

# SAP IM Material Master Maintenance

|                                                                                                           |    |
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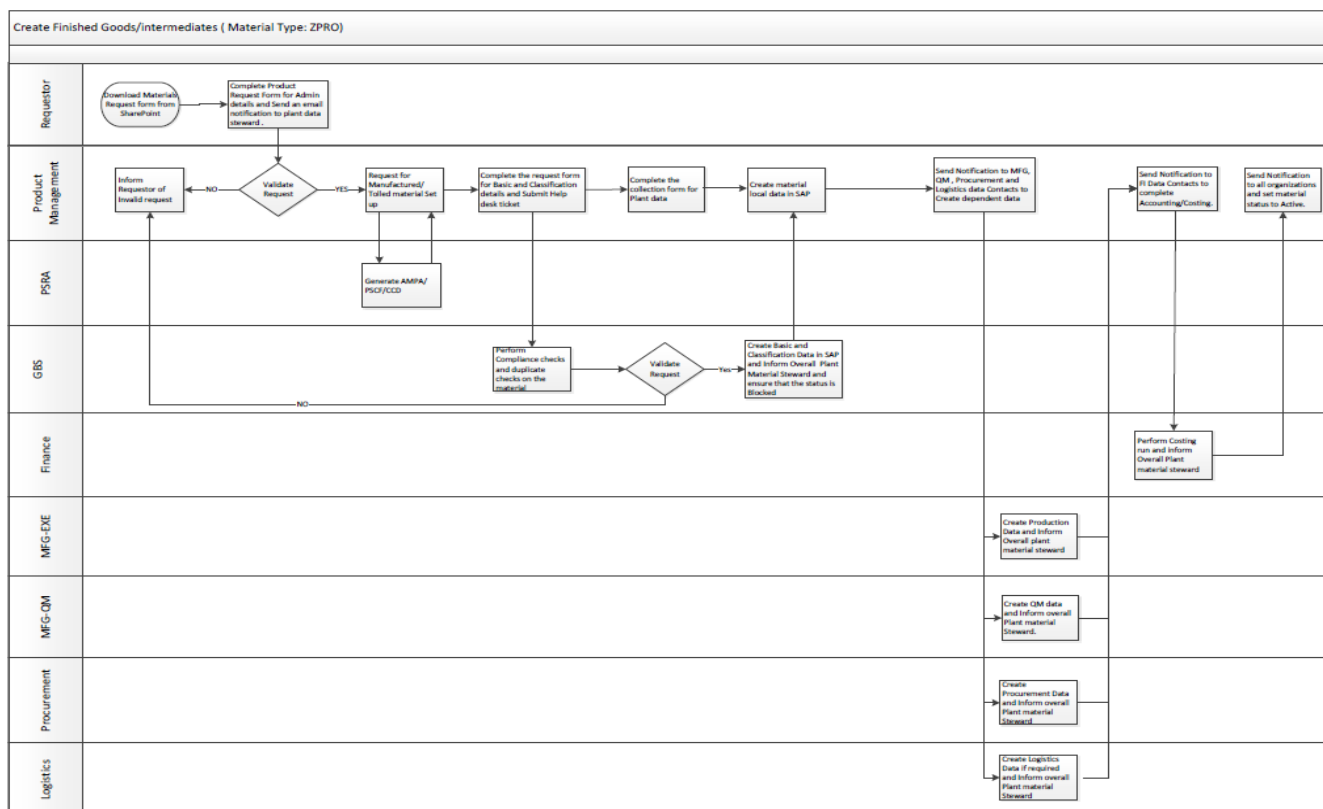
## 1 PURPOSE

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

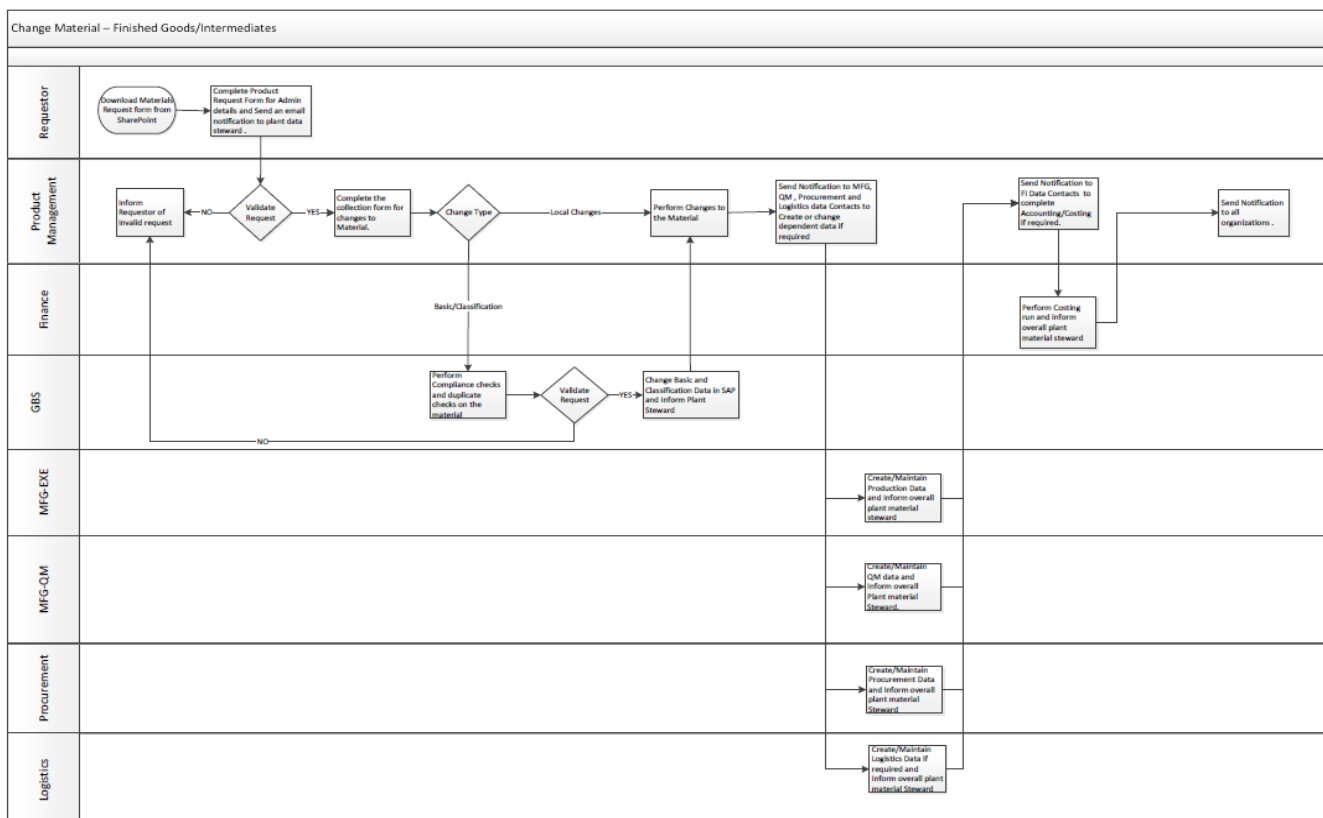
- Produced Materials;
- Procured Materials;
- Capitalized Spares for Projects;
- Spares (Repairs and Consumables, MRO);
- Service Items, Manufacturer Part Numbers;
- Non Stock Material;
- Returnable Packaging items;
- Non valuated

## Process Flow

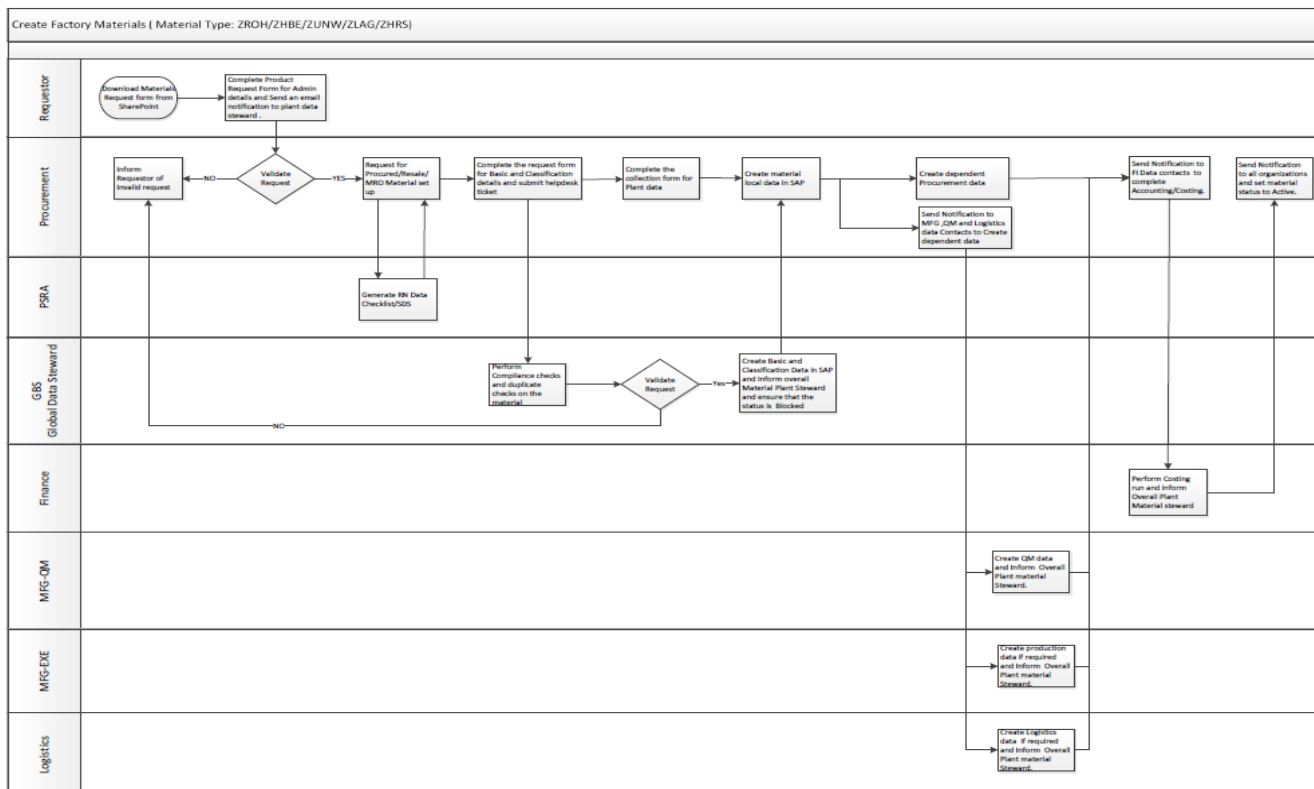
**Finished Goods/Intermediates creation** (Material Type: ZPRO)



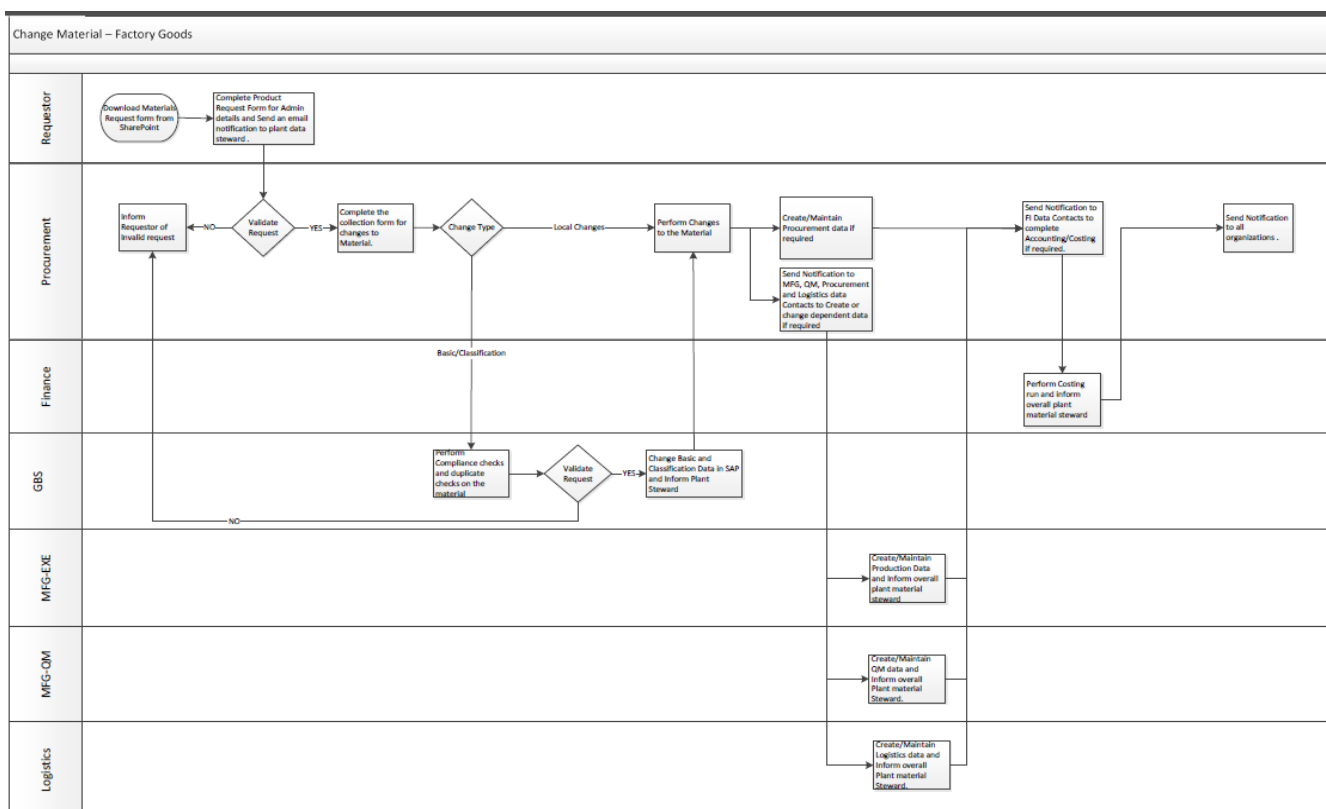
### Finished Goods/Intermediates change (Material type: ZPRO)



### 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<br>WERB Product catalogs<br>PROD Product groups<br>FHMI Production Resource/Tool<br>ROH Raw materials<br>LEIH Return.pack.- DO NOT USE<br>ZLEH Returnable Packaging<br>HALB Semifinished Product<br>DIEN Service<br>ZDEN Service Items<br>ERSB Spare Parts<br>ZHBE Spares-Rep,Consumables,MRO<br>HAWA Trading Goods<br>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) X

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

#### General Data

|                                              |                                 |                 |                                     |
|----------------------------------------------|---------------------------------|-----------------|-------------------------------------|
| Base Unit of Measure                         | <input type="text" value="M2"/> | Material Group  | <input type="text" value="MFPRFH"/> |
| Old material number                          | <input type="text"/>            | Ext. Matl Group | <input type="text"/>                |
| Division                                     | <input type="text"/>            | Lab/Office      | <input type="text"/>                |
| Product allocation                           | <input type="text"/>            | Prod.hierarchy  | <input type="text" value="20002"/>  |
| X-plant matl status                          | <input type="text"/>            | Valid from      | <input type="text"/>                |
| <input type="checkbox"/> Assign effect. vals |                                 | GenItemCatGroup | <input type="text" value="RLGD"/>   |

#### Material authorization group

Authorization Group

#### Dimensions/EANs

|                 |                                    |              |                                 |
|-----------------|------------------------------------|--------------|---------------------------------|
| Gross Weight    | <input type="text" value="0.200"/> | Weight unit  | <input type="text" value="KG"/> |
| Net Weight      | <input type="text" value="0.200"/> |              |                                 |
| Volume          | <input type="text"/>               | Volume unit  | <input type="text"/>            |
| Size/dimensions | <input type="text"/>               |              |                                 |
| EAN/UPC         | <input type="text"/>               | EAN Category | <input type="text"/>            |

#### Competitors

Competitor

#### Packaging material data

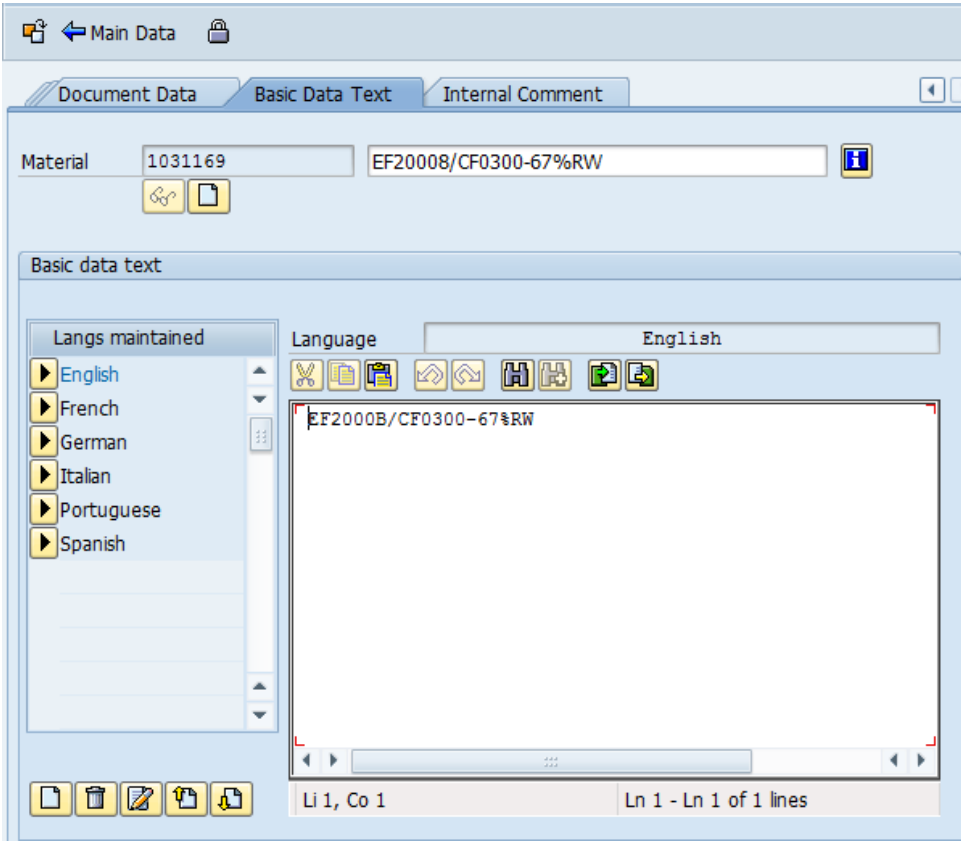
Matl Grp Pack.Matls  ☐ Product Composition

#### Basic Data Texts

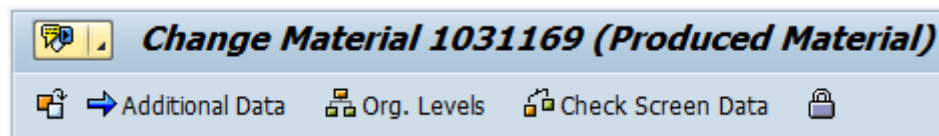
Languages Maintained 
 Basic Data Text
 Language:

| Field                       | Description                                                                                                                                                                                                                         | Value                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Internal description</b> | 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            |
| <b>Base UoM</b>             | 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.<br><br>Cytec uses 5 BUoM - EA, KG, L, M, M2. | Check the form            |
| <b>Division</b>             | 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).             | <b>Currently not used</b> |
| <b>X-plant matl status</b>  | 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    |
| <b>Material group</b>       | Used to group materials with similar attributes                                                                                                                                                                                     | Check the form            |

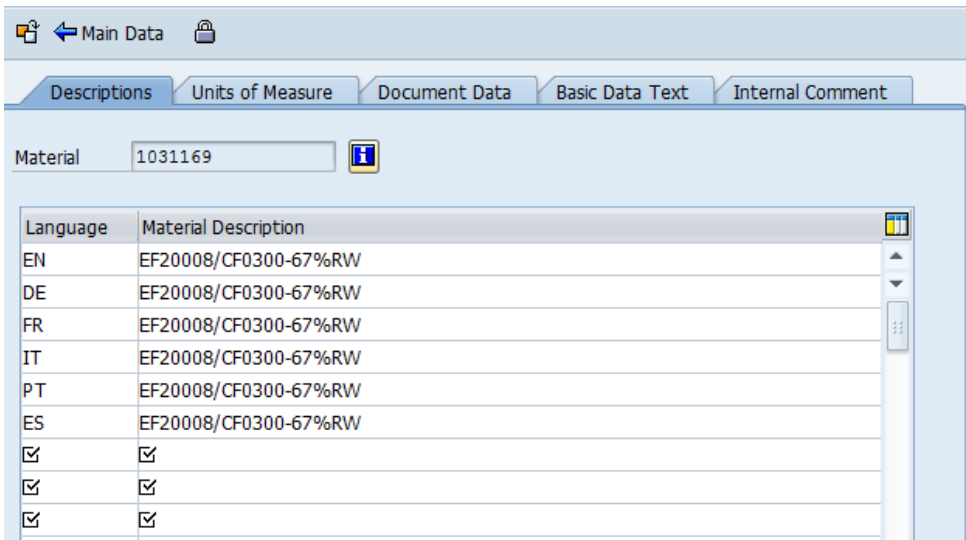
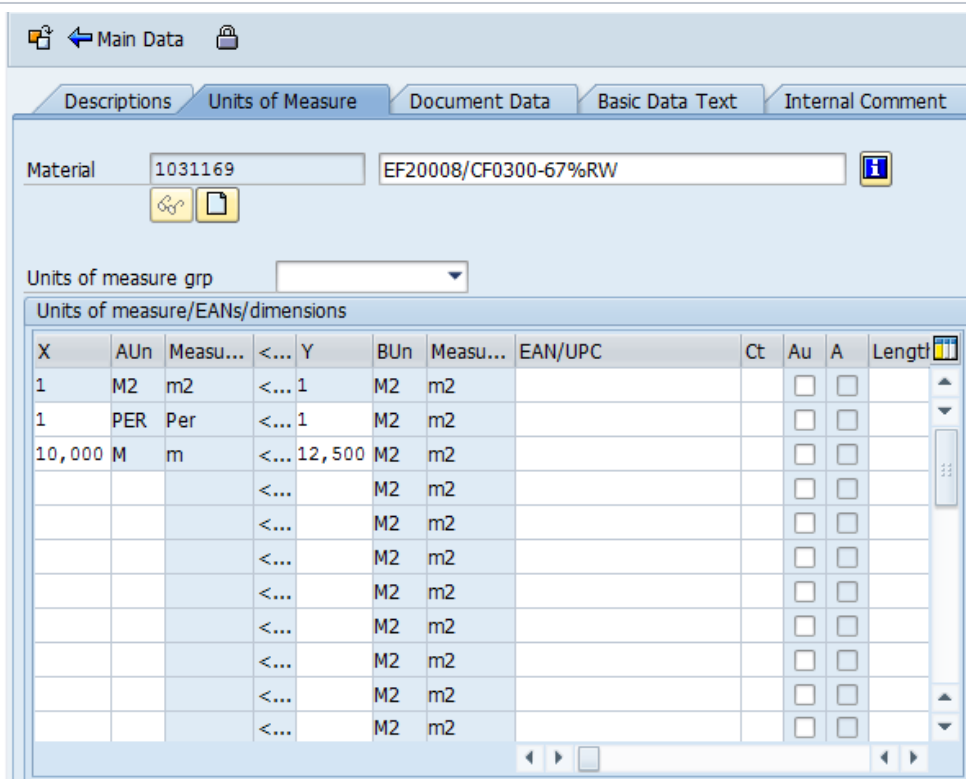


|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                          |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Prod. Hierarchy</b>                                                              | String used for grouping together materials by combining different characteristics.                                                                                                                                                                                                                                                                                                                                                                               | Check the form                                                                                                           |
| <b>Authorization group</b>                                                          | This field dictates rules for handling of material and information in downstream development and operations.                                                                                                                                                                                                                                                                                                                                                      | Check the form                                                                                                           |
| <b>Gross weight</b>                                                                 | Only for exporting purposes that include transportation costs, Purchasing and Sales views.<br><br><b>Not mandatory for Service (ZDEN), Non Stock Material (ZLAG) or Manufacturer Part Numbers Material (ZHRS).</b>                                                                                                                                                                                                                                                | Check the form                                                                                                           |
| <b>Net weight</b>                                                                   | Weight of one unit of measure and is used for legal purposes in European countries as it shows up on the INTRASTAT.<br><br><b>Not mandatory for Service (ZDEN), Non Stock Material (ZLAG) or Manufacturer Part Numbers Material (ZHRS).</b>                                                                                                                                                                                                                       | Check the form                                                                                                           |
| <b>Weight unit</b>                                                                  | Always KG                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Always KG                                                                                                                |
| <b>Basic Data Texts = External Description</b>                                      | <p>The field is populated in English for all materials across all Cytec locations. Mandatory field, up to 60 uppercase characters.</p> <ul style="list-style-type: none"> <li>For MATERIAL TYPE = PRODUCED finished good items, enter External Description</li> <li>For MATERIAL TYPE = PROCURED items with Trade Names other than the CEM internal description, enter Trade Name as External Description</li> <li>For other material types, enter N/A</li> </ul> | 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 |
|-------|-------------|-------|---------|
|-------|-------------|-------|---------|

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

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      |                     |
| <input type="checkbox"/> Assign effect. vals |    |    | GenItemCatGroup | RLGD   Rolled Goods |

| Field                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | D                      |                          |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|----------------|------|-------|-----|---------------------------------|-----|--------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------|--|--|--|--|--|--------------------------|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Choose „Material Class“ (001) and press "Enter":</p> <p>Class Type (1)   4 Entries found</p> <p><b>Restrictions</b></p> <p> </p> <table border="1"> <thead> <tr> <th>Class type description</th> <th>Ty.</th> </tr> </thead> <tbody> <tr> <td>Material Class</td> <td>001</td> </tr> <tr> <td>Batch</td> <td>023</td> </tr> <tr> <td>Material (Configurable Objects)</td> <td>200</td> </tr> <tr> <td>Variants</td> <td>300</td> </tr> </tbody> </table>                                                                                                                                                                                                          | Class type description | Ty.                      | Material Class | 001  | Batch | 023 | Material (Configurable Objects) | 200 | Variants                 | 300 | <p>It is possible to change Class Types by selecting the „O</p> <p>It is possible to add Classes by pressing the „Multiple cl</p> |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
| Class type description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ty.                    |                          |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
| Material Class                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 001                    |                          |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
| Batch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 023                    |                          |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
| Material (Configurable Objects)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 200                    |                          |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
| Variants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 300                    |                          |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
| <p><b>Classification</b></p> <p> </p> <p><b>Object</b></p> <p>Material: 1031170   EF20008/CF0300-67%RW</p> <p>Class Type: 001      Material Class</p> <p><b>Assignments</b></p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>St...</th> <th>S..</th> <th>I...</th> <th>Itm</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Entry   / 12</p> | Class                  | Description              | St...          | S..  | I...  | Itm |                                 |     | <input type="checkbox"/> |     |                                                                                                                                   |  |  |  | <input type="checkbox"/> |  |  |  |  |  | <input type="checkbox"/> |  |  |  | <p>It is optional to add class that does not have any Charac</p> <p>SAP Class codes are highlighted in light grey color:</p> <p><b>Manufacturing</b>   ZCYMI</p> <p><b>ECCN</b></p> |
| Class                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Description            | St...                    | S..            | I... | Itm   |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        | <input type="checkbox"/> |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        | <input type="checkbox"/> |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        | <input type="checkbox"/> |                |      |       |     |                                 |     |                          |     |                                                                                                                                   |  |  |  |                          |  |  |  |  |  |                          |  |  |  |                                                                                                                                                                                     |

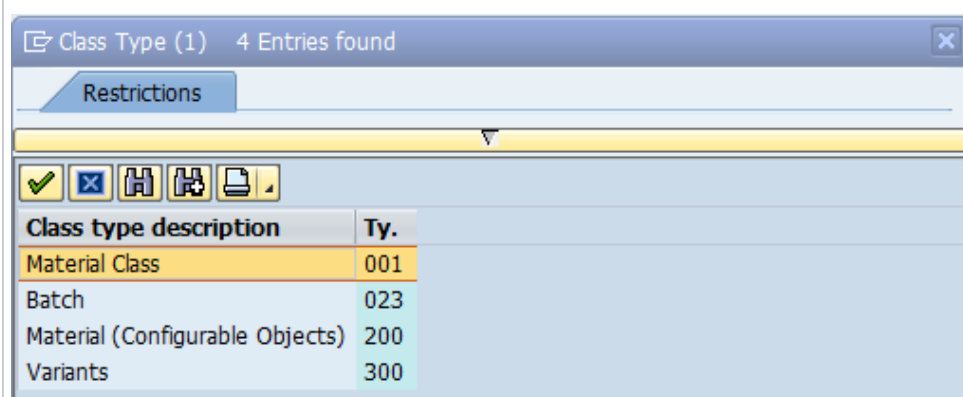
Characteristic codes are highlighted in light grey color n

**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 | <ul style="list-style-type: none"> <li>The Default value for this field is – Z2 (FOR ALL ZPRO Materials)</li> <li>The Default value for this field is – Z1 (FOR ALL ZROH Materials)</li> <li>The Default value for this field is – Z1 (FOR ALL ZHBE Materials)</li> <li>The Default value for this field is – Z1 (FOR ALL ZUNW Materials)</li> <li>The Default value for this field is – Z3 (FOR ALL ZDEN Materials)</li> </ul> |
| Item category group      | Choose from the list (see template). <b>Value must be aligned with Gen. item cat. grp.</b>                                                                                                                                                                                                                                                                                                                                      |
| Material Group 1         | <ul style="list-style-type: none"> <li>Default = BLANK, used for shared materials in Heanor, Manchester and Tulsa (see template)</li> </ul>                                                                                                                                                                                                                                                                                     |
| Material Group 4         | <ul style="list-style-type: none"> <li>ECCN Code, mandatory when material is:             <ul style="list-style-type: none"> <li>Structural</li> <li>Process + Exported</li> </ul> </li> </ul>                                                                                                                                                                                                                                  |
| Material Group 5         | <ul style="list-style-type: none"> <li>HTS Code, mandatory when material is:             <ul style="list-style-type: none"> <li>Process +Exported</li> </ul> </li> </ul>                                                                                                                                                                                                                                                        |

**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   | <ul style="list-style-type: none"> <li>The Default value for this field for types ZPRO, ZLEH and ZROH is - Z2</li> <li>Else = KP</li> </ul>                 |
| Batch Management     | <ul style="list-style-type: none"> <li>Check the form</li> <li>This field is repeating also in Purchasing, Plant Data and Warehouse Mgmt 1 views</li> </ul> |
| Transportation Group | Check the form                                                                                                                                              |

| Profit Center          | Check the form                                                                                                                                                                                                                                                                                                                                                |                        |      |      |      |      |                      |      |      |      |      |                   |      |      |      |      |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|------|------|------|----------------------|------|------|------|------|-------------------|------|------|------|------|
|                        | <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 |      |      |                      |      |      |      |      |                   |      |      |      |      |

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                         | <ul style="list-style-type: none"> <li>For ZPRO and ZROH the Default value is Z001</li> <li>Else Default value is Z002</li> </ul> |  |
| GR processing time                           | Default value is 1                                                                                                                |  |
| Quota Arrangement Usage                      | Default value is 4                                                                                                                |  |
| Post to Inspection                           | Default value is BLANK<br>Check the form                                                                                          |  |
| Source List                                  | Default value is                                                                                                                  |  |
| Int. Material master (visible for ZHRS only) | For ZHRS populate with Raw Material                                                                                               |  |

|                                                              |                                                                                                                                                         |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manufacturer Part Number</b>                              | <ul style="list-style-type: none"> <li>For ZHRS material type populate with catalog number of the manufacturer</li> <li>Else Default = BLANK</li> </ul> |
| <b>Manufacturer Part Profile ( for ZROH only)</b>            | Check the form<br><br>ZMP1 - Cytec: Restricted MPN Profile<br><br>ZMP2 - Cytec: Unrestricted MPN Profile                                                |
| <b>Manufacturer (for ZHRS only)</b>                          | populate with the Manufacturer number                                                                                                                   |
| <b>Buyer Group – c</b><br>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                                 |     |      | <input checked="" type="checkbox"/> Autom. PO |        |          |   |
|                                                      |     |      | OB Management                                 | 1      |          |   |
| <input checked="" type="checkbox"/> Batch management |     |      | OB ref. matrial                               |        |          |   |

**Purchasing values**

|                      |        |                                             |                                                         |
|----------------------|--------|---------------------------------------------|---------------------------------------------------------|
| Purchasing value key | Z001   | 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 | <input type="checkbox"/> Unltd Overdelivery | <input checked="" type="checkbox"/> Acknowledgment Reqd |

**Other data / manufacturer data**

|                    |        |                                                 |
|--------------------|--------|-------------------------------------------------|
| GR Processing Time | 1 days | <input type="checkbox"/> Critical Part          |
| Quota arr. usage   | 4      | <input checked="" type="checkbox"/> Source list |
|                    |        | JIT Sched. Indicator                            |
| Mfr Part Number    |        | Mfr Part Profile                                |
|                    |        | 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

|                         |                                                                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MRP Group</b>        | <ul style="list-style-type: none"> <li>If Procurement Type = 'E' then Z040</li> <li>If Procurement Type = 'F' then ZDRT (for ZROH materials)</li> </ul> |
| <b>ABC indicator</b>    | default to C or enter as indicated in the template                                                                                                      |
| <b>MRP Type</b>         | <ul style="list-style-type: none"> <li>For ZROH, ZPRO – the Default value is PD</li> <li>For ZUNW, ZHBE, ZLEH – the Default value is ND</li> </ul>      |
| <b>Reorder Point</b>    | insert from template                                                                                                                                    |
| <b>MRP Controller</b>   | choose from the list (see template)                                                                                                                     |
| <b>Lot Size</b>         | the Default value is EX                                                                                                                                 |
| <b>Minimum Lot Size</b> | leave this field BLANK                                                                                                                                  |



|                            |                        |
|----------------------------|------------------------|
| <b>Maximum Lot Size</b>    | leave this field BLANK |
| <b>Fixed Lot Size</b>      | leave this field BLANK |
| <b>Maximum Stock Level</b> | leave this field BLANK |
| <b>Assembly Scrap %</b>    | 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

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procurement Type</b>         | <ul style="list-style-type: none"> <li>If produced in this plant, default to 'E'</li> <li>If procured (see scenarios below), default to 'F'</li> <li>If both produced and procured, DO YOU PRODUCE PRODUCT more often In-House? <ul style="list-style-type: none"> <li>If Yes, default to 'E'</li> <li>If No, default to 'F' (for ZROH materials)</li> </ul> </li> <li>For ZUNW, ZHBE or ZLEH – the Default value is F with the exception of R&amp;D Samples where it is E</li> </ul>                                                                                                                                 |
| <b>Special Procurement Type</b> | <p>If Procurement Type = 'E' and</p> <ul style="list-style-type: none"> <li>Phantom – the Default value is 50</li> <li>Else Default is BLANK</li> </ul> <p>If Procurement Type = 'F' and product is procured from</p> <ul style="list-style-type: none"> <li>External vendor – Default to BLANK</li> <li>Vendor consigned – the Default value is 10</li> <li>Sub-contractor – the Default value is 30</li> <li>From any physical locations under Heanor 1, Heanor 4, Manchester or Tulsa – select from list of SAP plants separated by '/' if multiples</li> <li>Cytec plant not on SAP – default to BLANK</li> </ul> |

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 Joint production

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

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Backflush</b>                                                      | <ul style="list-style-type: none"> <li>• If material is Batch managed – leave Backflush BLANK</li> <li>• If material is NOT Batch managed – value may be necessary</li> </ul>                                                                                                                                                                                                                                                                                                                                          |
| <b>Batch Entry</b>                                                    | leave this field BLANK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Production Storage Location</b>                                    | <ul style="list-style-type: none"> <li>• leave this field BLANK. If available by MFG or LOGISTICS, provide location.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Storage Location for EP</b>                                        | <ul style="list-style-type: none"> <li>• For all ZPRO Materials this value should be set to 0002</li> <li>• For all ZROH, ZHBE Materials this value should be set to 0001</li> <li>• For all ZUNW or ZLEH Materials the Default value is 0</li> <li>• For 2065 (Broken Arrow only) – please select 0001</li> <li>• For 2070 (United Frozen Storage) – please select 0002</li> </ul>                                                                                                                                    |
| <b>In House Production</b>                                            | Default value is 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>GR Processing Time in Days</b><br>(duplicate from Purchasing view) | Default value is 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Sched. Margin Key</b>                                              | Default value is 000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Planned Delivery Time</b>                                          | <p>number of calendar days needed to obtain the material if it is procured externally</p> <ul style="list-style-type: none"> <li>• If Procurement Type = 'F' (Procured) at this plant, enter a value in calendar days. Value must be greater than 0.</li> <li>• 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.</li> <li>• If information is unavailable, the Default value is 1.</li> </ul> |
| <b>Safety Stock</b>                                                   | if available, use the value; otherwise leave blank                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Minimum Safety Stock</b>                                           | if available, use the value; otherwise leave blank                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Safety Time indicator</b>                                          | defines whether the safety time is only to apply to independent requirements or to all requirements. Enter as requested.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Safety time/act. cov.</b>                                          | enter number of workdays by which the requirements are to be brought forward (if requested).                                                                                                                                                                                                                                                                                                                                                                                                                           |

#### 4.4.3. MRP 3

|                                      |                                                                                                     |
|--------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Period Indicator</b>              | Default value is M                                                                                  |
| <b>Strategy Group</b>                | Default value is 40                                                                                 |
| <b>Consumption Mode</b>              | leave this field BLANK                                                                              |
| <b>Fwd Consumption Per</b>           | leave this field BLANK                                                                              |
| <b>Bwd Consumption Per</b>           | leave this field BLANK                                                                              |
| <b>Total Replenishment Lead Time</b> | 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

|                                                            |                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Method for Selecting Alternative Bills of Materials</b> | <ul style="list-style-type: none"> <li>For ZPRO with Procurement Type = 'E' and Special procurement key = BLANK, default this value to 3, else BLANK.</li> <li>If Material is a Phantom Material (Procurement Type = E, Special procurement key = 50), then this should be kept BLANK</li> </ul> |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

|                                      |                                                                                                                                                                                                                |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit of Issue</b>                 | <ul style="list-style-type: none"> <li>If Base Unit of Measure = M2, then the Default value is M</li> <li>If the Unit of Issue is different than the Base Unit of Measure then populate accordingly</li> </ul> |
| <b>Under Delivery Tolerance</b>      | Default value is 10                                                                                                                                                                                            |
| <b>Over Delivery Tolerance</b>       | leave this field Blank                                                                                                                                                                                         |
| <b>In House Production Time</b>      | leave this field Blank                                                                                                                                                                                         |
| <b>Production Unit</b>               | if Base Unit of Measure = M2, then the Default value is M                                                                                                                                                      |
| <b>Production Supervisor</b>         | if Procurement Type = F, then Default = 999. If Procurement Type = E choose from table below                                                                                                                   |
| <b>Production Scheduling Profile</b> | if Procurement Type = F, then Default = 999. If Procurement Type = E or Procurement Type = X choose from table below                                                                                           |
| <b>OB Management</b>                 | value "1" only for ZPRO and ZROH whenever Batch Management is active                                                                                                                                           |

MRP 4 Work Scheduling Plant data / stor. 1 Plant data / stor. 2 Wa...

Material 1030078 MBEU189595 FITTED

Plant 2095 Heanor Site 1

**General Data**

Base Unit of Measure EA each Unit of issue

Production unit P-S matl status Valid from

Prodn Supervisor 102 MTS-EUML Prod.stor.loc.

Prod.Sched.Profile ZSEUML MTS-EUML Mat. Grouping

Serial no. profile SerLevel Overall profile

☐ Critical Part ☐ Version Indicator **ProdVersions**

☐ Batch rec. req. Batch entry ☒ BatchManagement

OB Management 1 OB ref. matrial

**Tolerance data**

Underdely tol. 10.0 percent Overdely tol. percent ☐ Unlimited

**In-house production time in days**

Lot size dependent Lot size independent

Setup time Interoperation InhseProdTime

Processing time Base quantity

**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

|                                                                           |                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Storage Bin (Issue Pending)</b>                                        | please leave this field BLANK. If Material Type = MRO, input the Storage Bin Number associated with the item.                                                                                                                        |
| <b>Container Storage (Container reqmts)</b>                               | please leave this field BLANK                                                                                                                                                                                                        |
| <b>Physical Inventory Indicator for Cycle Counting</b>                    | for all IM Materials default = 'B' or as indicated on template                                                                                                                                                                       |
| <b>CC Fixed</b>                                                           | please leave this field BLANK                                                                                                                                                                                                        |
| <b>Label Type</b>                                                         | if GLOBAL field "Sub Batch Config" is set, then default to 'M7', otherwise default to 'M6'                                                                                                                                           |
| <b>Label Form</b>                                                         | default value E1                                                                                                                                                                                                                     |
| <b>OB Management</b>                                                      | <ul style="list-style-type: none"> <li>The Default value is 1</li> <li>Please leave this field BLANK for materials that are not Batch Managed (see template)</li> <li>For ZUNW/ZHBE /ZLEH – please leave this field BLANK</li> </ul> |
| <b>Batch Management</b>                                                   | see template                                                                                                                                                                                                                         |
| <b>Storage Conditions</b>                                                 | <ul style="list-style-type: none"> <li>For ZPRO the Default value is 20</li> <li>For ZROH the Default value is 10</li> <li>For ZUNW/ZHBE /ZLEH the Default value is 0</li> </ul>                                                     |
| <b>Haz Material Number</b>                                                | leave this field BLANK                                                                                                                                                                                                               |
| <b>Min. Rem. Shelf Life</b>                                               | <ul style="list-style-type: none"> <li>if Total Shelf Life is greater than 0, the Default value is 1</li> </ul>                                                                                                                      |
| <ul style="list-style-type: none"> <li><b>Total Shelf Life</b></li> </ul> | <ul style="list-style-type: none"> <li>Select Month to Days conversion from list</li> <li>If "infinite days", default to '7300'</li> </ul>                                                                                           |
| <b>Period Indicator for SLED</b>                                          | 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

|                             |                                                 |
|-----------------------------|-------------------------------------------------|
| <b>Unit of Issue</b>        | if Base Unit of Measure = M2, then default to M |
| <b>Picking Storage Type</b> | please leave this field BLANK                   |

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

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

|                                                          |                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QM material auth. Group</b>                           | should be the SAME as in Basic Data                                                                                                                                                                                                                                                                                 |
| <b>Documentation Required</b>                            | if QM necessary, the Default value is                                                                                                                                                                                                                                                                               |
| <b>Inspection Interval</b>                               | see template                                                                                                                                                                                                                                                                                                        |
| <b>QM in Procurement is Active</b>                       | if product is externally procured by plant or Procure Type is 'F', default to . Otherwise BLANK.                                                                                                                                                                                                                    |
| <b>Control key for Quality Management in Procurement</b> | <ul style="list-style-type: none"> <li>If "QM in Procurement is Active" field = and you don't want to implement procurement controls in the current plant, select '0000'</li> <li>Select Z930 to enable Quality Cert requirement, Invoice blocking (until it moves out of QI stock), No Document Control</li> </ul> |

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

|                                                                           |                                                                                                                                            |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><b>Inspection Setup</b></li> </ul> | <ul style="list-style-type: none"> <li>Please mark the Types as <b>ACTIVE</b></li> <li>Enter <b>Average inspection duration</b></li> </ul> |
|                                                                           |                                                                                                                                            |

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

| S...                                | InspType | Short text                               | PreferredInsTyp          | Active                              | Ins |
|-------------------------------------|----------|------------------------------------------|--------------------------|-------------------------------------|-----|
| <input type="checkbox"/>            | 03       | In-process insp. for production order    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |     |
| <input checked="" type="checkbox"/> | 04       | Goods receipt inspection from production | <input type="checkbox"/> | <input checked="" type="checkbox"/> |     |
| <input type="checkbox"/>            | 09       | Recurring inspection of batches          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |     |

Inspection Type  Goods receipt inspection from production

Detailed information on inspection type

|                                                          |                                                   |                                                                   |
|----------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Post to insp. stock  | Smpl.procedure <input type="text"/>               | <input type="checkbox"/> Serial numbers poss.                     |
| <input type="checkbox"/> Insp. for HU                    | <input type="checkbox"/> 100% inspection          | Avg. insp. duration <input type="text" value="2"/>                |
| <input type="checkbox"/> Insp. with mat spec.            | Inspection % <input type="text"/>                 | Q-Score Procedure <input type="text" value="06 From usage d..."/> |
| <input checked="" type="checkbox"/> Insp. with task list | <input type="checkbox"/> Manual sample calc.      | Allowed scrap share <input type="text"/>                          |
| <input type="checkbox"/> Insp. by configuratn            | <input type="checkbox"/> Manual sample entry      | Control insLot <input type="text" value="For each materi..."/>    |
|                                                          | Dyn. mod. rule <input type="text"/>               | <input type="checkbox"/> Individual QM order                      |
| <input checked="" type="checkbox"/> Automatic assignment | <input checked="" type="checkbox"/> Skips allowed | QM Order <input type="text"/>                                     |
| <input checked="" type="checkbox"/> Check Chars          | <input checked="" type="checkbox"/> 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 | <ul style="list-style-type: none"> <li>P001 – If ZROH item is a raw material</li> <li>P003 – If ZROH item is a packaging and empty</li> <li>P004 – If ZROH item is a trading good</li> <li>P002 – If ZHBE item is a Spare part/MRO</li> <li>S001 – If ZDEN item is a service item</li> <li>M001 – If ZPRO item is a semi-finished product</li> <li>M002 - If ZPRO item is a finished product</li> </ul> |  |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Material Price Determination</b>                                                                                                | <ul style="list-style-type: none"> <li>For ZPRO and re-sale ZROH* the Default value is 3</li> <li>For ZHBE and ZROH the Default value is 2</li> <li>For ZDEN the Default value is BLANK</li> </ul> <p><b>PLEASE NOTE FOR ZROH:</b><br/>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.</p>   |  |
| <ul style="list-style-type: none"> <li><b>Standard Price</b></li> </ul>                                                            | fill from template                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Price Unit</b>                                                                                                                  | defaulted to 1                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Price Control Indicator</b>                                                                                                     | <ul style="list-style-type: none"> <li>For ZPRO, ZDEN and re-sale items the Default value is S – Standard price</li> <li>For ZROH, ZHBE the default value is V – Moving average price</li> </ul> <p><b>PLEASE NOTE FOR ZROH:</b><br/>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.</p> |  |
| <b>Future Price</b>                                                                                                                | fill from template                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Previous Price</b>                                                                                                              | leave this field BLANK                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <p>*re-sale ZROH – value <b>RESALE MATERIAL - Purchased Finished Good</b> in Material Planning Subtype field in Classification</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

## 4.10 Costing Views

### 4.10.1. Accounting 1

|                                |                                                                                                                                                                                                                                                                                                     |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>With Quantity Structure</b> | Default value is                                                                                                                                                                                                                                                                                    |
| <b>Material Origin</b>         | Default value is                                                                                                                                                                                                                                                                                    |
| <b>Costing Lot Size</b>        | represents a typical run size for a manufactured product: <ul style="list-style-type: none"> <li>If ZROH, the Default value is 1</li> <li>If ZPRO and Procurement Type 'F', the Default value is 1</li> <li>If ZPRO with Procurement Type 'E' and everything else – lot size is required</li> </ul> |



| 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   
Overhead Group   
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 <b>*OBS*</b> with one space in front of the material description<br>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

Plant: 2095

| 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

- 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

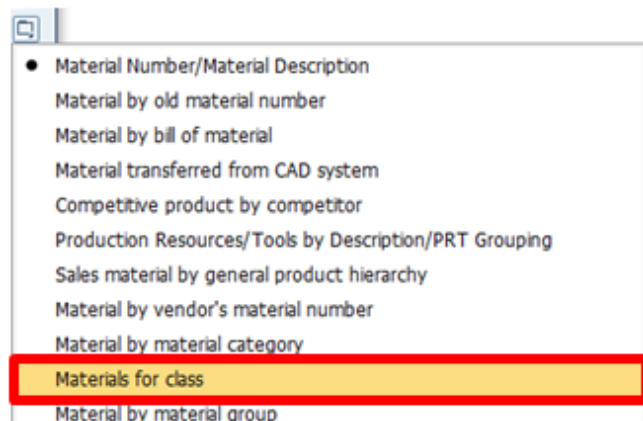
- Select the necessary value and press "Copy"

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

**Find Objects in Classes**

Find in initial class | Include subordinate classes | Reselect | Filter | Save

Class Hierarchy

- 001 ZCYMC\_ENGR

Initial Class

Char.

General

| Characteristic Description | Value | T |
|----------------------------|-------|---|
| Old Material Number        | *MAT* | 2 |
| Old Material Description   |       |   |
| Resin Type                 |       |   |
| Resin Name                 |       |   |
| Reinforcement Type         |       |   |
| Fiber Type                 |       |   |
| Fiber Twist                |       |   |

27 Hits

| Object  | Object Category | Old Material Number |
|---------|-----------------|---------------------|
| 7000731 | Mat             | MAT-605             |

## 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 |
|--------------------------|------------|----------|--------------|------------|-------------|
| <input type="checkbox"/> | 04.02.2016 | 02:40:36 | RYAND        |            | MM02(MASS)  |
| <input type="checkbox"/> | 26.08.2015 | 12:57:47 | ISACENOKAI   |            | MM02(MASS)  |
| <input type="checkbox"/> | 04.03.2015 | 04:39:43 | SHAHA        |            | MM02(MASS)  |
| <input type="checkbox"/> | 04.03.2015 | 00:32:18 | CHENNAPRAGAD |            | MM02        |
| <input type="checkbox"/> | 04.03.2015 | 00:30:30 | CHENNAPRAGAD |            | MM02        |
| <input type="checkbox"/> | 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:

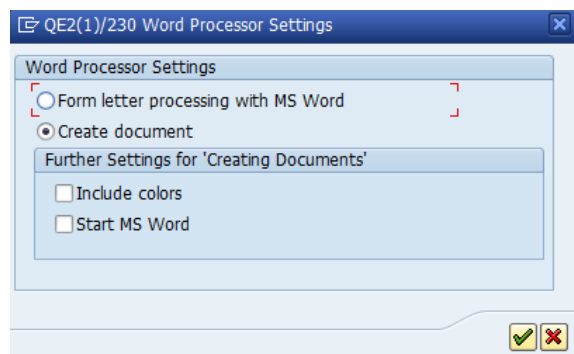
☐ Excel (in MHTML Format)

☐ OpenOffice (in OpenDocument Format 2.0)

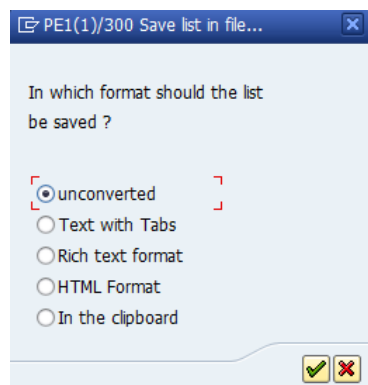
☒ Select from All Available Formats

☐ 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 |  |  |

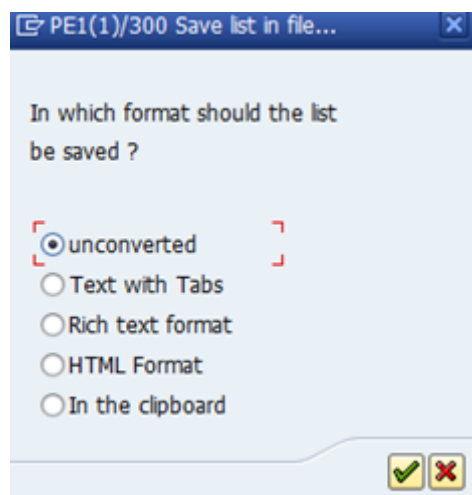
☒ Valuated materials only

- 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     |
|                                                 |                       |                  |                    |                         |                                 |                                 |
|                                                 |                       |                  | 7252               | Toulouse                | 2035                            | St Jean                         |
|                                                 |                       |                  |                    |                         | 2100                            | Euro Center                     |
|                                                 |                       |                  | 7257               | Mondovi                 | 2045                            | Mondovi                         |
|                                                 | 2085                  | Longind          |                    |                         | gianni.ronco@aerovac.com        | elena.vinai@aerovac.com         |
|                                                 |                       |                  |                    |                         |                                 |                                 |
| Structural Materials:<br>transferred to SAP WP2 | 1237                  | Tulsa            | 2015               | Tulsa                   | Shannon Parkerson               | Laura Testa                     |
|                                                 |                       |                  | 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](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.          | <b>ZPRO</b>       | <b>1000000 - 3999999</b> |
| Procured Materials           | <b>ZROH</b>       | <b>4000000 - 6999999</b> |
| Factory Goods                |                   | <b>7000000 - 9999999</b> |
| 1) Capitalized Spares        | <b>ZUNW</b>       |                          |
| 2) Spares                    | <b>ZHBE</b>       |                          |
| 3) Service Item              | <b>ZDEN</b>       |                          |
| 4) Manufacturing Part Number | <b>ZHRS</b>       |                          |
| 5) Non-Stock Material        | <b>ZLAG</b>       |                          |
| 6) Returnable Packaging      | <b>ZLEH</b>       |                          |

## Appendix 5 – Material type definition

| Description                                          | Material Type Definition                                                                                                                                                                                          |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Produced Materials (ZPRO)                            | Finished Goods and Intermediate items<br>Valuated = Yes<br>Tracked in Inventory = Yes                                                                                                                             |
| Procured Materials (ZROH)                            | Raw Materials, Re-sale Items, Packaging (included in Production BOM)<br>Valuated = Yes<br>Tracked in Inventory = Yes                                                                                              |
| Non-Valuated Materials (ZUNW)                        | Non-Valuated Materials, such as Capitalized Spares for Projects, with inventory tracking.<br>Valuated = No<br>Tracked in Inventory = Yes                                                                          |
| Spares (Consumable Supplies, MRO) (ZHBE)             | MRO (Maintenance/Repair/Operating) materials, Consumable Supplies, Engineering Spares, etc.<br>Valuated = Yes<br>Tracked in Inventory = Yes                                                                       |
| Service Items (ZDEN)                                 | Services provided to customers, such as Annual Fee in MSA contracts, Miscellaneous Charges, Testing Fee, etc.<br>Valuated = Yes<br>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<br>Valuated = No<br>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<br>Valuated = No<br>Tracked in Inventory = No           |
| Returnable Packaging (ZLEH)                          | Returnable Cylinders<br>Valuated = No<br>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                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------|
| <b>Finished Good / Intermediate creation</b> (Global Views)                                                                                                                                                                                                         | YES                                                      | Request form                                                                | DMO                                           |
| <b>Factory Good (Raw Material) creation</b> (Global Views)                                                                                                                                                                                                          | YES<br>(except for <u>Heanor</u> and <u>Manchester</u> ) | Request form                                                                | DMO                                           |
| <b>Material extension</b> to plants                                                                                                                                                                                                                                 | YES                                                      | Collection form                                                             | Plant Stewards                                |
| <b>Material Global view specific field changes</b> (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                                           |
| <b>Material Global view specific field changes</b> (any other fields not mentioned in the p. above)                                                                                                                                                                 | YES                                                      | Request form                                                                | DMO                                           |
| <b>Alternative Units of Measure</b> (conversion change)                                                                                                                                                                                                             | YES                                                      | Conversion expressed in format of Base <u>UoM</u> vs Alternative <u>UoM</u> | DMO<br>Procurement and Pricing to be informed |
| <b>Alternative Units of Measure</b> (adding an additional/missing <u>UoM</u> )                                                                                                                                                                                      | YES                                                      | Conversion expressed in format of Base <u>UoM</u> vs Alternative <u>UoM</u> | DMO                                           |
| <b>Material extension</b> (to storage locations)                                                                                                                                                                                                                    | YES                                                      | Plant and location numbers                                                  | Plant Stewards / DMO                          |
| <b>Manual / Automatic Mass Changes</b>                                                                                                                                                                                                                              | YES                                                      | Mass Change Request form                                                    | DMO                                           |
| Any <b>Local view field changes</b> that involve default values per Job Aid (if the field is currently blank).                                                                                                                                                      | NO (but they need to be informed)                        | No documentation required                                                   | DMO                                           |
| <b>Description change</b>                                                                                                                                                                                                                                           | YES                                                      | Request form                                                                | DMO                                           |

