

Account: Create a Prospect

Overview

In this section, you will find information about how to create a prospect account in Salesforce

Concerned profiles:

Sales

Step By Step

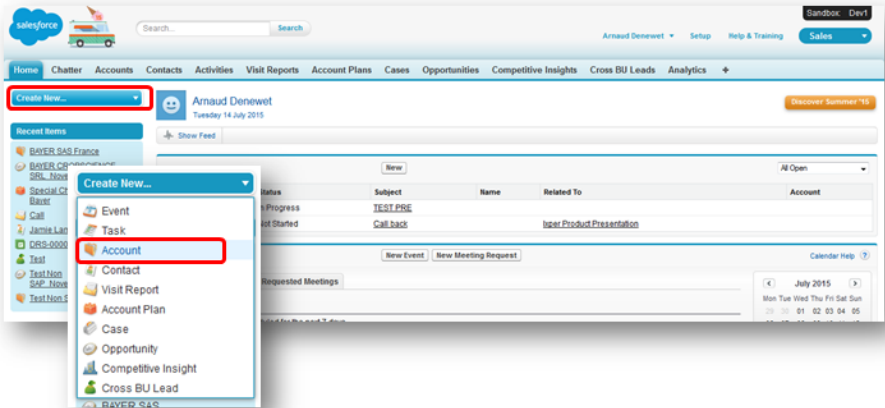
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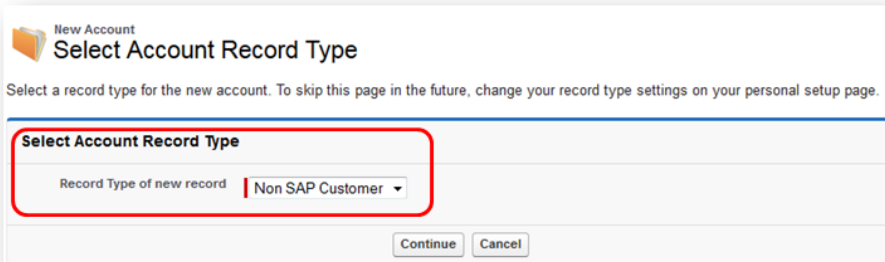
 Before to create a prospect, search on it to avoid creating a duplicate!

The system will warn you if a duplicate is found (based on name or address)

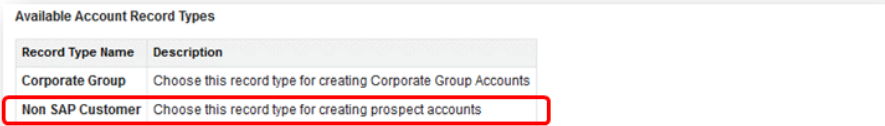
If the prospect /account does not exist, click on **Create New...** and then click on **Account**



You can now decide the type of account you want to create.



From the list of possible record types, select **Non SAP Customer**



Enter now the **information** on the account

- In Account name, enter the name of the account, for example **'Bayer CROPSCIENCE'**
- Use then the **lookup icon** to search a Corporate Group

Account Edit
New Account

Account Edit [Save] [Save & New] [Cancel]

Account Information [Required Information]

Account Owner: Amaud Denewet
Account Name:
Corporate Group: [Lookup Icon]
Account Currency: EUR - Euro

Account Record Type: Non SAP Customer
Partner Type: Prospect
Partner Sub-Type: None
Phone:
Website:

Search for **Bayer** Corporate Group and once found, click on the **Name**

Lookup

BAYER [Go] [New]

Search: Name [All Fields]

Clear Search Results

Search Results

Account Name	Account Record Type	Partner Type	Street	City	Country	PR\$ ID	RC\$ ID
BAYER AG HQ	Corporate Group	Sold-to & Ship-to					

You must also define the **Partner Sub-Type**. You have 2 options:

- Sold-to & Ship-to
- Ship-to

Account Edit
New Account

Account Edit [Save] [Save & New] [Cancel]

Account Information [Required Information]

Account Owner: Amaud Denewet
Account Name: Bayer CropScience
Corporate Group: BAYER [Lookup Icon]
Account Currency: EUR - Euro

Account Record Type: Non SAP Customer
Partner Type: Prospect
Partner Sub-Type: Sold-to & Ship-to
Phone:
Website:



Value "Sold-to" has been

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Enter the address information (English only). You can also enter the address in a local language, like in Japanese or Chinese characters. That's convenient!

Enter the address information (English only). You can also enter the address in a local language, like in Japanese or Chinese characters. That's convenient!

The screenshot displays the 'Address Information' form, which is divided into three main sections: 'Address Information', 'Local Language', and 'System Information'. The 'Address Information' section includes fields for Country, Street, City, State/Province, Zip/Postal Code, House Number 1, House Number 2, and Region. The 'Local Language' section includes a 'Language' dropdown and a 'Street (Local Language)' field. The 'System Information' section includes fields for Status, CSR, CSR Queue, PIS ID, RCS ID, and Other ERP ID. A red box highlights the 'Save' button at the bottom of the form. Three callouts provide additional information: 1. 'The Alphabet field allows user defining in which alphabet (Chinese, Arabic, Thai, etc.) the address in local language is formatted.' 2. 'System Information fields are not editable by the sales rep. Only System admin have right to update them.' 3. 'The Alphabet field allows user defining in which alphabet (Chinese, Arabic, Thai, etc.) the address in local language is formatted.'

A map view of the Accounts address is now displayed directly on the account page. By clicking on the image, a new tab is opened on google maps.



Incoterms & Payment terms are displayed as before on the account layout,with additional list of fields complaint with the future design in Lightening for Incoterms & Payment Terms.

▼ **Incoterms and Payment Terms** (Transactions for last 12 months)

[ACCOUNTS](#) > [ADISSEO FRANCE SAS ETABLISSEMENT DE COMMENTRY SERVICE COMPTABILITE](#)

Incoterms And Payment Terms

47 items • sorted by name

RELATED TO	PARTNER TYPE	COUNTRY / CITY	PRS ID / RCS ID	GBU
ADISSEO FRANCE S.A.S.	Ship-to	France / COMMENTRY	164194 / 53681	Novecare
ADISSEO FRANCE S.A.S.	Ship-to	France / COMMENTRY	164194 / 53681	Novecare
ADISSEO FRANCE S.A.S.	Ship-to	France / COMMENTRY	164194 / 53681	Novecare
ADISSEO FRANCE S.A.S.	Ship-to	France / COMMENTRY	164194 / 53681	Novecare
ADISSEO FRANCE S.A.S.	Ship-to	France / COMMENTRY	164194 / 53681	Silica
ADISSEO FRANCE S.A.S.	Ship-to	France / COMMENTRY	164194 / 53681	Silica

On GBU Account Sub-Type picklist, value Distributor was removed and new value Trader was added.

On GBU Customer Classification Pick list, Value P was renamed to Potential.

New Service Model Pick list (Customizable by GBU) data template will be provided on demand for massive load.

You have successfully created the prospect.

GBU Customer Segmentation Edit

SaveSave & NewCancel

Information (managed by Sales Rep)

AccountADISSEO FRANCE SAS ETABLISSEMENT DE COMMENTRY SERVICE COMPTABILITE

GBU Account Sub-Type--None--

Prospect for my GBU

GBU Novocare

BU Agro

Main End-Use

GBU Region EMEA

Account Information

General Account Information

Information (managed by GBU Commercial Excellence)

GBU Customer Classification--None--

GBU Account TypeStandard Account

Service Model--None--

BU/Regional Classification--None--

Main Customer Interaction Model

AccountBAYER CROPSCIENCE

Customize Page | Printable View | Help for this Page

Show Feed

Back to List: Opportunities

Account Plan Associations (0) | Account Team (1) | Activities (0) | Cases (Ship-To) (0) | Cases (Sold-To) (0) | Competitive Insights (0) | Competitive Insights (Ship-To Account) (0) | Contacts (0) | Involved Contacts (0) | Cross-BU Leads (0) | Customer Request (0) | GBU Customer Segmentation (0) | Opportunities (0) | Opportunities Involved Accounts (0) | VML Reports (0) | Activity History (0) | Approval History (0) | Account History (0) | Google Docs, Notes, & Attachments (0)

Account Detail

EditConvert Prospect To Customer

Account Information

Account OwnerVima Brahmanavagam (Change)

Account Record TypeNon SAP Customer (Change)

Account NameBAYER CROPSCIENCE (View Hierarchy)

Partner TypeProspect

Corporate GroupBAYER

Partner Sub-TypeSold-to & Ship-to

Phone

Website

Address Information

AddressRUE DE RANSBEEK
BRUSSELS, Bruxelles 1120
Belgium

House Number15

Number

EMEA

Address and Name recorded are automatically capitalized for SAP conversion purpose

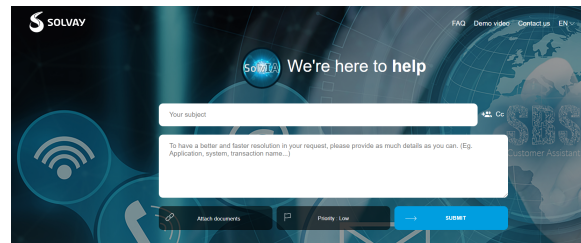
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Related articles

Need help?

- Account: Convert a Prospect
- Account: Corporate Group Creation
- Account: Presentation

To request any support or if you have identified a bug or incident , please create a Freshdesk ticket using Solvia platform : <https://solvia.solvay.com/>

The image shows a web interface for creating a support ticket. At the top left is the 'S SOLVAY' logo. In the top right corner, there are links for 'FAQ', 'Demo video', 'Contact us', and 'EN'. The main heading is 'We're here to help' with a Solvia logo icon. Below this is a text input field labeled 'Your subject:'. Underneath the subject field is a larger text area with a placeholder text: 'To have a better and faster resolution in your request, please provide as much details as you can (Eg. Application, system, transaction name...)'. At the bottom of the form, there is an 'Attach documents' button with a paperclip icon, a 'Priority: Low' dropdown menu, and a blue 'SUBMIT' button. The background of the interface features a dark blue theme with faint icons of a Wi-Fi signal, a person, and a globe.

you can copy users with email address , default priority is Low , then Submit . We advise you to put keywords in subject to ease dispatching to correct Agent : CRM - Complaint for example