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Course Detail (for development purposes only)

Course Description

This course provides an overview of the Personal Care Article Master Creation and Maintenance Processes. It introduces key terms and tools used to create and maintain article master records. Key changes to business processes and responsibilities are also highlighted.

Course Owner
Jennifer Wolfe / Joann Davis

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Welcome

Welcome to the **Personal Care Article Master Process Overview** online course. This course is intended to provide you with an overview of the Personal Care Article Master Set up Process. You will be introduced to various terms and tools used to create and maintain article master records. Key changes to business processes and responsibilities are highlighted.

This course consists of several lessons and takes approximately **60 minutes** to complete. It is recommended that you take the course in the order in which it is presented. Once you have finished, you can refer to any lesson for review. If you leave the course before you complete it, you will automatically be taken back to where you left off.

If you need assistance with using this online course, click the **? (Help)** button located in the top right-hand corner of the screen.

You are now ready to begin the training.

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Course Objectives

- After completing this course, you will be able to:
 - Describe article master data concepts
 - Explain the difference between generic (style), variant (SKU), and gift set articles
 - Describe the Personal Care Article Master Set up Process overview
 - Describe the steps required to setup a Personal Care article
 - Describe how articles can be entered and modified using the Article Maintenance Tool
 - Display and review the article master in SAP and the Article Maintenance Tool
 - Describe how to request a change to an article master



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Lesson – Introduction

- This lesson introduces the article master data and its key components, including generic and variant (remove redundant). Elements of generic and variant articles are described, and key terms are defined.
- After completing this lesson, you will be able to:
 - Define key terms
 - Review master data concepts
 - Define generic, variant, and gift set articles
 - Define article master data elements



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Key Terms

There are many new terms introduced in this course that are important for you to learn.



Click each term to view the definition.

Master Data

Article Master Record

Generic Article

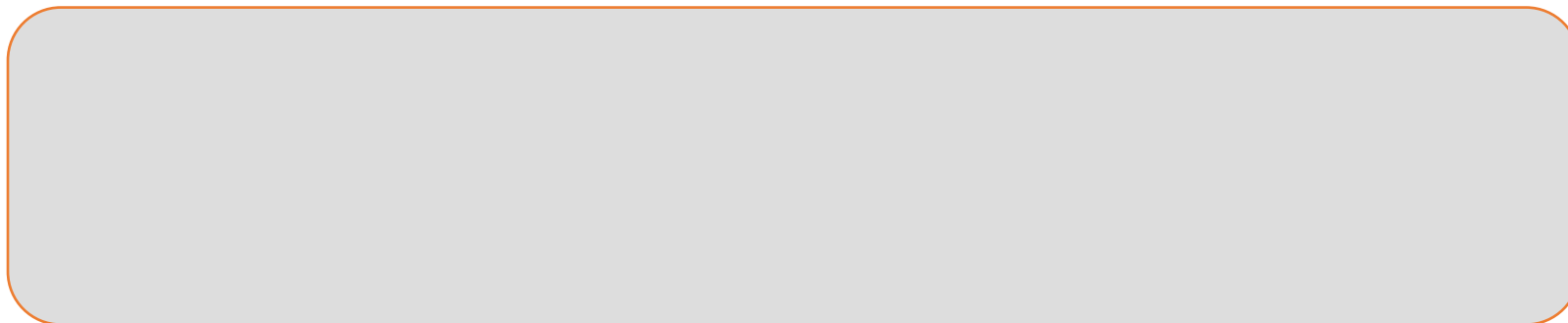
Variant Article

Gift Set Article

Component Article

BOM

Definition



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What is Master Data?

- Master Data is an SAP term for data elements that are created and maintained centrally within the SAP Retail application and made available to all INSIGHT applications such as Optiva (Product Development); Manugistics (Transportation/Logistics); PkMS (Warehouse Management); JDA (Merchandise Planning and Replenishment), and authorized users.
- This data typically remains the same over a period of time and from transaction to transaction. The major benefits of Master Data are elimination of data redundancy, aids in data and system synchronization between applications, and facilitates data governance.
- Master Data configuration and values impact the integration between systems, therefore, data needs to be defined early in the design/build process and the quality of the data managed on an ongoing basis. Set up and changes to Master Data need to be carefully controlled to avoid unintended consequences due to the integrated nature of our systems.



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Review of Core Master Data

SAP Retail utilizes several sources of core Master Data including the following:



Click on the buttons below to reveal more information.

| | | |
|--|-------------------------------------|--|
| <ul style="list-style-type: none"> <input checked="" type="radio"/> Organizational Master Data <input type="radio"/> Vendor Master Data <input type="radio"/> Article Master Data | <div></div> <div></div> <div></div> | <p>Organizational Master Data identifies the Limited Brands' enterprise structure by level in a hierarchical view.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Company Code • Sales Organization • Purchasing Organization • Site • Storage |
|--|-------------------------------------|--|



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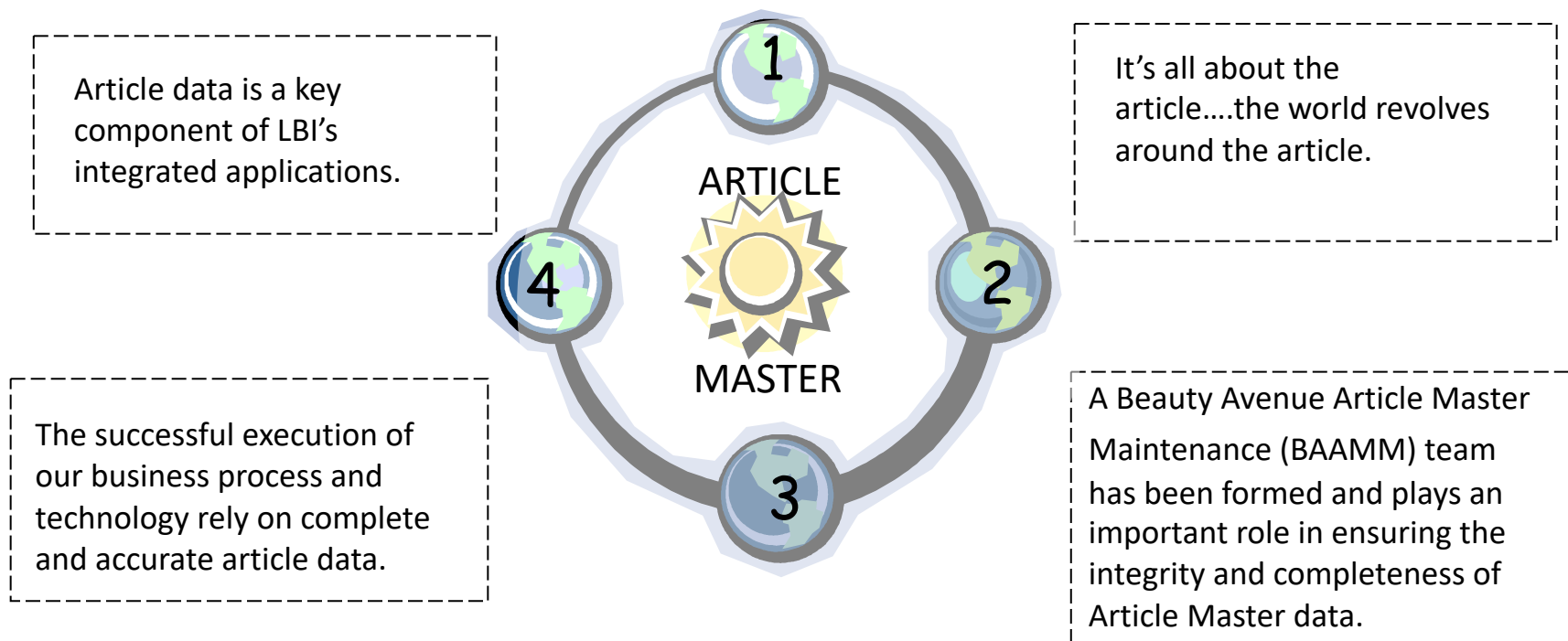
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What can be said about Article Master Data...



Click the numbers below to find out.



Click the Next arrow to continue.



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Article Master Record

- The article master is a central data object in SAP Retail. It contains data on raw materials, components, and finished products.
- The article master is the repository in SAP that houses all of the attributes that are defined for a given article type.
- An article master record is the complete information about a specific type of article that resides in the Article Master database. Any article that Limited Brand purchases, stores, acquires, or sells requires an article master record.



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Article Master Record (cont.)

- Article master data is used by transactions in several modules of the SAP Retail system. For example, to create a purchase order for a finished goods article, an Article Master record must exist.
- Key article data components include Merchandise Category, Sub-Class, Sub-Brand, Article Description, Season, Net Weight, Fabric, Article Type, as well as many others.
- Article data is the most critical type of data in SAP because it integrates the applications in the INSIGHT solution.



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Categories of Articles

- As previously mentioned, the article master record is a central data object that contains data on various categories of articles.
- There are three categories of personal care articles: Generic, Variant, and Gift Set articles.



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Generic Article

- A Generic article represents a style and the level where basic information such as sub-brand and hierarchy information. Two key elements of a personal care generic article are Size and Formula.
- A generic article is also used in SAP Retail as a grouping of variants (SKU) that belong to the same style.

Generic (Style)

Insert a generic cartoon-like graphic representing body lotion

8 oz Body Lotion

Generic (Style)

Insert a generic cartoon-like graphic representing shower gel

10 oz Shower Gel



Click the Next arrow to continue.



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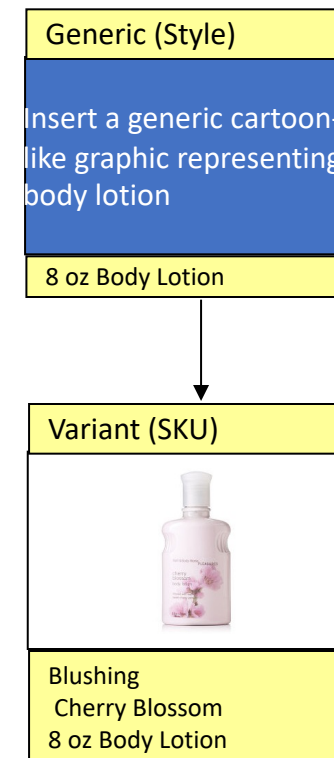


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Variant Article

- A Variant article in SAP is the finished good and is a variation of the generic article.
 - It contains the color and fragrance information, also referred to as choice.
 - Each variant article is attached to a generic article and equates to a SKU.
 - It also contains information that drives functionality within other SAP applications such as warehousing, inventory deployment, transportation planning, etc.
 - The variant article is the item that is sold at the store or on the web.



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Gift Set Article

- A Gift Set article is a form of a variant article. It is defined as a finished good that consists of multiple variant articles and components.
- For example, a Victoria's Secret Amber Romance Must Have Bag gift set article includes an 8.4 oz. Body Lotion, an 8.4 oz. Body Wash, and an 8.4 oz. Body Mist in a nylon tote bag.

| Gift Set (SKU) |
|--|
| Insert graphic representing a gift set |
| Amber Romance Must Have Bag |



Click the Next arrow to continue.



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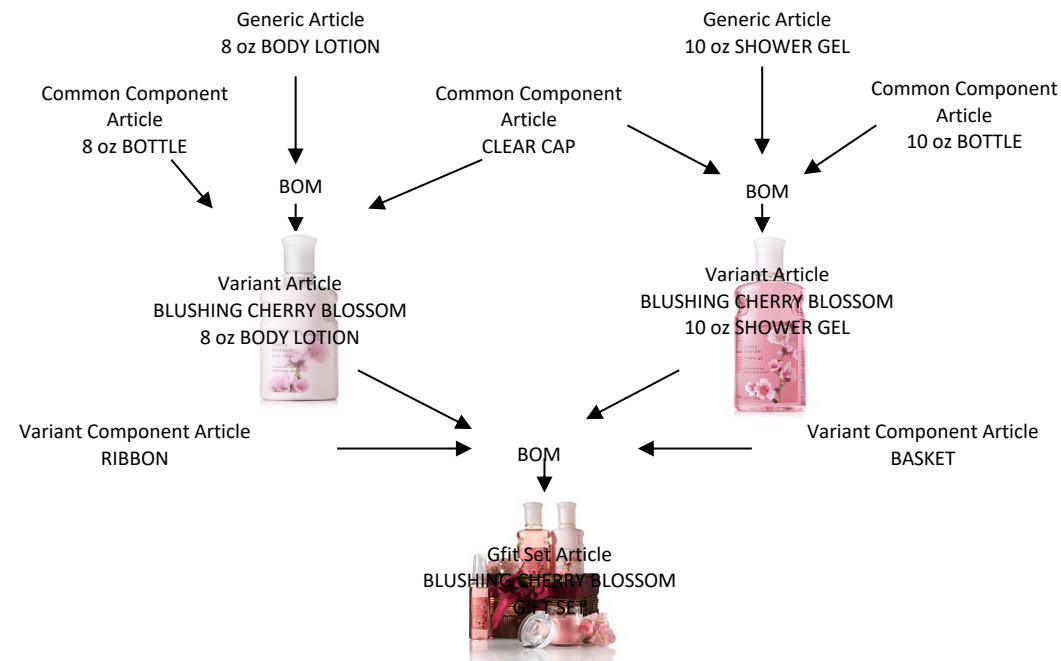


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Types of Articles

The graphic below demonstrates how the various article types work together.



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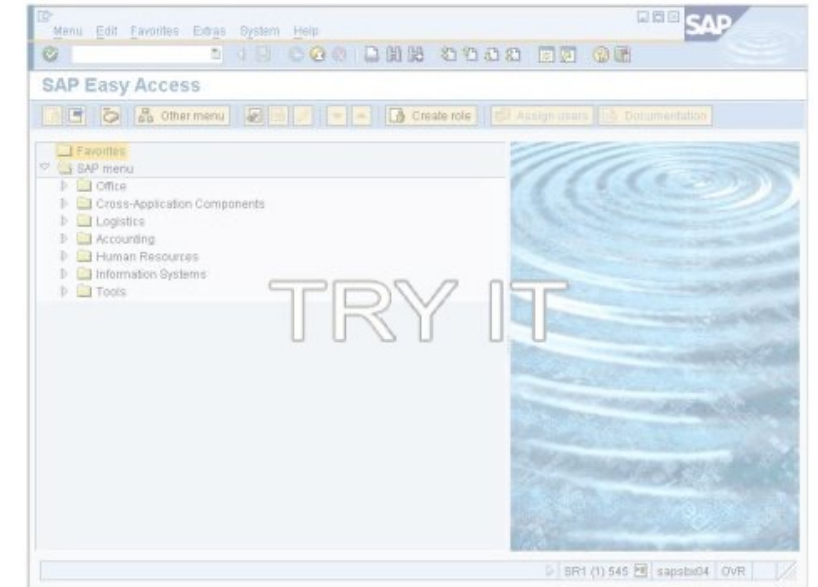
Try It – Display an Article Master Record

Now it's your turn.

🖱️ Click the **Try It** button below to display and review the various Article Master views.



Note: You might not have access to this SAP transaction. In that case, you are NOT required to complete this simulation.



Click the Next arrow to continue.



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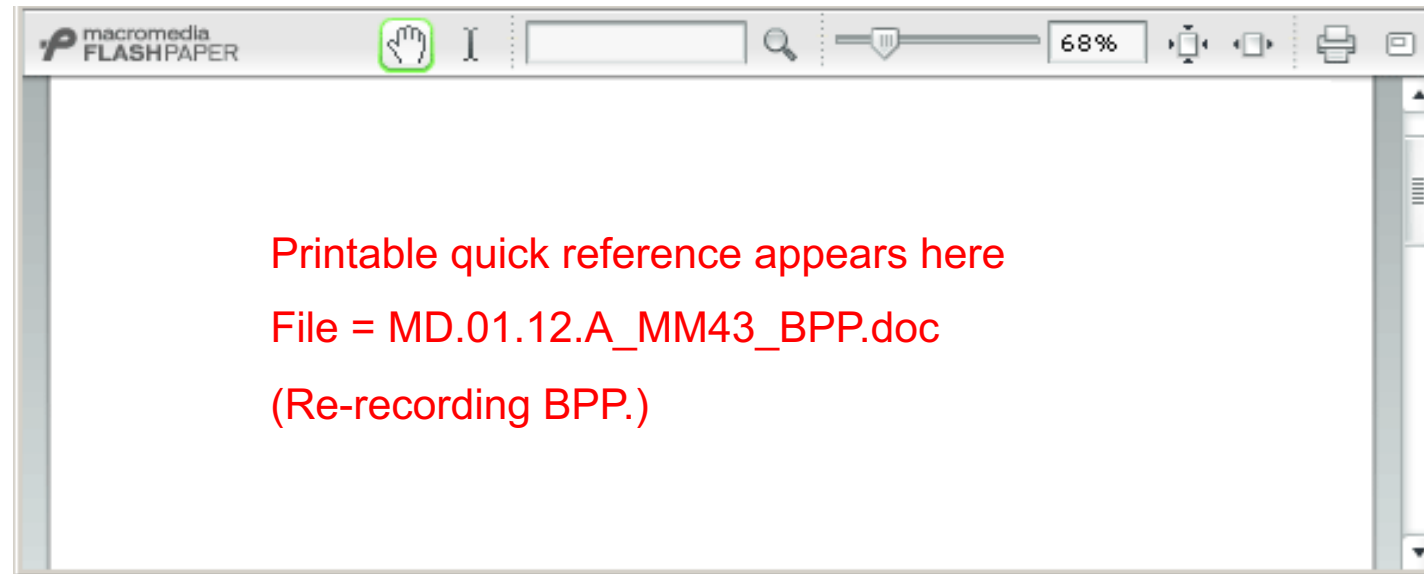
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Quick Reference

A printable reference guide is available below. Click the Print button on the toolbar to print a hard copy for future reference.



Printable quick reference appears here
File = MD.01.12.A_MM43_BPP.doc
(Re-recording BPP.)



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continue.



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Knowledge Check – Multiple Choice

Which of the following are examples of master data in SAP Retail?
Select the best answer.

- A. Article master
- B. Vendor master
- *C. Both A and B
- D. None of the above

Feedback:

ANSWER: C.

EXPLANATION: Both the article master and vendor master are examples of SAP Retail master data.

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continue.

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default will be what you see above.

SME Notes:

Users will receive the answer and explanation upon making their selection. If you have less than 5 possible answers, leave remaining choices blank.

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Knowledge Check – True/False

A generic article equates to a style and a variant article equates to a SKU.

- * True
- False

Feedback:

ANSWER: True

EXPLANATION: A generic article equates to a style and a variant article equates to a SKU.



Click the Next arrow to
continue.



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SME Notes:

Users will receive the answer and explanation upon making their selection.

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Knowledge Check – Multiple Selection

Which of the following are elements of a personal care generic article?
Choose all that apply.

- A. Fragrance
- *B. Size
- *C. Formula
- D. Color

Feedback:

ANSWER: B. and C.

EXPLANATION: Size and Formula are the two elements of a personal care generic article.

Select the correct
answer.

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continue.

This is the prompt area. Unless you specify something here, the default will be what you see above.

SME Notes:

Users will receive the answer and explanation upon making their selection. If you have less than 5 possible answers, leave remaining choices blank.



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Knowledge Check – Multiple Selection

Which of the following are elements of a personal care variant article?
Choose all that apply.

- * A. Fragrance
- B. Size
- C. Formula
- * D. Color

Feedback:

ANSWER: A. and D.

EXPLANATION: Color and Fragrance are elements of variant articles. Size and Formula are the two elements of a personal care generic article.

Select the correct
answer.

Click the Next arrow to
continue.



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SME Notes:

Users will receive the answer and explanation upon making their selection.
If you have less than 5 possible answers, leave remaining choices blank.



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Knowledge Check – Multiple Choice

Which of the following articles is defined as a finished good that consists of multiple variant articles and/or components?

- A. Generic article
- B. Variant article
- *C. Gift Set article
- D. None of the above

Feedback:

ANSWER: C. Gift Set article

EXPLANATION: A Gift Set article is a finished good that consists of multiple variant articles and/or components.



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SME Notes:

Users will receive the answer and explanation upon making their selection. If you have less than 5 possible answers, leave remaining choices blank.

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Knowledge Check – True/False

A 10 oz Berry Kiss body wash and a 10 oz Love Spell body wash would each have a different variant article because they use different fragrances.

- *True
- False

Feedback:

ANSWER: True

EXPLANATION: These two products would share a generic article number because the size and formula are the same; however, they would each have a different variant article number because they use different fragrances.

Select the correct
answer.

Click the Next arrow to
continue.

This is the prompt area. Unless you specify something here, the default will be what you see above.

SME Notes:

Users will receive the answer and explanation upon making their selection.

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Lesson Summary

You should be able to:

- Define key terms
- Review master data concepts
- Define generic, variant, and gift set articles
- Define article master data elements
- Describe the elements of generic, variant, and gift set articles

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Scored Assessment

You have completed the training material for this e-Learning course. Now it's time to check your understanding of the material.

This assessment contains multiple choice and True/False questions. Answer each question and the Next arrow to continue to the next question.

You must achieve at least 80% correct to pass the assessment. If you do not, please review the course materials and retake the assessment.

Select the correct
answers.

Click the Next arrow to
continue.

This is the prompt area. Unless you specify something here, the default will be what you see above.

SME Notes:

Users will receive the answer and explanation upon submitting their response. The question type is used when more than one answer needs to be selected in order to be correct.

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Scored Assessment – Multiple Selection

Which of the following tools are used in the Personal Care Article Master Set up Process?

- A. SAP Retail
- B. Optiva
- C. cProjects
- D. Article Maintenance Tool

Feedback:

ANSWER: A., B., C., and D

EXPLANATION: SAP Retail, Optiva, cProjects, and the Article Maintenance Tool are all used in the Article Master Set up Process.

SME Notes:

This is the prompt area. Unless you specify something here, the default will be what you see above.

Users will receive the answer and explanation upon submitting their response. This question type is used when more than one answer needs to be selected to be correct.



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Scored Assessment – True/False

A 10 oz Berry Kiss body wash and a 10 oz Love Spell body wash would each use the same generic article because they are the same size and formula.

- *True
- False

Feedback:


ANSWER: True

EXPLANATION: These two products would share a generic article number because the size and formula are the same; however, they would each have a different variant article number because they use different fragrances.



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SME Notes:

Users will receive the answer and explanation upon making their selection.



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Scored Assessment – Multiple Selection

Which of the following are elements of a personal care variant article?

Choose all that apply.

- * A. Fragrance
- B. Size
- C. Formula
- * D. Color

Feedback:

ANSWER: A. and D.

EXPLANATION: Color and Fragrance are elements of variant articles. Size and Formula are the two elements of a personal care generic article.



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SME Notes:

Users will receive the answer and explanation upon making their selection. If you have less than 5 possible answers, leave remaining choices blank.

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Scored Assessment – Multiple Choice

Which of the following articles is defined as a finished good that consists of multiple variant articles and/or components?

- A. Generic article
- B. Variant article
- *C. Gift Set article
- D. None of the above

Feedback:

ANSWER: C. Gift Set article

EXPLANATION: A Gift Set article is a finished good that consists of multiple variant articles and/or components.

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SME Notes:

Users will receive the answer and explanation upon making their selection. If you have less than 5 possible answers, leave remaining choices blank

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Scored Assessment – True/False

Personal care article numbers are 12 digits and begin with 50XXXXXXXXXX.

- True
- *False

Feedback:

ANSWER: False

EXPLANATION: Personal care articles are eight digits long. Generic articles begin with 108*; Variant articles begin with 20*; Gift set articles start with 25*.



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Scored Assessment – Multiple Choice

Which role(s) is responsible for validating that the data entered by other users is correct, and then marks the tab complete using the article maintenance tool?

- A. Merchants
- B. Merchandise Planners
- *C. BA Article Master Maintenance Team
- D. None of the above

Feedback:

ANSWER: C. BA Article Master Maintenance Team

EXPLANATION:

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SME Notes:

Users will receive the answer and explanation upon making their selection. If you have less than 5 possible answers, leave remaining

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Scored Assessment – True/False

The Product Development team is responsible for routing the articles to the appropriate merchandise planner using the Article Maintenance Tool.

- True
- * False

Feedback:

ANSWER: False

EXPLANATION: The BA Article Master Maintenance Team is responsible for routing the generic article to the appropriate book of business using the article maintenance tool.



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SME Notes:

Users will receive the answer and explanation upon making their selection.

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Scored Assessment – True/False

The Article Master Change Request Form is used to request changes to existing articles.

- *True
- False

Feedback:

ANSWER: True

EXPLANATION: The Article Master Change Request Form is used to request changes to existing articles.



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SME Notes:

Users will receive the answer and explanation upon making their selection.

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Scored Assessment – Multiple Choice

Which SAP view (tab) is specific to personal care only?

- A. Basic Data View
- B. Sales Data View
- *C. Limited Brands: Personal Care View
- D. Listing Data View
- E. Logistics DC Data View

Feedback:

ANSWER: C Limited Brands: Personal Care View

EXPLANATION: The Limited Brands: Personal Care Data view includes custom fields required for various functionality and reporting applicable to personal care products only.



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Scored Assessment – Multiple Choice

Which of the following is an example of master data in SAP?

- A. Article master data
- B. Vendor master data
- C. Organizational master data
- *D. All of the above

Feedback:

ANSWER: D. All of the above

EXPLANATION: Article, vendor, and organizational master data are all examples of SAP master data.

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SME Notes:

Users will receive the answer and explanation upon making their selection. If you have less than 5 possible answers, leave remaining choices blank.

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Scored Assessment – True/False

Once the article is complete in the Article Maintenance Tool, it can no longer be viewed in the tool. It can only be viewed in SAP.

- True
- *False

Feedback:

ANSWER: False

EXPLANATION: After an article is complete, it can still be viewed via the Article Tracking Grid in the Article Maintenance Tool.



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Conclusion

You have successfully completed the Article Master Process Overview course.

You should be able to:

- Describe article master data concepts
- Explain the difference between generic, variant, and gift set articles
- Describe the Personal Care Article Master Set up Process overview
- Describe the steps required to setup a Personal Care article
- Describe how articles can be entered and modified using the Article Maintenance Tool
- Display and review the article master in SAP and the Article Maintenance Tool
- Describe how to request a change to an article master



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