MATERIAL
MASTER DATA IN SAP
The term Master Data refers to a common data about customers, suppliers, partners, products, materials, accounts and other critical “entities”.

At WhiteWave, the Central Master Data Team:
• Offers SAP knowledge and assistance to the business for new processes, changes to current process, and basic inquiries
• Manages the integrity of the data going into the system

**DATA ELEMENTS OWNED BY CENTRAL MASTER DATA TEAM**

- **Customer** – Trade, Broker, Indirect/MEI
- **Vendor/Grower** - Material Service, Carrier, Co-packers/plants and Growers
- **Materials** - Raw, Packaging, Semi-Finished and Finished Goods, BOM’s Routes, Production Versions, Packaging Instructions, and Batch Search Strategy
- **Pricing** - National Price, Intercompany Price, Pick-up Allowance, Pallet Layers, Min and Max Pallet Quantities, etc.
Material Master Data

Material Master Data Forms

Finished Goods -
  New Item Innovation
  Extend an Existing Item
  Semi-Finished Goods

Plant Trials

Discontinued Items

Price Changes

Raw/Pack
Material Master Data

Material Master Data Forms

- Finished Goods-
  - New Item Innovation
  - Extend an Existing Item
  - Semi-Finished Goods

- Plant Trials

- Discontinued Items

- Price Changes

- Raw/Pack
Material Master Data - Forms

Several Forms are available on the Intranet site which reference Material Master Data, they are as follows:

**SAP Finished Good Material Setup and Disco Form:**
- Used to request a new finished good setup in SAP

**Retail Unit UPC and GTIN Request Form:**
- Used to request a new UPC assigned for a new product/pack-size
Material Master Data – Forms Con’t

Several Forms are available on the Intranet site which reference Material Master Data, they are as follows:

**Pricing – Price List Related Conditions:**
- Used to create a NLP and update (make changes) to existing pricing

**Material - Raw or Packaging - Add Change or Extend:**
- Used to create raw and packaging materials
Material Master Data

Material Master Data Forms

Finished Goods-
  New Item Innovation
  Extend an Existing Item
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Plant Trials

Discontinued Items

Price Changes

Raw/Pack
Material Master Data

Finished Goods
1xxxxx

New Item Innovation
A new product is coming to market and needs to be added into SAP

Extending an existing item
A new production location for an existing product or a new ship from location for an existing product

OR

Semi-Finished Goods
2xxxxx

Brand New Product
Most of the blends/semi-finished will be within our facilities unless we provide to a Co-packer. For example, when 1/2 spinach and ½ kale to mixture changes to ¼ spinach and ¾ kale
Material Master Data

Finished Goods 1xxxxx

New Item Innovation
A new product is coming to market and needs to be added into SAP

Extending an existing item
A new production location for an existing product or a new ship from location for an existing product

OR

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Brand New Product
Most of the blends/semi-finished will be within our facilities unless we provide to a Co-packer. For example, when 1/2 spinach and ½ kale to mixture changes to ¼ spinach and ¾ kale
Material Master Data – Finished Goods
New Item Innovation Process

1. UPC Form and SAP FG Form Submitted to Master Data:
   - Used to set-up or change a material in SAP
   - Submitted by Project Champion during or after Kick-off (during development phase)

2. Analysis of set-up being requested:
   - Master Data will review the request and respond with requirements based on the specific scenario

3. Master Data Set-up:
   - Once all of the information has been received from the business, Master Data will set-up the materials in SAP

4. Master Data sends for Cost Roll

5. Release Hold in SAP:
   - Once Master Data has received confirmation that the cost roll is completed, the information will be released in SAP for use

6. Notification of completion:
   - Master Data will send an email to the pre-determined distribution list as well as the requestor that the entry is complete
Material Master Data – Finished Goods
New Item Innovation Process

1. UPC Form and SAP FG Form Submitted to Master Data:
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UPC Form and SAP FG Form Submitted to Master Data:

- Used to set-up or change a customer in SAP
- When a new item is introduced, the UPC will need to be set-up in SAP.
- Submitted by Project Champion during or after Kick-off (during development phase)
Material Master Data – Finished Goods
New Item Innovation Process

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Material Master Data – Finished Goods
New Item Innovation

Note: The Master Data requirements will vary based on the type of set-up. Once the UPC Form and SAP Finished Goods (FG) Form is received by Master Data, a list of specific requirements will be requested.

Analysis of set-up being requested:
• Master Data will review the request and respond with requirements based on the specific scenario

Currently there are (3) Types of Scenarios as follows:

- **Sub-Contract Co-Packer Production**
  (we own some of the ingredients, we pay the location)

- **Internal Plant Production**
  (we own the plant)

- **Full-Service Co-Packer Production**
  (we pay the co-packer, they produce the product)
**Sample:**

**Internal Plant Production Set-up Requirements**

<table>
<thead>
<tr>
<th>Material Description:</th>
<th>SAP Material Number(s) &amp; Description(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manf. Plants:</td>
<td>SAP Plant number(s) and Name(s) where produced</td>
</tr>
<tr>
<td>DCs Plants:</td>
<td>SAP Plant number(s) and Name(s) where resupplied / shipped</td>
</tr>
<tr>
<td>First Ship:</td>
<td>(DATE)</td>
</tr>
</tbody>
</table>

**SAP Needs:**

<table>
<thead>
<tr>
<th>Packaging in Finished Good</th>
<th>Packaging Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging Qty in Finished Good</td>
<td>Packaging R&amp;D</td>
</tr>
<tr>
<td>Product Hierarchy (provide 18 digit number for existing; email request for new)</td>
<td>Director, Trade Marketing; Brand Finance Analyst; Director, S&amp;OP (NEED ALL)</td>
</tr>
<tr>
<td>If a new Product Family is needed, a new Profit Center must be created</td>
<td>Director, Brand Finance</td>
</tr>
</tbody>
</table>

| Blend BOM - Per 1000 lbs (Please attach formula) | Brand R&D Food Scientist |
| Blend - lbs/gallon | Brand R&D Food Scientist |
| Blend Qty in Finished Good - Per 1000 cs | Brand R&D Food Scientist |
| Water % of blend | Brand R&D Food Scientist |
| Finished Good Warehouse Approval | Product Supply Lead |
| LCD for Product Order Group | Supply Chain Optimization |
| Routings - Both Blend and FG (attach new or indicate Copy From material) | Plants Controller |
| SNP Relevant. Please provide routings or copy from material | Product Supply |
| GTIN | James Martin |
| Finished Good Creation Approval | Brand Manager / Requestor |
| National Price List (attach form with approval) | Sales Analyst |
| Gallon to Case | Brand Finance |
| Product Type (COPA) | Brand Finance |
| Portfolio (COPA) | Brand Finance |
| Flavor (COPA) | Brand Finance |
| Consumption (COPA) | Brand Finance |
| Consumer Pack Size (COPA) | Brand Finance |
| Oz Per Consumer Unit (COPA) | Brand Finance |
| Fat Content (COPA) | Brand Finance |
### Sample: Subcontract Co-Packer Production Set-up Requirements

<table>
<thead>
<tr>
<th>Material Description</th>
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#### SAP Needs:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging in Finished Good</td>
<td>Packaging Procurement</td>
</tr>
<tr>
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<td>Product Supply Lead</td>
</tr>
<tr>
<td>LCD for Product Order Group</td>
<td>Supply Chain Optimization</td>
</tr>
<tr>
<td>Finished Good BOM - Per 1000 cs</td>
<td>Brand R&amp;D Food Scientist</td>
</tr>
</tbody>
</table>

| Standard Cost (3rd party or full service co-pack) or Subcontract fee per 1000 cases | Director, Co-manufacturing Manager, Co-manufacturing |
| Scrap at copackers                  | Director, Co-manufacturing Manager, Co-manufacturing |
| SNP Relevant. Please provide routings or copy from material | Product Supply |
| GTIN                                 | James Martin |
| Finished Good Creation Approval     | Brand Manager / Requestor |
| National Price List (attach form with approval) | Sales Analyst |

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</tr>
<tr>
<td>Fat Content (COPA)</td>
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### Sample: Full Service Co-Packer Production Set-up Requirements

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**Product Hierarchy (provide 18 digit number for existing; email request for new)**

If a new Product Family is needed, a new Profit Center must be created

**Profit Center**

Director, Trade Marketing; Brand Finance Analyst; Director, S&OP (NEED ALL)

<table>
<thead>
<tr>
<th>Standard Cost (full service co-pack) per 1000 cases</th>
<th>Director, Co-manufacturing Manager, Co-manufacturing</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTIN</td>
<td>James Martin</td>
</tr>
<tr>
<td>Finished Good Creation Approval</td>
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Material Master Data – Finished Goods
New Item Innovation Process

1. UPC Form and SAP FG Form Submitted to Master Data:
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2. Analysis of set-up being requested:
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   - Once Master Data has received confirmation that the cost roll is completed, the information will be released in SAP for use

6. Notification of completion:
   - Master Data will send an email to the pre-determined distribution list as well as the requestor that the entry is complete
New Item Innovation

A new product is coming to market and needs to be added into SAP

Extending an existing item

A new production location for an existing product or a new ship from location for an existing product

Semi-Finished Goods

Brand New Product

Most of the blends/semi-finished will be within our facilities unless we provide to a Co-packer. For example, when 1/2 spinach and ½ kale to mixture changes to ¼ spinach and ¾ kale
Extending an Existing Item – New Production Location

1. A new production location for an existing product or a new ship from location for an existing product
   - The Supply Chain Planner will inform (via email):
     - R&D
     - Co-manufacturing
     - Master Data
     - Etc.

2. Information is requested:
   - Master Data will initiate an email to collect the appropriate data

3. Master Data Set-up:
   - Once all of the information has been received from the business, Master Data will set-up in SAP

4. Master Data sends for Cost Roll

5. Release Hold in SAP:
   - Once Master Data has received confirmation that the cost roll is completed, the information will be released in SAP for use

6. Notification of completion:
   - Master Data will send an email to the pre-determined distribution list as well as the requestor that the entry is complete
Extending an Existing Item - New Ship From Location

1. **New Ship From Location:**
The Supply Chain planner will submit a request for set-up to include source plant (where it is coming from), approved by warehouse finished goods

2. **Master Data Set-up:**
   - Once all of the information has been received from the business, Master Data will set-up in SAP

3. **Master Data sends for Cost Roll**

4. **Release Hold in SAP:**
   - Once Master Data has received confirmation that the cost roll is completed, the information will be released in SAP for use

5. **Notification of completion:**
   - Master Data will send an email to the pre-determined distribution list as well as the requestor that the entry is complete
Extending an Existing Item

NO FORMS NEEDED

When an extension is needed on an existing item, no forms are required. All communication is sent via email.
Material Master Data

New Item Innovation
A new product is coming to market and needs to be added into SAP

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A new production location for an existing product or a new ship from location for an existing product

OR

Semi-Finished Goods
2xxxxx

Brand New Product
Most of the blends/semi-finished will be within our facilities unless we provide to a Co-packer. For example, when 1/2 spinach and ½ kale to mixture changes to ¼ spinach and ¾ kale
R&D contacts Master Data with a request for an identifier number

Identifier number is created:
• Once created, Master Data will notify R&D in order to feed into the New Item Innovation Process

See Finished Goods New Item Innovation Process
# Material Master Data

## Material Master Data Forms
- Finished Goods-
  - New Item Innovation
  - Extend an Existing Item
  - Semi-Finished Goods

## Plant Trials
Material Master Data – Plant Trials Process

1. Plant Trial Request Form Submitted
   • In order to set up a blend and semi-finished good a trial number will need to be generated.
   • Trial numbers always begin with letters and can be 18 characters (typically based on location). For example, Mt Crawford would begin with MTCxxxxxx)

2. Analysis of set-up being requested:
   • Master Data will review the request and respond with requirements based on the specific scenario

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Plant Trials

Plant Trials Form

• Upon determination of a plant trial, R&D will submit the Proposal for Plant Trial or Investigation Form

• Note:
  • This form is maintained by R&D and submitted for processing to Master Data

(28) Business Day notification with (15) Business Days for Master Data to process
<table>
<thead>
<tr>
<th>Material Master Data Forms</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finished Goods-</td>
<td></td>
</tr>
<tr>
<td>New Item Innovation</td>
<td>✓</td>
</tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Plant Trials</td>
<td>✓</td>
</tr>
<tr>
<td>Discontinued Items</td>
<td>✓</td>
</tr>
<tr>
<td>Price Changes</td>
<td></td>
</tr>
<tr>
<td>Raw/Pack</td>
<td></td>
</tr>
</tbody>
</table>
At such a point in time the business has a need to discontinue an item in SAP, the following steps should take place:

1. **Complete Form**
   - The Authorization Form for Finished Goods Item Discontinuation Form should be completed (found on SAP Finished Goods Material Set-up Workbook).

2. **Receive Approvals**
   - Once the form is completed, the form should be forwarded for approval as indicated on the form.

3. **Submit Discontinuation Form for processing**
   - The approved forms and any supporting documentation should be sent to the Central Master Data individual listed on the form.

4. **Notification of completion**
   - Once Central Master Data has completed the back-end process, an email notification will be sent to the pre-determined group as well as the requestor.
**Discontinued Items**

**Discontinued Form**

- This form needs to be submitted as indicated on the form.
- The process leads to an item being discontinued in SAP, once the forecast and inventory have been removed.
- Notice the tab on the bottom of the workbook will take you to the Authorization Form for Finished Goods Item Discontinuation.

### Authorization Form

**Finished Goods Item Discontinuation**

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>&lt;name&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date:</td>
<td>&lt;date&gt;</td>
</tr>
</tbody>
</table>

**MATERIAL(S): 6 Digit Item #**

<table>
<thead>
<tr>
<th>Material 1</th>
<th>Material 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material 3</td>
<td>Material 4</td>
</tr>
<tr>
<td>Material 5</td>
<td>Material 6</td>
</tr>
<tr>
<td>Material 7</td>
<td>Material 8</td>
</tr>
<tr>
<td>Material 9</td>
<td>Material 10</td>
</tr>
</tbody>
</table>

**Communication Dates (DTM)**

<table>
<thead>
<tr>
<th>Date of notification to Sales:</th>
<th>Date of notification to Customer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tab:**

- Request Planning Setup
- Request Full Setup
- Discon Decision Form
- Planned Discon List
- Chgs to Pid 1st Last ship date
Price Change Process

At such a point in time the business has a need to adjust pricing in SAP, the following steps should take place:

1. **Complete Form**
   The appropriate Form should be completed (found on the Intranet site under forms).

2. **Receive Appropriate Approvals**
   Approvals required will vary from one pricing condition to the other. Please reference the individual request form for the appropriate authorizations.

3. **Submit Forms for processing**
   The approved forms and any supporting documentation should be sent to the address listed on the form (Master Data).

4. **Notification of completion**
   Once Master Data has completed the back-end process, an email notification will be sent.
SAP Request for Pricing Add Change

- This form is required to create new or update existing NLP or other price list related (will affect the price on the order)

- Please note to always enter the dates on the front page and enter the materials on the related load sheet

- Detailed Instructions are attached to the Workbook for completion of this form

(1) Business Days
*Exception EBF
Daily Pricing
# Material Master Data

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<tr>
<td>Raw/Pack</td>
<td>✓</td>
</tr>
</tbody>
</table>
This form is to be submitted when Procurement needs to create or extend a raw and/or packaged good.

- Any field with an (*) is a required field
- Some fields are capped at 40 characters and must be in CAPS (see form)

<table>
<thead>
<tr>
<th>Raw or Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
</tr>
<tr>
<td>Raw Material</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Extend</td>
</tr>
</tbody>
</table>

Reason for Add:
- Old Material Number (if new material remove old ref, if extending leave old ref)
- Material Group Number
- Material Number to Copy From
- Copy From Plant (CHOOSE FROM DROPDOWN)
- Create in this Plant (CHOOSE FROM DROPDOWN)

Add Storage Locations (extend at time of set up) Loaded in MMSC

EBF Storage Locations (List additional Stor Loc) Located in MMSC
- Material Description (35 Characters, USE CAPS)
- Long Text Explanation (40 Characters, USE CAPS)
- Base UOM
- Profit Center (CHOOSE FROM DROPDOWN)
- Total Shelf Life (in Days)
SAP Material Form - Raw or Packaging Add, Change or Extend

Multiple Raw or Packaging Materials

- If adding or extending one item, the form should be used. When multiple materials are requested, see the Spreadsheet tab at the bottom of the Excel document.
- Notice and Example is provided in the worksheet.
The Raw or Packaging Form can also be used for BOM Changes. Notice the BOM Impact section towards the bottom of the form.

This portion of the form is only to be used for BOM Changes for Packaging

### BOM Impact

<table>
<thead>
<tr>
<th>Component Material</th>
<th>Quantity / UOM</th>
<th>Scrap %</th>
<th>ADD / DELETE / RUN-OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>