

PF2 - (Z700, Z701) Finished Products maintenance

Table of Contents

• 1. INTRODUCTION	1
◦ 1.1. Objectives and scope of this procedure	1
◦ 1.2. Material types in scope	1
◦ 1.3. Material range in scope	1
◦ 1.4. Abbreviations	1
• 2. STANDARD OPERATING PROCEDURE DESCRIPTION	2
◦ 2.1. Principles	2
◦ 2.2. Verify possible duplication of article in PF2-020	2
◦ 2.3. Creation of a FP in PRS-050	3
◦ 2.4. Material transfer from PF2-050 to PF2-020	19
◦ 2.5. GTS legal regulation for new FP's	24
◦ 2.6 Export Control Compliance: ZNXLDAE_CTRL_GROUP	27
• 3. FINISHED PRODUCTS MAINTENANCE AND BUSINESS SPECIFICITIES	29
◦ 3.1. Extension of a FP to new Plants and/or Sales Organizations	29
◦ 3.1.1. Material extension manually – MM01 – PF2-50	31
◦ 3.1.2. Material extension automatically	32
◦ 3.2. Material Group creation and maintenance	34
◦ 3.2.1 Exceptional procedure for a material of different industrial origin for GBU Specialty Polymers	38
◦ 3.3. Requests to modify FP's	39
◦ 3.3.1. Pre-requisites	39
◦ 3.3.2. Modification	39
◦ 3.4. FP's suppression requests	39
◦ 3.5. FP's Local Views creation	39
◦ 3.6. Mass Modification	39
◦ 3.7. Deletion	41
• 4. CONTACTS	45
• 5. SBS PERIMETER	45
• 6. REFERENCES	46
• 7. ATTACHMENTS	46

Scope



APAC



EMEA



LAM



NAM

ERP



PF1

References

Attachments

1. INTRODUCTION

1.1. Objectives and scope of this procedure

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

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

1.2. Material types in scope

- Z700 Finished products packed
- Z701 Finished products bulk *

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

1.3. Material range in scope

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

1.4. Abbreviations

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

2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Principles

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

PtP Portal WebForm

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

WebForm output:

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

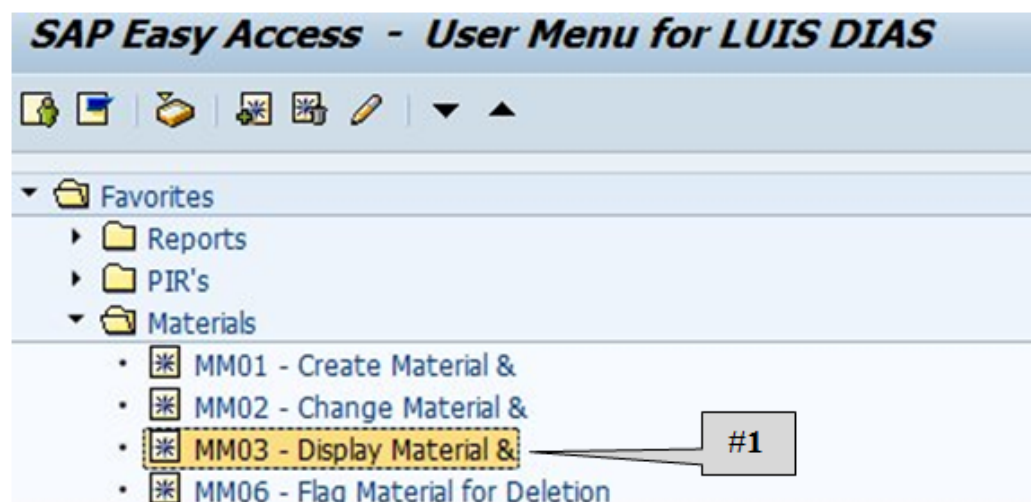
To: ptp-data.analysis@support.solvay.com, lauren.morgan@solvay.com

date: 14 Sep 2021 14:17:09
Saleable finished products (bulk & packed)

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

2.2. Verify possible duplication of article in PF2-020

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



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

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

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

Material description	Language	Material
PVC SP 800 BR251 *ZZ	EN	53746
PVC SP 800 BR251 *ZZ CS1250 P	EN	196773

#	Main activities	Tips / Best practices	Key points
4	Verify entries found		
	Compare results with the Article "short description" mentioned in the Form (that was the base of your search). If there is a similar name mentioned in the result search or you have doubts about the Article already been created, contact the <u>Requester</u> to clarify.		If result points to No values for this selection or if the requester mentions a new article need to be created then proceed with the creation.

2.3. Creation of a FP in PRS-050

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

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

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

Center: Mono – Inform us that this FP is produced by a specific plant only – Monocenter production;

Delay: Urgent – Requests with urgency must be treated in 4h max;

Article Similar _ SameProduct – The requester can inform us a material equal to this new one but with a different packaging.

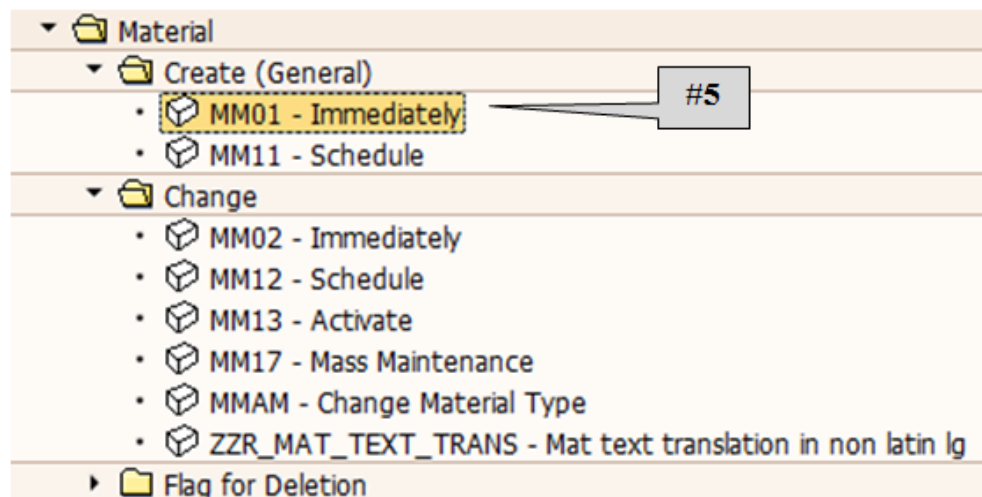
Article Similar _ SamePackaging – The requester can also inform us a product already created that uses the same packaging.

Hierarchy – This information will help us to know the correct 'Division' and 'DCT cost price (CPR)'

Dangerous – Need to be defined on 'DG indicator profile' and must be taken into account when filling fields for the 'Material freight grp'

EU_DUAL: NO - EU_ROTTERDAM: NO - EU_DRUGS: NO - EU_OZONE: NO - EU_COMM: NO All these information will be relevant for GTS legal regulation - EU_WEAPONS: NO - USA_EXP: NO - SC_DUAL: NO - SC_WEAPONS: NO - APO: NON

Materials are created in system **PF2/50** with transaction MM01 « Create Material ». It is essential to create the article having another reference as model, and when available we should always use the material provided on ARTICLE_SIMILAR_samePackaging.



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

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material

Industry sector **C Chemical industry** ▼ #6

Material Type **Z700 Z700-Chemic...** ▼ #7

Change Number

Copy from...

Material **185620** #8

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

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

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

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

Change Material 196772 (Basic Data, Z700-Chemicals (trade))

Descriptions Units of Measure Org. Levels Check Screen Data

Material 196772 PVC SP 800 PL151 *ZZ S25 P1500

Descriptions

Language	Material Description
EN	PVC SP 800 PL151 *ZZ S25 P1500
ZH	PVC SP 800 PL151 *ZZ S25 P1500
TH	PVC SP 800 PL151 *ZZ S25 P1500
DE	PVC SP 800 PL151 *ZZ S25 P1500

Delete line Entry 1 of 13

General Data

Base Unit of Measure	KG kg	Material Group	266-35814
Old material number		Ext. Matl Group	
Division	PB	Lab/Office	
Product allocation		Prod.hierarchy	BRB2D
X-plant matl status		Valid from	
		GenItemCatGroup	NORM Standard item

Material authorization group

Authorization Group

Dimensions/EANs

Gross Weight	1,000	Weight unit	KG
Net Weight	1,000		
Volume		Volume unit	
Size/dimensions			
EAN/UPC		EAN Category	

Other Data

Prod./insp. memo		Ind. Std Desc.	
Page format		☐ CAD Indicator	
Basic material			
Medium			

Environment

DG indicator profile		☐ Environmentally rltv
DG Packaging Status		☐ In bulk/liquid
Packaging Code		☐ Highly viscous

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

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

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

Descriptions Units of Measure Org. Levels Check Screen Data

Material **#21**

Descriptions

Language	Material Description
EN	C SP 800 PL151 *ZZ S25 P1500
ZH	PVC SP 800 PL151 *ZZ S25 P1500
TH	PVC SP 800 PL151 *ZZ S25 P1500
DE	PVC SP 800 PL151 *ZZ S25 P1500

Delete line Entry 1 of 13

Units of Measure

Material

Language	Material Description
EN	PVC SP 800 PL151 *ZZ S25 P1500
ZH	PVC SP 800 PL151 *ZZ S25 P1500
TH	PVC SP 800 PL151 *ZZ S25 P1500
DE	C SP 800 PL151 *ZZ S25 P1500
FR	PVC SP 800 PL151 *ZZ S25 P1500
IT	PVC SP 800 PL151 *ZZ S25 P1500
JA	PVC SP 800 PL151 *ZZ S25 P1500
NL	PVC SP 800 PL151 *ZZ S25 P1500
PT	PVC SP 800 PL151 *ZZ S25 P1500
RU	PVC SP 800 PL151 *ZZ S25 P1500
ES	PVC SP 800 PL151 *ZZ S25 P1500
FI	PVC SP 800 PL151 *ZZ S25 P1500
BG	PVC SP 800 PL151 *ZZ S25 P1500
☒	☒

#22

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

 **Units of Measure** #23

Material 

Language	Material Description
EN	PVC SP 800 PL151 *ZZ S25 P1500
ZH	PVC SP 800 PL151 *ZZ S25 P1500
TH	PVC SP 800 PL151 *ZZ S25 P1500

 **Descriptions**

Material 

Units of measure grp

Units of measure/EANs/dimensions

X	AUn	Measu...	<... Y	BUn	Measu...	EAN/UPC	Ct	Au	A	Length
1	KG	kg	<... 1	KG	kg			☐	☐	
1.000	1KG	kg 100%	<... 1.000	KG	kg			☐	☐	
1.000	VKG	kg % sale	<... 1.000	KG	kg			☐	☐	
1	BAG	bag	<... 25	KG	kg			☐	☐	
1	TO	t	<... 1.000	KG	kg			☐	☐	
1	PAL	pallet(s)	<... 1.500	KG	kg			☐	☐	
			<...	KG	kg			☐	☐	

#24

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

Create Material

Material: 196800

Descriptions

Language	Material
EN	PVC SP
ZH	PVC SP
TH	PVC SP
DE	PVC SP

Delete line

General Data

Base Unit of Measure	KG	kg	Material Group	Z66-35814
Old material number			Ext. Matl Group	
Division	PB		Lab/Office	
Product allocation			Prod.hierarchy	BRB2D
X-plant matl status			Valid from	
			GenItemCatGroup	NORM Standard item

Entry 1 of 13

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

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

Classification

Object

Material 196801 PVC SP 800 PL151 *ZZ S25 P1500

Class Type 001 #26 Material class

Assignments

Class	Description	St...	S..	I...	Itm
ZR_PROD_CHIM	Chemical & plastic products	☐	1	☒	20

#27

Entry 1 / 1

Values for Class ZR_PROD_CHIM - Object 196801

General

Characteristic Description	Value
Product hierarchy	BRB2D
Packaging description	S25
Unit of charge Items	P1500
Industrial origin	ZZZ
Product type	PVC
Group Product (PG)	35814
Bulk code	
EV packaging code	17366
Flag bulk/packed	Packed
Grand groupe produit co...	

DCT cost price (CPR)	7162
SAFIR Code	
Salt hierarchy	
Process element	
Chemical formula	

#28

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

#28 – Descriptions of values:

Product hierarchy – Provided in form

Packaging description – 1st packaging S25 on short description (table Z0RL)

Unit of charge Items – 2nd packaging P1500 on short description (table Z0RK)

Industrial origin – Identifies the productive plant. This product is produced by an external supplier ZZZ (table Z0RN)

Product type – Code that identify the product

Group Product (PG) – The same last 5 digits from Material Group Z66-**35814**

Bulk code – We must always search for similar products and identify in this field the same product bulk code. If we are creating a new FP bulk or if there is no similar bulk this field should remain blank.

EV packaging code – This code identify the complete packaging to be used on new FP (table Z0RJ)

Flag bulk/packed – Packed for FP with packaging, Bulk for the not packing.

Grand groupe produit code – Should be always blank, if we use a similar product that has information on this field we must delete.

DCT cost price (CPR) – Is the 3rd code related with Product hierarchy and plant/sales org. Search always a similar one with these matches to copy fields Division + DCT cost price (table Z0R2).

SAFIR Code, Salt hierarchy, Process element and Chemical formula - Should be always blank, if we use a similar product that has information on these fields we must delete.

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

24.445 KG

Create Material 196801 (Sales: Sales Organization Data, Z700-Chemica)

Descriptions
 Units of Measure
 Org. Levels
 Check Screen Data

General data

Base Unit of Measure **KG** kg
 Division **PB** PVC SUSPENSION
 Material Group **Z66-35814** PVC SP 800 PL151
 Sales unit **TO** ☐ Sales unit not var.
 Unit of Measure Grp
 X-distr.chain status Valid from
 DChain-spec. status Valid from
 Delivering Plant
☒ Cash discount Conditions

Grouping terms

Matl statistics grp
 Volume rebate group
 Commission group
 Pricing Ref. Matl
 Material pricing grp
 Product hierarchy **BRB2D** PVC S200 KW 63
 Acct assignment grp **24** ERP Goods purchased
 Item category group **NORM** Standard item Gen. item cat. grp **NORM** Standard item

Tax Data

	Country	Ta...	Tax category	Tax classification
BR	BRAZIL	IBRX	Brazil tax calc.	1 IPT/ICMS/Sub Trib

Entry 1 of 1

Quantity stipulations

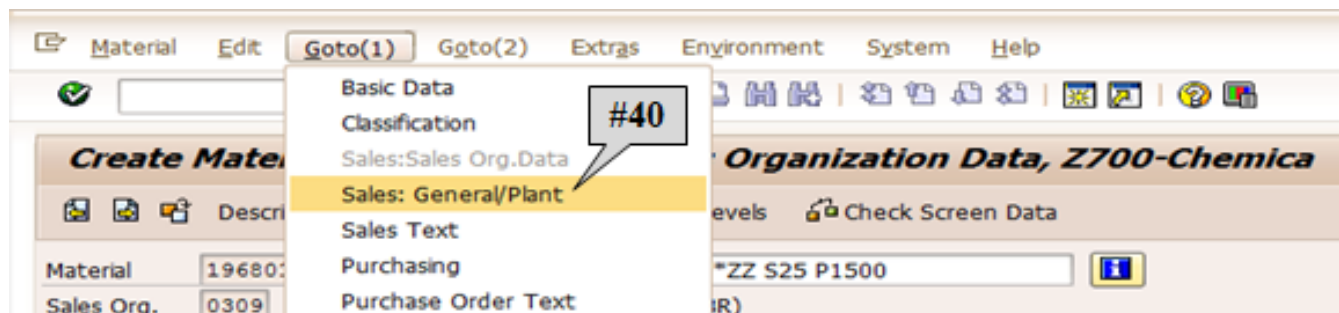
Minimum order qty KG
 Minimum delivery qty KG
 Delivery unit **1.500,000**
 Rounding Profile

Material groups

Industrial Origin **ZZZ**
 Packaging type **SA**
 Quality code **N**
 Market segment

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

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



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

Base Unit of Measure	KG	kg	Replacement part	☐
Gross Weight	1,000	KG	Qual.f.FreeGoodsDis.	☐
Net Weight	1,000		Material freight grp	NEPSV
Availability check	VG	Individ.req. Indupa	☐ Appr.batch rec. req.	
☒ Batch management	#41	#42	#43	

Shipping data (times in days)			
Trans. Grp	NEV	Non dg packed Vinyls	LoadingGrp
Setup time		Proc. time	Base qty
			KG

Packaging material data	
Matl Grp Pack.Matls	
Packaging mat. type	
Allowed pkg weight	
Allowed pkg volume	
☐ Closed	
Maximum level	
Stackability factor	
Excess wt tolerance	
Excess volume tol.	

General plant parameters	
☐ Neg. stocks in plant	
Serial no. profile	SerLevel
Profit Center	
Log. handling group	
Distr. profile	
Stock determ. group	

Foreign trade data	
Comm./imp. code no.	39041010
Export/import group	
CAS number (pharm.)	
PRODCOM no.	
Control code	39041010
	Polímeros de cloreto de vinila ou de
	PVC SOLVIC - SUSPENSÃO

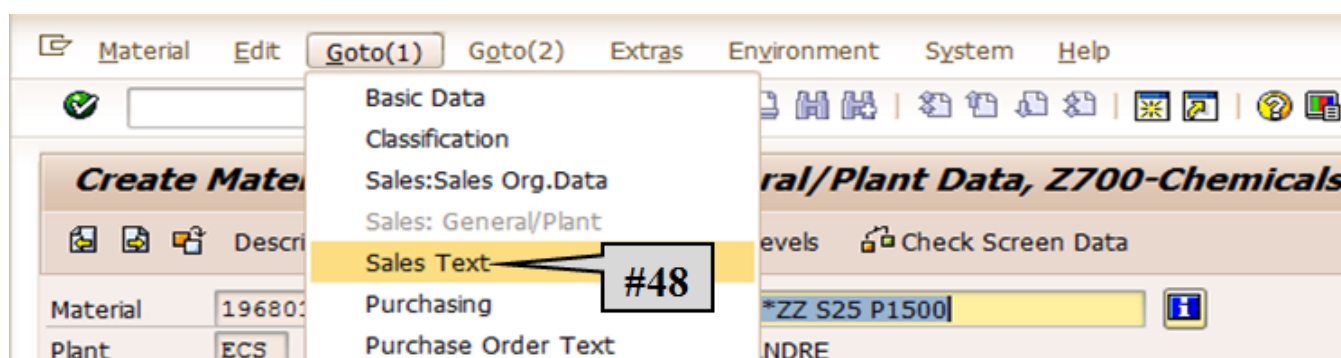
Origin	
Country of origin	BR BRAZIL
Region of origin	SP São Paulo

Preference	
Preference status	Not maintained
Vendor decl. status	Not maintained
	Customs tariff prefs

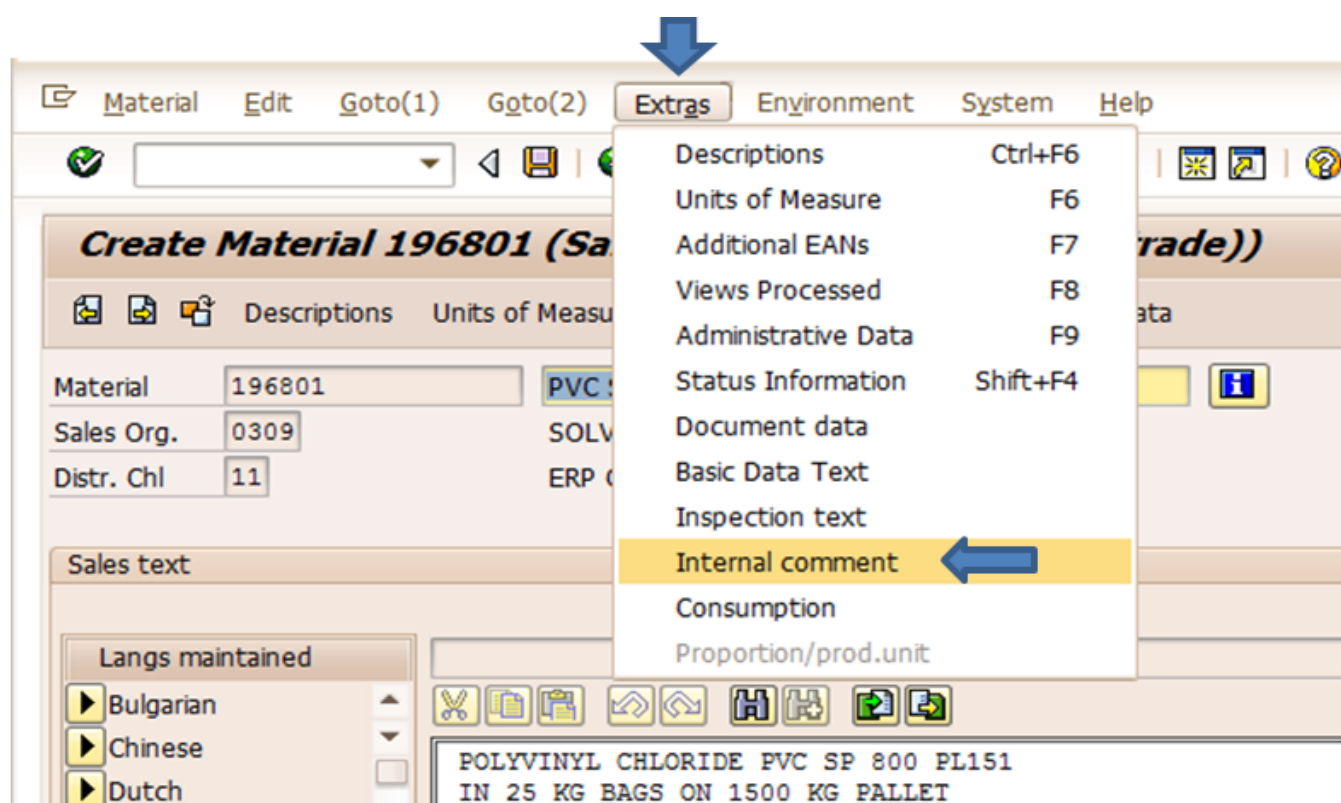
Legal control	
ExemptionCertificate	
Iss.date of ex.cert.	
☐ Military goods	
	Exemption cert. no.
	Legal control

Material CFOP category	
Mat. CFOP category	0

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



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



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

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

Create Material 196801 (Internal Comment, Z700-Chemicals (trade))

Descriptions Units of Measure

Material

Internal comment

Langs maintained

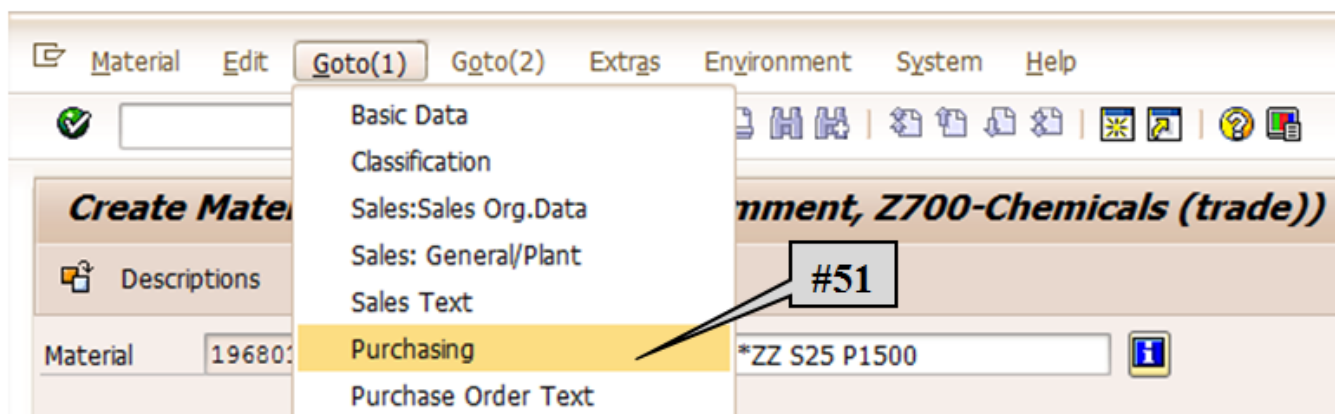
- Bulgarian
- Chinese
- Dutch
- English
- French
- German
- Italian
- Japanese
- Portuguese
- Russian
- Spanish

Language

POLYVINYL CHLORIDE PVC SP 800 PL151
IN 25 KG BAGS ON 1500 KG PALLET

Li 1, Co 1 Ln 1 - Ln 2 of 2 lines

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



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

Create Material 196801 (Purchasing, Z700-Chemicals (trade))

Descriptions
 Units of Measure
 Org. Levels
 Check Screen Data

Material

Plant

SIBR-BR /SANTO ANDRE

General Data

Base Unit of Measure	KG	kg	Order Unit		Var. OUn	1
Purchasing Group	REJ	#52	Material Group	Z66-35814		
Plant-sp.matl status			Valid from			
Tax ind. f. material	1	#53	Qual.f.FreeGoodsDis.			#55
Material freight grp	NEPSV		☐ Autom. PO			
☒ Batch management			#54			

Purchasing values

Purchasing value key	Z1	#56	Shipping Instr.		
1st Reminder/Exped.	4	days	Underdel. Tolerance	0,0	percent
2nd Reminder/Exped.	8	days	Overdeliv. Tolerance	25,0	percent
3rd Reminder/Exped.	12	days	Min. Del. Qty in %	0,0	percent
StdValueDelivDateVar	0	days	☐ Unltd Overdelivery	☐ Acknowledgment Reqd	

Other data

GR Processing Time		days	☐ Post to insp. stock	
☐ Critical Part			☐ Source list	
Quota arr. usage			JIT delivery sched.	

Foreign trade data

Comm./imp. code no.	39041010	Polímeros de cloreto de vinila ou de	Un
Export/import group			
CAS number (pharm.)			
PRODCOM no.			
Control code	39041010	PVC SOLVIC - SUSPENSÃO	

Origin

Country of origin	BR	BRAZIL	Region of origin	SP	São Paulo
-------------------	---------------------------------	--------	------------------	---------------------------------	-----------

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

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

All other fields information already maintained in previous tabs.

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

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

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

All process of creation is now completed. Click .

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

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

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

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

Z2R9 - « SEND MATERIAL IDocs » PF2_050 ERP

Transaction used when number of material records to be sent to PF2_020 are not higher than 5.

Program Edit Goto System Help

Send material Idocs (5 max)



Selection

Material 1	109682	
Material 2		
Material 3		
Material 4		
Material 5		

Destination

☒ PF1_020 ERP Ch/PI Production

☐ SF1_020 ERP Ch/PI Simulation

☐ DE2_040 ERP Development

Insert your article numbers and Execute (destination PF2_020 ERP)

BD10 – « SEND MATERIAL » PF2_050 ERP

Transaction used when number of records to be sent to PF2_020 is higher than 5 records.

Program Edit Goto System Help

Send Material

Material 109682 to 

Class to 

Message Type (Standard) Z_MAT_FOCUS 

Logical system

☐ Send material in full

Parallel processing

Server group

Number of materials per proces 20

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

BD87 – « SELECT IDocs » PF2_050 ERP

Selections Edit Goto System Help

Select IDocs

IDoc Number to

Created On to

Created At to

Changed On to

Changed At to

IDoc Status to

Partner System to

Selection Options for IDoc

Message Type to

Business Object

Object Key

Insert the range of numbers created and Execute

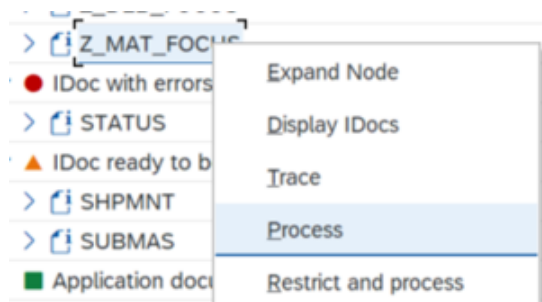
Sélection d'IDocs Traiter Saut Options Système Aide

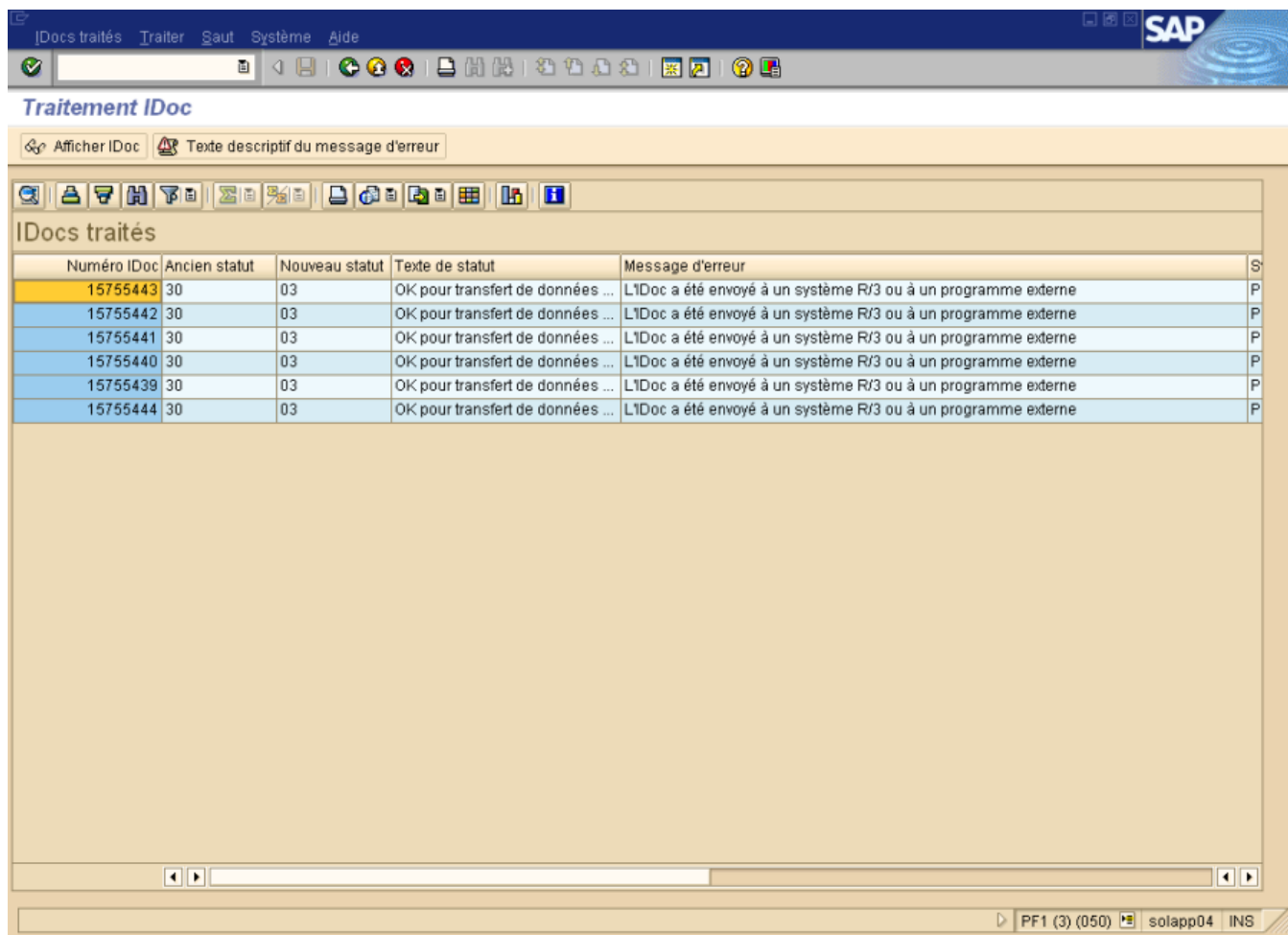
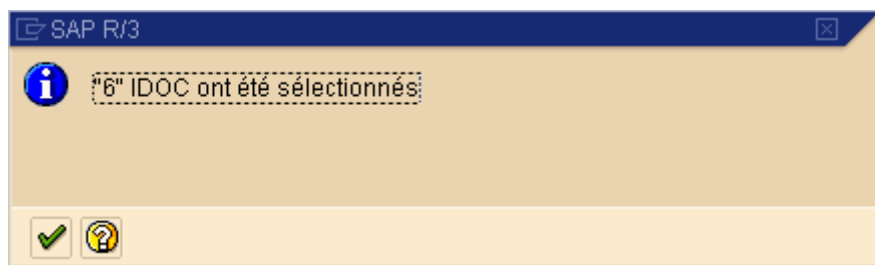
Moniteur de statut pour messages ALE

Sélectionner IDocs Afficher IDocs Tracer IDocs Traiter

IDocs	Statut d'IDoc	Nombre
Sélection d'IDocs		
UPDDAT IBT 28.09.2005 , 28.09.2005		
PRS_020		1056
IDocs sortants		944
Doc est prêt à l'envoi (service ALE)	30	14
BANK_SAVEREPLICA		8
Z_MAT_FOCUS		6
OK pour transfert de données au port	03	930
IDocs entrants		112
Document application enregistré	53	112

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





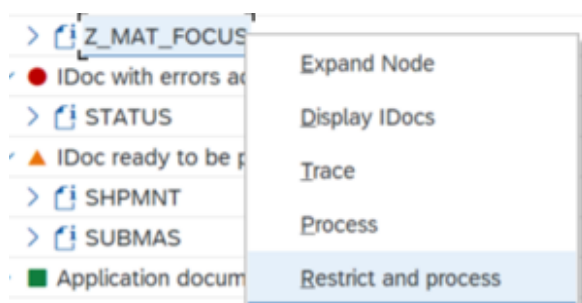
All documents were well sent to PF2_020

BD87 « SELECT IDocs » PF2_020 ERP

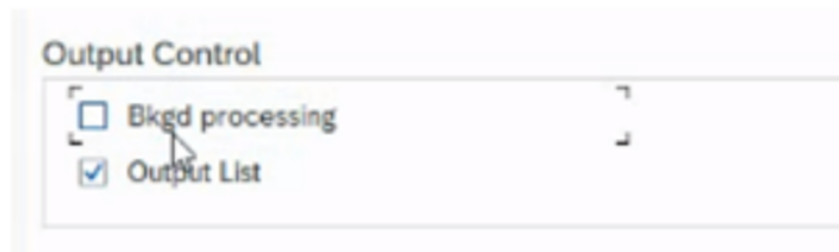
Moniteur de statut pour messages ALE		
Sélectionner IDocs Afficher IDocs Tracer IDocs		
IDocs	Statut d'IDoc	Nombre
Sélection d'IDocs UPDDAT IBT 02.02.2010 , 02.02.2010		
PF1_020 IDocs sortants		11007
Erreur lors du transfert de données au port IDoc est prêt à l'envoi (service ALE) OK pour transfert de données au port	02 30 03	5 882 4294
IDocs entrants Document application n'a pas été enregistré Erreur lors de transfert IDOC à l'application IDOC transmis à l'application IDOC est prêt à être transmis à l'application HRMD_A INVOIC Z_MAT_FOCUS Document application enregistré Erreur, impossible de poursuivre le traitement Original d'un IDOC qui a été édité	51 63 62 64 53 68 70	89 8 3 28 26 1 1 5692 5 1

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

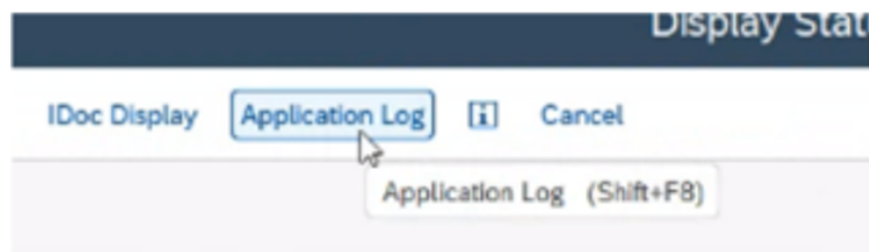
In case of iDoc errors select iDOC and press right button and choose Option: **Restrict and Process**



Untick Back ground processing and click Execute.



Click in Application log to check the errors in details.



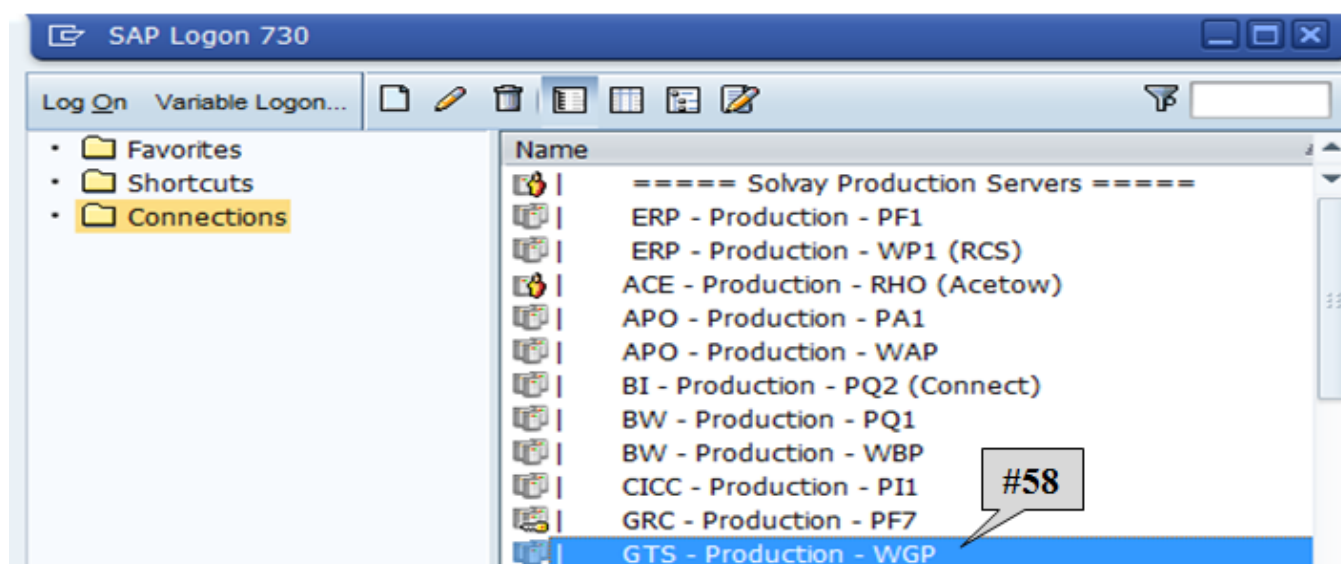
Creation of Complementary Views PF2/020

2.5. GTS legal regulation for new FP's

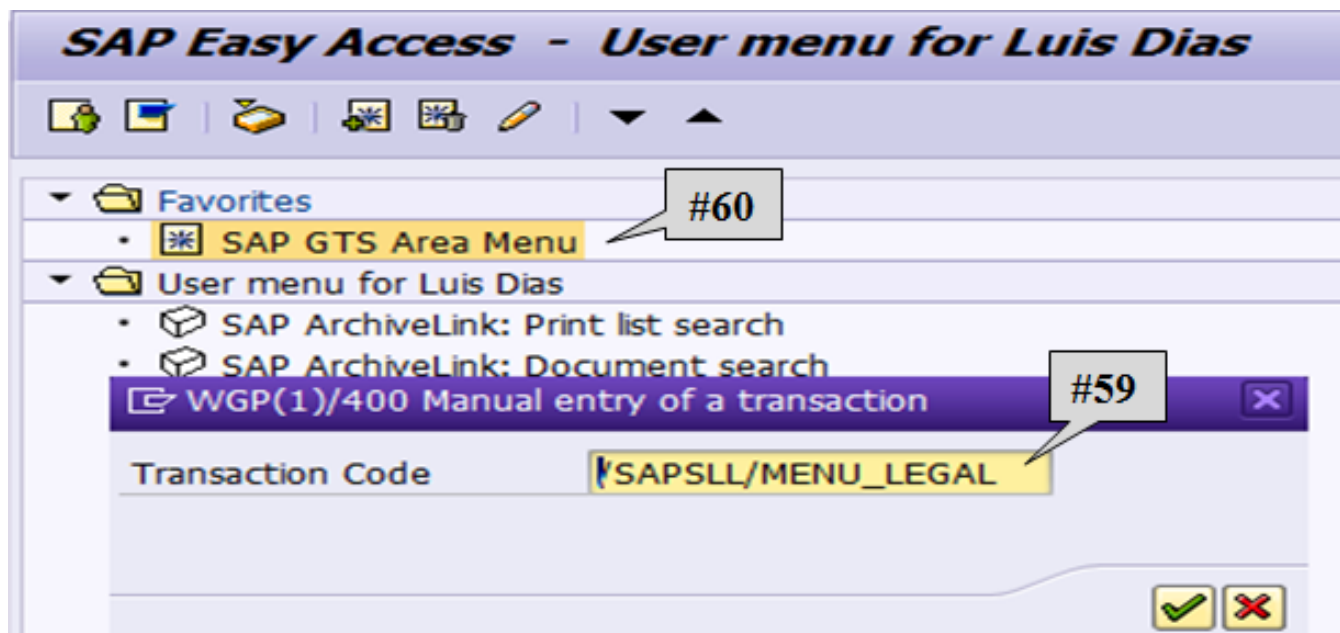
Please use the link below for more information on compliance classification and manual procedure for OGP Classification upload:

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

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



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



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



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

Compliance Management: Classification/Master Data

Import Control Definitions	Export Control Definitions
Change Control Grouping for Products 	Change Control Grouping for Products 
Change Peculiarity Codes 	Change Peculiarity Codes 
Maintain Import Control Classif. Numbers 	Maintain Export Control Classif. Numbers 
Upload ICCNs from XML File 	Upload ECCNs from XML File 
Upload Logs for Import List 	Upload Logs for Export List 
	Upload Conditions from XML File 
	Upload Logs for Conditions 
Import View for Customs Products	Export View for Customs Products
Classify via Worklist 	Classify via Worklist 
Maintain Products  	Maintain Products  
Reclassify Products Manually 	
Reclassify Products from XML File 	

#62

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

Change Products

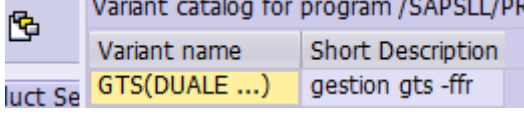
  #66

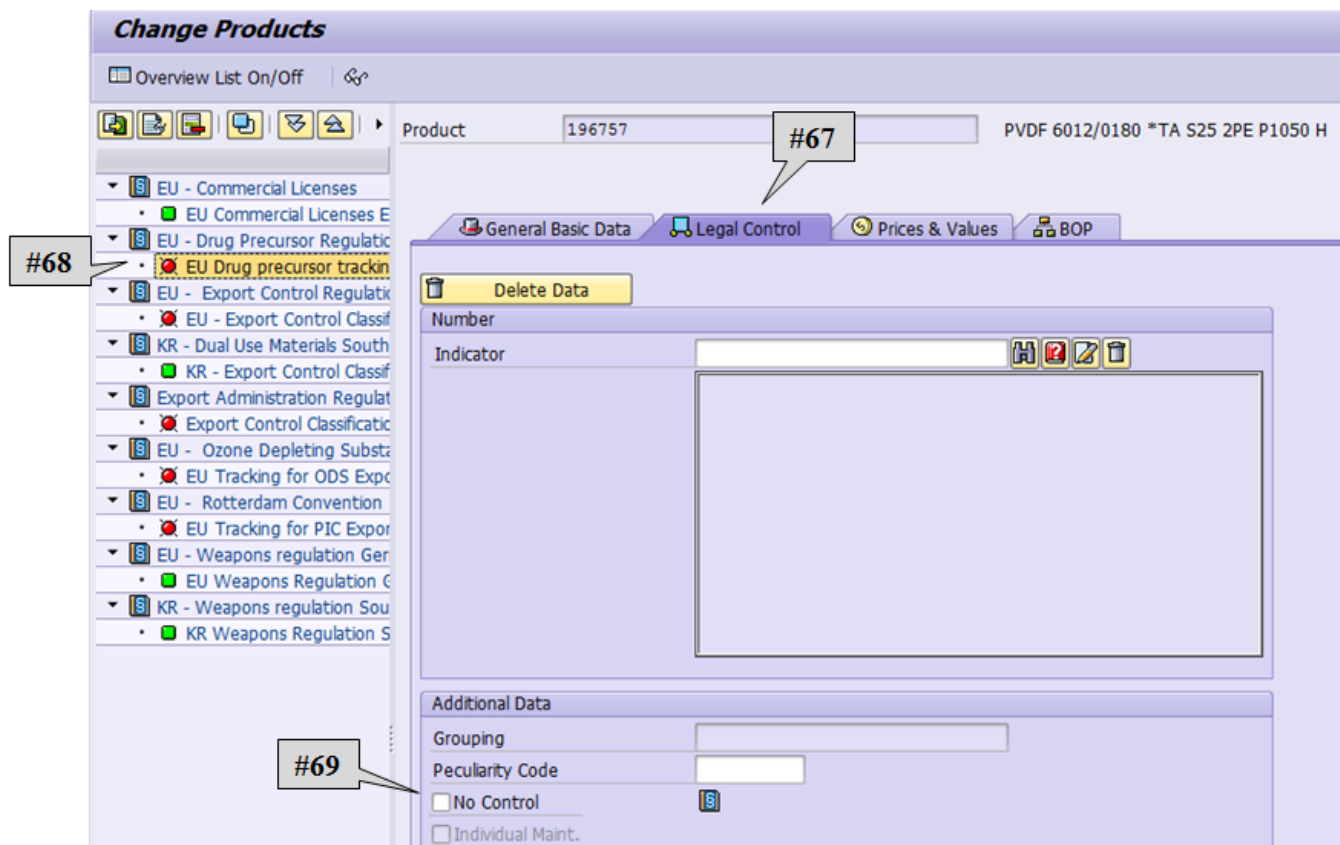
Product Selection			
Logical System Group	SOLVAY	to	
Product Number	196801	to	
Product Short Text		to	
General Data			
Customs Product Created on		to	
Customs Product Changed on		to	
Customs Product Created by		to	
Customs Product Changed by		to	
Status of Customs Product		to	
Legal Control			
Legal Regulation	DUALE 	to	
Grouping		to	
Peculiarity Code		to	
No Control f. Leg. Control	☐	to	
Indiv.Product Maint.	☐	to	
☒ Legal Control Status - OK ☒ Legal Control Status - Not OK			

#63

#64

#65

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



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

NOTE: Brazilian plants do not use GTS. Product will not be available in GTS system to maintenance.

This is the last step of a new FP creation. After this step reply to request with the new material number and inform that material is completed and GTS legal regulation maintained.

2.6 Export Control Compliance: ZNXLDAE_CTRL_GROUP

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

date: 07 Sep 2022 15:03:53

Saleable finished products (bulk & packed)

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

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

Oil&Gas
Peroxides
Composites
Soda Ash
Aroma/Silica
Doa Rep
Coatis

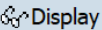
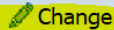
In these GBUs we have to see the code in the creation request or transfer the case to the person who created it (if it is from our team):

Novecare
Speciality Chemicals
Technology Solutions
Speciality Polymers

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

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

Change/Dispaly: NextLabs:SECCLS:Classification Data

 Display
 Change

User Selection

☒ Material
☐ Specification

User Inputs

Material
209444
to
Control Group ID

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

IP Security number of Material will be updated
✕

Material	Old IP Security	IP Security
209444	EA01	9&NA

✓
🔍
📄
📊
🏠
🔧
🖨️
🗨️

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

Subject	Re: MATERIAL EXTENSION//159352//PVDF 21216/1001 *TA F40CN P320 H
Description	Artcom *!\ Thank you to specify your GBU in the subject of each of your request * *!* *Solutions & Design Data Team (SDD)* Solvay SA - Brussels 310 Rue de Ransbeek 1120 Neder-Over-Heembeek *Solvay Business Services* *IS Applications Services* *Solution & Design Data (SDD)* Before printing, think about the environment, and keep e-signatures compact On Tue, Jun 24, 2014 at 8:02 AM, Poojary, Rittal <rittal.poojary@solvay.com> wrote: > Dear Artcom team > > Please extend material as per below details > > 159352//5955//11//61//9014 > > HSCODE 39046980

This example shows a request to extend an already existing FP to new plant and sales organization.

How to understand the request:

159352//5955//11//61//9014

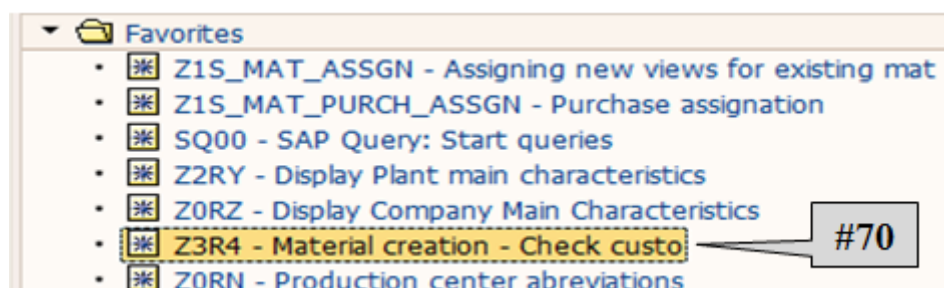
159352 – Material number to be extended

5955 – Sales Organization (Use Z0RZ to see Companies/Sales org. details)

11 – Distribution channel

61 – Business Common Code – Material Group on this material Z61-17060. The Z61 identifies the business and the 17060 identifies the product.

9014 – Plant code



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

#72

Material number: 159352

Plant: 9014

Sales organisation: 5955

Distribution channel: 11

#71

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

#73

WORK TO BE DONE BY ARTICOM :

MARC level : does not exist, to be done ✗
MVKE level : does not exist, to be done ✗

#74

WORK TO BE DONE BY CORE-TABLES :

Table TVTA OK - QE CPDS Torlon 4000 ✓
TABLE TVKWZ OK - ✓
T001K-BUKRS EQ TVKO-BUKRS ✓

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

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

3.1.1. Material extension manually – MM01 – PF2-50

Material: 159352

Industry sector: [dropdown]

Material Type: [dropdown]

Change Number: [field]

#75

Copy from...
Material: 159352

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

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

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

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

✓ The material already exists and will be extended

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

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

3.1.2. Material extension automatically

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

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

ALL SALES AND PURCHASING VIEWS

Opening new views for existing material **#79**

Material **159352** /DF 21216/1001 *TA F40CN P320 H

COPY FROM

Sales Org. **5955 SOLVAY SPE...** SOLVAY SPECIALIT IN

Distr. channel **11 ERP Commercial** **#81**

Plants

☒	9004	SSP-JP /KAWASAKI KOKA-CITY
☐	9Q1B	SSP-JP /MITSUI KOBE-CITY
☐	9Q6B	SSP-JP /KAWASAKI SAKURA-CITY
☐	9RBB	SSP-JP /MITSUI TOKYO

Sales Org. **5876 SOLVAY SH...** SOLVAY SHANGHAI LT...

Distr. channel **11 ERP Commercial** **#80**

Plant **8HAN SSCL-CN /...** SSCL-CN /EXEL SHAN

#82

Clear LEFT Clear ALL Create ALL views

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

Material **159352** PVDF 21216/1001 *TA F40CN P320 H

Plant **9004** SSP-JP /KAWASAKI KOKA-CITY

PREV NEXT

#83

Parameters of the model

Base Unit **KG**

Purchasing group **HCB**

Mat. Freight group **NEFPF**

Comm./imp. code **39046900**

Acct asgmt grp **24**

Avail. check **P2**

Automatic PO ☐

Parameters of the material in the new plant

HCB **COPY**

NEFPF

39046900

24 ERP Goods purchased

P2 SXIS with RLT

#84

Country-model **CN**

New country **JP** **#85**

Plant	CountryID	Country	TAX Cat	Tax Cat Name	TCI	Tax Classif descr	TAXIND
9004	BE	BELGIUM	MWST	OUTPUT TAX	1	Products Normal rate	
9004	CN	CHINA	ZASI	OUTPUT TAX (VAT)	1	Products Normal rate	
9004	DE	GERMANY	MWST	OUTPUT TAX	1	Products Normal rate	
9004	FR	FRANCE	MWST	OUTPUT TAX	1	Products Normal rate	
9004	FR	FRANCE	LCFR	VAT LICENCE - FRAN A		License group A	
9004	IN	INDIA	UTXJ	TAX JURISDICT.CODE 1		Taxable	

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

Click 	Confirm on next screen data inserted	Process completed
--	--------------------------------------	-------------------

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

3.2. Material Group creation and maintenance

When we receive a request to create a new FP we should always:

1st – Analyse the similar materials indicated by requester

2nd – If no similar advised or if not the correct one, go to MM03 and find a similar material for product and another for packaging.

If we find a similar product (description before star) we use the same Material Group Zxx-xxxxx.

In some cases is a completely new product and we need to create a new Material Group.

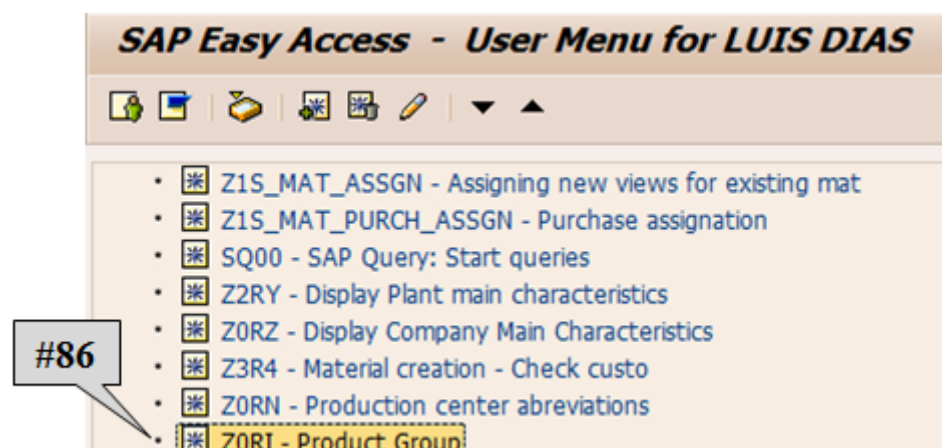
Material Group are composed by 'Zxx' that is the reference to the business and 'xxxxx' 5 numbers that is the Product Group and identifies only the product.

So, to create a new Material Group:

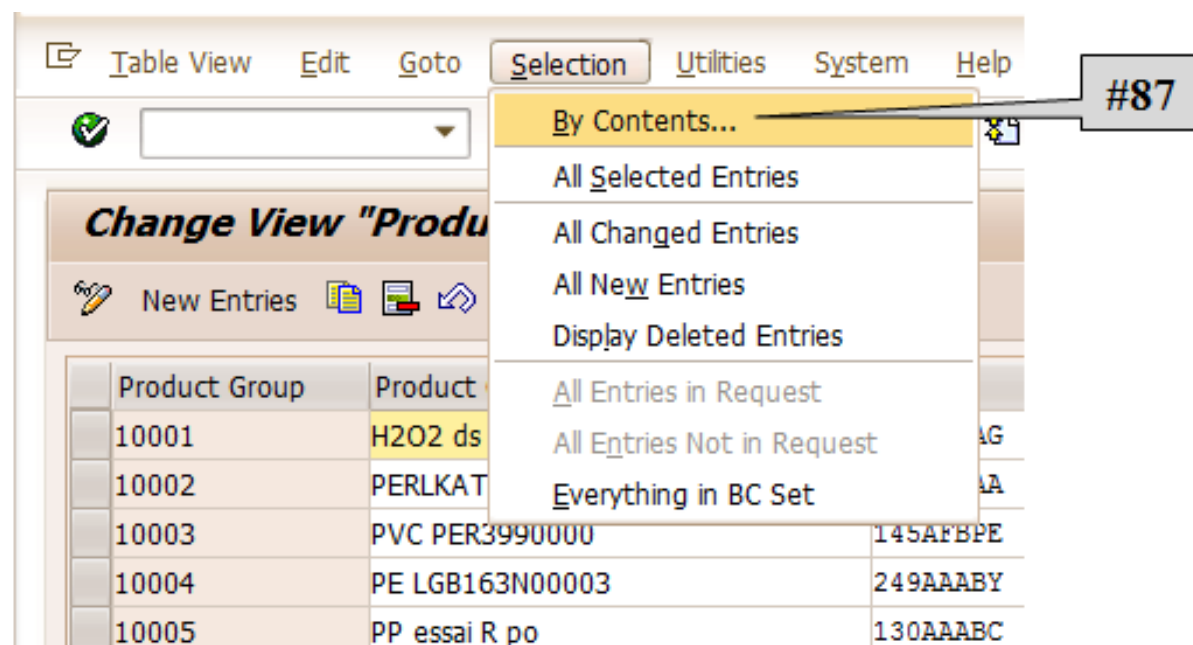
1st – Create a new Product Group

2nd – The Material Group can be created

To create the Product Group:



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



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

PF1(1)/050 Choose: By Contents

Oper.	Field description	O.	Field Contents
	Product Group name	CP	PVDF 21216*

#88

Choose Append

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

Change View "Product Group": Overview

New Entries

#89

Product Group	Product Group name	Old P4G
10001	H2O2 ds 60 EN-02 (Ni)	110ABAAG

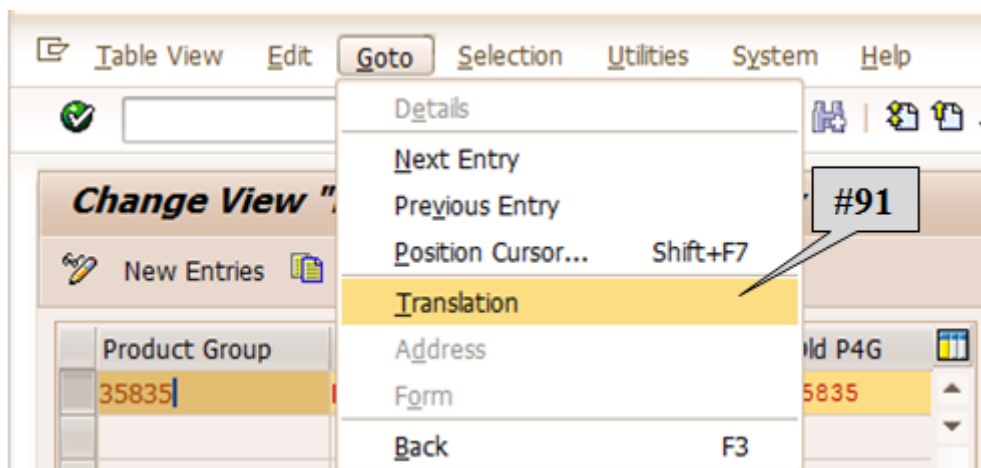
#	Main activities	Tips / Best practices	Key points
89	Click New Entries		

New Entries: Overview of Added Entries

#90

Product Group	Product Group name	Old P4G
35835	PVDF 21217/9999	35835

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

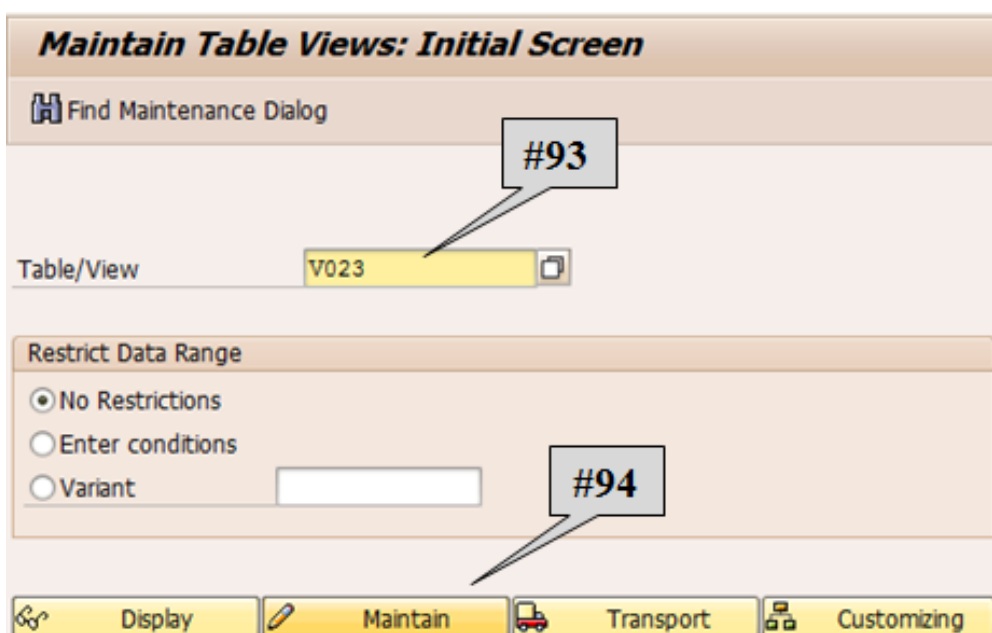


#	Main activities	Tips / Best practices	Key points
91	Select Goto > Translation		Select FR and copy the text from EN to FR click continue and save. Product Group creation is completed.

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

★ SM30 - Call View Maintenance

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



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

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

#95 **Change View "Material Groups": Overview**

New Entries

Change -> Display (Ctrl+F4)

Matl Group	Material Group Desc.	AGrp	D...	Description 2 for the material group
Z10-11523	SRA centrifug			SRA centrifug
Z10-11695	SD TGT<0,15			

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

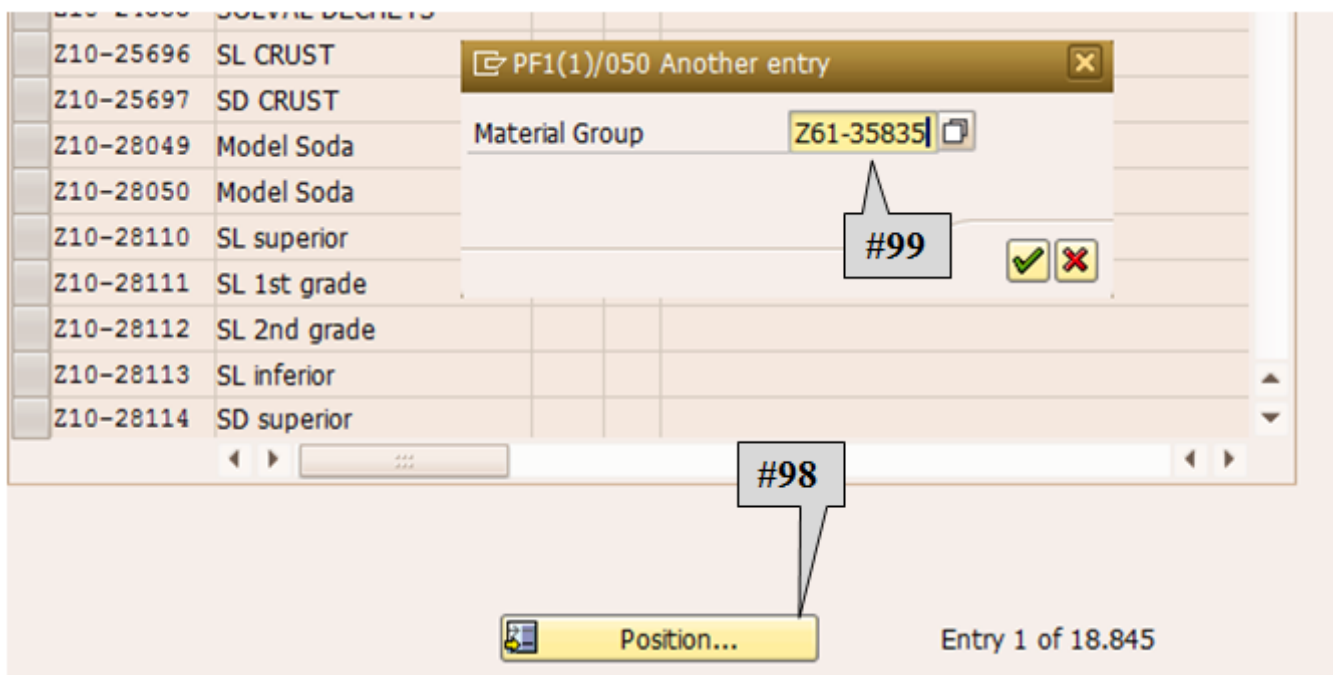
New Entries: Overview of Added Entries

#96

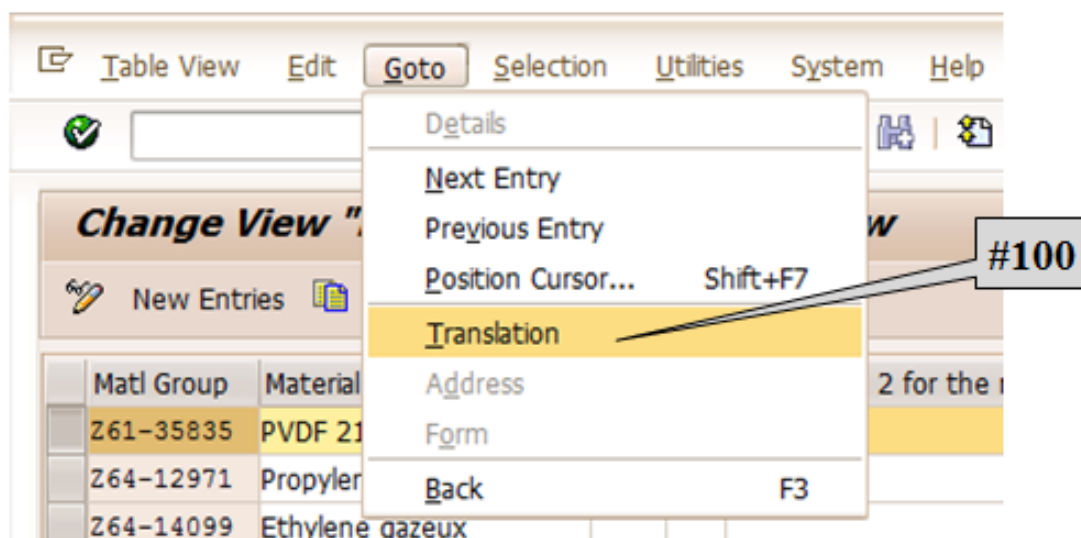
#97

Matl Group	Material Group Desc.	AGrp	D...	Description 2 for the material group
Z61-35835	PVDF 21217/9999			

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



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



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

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

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

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

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

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

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

3.3. Requests to modify FP's

3.3.1. Pre-requisites

We receive requests to modify some FP's, on fields as short description, long description, units of measure... These kinds of modifications are possible but we need to follow the same procedure indicated for Raw materials on **PF2/050: Article Modification: General Rules**

Raw materials procedure:

<https://docs.google.com/a/solvay.com/document/d/1MWdlwOwYmOQednprYVwwZ98jT47bPeGfGzPQz-sZYQ0/edit>

In case of several plants is necessary to request sometimes the authorization to some business, see contact names on:

https://docs.google.com/a/solvay.com/spreadsheet/cc?key=0AJTa9doriCzqdDFrS0xvWktUTTIQWFg3MDU5dHFSYnc&usp=drive_web#gid=0

3.3.2. Modification

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

3.4. FP's suppression requests

The requests to delete a FP should follow the same procedure described on **PF2/050 – Material Deletion** in Raw materials procedure.

Link:

<https://docs.google.com/a/solvay.com/document/d/1MWdlwOwYmOQednprYVwwZ98jT47bPeGfGzPQz-sZYQ0/edit>

3.5. FP's Local Views creation

We are responsible to create local views for FP in specific plants. If a request is received to create or extend a FP for plants indicated, open the link and follow the instruction on procedure.

Solvin => TAXV and TAXW – Only for FP's packed on Pallet.

Shanghai plants => 8HAN; 8HBN; 8HCN; 8HDN; 8HEN; 8HFN – Storage plants

SNA – Administrative plant

Solvay Chemicals International Plants => No specific plants defined but we should always use Z2RY (PF2-050) to see plants details. Normally plant codes that end xxx5 are plants from SCI.

8++M and 9018(copy of 8XDM) – Specific plants were we are responsible to create only the MRP views. See instructions on file:

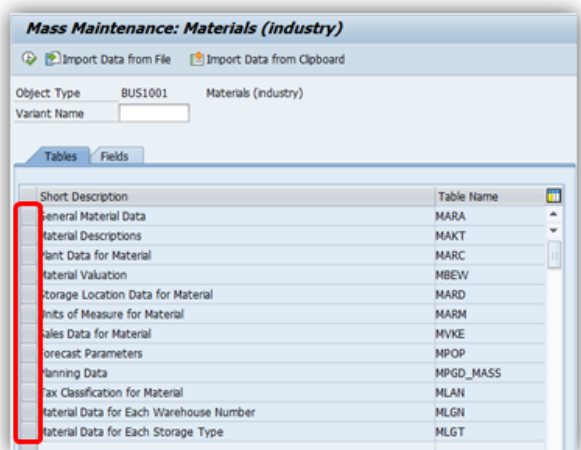
- [SoleXIS-Materials-Specs-Artcom.doc](#)

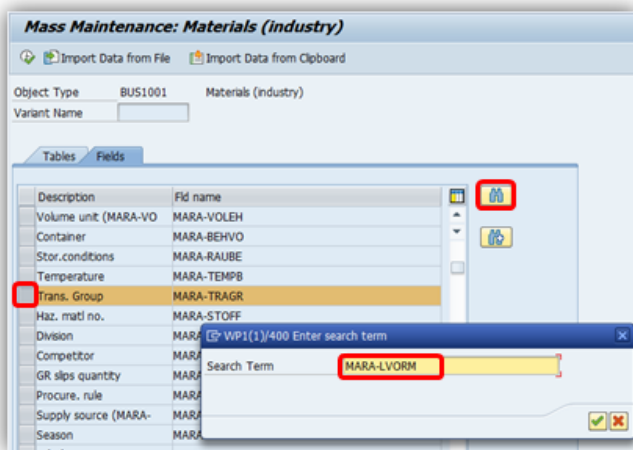
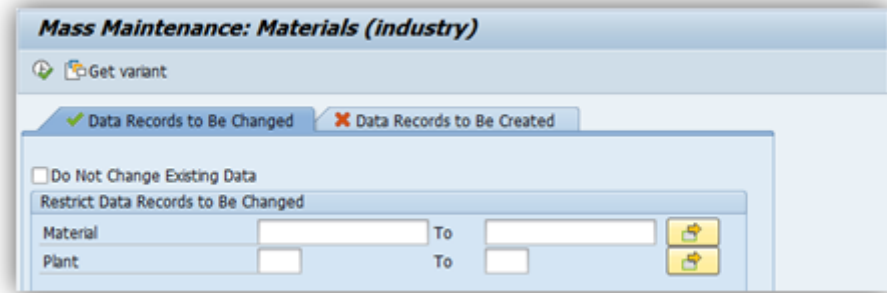
3.6. Mass Modification

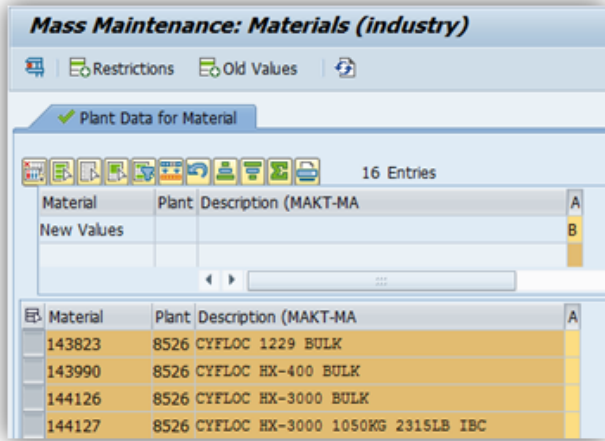
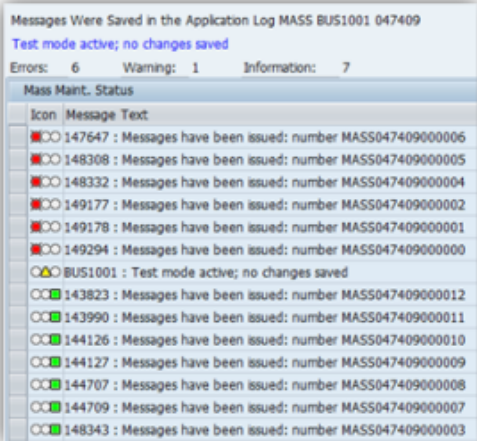
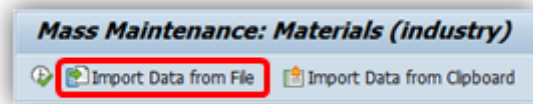
We are responsible to mass modify any field in the material master as other teams doesn't have the tools and authorization to perform mass updates. Please make sure you have the approval from the data stewards to make such modifications.

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

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

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

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

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

3.7. Deletion

1. At plant level

Display Material 170870 (Purchasing, Z700-Chemicals (trade))

Descriptions Units of Measure Org. Levels

Material 170870 TECNOFLON FOR BRT 824 *SM C500PE Sh P###

Plant 6006 SSPI-IT /ARCESE TORTONA

General Data

Base Unit of Measure	KG	kg	Order Unit		Var. OUn
Purchasing Group	IXG		Material Group	261-25499	
Plant-sp.matl status	24		Valid from	25.10.2021	
Tax ind. f. material	1		Qual.f.FreeGoodsDis.		
Material freight grp	NEPAP		☐ Autom. PO		
☒ Batch management					

Purchasing values

Purchasing value key	21	Shipping Instr.	
1st Reminder/Exped.	4 days	Underdel. Tolerance	0,0 percent
2nd Reminder/Exped.	8 days	Overdeliv. Tolerance	25,0 percent
3rd Reminder/Exped.	12 days	Min. Del. Qty in %	0,0 percent
StdValueDelivDateVar	0 days	☐ Unltd Overdelivery	☐ Acknowledgment Req'd

Also mark the deletion flag at the plant in MM06.

2. At Sales org Level

Display Material 170870 (Sales: Sales Organization Data, Z700-Chemic

Descriptions Units of Measure Org. Levels

Material 170870 TECNOFLON FOR BRT 824 *SM C500PE Sh P###

Sales Org. 5835 SOLVAY SPOL IT

Distr. Chl 11 ERP Commercial

General data

Base Unit of Measure	KG	kg
Division	E6	TECNOFLON [A0]
Material Group	261-25499	TECNOFLON FOR BRT82...
Sales Unit		☐ Sales unit not var.
Unit of Measure Grp		
X-distr.chain status	50	Valid from 25.10.2021
DChain-spec. status		Valid from
Delivering Plant		
☒ Cash discount		Conditions

Grouping terms

Matl statistics grp	
Volume rebate group	
Commission group	

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

3. At Client Level

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

Display Material 170870 (Basic Data, Z700-Chemicals (trade))

Descriptions Units of Measure Org. Levels

Material 170870 TECNOFLON FOR BRT 824 *SM C500PE Sh P###

Descriptions

Language	Material Description
EN	TECNOFLON FOR BRT 824 *SM C500PE Sh P###
ZH	TECNOFLON FOR BRT 824 *SM C500PE SH P###
DE	TECNOFLON FOR BRT 824 *SM C500PE Sh P###
FR	TECNOFLON FOR BRT 824 *SM C500PE Sh P###

Entry 1 of 12

General Data

Base Unit of Measure	KG kg	Material Group	261-25499
Old material number	4182509265	Ext. Matl Group	
Division	E6	Lab/Office	
Product allocation		Prod. Hierarchy	JLAAAE
X-plant matl status	Z4	Valid from	25.10.2021
		GenItemCatGroup	NORM Standard item

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

1. At Client Level

Mass Maintenance: Materials (industry)

Import Data from File Import Data from Clipboard

Object Type BUS1001 Materials (industry)

Variant Name

Tables Fields

Description	Fld name
DF client level	MARA-LVORM
Material Group	MARA-MATKL
Old matl number	MARA-BISMT

Mass Maintenance: Materials (industry)

Import Data from File
 Import Data from Clipboard

Object Type: BUS1001 Materials (industry)

Variant Name:

Tables Fields

Description	Fld name
Maximum level	MARA-FUELG
Stacking factor	MARA-STFAK
Matl Grp Pckmat	MARA-MAGRV
AuthorizGroup	MARA-BEGRU
Ext. Matl Group	MARA-EXTWG
X-plant status	MARA-MSTAE
X-DChain status	MARA-MSTAV
Valid from (MARA-MST	MARA-MSTDE
Valid from (MARA-MST	MARA-MSTDV
Catalog profile	MARA-RBNRM
Rem. Shelf Life	MARA-MHDRZ
Tot. shelf life	MARA-MHDHB

2. At plant Level

Mass Maintenance: Materials (industry)

Import Data from Clipboard

Object Type: BUS1001 Materials (industry)

Variant Name:

Tables Fields

Description	Fld name
DF plant level	MARC-LVORM
P-S matl status	MARC-MMSTA
Valid from (MARC-MMS	MARC-MMSTD
ABC Indicator	MARC-MAABC
Critical Part	MARC-KZKRI
Purch. Group	MARC-EKGRP

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

Mass Maintenance: Materials (industry)

Object Type: BUS1001 Materials (industry)

Variant Name:

Import Data from File Import Data from Clipboard

Tables Fields

Description	Fld name
Description (MAKT-MA)	MAKT-MAKTX
DF plant level	MARC-LVORM
P-S matl status	MARC-MMSTA
Valid from (MARC-MMS)	MARC-MMSTD
ABC Indicator	MARC-MAABC
Critical Part	MARC-KZKRI
Purch. Group	MARC-EKGRP
Unit of issue	MARC-AUSME
MRP profile	MARC-DISPR
MRP Type	MARC-DISMM
MRP Controller	MARC-DISPO
Pl. Deliv. Time	MARC-PLIFZ
GR proc. time	MARC-WEBAZ
Period Ind. (MARC-PE)	MARC-PERKZ

Var. name	Var. short text
CRITICALP	DELETE+CRITICAL PART
CRO_TAXIM	CROCO - Copy TAX1M to TAXIM
DACARTO	Modify Mat. CFOP category + Control code
DE_SPART	DACH-Material mit Sparte blank
DE-TAX	Steuerind. Material
DE-TAX-PRO	Steuerind. Material - Proukte
DE-TAX-SER	Steuerind. Material - Leistungen
DELET MARA	Delete Client + Xstatus + Descrip
DELET MARC	Delete Plant + Status
DELET MVKE	Delete Sales + Status + Descrip
DELETE ###	Add ### to end of text (Client deletion)
DELETE ALL	Delete Client+Sales+Plant+Status+Descrip
DELETE B+P	Delete Client + Plant + Status + Descrip
DELETE B+S	Delete Client + Sales + Status + Descrip
DIV+PRODHI	Change Division + Product Hierarchy
DOUANES	Modif tarif douaniers (MARC-STAWN)
EAN	Codes EAN
EAN13_PAL	Modification article - EAN
EKWSL	Set EKWSL = ZG
ERP_VOLUME	Change material dimension(>Volume)
ERP2	Modif. F1 vers Z1
ESBAFA	activar indicador mandante
FEI-ERP	Modif. clé valeurs achats F1 vers Z1
FEI-ERP-1	Modif. Clé valeurs achats F1 vers Z1
FEI-ERP-3	Modif. clé valeurs achats F1 vers Z1
FEI-ERP-4	Modif. clé valeurs achats de F1 vers Z1
FEI-ERP-5	Modif. Clé valeurs achats de F1 vers Z1

Mass Maintenance: Materials (industry)

Object Type: BUS1001 Materials (industry)

Variant Name: **DELETE ###** Add ### to end of text (Client deletion)

Import Data from File Import Data from Clipboard

Tables Fields

Description	Fld name
Description (MAKT-MA)	MAKT-MAKTX
DF plant level	MARC-LVORM
P-S matl status	MARC-MMSTA

3.8. WP1 materials replicated in PF2 – Z50*

We are responsible for the creation of materials linked to GBU Solvay Mexicana (5726) and Solvay Vostok (5785) in PF2, taking in consideration referenced WP1 materials.

For this type of situations, we must always create the material in PF2 with the cross Division as it is in WP1 material.

If there is still no PF2 division created, based on WP1 material division, APDM must be contacted in order to create the missing link.

The following procedure should be taken in consideration for these situations:

Z50* Division procedure

An Industrial Origin, must be given by the requester, this information is most of the times related to a plant for which the WP1 material is created. There are a few exceptions where the origin is related to a Third party supplier, for situations like this; APDM must be contacted in order to create an Origin related with that supplier/plant.

All remaining steps must be followed as described above in this procedure for the common finished products.

No GTS regulation is needed for these materials.

4. CONTACTS

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

- apdm@solvaysbs.freshdesk.com

5. SBS PERIMETER

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

6. REFERENCES

This procedure refers to the documents listed in below link:

FP's creation form - [PtP Portal WebForm](#)

PF2Raw Materials creation - <https://docs.google.com/a/solvay.com/document/d/1MWdlwOwYmOQednprYVwwZ98jT47bPeGfGzPQz-sZYQ0/edit>

Validation Contacts - https://docs.google.com/a/solvay.com/spreadsheet/ccc?key=0AjTa9doriCzqdDFrS0xvWktUTTIQWFg3MDU5dHFSYnc&usp=drive_web#gid=0

Availability Check –

https://docs.google.com/a/solvay.com/spreadsheet/ccc?key=0Ap92vkWj-TmzdFFzU0VScFEtZIVnWWs3Y1FyRUFMN0E&usp=drive_web#gid=0

7. ATTACHMENTS

End of document

Workflow history

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

May 06, 2026	Actor	Type	Activity	Version
Published	 PAVASE, Sanket	Edit	updated the page at 10:19 am <i>Modified section 3.2.1 for who to send email and get confirmation from.</i>	
May 05, 2026				
	 MIALOCQ, Laurence	State	changed state to Published at 1:37 pm	v28
To be approved	 MIALOCQ, Laurence	State	gave <i>Approvers</i> approval at 1:37 pm	
		State	changed state to To be approved at 1:37 pm	v28
For Review	 MIALOCQ, Laurence	State	gave <i>Reviewers</i> approval at 1:37 pm	
	 PAVASE, Sanket	State	assigned approval <i>Reviewers</i> to  MIALOCQ, Laurence at 1:22 pm <i>Removed Solvay email for Guido and added Elena Ferrara.</i>	
		State	changed state to For Review at 1:22 pm <i>Removed Solvay email for Guido and added Elena Ferrara.</i>	v28