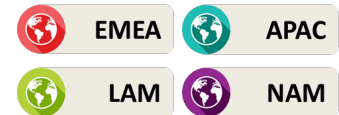


# WW - Mass Cleaning of Bank Accounts

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## Scope



## ERP



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## OBJECTIVE AND SCOPE

### Objective of this Procedure

This document details the process to identify in PI1 all Bank Accounts not used in last 18<sup>th</sup> months to perform payments for PI1 companies 0231 - SOLVAY SA - TREASURY DPT and 4044 - Solvay Finance (America), LLC, Houston, TX

### Scope

This applies to all Company Codes operating under PI1 ERP System

### Roles and responsibilities

SBS Data Operation Team is responsible for running the Transaction Z3F\_VEN\_BANKREP in PI1 ERP System, identifying all Vendor Bank Accounts not used for Payments in last 18<sup>th</sup> months and proceed with the respective removal of the same from the Vendor Accounts assigned.

### Periodicity

SBS Data Operation Team need to execute this routine every quarter.

## STANDARD OPERATING PROCEDURE DESCRIPTION

#	Main activities
1	Enter transaction <b>Z3F_VEN_BANKREP</b>

List of unpaid transaction in last 18 months

Company code	<input checked="" type="checkbox"/>			
Vendor Number	<input type="text"/>	to	<input type="text"/>	
Date	<input type="text"/>			
Bank key	<input type="text"/>	to	<input type="text"/>	
Bank account	<input type="text"/>	to	<input type="text"/>	

#	Main activities	Tips / Best practices
2	Add the company code: 0231 4044	Please run individual report per Company Code

## List of unpaid transaction in last 18 months

Company code	0231		
Vendor Number		to	
Date			
Bank key		to	
Bank account		to	

#	Main activities	Tips / Best practices	Key points
3	Execute the transaction		

Vendor	Bank Ctry	Bank Key	Bank Account	Account holder	Ctrl key..	Part. Bank	SWIFT/BIC	IBAN	Last Payment
302302869	CN	SMB CJPJT	0930965	MITSUI CHEMICALS, INC.		CNY1			
302316156	PL	10501025	100009031006936		95	PLN1	INGBPLPW	PL9510501025100009031006936	
406204380	IT	0200885220	000041300050		G	USD1	UNCRTB1CA3	IT09G0200885220000041300050	
1003058889	DE	29040090	0156656100			ZZZ1	COBADEFFXXX	DE17290400900156656100	
102138807	FR	3000400826	00021701058		08	EUR2	BNPAFRPP	FR7630004008260002170105808	
302314364	SG	7375001	4509005006	ORIENT OVERSEAS CONTAINER LINE LTD		USD1	UOVBSGSGXXX		
302302458	PL	10600076	0000321000143152		33	PLN2	BPHKPLPK	PL33106000760000321000143152	
302302458	PL	10600076	321000143149			PLN1	BPHKPLPK	PL17106000760000321000143149	
406188111	IT	0359301600	0119337012GB		S	GBP1	SOGEITMM	IT19503593016000119337012GB	
406188111	IT	0359301600	0119337012US		K	USD1	SOGEITMM	IT76K03593016000119337012US	
2121287	US	031000053	8606073788			USD1	PNCCJS33		
2824365	GB	306562	34264260			GBP1	LOYDGB21684	GB96LOYD30656234264260	
102112042	FR	1009618547	00022754101		47	EUR1	CMCIFRPP	FR7610096185470002275410147	
502603168	CH	04835	054017582000			EUR1	CRESCHZ260A	CH3104835054017582000	
502603168	CH	04835	054017582002			USD1	CRESCHZ260A	CH7404835054017582002	
9901008148	BE	363	363-0262222-71			EUR1	BBRUBEBB	BE49363026222271	
9901008148	BE	363	363-0568558-81			EUR2	BBRUBEBB	BE36363056855881	
1003050737	DE	70020270	0866027820			USD1	HYVEDEMM	DE14700202700866027820	

#	Main activities	Key points
4	Add a filter in column "Last Payment"	To identify the Bank Accounts by Payment Date

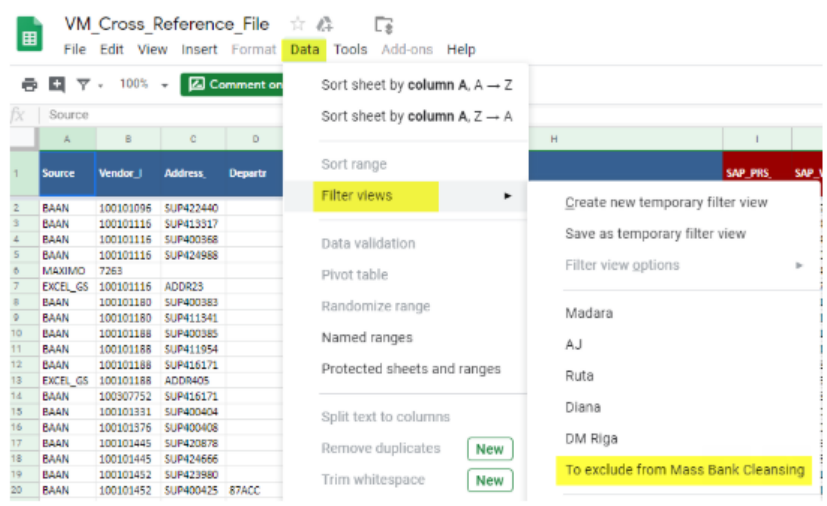
Determine Values for Filter Criteria

Select.

Last Payment

Vendor	Bank Ctry	Bank Key	Bank Account	Account holder	Ctrl key..	Part. Bank	SWIFT/BIC	IBAN	Last Payment
702713809	LU	001	9110016039000			EUR1	BCEELULL	LU730019110016039000	04.04.2017
2806932	GB	209179	50810037			GBP1	BARCGB22	GB27BARC20917950810037	05.04.2017
2128794	US	011900254	9401733396	BLOOMBERG FINANCE L.P.		USD1	BOFAUS3N		05.04.2017
2819390	GB	600423	89749146			GBP2	NWBKGB2L	GB95NWBK60042389749146	10.04.2017
2819695	GB	122482	06127411			GBP1	BOFSGB2S	GB9880F512248206127411	03.03.2017
2812480	GB	203763	53938913			GBP1	BARCGB22	GB288ARC20376353938913	13.04.2017
2820021	GB	401156	90061484	RSK ADAS LIMITED		GBP1	HBUKGB4195S	GB25MIDL40115690061484	07.02.2017
2820608	GB	600846	68649576			GBP1	NWBKGB2L	GB04NWBK60084668649576	06.03.2017
2813386	GB	405133	06046026			GBP1	PNBPGB2L	GB95PNBP40513306046026	24.03.2017
2813403	GB	400515	58860601			GBP1	MIDLGB22	GB35MIDL4005158860601	03.03.2017
2813481	GB	201084	00754773			GBP1	BARCGB22	GB83BARC20108400754773	07.03.2017
2813533	GB	604008	32459068			GBP1	NWBKGB2L	GB88NWBK60400832459068	13.03.2017

#	Main activities	Tips / Best practices	Key points
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<p>5 Before remove the bank accounts, exclude the vendors from <a href="#">Aero Legacy</a></p> <p>A filter has been created 'To exclude from Mass Bank Cleansing' for easier access to the required list:</p> 	column I	
<p>6 Also exclude the following vendors:</p> <ul style="list-style-type: none"> <li>• 9901000999 LANDESHAUPTSTADT HANNOVER (paid on a quarterly basis trade tax) - Ticket 3065436</li> <li>• 102131048 SERIS SECURITY (cc.1892) - Ticket 3487143</li> <li>• from LAM &amp; APAC region</li> <li>• <a href="#">GIE</a> vendors list</li> </ul>	Exclude Country: TW, AU, BR, CL, CN, HK, ID, IN, JP, KR, MY, NZ, PA, PH, SG, TH, VN	
<p>7 Extract Report and proceed in using the Process Runner to remove the identified Bank Accounts defined</p>	PRS System	
<p>8 Create a ticket on the Freshdesk and attach the file with the extraction</p>		