

# EMEA - Creation of Employees

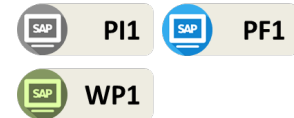
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## Scope



## ERP



## References

## Attachments

## Objective and Scope

This procedure explains the steps required for the creation of a Employee. The scope is the customer in local: PF1\_020 and/or WP1\_400.

The creation of a Physical Vendor is related to the creation of specific **Solvay** members (employees) in the system, namely due to Expense Reports or Credit Card holders.

It is used for **Solvay** members to have cash available for using in different company related events.

### Countries and companies concerned are:

PF1 – Bulgaria (3438 and 5735); Saudi Arabia (6275); Switzerland (0125)

WP1 – Poland (7531 and 6268); Netherlands (6301); Butachimie (ZFR9)\* exceptional support during TSA agreement only (2018)

PF1 / WP1 - Non Concur (worldwide)

### Employee number structure

<b>PF1</b>	<p><b>Main rule:</b> P + Employee number - <u>example:</u> P63040634</p> <p>If the external has no Employee number created, we should created with P + User Id.</p> <p>And if provided any code it can be created with P+ Name</p> <p><u>example:</u> Ricardo Nunes = Employee number PRNUNES</p> <p><b>SA</b> employee (10 characters): P98+employee id without the 0 (zero)</p> <p><u>example:</u> employee P986318457 NASSER ALHAJRI (user id 63018457)</p> <p><b>BG</b> employee (10 characters): P9800+user id</p> <p><u>example:</u> employee P980000014 (user id 14)</p>
<b>WP1</b>	Automatic

## General Data

Physical accounts are created for expenses of a Solvay member (employee).

This information will arrive to the mailbox of Data & Analysis ( [ptp-data.analysis@solvaysbs.freshdesk.com](mailto:ptp-data.analysis@solvaysbs.freshdesk.com) ) with a form appropriately filled-in:

- [For Bulgaria](#)
- [For the other countries](#)

Or requested directly by Travel & Expenses Team.

## Manual creation (concur or non concur)

Enter transaction **XK01**.

**Account groups:** ZZPE for PF1, Z012 for WP1

If provided the employee can be initially linked to a company code.

PF1	WP1
<p><b>Create Vendor: Initial Screen</b></p> <p>Vendor: P000000003</p> <p>Company Code: 1196 SOLVAY (DE)</p> <p>PurchasingOrganization: </p> <p>Account Group: ZZPE</p> <p>Reference</p> <p>Vendor: </p> <p>Company code: </p> <p>PurchasingOrganization: </p>	<p><b>Create Vendor: Initial Screen</b></p> <p>Vendor: </p> <p>Company Code: 6361</p> <p>PurchasingOrganization: </p> <p>Account group: Z012</p> <p>Reference</p> <p>Vendor: </p> <p>Company code: </p> <p>PurchasingOrganization: </p>

The person who sends you a request for creation of vendor, always provides the following information:

- Name of the vendor
- The Physical Vendors' Solvay company
- User ID number

### Tab Address:

**Name:** The names of the Physical Vendor should be copied from the requesters email to this field

**Search Term:** Last Name of Employee for PF1 and WP1

**Search Term 2:** User ID, when applicable. Preferably, it should always be entered.

**Postal Code :** It is always the same address data as of the PF1 company or it is provided.

**City:** It is always the same address data as of the company or it is provided.

**Language:** Changed according to the origin of the Physical Vendors' origin/location

**Change Vendor: Address**

MENA Certificate Extra Master Data

Vendor: P010206408

Preview International Versions

Name

Title:

Name: ANDREAS MAZOUNI

Search Terms

Search term 1/2: MAZOUNI

Street Address

Street/House number: IM HAUSE

Postal Code/City: 30173 HANNOVER

Country: DE GERMANY Region:

Time zone: CET

Tab Control:

**Change Vendor: Control**

MENA Certificate Extra Master Data

Vendor P010206408 ANDREAS MAZOUNI HANNOVER

Account control  
Authorization DE

Tax information

Tax Number 1		Tax number type	
Tax Number 2		Tax type	<input checked="" type="checkbox"/> Natural Person
Tax Number 3			

**Sole Proprietr.** (natural person): Check this box "Sole Proprietor".

**Tax Number 1:** is a unified personal number of a person but not a tax number of an entity and can also be provided and to be entered, when so. Once the information is entered, click Enter

Tab Payment transactions:

**Change Vendor: Payment transactions**

MENA Certificate Extra Master Data

Vendor P010206408 ANDREAS MAZOUNI HANNOVER

Ctry	Bank Key	Bank Account	Acct. Holder	AK	IBAN	IBANValue	BnkT	Reference
DE	25050180	0015496392		DE	DE40250501800015496392		EUR1	

**Bank data is provided by the requester and should be always confirmed by HR Team showing a evidence of the bank account available in PP2 system.**

**For DOMO employees the confirmation must be provided/confirmed by local HR Team (if requested the introduction of a bank account):**

- Adriana Kraciuk for Poland
- Eva Sillero for Spain
- Caroline Perrot for France
- Rémy Veron for Germany and Italy

## Company view

Enter transaction **XK01**.

**Create Vendor: Initial Screen**

Vendor P010206408

Company Code 4061 KANDELIUM BASR (DE)

Purchasing Organization

Account Group

Click enter and then add Reconciliation Account, Sort Key and Personnel number:

**Change Vendor: Accounting information Accounting**

MENA Certificate Factoring Master Data

Vendor P010206408 ANDREAS MAZOUNI HANNOVER

Company Code 4061 KANDELIUM BASR (DE)

Accounting information

Recon. account	2486010000	Sort key	002	Doc.no., fiscal year
CIIU Code		Cash mngmt group		

Reference data

Prev.acct no.		Personnel number	10206408
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<b>Account group</b>	ZZPE	Z012
<b>Recon. Account</b>	2486010000	42900300
<b>Sort Key</b>	002	001
<b>Personnel number</b>	User ID Number	Employee number
<b>Payment Terms</b>	N000	0028
<b>Chk double inv.</b>	yes	yes
<b>Payment method</b>	Q**	Q**
<b>WH Tax Country</b>	-	-
<b>Acctg clerk</b>	-	-

\*\*if not available at company code to be extended, just pick the standard payment method 1 (PF1) Z (WP1)

As soon as done, the Freshdesk Ticket should be sent back to T&E Team with the SAP employee number created.

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