

SAP IM Employee Maintenance

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Purpose

The objective of the employee setup and maintenance in SAP is to enable the payment of the employee related expenses.

Process description

Every request for an employee setup or maintenance should be requested through the Freshdesk by Data Steward. These requests should contain employee name and the responses to Concur request form for this employee should be available in [GDrive file](#) (see **Appendix 4 – Concur Setup Form**). If a request to create a new employee comes from Accounts Payable (through a payment request only), they should attach their correspondence with the Travel & Expense team to the ticket – as a proof that the employee is not a Concur user (i.e. the setup was approved). Alternatively, if a request comes through a Workflow, it should be approved in the Workflow notes. If there is no approval, please cancel the request.

NOTE: All Cytex employees should be created as employees, not vendors (even for the payment requests). If some information is missing from the ticket, we should go back to requestors/ Data Stewards and request this information from them.

All employees should be created under **ZEMP** account group.

Employee Vendor	ZEMP	This account group will be used for creating employee vendor records	General Company Code Bank Contact Partner Function
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1. a. Required Details

- For all employees Personnel Number (8 digits) is required. Should be provided in Concur Setup form, if missing, contact HR.
- If you receive a request where a Concur form field "**Bank Account for reimbursements is the same as in Payroll Records**" is populated with "yes", please write to HR (**Appendix 6**) and request payroll details.

Data Stewards for employees:

Agita Kromane
Zlata Zukova
Krista Zulpa
Jelena Cizika

Checking if an employee already exists

Go to vendor search. There are two options: we can search by Short name (in **CAPITALS**) or by Name (**Sentence case**):

Display Vendor: Initial Screen

Vendor Account Number (1)

Vendors by Country/Company code Custom search help Vendors by Tax inf...

Country

City

Search term

Name

Vendor

Company Code

Account group

Maximum No. of Hits

General data

☒ Address

☒ Control

☒ Payment transactions

☒ Contact Persons

Company code data

☐ Accounting info

☐ Payment transactions

☐ Correspondence

☐ Withholding tax

You will get to the list with all employees with such name:

Vendor Account Number (1) 5 Entries found

Vendors by Country/Company code Custom search help Vendors by Tax information Custom search help Vend...

Country: GB

City	SearchTerm	Name 1	Vendor	CoCd	Acct_G..	Cent_D..	Cen_Pst..	Cen_Pur..	CC_Pst..	CC_D..
Heanor	ANDREW DAM	Andrew Damjanovic	70000361	7218	ZEMP					
Heanor	ANDREW DAM	Andrew Damjanovic	79940051	7218	ZEMP					
Heanor	ANDREW GIB	Andrew Gibbs	70000157	7218	ZEMP					
Wolverhampton	ANDREWS SY	Andrews Sykes Hire Ltd	10000706	7218	ZVEN					
Wolverhampton	ANDREWS SY	Andrews Sykes Hire Ltd	10000706	7223	ZVEN					

If you can't find the requested employee, proceed with the creation. If you've found inactive employee records, please proceed with the reactivation.

Creating a new employee

On the screen 'Create' (XK01) complete company code and account group (always **ZEMP**):

Vendor

Company Code Cytec IM (Derby) Ltd. ←

PurchasingOrganization

Account group ←

Reference

Vendor

Company code

PurchasingOrganization

Hit Enter.

Address

Name Employee name

Search Term1 Employee name in CAPITALS. If the name contains more than one word, populate as much as it fits (even if the last word fits only partially)

Search Term2 Personnel Number (8 digits)

Street Main field for street address of employee, max 35 characters to be filled in this field. As Street 2 and Street 3 fields are not printed on all documents, street should be fitted in this field. This field is used to capture PO Boxes as well.

District Will be populated automatically for USA and Canada depending on the Country, State and Postal Code.

Postal Code Postal code / ZIP code. SAP provides standard postal code format checks depending on the country maintained.

City City name. For USA and Canada SAP may overwrite the City name with a value depending on Postal Code. (Sentence Case)

Country Country code (**Appendix 12** –list of country codes in SAP).

Region State / Province / County. Choose according to the City.

Mandatory for **US** and **Canada** and optional for other countries.

Time zone Automatically determined by the system.

Tax Jurisdiction Automatically assigned by the system for US employees.

Transportation zone Transportation Zone is defined based on Country Code (CC) and Postal code (PP..) as follows:

For US: Country Code (US) + first 3 symbols of postal code, CCPPP (Example: US750 if the postal code is 75053-2029)

For other countries: Country Code + first 3 symbols of postal code if postal code is less or equal to 5 symbols, CCPPP

Country Code + first 4 symbols of postal code if postal code contains more than 5 symbols, CCPPPP

For countries which do not have zip codes: SAP Country Code + 3 or 4 zeros, CC0000.

Inner spaces and dashes are eliminated before concatenation:

Ex1: Country CA, Post code H7L 4R9 = 6 symbols = CCPPPP = CAH7L4 (no space)

Ex2: Country KA, Postal code 110-360 = 6 symbols = CCPPPP = KA1103 (no dash)

TZones are dependent upon Country Code master (T005).

Customer, Vendor and Routes are dependent upon TZones.

For new Transportation Zone creation open Helpdesk ticket for the group COE_SD.

Language For structural material sites language defaulted to EN – English

Local language details are maintained for Process Material Vendors which only deal in French and Italian

- If a Process Vendor has a country address in France and is only open for Toulouse company code then set the language indicator to French
- If a Process Vendor has a country address in Italy and is only open for Mondovi company code then set the language indicator to Italian

When extending existing vendor from Toulouse or Mondovi to a different company code please make sure to check that language code is set to EN for all company codes.

Telephone Telephone number, consisting of dialing code and number, but without the country code as it is being picked automatically based on the country entered as part of the address. If more than one telephone number is maintained for an address, the first telephone number is marked as the standard number. Press *Other Telephone Numbers* button to maintain more numbers.

If the country code of the telephone number is different from the country in the address, it can be changed in the pop up "Maintain Telephone Number".

C...	Co...	Telephone	Extension	S...	SMS...	D...	Comments	ID
US	1	7146701554		☒	☐	☐		001

Preferred: Telephone

Communication

Language: EN English

Telephone: 7146701554

Mobile Phone:

Fax:

E-Mail: Patty_Ransom@HMRoyal.com

StandardComm.Mtd: INT E-Mail

Fax Main fax number of the employee (Without country code and without blanks).

E-mail E-mail address for the employee. Should always be populated.

StandardComm.Mtd Standard communication type with vendor. Preferred/default value should be e-mail

Name

Name: Christophe Guynard

Search Terms

Search term 1/2: CHRISTOPHE GUYNARD 115868

Street Address

Street/House number: 36 rue Victor Hugo

Postal Code/City: 31390 Carbonne

Country: FR France Region:

Time zone: CET

Transportation zone: FR313 TOULOUSE - 313

PO Box Address

PO Box:

Postal code:

Communication

Language: EN English

Telephone:

Mobile Phone:

Fax:

E-Mail: Christophe.Guynard@solway.com

StandardComm.Mtd: INT E-Mail

Control

Industry Sensitive – 0003

Stat. gr. Service '02' - Not rel. for statist.

Vendor	70000157	Andrew Gibbs	Heanor
Account control			
Authorization			
Tax information			
Tax Number 1		Tax number type	☐
		Tax type	☐ Natural Person
Tax Number 3			
Tax Number 4			☐ Tax Split
Fiscal address			
Tax Jur.			
Tax Number 5			
Reference data			
Location no. 1	0000000	Location no. 2	00000
Cred.info no.		Check digit	0
Industry	0003	Last ext.review	
SCAC		Car.freight grp	
Transport.zone	GBDE75	ServAgntProcGrp	
	HEANOR	Stat.gr.service	02

Payment transactions

If a different vendor number has to be used for remittance information banking details should be added only for ZINV account.

Ctry Enter country code of the banking details

Bank Key

US	ABA	Routing number (9 digits)
Canada	CSA	Transit number (5 digits) + bank code (3 digits)
Europe	Bank key, sort code, BIC...	See Appendix 2

Bank account Account number (For more details see **Appendix 2**). For Belgian accounts the format should be as follows 3 digits-7 digits-2 digits.

BnkT 0001 for default banking details, for the other 0002, 0003 etc. This option is used if different accounts are used simultaneously. If a bank account will not be used anymore the line with the outdated banking information should be removed.

Vendor	70100085	Christophe Guynard	Carbonne
--------	----------	--------------------	----------

C...	Bank Key	Bank Account	Acct Holder	A..	IBAN	IBANValue	BnkT	Referen
FR	1310600500	11304727101				FR7613106005001130472710149	0001	

Bank Data...

For EU banking details, press under the IBAN column and check the proposed IBAN or add the IBAN manually, if it is necessary.

Bank Details	
Bank Country	GB
Bank Key	309233
Bank number	309233
SWIFT/BIC	LOYDGB21033
Bank Account	02909737
Control key	

IBAN	
IBAN	GB21 LOYD 3092 3302 9097 37
Valid from	14.10.2015

You can check and adjust the banking details by pressing . Please check if SWIFT, ABA and Bank name is correct before proceeding to the next view.

If there are no banking details available for the Banking Key used, you will be requested to populate the following fields (UPPER CASE):

Bank Country Country of the Bank. Will be populated automatically.

Bank Key Bank key/Sort code for Europe, ABA for US, CSA for Canada. Will be populated automatically.

Bank Name Name of the bank. Do not use commas or any special symbols in the name. Mandatory field.

Region State for US and Canada, county for UK etc. Optional.

Street Street of the Bank. Optional.

City City of the Bank. Optional.

Branch Bank Branch. Optional.

SWIFT/BIC Mandatory for European banks and for international transactions (for US banks as well). This field can be populated if empty, but any changes which are not requested by Payment team should be approved by Edgars Bigacs.

Bank Data	
Bank Country	IT
Bank Key	0844032390
Address	
Bank name	BANCA DI CREDITO COOPERATIVO DI CARATE BRIANZA - SOCIETA' CO
Region	
Street	VIA MATTEOTTI, 52; 20864
City	AGRATE BRIANZA
Bank Branch	
Control data	
SWIFT/BIC	CRCBIT22
Bank group	
☐ Postbank Acct	
Bank number	0844032390

Accounting information

Recon. account "30000400" for employees

Sort Key 001 "Posting date" by default

Vendor	70100085	Christophe Guynard	Carbonne
Company Code	7252	Cytec Proc Mat(Toulouse)	
Accounting information			
Recon. account	30000400	Sort key	001 Posting date
Reference data			
Prev.acct no.		Personnel number	0

Payment transactions Accounting

Vendor	70100085	Christophe Guynard	Carbonne
Company Code	7252	Cytec Proc Mat(Toulouse)	
Payment data			
Payt Terms	Y002	Chk double inv. ☒	
Automatic payment transactions			
Payment methods	ASW	Payment block	☐ Free for payment
Alternat.payee			
Individual pmnt	☐	Grouping key	☐
B/exch.limit	0,00	EUR	

Payt terms "Y002 - PAY ON RECEIPT OF INVOICE" for employee accounts

Chk double inv. To be checked always. This means that incoming invoices and credit memos are checked for double entries at the time of entry.

Individual pmnt If this indicator is set, every customer/vendor open item is paid separately during automatic payment transactions. This means that open items are not grouped together for payment. Should be checked upon a request from AP department.

Payment methods:

For company codes 1237 and 1246:	For company codes 7218, 7223, 7250, 7252, 7257:
Code	
5	Standard ACH
6	Check
F	Domestic Wire
7	International Wire
Z	Customer Payment (Not used in vendor setups)
Code	
A	Standard ACH
D	Direct debit/RIBA
F	Domestic Wire
S	SEPA credit transfer (Euro)
W	International Wire
Z	Customer payments

Specifics/ Exceptions:

Cytec entity location	Field	Field input	Remarks
US	Payment Methods	C A W	C -Checks: must be activated, if vendor is located in US/Canada A -ACH: should be activated, if US/Canadian bank account is available ("checks" and "wire" must be also activated). Please do not activate ACH p/m if no bank data is available! W -Wire: must be activated for all vendors
Europe	Payment Methods	A S W D	A-ACH: must be activated for all vendors. If p/m ACH is activated, banking data should be entered as well. S- SEPA: must be activated if vendor is located in Single Euro Payment Area and currency is EUR (see Appendix 8 – SEPA countries) W- Wire: must be activated for all vendors (banking details should be entered as well) D – Direct Debit: should be the only method activated, if requested.

Withholding Tax Accounting

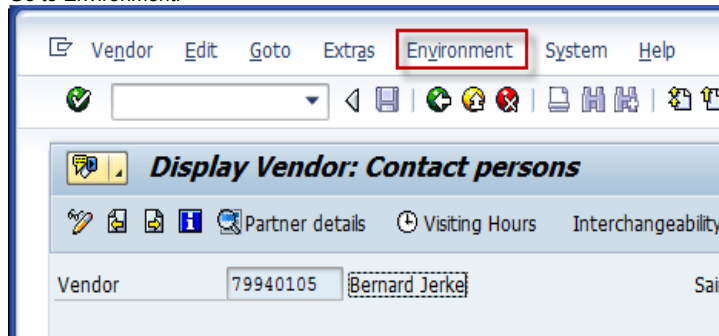
Leave blank.

Payment clock and Commodity Code

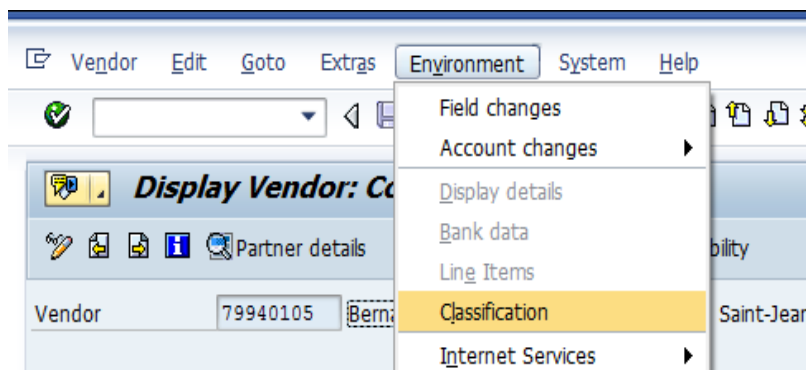
Commodity code Not added for employee records.

Payment clock "ON" for all employee records. In the field of Value add company code for which the employee has been created.

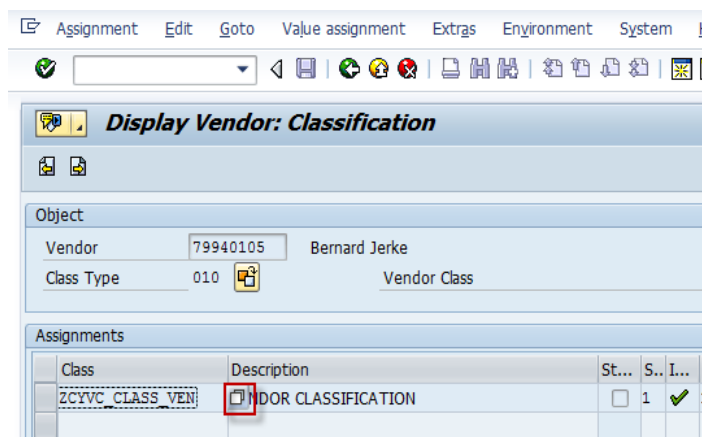
Go to Environment:



- Then go to Classification:



- Press the button  :



- The following screen will appear:

Assignments

Class Description St... S... I... Itm

Class number (1)

Find via keyword Find via class number Find via class group Find ...

Keyword

Language Key EN

Class Type 010

Class

Maximum No. of Hits 500

- press ENTER:

Display Vendor: Classification

Object

Vendor 79940105 Bernard Jerke

Class Type 010 Vendor Class

Assignments

Class	Description	St...	S...	I...	Itm
ZCYVC_CLASS_VEN	VENDOR CLASSIFICATION	☐	1	✓	10

Class number (1) 1 Entry found

Find via keyword Find via class number Find via class group Fin...

Keyword Language Ty. Class

VENDOR CLASSIFICATION EN 010 ZCYVC_CLASS_VEN

- On the main screen of Classification, the following screen will be appeared:

Display Vendor: Classification

Object

Vendor 79940105 Bernard Jerke

Class Type 010 Vendor Class

Assignments

Class	Description	St...	S...	I...	Itm
ZCYVC_CLASS_VEN	VENDOR CLASSIFICATION	☐	1	✓	10

Entry 1 / 1

Values for Class ZCYVC_CLASS_VEN - Object 79940105

General

Characteristic Description	Value
COMMODITY CODES for ...	
PAYMENT CLOCK for VE...	7252
LEGACY VENDOR	TOULOUSE_

Then go back to the main menu and save new record.

Employee EXIT process

Data Operations receive employee Termination Notification. This is used to inform different groups about employees who leave company. The ticket will be opened in the name of employee who is leaving Solvay one day after official exit. In this notification name and site will be noted.


Termination Notification - DMO

Alex Mathers reported a day ago (Wed, 24 Apr at 10:56 AM) via Phone
Created by: Elgars.bicevskis-ext

Good morning/afternoon/evening all,

Please see the following termination information:

Employee Name: Alex Mathers
Employee ID Number: 63041021
Termination Date: 4/18/2019
Site: HEANOR
Manager: JED RICHTER

Solvay Business Services
IS Applications
EMEA Global Contact Center

Do you need assistance with your applications?
**9100 from inside Solvay (Cheyenne sites) | +351 21 831 9100 from outside Solvay (or non-Cheyenne sites)
<https://sbs-support.solvay.com>

When assigning the FD ticket please choose DM-Process ->Employee; DM-Subprocess ->Delete; Area ->Vendor; Application -> PE1.

Note: If similar employee/vendor found in the system, please contact HtR requesting employee's personal number or address to inactivate the correct account.

If employee is found please open a new ticket to PTP T&E Riga group to clarify if employee has any open items.

Requester *

Subject *

Type *

☐ BD Outbound

PTP-Process *

PTP-Subprocess *

PTP-Category *

To inactivate employee please go to transaction **XK02** to make changes for the employee:

1. Go to Extras -> Block Data and block employee for all company codes.



Vendor  Lisa Cook
 Company Code Cytec IM (Derby) Ltd.

Posting Block

☒ All company codes
☐ Specified CoCd

1. Go to Extras -> Deletion flag and mark for all areas.

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Vendor	70000130	 Lisa Cook
Company Code	7218	Cytec IM (Derby) Ltd.

Deletion flags

☒ All areas

☐ Selected company code

If employee was not found in the system, please close the ticket with note ***"Employee not found in ERP systems"***.

Appendix 1 – Country codes

Country Code	Country	Country Code	Country	Country Code	Country
AD	Andorra	CI	Cote d'Ivoire	GM	Gambia
AF	Afghanistan	CK	Cook Islands	GN	Guinea
AG	Antigua/Barbuda	CL	Chile	GP	Guadeloupe
AI	Anguilla	CM	Cameroon	GQ	Equatorial Guin
AL	Albania	CN	China	GR	Greece
AM	Armenia	CO	Colombia	GS	S. Sandwich Ins
AN	Dutch Antilles	CR	Costa Rica	GT	Guatemala
AO	Angola	CS	Serbia/Monten.	GU	Guam
AQ	Antarctica	CU	Cuba	GW	Guinea -Bissau
AR	Argentina	CV	Cape Verde	GY	Guyana
AS	Samoa, America	CX	Christmas Islnd	HK	Hong Kong
AT	Austria	CY	Cyprus	HM	Heard/McDon.Isl
AU	Australia	CZ	Czech Republic	HN	Honduras
AW	Aruba	DE	Germany	HR	Croatia
AZ	Azerbaijan	DJ	Djibouti	HT	Haiti
BA	Bosnia - Herz.	DK	Denmark	HU	Hungary
BB	Barbados	DM	Dominica	ID	Indonesia
BD	Bangladesh	DO	Dominican Rep.	IE	Ireland
BE	Belgium	DZ	Algeria	IL	Israel
BF	Burkina Faso	EC	Ecuador	IN	India
BG	Bulgaria	EE	Estonia	IO	Brit.Ind.Oc.Ter
BH	Bahrain	EG	Egypt	IQ	Iraq
BI	Burundi	EH	West Sahara	IR	Iran
BJ	Benin	ER	Eritrea	IS	Iceland
BL	Blue	ES	Spain	IT	Italy
BM	Bermuda	ET	Ethiopia	JM	Jamaica
BN	Brunei Daruss.	EU	European Union	JO	Jordan
BO	Bolivia	FI	Finland	JP	Japan
BR	Brazil	FJ	Fiji	KE	Kenya
BS	Bahamas	FK	Falkland Islnds	KG	Kyrgyzstan
BT	Bhutan	FM	Micronesia	KH	Cambodia
BV	Bouvet Islands	FO	Faroe Islands	KI	Kiribati
BW	Botswana	FR	France	KM	Comoros
BY	Belarus	GA	Gabon	KN	St Kitts&Nevis
BZ	Belize	GB	United Kingdom	KP	North Korea
CA	Canada	GD	Grenada	KR	South Korea
CC	Coconut Islands	GE	Georgia	KW	Kuwait
CD	Dem. Rep. Congo	GF	French Guayana	KY	Cayman Islands
CF	CAR	GH	Ghana	KZ	Kazakhstan
CG	Rep.of Congo	GI	Gibraltar	LA	Laos
CH	Switzerland	GL	Greenland		

Country Code	Country	Country Code	Country	Country Code	Country
LB	Lebanon	NT	NATO	SY	Syria
LC	St. Lucia	NU	Niue	SZ	Swaziland
LI	Liechtenstein	NZ	New Zealand	TC	Turksh Caicosin
LK	Sri Lanka	OM	Oman	TD	Chad
LR	Liberia	OR	Orange	TF	French S.Territ
LS	Lesotho	PA	Panama	TG	Togo
LT	Lithuania	PE	Peru	TH	Thailand
LU	Luxembourg	PF	Frenc.Polynesia	TJ	Tajikistan
LV	Latvia	PG	Pap. New Guinea	TK	Tokelau Islands
LY	Libya	PH	Philippines	TL	East Timor
MA	Morocco	PK	Pakistan	TM	Turkmenistan
MC	Monaco	PL	Poland	TN	Tunisia
MD	Moldova	PM	St.Pier,Miquel.	TO	Tonga
MG	Madagascar	PN	Pitcairn Islnds	TP	East Timor
MH	Marshall Islnds	PR	Puerto Rico	TR	Turkey
MK	Macedonia	PS	Palestine	TT	Trinidad,Tobago
ML	Mali	PT	Portugal	TV	Tuvalu
MM	Burma	PW	Palau	TW	Taiwan
MN	Mongolia	PY	Paraguay	TZ	Tanzania
MO	Macau	QA	Qatar	UA	Ukraine
MP	N.Mariana Islnd	RE	Reunion	UG	Uganda
MQ	Martinique	RO	Romania	UM	Minor Outl.Isl.
MR	Mauretania	RU	Russian Fed.	UN	United Nations
MS	Montserrat	RW	Rwanda	US	USA
MT	Malta	SA	Saudi Arabia	UY	Uruguay
MU	Mauritius	SB	Solomon Islands	UZ	Uzbekistan
MV	Maldives	SC	Seychelles	VA	Vatican City
MW	Malawi	SD	Sudan	VC	St. Vincent
MX	Mexico	SE	Sweden	VE	Venezuela
MY	Malaysia	SG	Singapore	VG	Brit.Virgin Is.
MZ	Mozambique	SH	Saint Helena	VI	Amer.Virgin Is.
NA	Namibia	SI	Slovenia	VN	Vietnam
NC	New Caledonia	SJ	Svalbard	VU	Vanuatu
NE	Niger	SK	Slovakia	WF	Wallis,Futuna
NF	Norfolk Islands	SL	Sierra Leone	WS	Samoa
NG	Nigeria	SM	San Marino	YE	Yemen
NI	Nicaragua	SN	Senegal	YT	Mayotte
NL	Netherlands	SO	Somalia	ZA	South Africa
NO	Norway	SR	Suriname	ZM	Zambia
NP	Nepal	ST	S.Tome,Principe	ZW	Zimbabwe
NR	Nauru	SV	El Salvador		

Appendix 2 – IBAN structure

Please find the **Bank Key** to be used in **red**. For some countries bank key has not yet been determined, if in doubt please contact Payment Team or Edgars Bigacs.

Andorra (24) IBAN format: ADkk BBBB SSSS CCCC CCCC CCCC

::B = **bank code**, S = **sort code**, C = account No. **Austria** (20) IBAN format: ATkk BBBB BCCC CCCC CCCC ::B = **bank code**, C = account No. **Belgium** (16)

IBAN format: BEkk BBBB CCCC CCCC ::B = **bank code**, C = account No (the last 12 digits are used as an account). **Bosnia and Herzegovina** (20) IBAN format:

BAkk BBBB SSSC CCCC CCKK::B = **bank code**, S = sort code, C = account No., K = check digits

Bulgaria (22) IBAN format: BGkk BBBB SSSS DDCC CCCC CC::B = **alphanumeric bank code**, S = Branch (BAE) number, D = numeric account type, C =

alphanumeric account No. digits **Croatia** (21) IBAN format: HRkk BBBB BBBB CCCC CCCC C::B = **bank code**, C = account No. **Cyprus** (28) IBAN format: CYkk

BBBS SSSS CCCC CCCC CCCC CCCC::B = **bank code**, S = sort code, C = account No. **Czech Republic** (24) IBAN format: CZkk BBBB CCCC CCCC CCCC

CCCC::B = **bank code**, C = account No. **Denmark** (18) IBAN format: DKkk BBBB CCCC CCCC CC::B = **bank code**, C = account No. **Estonia** (20) IBAN format:

EEkk BBBB CCCC CCCC CCKK

::B = **bank code**, C = account No., K = check digit **Faroe Islands** (18) IBAN format: FOkk BBBB CCCC CCCC CC::B = **bank code**, C = account No. **Finland** (18)

IBAN format: FIkk BBBB BBCC CCCC CK::B = **bank code**, **branch number and account type**, C = account No., K = check digit. **France** (27) IBAN format: FRkk B

BBB BGGG GGCC CCCC CCCC CCKK::B = **bank code**, G = **code guichet (branch)**, C = account No.

Germany (22) IBAN format: DEkk BBBB BBBB CCCC CCCC CC::B = **sort code (BLZ)**, C = account No. **Gibraltar** (23) IBAN format: GIkk BBBB CCCC CCCC

CCCC CCC::B = **first part of BIC**, C = account No. **Greece** (27) IBAN format: GRkk BBB BBBB CCCC CCCC CCCC CCCC::B = **bank code and branch number**,

C = account No. **Greenland** (18) IBAN format: GLkk BBBB CCCC CCCC CC::B = **bank code**, C = account No. **Hungary** (28) IBAN format: HUkk BBBB BBBB

CCCC CCCC CCCC CCCC::B = **bank code**, C = account No. **Iceland** (26) IBAN format: ISkk BBBB CCCC CCCC XXXX XXXX XX::B = **bank code**, C = account

No., X = the account holder's unique ID number, issued by the Bureau of Statistics.

Republic of Ireland (22) IBAN format: IEkk AAAA BBBB BBCC CCCC CC::A = start of the SWIFT, B = **bank code**, C = account No. **Italy** (27) IBAN format: ITkk A

BBB BBCC CCX XXXX XXXX XXX::KK = is the CIN EU, A = CIN IT, B = **is the ABI**, C = **is the CAB**, X = account No. **Latvia** (21) IBAN format: LVkk BBBB

CCCC CCCC CCCC C::B = **bank code**, C = account No (which can include both letters and numbers). **Liechtenstein** (21) IBAN format: LIkk BBBB BCCC CCCC

CCCC C::B = **bank code**, C = account No.

Lithuania (20) IBAN format: LTkk BBBB BCCC CCCC CCCC::B = **bank code**, C = account No. **Luxembourg** (20) IBAN format: LUkk BBBB CCCC CCCC CCCC

::B = **bank code**, C = account No. **Republic of Macedonia** (19) IBAN format: MKkk BBBB CCCC CCCC CCKK::B = **bank code**, C = account No., K = check digits

Malta (31) IBAN format: MTkk BBBB SSSS SCCC CCCC CCCC CCCC CCCC::B = **first part of BIC**, S = sort code, C = account No. **Monaco** (27) IBAN format:

MCkk BBBB BGGG GGCC CCCC CCCC CCKK::B = **bank code**, G = **code guichet (branch)**, C = account No., K = check digits **Morocco** (24) IBAN format: MAkk

BBBA AACC CCCC CCCC CCKK::B = **bank code**, A = Area code, C = Account number, K = check digits **Netherlands** (18) IBAN format: NLkk BBBB CCCC

CCCC CC::B = **bank code**, C = account No. **Norway** (15) IBAN format: NOkk BBBB CC CCCC::B = **bank code**, C = account No. **Poland** (28) IBAN format:

PLkk BBBB BBBB CCCC CCCC CCCC CCCC::B = **bank code (1-3 institution ID, 4-7 branch)**, C = account No., k = check digits. **Portugal** (25) IBAN format: PTkk

BBBB BBBB CCCC CCCC CCCC K::B = **bank code (1-4 bank, 5-8 branch; some banks use '0000' for digits 5-8)**, C = account No., K = check digits. **Romania**

(24) IBAN format: ROkk BBBB CCCC CCCC CCCC CCCC::B = **bank code**, C = account No. **San Marino** (27) IBAN format: SMkk ABBB BBCC CCX XXXX

XXXX XXX::kk = is the CIN EU, A = CIN IT, B = **is the ABI**, C = **is the CAB**, X = account No. **Serbia** (22) IBAN format: RSkk BBBB CCCC CCCC CCCC CC::B =

bank code, C = account No. **Slovakia** (24) IBAN format: SKkk BBBB CCCC CCCC CCCC CCCC::B = **bank code**, C = account No. **Slovenia** (19) IBAN format:

SIkk BB BBB CCCCCCCC KK::B = **bank code (2 digits) and branch (3 digits)**, C = account No, K = check digits

Spain (24) IBAN format: ESkk BBBB GGGG KKCC CCCC CCCC::B = **bank code**, G=Branch/office number, K=Check digits, C = account No. **Sweden** (24) IBAN

format: SEkk BBBB CCCC CCCC CCCC CCCC::B = **bank code**, C = account No. **Switzerland** (21) IBAN format: CHkk BBBB BCCC CCCC CCCC C::B = **bank**

code, C = account No.

Turkey (26) IBAN format: TRkk BBBB BRCC CCCC CCCC CCCC CC::B = **bank code**, R = 0, C = bank branch and account No. **Tunisia** (24) IBAN format: TNkk

BBBB BCCC CCCC CCCC CCCC::B = **bank code**, C = account No. **United Kingdom** (22) IBAN format: GBkk BBBB SSSS SCCC CCCC CC::B = **alphabetical**

bank code, S = **sort code (often a specific branch)**, C = account No.

Appendix 3 – ABA routing code validation

Before you enter an ABA routing code of the bank(s) to which we must pay the invoices of the employee you must validate it. Use this website link:

[http://www.laneguide.com/FindRoutingNumbers/\(S\(nbtverq3dsjoifdlthmmj5lx\)\)/US+Bank+NA~242306~CompanyDetails?AspxAutoDetectCookieSupport=1](http://www.laneguide.com/FindRoutingNumbers/(S(nbtverq3dsjoifdlthmmj5lx))/US+Bank+NA~242306~CompanyDetails?AspxAutoDetectCookieSupport=1)

Enter an ABA to-be-checked in the search window (as shown above) and click on 'Search'. You will receive a report which will look approximately like this:

Home	Routing Numbers	About us	Subscribe	Search Menu	Help Desk	Login
------	-----------------	----------	-----------	-------------	-----------	-------



FindRoutingNumbers.com
A Lane Guide Company

Compiled with data from Federal Reserve System and Lane Guide.
While this information is gathered from sources and processes deemed reliable, it is for informational purposes only and may contain errors, omissions or changes. Information on this site is without warranty and user assumes the risk for using any data without his or her own independent verification. If you have questions about your (or any) routing number call the issuing bank to confirm

Routing Number (RTN) Information for

Routing Number **063104668**

Status **Valid Routing Number for**

Regions Bank

[Show All Routing Numbers for Institution](#)
[Show LaneGuide Profile](#)

Headquarters **Birmingham, Alabama**

Telegraphic Name

Routes Fed Bank 061000146

Checking Digits 10

Format #####

Savings Digits 10

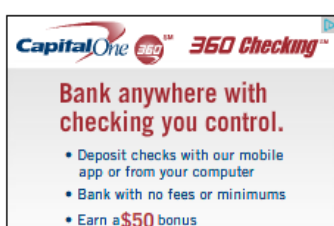
Format #####

FDIC/NCUA Certificate 12368

Primary State FL

Automation and Routing Contact

REGIONS BANK
P.O. BOX 681
BIRMINGHAM , AL 35201-0000
800 734-4667



Bank anywhere with checking you control.

- Deposit checks with our mobile app or from your computer
- Bank with no fees or minimums
- Earn a \$50 bonus

It should be saved in the '.PDF' format and attached to the ticket + saved in our 'Requests' folders along with any other documentation/templates/e-mail correspondence for audit purposes.

Appendix 4 – Concur Setup Form

Concur Setup Form is located in [GDrive](#) and is filled in by employee requesting Concur profile.

Concur Setup Form

If you have any questions, feel free to contact us- concur@solway.com

Your email address (ruta.vitkovska@solway.com) will be recorded when you submit this form. Not you? [Switch account](#)

* Required



First Name *

Please fill in Name exactly as it is written in Your passport, as it is essential during flight, hotel or auto rental booking.

Your answer

Middle Name

Your answer

Last Name *

Please fill in Last name exactly as it is written in Your passport, as it is essential during flight, hotel or auto rental booking.

Your answer

Responses to the form are automatically stored in a Google Sheet and are available [here](#).

Concur setup form (Responses)								
File Edit View Insert Format Data Tools Add-ons Help								
100% View only								
	A	B	C	D	E	F	G	H
1	Timestamp	Email Address	First Name	Middle Name	Last Name	Have you completed Concur training in WeLearn?	Personnel Number from ORG chart (8 Digits)	Bank Account for reimbursements is the same as in Payroll Records
5	5/15/2018 14:51:26	jelena.cizika@solway.com	Jelena		Cizika	YES	63031649	YES
6	5/15/2018 15:13:50	krista.zulpa@solway.com	Krista		Zulpa	YES	63031413	YES

Appendix 5 – IBAN validation

Before you enter the IBAN number of the bank(s) to which we must pay the invoices of the employee. You must validate the IBAN number. Use the website: <http://www.ibancalculator.com/>

The screenshot shows the 'Find IBAN' and 'Validate IBAN' sections of the website. In the 'Find IBAN' section, the 'Country' dropdown is set to 'Germany'. The 'Bank Code' and 'Account Number' fields are empty. There is a green box with the code '54480' and a text prompt 'Please copy the code (do I really have to?):'. The 'VALIDATE IBAN' button is visible. In the 'Validate IBAN' section, the 'IBAN' field contains 'IT8710869254480009000922902'. A callout bubble points to the 'VALIDATE IBAN' button with the text 'Enter IBAN number here and hit the "validate IBAN" button'.

You will receive a report which looks like this:

Kostenlose IBAN-Berechnung von der Theano GmbH, mit [Korrektheitsgarantie](#). Mehr Informationen im WWW unter [Theano.de](#).

The screenshot shows the IBAN validation report. Under 'Ihre Eingabe', the 'zu prüfende IBAN' is 'IT8710869254480009000922902'. Under 'Tests', there are three green checkmarks: 'Diese IBAN hat die richtige Länge für dieses Land (Italien).', 'Kontonummer I/08692/54480/009000922902: Die Prüfziffer in der Kontonummer stimmt.', and 'IBAN IT8710869254480009000922902: Die IBAN-Prüfsumme stimmt.' Under 'Ergebnis', it states 'Diese IBAN ist formal korrekt.' and provides the IBAN, BIC (laut WWW: CCRTIT2T (1mal gefunden, z. B. hier) - BIC prüfen/Bank suchen), and Zweigstellen-Nummer (54480). The stand is noted as 30. 11. 1999 (November 30, 1999).

Neue Berechnung

[IBAN-Validierung für Ihre Software/Website](#)

drucken

Appendix 6 – Request to HR

In order to request pay roll bank details from HR please follow the steps described below:

1. Go to [FreshDesk](#) and in the "Submit your request" dropdown choose "HtR request".

The screenshot shows the SBS SUPPORT FreshDesk interface. The 'Submit your request' dropdown menu is open, showing options: 'HtR Request', 'PtP Request', 'OtC Request', 'RtR Request', and 'IS Request'. The 'HtR Request' option is highlighted with a red box. The 'Knowledge base' section is visible below the dropdown.

1. Fill in the following fields:

Requester: your name.

Subject: XX_Cytec_Provide Bank Details_Data Management team, (XX -Country ID). "URGENT" can be put in front of subject name when necessary.

HTR-Process: Reports

HTR-Subprocess: On-demand reports

Description:

"Dear HR,

Could you please provide bank details for XX employee **Name Surname**, Personnel number **12345678**, so employee account for reimbursements could be created?

Thank you!

Kind regards,

Name Surname"

HtR Request

Requester ★

ruta.vitkovska@solvay.com

Subject ★

US_Cytec_Provide Bank Details_Data Management team

Process ★

Reports ▼

Subprocess ★

On-demand reports ▼

Description ★

B *I* U       

Dear HR,

Could you please provide bank details for **US** employee **John Doe**, Personnel number **12345678**, so employee account for reimbursements could be created?

Thank you!

[+ Attach a file](#)

Submit

Cancel