

# OP- Handling BGRS invoices

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

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

2. Add the following [Labels Labels](#):

- Region: [apac](#), [emea](#), [lam](#), [nam](#)

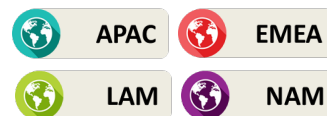
- Domain & Process using the [List of labels to be used in the PtP space](#)

3. Fill all fields as described

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

### Scope

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### ERP

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### References

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### Attachments

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<https://drive.google.com/drive/folders/1Aw2s11hua0gl6s8dUs0WvA4YjaYHNhup>

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# 1 Objective and Scope

Frequency : Monthly

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

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

## 2 Reference Documents

PtP Channels - Corporate Purchases - [International Mobility \(IMY\)](#)

[HTR procedure](#)

[IFRS16 Scope and processing](#)

## 3 Definitions

Statement: periodic summary of expat expenses

# 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](mailto: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

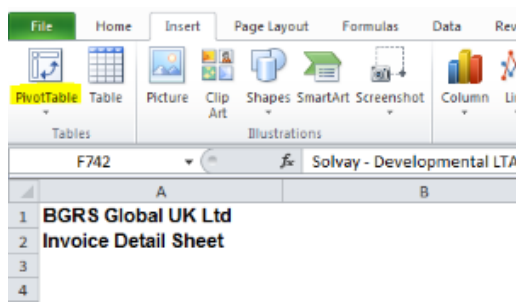
Bill To: Solvay SA  
 Attention: Accounts Payable  
 Address: RUE DE RANSBEEK, 310  
 1120 BRUXELLES  
 Belgium

Invoice No: 2453056  
 Invoice Date: 07/13/2018  
 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
8325309	VIRGINIE THIEBLEMONT	(1) Solvay SA	SOLVAY (SHANGHAI) ENGINEERING PLASTICS Co., Ltd	Research & Innovation	Solvay - Developmental LTA - Transition	79001455	EXP MGMT - SERVICE FEE
8354373	Virginie Zuzaniuk	(1) Solvay SA	(4276) RHODIA OPERATIONS S.A.S.	PePol	Solvay - Short Term	79006443	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
8332091	Vitor Silva De Oliveira Santos	(1) Solvay SA	(4276) RHODIA OPERATIONS S.A.S.	PePol	Solvay - Managerial LTA	82064081	INITIATION SERVICE FEE
8332091	Vitor Silva De Oliveira Santos	(1) Solvay SA	(4276) RHODIA OPERATIONS S.A.S.	PePol	Solvay - Managerial LTA	82064081	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
8312762	Waïter CUNHA	(1) Solvay SA	(6108) SPECIALTY CHEMICALS ASIA	Novocare	Solvay - Developmental LTA - Transition	80231673	EXP MGMT - SERVICE FEE
8312762	Waïter CUNHA	(1) Solvay SA	(6108) SPECIALTY CHEMICALS ASIA	Novocare	Solvay - Developmental LTA - Transition	80231673	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
10468-00123	WARD BLANCE	(1) Solvay SA	(3471) SOLVAY OPERATIONS FRANCE S.A.S.	Specialty Polymers	Solvay - Managerial LTA	12005371	EXP MGMT - SERVICE FEE
10468-00123	WARD BLANCE	(1) Solvay SA	(3471) SOLVAY OPERATIONS FRANCE S.A.S.	Specialty Polymers	Solvay - Managerial LTA	12005371	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
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
8324180	XUPING FU	(1) Solvay SA	(7728) SOLVAY (CHINA) Co., Ltd	Intellectual Property	Solvay - Developmental LTA - Transition	63007819	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
8324180	XUPING FU	(1) Solvay SA	(7728) SOLVAY (CHINA) Co., Ltd	Intellectual Property	Solvay - Developmental LTA - Transition	63007819	EXP MGMT - SERVICE FEE
8353206	Yan Tina THAN	(1) Solvay SA	(7424) SOLVAY USA INC.	PePol	Solvay - Permanent Transfer - Employee Initiated	2802032	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
10468-00007	Yi Ping Etise LIM	(1) Solvay SA	(6027) SOLVAY ASIA PACIFIC CO., LTD.	Solvay Business Services DPS	Solvay - Short Term	25000234	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
10468-00007	Yi Ping Etise 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 Etise LIM	(1) Solvay SA	(6027) SOLVAY ASIA PACIFIC CO., LTD.	Solvay Business Services DPS	Solvay - Short Term	25000234	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
10468-00007	Yi Ping Etise LIM	(1) Solvay SA	(6027) SOLVAY ASIA PACIFIC CO., LTD.	Solvay Business Services DPS	Solvay - Short Term	25000234	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
8339477	Yoram Van Dijk	(1) Solvay SA	(6080) SOLVAY FRANCE S.A.	Soda ash	Solvay - Managerial LTA	63021496	ON-GOING ASSIGNMENT SUPPORT SERVICE FEE
8354367	YVES BOSNE	(1) Solvay SA	(4274) RHODIA OPERATIONS S.A.S.	Finance	Solvay - Ad Hoc		INITIATION SERVICE FEE

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".



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

The screenshot shows the PivotTable Field List task pane. In the 'Choose fields to add to report:' list, the following fields are checked: GBU Function and Total Expense Amount. The 'Row Labels' area contains 'GBU Function' and the 'Values' area contains 'Sum of Total ...'. The 'Report Filter' and 'Column Labels' areas are empty.

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
Novicare	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
<b>Grand Total</b>	<b>58615</b>

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

Send the file to [internationalmobility.hr@solvay.com](mailto:internationalmobility.hr@solvay.com) and [interco-sbs-rtr@solvay.com](mailto:interco-sbs-rtr@solvay.com) (the email subject should start with the BFC code, in this case 00001\_BGRS Fees\_"Month").

## 4.2 - Disbursements

These documents need to be booked by [posting file](#) using the [macro](#) created to this process.

**i Before creating the posting file, check the statement for errors**

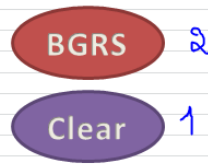
Most of the statements come with errors, the common one's are:

- 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".

SUPPLIER VAT ON Disbursement invoice	Vendors(PF1 and WP1)
If there is VAT to be recovered(supplier VAT on column N)	9901018820 For Disbursements
The following rules must be done:	2824127 For Fees (always paid to 0001)
1. TAX code must be inputted for all lines	
2. Vendor VAT from Column N must be inserted in in text field(Cell "A13") on Row 3(Vendor line)	
3. If more than one supplier VAT, a posting file must be made with this rules for each VAT	
4. Doc. Type to use always S6	
<b>Doc. Types</b>	
0 R1 - Invoice	
1 R1 - Credit note	
2 S6 - IF VAT Recover needed	
<b>Cost Centers</b>	
5 LTA - Host Pays the cost	
6 STA- Home Pays the cost	
7 Split - If cost center on file for addressed invoice, use it. If not, try to find the home cost center and use	
<b>How to search for a cost center:</b>	
0 IMY file - HtR monthly report - BGRS issue file - PP2(PA20) - Org. Chart	
<b>Tax Codes</b>	
<b>Solvay Affiliate Address</b>	
7 If the host country does not match the addressed invoice, send back and ask for a re-address to BGRS	
8 Proceed with the remaining lines that are correctly issued	
<b>After posting</b>	
1 Anex the .xls to the posting, select the bank account and unblock the document for posting	
2 Create cockpit with the PDF file and LA with the posting	
<b>Links</b>	
5 <a href="#">International Mobility Report - December(Updated by AP as well)</a>	
6 <a href="#">Shared Doubts file with HtR and ImY</a>	
7 <a href="#">Org. Chart - Solvay One</a>	



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	Transfer in doc cur	Reversal reason	reversal date	Reference	Header Text	Posting Key	GL account	Amount Doc cur	Amount Cy Cur	VAT Amount	Tax code
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	WISS element	Profit Center	Croco Partner	Material	Quantity	Unit of measure	Personal nr	Assignment	Text	Transaction Type	Trading Path
BSEG-ZLSC	BSEG-GSBR	BSEG-VALUT	BSEG-BUKRS	BSEG-KOSTL	BSEG-AUFNR	BSEG-PROJK	BSEG-PRCTR	BSEG-VPTNR	BSEG-MATNR	BSEG-MENGE	BSEG-MENS	BSEG-PERNR	BSEG-ZUOHR	BSEG-SQTYT	BSEG-ANBWA	BSEG-VBUN
				N016300020									Final Move - Airfare May 31- Jun 01, 2018	BGRS Invoice 2453660 jul		
				N016300020									Final Move - Airfare May 31- Jun 01, 2018 (Assignee)	LEONARDO CECCHINI		
				N016300020									Final Move - Airfare May 31- Jun 01, 2018 (Taxes)	LEONARDO CECCHINI		
				N016300020									Final Move - Train Jun 01, 2018	LEONARDO CECCHINI		
				N016300020									Immigration service (Notary Fees) (Associate)	LEONARDO CECCHINI		
				N016300020									Immigration (Additional Health Insurance) and (Leonard Cecchini)	LEONARDO CECCHINI		
				N016300020									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).

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](mailto:APinvoicesEU@solvay.com)> and <[APinquiriesEU@solvay.com](mailto:APinquiriesEU@solvay.com)>  
 AP Invoices North America: <[APinvoicesNA@solvay.com](mailto:APinvoicesNA@solvay.com)> and <[APinquiriesNA@solvay.com](mailto: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 Reconciliations team.

## 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 mobility provides BGRS the information about company and cost-center to be billed.

This report will also be sent monthly to [ptp.corp@solvay.com](mailto: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.

## 6 Extract images

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

1. Select 'Transferees and Assignees' at the top of the page.

The screenshot shows the ReloAccess dashboard. On the left is a navigation menu with options: Dashboard, Employees, Client Resources, Resources, Reports, Tasks, and Contacts. The main dashboard area is titled 'Dashboard' and contains several widgets: 'Initiate Employee File', 'Analytics Reporting', 'Employee Quick Search' (with search fields for Name, ID, and File #), 'Cost Per Month' (line chart comparing 2017 and 2018), 'Top Exceptions: Approved vs Declined' (bar chart), 'Total Spend By Move Type' (bar chart for Domestic and International), and 'Average Monthly File Expenditure' (pie chart for International).


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

The screenshot shows the 'Employee Advanced Search' interface. It features a search bar with the placeholder text 'Search Name, Employee ID, or File Number'. To the right of the search bar are buttons for 'SEARCH' and 'ADVANCED'. Below the search bar is a box with the text: 'Advanced Searching. Please enter a name or employee ID in the search bar above for search results. If you wish to search using filters, open the advance button to the right of the search field. Only the first 100 results will be returned.'

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

The screenshot shows the employee profile page for Mr. Luis Silva. The page is divided into several sections: 'OVERVIEW', 'RELOCATION SUMMARY', 'PERSONAL DETAILS', 'SERVICE SUMMARY', and 'CLIENT SPECIFIC FIELDS'. The 'OVERVIEW' section includes 'EMPLOYEE MOVE' details (Anticipated End Date: 28-Feb-2018, Anticipated Start Date: 01-Sep-2017, Effective End Date: 28-Feb-2018, Effective Start Date: 01-Sep-2017, File Number & Status: 10468-00124, Initiation Date Received: 01-Sep-2017, Program: Solvay - Short Term) and 'CONSULTANT' information (44 (208) 996-1239, Michael Parratt, michael.parratt@bgrs.com). The 'PERSONAL INFORMATION' section lists Accompany Status (N/A - Single), Department ((1) Solvay SA - Corpo Headquarters), Division ((1) Solvay SA), Employee ID (63038533), Preferred Email (Luis.Silva@solvay.com), and Preferred Phone (+351 960 216 948). At the bottom, there are four summary cards: 'Tasks' (0 outstanding task(s)), 'Exceptions' (0 outstanding), 'Notes' (28 on file), and 'Documents' (30 uploaded to file). Each card has a 'View' button.

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.

Mr. Luis Silva  Capellen, Luxembourg | 10468-00124 (CLOSED) Solvay - Short Term

Welcome, Torok Adrienn

Dashboard

Employees

Advanced Search

Document Search

Client Resources

Resources



Reports


Tasks

Contacts

< SERVICE SUMMARY CLIENT SPECIFIC FIELDS TASKS BILLING DATA COMPENSATION DATA **DOCUM**

### Documents

Search    + DO

CLEAR FILTERS All Active 

Document Category	Document Name	PO Number	Date Posted
Customer Payments	Expense Report	104354402	09-Jul-2018
Client Invoices and Back Up	Destination Service Provider Invoice	104349327	24-May-2018
Client Invoices and Back Up	Household Good Invoice	104227047	19-Apr-2018
Client Invoices and Back Up	Language training Invoice	104169333	15-Mar-2018

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.F1&.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)