

AGENTS Manual Maintenance

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Scope



ERP



References

Attachments

Objective and Scope

The purpose of this procedure is to describe the necessary steps when there is the need to perform changes (creation, modification, block and delete) for Agent's in master data in the system PF1_050.

Also, the various entities actors and its respective responsibilities.

This procedure will also provide guidance for the necessary analysis made previous to the tasks explained.

All these concern actions to be done, outside the Workflow.

Manual Data Maintenance

In Agents, there is a creation of both a Customer and a Vendor. The data content of both must be coherent and respecting the rules described in this procedure.

When performing any action related with Agents manual maintenance, all the standard operational rules concerning data control and general process of Customers and Vendors apply.

Requests come from MBU Agency & Distribution Contracts Managers team (Hélène Geraci and Josiane Küpper - agency.distribution@solvay.com). If not the request must be confirmed by this team (bank details included).

An agent can be also an intragroup vendor (it is not considered a vendors duplication).

Also, it can be a copy of a standard vendor already created in the system. As both vendors will not have the same account group it is not considered a vendors duplication.

Creation

Prior to any creation, it is necessary to always check if the data being requested already exists in master data. As stated above, in Agents, there is a creation of both a Customer and a Vendor. Both have to be created with the same number (account group ZXAG).

Such number must be defined manually, not provided by the system. For this, a search has to be done to know all the Agent numbers that already exist in the system.

The transaction **SE16_LFA1** will provide all the agents available in the system:

Data Browser: Table LFA1: Selection Screen

Number of Entries

Vendor	00039*	to		
Country		to		
Name		to		
Name 2		to		
City		to		
Name 2		to		
Group		to		
Account Group	ZXAG	to		
Deletion flag		to		

Then, if detected no duplication the creation can proceed.

Agents are created with a specific number:

Number	Country
From 3900000 to 3904999	Spain
From 3905000 to 3909999	Portugal
From 3910000 to 3919999	France
From 3920000 to 3929999	Austria
From 3930000 to 3939999	Other countries
From 3940000 to 3949999	Italy
From 3950000 to 3959999	Netherlands
From 3960000 to 3969999	Switzerland
From 3970000 to 3979999	Belgium
From 3980000 to 3989999	UK
From 3990000 to 3999998	Germany

From the **SE16_LFA1** it is retrieved the last number created. The new agent will be created with the next number (e.g. 3970046 is the last one, hence, the new one would be 3970047).

- The creation starts with the vendor code (transaction **XK01**) in the PF1_050:

Create Vendor: Initial Screen

Vendor	3931319
Company Code	
Purchasing Organization	
Account Group	ZXAG

Once inside the input area, fill-in the mandatory fields with the data provided by the authorised requester.

Toggle between screens by using the buttons: in order to fill-in the complete set of information provided.

The field "Authorization" (Control part) must be **HQ**.

Intragroup vendors must have the "Corporate Group" code **0000800001**.

- The creation of the customer is performed in the transaction **XD01** (PF1_050) with the same code of the vendor:

Once inside the input area, fill-in the mandatory fields with the data provided by the authorised requester.

The data should be as complete as possible and according to the rules defined for customer maintenance at client level.



Toggle between screens by using the buttons:  in order to fill-in the complete set of information provided.

The vendors code must be added to the field "Vendor".

The field "Authorization" (Control part) must be **HQ**.

Intragroup customers/vendors must have the "Corporate Group" code **0000800001**.

The field "Customer Class" (Marketing tab) has to filled-in:

- 'G' for Solvay Group Companies;
- 'S' when it is not Solvay Group company;

Modification

All the modifications done to the Vendor data must also be done to the Customer's data.

Prior to any modification as it happens with creation, it is mandatory to always check if the data being requested already exists in master data, namely, check for possible duplications (using **XK03**). For vendors manual modification, enter transaction **XK02** and insert the mentioned vendor number. For customers manual modification, enter transaction **XD02** and insert the mentioned customer number.

After entering, perform the changes entailed by the requester, having in mind that they must follow always the rules defined for vendor/customer maintenance at client level.

Company view

An agent code can be automatically linked to the PF1_020 using the flag Deletion blocks / General data. However to the WP1_400 system the creation needs to be performed with the same vendors number and with the same information. In this type of situations you will:

1. Create the agent in the PF1_050;
2. Create the agent with the same code in the WP1_400;
3. Link the code from the PF1_050 to the WP1_400 in both systems:

Display Vendor: General Data (Enhanced)

Standard MENA Certificate

Vendor AZELIS ESPANIA SA CORNELLÀ DE LLOBREGAT

DUNS Solvay Cross-Reference Purchasing segmentation Others

Solvay Cross-Reference

PRS Vendor code

PRS Main Payee

RCS Vendor code

Transfer RCS ☒

RHO Vendor Code

Transfer RHO ☐

SF Internal Key

The company information in general is provided by the requester. If not use as reference one agent already linked to the same company.

PF1_020	WP1_400
Vendors	
Display Vendor: Accounting information Accounting MENA Certificate Thailand Branch Details Factoring Master Data Vendor 3930083 KPL INTERNATIONAL LTD NEW DELHI Company Code 0366 SOLVAY PEROXYTHAI Accounting information Recon. account 2303000000 Sort key 009 External doc.number Head office Subsidy indic. ☐ Authorization ☐ Cash mgmnt group A2 Foreign ☐ Release group ZZZZ Minority indic. ☐ Certificatn date	Display Vendor: Accounting information Accounting CIN Details MENA Certificate Additional Data Factoring Master Data Vendor 3940049 AMETECH SRL CINISELO BALSAMO Company Code 6111 SOLVAY P&S GMBH Accounting information Recon. account 44907300 Sort key 079 External doc.number Head office Subsidy indic. ☐ Authorization ☐ Cash mgmnt group Release group CINU Code 0
Display Vendor: Payment transactions Accounting MENA Certificate Thailand Branch Details Factoring Master Data Vendor 3930083 KPL INTERNATIONAL LTD NEW DELHI Company Code 0366 SOLVAY PEROXYTHAI Payment data Payt. terms 0004 Interest group Chk cashing time 0 Chk double inv. ☒ Automatic payment transactions Payment methods Z Payment block A Blocked for payment ☐	Display Vendor: Payment transactions Accounting CIN Details MENA Certificate Additional Data Factoring Master Data Vendor 3940049 AMETECH SRL CINISELO BALSAMO Company Code 6111 SOLVAY P&S GMBH Payment data Payt. terms 0004 Interest group Chk cashing time 0 Chk double inv. ☒ Automatic payment transactions Payment methods Z Payment block Free for payment ☐ Alternat. payee House bank FACT
	Payment Method: Z (with IBAN code) or T (Without IBAN code); Payt terms: 0004 for all company creation; Chk double inv.: flag House Bank: insert always FACT

PF1_20	WP1_400
Customers	

Display Customer: Company Code Data	
Other Customer	General Data
Customer	3931312 BAJAJ LIFESCIENCES PVT Ltd MUMBAI
Company Code	6059 SOLVAY ALEXA TRADING
Account Management Payment Transactions Correspondence	
Accounting information	
Recon. account	2340000001
Sort key	009
External doc.number	
Cash mgmt group	

Display Customer: Company Code Data	
Other Customer	General Data
Customer	3940069 AMETECH SRL CINISELO BALSAMO
Company Code	6111 SOLVAY P&S GMBH
Account Management Payment Transactions Correspondence	
Accounting information	
Recon. account	40100120
Sort key	009
External doc.number	
Cash mgmt group	

Display Customer: Company Code Data	
Other Customer	General Data
Customer	3931312 BAJAJ LIFESCIENCES PVT Ltd MUMBAI
Company Code	6059 SOLVAY ALEXA TRADING
Account Management Payment Transactions Correspondence	
Payment data	
Terms of payment	
AR Pledging Ind	NO
No Transfer to factoring...	
Payment history record	

Display Customer: Company Code Data	
Other Customer	General Data
Customer	3940069 AMETECH SRL CINISELO BALSAMO
Company Code	6111 SOLVAY P&S GMBH
Account Management Payment Transactions Correspondence	
Payment data	
Terms of payment	0291
AR Pledging Ind	
Payment history record	
Automatic payment transactions	
Payment methods	1
Payment block	
House bank	

Regarding the PI1 system, to link a vendor to the cc.0231 when not provided the data it is used the Reconciliation account 2303000000 (Agents), Sort Key 009, Payment method 6.

Purchasing view

An agent code can be automatically linked to the PF1_020 using the flag Deletion blocks / General data. However to the WP1_400 system the creation needs to be performed with the same vendors number and with the same information.

The purchasing information in general is provided by the requester. If not use as reference one agent already linked to the same purchasing.

PF1_020	WP1_400																																																
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Sales view

An agent code can be automatically linked to the PF1_020 using the flag Deletion blocks / General data. However to the WP1_400 system the creation needs to be performed with the same vendors number and with the same information.

A customer agent can be linked to a Sales area in a local system and the information is in general provided by the requester. If not use as reference one agent already linked to the same sales area.

Customer Create: Initial Screen

Account group: (Select)
 Customer: 3430318
 Company code:
 Sales area:
 Sales Organization: US23 CEM US Agents
 Distribution Channel: TA Commissioned sales
 Division: 99 Agents Reference
 All sales areas... Customer's sales areas...
 Reference:
 Customer: 3430318
 Company code:
 Sales organization: US23
 Distribution channel: TA
 Reference division: 99

Blocking/Unblocking of Agents

When unblocking an Agent, searches need to be done in master data, in order to avoid possible duplications (using **XK03**).

After these checks, if all the information is correct, the vendor/customer can be unblocked/blocked. In order to block or unblock a vendor/customer, transaction **XK05** and **XD05** are used.

Vendor	Customer																
Display Vendor: Block Data Vendor: 3900002 DIVEX, INC. Posting Block: ☒ All company codes Purchasing block: ☒ All purchasing organizations Block for quality reasons: Block function: 99 Total block	Customer Display: Blocking Data Customer: 3900002 DIVEX, INC. TIBURON Posting Block: ☒ All Company Codes Sales and Distribution blocks: <table border="1"> <tr> <td>Order Block</td> <td>☐ Customer blocked</td> </tr> <tr> <td>All Sales Areas</td> <td>☐ Customer blocked</td> </tr> <tr> <td>Delivery Block</td> <td>☐ Customer blocked</td> </tr> <tr> <td>All Sales Areas</td> <td>☐ Customer blocked</td> </tr> <tr> <td>Billing Block</td> <td>☐ Customer blocked</td> </tr> <tr> <td>All Sales Areas</td> <td>☐ Customer blocked</td> </tr> <tr> <td>Block Sales Support</td> <td>☐ Customer blocked</td> </tr> <tr> <td>All Sales Areas</td> <td>☐ Customer blocked</td> </tr> </table>	Order Block	☐ Customer blocked	All Sales Areas	☐ Customer blocked	Delivery Block	☐ Customer blocked	All Sales Areas	☐ Customer blocked	Billing Block	☐ Customer blocked	All Sales Areas	☐ Customer blocked	Block Sales Support	☐ Customer blocked	All Sales Areas	☐ Customer blocked
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Marking/Unmarking for deletion

When reactivating an Agent, searches need to be done in master data, in order to avoid possible duplications (using **XK03**).

After these checks, if all the information is correct, the vendor/customer can be unmarked/marked for deletion. In order to do it the transaction **XK06** and **XD06** is used.

Vendor	Customer
Display Vendor: Deletion flags Vendor: 3900002 DIVEX, INC. Deletion flags: ☒ All areas	Customer Display: Deletion Flags Customer: 3900002 DIVEX, INC. Deletion flags: ☒ All areas

VERY IMPORTANT: Never change the option 'General data' under 'Deletion blocks' in a vendors master data. The indicator "Deletion blocks General data" is used for sending the vendor to PF1, it's why it must never be changed. Regarding the customers master data it is mandatory to never change the option "General data" under "Deletion blocks". The function of the indicator "Deletion blocks General data" is to avoid to physically deleting the record during the archiving.

Bank Details update

The update of bank details must have a support document confirmed by the MBU team or an email sent by the MBU team (**XK02** and **XD02**).

Useful websites

- Vendors procedure: [EMEA - VENDORS General View](#)
- Customers procedure: [SAP PF1 & WP1 Customer Maintenance](#)