

WP2 - (ZMAT, ZPRC) Raw Material 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. Abbreviations	1
• 2. STANDARD OPERATING PROCEDURE DESCRIPTION	1
◦ 2.1. Principles	1
◦ 2.2 Principles for a proper description creation	2
◦ 2.2.1 Raw Materials	2
◦ 2.2.2 Prodcum	2
◦ 2.3 Principle rules for description modification	2
◦ 2.4. Creating codes for Special Projects	3
• 3. STEPS OF THE PROCESS	3
◦ 3.1. Verify possible duplication of material code in RCS	3
◦ 3.2. Creation of a material code	4
◦ 3.2.1. Creation of a Prodcum code	4
◦ 3.2.2. Creation of a Raw material code	8
◦ 3.2.3. REACH Regulation – WP2 Raw Materials (addon)	17
◦ 3.3. Raw materials modification	19
◦ 3.3.2. Modification	20
◦ 3.4. Raw Material and Prodcum display	21
◦ 3.5. Raw material and Prodcum suppression	22
• 4. CONTACTS	22
• 5. SBS PERIMETER	23
• 6. REFERENCES	23
• 7. ATTACHMENTS	23

Scope



APAC



EMEA



LAM



NAM

ERP



WP1

References

Attachments

1. INTRODUCTION

1.1. Objectives and scope of this procedure

This OP explains how to create, modify and suppress a raw material and respective PRODCOM on WP2 system.

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		X			

1.2. Material types in scope

All materials define at Rhodia Legacy on Industry Sector – Chemical Industry with Material Type:

Material Type	Purchasing Organization	Description	Division	Material Group
ZPRC		PRODCOM		0451
ZMAT	3006	Raw Material	KV	0451

1.3. Abbreviations

Abbr.	Description	Abbr.	Description
RCS	Rhodia Core System		
DGI	Dangerous goods indicator profile		

2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Principles

Creation and management of raw materials and respective PRODCOM, will abide by a restricted set of rules. Further details will be described in the specific operational description.

Requests for creation of raw material and respective PRODCOM must have mandatory information submitted, in order to proceed with the creation, modification or suppression of the code(s). The list below will contemplate both types of codes.

- **Name of the requester and respective GBU**
- **Supplier's Code**
- **Material Segment Code**
- **DGI Indicator Profile**
- **Industry Sector**
- **Material Type**
- **Proposed Description**
- **Base Unit of Measure**
- **Material Group**
- **Division**
- **Relevant Descriptions in other language(s), based upon the proposed description.**

[Template Raw Material - Packaging.xlsx](#)

Without the mandatory DATA, don't proceed with the creation process. Verify missing data with the requester

A request for a new raw material code creation always have implicit the creation, if necessary, of respective PRODCOM. Same goes for the modification of the raw material, having to adjust the linked PRODCOM to the modifications applied in the respective raw material description.

2.2 Principles for a proper description creation

2.2.1 Raw Materials

The core rules to build a proper description are as follow for **Raw Materials**:

- Preferably the chemic designation (and not a formula/Brand name) followed by the weight and the type of packaging associated with the material.

CARBON DIOXID 99% 25KG CYL (chemical description+ concentration + weight + packaging type)

- Also accepted brand or commercial names, when no chemical designation is known.
- Restricted to 40 characters
- In some cases additional information is required, such as the concentration (%) of the product, in order to distinguish very similar codes
- Two or more codes can share the same chemical designation and have different kinds of packaging. So, will not be handled as code duplication.
- Descriptions are always created in uppercase
- 11 languages, being FR and EN mandatory and must describe the exact same material.

2.2.2 Prodcom

Data Stewards has to contact the HAZCOM Team to verify whether a new prodcom is required or not for the requested material. It is necessary to provide the SDS also to get this information from HAZCOM team. You can refer to the process [here](#).

A few exceptions to this rule:

- when a raw material already exists in bulk, but the new request is to create the same raw material in drums or bags or IBCs. In this case, the same prodcom used in bulk can be used. Likewise, if a raw material already exists in drum or bags but the new request is to change weight or volume then the same prodcom in the existing raw material can be used.
- when a prodcom creation request comes directly from HAZCOM team member.

If a new Prodcom is required, follow the process below:

The core rules to build a proper description are as follow for **Prodcom**:

- Same chemical designation given to the linked raw material, not including the packaging type information and instead replacing it with the "/ GENERIC"

CARBON DIOXID 99% / GENERIC

- Restricted to 40 characters
- Include all the additional information that was supplied with the raw material request.
- Two or more raw material codes can SHARE the same Prodcom, exactly because Prodcom does not have the packaging type information and will be handled as a generic.
- Descriptions are always created in uppercase
- 11 languages, being FR and EN mandatory and must describe the exact same material.

2.3 Principle rules for description modification

Modifying descriptions are even more restricted than in the remaining material groups. Existing as an ID tag for a product with sometimes huge quantities /currency involved in orders, makes it important not to modify it at will.

Core rules for description modification are as follow:

TYPE OF MODIFICATION	RULE
Translation of the short description in a dedicated language or change of the description but no difference for the product	Yes, if only set for one plant. If set for more you need the approval for all the plants.

Modification of the supplier's ref. for the good – If the chemical composition or the quality doesn't change	Yes, if only set for one plant. If set for more you need the approval for all the plants.
Modification of the supplier's ref for the good — If the chemical composition or the quality is different	No, a new code must be created.
Change of packaging type or packaging quantity	No, a new code must be created. But if only set for one plant, it's at requester risk to ask for the modification.
Cases when the material is set with a Brand or Commercial name , and request to name and supplier change	No, a new code must be created.
Cases when the material is set with a Brand or Commercial name, and request to name but same supplier concluding it's still the same product.	Yes, if only set for one plant. If set for more you need the approval for all the other plants.
Change of the purity rate or any chemical change	No, a new code must be created.
Change of a 0450 (older raw material codes) description	No, Redirect to Data Administrators.

2.4. Creating codes for Special Projects

Special project requests rarely occur. They are identified by the requester, and usually attached with a long list of material codes in the mass upload template creation. The requester will ask for the descriptions to be validated. It's a step by step process with clarifications in order to the list be as accurate as possible in terms of product description.

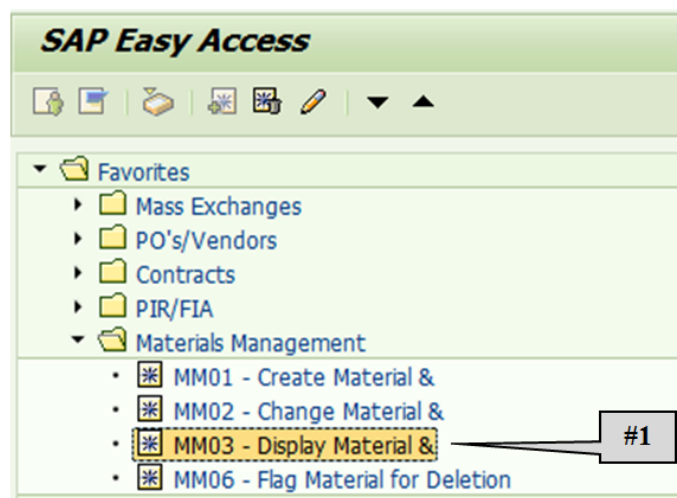
The process of creation is done via mass upload by IS Team and submitted by the requester after all the material code descriptions are validated. The information D&A is done in the Mass upload creation template.


3. STEPS OF THE PROCESS

After the material description proposed by the requester is checked and validated, then the process of creation begins.

3.1. Verify possible duplication of material code in RCS

Perform the search twice, for raw material codes (ZMAT) and prodcom codes (ZPRC)



#	Main activities	Tips / Best practices	Key points
1	Enter transaction MM03		
	Click the Search option in dialog box	By "Material Type"	

#	Main activities	Tips / Best practices	Key points
2	Insert the string description with wildcards, given in the request.	Wildcard the chemical designation only CARBON DIOXID	Double search for ZMAT and ZPRC. It's not unusual to find a very similar prodcom codes. It's not unusual to find the same chemical designation in ZMAT code with another packaging type. Don't consider those cases duplications.
3	Hit Enter		

Material by task list | **Material by Material Type** | Material by Supply ...

Material Type: #2

Material description:

Language Key:

Material:

Maximum No. of Hits:

Material by task list | **Material by Material Type** | Material by Supply ...

Material Type: ZMAT

Material description	Langua...	Materi...
CARBON DIOXIDE 18/24KG CYL	EN	126352
CARBON DIOXIDE 205KG 6PK CYL	EN	133106
CARBON DIOXIDE 23/27KG CYL	EN	118061
CARBON DIOXIDE BULK	EN	84043

#4

#	Main activities	Tips / Best practices	Key points
4	Verify entries found		
A	Note that in the example we do have the same chemical description but several different packaging types, as well as a bulk version.	Check Rule #A	<input checked="" type="checkbox"/> No values for this selection If result points to <input type="checkbox"/> or Rule #A applies. Ok to create.

#A

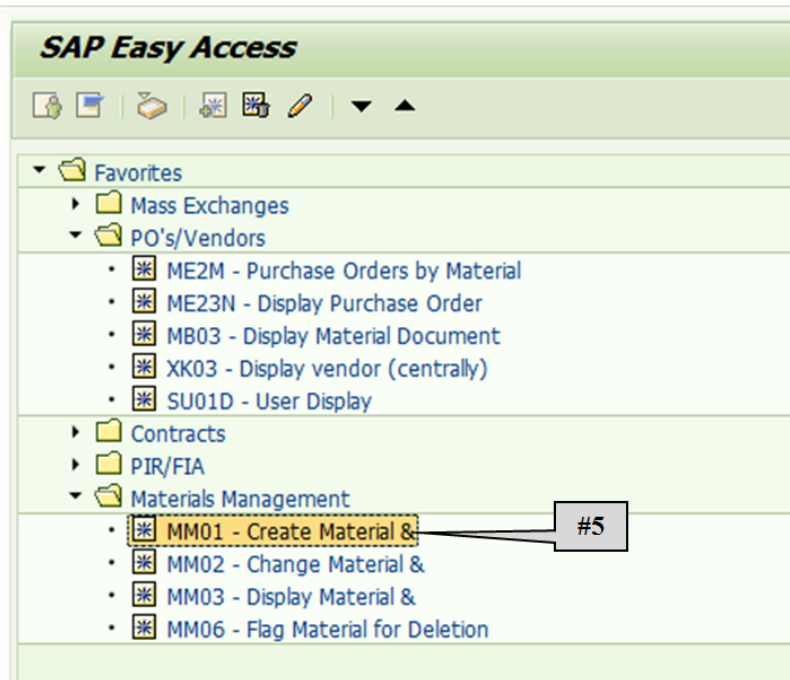
Rule: ZMAT Codes with the same chemical description but with different packaging types/bulk are not considered duplications. In those cases a new code needs to be created.
 ZPRC Codes with the exact same chemical description but without a "/generic" mention at the end are not considered duplications. ZPRC codes created for older 0450. A new prodcom code needs to be created with "/ generic" mentioned.

3.2. Creation of a material code

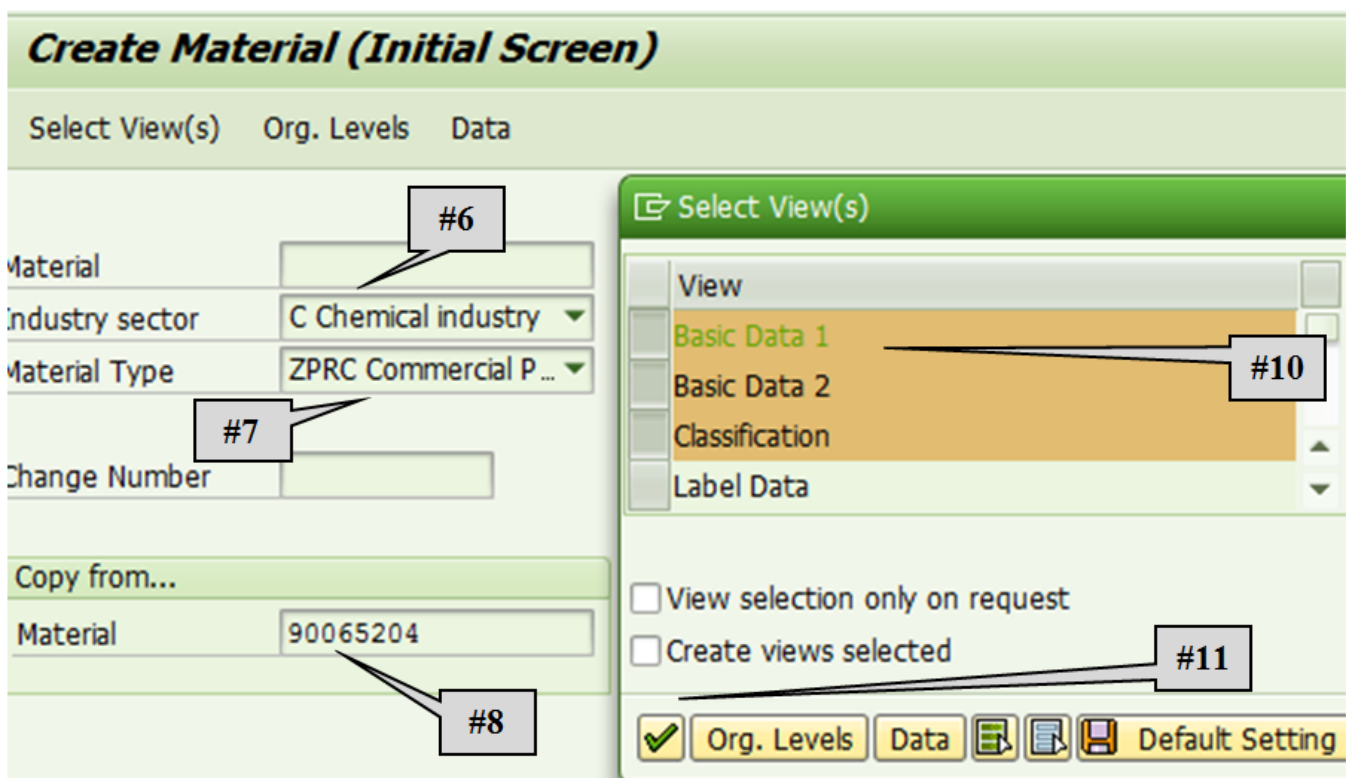
After performing all duplication checks and if a new Raw material needs to be created, it's necessary to check the GBU mentioned in request and request the approval to GBU Data Administrator. Please see [GDOC](#) with Data Administrators list and the GBU's where this step is needed. Send an email with all details for Data Administrator and wait for their approval before proceeding with the process. After the approval go to step 3.2.1.

3.2.1. Creation of a Prodcom code


There is always a link between a given raw material code and a prodcom code. So, if a prodcom does not exist or the search for a prodcom does not meet the req. to find a compatible one, a new code must be created to be linked.






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




#	Main activities	Tips / Best practices	Key points
6	Enter Industry Sector		Always choose "Chemical Industry"
7	Enter Material Type		ZPRC Commercial Product
8	Option for a model		This allows one faster creation and avoids errors. Model number : 90065204
9	Hit Enter		

10	Select the views for creation	Highlighted views	Basic Data 1 Basic Data 2 Classification
11	Hit Enter		Or click 

Create Material 90068610 (Commercial Product)

 Additional Data
  Org. Levels
  Check Screen Data

Basic data 1
 Basic data 2
 Classification
 Label Data

Material 

General data

Base Unit of Measure kg
 Material Group

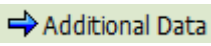
Old material number
 Ext. Matl Group

Division
 Lab/Office

Product allocation
 Prod.hierarchy

X-plant matl status
 Valid from

GenItemCatGroup Standard item

#	Main activities	Tips / Best practices	Key points
12	Enter Material Description	Construct it and the correspondent ZMAT description before you start the process of creation; Short Description always in Capitals	Follow the rules described in 2.2.1 for Prodcom
13	Enter Base Unit of Measure		Always "KG"
14	Enter Material Group		Always "0451"
15	Enter GenItemCatGroup	Already filled	Always "NORM"
16	Hit "Additional Data" button		

Material: 90065204

Language	Material Description
EN	modèle PRODCOM MP
Z9	modèle PRODCOM MP copy PT
ZH	modèle PRODCOM MP
KO	modèle PRODCOM MP
DE	modèle PRODCOM MP
FR	modèle PRODCOM MP
IT	modèle PRODCOM MP
JA	modèle PRODCOM MP
PL	modèle PRODCOM MP
NL	modèle PRODCOM MP
PT	modèle PRODCOM MP
ES	modèle PRODCOM MP
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Delete line Entry 1 of 12

#	Main activities	Tips / Best practices	Key points
17	Go to Tab "Descriptions"		Follow the rules described in 2.2.1 for prodcop
18	Add the 12 languages for the material description in each of the lines.	12 mandatory languages are: EN - English, FR - French, PT - Portuguese, NL – Dutch; ES - Spanish, IT - Italian, DE - German, PL - Polish, JA - Japanese, KO – Korean and ZH – Chinese and Z9 –Copy of Portuguese	Don't forget Chemical name + "/" + "GENERIC" all in uppercase
19	Hit "Main Data" button and pass through Basic data 2	Continue to Classification	No Action in Basic Data 2

Classification

Object

Material: 90065204 modèle PRODCOM MP

Class Type: 001 Material class

Assignments

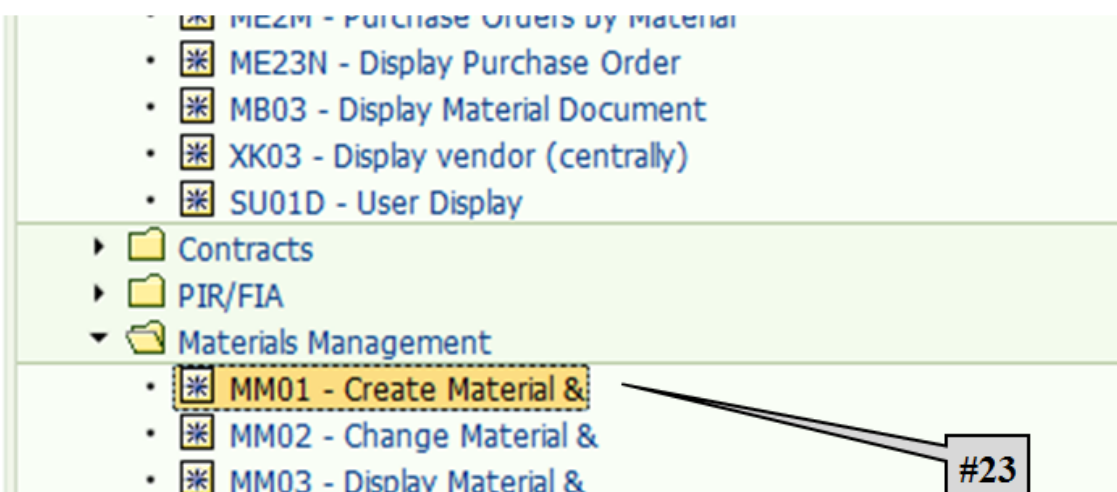
Class	Description	St...	S..	I...	Itm
LIP0020148	W MATERIALS - XD - KV	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	10

Entry: 1 / 1

#	Main activities	Tips / Best practices	Key points
20	Create Class Type 001		If model given for prodcocom is used for creation , the material class is already defined
21	Enter Class "String"	Always the same Class code "LIP0020148"	If the model given for prodcocom is used for creation , the 001 material class is already defined.
22	Click Next, and Save	The code will be used in the respective Raw Material link, so be sure to create a note with the number	Your Prodcocom is now created

3.2.2. Creation of a Raw material code

Reminder - There is always a link between a given raw material code and a prodcocom code. So, if a prodcocom does not exist or the search for a prodcocom does not meet the req. to find a compatible one, a new code must be created to be linked.



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

Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material

Industry sector

Material Type

Change Number

Copy from...

Material

Select View(s)

View

- Basic Data 1
- Basic Data 2
- Classification
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales Text
- Purchasing
- Foreign Trade: Import Data
- Purchase Order Text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecasting

#24

#25

#26

#28

#29

#	Main activities	Tips / Best practices	Key points
24	Enter Industry Sector		Always choose "Chemical Industry"
25	Enter Material Type		ZMAT Finished Product
26	Option for a model	Allows faster creation and avoids errors	Model use if the new code data is defined as: Bulk : 427247 141379 (if a code is in BULK, always use this designated model , no matter of the DGI profile defined) Z00: 127218 (defined DGI indicator for the future code) GPP or ZIP : 129898 168524 (defined DGI indicator for the future code)
27	Hit Enter		
28	Select the views for creation	Highlighted views	Basic Data 1 Basic Data 2 Classification Sales Org Data 1 Sales General Data Purchasing
29	Hit Enter		Or click <input checked="" type="checkbox"/>
30	Hit Enter	Will not be defined at this step	Bypass Org Levels

Organizational Levels

Organizational levels	Copy from
Plant <input type="text" value=""/>	<input type="text" value=""/>
Sales Org. <input type="text" value=""/>	<input type="text" value=""/>
Distr. Channel <input type="text" value=""/>	<input type="text" value=""/>

#30

Create Material 133120 (/Finished pdt & RM & SF)

Additional Data Org. Levels Check Screen Data

Basic data 1 Basic data 2 Classification Sales: sales org. 1 S...

Material ⓘ

General data

Base Unit of Measure kg Material Group ⓘ

Old material number Ext. Matl Group

Division ⓘ Lab/Office

Product allocation Prod.hierarchy

X-plant matl status Valid from

GenItemCatGroup Standard item

Material authorization group

Authorization Group

Dimensions/EANs

Gross Weight Weight unit ⓘ

Net Weight ⓘ

Volume Volume unit

Size/dimensions

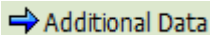
EAN/UPC EAN Category

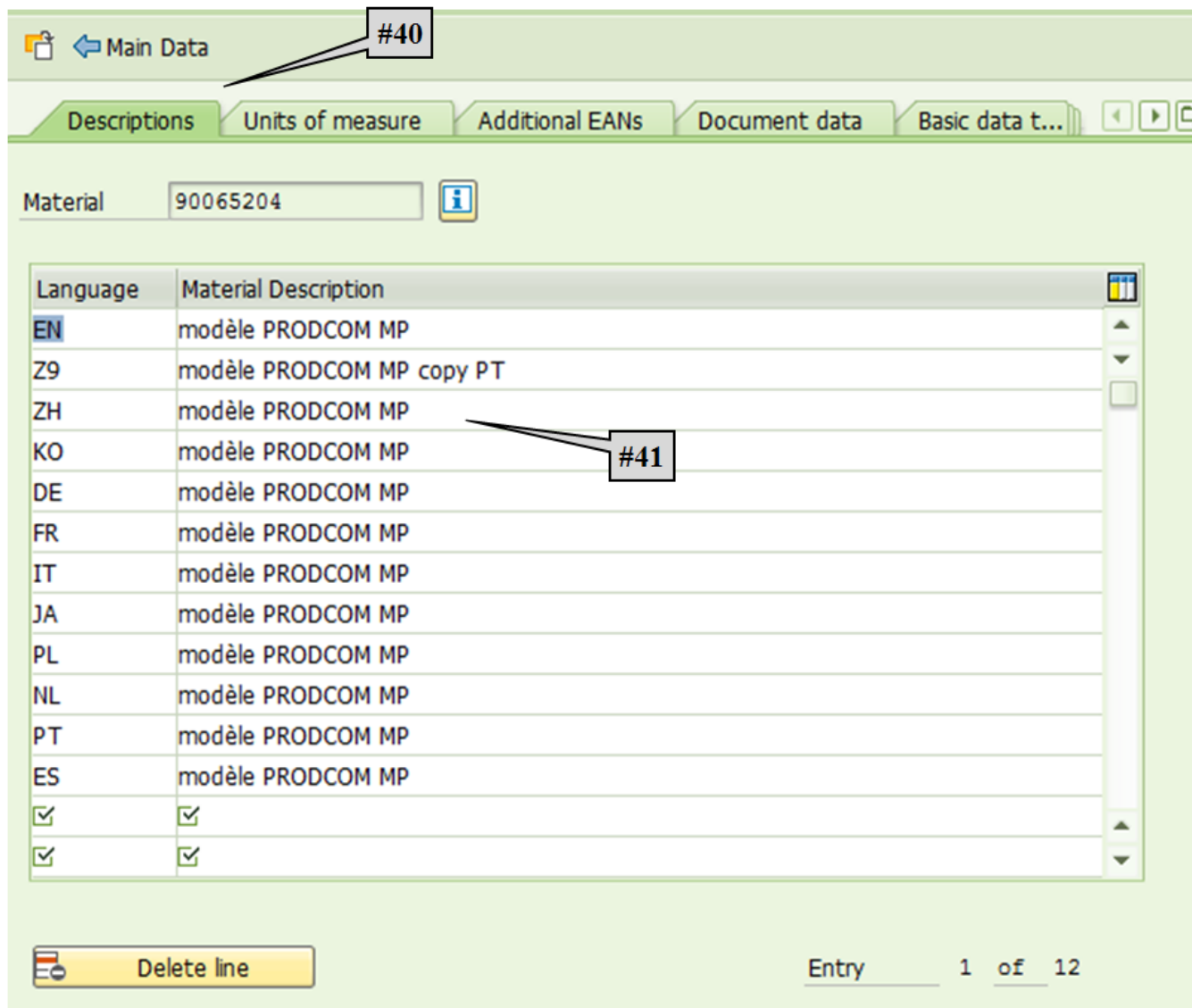
Packaging material data

Matl Grp Pack.Matls ⓘ

#31 #32 #33 #34 #35 #36 #37 #38 #39

#	Main activities	Tips / Best practices	Key points
31	Enter Material Description	Take into consideration the respective prodcom description that was created /linked	Follow the rules described in 2.2.1 for Raw Materials
32	Enter Base Unit of Measure	Nearly always "KG", exception made when it's defined "L"	Given by the requester
33	Enter Material Group		Always "0451"
34	Enter Division		Always "KV"

35	Gross Weight	Always check the request for given values	1,1 if packaged in DRUMS , 1,0 for the rest of the packaging and Bulk XX if requester fills in the real value
36	Net Weight		1,0 for all the packaging/ bulk
37	Weight Unit	Even if Base Unit of Measure is defined in "L"	Always in "KG"
38	Enter Matl Grp Pack.Matls		0001 if Bulk 0005 if Packed
39	Hit "Additional Data" button		



#40

Main Data

Descriptions Units of measure Additional EANs Document data Basic data t...

Material 90065204

Language	Material Description
EN	modèle PRODCOM MP
Z9	modèle PRODCOM MP copy PT
ZH	modèle PRODCOM MP
KO	modèle PRODCOM MP
DE	modèle PRODCOM MP
FR	modèle PRODCOM MP
IT	modèle PRODCOM MP
JA	modèle PRODCOM MP
PL	modèle PRODCOM MP
NL	modèle PRODCOM MP
PT	modèle PRODCOM MP
ES	modèle PRODCOM MP
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#41

Delete line

Entry 1 of 12

#	Main activities	Tips / Best practices	Key points
40	Go to Tab "Descriptions"		Follow the rules described in 2.2.1 for prodcom
41	Add the 12 languages for the material description in each of the lines.	12 mandatory languages are: EN - English, FR - French, PT - Portuguese, ES - Spanish, NL - Dutch; IT - Italian, DE - German, PL - Polish, JA - Japanese, KO - Korean and ZH - Chinese and Z9 - Brazilian	Don't forget Chemical name + "/" + "generic" all in uppercase , 40 chars max.
42	Hit "Main Data" button		

Material 132413

MODELE CREATION

Other Data

Prod./insp. memo Ind. Std Desc.

Page format CAD Indicator

Basic material 90050493

Medium

Environment


DG indicator profile ZIP Environmentally rlv

DG Packaging Status In bulk/liquid


Packaging Code Highly viscous

#	Main activities	Tips / Best practices	Key points
43	Select "Basic Data 2" tab		
44	Insert the corresponding prodcom code	Prodcom code that was created or checked before the process of raw material creation started	
45	Insert the DGI indicator profile	Given by the requester	Z00: Non dangerous GPP: Dangerous ZIP : To be classified
46	Click "Classification" Tab		

Object

Material 148212 NpAg 925 TNS IBC 1000KG
 Class Type 023  Batch


Assignments

Class	Description	Sta...	S..	Icon	Itm
001	All Products	<input type="checkbox"/>	1		10


Entry 1 / 1

Values for Class 001 - Object 148212

General

Characteristic Description	Value
Manufacturing Plant	
Expiration date, shelf life	
CF Conform to Specif	
IC Incompl Spec Confty	
NC Not Conf to specif	
Usage Decision	
Batch status	
Comments Laboratory	
Comments Supply Chain	
Ship-to return	

Inconsistent

#	Main activities	Tips / Best practices	Key points
47	Create Class Type	Always "001"	If model is used for creation, it will be already created
48	Create Class	Always "MATERIAL_SEGMENTS"	If model is used for creation, it will be already created
49	Insert the correspondent Material Segment	Mandatory information always given by the requestor.	Given by the requestor
50	Double hit "Enter"	To assume the Material Segment description	
54	Click "Next"	Proceed to the Sales Org. 1 TAB	
47	Create Class Type	Always "023"	If model is used for creation, it will be already created
48	Create Class	As provided by the requestor. If not provided, populate class as 001.	
49	Click "Next"	Proceed to the Sales Org. 1 TAB	

Classification Sales: sales org. 1 Sales: sales org. 2 Sales: general/plant

Material 132963 *OBS* DMAPA MOTHER LIQUID BULK #54

General data

Base Unit of Measure KG kg Division KV MP VEN

X-distr.chain status 63 Valid from 21.05.2014 #53

Material Group 0451 RAW MATERIALS #52

#	Main activities	Tips / Best practices	Key points
50	Insert "X-distr.chain status"	Always "63"	If model is used for creation, it will be already filled in
51	Insert the Validity	Always the date of creation	DD.MM.YYYY
52	Proceed to Sales:general/plant Tab		Sales: general/plant

Sales: sales org. 2 Sales: general/plant Foreign trade export Sales text

Material 132413 MODELE CREATION MP CONDITIONNE HSE #57

General data

Base Unit of Measure KG kg

Gross Weight 1 KG Qual.f.FreeGoodsDis.

Net Weight 1 Appr.batch rec. req.

Batch management #55

Shipping data (times in days)

Trans. Grp 0001 Packed #56

Packaging material data

Matl Grp Pack.Matls 0005

Ref. mat. for pckg

#	Main activities	Tips / Best practices	Key points
53	tick "Batch Management"	Mandatory for all the raw materials	If model is used for creation, it will be already filled in
54	Insert the Trans. Grp.	Always "0001" even if it's BULK. Exceptions made when the requester specifically asks you to fill in another transport group.	
55	Select Purchasing Tab		

Display Material 127217 (/Finished pdt & RM & SF)

Additional Data Org. Levels

Sales text **Purchasing** Foreign trade import Purchase order text Acc...

Material: 127217 MODELE CREATION MP VRAC

General Data

Base Unit of Measure: KG kg Order Unit: Var. OUn:

Material Group: 0451

Qual.f.FreeGoodsDis.:

Batch management

Purchasing values

Purchasing value key: 0001 Shipping Instr.: **#58**

1st Reminder/Exped.: 5- days Underdel. Tolerance: 10,0 percent

2nd Reminder/Exped.: 1 days Overdelv. Tolerance: 10,0 percent

3rd Reminder/Exped.: 3 days Min. Del. Qty in %: 0,0 percent

StdValueDelivDateVar: 0 days Unltd Overdelivery Acknowledgment Reqd

#59

#	Main activities	Tips / Best practices	Key points
56	Enter the "Purchasing key value"	Always "0001"	If model is used for creation, it will be already filled in
57	Go back to "Basic data 2"		

Additional Data Org. Levels

Basic data 1 **Basic data 2** Classification Sales: sales org. 1 Sales: sal...

Material: 133106 CARBON DIOXIDE 205KG 6PK CYL

Other Data

Prod./insp. memo: Ind. Std Desc.: **#60**

Page format: CAD Indicator

Basic material: 90068599

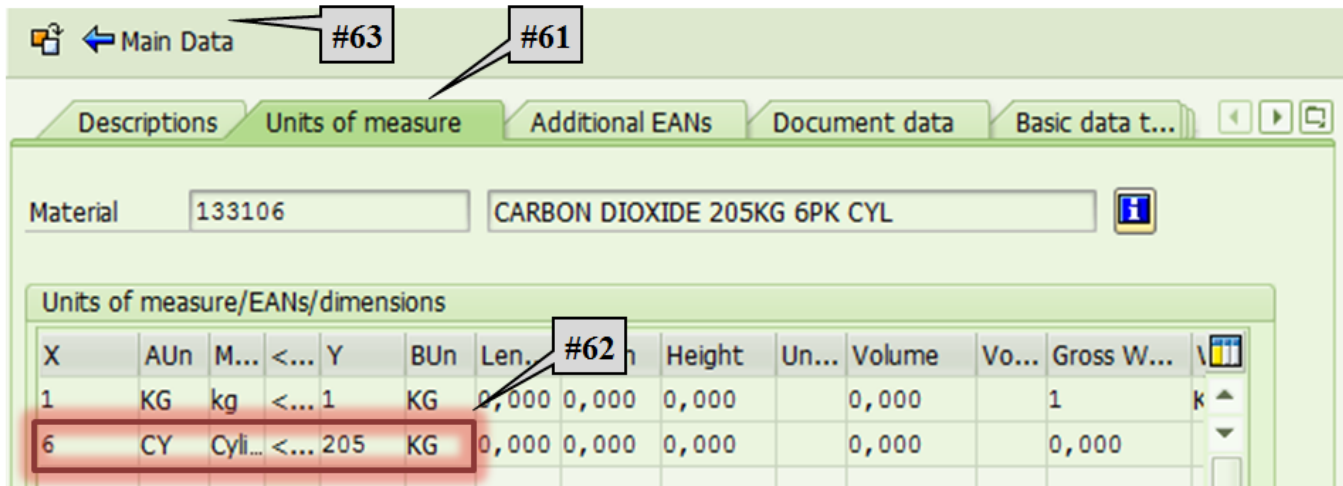
Medium:

Environment

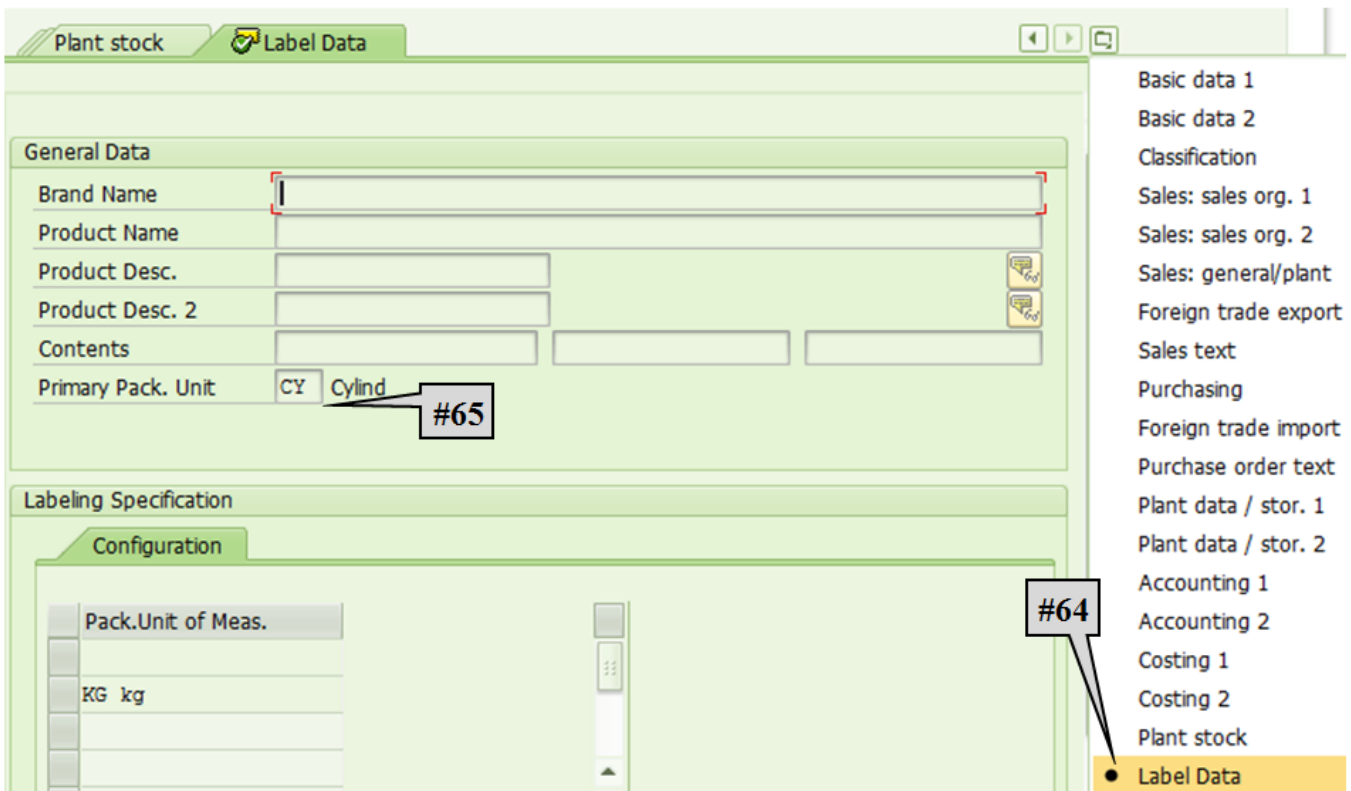
DG indicator profile: **ZIP** Environmentally rvt

RULE: If the **DG Indicator Profile** is set to **ZIP/GPP**, then two additional steps are needed in order to complete the raw material creation.



#	Main activities	Tips / Best practices	Key points
58	Click Additional Data Tab		Additional Data

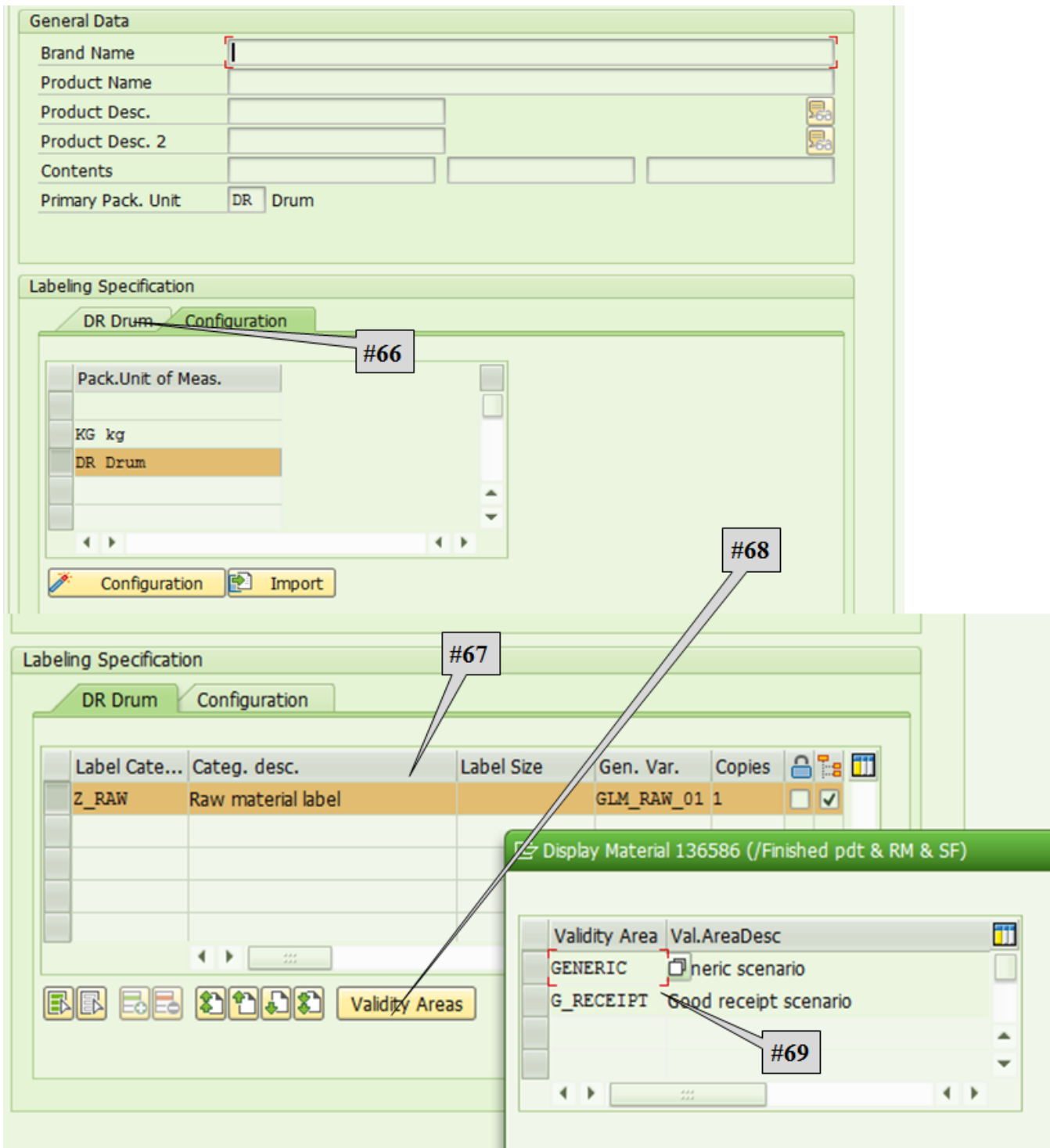


#	Main activities	Tips / Best practices	Key points
59	Enter "Units of Measure"		
60	Insert a new conversion	Conversion between the the packaging unit and the base unit of measure defined	In this case " 6 Cylinders correspond to 205Kg"
61	Click "Main Data" Tab		Main Data



#	Main activities	Tips / Best practices	Key points
62	Select "Label Data"		Click the side button indicator
63	Insert the "Primary Pack.Unit"	If already set in configuration, you don't need to add it again For BULK material codes use the KG	
64	Select the proper tab, the unit you have inserted in the primary packing unit.		Tab DRUM

65	Insert the proper values in the selected fields	<ul style="list-style-type: none"> Label category = Z_RAW Gen. Var. = GLM_RAW_01 Copies =1 	
66	Select the line and click in validity areas		
67	Add the two values	GENERIC G_RECEIPT	 
			(Note: please also check section 3.2.3 REACH regulation)



General Data

Brand Name

Product Name

Product Desc.

Product Desc. 2

Contents

Primary Pack. Unit Drum

Labeling Specification

DR Drum Configuration

Pack. Unit of Meas.

KG kg

DR Drum

Configuration Import

Labeling Specification

DR Drum Configuration

Label Cate...	Categ. desc.	Label Size	Gen. Var.	Copies			
Z_RAW	Raw material label		GLM_RAW_01	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Display Material 136586 (/Finished pdt & RM & SF)

Validity Area	Val.AreaDesc	<input type="checkbox"/>
GENERIC	Generic scenario	<input type="checkbox"/>
G_RECEIPT	Good receipt scenario	<input type="checkbox"/>

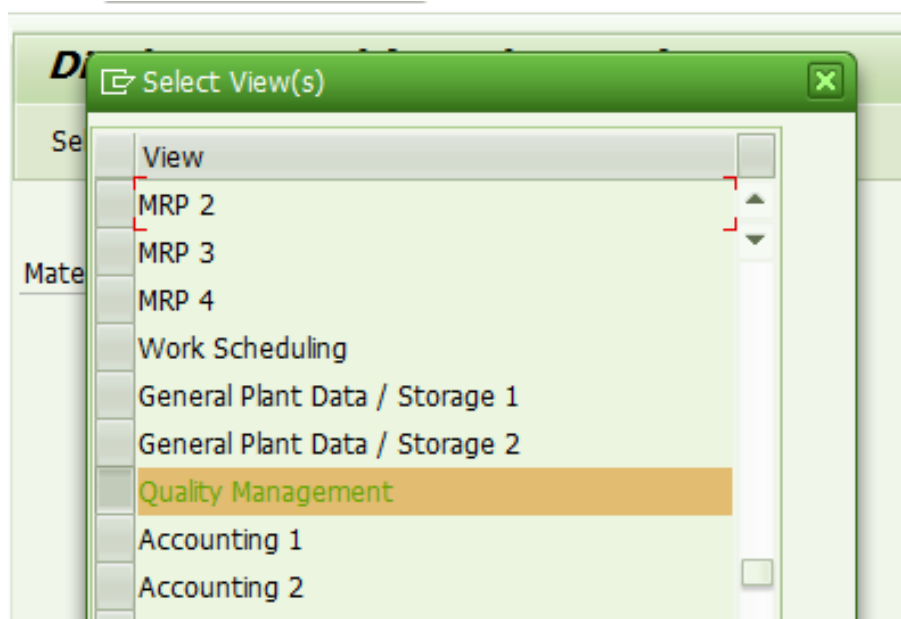
Validity Areas

3.2.3. REACH Regulation – WP2 Raw Materials (addon)

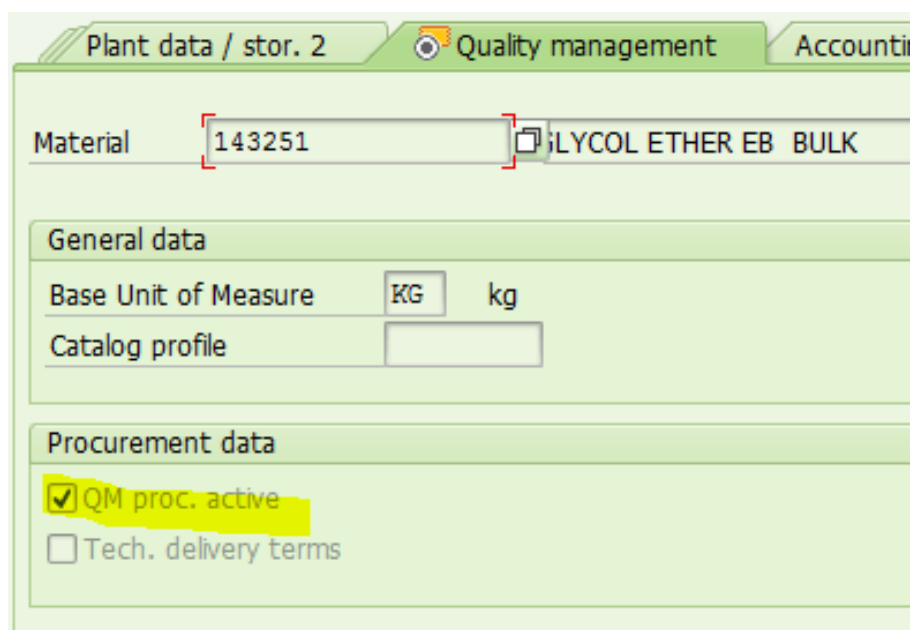
All chemical products must be registered in the European Chemicals Agency (ECHA) data base.
At material level all parameterizations are done in WP2 for the following material group:

- 0451 – CHEMICAL PRODUCTS FOR RAW MATERIALS

Currently we are not managing this view. But, in the process of creation we should open QM view with MM01



And tick QM Proc active,



Steps for REACH regulation at Material Master Data level:

#	Main activities	Key points
1	Enter MM01 « Create material » - Insert material code in both fields as screen above and Press Enter twice.	Key points Complementary information: <ul style="list-style-type: none"> • Material Type: ZMAT – Raw materials • Material Group: 0451
2	Select only View Quality Management	
3	QM Procurement Active – Always s flagged	

Rule : As the process of creation is completed, gather both the procom code #number , description as well as the newly created raw material code #number, description.

Join also the supplier code #number information.

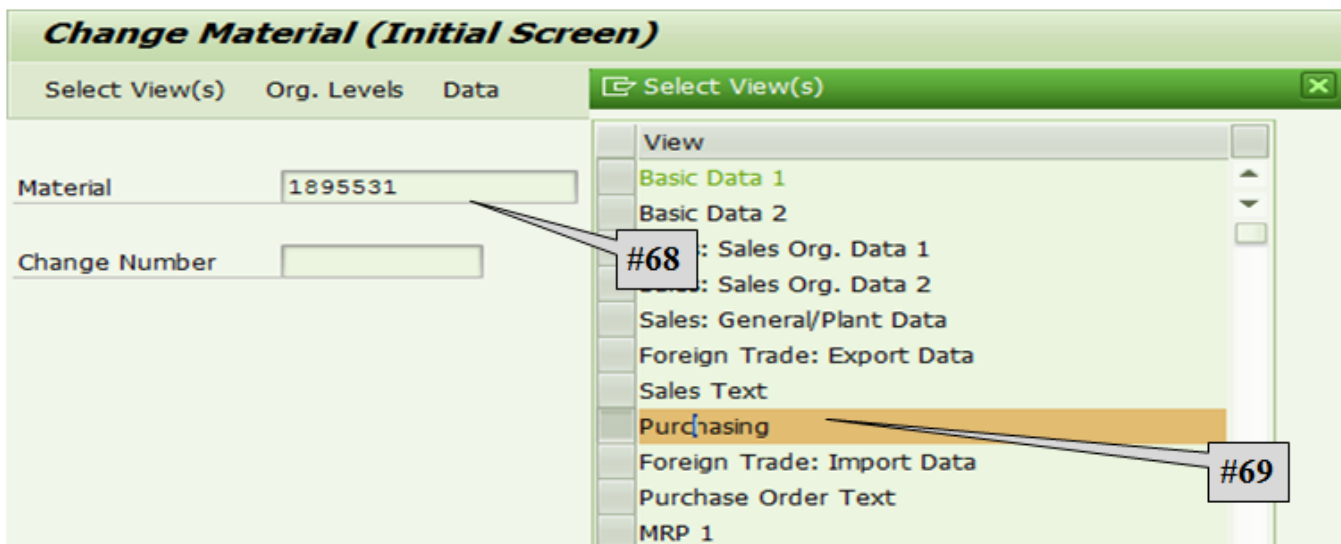
Always mandatory do send an email with the gathered information to hazcom.rawmat@solway.com (HSE, if ECO) and hazcom.rawmat-sco@syensqo.com (if SCO). You can check this information based on the GBU of the requestor.

3.3. Raw materials modification

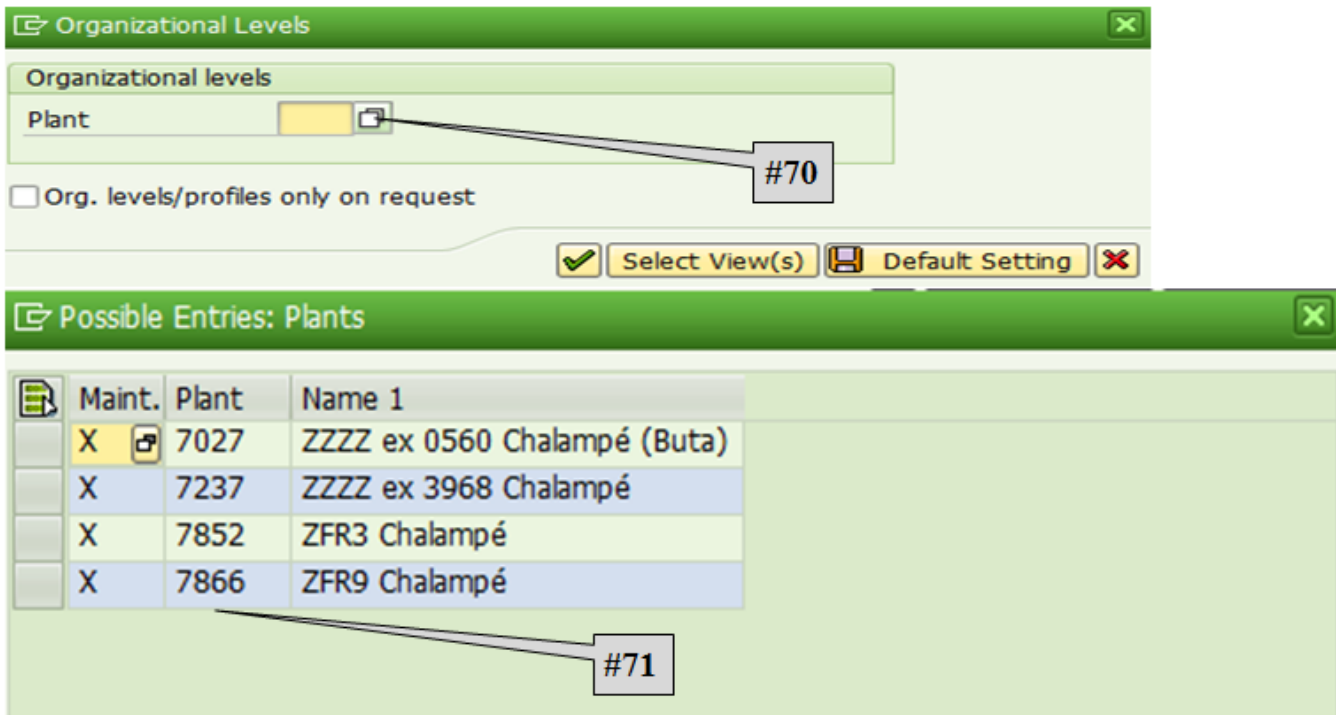
Check "Principle rules of description modification" in chapter 2.3.

Rule: If a raw material is changed according to the "Principle rules of description modification" the respective prodcom description must be updated accordingly.

When update is done on both codes, notify HSE — hazcom.rawmat@solway.com (if ECO) and hazcom.rawmat-sco@syensqo.com (if SCO).



#	Main activities	Tips / Best practices	Key points
67	Enter MM02 for Article modification		
68	Enter the material number Hit Enter.		Provided by requester
69	Select the PURCHASING view Hit Enter.		

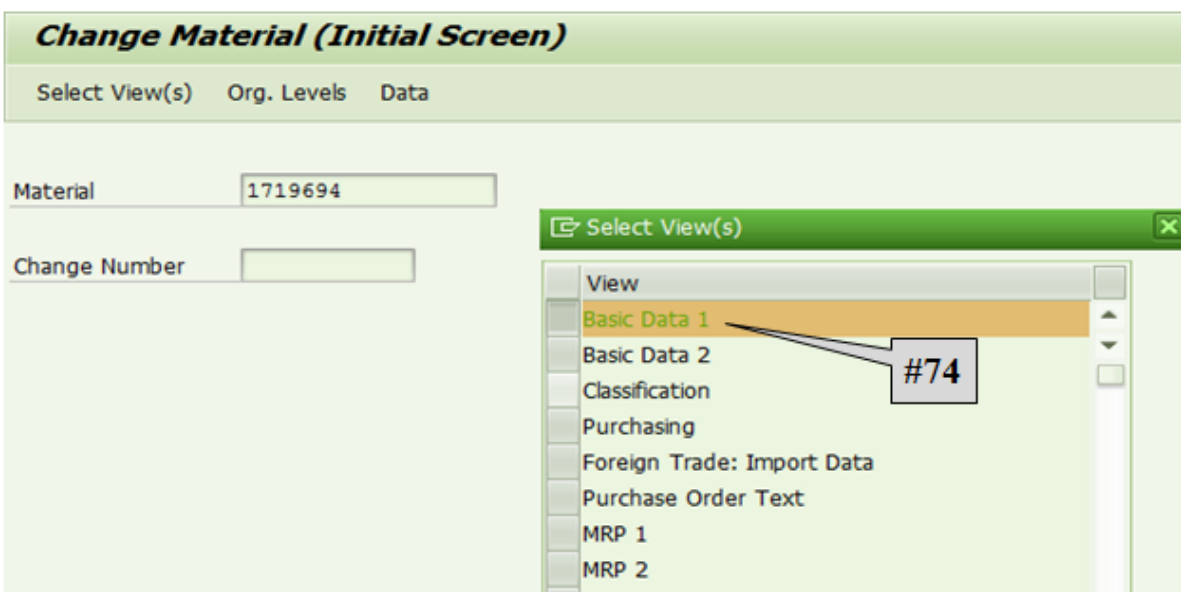


#	Main activities	Tips / Best practices	Key points
70	Hit the box on Plant field		
71	See all the Plants created for that material		Referred by requester


If more than one Plant associated with the material, contact and inform the requester that we need other Plants approval to modify the material (the responsibility of request the approval to other plants is from requester).



1. If the answer is positive, change the material as shown from step 72 to 77.
2. If the answer is negative, create a new Raw material and verify if it's needed a new prodcom code.

3.3.2. Modification




#	Main activities	Tips / Best practices	Key points
72	Enter MM02 for		
73	Enter the material number and hit Enter		Indicated by requester
74	Select the Basic Data 1 view		

75	Click  .		
----	--	--	--

#	Main activities	Tips / Best practices	Key points
76	Make the changes necessary.	You can navigate through the different tabs by clicking 	
77	Save the modification by clicking 		

3.4. Raw Material and Prodcum display

#	Main activities	Tips / Best practices	Key points
78	Enter MM03 for material display		
79	Enter the material number and hit Enter		
80	Select the views that you need to see.		
81	Click  .		

3.5. Raw material and Prodcum suppression

Flag Material for Deletion: Initial Screen

Material: 1719694

Plant: #84

Stor. Location:

Valuation Type:

Sales Org.:

Distr. Channel:

Warehouse No.:

Storage Type:

Change Number:

Plant (2) 4 Entries found

Help View for Material/Plant

Material: 1719694

Pl..	Name 1
7027	ZZZZ ex 0560 Chalampé (Buta)
7237	ZZZZ ex 3968 Chalampé
7852	ZFR3 Chalampé
7866	ZFR9 Chalampé

#84a

#	Main activities	Tips / Best practices	Key points
82	Enter transaction MM06.		
83	Enter the material number and hit Enter		
84	Verify how many plants are associated with the article	To see the list, click on the box on "Plant" field.	a) To delete the material for only 1 plant, select the plant. If the material needs to be deleted for all plants, leave the field Plant <input type="checkbox"/> blank.

Flag Material for Deletion: Data Screen

Material Changes #87

Material #85 1719694 TUYAU D3/8" 100 R2 AT CAOUTCHOUC

Plant #86

7866 ZFR9 Chalampé

Storage Location

Deletion Flag Plant

#	Main activities	Tips / Best practices	Key points
85	Tick the Material checkbox if the material must be suppressed for all plants.		
86	Tick the Plant checkbox if the article must be suppressed only for the designated plant.		
87	Click changes button to confirm prior modifications made in the specific article		
88	Update the reference SHORT NAME with "OBS" in the beginning of the text		Follow the Raw material and Prodcum modification chapter

4. CONTACTS

A new Raw material code can be requested by all users but if any problem is detected we can always ask for Data Administrators assistance. Check [GDOC](#) excel file with the contacts list.

5. SBS PERIMETER

	Raw material and PRODCOM Codes			PIR/Contracts for Raw materials		
	Creation	Modification	Suppression	Creation	Modification	Suppression
SBS PERIMETER	Yes	Yes	Yes	Yes	Yes	Yes
SCOPE	WW	WW	WW	EU	EU	EU

6. REFERENCES

This procedure refers to the documents listed in below link:

7. ATTACHMENTS

Template that should be sent by requester with all mandatory info:

- [Template Raw Material - Packaging.xlsx](#)

Template used to request Mass Creation of materials in WP2 to IS Team:

- [Template \(IS-WP2\) Mass Materials creation.xls](#)