PF2 - (Z700, Z701) Finished Products maintenance

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APAC EMEA

LAM NAM

ERP

PF1

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1. INTRODUCTION

1.1. Objectives and scope of this procedure

This OP explains how to create, modify and suppress a finished material for Chemical Industry in ERP PF2/050 and PF2/020.

Who uses this document?				What is the nature of the need		What provisioning channel does this document concern?						
User / PREQ creator	Approver	LPR /buyer	PS	Goods	Services	e-catalogue	Goods managed in stock	Goods and services – spot buys	Goods on contract	Services on contract with SES	Emergency cases	Urgent needs
X				X			X					

1.2. Material types in scope

- Z700 Finished products packed
- Z701 Finished products bulk *

* Z701 in PF2-050 that when transferred to PF2-020 transform in Z700

1.3. Material range in scope

Articles have an automatic numbering for Finished Products				
Type (050)	**Description**	**N° from**	**N° to**	**Type (020)**
Z700	Finished Products Packed	110000	-	Z700
Z701	Finished Products Bulk	10000	59999	Z700

1.4. Abbreviations

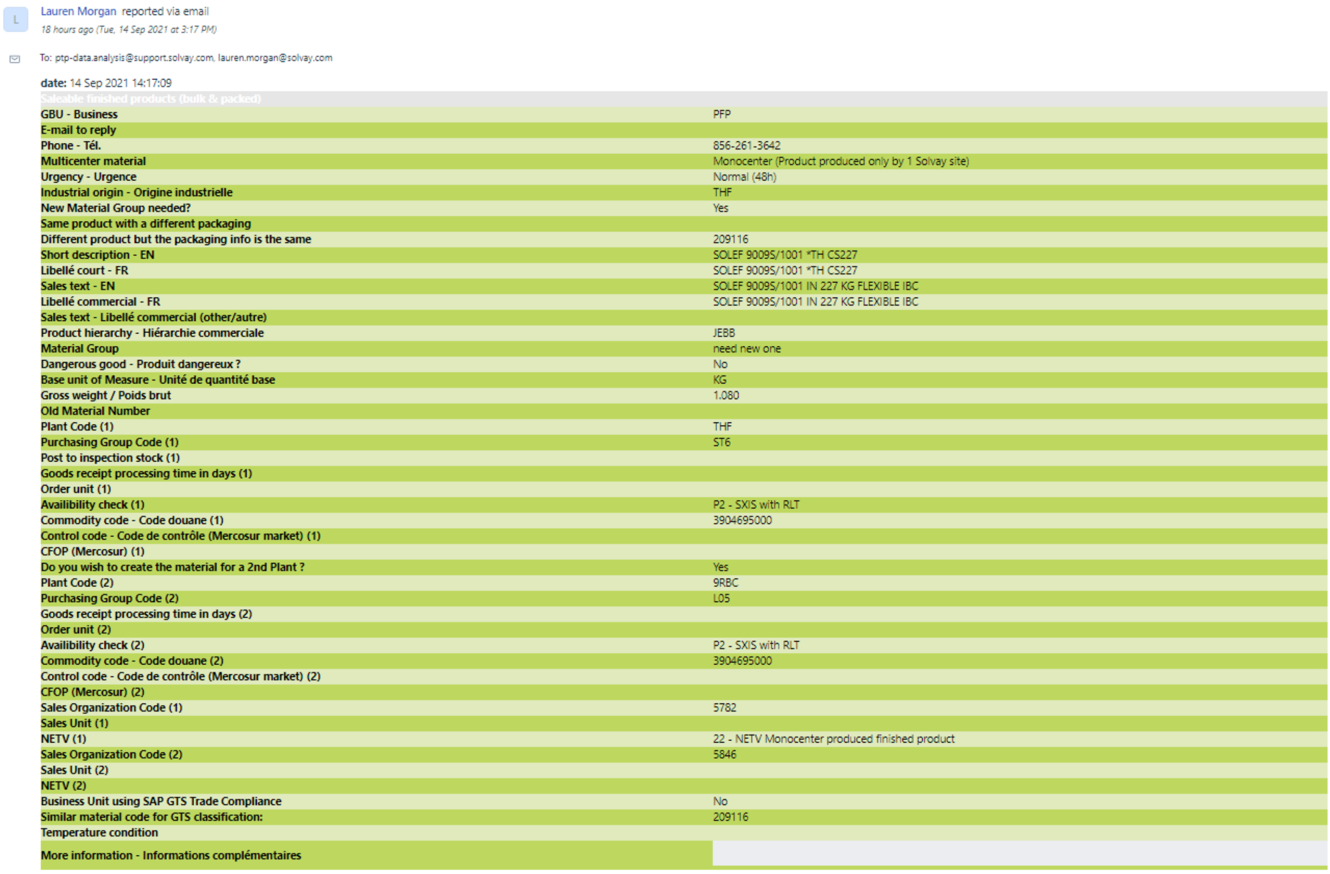
Abbr.	Description	Abbr.	Description
PF2	Solvay Core System		
FP	Finished Product		

2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Principles

A specific form must be used to request new FP's creation:

PtP Portal WebForm
With the output of this form all necessary information to create a new FP will be available to D&A Team.
WebForm output:


Lauren Morgan reported via email
18 hours ago (Tue, 14 Sep 2021 at 3:17 PM)

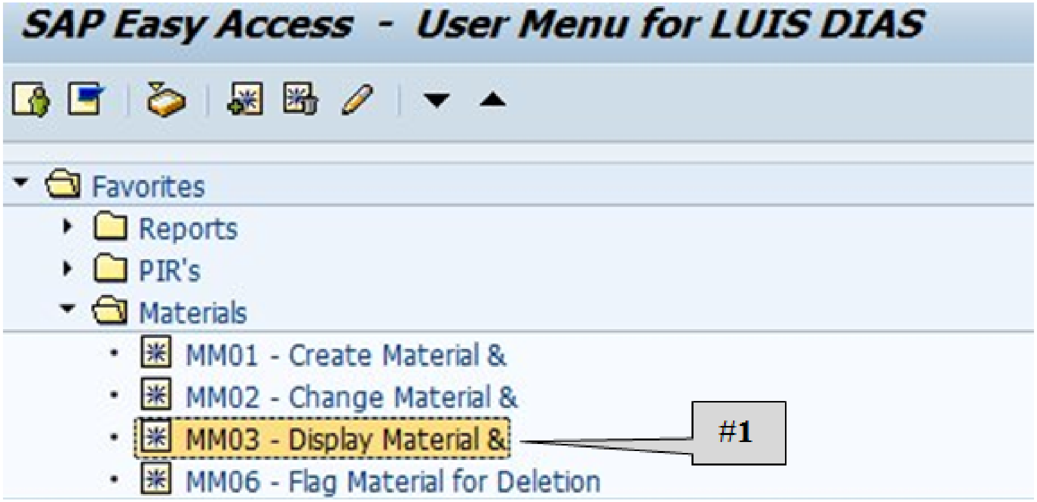
To: ptp-data.analysis@support.solvay.com, lauren.morgan@solvay.com

date: 14 Sep 2021 14:17:09

Saleable finished products (bulk & packed)	
GBU - Business	PFP
E-mail to reply	
Phone - Tél.	856-261-3642
Multicenter material	Monocenter (Product produced only by 1 Solvay site)
Urgency - Urgence	Normal (48h)
Industrial origin - Origine industrielle	THF
New Material Group needed?	Yes
Same product with a different packaging	
Different product but the packaging info is the same	209116
Short description - EN	SOLEF 9009S/1001 *TH CS227
Libellé court - FR	SOLEF 9009S/1001 *TH CS227
Sales text - EN	SOLEF 9009S/1001 IN 227 KG FLEXIBLE IBC
Libellé commercial - FR	SOLEF 9009S/1001 IN 227 KG FLEXIBLE IBC
Sales text - Libellé commercial (other/autre)	
Product hierarchy - Hiérarchie commerciale	JEBB
Material Group	need new one
Dangerous good - Produit dangereux ?	No
Base unit of Measure - Unité de quantité base	KG
Gross weight / Poids brut	1.080
Old Material Number	
Plant Code (1)	THF
Purchasing Group Code (1)	ST6
Post to inspection stock (1)	
Goods receipt processing time in days (1)	
Order unit (1)	
Availibility check (1)	P2 - SXIS with RLT
Commodity code - Code douane (1)	3904695000
Control code - Code de contrôle (Mercosur market) (1)	
CFOP (Mercosur) (1)	
Do you wish to create the material for a 2nd Plant ?	Yes
Plant Code (2)	9RBC
Purchasing Group Code (2)	L05
Goods receipt processing time in days (2)	
Order unit (2)	
Availibility check (2)	P2 - SXIS with RLT
Commodity code - Code douane (2)	3904695000
Control code - Code de contrôle (Mercosur market) (2)	
CFOP (Mercosur) (2)	
Sales Organization Code (1)	5782
Sales Unit (1)	
NETV (1)	22 - NETV Monocenter produced finished product
Sales Organization Code (2)	5846
Sales Unit (2)	
NETV (2)	
Business Unit using SAP GTS Trade Compliance	No
Similar material code for GTS classification:	209116
Temperature condition	
More information - Informations complémentaires	

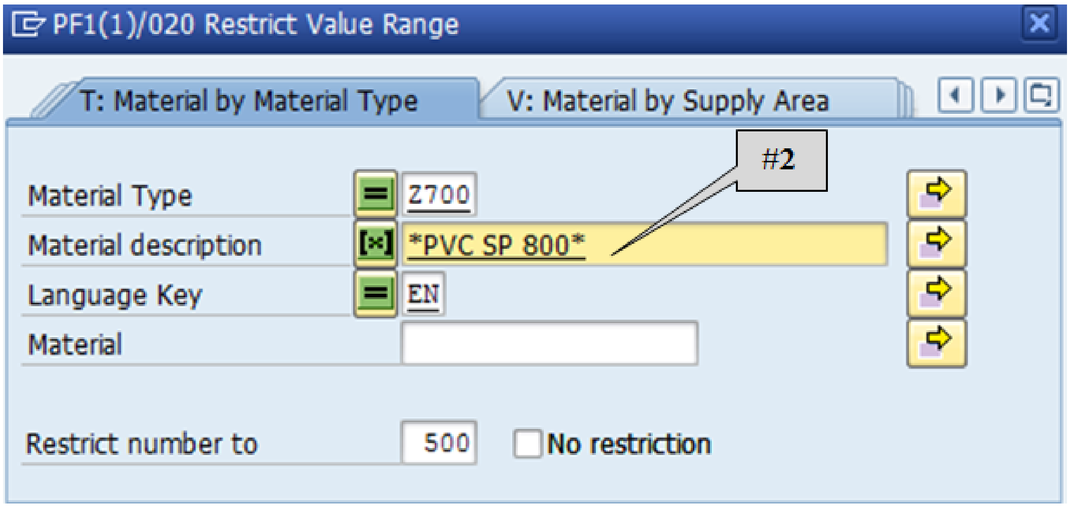
2.2. Verify possible duplication of article in PF2-020

With information provided D&A Team should proceed to a check of similar/equal materials already created on PF2:

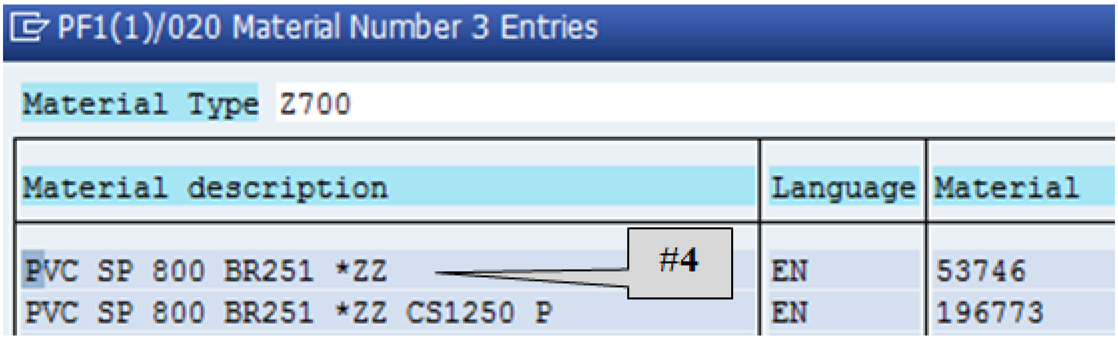


#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM03		

Enter in transaction MM03 and search material by 'Material Type':



#	Main activities	Tips / Best practices	Key points
2	Run a search in Material Description	With Wildcards to best describe	Open the Article creation Form, copy the short text from the desirable article to create and run a search in Material description with wildcards.
3	Hit Enter		



#	Main activities	Tips / Best practices	Key points
4	Verify entries found		
	Compare results with the Article "short description" mentioned in the Form (that was the base of your search). If there is a similar name mentioned in the result search or you have doubts about the Article already been created, contact the Requester to clarify.		If result points to  or if the requester mentions a new article need to be created then proceed with the creation.

2.3. Creation of a FP in PRS-050

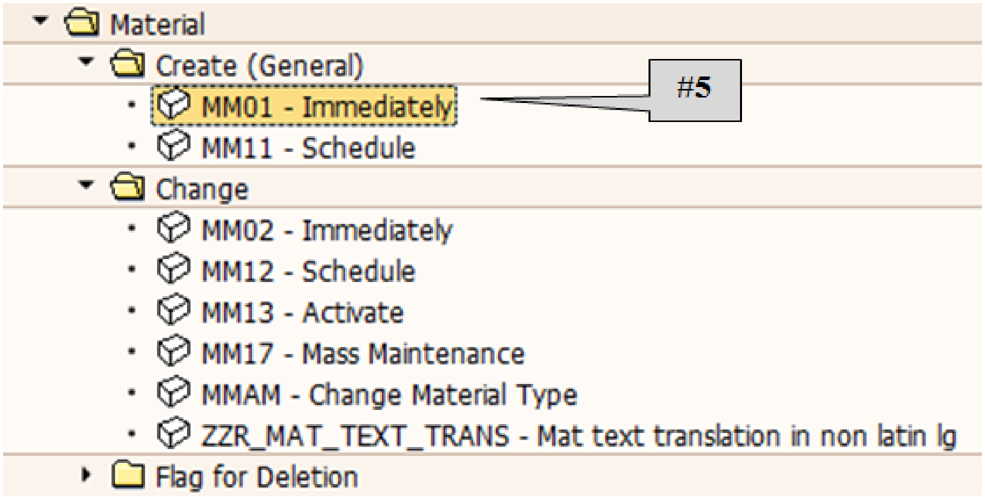
After this check to ensure that no duplicate material will be created, we must observe all the Form to check some important fields as:

- GBU_Business: Vinyls
- CENTER: MONO
- DELAY: URGENT
- ARTICLE_SIMILAR_sameProduct: (No information provided)
- ARTICLE_SIMILAR_samePackaging: 185620
- HIERARCHY: BRB2D
- DANGEROUS: NO

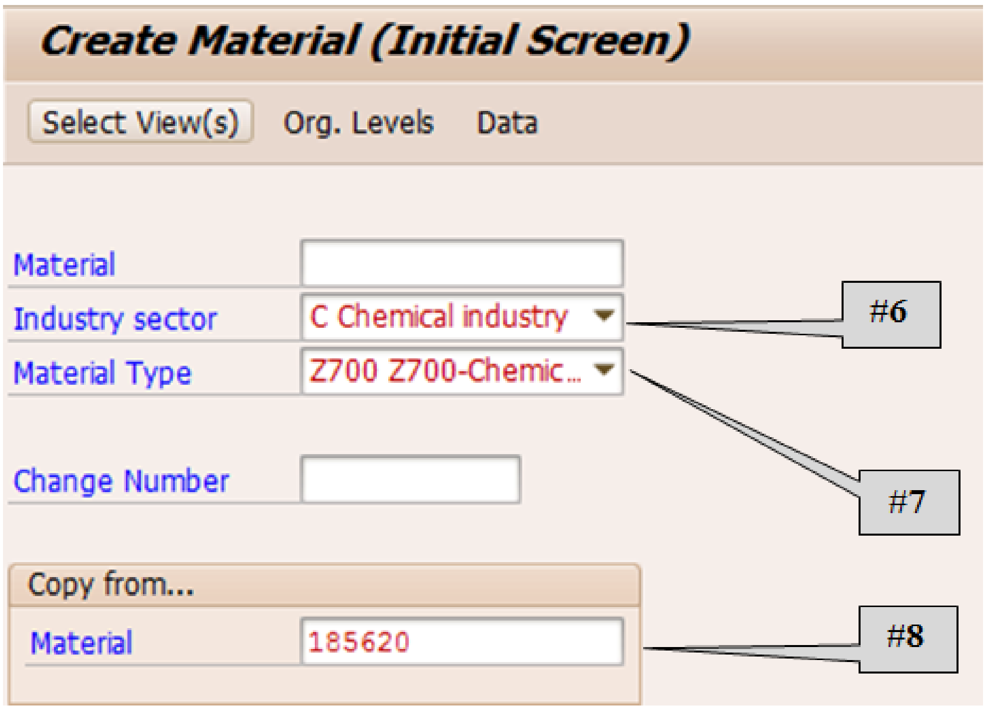
- EU_DUAL: NO - EU_ROTTERDAM: NO - EU_DRUGS: NO - EU_OZONE: NO - EU_COMM: NO - EU_WEAPONS: NO - USA_EXP: NO - SC_DUAL: NO - SC_WEAPONS: NO - APO: NON
  GBU information is extremely relevant to check the authority of requester. This check must be performed always that a new FP creation is requested.
  Link to Validation Contacts:

  Center: Mono – Inform us that this FP is produced by a specific plant only – Monocenter production;
  Delay: Urgent – Requests with urgency must be treated in 4h max;
  Article Similar _ SameProduct – The requester can inform us a material equal to this new one but with a different packaging.
  Article Similar _ SamePackaging – The requester can also inform us a product already created that uses the same packaging.
  Hierarchy – This information will help us to know the correct 'Division' and 'DCT cost price (CPR)'
  Dangerous – Need to be defined on 'DG indicator profile' and must be taken into account when filling fields for the 'Material freight grp'

EU_DUAL: NO - EU_ROTTERDAM: NO - EU_DRUGS: NO - EU_OZONE: NO - EU_COMM: NO All these information will be relevant for GTS legal regulation - EU_WEAPONS: NO - USA_EXP: NO - SC_DUAL: NO - SC_WEAPONS: NO - APO: NON
Materials are created in system PF2/50 with transaction MM01 « Create Material ». It is essential to create the article having another reference as model, and when available we should always use the material provided on ARTICLE_SIMILAR_samePackaging.

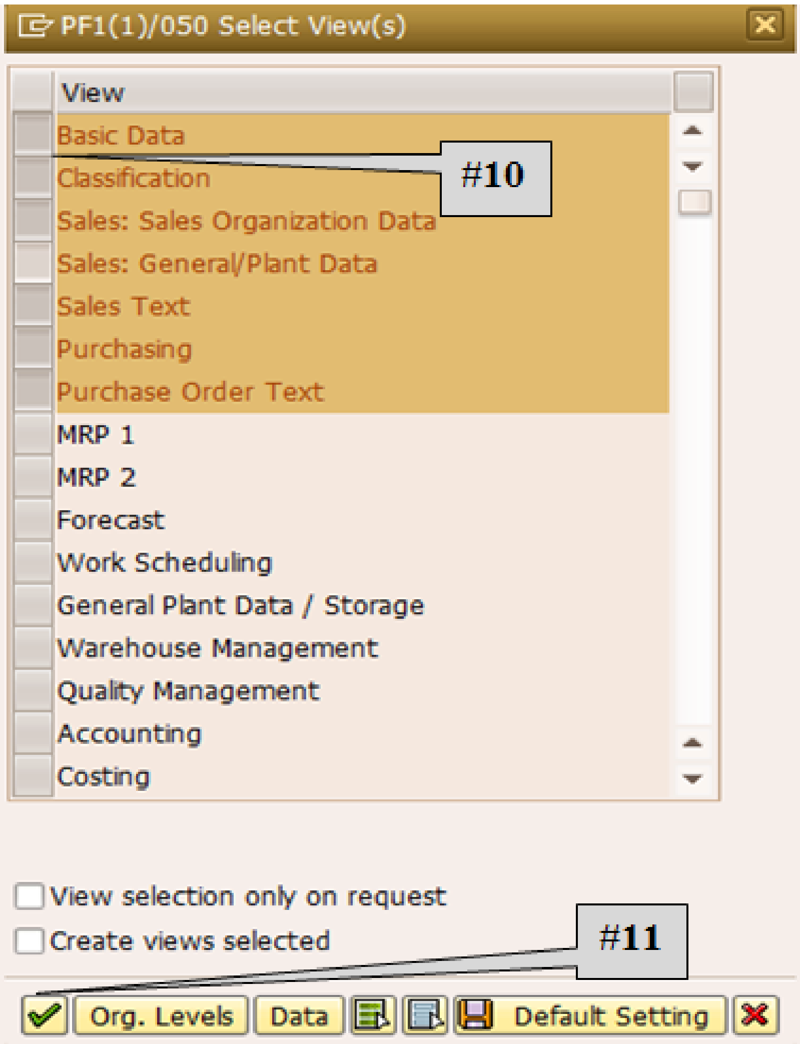


#	Main activities	Tips / Best practices	Key points
5	Enter transaction MM01		

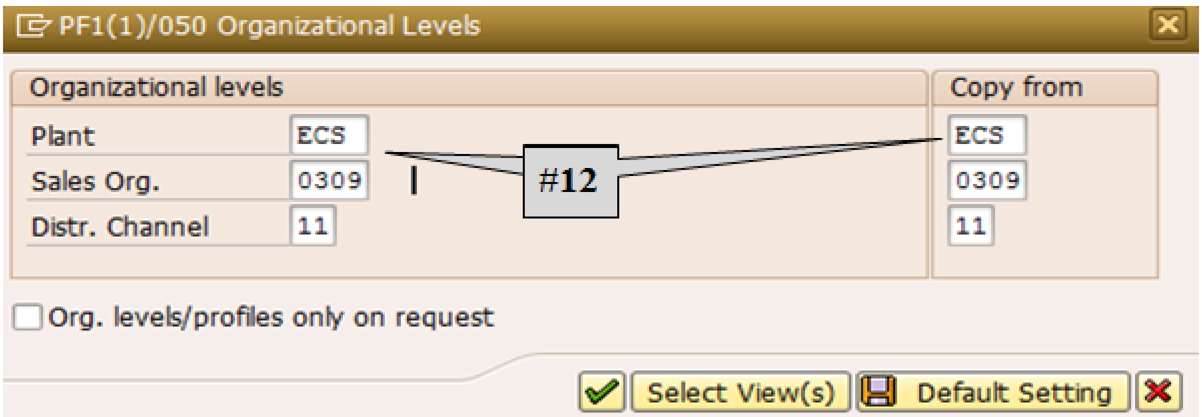


#	Main activities	Tips / Best practices	Key points
6	Enter Industry Sector		Always choose "Chemical Industry"
7	Enter Material Type		Z700 for packed FP and Z701 for bulk FP
8	Insert a material number with the same packaging	Try to use always materials also created for the requested plant / Sales	

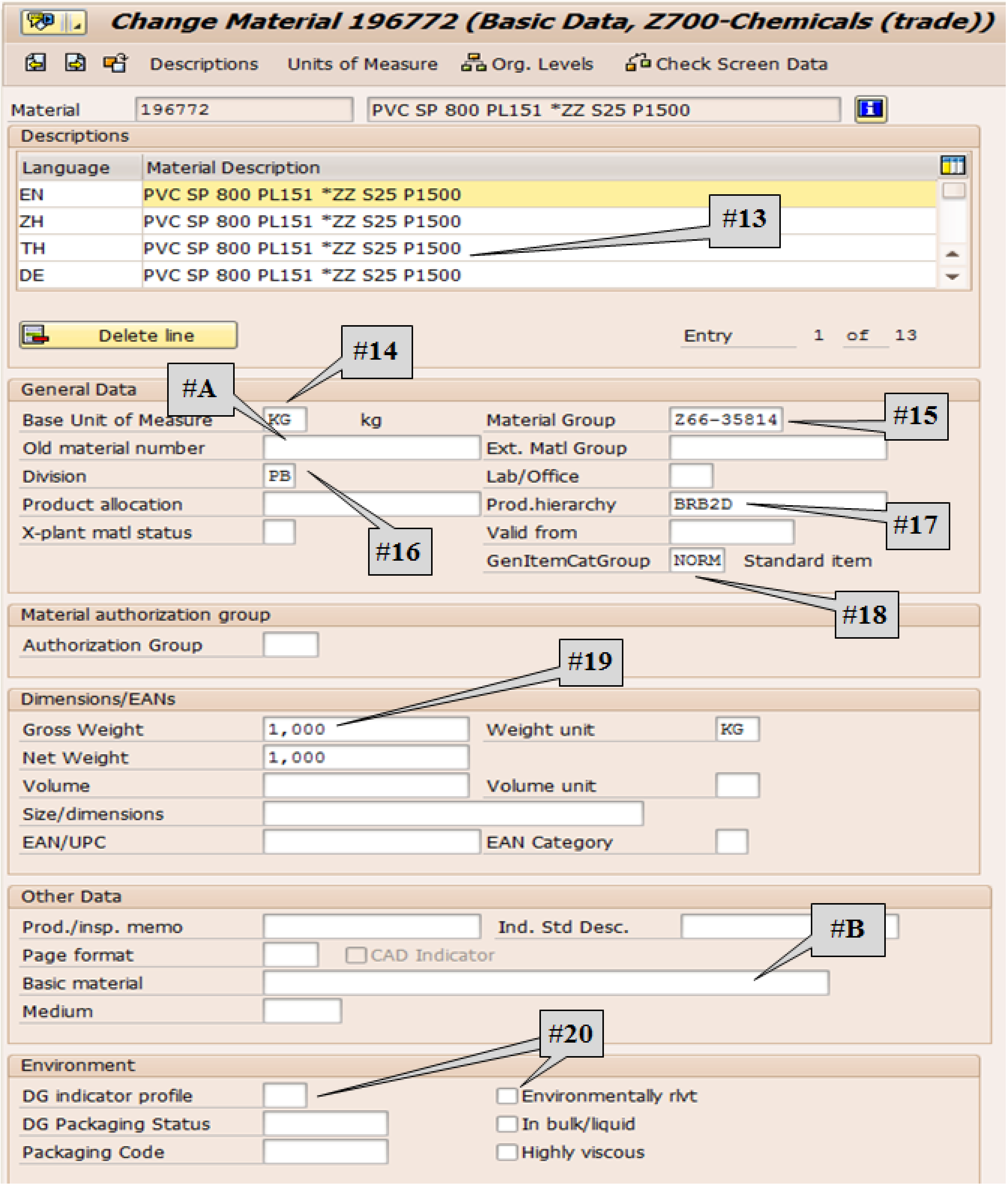
			This allows one faster creation and avoids errors.
9	Hit Enter		



#	Main activities	Tips / Best practices	Key points
10	Select the Views	The marked views are all the views necessary for FP creation	
11	Hit Enter		



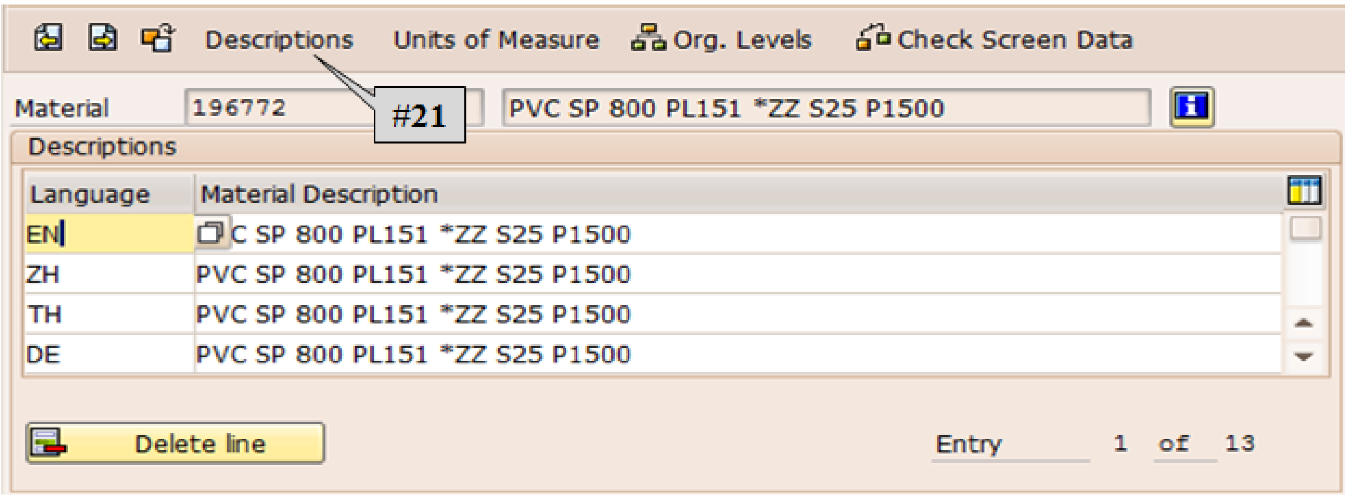
#	Main activities	Tips / Best practices	Key points
12	On this screen we must insert the plant / sales org. for the new material as provided by requester.	Try to use a model with the same packaging and with the plants / sales org. as in the form.	

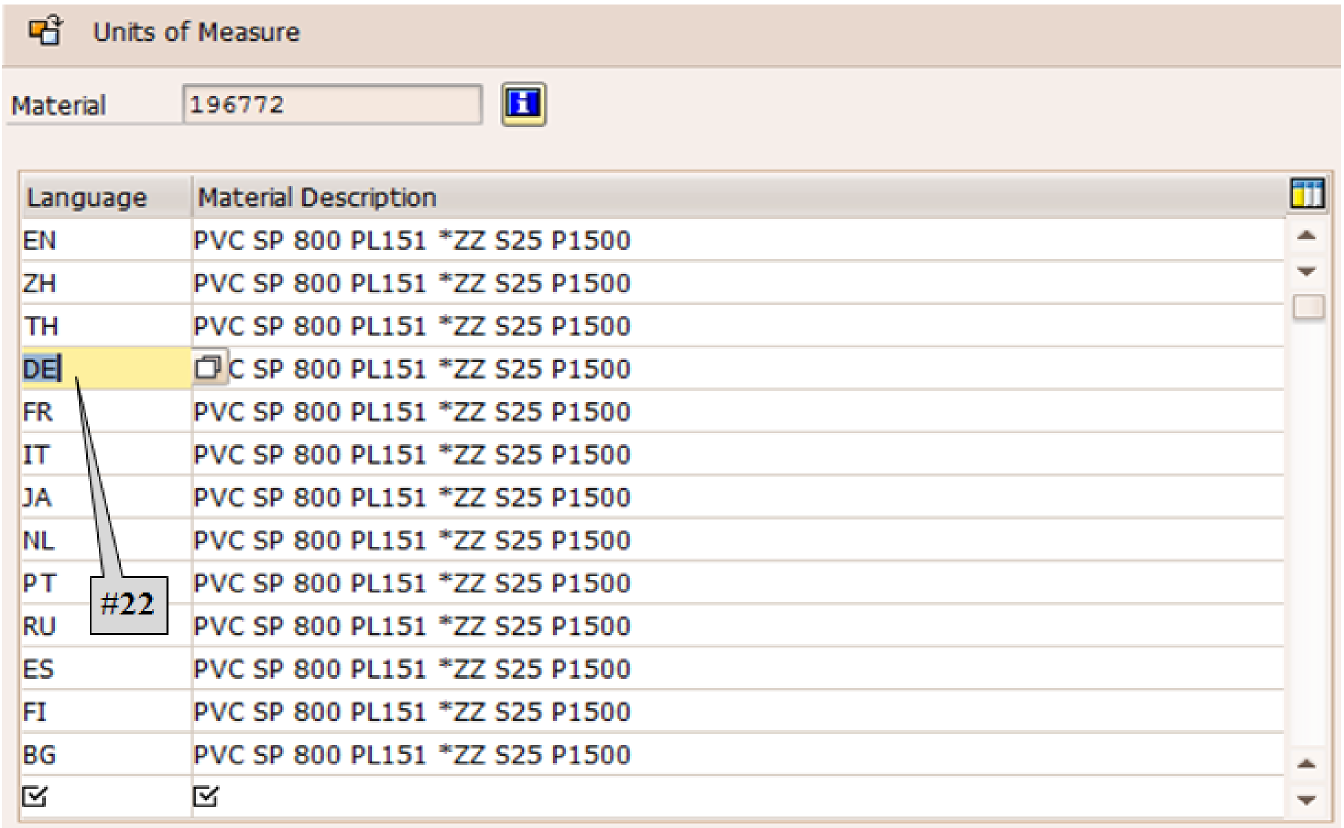


A	Enter Old Material Number	For Z50* - Example WP1# xxxxxx Without WP1 material - WP1# N/a	Information mandatory for Z58* and Z50*
B	Enter PRODCOM code linked to WP1 material referenced	On basic data 2 view in WP1, all 0450 materials have the correspondent PRODCOM	Information mandatory for Z50*

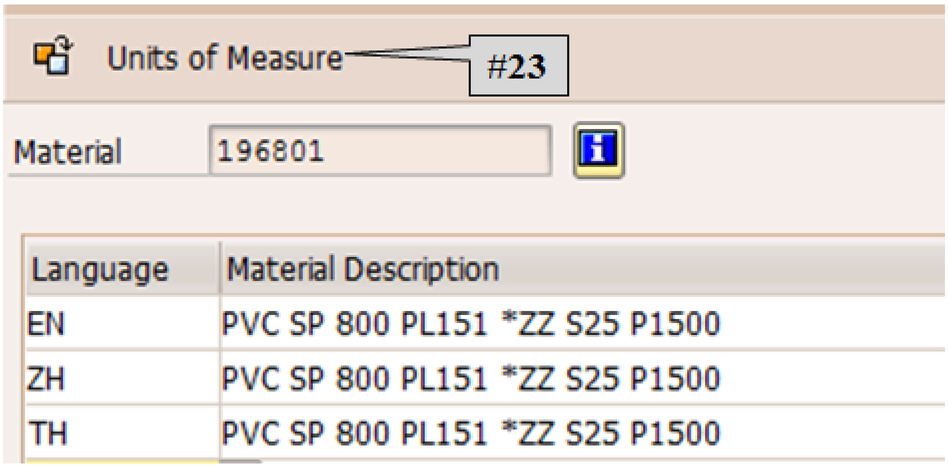
#	Main activities	Tips / Best practices	Key points
13	Enter Material Description		Described in Form as DESCRIPTION
14	Enter Base Unit of Measure		Described in Form as UNIT
15	Enter Material Group	If we need to create a new FP for an already existing product but different packaging (description until ``*``) **we use the same Material Group code. If a new product please see point *3.2.**	Material Group number identifies the Business and the product:

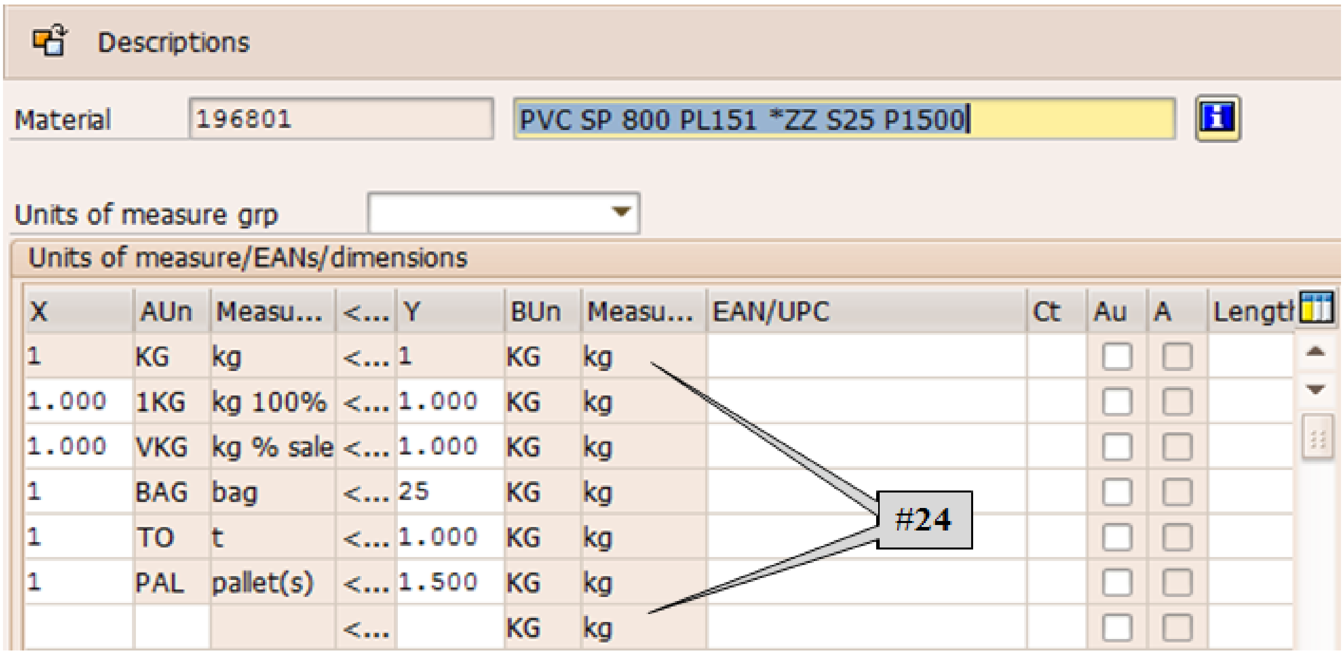
		Exceptional case: if for GBU Specialty Polymer, a new Material group is requested in the form, please see point 3.2.1	example: Z66-Identifies the business 35814 – Identifies the product
16	Enter Division	Always see if the model has the same 'Prod.hierarchy' of the new material (table Z0R2)	This field is related with 'Prod.hierarchy'
17	Enter Prod. hierarchy	For Z50* Always confirm with WP1 referenced material (check point 3.6)	Always provided on form – Need to confirm validity of product hierarchy – check table Z0R2
18	Enter GenItemCatGroup	Always NORM	
19	Enter Weight	The Gross weight is defined in relation with packaging. Exp. P1500 - WEIGHT: 1500KG 1500/1500= 1 Gross weight If P1500 - WEIGHT: 1700KG 1700/1500= 1,133 Gross weight	Net Weight – 1,000 Bulk products – 1,000 on both fields
20	DG indicator profile		If in form indicated DANGEROUS: YES we must insert '001' and flag 'Environmentally rlvt'



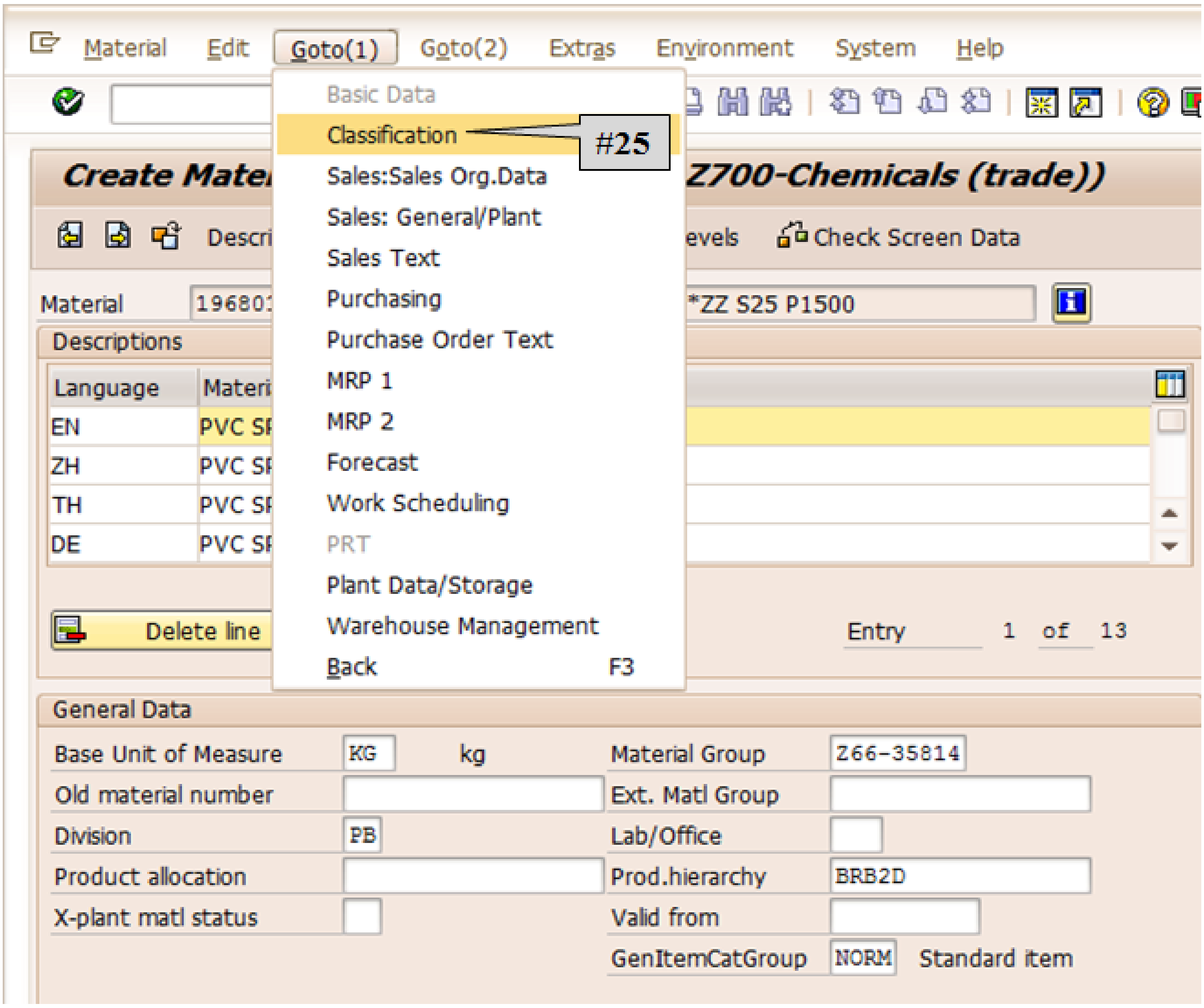


#	Main activities	Tips / Best practices	Key points
21	Go to 'Descriptions'		
22	Maintain all the languages copied form similar material.	Use a similar product with the same packaging and with the plant/sales org. requested	Check form for descriptions in other languages.



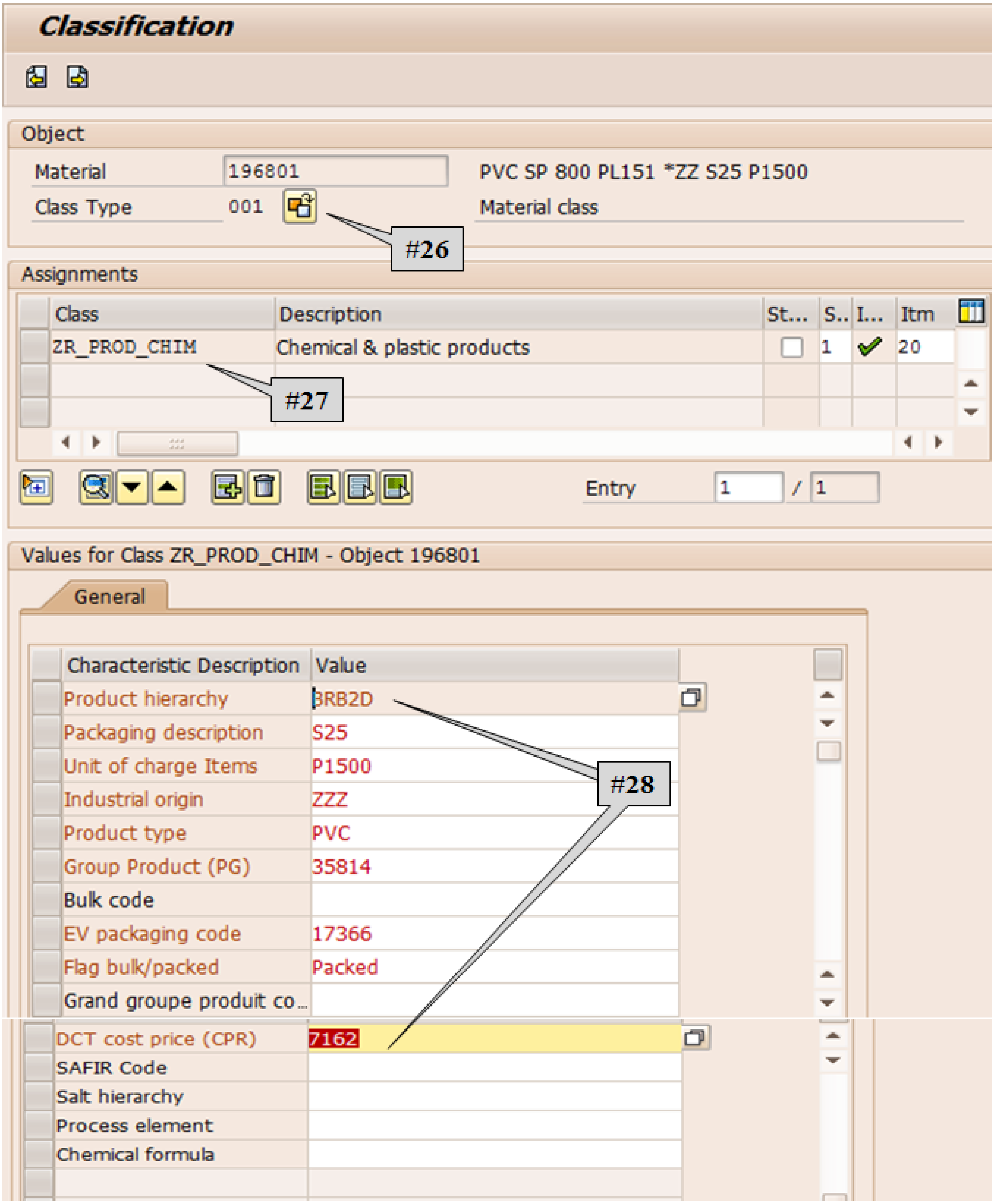


#	Main activities	Tips / Best practices	Key points
23	Go to 'Units of Measure'		Mandatory when sales views are created: Without concentration info 1000 VKG – 1000 KG 1TO – 1000 KG 1000 - 1KG - 1000 KG 53.892 LB - 24.445 KG 53.892 1LB - 24.445 KG When Base Unit = LB 24.4451KG - 53.892LB 24.445KG - 53.892LB 24.445VKG - 53.892LB 45 TO - 99.208 LB 24.445VKG - 53.892 1LB
24	Maintain all the necessary conversions.	Use a similar product with the same packaging.	Common units: 1KG, VKG and TO (Base KG) Packaging specific for this example: BAG 25 KG = S25 PAL 1500KG = P1500



#	Main activities	Tips / Best practices	Key points
25	Go back and enter Goto(1) and chose next view 'Classification'		

NOTE - For Materials linked to GBU **Solvay Specialty Polymers US** (Z58*) , when a new material is requested, and there's no Packaging reference, we must maintain the packaging code in the Cloning tool, in order to further creations with the same packaging can be created directly by local user on this tool.

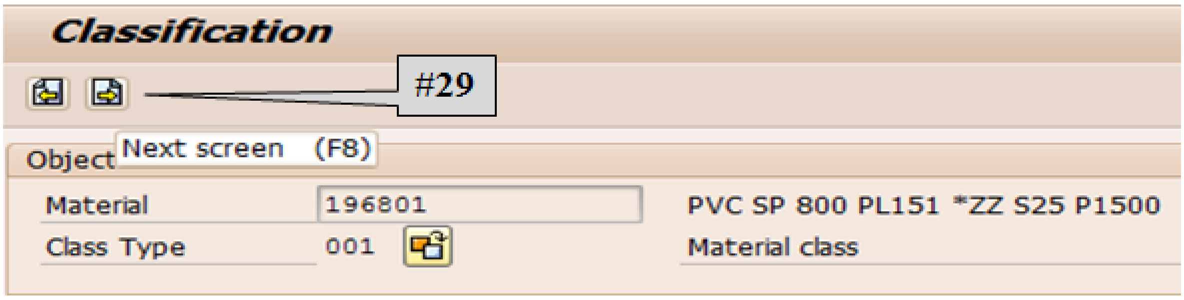


#	Main activities	Tips / Best practices	Key points
26	Class Type for FP's is always 001	Classification view is only available on PF2-050	
27	Enter Class ZR_PROD_CHIM		
28	Enter characteristics for the new FP	Always use a similar material with the same packaging + plant/sales org. + Product hierarchy	

#28 – Descriptions of values:

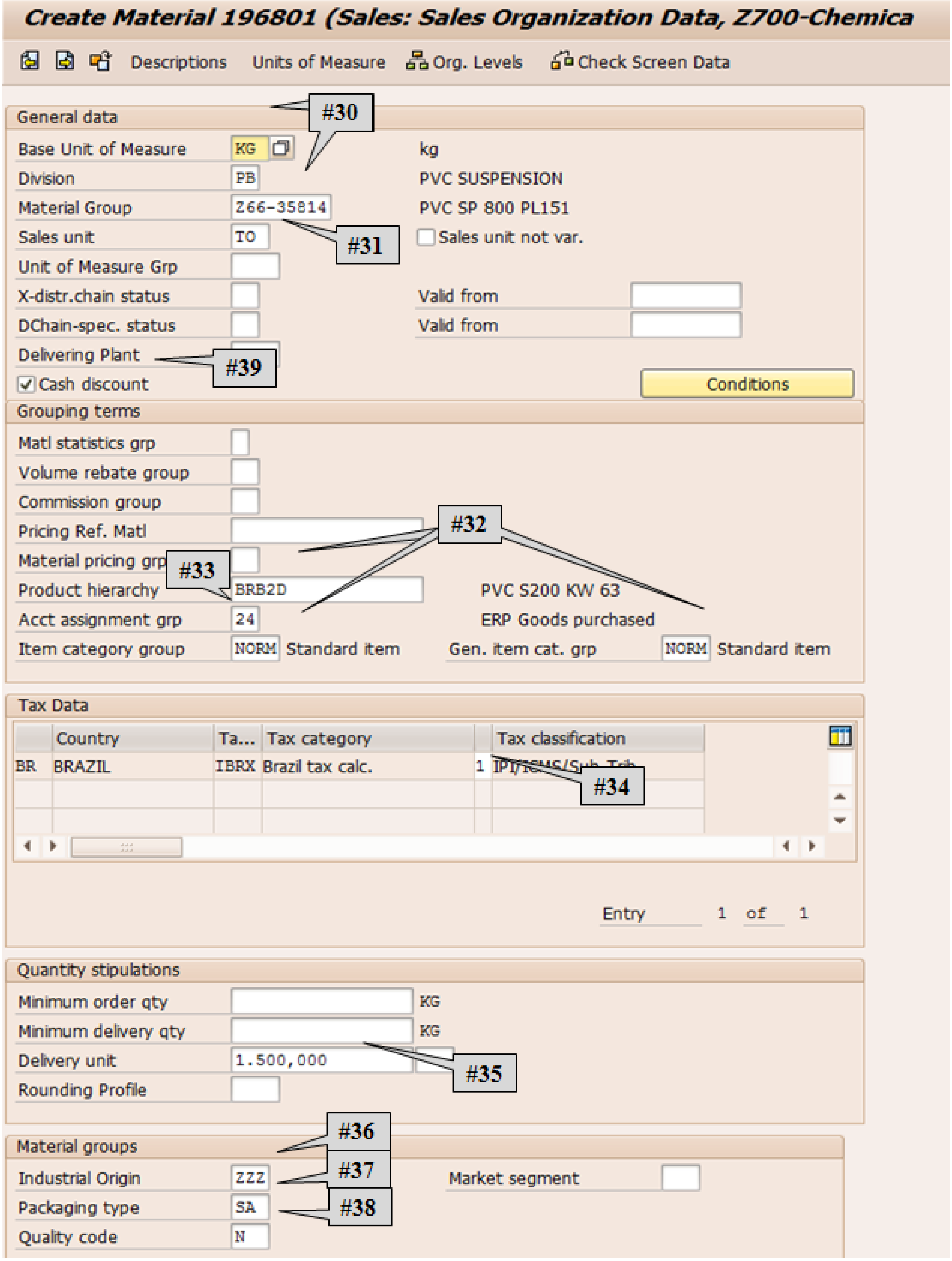
Product hierarchy – Provided in form
Packaging description – 1st packaging S25 on short description (table Z0RL)
Unit of charge Items – 2nd packaging P1500 on short description (table Z0RK)

Industrial origin – Identifies the productive pant. This product is produced by an external supplier ZZZ (table Z0RN)
Product type – Code that identify the product
Group Product (PG) – The same last 5 digits from Material Group Z66-**35814**
Bulk code – We must always search for similar products and identify in this field the same product bulk code. If we are creating a new FP bulk or if there is no similar bulk this field should remain blank.
EV packaging code – This code identify the complete packaging to be used on new FP (table Z0RJ)
Flag bulk/packed – Packed for FP with packaging, Bulk for the not packing.
Grand groupe produit code – Should be always blank, if we use a similar product that has information on this field we must delete.
DCT cost price (CPR) – Is the 3rd code related with Product hierarchy and plant/sales org. Search always a similar one with these matches to copy fields Division + DCT cost price (table Z0R2).
SAFIR Code, Salt hierarchy, Process element and Chemical formula - Should be always blank, if we use a similar product that has information on these fields we must delete.



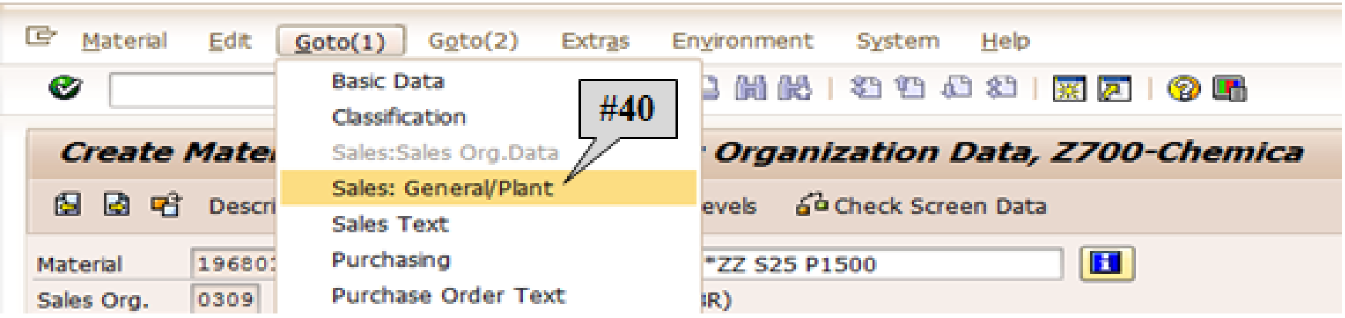
#	Main activities	Tips / Best practices	Key points
29	Go to Next screen – Sales: Sales org data		

24.445 KG

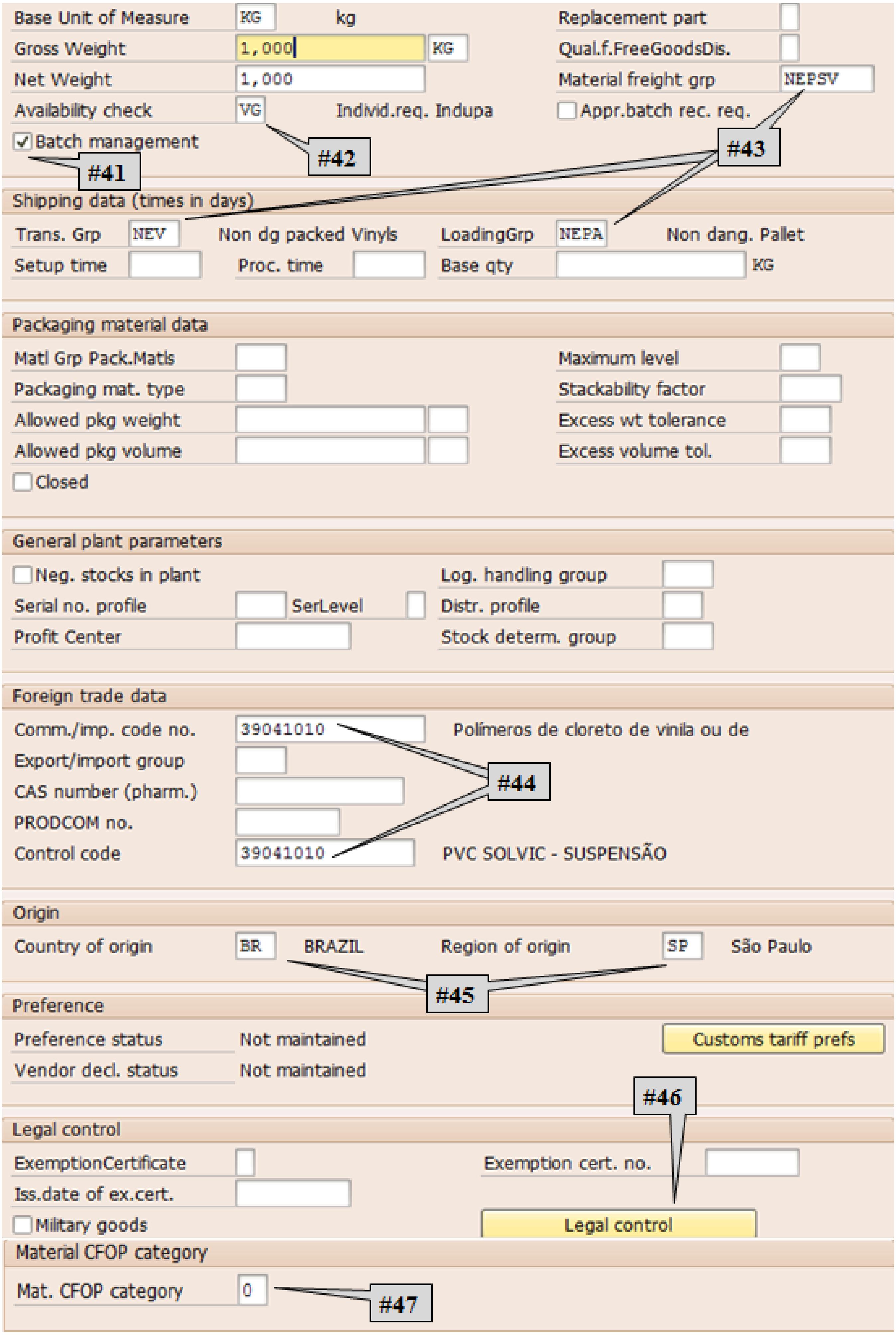


#	Main activities	Tips / Best practices	Key points
30	Same values from Basic Data 1	Confirm if correct data was transferred from Basic Data 1	
31	Enter Sales Unit	If no value on form leave blank	Value provided in form
32	Same values from Basic Data 1	Confirm if correct data was transferred from Basic Data 1	
33	Enter Acct assignment grp	For Solexis business (Z61) the account assignment should be always 20.	Value provided in form

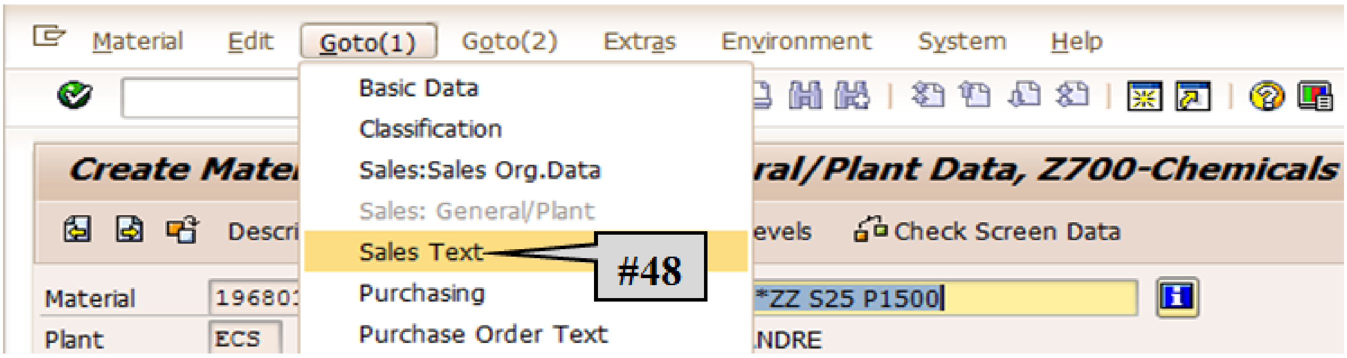
34	Enter tax codes	Particular cases: Soda Ash (Z10/Z11/Z13) agricultural salt - 2 Soda Ash Portugal – some specific products - 3	MWST – 1 LCFR – A LCIT – 0
35	Enter Delivery unit	Minimum order qty and Minimum delivery qty always blank	The value of packaging
36	Enter Industrial Origin	Same value inserted in Classification tab	Productive plant (table Z0RN)
37	Enter Packaging type	Bulk FP = GR O/W = DI	The 1st packaging used S = SAC/BAG
38	Enter Quality code		Normally N – Normal Some products have before * codes: X – Experimental LHN – H (low quality standards)
39	Flag Cash discount		Always flagged



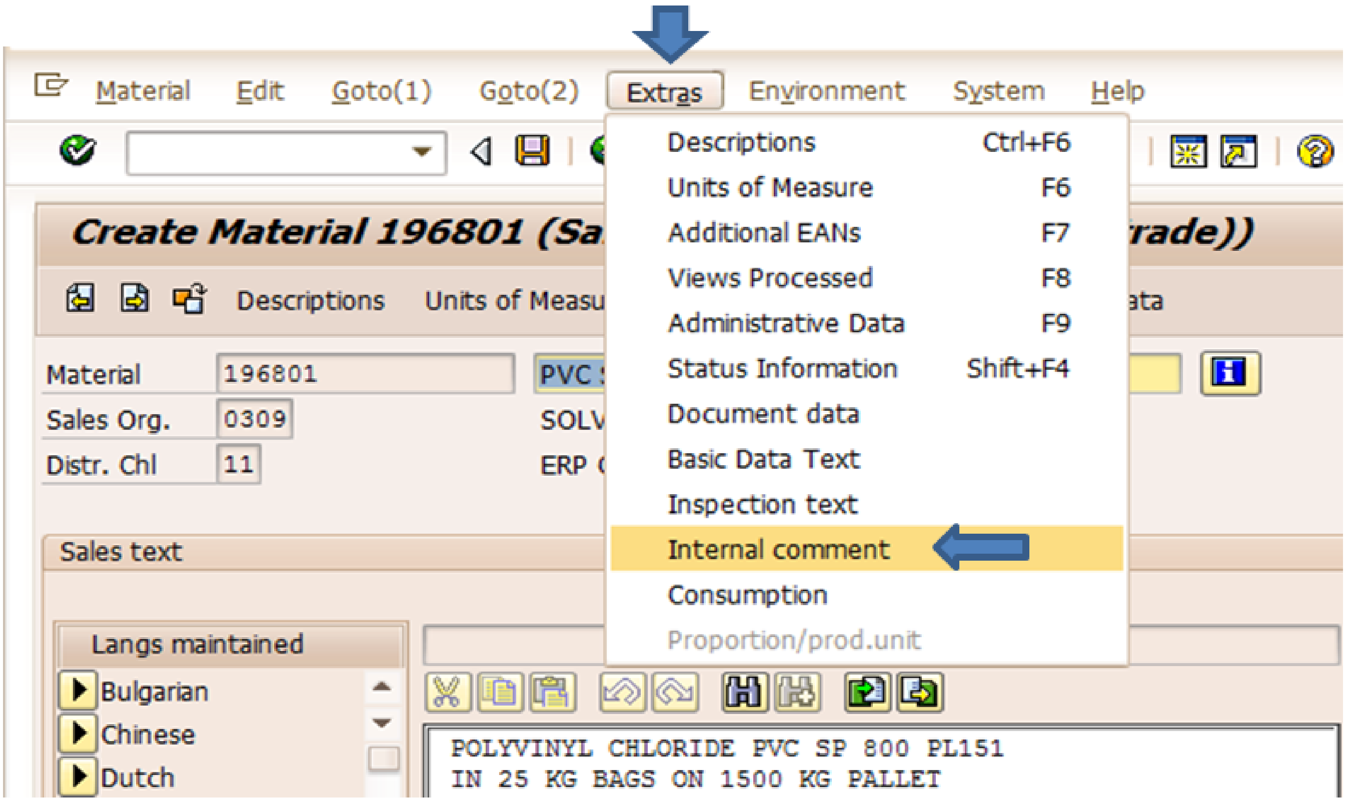
#	Main activities	Tips / Best practices	Key points
40	Goto (1) Next screen – Sales: General/Plant		


Base Unit of Measure KG kg
Replacement part
Gross Weight 1,000 KG
Qual.f.FreeGoodsDis.
Net Weight 1,000
Material freight grp NEPSV
Availability check VG Individ.req. Indupa
Appr.batch rec. req.
Batch management
#41
#42
#43
Shipping data (times in days)
Trans. Grp NEV Non dg packed Vinyls
LoadingGrp NEPA Non dang. Pallet
Setup time
Proc. time
Base qty KG
Packaging material data
Matl Grp Pack.Matls
Maximum level
Packaging mat. type
Stackability factor
Allowed pkg weight
Excess wt tolerance
Allowed pkg volume
Excess volume tol.
Closed
General plant parameters
Neg. stocks in plant
Log. handling group
Serial no. profile
SerLevel
Distr. profile
Profit Center
Stock determ. group
Foreign trade data
Comm./imp. code no. 39041010 Polímeros de cloreto de vinila ou de
Export/import group
#44
CAS number (pharm.)
PRODCOM no.
Control code 39041010 PVC SOLVIC - SUSPENSÃO
Origin
Country of origin BR BRAZIL
Region of origin SP São Paulo
#45
Preference
Preference status Not maintained
Customs tariff prefs
Vendor decl. status Not maintained
#46
Legal control
ExemptionCertificate
Exemption cert. no.
Iss.date of ex.cert.
Military goods
Legal control
Material CFOP category
Mat. CFOP category 0
#47

#	Main activities	Tips / Best practices	Key points
41	Flag Batch Management		Always flagged for FP's
42	Enter Availability check code	This code is in relation with the Business and geographical location of plant. In case of doubts search for similar products in SQ00 and check the code used.	Use this table to find: https://docs.google.com/a/solvay.com/spreadsheet/ccc?key=0Ap92vkWj-TmzdFFzU0VScFEtZlVnWWs3Y1FyRUFMN0E&usp=drive_web#gid=0
43	Fill Logistic values	Use a similar product with the same packaging. US pants use a specific code that ends with -60/65/70	Should be taken into account the Dangerous and the packaging used
44	~~Enter Comm./imp. code no + Control code~~	~~The field Control code is only used for Brazil and India Plants~~	~~Provided in the form~~
45	Enter Origin	Use transaction Z2RY to find all plant characteristics	MONOCENTER - Insert the country and region of origin MULTICENTER – Filled only for the productive plants
46	Fill Legal Control	To fill: Open > F (FAO) > Pallet approved > PAL_APPR > Flag Indiv	This should filled only for Heat Treated Pallets (HT) in GBU's: Z10/11/13 – Soda Ash Z15 – EDS Z21/23 – Interox Z27/28 – AFM (Solvay Chemical) Z33 – Fluor Z34 – Barium Z66/67 – Solvin
47	Enter Mat. CFOP category	The field is only used for Brazilian Plants	Provided in the form

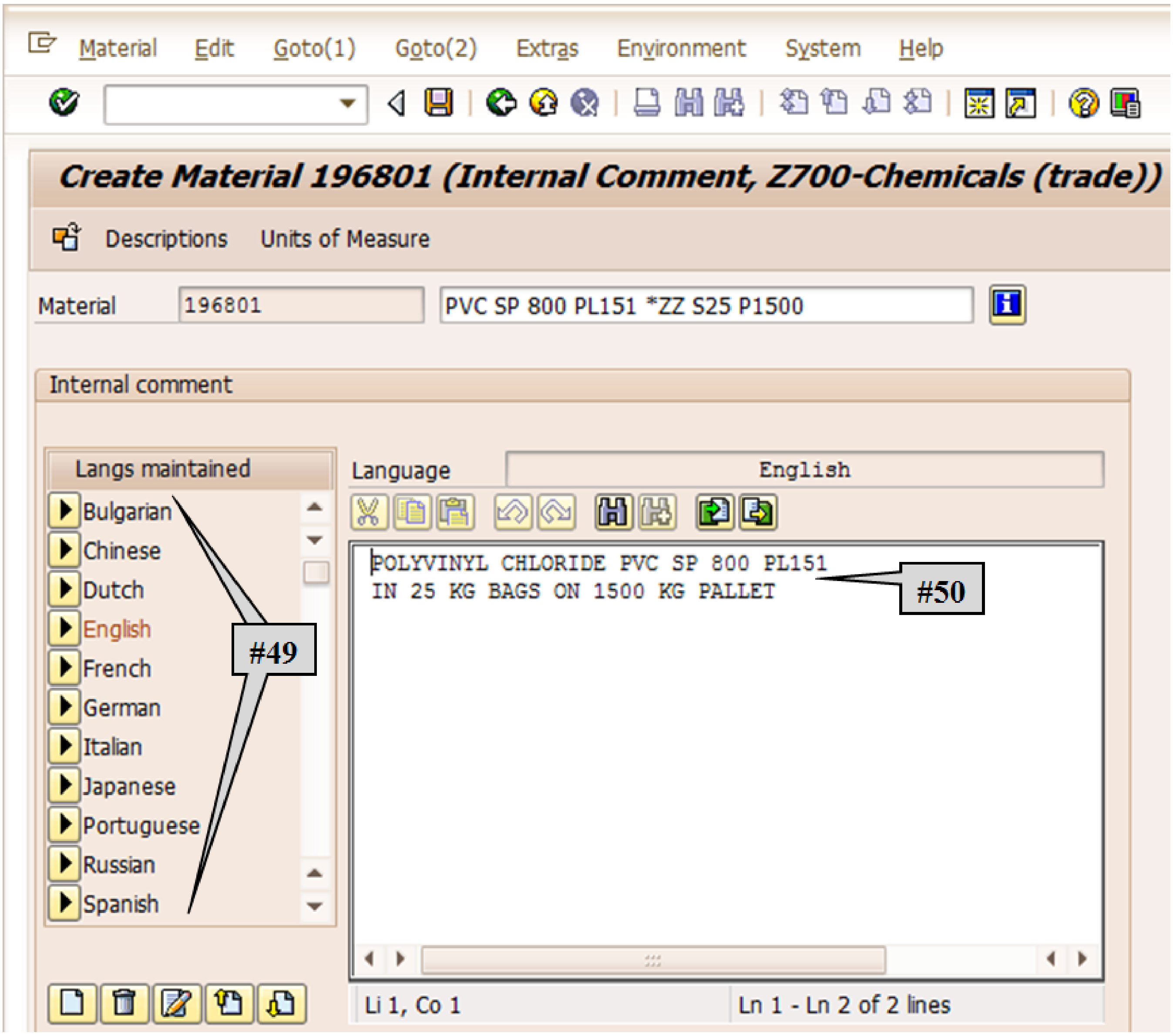


#	Main activities	Tips / Best practices	Key points
48	Goto (1) Next screen – Sales: General/Plant		

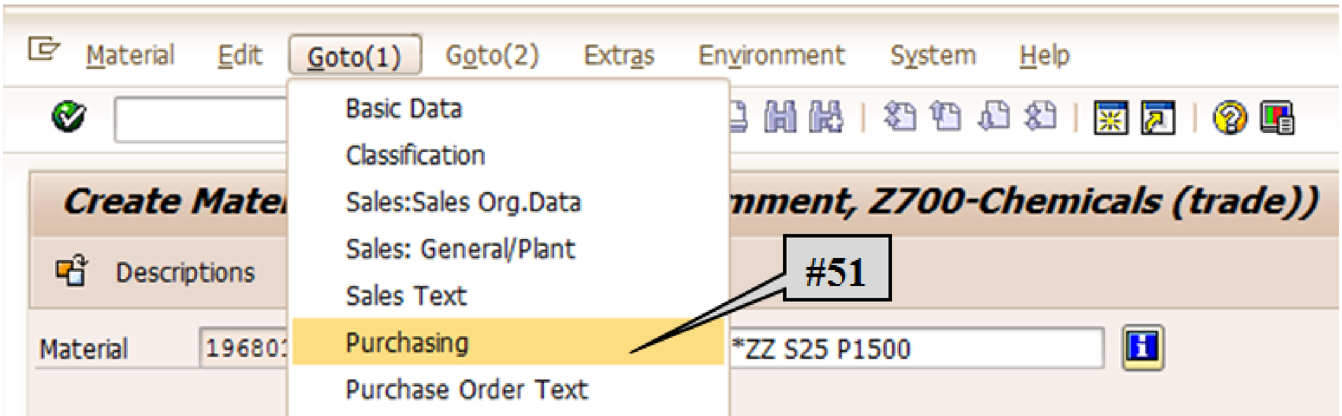


We **never** modify texts using Sales text and/or Purchase order text. At this point go to Extras and choose **Internal comment**.

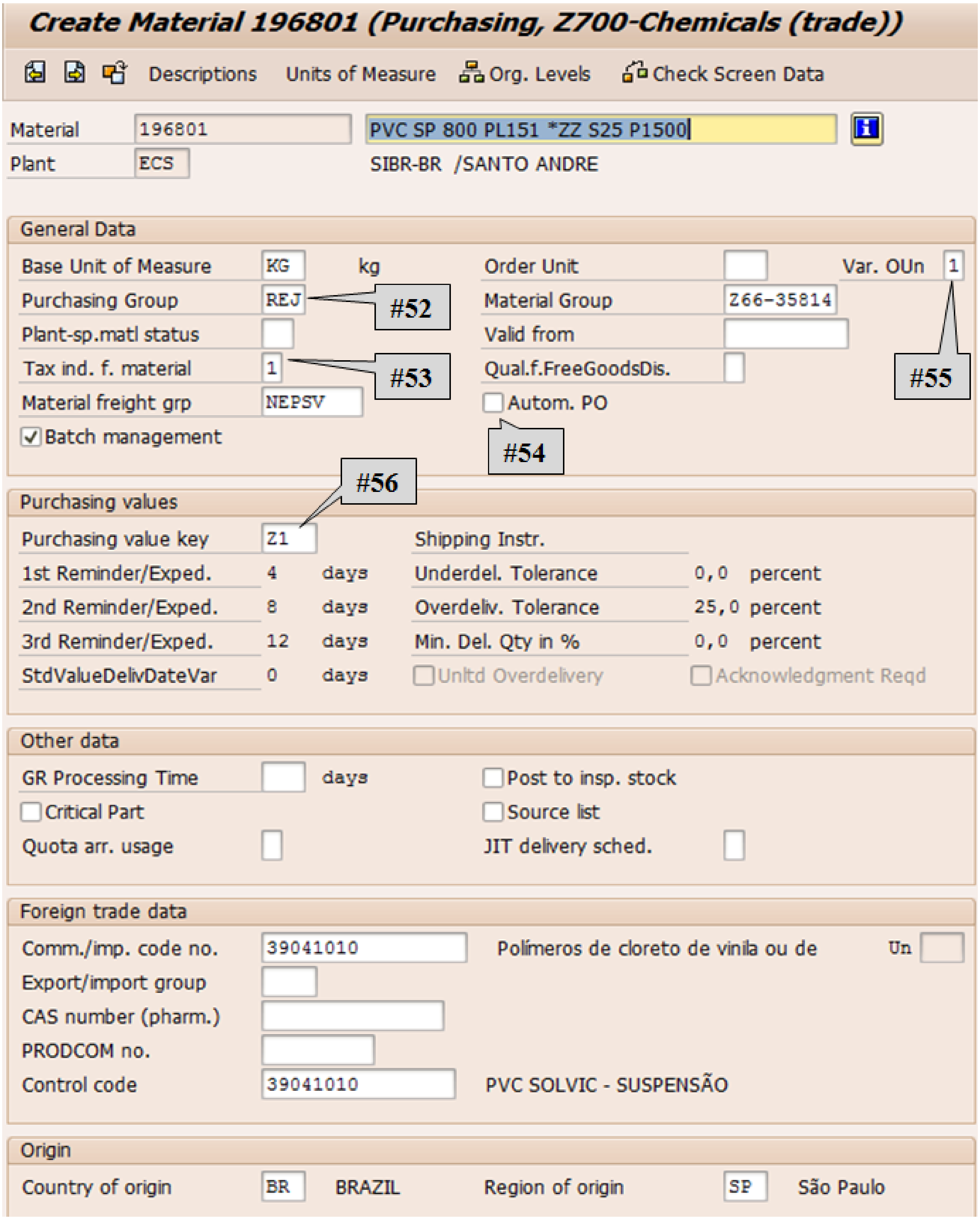
Tip: The purchase order text and sales order text is copied over (if both exist, then simultaneously) from the internal comment.



#	Main activities	Tips / Best practices		Key points
49	Enter languages	9 standard languages FR-EN-DE-NL-IT-ES-PT-BG-FI	• Possible extra languages: (AR) Arabic, (TH) Thai, (KO) Korean, (ZH) Chinese, (JA) Japanese. •If article is defined for a plant or company code which is not included in any of the 9 standard languages, the required language is created using English as model •For BG, RU and other non-Latin languages the short texts in Cyrillic is created in PF2/050 by Russian and Bulgarian users	
50	Enter long text	Always use the same of similar product and just modify the description in 1st line – Product description – Maintain the packaging description for each language	Provided in form	



#	Main activities	Tips / Best practices	Key points
51	Goto (1) > Purchasing		

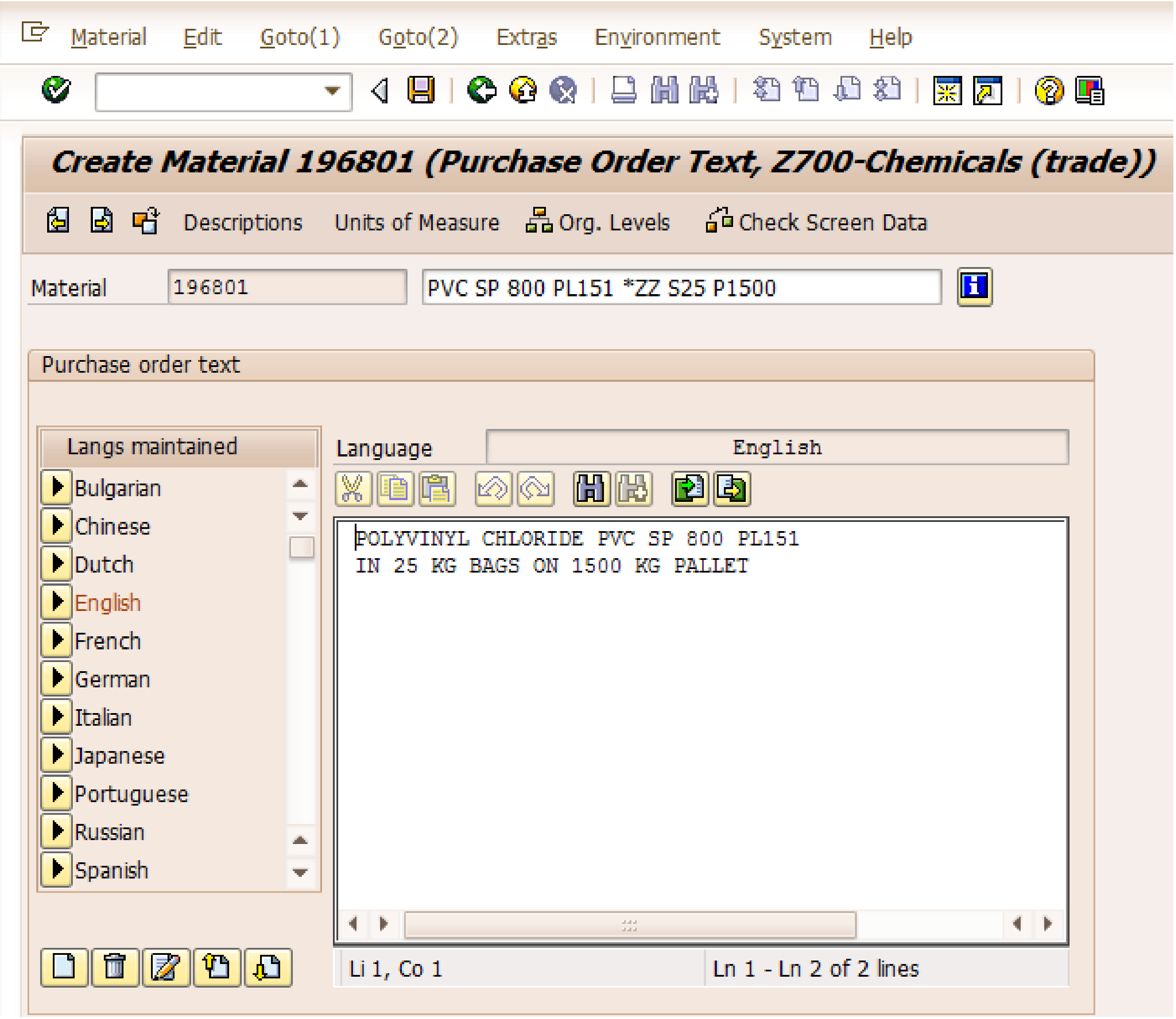


#	Main activities	Tips / Best practices	Key points
52	Enter Purchasing Group		Provided in form
53	Enter Tax ind. f. material	Exceptional cases can happen – Provided information in form comments	Normally – 1
54	Autom. PO	Always flagged on: Administrative plants (ADMIN) and Z51 + Z58 + Z60 + Z61 (SSP business)	Normally not flagged
55	Var. OUn	Exception – When indicated on form or when exist a Sales unit different from Base Unit of Measure	Normally not filled
56	Enter Purchasing value key	Maintain the same form similar or use a different one when informed in form.	Normally Z1

Note: Critical Part – PF2/050 - If field is flagged; the transfer of Data to PF2/020 concerning the purchasing views will be blocked.

All other fields information already maintained in previous tabs.

#	Main activities	Tips / Best practices	Key points
57	Goto (1) > Purchase Order Text		



We should only open this view. Long text already maintained in Internal Comment.

Tip: The purchase order text and sales order text is copied over (if both exist, then simultaneously) from the internal comment.

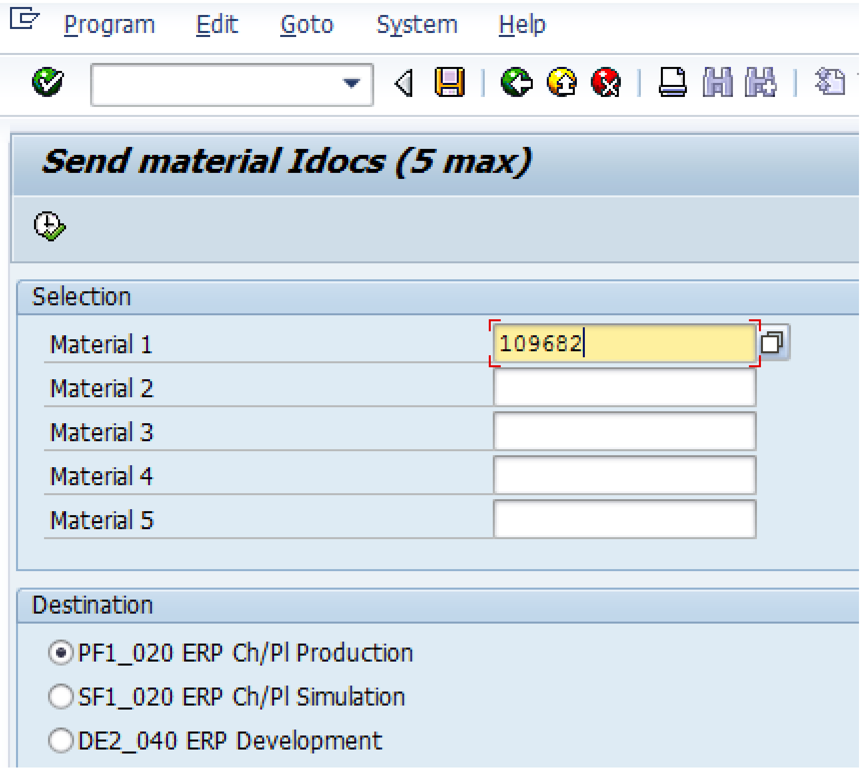
All process of creation is now completed. Click .
Before transfer the material to PF2-020 open the new FP in MM03 and confirm that all the fields are complete and correct, special attention to Sales and Purchase order texts. If texts not correctly transferred from Internal Comment see step XXXXX.

2.4. Material transfer from PF2-050 to PF2-020

P1/050 to PF2/020: Article Transfer – General Rules

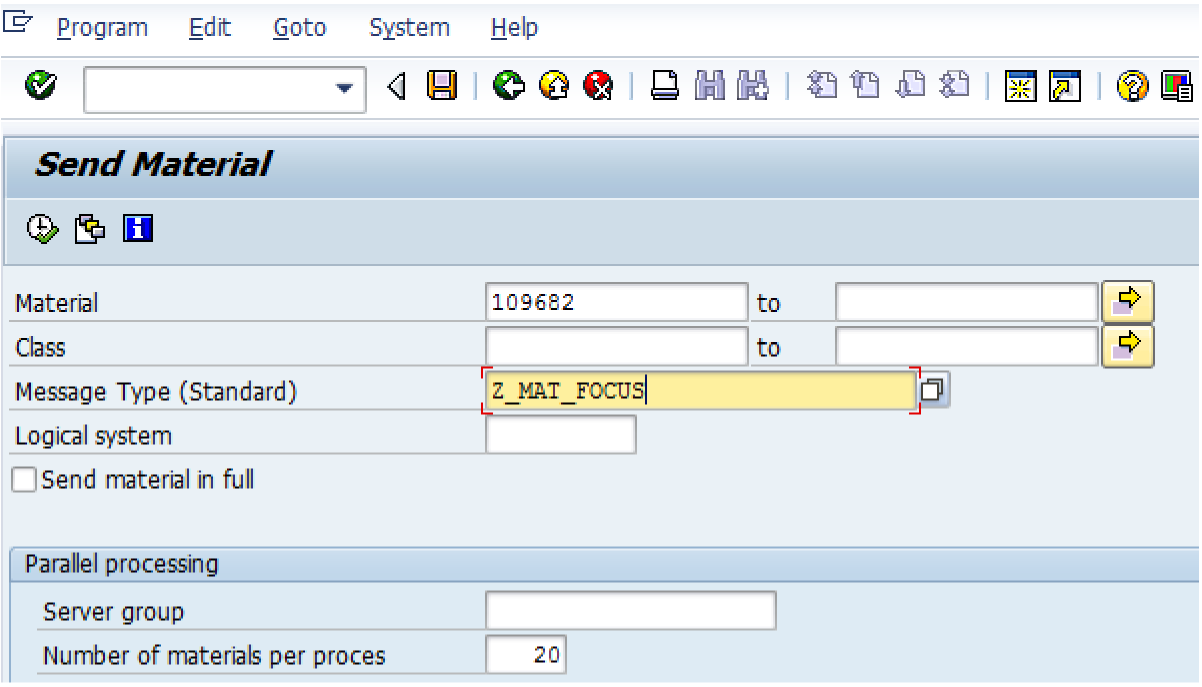
All Creations/Modifications in material records in PF2/050 can be manually transferred to PF2/020, allowing requester to have his demand performed and available in a short time delay.

Z2R9 - « SEND MATERIAL IDocs » PF2_050 ERP
Transaction used when number of material records to be sent to PF2_020 are not higher than 5.



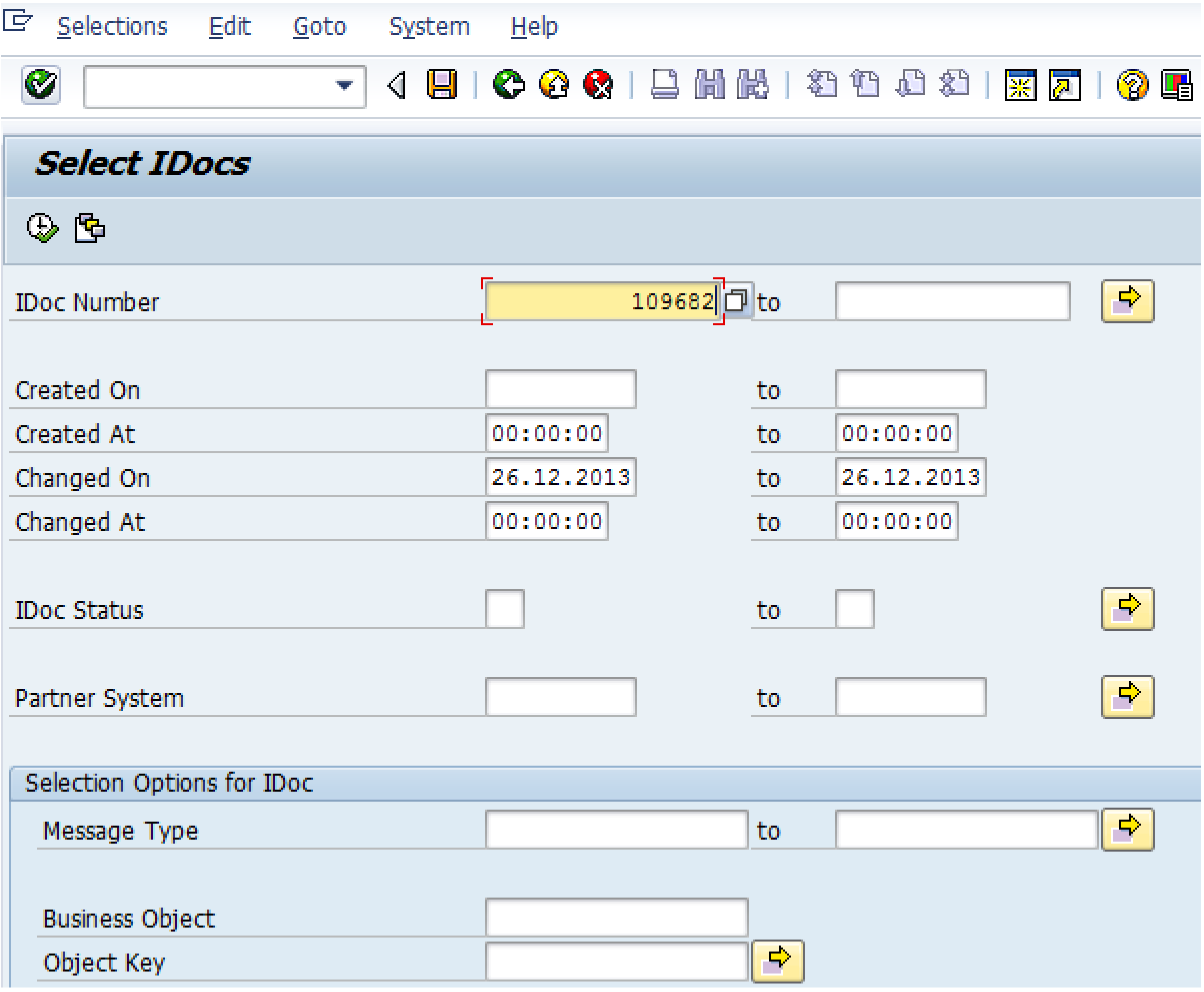
Insert your article numbers and Execute (destination PF2_020 ERP)

BD10 – « SEND MATERIAL » PF2_050 ERP
Transaction used when number of records to be sent to PF2_020 is higher than 5 records.

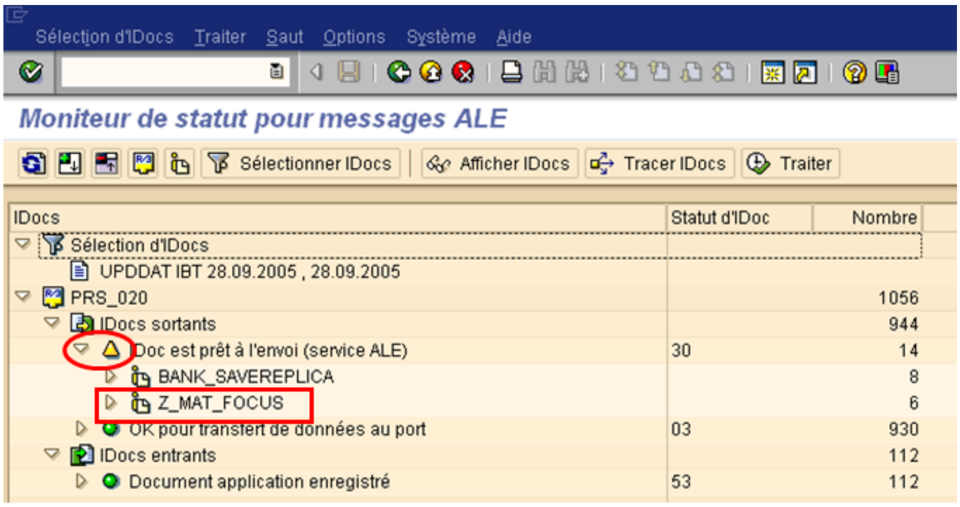


Insert numbers of articles created using multiple selection button and in message type – Z_MAT_FOCUS

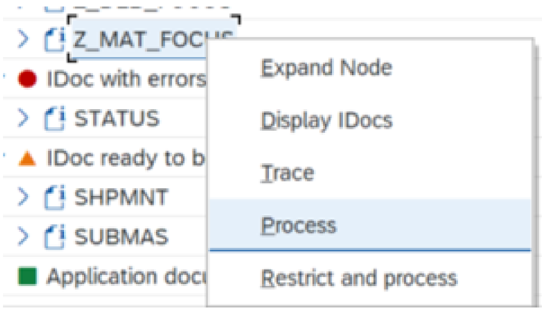
BD87 – « SELECT IDocs » PF2_050 ERP

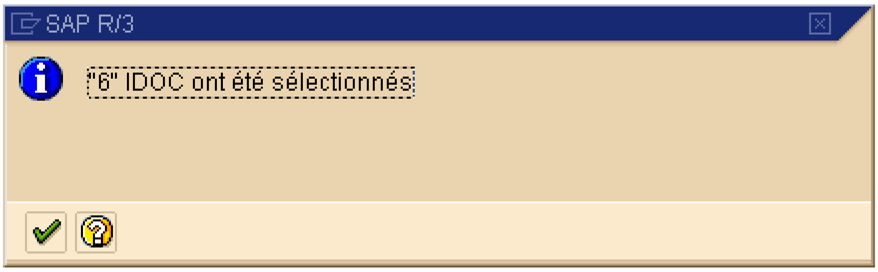


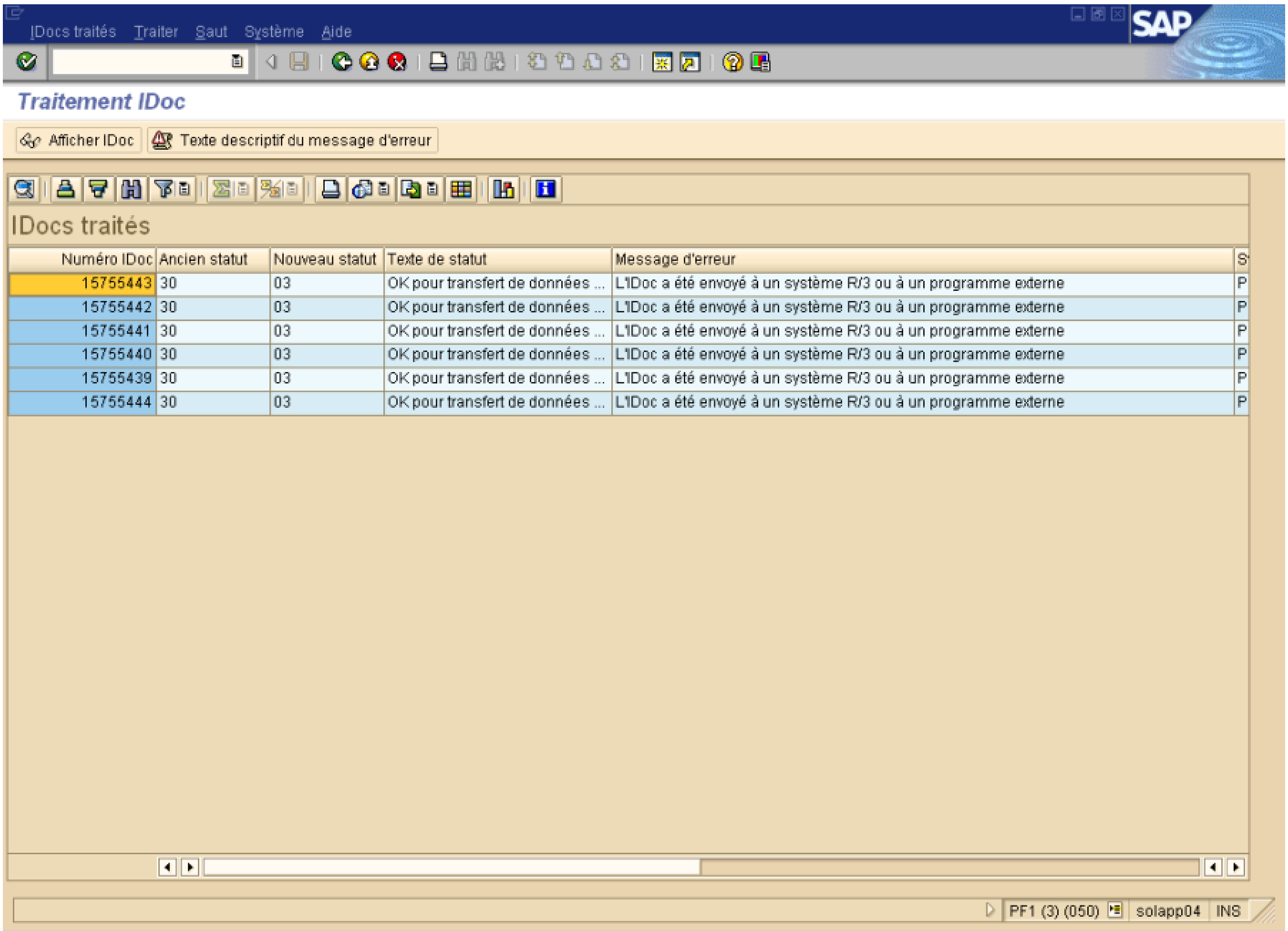
Insert the range of numbers created and Execute



Position the cursor on **Z_MAT_FOCUS**, press right button and choose Option: **Process**



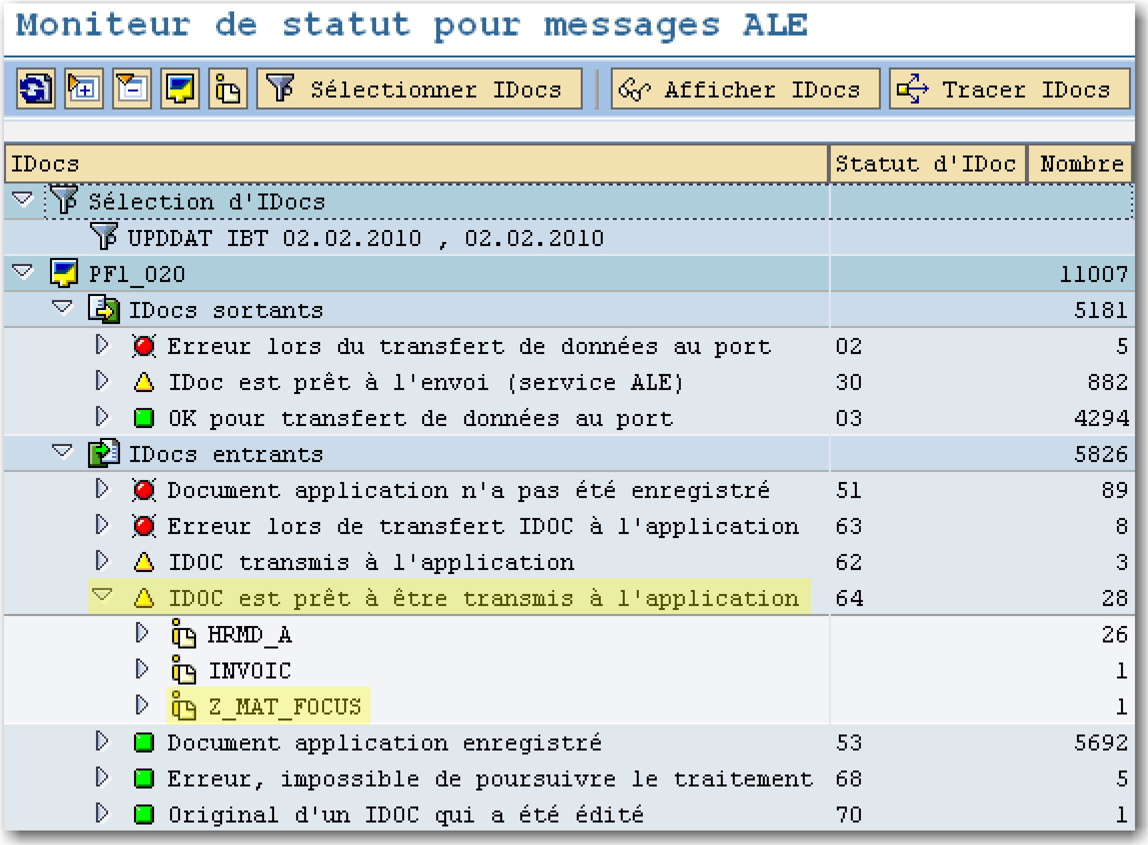




Numéro IDoc	Ancien statut	Nouveau statut	Texte de statut	Message d'erreur	S
15755443	30	03	OK pour transfert de données ...	L'IDoc a été envoyé à un système R/3 ou à un programme externe	P
15755442	30	03	OK pour transfert de données ...	L'IDoc a été envoyé à un système R/3 ou à un programme externe	P
15755441	30	03	OK pour transfert de données ...	L'IDoc a été envoyé à un système R/3 ou à un programme externe	P
15755440	30	03	OK pour transfert de données ...	L'IDoc a été envoyé à un système R/3 ou à un programme externe	P
15755439	30	03	OK pour transfert de données ...	L'IDoc a été envoyé à un système R/3 ou à un programme externe	P
15755444	30	03	OK pour transfert de données ...	L'IDoc a été envoyé à un système R/3 ou à un programme externe	P

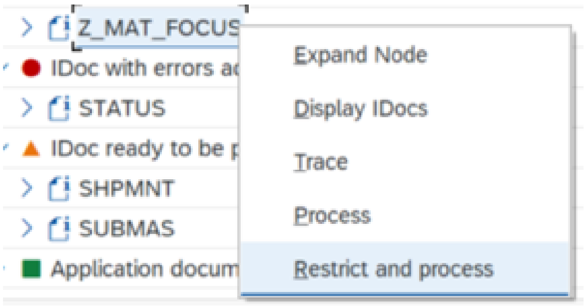
All documents were well sent to PF2_020

BD87 « SELECT IDocs » PF2_020 ERP

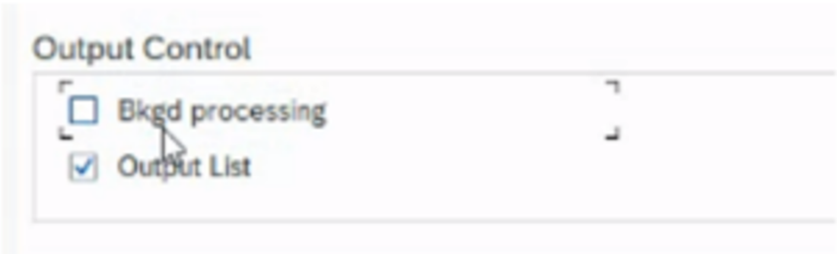


Position the cursor on **Z_MAT_FOCUS**, press right button and choose Option: **Process**

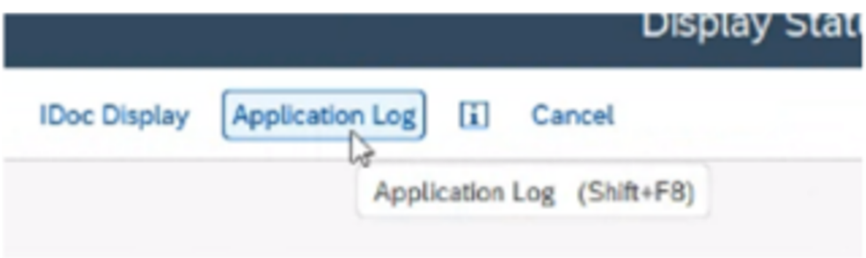
In case of iDoc errors select iDOC and press right button and choose Option: **Restrict and Process**



Untick Back ground processing and click Execute.



Click in Application log to check the errors in details.



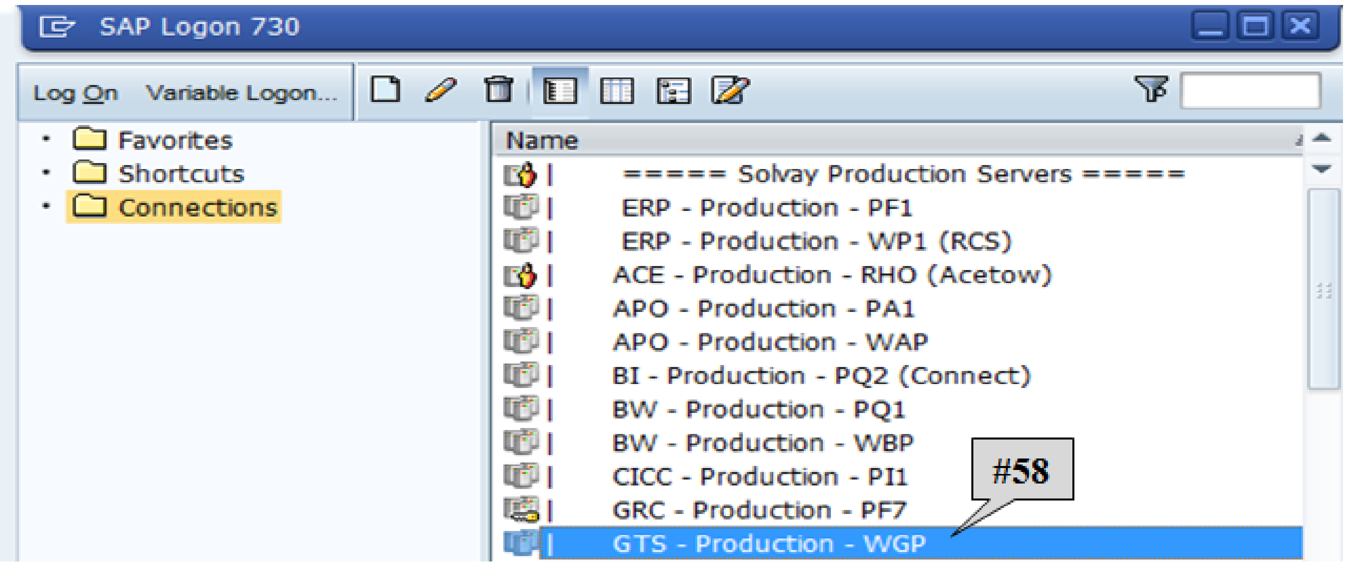
Creation of Complementary Views PF2/020

2.5. GTS legal regulation for new FP's

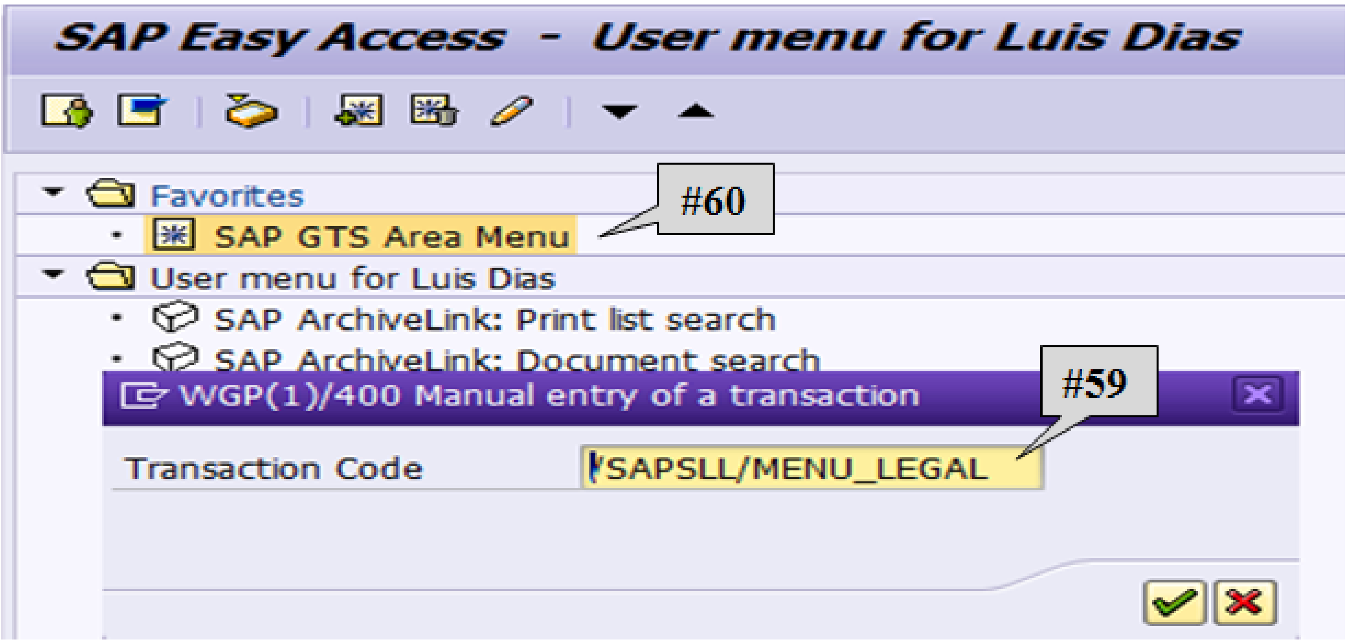
Please use the link below for more information on compliance classification and manual procedure for OGP Classification upload:

Note: If you uploaded the compliance classification using the process given above, the process below is not required.

After transferring the new material to PF2-020 the last step of new material creation is the maintenance of GTS legal regulation. This is operated in a different system, so we have to wait 1hour before this last step.

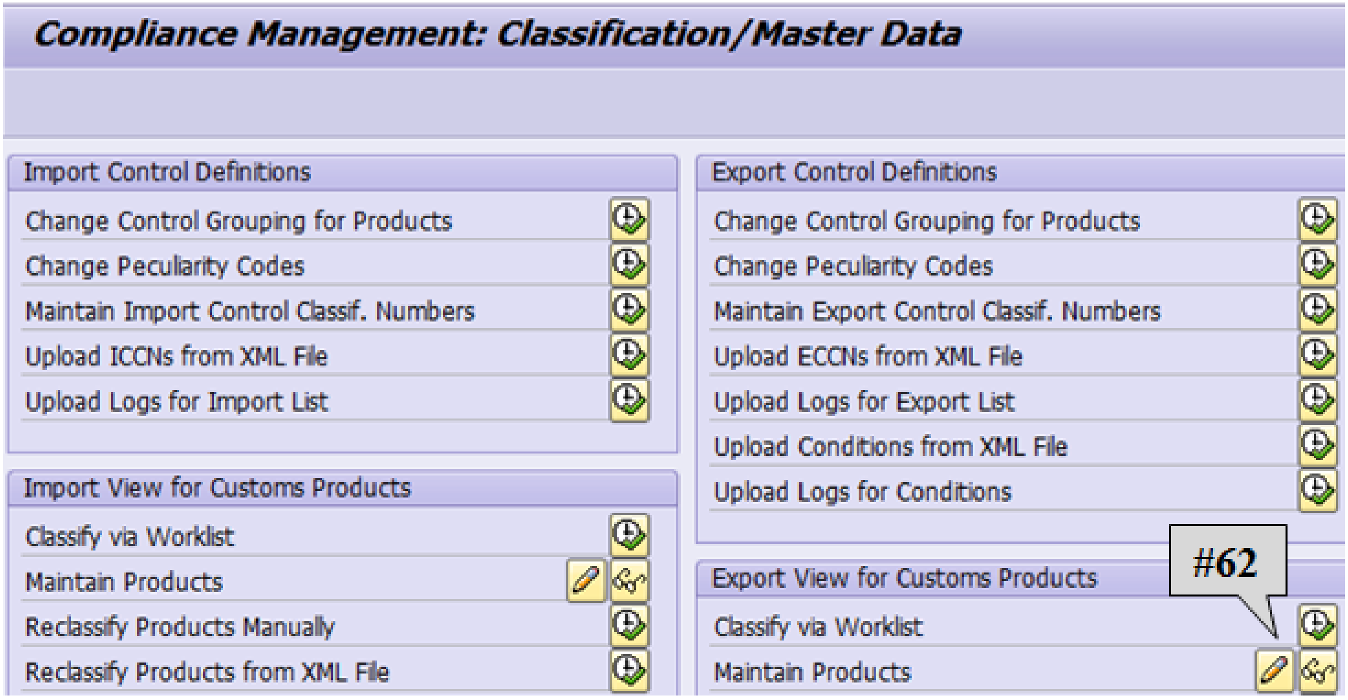


#	Main activities	Tips / Best practices	Key points
58	On SAP Logon enter in GTS system		

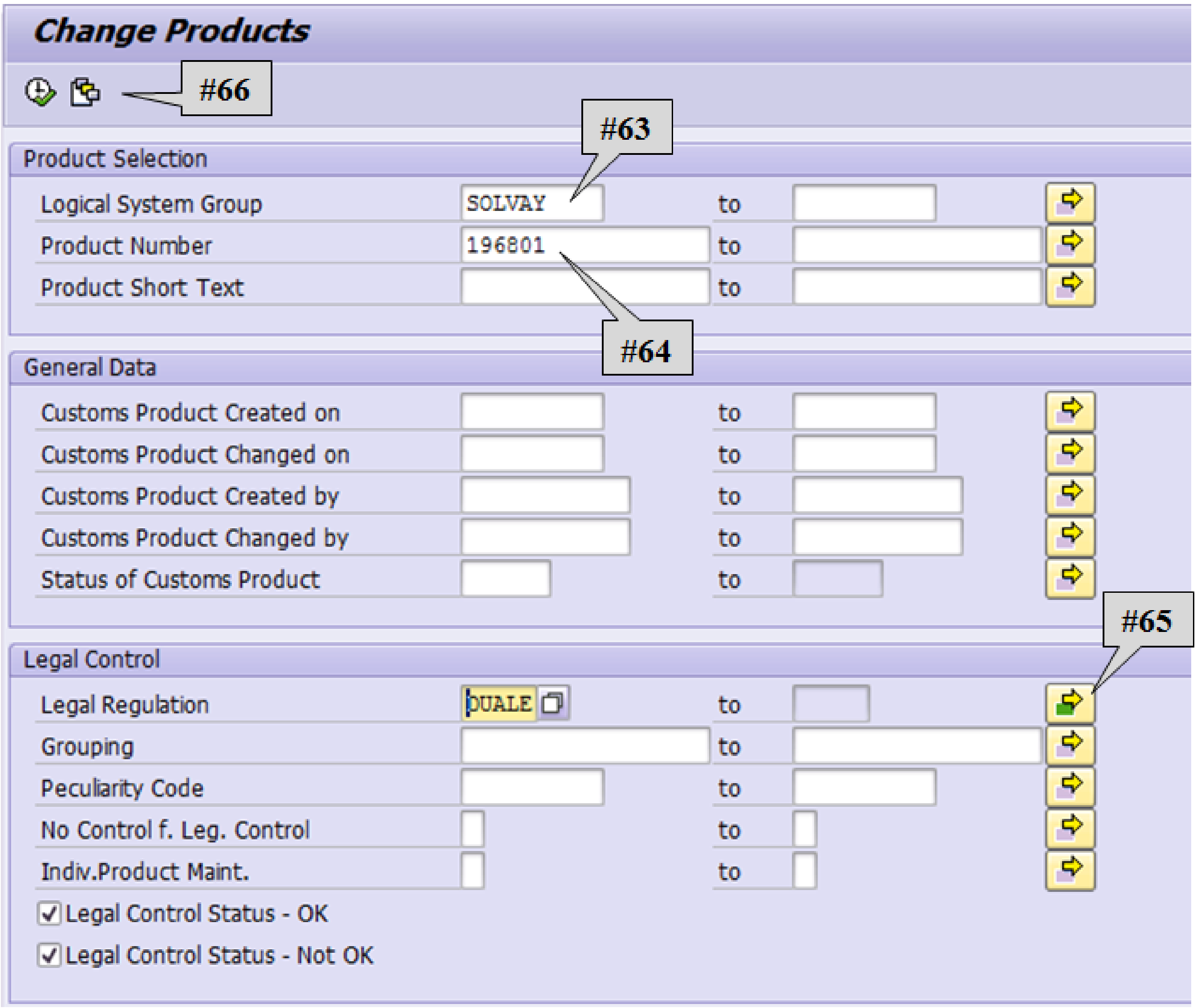


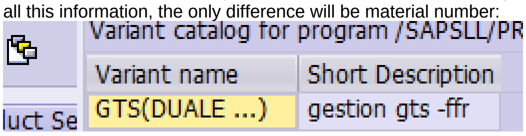
#	Main activities	Tips / Best practices	Key points
59	Add in Favorites transaction /SAPSLL/MENU_LEGAL		
60	Enter on new favorite created SAP GTS Area Menu		

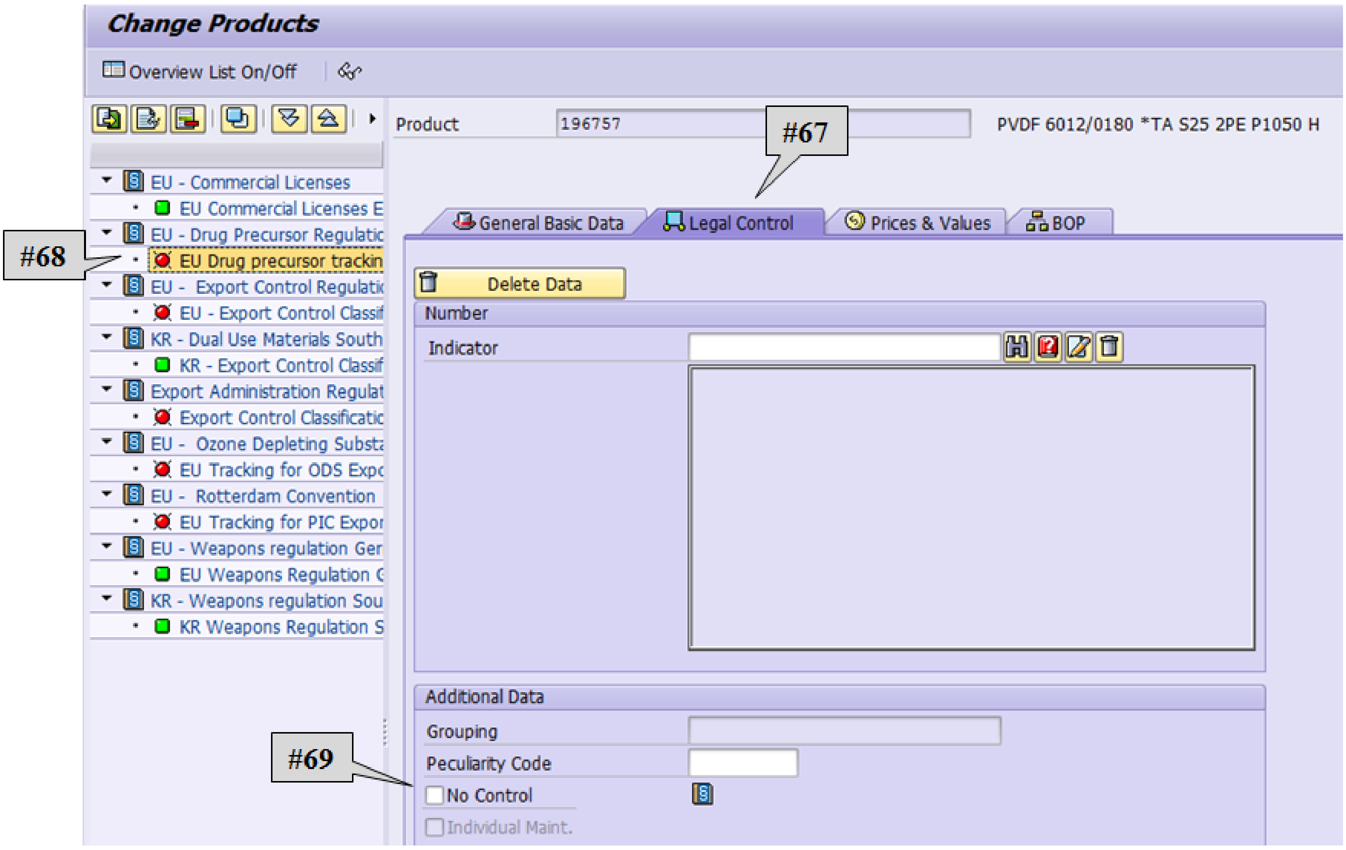
#	Main activities	Tips / Best practices	Key points
61	Choose Classification / Master Data		



#	Main activities	Tips / Best practices	Key points
62	Go on Export View and click on [pencil icon] to maintain the new product		



#	Main activities	Tips / Best practices	Key points
63	Enter Logical System Group		Always SOLVAY
64	Enter material number		Number of new material created
65	Enter Legal regulation	**#66 –** To avoid the necessity of insert all this data each time is possible to choose a Variant with all this information, the only difference will be material number: 	9 Legal regulations need to be maintained: DUALE - Dual-use Europe (DUALE in GTS) PICEU - Rotterdam convention / Prior Informed Consent procedure (PICEU in GTS) DPEU - Drugs precursors Europe (DPEU in GTS) ODSEU - Ozone Depleting Substances (ODSEU in GTS) COMML - Commercial licenses (COMML in GTS) WEAPD - Weapons regulation Germany (WEAPD in GTS) EAR - Export Administration Regulations (EAR in GTS) DUALK - Dual-use South Korea (DUALK in GTS) WEAPK - Weapons regulation South Korea (WEAPK in GTS)



#	Main activities	Tips / Best practices	Key points
67	Go to tab Legal Control		
68	All legal regulations in red need to be maintained		
69	Enter in each on them and flag No Control box + Insert Indicator - NR	If we have **YES** or other information, the best practice is to choose a similar product as model to complete GTS	In this example we flag no control for all legal regulations because we have **NO** in form (see chapter 2.3)
	Click		

NOTE: Brazilian plants do not use GTS. Product will not be available in GTS system to maintenance.
This is the last step of a new FP creation. After this step reply to request with the new material number and inform that material is completed and GTS legal regulation maintained.

2.6 Export Control Compliance: **ZNXLDAE_CTRL_GROUP**

Once the material is created and transferred to PF2_020, after two hours update the control group ID in the transaction ZNXLDAE_CTRL_GROUP.

date: 07 Sep 2022 15:03:53

Saleable finished products (bulk & packed)

GBU - Business Unit	Spec Poly
E-mail to reply	
Multicenter material	Multicenter (Product produced at more than 1 Solvay site)
Urgency - Urgence	Normal (48h)
Industrial origin - Origine industrielle	
New Material Group needed?	No
Same product with a different packaging	200347
Different product but the packaging info is the same	
Export Compliance - Control Group ID	9&NA NOT APPLICABLE
Short description - EN	TRIB PA66 LGF30 N9 MOS0,5 *SE C900B8
Libellé court - FR	TRIB PA66 LGF30 N9 MOS0,5 *SE C900B8
Sales text - EN	TRIBOCOMP® PA66 LGF30 N9 MOS0,5 900 KG OCTABIN ON

Materials from these GBUs we have to change the code to 9&NA (not applicable):

Oil&Gas

Peroxides

Composites

Soda Ash

Aroma/Silica

Doa Rep

Coatis

In these GBUs we have to see the code in the creation request or transfer the case to the person who created it (if it is from our team):

Novecare

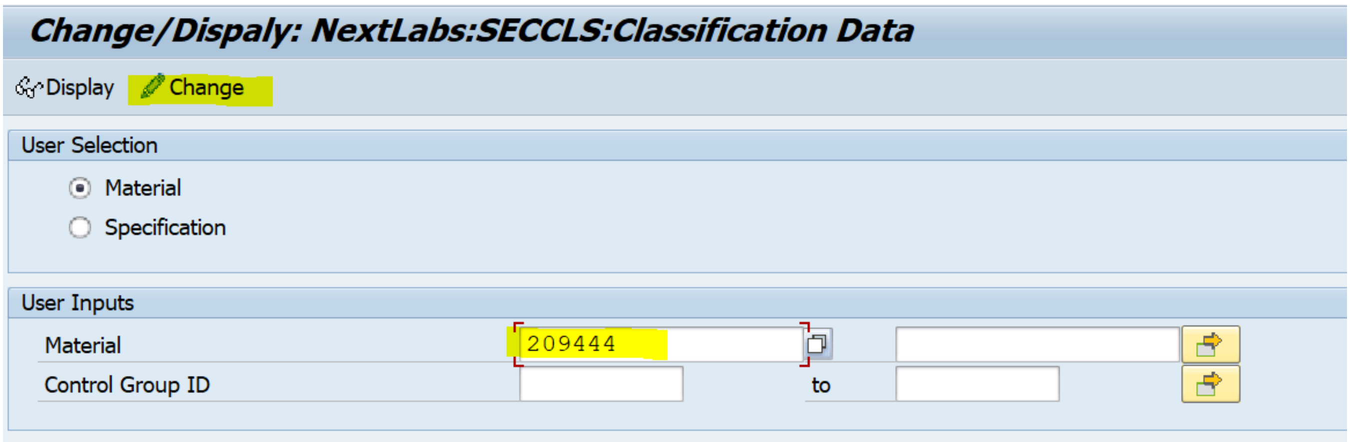
Speciality Chemicals

Technology Solutions

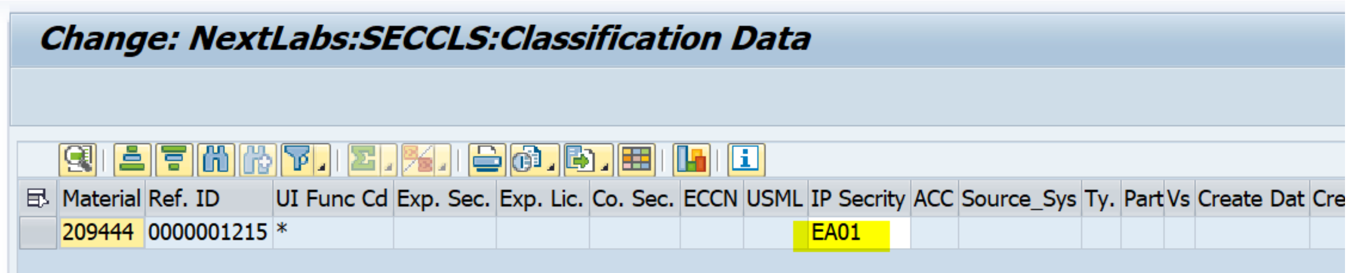
Speciality Polymers

*If the material has been created by someone from another GBU, we can question that person directly (ej: Andrew Kinkaid)

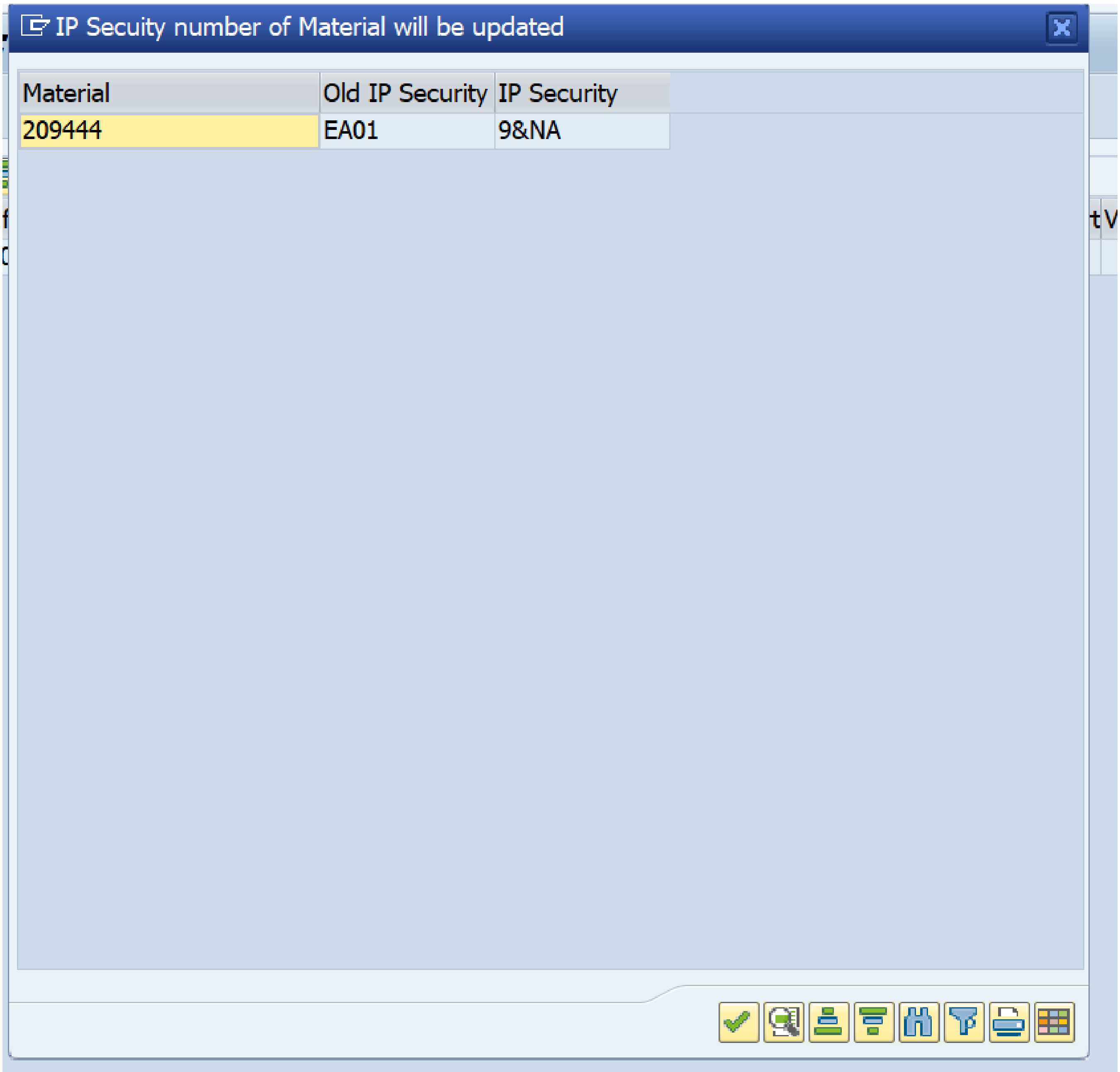
The control group ID is given in the google form for material creation request.



Enter the material code in the transaction and press change. Then update the IP security field with the control group ID and then press save.



Then a popup will appear, click on the green tick.



3. FINISHED PRODUCTS MAINTENANCE AND BUSINESS SPECIFICITIES

3.1. Extension of a FP to new Plants and/or Sales Organizations

Subject Re: MATERIAL EXTENSION//159352//PVDF 21216/1001 *TA F40CN P320 H

Description Artcom

*/!\ Thank you to specify your GBU in the subject of each of your request *
/!

Solutions & Design Data Team (SDD)

Solvay SA - Brussels

310 Rue de Ransbeek

1120 Neder-Over-Heembeek

Solvay Business Services

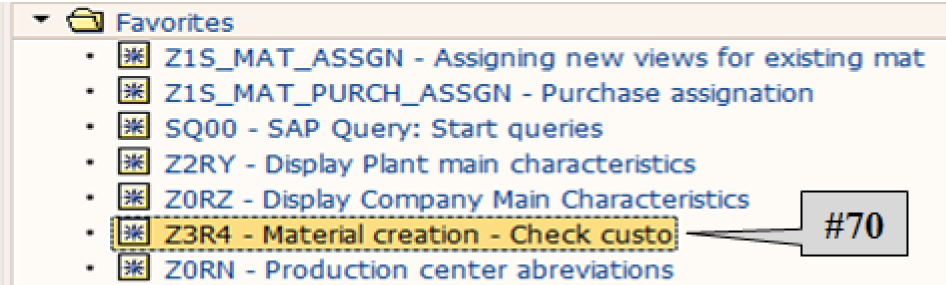
IS Applications Services
Solution & Design Data (SDD)

Before printing, think about the environment, and keep e-signatures compact

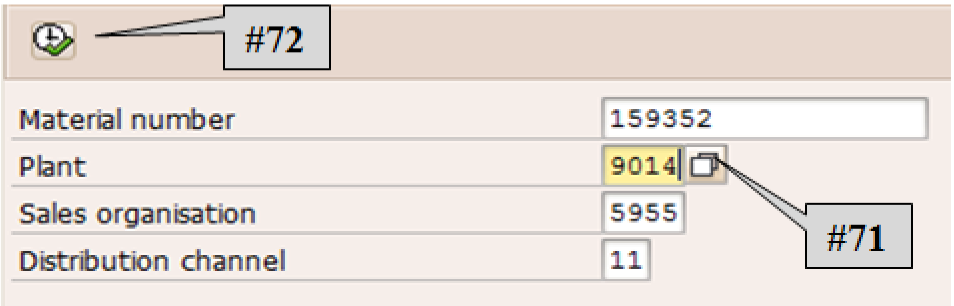
On Tue, Jun 24, 2014 at 8:02 AM, Poojary, Rittal <rittal.poojary@solvay.com>
wrote:

> Dear Artcom team
>
> Please extend material as per below details
>
> 159352//5955//11//61//9014
>
> HSCODE 39046980

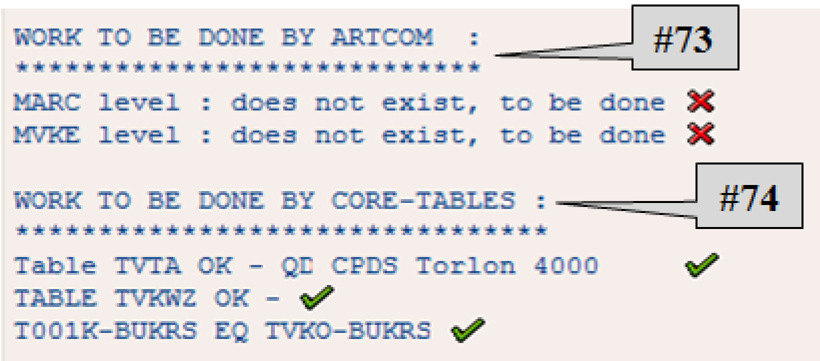
This example shows a request to extend an already existing FP to new plant and sales organization.
How to understand the request:
159352//5955//11//61//9014
159352 – Material number to be extended
5955 – Sales Organization (Use Z0RZ to see Companies/Sales org. details)
11 – Distribution channel
61 – Business Common Code – Material Group on this material Z61-17060. The Z61 identifies the business and the 17060 identifies the product.
9014 – Plant code



#	Main activities	Tips / Best practices	Key points
70	Go to transaction Z3R4		



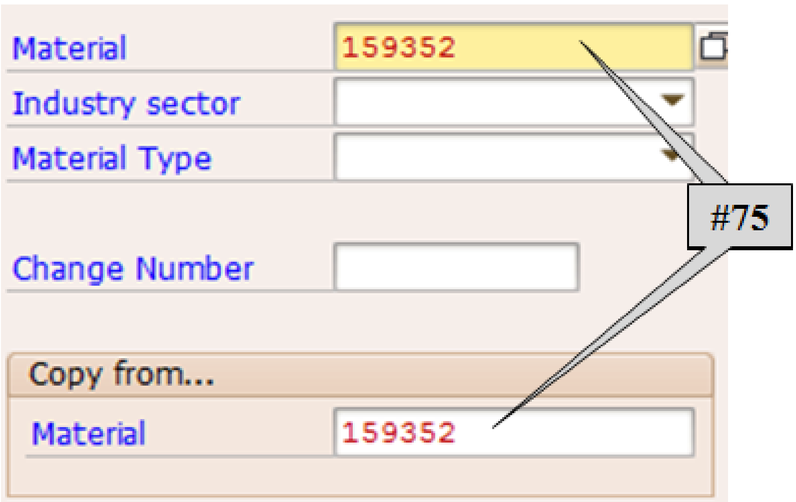
#	Main activities	Tips / Best practices	Key points
71	Enter all the data received for material extension		
72	Click execute		



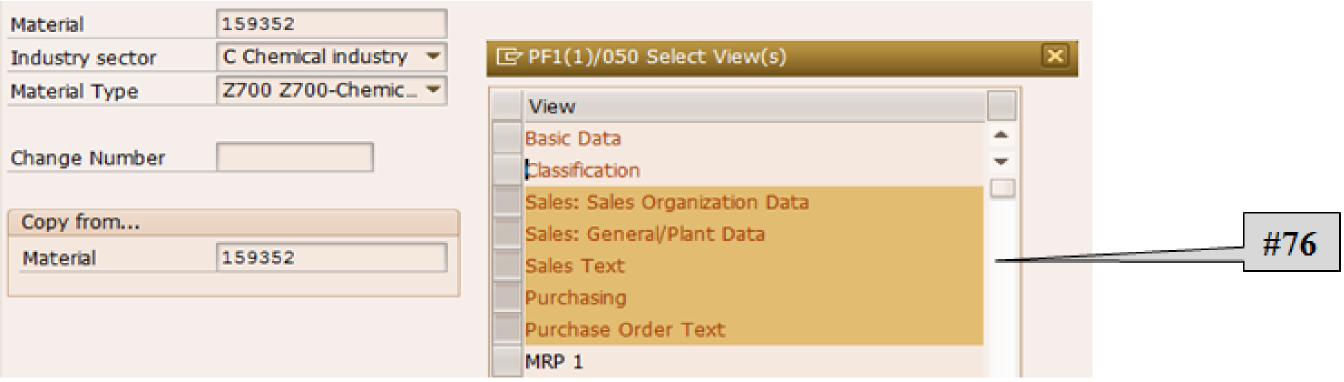
#	Main activities	Tips / Best practices	Key points
73	Work to be done by D&A Team		These red crosses means that material is not extended to plant and sales indicated
74	Work to be done by Core-Tables	Any red cross in these fields means that material can't be extended. Confirm with the business this request and if so send a request to APDM	These identifies if the relation between material division - QD, Sales and plant are already maintained in core tables.

Note: When a material is extended to a new plant, its GTS classification should be reviewed. Check chapter 2.5 for the process.

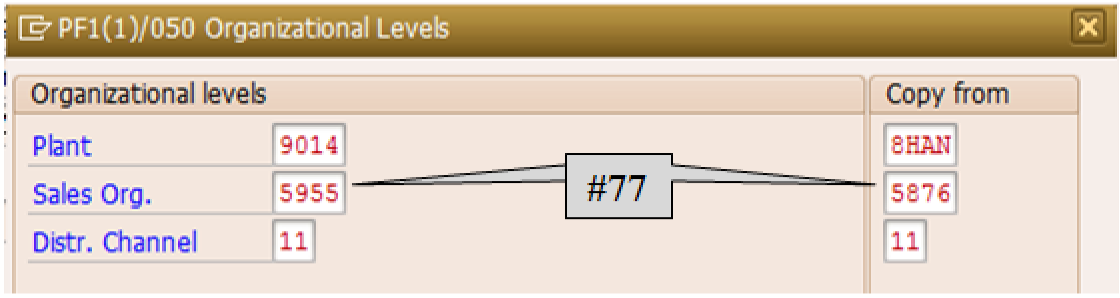
3.1.1. Material extension manually – MM01 – PF2-50



#	Main activities	Tips / Best practices	Key points
75	Enter the material to be extended in both fields		Press enter once and automatically the fields Industry sector and Material Type will be filled. Press enter twice to continue.



#	Main activities	Tips / Best practices	Key points
76	Select views to be created		Is just necessary select the sales and purchasing views the other tabs are shared between all.



#	Main activities	Tips / Best practices	Key points
77	Insert the Plant + Sales + Distribution channel to be created		Try to use as model a similar plant and sales. In this case as 9014 is India, we choose a Chinese plant 8HAN.

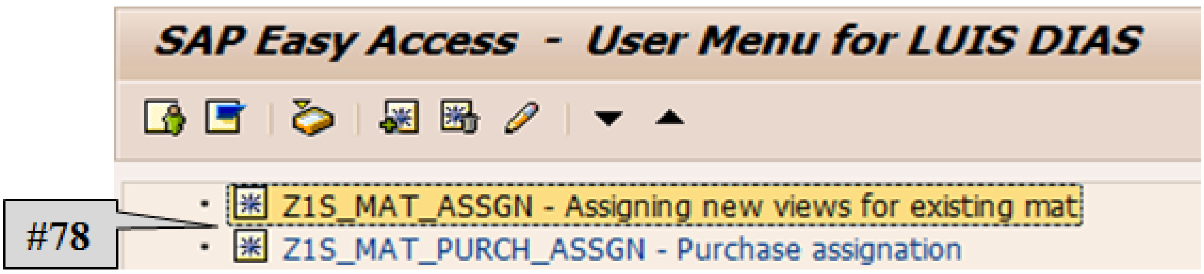
Click enter and the first tab will be available to edit with the following message on the bottom:

The material already exists and will be extended

Follow the steps #30 to #57 to correctly fill all necessary data. Note that texts steps are not necessary; this information is common to all.

Note: **Whenever a finished/semi-finished material is extended to a new plant, its GTS classification should be reviewed. Check chapter 2.5 for the process.**

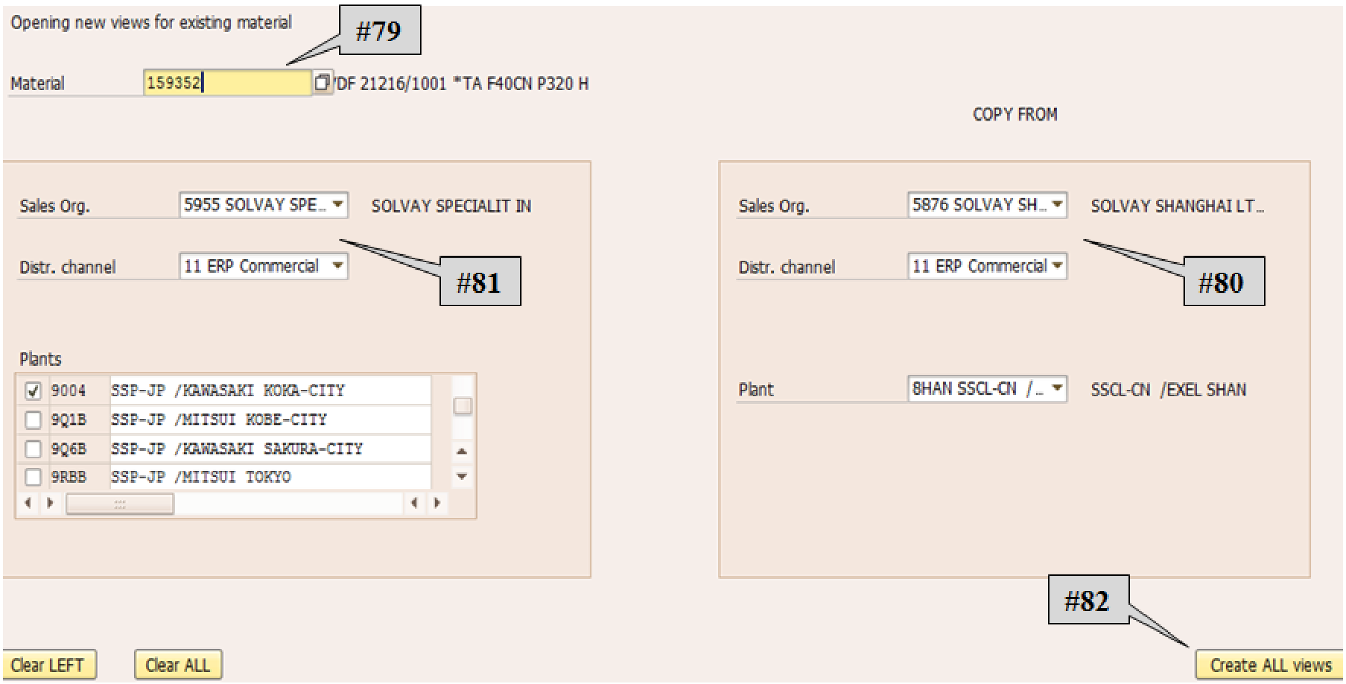
3.1.2. Material extension automatically



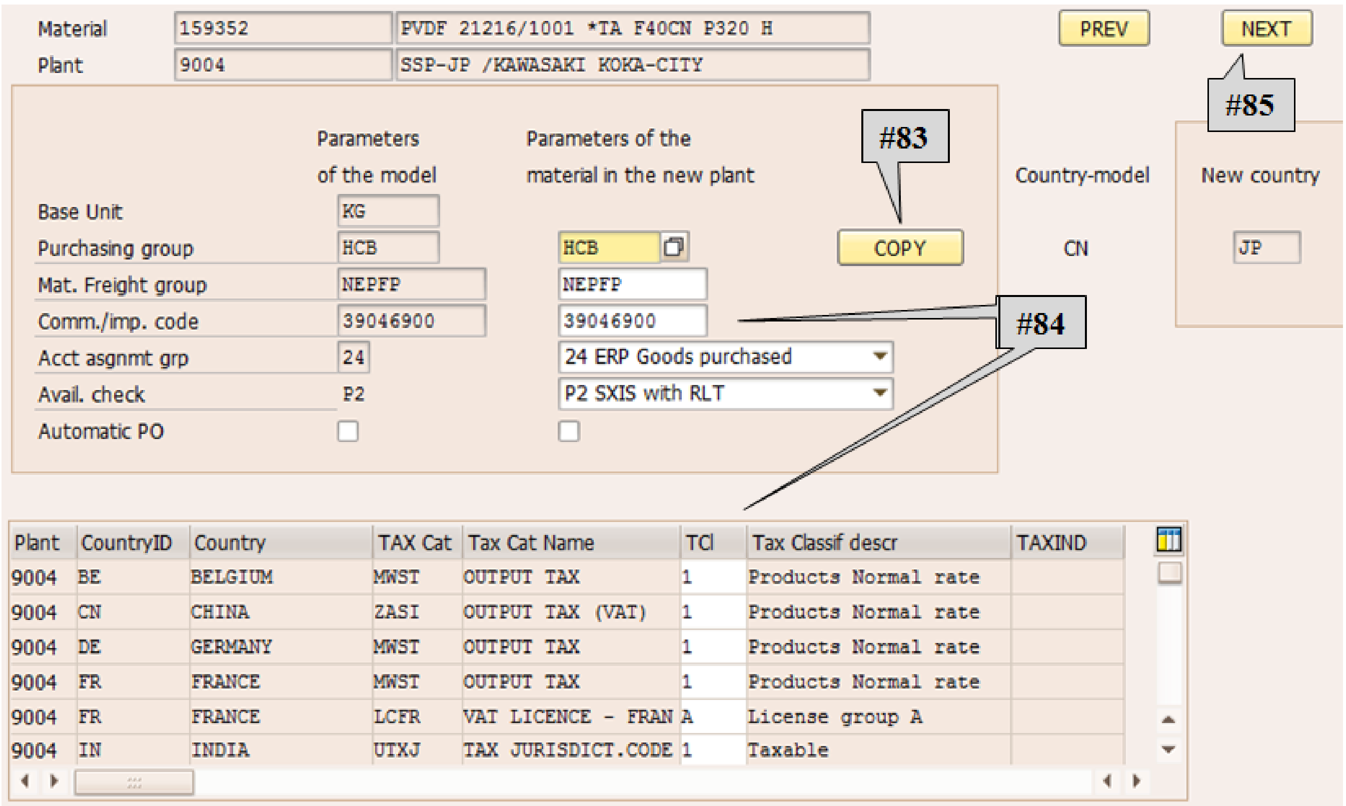
#	Main activities	Tips / Best practices	Key points
78	Enter in transaction	Z1S_MAT_ASSGN – Should be used always to extend finished products Z1S_MAT_PURCH_ASSGN – To be used by Raw materials and packaging extension	Z1S_MAT_ASSGN – Use this transaction to create only Sales or Sales + Purchasing view Z1S_MAT_PURCH_ASSGN – This transaction only allow creation of new purchasing views.

As in this example the requester ask to extend this material to a new plant and sales we choose option:

ALL SALES AND PURCHASING VIEWS



#	Main activities	Tips / Best practices	Key points
79	Enter material to be extended and press enter		
80	Select the sales and plant to use as model	Try to use similar ones	
81	Choose the sales and plant to extend	Several plants can be chosen if they belong to the same Sales Org	
82	Click – Create all views		



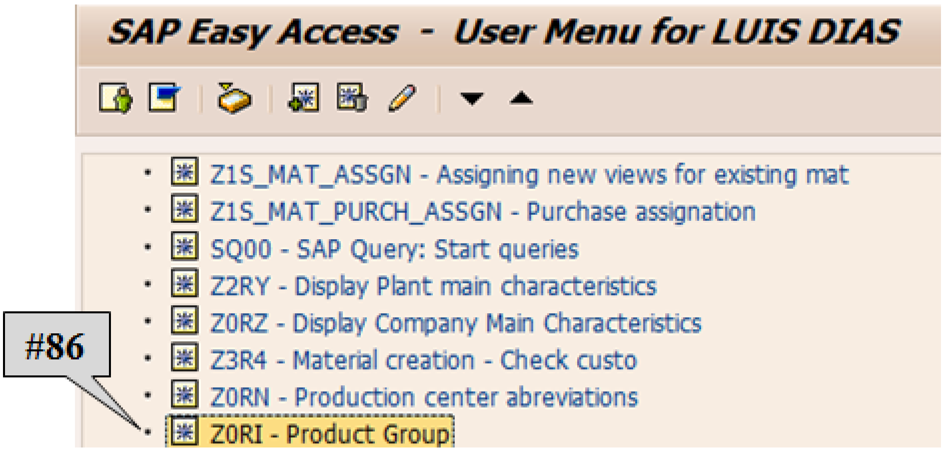
#	Main activities	Tips / Best practices	Key points
83	Click copy to use the data from chosen model		
84	Adjust copied values		Adapt the values to new plant and sales specifications
85	If extending to several plants click next to maintain next plant	Several plants can be chosen if they belong to the same Sales Org	

	Click	Confirm on next screen data inserted	Process completed

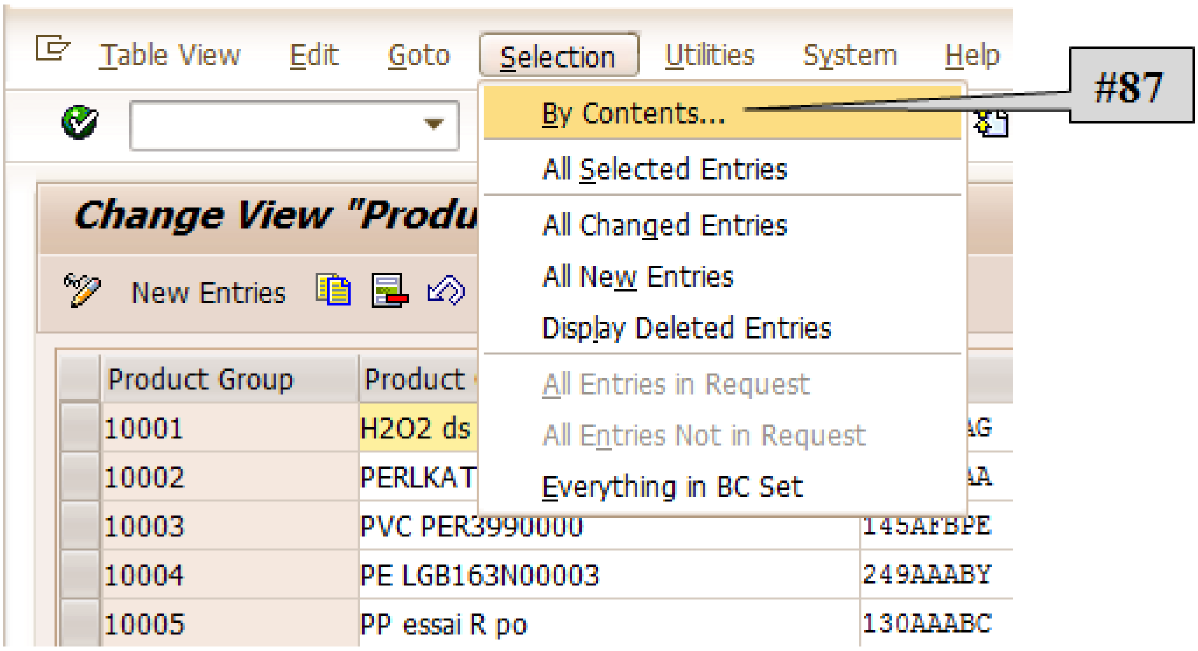
Note: **When a material is extended to a new plant, its GTS classification should be reviewed. Check chapter 2.5 for the process.**

3.2. Material Group creation and maintenance

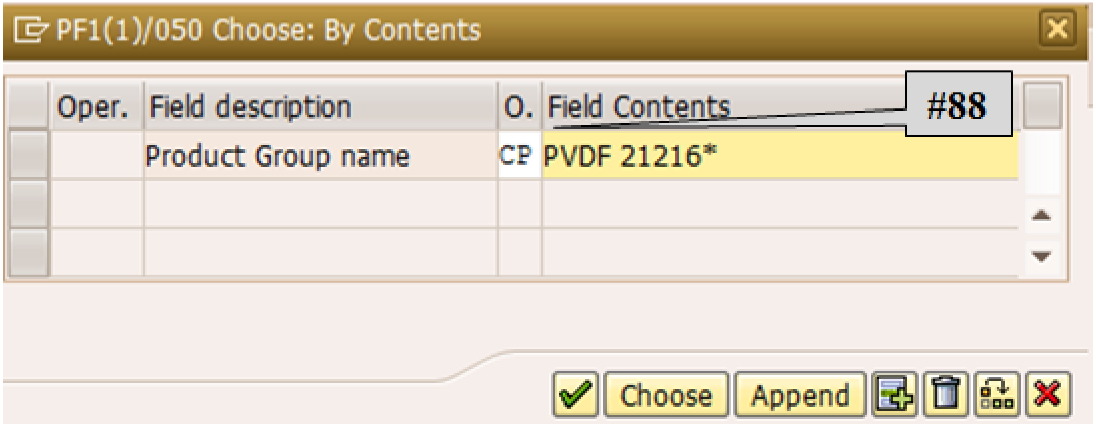
When we receive a request to create a new FP we should always:
1st – Analyse the similar materials indicated by requester
2nd – If no similar advised or if not the correct one, go to MM03 and find a similar material for product and another for packaging.
If we find a similar product (description before star) we use the same Material Group Zxx-xxxxx.
In some cases is a completely new product and we need to create a new Material Group.
Material Group are composed by 'Zxx' that is the reference to the business and 'xxxxx' 5 numbers that is the Product Group and identifies only the product.
So, to create a new Material Group:
1st – Create a new Product Group
2nd – The Material Group can be created
To create the Product Group:



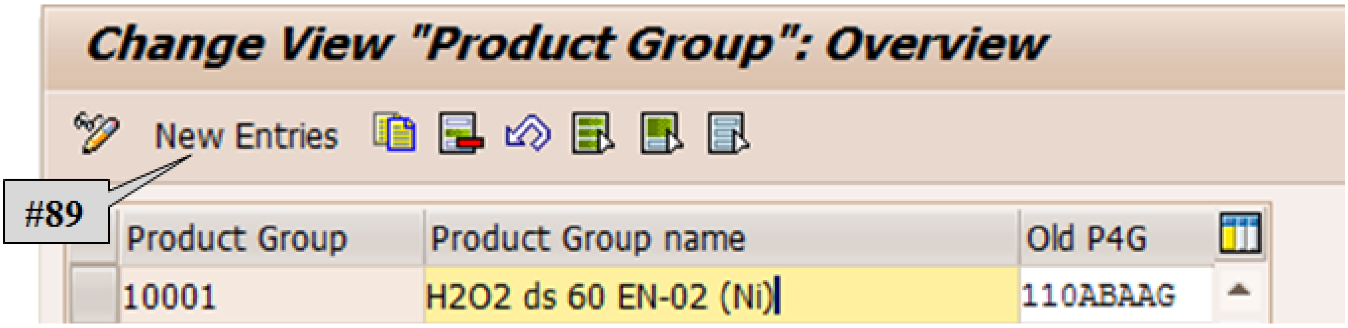
#	Main activities	Tips / Best practices	Key points
86	Enter in transaction Z0RI		



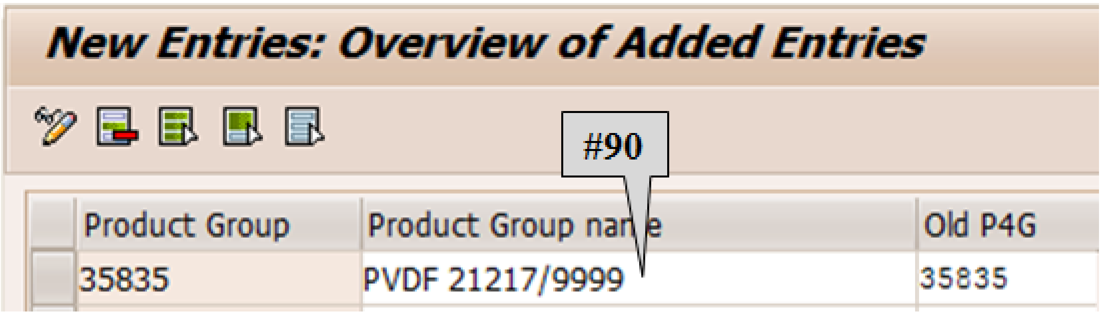
#	Main activities	Tips / Best practices	Key points
87	Go to Selection > By Contents	Even has not found any similar product in MM03 we do new search	



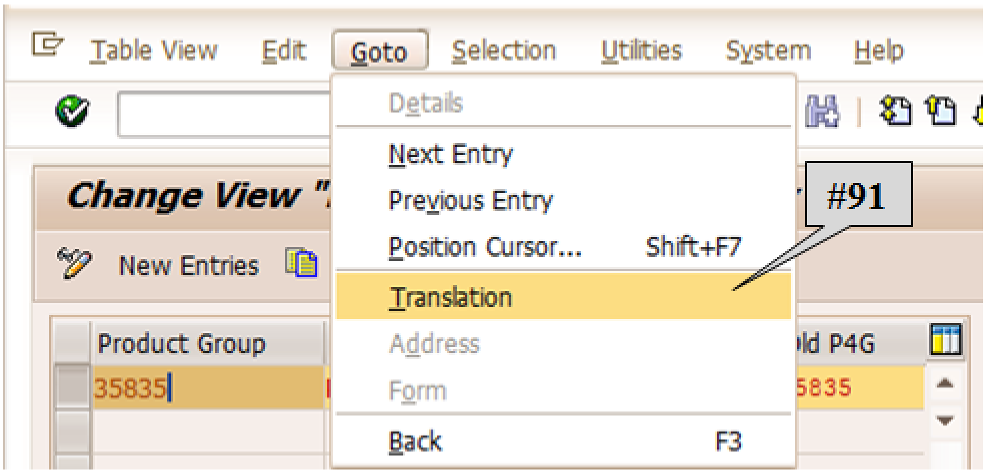
#	Main activities	Tips / Best practices	Key points
88	Select CP (Contains string) and insert the description provided before star. Click Choose .		
	If the result is No entries found that match selection criteria new Product Group need to be created.		



#	Main activities	Tips / Best practices	Key points
89	Click New Entries		



#	Main activities	Tips / Best practices	Key points
90	Insert the description provided and click enter	Copy the new Product Group to notepad	Automatically a new Product Group is generated.
	Click . After saving go back and scroll to the list end. Select the line of new Product Group created.		

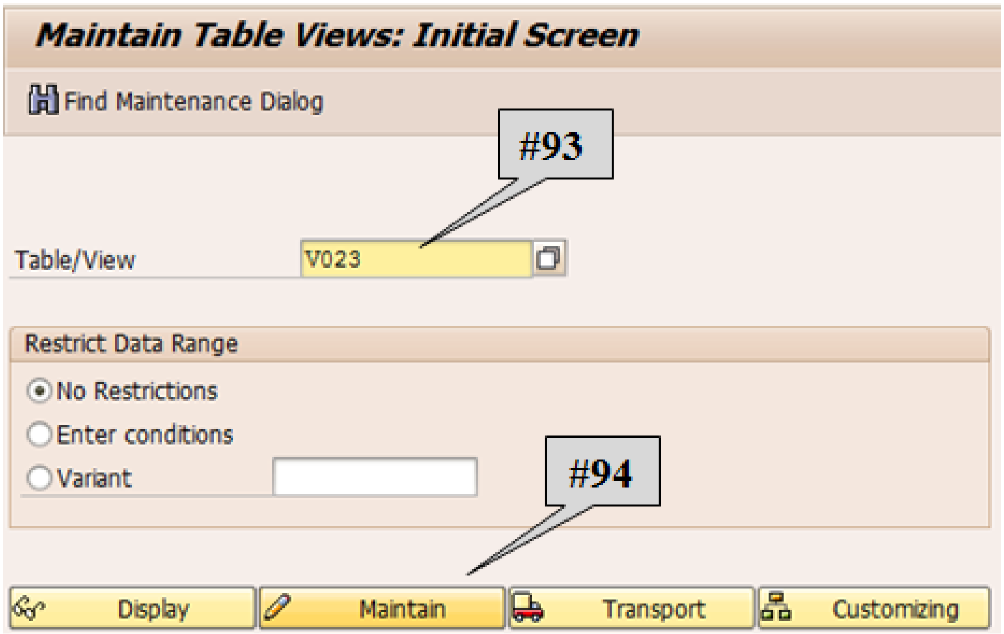


#	Main activities	Tips / Best practices	Key points
91	Select Goto > Translation		Select FR and copy the text from EN to FR click continue and save. Product Group creation is completed.

Now that Product Group creation is complete we need to create the new Material Group.

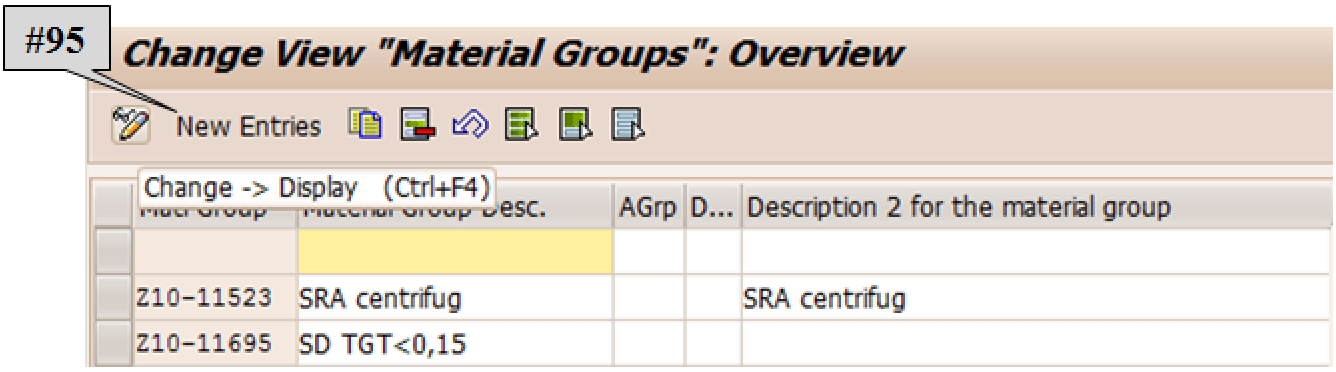
★ SM30 - Call View Maintenance

#	Main activities	Tips / Best practices	Key points
92	Enter in transaction SM30		

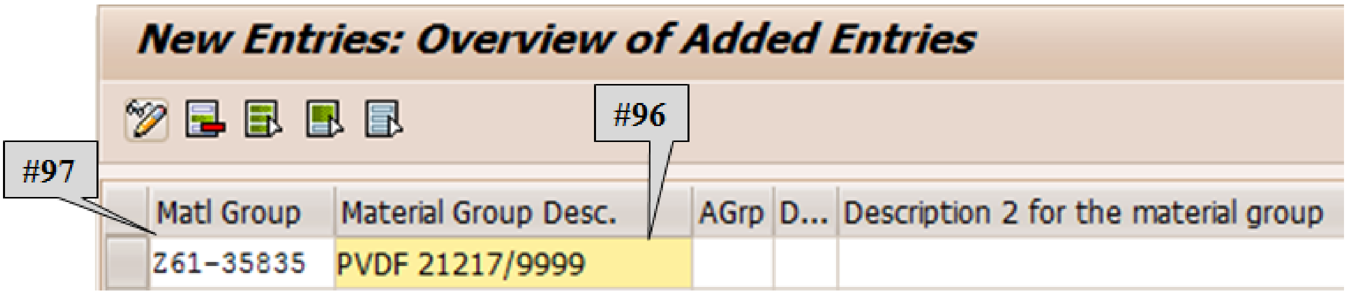


#	Main activities	Tips / Best practices	Key points
93	Table V023		
94	Click on Maintain		

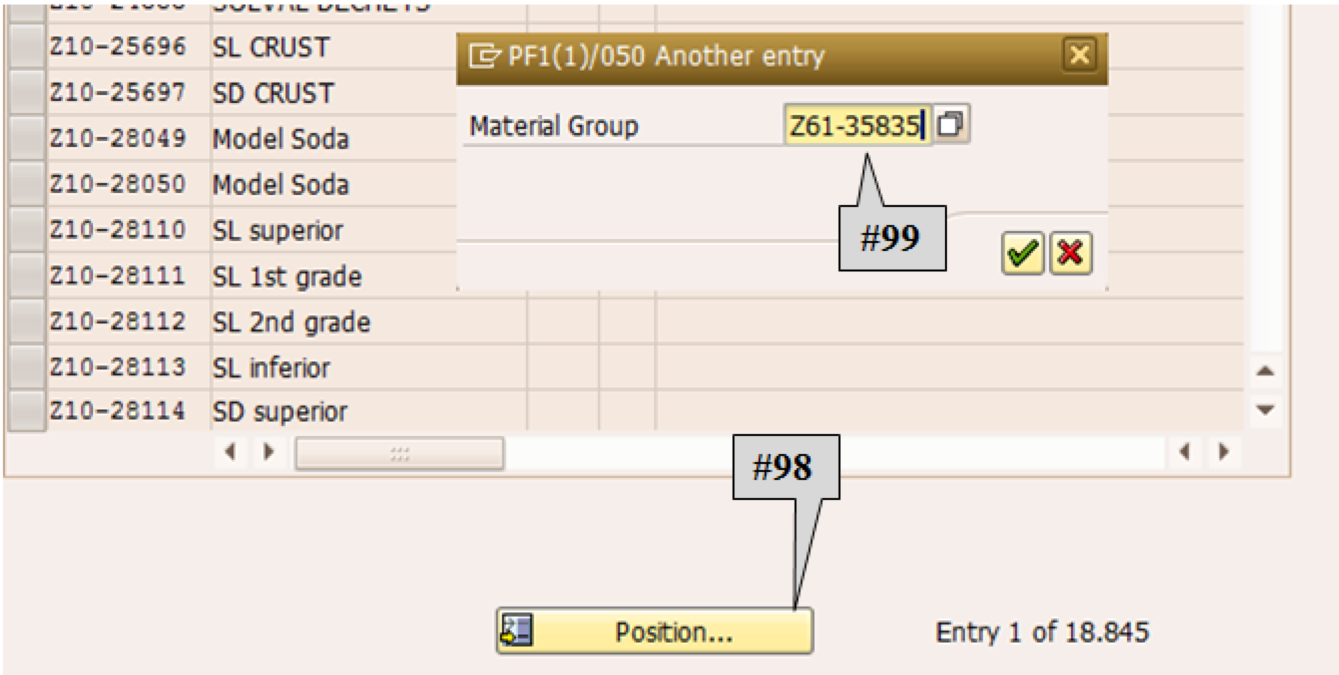
In this case there is no need to perform a new check to see if product already exists because we already do that check on table Z0RI before new Product Group creation.



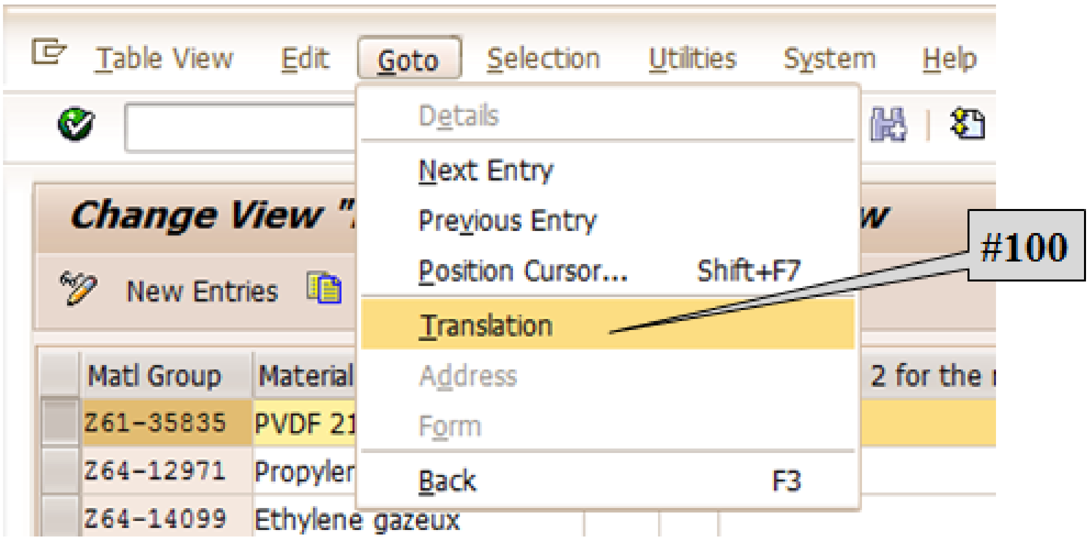
#	Main activities	Tips / Best practices	Key points
95	Click New Entries		



#	Main activities	Tips / Best practices	Key points
96	Insert the new product description		Material Group Desc. is limited to 20 characters. If the description is longer insert partially on this field and then complete on field 'Description 2 for the material group' For Z50* add the linked WP1 material PRODCOM at Description 2
97	Insert the new Material Group code		Material Group: Z61 – Business of request (some existing business of requests are as follows: Fluorinated products: Z33-* Aromatics materials: Z58-* PVDF/US Fluoropolymers: Z61-* PVDC: Z68-*) 35835 – The Product group created
	Click Enter > Select line > Save		



#	Main activities	Tips / Best practices	Key points
98	Now go back and click in Position…	Always keep the Material Group created in a notepad	
99	Insert the Material Group and click Enter		Material group line will be displayed. Select the line.



#	Main activities	Tips / Best practices	Key points
100	Goto > Translation		Select languages: AR, BG, ZH, NL, FI, FR, DE, IT, JA, KO, PT, RU, ES, TH. Click
	Copy from EN to all other languages		After all languages are maintained click and then SAVE .

Material Group creation is completed. We can proceed with new material code creation on PF2-050 but we have to wait 1hour to transfer the material the PF2-020, is the time that the system takes to transfer the Material Group created and used on new material code.

3.2.1 Exceptional procedure for a material of different industrial origin for GBU Specialty Polymers

Exceptional procedure to be used when creating a **new Material Group for a different Industrial Origin** in PF2 Finished Products for Specialty Polymers when requested in form like this:

New Material Group needed?	Yes (If yes please answer to next question - Mandatory)
Do you need a new HSE PRODCOM / Safety Data Sheet (SDS)? If not please specify the existing PRODCOM code.	No; P04000033330

- Create the new material group (name of the product *Industrial Origin) Example: PVDF 1010/0001 *CZ

- Send email to "Guido Parodi" and "Elena Ferrara" : Format for email "We were requested to differentiate the industrial origin of this material so please link the material group X (the one we just created) to Prodcom X (in the form) and let us know once it's done."
- After Guido confirming it's done, we create our new material and assign that new material group to it.

3.3. Requests to modify FP's

3.3.1. Pre-requisites

We receive requests to modify some FP's, on fields as short description, long description, units of measure… These kinds of modifications are possible but we need to follow the same procedure indicated for Raw materials on **PF2/050: Article Modification: General Rules**
Raw materials procedure:
https://docs.google.com/a/solvay.com/document/d/1MWdlwOwYmOQednprYVwwZ98jT47bPeGfGzPQz-sZYQ0/edit
In case of several pants is necessary to request sometimes the authorization to some business, see contact names on:
https://docs.google.com/a/solvay.com/spreadsheet/ccc?key=0AjTa9doriCzqdDFrS0xvWktUTTlQWFg3MDU5dHFSYnc&usp=drive_web#gid=0

3.3.2. Modification

Follow the Raw materials procedure indicated on chapter **3.3.1.**

3.4. FP's suppression requests

The requests to delete a FP should follow the same procedure described on **PF2/050 – Material Deletion** in Raw materials procedure.
Link:
https://docs.google.com/a/solvay.com/document/d/1MWdlwOwYmOQednprYVwwZ98jT47bPeGfGzPQz-sZYQ0/edit

3.5. FP's Local Views creation

We are responsible to create local views for FP in specific plants. If a request is received to create or extend a FP for plants indicated, open the link and follow the instruction on procedure.
Solvin => TAXV and TAXW – Only for FP's packed on Pallet.
Shanghai plants => 8HAN; 8HBN; 8HCN; 8HDN; 8HEN; 8HFN – Storage plants
SNA – Administrative plant
Solvay Chemicals International Plants => No specific plants defined but we should always use Z2RY (PF2-050) to see plants details. Normally plant codes that end xxx5 are plants from SCI.
8++M and 9018(copy of 8XDM) – Specific plants were we are responsible to create only the MRP views. See instructions on file:

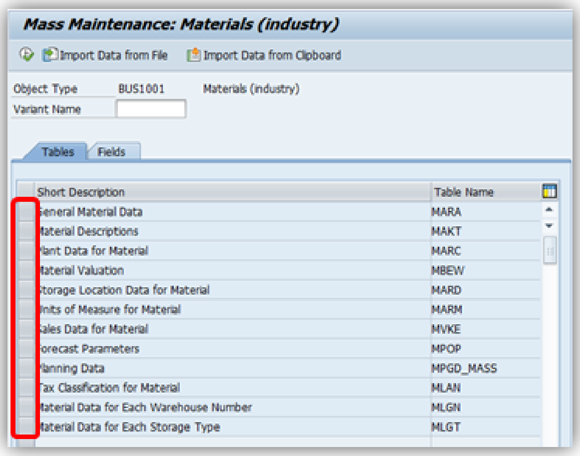
- SoleXIS-Materials-Specs-Artcom.doc

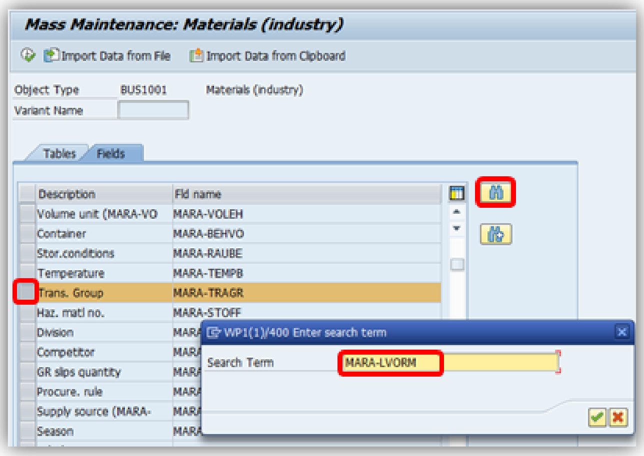
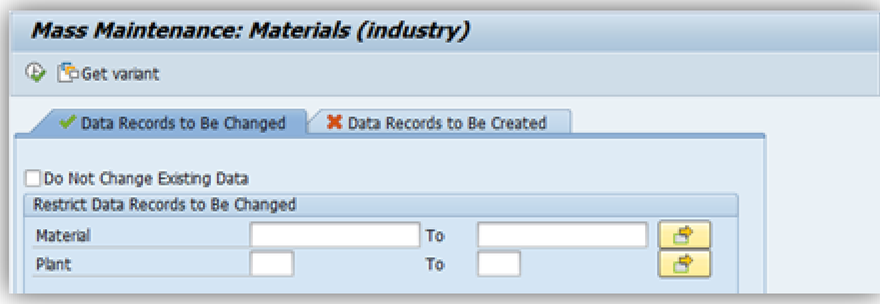
3.6. Mass Modification

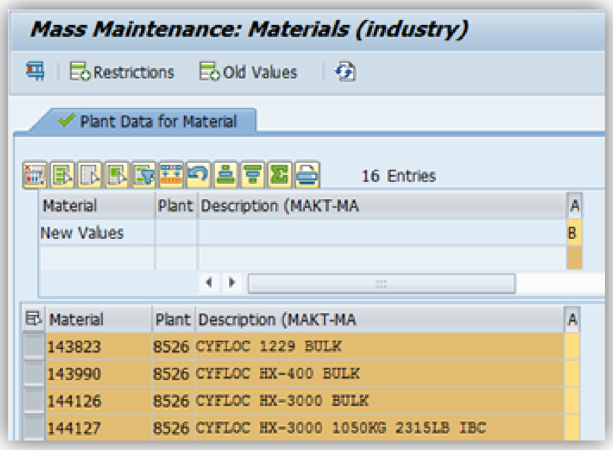
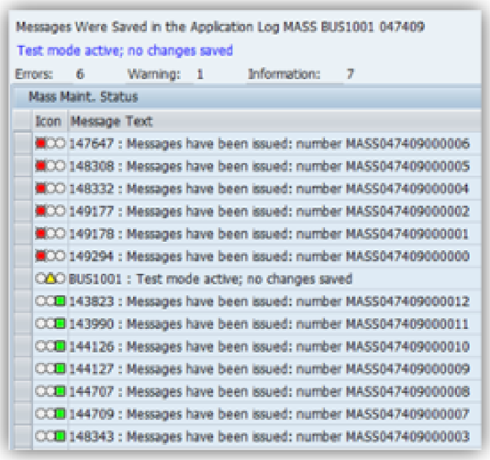
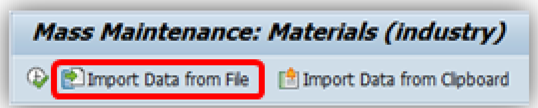
We are responsible to mass modify any field in the material master as other teams doesn't have the tools and authorization to perform mass updates. Please make sure you have the approval from the data stewards to make such modifications.

Mass updates can be performed using transaction MM17, macros or using process runner. Based the requirement, the correct tool has to be used.

Material master mass modification is performed when a change of a value in the same field(s) for a list of materials needs to be carried out. The process using MM17 is described below in detail.

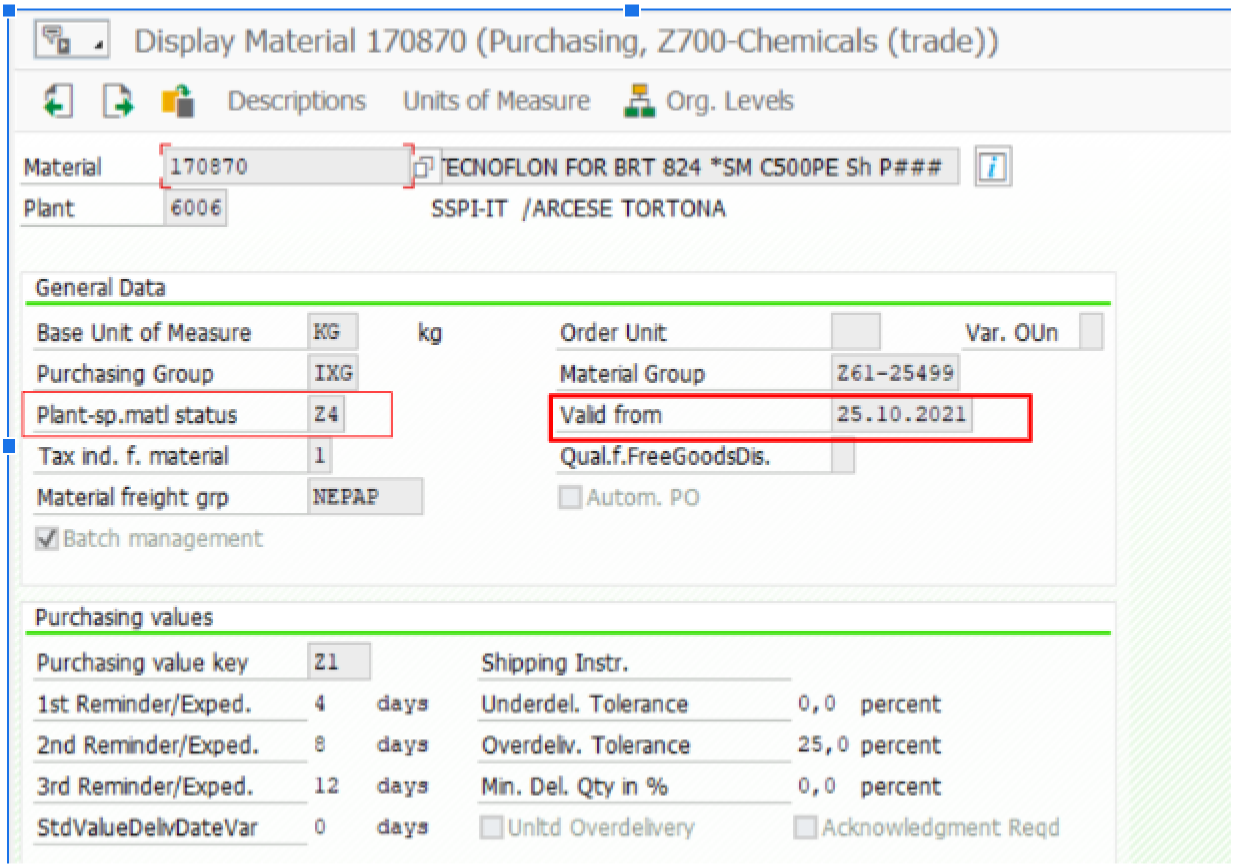
Main activities	Tips/Best practices	
Select the Table(s) containing the field(s) that need to be modified		
Select the Field(s) that need to be modified	Use search option to easily find the field to be changed. Use technical name of the field in search. You can find out technical name of the field pressing F1 when field	

	is selected and pressing Technical Information button 	
Save the changes performed	Check log of changes performed	
Press Execute button 		
Press Execute button 		
Limit selection as much as possible to perform the change only for the materials that need it	Use additional options on the bottom of selection screen to amend selection options or add/remove selection fields if necessary  Press Execute button 	
Go to Fields tab		
Enter transaction **MM17**	Full path: Logistics -> Materials Management -> Material master -> Material T-code can be entered directly in Command field. T-code can be saved in Favorites You can exit transaction without saving changes at any time You can export data to a file from this transaction using Print option	
Enter new value	New value(s) has to be entered in the designated space above list of materials It is possible to deselect records that do not require change Press 'Perform mass change' button to copy the value to selected materials Press 'Test changes' button to make system check the changes without saving them	

		
Check log of changes performed in Test mode	Green light indicates successful change Yellow light indicates a warning Red light indicates data change is not possible /allowed	
	Mass change of data can be performed also by importing data from file or clipboard	

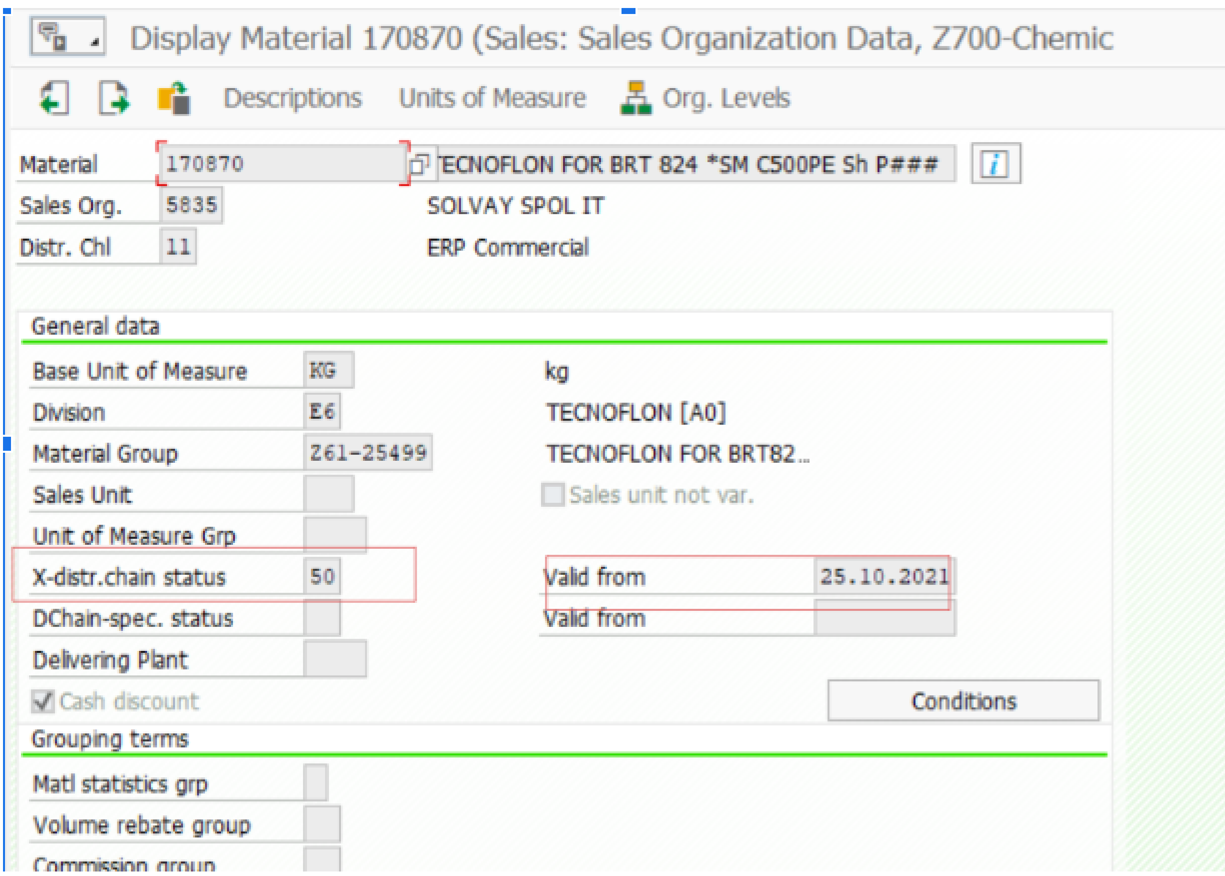
3.7. Deletion

1. **At plant level**



Also mark the deletion flag at the plant in MM06.

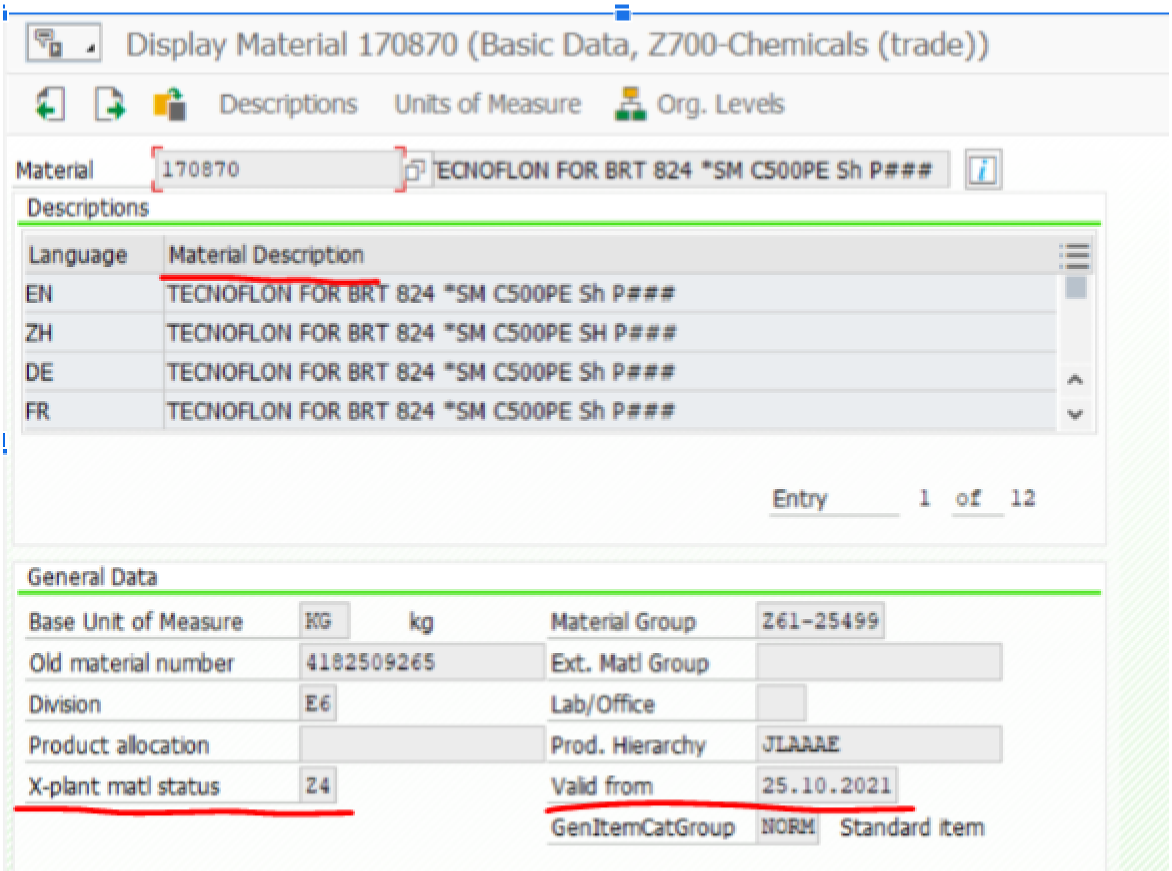
2. At Sales org Level



Also mark the deletion flag at the client level for the requested sales org.

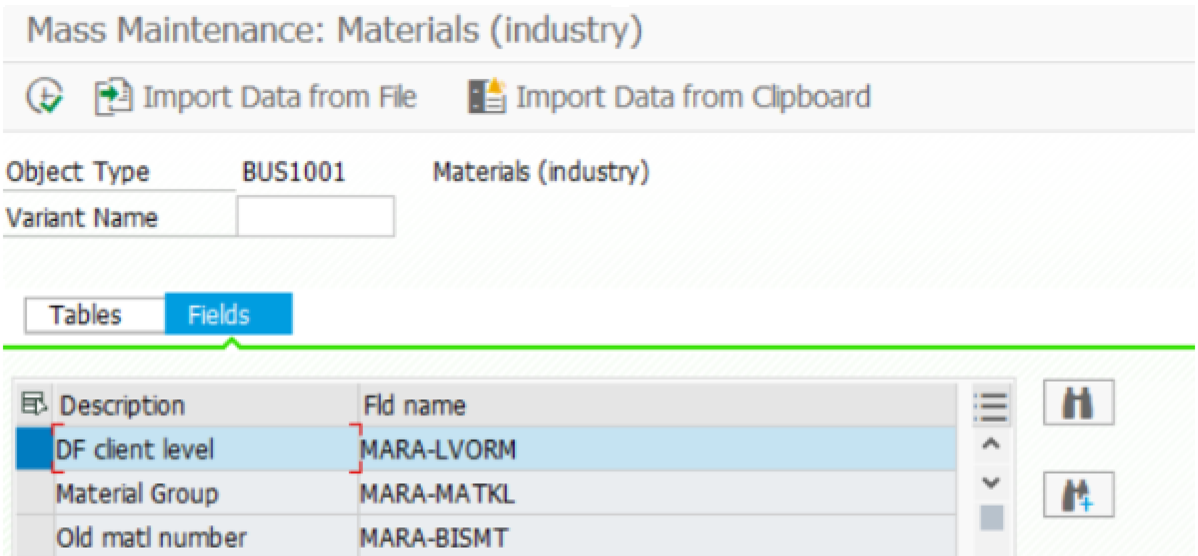
3. At Client Level

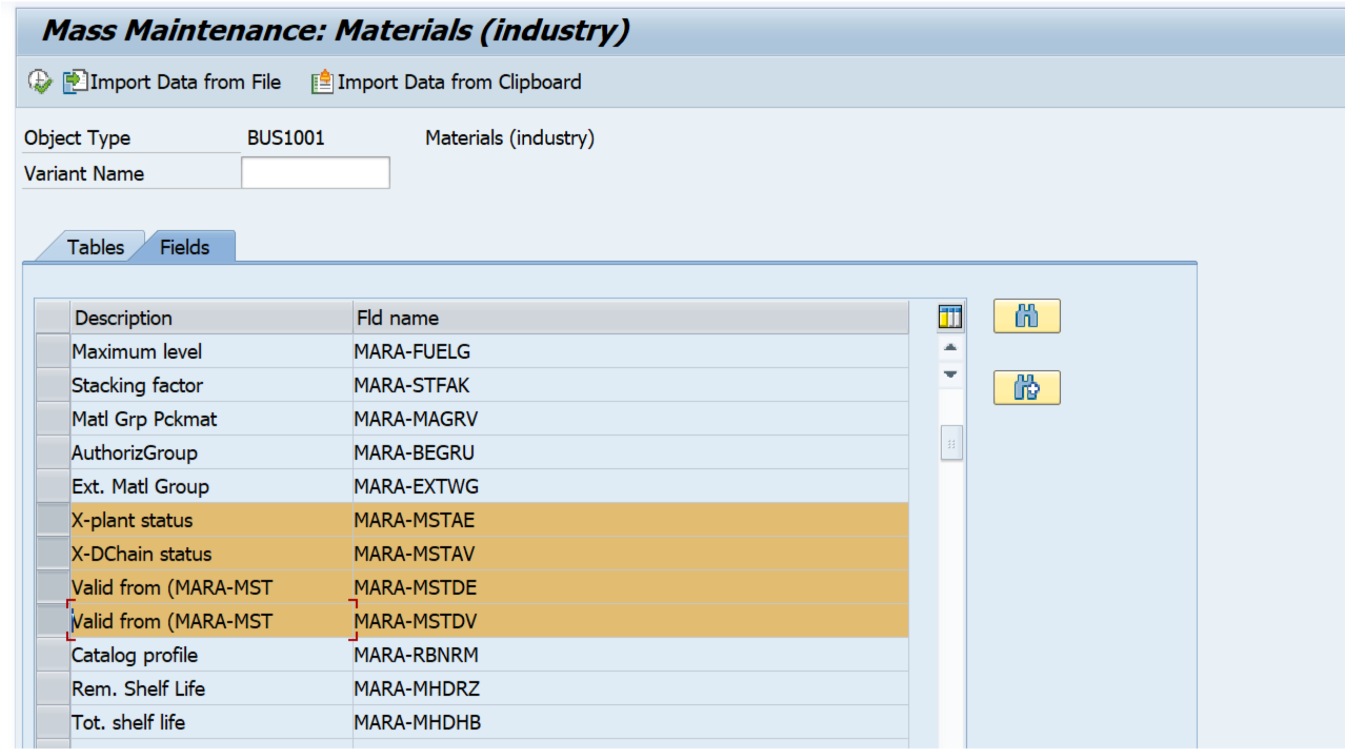
If a client level deletion is requested, delete the material in all plants and all sales orgs.
Then change the description to add ### at the end if it is PF2 material or Add ***OBS** * at the beginning of the material description. Add **Z4 for X-plant matl status** field in basic data. Also mark the deletion flag in MM06 at the client level.



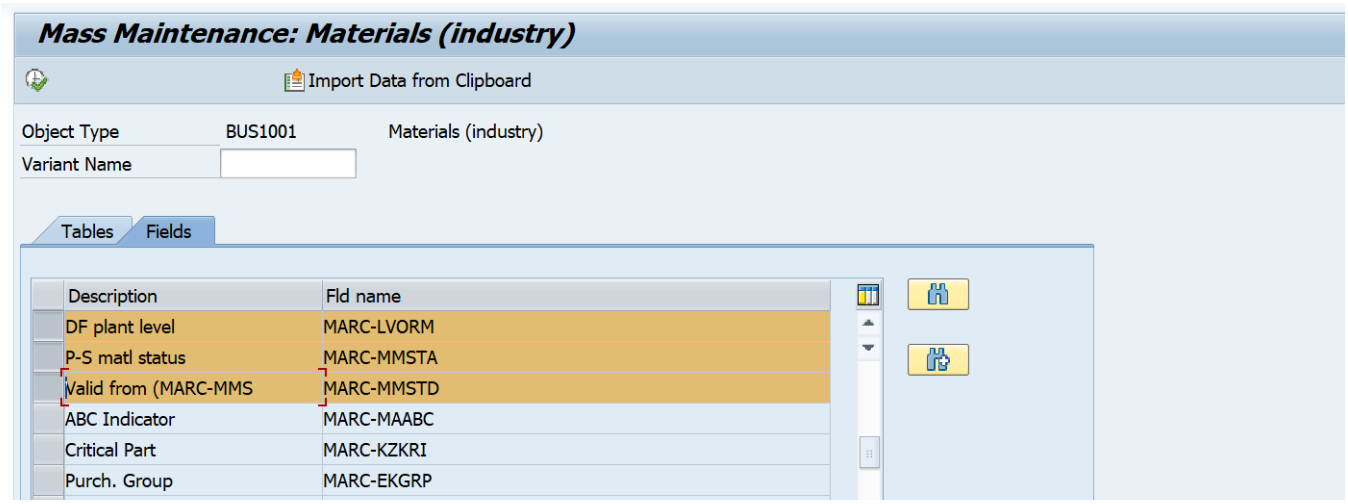
Deletion can also be done in MM17, please follow the below steps

1. At Client Level

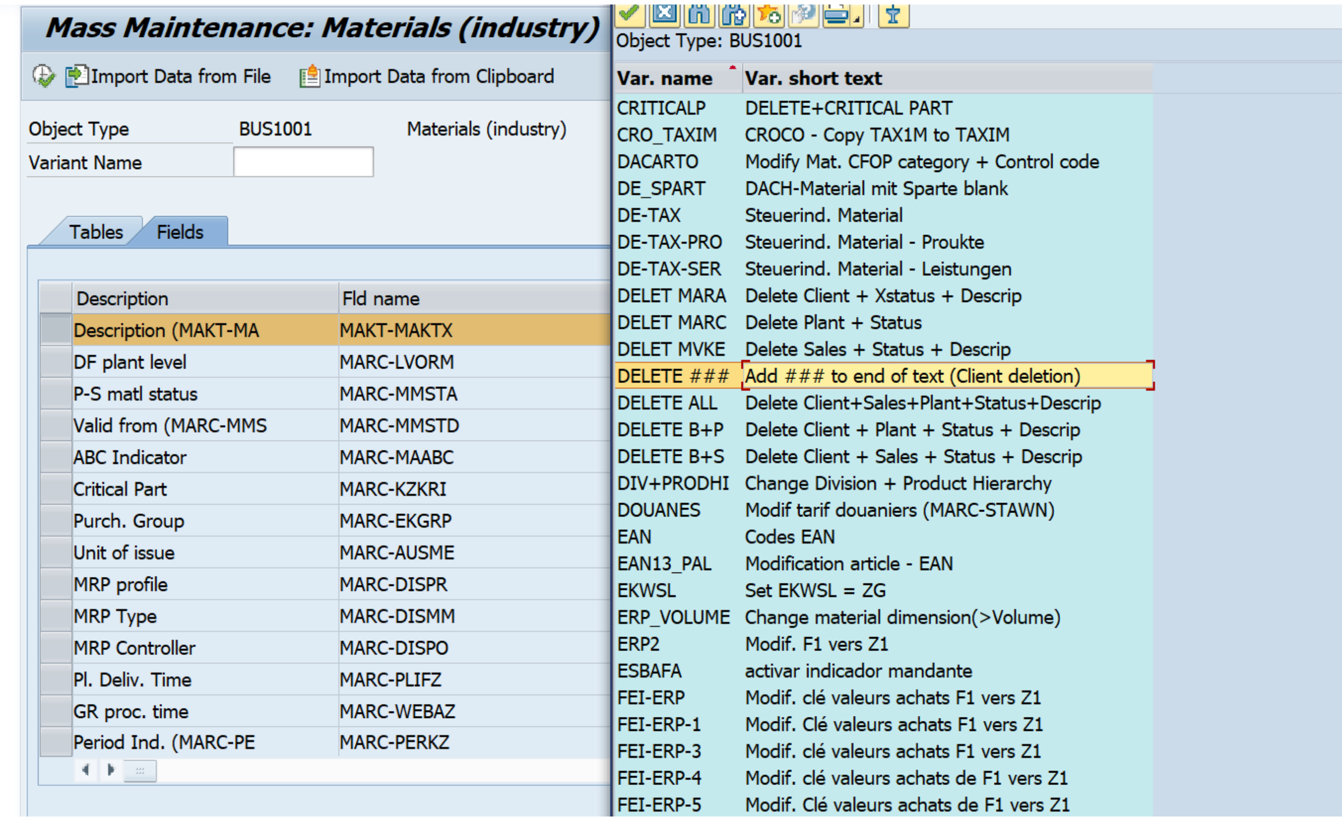


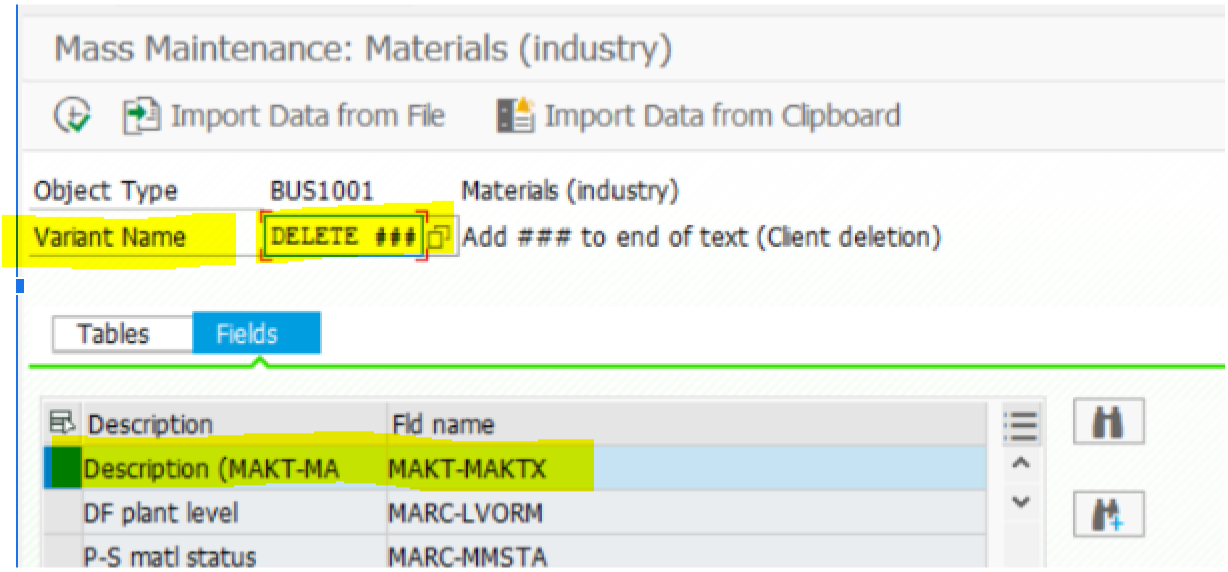


2. At plant Level



Select description field(MAKT) and variant to perform the change





3.8. WP1 materials replicated in PF2 – Z50*

We are responsible for the creation of materials linked to GBU Solvay Mexicana (5726) and Solvay Vostok (5785) in PF2, taking in consideration referenced WP1 materials.
For this type of situations, we must always create the material in PF2 with the cross Division as it is in WP1 material.
If there is still no PF2 division created, based on WP1 material division, APDM must be contacted in order to create the missing link.
The following procedure should be taken in consideration for these situations:
Z50* Division procedure
An Industrial Origin, must be given by the requester, this information is most of the times related to a plant for which the WP1 material is created. There are a few exceptions where the origin is related to a Third party supplier, for situations like this; APDM must be contacted in order to create an Origin related with that supplier/plant.
All remaining steps must be followed as described above in this procedure for the common finished products.
No GTS regulation is needed for these materials.

4. CONTACTS

In case of doubts you should ask assistance to our colleagues from APDM Team:

- apdm@solvaysbs.freshdesk.com

5. SBS PERIMETER

	FP's Material		
	Creation	Modification	Suppression
SBS PERIMETER	Yes	Yes	Yes
SCOPE	WW	WW	WW

6. REFERENCES

This procedure refers to the documents listed in below link:
FP's creation form - PtP Portal WebForm
PF2Raw Materials creation - https://docs.google.com/a/solvay.com/document/d/1MWdlwOwYmOQednprYVwwZ98jT47bPeGfGzPQz-sZYQ0/edit
Validation Contacts - https://docs.google.com/a/solvay.com/spreadsheet/ccc?key=0AjTa9doriCzqdDFrS0xvWktUTTlQWFg3MDU5dHFSYnc&usp=drive_web#gid=0
Availability Check – https://docs.google.com/a/solvay.com/spreadsheet/ccc?key=0Ap92vkWj-TmzdFFzU0VScFEtZlVnWWs3Y1FyRUFMN0E&usp=drive_web#gid=0

7. ATTACHMENTS

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