OP- Handling BGRS invoices

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Tasks to be completed when creating an operating procedure (from creation to publication)

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1. Enter the **Title of the procedure.**

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2. Add the following Labels Labels:

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- Region: apac, emea, lam, nam

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- Domain & Process using the List of labels to be used in the PtP space

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3. Fill all fields as described

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4. Once the procedure is completed, publish it using thePtP Procure to Pay approval workflow

Scope

APAC EMEA LAM NAM

ERP

PF1 WP1

References

Attachments

https://drive.google.com/drive/folders/1Aw2sI1hua0gI6s8dUs0WvA4YjaYHNhup

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1 Objective and Scope

Frequency : Monthly

Company : all (EMEA, LAM, NAM, APAC)

System: WP1, PF1, PE1 and Local non-ERP

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2 Reference Documents

PtP Channels - Corporate Purchases - International Mobility (IMY)

HTR procedure

IFRS16 Scope and processing

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3 Definitions

Statement: periodic summary of expat expenses

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4 Handling Statements

Statements are sent every month to ptp.corp@solvay.com mailbox by BGRS (bgrs.billing@bgrs.com).

Each statement is addressed to a different company code from all over the world and refers to an invoice of an expatriate.

We receive two types of documents:

- Fees
- Disbursements

4.1 - Fees

Only one per month.

These are booked in PF1 system on company code 0001 - Solvay S.A.

Create a new cockpit (**ZKF_EIC_COCKPIT_CRT**) under supplier 2824127 - BGRS GLOBAL UK LIMITED, LONDON and use purchase order 4513277084 (payment terms are calculated based on Purchase order).

The purchase order does not need Good Receipt (Value PO), but in case of a new one or any other issue contact internationalmobility.hr@solvay.com.

Postings team is responsible for booking this document.

4.1.1 - Interco statements

When the fees are booked and paid we need to start Intercompany process.

Go to tab detail of the fees invoice and filter the column "GBU Function". Select only the blank ones.

BGRS Global UK Ltd
Invoice Detail Sheet

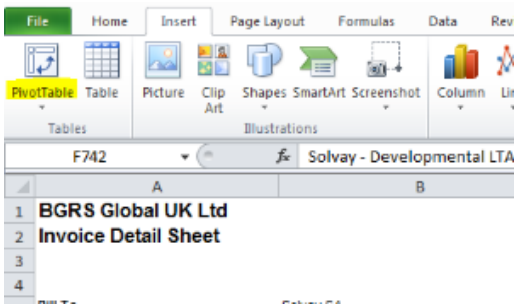
Bill To	Solvay SA	**Invoice No:**	2453056
Attention:	Accounts Payable	**Invoice Date:**	07/13/2018
Address:	RUE DE RANSBEEK, 310 1120 BRUXELLES Belgium	**Due Date:**	08/12/2018

IGP File Number	Name	Division	Department	GBU Function	Program	Employee ID	Expense Account	
8312448	Vincent Desthieux	(1) Solvay SA	(7424) SOLVAY USA INC.	Industrial	Solvay - Managerial LTA - Transition	79004683	EXP MGMT - SERVICE FEE	
8325309	VIRGINIE THIEBLEMONT	(1) Solvay SA	SOLVAY (SHANGHAI) ENGINEERING PLASTICS Co., Ltd	Research & Innovation	Solvay - Developmental LTA - Transition	79001455	EXP MGMT - SERVICE FEE	
8325309	VIRGINIE THIEBLEMONT	(1) Solvay SA	SOLVAY (SHANGHAI) ENGINEERING PLASTICS Co., Ltd	Research & Innovation	Solvay - Developmental LTA - Transition	79001455	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8325309	VIRGINIE THIEBLEMONT	(1) Solvay SA	SOLVAY (SHANGHAI) ENGINEERING PLASTICS Co., Ltd	Research & Innovation	Solvay - Developmental LTA - Transition	79001455	EXP MGMT - SERVICE FEE	
8325309	VIRGINIE THIEBLEMONT	(1) Solvay SA	SOLVAY (SHANGHAI) ENGINEERING PLASTICS Co., Ltd	Research & Innovation	Solvay - Developmental LTA - Transition	79001455	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8354373	Virginie Zuzaniuk	(1) Solvay SA	(4274) RHODIA OPERATIONS S.A.S.	Peroxides	Solvay - Short Term	79006443	INITIATION SERVICE FEE	
8332091	Vitor Silva De Oliveira Santos	(1) Solvay SA	(4274) RHODIA OPERATIONS S.A.S.	PePol	Solvay - Managerial LTA	82064081	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8332091	Vitor Silva De Oliveira Santos	(1) Solvay SA	(4274) RHODIA OPERATIONS S.A.S.	PePol	Solvay - Managerial LTA	82064081	EXP MGMT - SERVICE FEE	
8312762	Walter CUNHA	(1) Solvay SA	(6108) SPECIALTY CHEMICALS ASIA	Novecare	Solvay - Developmental LTA - Transition	80231673	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8312762	Walter CUNHA	(1) Solvay SA	(6108) SPECIALTY CHEMICALS ASIA	Novecare	Solvay - Developmental LTA - Transition	80231673	EXP MGMT - SERVICE FEE	
10468-00123	WARD BLANCKE	(1) Solvay SA	(3471) SOLVAY OPERATIONS FRANCE S.A.S.	Specialty Polymers	Solvay - Managerial LTA	12005371	EXP MGMT - SERVICE FEE	
10468-00123	WARD BLANCKE	(1) Solvay SA	(3471) SOLVAY OPERATIONS FRANCE S.A.S.	Specialty Polymers	Solvay - Managerial LTA	12005371	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8351371	Woong-Sik SU	(1) Solvay SA	(5957) SOLVAY KOREA Co., Ltd	Research & Innovation	Solvay - Short Term	63041246	INITIATION SERVICE FEE	
8351371	Woong-Sik SU	(1) Solvay SA	(5957) SOLVAY KOREA Co., Ltd	Research & Innovation	Solvay - Short Term	63041246	HOUSEHOLD GOODS SERVICE FEE	
8324174	Xiaoling Xu	(1) Solvay SA	(5876) SOLVAY (SHANGHAI) Co., Ltd	Specialty Polymers	Solvay - Managerial LTA - Transition	224	EXP MGMT - SERVICE FEE	
8324174	Xiaoling Xu	(1) Solvay SA	(5876) SOLVAY (SHANGHAI) Co., Ltd	Specialty Polymers	Solvay - Managerial LTA - Transition	224	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8324180	XUPING FU	(1) Solvay SA	(7728) SOLVAY (CHINA) Co., Ltd	Intellectual Property	Solvay - Developmental LTA - Transition	63007819	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8324180	XUPING FU	(1) Solvay SA	(7728) SOLVAY (CHINA) Co., Ltd	Intellectual Property	Solvay - Developmental LTA - Transition	63007819	EXP MGMT - SERVICE FEE	
8353106	Yan Tina TIAN	(1) Solvay SA	(7424) SOLVAY USA INC.	PePol	Solvay - Permanent Transfer - Employee initiated	28020032	INITIATION SERVICE FEE	
8324105	YANNICK AVRIL	(1) Solvay SA	(7728) SOLVAY (CHINA) Co., Ltd	Industrial	Solvay - Managerial LTA - Transition	79002467	EXP MGMT - SERVICE FEE	
8324105	YANNICK AVRIL	(1) Solvay SA	(7728) SOLVAY (CHINA) Co., Ltd	Industrial	Solvay - Managerial LTA - Transition	79002467	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
10468-00007	Yi Ping Elyse LIM	(1) Solvay SA	(6027) SOLVAY ASIA PACIFIC CO., LTD.	Solvay Business Services DPS	Solvay - Short Term	25000234	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
10468-00007	Yi Ping Elyse LIM	(1) Solvay SA	(6027) SOLVAY ASIA PACIFIC CO., LTD.	Solvay Business Services DPS	Solvay - Short Term	25000234	EXP MGMT - SERVICE FEE	
10468-00007	Yi Ping Elyse LIM	(1) Solvay SA	(6027) SOLVAY ASIA PACIFIC CO., LTD.	Solvay Business Services DPS	Solvay - Short Term	25000234	EXP MGMT - SERVICE FEE	
10468-00007	Yi Ping Elyse LIM	(1) Solvay SA	(6027) SOLVAY ASIA PACIFIC CO., LTD.	Solvay Business Services DPS	Solvay - Short Term	25000234	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE	Fee M
8339477	Yoram Van Dijk	(1) Solvay SA	(6080) SOLVAY FRANCE S.A.	Soda ash	Solvay - Managerial LTA	63021496	EXP MGMT - SERVICE FEE	
8339477	Yoram Van Dijk	(1) Solvay SA	(6080) SOLVAY FRANCE S.A.	Soda ash	Solvay - Managerial LTA	63021496	EXP MGMT - SERVICE FEE	
8354367	YVES BOSNE	(1) Solvay SA	(4274) RHODIA OPERATIONS S.A.S.	Finance	Solvay - Ad Hoc		INITIATION SERVICE FEE	

Cover Sheet | Sheet1 | Detail

Send that extraction of blank GBU's to International mobility mailbox. In order to do this procedure this column has to be filled.

When everything is filled create a pivot table by "GBU Function" and "Total Expense Amount".



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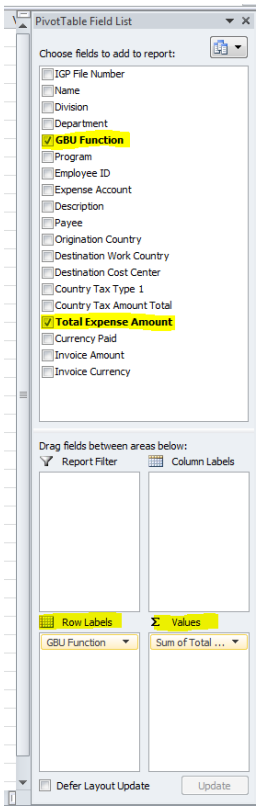
Select all data and choose GBU function for the row label and the total expense amount for the values area.



You will have a board like the one below:

Row Labels	Sum of Total Expense Amount
Aroma Performance	215
Communication	110
Composite Materials	130
Facilities Excellence	65
Finance	1255
GM Comex & Board	155
HR	630
Industrial	6442
Intellectual Property	546
Legal	607
Marketing & Sales	220
Multi Business Unit	2872
Novecare	369
PePol	3129
Peroxides	4420
Public Affairs	195
Purchasing & SC	1272
Research & Innovation	8382
Silica	4329
Soda Ash and Derivatives	4819
Solvay Business Services DPS	7519
Solvay Business Services IS	2492
Solvay Energy Services	525
Special Chemicals	1110
Specialty Polymers	4952
Strategy	65
Technology Solutions	1790
Grand Total	**58615**

Check if "Grand Total" amount is the same as the total amount of the fees invoiced.

Send the file to internationalmobility.hr@solvay.com and interco-sbs-rtr@solvay.com (the email subject should start with the BFC code, in this case 00001_BGRS Fees_"*Month*").

4.2 - Disbursements

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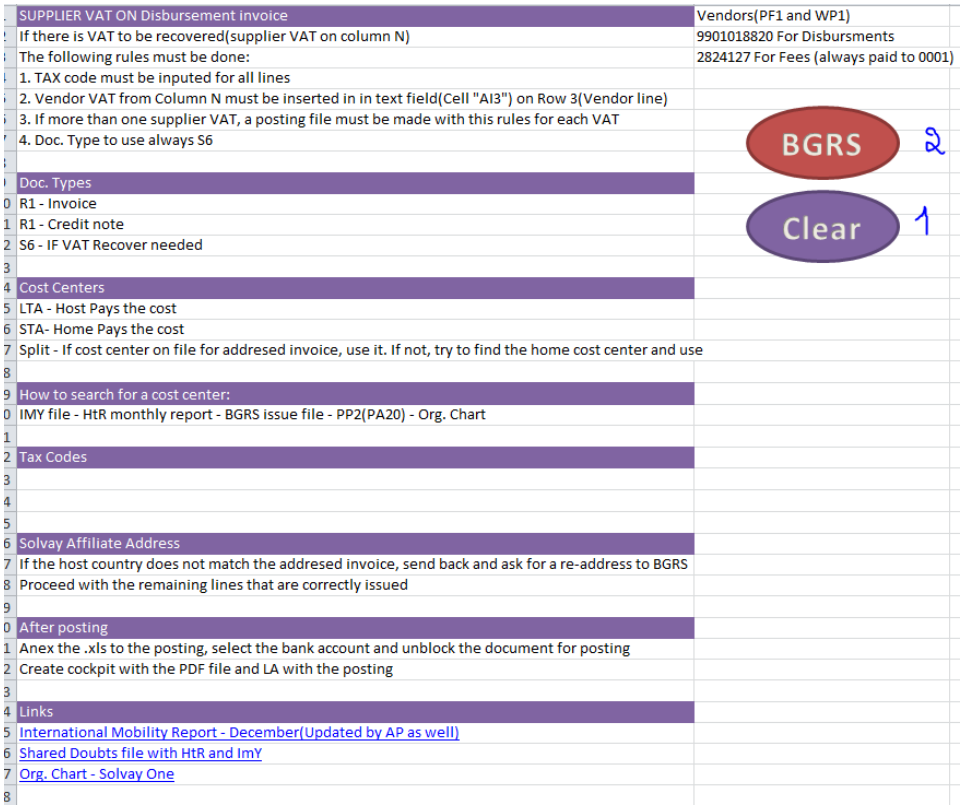
These documents need to be booked by posting file using the macro created to this process.

> **Before creating the posting file, check the statement for errors**
>
> Most of the statements come with errors, the common one's are:
>
> - missing cost center
> - wrong cost center

Open only the excel that has the macro and the statement with the disbursement note.

Click first in the button "Clear" and then "BGRS".



This will create a new document, a posting file, already filled with all the information that is in the statement.

	Co code	Transaction code	Doc Type	Doc Date	Posting Date	Posting period	Currency	Transfert in doc cur	Reversal reason	reversal date	Reference	Header Text	Posting Key	G/L account	Amount Doc cur	Amount Cy Cur	VAT Amount	Tax code
ITEM	BKPF-BUKRS	BKPF-TCODE	BKPF-BLART	BKPF-BLDAT	BKPF-BUDAT	BKPF-MONAT	BKPF-WAERS	BKPF-XBWAE	BKPF-STGRD	BKPF-STODT	BKPF-XBLNR	BKPF-BKTXT	BSEG-BSCHL	BSEG-SAKNR	BSEG-WRBTR	BSEG-DMBTR	BSEG-WMWST	BSEG-MWSKZ
1	6347	FB01	S6	13-07-2018	24-08-2018		EUR				2453660	BGRS	31	9901018820	2504,28			
1													40	6141200000	1485,28			
1													40	6150300000	352,08			
1													40	6141200000	4,91			
1													40	6141200000	76,93			
1													40	6150300000	131,68			
1													40	6150300000	376,35			
1													40	6150300000	77,05			

Payt method	B.A.	Value date	Co Code	Cost center	CO Order	WBS element	Profit Center	Croco Partner	Material	Quantity	Unit of mesure	Personnal nr	Assigment	Text	Transaction Type	Trading Partn
BSEG-ZLSCH	BSEG-GSBER	BSEG-VALUT	BSEG-BUKRS	BSEG-KOSTL	BSEG-AUFNR	BSEG-PROJK	BSEG-PRCTR	BSEG-VPTNR	BSEG-MATNR	BSEG-MENGE	BSEG-MEINS	BSEG-PERNR	BSEG-ZUONR	BSEG-SGTXT	BSEG-ANBWA	BSEG-VBUN
														BGRS Invoice 2453660 jul		
				NO16300020									Final Move - Airfare May 31- Jun 01, 2018	LEONARDO CECCHINI		
				NO16300020									Visa Immigration (Health Insurance) and (Assignee)	LEONARDO CECCHINI		
				NO16300020									Final Move - Airfare May 31- Jun 01, 2018 (Taxes)	LEONARDO CECCHINI		
				NO16300020									Final Move - Train Jun 01, 2018	LEONARDO CECCHINI		
				NO16300020									Immigration service (Notary Fees) (Associate)	LEONARDO CECCHINI		
				NO16300020									Visa Immigration (Additional Health Insurance) and (Leonard Cecchini)	LEONARDO CECCHINI		
				NO16300020									Immigration service (Visa Fees) (LEONARDO CECCHINI)	LEONARDO CECCHINI		

Verify the statement for errors and upload the file in transaction **ZZF_POSTING_FILE_AP** and run (F8).

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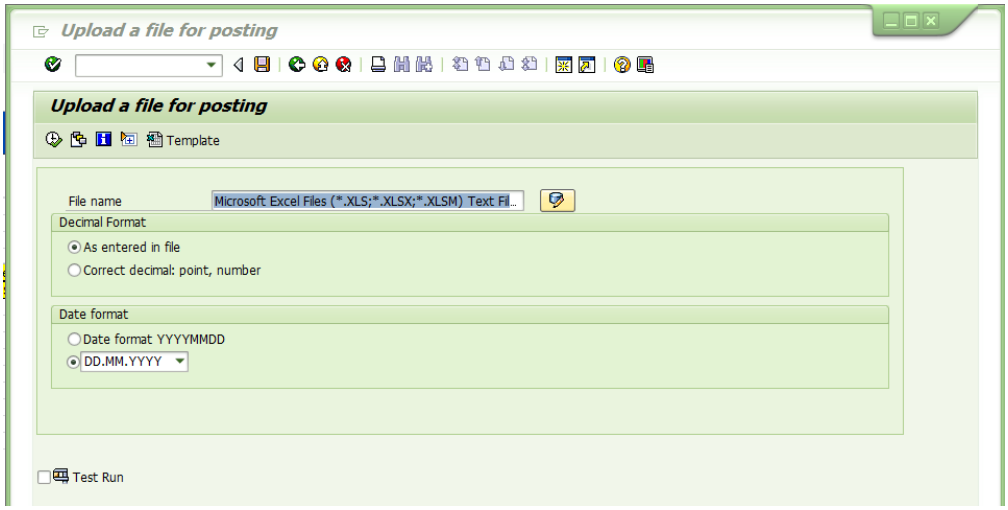
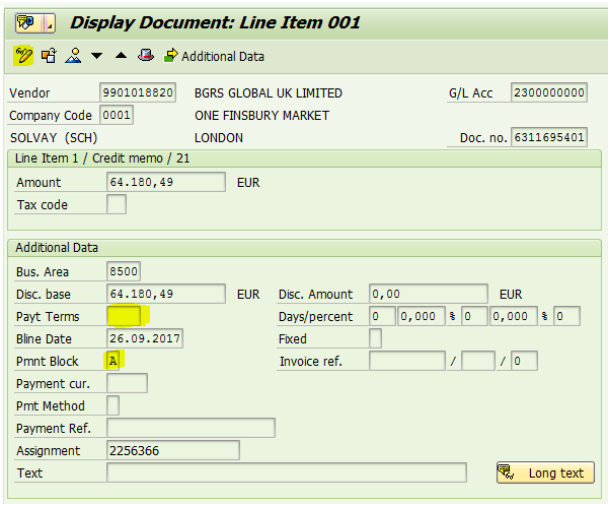


When the statement is booked, do not forget to unblock for payment and attach the statement (pdf.) and the posting file. Also check if payment terms are correct (Y025).



4.2.1 Non ERP system

The statement for these companies cannot be booked by the same method.
Send an email to the CAM (see in GAR file) of the company with the documents in attachment so it can be booked and paid locally.

In case of BAAN system send the statements directly to SBS RIGA.

AP Invoices Europe: <APinvoicesEU@solvay.com> and <APinquiriesEU@solvay.com>
AP Invoices North America: <APinvoicesNA@solvay.com> and <APinquiriesNA@solvay.com>

4.2.2 IFRS16

Only corporate apartments (contract between Solvay and landlord) are eligible for IFRS16 scope. BGRS in accountable to send a separate disbursement for apartments under scope.

These documents are processed similarly to the disbursements notes, but should be booked on accounts 56030120 (WP1) and 5112100040 (PF1) and have the respective contract associated.

Contract number can be checked on Master File, updated by PSL Leasing team and FSL Leasing team. AP is accountable to inform PSL about discrepancies between contract and billing.

Documents will have an automatic block (4) further analysed IFRS16 Reconcialiations team.

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5 Common issues

Update BGRS website

Be careful, BGRS base their statements on the website profile create for the expatriate.

So if the the statement has an errors, inform the supplier in order to receive the future statements correctly.

5.2.2.1 - Cost centers

International mobililty provides BGRS the information about company and cost-center to be billed.

This report will also be sent monthly to ptp.corp@solvay.com by HR. If there is a case of cross company check information provided by IMY and in case it is necessary request BGRS a reissue.

5.2.2.2- India payments

When booking APAC companies check if they don't stay with block U for a long period of time.

An agreement between BGRS and Indian entities must be settled so the payments can be processed.

5.2.2.3- China statements

China companies are **out of contract**. Every statement issued by BGRS to an entity from China should be rejected and requested to be addressed to the home entity (with the respective cost center)

5.2.2.4- Brazil statements

Statements received for Brazilian entities should be sent to Curitiba for local processing.

5.2.2.5 - Tax code

Statements are booked with no tax code even if the statement mentioned one.

Some GL's request tax code in order to be booked, for this situation contact RtR - VAT & Indirect Tax Team Leader.

5.2.2.6 - Document type

In WP1 the macro applies document type ST.

In PF1 the macro applies document type S6, however for some entities the documents are not assigned for payment with this document type, in this case use R1.

5.2.2.7 - Domestic transfers

Any mobility movement done within the same country are excluded from BGRS contract. Reject all statements that cover this type of expenses.

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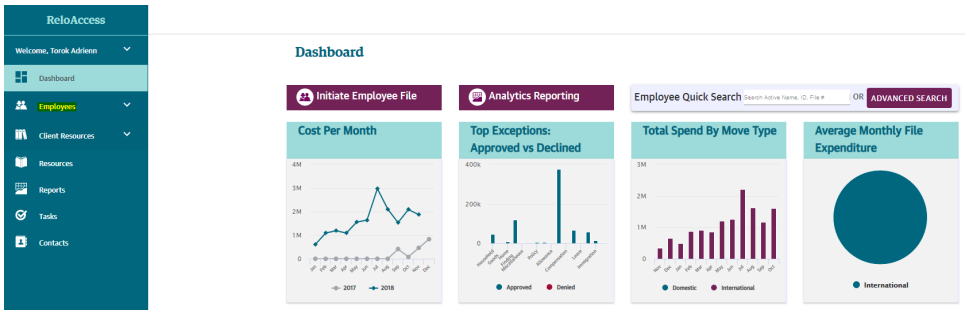
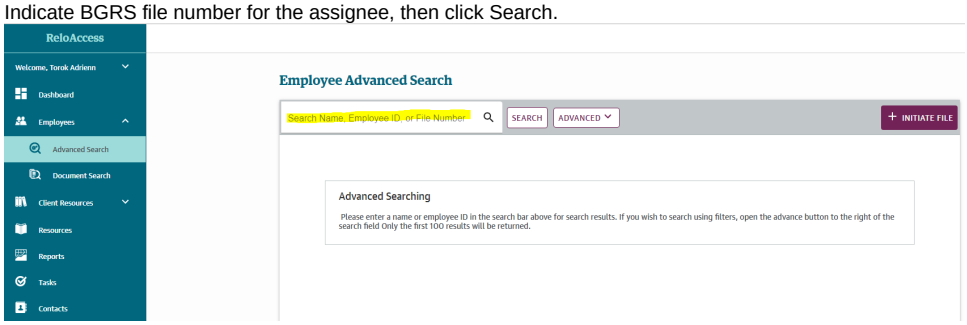
6 Extract images

All the invoices mentioned on the statement can be found in the BGRS website: wwl.reloaccess.com (user: adrienn.torok@solvay.com / Solvay2019BGRS)

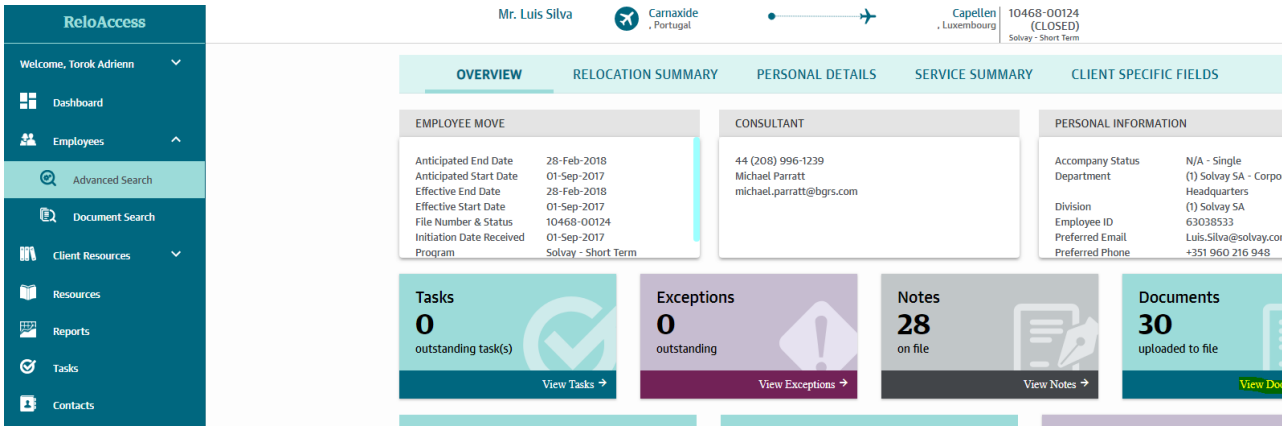
1. Select ‘Transferees and Assignees’ at the top of the page.



2. Indicate BGRS file number for the assignee, then click Search.



3.Select ‘View Documents’. A list of backup documents should appear for the assignee file



4. If it is for a specific PO number, indicate the PO number which you can obtain from the invoices sent, then click on Search.

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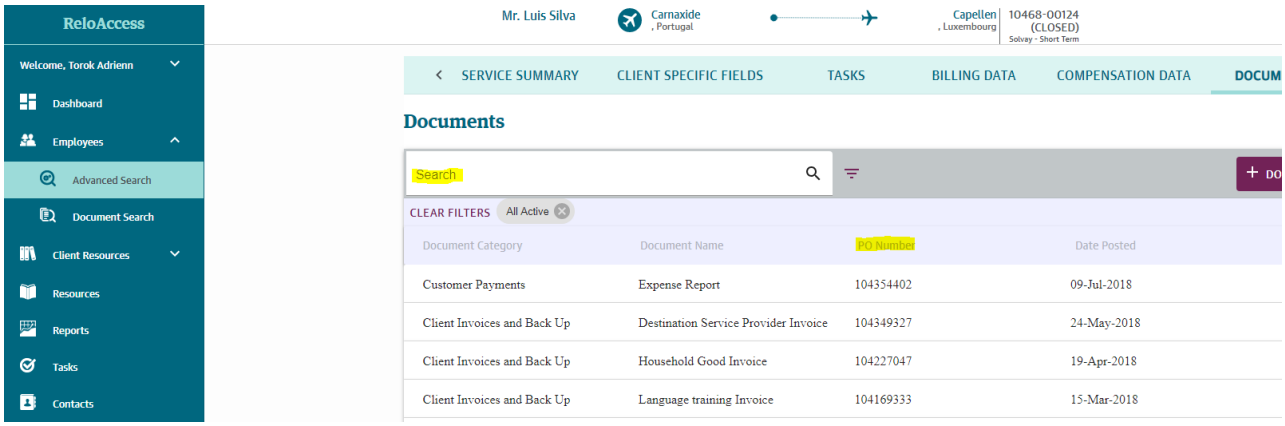

IGP File Number	Name	Division	Department	Solvay GL Code	Description	Payee/Supplier	Supplier VAT #	Destination Cost Center	Tax Memo	Expense Amount	VAT/GST	Country Tax Amount Total	Total Expense Amount	Currency Paid	Transaction PO	Invoice amount
10468-00102	ANA SILVA	(1) Solvay SA	(1) Solvay SA - Corporate Headquarters	6100000000	Cleaning for the Nov, 2017	Rent More	BE0643 660 821	SM16221200	21% VAT on EUR 49.59 Inv.# 0102.F18.1505	49.59	VAT	10.41	60.00	EUR	104130893	60.00

Note that not all images available on BGRS website are addressed to a Solvay company. Some expenses like school tuition fees are in the name of the expatriate.

If you don't find them request to our BGRS contact. An encrypted email will be send (Password: BGRS@Solvay2018)

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