

SAP IM Material Master Maintenance

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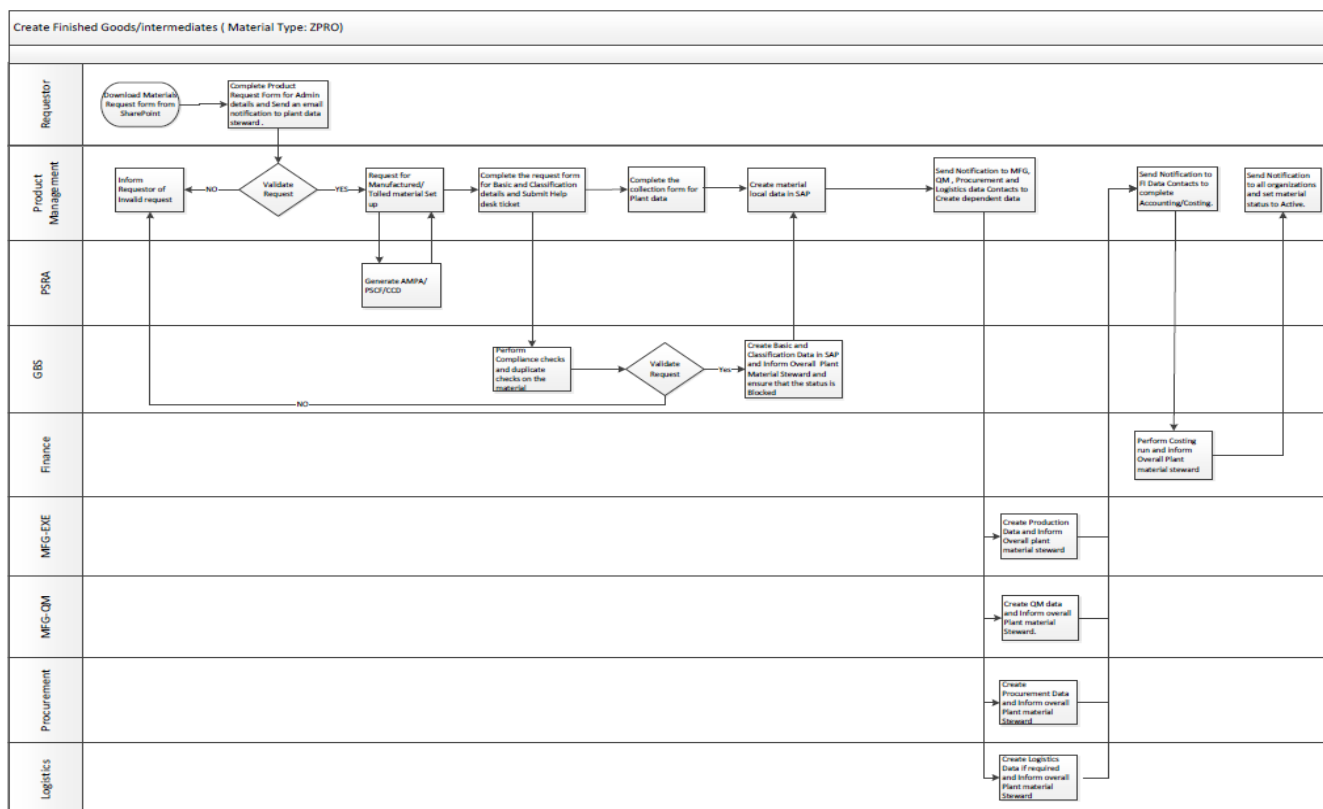
1 PURPOSE

This work instruction describes the process for maintaining (creation, changes) in SAP for the following material types including samples:

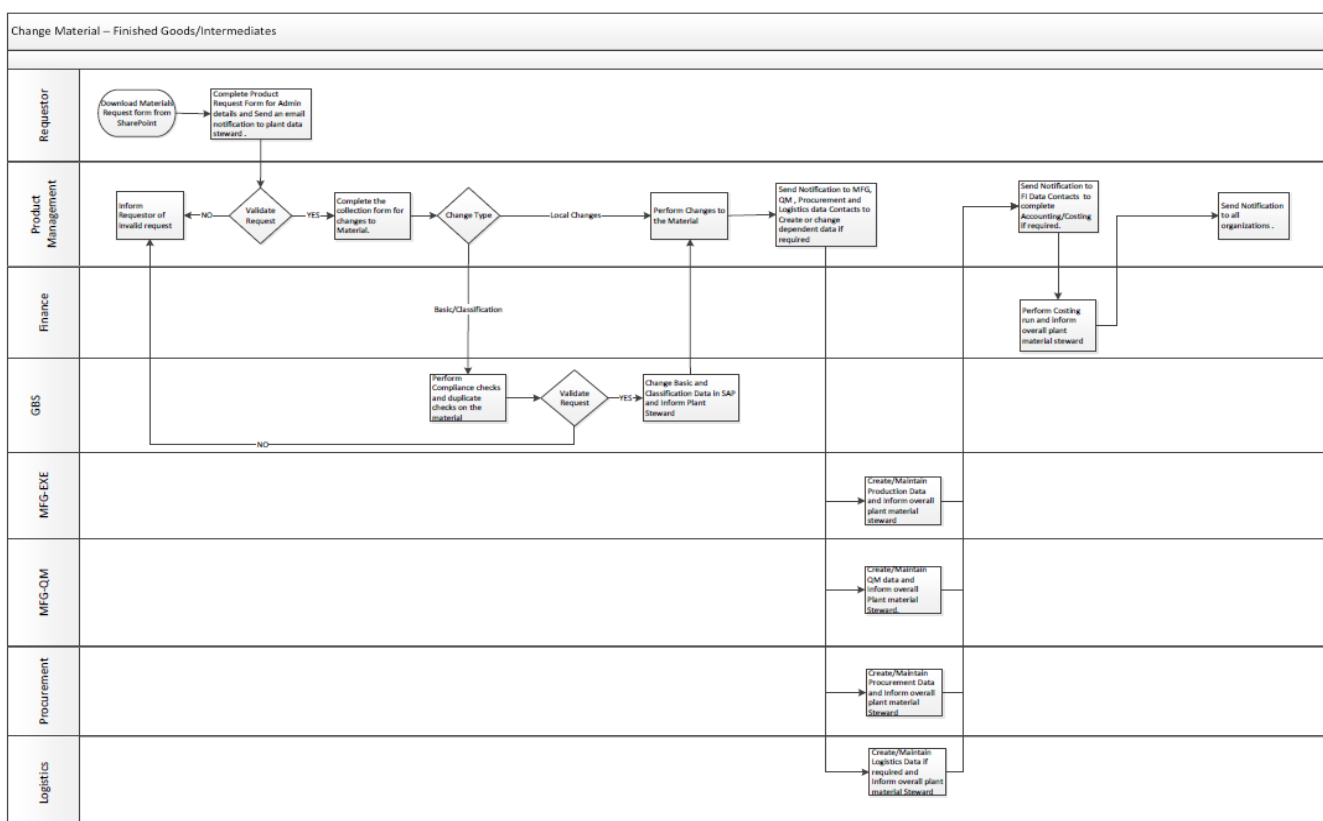
- Produced Materials;
- Procured Materials;
- Capitalized Spares for Projects;
- Spares (Repairs and Consumables, MRO);
- Service Items, Manufacturer Part Numbers;
- Non Stock Material;
- Returnable Packaging items;
- Non valuated

Process Flow

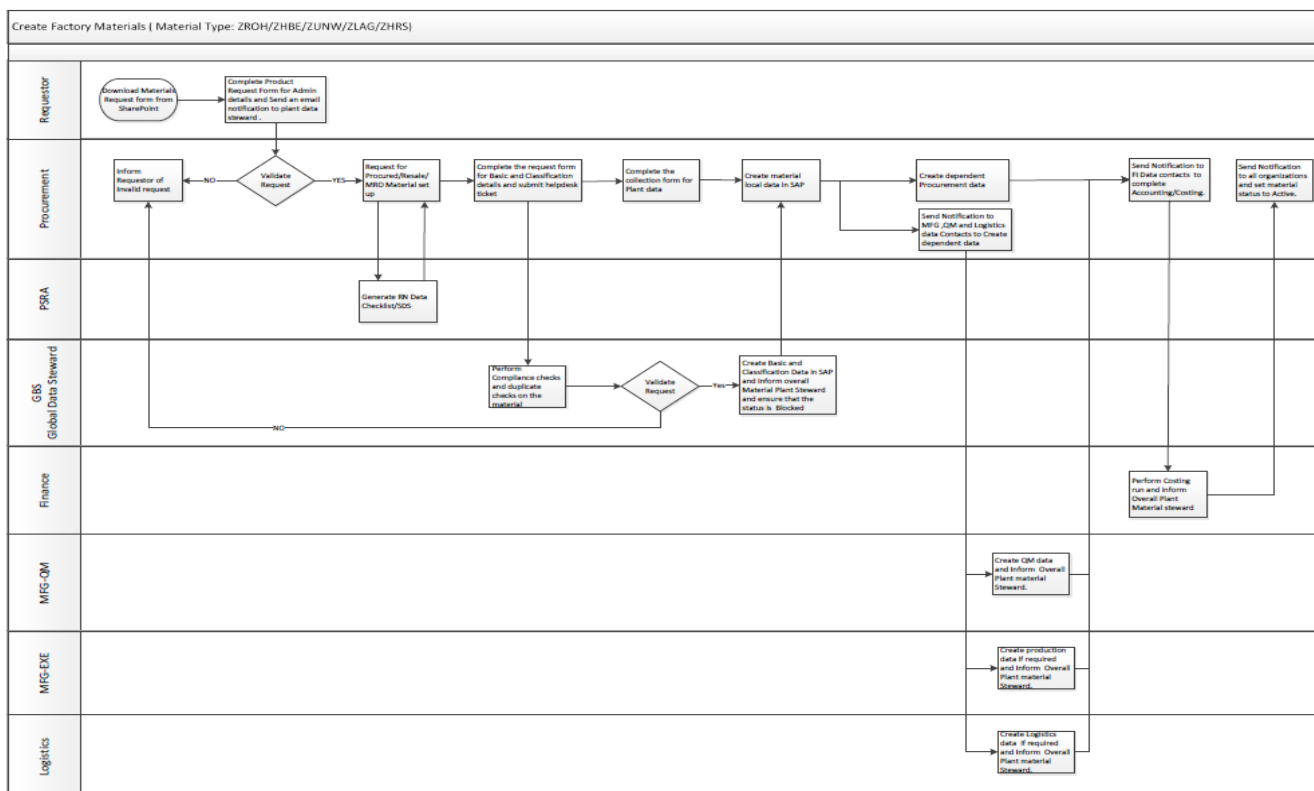
Finished Goods/Intermediates creation (Material Type: ZPRO)



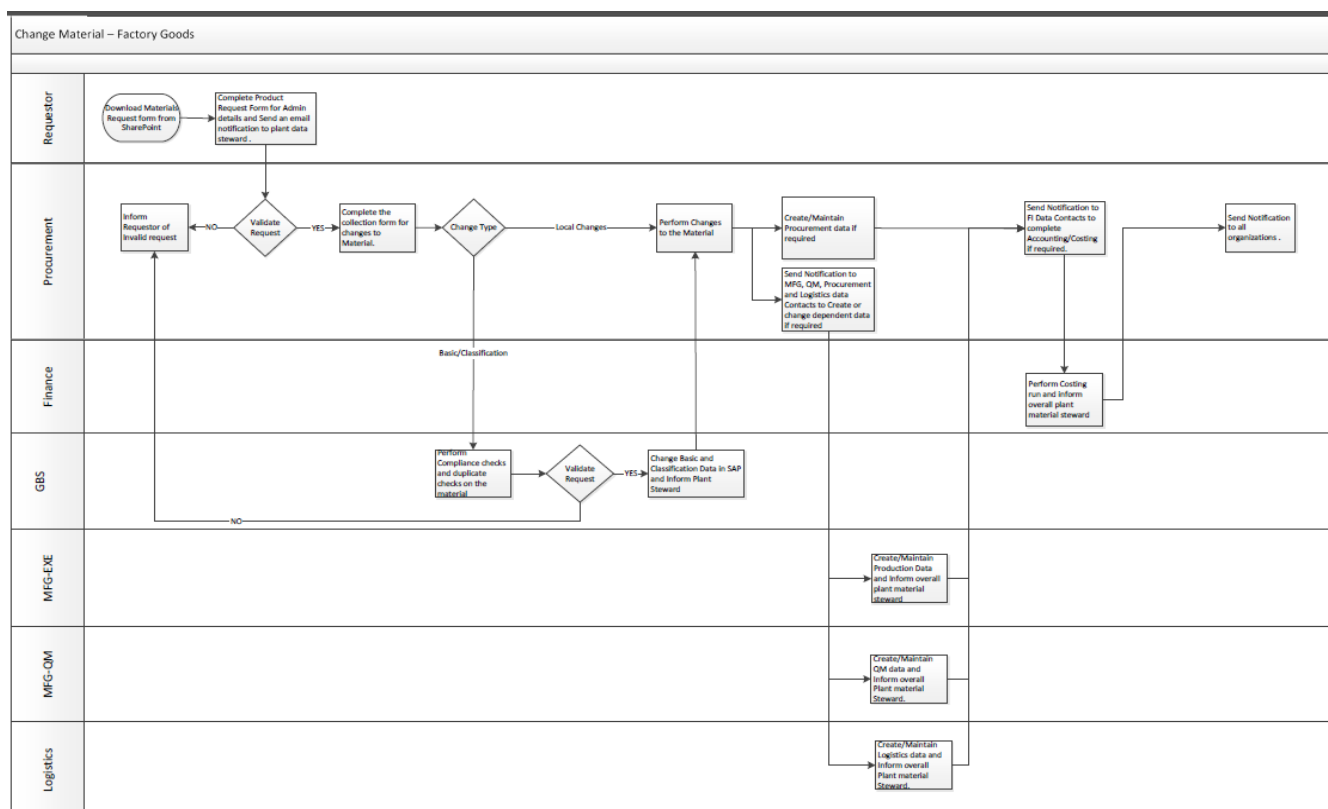
Finished Goods/Intermediates change (Material type: ZPRO)



Factory Goods creation (Procured Materials) (Material type: ZROH, ZHBE, ZUNW, ZLAG, ZHRS)



Factory Goods change (Procured Materials) (Material type: ZROH, ZHBE, ZUNW, ZLAG, ZHRS)



2 Process description

Requestor (can be from various functions, for example R&D, planning, etc.) initiates business request and submits it to the Plant Data Steward depending on:

- Area of responsibility (to be determined by the type of material to be set up)
- Plant

Process step by step:

1. Plant Data Steward and/or product steward submits a request to PSRA for MSDS (if required), HTS and ECCN codes.

2. Plant Data Steward submits a request to Data Management (providing a filled out Request Form) to set up a global view (at this time the material is also temporarily blocked until all local views have been created). We make sure that there are no duplicates already existing in the system, and if all required data has been provided, set up the Global view as requested. Then the DM ticket is closed and the Plant Data Steward receives a notification that the Global view is completed.
3. Plant Data Steward gathers all information required for the local views (using the Collection form).
4. Plant Data Steward populates all the collected data for the local views.
5. Plant Data Steward advises Manufacturing, QM, Procurement and Logistics that a new item has been created so they can set up additional data (BOMs, routings, inspection plans, QIR's, Source List, etc.)
6. Once all additional data is created, the Plant Data Steward advises Finance that a new item was created.
7. Finance runs Costing.
8. Plant Data Steward then releases the block.

Data Governance is responsible for material maintenance process and its changes.

3 MATERIAL CREATION

3.1. Preliminary checks and request validation

- All requests to maintain (create, change) any material codes should come from and be approved by the appropriate Plant Data Stewards. Please check appendix 1 to validate requestor.
- Request form should be provided or approved by the plant data steward and attached to the request in Freshdesk ticketing system. Verify if all mandatory fields in the request form are filled out. In case if request form is missing mandatory data, put ticket on "waiting" status, return to the requestor and ask to take appropriate action.

3.1. Check for potential duplicates - MM03

Transaction: **MM03** - view material master

By pressing multiple choice button, user receives pop-up window with search options for material master

Insert the search value in * * and replace any spaces or special characters with * to get the exact value or wording in any description or numbering in the System, whether that is a part of a larger description or wording or the exact same.

Material Number (1)

Material Number/Material Description
Material by old material number

Material description

✖

*EVOLITE*XA*1481*BLACK*

Language Key

=

EN

Material

Maximum No. of Hits

Press Enter.

If you find an existing material but its description, double click on the material and compare information with information provided in the request form. If material data match the data in the form or there is a few differences, go back to the requester. But if you didn't find matching records, proceed with new material creation.

Material Number (1) 8 Entries found

Material Number/Material Description
Material by old material number

✓

✖

🏠

🔍

🌟

🔗

🖨

📄

Material description	Language	Material
EVOLITE™ PPA GF WOVEN 2MM PLATE 0/90	EN	4031264
EVOLITE™ PPA CF WOVEN 2MM PLATE	EN	4031263
EVOLITE™ PA66 GF WOVEN 3MM PLATE 0/90	EN	4031580
EVOLITE™ PA66 GF WOVEN 2MM PLATE 0/90	EN	4031144
EVOLITE™ PA66 GF WOVEN 1MM PLATE 0/90	EN	4031143
EVOLITE™ PA66 CF WOVEN 2MM PLATE	EN	4031001
EVOLITE™ PA6 CF WOVEN 2MM PLATE	EN	4031000
EVOLITE XA 1481 BLACK	EN	4031743

3.1.3 Create material - MM01

Request for new material should mainly be received from Plant Data Stewards, in case if it comes from another person, an approval should be granted prior processing the request (please refer to the Plant Data Steward reference table in **Appendix – List of Plant Data Stewards for both Structural and Process Materials**).

Transaction: **MM01** - create new material

Create Material (Initial Screen)	
Select View(s)	Org. Levels
Material	
Industry sector	Z CYTEC Industries
Material Type	ZPRO Produced Ma...
Cha	
Co	
Ma	
	ZPRO Produced Material WERB Product catalogs PROD Product groups FHMI Production Resource/Tool ROH Raw materials LEIH Return.pack.- DO NOT USE ZLEH Returnable Packaging HALB Semifinished Product DIEN Service ZDEN Service Items ERSB Spare Parts ZHBE Spares-Rep,Consumables,MRO HAWA Trading Goods PLAN Trading goods (planned)

Industry Sector - always **Z CYTEC Industries**

 Material type (Cytec material types start with Z***) - check the form.

Select the appropriate views and press "Continue"

Data Operations should only populate **GLOBAL** views – Basic data 1, Basic data 2 and Classification.
 In case there is a need to populate **LOCAL** views, please refer to the PLANT view instructions.

In order to **create material GLOBAL DATA** view, select Basic data 1, Basic data 2 and Classification:

Create Material (Initial Screen)

Select View(s)	Org. Levels	Data
Material		
Industry sector	Z CYTEC Industries	
Material Type	ZPRO Produced Ma...	
Change Number		
Copy from... Material		

Select View(s)

View

Basic Data 1

Basic Data 2

Classification

Sales: Sales Org. Data 1

Sales: Sales Org. Data 2

Sales: General/Plant Data

Foreign Trade: Export Data

Sales and Distribution Text

Purchasing

Foreign Trade: Import Data

Purchase Order Text

MRP 1

MRP 2

MRP 3

MRP 4

Work Scheduling

General Plant Data / Storage 1

☐ View selection only on request
☐ Create views selected

☒ Org. Levels
 ☐ Data
 ☐ Default Setting

If only GLOBAL views are selected, the System does not give a pop up window for indicating organization levels (PLANT/SALES ORG/WAREHOUSE etc.)

GLOBAL DATA: Basic Data 1 View

Create Material 1031169 (Produced Material)

Additional Data
 Org. Levels
 Check Screen Data

Basic Data 1 | Basic Data 2 | Classification | Sales: sales org. 1 | Sales...

Material: 1031169 EF20008/CF0300-67%RW

General Data

Base Unit of Measure	M2	Material Group	MFPRFH
Old material number		Ext. Matl Group	
Division		Lab/Office	
Product allocation		Prod.hierarchy	20002
X-plant matl status		Valid from	
☐ Assign effect. vals		GenItemCatGroup	RLGD

Material authorization group

Authorization Group: TC2

Dimensions/EANs

Gross Weight	0.200	Weight unit	KG
Net Weight	0.200		
Volume		Volume unit	
Size/dimensions			
EAN/UPC		EAN Category	

Competitors

Competitor:

Packaging material data

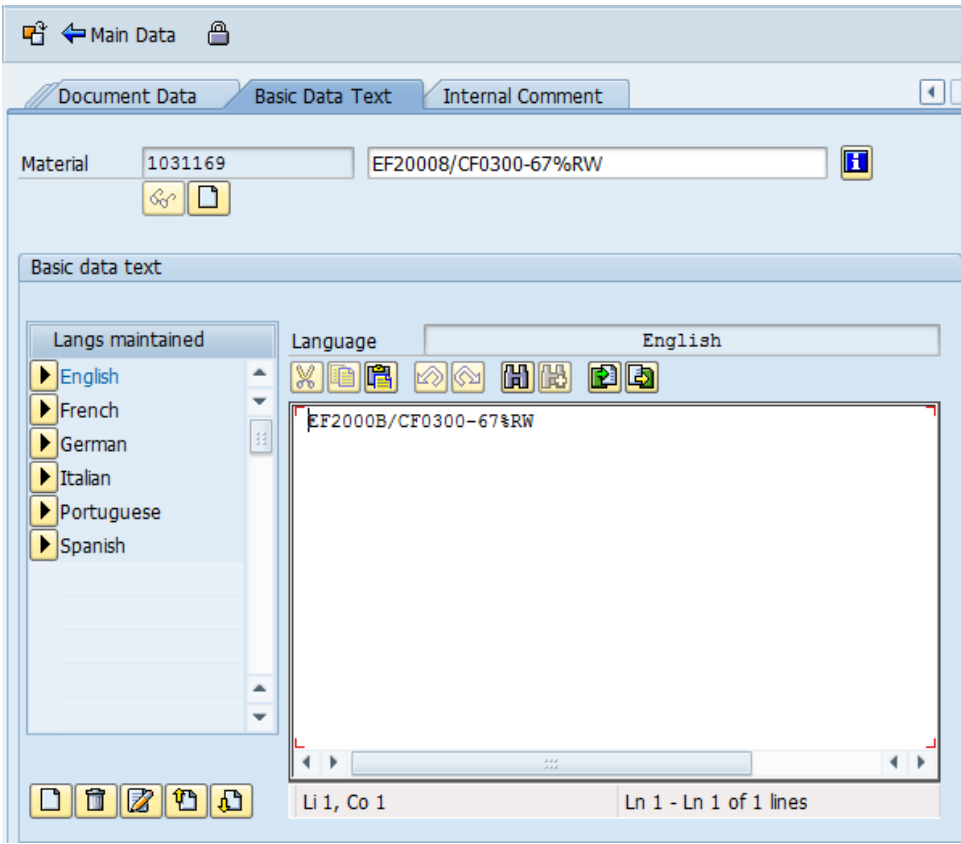
Matl Grp Pack.Matls: ☐ ☐ Product Composition

Basic Data Texts

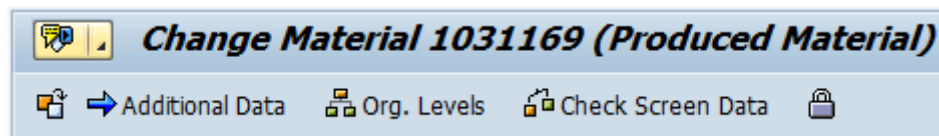
Languages Maintained: 0

 Language:

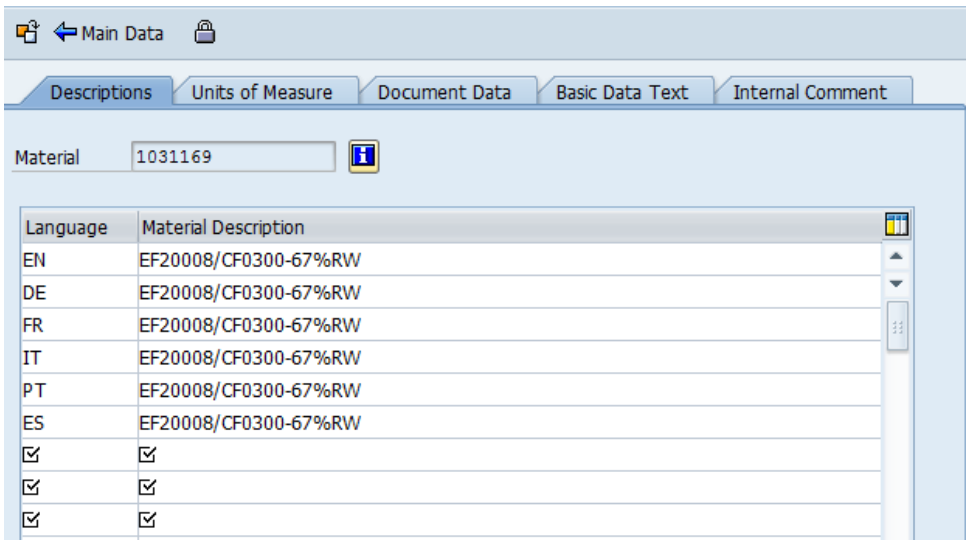
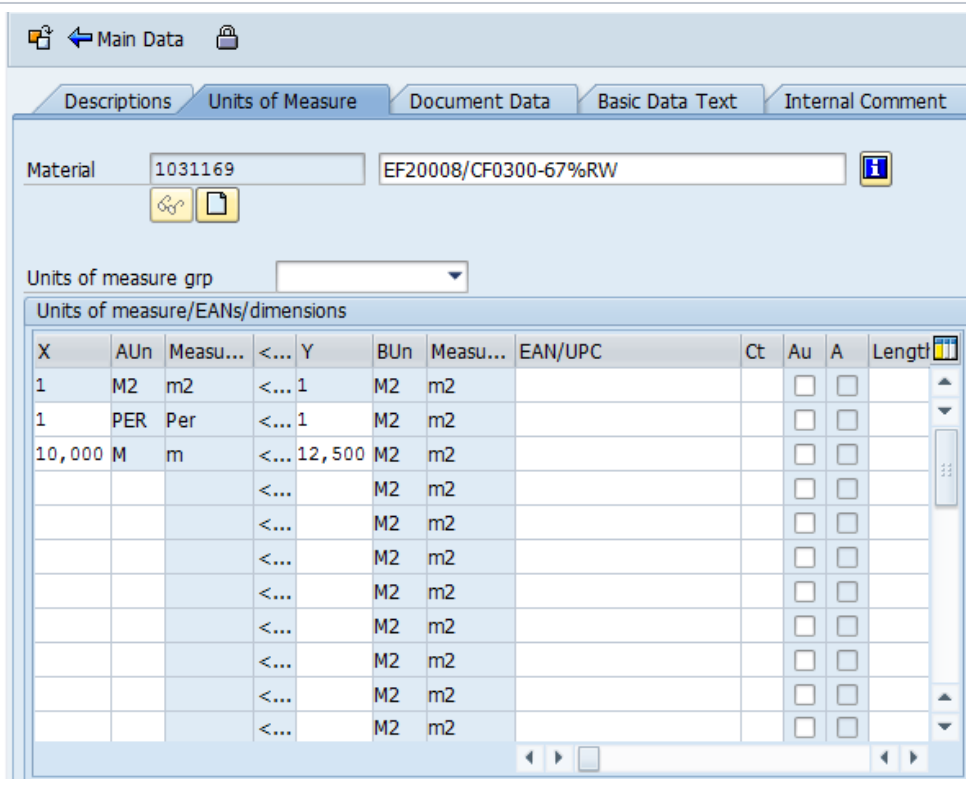
Field	Description	Value
Internal description	Used for Cytec. Maximum amount of symbols - 40 (has to be maintained for different languages, see below). Must be populated for all materials entered in the system	Check the form
Base UoM	Mandatory for all materials. Unit of measure in which stocks of the material are kept and managed. SAP converts all quantities in other (alternative) UoM to the base unit of measure. Cytec uses 5 BUoM - EA, KG, L, M, M2.	Check the form
Division	Used to group materials and products. System uses divisions to determine the sales and the business areas. Cytec will have 4 divisions: Aerospace, Industrial, In Process Separation (IPS), Additive Technologies (AT).	Currently not used
X-plant matl status	Restricts the usability of a material for all plants. Ensure that for new materials status is always BLOCKED (status 20 or 30, as requested).	20 / 30 / as requested
Material group	Used to group materials with similar attributes	Check the form

Prod. Hierarchy	String used for grouping together materials by combining different characteristics.	Check the form
Authorization group	This field dictates rules for handling of material and information in downstream development and operations.	Check the form
Gross weight	Only for exporting purposes that include transportation costs, Purchasing and Sales views. Not mandatory for Service (ZDEN), Non Stock Material (ZLAG) or Manufacturer Part Numbers Material (ZHRS).	Check the form
Net weight	Weight of one unit of measure and is used for legal purposes in European countries as it shows up on the INTRASTAT. Not mandatory for Service (ZDEN), Non Stock Material (ZLAG) or Manufacturer Part Numbers Material (ZHRS).	Check the form
Weight unit	Always KG	Always KG
Basic Data Texts = External Description	The field is populated in English for all materials across all Cytec locations. Mandatory field, up to 60 uppercase characters. - For MATERIAL TYPE = PRODUCED finished good items, enter External Description - For MATERIAL TYPE = PROCURED items with Trade Names other than the CEM internal description, enter Trade Name as External Description - For other material types, enter N/A	Check the form
		It is enough to add English description only, the rest languages will be added automatically when the material is Saved.

After the description is entered press „Main Data“ to return to the Basic Data 1 view



Field	Description	Value	Example
-------	-------------	-------	---------

Descriptions = Internal descriptions	This view is where language specific descriptions can be added. Material Description field serves as the "internal Cytec" description and must be populated for all materials entered into the system for languages ->	Languages: EN DE FR IT PT ES	 The screenshot shows the 'Descriptions' tab for material 1031169. It displays a table with columns 'Language' and 'Material Description'. The descriptions for EN, DE, FR, IT, PT, and ES are all 'EF20008/CF0300-67%RW'. There are also three rows with checkboxes, all of which are checked.
Additional Units of Measure	This tab is where Conversion factors for Alternate UoM are maintained. For all sold materials AUoM PER is mandatory: 1 PER = 1 BUoM	Check the form + If the Sales Indicator in Classification view is marked as SOLD, please add 1 PER = 1 BUoM	 The screenshot shows the 'Units of Measure' tab for material 1031169. It displays a table with columns 'X', 'AUn', 'Measu...', '<... Y', 'BUn', 'Measu...', 'EAN/UPC', 'Ct', 'Au', 'A', and 'Length'. The table contains several rows of data, including conversion factors for M2, PER, and M. The 'PER' row shows a conversion factor of 1 PER = 1 BUoM.

To Exit 'Units Of Measure tab' press „Main Data" and go to **Classification** tab.

GLOBAL DATA: Basic Data 2

Leave blank.

GLOBAL DATA: Classification

Classification is a cross application component in SAP that allows addition of attributes to master data objects and to hold that information to be used for reporting, searching, applying prices, print this information, etc.

Change Material 1031169 (Produced Material)

Additional Data Org. Levels Check Screen Data

Basic Data 1 Basic Data 2 Classification Label Data EHS Spec. Assignment

Material: 1031169 EF20008/CF0300-67%RW

General Data

Base Unit of Measure	M2	m2	Material Group	MFPRFH
Old material number			Ext. Matl Group	
Division			Lab/Office	
Product allocation			Prod.hierarchy	20002
X-plant matl status	20		Valid from	
☐ Assign effect. vals			GenItemCatGroup	RLGD Rolled Goods

Field

Choose „Material Class“ (001) and press "Enter":

Class Type (1) 4 Entries found

Restrictions

Class type description	Ty.
Material Class	001
Batch	023
Material (Configurable Objects)	200
Variants	300

Classification

Object

Material: 1031170 EF20008/CF0300-67%RW

Class Type: 001 Material Class

Assignments

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

Entry / 12

D

It is possible to change Class Types by selecting the „O

It is possible to add Classes by pressing the „Multiple cl

It is optional to add class that does not have any Charac

SAP Class codes are highlighted in light grey color:

Manufacturing ZCYMI

ECCN

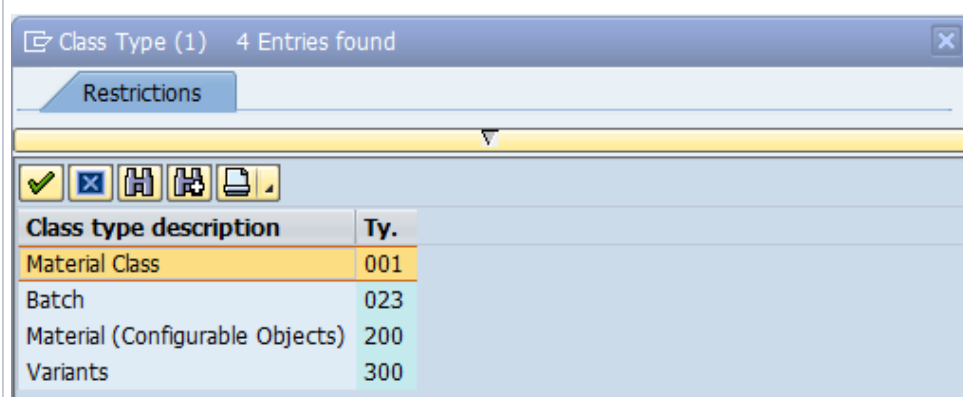
Characteristic codes are highlighted in light grey color n

ECCN

ZCYMC_E

Specific Tensile Strength (met
Specific Modulus Strength (met
Softening Point (degrees Kelvi
Density (grams/cubic centimeter)
Weight (grams/square meter)
Decitex
Tex
Weave
Filament Diameter (microns)
Dry DMA Tg (degrees Centigrade
Thermoplastic or Thermoset?
Weight (kiloarams/sauare meter

Choose „Batch“ (023) and press "Enter"



It is possible to change Class Types by selecting the „O

It is possible to add Classes by pressing the „Multiple cl
 Batch class is mandatory for ZROH materials (except p:

Save the material by pressing „Save“ button

4 CREATING PLANT VIEWS / EXTENDING TO ANOTHER PLANT

The process of creating plant views and extending material to another plant.

Transaction: MM01 and the user has to select the .

- enter the existing material number, Industry sector, Material type, and press „Enter“
- Select **Plant Views + Organizational levels**

Create Material (Initial Screen)

Select View(s)	Org. Levels	Data
----------------	-------------	------

Material: 4002250
 Industry sector: Z CYTEC Industries
 Material Type: ZROH Procured Ma...
 Change Number:
 Copy from...
 Material:

Select View(s)

View

- Basic Data 1
- Basic Data 2
- Classification
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales and Distribution Text
- Purchasing
- Foreign Trade: Import Data
- Purchase Order Text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- General Plant Data / Storage 1
- General Plant Data / Storage 2

☐ View selection only on request
☐ Create views selected

Org. Levels Data Default Setting

View

- Warehouse Management 1
- Warehouse Management 2
- Quality Management
- Accounting 1
- Accounting 2
- Costing 1
- Costing 2
- Label Data
- EHS Spec. Assignment

- Indicate the relevant Plant/Stor.Location/Sales org./Distr. Channel/Warehouse No.
- In case the material has to be extended to another plant – user should indicate the new plant number
- Press Execute

QE2(1)/230 Organizational Levels

Organizational levels

Plant	2010	Heanor Site 4
Stor. Location	0001	Dir-Raw Material
Sales Org.	7218	Cytec IM (Derby) Lim
Distr. Channel	00	Cytec Distribution
Warehouse No.	W03	Heanor Site 4
Storage Type	300	SU Managed

Profiles

MRP profile:

☐ Org. levels/profiles only on request

Select View(s) Default Setting

Following chapters will cover each plant view separately and provide defaulted values as a reference.

4.1 Sales View

4.1.1. Sales: sales org. 1

Sales unit	Check the form
------------	----------------

Delivering Plant	Check the form			
Please use defaulted tax codes:	BR	Brazil	IBRX	0
	FR	France	MWST	1
	FR	France	LCFR	A
	GB	United Kingdom	MWST	1
	IT	Italy	MWST	1
	IT	Italy	LCIT	0
	MX	Mexico	MWST	0
	TW	Taiwan	MWST	0
	US	USA	UTXJ	1
	DE	Germany	MWST	1

7.1.2. Sales: sales org. 2

Account Assignment Group	- The Default value for this field is – Z2 (FOR ALL ZPRO Materials) - The Default value for this field is – Z1 (FOR ALL ZROH Materials) - The Default value for this field is – Z1 (FOR ALL ZHBE Materials) - The Default value for this field is – Z1 (FOR ALL ZUNW Materials) - The Default value for this field is – Z3 (FOR ALL ZDEN Materials)
Item category group	Choose from the list (see template). Value must be aligned with Gen. item cat. grp.
Material Group 1	Default = BLANK, used for shared materials in Heanor, Manchester and Tulsa (see template)
Material Group 4	- ECCN Code, mandatory when material is: - Structural - Process + Exported
Material Group 5	- HTS Code, mandatory when material is: - Process +Exported

Create Material 1000853 (Produced Material)

Additional Data Org. Levels Check Screen Data

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

Material: 1000853 AS103LV (R/H) 5KG KIT

Sales Org.: 7223 Cytec IM (Manch) Ltd

Distr. Chl: 00 Cytec Distribution

General data

Base Unit of Measure: EA each Division: ☐

Sales unit: ☐ Sales unit not var.

Unit of Measure Grp: ☐

X-distr.chain status: ☐ Valid from:

DChain-spec. status: ☐ Valid from:

Sales: sales org. 1 Sales: sales org. 2 Sales: General/Plant For...

Material: 1000350 MBEU117245

Sales Org.: 7218 Cytec IM (Derby) Lim

Distr. Chl: 00 Cytec Distribution

Grouping terms

Matl statistics grp: ☐ Material pricing grp: ☐

Volume rebate group: ☐ Acct assignment grp: Z2 Produced Pro...

Gen. item cat. grp: RLGD Rolled Goods Item category group: RLGD Rolled Goods

Pricing Ref. Matl:

Product hierarchy: 20251 Structural - Parts/Semi-Fin - Fin Part

Commission group: ☐

Material groups

Material group 1: ☐ Material group 2: ☐ Material group 3: ☐

Material group 4: 081 Material group 5: W90

Product attributes

☐ Product attribute 1 ☐ Product attribute 2 ☐ Product attribute 3

☐ Product attribute 4 ☐ Product attribute 5 ☐ Product attribute 6

☐ Product attribute 7 ☐ Product attribute 8 ☐ Product attribute 9

☐ Product attribute 10

4.1.3. Sales: General/Plant

Availability Check	- The Default value for this field for types ZPRO, ZLEH and ZROH is - Z2 - Else = KP
Batch Management	- Check the form - This field is repeating also in Purchasing, Plant Data and Warehouse Mgmt 1 views
Transportation Group	Check the form

Business line / Region	NAM	LAM	APAC	EMEA
Structural Materials	1201	3201	5201	7201
Process Materials	1202	3202	5202	7202

Check the form

Profit Center

Sales: sales org. 2 Sales: General/Plant Foreign

Material 1000350 MBEU117245

Plant 2095 Heanor Site 1

General data

Base Unit of Measure EA each

Gross Weight 0.010 KG

Net Weight 0.010

Availability check Z2 Indivd.requirements

☒ Batch management

Shipping data (times in days)

Trans. Grp Z003 On Pallets-Trk.Ship LoadingGrp

Setup time Proc. time Base qty

Packaging material data

Matl Grp Pack.Matls

Packaging mat. type

Allowed pkg weight

Allowed pkg volume

☐ Closed

General plant parameters

☐ Neg.stocks Profit Center 7201 SerialN Serializ

4.2 Purchasing View

4.2.1. Purchasing

Purchasing Group	Check the form
Order Unit	Check the form
Variable Purchase Order Unit Active	Default value is 1
Automatic PO Indicator	Default value for this field is
Purchasing Value Key	- For ZPRO and ZROH the Default value is Z001 - Else Default value is Z002
GR processing time	Default value is 1
Quota Arrangement Usage	Default value is 4
Post to Inspection	Default value is BLANK Check the form
Source List	Default value is
Int. Material master (visible for ZHRS only)	For ZHRS populate with Raw Material

Manufacturer Part Number	- For ZHRS material type populate with catalog number of the manufacturer - Else Default = BLANK
Manufacturer Part Profile (for ZROH only)	Check the form ZMP1 - Cytec: Restricted MPN Profile ZMP2 - Cytec: Unrestricted MPN Profile
Manufacturer (for ZHRS only)	populate with the Manufacturer number
Buyer Group – c hoose from the list (see template)	Check the form

Sales Text Purchasing Foreign trade import Purchase Order Text M...

Material 1000350 MBEU117245 ⓘ

Plant 2095 Heanor Site 1

General Data

Base Unit of Measure EA each Order Unit Var. OUn 1

Purchasing Group 619 Material Group MFFACO

Plant-sp.matl status Valid from

Tax ind. f. material Qual.f.FreeGoodsDis.

Material freight grp ☒ Autom. PO

☒ Batch management OB Management 1

OB ref. matril

Purchasing values

Purchasing value key 2001 Shipping Instr.

1st Reminder/Exped. 1 days Underdel. Tolerance 5.0 percent

2nd Reminder/Exped. 2 days Overdeliv. Tolerance 5.0 percent

3rd Reminder/Exped. 3 days Min. Del. Qty in % 95.0 percent

StdValueDelivDateVar 0 days ☐ Unltd Overdelivery ☒ Acknowledgment Req

Other data / manufacturer data

GR Processing Time 1 days ☐ Critical Part

Quota arr. usage 4 ☒ Source list JIT Sched. Indicator

Mfr Part Number Mfr Part Profile

Manufact. Manufact.

Buyer Group

Buyer Group 760

4.3 Purchase Order Text view

4.3.1. Purchase Order Text

Enrich if available for Capitalized Spares (ZUNW), Spares (ZHBE) or Returnable Packaging (ZLEH) Material

4.4 MRP views

4.4.1. MRP 1

MRP Group	- If Procurement Type = 'E' then Z040 - If Procurement Type = 'F' then ZDRT (for ZROH materials)
ABC indicator	default to C or enter as indicated in the template
MRP Type	- For ZROH, ZPRO – the Default value is PD - For ZUNW, ZHBE, ZLEH – the Default value is ND
Reorder Point	insert from template
MRP Controller	choose from the list (see template)
Lot Size	the Default value is EX
Minimum Lot Size	leave this field BLANK

Maximum Lot Size	leave this field BLANK
Fixed Lot Size	leave this field BLANK
Maximum Stock Level	leave this field BLANK
Assembly Scrap %	leave this field BLANK

Purchase Order Text MRP 1 MRP 2 MRP 3 MRP 4

Material 1000350 MBEU117245

Plant 2095 Heanor Site 1

General Data

Base Unit of Measure EA each MRP group 2040

Purchasing Group 619 ABC Indicator C

Plant-sp.matl status Valid from

MRP procedure

MRP Type PD MRP

Reorder Point Planning time fence

Planning cycle MRP Controller 104

Lot size data

Lot size EX Lot-for-lot order quantity

Minimum Lot Size Maximum Lot Size

Fixed lot size Maximum stock level

Ordering costs Storage costs ind.

Assembly scrap (%) Takt time

Rounding Profile Rounding value

Unit of Measure Grp

4.4.2. MRP 2

Procurement Type	- If produced in this plant, default to 'E' - If procured (see scenarios below), default to 'F' - If both produced and procured, DO YOU PRODUCE PRODUCT more often In-House? - If Yes, default to 'E' - If No, default to 'F' (for ZROH materials) - For ZUNW, ZHBE or ZLEH – the Default value is F with the exception of R&D Samples where it is E
Special Procurement Type	If Procurement Type = 'E' and - Phantom – the Default value is 50 - Else Default is BLANK If Procurement Type = 'F' and product is procured from - External vendor – Default to BLANK - Vendor consigned – the Default value is 10 - Sub-contractor – the Default value is 30 - From any physical locations under Heanor 1, Heanor 4, Manchester or Tulsa – select from list of SAP plants separated by '/' if multiples - Cytec plant not on SAP – default to BLANK

MRP 1 MRP 2 MRP 3 MRP 4 Work Scheduling Pl...

Material 1000350 MBEU117245

Plant 2095 Heanor Site 1

Procurement

Procurement type E Batch entry

Special procurement Prod. stor. location

Quota arr. usage 4 Default supply area

Backflush Storage loc. for EP 0002

JIT delivery sched. Stock det. grp

☐ Co-product ☐ Bulk Material

Scheduling

In-house production days Planned Deliv. Time 1 days

GR Processing Time 1 days Planning calendar

SchedMargin key 000

Net requirements calculation

Safety Stock Service level (%)

Min safety stock Coverage profile

Safety time ind. Safety time/act.cov. days

STime period profile

Backflush	• If material is Batch managed – leave Backflush BLANK • If material is NOT Batch managed – value may be necessary
Batch Entry	leave this field BLANK
Production Storage Location	• leave this field BLANK. If available by MFG or LOGISTICS, provide location.
Storage Location for EP	• For all ZPRO Materials this value should be set to 0002 • For all ZROH, ZHBE Materials this value should be set to 0001 • For all ZUNW or ZLEH Materials the Default value is 0 • For 2065 (Broken Arrow only) – please select 0001 • For 2070 (United Frozen Storage) – please select 0002
In House Production	Default value is 0
GR Processing Time in Days (duplicate from Purchasing view)	Default value is 1
Sched. Margin Key	Default value is 000
Planned Delivery Time	number of calendar days needed to obtain the material if it is procured externally • If Procurement Type = 'F' (Procured) at this plant, enter a value in calendar days. Value must be greater than 0. • If Procurement Type = 'E' (Produced) and sub contracted at this plant (special procurement type = SUBC/30), enter a value in calendar days. Value must be greater than 0. • If information is unavailable, the Default value is 1.
Safety Stock	if available, use the value; otherwise leave blank
Minimum Safety Stock	if available, use the value; otherwise leave blank
Safety Time indicator	defines whether the safety time is only to apply to independent requirements or to all requirements. Enter as requested.
Safety time/act. cov.	enter number of workdays by which the requirements are to be brought forward (if requested).

4.4.3. MRP 3

Period Indicator	Default value is M
Strategy Group	Default value is 40
Consumption Mode	leave this field BLANK
Fwd Consumption Per	leave this field BLANK
Bwd Consumption Per	leave this field BLANK
Total Replenishment Lead Time	BLANK except for ZPRO with Procurement type = E and Special procurement key = BLANK – value exists.

MRP 2

MRP 3

MRP 4

Work Scheduling

Plant data / stor. 1

Material 1000350 MBEU117245

Plant 2095 Heanor Site 1

Forecast Requirements

Period Indicator ☒ M Fiscal Year Variant ☐ Splitting indicator ☐

Planning

Strategy group 40 Planning with final assembly

Consumption mode ☐ Bwd consumption per. ☐

Fwd consumption per. ☐ Mixed MRP ☐

Planning material Planning plant

Plng conv. factor Planning matl BUnit

Availability check

Availability check 22 Tot. repl. lead time 35 days

Cross-project ☐

Plant-specific configuration

ConfigurableMaterial

☐ Variant

☐ Planning variant

4.4.4. MRP 4

Method for Selecting Alternative Bills of Materials	- For ZPRO with Procurement Type = 'E' and Special procurement key = BLANK, default this value to 3, else BLANK. - If Material is a Phantom Material (Procurement Type = E, Special procurement key = 50), then this should be kept BLANK
--	--

MRP 3

MRP 4

Work Scheduling

Plant data / stor. 1

Plant data / ...

Material 1030078 MBEU189595 FITTED

Plant 2095 Heanor Site 1

Stor. Loc. 0002 Dir-Fin Good

BOM explosion/dependent requirements

Selection method 3 Component scrap (%)

Individual/coll. ☐ Requirements group ☐

☐ Version Indicator MRP dep.requirements ☐

Discontinued parts

Discontin. ind. ☐ Eff.-out Follow-up matl

Repetitive manufacturing / assembly / deployment strategy

☐ Repetitive mfg REM profile Action control ☐

Fair share rule ☐ Push distribution Deployment horizon

☐ Material memo exists

Storage location MRP

SLoc MRP indicator ☐ Spec.proc.type: SLoc

Reorder point Replenishment qty

4.5 Work Scheduling view (not visible for ZROH)

4.5.1. Work Scheduling

Unit of Issue	- If Base Unit of Measure = M2, then the Default value is M - If the Unit of Issue is different than the Base Unit of Measure then populate accordingly	
Under Delivery Tolerance	Default value is 10	
Over Delivery Tolerance	leave this field Blank	
In House Production Time	leave this field Blank	
Production Unit	if Base Unit of Measure = M2, then the Default value is M	
Production Supervisor	if Procurement Type = F, then Default = 999. If Procurement Type = E choose from table below	
Production Scheduling Profile	if Procurement Type = F, then Default = 999. If Procurement Type = E or Procurement Type = X choose from table below	
OB Management	value "1" only for ZPRO and ZROH whenever Batch Management is active	

Production Supervisor – choose from table ONLY if the Procurement Type = E:

Plant	Prod Superv.	Prod Scheduler		Plant	Prod Superv.	Prod Scheduler		Plant	Prod Superv.	Prod Scheduler
2010	103	MTS- TC1		2020	YB2	MTS PI valuated		2055	YB2	MTS PI valuated
2010	104	MTS- TC2		2025	104	MTS- TC2		2065	YB2	MTS PI valuated
2010	YB2	MTS PI valuated		2025	YB2	MTS PI valuated		2070	YB2	MTS PI valuated
2015	101	MTS-ITAR		2030	YB2	MTS PI valuated		2075	YB2	MTS PI valuated
2015	103	MTS- TC1		2035	104	MTS- TC2		2085	YB2	MTS PI valuated
2015	104	MTS- TC2		2035	109	MTO-TC2		2090	YB2	MTS PI valuated
2015	106	MTO-ITAR		2035	YB2	MTS PI valuated		2095	102	MTS-EUML
2015	108	MTO-TC1		2040	104	MTS- TC2		2095	103	MTS- TC1
2015	109	MTO-TC2		2040	YB2	MTS PI valuated		2095	104	MTS- TC2
2015	YB2	MTS PI valuated		2045	104	MTS- TC2		2095	105	MTS-TAA
2020	102	MTS-EUML		2045	YB2	MTS PI valuated		2095	YB2	MTS PI valuated
2020	103	MTS- TC1		2050	104	MTS- TC2		2100	104	MTS- TC2
2020	104	MTS- TC2		2050	YB2	MTS PI valuated		2100	YB2	MTS PI valuated

Production Scheduling Profile – choose from table below, ONLY if the Procurement Type = E or Procurement Type = X:

Plant	Prod Profile	Description		Plant	Prod Profile	Description		Plant	Prod Profile	Description		Plant	Prod Profile	Description
2010	YB0002	MTS Process Manufacturing		2020	ZSTC2	MTS- TC2		2055	YB0002	MTS Process Manufacturing		4055	YB0002	MTS Process Manufacturing
2010	ZSTC1	MTS- TC1		2025	YB0002	MTS Process Manufacturing		2065	YB0002	MTS Process Manufacturing		2035	ZOTC2	MTO-TC2
2010	ZSTC2	MTS- TC2		2025	ZSTC2	MTS- TC2		2070	YB0002	MTS Process Manufacturing		2035	ZSTC2	MTS- TC2
2015	YB0002	MTS Process Manufacturing		2030	YB0002	MTS Process Manufacturing		2075	YB0002	MTS Process Manufacturing		2100	ZSTC2	MTS- TC2
2015	ZOITAR	MTO-ITAR		2035	YB0002	MTS Process Manufacturing		2085	YB0002	MTS Process Manufacturing		2045	ZSTC2	MTS- TC2
2015	ZOTC1	MTO-TC1		2035	ZOTC2	MTO-TC2		2090	YB0002	MTS Process Manufacturing				
2015	ZOTC2	MTO-TC2		2035	ZSTC2	MTS- TC2		2095	YB0002	MTS Process Manufacturing				
2015	ZSITAR	MTS-ITAR		2040	YB0002	MTS Process Manufacturing		2095	ZSEUML	MTS-EUML				
2015	ZSTC1	MTS- TC1		2040	ZSTC2	MTS- TC2		2095	ZSTAA	MTS-TAA				
2015	ZSTC2	MTS- TC2		2045	YB0002	MTS Process Manufacturing		2095	ZSTC1	MTS- TC1				
2020	YB0002	MTS Process Manufacturing		2045	ZSTC2	MTS- TC2		2095	ZSTC2	MTS- TC2				
2020	ZSEUML	MTS-EUML		2050	YB0002	MTS Process Manufacturing		2100	YB0002	MTS Process Manufacturing				

2020	ZSTC1	MTS- TC1		2050	ZSTC2	MTS- TC2		2100	ZSTC2	MTS- TC2				
------	-------	----------	--	------	-------	----------	--	------	-------	----------	--	--	--	--

4.6 Plant Data View

4.6.1. Plant data / stor. 1

Storage Bin (Issue Pending)	please leave this field BLANK. If Material Type = MRO, input the Storage Bin Number associated with the item.
Container Storage (Container reqmts)	please leave this field BLANK
Physical Inventory Indicator for Cycle Counting	for all IM Materials default = 'B' or as indicated on template
CC Fixed	please leave this field BLANK
Label Type	if GLOBAL field "Sub Batch Config" is set, then default to 'M7', otherwise default to 'M6'
Label Form	default value E1
OB Management	- The Default value is 1 - Please leave this field BLANK for materials that are not Batch Managed (see template) - For ZUNW/ZHBE /ZLEH – please leave this field BLANK
Batch Management	see template
Storage Conditions	- For ZPRO the Default value is 20 - For ZROH the Default value is 10 - For ZUNW/ZHBE /ZLEH the Default value is 0
Haz Material Number	leave this field BLANK
Min. Rem. Shelf Life	if Total Shelf Life is greater than 0, the Default value is 1
Total Shelf Life	- Select Month to Days conversion from list - If "infinite days", default to '7300'
Period Indicator for SLED	default to Days

Work Scheduling
Plant data / stor. 1
Plant data / stor. 2
Quality Manage...

Material 1004247 MTM248S Clear Epoxy Adhesive
Plant 2020 Manchester
Stor. Loc. 0001 Dir-Raw Material

General data
Base Unit of Measure KG kg
Storage Bin
Temp. conditions
Container reqmts
CC phys. inv. ind. B CC fixed
Label type M7 Lab.form E1 OBManagmnt 1
Batch management
Unit of issue
Picking area
Storage conditions 20
Haz. material number
Number of GR slips
Appr.batch rec. req.
OB Ref. Material

Shelf life data
Max. Storage Period
Min. Rem. Shelf Life 1
Period Ind. for SLED D
Storage percentage
Time unit
Total shelf life 182
Rounding rule SLED

4.7 Warehouse mgmt. views

4.7.1. Warehouse mgmt. 1

Unit of Issue	if Base Unit of Measure = M2, then default to M
Picking Storage Type	please leave this field BLANK

Hazardous Material Number	leave this field BLANK
Storage Type Ind. for Stock Removal	if B Management is BLANK, then default to '001', otherwise, default to '002'
Storage Type Ind. for Stock Placement	OB Management is BLANK, then default to '001', otherwise default to '0'
Bulk Storage Indicator	please leave this field BLANK
Special Movement Indicator for Warehouse Management	leave this field BLANK
Storage Strategies	visible only if Warehouse Number is filled in selection screen of Organizational Levels

Plant data / stor. 2 Warehouse Mgmt 1 Warehouse Mgmt 2 Quality Man...

Material 1000853 AS103LV (R/H) 5KG KIT

Plant 2010 Heanor Site 4

Whse No. W03 Heanor Site 4

General data

Base Unit of Measure EA Haz. material number

WM unit Gross Weight 5 KG

Unit of issue Volume

Proposed UoM frm mat Capacity usage /

Picking storage type

☐ Batch management ☐ Appr.batch rec. req.

Storage strategies

Stock removal 002 Stock placement 002

Storage Section Ind.

Special movement

2-step picking

Bulk storage

☐ Message to IM

☐ Allow addn to stock

4.8 Quality management view

4.8.1. Quality management

ZHBE/ZLEH – for Structural Materials Quality Management Data view should not be created

QM material auth. Group	should be the SAME as in Basic Data
Documentation Required	if QM necessary, the Default value is
Inspection Interval	see template
QM in Procurement is Active	if product is externally procured by plant or Procure Type is 'F', default to . Otherwise BLANK.
Control key for Quality Management in Procurement	- If "QM in Procurement is Active" field = and you don't want to implement procurement controls in the current plant, select '0000' - Select Z930 to enable Quality Cert requirement, Invoice blocking (until it moves out of QI stock), No Document Control

Warehouse Mgmt 2 Quality Management Accounting 1 Accounting 2

Material 1000853 AS103LV (R/H) 5KG KIT

Plant 2010 Heanor Site 4

General data

Base Unit of Measure EA each ☒ Inspection setup Insp. setup

Unit of issue

QM material auth. TC2 ☒ Documentation reqd

GR Processing Time 1 days Inspection interval 547 days

Catalog profile

Plant-sp.matl status Valid from

Procurement data

☐ QM proc. active

QM Control Key 0000 No active functions, info message

Certificate type E31 Insp. certificate "3.1" EN 10204:2004

Target QM system

☐ Tech. delivery terms

Inspection Setup	- Please mark the Types as ACTIVE - Enter Average inspection duration

PE1(1)/300 Plant 2010 Material 1000853 : Inspection Setup Data

S...	InspType	Short text	PreferredInsTyp	Active	Ins
☐	03	In-process insp. for production order	☐	☒	
☒	04	Goods receipt inspection from production	☐	☒	
☐	09	Recurring inspection of batches	☐	☒	

Inspection Type Goods receipt inspection from production

Detailed information on inspection type

☒ Post to insp. stock	Smpl.procedure	☐ Serial numbers poss.
☐ Insp. for HU	☐ 100% inspection	Avg. insp. duration 2
☐ Insp. with mat spec.	Inspection %	Q-Score Procedure 06 From usage d...
☒ Insp. with task list	☐ Manual sample calc.	Allowed scrap share
☐ Insp. by configuratn	☐ Manual sample entry	Control insLot For each materi...
	Dyn. mod. rule	☐ Individual QM order
☒ Automatic assignment	☒ Skips allowed	QM Order
☒ Check Chars	☒ Automatic UD	

Inspection Types Inspection Type

Inspection Type	Description	Criteria for Selection
01	If the Material will have a Goods Receipt	If the ZPRO Material can be sub-contracted
03	If the Material just got Manufactured and needs to be inspected	If ZPRO Material
04	If the Materials is currently getting Manufactured and needs to be inspected	IF ZPRO Material
09	If it will be in stock over a period of time and may need re-inspection	If ZPRO Material

For Inspection types 01, 04 & 09 average inspection duration needs to be entered by the user. The other settings are Default and will be populated automatically. Maintain 01 and 09 for Raw materials.

01	If the Material will have a Goods Receipt	For all ZROH Materials
09	If it will be in stock over a period of time and may need re-inspection	If ZROH Material

For Inspection types 01 & 09 average inspection duration needs to be entered by the user. The other settings are Default and will be populated automatically.

4.9 Accounting views

4.9.1. Accounting 1

Valuation Class	- P001 – If ZROH item is a raw material - P003 – If ZROH item is a packaging and empty - P004 – If ZROH item is a trading good - P002 – If ZHBE item is a Spare part/MRO - S001 – If ZDEN item is a service item - M001 – If ZPRO item is a semi-finished product - M002 - If ZPRO item is a finished product	
-----------------	---	--

Material Price Determination	- For ZPRO and re-sale ZROH* the Default value is 3 - For ZHBE and ZROH the Default value is 2 - For ZDEN the Default value is BLANK PLEASE NOTE FOR ZROH: Please change Price Determination to 2 for all materials except Re-sale Items. If saved by mistake, please notify the FI team to change via CKMM. Once entered, this will be un-editable via material master.	
Standard Price	fill from template	
Price Unit	defaulted to 1	
Price Control Indicator	- For ZPRO, ZDEN and re-sale items the Default value is S – Standard price - For ZROH, ZHBE the default value is V – Moving average price PLEASE NOTE FOR ZROH: Please change Price Control Indicator to V for all materials except Re-sale Items. If saved by mistake, please notify the FI team to change via CKMM. Once entered, this will be un-editable via material master.	
Future Price	fill from template	
Previous Price	leave this field BLANK	
*re-sale ZROH – value RESALE MATERIAL - Purchased Finished Good in Material Planning Subtype field in Classification		

4.10 Costing Views

4.10.1. Accounting 1

With Quantity Structure	Default value is
Material Origin	Default value is
Costing Lot Size	represents a typical run size for a manufactured product: - If ZROH, the Default value is 1 - If ZPRO and Procurement Type 'F', the Default value is 1 - If ZPRO with Procurement Type 'E' and everything else – lot size is required

Profit Center	choose from the list (entered in Sales/General Plant view) (see template)															
	<table border="1"> <thead> <tr> <th>Business line / Region</th> <th>NAM</th> <th>LAM</th> <th>APAC</th> <th>EMEA</th> </tr> </thead> <tbody> <tr> <td>Structural Materials</td> <td>1201</td> <td>3201</td> <td>5201</td> <td>7201</td> </tr> <tr> <td>Process Materials</td> <td>1202</td> <td>3202</td> <td>5202</td> <td>7202</td> </tr> </tbody> </table>	Business line / Region	NAM	LAM	APAC	EMEA	Structural Materials	1201	3201	5201	7201	Process Materials	1202	3202	5202	7202
Business line / Region	NAM	LAM	APAC	EMEA												
Structural Materials	1201	3201	5201	7201												
Process Materials	1202	3202	5202	7202												

Accounting 2

Costing 1

Costing 2

Plant Stock

Material 1000853 AS103LV (R/H) 5KG KIT
Plant 2010 Heanor Site 4

General Data

Base Unit of Measure EA each
☐ Do Not Cost ☒ With Qty Struct
Origin group ☒ Material origin
Overhead Group Variance Key
Plant-sp.matl status
Valid from Profit Center

Quantity structure data

Alternative BOM BOM Usage
Group Group Counter
Task List Type
SpecProcurem Costing Costing Lot Size
☐ Co-product ☐ Fxd Price
☐ Version Indicator
Production Version

5 DEACTIVATE/ACTIVATE

- Plant data Steward submits request to GBS if deactivation/reactivation is GLOBAL by coordinating with Local data stewards from MFG, Logistics, QM and FI
- If deactivation/reactivation is LOCAL, it is done by the plant data steward (by coordinating with Local data stewards from MFG, Logistics, QM and FI)

For global deactivation change the following values of the Material:

Transaction MM02	Basic Data 1 view	Internal description	add *OBS* with one space in front of the material description E.g.: *OBS* AT-FLSHB-2R-GRN-25-25-66-SL
	Basic Data 1 view	X-plant Matl Status	default value 10
	MRP 1	Plant Sp Matl Status	default value 10
	MRP 1	MRP Type	ND
Transaction MM06	Flag for deletion for all plants		

For local deactivation change the following values of the Material:

Transaction MM02	MRP 1 view and on Purchasing view)	Plant Sp Matl Status	default value 10
	MRP 1	MRP Type	ND
Transaction MM06	Flag for deletion in MM06 only for requested plant(s)		

Deactivation in MM06:

- Go to MM06
- Enter the material number (additionally specific plant/ Stor.location/ Sales org./ Distr. Channel/ Warehouse Nr can be selected), press „Enter“

Flag Material for Deletion: Initial Screen

Material	1000350
Plant	
Stor. Location	
Valuation Type	
Sales Org.	
Distr. Channel	
Warehouse No.	
Storage Type	
Change Number	

- Select the material to be set for deletion flag
- In case of removing deletion flag, the user should uncheck the box next to the Material number, press „Save“

Flag Material for Deletion: Data Screen

  Material  Changes

☐ Material 1000350 MBEU117245

Plant

☐

Storage Location

☐

Valuation Type

☐

Sales organization/distribution channel

☐ / ☐

Warehouse Number

☐

Storage Type

☐

P.S. It is possible to deactivate/activate materials for specific Plant/ Stor.location/ Sales org./ Distr. Channel/ Warehouse Nr, that is usually performed by the Plant Data Steward

8 CREATING MATERIAL WITH REFERENCE

Materials can be created using reference material (already existing one). The system will copy all the information from the old to the new one except:

- Quality management 'Inspection Setup' checkmark
- Buyer group

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material:

Industry sector: Z CYTEC Industries

Material Type: ZPRO Produced Ma...

Change Number:

Copy from...

Material: 1000853

QE2(1)/230 Organizational Levels

Organizational levels		Copy from
Plant	2010 Manchester	2010
Stor. Location	0001 Dir-Raw Material	0001
Sales Org.	7223 Cytec IM (Manch) Ltd	7223
Distr. Channel	00 Cytec Distribution	00
Warehouse No.	W03	W03
Storage Type		

Profiles

MRP profile:

☐ Org. levels/profiles only on request

- Go to MM01
- Indicate "Industry Sector" and "Material Type" and "Copy from.."
- Select material views
- Select organizational levels to be copied

6 LIST OF MULTIPLE STORAGE LOCATIONS - MMSC

Enter Storage Locations Collectively: Initial Screen

Material..: 1000350

Plant.....: 2065

List control

☒ List all existing storage locations
☐ List extendable storage locations only

☐ Create change documents

- In order to list multiple Storage locations to specific material/plant combination, indicate the material number, plant and select: „list extendable storage locations only“, press – „Enter“

Enter Storage Locations Collectively: List

Delete

Material: 1000350 MBEU117245 Issue 1
 Plant: 2095 Heanor Site 1
 Base Unit: EA

SLoc	Copy from	Bin	MRP	Reorder Point	Fixed lot size	SPT
0001						
0002						
0003						
0005						
0008						
0011						
1101						
1102						
1103						

Storage Location (1) 9 Entries found

Input Help for Storage Locations

SLoc	Description
0001	Dir-Raw Material
0002	Dir-Fin Good
0003	Quality
0005	Scrap
0008	Indirect(MRO)
0011	Shop Floor
1101	WIP-1

9 Entries found

- The System gives already listed Storage Locations and user can add additional ones that are assigned to the plant, press „Save“

4 MASS UPDATE

- Mass Maintenance of Material Master is performed when a common change needs to be made across a large number of materials
- Go to MM17
- Select „Fields“ tab
- Search for the relevant Screen field name for the necessary field

Mass Maintenance: Materials (industry)

Import Data from File Import Data from Buffer

Object Type: BUS1001 Materials (industry)
 Variant Name:

Tables Fields

Description	Fld name
DF client level	MARA-LVORM
Material Group	MARA-MATKL
Old matl number	MARA-BISMT
Base Unit	MARA-MEINS
Order Unit	MARA-BSTME
Document	MARA-ZEINR
Document type	MARA-ZEIAR
Doc. Version	MARA-ZEIVR
Page format (MARA-ZE)	MARA-ZEIFO
Doc. change no.	MARA-AESZN
Page number	MARA-BLATT

QE2(1)/230 Enter search term

Search Term: MARA-MATKL

Execute

- Select the relevant Description (Screen field), press Execute

Import Data from File Import Data from Buffer

Object Type BUS1001 Materials (industry)
 Variant Name

Tables Fields

Description	Fld name
Material Group	MARA-MATKL
Old matl number	MARA-BISMT
Base Unit	MARA-MEINS

- Enter the material number(s), press Execute

Get variant

☒ Data Records to Be Changed ☐ Data Records to Be Created

☐ Do Not Change Existing Data

Restrict Data Records to Be Changed

Material To

- Enter the new value
- Press „Carry out mass change" button, press „Save"

Mass Maintenance: Materials (industry)

Restrictions Old Values

☒ General Material Data

5 Entries

Material	Description (MAKT-MA)	Material ...
New Values		CMSERV

Material	Description (MAKT-MA)	Material ...
1000134	DF11342-42%-EGLASS-P-325-1300	MFPRFS
1000135	MTM028S6C-43%-3KHS-P-200-1000	MFPRFS
1000136	MTM080SNS-37%-6KHS-2X2T-405-1060	MFPRFS
1000137	MTM080SNS-37%-6KHS-2X2T-405-1060	MFPRFS
1000138	MTM080SNS-37%-6KHS-2X2T-405-1250	MFPRFS

- If changes have been carried out successfully, green Icon appears on the next Screen
- In case of any errors, the Icon will appear red and the user can validate the reason for the error by pressing „Details":

Messages from the Update Task

Long text Details Object Object

Messages Were Saved in the Application Log MASS BUS1001 001583

Errors: 1 Warning: 0 Information: 4

Icon	Message Text	Notifica
	1000137 : Messages have been issued: number MASS001583000001	MK101
	1000134 : Messages have been issued: number MASS001583000004	MK101
	1000135 : Messages have been issued: number MASS001583000003	MK101
	1000136 : Messages have been issued: number MASS001583000002	MK101
	1000138 : Messages have been issued: number MASS001583000000	MK101

9 VALIDATE /REPORT/SEARCH

9.1 MM03 – view material master

Display Material (Initial Screen)

Select View(s) Org. Levels Data

Material

- By pressing multiple choice button, user receives pop-up window with search options for material master

Material Number (1)

Material Number/Material Description Material by old material number

Material description

Language Key

Material

Maximum No. of Hits

- Material Number/Material Description
- Material by old material number
- Material by bill of material
- Material transferred from CAD system
- Competitive product by competitor
- Production Resources/Tools by Description/PRT Grouping
- Sales material by general product hierarchy
- Material by vendor's material number
- Material by material category
- Materials for class
- Material by material group
- Material by EAN (International Article Number)
- Materials by several classes
- Material by product hierarchy
- Material by task list
- Sales material by description
- Material by Material Type
- Material by Supply Area
- Plant Material by Description
- Search Help for Manufacturer Part Number
- Search Help for Manufacturer Part Number with AMPL
- Part from FFF Class, Ext. Matl No.
- Valid Materials in MPN MRP Sets
- Search Help f. 1-Way/Restricted Interchangeability, Ext.Matl
- Search Help for Inventory-Managed Material
- Material for International Article Numbers: Vendor-Specific
- Excise Duty Material for Description

- Insert the search value in * * to get the exact value or wording in any description or numbering in the System, whether that is a part of a larger description or wording or the exact same

Material Number (1)

Materials by several classes Material by product hierarchy Material by...

Product hierarchy

Sales Organization

Distribution Channel

Material

Language Key

Material description

Maximum No. of Hits

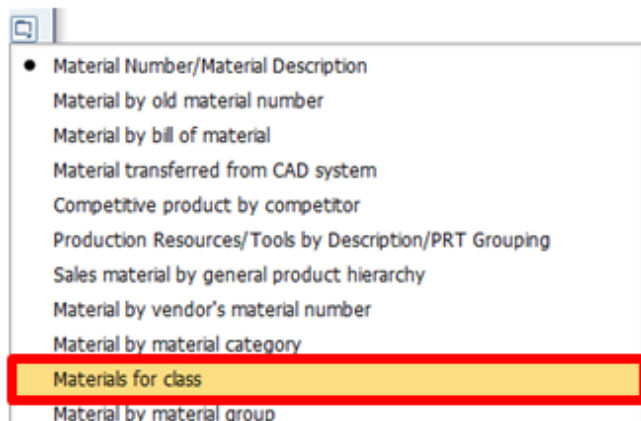
- Select the necessary value and press "Copy"

Material Number (1) 500 Entries found

Materials by several classes Material by product hierarchy Material by tas...

Product hierar...	SOr...	DC...	Material	Langua...	Material description
20002	1237	00	1000823	EN	LTM@217-32%-12KHS-12K-660-406X610
20002	1237	00	1000824	EN	LTM@12-T-3KHS-2X2T-199-406X610
20002	1237	00	1000825	EN	LTM@16-T-3KHS-2X2T-199-406X610
20002	1237	00	1000826	EN	LTM@12-32%-12KHS-2X2T-660-406X610
20002	1237	00	1000827	EN	LTM@16-32%-12KHS-2X2T-660-406X610
20002	1237	00	1000828	EN	MTM@52-42%-3KHS-P-200-254X152
20002	1237	00	1000829	EN	VTS243FR-61%-12KHS-2X2T-380-610X610
20002	1237	00	1000831	EN	XF0710-32%-12KHS-2X2T-660-406X610
20002	1237	00	1000832	EN	HTM@515-1-36%-3KHS-2X2T-375-406X610
20002	1237	00	1000833	EN	LTM@217-46%-3KHS-2X2T-199-406X610
20002	1237	00	1000842	EN	LTM@12-T-EG-7781-300-406X610
20002	1237	00	1000843	EN	LTM@12-T-EGLASS-2X2T-876-406X610
20002	1237	00	1000844	EN	LTM@16-T-EGLASS-2X2T-876-406X610

More than 500 input options



In order to Search material by any value in the Classification view, please use "Materials for Class" search option.

First of all the user has to know which Classification class contains the necessary value, e.g., "Old Material number" is in Engineering Class – ZCYMC_ENGR_MAT

- Select "Materials for Class" search option
- Select the relevant Classification Class and Class type 001

Find Objects in Classes

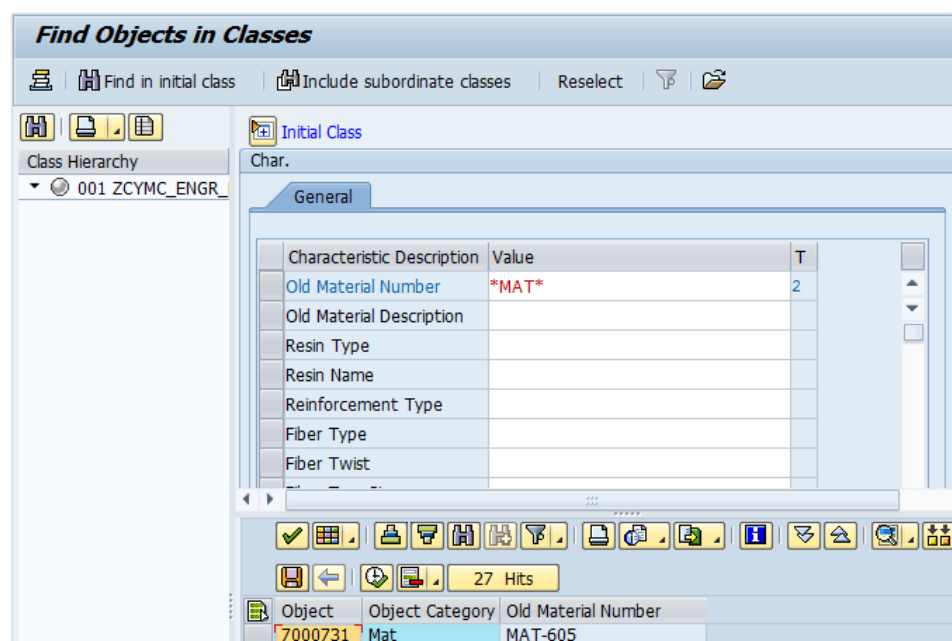
Find in initial class Include subordinate classes Reselect Filter Refresh

Initial Class

Class: ZCYMC_ENGR_MAT

Class Type: 001

- Insert the look-up value in ** and select "Find in initial class". The system will give out search results in the box below



9.2 MM04 – Material based changes

- Enter material number (additional Plant/sales org etc. Specifications can be indicated)

Display Changes: Initial Screen

Selection Parameters

Material	1000134
Change Number	
Plant	
Valuation Type	
Sales Organization	
Distribution Channel	
Warehouse Number	
Storage Type	
Changed by	
From change date	

- View all changes performed in the material

List of all change documents for material 1000134

Selected	Date	Time	Changed by	Change no.	Transaction
☐	04.02.2016	02:40:36	RYAND		MM02(MASS)
☐	26.08.2015	12:57:47	ISACENOKAI		MM02(MASS)
☐	04.03.2015	04:39:43	SHAHA		MM02(MASS)
☐	04.03.2015	00:32:18	CHENNAPRAGAD		MM02
☐	04.03.2015	00:30:30	CHENNAPRAGAD		MM02
☐	04.03.2015	00:16:43	CHENNAPRAGAD		MM01

- Double click on an entry to view values/text changed

Material 1000134
Changed by CHENNAPRAGAD Date 04.03.2015 Time 00:32:18

Action	Organizational Unit	Field Desc.	Old Value	New Value	Additional
Change	Plant 2020 Valuation type	Material-related origin		X	

9.3 ZCYMAT_QUERIES – view based report

- By changing the 'Extended program name' (see list of program names below) you can get a report on different views of the material

Start Report

ReportTyp

Report

Ext. name

Variant

Skip selection screen ☐

Execute in background ☐

- Enter the material number(s) and press "Execute"

Basic View Query

Report-specific selections

Language Key to

Material Number

Output specification

Layout

List of program names:

Queries of user group ZDM_MAT_VALI: Material Post Load Validation

Name	Title	InfoSet	Logical Database	Table/View/Join	InfoSet Title
ZDM_MAT_QUERY0	Basic View Query	ZDM_MAT_VAL_BASIC		MARA ...	Material Validation Infoset Basic View
ZDM_MAT_QUERY1	Material Master MRP View Query	ZDM_MAT_VAL_MRP		MARC	Material Master MRP View
ZDM_MAT_QUERY2	Material Master Accounting View Query	ZDM_MAT_VAL_ACCOUNTING		MARA ...	Material Master Accounting View
ZDM_MAT_QUERY3	Material Master Costing View Query	ZDM_MAT_VAL_COSTING		MARA ...	Material Master Costing View
ZDM_MAT_QUERY4	Material Master WM View Query	ZDM_MAT_VAL_WM		MARA ...	Material Master WM View
ZDM_MAT_QUERY5	Material Master Plant Storage Location View	ZDM_MAT_VAL_PLANT		MARA ...	Material Master Plant Storage Location View
ZDM_MAT_QUERY6	Material Master Purchasing View Query	ZDM_MAT_VAL_PURCHASING		MARA ...	Material Master Purchasing View
ZDM_MAT_QUERY7	Material Master Quality Management Query	ZDM_MAT_VAL_QUALITY		MARA ...	Material Master Quality Management View
ZDM_MAT_QUERY8	Material Master Sales Org 1, 2 Query	ZDM_MAT_VAL_SALES		MARA ...	Material Master Sales Org 1, 2 View
ZDM_MAT_QUERY9	Material Master Workscheduling View Query	ZDM_MAT_VAL_WORKSCHEDULE		MARA ...	Material Master Workscheduling View

ZDM_MAT_QUER10Texts

Exporting the report

Basic View Query

Material MTyp I Material Description

1000250	ZPRO	Z	CYCOM@2020-38%-6KHS-P-380-1	Valid from	Product hierarchy	Σ Numerat.	AUn	Σ Denom.	ItCGr	Σ Gross Weight	WUn	Σ Net Weight	WUn	WUn
1000250	ZPRO	Z	CYCOM@2020-38%-6KHS-P-380-1	00.00.0000	20003	12,500	M	10,000	RLGD	0.855 KG		0.613 KG	KG	KG
1000250	ZPRO	Z	CYCOM@2020-38%-6KHS-P-380-1	00.00.0000	20003	1	M2	1	RLGD	0.855 KG		0.613 KG	KG	KG
1000250	ZPRO	Z	CYCOM@2020-38%-6KHS-P-380-1	00.00.0000	20003	1	PER	1	RLGD	0.855 KG		0.613 KG	KG	KG
						Σ 12,502		Σ 10,002		Σ 2.565 KG		Σ 1.839 KG		

Spreadsheet
Word processing
Local File
Send
Office
ABC Analys.
HTML download

- Export in Excel, please do not use second option

PE1(1)/300 Select Spreadsheet

Formats:

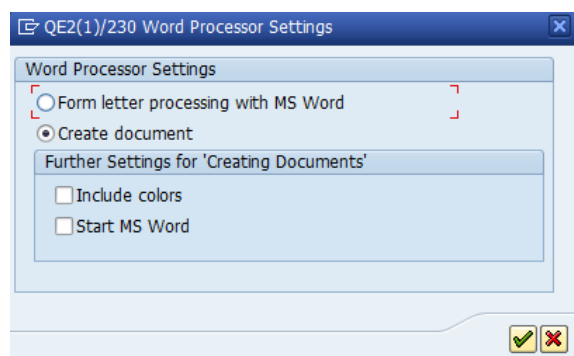
☐ Excel (in MHTML Format)

☐ OpenOffice (in OpenDocument Format 2.0)

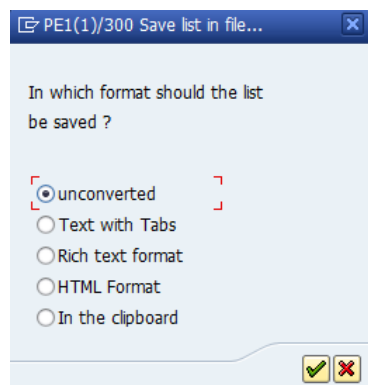
☒ Select from All Available Formats

☐ Always Use Selected Format

- Export in .txt, .html etc. formats



- Export in word document, please use “Create document” option



9.4 MM60 – field report

Materials List

Database selections

Material	1000250	to		
Plant	2020	to		
Material type	ZPRO	to		
Material group		to		
Created by		to		

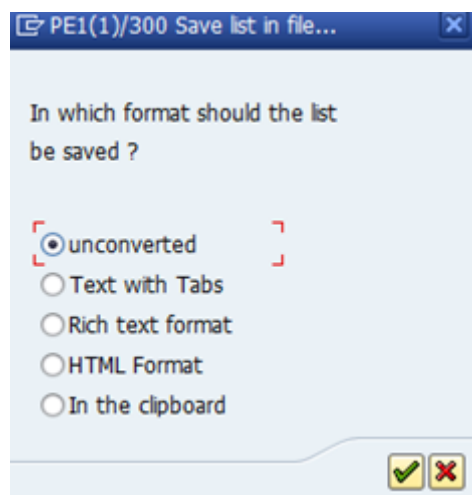
☒ Valuated materials only

- MM60 - Materials List - used to display a list of materials based on the values entered.
- For Riga and Plant Enablers (limited number of fields).
- Materials can be searched as based on material number, plant number, type, group, created by
- By setting the 'Valuated materials only' checkmark, only materials with Accounting and Costing will be displayed

Materials List

Material	Plant	Val. Type	Material Description	Last Change	MTyp	Matl Group	Unit	PGr	ABC	Typ	ValCl	Prc	Price	Crcy	/	Created by
1000250	2020		CYCOM@2020-38%-6KHS-P-380-1250	04.07.2015	ZPRO	MFPRFS	M2	212	C	PD	M002	S	35.58	GBP	1	CHENNAPRAGAD

- Export to Excel



9.5 ZCYMAT_CD – display changes

Display Change Documents

Object class: MATERIAL

Object ID: 00000000000001020038

Last Changed By:

From Date: 17.03.2015

From Time: 00:00:00

To Date: 17.03.2015

To Time: 23:59:59

Change document number:

Table Name:

Table Key <= 70 Char:

Table Key <= 70 Char:

KEYGUID from CDPOS_UID:

Key with column heading:

☒ Display in List Viewer

- Used to look at changes in materials in bulk as based on a specific date
- Also can be used to view a change report for a specific material by indicating the Object ID or by entering the material number with a «*» in front of it

Change Documents for Object Class MATERIAL

Change Documents

Object value	Doc. no.	User	First name	Last name	Department	Date	Time	TCode	Table	Short Description
000000000001031172	4005719	BORCHARD	David	Borchard	Quality	17.10.2015	17:36:04	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031172	4005719	BORCHARD	David	Borchard	Quality	17.10.2015	17:36:04	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031172	4005785	BORCHARD	David	Borchard	Quality	17.10.2015	17:39:45	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031172	4005785	BORCHARD	David	Borchard	Quality	17.10.2015	17:39:45	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031172	4005785	BORCHARD	David	Borchard	Quality	17.10.2015	17:39:45	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031176	4006065	NIKAMALFARM	Mehrdad	Nikamalfard		17.10.2015	18:27:03	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031234	4006281	BORCHARD	David	Borchard	Quality	17.10.2015	18:56:18	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031248	4005943	BORCHARD	David	Borchard	Quality	17.10.2015	18:12:46	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031248	4005943	BORCHARD	David	Borchard	Quality	17.10.2015	18:12:46	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031248	4005943	BORCHARD	David	Borchard	Quality	17.10.2015	18:12:46	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000001031248	4006004	BORCHARD	David	Borchard	Quality	17.10.2015	18:19:18	MM02	DMARM	Shortened MARM Structure for Change Documents
000000000001031248	4006004	BORCHARD	David	Borchard	Quality	17.10.2015	18:19:18	MM02	DMARM	Shortened MARM Structure for Change Documents
000000000001031248	4006004	BORCHARD	David	Borchard	Quality	17.10.2015	18:19:18	MM02	DMARM	Shortened MARM Structure for Change Documents
000000000004002936	4002077	WOODHOUSE	Marie	Woodhouse		17.10.2015	11:17:27	MM02	MARC	Plant Data for Material
000000000004002936	4002077	WOODHOUSE	Marie	Woodhouse		17.10.2015	11:17:27	MM02	MARC	Plant Data for Material
000000000004002936	4002077	WOODHOUSE	Marie	Woodhouse		17.10.2015	11:17:27	MM02	MARC	Plant Data for Material
000000000004002936	4002077	WOODHOUSE	Marie	Woodhouse		17.10.2015	11:17:27	MM02	MARC	Plant Data for Material
000000000004002936	4002077	WOODHOUSE	Marie	Woodhouse		17.10.2015	11:17:27	MM02	MARC	Plant Data for Material
000000000007030309	4006356	NIKAMALFARM	Mehrdad	Nikamalfard		17.10.2015	19:07:00	C223	DMKAL	Shortened MKAL Structure for Change Documents
000000000007030330	4006282	NIKAMALFARM	Mehrdad	Nikamalfard		17.10.2015	18:56:40	C223	DMKAL	Shortened MKAL Structure for Change Documents

Appendix 1 – List of Plant Data Stewards

IM	Sales org. / Co. code		Plant		ZPRO / ZDEN	ZROH / ZUNW / ZHBE / ZLAG
Process Materials	1246	Santa Fe Springs	2025	Sumner	jennifer.dominguez@aerovac.com	jennifer.dominguez@aerovac.com
			2040	Santa Fe Springs	tracy.ng@aerovac.com	tracy.ng@aerovac.com
					mehrdad.nikamalfard@aerovac.com	mehrdad.nikamalfard@aerovac.com
					demitri.wimalaratne@aerovac.com	demitri.wimalaratne@aerovac.com
					claudine.ragasa@aerovac.com	claudine.ragasa@aerovac.com
	7250	Keighley	2030	Worth Bridge	alan.fothergill@aerovac.com	alan.fothergill@aerovac.com
			2050	Keighley	marie.woodhouse@aerovac.com	marie.woodhouse@aerovac.com melanie.greenfield@aerovac.com
	7252	Toulouse	2035	St Jean	adeline.gourc@aerovac.com	adeline.gourc@aerovac.com
			2100	Euro Center	laetitia.villemeney@aerovac.com	laetitia.villemeney@aerovac.com
	7257	Mondovi	2045	Mondovi	gualtiero.testa@aerovac.com	andrea.peano@aerovac.com
			2085	Longind	gianni.ronco@aerovac.com	elena.vinai@aerovac.com
			2090	Lotrans		
	Structural Materials: transferred to SAP WP2	1237	Tulsa	2015	Tulsa	Shannon Parkerson
2065				Broken Arrow	Patrick Lightsey	Chazz Pelfrey
2070				United Frozen Storage	Vanessa Gonzalez	Clint Baker (backup)
7218		Heanor	2005	TDG Warehouse	Alexandra Wheatley	Alexandra Wheatley
			2010	Heanor site 4	James Taylor	James Taylor
			2055	Bestwick	Graham Hill	Graham Hill
			2095	Heanor site 1	Lauren Kavanagh	Amanda Brown
7223		Manchester	2020	Manchester		Lauren Kavanagh
			2075	Mont Blanc Cold Storage		
	2105		Matthews Transport			

Appendix 2 – Material Request form

All material request forms are located here: https://drive.google.com/drive/folders/15ReRGelD9EYpzsQyVQvWlyC1wue_K1SX

My Drive > DATA MANAGEMENT > *MATERIAL DOMAIN > *SAP PE1 ▾ 👤

Name ↑	Owner	Last modified	File size
 Fin.Goods.Collection FormV6.xlsm 👤	Datamanagement Cytec	Oct 4, 2021 Camila Guimaraes	244 KB
 Material Request Form_HEANOR_Dual Maint.xlsm 👤	Elina Ozolina	Aug 18, 2021 Aleksandrs Pank...	364 KB
 Material Request Form_V5.xlsm 👤	Datamanagement Cytec	Oct 4, 2021 Camila Guimaraes	226 KB
 SAP IM Procured Goods Collection Form.xlsm 👤	Datamanagement Cytec	Oct 4, 2021 Viktorija Kaluznaja	257 KB
 WP1 Composites Material Request Form.xlsx 👤	Datamanagement Cytec	Sep 21, 2021 Everita Abeltina	151 KB

Appendix 3 – Material Types

Material Types								Available Views
Produce Material (ZPRO)	Procured Material (ZROH)	Capitalized Spares For Projects (ZUNW)	Spares (Repairs and Consumables, MRO) (ZHBE)	Service Items (ZDEN)	Manufacturing Part Number (ZHRS)	Non Stock Material (ZLAG)	Returnable Packaging (ZLEH)	
✓	✓	✗	✓	✓	✗	✗	✓	Sales
✓	✓	✓	✓	✗	✓	✓	✓	Purchasing
✓	✓	✓	✓	✗	✗	✗	✓	MRP
✗	✗	✗	✗	✗	✗	✗	✗	Forecasting
✓	✗	✗	✗	✗	✗	✗	✗	Work Scheduling
✓	✓	✗	✓	✓	✗	✗	✗	Accounting
✓	✓	✗	✗	✗	✗	✗	✗	Costing
✓	✓	✓	✓	✗	✗	✗	✓	QM
✓	✓	✓	✓	✗	✗	✗	✓	Plant / St. Loc.
✓	✓	✓	✓	✗	✗	✗	✓	Import
✓	✓	✗	✓	✗	✗	✗	✓	Export
✓	✓	✓	✗	✗	✗	✗	✗	WM
✓	✓	✗	✓	✗	✗	✗	✗	EHS (N/A)
✓	✓	✗	✗	✗	✗	✗	✗	Label (N/A)
✓	✓	✓	✓	✗	✗	✗	✓	Quantity Update
✓	✓	✗	✓	✗	✗	✗	✗	Value Update

Appendix 4 – Material number ranges

Material Type Description	SAP Material Type	Assigned Number Ranges
Produced Materials.	ZPRO	1000000 - 3999999
Procured Materials	ZROH	4000000 - 6999999
Factory Goods		7000000 - 9999999
1) Capitalized Spares	ZUNW	
2) Spares	ZHBE	
3) Service Item	ZDEN	
4) Manufacturing Part Number	ZHRS	
5) Non-Stock Material	ZLAG	
6) Returnable Packaging	ZLEH	

Appendix 5 – Material type definition

Description	Material Type Definition
Produced Materials (ZPRO)	Finished Goods and Intermediate items Valuated = Yes Tracked in Inventory = Yes
Procured Materials (ZROH)	Raw Materials, Re-sale Items, Packaging (included in Production BOM) Valuated = Yes Tracked in Inventory = Yes
Non-Valuated Materials (ZUNW)	Non-Valuated Materials, such as Capitalized Spares for Projects, with inventory tracking. Valuated = No Tracked in Inventory = Yes
Spares (Consumable Supplies, MRO) (ZHBE)	MRO (Maintenance/Repair/Operating) materials, Consumable Supplies, Engineering Spares, etc. Valuated = Yes Tracked in Inventory = Yes
Service Items (ZDEN)	Services provided to customers, such as Annual Fee in MSA contracts, Miscellaneous Charges, Testing Fee, etc. Valuated = Yes Tracked in Inventory = No
Manufacturer Part Numbers (ZHRS)	Used by Procurement & Quality; Manufacturer Part Number materials are set up as children assigned to Parent Raw Materials; created to manage manufacturer contracts Valuated = No Tracked in Inventory = No
Non-Stock Material (Consumable Supplies, MRO) (ZLAG)	MRO (Maintenance/Repair/Operating) materials, Indirect (non-production/non-BOM) procured materials, such as Office Supplies and other Consumable Supplies Valuated = No Tracked in Inventory = No
Returnable Packaging (ZLEH)	Returnable Cylinders Valuated = No Tracked in Inventory = Yes

Appendix 6 – Required Documentation for Material Maintenance Requests Based on the Type of Change

Type of set up/change	Plant data steward approval required?	Required documentation/information	Responsible party
Finished Good / Intermediate creation (Global Views)	YES	Request form	DMO
Factory Good (Raw Material) creation (Global Views)	YES (except for <u>Heanor</u> and <u>Manchester</u>)	Request form	DMO
Material extension to plants	YES	Collection form	Plant Stewards
Material Global view specific field changes (Material Group; Resin Type; Resin Name; Reinforcement Type; Fiber Twist; Fiber Tow Size; Fiber Sizing; Recommended Storage Statement; Resin Lot Definition; Fiber/Fabric definition; Material Planning Subtype)	YES	Request form	DMO
Material Global view specific field changes (any other fields not mentioned in the p. above)	YES	Request form	DMO
Alternative Units of Measure (conversion change)	YES	Conversion expressed in format of Base <u>UoM</u> vs Alternative <u>UoM</u>	DMO Procurement and Pricing to be informed
Alternative Units of Measure (adding an additional/missing <u>UoM</u>)	YES	Conversion expressed in format of Base <u>UoM</u> vs Alternative <u>UoM</u>	DMO
Material extension (to storage locations)	YES	Plant and location numbers	Plant Stewards / DMO
Manual / Automatic Mass Changes	YES	Mass Change Request form	DMO
Any Local view field changes that involve default values per Job Aid (if the field is currently blank).	NO (but they need to be informed)	No documentation required	DMO
Description change	YES	Request form	DMO

