

# KDD009 - Standardisation of Units of Measure

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## 1 OBJECTIVE AND SCOPE

### 1.1. Objective of this Procedure

This document is a complement to Standard Operating Procedure "Article Creation and Management", adapting the process to ZPRC, ZMAT, ZVER and ZUNB Material master data management for GBU Technology Solutions and Composite Materials (Legacy Cytec organization).

Material Master Data management process includes creation and modification of the material as well as its inactivation and flagging for deletion. Creation of Basic Data, Classification, Sales, Foreign Trade, Purchasing, General Plant Storage, Warehouse Management and Label Data Views will be presented in this procedure. Management of MRP, Work Scheduling, Quality Management, Accounting and Costing Views is being performed by Process Teams. Accounting and Costing views are created by Riga SBS Data Management when extending materials to Trading Plants. For Sample codes Riga SBS Data Management is creating all necessary views.

Requests of Technology Solutions Material Master creation or maintenance can be performed by approved requestors listed in Attachment 3 – List of approved requestors. Requests for Composite Materials can be accepted only via Sharepoint.

All requests are sent to Riga Data Operations team Data via Freshdesk or alternatively by e-mail. Common e-mail address of Riga Data Operations team: [d atamanage@solvay.com](mailto:atamanage@solvay.com)

Request form for Technology Solutions Materials is stored on [Google Drive](#).

The referral lists mentioned in this procedure, such as Material Groups, Purchasing Groups and Profit Center List are embedded in the TS SAP Material request form file.

This document's objective is to provide a guide to managing Material master data for ZMAT materials.

### 1.2. Scope

Under Riga Data Operations's scope is the management of ZMAT, ZVER and ZUNB materials for GBU Technology Solutions and Composite Materials (legacy Cytec) sites in WP1 SAP system. Management of ZERS materials is described in a separate procedure. Riga Data Operations can create and extend ZDIE materials if requested so by Finance.

| Material Type | Description  | Division                   |
|---------------|--|----------------------------|
| ZMAT          | Finished Goods<br>Semi-finished Goods<br>Raw Materials | Multiple<br>Multiple<br>KV |

|      |                                     |                    |
|------|-------------------------------------|--------------------|
| ZPRC | Commercial Products                 | N/A                |
| ZVER | Packaging                           | WD                 |
| ZUNB | Stocked and non-valuation materials | WD (for packaging) |
| ZDIE | Services                            | Multiple           |

### 1.3. Abbreviations

| Abbr. | Description   | Abbr. | Description                    |
|-------|---|-------|--------------------------------|
| RCS   | Rhodia Core System                                    | SBS   | Solvay Business Services       |
| ZMAT  | Finished product, semi-finished product, raw material | HSE   | Health, Safety and Environment |
| ZVER  | Packaging   | DG    | Dangerous goods                |
| ZUNB  | Stocked and not valuation material                    | MRP   | Material Resource Planning     |
| ZDIE  | Service   | UoM   | Unit of Measure                |
| ZPRC  | Commercial Product                                    | MSDS  | Material Safety Data Sheet     |

### 1.4. Roles and responsibilities

ZMAT setup can be performed only once both ZPRC code and MSDS are available.

Prior to submitting a new ZMAT request, it is the requester's responsibility to ensure the material does not exist in SAP already, so no duplicates are created in the system. If the material was not found, the Material form must be filled and submitted to Data Operations for material master setup in SAP. A second search in the system is performed by the Data Operations team to ensure no duplicates are created.

## 2 STANDARD OPERATING PROCEDURE DESCRIPTION

### 2.1. Creation of material in RCS

#### 2.1.1. Pre-requisites

ZMAT setup can be performed only once both ZPRC code and MSDS are available. Prior to material creation in the system search is performed by the Data Operations team to ensure no duplicates are created.


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| # | Main activities              | Tips / Best practices  | Key points   |
|---|------------------------------|--|--|
| 1 | Enter transaction <b>M03</b> | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Display |

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| # | Main activities   | Tips / Best practices | Key points |
|---|---|-----------------------|------------|
| 2 | Press multiple choice button to receive pop-up window with search options for material master |                       |            |

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| # | Main activities   | Tips / Best practices | Key points |
|---|---|-----------------------|------------|
| 3 | Click on  to open the menu |                       |            |

|   |   |  |
|---|---|--|
| 4 | Select the option 'Material Number/Material Description' and/or 'Materials by Commercial Product (PRCOM)' | Field 'Old material number' can be used to look up material by BPCS Code (temporarily).<br>Field 'Old material number' contains MSDS number for ZPRC materials (temporarily).<br>Other search options can be useful as well. |
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| # | Main activities                      | Tips / Best practices          | Key points   |
|---|--------------------------------------|--------------------------------|--|
| 5 | Run a search in Material Description | Use Wildcards to best describe | Open the material request form, copy the short text from the requested material and run a search in Material description with wildcards. |
| 6 | Hit Enter                            |                                |  |

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| # | Main activities  | Tips / Best practices | Key points   |
|---|--|-----------------------|--|
| 7 | Verify entries found – compare results with the material's "short description" mentioned in the request form. If you have doubts about the material already created, contact the Requester to clarify. |                       | <div style="background-color: #e0e0e0; padding: 5px; display: inline-block;">? Unknown Attachment</div><br>If result points to <span style="background-color: #e0e0e0; padding: 2px;">?</span> or if the Requester mentions a new article need to be created then proceed with the creation. |

## 2.1.2. Creation of material

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| # | Main activities               | Tips / Best practices  | Key points  |
|---|-------------------------------|--|---|
| 8 | Enter transaction <b>MM01</b> | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General) |

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| #  | Main activities       | Tips / Best practices  | Key points   |
|----|-----------------------|--|--|
| 9  | Enter Industry Sector |  | Always choose " <b>Chemical Industry</b> "             |
| 10 | Enter Material Type   |  | Select the material type indicated in the request form |
| 11 | Copy from... Material | Option to copy data from an existing material can be useful in some cases. |  |
| 12 | Hit Enter             |  |  |

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

|    |   |  |
|----|---|--|
| 13 | Select Views to be created<br>Creation of views can be performed all at once or in separate steps | <p>Select Basic Data 1 &amp; 2, Classification and Label Data Views (General Data).</p> <p>If Sales Organization and Distribution Channel are provided, select Sales: Sales Org. Data 1 &amp; 2 Views and Sales: General/Plant Data (without filling Plant field).</p> <p>If Plant is provided, select Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, General Plant Data/Storage 1 &amp; 2.</p> <p><b>NOTE!</b> Quality Management view should be selected for <u>Composite Materials</u> only.</p> <p><b>NOTE!</b> Before creating a Manufactured Product for For <u>Composite Materials</u> check if there is a <b>ZUNB</b> already created.</p> <p><b>NOTE!</b> Please notify Michael Wilson and William Weddle for any materials created or extended to plant <b>8712</b> and <b>8636</b>.</p> <p><b>NOTE!</b> Warehouse Management 1 &amp; 2 Views to be created and warehouse number added (in brackets) for warehouse managed plants only:<br/><b>8520 (077), 8521 (054), 8522 (076), 8636 (039)</b> – by default<br/>For <b>8359</b> - only if requested.</p> <p>For <u>Composite Materials</u> <b>always</b> extend to Warehouse based on the <a href="#">file</a> per plant</p> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> <p><b>? Unknown Attachment</b></p> </div> <p><b>*Reactor level Materials*</b> need Basic Data 1 &amp; 2, Classification, Sales: General/Plant Data, General Plant Data/Storage 1 &amp; 2.<br/><b>Sales Org. not to be filled!</b></p> <p><b>*Samples*</b> need Basic Data 1 &amp; 2, Sales: Sales Org. Data 1 &amp; 2, Sales: General/Plant Data, Foreign Trade: Export Data, MRP 1-4, Accounting 1 &amp; 2, Costing 1 &amp; 2, Label Data Views.<br/>Not needed: Classification, Purchasing, General Plant Data/Storage 1 &amp; 2.</p> <p>For <b>Trading Plants</b> listed below <b>Accounting</b> and <b>Costing</b> Views have to be created. Views are completed in the same way as for <b>CMC Samples</b>:</p> <ul style="list-style-type: none"> <li>• 8570 (Co. Cd. 7008)</li> <li>• 8572 (Co. Cd. 7723)</li> <li>• 8575 (Co. Cd. 7752)</li> <li>• 8580 (Co. Cd. 7794)</li> <li>• 8574 (Co. Cd. 7734)</li> </ul> |
| 14 | Hit Enter<br>Use Default Setting button to save your selections for future creations              |  |

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| #  | Main activities               | Tips / Best practices  | Key points |
|----|-------------------------------|--|------------|
| 15 | Fill in Organizational Levels | <p>Fill Plant as indicated in request form. Fill Sales Organization and Distribution Channel as indicated in request form.</p> <p>For Technology Solutions always extend to Storage Location when there is only option per plant</p> <p><b>For Composite Check Appendix 7 and open the material for all storage locations correspondent to each plant.</b></p> |            |
| 16 | Hit Enter                     |  |            |

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| #  | Main activities            | Tips / Best practices                          | Key points   |
|----|----------------------------|--|--|
| 17 | Enter Material Description | Check the request form for "SHORT DESCRIPTION" |  |
| 18 | Enter Base Unit of Measure |  | <p><b>Technology Solutions:</b> Always <b>KG</b></p> <p><b>Composite Materials:</b> copy from template</p> |
| 19 | Enter Material Group       | Check the request form                         | Finished goods, SF goods – <b>0450</b>   |
| 20 | Enter Division             |  | Check the request form   |

|    |  |  |  |
|----|--|--|--|
| 21 | Enter General Item Category Group                            | Already pre-filled   | ZMAT – NORM  |
| 22 | Enter Gross Weight   | Check the request form   | <b>Technology Solutions:</b> Proportion of Gross weight to Net weight to be entered (Net = 1)<br><br>i.e. 25 KG Gross and 20 KG Net => 1.25 Gross and 1 Net in SAP<br><br><b>Composite Materials:</b> Copy from the template |
| 23 | Enter Net Weight   |  | <b>Technology Solutions:</b> Always 1<br><br><b>Composite Materials:</b> Copy from the template  |
| 24 | Enter UoM for Weight   |  | Always <b>KG</b>   |
| 25 | Enter Volume (per 1 Net weight unit of measure)              |  | <b>Technology Solutions:</b> Check the request form<br>If blank in the form, leave the field blank<br><br><b>Composite Materials:</b> Not applicable   |
| 26 | Enter UoM for Volume   | <b>Entered only when Volume provided</b>   | <b>Technology Solutions:</b> Always <b>CD3</b><br><br><b>Composite Materials:</b> Not applicable   |
| 27 | Enter Packing Group  | Check the request form   | <b>0005</b> - for packed materials and Samples<br><b>0001</b> - for Bulk and Reactor level   |
| *  | Enter Ref. mat. for pckg                                     | <b>For Composite only</b>  | Enter default number <b>1911973</b>  |
| 28 | Go to Basic Data Text tab by pressing Basic Data Text button | Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |  |

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| #  | Main activities  | Tips / Best practices  | Key points  |
|----|--|--|---|
| 30 | Enter Basic data text – description from ZPRC code.<br><br><b>For Composite - material long description (copy from the form)</b> | Use  button to add languages<br>Copy <b>English</b> text to all other languages:<br><br> | 12 mandatory languages are:<br>1 – Chinese ( <b>E</b><br><b>N</b> )<br>E – English<br>F – French<br>D – German<br>I – Italian<br>J – Japanese<br>3 – Korean<br>L – Polish<br>P – Portuguese<br>S – Spanish<br><br>& – Brazilian Portuguese<br><br>N – Dutch |
| 31 | Go to Descriptions tab   | From Basic Data View Descriptions tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.   |   |

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

|    |  |  |  |
|----|--|--|--|
| 32 | Enter material descriptions in local languages | <b>NOTE:</b> Check if material description is in line with product name on MSDS.   | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br><br>NL – Dutch |
| 33 | Go to Units of measure tab                     | From Basic Data View Units of Measure tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |  |

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| #  | Main activities                                   | Tips / Best practices | Key points  |
|----|---|-----------------------|---|
| *  | <b>Composite Materials only</b>                   |                       | All alternative Units of Measure per template (Special calculation tab for requesters)  |
| 34 | Enter Alternate Units of Measure conversions      |                       | Fixed conversion 11023 LB <-> 5000 KG has to be entered for all ZMAT materials except Samples   |
| 35 | Enter conversion of Stock keeping UoM to Base UoM |                       | Check the request form  |
| 36 | Enter quantity of Stock keeping UoM in Pallet     |                       | Check the request form<br><br>Use fields for Lower-level Unit entry to indicate number of packages in Pallet at the very end of the line.<br><b>NOTE!</b> Do not enter a PAL UOM for Totes (IBC).   |
| *  | <b>For Composite Only</b>                         |                       | Add all the Alternative Conversions provided in the form (Tab: Alternative UoM Calculator), additional conversions in the same dimension.<br><br>For example: If the length is meters, add the conversion for yards and feet.<br><br>? Unknown Attachment<br><br>? Unknown Attachment |
| 37 | Enter any additional conversion if requested      |                       | Check the request form  |
| 38 | Return to Main Data                               |                       |   |

### For Composite only!

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| #  | Main activities       | Tips / Best practices           | Key points        |
|----|-----------------------|---------------------------------|-------------------|
| a. | Enter Units meas. use | <b>Composite Materials only</b> | Default value - B |
| b. | Return to Main Data   |                                 |                   |

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

|    |  |  |   |
|----|--|--|---|
| 39 | Go to Basic data 2 view                  |  |   |
| 40 | Enter Basic material (related ZPRC Code) | <b>Mandatory field!</b>  | <b>Technology Solutions:</b> Check the request form<br><b>Composite Materials:</b> if not provided in the form, check in the Sharepoint on <b>EHS Info</b> tab<br><br><div style="border: 1px solid black; padding: 5px; display: inline-block;">? Unknown Attachment</div> |
| 41 | Enter Dangerous Goods indicator profile  |  | <b>ZIP</b> for all materials at the moment of material creation   |
| 42 | Tick Environmentally relevant            |  | <b>Mandatory</b> for all Finished and semi-finished goods   |
| 43 | Go to Classification view                | Classification is not applicable for packaging materials (ZVER) and for Sample codes |   |

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| #  | Main activities                       | Tips / Best practices | Key points |
|----|---------------------------------------|-----------------------|------------|
| 44 | Select "Batch" type of Classification |                       |            |

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| #  | Main activities | Tips / Best practices | Key points  |
|----|-----------------|-----------------------|---|
| 45 | Enter Class     |                       | <b>014</b> – Technology Solutions<br><b>016</b> – Composite Materials |

**For Composite Materials only**

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| #  | Main activities  | Tips / Best practices | Key points              |
|----|--|-----------------------|-------------------------|
| a. | Enter Material Class   |                       | <b>Default Z_CM_MAT</b> |
| b. | Copy all the values provided in the form   |                       |                         |
| c. | <b>Note!</b> If requester adds new value in the template for classification, we should send to Lisa Wohnlich ( <a href="mailto:lisa.wohlich@solvay.com">lisa.wohlich@solvay.com</a> ) for approval |                       |                         |
| 46 | Press Next screen button to move to next selected view   |                       |                         |

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| #  | Main activities   | Tips / Best practices  | Key points  |
|----|---|------------------------|---|
| 47 | Enter Sales unit  | Check the request form | <b>Technology Solutions:</b> Enter LB even if left blank by Requestor in request form for US and CA Sales Organizations<br><br><b>Composite Materials:</b> Not applicable |
| 48 | Enter Cross-distribution-chain specific material status                     |                        | <b>Technology Solutions:</b> Status <b>63</b> is to be set at the moment of material creation to allow use of material in operations                                      |
| 49 | Enter Valid from date for Cross-distribution-chain specific material status | DD.MM.YYYY             |   |

|    |  |   |   |
|----|--|---|---|
| 50 | Enter Delivering Plant                 | <b>Note!</b> If the plant does not exist for sales organization and distribution channel combination, contact Danyse Ryan (danyse.ryan@solvay.com) to create the link | Check the request form  |
| 51 | Maintain Tax classifications           | System will automatically determine which Countries' tax lines should be added  | Always 1 for all countries unless otherwise indicated by Finance or Tax department  |
| 52 | Enter Minimum order quantity           | Check the request form  | Enter Net weight. Blank for Bulk, Samples and Composite Materials.<br><b>Composite Materials:</b> Not applicable  |
| 53 | Enter Minimum delivery quantity        | Check the request form  | Enter Net weight. Blank for Bulk, Samples and Composite Materials.<br><b>Composite Materials:</b> Not applicable  |
| 54 | Enter Delivery unit                    | Check the request form  | Always 1. Blank for Bulk, Samples and Composite Materials.<br><b>Composite Materials:</b> Not applicable  |
| 55 | Enter Unit of Measure of Delivery unit | Check the request form  | Always equal to Primary Packaging unit, enter even if left blank by Requestor in request form. Blank for Bulk, Samples and Composite Materials.<br><b>Composite Materials:</b> Not applicable   |
| 56 | Enter Rounding Profile                 |   | <b>Technology Solutions:</b> For <b>Packed</b> materials select the option <b>Z50%</b> that corresponds to Primary Packaging unit. For Bulk, Samples and Composite Materials leave the field empty.<br><b>Note!</b><br><b>Sales Org. NL01 - Technology Solutions and Distribution channel 9P- polymer additives. (Division E2)</b><br>Creation: confirm with the requester if the rounding profile should be (ZPAL)<br>Extension: use ZPAL as default<br><b>Composite Materials:</b> Not applicable |
| 57 | Go to Sales: sales org. 2 view         |   |   |

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| #  | Main activities                 | Tips / Best practices  | Key points   |
|----|---------------------------------|------------------------|--|
| 58 | Enter Material statistics group |                        | Always 1   |
| 59 | Enter Account assignment group  |                        | Check the request form                                 |
| 60 | Enter Item category group       | Check the request form | ZMAT – ZMAN in SAP<br>For Sales Org <b>BR33 - NORM</b> |
| *  | <b>For Composite only</b>       |                        | If informed in the template<br>Enter <b>KIT</b>        |
| 61 | Go to Sales: general/plant view |                        |  |

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| #  | Main activities                                 | Tips / Best practices   | Key points  |
|----|---|---|---|
| 62 | Enter Material freight group                    | Check the request form  | Mandatory for Packed materials for US, CA and BR<br>Bulk - empty  |
| 63 | Enter Availability check                        |   | Finished Goods (F & T) – T3<br><b>*Composite Material. general (Aerospace - BAAN) - ZD</b><br>Semi-finished goods (I) – S3<br>Composite Mat. in Plant <b>8525 – Z6</b><br>Samples – <b>KP</b> |
| 64 | Activate Batch Management requirement indicator | Same field is also available in Purchasing, Plant data / storage 1 and Warehouse Management 1 views | Always <b>checked</b> for ZMAT<br>Not checked for CMC Samples   |

|    |                                 |  |  |
|----|---------------------------------|--|--|
| 65 | Enter Transportation Group      | 'Hazardous' groups to be used for materials having GPP DG Indicator.<br>Samples – <b>0007</b> (ZIP and Z00), <b>0010</b> (GPP) | Check the request form   |
| 66 | Enter Loading Group             |  | Bulk – <b>0002</b><br>Else – <b>0001</b> (including samples)   |
| 67 | Enter Profit Center             | Same field is also available in Plant data / storage 2 view  | Check the request form<br><b>NOTE!</b> For <b>Distribution Channel</b> and <b>Trading</b> plants should begin with <b>Company code</b> . For materials with Division E3, E4, E5, E6 for all plant types use the structure CCCC-Xyyyy<br>Where yyyy = last 4 digits of the specific IECRA for each product line:<br>E3 = IECRA01286 - INDUSTRIAL MINERALS<br>E4 = IECRA01235 - ALUMINA<br>E5 = IECRA01236 - MINERAL PROCESSING<br>E6 = IECRA01237 - MEP |
| 68 | Go to Foreign trade export view |  |  |

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| #   | Main activities   | Tips / Best practices  | Key points             |
|-----|---|--|------------------------|
| *** | Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team | When extending material to a new Plant the Commodity/import code field is to be left blank (to be cleared if Copy from... option is used). Whenever a material is extended to any of <b>non-GTS</b> plants (see Attachment 4 – List of Plants in non-GTS countries), extension has to be added in the <a href="#">linked file</a> .<br><br>If material has to be extend to <b>Brazil plants</b> , <b>Control Code</b> should be provided before, otherwise SAP will not be able to save material code.<br><br>Contact <a href="mailto:htsclassification@solvay.com">htsclassification@solvay.com</a> for missing control code. |                        |
| 69  | Enter Country of origin   | <b>Mandatory information!</b> If not provided in the form, ask the requester.  | Check the request form |
| 70  | Enter Mat. CFOP category  | Field is mandatory for <b>Brazil</b> plants only   | Always <b>0</b>        |
| 71  | Go to next view   | Go to Purchasing view.<br>If creating <b>CMC Sample</b> go to MRP 1 view – see <b>2.1.3. Creation of CMC sample material</b> .   |                        |

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| #  | Main activities                                 | Tips / Best practices  | Key points   |
|----|---|--|--|
| 72 | Enter Purchasing Group                          |  | Check the request form   |
| 73 | Enter Plant-specific material status            | Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations. | Status <b>Z1</b> is to be used at the time of material creation.<br><br>For Trading plants ( <b>8570</b> – US, <b>8572</b> – MX, <b>8575</b> – CA, <b>8580</b> – NL, <b>8574</b> - CN) and for <b>Samples</b> leave the field blank. |
| 74 | Enter Material freight group                    | Mandatory for Packed materials for US, CA and BR Sales Organizations.  | Check the request form   |
| 75 | Activate automatic Purchase Order indicator     |  | Always <b>checked</b>  |
| 76 | Activate Batch Management requirement indicator | Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views   | Always <b>checked</b> for ZMAT   |
| 77 | Enter Purchasing value key                      |  | Packed ZMAT – <b>0001</b><br>Bulk ZMAT – <b>0005</b> (incl. flexitank)   |
| 78 | Enter GR processing time                        | Plant data administrators will change the field value if necessary   | Default value at the time of material creation – <b>2</b><br>Default value for Plant <b>8035</b> – <b>1</b><br>Default value for Plant <b>8605</b> – <b>0</b>  |

|    |                 |  |  |
|----|-----------------|--|--|
| 79 | Go to next view | Go to Plant data / storage 1 view.<br>If creating Composite Material go to MRP 1 view – see 2.1.4. Creation of material for Composite Materials. |  |
|----|-----------------|--|--|

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| #  | Main activities                                       | Tips / Best practices  | Key points  |
|----|---|--|---|
| *  | <b>For Composite Only</b>                             | <b>This field is mandatory, if not provided go back to the requester</b>                               | Enter Temp. conditions according to the template          |
| 80 | Enter Physical inventory indicator for cycle counting | Plant data administrators will change the field value if necessary                                     | Default value at the time of material creation – <b>B</b> |
| 81 | Activate Batch Management requirement indicator       | Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views | Always <b>checked</b> for ZMAT<br>Not checked for Samples |
| 82 | Enter Minimum Remaining Shelf Life                    | Plant data administrators will change the field value if necessary                                     | Default value at the time of material creation – <b>1</b> |
| 83 | Enter Total shelf life                                | Shelf life days should be consistent on Commercial Product level.                                      | Check the request form                                    |
| 84 | Go to Plant data / storage 2 view                     |  |   |

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| #  | Main activities     | Tips / Best practices  | Key points |
|----|---------------------|--|------------|
| 85 | Enter Profit Center | Same field is also available in Sales: General Plant Data view               |            |
| 86 | Go to next view     | Go to Warehouse Management 1 view if applicable; else go to Label Data view. |            |

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| #  | Main activities                                 | Tips / Best practices   | Key points   |
|----|---|---|--|
| 87 | Activate Batch Management requirement indicator | Same field is also available in Sales: general / plant, Purchasing and Plant data / storage 1 views | Always <b>checked</b> for ZMAT<br><b>Not checked</b> for Samples |
| 88 | Go to Warehouse Management 2 view               |   |  |

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| #  | Main activities       | Tips / Best practices  | Key points |
|----|-----------------------|--|------------|
| 89 | Go to Label Data view | No data has to be maintained in Warehouse Management 2 view at the time of material creation, however the view has to be created |            |

For Composite only!

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| #  | Main activities     | Tips / Best practices | Key points                  |
|----|---------------------|-----------------------|-----------------------------|
| a. | Inspection interval |                       | Copy from the material form |

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| #  | Main activities  | Tips / Best practices  | Key points  |
|----|--|--|---|
| 90 | Enter the Primary Packaging Unit (PPU)   | No data has to be maintained in Label view for <b>Composite Materials (Industrial Materials)</b> , however the view has to be created  | For <b>BULK</b> use <b>KG</b><br>For plant <b>8035</b> view has to be activated but nothing except <b>Primary Pack Unit</b> has to be entered   |
| 91 | Select the primary packaging unit of measurement                                     |  |   |
| 92 | Press the indicated button to Import labeling specifications for selected packaging. | Use possibility to import label specifications from model codes created.<br><br>Follow up by steps indicated in Additional Instructions of corresponding label type of <a href="#">linked file</a> | <b>Technology Solutions:</b><br><br>Templates for Label data:<br><b>147507</b> - LABEL MODEL LARGE (SS, DR, TE, BB)<br><b>147570</b> - LABEL MODEL MEDIUM (BX, CY, JRC, PL, BULK)<br><b>147572</b> - LABEL MODEL SMALL (BAG)<br><b>149059</b> - LABEL MODEL SAMPLE MATERIALS<br><br><b>Composite Materials</b><br><br>▪ <b>Copy all the labels</b><br><br><b>? Unknown Attachment</b> |

## ? Unknown Attachment

| #  | Main activities  | Tips / Best practices  | Key points   |
|----|--|--|--|
| 93 | Enter Label Category, Label Size and number of Copies for each required label type | See <b>Attachment 1 – Label requirements</b> for label requirements by material packaging type | Transport Label <b>Z_TRANS</b> to be added only for material with Dangerous Goods Profile <b>GPP</b>   |
| 94 | Define Validity Areas for each label type  | <b>? Unknown Attachment</b>  | All label types – <b>DELIVERY</b> , <b>GENERIC</b> and <b>MTS</b> by default<br>Transport Label – <b>MTS</b> , <b>DELIVERY</b> and <b>GENERIC</b> should be added. |
| 95 | Check if all labels have Validity Areas defined                                    |  |  |

## ? Unknown Attachment

| #  | Main activities   | Tips / Best practices  | Key points |
|----|---|--|------------|
| 96 | When all data has been entered, save the material by pressing <b>? Unknown Attachment</b> button and exit material creation | Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used:<br><br><b>? Unknown Attachment</b> |            |

Perform material extension to other Plants / Sales Organizations if requested in the form.

As soon as extension of a material to a plant in another (second) Company Code is requested, material is also to be extended to **90** Distribution Channel of the Sales Organization of the receiving Plant for Intercompany movements.

### Technology Solutions

Information on all new ZMAT creations and plant/sales organization extensions has to be sent to:

- Labelrequest Cytecmsds - [hazcom-sdsauthoring@solway.com](mailto:hazcom-sdsauthoring@solway.com)
- Product-regulatory Cytec - [product-regulatory@solway.com](mailto:product-regulatory@solway.com)
- David Baker – [david.baker2@solway.com](mailto:david.baker2@solway.com)
- Danyse Ryan - [danyse.ryan@solway.com](mailto:danyse.ryan@solway.com)
- Terry McColl - [Terry.Mccoll@solway.com](mailto:Terry.Mccoll@solway.com)

**Note!** In order to trigger the Freshdesk rule to send the communication automatically the TAG "Technology Solutions" should be added to the request. Full rule description :

|  |  |
|--|--|
| Group:DMO RIGA   Status: from any to Resolved or Closed   Process: "Finished Good"  Sub-Process : "Create"   System "SAP WP1"   Tag: Technology Solutions    | Notification sent to "cytecmsdlabelrequest@ <a href="mailto:solvay.com">solvay.com</a> , <a href="mailto:product-regulatory@solvay.com">product-regulatory@solvay.com</a> , <a href="mailto:david.baker2@solvay.com">david.baker2@solvay.com</a> , <a href="mailto:danyse.ryan@solvay.com">danyse.ryan@solvay.com</a> , <a href="mailto:terry.mccoll@solvay.com">terry.mccoll@solvay.com</a> " |
| Group:DMO RIGA   Status: from any to Resolved or Closed   Process: "Finished Good"  Sub-Process : Delete"   System "SAP WP1"   Tag: Technology Solutions     | Notification sent to " <a href="mailto:gmutpricing@solvay.com">gmupricing@solvay.com</a> "   |
| Group:DMO RIGA   Status: from any to Resolved or Closed   Process: "Finished Good"  Sub-Process : "Extension"   System "SAP WP1"   Tag: Technology Solutions | Notification sent to "cytecmsdlabelrequest@ <a href="mailto:solvay.com">solvay.com</a> , <a href="mailto:product-regulatory@solvay.com">product-regulatory@solvay.com</a> , <a href="mailto:david.baker2@solvay.com">david.baker2@solvay.com</a> , <a href="mailto:danyse.ryan@solvay.com">danyse.ryan@solvay.com</a> , <a href="mailto:terry.mccoll@solvay.com">terry.mccoll@solvay.com</a> " |

### Composite Materials

It is crucial to request the correct DG indicator for Finished products after the material creation. For now, release the Sharepoint request, keep the Freshdesk ticket open and contact the people listed below to obtain the correct value.

Barbara Platt - [Barbara.platt@solvay.com](mailto:Barbara.platt@solvay.com)  
 Justin Bender - [justin.bender@solvay.com](mailto:justin.bender@solvay.com)  
 Paul Paetzke - [paul.paetzke@solvay.com](mailto:paul.paetzke@solvay.com)

Do not close the ticket until you receive a response.

### 2.1.3. Creation of CMC sample material

Data Management is creating all necessary views for CMC Sample codes.

| # | Main activities               | Tips / Best practices  | Key points  |
|---|-------------------------------|--|---|
| 1 | Enter transaction <b>MM01</b> | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General) |

### ? Unknown Attachment

| # | Main activities         | Tips / Best practices | Key points  |
|---|-------------------------|-----------------------|---|
| 2 | Enter Industry sector   |                       | C Chemical industry   |
| 3 | Enter Material Type     |                       | ZMAT /Finished pdt & RM & SF  |
| 4 | Use Copy from... option |                       | <b>149059 TS LABEL MODEL SAMPLE MATERIALS</b> has been created to be used as model for CMC sample creation. |
| 5 | Hit Enter               |                       |   |

### ? Unknown Attachment ? Unknown Attachment

| # | Main activities            | Tips / Best practices   | Key points   |
|---|----------------------------|---|--|
| 6 | Select Views to be created | Creation of views can be performed all at once or in separate steps     | <b>*Samples*</b> need Basic Data 1 & 2, Sales: Sales Org. Data 1 & 2, Sales: General/Plant Data, Foreign Trade: Export Data, MRP 1-4, Accounting 1 & 2, Costing 1 & 2, Label Data Views. |
| 7 | Hit Enter                  | Use Default Setting button to save your selections for future creations |  |

### ? Unknown Attachment

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

|   |                               |   |   |
|---|-------------------------------|---|---|
| 8 | Fill in Organizational Levels | Plant shipped sample is not limited to only CMC sample sales organization/plants. | Fill Plant as indicated in request form. Fill Sales Organization and Distribution Channel as indicated in request form. |
| 9 | Hit Enter                     | Use Default Setting button to save your selections for future creations           |   |

### ? Unknown Attachment

| #  | Main activities  | Tips / Best practices  | Key points                              |
|----|--|--|---|
| 10 | Enter Material Description                                   | Check the request form for "SHORT DESCRIPTION"   |   |
| 11 | Check Base Unit of Measure and Weight unit                   | Check the request form   | G for samples (there can be exceptions) |
| 12 | Enter Division   | Check the request form   |   |
| 13 | Go to Basic Data Text tab by pressing Basic Data Text button | Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |   |

### ? Unknown Attachment

| #  | Main activities                                     | Tips / Best practices  | Key points  |
|----|---|--|---|
| 14 | Enter Basic data text – description from ZPRC code. | <p>Use <b>? Unknown Attachment</b> button to add languages</p> <p>Copy <b>English</b> text to all other languages:</p> <p><b>? Unknown Attachment</b></p>                              | 12 mandatory languages are:<br>1 – Chinese ( <b>EN</b> )<br>)<br>E – English<br>F – French<br>D – German<br>I – Italian<br>J – Japanese<br>3 – Korean<br>L – Polish<br>P – Portuguese<br>S – Spanish<br>& – Brazilian Portuguese<br>N – Dutch |
| 15 | Go to next (for example Units of Measure) tab       | From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |   |

### ? Unknown Attachment

| #  | Main activities                              | Tips / Best practices  | Key points |
|----|--|--|------------|
| 16 | Enter Alternate Units of Measure conversions | Check the request form   |            |
| 17 | Go to next (for example Descriptions) tab    | From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |            |

### ? Unknown Attachment

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

|    |  |  |  |
|----|--|--|--|
| 18 | Enter material descriptions in local languages | <b>NOTE:</b> Check if material description is in line with product name on MSDS. | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br><br>NL – Dutch |
| 19 | Return to Main Data                            |  |  |

### ? Unknown Attachment

| #  | Main activities  | Tips / Best practices                              | Key points  |
|----|--|--|---|
| 20 | Go to Basic data 2 view                                    |  |   |
| 21 | Enter Basic material (related ZPRC Code)                   |  | Check the request form  |
| 22 | Check Dangerous Goods indicator profile                    |  | <b>ZIP</b> for all materials at the moment of material creation |
| 23 | Check that material is flagged as Environmentally relevant | Mandatory for all Finished and semi-finished goods |   |
| 24 | Go to Sales: sales org. 1 view                             |  |   |

### ? Unknown Attachment

| #  | Main activities   | Tips / Best practices  | Key points  |
|----|---|--|---|
| 25 | Enter Cross-distribution-chain specific material status                     |  | Status <b>63</b> is to be set at the moment of material creation to allow use of material in operations |
| 26 | Enter Valid from date for Cross-distribution-chain specific material status | DD.MM.YYYY   |   |
| 27 | Maintain Tax classifications  | System will automatically determine which Countries' tax lines should be added | Always <b>1</b> for all countries unless otherwise indicated by Finance or Tax department               |
| 28 | Go to Sales: sales org. 2 view  |  |   |

### ? Unknown Attachment

| #  | Main activities                 | Tips / Best practices | Key points            |
|----|---------------------------------|-----------------------|-----------------------|
| 29 | Enter Account assignment group  |                       | Samples – <b>F</b>    |
| 30 | Check Item category group       |                       | Samples – <b>NORM</b> |
| 31 | Go to Sales: general/plant view |                       |                       |

### ? Unknown Attachment

| #  | Main activities              | Tips / Best practices                            | Key points             |
|----|------------------------------|--|------------------------|
| 32 | Enter Material freight group | Mandatory for Packed materials for US, CA and BR | Check the request form |
| 33 | Enter Availability check     | Same field is also available in MRP 3 view       | Samples – <b>KP</b>    |

|    |                                 |  |  |
|----|---------------------------------|--|--|
| 34 | Enter Transportation Group      | 'Hazardous' groups to be used for materials having GPP DG Indicator. | Samples – <b>0007</b> (ZIP and Z00), <b>0010</b> (GPP) |
| 35 | Enter Loading Group             |  | <b>0001</b> for samples                                |
| 36 | Enter Profit Center             | Same field is also available in Costing 1 view                       | Check the request form                                 |
| 37 | Go to Foreign trade export view |  |  |

### ? Unknown Attachment

| #   | Main activities             | Tips / Best practices   | Key points             |
|-----|-----------------------------|---|------------------------|
| *** | Check Commodity/import code | Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team |                        |
| 38  | Enter Country of origin     | <b>Mandatory information! If not provided in the form, ask the requester.</b>                                       | Check the request form |
| 39  | Go to MRP 1 view            |   |                        |

### ? Unknown Attachment

| #  | Main activities      | Tips / Best practices | Key points                 |
|----|----------------------|-----------------------|----------------------------|
| 40 | Enter MRP Type       |                       | Default value – <b>ND</b>  |
| 41 | Enter MRP Controller |                       | Default value – <b>S10</b> |
| 42 | Go to MRP 2 view     |                       |                            |

### ? Unknown Attachment

| #  | Main activities             | Tips / Best practices | Key points                 |
|----|-----------------------------|-----------------------|----------------------------|
| 43 | Enter Procurement type      |                       | Default value – <b>F</b>   |
| 44 | Enter Backflush             |                       | Default value – <b>2</b>   |
| 45 | Enter Planned Delivery Time |                       | Default value – <b>30</b>  |
| 46 | Enter GR Processing Time    |                       | Default value – <b>2</b>   |
| 47 | Enter SchedMargin key       |                       | Default value – <b>000</b> |
| 48 | Go to MRP 3 view            |                       |                            |

### ? Unknown Attachment

| #  | Main activities                     | Tips / Best practices | Key points               |
|----|-------------------------------------|-----------------------|--------------------------|
| 49 | Enter Total replenishment lead time |                       | Default value – <b>3</b> |
| 50 | Go to MRP 4 view                    |                       |                          |

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| #  | Main activities         | Tips / Best practices | Key points               |
|----|-------------------------|-----------------------|--------------------------|
| 51 | Enter Selection method  |                       | Default value – <b>3</b> |
| 52 | Enter Individual/coll.  |                       | Default value – <b>2</b> |
| 53 | Go to Accounting 1 view |                       |                          |

### ? Unknown Attachment

| #  | Main activities         | Tips / Best practices | Key points                  |
|----|-------------------------|-----------------------|-----------------------------|
| 54 | Enter Valuation Class   |                       | Default value – <b>Z130</b> |
| 55 | Enter Price Unit        |                       | Default value – <b>1000</b> |
| 56 | Enter Standard price    |                       | Default value – <b>1</b>    |
| 57 | Go to Accounting 2 view |                       |                             |

### ? Unknown Attachment

| #  | Main activities      | Tips / Best practices  | Key points |
|----|----------------------|--|------------|
| 58 | Go to Costing 1 view | No data has to be maintained in Warehouse Management 2 view at the time of material creation, however the view has to be created |            |

### ? Unknown Attachment

| #  | Main activities         | Tips / Best practices | Key points                     |
|----|-------------------------|-----------------------|--------------------------------|
| 59 | Flag Do Not Cost        |                       | Default value – <b>flagged</b> |
| 60 | Flag With Qty Structure |                       | Default value – <b>flagged</b> |
| 61 | Flag Material origin    |                       | Default value – <b>flagged</b> |
| 62 | Go to Costing 2 view    |                       |                                |

### ? Unknown Attachment

| #  | Main activities       | Tips / Best practices   | Key points |
|----|-----------------------|---|------------|
| 63 | Go to Label Data view | No data has to be maintained in Costing 2 view at the time of material creation, however the view has to be created |            |

### ? Unknown Attachment

| #  | Main activities   | Tips / Best practices   | Key points   |
|----|---|---|--|
| 64 | Check if all labels have been copied from Model code  | See <b>Attachment 1 – Label requirements</b> for label requirements by material packaging type  | For material with Dangerous Goods Profile <b>GPP</b> Transport Label <b>Z_TRANS</b> is to be added                     |
| 65 | Check if all labels have Validity Areas defined   | ? Unknown Attachment  | All label types – <b>DELIVERY</b> and <b>GENERIC</b> Transport Label – <b>DELIVERY</b> , <b>GENERIC</b> and <b>MTS</b> |
| 66 | When all data has been entered, save the material by pressing <b>? Unknown Attachment</b> button and exit material creation | Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used:<br><br>? Unknown Attachment |  |

## 2.1.4. Creation of Plant shipped sample material

Data Management is creating general, purchasing and planning views, finance complete their own views.

| # | Main activities                  | Tips / Best practices  | Key points  |
|---|----------------------------------|--|---|
| 1 | Enter transaction<br><b>MM01</b> | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General) |

### ? Unknown Attachment

| # | Main activities       | Tips / Best practices | Key points                   |
|---|-----------------------|-----------------------|------------------------------|
| 2 | Enter Industry sector |                       | C Chemical industry          |
| 3 | Enter Material Type   |                       | ZMAT /Finished pdt & RM & SF |
| 5 | Hit Enter             |                       |                              |

### ? Unknown Attachment ? Unknown Attachment

| # | Main activities            | Tips / Best practices   | Key points   |
|---|----------------------------|---|--|
| 6 | Select Views to be created | Creation of views can be performed all at once or in separate steps     | * <b>Samples</b> need Basic Data 1 & 2, Classifications, Sales: Sales Org. Data 1 & 2, Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, MRP 1, MRP 2, MRP 3, MRP 4, General Plant Data / Storage 1, General Plant Data / Storage 2 Label Data Views. |
| 7 | Hit Enter                  | Use Default Setting button to save your selections for future creations |  |

### ? Unknown Attachment

| # | Main activities               | Tips / Best practices   | Key points  |
|---|-------------------------------|---|---|
| 8 | Fill in Organizational Levels |   | Fill Plant as indicated in request form. Fill Sales Organization and Distribution Channel as indicated in request form. |
| 9 | Hit Enter                     | Use Default Setting button to save your selections for future creations |   |

### ? Unknown Attachment

| Main activities  | Tips / Best practices  | Key points |
|--|--|------------|
| Enter Material Description                                   | Check the request form for "SHORT DESCRIPTION"   |            |
| Check Base Unit of Measure and Weight unit                   | Check the request form   | <b>KG</b>  |
| Enter Division   | Check the request form   |            |
| Gross Weight   |  | Always 1   |
| Net Weight   |  | Always 1   |
| Matl Grp Pack. Matls   |  | Enter 0005 |
| Go to Basic Data Text tab by pressing Basic Data Text button | Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |            |

## ? Unknown Attachment

| #  | Main activities                                     | Tips / Best practices  | Key points   |
|----|---|--|--|
| 14 | Enter Basic data text – description from ZPRC code. | <p>Use <b>? Unknown Attachment</b> button to add languages</p> <p>Copy <b>English</b> text to all other languages:</p> <p><b>? Unknown Attachment</b></p>                              | 12 mandatory languages are:<br>1 – Chinese ( <b>EN!</b> )<br>)<br>E – English<br>F – French<br>D – German<br>I – Italian<br>J – Japanese<br>3 – Korean<br>L – Polish<br>P – Portuguese<br>S – Spanish<br><br>& – Brazilian Portuguese<br><br>N – Dutch |
| 15 | Go to next (for example Units of Measure) tab       | From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |  |

## ? Unknown Attachment

| #  | Main activities                              | Tips / Best practices  | Key points |
|----|--|--|------------|
| 16 | Enter Alternate Units of Measure conversions | Check the request form   |            |
| 17 | Go to next (for example Descriptions) tab    | From Basic Data View Additional Data tabs can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |            |

## ? Unknown Attachment

| #  | Main activities                                | Tips / Best practices  | Key points   |
|----|--|--|--|
| 18 | Enter material descriptions in local languages | <b>NOTE:</b> Check if material description is in line with product name on MSDS. | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br><br>NL – Dutch |
| 19 | Return to Main Data                            |  |  |

## ? Unknown Attachment

| #  | Main activities                          | Tips / Best practices  | Key points  |
|----|--|------------------------|---|
| 20 | Go to Basic data 2 view                  |                        |   |
| 21 | Enter Basic material (related ZPRC Code) | Check the request form |   |
| 22 | Check Dangerous Goods indicator profile  |                        | <b>ZIP</b> for all materials at the moment of material creation |

|    |  |  |  |
|----|--|--|--|
| 23 | Check that material is flagged as Environmentally relevant | Mandatory for all Finished and semi-finished goods |  |
| 24 | Go to Sales: classifications view                          |  |  |

? Unknown Attachment

| #  | Main activities                       | Tips / Best practices | Key points |
|----|---------------------------------------|-----------------------|------------|
| 25 | Select "Batch" type of Classification |                       |            |

? Unknown Attachment

| #  | Main activities  | Tips / Best practices | Key points                 |
|----|--|-----------------------|----------------------------|
| 26 | Enter Class  |                       | 014 – Technology Solutions |
| 27 | Press Next screen button to move to next selected view |                       |                            |

? Unknown Attachment

| #  | Main activities   | Tips / Best practices  | Key points  |
|----|---|--|---|
| 28 | Enter Cross-distribution-chain specific material status                     |  | Status <b>63</b> is to be set at the moment of material creation to allow use of material in operations |
| 29 | Enter Valid from date for Cross-distribution-chain specific material status | DD.MM.YYYY   |   |
| 30 | Maintain Tax classifications  | System will automatically determine which Countries' tax lines should be added | Always <b>1</b> for all countries unless otherwise indicated by Finance or Tax department               |
| 31 | Go to Sales: sales org. 2 view  |  |   |

? Unknown Attachment

| #  | Main activities                 | Tips / Best practices | Key points            |
|----|---------------------------------|-----------------------|-----------------------|
| 32 | Enter Account assignment group  |                       | Samples – <b>F</b>    |
| 33 | Check Item category group       |                       | Samples – <b>NORM</b> |
| 34 | Go to Sales: general/plant view |                       |                       |

? Unknown Attachment

| #  | Main activities                                 | Tips / Best practices  | Key points   |
|----|---|--|--|
| 35 | Enter Material freight group                    | Check the request form   | Mandatory for Packed materials for US, CA and BR       |
| 36 | Enter Availability check                        | Same field is also available in MRP 3 view   | Samples – <b>ZP</b>                                    |
| 37 | Activate Batch Management requirement indicator | Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views | Always <b>checked</b>                                  |
| 38 | Enter Transportation Group                      | 'Hazardous' groups to be used for materials having GPP DG Indicator.   | Samples – <b>0007</b> (ZIP and Z00), <b>0010</b> (GPP) |
| 39 | Enter Loading Group                             |  | <b>0001</b> for samples                                |
| 40 | Enter Profit Center                             | Check the request form   | Check the request form                                 |
| 41 | Go to Foreign trade export view                 |  |  |

? Unknown Attachment

| #   | Main activities             | Tips / Best practices   | Key points |
|-----|-----------------------------|---|------------|
| *** | Check Commodity/import code | Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team |            |
| 42  | Enter Country of origin     | Check the request form  |            |
| 43  | Go to Purchasing view       |   |            |

? Unknown Attachment

| #  | Main activities                                 | Tips / Best practices  | Key points   |
|----|---|--|--|
| 44 | Enter Purchasing Group                          | Check the request form   |  |
| 45 | Enter Plant-specific material status            | Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations. | Status <b>Z1</b> is to be used at the time of material creation. For Trading plants ( <b>8570</b> – US, <b>8572</b> – MX, <b>8575</b> – CA, <b>8580</b> – NL, <b>8574</b> - CN) and for CMC Samples leave the field blank. |
| 46 | Activate automatic Purchase Order indicator     |  | Always <b>checked</b>  |
| 47 | Activate Batch Management requirement indicator | Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views   | Always <b>checked</b>  |
| 48 | Enter Purchasing value key                      |  | Always – <b>0001</b>   |
| 49 | Go to next view                                 | Go to MRP 1  |  |

? Unknown Attachment

| #  | Main activities      | Tips / Best practices | Key points                 |
|----|----------------------|-----------------------|----------------------------|
| 50 | Enter MRP Type       |                       | Default value – <b>ND</b>  |
| 52 | Enter MRP Controller |                       | Default value – <b>S10</b> |
| 53 | Go to MRP 2 view     |                       |                            |

? Unknown Attachment

| #  | Main activities            | Tips / Best practices | Key points                 |
|----|----------------------------|-----------------------|----------------------------|
| 54 | Enter Procurement type     |                       | Default value – <b>F</b>   |
| 55 | Enter Backflush            |                       | Default value – <b>2</b>   |
| 56 | Enter SchedMargin key      |                       | Default value – <b>000</b> |
| *  | Enter Prod. stor. location | For plant <b>8373</b> | Default - <b>R&amp;I</b>   |
| *  | Enter Storage loc. for EP  | For plant <b>8373</b> | Default - <b>R&amp;I</b>   |
| 57 | Go to MRP 3 view           |                       |                            |

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| #  | Main activities                 | Tips / Best practices | Key points              |
|----|---------------------------------|-----------------------|-------------------------|
| 58 | Double check Availability check |                       | Default value <b>ZP</b> |
| 59 | Go to MRP 4 view                |                       |                         |

? Unknown Attachment

| #  | Main activities                            | Tips / Best practices   | Key points        |
|----|--|---|-------------------|
| 60 | Enter Selection method                     |   | Default value – 3 |
| 61 | Enter Individual/coll.                     |   | Default value – 2 |
| 62 | Go to Plant General Plant Data / Storage 1 | <b>Note:</b> Is very important to open the plant shipped sample to these views. |                   |

? Unknown Attachment

| #  | Main activities                                 | Tips / Best practices  | Key points   |
|----|---|--|--|
| 63 | Activate Batch Management requirement indicator | Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views | Always <b>checked</b>  |
| 64 | Enter Minimum Remaining Shelf Life              | Plant data administrators will change the field value if necessary                                     | Default value at the time of material creation – 1               |
| 65 | Enter Total shelf life                          | Check the request form   | Shelf life days should be consistent on Commercial Product level |
| 66 | Go to Plant data / storage 2 view               |  |  |

? Unknown Attachment

| #  | Main activities       | Tips / Best practices  | Key points |
|----|-----------------------|--|------------|
| 67 | Enter Profit Center   | Same field is also available in Sales: General Plant Data view |            |
| 68 | Go to Label data view |  |            |

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| #  | Main activities   | Tips / Best practices   | Key points  |
|----|---|---|---|
| 69 | Select the primary packaging unit of measurement  | For <b>Plant shipped sample</b> materials – <b>KG</b>   | Always <b>KG</b>  |
| 70 | Press the indicated button to Import labeling specifications for plant shipped samples.                                     | Use possibility to import label specifications from model codes created. Follow up by steps indicated in Additional Instructions of corresponding label type of <a href="#">linked file</a> | For Plant shipped sample material use:<br><b>149059 - LABEL MODEL SAMPLE MATERIALS</b>                            |
| 71 | Check if all labels have been copied from Model code  | See <b>Attachment 1 – Label requirements</b> for label requirements by material packaging type  | For material with Dangerous Goods Profile <b>GPP</b> Transport Label <b>Z_TRANS</b> is to be added                |
| 72 | Check if all labels have Validity Areas defined   | ? Unknown Attachment  | All label types – <b>DELIVERY</b> and <b>GENERIC</b><br>Transport Label – <b>DELIVERY, GENERIC</b> and <b>MTS</b> |
| 73 | When all data has been entered, save the material by pressing <b>? Unknown Attachment</b> button and exit material creation | Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used:<br><b>? Unknown Attachment</b>                    |   |

## 2.1.5. Creation of material for Composite Materials

| # | Main activities               | Tips / Best practices  | Key points  |
|---|-------------------------------|--|---|
| 1 | Enter transaction <b>MM01</b> | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General) |

### ? Unknown Attachment

| # | Main activities       | Tips / Best practices | Key points                          |
|---|-----------------------|-----------------------|-------------------------------------|
| 2 | Enter Industry sector |                       | <b>C</b> Chemical industry          |
| 3 | Enter Material Type   |                       | <b>ZMAT</b> /Finished pdt & RM & SF |
| 4 | Hit Enter             |                       |                                     |

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| # | Main activities            | Tips / Best practices   | Key points  |
|---|----------------------------|---|---|
| 6 | Select Views to be created | Creation of views can be performed all at once or in separate steps     | Select Basic Data 1 & 2, Classification and Label Data Views.<br>If Sales Organization and Distribution Channel is provided, select Sales: Sales Org. Data 1 & 2 Views and Sales: General/Plant Data (without filling Plant field).<br><br>If Plant is provided, select Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, MRP 1-4, General Plant Data/Storage 1 & 2. |
| 7 | Hit Enter                  | Use Default Setting button to save your selections for future creations |   |

### ? Unknown Attachment

| # | Main activities               | Tips / Best practices | Key points  |
|---|-------------------------------|-----------------------|---|
| 8 | Fill in Organizational Levels |                       | Fill Plant as indicated in request form. Fill Sales Organization and Distribution Channel as indicated in request form. |
| 9 | Hit Enter                     |                       |   |

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| #  | Main activities                   | Tips / Best practices                          | Key points                           |
|----|-----------------------------------|--|--------------------------------------|
| 10 | Enter Material Description        | Check the request form for "SHORT DESCRIPTION" |                                      |
| 11 | Enter Base Unit of Measure        | Check the request form                         |                                      |
| 12 | Enter Material Group              | Check the request form                         | Finished goods – <b>0450</b>         |
| 13 | Enter Division                    | Check the request form                         | Process Materials – <b>F4</b> in SAP |
| 14 | Enter General Item Category Group | Already pre-filled                             | ZMAT – <b>NORM</b> in SAP            |
| 15 | Enter Gross Weight                | Check the request form                         | (no ratio, enter weight)             |
| 16 | Enter Net Weight                  | Check the request form                         | (no ratio, enter weight)             |
| 17 | Enter UoM for Weight              | Already pre-filled                             | Always <b>KG</b>                     |
| 18 | Enter Packing Group               | Check the request form                         | Always <b>0005</b>                   |
| 19 | Go to Additional Data             |  |                                      |

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| #  | Main activities  | Tips / Best practices | Key points   |
|----|--|-----------------------|--|
| 20 | Enter material descriptions in local languages<br><b>NOTE:</b> Check if material description is in line with product name on MSDS. |                       | 12 mandatory languages are:<br>EN – English<br>Z9 – Brazilian Portuguese<br>ZH – Chinese<br>KO – Korean<br>DE – German<br>FR – French<br>IT – Italian<br>JA – Japanese<br>PL – Polish<br>PT – Portuguese<br>ES – Spanish<br><br>NL – Dutch |
| 21 | Go to Units of measure   |                       |  |

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| #  | Main activities                              | Tips / Best practices  | Key points |
|----|--|------------------------|------------|
| 22 | Enter Alternate Units of Measure conversions | Check the request form |            |
| 23 | Return to Main Data                          |                        |            |

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| #  | Main activities  | Tips / Best practices                              | Key points  |
|----|--|--|---|
| 24 | Go to Basic data 2 view                                    |  |   |
| 25 | Enter Basic material (related ZPRC Code)                   | Check the request form                             |   |
| 26 | Check Dangerous Goods indicator profile                    |  | <b>ZIP</b> for all materials at the moment of material creation |
| 27 | Check that material is flagged as Environmentally relevant | Mandatory for all Finished and semi-finished goods |   |
| 28 | Go to Classification view                                  |  |   |

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| #  | Main activities                       | Tips / Best practices | Key points |
|----|---------------------------------------|-----------------------|------------|
| 29 | Select "Batch" type of Classification |                       |            |

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| #  | Main activities  | Tips / Best practices | Key points                       |
|----|--|-----------------------|----------------------------------|
| 30 | Enter Class  |                       | <b>016</b> – Composite Materials |
| 31 | Press Next screen button to move to next selected view |                       |                                  |

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| #  | Main activities   | Tips / Best practices  | Key points  |
|----|---|--|---|
| 32 | Enter Cross-distribution-chain specific material status                     |  | Status <b>63</b> is to be set at the moment of material creation to allow use of material in operations |
| 33 | Enter Valid from date for Cross-distribution-chain specific material status | DD.MM.YYYY   |   |
| 34 | Maintain Tax classifications  | System will automatically determine which Countries' tax lines should be added | Always <b>1</b> for all countries unless otherwise indicated by Finance or Tax department               |
| 35 | Go to Sales: sales org. 2 view  |  |   |

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| #  | Main activities                 | Tips / Best practices | Key points              |
|----|---------------------------------|-----------------------|-------------------------|
| 36 | Enter Account assignment group  |                       | Composite materials – T |
| 37 | Go to Sales: general/plant view |                       |                         |

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| #  | Main activities                                 | Tips / Best practices   | Key points   |
|----|---|---|--|
| 38 | Enter Material freight group                    | Same field is also available in Purchasing view.                            | Mandatory for Packed materials for US, CA and BR. Check the request form |
| 39 | Enter Availability check                        | Same field is also available in MRP 3 view                                  | Plants of Co.Cd. 7734 – T3<br>Plant 8525 – Z6                            |
| 40 | Activate Batch Management requirement indicator | Same field is also available in Purchasing and Plant data / storage 1 views | Always <b>checked</b> for ZMAT   |
| 41 | Enter Transportation Group                      | 'Hazardous' groups to be used for materials having GPP DG Indicator.        | <b>0001</b> for Composite Materials                                      |
| 42 | Enter Loading Group                             |   | <b>0001</b> for Composite Materials                                      |
| 43 | Enter Profit Center                             | Check the request form  |  |
| 44 | Go to Foreign trade export view                 |   |  |

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| #   | Main activities              | Tips / Best practices   | Key points |
|-----|------------------------------|---|------------|
| *** | Check Commodity /import code | Commodity/import code is NOT to be entered at the time of material creation – it will be loaded by responsible team. Whenever a material is extended to any of <b>non-GTS</b> plants (see <b>Attachment 4 – List of Plants in non-GTS countries</b> ), extension has to be added in the <a href="#">linked file</a> . |            |
| 45  | Enter Country of origin      | Check the request form  |            |
| 46  | Go to Purchasing view        |   |            |

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

|    |   |  |  |
|----|---|--|--|
| 47 | Enter Variable order unit                       |  | Always 1   |
| 48 | Enter Purchasing Group                          | Check the request form   |  |
| 49 | Enter Plant-specific material status            | Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations. | Status <b>Z1</b> is to be used at the time of material creation.         |
| 50 | Enter Material freight group                    | Same field is also available in Sales: general / plant view.   | Mandatory for Packed materials for US, CA and BR. Check the request form |
| 51 | Activate automatic Purchase Order indicator     |  | Always <b>checked</b>  |
| 52 | Activate Batch Management requirement indicator | Same field is also available in Sales: General Plant Data and Plant data / storage 1 views.  | Always <b>checked</b> for ZMAT   |
| 53 | Enter Purchasing value key                      |  | Packed ZMAT – <b>0001</b>  |
| 54 | Enter GR processing time                        | Plant data administrators will change the field value if necessary   | Default value at the time of material creation – <b>2</b>                |
| 55 | Go to MRP 1 view                                |  |  |

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| #  | Main activities           | Tips / Best practices | Key points                  |
|----|---------------------------|-----------------------|-----------------------------|
| 56 | Enter MRP group           |                       | Default value – <b>Z010</b> |
| 57 | Enter MRP Type            |                       | Default value – <b>P3</b>   |
| 58 | Enter Planning time fence |                       | Default value – <b>120</b>  |
| 59 | Enter MRP Controller      |                       | Default value – <b>IBL</b>  |
| 60 | Enter Lot size            |                       | Default value – <b>EX</b>   |
| 61 | Enter Minimum Lot Size    |                       | Default value – <b>1</b>    |
| 62 | Go to MRP 2 view          |                       |                             |

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| #  | Main activities             | Tips / Best practices | Key points                 |
|----|-----------------------------|-----------------------|----------------------------|
| 63 | Enter Procurement type      |                       | Default value – <b>F</b>   |
| 64 | Enter Backflush             |                       | Default value – <b>2</b>   |
| 65 | Enter Planned Delivery Time |                       | Default value – <b>120</b> |
| 66 | Enter GR Processing Time    |                       | Default value – <b>2</b>   |
| 67 | Enter SchedMargin key       |                       | Default value – <b>000</b> |
| 68 | Go to MRP 3 view            |                       |                            |

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| #  | Main activities                     | Tips / Best practices | Key points                 |
|----|-------------------------------------|-----------------------|----------------------------|
| 69 | Enter Strategy group                |                       | Default value – <b>ZM</b>  |
| 70 | Enter Total replenishment lead time |                       | Default value – <b>120</b> |
| 71 | Go to MRP 4 view                    |                       |                            |

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| #  | Main activities                 | Tips / Best practices | Key points        |
|----|---------------------------------|-----------------------|-------------------|
| 72 | Enter Selection method          |                       | Default value – 3 |
| 73 | Enter Individual/coll.          |                       | Default value – 2 |
| 74 | Go to Plant data / stor. 1 view |                       |                   |

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| #  | Main activities  | Tips / Best practices  | Key points  |
|----|--|--|---|
| 75 | Enter Physical inventory indicator for cycle counting          | Plant data administrators will change the field value if necessary             | Default value at the time of material creation – B                |
| 76 | Check that Batch Management requirement indicator is activated | Same field is also available in Sales: General Plant Data and Purchasing views | Always <b>checked</b> for ZMAT                                    |
| 77 | Enter Minimum Remaining Shelf Life                             | Plant data administrators will change the field value if necessary             | Default value at the time of material creation – 1                |
| 78 | Enter Total shelf life   | Check the request form   | Shelf life days should be consistent on Commercial Product level. |
| 79 | Go to Plant data / storage 2 view                              |  |   |

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| #  | Main activities                    | Tips / Best practices  | Key points |
|----|------------------------------------|--|------------|
| 80 | Check entry in Profit Center field | Same field is also available in Sales: General Plant Data view |            |
| 81 | Go to Label Data view              |  |            |

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| #  | Main activities   | Tips / Best practices   | Key points   |
|----|---|---|--|
| 82 | When all data has been entered, save the material by pressing button and exit material creation | Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used. | No data has to be maintained in Label view for Composite Materials, however the view has to be created |

## 2.1.6. Creation of Stocked and non-valuated materials (ZUNB) - Composite Materials

The purpose of ZUNB materials is to support the Solstice EHS Project interim phase. It provides a ZPRC and material link for all regions of Composite's site. This type of material is used for label generation.

| # | Main activities               | Tips / Best practices  | Key points  |
|---|-------------------------------|--|---|
| 1 | Enter transaction <b>MM01</b> | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Create (General) |

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| # | Main activities       | Tips / Best practices  | Key points                                      |
|---|-----------------------|--|---|
| 2 | Enter Industry Sector |  | Always choose " <b>Chemical Industry</b> "      |
| 3 | Enter Material Type   |  | Select " <b>ZUNB Stocked and non-valuated</b> " |
| 4 | Copy from... Material | Option to copy data from an existing material can be useful in some cases. |   |
| 5 | Hit Enter             |  |   |

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|   |                            |   |   |
|---|----------------------------|---|---|
| 6 | Select Views to be created | Creation of views can be performed all at once or in separate steps     | Select Basic Data 1, Basic Data 2, Purchasing and Label Data Views. |
| 7 | Hit Enter                  | Use Default Setting button to save your selections for future creations |   |

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| # | Main activities               | Tips / Best practices   |
|---|-------------------------------|---|
| 8 | Fill in Organizational Levels | <p>Extend to the following plants:</p> <p>7264 ZZZZ ex 3969 / Négoce IT<br/>                     7265 ZZZZ ex 3969 / Négoce DE<br/>                     7266 ZZZZ ex 3969 / Négoce GB<br/>                     7267 ZZZZ ex 3969 / Négoce FR<br/>                     8269 ZZZZ ex ZUS4 / Trading USA<br/>                     8577 ZZZZ ex 7776 / Trading CN</p> |
| 9 | Hit Enter                     |   |

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| #  | Main activities            | Tips / Best practices | Key points  |
|----|----------------------------|-----------------------|---|
| 10 | Enter Material Description | "SHORT DESCRIPTION"   | Copy from the ZPRC                                  |
| 11 | Enter Base Unit of Measure |                       | Copy from ZPRC                                      |
| 12 | Enter Material Group       |                       | Copy from ZPRC                                      |
| 13 | Enter Old Material Number  |                       | Copy from ZPRC, if is not provided, leave it blank. |
| 14 | Go to Additional Data      |                       |   |

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| #  | Main activities                                | Tips / Best practices  | Key points  |
|----|--|--|---|
| 15 | Enter material descriptions in local languages |  | <p>12 mandatory languages are:<br/>                     EN – English<br/>                     Z9 – Brazilian Portuguese<br/>                     ZH – Chinese<br/>                     KO – Korean<br/>                     DE – German<br/>                     FR – French<br/>                     IT – Italian<br/>                     JA – Japanese<br/>                     PL – Polish<br/>                     PT – Portuguese<br/>                     ES – Spanish</p> <p>NL – Dutch</p> |
| 15 | Go to Units of measure tab                     | From Basic Data View Units of Measure tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence. |   |

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| #  | Main activities                              | Tips / Best practices | Key points  |
|----|--|-----------------------|---|
| 16 | Enter Alternate Units of Measure conversions |                       | Fixed conversions:<br>1 BJ <-> 1 KG<br>1 DR <-> 1 KG<br>1 PL <-> 1 KG |
| 17 | Return to Main Data                          |                       |   |

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| #  | Main activities                          | Tips / Best practices | Key points                 |
|----|--|-----------------------|----------------------------|
| 18 | Go to Basic data 2 view                  |                       |                            |
| 19 | Enter Basic material (related ZPRC Code) |                       | Check the Freshdesk Ticket |
| 20 | Go to Purchasing view                    |                       |                            |

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| #  | Main activities       | Tips / Best practices   |
|----|-----------------------|---|
| 21 | Go to Label Data view | No data has to be maintained in Purchasing view, however the view has to be created |

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| #  | Main activities  | Tips / Best practices | Key points  |
|----|--|-----------------------|---|
| 22 | Enter the Primary Packaging Unit (PPU)   |                       | Default DR - Drum   |
| 23 | Select the primary packaging unit of measurement                                     |                       |   |
| 24 | Press the indicated button to Import labeling specifications for selected packaging. |                       | Templates for Label data:<br>All available on Material <b>2028246</b> |

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| #  | Main activities                   | Tips / Best practices | Key points |
|----|-----------------------------------|-----------------------|------------|
| 25 | Enter the Material #2028246       |                       |            |
| 26 | Press <b>? Unknown Attachment</b> |                       |            |

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| #  | Main activities                   | Tips / Best practices | Key points |
|----|-----------------------------------|-----------------------|------------|
| 27 | Double click on the material line |                       |            |

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

|    |   |   |  |
|----|---|---|--|
| 28 | Leave all the material types selected   |   |  |
| 29 | <br>Press  |   |  |
| 30 | When all data has been entered, save the material by pressing<br><br>button and exit material creation | Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used:<br> |  |
| 31 | <b>Note!</b> Remember to perform the extension for all the six plants   | 7264 ZZZZ ex 3969 / Négoce IT<br>7265 ZZZZ ex 3969 / Négoce DE<br>7266 ZZZZ ex 3969 / Négoce GB<br>7267 ZZZZ ex 3969 / Négoce FR<br>8269 ZZZZ ex ZUS4 / Trading USA<br>8577 ZZZZ ex 7776 / Trading CN                           |  |



## 2.1.7. Overflow process

Reference [document](#) to check the fields to be changed based on the **plant**.

If the overflow warehouse is requested we will need OA (Intercompany) distribution channel extension for the Sales Organization, for the example to be presented below we will use GB40/OA.

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| Main activities | Tips / Best practices | Key points                   |
|-----------------|-----------------------|------------------------------|
| Material        |                       | Add the material number      |
| Press enter     |                       |                              |
| Copy from...    |                       | Add the same material number |

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| Main activities  | Tips / Best practices   | Key points   |
|------------------|---|--|
| Select the views | The data should be copied as per example, this one is for 8802 to copy from 8350: | Need to have all the views copied except for Work Scheduling |
| Press enter      |   |  |

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| Main activities         | Tips / Best practices                   | Key points   |
|-------------------------|---|--|
| Plant                   |   | As per plant   |
| Storage location        |   | As per plant   |
| Sales organization      |   | As per plant   |
| Distribution channel    |   | As per plant   |
| Warehouse no.           |   | As per plant   |
| Press enter             |   |  |
| No changes on the views | Just pass through and open the material | Sales: Sales org. 1, Sales: Sales org. 2, Sales: general/plant, Foreign trade export |
| Go to Purchasing view   |   |  |

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| Main activities        | Tips / Best practices                   | Key points                  |
|------------------------|---|-----------------------------|
| Purchasing Group       |   | As per <a href="#">file</a> |
| Source List            |   | Checked                     |
| No changes on the view | Just pass through and open the material | MRP1                        |
| Go to MRP2 view        |   |                             |

## ? Unknown Attachment

| Main activities         | Tips / Best practices                   | Key points                                  |
|-------------------------|---|---|
| Procurement type        |   | As per <a href="#">file</a>                 |
| Special Procurement     |   | As per <a href="#">file</a>                 |
| In-house production     |   | Cleared                                     |
| Planne deliv.time       |   | Default 1                                   |
| Prod. Storage location  |   | Blank                                       |
| Storage location for EP |   | According to the plant you are extending to |
| No changes on the view  | Just pass through and open the material | MRP 2 and MRP 3                             |
| Go to plant stor. 1     |   |   |

## ? Unknown Attachment

| Main activities        | Tips / Best practices                   | Key points   |
|------------------------|---|--|
| CC phys inv.ind        |   | Blank  |
| No changes on the view | Just pass through and open the material | Plant data/stor.2 , Warehouse 1 and 2, Quality man., Accounting and Costing. |

For the second overflow plant we can copy just created extension and no need in SalesOrg and Warehouse views.

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This is what to select for copying:

## ? Unknown Attachment

Now all the views can be gone through except for MRP2, where Storage loc. For EP should be changed to correspondent plant:

## ? Unknown Attachment

All the other views- no change.

### 2.1.8. Extension of material

To extend material enter transaction **MM01**. Copy from... option can be used, preferably to copy from an existing view of the same material.

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To extend material to a Sales Organization and Distribution Channel, select Sales: Sales Org. Data 1 & 2 Views and Sales: General/Plant Data (without filling Plant field).

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To extend ZMAT material to a Plant, select Sales: General/Plant Data, Foreign Trade: Export Data, Purchasing, General Plant Data/Storage 1 & 2.

**NOTE!** Warehouse Management 1 & 2 Views to be created for warehouse managed plants only – 8520 (Warehouse Nr. 077), 8521 (Warehouse Nr. 054), 8522 (Warehouse Nr. 076), 8636 (Warehouse Nr. 039).

For Plant 8359 – Warehouse Management View to be created only if requested.

## ? Unknown Attachment

### 2.1.9. Sales Control

Check Sales Control indicator in request form. If Sales Control is required:

- to mark a material for Sales Control globally, add status **Z4** in field **X-plant matl status** in **Basic Data 1** view

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- to mark a material for Sales Control locally, add status **Z4** in field **Plant-sp.matl status** in **Purchasing** view (field is available also in **MRP1**, **Quality Management** and **Costing** views)

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## 2.2. Material modification

### 2.2.1. Pre-requisites

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

Requests to change the fields listed below **must not be performed** – in this case a new material has to be created. The only exception can be a mistake for recently created material that has not yet had any stock and stock movements in the system. The fields that must not be changed:

- Base Unit of Measure
- Net Weight

## ? Unknown Attachment

| # | Main activities              | Tips / Best practices  | Key points   |
|---|------------------------------|--|--|
| 1 | Enter transaction <b>M03</b> | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Display |

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| # | Main activities                                       | Tips / Best practices | Key points |
|---|---|-----------------------|------------|
| 2 | Enter Material number                                 |                       |            |
| 3 | Select Purchasing (or Sales: General/Plant Data) view |                       |            |

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| # | Main activities   | Tips / Best practices | Key points |
|---|---|-----------------------|------------|
| 4 | Verify the possible Plants related to the Material by clicking on the match code. |                       |            |
| 5 | All Plants using the material are listed  |                       |            |

If material is open for more than one Plant, contact the other Plants to validate the requested modification.

If the answer is positive, change the material as shown in section **2.2.2. Manual modification of material**.

If the answer is negative, create a new material as described in Chapter 2.1.2. of this OP, associated with the Plant that made the request.

## 2.2.2. Manual modification of material

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| # | Main activities   | Tips / Best practices  | Key points  |
|---|---|--|---|
| 1 | Enter transaction <b>MM02</b>   | T-code can be entered directly in Command field. T-code can be saved in Favorites. | Full path: Logistics -> Materials Management -> Material master -> Material -> Change |
| 2 | Select the view containing the field that needs modification            |  |   |
| 3 | Select the Organizational Level for which the modification is requested | Repeat the modification for all Sales Areas or Plants if applicable.               |   |
| 4 | Save the changes performed  |  |   |

## 2.2.3. Material mass modification

Mass Maintenance of Material Master is performed when change of a value in same field(s) for a list of materials needs to be carried out.

**NOTE!** Before performing actual change in system make sure all required **approvals** have been supplied along with the change request.

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| # | Main activities  | Tips / Best practices   | Key points  |
|---|--|---|---|
| 1 | Enter transaction <b>MM17</b>  | T-code can be entered directly in Command field. T-code can be saved in Favorites.<br>You can exit transaction without saving changes at any time.<br>You can export data to a file from this transaction using Print option. | Full path: Logistics -> Materials Management -> Material master -> Material |
| 2 | Select the Table(s) containing the field(s) that need to be modified |   |   |
| 3 | Go to Fields tab   |   |   |

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| # | Main activities                                  | Tips / Best practices   | Key points |
|---|--|---|------------|
| 4 | 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<br><br>? Unknown Attachment<br>button |            |
| 5 | Press Execute button<br><br>? Unknown Attachment |   |            |

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| # | Main activities   | Tips / Best practices   | Key points |
|---|---|---|------------|
| 6 | 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<br>/remove selection fields if necessary |            |
| 7 | Press Execute button  |   |            |

? Unknown Attachment

| # | Main activities                             | Tips / Best practices   | Key points |
|---|---|---|------------|
| 8 | Enter new value                             | A – New value(s) has to be entered in the designated space above list of materials.<br>B – It is possible to deselect records that do not require change.<br>C – Press 'Carry out mass change' button to copy the value to selected materials.<br>D – Press 'Test changes' button to make system check the changes without saving them. |            |
| 9 | Check log of changes performed in Test mode | Green light indicates successful change<br>Yellow light indicates a warning<br>Red light indicates data change is not possible/allowed  |            |

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| #  | Main activities            | Tips / Best practices          | Key points |
|----|----------------------------|--------------------------------|------------|
| 10 | Save the changes performed | Check log of changes performed |            |

Mass change of data can be performed also by importing data from file.

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### 2.2.4. DG indicator update

- The requests are submitted by David Baker or Tery Mccoll.
- Please follow the steps below when the DG indicator profile needs to be updated from ZIP to GPP or Z00 to GPP.

**Note!** Even if you are updating from ZIP to Z00, confirm in Sinequa Portal (MSDS) if indeed the material is non-hazard.

Example:

Material **162898** AERO 830 182KG 401LB OHSD

- To determine the ZPRC number go to MM03 transaction (Material display)
- On Basic 2 view copy the Basic material#

? Unknown Attachment

Go to [Sinequa portal](#)

- Copy the Basic Material number in the search field 90072916 + "SDS"
- Click on SDS - North America

? Unknown Attachment

- Look for USA version In English (**Z8**)

## ? Unknown Attachment

- For Hazard material only, in section 14 (Transport information) - **DOT** check the amount of labels and if the material is marine pollutant

## ? Unknown Attachment

- For this example, the amount of labels are **2** (Label 9 and Marine pollutant) and based on the [packaging type](#), the following information should be added in the label view.

## ? Unknown Attachment

Go to **MM02** transaction (Change material) in Basic Data 2 view:

- Update the DG indicator profile to GPP (Hazard) or Z00 (non hazard)

## ? Unknown Attachment

- On Sales: general/plant view check if the Transportation Group corresponds to the packaging type + DG Indicator combination. If not, proceed with the update:

## ? Unknown Attachment

- Go to Label view, add the transportation line for the hazard materials

## ? Unknown Attachment

## 2.3. Material inactivation

**Note!** The request must come from the Product Manager, if not, request the **necessary approval**.

Before inactivation material should be checked for open items under "Stock overview"

## ? Unknown Attachment

If there are no open activities, Stock will show only "0". If any other values displayed, appropriate Product Manager should be contacted for Stock removal.

## ? Unknown Attachment

After Stock is cleared material can be inactivated.

If material has to be inactivated for all plants and sales areas:

- Set X-plant matl status (**Basic data 1** view) to **Z0**
- Set X-distr.chain status (**Sales: sales org. 1** view) to **61**
- Set Plant-sp.matl status (**MRP1** view) to **Z0** for each plant (field is available also in **Purchasing, Quality Management** and **Costing** views)
- Set MRP Type (**MRP1** view) to **ND** for each plant that has to be blocked
- Change Description adding **\*OBS\*** before name in all languages
- Activate Deletion Flag in **MM06**

If material has to be inactivated for specific plants or sales areas:

- Set DChain-spec. status (**Sales: sales org. 1** view) to **61** to block material for one particular Sales Area
- Set Plant-sp.matl status (**MRP1** view) to **Z0** for each plant that has to be blocked (field is available also in **Purchasing, Quality Management** and **Costing** views)
- Set MRP Type (**MRP1** view) to **ND** for each plant that has to be blocked

Inactivation of ZPRC material can be performed only if all ZMAT materials linked to it are inactive:

- Change Description adding **\*OBS\*** before name in all languages

## 2.4. ZPRC record update

There are cases when product name has been changed and ZPRC record should be updated to reflect correct information. Requests from HazCom team can also be received to update ZPRC name in ZH language, for such cases Chinese material names can be checked in table which can be found in Appendix 5.

? Unknown Attachment

| # | Main activities                | Tips / Best practices   | Key points   |
|---|--------------------------------|---|--|
| 1 | Enter transaction <b>MM02</b>  |   |  |
| 2 | Update all available languages | <b>NOTE:</b> If ZPRC record name is updated all linked materials should be updated as well. | Linked materials can be found in SQ00 query GDA, table <b>DB_MAT_SPRAS</b> |
| 3 | Update ZH description          | Correctness of ZH language information can be checked in Appendix 5                         |  |
| 4 | Check Basic data Text          | If material description is too long it can be fully maintained in Basic Data Text view      | ? Unknown Attachment   |

## 2.5. Material classification for Technology Solutions plant 8373 - ASPEN INTERFACE

A new material class (Z\_DP\_ASPEN\_8373) has been created to support the Aspen Tech demand planning tool. Only planners at Welland plant 8373 can request this change in the Classification view. This new class should only be used for items at Welland, plant 8373. If we decide to use this class for additional plants we will create new classes.

Approved planners:

- Karan Kathuria - [karan.kathuria@solvay.com](mailto:karan.kathuria@solvay.com)
- Tim Wira

### 2.5.1 Overview

- Material class - **Z\_DP\_ASPEN\_8373**

? Unknown Attachment

- Three characteristics associated with this class:

? Unknown Attachment

- When you are requested to add this new class to an item the requester will need to provide answers to each of these characteristic values:

1. ASPEN Class - A, B, or C value

? Unknown Attachment

2. DP\_ADPEN\_NO\_PRODPLAN - X do not send or no value

? Unknown Attachment

### 3. DP\_ASPEN\_NO\_REQUIREMENTS

? Unknown Attachment

## 2.5.2 Assign the classification to the material

Enter transaction **MM02**

? Unknown Attachment

| Main activities           | Key points |
|---------------------------|------------|
| Enter the material number |            |
| Hit Enter                 |            |

? Unknown Attachment

| Main activities                | Key points |
|--------------------------------|------------|
| Select the Classification view |            |
| Hit Enter                      |            |

? Unknown Attachment

| Main activities               | Key points |
|-------------------------------|------------|
| Select the Material class 001 |            |

? Unknown Attachment

| Main activities            | Key points   |
|----------------------------|--|
| In the Assignments section | Always <b>Z_DP_ASPEN_8373</b>                          |
| In General tab             | Assign the Characteristics as requested by the Planner |

## Appendix 1 – Label requirements

Location of [table](#).

? Unknown Attachment

? Unknown Attachment

? Unknown Attachment

? Unknown Attachment

? Unknown Attachment

## Appendix 2 – Extension of Services (ZDIE) materials

Extensions of Services (ZDIE) materials are being managed in Sales: Sales Org. Data 1, Sales: Sales Org. Data 2 and Sales: General/Plant Data views. To perform extension, use the option to Copy from... an existing extension of the same material.

? Unknown Attachment

## Appendix 3 – List of approved requestors

| Division                 | Distribution Channel   | Product Manager                              |
|--------------------------|--|--|
| E4 - Alumina             | 9R - Alumina   | Aisling Brennan<br>Amy Buntzen               |
| E6 - MEP                 | 9U - MEP   | Aisling Brennan<br>Amy Buntzen               |
| E5 - Mineral Processing  | 9S – Mineral Processing  | Katrina Amdur<br>Amanda Lawrence<br>Tony Lux |
| E3 – Industrial Minerals | 9T - Industrial Minerals   | Aisling Brennan<br>Amy Buntzen               |
| E2 - Polymer Additives   | 9P - Polymer Additives   | Elvira Lenting – EU & LA (Incl. MX)          |
|                          |  | Kyle Mackrides - NA                          |
|                          |  | Philippe Dedonder- AP                        |
| E7 - Phosphines          | 9V – Phosphorus Derivatives<br>9Q – Electronics Gases<br>0G – Fumigants (also new Division H0) | Bryant Ries                                  |
| E0 – Phosphorus          | 9N – Sodium Hypo   | Bryant Ries                                  |
| SX – Phosphorus          | 9N – Sodium Hypo   | Bryant Ries                                  |
| SY – Proban              | 0H - Proban  | Bryant Ries                                  |
| TF – NA Hypo             | 9N – Sodium Hypo   | Bryant Ries                                  |

People who would be submitting DG indicator changes for TS materials:

- **David Baker** and **Aleksandra Rubule** + **Joseph Haupt** as Aleksandra's backup for limited time
- **Terry McColl** for urgent cases

Requests can be received to extend material which belongs to Novecare GBU to Technology Solutions plant or sales unit, in such cases request has to be forwarded to appropriate Novecare Contact:

- Carlos Morales, Peter Rollason and Yoomi Kim

## Appendix 4 – List of Plants in non-GTS countries

Whenever a material is extended to any of non-GTS plants, extension has to be added in a file to notify the responsible team. Location of the [file](#).

| Country   | Plant Code | Description                    |
|-----------|------------|--------------------------------|
| Japan     | 8524       | 7418 / Gas Chem Logistic Osaka |
| Singapore | 8506       | 6062 / Poh Tiong Choon Jurong  |

## Appendix 5 – ZPRC record update

Link to original [file](#)

| English   | Chinese | Example (English)                           | Example (Chinese) |
|---|---------|---|-------------------|
| <b>123</b>  |         |   |                   |
| 2-HYDROXY-5-NONYLACETOPHENONE (DISTILLED) (KETONE INTERMEDIATE) | 2--5-() |   |                   |
| 2-Hydroxy-5-nonylbenzaldehyde                                   | 2--5-   |   |                   |
| 5-nonylsalicylamide   | 5-      |   |                   |
| <b>A</b>  |         |   |                   |
| Adhesive Film   |         | FM® 355 Adhesive Film                       | FM® 355           |
| All Tack Grades   |         |   |                   |
| Antioxidant   |         | CYANOX® 1790 ANTIOXIDANT                    | CYANOX® 1790      |
| Antiscalant   |         |   |                   |
| <b>B</b>  |         |   |                   |
| Bayer Process Scale Inhibitor                                   |         | MAX HT™ 7457C Bayer Process Scale Inhibitor | MAX HT ™ 7457C    |
| Black Prepreg   |         | CYCOM® 2265 Black Prepreg                   | CYCOM® 2265       |
| Butyl Tape  |         |   |                   |
| <b>C</b>  |         |   |                   |
| Carbon Fabric Prepregs  |         |   |                   |
| Carbon Prepreg  |         | CYCOM® 934 Carbon Prepreg                   | CYCOM 934         |
| <b>D</b>  |         |   |                   |
| DEFOAMER  |         | CYBREAK® 625 DEFOAMER                       | CYBREAK® 625      |
| DEPRESSANT  |         | REAGENT S-8630 DEPRESSANT                   | S-8630            |
| <b>E</b>  |         |   |                   |
| Engineered Materials  |         | E00323 Engineered Materials                 | E00323            |
| Extractant  |         | CYANEX® 923 EXTRACTANT                      | CYANEX® 923       |
| <b>F</b>  |         |   |                   |
| FILM  |         | FILM VCI                                    | VCI               |
| Fabric  |         |   |                   |
| Felt  |         |   |                   |
| Flocculant  |         | CYFLOC® C-577 Flocculant                    | CYFLOC C-577      |
| Frother   |         | AEROFROTH® 65-EU Frother                    | AEROFROTH® 65-EU  |
| <b>K</b>  |         |   |                   |
| Ketoxime bulk   |         |   |                   |
| <b>L</b>  |         |   |                   |

|                                  |          |   |                              |
|----------------------------------|----------|---|------------------------------|
| Light Stabilizer                 |          | CYASORB® UV-2908 LIGHT STABILIZER               | CYASORB® UV-2908             |
| <b>M</b>                         |          |   |                              |
| Mining Intermediate              |          |   |                              |
| <b>N</b>                         |          |   |                              |
| New Technology                   |          |   |                              |
| New M Series                     | @ M      | CYASORB CYNERGY SOLUTIONS® New M Series         | CYASORB CYNERGY SOLUTIONS® M |
| Nickel Ore                       |          | Nickel Ore I                                    | I                            |
| <b>O</b>                         |          |   |                              |
| Oxide Copper Ore                 |          |   |                              |
| OXIME SOLVENT EXTRACTION REAGENT |          | ACORGA® P-50 OXIME SOLVENT EXTRACTION REAGENT   | ACORGA® P-50                 |
| Organophosphine                  |          | CYTOP® 340 Organophosphine                      | CYTOP TS 340                 |
| <b>P</b>                         |          |   |                              |
| Part                             |          | DP410 Part A                                    | DP410 A                      |
| Part A Black Resin               | A        | CONAP® EN-5326 Part A Black Resin               | CONAP EN-5326 A              |
| Part A Elastoplastic Resin       | A        | CONAP® DPST-31386 Part A Elastoplastic Resin    | CONAP® DPST-31386 A          |
| Part A Resin                     | A        | CONAP® DPST-31367 Part A Resin                  | CONAP DPST-31367 A           |
| Part A Urethane Prepolymer       | A        | CONOPTIC® DPDM-28392 Part A Urethane Prepolymer | CONOPTIC DPDM-28392 A        |
| Part B Black Curative            |          | CONATHANE® EN-9050 Part B Black Curative        | CONATHANE EN-9050 B          |
| Part B Curative                  | B        | CONAP® DPST-31386 Part B Curative               | CONAP® DPST-31386 B          |
| Part B Urethane Curative         | B        | CONOPTIC® DPDM-28392 Part B Urethane Curative   | CONOPTIC DPDM-28392 B        |
| Peel Ply                         |          | VTM® 264 Peel Ply                               | VTM® 264                     |
| Phosphonium Salt                 |          | CYPHOS® 3453W Phosphonium Salt                  | CYPHOS® 3453W                |
| Potting Compound                 |          | BR® 624 Potting Compound                        | BR 624                       |
| Prepreg                          |          | CYCOM® 985 Prepreg                              | CYCOM® 985                   |
| Promoter                         |          | AEROFLOAT® MX-505 Promoter                      | AEROFLOAT® MX-505            |
| Promoter, Aqueous                |          | AEROFLOAT® 249 Promoter, Aqueous                | AEROFLOAT® 249               |
| Promoter Residual Solutions      |          | AEROPHINE® 3418A Promoter Residual Solutions    | AEROPHINE® 3418A             |
| Polyethylene Net                 |          |   |                              |
| <b>R</b>                         |          |   |                              |
| Reagent (number) promoter        | (number) | Reagent S-11413 Promoter                        | S-11413                      |
| REAGENT                          |          | REAGENT S-8630 DEPRESSANT                       | S-8630                       |
| Resin Solution (All Tack Grades) | ()       |   |                              |
| Resin Solution                   |          |   |                              |
| Release film                     |          |   |                              |
| <b>S</b>                         |          |   |                              |
| Solvent Extraction Reagent       |          | ACORGA® M5640 SOLVENT EXTRACTION REAGENT        | ACORGA® M5640                |
| Stabilizer                       |          | CYASORB® CYXTRA V7200 Stabilizer                | CYASORB CYXTRA V7200         |
| Surfactant                       |          | AEROSOL® OT-75 Surfactant                       | AEROSOL OT-75%               |
| Supported resin film             |          |   |                              |
| <b>T</b>                         |          |   |                              |
| Triethylammonium triflate.       |          |   |                              |
| <b>U</b>                         |          |   |                              |
| Unsupported Resin Film           |          |   |                              |

# Appendix 6 – Sinequa

Link to [Sinequa Portal](#)

? Unknown Attachment

# Appendix 7 – Storage location for Composite (Aerospace)

| ROLLOUT | SOLSTICE PLANT       | PLANT DESCRIPTION | SLOC | SLOC DESCRIPTION |                  |
|---------|----------------------|-------------------|------|------------------|------------------|
| R1      | 8367 - 7180 Piedmont |                   | CENT | Main Warehouse   |                  |
|         |                      |                   | GP1A | GP1 Area         |                  |
|         |                      |                   | GP2A | GP2 Area         |                  |
|         |                      |                   | GP3A | GP3 Area         |                  |
|         |                      |                   | PRIF | Priform          |                  |
|         |                      |                   | PTCH | Pitch            |                  |
|         |                      |                   | RWRK | Rework Warehouse |                  |
|         |                      |                   | SPIN | Spinning         |                  |
|         |                      |                   | STRM | Store Room       |                  |
|         |                      |                   | TANK | Tanks            |                  |
|         |                      |                   | RHWF | RH White Fiber   |                  |
|         |                      |                   | TWST | Twisting         |                  |
|         |                      |                   | 8785 | 7180 Rock Hill   |                  |
|         | RETN                 | Returns           |      |                  |                  |
|         | RWRK                 | Rework            |      |                  |                  |
|         | STRM                 | Store Room        |      |                  |                  |
|         | 8350                 | 7771 Wrexham      |      | ADFL             | ADH Plant Film   |
|         |                      |                   |      | ADLL             | ADH Laminator    |
|         |                      |                   |      | ADRD             | ADH Roll Doctor  |
|         |                      |                   |      | ADRM             | ADH Resin Room   |
|         |                      |                   |      | ADSL             | ADH Slitter      |
|         |                      |                   |      | ADWI             | Adh WIP          |
|         |                      |                   |      | CENT             | Main Warehouse   |
|         |                      |                   |      | CUST             | Send to customer |
|         |                      |                   |      | MABC             | Main Braid Coat  |
|         |                      |                   |      | MSKR             | Main Kroenert    |
|         |                      |                   |      | MSLA             | Main Laminator   |
|         |                      |                   |      | MSRB             | Main Re-Batcher  |
|         |                      |                   |      | MSRM             | Main Resin       |
|         |                      |                   |      | MSSL             | Main Slitter     |
|         |                      |                   |      | MST1             | Main Tape 1      |
|         |                      |                   |      | MST3             | Main Tape 3      |
|         | MST4                 | Main Tape 4       |      |                  |                  |

|  |      |                               |      |                  |
|--|------|-------------------------------|------|------------------|
|  |      |                               | MSWI | Main WIP         |
|  |      |                               | MTO1 | Tower 1          |
|  |      |                               | MTO2 | Tower 2          |
|  |      |                               | PROS | Proserve         |
|  |      |                               | RWRK | Rework           |
|  |      |                               | STR1 | Store Room Main  |
|  |      |                               | STR2 | Store Room Adhe  |
|  |      |                               | TNKA | Tanks - Adhesive |
|  |      |                               | TNKM | Tanks - Main     |
|  | 8822 | 7180 / Palmetto Greenville SC | 8822 | Palmetto         |
|  |      |                               | RHWF | RH White Fiber   |
|  | 8802 | 7771 / K&N Non-Bonded Reading | KNNB | K&N WH non bond  |
|  | 8796 | 7771 / K&N Bonded Reading     | KNBO | K&N WH - Bonded  |

## Appendix 8 – Data Governance List for Composite Materials

### Wrexham:

Stuart Tudor Jones - backup Dave Harvey

### Piedmont:

Harrison Blackwelder

### CCF:

Harrison Blackwelder - backup Mike Zitricki

### Texas:

Hope Helton - backup Brianna Hammond

### Anaheim:

Lisa McGee - backup Rehan Surhwardy

### Orange:

Corinne Nelson - backup Ryan Walker

### D'Air:

Bruce Gormley

### Kalamazoo:

TBD

## Appendix 9 – List of plants for Composite Materials

| Plant | Name of Plant in SAP           | Company Code | Sales Organization          | Country        |
|-------|--------------------------------|--------------|-----------------------------|----------------|
| 8341  | 8341 - 7180 / Tempe            | 7180         | US32 - Composite Materials  | USA            |
| 8347  | 8347 - 7772 Oestringen         | 7772         | DE13 - Composites Materials | Germany        |
| 8350  | 8350 - 7771 Wrexham            | 7771         | GB40 - Composites Materials | United Kingdom |
| 8361  | 8361 - 7180 Orange             | 7180         | US32 - Composite Materials  | USA            |
| 8363  | 8363 - 7180 Anaheim D'Aircraft | 7180         | US32 - Composite Materials  | USA            |
| 8364  | 8364 - 7180 Anaheim            | 7180         | US32 - Composite Materials  | USA            |
| 8365  | 8365 - 7180 Greenville         | 7180         | US32 - Composite Materials  | USA            |
| 8367  | 8367 - 7180 Piedmont           | 7180         | US32 - Composite Materials  | USA            |

|      |                                       |      |                             |                |
|------|---------------------------------------|------|-----------------------------|----------------|
| 8368 | 8368 - 7180 Havre de Grace            | 7180 | US32 - Composite Materials  | USA            |
| 8370 | 8370 - 7180 Winona                    | 7180 | US32 - Composite Materials  | USA            |
| 8374 | 8374 - 7180 / Bellevue                | 7180 | US32 - Composite Materials  | USA            |
| 8393 | 8393 - 7771 / Wilton                  | 7771 | GB40 - Composites Materials | United Kingdom |
| 8456 | 8456 - 7180 Kalamazoo                 | 7180 | US32 - Composite Materials  | USA            |
| 8466 | 8466 - 7188 / Tempe CDM               | 7188 | US32 - Composite Materials  | USA            |
| 8586 | 8586 - 7776 / Shanghai                | 7776 | Tech Solutions (CEM)        | China          |
| 8609 | 8609 - 7180 / Alpharetta              | 7180 | US32 - Composite Materials  | USA            |
| 8626 | 8626 - 7180 / Saddle Brook            | 7180 | US32 - Composite Materials  | USA            |
| 8628 | 8628 - 7776 Fengxian                  | 7776 | Composites Mats 7776        | China          |
| 8785 | 8785 - 7180 Rock Hill                 | 7180 | US32 - Composite Materials  | USA            |
| 8786 | 8786 - 7180 / Princeton               | 7180 | US32 - Composite Materials  | USA            |
| 8793 | 8793 - 7180 / ATSCOTT MFG Pine City   | 7180 | US32 - Composite Materials  | USA            |
| 8794 | 8794 - 7180 / MCC Huntington Beach    | 7180 | US32 - Composite Materials  | USA            |
| 8795 | 8795 - 7180 / ET Horn La Mirada       | 7180 | US32 - Composite Materials  | USA            |
| 8796 | 8796 - 7771 / K&N Bonded Reading      | 7771 | GB40 - Composites Materials | United Kingdom |
| 8802 | 8802 - 7771 / K&N Non-Bonded Reading  | 7771 | GB40 - Composites Materials | United Kingdom |
| 8815 | 8815 - 7180 / Taichung City           | 7180 | US32 - Composite Materials  | USA            |
| 8817 | 8817 - 7180 / Hale Baltimore          | 7180 | US32 - Composite Materials  | USA            |
| 8818 | 8818 - 7180 / First Choice Vineland   | 7180 | US32 - Composite Materials  | USA            |
| 8819 | 8819 - 7180 / XPO Logistics Levittown | 7180 | US32 - Composite Materials  | USA            |
| 8820 | 8820 - 7180 / Lonestar Richardson     | 7180 | US32 - Composite Materials  | USA            |
| 8821 | 8821 - 7180 / Delta Greenville TX     | 7180 | US32 - Composite Materials  | USA            |
| 8822 | 8822 - 7180 / Palmetto Greenville SC  | 7180 | US32 - Composite Materials  | USA            |
| 8823 | 8823 - 7180 / Seven Rivers Winona     | 7180 | US32 - Composite Materials  | USA            |
| 8824 | 8824 - 7180 / Rinchem Eagan           | 7180 | US32 - Composite Materials  | USA            |
| 8825 | 8825 - 7180 / KPAC Wilmington         | 7180 | US32 - Composite Materials  | USA            |
| 8826 | 8826 - 7180 / Lewis Howard Kalamazoo  | 7180 | US32 - Composite Materials  | USA            |
| 8834 | 8834 - 7180 / Jensen-Souders Itasca   | 7180 | US32 - Composite Materials  | USA            |
| 8845 | 8845 - 7180 / eShipping Ontario       | 7180 | US32 - Composite Materials  | USA            |

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

| Jul 24, 2025              | Actor                 | Type  | Activity   | Version |
|---------------------------|-----------------------|-------|--|---------|
| Approved                  | WENNINGER-ext, Sascha | Edit  | updated the page at 10:30 am                                 |         |
|                           |                       | State | changed state to <b>Approved</b> at 8:31 am                  | v38     |
| Edited following Approval | WENNINGER-ext, Sascha | State | gave <i>Minor change</i> approval at 8:31 am                 |         |
|                           |                       | State | changed state to <b>Edited following Approval</b> at 8:30 am | v38     |
| Sept 30, 2024             |                       |       |  |         |

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|                            |  |       |   |     |
|----------------------------|--|-------|---|-----|
| Approved                   |  FALL-ext, Cheikh | State | changed state to <b>Approved</b> at 4:31 pm               | v37 |
| Pending SteerCo Review     |  FALL-ext, Cheikh | State | gave <i>Final Approval</i> approval at 4:31 pm            |     |
| <hr/> <b>Sept 26, 2024</b> |  |       |   |     |
|                            |  FALL-ext, Cheikh | State | changed expiry date to '10 Oct, 2024 01:15 pm' at 1:15 pm |     |
|                            |  | State | changed state to <b>Pending SteerCo Review</b> at 1:15 pm | v37 |

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