

Launch Material Qualification Users Manual

Document File Name	User Training Guide
Version	V0.2
Version Date	05-SEP-2020
Author	Prateek Bhatnagar

Version Control

Date	Description of change	Who	Version
12-Feb-2020	Initial Draft	Prateek Bhatnagar	0.1
05-SEP-2020	Enhancements	Prateek Bhatnagar	0.2
23-DEC-2022	Training Videos	Prateek Bhatnagar	0.3

Training Videos

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

Table of Content

Table of Content

- 1. Introduction**
- 1.1.Scope**
- 1.2.Assumptions**
- 1.3.Definition, acronyms and abbreviation**
- 2.Training Details**
- 2.1.Application URLs**
- 2.2.Basic Information about Application**
- 2.3.Application Features**
- 2.4.Notifications**
- 2.5.Initiating the request**
- 2.6.Project Team**
- 2.7.Different ways to access user tasks**
- 2.8.Identifying the basic information in Header Section**
- 2.9.Different ways to access Attachments**
- 2.10.Basic lookouts to complete the task**
- 2.11.Using Need for More Information Option**
- 2.12. Material Qualification Workflow walk through**
- 2.13. Material Qualification Dashboard Walk through**
- 2.14. NPD Workflow walk through**
- 2.15. NPD Dashboard Walk through**
- 3.Security**
- 3.1.Permissions**
- 4.Error handling & contact support**

1. Introduction

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

Please refer to the details of Enhancements made on application, by clicking [here](#).

a. Scope

- Walk through of the Launch Material Qualification Application.

a. Assumptions

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

a. Definition, acronyms and abbreviation

Terms	Definition
RMQ	Raw Material Qualification
BPM	Business Process Management

2. Training Details

a. Application URLs

You can access the application by hitting the below URLs in your CHROME browser:

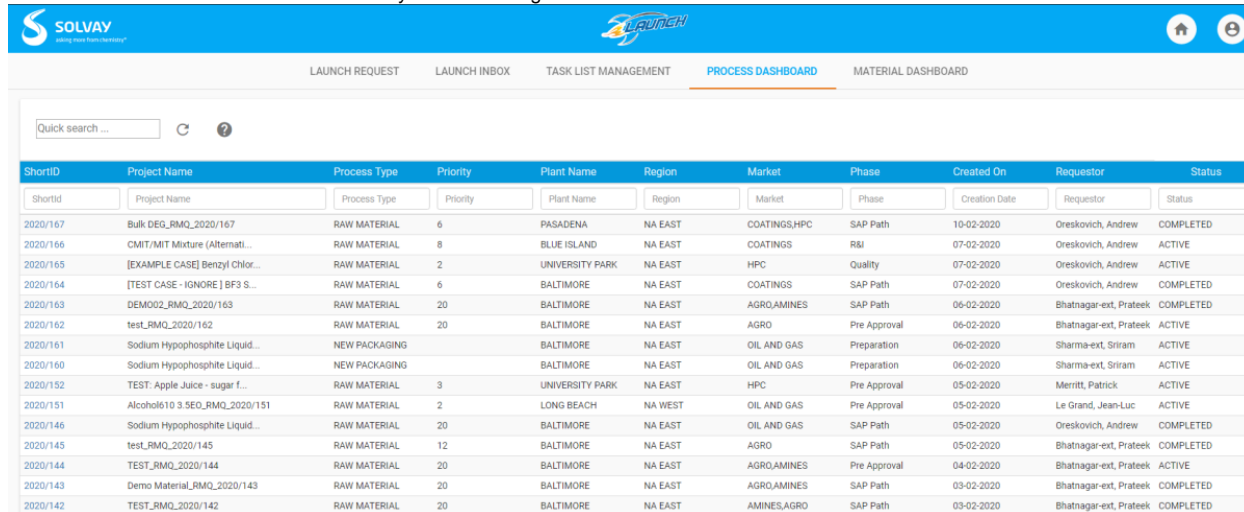
To access **Test** Environment: <https://bpm.sim.solvay.com>

To access **Live** Environment: <https://bpm.solvay.com>

Please Note: That you need not to provide any username and password while accessing the application. The application has a 'Single Sign On' feature. Which will enable the user to login in automatically once the URL is used on the browser within Solvay Intranet.

a. Basic Information about Application

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



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

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

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

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

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

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

1. Application Features

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

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

1. Notifications

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

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

a. Initiating the request

The process is capable of initiating below types of request:

The screenshot shows the SOLVAY LAUNCH application interface. The top navigation bar includes the SOLVAY logo, the LAUNCH logo, and navigation icons for home and user profile. Below the navigation bar, there are five menu items: LAUNCH REQUEST (highlighted), LAUNCH INBOX, TASK LIST MANAGEMENT, PROCESS DASHBOARD, and MATERIAL DASHBOARD. The main content area displays three request initiation cards:

- RAW MATERIAL QUALIFICATION:** Initiate the process for new raw material. (Icon: NEW tag)
- NEW PACKAGING:** Initiate the process for creating a new packaging. (Icon: Open cardboard box)
- SPECIFICATION REVISION:** Initiate the process for Specification Revision. (Icon: Document with checklist)

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

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

• **New Packaging (NPD):**

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

1. Project Team

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

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

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

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

a. Different ways to access user tasks

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

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

a. Identifying the basic information in Header Section

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



The header will contain below details:

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



Name etc.

1. Different ways to access Attachments

Attachments can be accessed via 2 different ways mentioned below:

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

Attachment	Attachment Type	Uploaded By	Remove
Technology Transfer Checklist - Aeros...	Post TT Trial Review Check List	Rasmus, Dave	
www.google.com	Other Optional Attachments	Shuster, Kimberly	

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



a. Basic lookouts to complete the task

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

1. Using Need for More Information Option

Users can ask any other member of the selected project team for more information, however this option is available only in some of the tasks as per the business requirements.

You can follow the below steps to utilize this feature:

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

Missing Info Email
✕

Title *

Comments *

Team

- R&I Market Lab(HPC) : MARIVI ORTIZ-SUAREZ
- Product Stewardship : JAYESH NAIR
- Purchasing : ANDREW ORESKOVICH
- Site HSE : PRATEEK BHATNAGAR-EX

SEND EMAIL
CLOSE

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

Missing Information at Task Level:

Missing Information Requested History: ^

Missing Info Requested	Requested To	Requested By	Requested On
Matt, Aziz - will we need storage or piping investment?	Boukhelifa, Aziz,Bhatnagar-Ext, Prateek	Razmus, Dave	10/25/2018 04:38:50 PM

Missing Information at Dashboard Level:

Missing Information Requested History: ^

Task Name	Subject	Missing Info Requested	Requested To	Requested By	Requested On
HSE Approval	Need SDS	Wrong attachment - please included SDS	Andrew Oreskovich	Andrew Oreskovich	02/07/2020 03:25:46 PM

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

a. Material Qualification Workflow walkthrough

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

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

Does Material Code already exists for this exact material, package and quantity?*

Material Name: TEST

Region: NA East

Is The Supplier ISO 9001 Certified?*

Can the Supplier meet Solway's Volume Requirement?*

Supplier Name: TEST

Supplier Product Category: RMQ

Material of Preparation: RMQ

System Qualifier: TEST

Attachments:

Attachment	Description	Attachment Type	Uploaded By	Release
TEST	NA	Product Impacted	Stratagge-est_Patrick	
TEST	NA	Product Specification	Stratagge-est_Patrick	
TEST	NA	SOS	Stratagge-est_Patrick	

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

Launch RMQ Project Team

R&I Market Lab (AGRO) *

Product Stewardship *

Purchasing *

OC Lab *

MICHELE FOSS

Site HSE *

R&I Techno Center *

Site Supply Chain *

SUBMIT

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

The following project TEST_RMQ_2020/171 has been successfully created.

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

Launch RMQ(SIM) - Project Initiated (TEST_RMQ_2020/171)

Inbox x

Launch Notifications x



Launch-No-Reply@solvay.com

to prateek.bhatnagar-ext, sriram.sharma-ext ▾



SOLVAY | BPM

COMMUNICATION

Project Team creation

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

Project: TEST_RMQ_2020/171

Process Name: Raw Material Qualification

Plant Name: Baltimore

Plant SAP Code: 0241

Launch Id: M141

Material Name: TEST

Business Justification: TEST

Access Application by clicking [here](#)

Purchasing: ANDREW ORESKOVICH

Product Stewardship: IAN BARTLETT

Quality Control Lab: MICHELE FOSS

Site HSE: LINDSAY BELL

R&I Market Lab: BRUNA BURGER

R&I Techno Center: FRANCESCO LOPEZ

Site Supply Chain: STEVE PATRAS

SAP Administrator: CARLOS MORALES

QM Administrator: JOE BROWN

Regional Quality Control: NICOLAS DUMERIL


Support Team Member: .

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

TaskID	Project Name	Task Type	Process Type	Phase	Market	Plant	Created	Modified
88961	DIETHYLENE GLYCOL BULK_RM_Q_2020/126	Approval summary	RMQ	R&I	COATINGS,AGRO,INDUSTRIAL FORMULATIONS	Pasadena	01/09/2020 19:35:53	01/09/2020 19:35:54
88939	Andrew O Test Material Jan 8 2020_RM_Q_2020/124	HSE Approval	RMQ	Pre Approval	COATINGS	Baltimore	01/08/2020 21:55:11	01/08/2020 21:55:11

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

Launch RMQ(SIM) - Action Required (TEST_RM_Q_2020/171) Inbox x Launch Notifications x

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



SOLVAY | BPM

COMMUNICATION

New Task

The following RMQ Task has been activated.

Task: [Regulatory Approval](#)

Assigned to: IAN BARTLETT

Process Name: New Ingredient

Project: TEST_RM_Q_2020/171

Launch Id: M141

Material Name: TEST

Plant Name: Baltimore

Plant SAP Code: 0241

Business Justification: TEST

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

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX **TASK LIST MANAGEMENT** PROCESS DASHBOARD MATERIAL DASHBOARD

TEST_RMQL_2025/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

ISO Number*
123

Are any of the products impacted P21 Regulated (Active Pharmaceutical Ingredients or Pharmaceutical excipients)?
 Yes
 No
 Comment*
TEST

Does the Raw Material have same CAS# and substance identity profile as existing supplier(s)?
 Yes
 No
 Comment*
TEST

Has all Required Supplier Regulatory Information received and found to be acceptable (e.g. Inventory Status, SDS, Statements/Certificates, Supplier RMQ etc.)?
 Yes
 No
 Comment*
TEST

Does the Raw Material has Legal Controls (e.g. DEA, CMC, Export Controls etc.)?
 Yes
 No
 Comment*
TEST

Regulatory Review*
TEST

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhatnagar-ext, Prateek	
Product Impacted	NA	Product Impacted	Bhatnagar-ext, Prateek	
SDS	NA	SDS	Bhatnagar-ext, Prateek	
Product Spec	NA	Product Specification	Bhatnagar-ext, Prateek	

APPROVE SAVE & CLOSE REJECT NEED MORE INFO BACK

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

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX **TASK LIST MANAGEMENT** PROCESS DASHBOARD MATERIAL DASHBOARD

TEST_RMQL_2020/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

HSE Remark*
TEST

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhatnagar-ext, Prateek	
Product Impacted	NA	Product Impacted	Bhatnagar-ext, Prateek	
SDS	NA	SDS	Bhatnagar-ext, Prateek	
Product Spec	NA	Product Specification	Bhatnagar-ext, Prateek	

APPROVE SAVE & CLOSE REJECT NEED MORE INFO BACK

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

TEST_RM0_2020/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

New Supplier meets Solvay Specification* Yes No
 Is Additional Specification Required? Yes No
 Market: AGRO
 Project Team Selection: [Red X Icon]

Additional Specifications: [Filter Icon]

Technical Spec Standard*	Values and tolerances*	Units*	Control and analysis method*	Observations*	Remove*
TEST	TEST	TEST	TEST	TEST	[Remove Icon]

R&I Techno Center Comments +
 TEST

Select an Attachment [Upload Icon]

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhatnagar-ext, Prateek	[Remove Icon]
Product Impacted	NA	Product Impacted	Bhatnagar-ext, Prateek	[Remove Icon]
SDS	NA	SDS	Bhatnagar-ext, Prateek	[Remove Icon]
Product Spec	NA	Product Specification	Bhatnagar-ext, Prateek	[Remove Icon]

[SUBMIT] [SAVE & CLOSE] [NEED MORE INFO] [BACK]

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

SOLVAY LAUNCH REQUEST LAUNCH INDEX TASK LIST MANAGEMENT PROCESS DASHBOARD MATERIAL DASHBOARD

TEST_RM0_2020/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Comments from R&I Techno Center
 TEST

Original Spec Comment
 TEST

Any Material Issues*
 TEST

Is Testing Required? Yes No
 Is Customer Approval Needed to Implement this Change? Yes No
 Select type of testing required*
 Synthesis, Specification

Comments from R&I Market Lab +
 TEST

Select an Attachment [Upload Icon]

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhatnagar-ext, Prateek	[Remove Icon]
Product Impacted	NA	Product Impacted	Bhatnagar-ext, Prateek	[Remove Icon]
SDS	NA	SDS	Bhatnagar-ext, Prateek	[Remove Icon]
Product Spec	NA	Product Specification	Bhatnagar-ext, Prateek	[Remove Icon]

[SUBMIT] [SAVE & CLOSE] [NEED MORE INFO] [BACK]

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

SOLVAY LAUNCH REQUEST LAUNCH INDEX TASK LIST MANAGEMENT PROCESS DASHBOARD MATERIAL DASHBOARD

TEST_RM0_2020/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Summary from R&I Market Lab - AGRO

Is Testing Required? Yes No
 Select type of testing required*
 Synthesis, Specification

Original Spec Comment
 TEST

Any Material Issues*
 TEST

Comments from R&I Market Lab
 TEST

Comments by R&I Market Lab Results & Approval*
 TEST

Attachments
 Lab Reports [Upload Icon]

Attachment	Description	Attachment Type	Uploaded By	Remove
Product Spec	NA	Product Specification	Bhatnagar-ext, Prateek	[Remove Icon]
Additional Certificate	NA	Other Additional Certifications	Bhatnagar-ext, Prateek	[Remove Icon]
LAB Report	NA	Lab Reports	Bhatnagar-ext, Prateek	[Remove Icon]

[APPROVE] [REJECT] [SAVE & CLOSE] [NEED MORE INFO] [BACK]

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

TEST_RMQL_2020/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Please find below the R&I Market Lab Summary for the selected Markets:

AGRO: Yes No

Is Testing Required? Select type of testing required: Synthesis, Specification

Critical Spec Demands: TEST Any Historic Issues: TEST

Comments from R&I Market Lab: TEST Comments from R&I Market Lab Result: TEST

Comments from R&I Techno Center: TEST

Approval Summary Remarks: TEST

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhannagar-ext, Prateek	
Product Impacted	NA	Product Impacted	Bhannagar-ext, Prateek	
SDS	NA	SDS	Bhannagar-ext, Prateek	
Devulint Spec	NA	Devulint Specification	Bhannagar-ext, Prateek	

APPROVE REJECT SAVE & CLOSE NEED MORE INFO BACK

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

TEST_RMQL_2020/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Packaging Material: Bulk - Truck Bulk Delivery Size: ISO Average Capacity: ISO

Documentation To Supply With Delivery: Delivery Order, Packaging List Other Delivery Requirements (Loading Connection, loaded record etc.): TEST

Plant Receiving Hours: 08:00 AM CET Instruction to drive (ac, unloading location or plant): TEST

Material Description: TEST Best Unit of Measure: Gallon

Supply Chain Remarks: TEST

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhannagar-ext, Prateek	
Product Impacted	NA	Product Impacted	Bhannagar-ext, Prateek	
SDS	NA	SDS	Bhannagar-ext, Prateek	
Devulint Spec	NA	Devulint Specification	Bhannagar-ext, Prateek	

SUBMIT SAVE & CLOSE NEED MORE INFO BACK

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

TEST_RMQL_2020/170 M140: RMQ Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Is The Supplier ISO Certified? Yes No

Is QM Views Required? Yes No

Quality Control Remarks: TEST

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhannagar-ext, Prateek	
Product Impacted	NA	Product Impacted	Bhannagar-ext, Prateek	
SDS	NA	SDS	Bhannagar-ext, Prateek	
Devulint Spec	NA	Devulint Specification	Bhannagar-ext, Prateek	

SUBMIT SAVE & CLOSE NEED MORE INFO BACK

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

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

LAUNCH REQUEST LAUNCH INDEX TASK LIST MANAGEMENT PROCESS DASHBOARD MATERIAL DASHBOARD

TEST_RMQ_2020/170 M140_RMQ Plant: Baltimore (2241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Material Name *	SOP Material Code *	SOP Material Description (e.g. SOSR# HPH0403HPTS 2000 801)
TEST	120213213	TEST

Vendor SOP Name *

Vendor SOP Code *	Signed SOSR Received ? Yes
TEST	<input checked="" type="checkbox"/>

Click icon to generate the SOSR Form:

Attachments

Attachment	Description	Attachment Type	Uploaded By	Remove
LAB Report	AGRO	Lab Reports	Bhatnagar-ert, Prateek	
Additional Certificate	NA	Other Additional Certifications	Bhatnagar-ert, Prateek	
SOSR	NA	Signed SOSR	Bhatnagar-ert, Prateek	

RESET SAVE & CLOSE BACK

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

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

1. TECHNICAL Specification

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

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

2. LOGISTICAL Specification

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

3. Analytical Documentation

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

4. CONDITIONING Specification

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

5. Quality and Safety Expectations

The supplier commits itself to:

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

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

Material Qualification Dashboard Walkthrough

- Project Initiated:**

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

TEST_RMQ_2020/171 M141:RMQ Plant: Baltimore (0241)

Process Level View

First Run:

```

    graph LR
      A[Pre Approval] --> B[R&I]
      B --> C[Quality]
      C --> D[SAP Path]
      D --> E((End))
  
```

Inactive Active On Hold Completed/GO Killed/NO GO Rejected

ON-HOLD RESUME KILL CANCEL

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

TEST_RMQ_2020/171 M141:RMQ Plant: Baltimore (0241)

Stage Level View

Function	Owner	Delegated to	Reassign	Task	Created On	Updated On	Status
Product Stewardship	IAN BARTLETT	No Delegation		Regulatory Approval	02/17/2020 00:06:02	02/17/2020 00:06:03	
Site HSE	LINDSAY BELL	No Delegation		HSE Approval	02/17/2020 00:06:02	02/17/2020 00:06:03	

Inactive Active On Hold Completed Killed Rejected

CANCEL

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

TEST_RMQ_2020/171 M141:RMQ Plant: Baltimore (0241)

Process Level View

First Run:

```

    graph LR
      A[Pre Approval] --> B[R&I]
      B --> C[Quality]
      C --> D[SAP Path]
      D --> E((End))
  
```

Project Status Log:

Status	Phase	Justification	Modified by	Timestamp
ON-HOLD	Pre Approval	Test On Hold	Bhatnagar-ext, Prateek	02/17/2020 12:10:58 AM

Inactive Active On Hold Completed/GO Killed/NO GO Rejected

ON-HOLD RESUME KILL CANCEL

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

TEST_RM_Q_2020/171 M141:RMQ Plant: Baltimore (0241)

Process Level View

First Run:

```

    graph LR
      A[Pre Approval] --> B[R&I]
      B --> C[Quality]
      C --> D[SAP Path]
      D --> E((End))
  
```

Project Status Log: ^

Status	Phase	Justification	Modified by	Timestamp
RESUMED	Pre Approval	Test REsume	Bhatnagar-ext, Prateek	02/17/2020 12:11:39 AM
ON-HOLD	Pre Approval	Test On Hold	Bhatnagar-ext, Prateek	02/17/2020 12:10:58 AM

Inactive Active On Hold Completed/GO Killed/NO GO Rejected

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

TEST_RM_Q_2020/171 M141:RMQ Plant: Baltimore (0241)

Process Level View

First Run:

```

    graph LR
      A[Pre Approval] --> B[R&I]
      B --> C[Quality]
      C --> D[SAP Path]
      D --> E((End))
  
```

Project Status Log: ^

Status	Phase	Justification	Modified by	Timestamp
KILLED	Pre Approval	Test Kill	Bhatnagar-ext, Prateek	02/17/2020 12:12:16 AM
RESUMED	Pre Approval	Test REsume	Bhatnagar-ext, Prateek	02/17/2020 12:11:39 AM
ON-HOLD	Pre Approval	Test On Hold	Bhatnagar-ext, Prateek	02/17/2020 12:10:58 AM

Inactive Active On Hold Completed/GO Killed/NO GO Rejected

a. NPD Workflow walkthrough

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

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

project team member.

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

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

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

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Packaging Material *
Bulk - ISO Tank

Max Delivery Size *
299

Storage Capacity *
877

Documentation To Supply With Delivery *
Delivery Order, Packaging List

Other Delivery Requirements (Unloading Connection, heated transit etc...)*
TEST

Plant Receiving Hours *
09:00 AM EST

Instruction to driver (ex: unloading location at plant) *
TEST

Supply Chain Remarks *
TEST

Select an Attachment

SUBMIT SAVE & CLOSE NEED MORE INFO BACK

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

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

Is The Supplier ISO Certified?*
 Yes
 No

Is QM Views Required?*
 Yes
 No

Material SAP Code
123213213

Quality Control Remarks
SSS

Select an Attachment

SUBMIT SAVE & CLOSE NEED MORE INFO BACK

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

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

QM Views created in SAP/LIMS?*
 Yes No

Material SAP Code
123213213


Remarks *
TEST

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhatnagar-ect, Prateek	
Product Impacted	NA	Product Impacted	Bhatnagar-ect, Prateek	
SDS	NA	SDS	Bhatnagar-ect, Prateek	
Block off Sheet	NA	Block off Identification	Bhatnagar-ect, Prateek	

SUBMIT SAVE & CLOSE BACK

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


SOLVAY  ⌂ Ⓔ


LAUNCH REQUEST LAUNCH INDEX **TASK LIST MANAGEMENT** PROCESS DASHBOARD MATERIAL DASHBOARD





TEST_RMG_20201170 M140: RMG Plant: Baltimore (0241)





Previous Task Data Function-wise view of previous tasks completed based during First Run

SAP Material Code: * SAP Internal Description (e.g. SOSR#44FC0404MTE 2016 801) *
TEST

Click icon to generate the Material Creation sheet: 

Select an Attachment: 

Attachment	Description	Attachment Type	Uploaded By	Remove
ISO Certificate	NA	ISO Certificate	Bhatnagar-ent, Prateek	
Product Impacted	NA	Product Impacted	Bhatnagar-ent, Prateek	
SDS	NA	SDS	Bhatnagar-ent, Prateek	
Blanket Sheet	NA	Blanket Specification	Bhatnagar-ent, Prateek	

MaterialCreation (15).xls Show all ×

Clipboard Font Alignment Number Styles

BusinessUnit												
A1	A	B	C	D	E	F	G	H	I	J	K	L
1	BusinessU	Requestor	MaterialDe	MarketSec	VendorNar	VendorSAI	MaterialTy	MaterialGr	BaseUnitO	Dangerous	IndustrySe	Division
2	Novocare	Bhatnagar:	TEST	P001:Acry	TEST	TEST	ZMAT	0451	Gallon	ZIP-To be	C	KV
3												
4												

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

SOLVAY 🔍 🏠

LAUNCH REQUEST LAUNCH INDEX **TASK LIST MANAGEMENT** PROCESS DASHBOARD MATERIAL DASHBOARD

TEST_RMQ_2020/170 **MI40_RMQ** Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed based during First Run

Material Name* Vendor SAP Code* SAP Material Description (e.g. SODIUM HYDROGENPHOSPHATE 2000 802)*

TEST 123213213 TEST

Vendor SAP Code* Signed SCSR Received ? Yes

TEST TEST

Click icon to generate the SCSR Form: 📄

Attachments

Attachment	Description	Attachment Type	Uploaded By	Remove
LAB Report	AGRO	Lab Reports	Bhatnagar-ext, Prateek	🗑
Additional Certificate	NA	Other Additional Certifications	Bhatnagar-ext, Prateek	🗑
SCSR	NA	Signed SCSR	Bhatnagar-ext, Prateek	🗑

SUBMIT **SAVE & CLOSE** **BACK**

Purchasing	Form											
SOLVAY	RAW Material SCSR / DCAF Safety & Operational Site Requirements Technical and Logistical Specification - Quality Commitment	NC-EU-20-01										
<p>-----</p> <p>Product :- TEST_RMQ_2020/170 Commercial Name :- TEST Supplier :- TEST CAS No. :- 123 Solvay Plant :- Baltimore SCSR Version No. :- 01 Date :- 17-Feb-2020</p> <p>-----</p> <p>I. TECHNICAL Specification</p> <hr/> <p>-- New Supplier meets Solvay Specification :- Yes -- Additional Specification :- Yes</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Technical Spec Standard</th> <th style="width: 15%;">Values & Tolerance</th> <th style="width: 10%;">Units</th> <th style="width: 20%;">Control & Analysis</th> <th style="width: 25%;">Observation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">TEST</td> <td style="text-align: center;">TEST</td> <td style="text-align: center;">TEST</td> <td style="text-align: center;">TEST</td> <td style="text-align: center;">TEST</td> </tr> </tbody> </table>			Technical Spec Standard	Values & Tolerance	Units	Control & Analysis	Observation	TEST	TEST	TEST	TEST	TEST
Technical Spec Standard	Values & Tolerance	Units	Control & Analysis	Observation								
TEST	TEST	TEST	TEST	TEST								
<p>-----</p> <p>2. LOGISTICAL Specification</p> <hr/> <p>-- Means Of Transportation :- Road -- Instruction to driver (ex: unloading location at plant) :- TEST -- Plant receiving hours :- 08:00 AM CET -- Delivery requirements (Rear unloading tank, heated trailer etc) :- TEST -- Documentation To Supply With The Delivery :- Delivery Order, Packaging List</p> <p>-----</p> <p>3. Analytical Documentation</p> <hr/> <p>--> Supplier shall provide a Certificate of Analysis with each shipment.</p> <p>-----</p> <p>4. CONDITIONING Specification</p> <hr/> <p>--> Packaging :- Bulk - Truck - Storage Capacity :- 500` - Maxi Delivery Size :- 500</p> <p>-----</p> <p>5. Quality and Safety Expectations</p> <hr/> <p>-----</p> <p>The supplier commits itself to:-</p>												

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

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX **TASK LIST MANAGEMENT** PROCESS DASHBOARD MATERIAL DASHBOARD

TEST_RM0_2020/170 M140_RM0 Plant: Baltimore (0241)

Previous Task Data Function-wise view of previous tasks completed/saved during First Run

- Purchasing
- Regulatory
- HSE
- R&D Techno Center
- R&D Market Lab (AGRO)
- Site Supply Chain
- QC Lab
- Regional Quality Control
- QM Admin
- SAP Admin

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

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT PROCESS DASHBOARD **MATERIAL DASHBOARD**

Quick search ...

Launch Id	Material Name	Material No.	Plant	Supplier Name	Supplier Code	Status	Created On	Documents
M140	TEST	123213213	Baltimore	TEST	TEST	APPROVED	2020-02-17	NA
M138	Alcohol 610-3.5EO - Test	147624	Blue Island	SOLVAY	104500	APPROVED	2020-02-12	NA
M137	Bulk DEG	108754	Pasadena	HELM US CORPORATION (Sasol)	97035	APPROVED	2020-02-10	NA
M134	[TEST CASE - IGNORE] BF3 Sphere	162876	Baltimore	ARKEMA INC	96786	APPROVED	2020-02-07	NA
M133	DEMO02	123213	Baltimore	asdsadsad	123213	APPROVED	2020-02-06	NA
M129	Sodium Hypophosphite Liquid	777777	Baltimore	PALM INTERNATIONAL INC	107230	APPROVED	2020-02-05	NA
M128	test	123213213213	Baltimore	aasdsad	TBD	APPROVED	2020-02-05	NA
M126	Demo Material	123213	Baltimore	Test Supplier	TBD	APPROVED	2020-02-03	NA
M125	TEST	123213213	Baltimore	asdsad	TBD	APPROVED	2020-02-03	NA

a. NPD Dashboard Walkthrough

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

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT **PROCESS DASHBOARD** MATERIAL DASHBOARD

Quick search ...

ShortID	Project Name	Process Type	Priority	Plant Name	Region	Market	Phase	Created On	Requestor	Status
2020/179	TEST_NPD_2020/179	NEW PACKAGING		BALTIMORE	NA EAST	AGRO	Preparation	17-02-2020	Sharma-ext, Sriram	COMPLETED
2020/178	TEST_NPD_2020/178	NEW PACKAGING		BALTIMORE	NA EAST	AGRO	Preparation	17-02-2020	Sharma-ext, Sriram	ACTIVE
2020/176	TEST_NPD_2020/176	NEW PACKAGING		BALTIMORE	NA EAST	AGRO	Preparation	17-02-2020	Sharma-ext, Sriram	ACTIVE
2020/173	TEST_NPD_2020/173	NEW PACKAGING		BALTIMORE	NA EAST	AGRO	Preparation	17-02-2020	Sharma-ext, Sriram	ACTIVE
2020/171	TEST_RM0_2020/171	RAW MATERIAL	4	BALTIMORE	NA EAST	AGRO	Pre Approval	17-02-2020	Bhatnagar-ext, Prateek	KILLED
2020/170	TEST_RM0_2020/170	RAW MATERIAL	12	BALTIMORE	NA EAST	AGRO	SAP Path	17-02-2020	Bhatnagar-ext, Prateek	COMPLETED
2020/169	FARMIN DM1098_RM0_2020/169	RAW MATERIAL	4	HALIFAX	EUROPE	HPC	Pre Approval	12-02-2020	UBRICH, Jean-Marc	ACTIVE
2020/168	Alcohol 610-3.5EO - Test_RM...	RAW MATERIAL	2	BLUE ISLAND	NA EAST	COATINGS	SAP Path	12-02-2020	Le Grand, Jean-Luc	COMPLETED
2020/167	Rulk NPG DM0 2020/167	RAW MATERIAL	4	HALIFAX	EUROPE	HPC	SAP Path	12-02-2020	UBRICH, Jean-Marc	COMPLETED

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

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT **PROCESS DASHBOARD** MATERIAL DASHBOARD

Sodium Hypophosphite Liquid_NPD_2020/161 M129.NPD Plant: Baltimore (0241)

Process Level View

First Run:

```

graph LR
    A[Preparation] --> B[SAP Path]
    B --> C((End))
  
```

Inactive Active On Hold Completed/GO Killed/NO GO Rejected

ON-HOLD RESUME KILL CANCEL

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

Sodium Hypophosphite Liquid_NPD_2020/161 M129-NPD Plant: Baltimore (0241)

Stage Level View

Function	Owner	Delegated to	Reassign	Task	Created On	Updated On	Status
Site HSE	LINDSAY BELL	No Delegation		HSE Approval	02/06/2020 11:26:43	02/06/2020 11:26:43	
Site Supply Chain	STEVE PATRAS	No Delegation		Site Supply Chain	02/06/2020 11:26:43	02/06/2020 11:26:43	
QC Lab	MICHELE FOSS	No Delegation		QC Lab	02/06/2020 11:26:43	02/06/2020 11:26:43	

Inactive
 Active
 On Hold
 Completed
 Killed
 Rejected

[CANCEL](#)

1. Security

a. Permissions

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

a. Launch Material Qualification Request –

- Only Purchasing can initiate the request.

b. Dashboard –

- Super User – Can access full application without any filters.
- Project Leader – Can see all the projects based on the Region(s) they belong to.
- Regional User – Can see all the projects based on the Region(s) they belong to.
- All users – Can access or see projects restricted only to their Plants.

c. On-Hold, Resume & Kill Buttons will only be enabled for Purchasing & Super Users.

d. Reassignment – Only Task Owner, Project Leaders (as per Region), and super users can perform this activity.

2. Error handling & contact support

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