

# A17 - Account Detail Documents

First steps in Convergence

## Added Value

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Aside from CSR questionnaires, RFIs or Specific RFIs, Convergence can help you to record other types of documents. Here are some of them : Financial situation, Audit, QHSE, Risk matrix, Supplier code of conduct... Create a new one and attach a file : it's quick and easy.

All those documents are now in one place, directly linked to the right supplier.

## Table of Contents

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- [A1710 - New financial situation](#)
- [A1711 - New other document](#)
- [A1712 - Make a document private - confidential](#)

## What you need to know to start...

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There are two kinds of other documents in Convergence : "Financial Situation" and "Account Detail Documents". Simply create a new "Financial Situation" or a new "Account Detail Document" with the right type and attach the corresponding file(s).

Pre-packages Reports can help you manage those documents.

 Need Help?

## How to ask for assistance?

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*Dear SalesForce  
Convergence user,*

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
  - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
  - I want to upload procurement data [Maintain procurement data in CONVERGENCE](#)
  - Process : Data & Analysis
  - PTP-Subprocess: Purchasing Tools Support
  - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

*Convergence Team.*