

SAP WP1 Raw Material Maintenance

• 1 OBJECTIVE AND SCOPE	1
◦ 1.1. Objective of this Procedure	1
◦ 1.2. Scope	1
◦ 1.3. Abbreviations	1
◦ 1.4. Roles and responsibilities	2
• 2 STANDARD OPERATING PROCEDURE DESCRIPTION	2
◦ 2.1. Creation of material in RCS	2
▪ 2.1.1. Technology Solutions Pre-requisites	2
• 2.1.1.1. Accessing MOC Gensuite Portal	2
• 2.1.1.2. Checking for duplicates	5
▪ 2.1.2. Creation of material	7
▪ 2.1.3. Extension of material - Technology Solutions	21
▪ 2.2. Material modification	21
▪ 2.2.1. Pre-requisites	21
▪ 2.2.2. Manual modification of material	23
▪ 2.2.3. Material Sales Organization Extension	24
◦ 2.3. Material Inactivation	25
◦ 2.4. ZPRC creation	26
• Appendix – Labeling rules	28
• Appendix – List of contacts	28
• Appendix – List of Plants in non-GTS countries	29
• Appendix – List of Single Storage Locations	29
• Appendix – Open items check (PIRs and Orders)	29

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

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**.

Solvay
Solvay HSE
General Technology Solutions 1

Scope
Welcome!
Home
Start Menu
Applications 2
Reports
Open Actions

All Users MOC Manager

Input

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

MOC Manager 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
Expand All Data Filters

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

- 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 12

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** 13
8712 Greenville

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** 14
Mining Solutions - Mineral Processing (E5)

- The approval from hazcom team

RM Extension - Regulatory - HSE Hazcom

Path Info

Status Approved 15

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

Details

Screening Questions

Assigned Paths

Execution

Follow-Up

Action Items (0/0)

Training (0)

Attachments(6)

Attachments

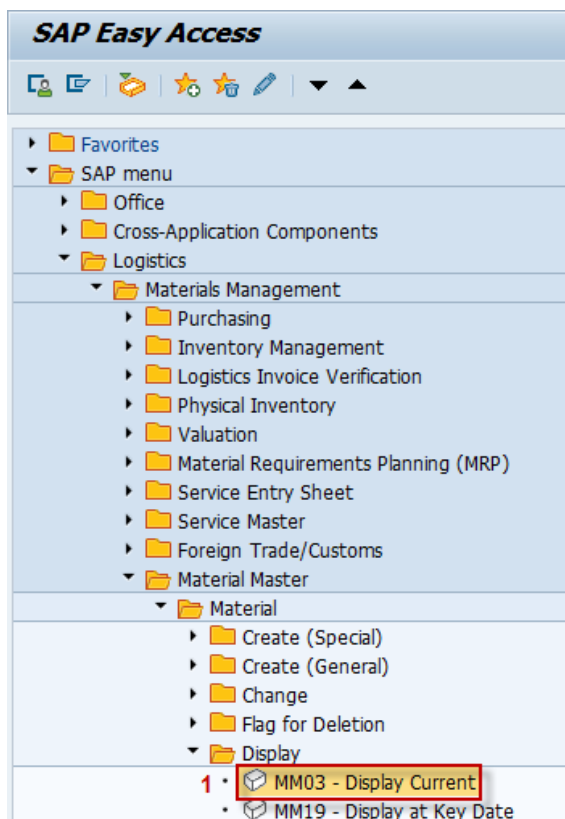
Search

25 rows

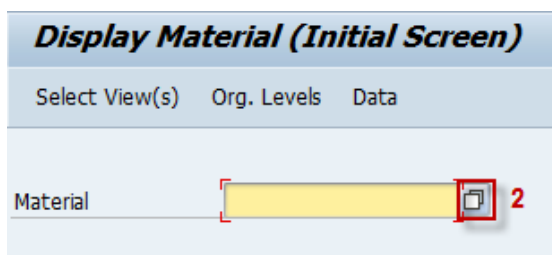
Type	Attachment	Last Updated
Request	LOMAR PW SDS.pdf	9-Jul-19 07:08 AM US ET
Request	Spec lomar.pdf	9-Jul-19 07:10 AM US ET
Request	LOMAR PW COA.pdf	9-Jul-19 07:10 AM US ET
Request	Solvay RM Check List_Regulatory_Lomar PW(2-19).docx	9-Jul-19 07:10 AM US ET
Request	RM Check List_DM (6) (1).docx	9-Jul-19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

[1 to 6] of 6 rows

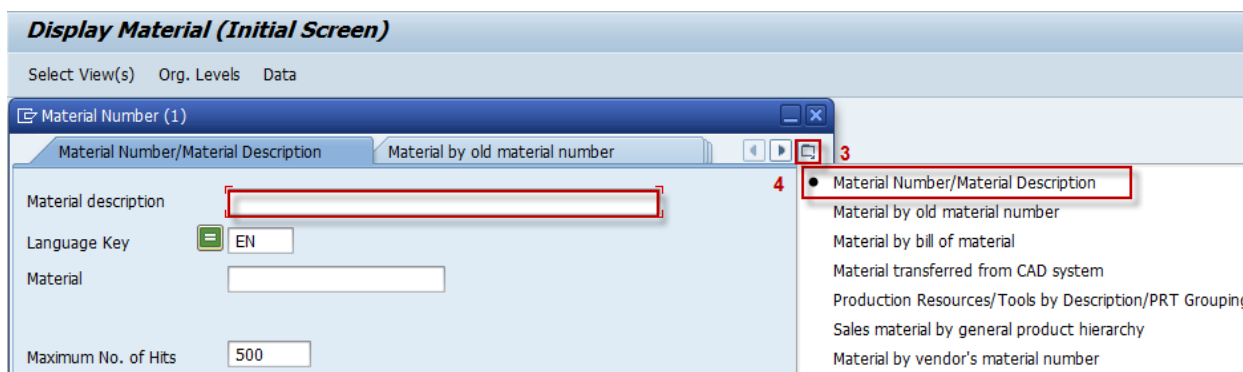
2.1.1.2 Checking for duplicates



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



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



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

Material Number (1)

Material Number/Material Description Material by old material number

Material description  *CYANEX*301* 5

Language Key  EN

Material 

Maximum No. of Hits 500

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		

Material Number/Material Description Material by old mate

Material description	Language	Material
SODIUM ISOPROPYL NAPHTALENE SULFONATE	EN	LIP0008371
SODIUM ISOPROPYL NAPHTALENE SULFONATE	EN	LIP0108371
SODIUM ISOPROPYL XANTHATE 170KG DR	EN	150716
SODIUM ISOPROPYL XANTHATE 87% /GENERIC	EN	90073781
SODIUM ISOPROPYL XANTHATE 87% 150KG DR	EN	145246

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.		 No values for this selection 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

SAP Easy Access

- ▶ Cross-Application Components
- ▼ Logistics
 - ▼ Materials Management
 - ▶ Purchasing
 - ▶ Inventory Management
 - ▶ Logistics Invoice Verification
 - ▶ Physical Inventory
 - ▶ Valuation
 - ▶ Material Requirements Planning (MRP)
 - ▶ Service Entry Sheet
 - ▶ Service Master
 - ▶ Foreign Trade/Customs
 - ▼ Material Master
 - ▼ Material
 - ▶ Create (Special)
 - ▼ Create (General)
 - 8 •  MM01 - Immediately
 -  MM11 - Schedule

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

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

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material

Industry sector **9** C Chemical industry ▼

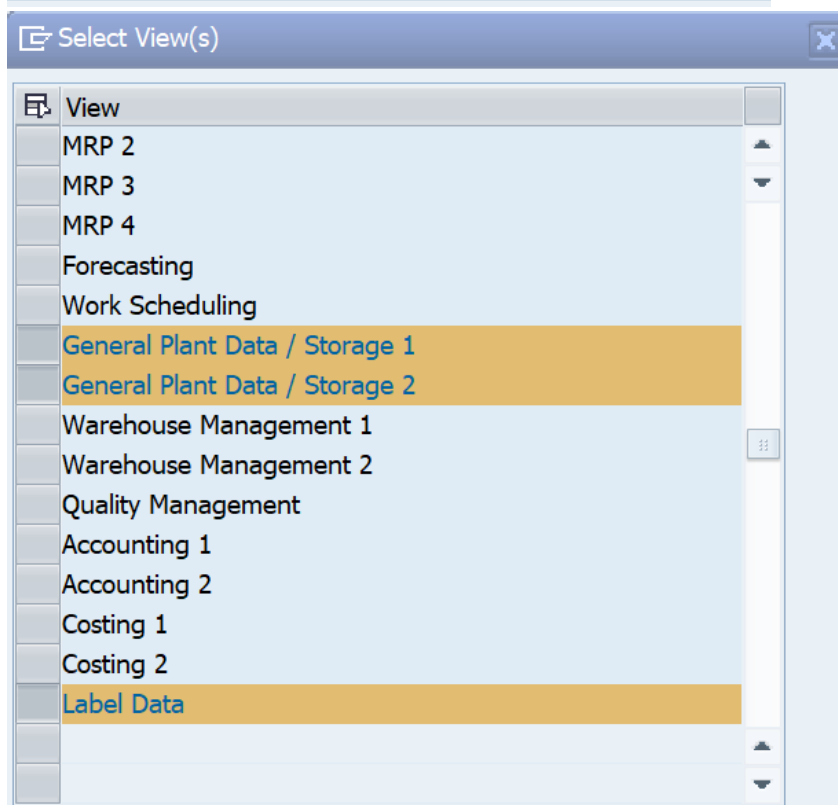
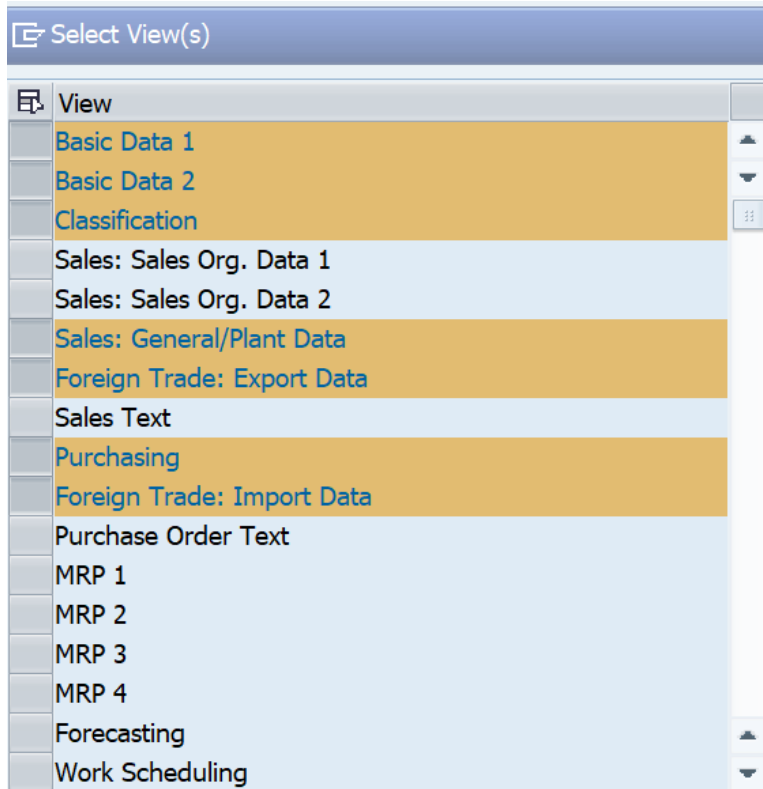
Material Type **10** ZMAT /Finished pd... ▼

Change Number

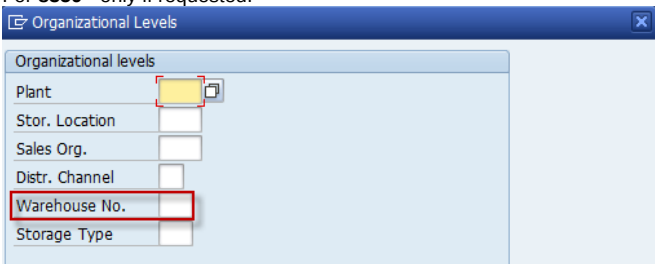
Copy from...

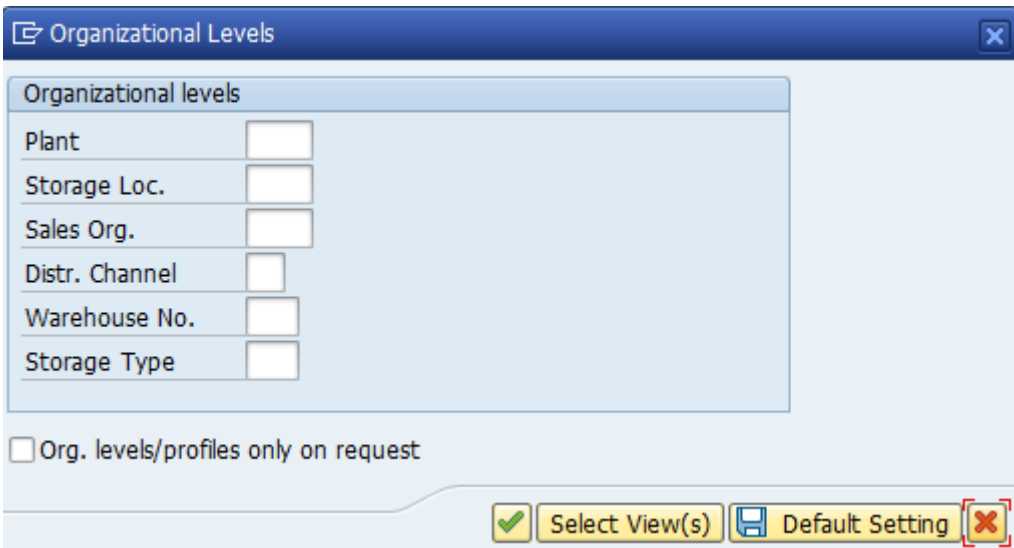
Material

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
-----------------	-----------------------	------------

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	

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 **17** SODIUM ISOPROPYL XANTHATE 170KG DR

General data

Base Unit of Measure: **18** KG kg Material Group: **19** 0451

Old material number: **20** Ext. Matl Group: Division: **20** KV Lab/Office: Product allocation: Prod.hierarchy: X-plant matl status: Valid from: **21** GenItemCatGroup: **21** NORM Standard item

Material authorization group

Authorization Group: ...

Dimensions/EANs

Gross Weight: **22** 1.117 Weight unit: **23** KG

Net Weight: **24** 1 Volume: Volume unit: Size/dimensions: EAN/UPC: EAN Category: Packaging material data: **25**

Matl Grp Pack.Matls: 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 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

Enter UoM for Weight		Always KG
Enter Packing Group		0005 for Packed material 0001 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 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.	

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

Units of measure/EANs/dimensions

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. 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

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

Other Data

Prod./insp. memo Ind. Std Desc.

Page format 34 ☐ CAD Indicator

Basic material 90073781

Medium

Environment 35 36

DG indicator profile ZIP ☒ Environmentally rvt

DG Packaging Status ☐ In bulk/liquid

Packaging Code ☐ Highly viscous

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

Class Type (1) 4 Entries found

Restrictions

☒ ☐ ☐ ☐ ☐

Class type description	Ty.
Material class	001
Batch	023
Material (configurable objects)	200
Variants	300

4 Entries found

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

Classification

Object

Material 165490

Class Type 023 Batch

Assignments

Class	Description	St...	S..	I...	Itm
		☐			

Entry / 1

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		

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 VENDA...

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

Change Material 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 **48** 1 Material freight grp

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

50 ☒ Batch management

Shipping data (times in days)

Trans. Grp **51** 0001 Packed LoadingGrp **52** 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 **53** 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><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><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>	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	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
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 Google drive link																				
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 linked file .	

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.	

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 GYB 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 Reqd

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 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	

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	- 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

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			
Z_RAW	Raw material label		GLM_RAW_01	1	☐	☒	
					☐	☐	
					☐	☐	
					☐	☐	

Validity Areas Entry 1 of 1

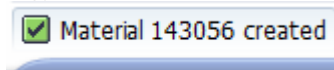
- Validity Areas
 - Validity Areas are similar for all Raw Materials

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:



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@solway.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	8564 7794 / De Rijke Bonded	8503
Sales Org.		
Distr. Channel		

☐ Org. levels/profiles only on request

 Select View(s)  Default Setting 

2.2. Material modification

2.2.1. Pre-requisites

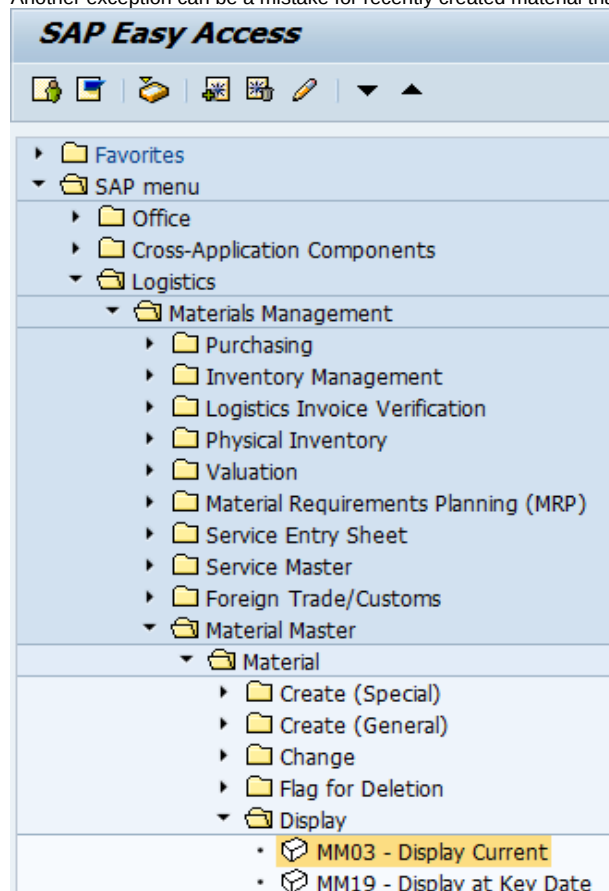
Material modification is allowed only if validated by all Plants using the material.

Requests to change the fields listed below must not be performed – in this case a new material has to be created.

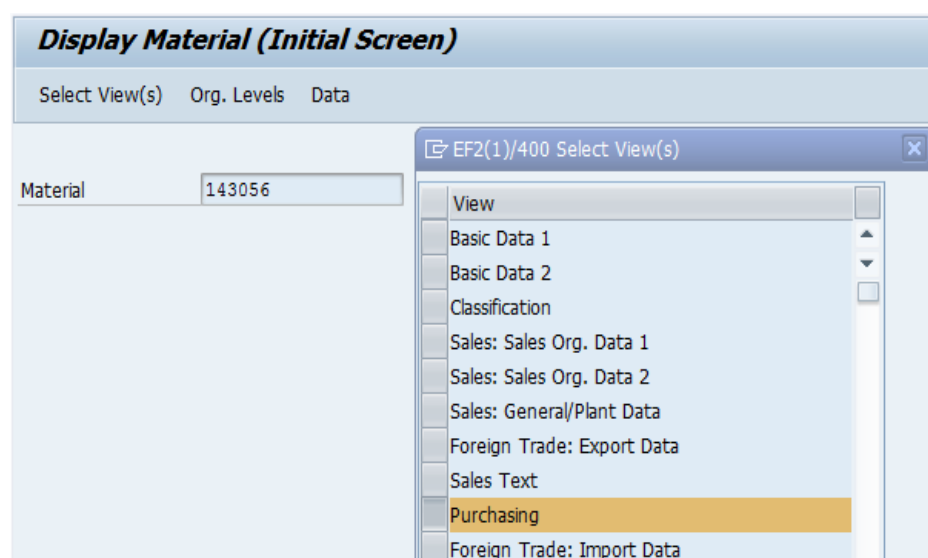
- Base Unit of Measure
- Net Weight

In some exceptional cases range can be added to Raw Material, e.g. TALLOW ALKYL AMINE >97% 159/165KG DR

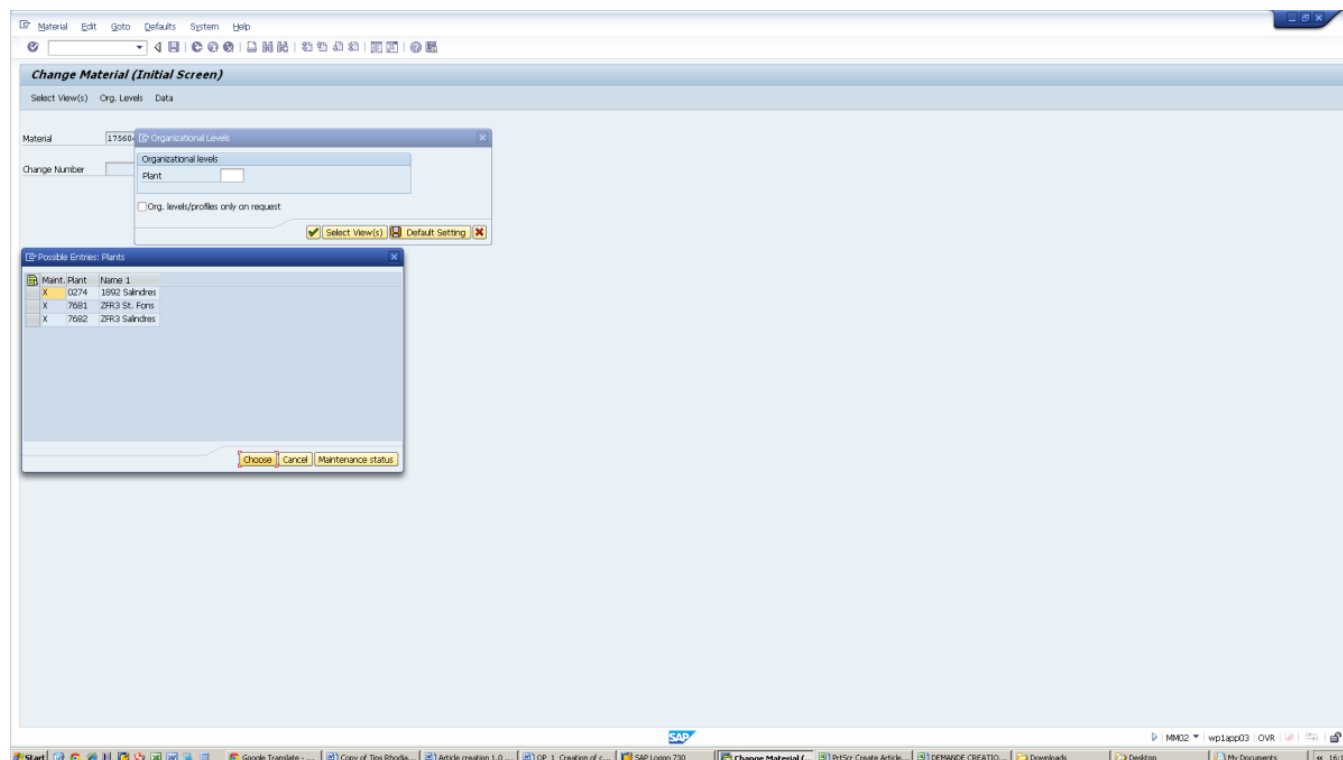
Another exception can be a mistake for recently created material that has not yet had any stock and stock movements in the system.



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		



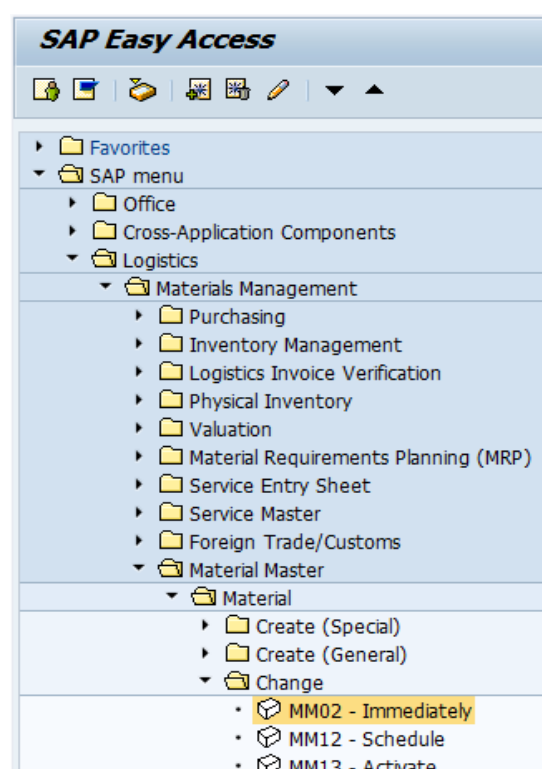
Main activities	Tips / Best practices	Key points
Verify the possible Plants related to the Material by clicking on the match code.		
All Plants using the material are listed		

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: Valid from:

Delivering Plant:

Material Group: 0054 IBC'S

☒ Cash discount Conditions

Tax data

D...	Departure country	Ta...	Tax category	T	Tax classification
BE	BELGIUM	MWST	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

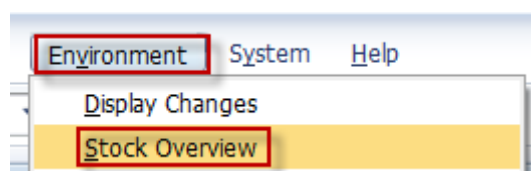
Matl statistics grp	1	'A' Material	Material pricing grp	
Volume rebate group			Acct assignment grp	I
Gen. item cat. grp	VERP	Packaging	Item category group	ZVRP
Pricing Ref. Matl				
Product Hierarchy				
Commission group				

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

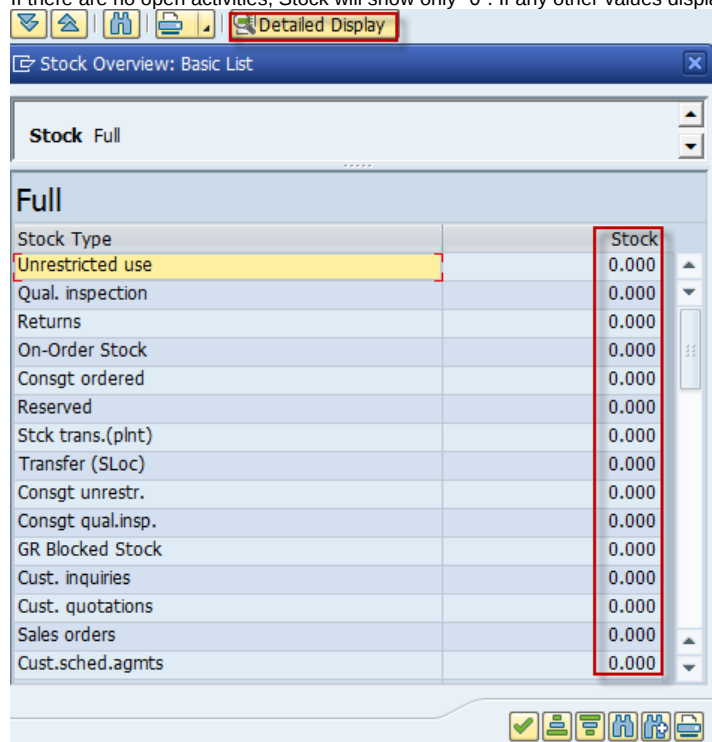
2.3. Material Inactivation

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



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 <u>each plant</u> 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 and 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

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	
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 DIISOBTYLDITHIOPHOSPHATE 51% / GEN

Class Type: 001 Material class

Assignments

Class	Description	St...	S...	I...	Itm
LIP0020148	RAW MATERIALS - XD - KV	☐	☒	☒	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	vanessa.scott@solway.com
	Leslie Fleming	leslie.fleming@solway.com
	Peter Mertzanis	peter.mertzanis@solway.com
	Thierry Leclerc	thierry.leclerc@solway.com
	Mario Bruins	mario.bruins@solway.com
LAM	Abril Gomez (Maternity leave) Replacement: Vincent Cifelli and Eduardo Rubalcaba Guizar	abril.gomez@solway.com Vincent.Cifelli@solway.com eduardo.rubalcabaguizar@solway.com
APAC	Natpapan Chueakongtrakul (Poon)	natpapan.chueakongtrakul@solway.com
	Celine Koh	celine.koh@solway.com
	Catherine Lu	catherine.lu@solway.com
	Sorrawit Parknondhkul	sorrawit.parknondhkul@solway.com
	Nathan Purvis	nathan.purvis@solway.com
EMEA	Thierry Leclerc	thierry.leclerc@solway.com

	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)

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
2156414	CADILLAC PRODUCTS PACKAGING CO	5300460095		
☒ 3014	Standard	8361 YBS 42 Days	0 LB	
	Condition	1.53 USD	1 LB Net	31.12.9999
☐ 3014	Standard	8364 YBS 42 Days	0 LB	
	Condition	1.66 USD	1 LB Net	31.12.9999
☐ 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																																																																				
<table border="1"> <thead> <tr> <th colspan="2">Vendor Data</th> <th colspan="2">Origin Data</th> </tr> </thead> <tbody> <tr> <td>1st Rem./Exped.</td> <td>5- Days</td> <td>Certif. Cat.</td> <td></td> </tr> <tr> <td>2nd Rem./Exped.</td> <td>1 Days</td> <td>Certificate</td> <td></td> </tr> <tr> <td>3rd Rem./Exped.</td> <td>3 Days</td> <td>Valid to</td> <td></td> </tr> <tr> <td>Vendor Mat. No.</td> <td>300537</td> <td>Ctry of Origin</td> <td>US</td> </tr> <tr> <td>Vendor Subrange</td> <td></td> <td>Region</td> <td></td> </tr> <tr> <td>VSR Sort No.</td> <td></td> <td>Number</td> <td></td> </tr> <tr> <td>Vendor Mat. Grp</td> <td></td> <td>Manufacturer</td> <td></td> </tr> <tr> <td>Points</td> <td>/ 1 KG</td> <td colspan="2"></td> </tr> <tr> <td>Salesperson</td> <td colspan="3"></td> </tr> <tr> <td>Telephone</td> <td colspan="3"></td> </tr> <tr> <td>Return Agmt</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Prior Vendor</td> <td></td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <th colspan="2">Supply Option</th> </tr> <tr> <td colspan="2"></td> <td>Available from</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Available to</td> <td></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">☐ Regular Vendor</td> </tr> </tbody> </table>			Vendor Data		Origin Data		1st Rem./Exped.	5- Days	Certif. Cat.		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			Salesperson				Telephone				Return Agmt				Prior Vendor						Supply Option				Available from				Available to				☐ Regular Vendor	
Vendor Data		Origin Data																																																																				
1st Rem./Exped.	5- Days	Certif. Cat.																																																																				
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																																																																					
Salesperson																																																																						
Telephone																																																																						
Return Agmt																																																																						
Prior Vendor																																																																						
		Supply Option																																																																				
		Available from																																																																				
		Available to																																																																				
		☐ Regular Vendor																																																																				
<table border="1"> <thead> <tr> <th colspan="2">Purchase Order Unit of Measure</th> </tr> </thead> <tbody> <tr> <td>Order Unit</td> <td>LB</td> </tr> <tr> <td>Conversion</td> <td>22,046 LB <--> 10,000 KG</td> </tr> <tr> <td>Var. Order Unit</td> <td>☐ Not active</td> </tr> </tbody> </table>			Purchase Order Unit of Measure		Order Unit	LB	Conversion	22,046 LB <--> 10,000 KG	Var. Order Unit	☐ Not active																																																												
Purchase Order Unit of Measure																																																																						
Order Unit	LB																																																																					
Conversion	22,046 LB <--> 10,000 KG																																																																					
Var. Order Unit	☐ 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		to		
Purchasing organization		to		
Scope of List	Z_ALV_BEST			
Selection Parameters		to		
Document Type		to		
Purchasing Group		to		
Plant		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Vendor		to		
Supplying Plant		to		
Material	164790	to		
Material Group		to		
Document Date		to		
Intern. Article No. (EAN/UPC)		to		
Vendor's Material Number		to		
Vendor Subrange		to		
Promotion		to		
Season		to		
Season Year		to		
Short Text				
Vendor Name				

- 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

<

Check for open Sales Orders

Display Sales Order: Initial Screen

Sales | Item overview | Ordering party | Orders | [Document Icon]

Order [Search Bar]

Search Criteria

Purchase Order No. [Input Field]

Sold-To Party [Input Field]

Delivery [Input Field]

Billing Document [Input Field]

WBS Element [Input Field]

[Search Button]

- 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 [Dropdown Icon] 161928

Sales Document [Input Field]

Sales Document Type [Input Field]

Sold-To Party [Input Field]

Created On [Input Field]

Maximum No. of Hits 500

- 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