EMEA - Bank Modification Security Report

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Scope

? Unknown Attachment

ERP

? Unknown Attachment

? Unknown Attachment

? Unknown Attachment

References

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Objective and Scope

Explain how to retrieve the necessary information from the SAP for the report ' ***report bank changes VwF dd_mm_yyyy*** ' . Also it is explained how produce the report and how it should analysed.
The report contains bank data modifications (creation, modification, deletion) requested via the Data Control SAP vendors´ workflow for a specific date and SAP manual updates. It is to be done on a daily basis (working days) until 11 a.m. .

The file is archived in the Google Drive - Internal Controls

This report aims to be an enforcement towards more effective control measures, regarding bank data.

Definitions

Fields existing in the Report:

Columns	Description
Vendor Country	Country Origin of Vendor
User	User that performed the change. WF-BATCH is shown if approval is automatic.
Vendor number	Number of vendor
Name	Vendor's name
Bank country	Country Origin of Bank Account
Bank key	Bank Key
Account number	Bank Account Number
Change type	Type of Change: **I** (Insert), **E** (delete), **U** (update)
Date	Date Processed
WK Req. 1	Request Number
WK user	Requester User name
WK user id	Requester User ID
DIA Validator	PM Validator User ID
Data controller	Data Operator User ID
Target system	SAP system (PF1, PH4)
Valid Document	Editable - existence of document (to be classified as **Ok** / **Not Ok** / **-**)
VAT Checked	Editable - VAT matches or not or doesn't apply (**Ok** / **Not Ok** / **-**)
Duplicate Bank Account	Editable - Bank details duplication's found (**Ok** /**Not Ok**/ **-**)

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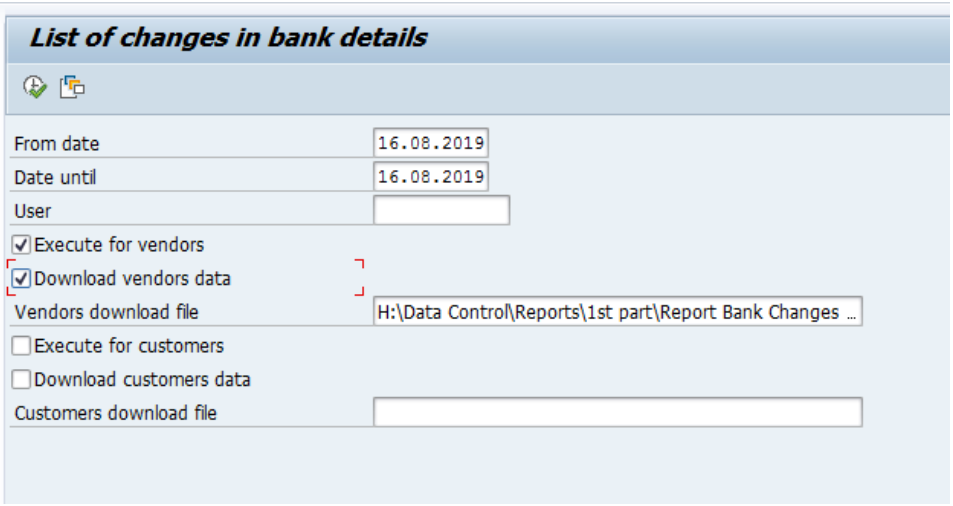
CC Confirmed	Editable - Correct/incorrect/nonexistent confirmation of the bank details (**Ok** / **Not Ok** / **-**)
Bank Details Checked	Editable - Bank details correctly inserted according to all existing data (**Ok** / **Not Ok** / **-**)
Comments	Editable - If bank details were correctly/incorrectly updated (**Ok** / **Not Ok** / **other comments**)
Verified By	Editable - ID of the person who checked the update
TL Comments	Editable - Same as in comments but inserted by TL/person in which TL delegated
TL ID	Editable - TL ID

File extraction

Manual extraction - Transaction ZZR_LIST_CHG_BANK_VC

In SAP system PF1_050, the Data Controller should enter the transaction ZZR_LIST_CHG_BANK_VC:



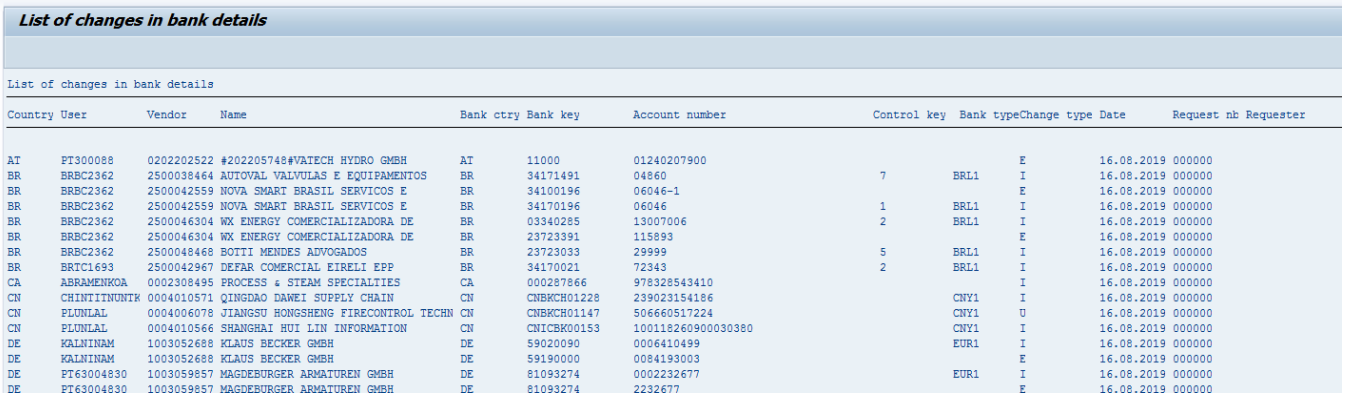
Once inside the transaction, select the time period in the fields 'From date' and 'Date until' (e.g. 12.08.2008). Also, as the reports concern Vendors' modifications, tick the options:

- Execute for vendors;
- Download vendors data.

Finally, choose the path where the the vendors download file should be placed. The name of the file should be ‘Report Bank changes VwF XX.XX.XXXX.xls’ (where XX.XX.XXXX is the date selected).

Click on execute .

The following list appears.



Country	User	Vendor	Name	Bank ctry	Bank key	Account number	Control key	Bank type	Change type	Date	Request nb	Requester
AT	PT300088	0202202522	#202205748#VATECH HYDRO GMBH	AT	11000	01240207900			E	16.08.2019	000000	
BR	BRBC2362	2500038464	AUTOVAL VALVULAS E EQUIPAMENTOS	BR	34171491	04860	7	BRL1	I	16.08.2019	000000	
BR	BRBC2362	2500042559	NOVA SMART BRASIL SERVICOS E	BR	34100196	06046-1			E	16.08.2019	000000	
BR	BRBC2362	2500042559	NOVA SMART BRASIL SERVICOS E	BR	34170196	06046	1	BRL1	I	16.08.2019	000000	
BR	BRBC2362	2500046304	WX ENERGY COMERCIALIZADORA DE	BR	03340285	13007006	2	BRL1	I	16.08.2019	000000	
BR	BRBC2362	2500046304	WX ENERGY COMERCIALIZADORA DE	BR	23723391	115893			E	16.08.2019	000000	
BR	BRBC2362	2500048468	BOTTI MENDES ADVOGADOS	BR	23723033	29999	5	BRL1	I	16.08.2019	000000	
BR	BRTC1693	2500042967	DEFAR COMERCIAL EIRELI EPP	BR	34170021	72343	2	BRL1	I	16.08.2019	000000	
CA	ABRAMENKOA	0002308495	PROCESS & STEAM SPECIALTIES	CA	000287866	978328543410			I	16.08.2019	000000	
CN	CHINTITNUNTK	0004010571	QINGDAO DAWEI SUPPLY CHAIN	CN	CNBKCH01228	239023154186		CNY1	I	16.08.2019	000000	
CN	PLUNLAL	0004006078	JIANGSU HONGSHENG FIRECONTROL TECHN	CN	CNBKCH01147	506660517224		CNY1	U	16.08.2019	000000	
CN	PLUNLAL	0004010566	SHANGHAI HUI LIN INFORMATION	CN	CNICBK00153	100118260900030380		CNY1	I	16.08.2019	000000	
DE	KALNINAM	1003052688	KLAUS BECKER GMBH	DE	59020090	0006410499		EUR1	I	16.08.2019	000000	
DE	KALNINAM	1003052688	KLAUS BECKER GMBH	DE	59190000	0084193003			E	16.08.2019	000000	
DE	PT630048830	1003059857	MAGDEBURGER ARMATUREN GMBH	DE	81093274	0002232677		EUR1	I	16.08.2019	000000	
DE	PT630048830	1003059857	MAGDEBURGER ARMATUREN GMBH	DE	81093274	2232677			E	16.08.2019	000000	

With the presentation of this list in SAP, it implies that the list has been downloaded into the Excel file mentioned above, thus the file can be opened for formatting and analysis.

Open the program Excel, and on the file tab choose ‘Open’. Double click on the excel files created. The following window should appear:

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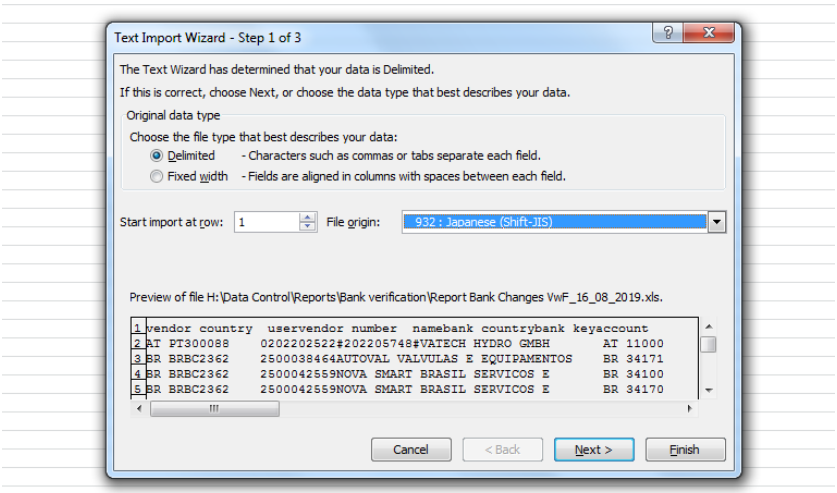
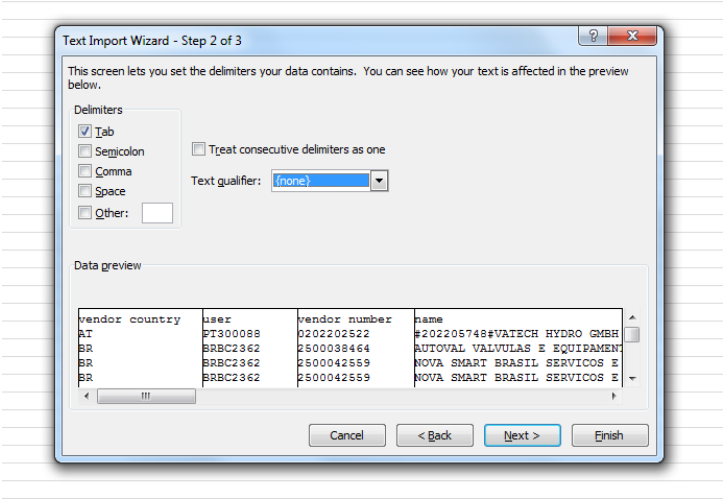
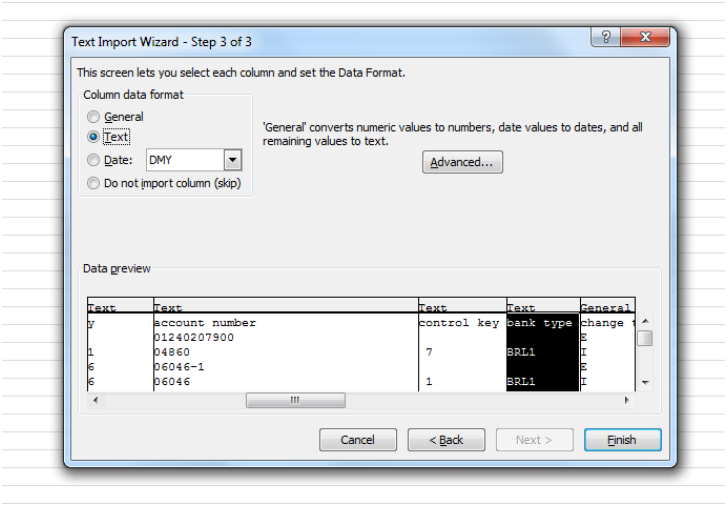


Click on ‘Next’. Now choose ‘[none]’ in the ‘Text Qualifier’. Click on ‘Next’.



The fields ‘Bank key’, ‘Account Number’, ‘Control key’ and ‘Bank type’, should all be classified as Text:



Afterwards, click on ‘Finish’.

Before formatting the cells of the file, delete the columns with titles from 'WK Req 2' to 'WK Req 9'and insert columns "Valid Documents", "VAT Checked", "Duplicate Bank Accounts", "CC Confirmed", "Bank Details Checked", "Comments", "Validated By", "TL Comments" and "TL ID".

When formatting the excel file, the following should be done:

- All the cells should be centered;
- The titles should be in 'Bold' with a Fill Color of orange;
- The titles should have an Auto filter

Select the entire column ‘Account Number’ and format the cell to ‘*numbers*’ (without decimal places). After this, create a copy of the worksheet and place it in last on the worksheet tabs. Also rename both worksheets:

- The first should be re-named to “RepBank changesVwF**XX.XX**(D&A)” [where XX.XX is the date of the retrieval selected];
- The second worksheet should be re-named to “RepBank changesVwF**XX.XX** (Others)” [where XX.XX is the date of the retrival selected] and it will concern all the other modifications processed outside the D&A EMEA team (manually done by other users).

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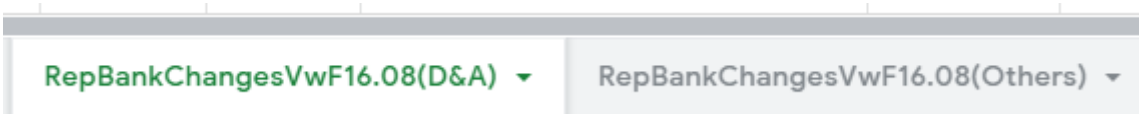
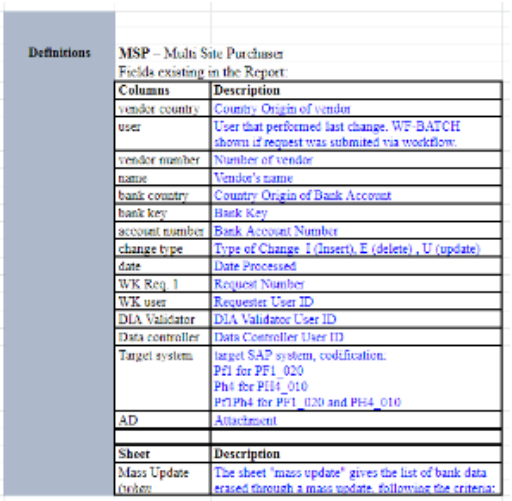


Inside the first worksheet, on the 'User' column, filter in order **only** to appear the WF-BATCH user (when EMEA country scope) and all the users ids from D&A EMEA team.

Inside the second worksheet, on the 'User' column, filter in order to appear all the users **not** from D&A EMEA team and the WF-BATCH user (when APAC, NAM and LAM country scope).

In the end add a third tab named "Definitions", with this data:



Definitions

MSP – Multi Site Purchaser
Fields existing in the Report:

Columns	Description
vendor country	Country Origin of vendor
user	User that performed last change. WF-BATCH shown if request was submited via workflow.
vendor number	Number of vendor
name	Vendor's name
bank country	Country Origin of Bank Account
bank key	Bank Key
account number	Bank Account Number
change type	Type of Change I (Insert), E (delete) , U (update)
date	Date Processed
WK Req. 1	Request Number
WK user	Requester User ID
DIA Validator	DIA Validator User ID
Data controller	Data Controller User ID
Target system	target SAP system, codification. Pf1 for PF1_020 Ph4 for PH4_010 Pf1Ph4 for PF1_020 and PH4_010
AD	Attachment
Sheet	**Description**
Mass Update Orders	The sheet "mass update" gives the list of bank data erased through a mass update, following the criteria:

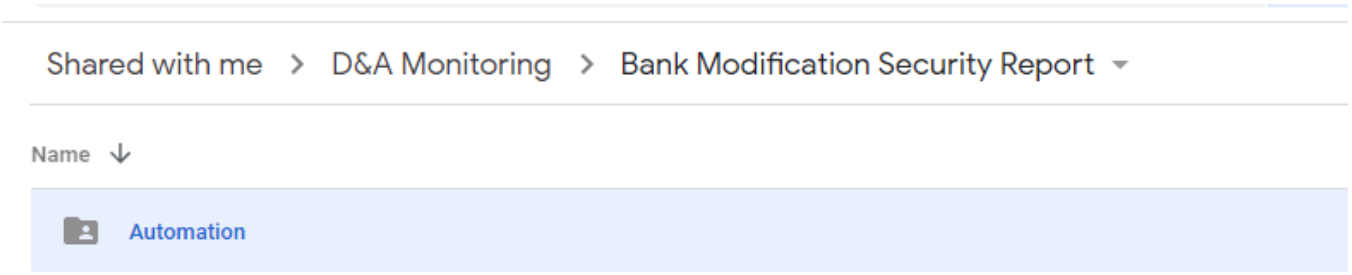
The file needs to be uploaded in the Google drive.

Then, split file by Data Controller number to be sent to a different data controller for verification. Data Controller cannot verify changes made by himself, both for manual updates and WF.

Automation Report Bank Changes

This chapter shows how to create the Daily report of bank changes file automatically (file with Macro).

Go to Google drive and download to your computer the folder **"Automation"**.



Inside the automation folder you need to open the "Master File_Cat", it's the file with Macro who will generate the report:

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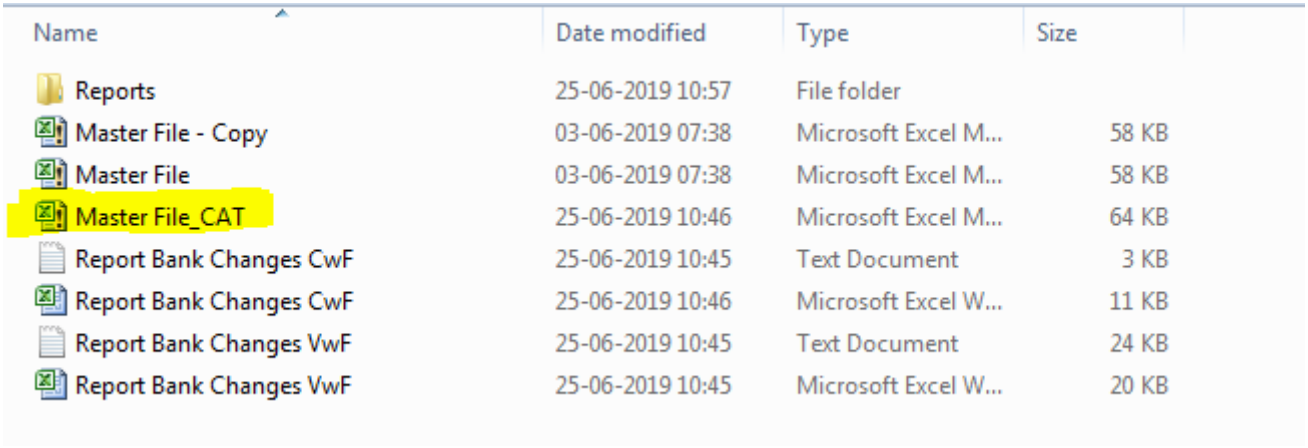
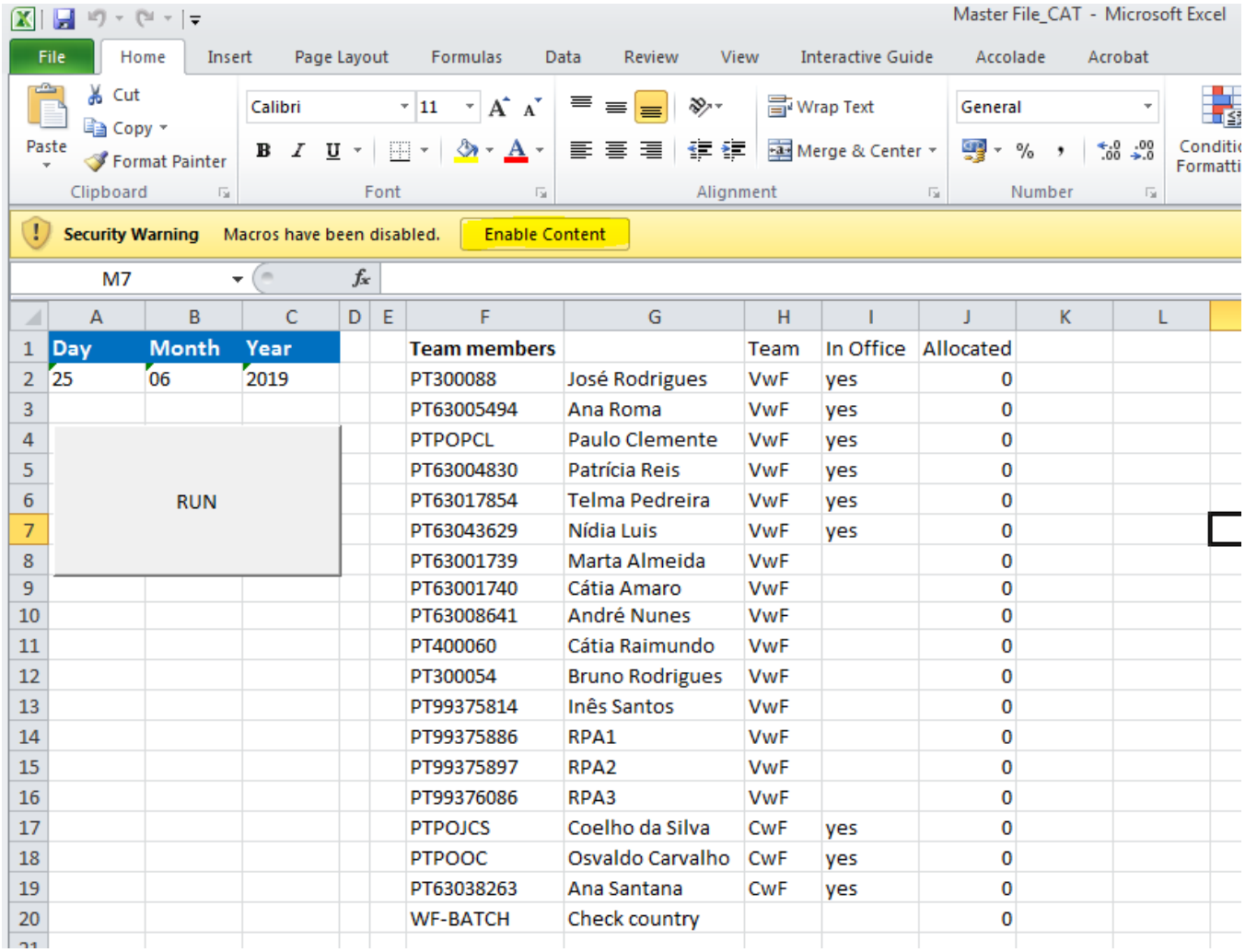


Name	Date modified	Type	Size
Reports	25-06-2019 10:57	File folder	
Master File - Copy	03-06-2019 07:38	Microsoft Excel M...	58 KB
Master File	03-06-2019 07:38	Microsoft Excel M...	58 KB
Master File_CAT	25-06-2019 10:46	Microsoft Excel M...	64 KB
Report Bank Changes CwF	25-06-2019 10:45	Text Document	3 KB
Report Bank Changes CwF	25-06-2019 10:46	Microsoft Excel W...	11 KB
Report Bank Changes VwF	25-06-2019 10:45	Text Document	24 KB
Report Bank Changes VwF	25-06-2019 10:45	Microsoft Excel W...	20 KB

Once inside the file, **ALWAYS** press "Enable Content" (Warning in yellow on the top).



	A	B	C	D	E	F	G	H	I	J	K	L
1	Day	Month	Year			Team members		Team	In Office	Allocated		
2	25	06	2019			PT300088	José Rodrigues	VwF	yes	0		
3						PT63005494	Ana Roma	VwF	yes	0		
4						PTPOPCL	Paulo Clemente	VwF	yes	0		
5						PT63004830	Patrícia Reis	VwF	yes	0		
6						PT63017854	Telma Pedreira	VwF	yes	0		
7						PT63043629	Nídia Luis	VwF	yes	0		
8						PT63001739	Marta Almeida	VwF		0		
9						PT63001740	Cátia Amaro	VwF		0		
10						PT63008641	André Nunes	VwF		0		
11						PT400060	Cátia Raimundo	VwF		0		
12						PT300054	Bruno Rodrigues	VwF		0		
13						PT99375814	Inês Santos	VwF		0		
14						PT99375886	RPA1	VwF		0		
15						PT99375897	RPA2	VwF		0		
16						PT99376086	RPA3	VwF		0		
17						PTPOJCS	Coelho da Silva	CwF	yes	0		
18						PTPOOC	Osvaldo Carvalho	CwF	yes	0		
19						PT63038263	Ana Santana	CwF	yes	0		
20						WF-BATCH	Check country			0		

Now you only need to update:

- the date (previous day);
- and choose the team members at the office. The ones in the office insert "yes" and the ones out of office leave empty.

Note: Ensure that the date is correct before generate the report.

When all the updates are done, press "RUN".

This will generate two files inside the folder **"Reports"** (One for Vendors Team and another one for Customers):

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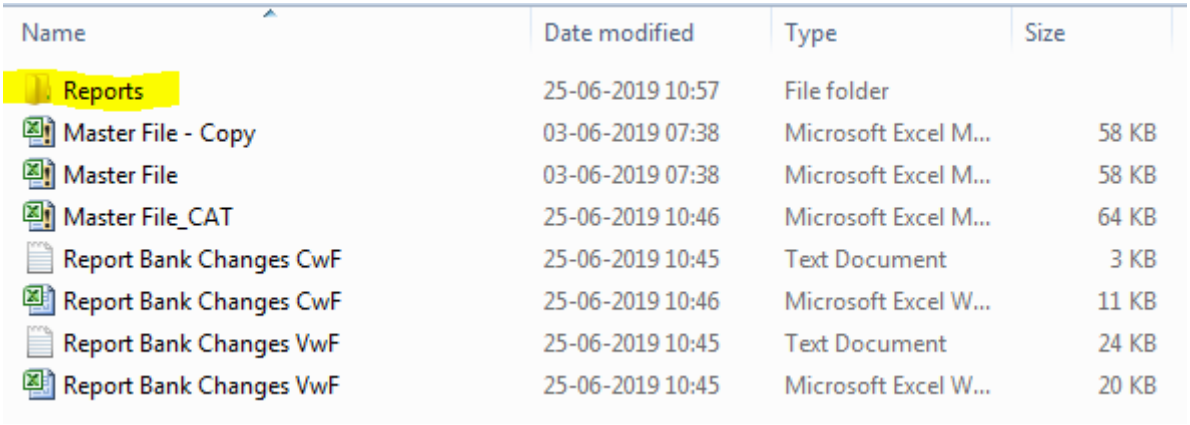

Name	Date modified	Type	Size
Reports	25-06-2019 10:57	File folder	
Master File - Copy	03-06-2019 07:38	Microsoft Excel M...	58 KB
Master File	03-06-2019 07:38	Microsoft Excel M...	58 KB
Master File_CAT	25-06-2019 10:46	Microsoft Excel M...	64 KB
Report Bank Changes CwF	25-06-2019 10:45	Text Document	3 KB
Report Bank Changes CwF	25-06-2019 10:46	Microsoft Excel W...	11 KB
Report Bank Changes VwF	25-06-2019 10:45	Text Document	24 KB
Report Bank Changes VwF	25-06-2019 10:45	Microsoft Excel W...	20 KB

- Report Bank Changes VwF_21_08_2019
- Report Bank Changes CwF_21_08_2019

After the files creation, check if the formatting is OK and then save them here in Google Drive.

At the end, send an e-mail to the Team with the Report Bank changes of the day:

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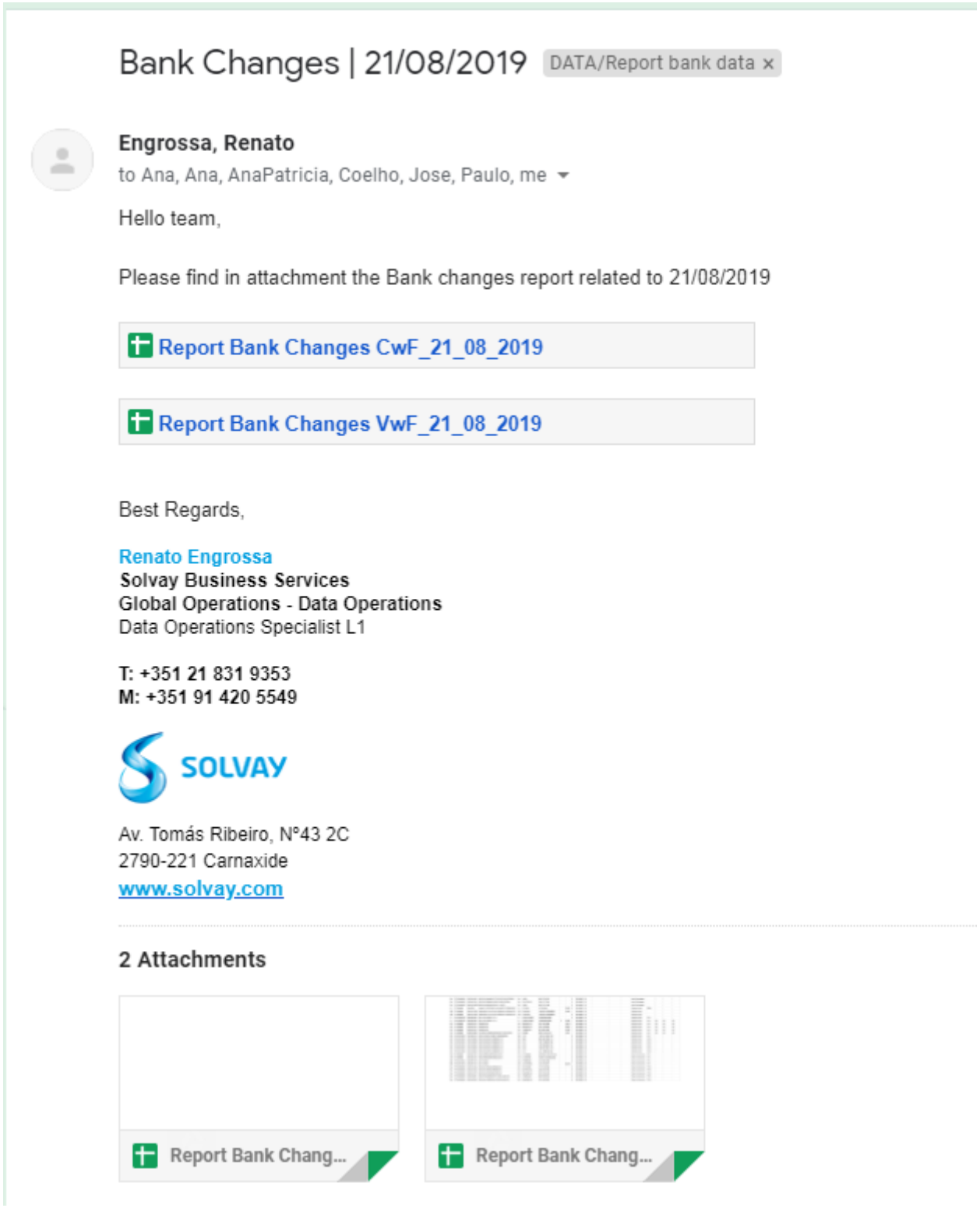

Bank Changes | 21/08/2019 DATA/Report bank data ×

Engrossa, Renato
to Ana, Ana, AnaPatricia, Coelho, Jose, Paulo, me

Hello team,

Please find in attachment the Bank changes report related to 21/08/2019

Report Bank Changes CwF_21_08_2019

Report Bank Changes VwF_21_08_2019

Best Regards,

Renato Engrossa
Solvay Business Services
Global Operations - Data Operations
Data Operations Specialist L1

T: +351 21 831 9353
M: +351 91 420 5549

SOLVAY

Av. Tomás Ribeiro, Nº43 2C
2790-221 Carnaxide
www.solvay.com

2 Attachments

Report Bank Chang...

Report Bank Chang...

Report Controls

The analysis made only concerns the WB-BATCH or "(D&A)" sheet.

Controls described in this section, must be executed by an user different from the user responsible to perform the actions described in the following section.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
vendor country	user	vendor number	name	bank country	bank key	account number	control key	bank type	change type	date	WK Req #	WK user	WK user id	Dia validator	Data controller	Target system	Valid Document	VAT Checked	Duplicate Bank Account	CC Confirmed	Bank details checked	Comments	Verified By
IT	PT63004830	406204260	NAVTEC S.A.S.	IT	0200801444	000102985715			E	20210115	0				Ana Roma	PF1	-	-	-	-	ok	ok	PT63005494
IT	PT63004830	406204260	NAVTEC S.A.S.	IT	0301503200	000003694781	R	EUR1	I	20210115	0				Ana Roma	PF1	ok	ok	ok	-	ok	ok	PT63005494
FR	PT63004830	102141356	ASEM FRANCE	FR	3000303875	00020674966	30	EUR1	I	20210115	0				Ana Roma		ok	ok	ok	ok	ok	ok	PT63005494
DE	PT63004830	1003041818	APOLLO SHIPPING GMBH & CO KG	DE	20120000	0016217002		EUR1	I	20210115	0				Ana Roma	PF1	-	-	ok	-	ok	ok - chartering	PT63005494
NL	PT63005494	502563610	DE OOLDERHOF	NL	RABONL2U	0121800121		EUR1	I	20210115	0				José Rodrigues	PF1	-	-	ok	-	ok	OK VWF 477709	PT300088
BE	TEIX5946	702710302	CORRELATIONS	BE	068	068-2239818-18		EUR2	U	20210115	0				José Rodrigues	PF1PH4	-	-	-	-	ok	OK bank type up	PT300088
BE	TEIX5946	702710302	CORRELATIONS	BE	088	088-2213650-08		EUR1	I	20210115	0				José Rodrigues	PF1PH4	ok	ok	ok	-	ok	OK re-insert	PT300088
BE	TEIX5946	702720394	GUIBERT ET FILS SPRL	BE	250	250-0261472-45		EUR1	I	20210115	0				José Rodrigues	PF1	ok	ok	ok	-	ok	OK	PT300088
ES	TEIX5946	1100039711	STX RADIAL AMBIENT SL	ES	00810129	0001262628	46	EUR1	I	20210115	0				José Rodrigues		ok	ok	ok	-	ok	OK vwf 474251	PT300088

Controller check

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The file is divided in 2 parts:

1. the columns with the information of the bank details updated (from **A** “Vendor country” to **Q** “Target system”). These data is filled automatically::

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
vendor country	user	vendor number	name	bank country	bank key	account number	control key	bank type	change type	date	WK Req 1	WK user	WK user id	Dia validator	Data controller	Target system
IT	PT63004830	406204260	NAVTEC S.A.S.	IT	0200801444	000102985715			E	20210115	0				Ana Roma	PF1
IT	PT63004830	406204260	NAVTEC S.A.S.	IT	0301503200	000003694781	R	EUR1	I	20210115	0				Ana Roma	PF1
FR	PT63004830	102141356	ASEM FRANCE	FR	3000303875	00020674966	30	EUR1	I	20210115	0				Ana Roma	
DE	PT63004830	1003041818	APOLLO SHIPPING GMBH & CO KG	DE	20120000	0016217002		EUR1	I	20210115	0				Ana Roma	PF1
NL	PT63005494	502563610	DE OOLDERHOF	NL	RABONL2U	0121800121		EUR1	I	20210115	0				José Rodrigues	PF1
BE	TEIX5946	702710302	CORRELATIONS	BE	068	068-2239818-18		EUR2	U	20210115	0				José Rodrigues	PF1PH4
BE	TEIX5946	702710302	CORRELATIONS	BE	088	088-2213650-08		EUR1	I	20210115	0				José Rodrigues	PF1PH4
BE	TEIX5946	702720394	GLIBERT ET FILS SPRL	BE	250	250-0261472-45		EUR1	I	20210115	0				José Rodrigues	PF1
ES	TEIX5946	1100039711	STX RADIAL AMBIENT SL	ES	00810129	0001262628	46	EUR1	I	20210115	0				José Rodrigues	

- **A**: suppliers country;
- **B**: user responsible for the update of the bank data;
- **C**: suppliers number;
- **D**: suppliers name;
- **E**: bank account country;
- **F**: bank key of the bank details;
- **G**: bank account of the bank details;
- **H**: control key (or account key - AK) of the bank details;
- **I**: bank type of the bank account;
- **J**: change performed: E (bank account erased), U (bank account updated) and I (bank account inserted);
- **K**: date of the change;
- **L**: Vendor Workflow Request number;
- **M**: VWF requesters Name;
- **N**: VWF requesters user id;
- **O**: Panel Manager user id;
- **P**: Data operator user id responsible for the approval of the VWF;
- **Q**: suppliers system.

2. the columns with the analysis of the operator (from **R** “Valid Document” to **X** “Verified By”). These information is filled by the operator:

R	S	T	U	V	W	X	Y	Z
Valid Document	VAT Checked	Duplicate Bank Account	CC Confirmed	Bank details checked	Comments	Verified By	TL Comments	TLID
-	-	-	-	ok	ok	PT63005494		
ok	ok	ok	-	ok	ok	PT63005494		
ok	ok	ok	ok	ok	ok	PT63005494		
-	-	ok	-	ok	ok - chartering	PT63005494		
-	-	ok	-	ok	OK VWF 477709	PT300088		
-	-	-	-	ok	OK bank type up	PT300088		
ok	ok	ok	-	ok	OK re-insert	PT300088		
ok	ok	ok	-	ok	OK	PT300088		
ok	ok	ok	-	ok	OK vwf 474251	PT300088		
ok	ok	ok	ok	ok	ok	PT63004830		

- **R**: Check of the document with the suppliers details;
- **S**: Check of the suppliers VAT ID;
- **T**: Check of the bank details duplicated data;
- **U**: Check of the bank details confirmation;
- **V**: Check of the bank details;
- **W**: Overall comment;
- **X**: Data controller user id;
- **Y**: Team Leader comment;
- **Z**: Team leader user id.

It is used by the operators during the check the words: **OK** (action checked is ok), **NOT OK** (invalid action performed), **-** (action not applicable). A comment can be added in the column Comments.

How it is checked each column:

- **Valid Document**

A Bank account inserted through a Vendor Workflow Request do not need a confirmation document. Nevertheless when it is handled through a Freshdesk ticket it is mandatory.

The document needs to confirm the suppliers Name, Address, VAT ID and bank account (example: an invoice).

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- **VAT ID checked**

The VAT ID must be checked when a document is provided. It can also be confirmed on a suppliers email.

- **Duplicate Bank Account**

Check if bank details are duplicated using **SQ00** transaction (Query areas - standard area; User group - GAC Data Management; Query name - ZZ-VEN-BNK-ACC).

Must be taken into account that vendors from the same group can have the same bank account. It is not considered a bank data duplication.

- **CC Confirmation**

When based on a Freshdesk ticket a bank data update needs to be confirmed by the HelpDesk colleagues. They perform the outbound and confirm the data directly with the supplier using valid contacts (available in the vendors master data or on a official website from the company).

The HelpDesk team outbound can be performed up to 3 times. In case of a telephone outbound the name of the person contacted must appear on the ticket.

Must be taken into account that the Helpdesk cannot send bank details to the supplier. This action will invalidate the confirmation.

- **Bank details checked**

In this column it is needed to check if the format of the bank data is correct (EMEA - Vendors BANK DATA).

- **Comments**

The final conclusion is inserted here. If the bank details were correctly or incorrectly updated it is inserted OK or NOT OK with a comment if necessary.

A **NOT OK** is always analysed between the user responsible for the introduction and the control user. In case of doubts the Team Leader is called to clarify the procedures.

When inserted a NOT OK an email needs to be sent to the TL explaining the situation.

Also and very important, when erased the bank account from the vendors master data a note needs to be sent to the SC Payments mentioning this update. This action is taken to prevent an incorrect use of the incorrect bank account.

- **Verified By**

In this column the user id of the controller will be inserted.

NOTE: the situations of doubts regarding the update made must first be exposed to the person responsible for the introduction / approval of the request.

Particular situations

Bankruptcy

The bankruptcy cases are presented by the CC Legal.

Please consult the procedure EMEA - VENDORS Bank data maintenance for more information.

Correction of a Bank Key

Letters or e-mails received from our bank, informing us about a change of a bank key account belonging to a vendor, are sufficient proofs to proceed with the change without additional controls. The proof should be attached in the request.

Please consult the procedure EMEA - VENDORS Bank data maintenance for more information.

Intragroup

The bank details must be preceded by the approval of the CAM (Company Accounting Manager). The list of CAMs can be found in the GAR companies list.

Some bank accounts can also be confirmed in the SOLIA portal - CICC bank accounts Customers & Vendors.

Miscellaneous vendors

The vendors classified as ZZCD (miscellaneous creditors) have different bank update flows depending on the type of vendor.

- Associations, Donations, Quotations, Compensations the bank data confirmation follows the roles of a standard vendor (3 outbounds);
- Governmental, Institutions or similar:
    - needs to be confirmed by the CAM when provided by the supplier;
    - when requested by SOLVAY users and the invoice (or any other document) is provided it is updated without confirmation.

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Please consult the procedure EMEA - VENDORS Bank data maintenance for more information.

New outbound procedure

Situations where it is not possible to confirm the bank account directly with the supplier and after all attempts have been made Data Operations Vendors Team can proceed with the bank data update if available in the invoice image.

Please consult the procedure EMEA - VENDORS Bank data maintenance for more information.

Re-introduction

Bank accounts removed as a consequence of a data cleaning can be re-introduced when there is a request stating that this account is still valid.

Rusvinyl

All bank details updates requested by Rusvinyl users do not need outbound. (All countries)

Shipping / Chartering

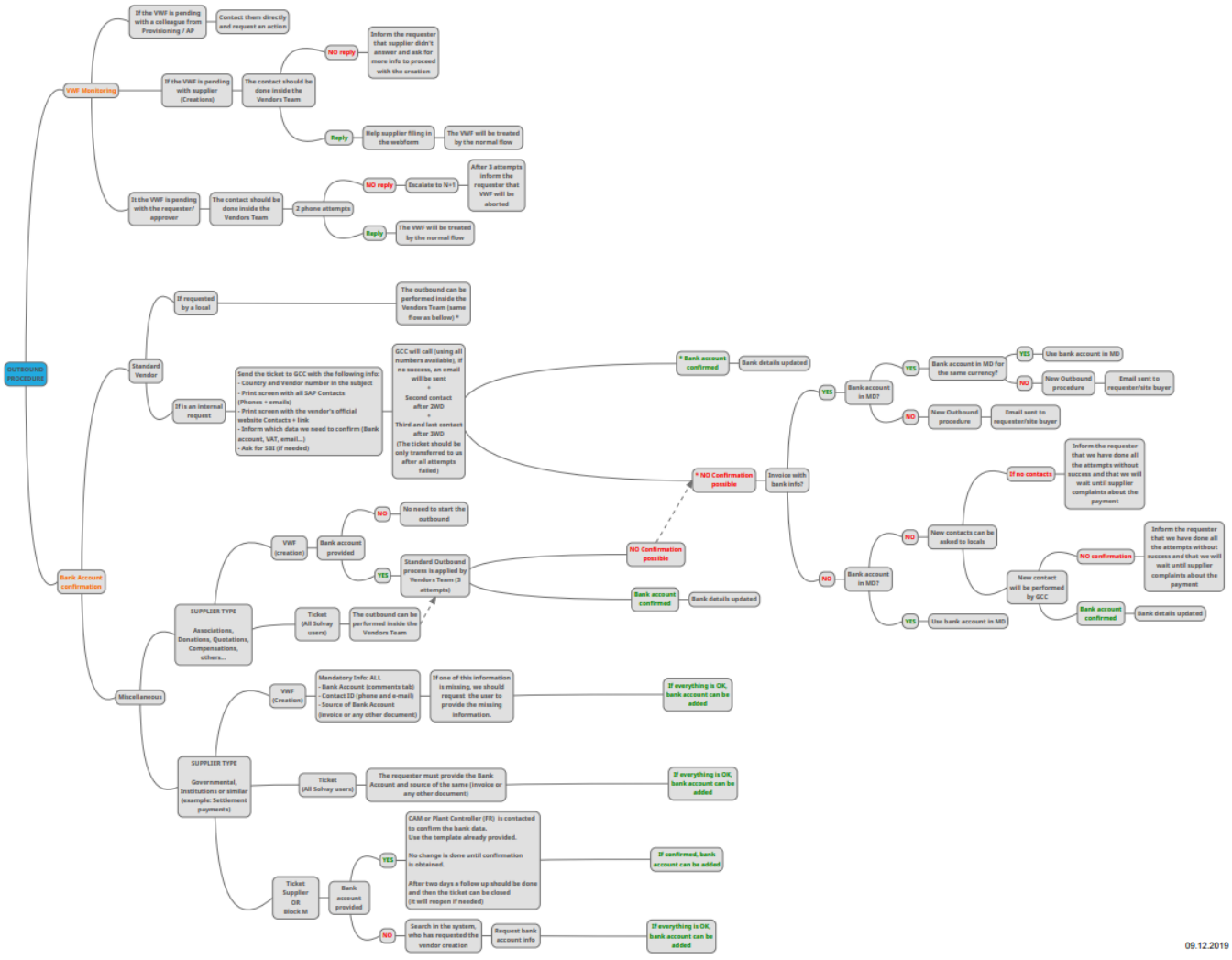
Chartering and Shipping suppliers can be identified on the field Search Term 2 (CH, SH).

The bank data update of this vendors is considered urgent and must be preceded by the approval of a Logistic Manager (Contact Center outbound is not applicable).

Please see procedure EMEA - VENDORS Bank data maintenance

Useful information

- Outbound flow:



- Useful websites:
  - https://www.ecbs.org/iban.htm
  - https://www2.swift.com/bsl/index.faces

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- https://fxtop.com/en/countries-currencies.php

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