

# AGENTS Manual Maintenance

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## Scope



## ERP



## References

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## Objective and Scope

The purpose of this procedure is to describe the necessary steps when there is the need to perform changes (creation, modification, block and delete) for Agent's in master data in the system PF1\_050.

Also, the various entities actors and its respective responsibilities.

This procedure will also provide guidance for the necessary analysis made previous to the tasks explained.

All these concern actions to be done, outside the Workflow.

## Manual Data Maintenance

In Agents, there is a creation of both a Customer and a Vendor. The data content of both must be coherent and respecting the rules described in this procedure.

When performing any action related with Agents manual maintenance, all the standard operational rules concerning data control and general process of Customers and Vendors apply.

Requests come from MBU Agency & Distribution Contracts Managers team (Hélène Geraci and Josiane Küpper - [agency.distribution@solvay.com](mailto:agency.distribution@solvay.com)). If not the request must be confirmed by this team (bank details included).

An agent can be also an intragroup vendor (it is not considered a vendors duplication).

Also, it can be a copy of a standard vendor already created in the system. As both vendors will not have the same account group it is not considered a vendors duplication.

## Creation

Prior to any creation, it is necessary to always check if the data being requested already exists in master data. As stated above, in Agents, there is a creation of both a Customer and a Vendor. Both have to be created with the same number (account group ZXAG).

Such number must be defined manually, not provided by the system. For this, a search has to be done to know all the Agent numbers that already exist in the system.

The transaction **SE16\_LFA1** will provide all the agents available in the system:

**Data Browser: Table LFA1: Selection Screen**

Number of Entries

Vendor	<input type="text" value="00039*"/>	to	<input type="text"/>	
Country	<input type="text"/>	to	<input type="text"/>	
Name	<input type="text"/>	to	<input type="text"/>	
Name 2	<input type="text"/>	to	<input type="text"/>	
City	<input type="text"/>	to	<input type="text"/>	
Name 2	<input type="text"/>	to	<input type="text"/>	
Group	<input type="text"/>	to	<input type="text"/>	
Account Group	<input type="text" value="ZXAG"/>	to	<input type="text"/>	
Deletion flag	<input type="text"/>	to	<input type="text"/>	

Then, if detected no duplication the creation can proceed.

Agents are created with a specific number:

Number	Country
From 3900000 to 3904999	<b>Spain</b>
From 3905000 to 3909999	<b>Portugal</b>
From 3910000 to 3919999	<b>France</b>
From 3920000 to 3929999	<b>Austria</b>
From 3930000 to 3939999	<b>Other countries</b>
From 3940000 to 3949999	<b>Italy</b>
From 3950000 to 3959999	<b>Netherlands</b>
From 3960000 to 3969999	<b>Switzerland</b>
From 3970000 to 3979999	<b>Belgium</b>
From 3980000 to 3989999	<b>UK</b>
From 3990000 to 3999998	<b>Germany</b>

From the **SE16\_LFA1** it is retrieved the last number created. The new agent will be created with the next number (e.g. 3970046 is the last one, hence, the new one would be 3970047).

- The creation starts with the vendor code (transaction **XK01**) in the PF1\_050:

**Create Vendor: Initial Screen**

Vendor	<input type="text" value="3931319"/>
Company Code	<input type="text"/>
Purchasing Organization	<input type="text"/>
Account Group	<input type="text" value="ZXAG"/>

Once inside the input area, fill-in the mandatory fields with the data provided by the authorised requester.

Toggle between screens by using the buttons: in order to fill-in the complete set of information provided.

The field "Authorization" (Control part) must be **HQ**.


Intragroup vendors must have the "Corporate Group" code **0000800001**.

- The creation of the customer is performed in the transaction **XD01** (PF1\_050) with the same code of the vendor:

Once inside the input area, fill-in the mandatory fields with the data provided by the authorised requester.

The data should be as complete as possible and according to the rules defined for customer maintenance at client level.



Toggle between screens by using the buttons:  in order to fill-in the complete set of information provided.

The vendors code must be added to the field "Vendor".

The field "Authorization" (Control part) must be **HQ**.

Intragroup customers/vendors must have the "Corporate Group" code **0000800001**.

The field "Customer Class" (Marketing tab) has to filled-in:

- 'G' for Solvay Group Companies;
- 'S' when it is not Solvay Group company;

## Modification

All the modifications done to the Vendor data must also be done to the Customer's data.

Prior to any modification as it happens with creation, it is mandatory to always check if the data being requested already exists in master data, namely, check for possible duplications (using **XK03**). For vendors manual modification, enter transaction **XK02** and insert the mentioned vendor number. For customers manual modification, enter transaction **XD02** and insert the mentioned customer number.

After entering, perform the changes entailed by the requester, having in mind that they must follow always the rules defined for vendor/customer maintenance at client level.

## Company view

An agent code can be automatically linked to the PF1\_020 using the flag Deletion blocks / General data. However to the WP1\_400 system the creation needs to be performed with the same vendors number and with the same information. In this type of situations you will:

1. Create the agent in the PF1\_050;
2. Create the agent with the same code in the WP1\_400;
3. Link the code from the PF1\_050 to the WP1\_400 in both systems:

**Display Vendor: General Data (Enhanced)**

Standard MENA Certificate

Vendor: 3900042 AZELIS ESPANIA SA CORNELLÀ DE LLOBREGAT

DUNS Solvay Cross.Reference Purchasing segmentation Others

**Solvay Cross-Reference**

PRS Vendor code: 3900042

PRS Main Payee:

RCS Vendor code: 3900042

Transfer RCS:

RHO Vendor Code:

Transfer RHO:

SF Internal Key:

The company information in general is provided by the requester. If not use as reference one agent already linked to the same company.

PF1_020	WP1_400
<b>Vendors</b>	
<p><b>Display Vendor: Accounting information Accounting</b></p> <p>MENA Certificate Thailand Branch Details Factoring Master Data</p> <p>Vendor: 3930083 KPL INTERNATIONAL LTD NEW DELHI Company Code: 0366 SOLVAY PEROXYTHAI</p> <p><b>Accounting information</b></p> <p>Recon. account: 2303000000 Sort key: 009 External doc.number Head office: <input type="text"/> Subsidy indic.: <input type="checkbox"/> Authorization: <input type="checkbox"/> Cash mgmnt group: A2 Foreign Release group: ZZZZ Minority indic.: <input type="checkbox"/> Certificatn date: <input type="text"/></p>	<p><b>Display Vendor: Accounting information Accounting</b></p> <p>CIN Details MENA Certificate Additional Data Factoring Master Data</p> <p>Vendor: 3940089 AMETECH SRL CINISELO BALSAMO Company Code: 6111 SOLVAY P&amp;S GMBH</p> <p><b>Accounting information</b></p> <p>Recon. account: 44501300 Sort key: 079 External doc.number Head office: <input type="text"/> Subsidy indic.: <input type="checkbox"/> Authorization: <input type="checkbox"/> Cash mgmnt group: <input type="text"/> Release group: <input type="text"/> CIIU Code: 0</p>
<p><b>Display Vendor: Payment transactions Accounting</b></p> <p>MENA Certificate Thailand Branch Details Factoring Master Data</p> <p>Vendor: 3930083 KPL INTERNATIONAL LTD NEW DELHI Company Code: 0366 SOLVAY PEROXYTHAI</p> <p><b>Payment data</b></p> <p>Payt. terms: 0004 Interest group: <input type="checkbox"/> Chk double inv.: <input checked="" type="checkbox"/></p> <p><b>Automatic payment transactions</b></p> <p>Payment methods: 0 Payment block: A Blocked for payment Alternat. payee: <input type="text"/></p>	<p><b>Display Vendor: Payment transactions Accounting</b></p> <p>CIN Details MENA Certificate Additional Data Factoring Master Data</p> <p>Vendor: 3940089 AMETECH SRL CINISELO BALSAMO Company Code: 6111 SOLVAY P&amp;S GMBH</p> <p><b>Payment data</b></p> <p>Payt. terms: 0004 Interest group: <input type="checkbox"/> Chk double inv.: <input checked="" type="checkbox"/></p> <p><b>Automatic payment transactions</b></p> <p>Payment methods: T Payment block: <input type="checkbox"/> Free for payment Alternat. payee: <input type="text"/> House bank: FACT</p>
<p>Payment Method: Z (with IBAN code) or T (Without IBAN code); Payt terms: 0004 for all company creation; Chk double inv.: flag House Bank: insert always FACT</p>	

PF1_20	WP1_400
<b>Customers</b>	

<p><b>Display Customer: Company Code Data</b></p> <p>Other Customer General Data Factoring Master Data</p> <p>Customer 3931312 BAJAJ LIFESCIENCES PVT Ltd MUMBAI Company Code 6059 SOLVAY ALEXA TRADING</p> <p>Account Management Payment Transactions Correspondence</p> <p>Accounting information</p> <p>Recon. account 2340000001 Sort key 009 External doc.number Cash mgmt group</p>	<p><b>Display Customer: Company Code Data</b></p> <p>Other Customer General Data CIN Details Extra Sales Area Data Factoring Master</p> <p>Customer 3940069 AMETECH SRL CINISELO BALSAMO Company Code 6111 SOLVAY P&amp;S GMBH</p> <p>Account Management Payment Transactions Correspondence</p> <p>Accounting information</p> <p>Recon. account 40100120 Sort key 009 External doc.number Cash mgmt group</p>
<p><b>Display Customer: Company Code Data</b></p> <p>Other Customer General Data Factoring Master Data</p> <p>Customer 3931312 BAJAJ LIFESCIENCES PVT Ltd MUMBAI Company Code 6059 SOLVAY ALEXA TRADING</p> <p>Account Management Payment Transactions Correspondence</p> <p>Payment data</p> <p>Terms of payment AR Pledging Ind <input type="checkbox"/> NO No Transfer to factoring... <input type="checkbox"/> Payment history record</p>	<p><b>Display Customer: Company Code Data</b></p> <p>Other Customer General Data CIN Details Extra Sales Area Data Factoring Master</p> <p>Customer 3940069 AMETECH SRL CINISELO BALSAMO Company Code 6111 SOLVAY P&amp;S GMBH</p> <p>Account Management Payment Transactions Correspondence</p> <p>Payment data</p> <p>Terms of payment 0231 AR Pledging Ind <input type="checkbox"/> <input type="checkbox"/> Payment history record</p> <p>Automatic payment transactions</p> <p>Payment methods Payment block <input type="checkbox"/> Part payment block House bank <input type="checkbox"/></p>

Regarding the P11 system, to link a vendor to the cc.0231 when not provided the data it is used the Reconciliation account 2303000000 (Agents), Sort Key 009, Payment method 6.

## Purchasing view

An agent code can be automatically linked to the PF1\_020 using the flag Deletion blocks / General data. However to the WP1\_400 system the creation needs to be performed with the same vendors number and with the same information.

The purchasing information in general is provided by the requester. If not use as reference one agent already linked to the same purchasing.

PF1_020	WP1_400
<b>Vendor</b>	
<p><b>Display Vendor: Purchasing data</b></p> <p>MEBA Certificate</p> <p>Vendor 3931228 JHL GROUP TRADE &amp; SERVICES CO DAIHANG Purchasing Org. 5200 Rec. Legat. service</p> <p>Conditions</p> <p>Order currency EUR Euro Terms of payment 0111 Order optm.rest.</p> <p>Control data</p> <p><input checked="" type="checkbox"/> GR-Based Inv. Verif. <input checked="" type="checkbox"/> AutoEvalGRSetent Del. <input checked="" type="checkbox"/> AutoEvalGRSetent Ret. Sort criterion <input type="checkbox"/> By VSR sequence number</p>	<p><b>Display Vendor: Purchasing data</b></p> <p>MEBA Certificate Additional Data</p> <p>Vendor 3931171 SOLVAY USA INC. PRINCETON Purchasing Org. 5200 Internal Group</p> <p>Conditions</p> <p>Order currency USD United States Dollar Terms of payment 0442 Order optm.rest.</p> <p>Control data</p> <p><input checked="" type="checkbox"/> GR-Based Inv. Verif. <input type="checkbox"/> AutoEvalGRSetent Del. <input type="checkbox"/> AutoEvalGRSetent Ret. Sort criterion <input type="checkbox"/> By VSR sequence number</p>

## Sales view

An agent code can be automatically linked to the PF1\_020 using the flag Deletion blocks / General data. However to the WP1\_400 system the creation needs to be performed with the same vendors number and with the same information.

A customer agent can be linked to a Sales area in a local system and the information is in general provided by the requester. If not use as reference one agent already linked to the same sales area.

## Blocking/Unblocking of Agents

When unblocking an Agent, searches need to be done in master data, in order to avoid possible duplications (using **XK03**).

After these checks, if all the information is correct, the vendor/customer can be unblocked/blocked. In order to block or unblock a vendor/customer, transaction **XK05** and **XD05** are used.

Vendor	Customer
<p><b>Display Vendor: Block Data</b></p> <p>Vendor <input type="text" value="3900002"/> DIVEX, INC.</p> <p><b>Posting Block</b></p> <p><input checked="" type="checkbox"/> All company codes</p> <p><b>Purchasing block</b></p> <p><input checked="" type="checkbox"/> All purchasing organizations</p> <p><b>Block for quality reasons</b></p> <p>Block function <input type="text" value="99"/> Total block</p>	<p><b>Customer Display: Blocking Data</b></p> <p>Customer <input type="text" value="3900002"/> DIVEX, INC. TIBURON</p> <p><b>Posting Block</b></p> <p><input checked="" type="checkbox"/> All Company Codes</p> <p><b>Sales and distribution blocks</b></p> <p><b>Order Block</b></p> <p>All Sales Areas <input type="checkbox"/> Customer blocked</p> <p><b>Delivery Block</b></p> <p>All Sales Areas <input type="checkbox"/> Customer blocked</p> <p><b>Billing Block</b></p> <p>All Sales Areas <input type="checkbox"/> Customer blocked</p> <p><b>Block Sales Support</b></p> <p><input checked="" type="checkbox"/> All Sales Areas</p>

## Marking/Unmarking for deletion

When reactivating an Agent, searches need to be done in master data, in order to avoid possible duplications (using **XK03**).

After these checks, if all the information is correct, the vendor/customer can be unmarked/marked for deletion. In order to do it the transaction **XK06** and **XD06** is used.

Vendor	Customer
<p><b>Display Vendor: Deletion flags</b></p> <p>Vendor <input type="text" value="3900002"/> DIVEX, INC.</p> <p><b>Deletion flags</b></p> <p><input checked="" type="checkbox"/> All areas</p>	<p><b>Customer Display: Deletion Flags</b></p> <p>Customer <input type="text" value="3900002"/> DIVEX, INC.</p> <p><b>Deletion flags</b></p> <p><input checked="" type="checkbox"/> All areas</p>

**VERY IMPORTANT:** Never change the option 'General data' under 'Deletion blocks' in a vendors master data. The indicator "Deletion blocks General data" is used for sending the vendor to PF1, it's why it must never be changed. Regarding the customers master data it is mandatory to never change the option "General data" under "Deletion blocks". The function of the indicator "Deletion blocks General data" is to avoid to physically deleting the record during the archiving.

## Bank Details update

The update of bank details must have a support document confirmed by the MBU team or an email sent by the MBU team (**XK02** and **XD02**).

## Useful websites

- Vendors procedure: [EMEA - VENDORS General View](#)
- Customers procedure: [SAP PF1 & WP1 Customer Maintenance](#)