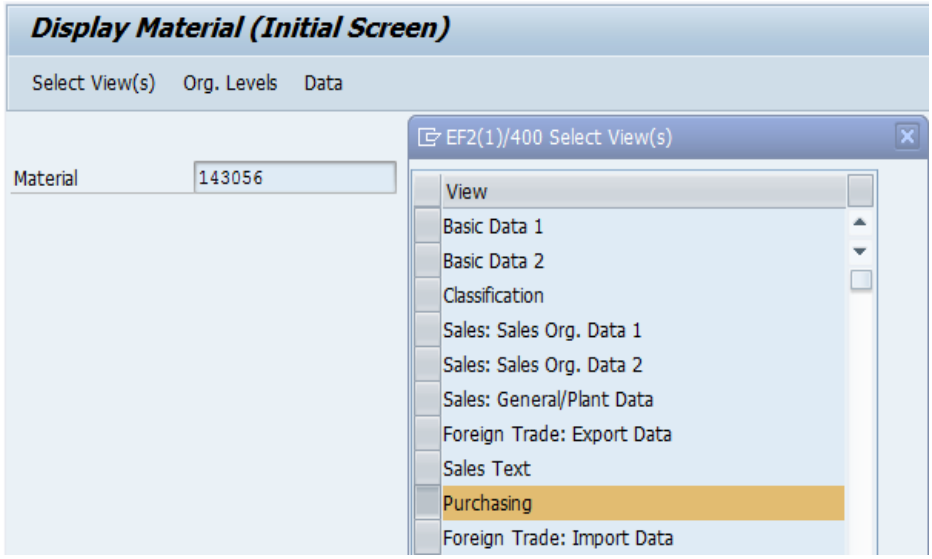
Material modification is allowed only if validated by all Plants using the material.
Requests to change the fields listed below must not be performed – in this case a new material has to be created.

- 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		

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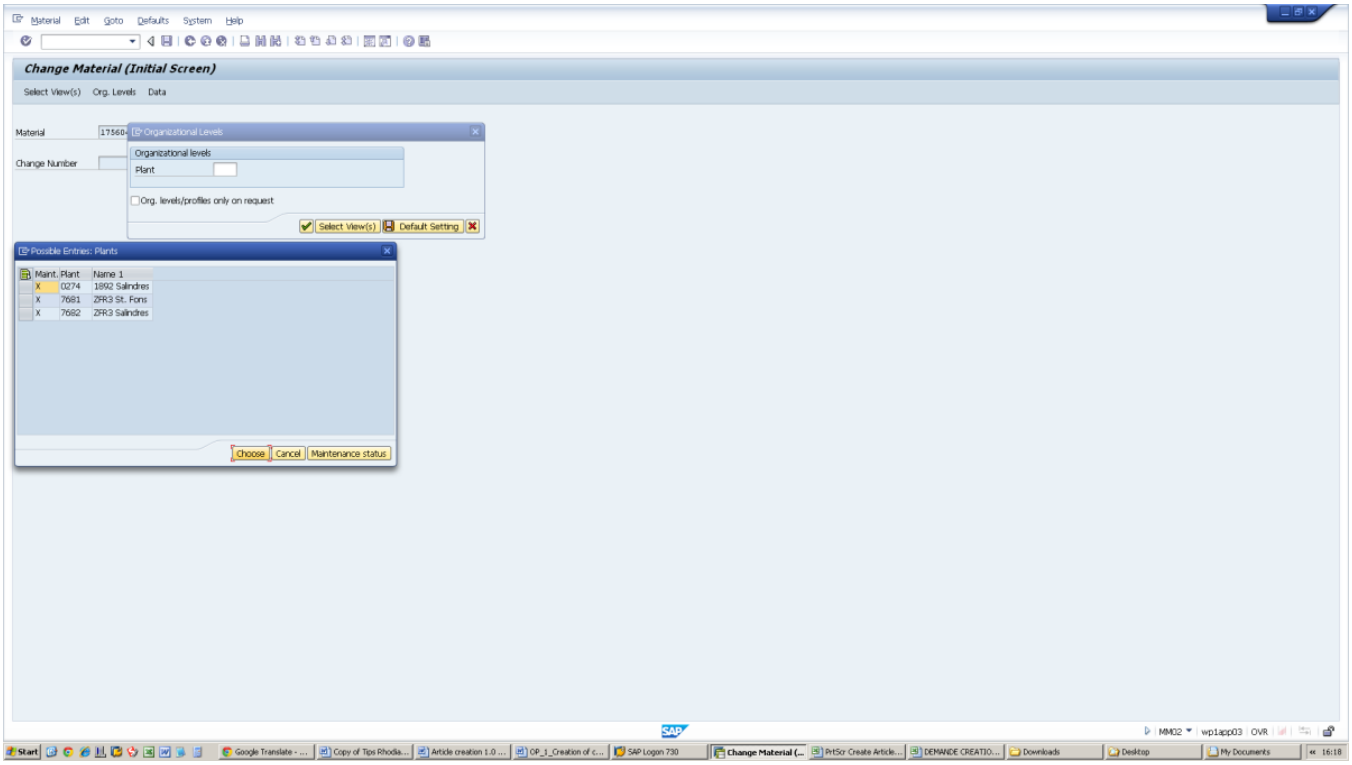


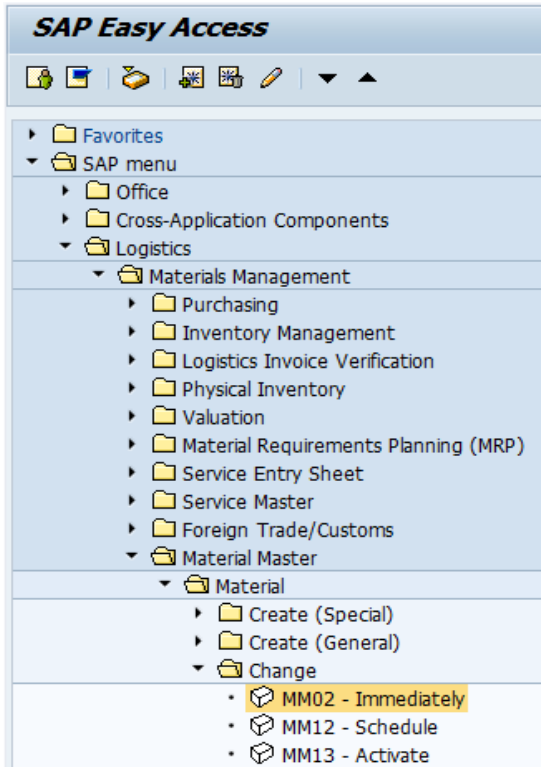
Main activities	Tips / Best practices	Key points
Verify the possible Plants related to the Material by clicking on the match code.		
All Plants using the material are listed		

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

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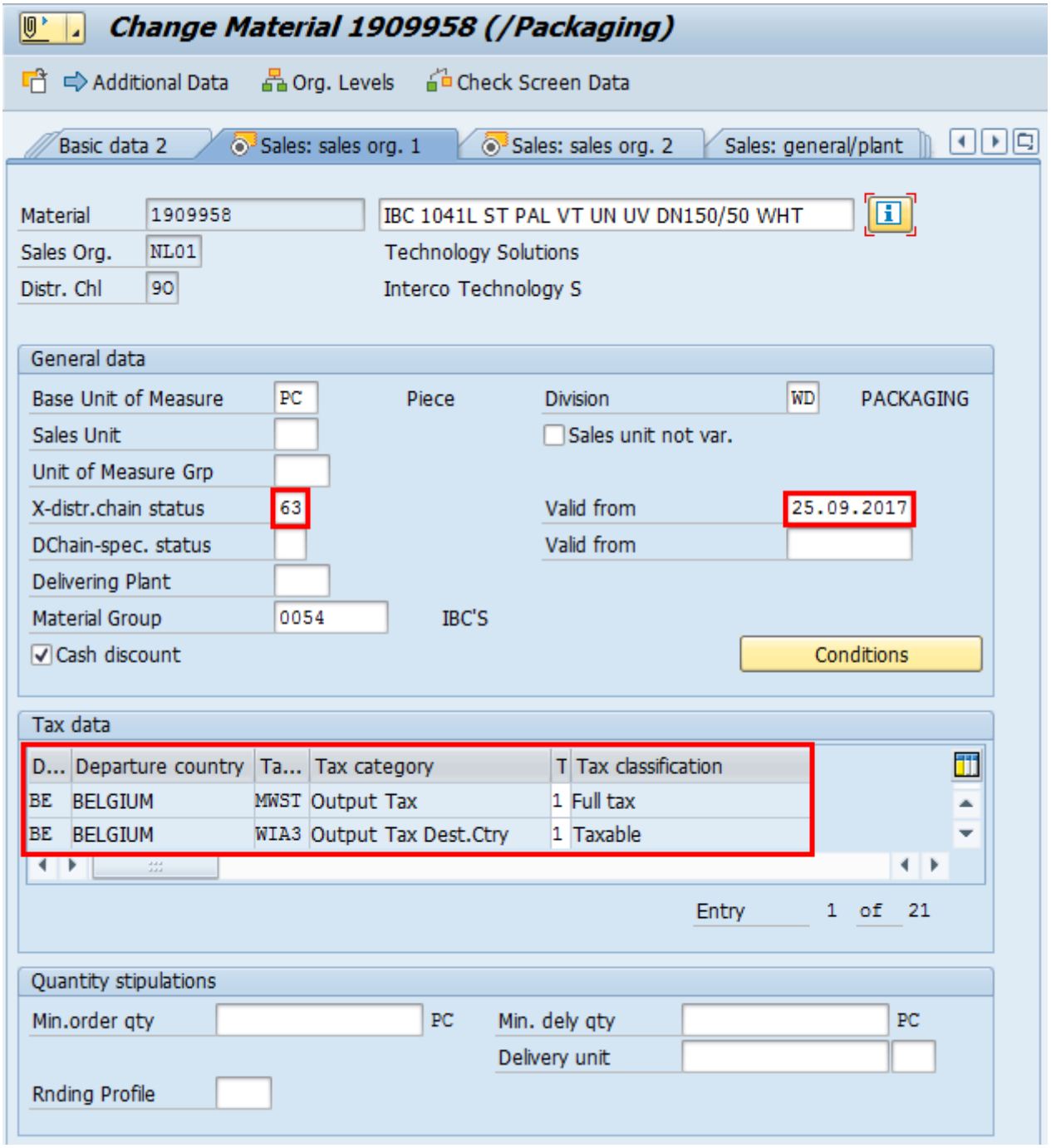
Enter transaction MM02	T-code can be entered directly in Command field. T-code can be saved in Favorites.	Full path: Logistics -> Materials Management -> Material master -> Material -> Change
Select the view containing the field that needs modification		
Select the Organizational Level for which the 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. US23/9O; NL01/9O 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.



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

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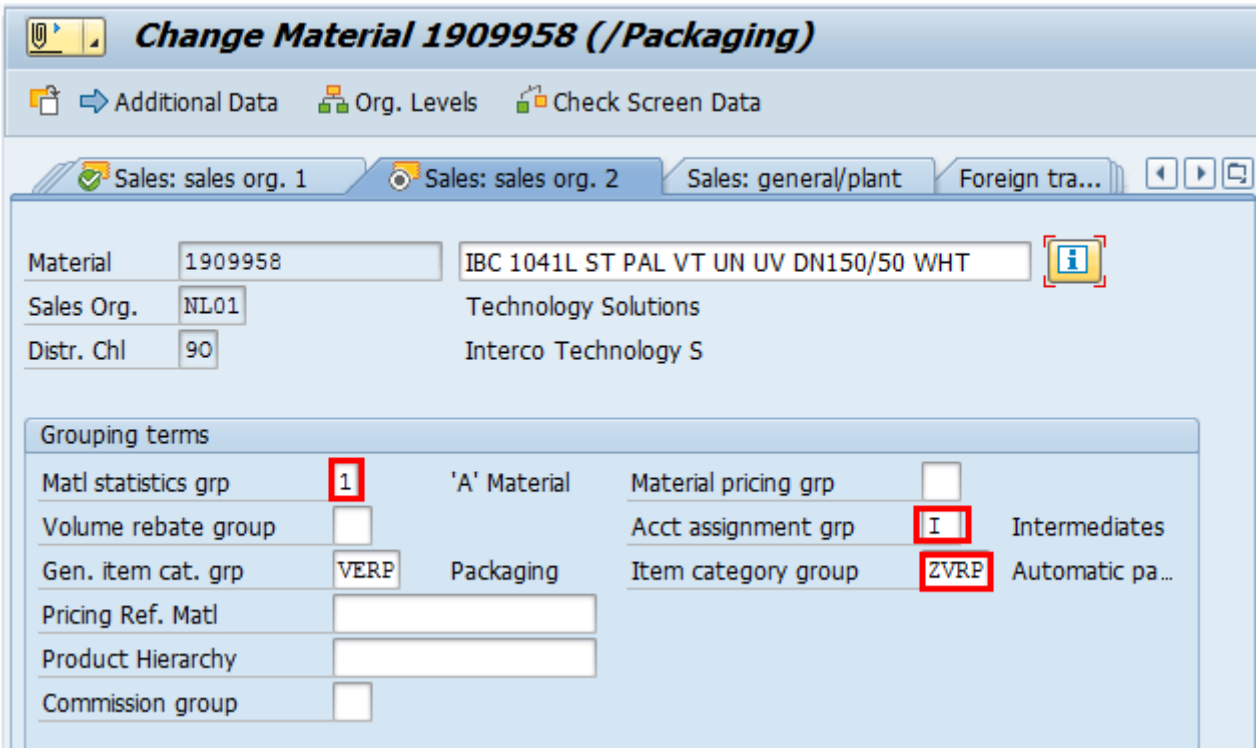

Main activities	Tips / Best practices	Key points
Enter Material statistics group		Always **1**
Enter Account assignment group		Always **I**
Enter Item category group		ZVRP

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 - list

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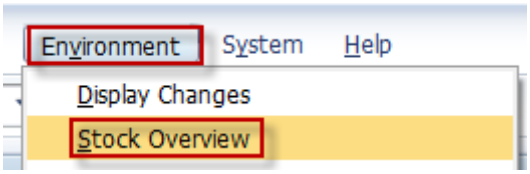
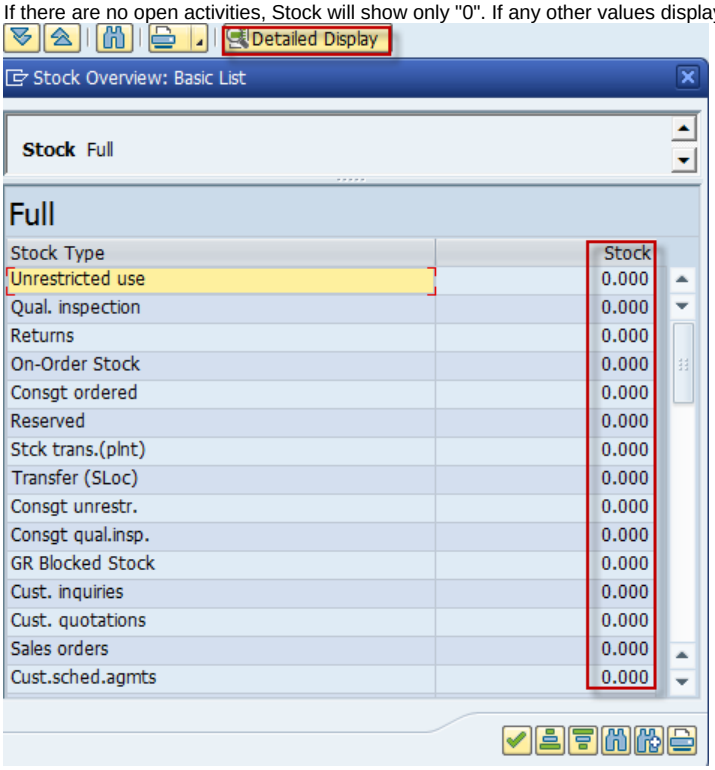


If there are no open activities, Stock will show only "0". If any other values displayed, appropriate Product Manager should be contacted for Stock removal.



	Technology Solutions
Global	After Stock is cleared material can be inactivated. If material has to be inactivated for all plants and sales areas • Set X-plant matl status (**Basic data 1** view) to **Z0** • Set X-distr.chain status (**Sales: sales org. 1** view) to **61** and update the date to when the status was changed • Set Plant-sp.matl status (**MRP1** view) to **Z0** for each plant (field is available also in **Purchasing**, **Quality Management** and **Costing** views) • Set MRP Type (**MRP1** view) to **ND** for each plant that has to be blocked • Change Description adding ***OBS*** before name in all languages • Activate Deletion Flag in **MM06**
Local	If material has to be inactivated for specific sales areas • Set DChain-spec. status (**Sales: sales org. 1** view) to **61** to block material for one particular Sales Area and update the date to when the status was changed If material has to be inactivated for specific plants • Set Plant-sp.matl status (**MRP1** view) to **Z0** for each plant that has to be blocked (field is available also in **Purchasing**, **Quality Management** a nd **Costing** views) • Set MRP Type (**MRP1** view) to **ND** for each plant that has to be blocked • Activate Deletion Flag in **MM06** for the requested plant

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

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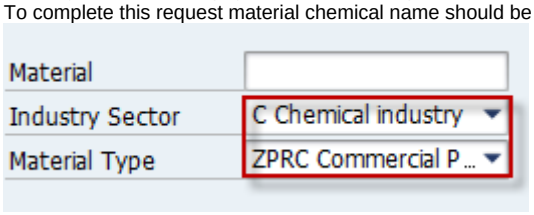
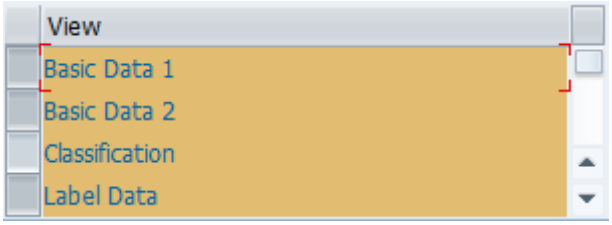
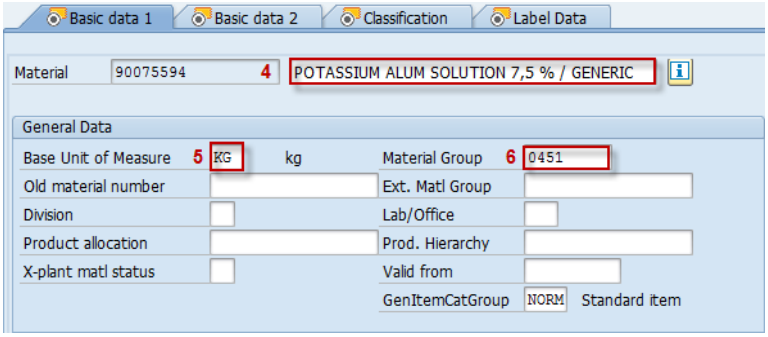
It is in Data Management scope to create ZPRC records for Raw Materials when requested comes from HazCom Team. When ZPRC record is completed in SAP WP1, systems are being synchronized overnight and PRCO code appears on HazCom side.
To complete this request material chemical name should be verified and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



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



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



#	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

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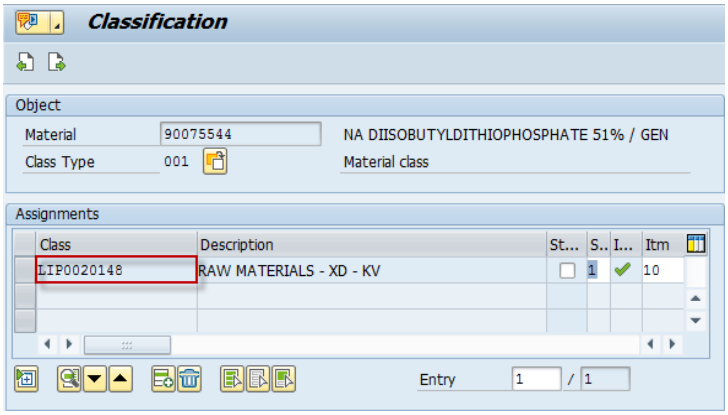
7			12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch



#	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	vanessa.scott@solvay.com
	Leslie Fleming	leslie.fleming@solvay.com
	Peter Mertzanis	peter.mertzanis@solvay.com
	Thierry Leclerc	thierry.leclerc@solvay.com
	Mario Bruins	mario.bruins@solvay.com
LAM	Abril Gomez **(Maternity leave)** Replacement: Vincent Cifelli and Eduardo Rubalcaba Guizar	abril.gomez@solvay.com Vincent.Cifelli@solvay.com eduardo.rubalcabaguizar@solvay.com
APAC	Natpapan Chueakongtrakul (Poon)	natpapan.chueakongtrakul@solvay.com
	Celine Koh	celine.koh@solvay.com
	Catherine Lu	catherine.lu@solvay.com
	Sorrawit Parknondhkul	sorrawit.parknondhkul@solvay.com
	Nathan Purvis	nathan.purvis@solvay.com
EMEA	Thierry Leclerc	thierry.leclerc@solvay.com

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	Sophie DeClaviere	sophie.declaviere@solvay.com
ZPRC/MOC	HazCom	hazcom.rawmat@solvay.com
MOC-ID	Lindsay Schramm	Lindsay.schramm@solvay.com

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)

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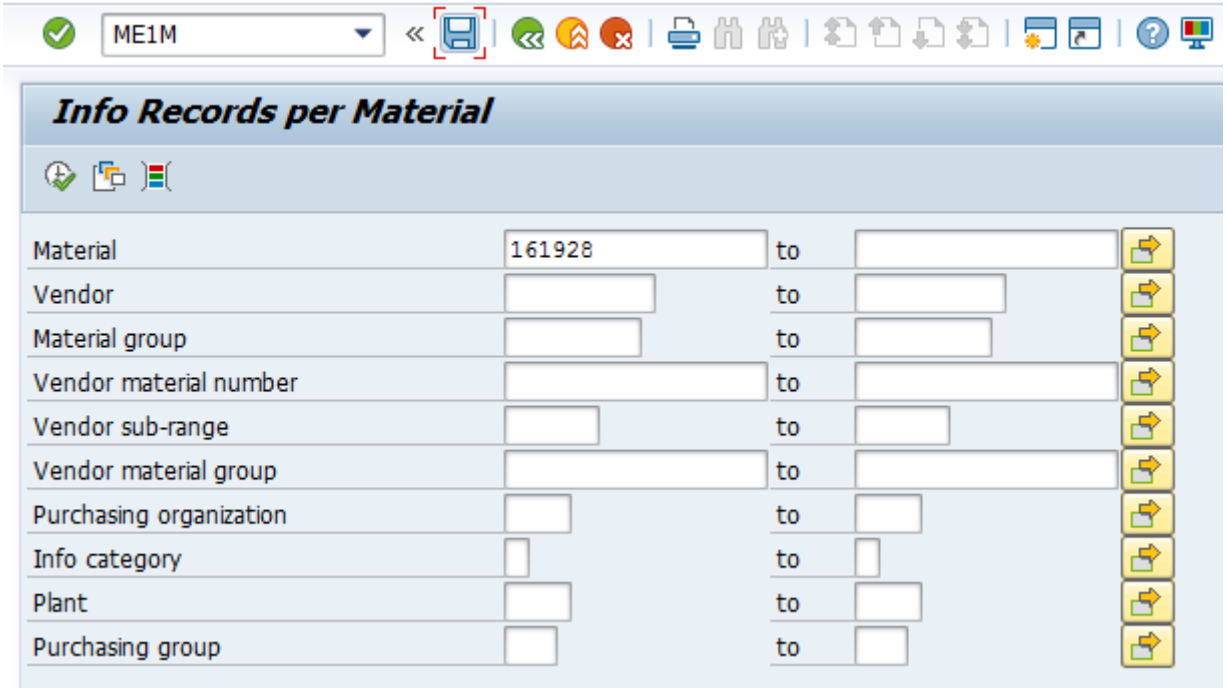
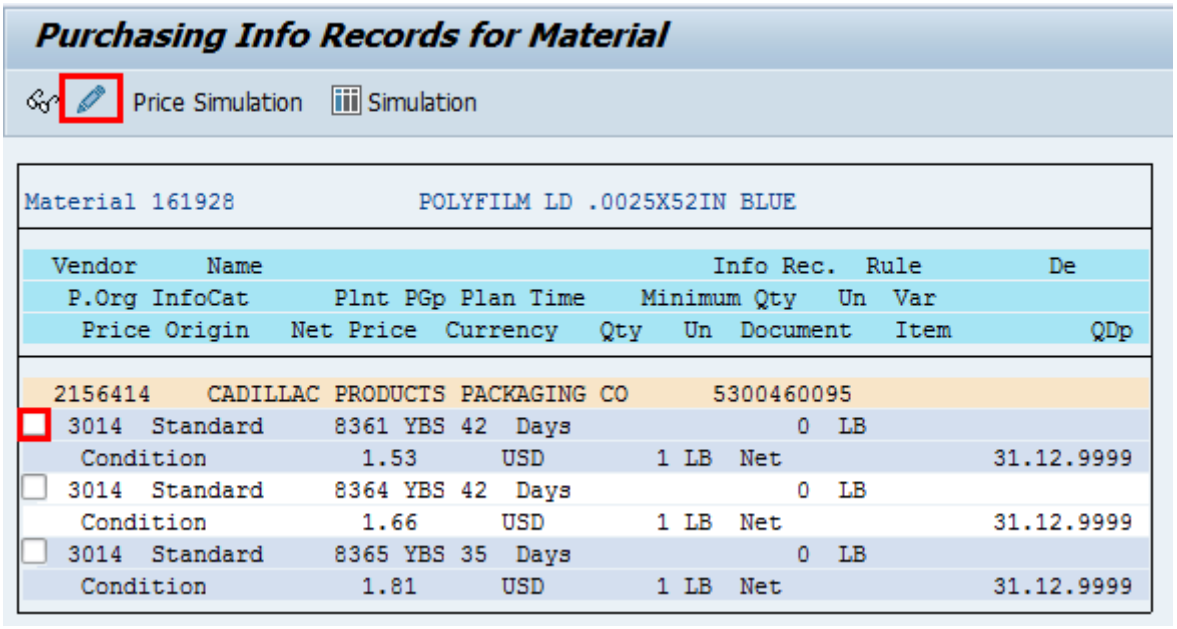
Check for Active/Inactive PIR (ME1M)



- Add the material number



- 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.

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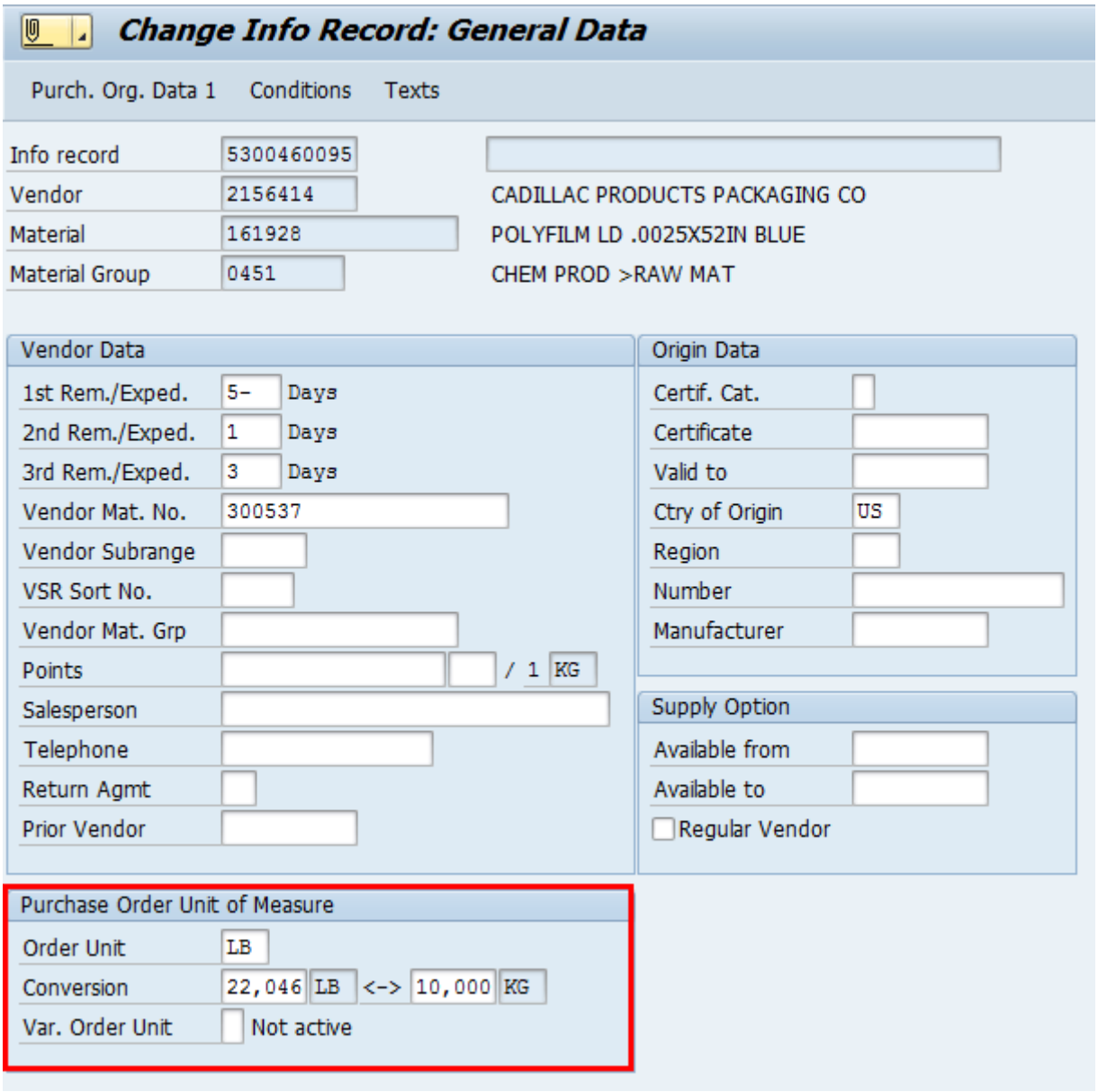

- Save the changes

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

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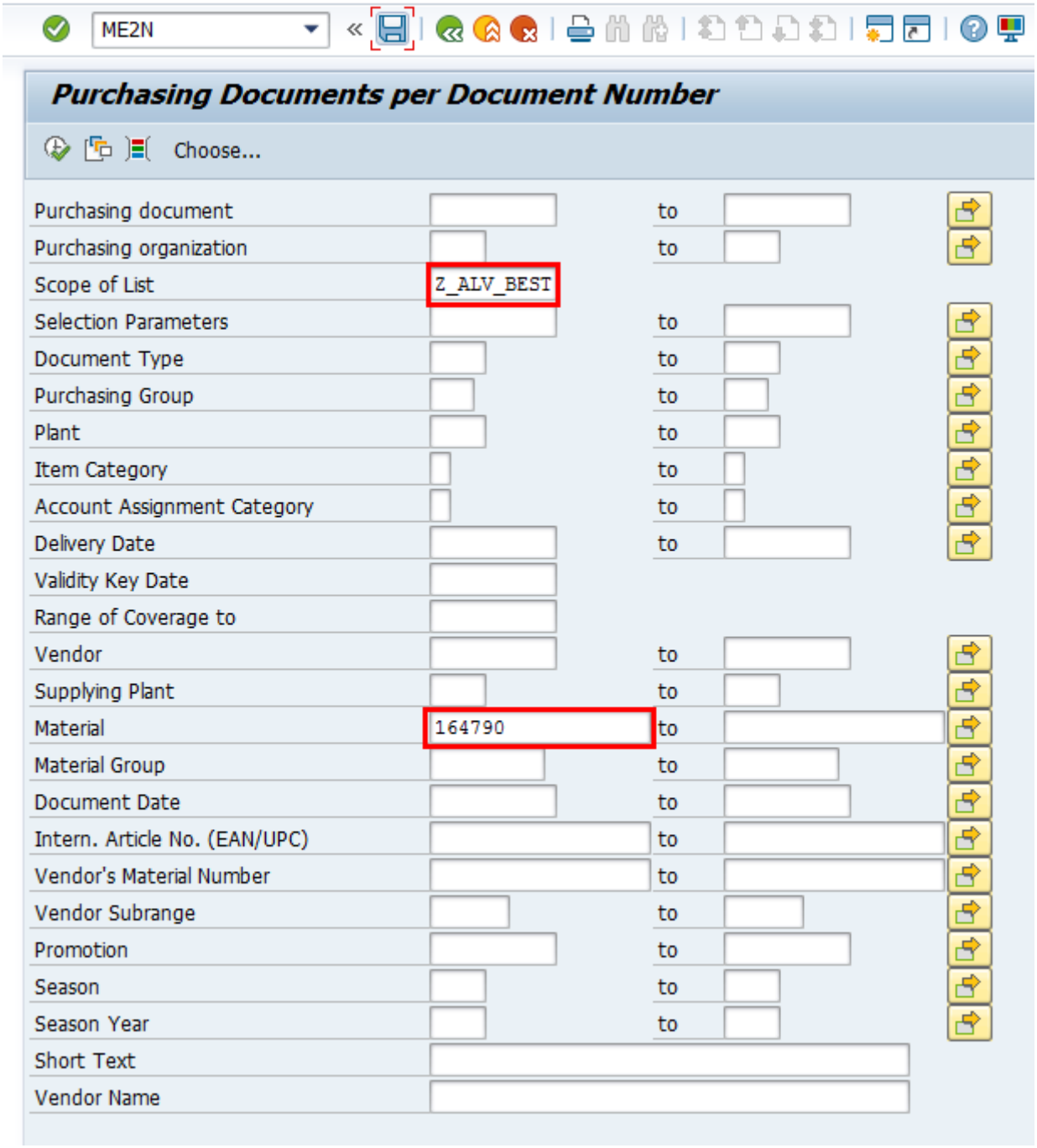
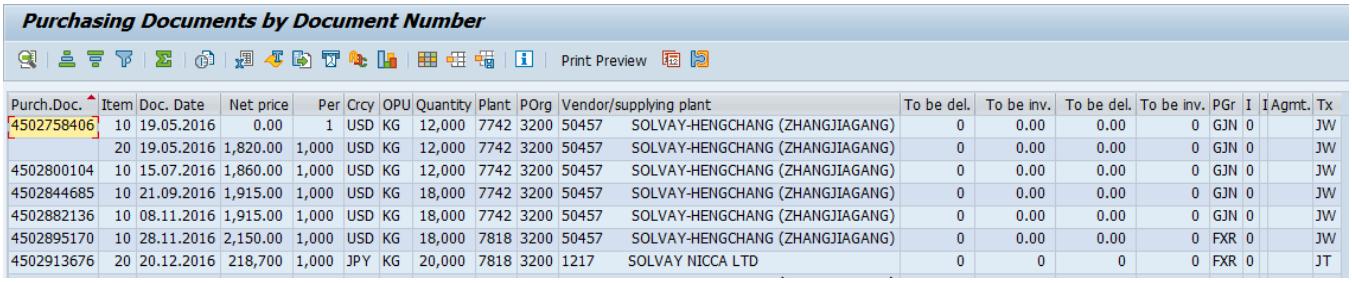


- If there are open orders, request to Data Governance Lead to contact the Buyer in order to update the documents



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

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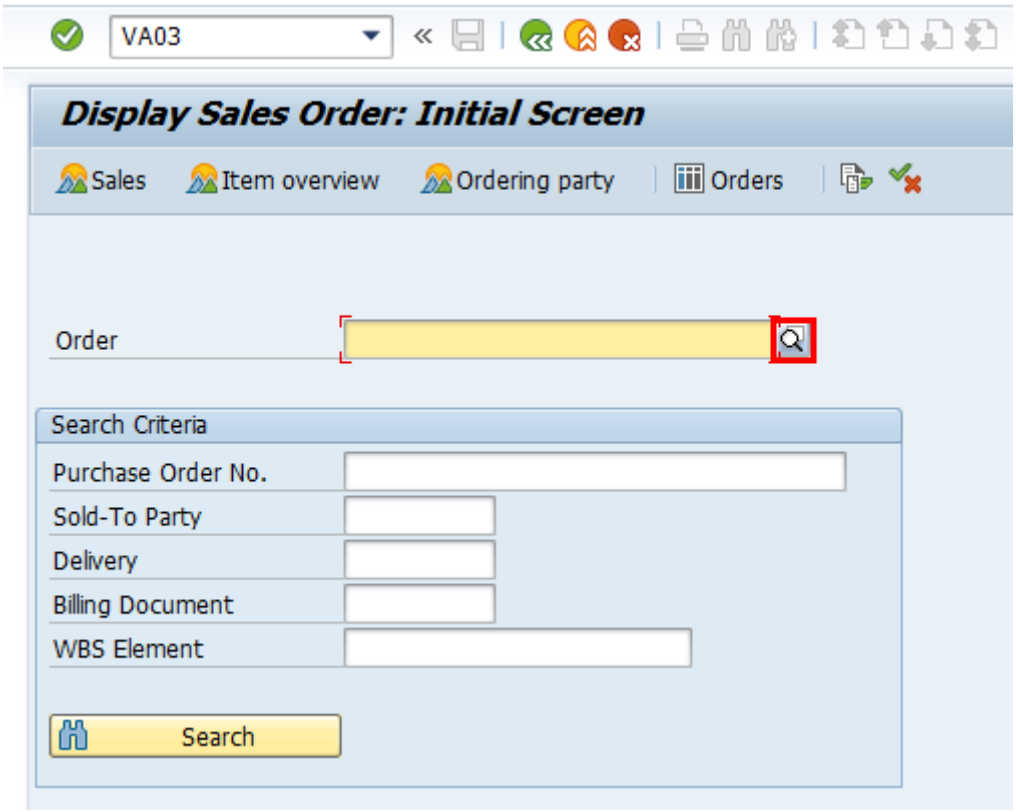
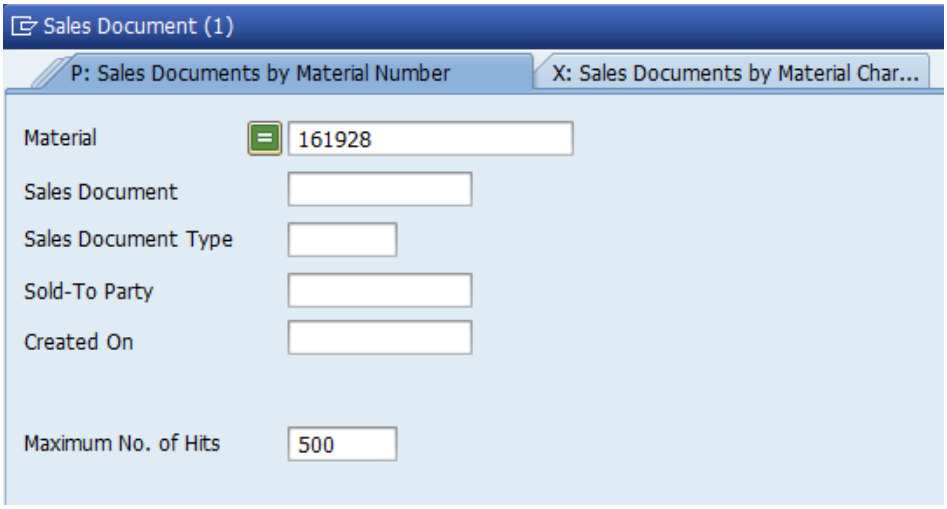


- Use the search function to locate the orders by the material number



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

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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

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