APAC - PO Creation (Commodities PO)

Table of Contents

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

End product :

Chanchareon, 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

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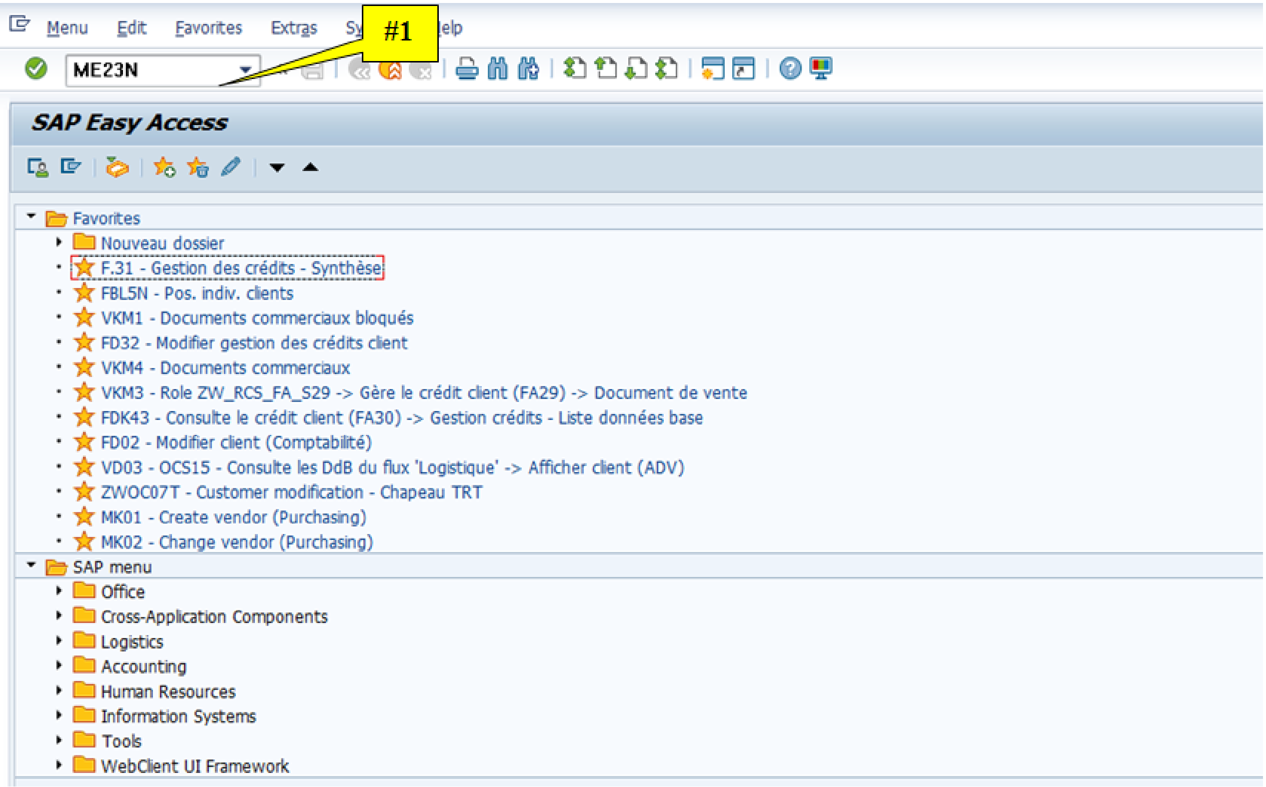
Pathumwan, Bangkok 10330 Thailand

1.3 Abbreviations

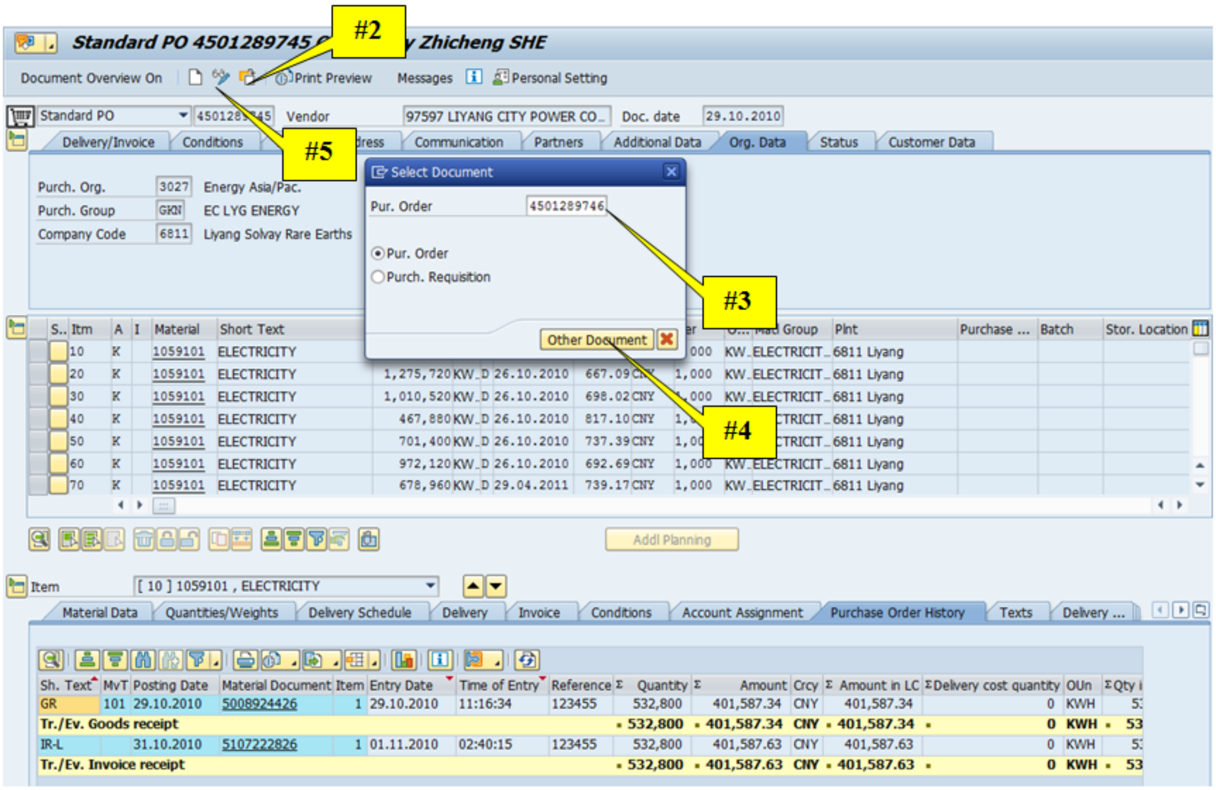
Abbr.	Description	Abbr.	Description
PR	Purchase Requisition	SC	Shopping Cart
Cocd	Company Code	PtP	Procure to Pay
AP	Account Payable	PS	Provisioning Specialist
PO	Purchase Order	GR	Goods Receipt

2. OPERATING PROCEDURE DESCRIPTION

PO Creation



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



Standard PO 4501289745 C y Zhicheng SHE

Standard PO 450128 45 Vendor 97597 LIYANG CITY POWER CO.. Doc. date 29.10.2010

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

Select Document

Pur. Order 4501289746

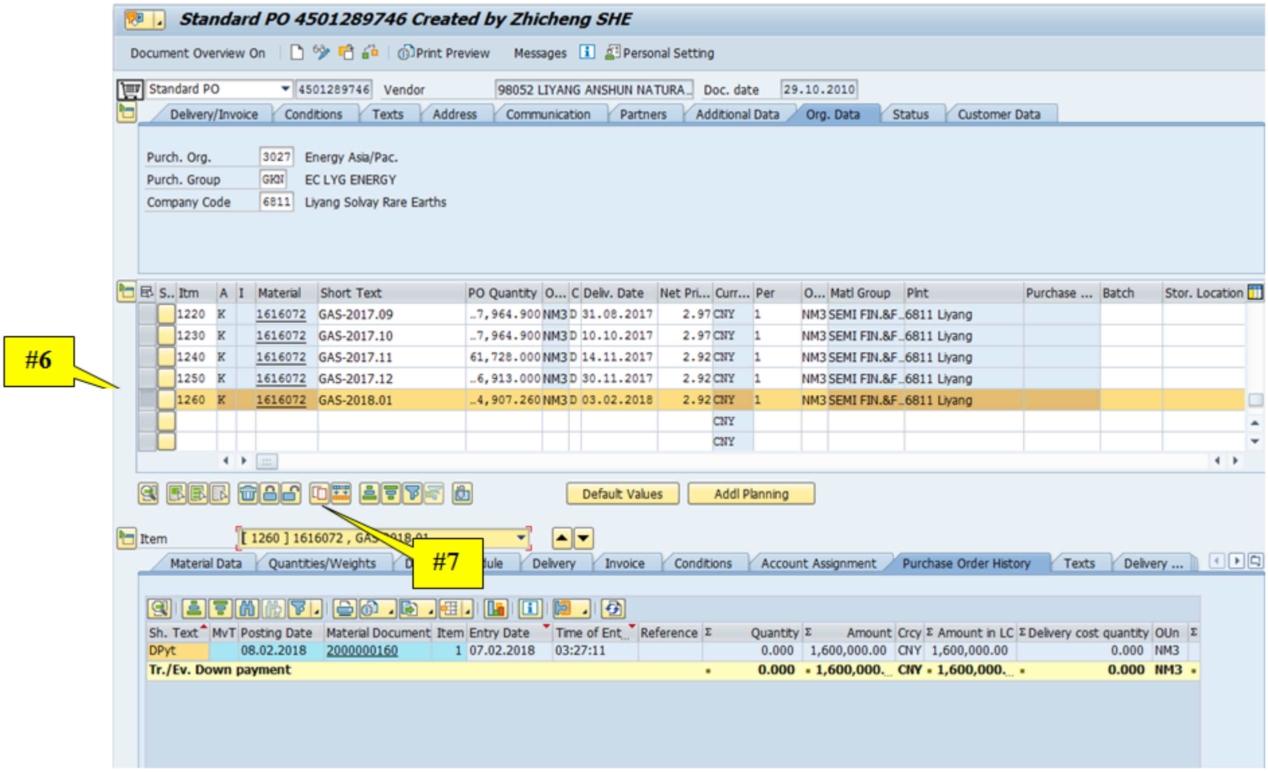
● Pur. Order
○ Purch. Requisition

Itm	A	Material	Short Text							Matl Group	Plnt
10	K	1059101	ELECTRICITY						000	KW_ELECTRICIT_	6811 Liyang
20	K	1059101	ELECTRICITY	1,275,720	KW_D	26.10.2010	667.09		1,000	KW_ELECTRICIT_	6811 Liyang
30	K	1059101	ELECTRICITY	1,010,520	KW_D	26.10.2010	698.02	CNY	,000	KW_ELECTRICIT_	6811 Liyang
40	K	1059101	ELECTRICITY	467,880	KW_D	26.10.2010	817.10	CNY	1,	TRICIT_	6811 Liyang
50	K	1059101	ELECTRICITY	701,400	KW_D	26.10.2010	737.39	CNY	1,00	TRICIT_	6811 Liyang
60	K	1059101	ELECTRICITY	972,120	KW_D	26.10.2010	692.69	CNY	1,000	KW_ELECTRICIT_	6811 Liyang
70	K	1059101	ELECTRICITY	678,960	KW_D	29.04.2011	739.17	CNY	1,000	KW_ELECTRICIT_	6811 Liyang

Item [10] 1059101 , ELECTRICITY

Sh. Text	MvT	Posting Date	Material Document	Item	Entry Date	Time of Entry	Reference	Σ Quantity	Σ Amount	Crcy	Σ Amount in LC	ΣDelivery cost quantity	OUn	ΣQty i
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	5:
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	5:
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 Other Document		
5	Click on		



Standard PO 4501289746 Created by Zhicheng SHE

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

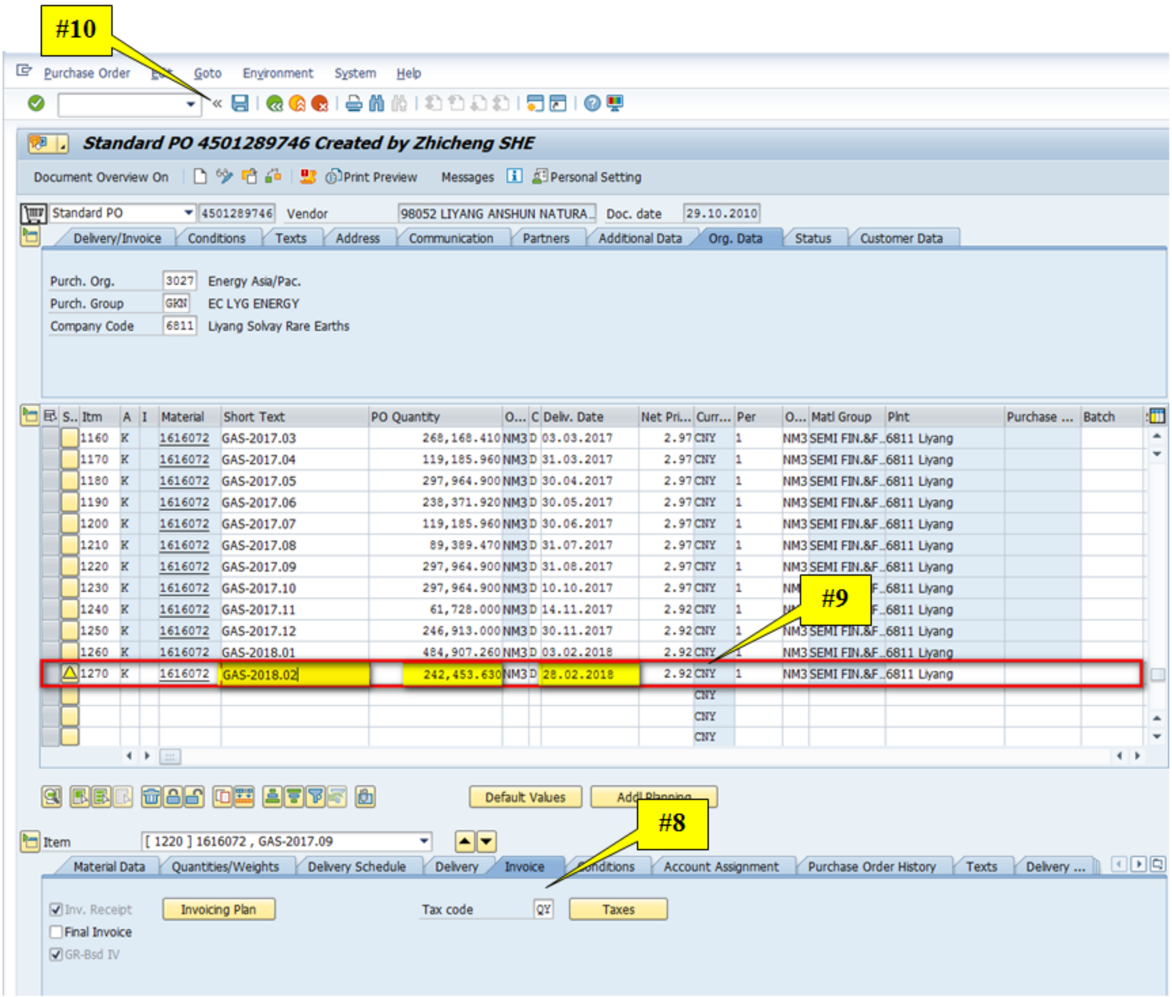
Purch. Org. 3027 Energy Asia/Pac.
Purch. Group GKN EC LYG ENERGY
Company Code 6811 Liyang Solvay Rare Earths

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			
											CNY							
											CNY							

Item [1260] 1616072 , GAS-2018.01

Sh. Text	MvT	Posting Date	Material Document	Item	Entry Date	Time of Ent...	Reference	Σ	Quantity	Σ	Amount	Crcy	Σ	Amount in LC	Σ	Delivery cost quantity	OUn	Σ
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...**	**CNY**	▪	**1,600,000...**	▪	**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		



Standard PO 4501289746 Created by Zhicheng SHE

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

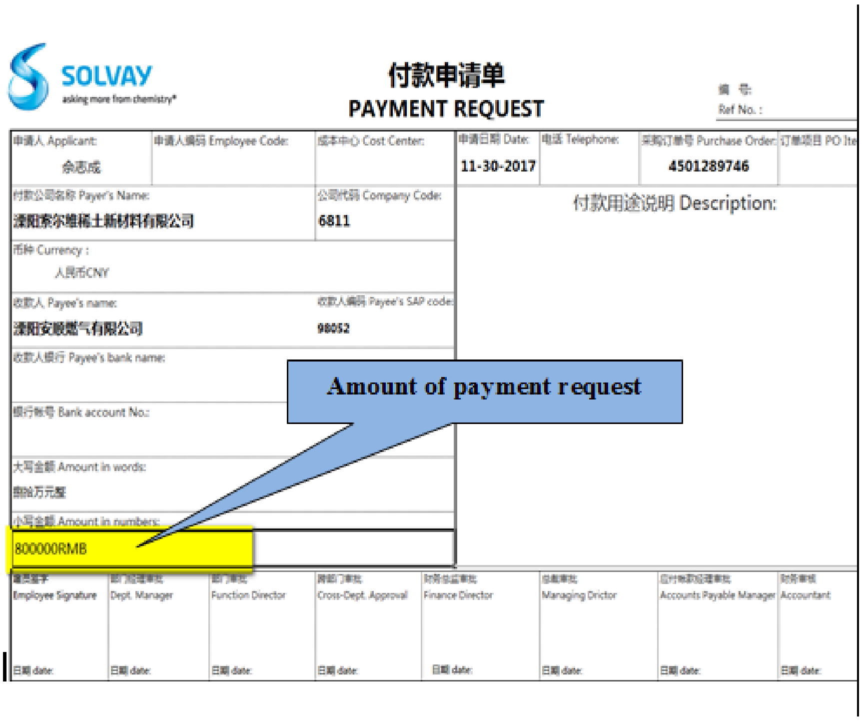
Purch. Org. 3027 Energy Asia/Pac.
Purch. Group GKN EC LYG ENERGY
Company Code 6811 Liyang Solvay Rare Earths

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

Item [1220] 1616072 , GAS-2017.09

☑ Inv. Receipt
☐ Final Invoice
☑ GR-Bsd IV
Tax code QY

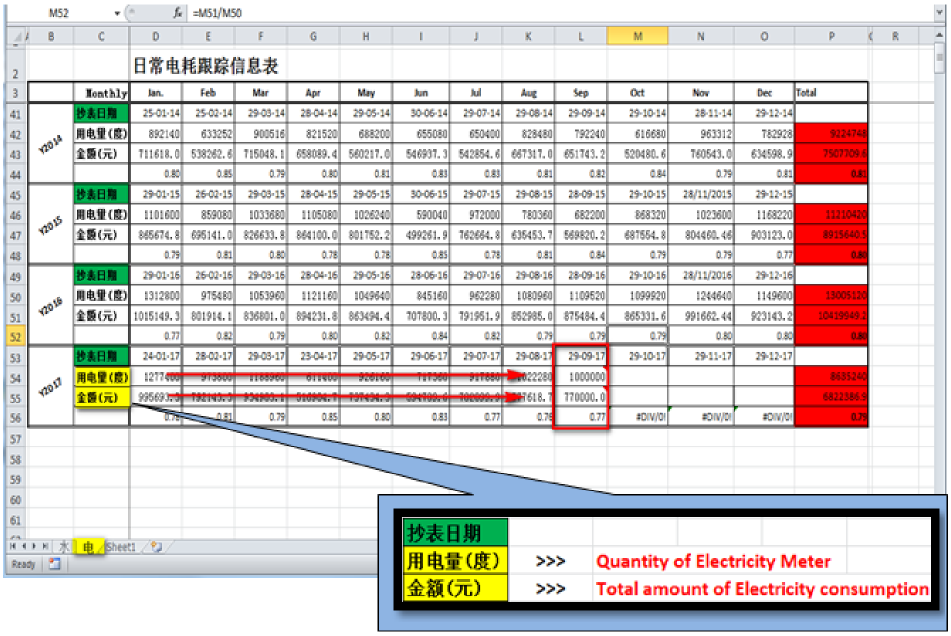
#	Main activities	Key points	Tips / Best practices
8	Key in Tax code	- **Gas** Tax Code : QY (11%) For other utilities, please refer to hyperlink: Electricity Key Points Water Treatment and Supply Key Points	

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 : • Cocd 6875 : Key in the amount which provided by Purchasing • Cocd 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. : 申请人 Applicant: 佘志成 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 Ite 付款公司名称 Payer's Name: 溧阳索尔维稀土新材料有限公司 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: 溧阳安顺燃气有限公司 收款人编码 Payee's SAP code: 98052 收款人银行 Payee's bank name: 银行帐号 Bank account No.: 大写金额 Amount in words: 捌拾万元整 小写金额 Amount in numbers: 800000RMB Amount of payment request 雇员签字 Employee Signature 日期 date: 部门经理审批 Dept. Manager 日期 date: 部门审批 Function Director 日期 date: 跨部门审批 Cross-Dept. Approval 日期 date: 财务总监审批 Finance Director 日期 date: 总裁审批 Managing Drictor 日期 date: 应付帐款经理审批 Accounts Payable Manager 日期 date: 财务审核 Accountant 日期 date: For other utilities, please refer to hyperlink: Electricity Key Points Water Treatment and Supply Key Points	
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

M52 =M51/M50

日常电耗跟踪信息表

		Monthly	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
41	Y2014	抄表日期	25-01-14	25-02-14	29-03-14	28-04-14	29-05-14	30-06-14	29-07-14	29-08-14	29-09-14	29-10-14	28-11-14	29-12-14	
42		用电量(度)	892140	633252	900516	821520	688200	655080	650400	828480	792240	616680	963312	782928	9224748
43		金额(元)	711618.0	538262.6	715048.1	658089.4	560217.0	546937.3	542854.6	667317.0	651743.2	520480.6	760543.0	634598.9	7507709.6
44			0.80	0.85	0.79	0.80	0.81	0.83	0.83	0.81	0.82	0.84	0.79	0.81	0.81
45	Y2015	抄表日期	29-01-15	26-02-15	29-03-15	28-04-15	29-05-15	30-06-15	29-07-15	29-08-15	28-09-15	29-10-15	28/11/2015	29-12-15	
46		用电量(度)	1101600	859080	1033680	1105080	1026240	590040	972000	780360	682200	868320	1023600	1168220	11210420
47		金额(元)	865674.8	695141.0	826633.8	864100.0	801752.2	499261.9	762664.8	635453.7	569820.2	687554.8	804460.46	903123.0	8915640.5
48			0.79	0.81	0.80	0.78	0.78	0.85	0.78	0.81	0.84	0.79	0.79	0.77	0.80
49	Y2016	抄表日期	29-01-16	26-02-16	29-03-16	28-04-16	29-05-16	28-06-16	29-07-16	29-08-16	28-09-16	29-10-16	28/11/2016	29-12-16	
50		用电量(度)	1312800	975480	1053960	1121160	1049640	845160	962280	1080960	1109520	1099920	1244640	1149600	13005120
51		金额(元)	1015149.3	801914.1	836801.0	894231.8	863494.4	707800.3	791951.9	852985.0	875484.4	865331.6	991662.44	923143.2	10419949.2
52			0.77	0.82	0.79	0.80	0.82	0.84	0.82	0.79	0.79	0.79	0.80	0.80	0.80
53	Y2017	抄表日期	24-01-17	28-02-17	29-03-17	23-04-17	29-05-17	29-06-17	29-07-17	29-08-17	29-09-17	29-10-17	29-11-17	29-12-17	
54		用电量(度)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1000000				8635240
55		金额(元)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	770000.0				6822386.9
56			0.78	0.81	0.79	0.85	0.80	0.83	0.77	0.76	0.77	#DIV/0!	#DIV/0!	#DIV/0!	0.79

抄表日期
用电量(度) >>> Quantity of Electricity Meter
金额(元) >>> Total amount of Electricity consumption

Water Treatment and Supply Key Points

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

Key in Tax code

- **<u>Cocd : 6811</u>**

PO no. 4501289747
INDUSTRIAL WATER = Water Treatment line : <u>LA (6%)</u>
Water transport = Water Supply line : <u>JP (0%)</u>

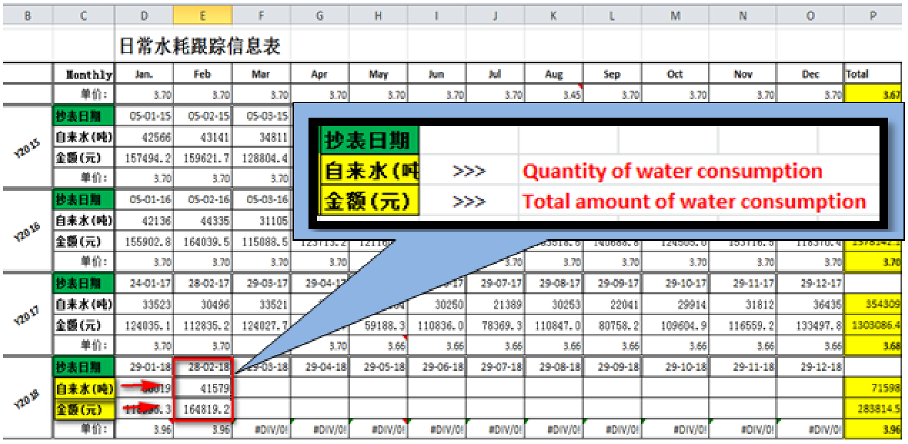
- **<u>Cocd : 6875</u>**

PO no. 4502872632 INDUSTRIAL WATER = Water Treatment line : <u>JP (0%)</u>
PO no. 4502400481 INDUSTRIAL WATER = Water Suppliy 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

<u>Cocd : 6811</u>



日常水耗跟踪信息表

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Monthly	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	单价:	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.45	3.70	3.70	3.70	3.70	3.67
Y2015	抄表日期	05-01-15	05-02-15	05-03-15										
	自来水(吨)	42566	43141	34811										
	金额(元)	157494.2	159621.7	128804.4										
	单价:	3.70	3.70	3.70										
Y2016	抄表日期	05-01-16	05-02-16	05-03-16										
	自来水(吨)	42136	44335	31105										
	金额(元)	155902.8	164039.5	115088.5										
	单价:	3.70	3.70	3.70	3.70			3.70	3.70	3.70	3.70	3.70	3.70	3.70
Y2017	抄表日期	24-01-17	28-02-17	29-03-17				29-07-17	29-08-17	29-09-17	29-10-17	29-11-17	29-12-17	
	自来水(吨)	33523	30496	33521			30250	21389	30253	22041	29914	31812	36435	354309
	金额(元)	124035.1	112835.2	124027.7		59188.3	110836.0	78369.3	110847.0	80758.2	109604.9	116559.2	133497.8	1303086.4
	单价:	3.70	3.70		3.70	3.66	3.66	3.66	3.66	3.66	3.66	3.66	3.66	3.68
Y2018	抄表日期	29-01-18	28-02-18	29-03-18	29-04-18	29-05-18	29-06-18	29-07-18	29-08-18	29-09-18	29-10-18	29-11-18	29-12-18	
	自来水(吨)		41579											71598
	金额(元)		164819.2											283814.5
	单价:	3.96	3.96	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.96

抄表日期
自来水(吨 >>> Quantity of water consumption
金额(元) >>> Total amount of water consumption

<u>Cocd : 6875</u>

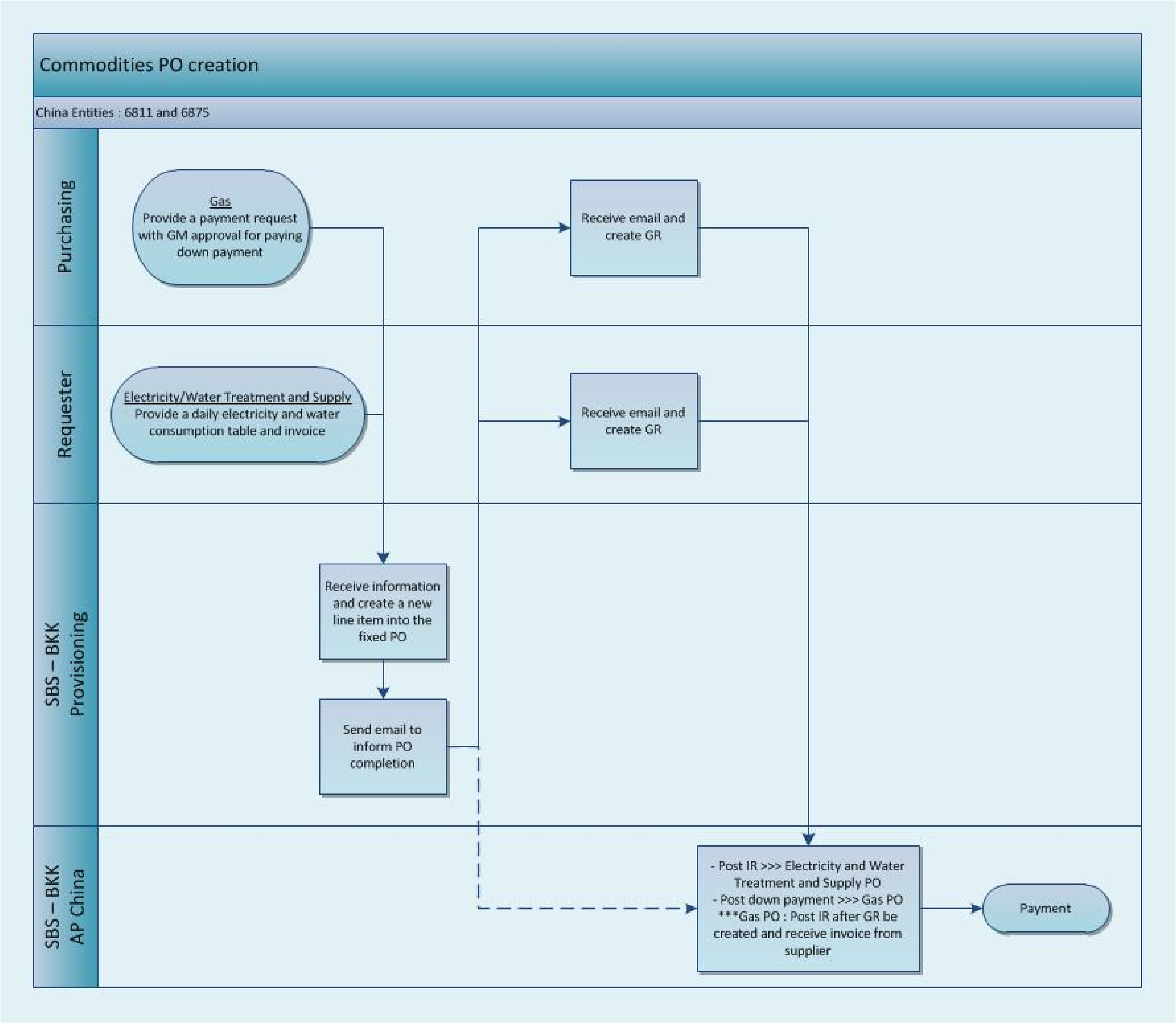
2018年水费明细

序号	名称	水费（元）	污水费（元）	水费（元）	污水费（元）	合计（元）	用水量（吨）	备注
1	1月水费	5	1	31965	6393	38358	6393	
2	2月水费	5	1	22885	4577	27462	4577	
3	3月水费	5	1	0	0	0		
4	4月水费	5	1	0	0	0		
5	5月水费	5	1	0	0	0		
6	6月水费	5	1	0	0	0		
7	7月水费	5	1	0	0	0		
8	8月水费	5	1	0	0	0		
9	9月水费	5	1	0	0	0		
10	10月水费	5	1	0	0	0		
11	11月水费	5	1	0	0	0		
12	12月水费	5	1	0	0	0		
			合计金额			65820	10970	

水费： 5 元 /吨　　污水费：1元/吨
2012.2.29日更换3#井水表
水费4月调整为2.6元一吨
2013年5月9日更换3#井水表
2013年11月14日水务局更换1#井智能水表
2014年6月25日更换3#井水表，新表数字0.
2015年1月水费调整为5.6元/吨
2015年4月24日水务局校验1#井智能水表、100机械水表
2015年12月1日污水处理费调整为1元，水费5元
2017年11月28日3#井安装智能水表
2017年12月1日费改税

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