

# APAC - TH WHT maintenance

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## 1. Objective and scope

This OP will show you how to maintain Withholding Tax (WHT) in company level in PF1\_020 and WP1\_400 for all Thai Entities

- PF1\_020: 6027, 0366, 6034
- WP1\_400: 7774 and 6066

## 2. Request

The request will be sent in Freshdesk with vendor's code, company code and WHT type

Tickets / Ticket #1834698

U

**ADD WHT - 4505663 ICS & E**

Uamporn.kiewkaew reported 28 minutes ago (Wed, 2 May at 2:55 PM) via Email  
To: vdr.sbs@solway.com

Dear VDR team

Please add WHT 3% other service for vendor as below ka.  
Company code 0974

Thank you very much.

Vendor 0004505663

ICS & E (THAILAND) CO., LTD. ✉

888/232 MOO 3, T. BOWEN,  
CHONBURI 20230

THAILAND

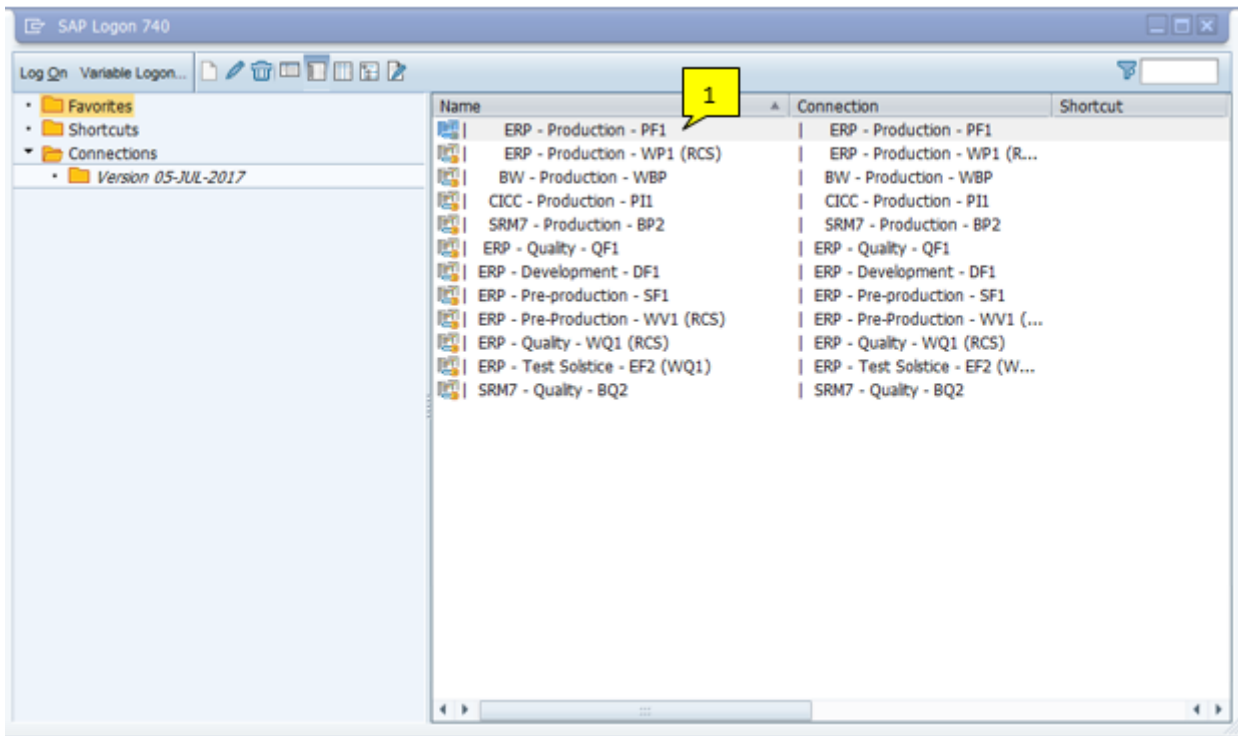
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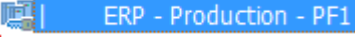
✉ darunee.t25.k@gmail.com

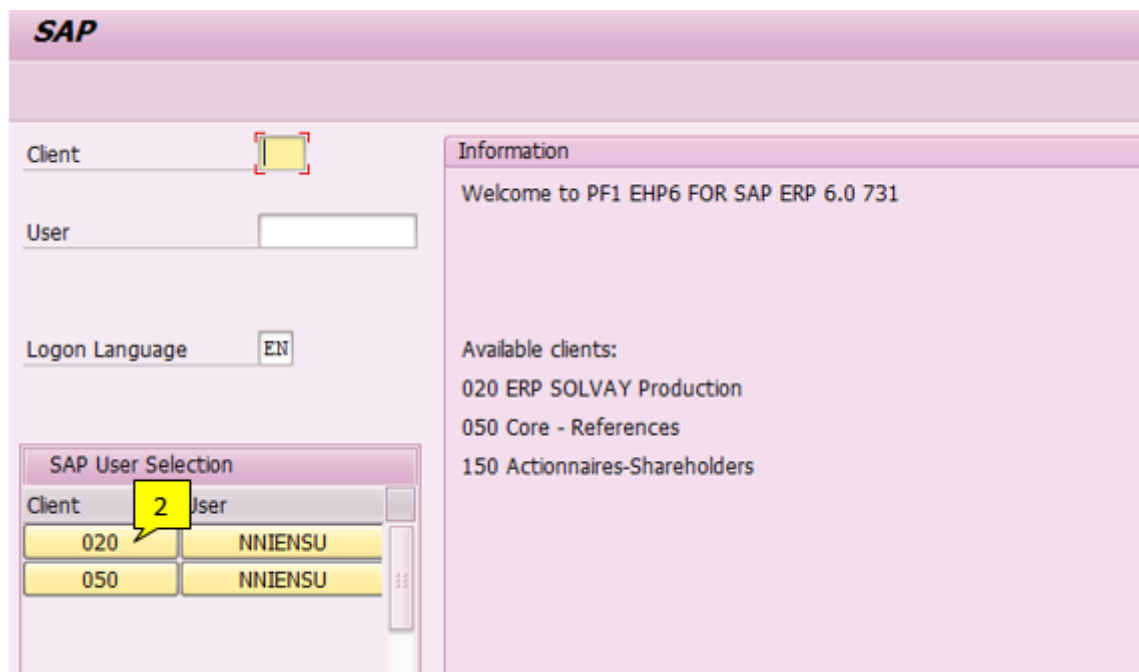
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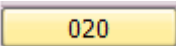
SIAM COMMERCIAL BANK PUBLIC COMPANY LT 🏦 01

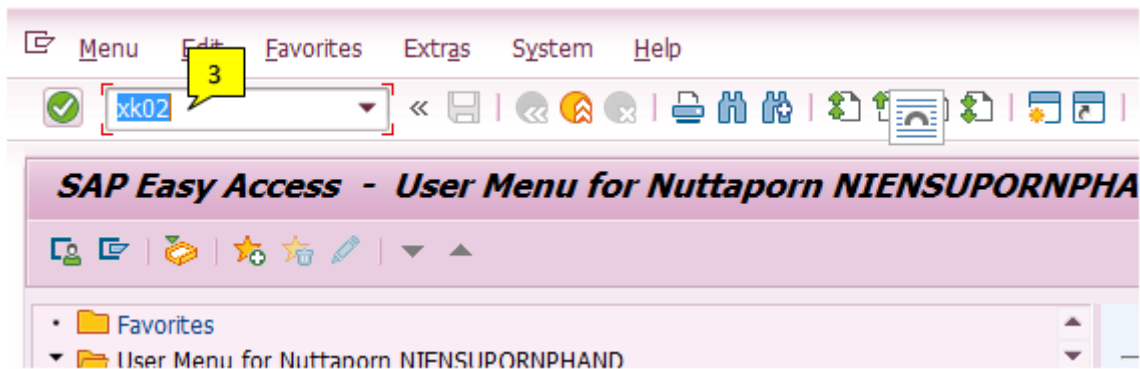
## 3. WHT maintenance



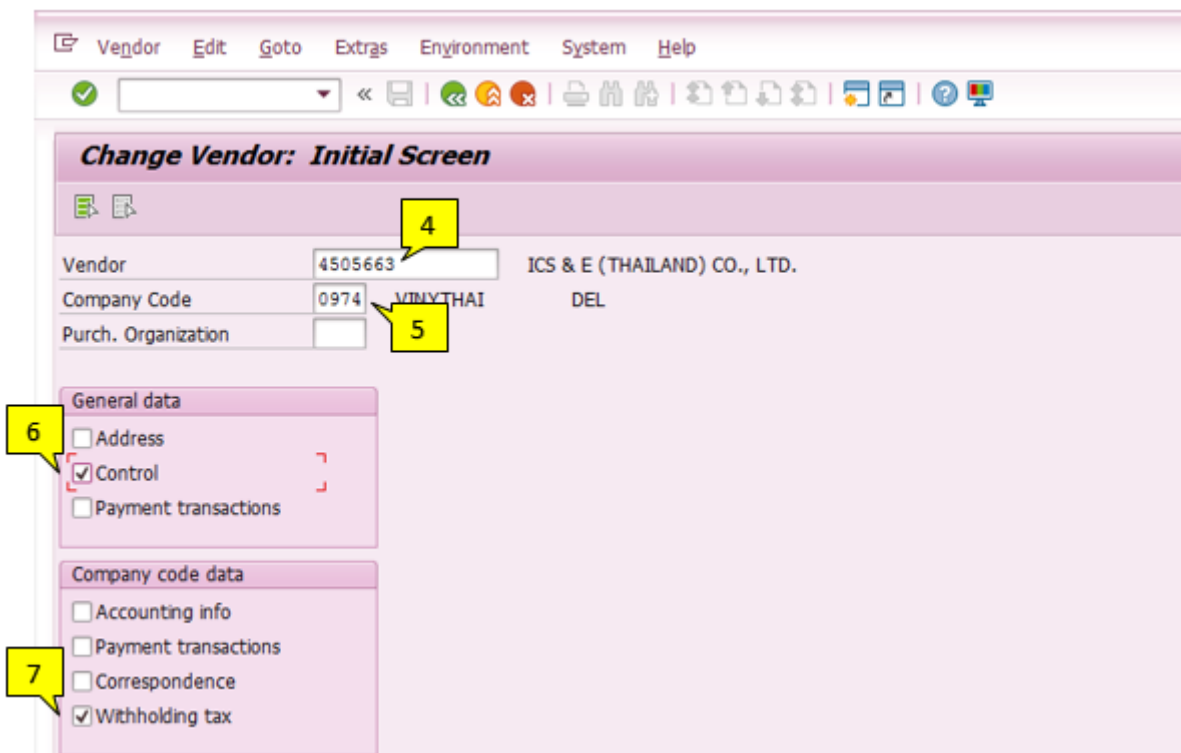
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 	If you are doing on WP1, please double click on  and then press "Enter on your keyboard	



#	Main activities	Tips/Best practices	Key points
2	Click 	Skip this step if you are doing on WP1	



#	Main activities	Tips/Best practices	Key points
3	Insert T-code "xk02" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert vendor code in 'Vendor' field		
5	Insert company code in 'Company Code' Field		
6	Tick on "Control"		
7	Tick on "Withholding tax" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Control

CIN Details Certificates Thailand Branch Details Extra Master Data

Vendor 4505663 ICS & E (THAILAND) CO., LTD. CHONBURI

Account control

Customer [ ] Authorization TH

Trading Partner [ ] Corporate Group [ ]

Tax information

Tax Number 1 0115558007086 Tax number type [ ] Equalizatrn tax [ ]

Tax Number 2 [ ] Tax type [ ] Sole Proprietr [ ]

Tax Number 3 0115558007086 Sales/pur.tax [ ]

Tax Number 4 [ ]

Fiscal address [ ]


Tax Jur. [ ] VAT Reg. No. [ ] Other... [ ]

Rep's Name [ ] Type of Busines [ ]

Tax office [ ] Type of Industr [ ]

Tax Number [ ]

Tax Number 5 [ ]

#	Main activities	Tips/Best practices	Key points
8	Check the first digit of Tax 1		If the first digit is <b>0</b> , it means <b>legal entity</b> If the first digit is <b>other numbers</b> , it means <b>individual</b>
9	Click 		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Withholding tax Accounting

CIN Details Certificates Thailand Branch Details

Vendor 4505663 ICS & E (THAILAND) CO., LTD. CHONBURI


Company Code 0974 VINYTHA DEL

WH Tax Country 001

With.t.type	tax co...	Liab	Rec.ty	W/tax ID	Exemption number	Exem...	Exmpt...	Exempt From	Exempt To	Description
[ ]	[ ]	<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

Delete Row

Page 1 from 1

#	Main activities	Tips/Best practices	Key points
10	Insert "001" in 'WH Tax Country' field	If you are doing on WP1, insert "680"	
11	Click blank field under 'Wth.t.type' field and Click 		

Indicator for withholding tax type (1) 18 Entries found

Restrictions

Country Key: TH

Wth.t.type	Name
00	Interest 1%
01	Insurance premium 1%
02	Transportation 1%
03	Advertisement 2%
04	Commission 3%
05	Goodwill,Copyrights, patents& tradem. 3%
06	Professional service fees 3%
07	Bank charges 3%
08	Other services 3%
09	Rental 5%
10	Awards,discount or other benefits 5%
11	Dividend / Share of profit 10%
12	Royalty 15%
13	Personal Income Tax 10%
14	Personal Income Tax 20%
15	Personal Income Tax 30%
16	Personal Income Tax 37%
17	Other services 15%

**12**

#	Main activities	Tips/Best practices	Key points
12	Double click on WHT you have to maintain		This will be provided by requester

Vendor Edit Goto Extrs Environment System Help

**Change Vendor: Withholding tax Accounting**

CIN Details Certificates Thailand Branch Details

Vendor 4505663 ICS & E (THAILAND) CO., LTD. CHONBURI  
 Company Code 0974 VINYTHAI DEL


WH Tax Country 001

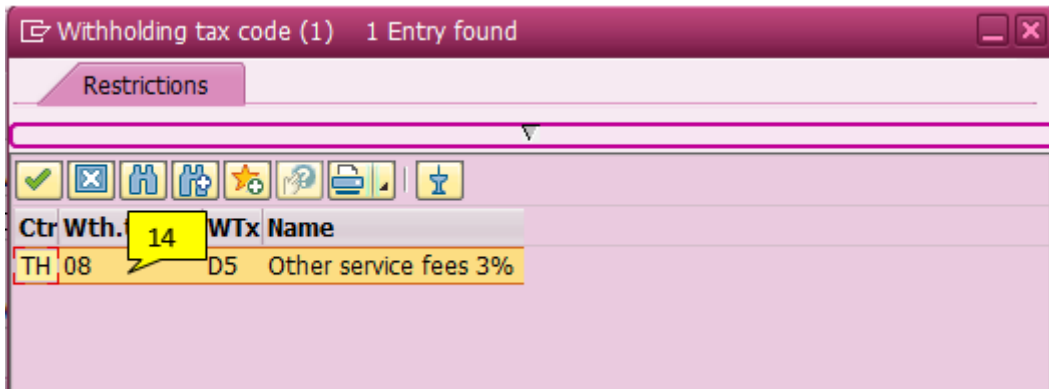
Wth.t.type	W/tax code	Rec.ty	W/tax ID	Exemption number	Exem...	Exmpt...	Exempt From	Exempt To	Description
08		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							

**13**

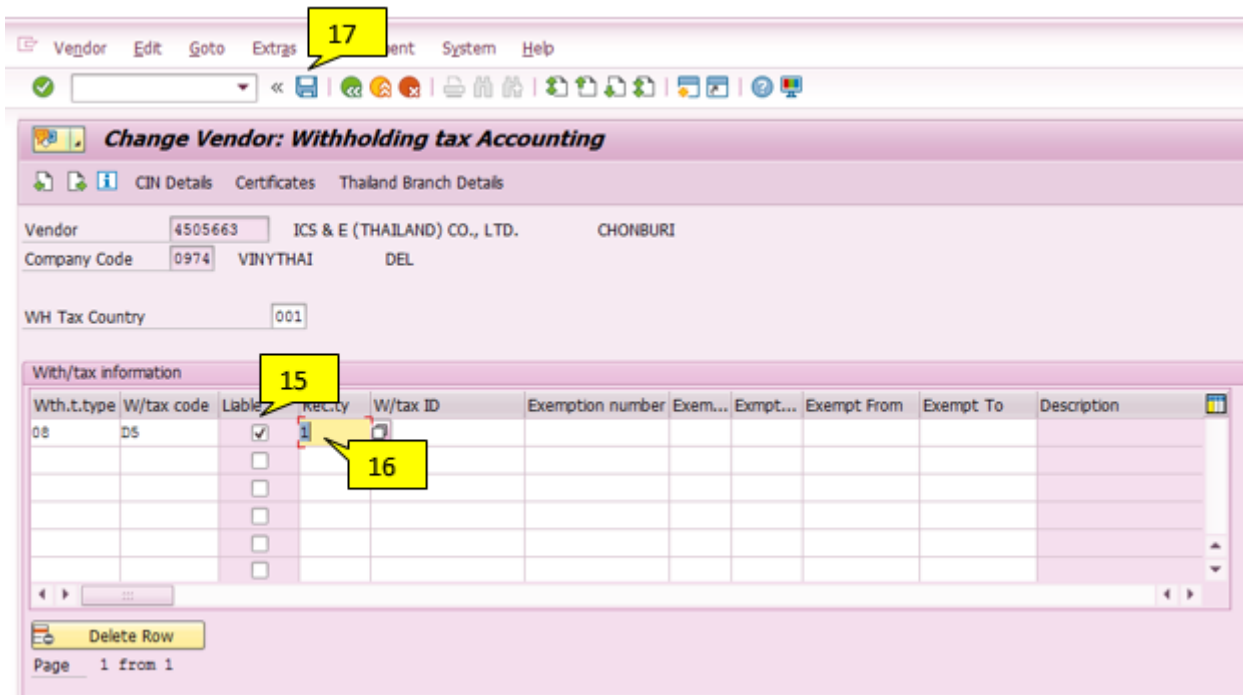
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Page 1 from 1

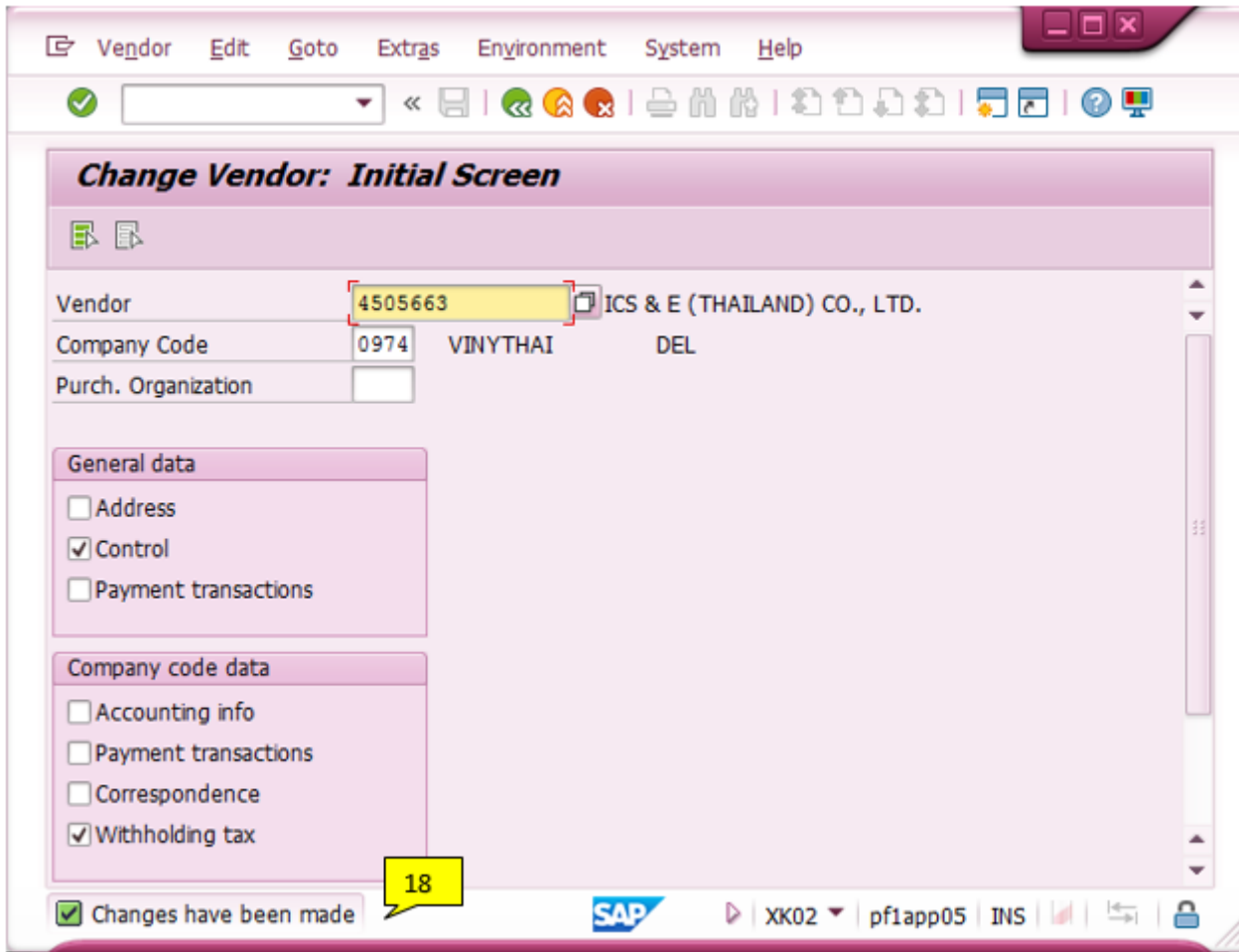
#	Main activities	Tips/Best practices	Key points
13	Click blank field under 'W/tax code' field and click 		



#	Main activities	Tips/Best practices	Key points
14	Double click on the line	There will be only one line popped up	

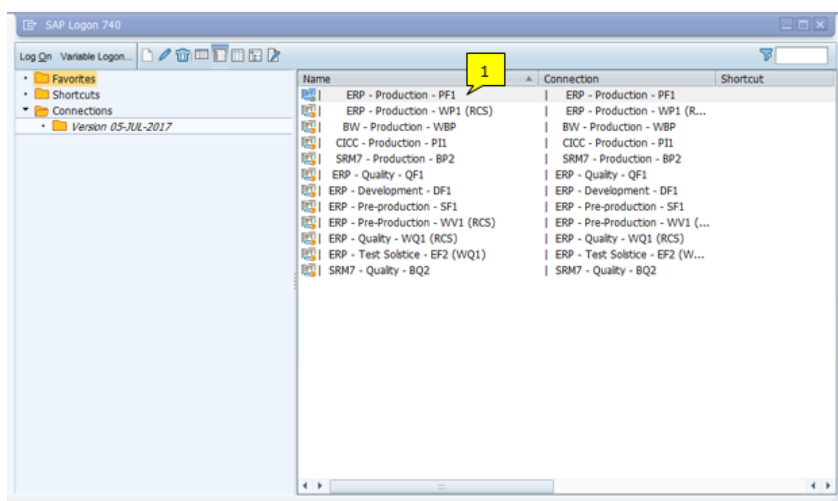


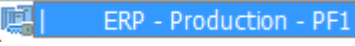
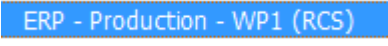
#	Main activities	Tips/Best practices	Key points
15	Insert tick mark in 'Liable' field		
16	Insert either 1 or 2 in 'Rec.ty' field		1 = legal entity 2 = individual
17	Click 		

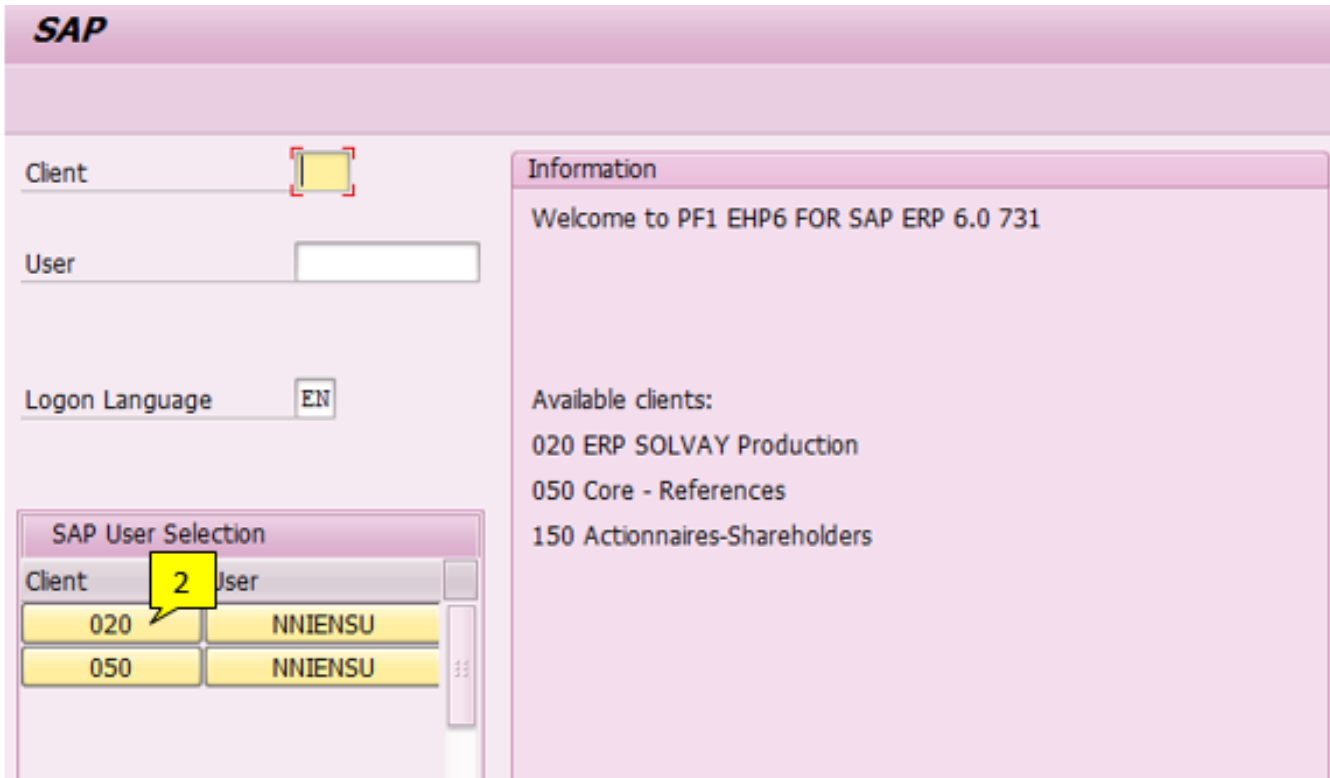


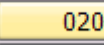
#	Main activities	Tips/Best practices	Key points
18	The system will show that WHT has been updated		

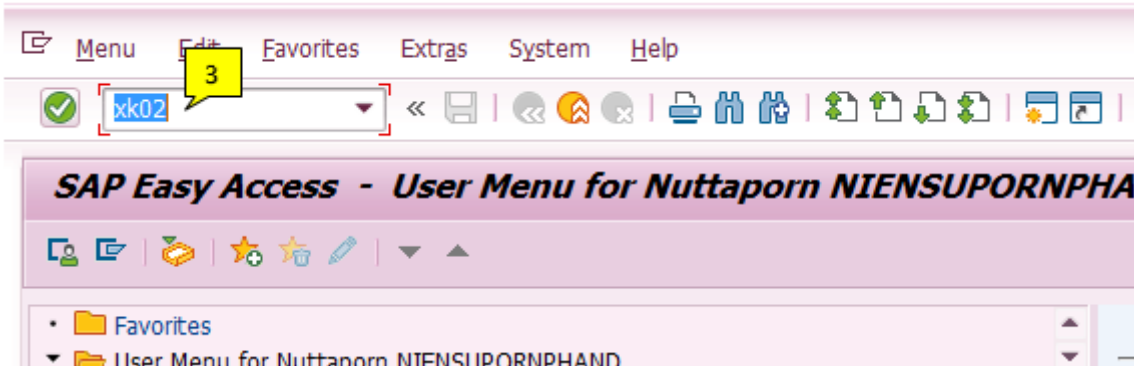
#### 4. WHT deletion



#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 	If you are doing on WP1, please double click on  and then press "Enter on your keyboard	



#	Main activities	Tips/Best practices	Key points
2	Click 	Skip this step if you are doing on WP1	



#	Main activities	Tips/Best practices	Key points
3	Insert T-code "xk02" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Initial Screen

Vendor 4505663 ICS & E (THAILAND) CO., LTD.

Company Code 0974 VINYTHAI DEL

Purch. Organization

General data

Address

Control

Payment transactions

Company code data

Accounting info

Payment transactions

Correspondence

Withholding tax

#	Main activities	Tips/Best practices	Key points
4	Insert vendor code in 'Vendor' field		
5	Insert company code in 'Company Code' Field		
6	Tick on "Withholding tax" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Change Vendor: Withholding tax Accounting

CIN Details Certificates Thailand Branch Details

Vendor 4505663 ICS & E (THAILAND) CO., LTD. CHONBURI

Company Code 0974 VINYTHAI DEL

WH Tax Country 001

With/tax information

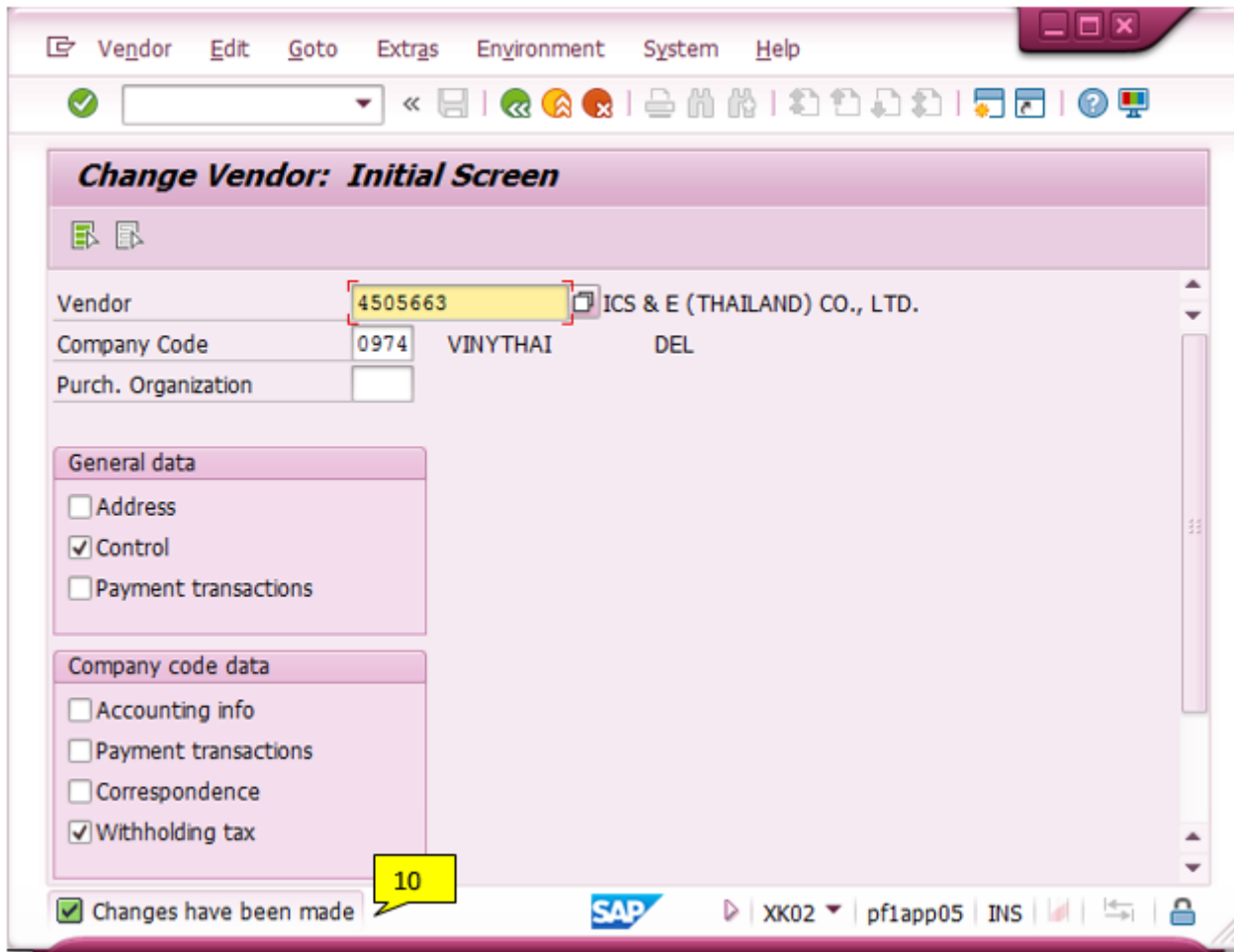
With.	tax c...	Liabl	Rec.ty	W/tax ID	Exemption number	Exem...	Exmpt...	Exempt From	Exempt To	Description
08	DS	<input checked="" type="checkbox"/>	1							Other services 3%
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

Delete Row

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#	Main activities	Tips/Best practices	Key points
7	Click on WHT you want to delete		





8	 <b>Delete Row</b>	and press "Enter" on keyboard		
9				



#	Main activities	Tips/Best practices	Key points
10	The system will show that WHT has been updated		

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jul 18, 2019	Actor	Type	Activity	Version
Published	Inês Santos	State	changed state to <b>Published</b> at 2:03 pm (Space Initialization)	v3
For Review	Inês Santos	State	gave <i>Approvers</i> approval at 2:03 pm	
Jun 07, 2019				
	 Nuttaporn Niensupornphand	State	assigned approval <i>Reviewers</i> to  Nuttaporn Niensupornphand at 6:03 am	
		State	changed state to <b>For Review</b> at 6:03 am	v3
May 24, 2019				
Draft	 Nuttaporn Niensupornphand	Edit	updated the page at 11:55 am	
	 Nuttaporn Niensupornphand	Edit	created the page at 11:53 am	
		State	changed state to <b>Draft</b> at 9:53 am	v1