

APAC - PO Creation (Commodities PO)

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PO Creation

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1.INTRODUCTION

1.1 Objectives and scope of this procedure

This Operating Procedure explains how to create a commodities PO i.e. natural gas, electricity, water treatment and water supply by adding a new line item into the fixed PO .

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

Applicable to system WP1 (RCS).

1.2 Material groups in scope

- The purchase orders in scope are related to: Energy Only.

Process step described in this procedure and expected end product

Create specification and PREQ

Approve PREQ/ administer PREQ

Create PO/send PO to supplier

Manage and follow up POs

Record receipts of goods and services

End product :

Chancharoen, Chin <chin.chancharoen@solvay.com>
 to Jiquan, Zhichen, Krittapas, Pattra, HuiJuan, Jianghao, YAOMING

Dear All,

PO no.4501289746 天然气订单 - GAS-2017.12 已经更新好了。

谢谢！

--

Best regards,

Chin C. (曾彬新)
PTP SC Provisioning - SBS Bangkok Services Center

Bangkok Hotline: +86 21 23502098
 T : +66 (0) 2610 6300 / F : +66 (0) 2610 6359
 Email: chin.chancharoen@solvay.com

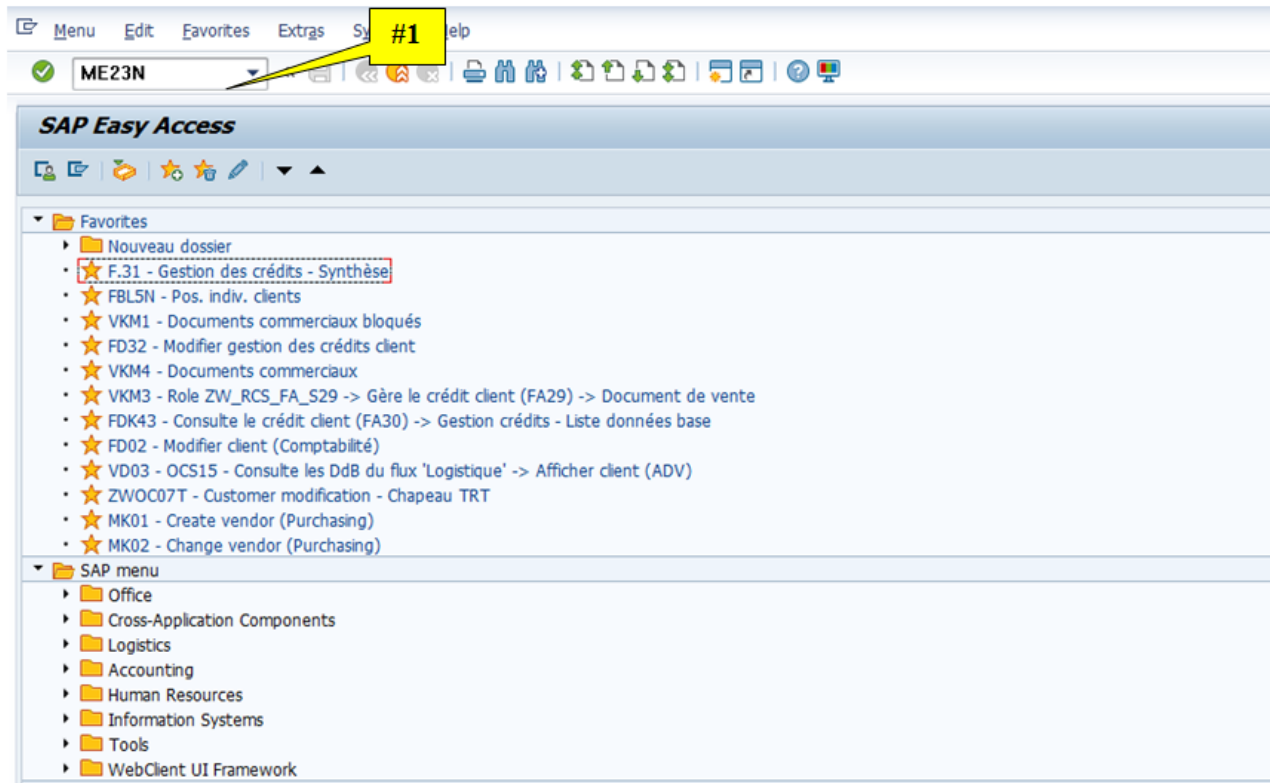
Solvay Asia Pacific Co., Ltd.
 11th & 16th Fl., Wave Place, 55 Wireless Rd.,
 Pathumwan, Bangkok 10330 Thailand

1.3 Abbreviations

Abbr.	Description	Abbr.	Description
PR	Purchase Requisition	SC	Shopping Cart
Cocd	Company Code	PtP	Procure to Pay
AP	Account Payable	PS	Provisioning Specialist
PO	Purchase Order	GR	Goods Receipt

2. OPERATING PROCEDURE DESCRIPTION

PO Creation



#	Main activities	Key points	Tips / Best practices
1	Enter transaction ME23N		

Standard PO 4501289746 by Zhicheng SHE

Document Overview On | Print Preview | Messages | Personal Setting

Standard PO 4501289746 Vendor 97597 LIYANG CITY POWER CO... Doc. date 29.10.2010

Delivery/Invoice | Conditions | Address | Communication | Partners | Additional Data | Org. Data | Status | Customer Data

Purch. Org. 3027 Energy Asia/Pac.
Purch. Group GR01 EC LYG ENERGY
Company Code 6811 Liyang Solvay Rare Earths

Select Document

Pur. Order 4501289746

☒ Pur. Order
☐ Purch. Requisition

Other Document

S. Itm	A	I	Material	Short Text	Quantity	Unit	Plant	Purchase ...	Batch	Stor. Location	
10	K		1059101	ELECTRICITY	1,275,720	KW	D 26.10.2010	667.09	CNY	1,000	KW_ELECTRICIT_6811 Liyang
20	K		1059101	ELECTRICITY	1,010,520	KW	D 26.10.2010	698.02	CNY	1,000	KW_ELECTRICIT_6811 Liyang
30	K		1059101	ELECTRICITY	467,880	KW	D 26.10.2010	817.10	CNY	1,000	KW_ELECTRICIT_6811 Liyang
40	K		1059101	ELECTRICITY	701,400	KW	D 26.10.2010	737.39	CNY	1,000	KW_ELECTRICIT_6811 Liyang
50	K		1059101	ELECTRICITY	972,120	KW	D 26.10.2010	692.69	CNY	1,000	KW_ELECTRICIT_6811 Liyang
60	K		1059101	ELECTRICITY	678,960	KW	D 29.04.2011	739.17	CNY	1,000	KW_ELECTRICIT_6811 Liyang

Add Planning

Item [10] 1059101, ELECTRICITY

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

Sh. Text	MvT	Posting Date	Material Document	Item	Entry Date	Time of Entry	Reference	Quantity	Amount	Crcy	Amount in LC	Delivery cost quantity	OUIn	Qty
GR		101 29.10.2010	5008924426	1	29.10.2010	11:16:34	123455	532,800	401,587.34	CNY	401,587.34	0	KWH	53
Tr./Ev. Goods receipt								532,800	401,587.34	CNY	401,587.34	0	KWH	53
IR-L		31.10.2010	5107222826	1	01.11.2010	02:40:15	123455	532,800	401,587.63	CNY	401,587.63	0	KWH	53
Tr./Ev. Invoice receipt								532,800	401,587.63	CNY	401,587.63	0	KWH	53

#	Main activities	Key points	Tips / Best practices
2	Click on		
3	Key in the PO number	Gas PO no. 4501289746 (Cocd : 6811) PO no. 4502593422 (Cocd : 6875)	For other utilities, please refer to hyperlink: Electricity Key Points Water Treatment and Supply Key Points
4	Click on		
5	Click on		

Standard PO 4501289746 Created by Zhicheng SHE

Document Overview On Messages Personal Setting

Standard PO: 4501289746 Vendor: 98052 LIYANG ANSHUN NATURA Doc. date: 29.10.2010

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data **Org. Data** Status Customer Data

Purch. Org.: 3027 Energy Asia/Pac.
Purch. Group: G001 EC LYG ENERGY
Company Code: 6811 Liyang Solvay Rare Earths

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Pri...	Curr...	Per	O...	Matl Group	Plnt	Purchase ...	Batch	Stor. Location
1220	K			1616072	GAS-2017.09	..7,964.900	NM3 D	31.08.2017	2.97	CNY	1		NM3 SEMI FIN.&F..6811 Liyang				
1230	K			1616072	GAS-2017.10	..7,964.900	NM3 D	10.10.2017	2.97	CNY	1		NM3 SEMI FIN.&F..6811 Liyang				
1240	K			1616072	GAS-2017.11	61,728.000	NM3 D	14.11.2017	2.92	CNY	1		NM3 SEMI FIN.&F..6811 Liyang				
1250	K			1616072	GAS-2017.12	..6,913.000	NM3 D	30.11.2017	2.92	CNY	1		NM3 SEMI FIN.&F..6811 Liyang				
1260	K			1616072	GAS-2018.01	..4,907.260	NM3 D	03.02.2018	2.92	CNY	1		NM3 SEMI FIN.&F..6811 Liyang				

#6

Item: [1260] 1616072, GAS-2018.01

#7

Material Data Quantities/Weights **Rule** Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery ...

Sh. Text	MvT Posting Date	Material Document	Item	Entry Date	Time of Ent...	Reference	Quantity	Amount	Crcy	Amount in LC	Delivery cost quantity	OUIn
DPyt	08.02.2018	2000000160	1	07.02.2018	03:27:11		0.000	1,600,000.00	CNY	1,600,000.00	0.000	NM3
Tr./Ev. Down payment							0.000	1,600,000.00	CNY	1,600,000.00	0.000	NM3

#	Main activities	Key points	Tips / Best practices
6	Click on this area to highlight this row for copying		Only 6811 (Water) needs to highlight for copying on water treatment and water supply lines
7	Click on  for adding a new line item		

#10

Purchase Order Goto Environment System Help

Standard PO 4501289746 Created by Zhicheng SHE

Document Overview On Print Preview Messages Personal Setting

Standard PO 4501289746 Vendor 98052 LIYANG ANSHUN NATURA Doc. date 29.10.2010

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

Purch. Org. 3027 Energy Asia/Pac.
Purch. Group GRN EC LYG ENERGY
Company Code 6811 Lyang Solvay Rare Earths

Item	S...	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Pri...	Curr...	Per	O...	Matl Group	Pint	Purchase ...	Batch
1160	K	1616072	GAS-2017.03	268,168.410	NM3D		03.03.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1170	K	1616072	GAS-2017.04	119,185.960	NM3D		31.03.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1180	K	1616072	GAS-2017.05	297,964.900	NM3D		30.04.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1190	K	1616072	GAS-2017.06	238,371.920	NM3D		30.05.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1200	K	1616072	GAS-2017.07	119,185.960	NM3D		30.06.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1210	K	1616072	GAS-2017.08	89,389.470	NM3D		31.07.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1220	K	1616072	GAS-2017.09	297,964.900	NM3D		31.08.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1230	K	1616072	GAS-2017.10	297,964.900	NM3D		10.10.2017	2.97	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1240	K	1616072	GAS-2017.11	61,728.000	NM3D		14.11.2017	2.92	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1250	K	1616072	GAS-2017.12	246,913.000	NM3D		30.11.2017	2.92	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1260	K	1616072	GAS-2018.01	484,907.260	NM3D		03.02.2018	2.92	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			
1270	K	1616072	GAS-2018.02	242,453.630	NM3D		28.02.2018	2.92	CNY	1	NM3 SEMI FIN.&F..6811	Lyang			

Default Values Additions

Item [1220] 1616072 , GAS-2017.09

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery ...

Inv. Receipt Invoicing Plan Tax code QY Taxes

Final Invoice

GR-Bsd IV

#9

#8

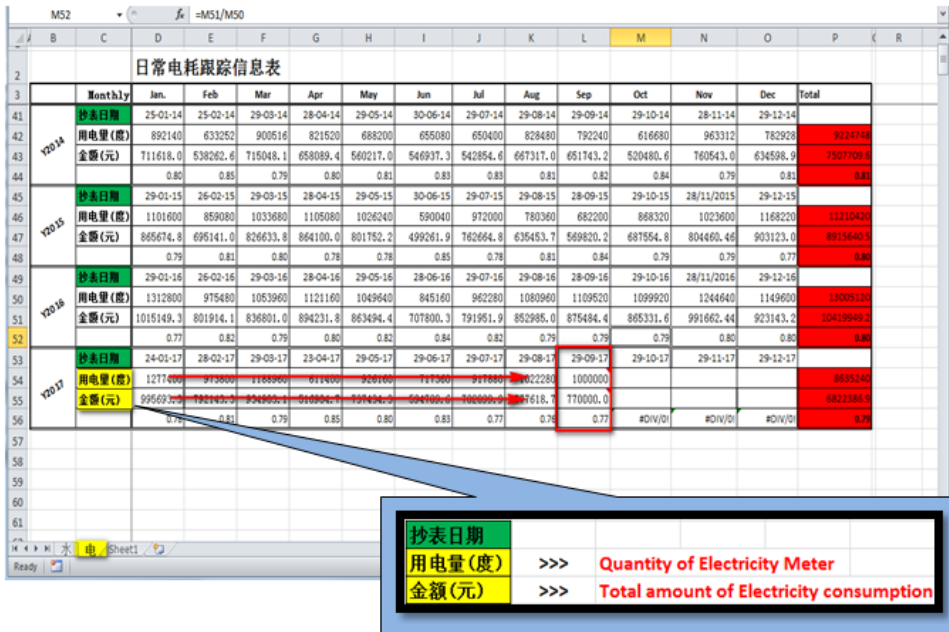
#	Main activities	Key points	Tips / Best practices
8	Key in Tax code	Gas Tax Code : QY (11%) For other utilities, please refer to hyperlink: Electricity Key Points Water Treatment and Supply Key Points	

9	Key in the details of Short Text, PO Quantity and Delivery Date based on information provided by Purchasing	Gas • Short Text : Specify month and year • Delivery Date : Specify the last day of the month • PO Quantity : • Cocc 6875 : Key in the amount which provided by Purchasing • Cocc 6811 : Calculate the amount by below formula Note: PO Quantity = Amount of Payment Request/Net price/1.11* (*Tax rate)  付款申请单 PAYMENT REQUEST 编号: Ref No.: <table border="1" style="width: 100%;"> <tr> <td>申请人 Applicant: 余志成</td> <td>申请人编码 Employee Code:</td> <td>成本中心 Cost Center:</td> <td>申请日期 Date: 11-30-2017</td> <td>电话 Telephone:</td> <td>采购订单号 Purchase Order: 4501289746</td> <td>订单项目 PO Item:</td> </tr> <tr> <td colspan="2">付款公司名称 Payer's Name: 深阳索尔维福士新材料有限公司</td> <td colspan="2">公司代码 Company Code: 6811</td> <td colspan="3">付款用途说明 Description:</td> </tr> <tr> <td colspan="2">币种 Currency: 人民币CNY</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">收款人 Payee's name: 深阳安联电气有限公司</td> <td colspan="5">收款人编码 Payee's SAP code: 98052</td> </tr> <tr> <td colspan="7">收款人银行 Payee's bank name:</td> </tr> <tr> <td colspan="7">银行账号 Bank account No:</td> </tr> <tr> <td colspan="7">大写金额 Amount in words: 捌拾万元整</td> </tr> <tr> <td colspan="7">小写金额 Amount in numbers: 800000RMB</td> </tr> <tr> <td>签字 Employee Signature</td> <td>部门负责人 Dept. Manager</td> <td>部门负责人 Function Director</td> <td>跨部门审批 Cross-Dept. Approval</td> <td>财务总监 Finance Director</td> <td>总裁审批 Managing Director</td> <td>应付账款经理 Accounts Payable Manager</td> </tr> <tr> <td>日期 date:</td> <td>日期 date:</td> <td>日期 date:</td> <td>日期 date:</td> <td>日期 date:</td> <td>日期 date:</td> <td>日期 date:</td> </tr> </table> Amount of payment request For other utilities, please refer to hyperlink: Electricity Key Points Water Treatment and Supply Key Points	申请人 Applicant: 余志成	申请人编码 Employee Code:	成本中心 Cost Center:	申请日期 Date: 11-30-2017	电话 Telephone:	采购订单号 Purchase Order: 4501289746	订单项目 PO Item:	付款公司名称 Payer's Name: 深阳索尔维福士新材料有限公司		公司代码 Company Code: 6811		付款用途说明 Description:			币种 Currency: 人民币CNY							收款人 Payee's name: 深阳安联电气有限公司		收款人编码 Payee's SAP code: 98052					收款人银行 Payee's bank name:							银行账号 Bank account No:							大写金额 Amount in words: 捌拾万元整							小写金额 Amount in numbers: 800000RMB							签字 Employee Signature	部门负责人 Dept. Manager	部门负责人 Function Director	跨部门审批 Cross-Dept. Approval	财务总监 Finance Director	总裁审批 Managing Director	应付账款经理 Accounts Payable Manager	日期 date:	日期 date:	日期 date:	日期 date:	日期 date:	日期 date:	日期 date:
申请人 Applicant: 余志成	申请人编码 Employee Code:	成本中心 Cost Center:	申请日期 Date: 11-30-2017	电话 Telephone:	采购订单号 Purchase Order: 4501289746	订单项目 PO Item:																																																																		
付款公司名称 Payer's Name: 深阳索尔维福士新材料有限公司		公司代码 Company Code: 6811		付款用途说明 Description:																																																																				
币种 Currency: 人民币CNY																																																																								
收款人 Payee's name: 深阳安联电气有限公司		收款人编码 Payee's SAP code: 98052																																																																						
收款人银行 Payee's bank name:																																																																								
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小写金额 Amount in numbers: 800000RMB																																																																								
签字 Employee Signature	部门负责人 Dept. Manager	部门负责人 Function Director	跨部门审批 Cross-Dept. Approval	财务总监 Finance Director	总裁审批 Managing Director	应付账款经理 Accounts Payable Manager																																																																		
日期 date:	日期 date:	日期 date:	日期 date:	日期 date:	日期 date:	日期 date:																																																																		
10	Click on 																																																																							

After saving, PS will send the information of PO completed to AP team to post down payment.

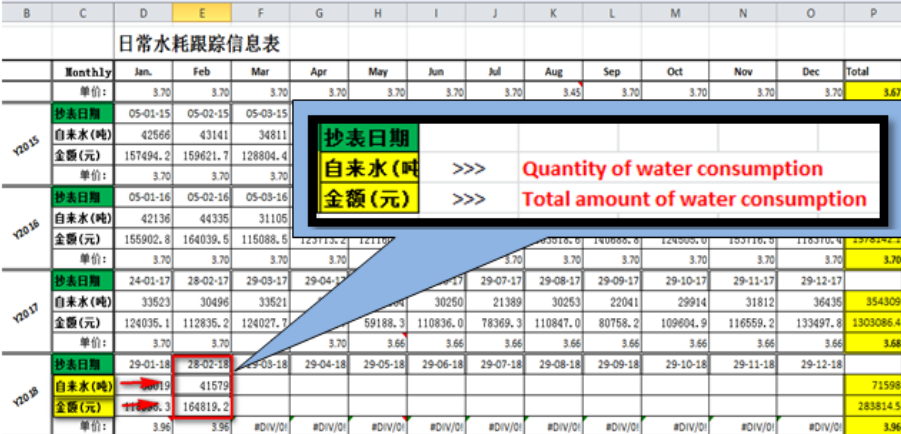
3. REFERENCES

Electricity Key Points

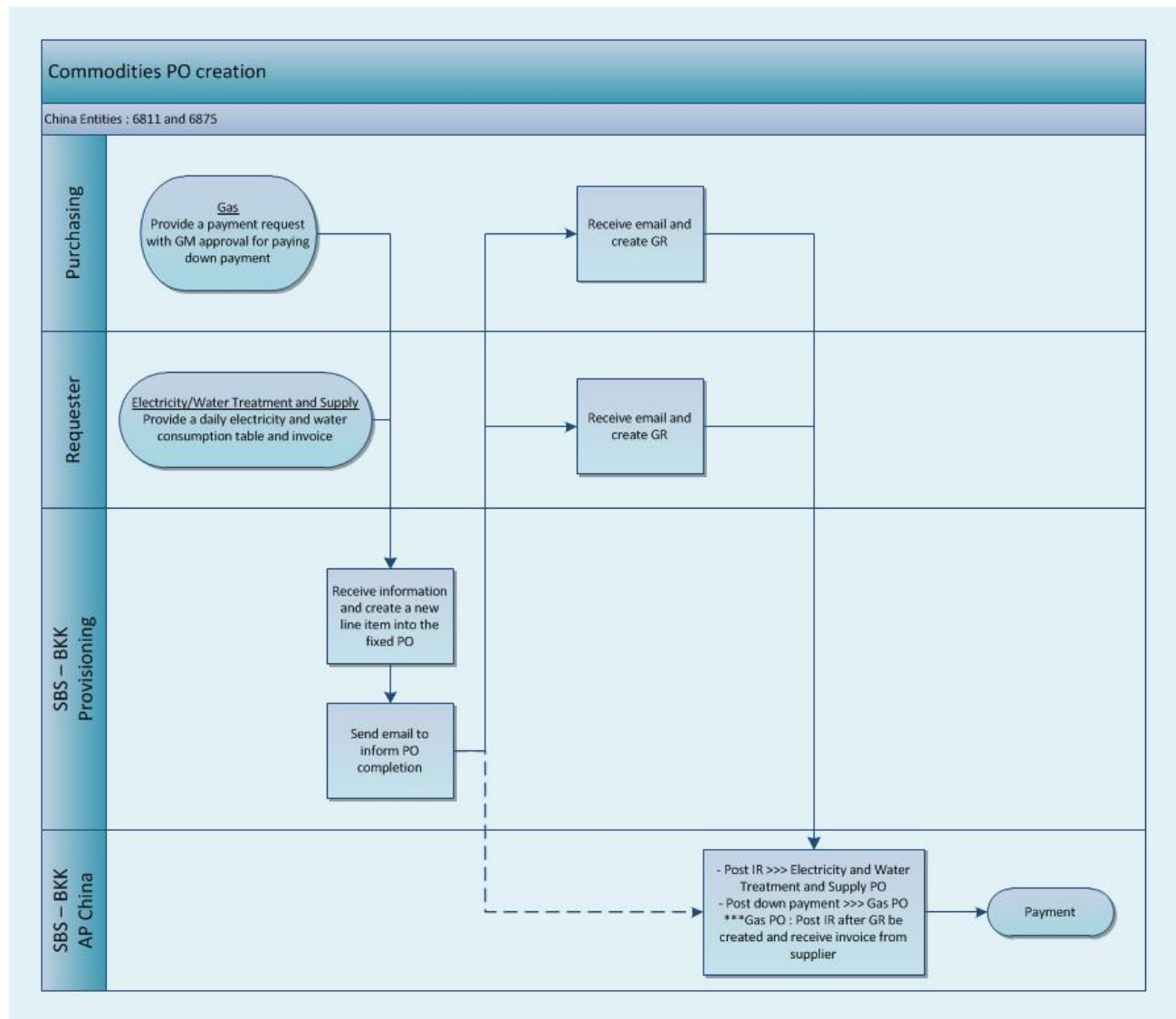
#	Main activities	Key points	Tips / Best practices
1	Key in the PO number	PO no. 4501289745 (Cocd : 6811) PO no. 4502400477 (Cocd : 6875)	
	Key in Tax code	Tax Code : JQ (17%)	
	Key in the details of Short Text, PO Quantity, Net price and Delivery Date based on attached file provided by Purchasing	• Short Text : Specify month and year • Delivery Date : Specify the last day of the month • PO Quantity : Key in the amount which provided by Purchasing • Net price : Calculate the amount by below formula Note : Net price = Total amount of Electricity consumption /1.17 / Quantity of Electricity Meter*1000 	Normally net price based on the price of previous month If there is net price changes, Purchasing will inform to PS

Water Treatment and Supply Key Points

#	Main activities	Key points	Tips / Best practices
1	Key in the PO number	• Cocd : 6811 Water Treatment : PO no. 4501289747 Water Supply : PO no. 4501289747 • Cocd : 6875 Water Treatment : PO no. 4502872632 Water Supply : PO no. 4502400481	

Key in Tax code	Cocd : 6811 PO no. 4501289747 INDUSTRIAL WATER = Water Treatment line : <u>LA (6%)</u> Water transport = Water Supply line : <u>JP (0%)</u> Cocd : 6875 PO no. 4502872632 INDUSTRIAL WATER = Water Treatment line : <u>JP (0%)</u> PO no. 4502400481 INDUSTRIAL WATER = Water Supply line : <u>JP (0%)</u>	
Key in the details of Short Text, PO Quantity, Net price and Delivery Date based on attached file provided by Purchasing	Short Text : Specify month and year Delivery Date : Specify the last day of the month Net Price : Based on the previous month PO Quantity : Key in the amount that provided by Purchasing through excel file Cocd : 6811  Cocd : 6875 	Normally net price based on the price of previous month If there is net price changes, Purchasing will inform to PS

Commodities PO Creation Flowchart



4. ATTACHMENTS

- No References