

KDD051 - Integration of SAP S/4HANA and Maestro for Planning

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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

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 Semi-finished Goods Raw Materials	Multiple Multiple KV
ZPRC	Commercial Products	N/A

ZVER	Packaging	WD
ZUNB	Stocked and non-valuated 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 valuated 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 M M03	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 ? Unknown Attachment menu to open the		

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). Field 'Old material number' contains MSDS number for ZPRC materials (temporarily). 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: #f0f0f0; padding: 5px; display: inline-block;">? Unknown Attachment</div> If result points to ? 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 MM01	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 " Chemical Industry "
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	<p>Creation of views can be performed all at once or in separate steps</p> <p>Select Basic Data 1 & 2, Classification and Label Data Views (General Data).</p> <p>If Sales Organization and Distribution Channel are provided, select Sales: Sales Org. Data 1 & 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 & 2.</p> <p>NOTE! Quality Management view should be selected for <u>Composite Materials</u> only.</p> <p>NOTE! Before creating a Manufactured Product for For <u>Composite Materials</u> check if there is a ZUNB already created.</p> <p>NOTE! Please notify Michael Wilson and William Weddle for any materials created or extended to plant 8712 and 8636.</p> <p>NOTE! Warehouse Management 1 & 2 Views to be created and warehouse number added (in brackets) for warehouse managed plants only: 8520 (077), 8521 (054), 8522 (076), 8636 (039) – by default For 8359 - only if requested.</p> <p>For <u>Composite Materials</u> always extend to Warehouse based on the file per plant</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; margin: 10px 0;"> <p>? Unknown Attachment</p> </div> <p>*Reactor level Materials* need Basic Data 1 & 2, Classification, Sales: General/Plant Data, General Plant Data/Storage 1 & 2. Sales Org. not to be filled!</p> <p>*Samples* 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. Not needed: Classification, Purchasing, General Plant Data/Storage 1 & 2.</p> <p>For Trading Plants listed below Accounting and Costing Views have to be created. Views are completed in the same way as for CMC Samples:</p> <ul style="list-style-type: none"> 8570 (Co. Cd. 7008) 8572 (Co. Cd. 7723) 8575 (Co. Cd. 7752) 8580 (Co. Cd. 7794) 8574 (Co. Cd. 7734)
14	Hit Enter	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 Composite Check Appendix 7 and open the material for all storage locations correspondent to each plant.</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>Technology Solutions: Always KG</p> <p>Composite Materials: copy from template</p>
19	Enter Material Group	Check the request form	Finished goods, SF goods – 0450
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	Technology Solutions: Proportion of Gross weight to Net weight to be entered (Net = 1) i.e. 25 KG Gross and 20 KG Net => 1.25 Gross and 1 Net in SAP Composite Materials: Copy from the template
23	Enter Net Weight		Technology Solutions: Always 1 Composite Materials: Copy from the template
24	Enter UoM for Weight		Always KG
25	Enter Volume (per 1 Net weight unit of measure)		Technology Solutions: Check the request form If blank in the form, leave the field blank Composite Materials: Not applicable
26	Enter UoM for Volume	Entered only when Volume provided	Technology Solutions: Always CD3 Composite Materials: Not applicable
27	Enter Packing Group	Check the request form	0005 - for packed materials and Samples 0001 - for Bulk and Reactor level
*	Enter Ref. mat. for pckg	For Composite only	Enter default number 1911973
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. For Composite - material long description (copy from the form)	Use  button to add languages Copy English text to all other languages: 	12 mandatory languages are: 1 – Chinese (E N) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish & – Brazilian Portuguese 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
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32	Enter material descriptions in local languages	NOTE: Check if material description is in line with product name on MSDS.	12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish 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
*	Composite Materials only		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 Use fields for Lower-level Unit entry to indicate number of packages in Pallet at the very end of the line. NOTE! Do not enter a PAL UOM for Totes (IBC).
*	For Composite Only		Add all the Alternative Conversions provided in the form (Tab: Alternative UoM Calculator), additional conversions in the same dimension. For example: If the length is meters, add the conversion for yards and feet. ? Unknown Attachment ? 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	Composite Materials only	Default value - B
b.	Return to Main Data		

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#	Main activities	Tips / Best practices	Key points
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39	Go to Basic data 2 view		
40	Enter Basic material (related ZPRC Code)	Mandatory field!	Technology Solutions: Check the request form Composite Materials: if not provided in the form, check in the Sharepoint on EHS Info tab <div style="border: 1px solid black; padding: 5px; display: inline-block;">? Unknown Attachment</div>
41	Enter Dangerous Goods indicator profile		ZIP for all materials at the moment of material creation
42	Tick Environmentally relevant		Mandatory 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		014 – Technology Solutions 016 – Composite Materials

For Composite Materials only

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#	Main activities	Tips / Best practices	Key points
a.	Enter Material Class		Default Z_CM_MAT
b.	Copy all the values provided in the form		
c.	Note! If requester adds new value in the template for classification, we should send to Lisa Wohnlich (lisa.wohlich@solvay.com) 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	Technology Solutions: Enter LB even if left blank by Requestor in request form for US and CA Sales Organizations Composite Materials: Not applicable
48	Enter Cross-distribution-chain specific material status		Technology Solutions: Status 63 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	Note! If the plant does not exist for sales organization and distribution channel combination, contact Danyse Ryan (danyse.ryan@solway.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. Composite Materials: Not applicable
53	Enter Minimum delivery quantity	Check the request form	Enter Net weight. Blank for Bulk, Samples and Composite Materials. Composite Materials: Not applicable
54	Enter Delivery unit	Check the request form	Always 1. Blank for Bulk, Samples and Composite Materials. Composite Materials: 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. Composite Materials: Not applicable
56	Enter Rounding Profile		Technology Solutions: For Packed materials select the option Z50% that corresponds to Primary Packaging unit. For Bulk, Samples and Composite Materials leave the field empty. ZPAL upon request on Freshdesk Ticket Composite Materials: 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 For Sales Org BR33 - NORM
*	For Composite only		If informed in the template Enter KIT
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 Bulk - empty
63	Enter Availability check		Finished Goods (F & T) – T3 *Composite Material. general (Aerospace - BAAN) - ZD Semi-finished goods (I) – S3 Composite Mat. in Plant 8525 – Z6 Samples – KP
64	Activate Batch Management requirement indicator	Same field is also available in Purchasing, Plant data / storage 1 and Warehouse Management 1 views	Always checked for ZMAT Not checked for CMC Samples
65	Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator. Samples – 0007 (ZIP and Z00), 0010 (GPP)	Check the request form

66	Enter Loading Group		Bulk – 0002 Else – 0001 (including samples)
67	Enter Profit Center	Same field is also available in Plant data / storage 2 view	Check the request form NOTE! For Distribution Channel and Trading plants should begin with Company code . For materials with Division E3, E4, E5, E6 for all plant types use the structure CCCC-Xyyyy Where yyyy = last 4 digits of the specific IECRA for each product line: E3 = IECRA01286 - INDUSTRIAL MINERALS E4 = IECRA01235 - ALUMINA E5 = IECRA01236 - MINERAL PROCESSING 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 non-GTS plants (see Attachment 4 – List of Plants in non-GTS countries), extension has to be added in the linked file . If material has to be extend to Brazil plants , Control Code should be provided before, otherwise SAP will not be able to save material code. Contact htsclassification@solway.com for missing control code.	
69	Enter Country of origin	Mandatory information! If not provided in the form, ask the requester.	Check the request form
70	Enter Mat. CFOP category	Field is mandatory for Brazil plants only	Always 0
71	Go to next view	Go to Purchasing view. If creating CMC Sample go to MRP 1 view – see 2.1.3. Creation of CMC sample material .	

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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 Z1 is to be used at the time of material creation. For Trading plants (8570 – US, 8572 – MX, 8575 – CA, 8580 – NL, 8574 - CN) and for Samples 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 checked
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 checked for ZMAT
77	Enter Purchasing value key		Packed ZMAT – 0001 Bulk ZMAT – 0005 (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 – 2 Default value for Plant 8035 – 1 Default value for Plant 8605 – 0
79	Go to next view	Go to Plant data / storage 1 view. 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
*	For Composite Only	This field is mandatory, if not provided go back to the requester	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
81	Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views	Always checked for ZMAT 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 – 1
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 checked for ZMAT Not checked 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 Composite Materials (Industrial Materials) , however the view has to be created	For BULK use KG For plant 8035 view has to be activated but nothing except Primary Pack Unit 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. Follow up by steps indicated in Additional Instructions of corresponding label type of linked file	Technology Solutions: Templates for Label data: 147507 - LABEL MODEL LARGE (SS, DR, TE, BB) 147570 - LABEL MODEL MEDIUM (BX, CY, JRC, PL, BULK) 147572 - LABEL MODEL SMALL (BAG) 149059 - LABEL MODEL SAMPLE MATERIALS Composite Materials <ul style="list-style-type: none"> ▪ Copy all the labels <div style="border: 1px solid gray; padding: 5px; display: inline-block;">? Unknown Attachment</div>

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#	Main activities	Tips / Best practices	Key points
93	Enter Label Category, Label Size and number of Copies for each required label type	See Attachment 1 – Label requirements for label requirements by material packaging type	Transport Label Z_TRANS to be added only for material with Dangerous Goods Profile GPP
94	Define Validity Areas for each label type	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">? Unknown Attachment</div>	All label types – DELIVERY , GENERIC and MTS by default Transport Label – MTS , DELIVERY and GENERIC should be added.
95	Check if all labels have Validity Areas defined		

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#	Main activities	Tips / Best practices	Key points
96	When all data has been entered, save the material by pressing <div style="border: 1px solid gray; padding: 5px; display: inline-block;">? Unknown Attachment</div> 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: <div style="border: 1px solid gray; padding: 5px; display: inline-block;">? Unknown Attachment</div>	

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 extensions has to be sent to:

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

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@solway.com
 Justin Bender - justin.bender@solway.com
 Paul Paetzke - paul.paetzke@solway.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 MM01	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		C Chemical industry
3	Enter Material Type		ZMAT /Finished pdt & RM & SF
4	Use Copy from... option		149059 TS LABEL MODEL SAMPLE MATERIALS has been created to be used as model for CMC sample creation.
5	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	*Samples* 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	

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#	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	

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#	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.	

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#	Main activities	Tips / Best practices	Key points
14	Enter Basic data text – description from ZPRC code.	<p>Use ? Unknown Attachment button to add languages</p> <p>Copy English text to all other languages:</p> <p>? Unknown Attachment</p>	12 mandatory languages are: 1 – Chinese (EN!)) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish & – Brazilian Portuguese 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.	

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#	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.	

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

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#	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		ZIP 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		

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#	Main activities	Tips / Best practices	Key points
25	Enter Cross-distribution-chain specific material status		Status 63 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 1 for all countries unless otherwise indicated by Finance or Tax department
28	Go to Sales: sales org. 2 view		

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

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#	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 – KP
34	Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator.	Samples – 0007 (ZIP and Z00), 0010 (GPP)
35	Enter Loading Group		0001 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		

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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	
38	Enter Country of origin	Mandatory information! If not provided in the form, ask the requester.	Check the request form
39	Go to MRP 1 view		

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

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

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

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

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

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#	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	

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

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#	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	

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#	Main activities	Tips / Best practices	Key points
64	Check if all labels have been copied from Model code	See Attachment 1 – Label requirements for label requirements by material packaging type	For material with Dangerous Goods Profile GPP Transport Label Z_TRANS is to be added
65	Check if all labels have Validity Areas defined	? Unknown Attachment	All label types – DELIVERY and GENERIC Transport Label – DELIVERY , GENERIC and MTS
66	When all data has been entered, save the material by pressing ? Unknown Attachment 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: ? 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 MM01	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		C Chemical industry
3	Enter Material Type		ZMAT /Finished pdt & RM & SF
5	Hit Enter		

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#	Main activities	Tips / Best practices	Key points
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6	Select Views to be created	Creation of views can be performed all at once or in separate steps	* Samples 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	

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#	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	

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#	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	KG
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.	

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#	Main activities	Tips / Best practices	Key points
14	Enter Basic data text – description from ZPRC code.	<p>Use ? Unknown Attachment button to add languages</p> <p>Copy English text to all other languages:</p> <p>? Unknown Attachment</p>	12 mandatory languages are: 1 – Chinese (EN!)) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish & – Brazilian Portuguese 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.	

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

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#	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		ZIP 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		

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

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

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#	Main activities	Tips / Best practices	Key points
28	Enter Cross-distribution-chain specific material status		Status 63 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 1 for all countries unless otherwise indicated by Finance or Tax department

31	Go to Sales: sales org. 2 view		
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#	Main activities	Tips / Best practices	Key points
32	Enter Account assignment group		Samples – F
33	Check Item category group		Samples – NORM
34	Go to Sales: general/plant view		

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#	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 – ZP
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 checked
38	Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator.	Samples – 0007 (ZIP and Z00), 0010 (GPP)
39	Enter Loading Group		0001 for samples
40	Enter Profit Center	Check the request form	Check the request form
41	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	
42	Enter Country of origin	Check the request form	
43	Go to Purchasing view		

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#	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 Z1 is to be used at the time of material creation. For Trading plants (8570 – US, 8572 – MX, 8575 – CA, 8580 – NL, 8574 - CN) and for CMC Samples leave the field blank.
46	Activate automatic Purchase Order indicator		Always checked
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 checked
48	Enter Purchasing value key		Always – 0001
49	Go to next view	Go to MRP 1	

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

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

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

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#	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	Note: Is very important to open the plant shipped sample to these views.	

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#	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 checked
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		

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#	Main activities	Tips / Best practices	Key points
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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 Plant shipped sample materials – KG	Always KG
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 linked file	For Plant shipped sample material use: 149059 - LABEL MODEL SAMPLE MATERIALS
71	Check if all labels have been copied from Model code	See Attachment 1 – Label requirements for label requirements by material packaging type	For material with Dangerous Goods Profile GPP Transport Label Z_TRANS is to be added
72	Check if all labels have Validity Areas defined	? Unknown Attachment	All label types – DELIVERY and GENERIC Transport Label – DELIVERY, GENERIC and MTS
73	When all data has been entered, save the material by pressing button and exit material creation ? Unknown Attachment	Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used: ? Unknown Attachment	

2.1.5. Creation of material for Composite Materials

#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM01	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		C Chemical industry
3	Enter Material Type		ZMAT /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. 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). 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	

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#	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 – 0450
13	Enter Division	Check the request form	Process Materials – F4 in SAP
14	Enter General Item Category Group	Already pre-filled	ZMAT – NORM 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 KG
18	Enter Packing Group	Check the request form	Always 0005
19	Go to Additional Data		

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#	Main activities	Tips / Best practices	Key points
20	Enter material descriptions in local languages NOTE: Check if material description is in line with product name on MSDS.		12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish 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		ZIP 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		016 – 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 63 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 1 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 Plant 8525 – Z6
40	Activate Batch Management requirement indicator	Same field is also available in Purchasing and Plant data / storage 1 views	Always checked for ZMAT

41	Enter Transportation Group	'Hazardous' groups to be used for materials having GPP DG Indicator.	0001 for Composite Materials
42	Enter Loading Group		0001 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 non-GTS plants (see Attachment 4 – List of Plants in non-GTS countries), extension has to be added in the linked file .	
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 Z1 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 checked
52	Activate Batch Management requirement indicator	Same field is also available in Sales: General Plant Data and Plant data / storage 1 views.	Always checked for ZMAT
53	Enter Purchasing value key		Packed ZMAT – 0001
54	Enter GR processing time	Plant data administrators will change the field value if necessary	Default value at the time of material creation – 2
55	Go to MRP 1 view		

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

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

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#	Main activities	Tips / Best practices	Key points
69	Enter Strategy group		Default value – ZM
70	Enter Total replenishment lead time		Default value – 120
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 checked 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 ? Unknown Attachment	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 MM01	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 " Chemical Industry "
3	Enter Material Type		Select " ZUNB Stocked and non-valuated"
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	Extend to the following plants: 7264 ZZZZ ex 3969 / Négoce IT 7265 ZZZZ ex 3969 / Négoce DE 7266 ZZZZ ex 3969 / Négoce GB 7267 ZZZZ ex 3969 / Négoce FR 8269 ZZZZ ex ZUS4 / Trading USA 8577 ZZZZ ex 7776 / Trading CN
9	Hit Enter	

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#	Main activities	Tips / Best practices	Key points
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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		12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
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: 1 BJ <-> 1 KG 1 DR <-> 1 KG 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: All available on Material 2028246

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#	Main activities	Tips / Best practices	Key points
25	Enter the Material #2028246		
26	Press ? Unknown Attachment		

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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	Press ? Unknown Attachment		
30	When all data has been entered, save the material by pressing ? Unknown Attachment 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: ? Unknown Attachment	
31	Note! Remember to perform the extension for all the six plants	7264 ZZZZ ex 3969 / Négoce IT 7265 ZZZZ ex 3969 / Négoce DE 7266 ZZZZ ex 3969 / Négoce GB 7267 ZZZZ ex 3969 / Négoce FR 8269 ZZZZ ex ZUS4 / Trading USA 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 file
Source List		Checked
No changes on the view	Just pass through and open the material	MRP1
Go to MRP2 view		

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Main activities	Tips / Best practices	Key points
Procurement type		As per file
Special Procurement		As per file
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		

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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:

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

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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.

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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

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#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM03	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 MM02	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 MM17	T-code can be entered directly in Command field. T-code can be saved in Favorites. You can exit transaction without saving changes at any time. You can export data to a file from this transaction using Print option.	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 ? Unknown Attachment button	
5	Press Execute button ? 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 ? Unknown Attachment /remove selection fields if necessary	
7	Press Execute button		

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#	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. B – It is possible to deselect records that do not require change. C – Press 'Carry out mass change' button to copy the value to selected materials. 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 Yellow light indicates a warning 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#

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Go to [Sinequa portal](#)

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

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

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

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- 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.

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

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

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

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

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2.4. 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"

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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.

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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

2.5. 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.

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#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM02		
2	Update all available languages	NOTE: If ZPRC record name is updated all linked materials should be updated as well.	Linked materials can be found in SQ00 query GDA, table DB_MAT_SPRAS
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

Appendix 1 – Label requirements

Location of [table](#).

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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.

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Appendix 3 – List of approved requestors

Division	Distribution Channel	Product Manager
E4 - Alumina	9R - Alumina	Aisling Brennan Amy Buntzen
E6 - MEP	9U - MEP	Aisling Brennan Amy Buntzen
E5 - Mineral Processing	9S – Mineral Processing	Katrina Amdur Amanda Lawrence Tony Lux
E3 – Industrial Minerals	9T - Industrial Minerals	Aisling Brennan 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 9Q – Electronics Gases 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)
123			
2-HYDROXY-5-NONYLACETOPHENONE (DISTILLED) (KETONE INTERMEDIATE)	2--5-()		
2-Hydroxy-5-nonylbenzaldehyde	2--5-		
5-nonylsalicylamide	5-		
A			
Adhesive Film		FM® 355 Adhesive Film	FM® 355
All Tack Grades			
Antioxidant		CYANOX® 1790 ANTIOXIDANT	CYANOX® 1790
Antiscalant			
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			
C			
Carbon Fabric Prepregs			
Carbon Prepreg		CYCOM® 934 Carbon Prepreg	CYCOM 934
D			
DEFOAMER		CYBREAK® 625 DEFOAMER	CYBREAK® 625
DEPRESSANT		REAGENT S-8630 DEPRESSANT	S-8630
E			
Engineered Materials		E00323 Engineered Materials	E00323
Extractant		CYANEX® 923 EXTRACTANT	CYANEX® 923
F			
FILM		FILM VCI	VCI
Fabric			
Felt			
Flocculant		CYFLOC® C-577 Flocculant	CYFLOC C-577
Frother		AEROFROTH® 65-EU Frother	AEROFROTH® 65-EU
K			
Ketoxime bulk			
L			

Light Stabilizer		CYASORB® UV-2908 LIGHT STABILIZER	CYASORB® UV-2908
M			
Mining Intermediate			
N			
New Technology			
New M Series	@ M	CYASORB CYNERGY SOLUTIONS® New M Series	CYASORB CYNERGY SOLUTIONS® M
Nickel Ore		Nickel Ore I	I
O			
Oxide Copper Ore			
OXIME SOLVENT EXTRACTION REAGENT		ACORGA® P-50 OXIME SOLVENT EXTRACTION REAGENT	ACORGA® P-50
Organophosphine		CYTOP® 340 Organophosphine	CYTOP TS 340
P			
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			
R			
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			
S			
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			
T			
Triethylammonium triflate.			
U			
Unsupported Resin Film			

Appendix 6 – Sinequa

Link to [Sinequa Portal](#)

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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.

Sept 25, 2024	Actor	Type	Activity	Version
Approved	 FALL-ext, Cheikh	State	changed state to Approved at 3:02 pm	v32
Pending SteerCo Review	 FALL-ext, Cheikh	State	gave <i>Final Approval</i> approval at 3:02 pm	
		State	changed expiry date to '09 Oct, 2024 03:02 pm' at 3:02 pm	
		State	changed state to Pending SteerCo Review at 3:02 pm	v32
Pending Stakeholder Review	 FALL-ext, Cheikh	State	gave <i>Stakeholder Review</i> approval at 3:02 pm	

State changed expiry date to '02 Oct, 2024 03:02 pm' at 3:02 pm

State changed state to [Pending Stakeholder Review](#) at 3:02 pm v32

Edited following DA Endorsement



FALL-ext, Cheikh

State gave *Minor change* approval at 3:02 pm

Sept 23, 2024

[NICASTRI-ext, Michele](#)

Edit updated the page at 10:05 am
