

SRM7 How to Create a Company and plant

Scope



ERP



References

Attachments

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INTRODUCTION

Objectives and scope of this procedure

This OP explains how to create a company and a plant in SRM7.

Requirements in project scope

Before the creation of the new company and plant you need to gather the following information.

Information needed	Person that can give you the information
SRM Application Manager's name	Project manager*
List of users who will work in this plant and who will need SRM access	Project manager or SRM Application Manager (if you've got the name)
Attributes for the users (managers, catalogs, other co-plants...)	Project manager or SRM Application Manager
Delivery Address	Project manager or SRM Application Manager (can also be checked on the back-end)
GBU / Function (department inside plant)	Project manager
Financial approval structure	Project manager and WW controller for the GBU / Function
Technical approvers	Project manager or SRM Application Manager
Purchasing approvers (Capex, Local, Panel)	Project manager and Purchasing Key User
Purchasing Organization(s) and Purchasing Group(s) of the plant <ul style="list-style-type: none"> ▪ P.Org. only needs to be defined if plant is from PF1 (if plant is from WP1 P.Org. is inherited - already defined for the zone) ▪ P.Grp. always needs to be defined to allow the plant to be used 	Project manager or SRM Application Manager

*In general is from IS team.

NOTE: inform on first email to be sent to Project manager, that Purchasing and Financial Approval structures must be validated by Purchasing Key User and WW Controller, respectively (add both responsible in copy, if already identified Gbu/Function).

If modifications should be done after structures already created, it also must be validated by Purchasing Key User / WW Controller.

Requirements in regular scope (not project)

Information needed	Person that can give you the information
SRM Application Manager's name	Check in the list of SRM AM the possible person, according to location. If not possible, contact the site's End User Partner
List of users who will work in this plant and who will need SRM access	SRM Application Manager OR End User Partner
Attributes for the users (managers, catalogs, other co-plants...)	SRM Application Manager OR End User Partner
Delivery Address	SRM Application Manager OR End User Partner (can also be checked on the back-end)
GBU / Function (department inside plant)	WW/Zone Controller
Financial approval structure	WW controller for the GBU / Function
Technical approvers	SRM Application Manager OR End User Partner
Purchasing approvers (Capex, Local, Panel)	Purchasing Key User
Purchasing Organization(s) and Purchasing Group(s) of the plant <ul style="list-style-type: none"> P.Org. only needs to be defined if plant is from PF1 (if plant is from WP1 P.Org. is inherited - already defined for the zone) P.Grp. always needs to be defined to allow the plant to be used 	SRM Application Manager OR End User Partner

- [List of Application Managers](#)
- [List of End User Partners](#)

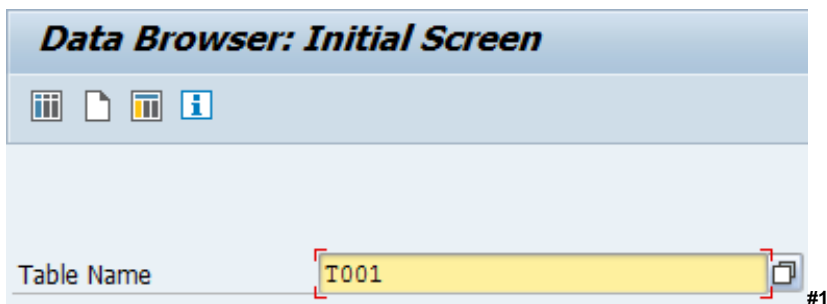
NOTE: check first if the plant and company are created in the backend system (WP1 or PF1). If not, transfer the ticket to ADPM team to check the status creation.

Validation

Before you can create the Company or the Plant departments there are some checks to be done.


- **Check if Company code is already created in the back-end**


Go to PF1/WP1 (depends on the legacy of the company) - Tcode SE16 - table T001





Data Browser: Table T001: Selection Screen


Number of Entries

Company Code to 

Company Name to 

City to 

Country to 

Currency to 







Language to 


Chart of Accts to 


Fl. Year Variant to 


CoCd->CO Area to 


Company to 


Address to 


VAT Reg. No. to 


Jurisdiction code to 


Cred. Contr. Area to 


Productive to 


Purchase acct to 


Cntry Chrt/Acts to 


Tax group to 


Fld stat.var. to 


Pstg per.var. to 


Input tax code to 

Output tax code to 

Negative Postings Permitted to 

Extend.w/tax active to 

Tax Date to 













Manage Postg Period to 

Width of Output List

Maximum No. of Hits

#2#3

Data Browser: Table T001 Select Entries 1

Check Table...            

Cl.	CoCd	Company Name	City	Ctr	Crcy	Language	ChAc	Max.ex.de...	FV
020	0001	SOLVAY (SCH)	BRUXELLES	BE	EUR	F	COCA	5	K4

#4

#	Main activities	Tips / Best practices	Key points
1	Access T-code SE16, insert table "T001" and press Enter		
2	Insert the company code to search		In case the company code is not known, this search can be done with other filters
3	Click on "Execute"		
4	A screen with information of the company will be displayed		

- Check if Plant code is already created in the back-end

Go to PF1/WP1 (depends on the legacy of the plant) - Tcode SE16 - table T001W

Data Browser: Initial Screen






   

Table Name 

#1

Data Browser: Table T001W: Selection Screen

Number of Entries

Plant to

Name 1 to

Valuation Area to

CustomerNoPlant to

Vend. no. plant to

Factory calend. to

Name 2 to

House no/street to

PO Box to

Postal Code to

City to

Purchasing Org. to

Sales org. to

Batch stat.mgmt to

Country to

Region to

Tax Jur. to

Div. IV to

Plant cat. to

Tax Ind.: Plant to

Cost object to

Act. costing to

Shipping Point to

Width of Output List

Maximum No. of Hits

#2#3

Data Browser: Table T001W Select Entries 1

Check Table...

Cl.	Plnt	Name 1	ValA	CustNoPlnt	Vend. no. plant	Cal	Name 2
020	CZS	SSPC-CN /CHANGSHU SXIS	CZS	0000325781	0302307587	Z0	SOLVAY SPEC POLYMERS

#4

#	Main activities	Tips / Best practices	Key points
1	Access T-code SE16, insert table "T001W" and press Enter		
2	Insert the plant code to search		In case the plant code is not known, this search can be done with other filters
3	Click on "Execute"		
4	A screen with information of the plant will be displayed		

- Check if Plant is already replicated in SRM7

Go to BP2 - Tcode PPOSA_BBP

Basic Data | Address | Function | Responsibility | Attributes | **Attrib. Inheritance** | Extended Attributes | Check

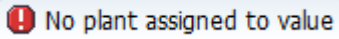
Product Categories PO Value Limits
 Locations Storage Locations

Plnts

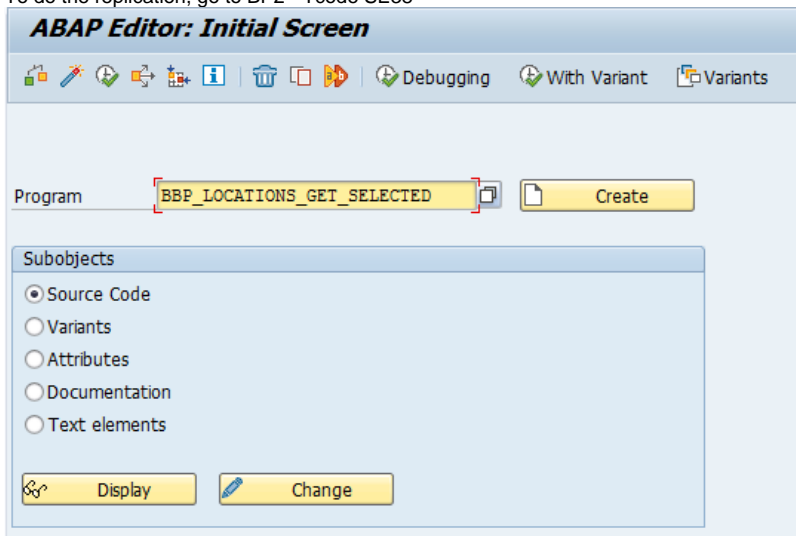
Partner ID	Plnt	Com...	Description	Src. System	Default	Deactivate	In...
	PA			PF1_020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#1#2#3#4

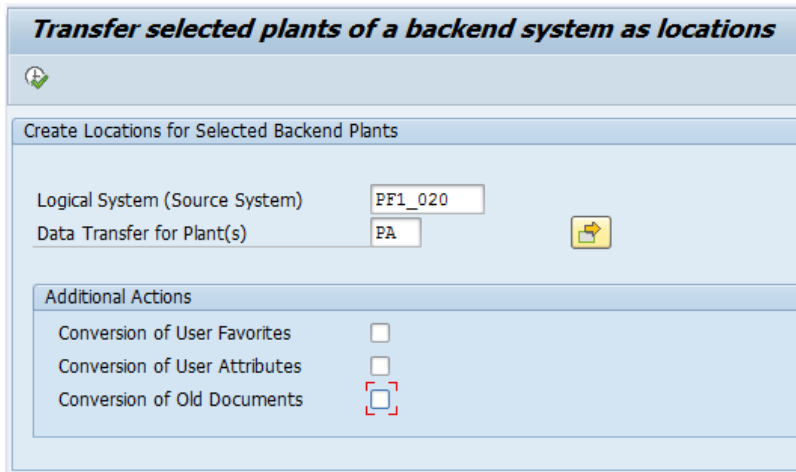
#	Main activities	Tips / Best practices	Key points
1	Select the tab "Extended Attributes"	For the check you can use any user or department	Don't save nothing in this process
2	Click on the circle for "Locations"		
3	Enter the Plant code		

4	Select the system where the plant is set	
5	Press enter	If the following message show up it means that replication is not done 



To do the replication, go to BP2 - Tcode SE38



#1#2



#3#4#5#6

#	Main activities	Tips / Best practices	Key points
1	Enter the program "BBP_LOCATIONS_GET_SELECTED"		
2	Click on the icon "  " Execute		
3	Enter system where plant is created		
4	Enter the Plant code		
5	Untick all boxes		
6	Click on the icon "  " Execute		

Freshdesk ticket handling

When a ticket arrives to the PTP D&A SRM Freshdesk Group, the ticket is pick up by a team member.

The ticket needs to be updated (if needed) to the correct classification "PTP Request ", PTP-Process "Data & Analysis, PTP-Subprocess "SRM7" and PTP-Category "Approval structures maintenance".

- Make analysis of the request to see the person responsible to validate the request.
- Check if the ticket requester is the Site Application manager /WW Controller/Purchaser Key User or was validated by Site Application manager/WW Controller/Purchaser Key User. To check the person responsible to validate see the link below:

https://docs.google.com/spreadsheets/d/1_5H3sPBO7bN3HJvOcx_hRUsmujwLHhYKoTXEpmRxU3M/edit#gid=2051071738+

If not an approved requester, the team contact the Site Application manager (AM)/WW Controller/Purchaser Key User to validate the request. (1)

§ Change the status of the ticket to "Need for more information"

If yes, proceed with the changes

- Make the necessary changes
- After the modifications are done the team member Inform all involved parties in the loop of the changes made.

The ticket can now be closed.

§ Change the Ticket status to "Closed".

(1) When an email is sent asking for more details (requester) or some kind of approval (AM + WW Controller), always put all involved parties in the loop (Requester + AM/WW Controller);

- If no feedback was provided, after 3 days we send the 1st reminder asking for feedback;

- If no feedback was provided, after 3 days we send the 2nd reminder asking for feedback;

- Finally if no feedback was provided, after 3 days we send a 3rd message with the following text:

**Dear xxxx,*

As we didn't received any feedback for our question/s it's not possible to our Team proceed with your request.

Please be informed that we need your site Application Manager/ WW Controller/Purchaser Key User approval to proceed with your account creation as requested (for example).

Dear Application Manager, we will proceed with the closure of this ticket.

If you can provide us the requested feedback please just reply to this message and the ticket will automatically re-open in order to our Team proceed with requested actions.

*Always at your disposal,
SRM Team**

STEPS OF THE PROCESS

Create Company department

Go to BP2 - Tcode PPOSA_BBP

General Attributes (EBP) Change

Find by

- Organizational unit
 - Search Term
 - Structure Search**
 - Companies
 - Purchasing Organizations
 - Purchasing Groups
- Position
 - Search Term
 - Structure Search
- Central person
- User
 - Search Term
 - Structure Search

Description

- ROOT
 - ADMIN ORGANIZATION
 - APPROVAL ORGANIZATION
 - PROJECTS ORGANIZATION
 - PURCH. ORGANIZATIONS & GROUPS
 - PROCUREMENT ORGANIZATION
 - WP1 - PROCUREMENT ORGANIZ...
 - PF1 - PROCUREMENT ORGANIZA
 - PF1 - ASIA PACIFIC
 - PF1 - EUROPE**
 - PF1 - BELGIUM
 - PF1 - FINLAND
 - PF1 - FRANCE

Staff assignments (structure)

- PF1 - EUROPE
 - PF1 - BELGIUM
 - PF1 - FINLAND
 - PF1 - FRANCE
 - SOLVAY-
 - SOLVIN F
 - SOLVAY-
 - SOLVAY
 - SOLVAY
 - SOLVAY
 - SOLVAY
 - SOLVAY
 - SOLVAY
 - PF1 - GERMANY
 - PF1 - ITALY
 - PF1 - NETHERLA
 - PF1 - PORTUGAL
 - PF1 - SWITZERL
 - PF1 - GB
 - PF1 - SAUDI AR


Staff assignments (structure)	Code	ID	Business ...	User ID	Valid from	Valid to	Assigned
<input type="checkbox"/> PF1 - EUROPE	RQPF1EU	O 50023065	100010569		13.05.2014	Unlimited	
<input type="checkbox"/> PF1 - BELGIUM	RQPF1EUBE	O 50034001	100027766		22.05.2015	Unlimited	06.07.201
<input type="checkbox"/> PF1 - FINLAND	RQPF1EUFI	O 50034004	100027769		22.05.2015	Unlimited	06.07.201
<input type="checkbox"/> PF1 - FRANCE	RQPF1EUFR	O 50034005	100027770		22.05.2015	Unlimited	06.07.201
	RQPF1EUFR367	O 50034020	100027785		22.05.2015	Unlimited	22.05.201
	RQPF1EUNL	O 50034008	100027773		22.05.2015	Unlimited	06.07.201
	RQPF1EUPT	O 50034009	100027774		22.05.2015	Unlimited	06.07.201
<input type="checkbox"/> New organizational unit	New org unit	O 50051497			06.09.2016	Unlimited	

Choose Relationship


- Organizational unit
 - Is line supervisor of Organizational unit
 - Incorporates Position

Valid from 06.09.2016

#	Main activities	Tips / Best practices	Key points
1	Click on the icon " " Display/Change		
2	Click on "Structure Search"		
3	Select "Procurement Organization"		


4	Select the system of the Company		
5	Select the Zone of the Company		
6	Select the country of the Company		
7	Right click on the Country of the Company		
8	Click on "Create"		
9	Select the line "Is line supervisor of"		
10	Click on the button "  "		

Note: For Asian Companies, create an intermediate department between Country and Company departments with the name of the company in English

Staff assignments (structure)	Code
▾ <input type="checkbox"/> PROCUREMENT ORGANIZATION	PROC
▾ <input type="checkbox"/> WP1 - PROCUREMENT ORGANIZATION	PROCWP1
▾ <input type="checkbox"/> WP1 - ASIA PACIFIC	RQWP1AP
▾ <input type="checkbox"/> WP1 - CHINA	RQWP1APCN
▾ <input type="checkbox"/> ZHUHAI SOLVAY SPECIALTY CHEMICALS	RQAPCN6577
▸ <input type="checkbox"/>  珠海索尔维精细化工有限公司	RQAPCN6577


After the company department is created we need to enter some information's on the "New Organizational unit".

Details for Organizational unit SOLVAY S.A. - FRANCE

Basic Data | Address |  Function | Responsibility | Attributes | Attrib. Inheritance | Extended Attributes

Organizational unit: RQEUF0244 SOLVAY S.A. - FRANCE


Valid from: 22.05.2015
To: 31.12.9999

Holder:  Holder | Percentage | Assigned as of | Assigned until

Description: Subtyp: General description

#1#2#3

Details for Organizational unit SOLVAY S.A. - FRANCE

Basic Data | Address |  Function | Responsibility | Attributes | Attrib. Inheritance | Extended Attri

Subtype: Main address

Address suppl.:

House no/street:


City: none

Postal code:

Country: FR Region:

Telephone no.:

Fax number:

E-Mail Address: 

Valid from: 22.05.2015
To: 31.12.9999

#4#5#6

Details for Organizational unit SOLVAY S.A. - FRANCE

Basic Data Address **Function** Responsibility Attributes Attrib. Inheritance Extended Attributes Ch

Local

Company Company Code **0244** PF1_020 PF1 ...

Purch. Organization CorrespondsTo

Purchasing Group CorrespondsTo

#7#8#9#10

Details for Organizational unit SOLVAY S.A. - FRANCE

Basic Data Address **Function** Responsibility Attributes Attrib. Inheritance Extended Attrib

Overview Chg. Attribute

All Attributes

Attribute	Attribute ID	Value	Log.System	Excluded	Default	Inherited
Catalog ID	CAT	0MATERIALESEARCHPF1		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Company Code	BUK	0244	PF1_020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current ITS for an External Partner	EXT_ITS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details for Organizational unit SOLVAY S.A. - FRANCE

Basic Data Address **Function** Responsibility **Attributes**

Overview **Company Code**

All Values

CoCode	Log.System	Excluded	Default	Inherited
0244	PF1_020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#11#12#13#14#15

#	Main activities	Tips / Best practices	Key points
1	Select the Tab "Basic Data"		
2	Fill with - RQ + Zone code + country code + company code		
3	Fill with - Company name		
4	Select the Tab "Address"		
5	Enter the city of the company Headquarter		
6	Enter the Country code of the company		
7	Select the Tab "Function"		
8	Tick the "Company"		
9	Enter the Company Code		
10	Enter the System of the Company		
11	Select the Tab "Attributes"		
12	Double click on the "Company Code"		
13	Enter the Company Code		
14	Enter the System of the Company		
15	Tick the "Default"		

Create Plant department

Go to BP2 - Tcode PPOSA_BB



General Attributes (EBP) Change

The screenshot shows the SAP PPOSA_BB transaction interface. On the left, there is a tree view of organizational units under 'Description'. The main area displays 'Staff assignments (structure)' for 'SOLVAY S.A. - FRANCE'. A context menu is open over the organizational unit, with 'Create' selected. A 'Choose Relationship' dialog box is displayed, showing options like 'Is line supervisor of' and 'Incorporates'.

#1#2#4#5#3

#6#7

This screenshot shows the details for a new organizational unit. The header bar indicates 'New organizational unit' with ID '50051497' and a valid date of '06.09.2016'. Below the header, there are tabs for 'Basic Data', 'Address', 'Function', 'Responsibility', 'Attributes', 'Attrib. Inheritance', and 'Extended Attributes'. The 'Basic Data' tab is active, showing the unit name and valid date.

#	Main activities	Tips / Best practices	Key points
1	Click on the icon "  " Display/Change		
2	Click on "Structure Search"		
3	Search for the Company department for the plant		
4	Right click on the Company		
5	Click on "Create"		
6	Select the line "Is line supervisor of"		
7	Click on the button "  "		

After the plant department is created we need to enter some information's on the "New Organizational unit".

Details for Organizational unit SOLVAY (FR) - Paris (admin)

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended Attributes

Organizational unit: RQEUFSPA SOLVAY (FR) - Paris (admin) Valid On: 02.09.2016 #1#2#3

Details for Organizational unit SOLVAY (FR) - Paris (admin)

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended Attributes

Subtype: Main address

Address suppl. Valid from: 22.05.2015

House no/street To: 31.12.9999

City: none

Postal code

Country: FR Region

Telephone no. #4#5#6

Details for Organizational unit SOLVAY (FR) - Paris (admin)

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended Attributes

Product Categories PO Value Limits

Locations Storage Locations

Plnts

Partner ID	Plnt	Com...	Description	Src. System	Default	Deactivate	In...
0100025871	PA	0244	SOLVAY S.A. - FRANCE	PF1_020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#7#8#9#10#11

Details for Organizational unit SOLVAY (FR) - Paris (admin)

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended Attributes

Overview | Chg. Attribute

All Attributes

Attribute	Attribute ID	Value	Log.System	Excluded	Default	Inher
Delivery address	ADDR_SHIPT	0000294055	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#12#13

Details for Organizational unit SOLVAY (FR) - Paris (admin)

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended Attributes

Overview | Chg. Attribute

All Attributes

Attribute	Attribute ID	Value	Log.System	Excluded	Default	Inher
Spec. Purch. Group for Project Procurer	ZPURCH_GRP		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Alias	SYS	PF1_020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
System Alias for Accounting Systems	ACS	PF1_020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User Authorized to Extract the Structure	ZEXTRACT	BE06734	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#14

#	Main activities	Tips / Best practices	Key points
1	Select the Tab "Basic Data"		
2	Fill with - RQ + Zone code + country code + plant code		
3	Fill with - Company name (in capital letters) + Plant name (in small letters) in English (even for Asian plants)	For Asian: Company name is in Asian language	
4	Select the Tab "Address"		
5	Enter the city of the company Headquarter		
6	Enter the Country code of the company		
7	Select tab "Extended attributes"		
8	Click on the circle for "Locations"		
9	Enter the Plant Code		

10	Enter the system of the Plant		
11	Tick the square "Default"		If the square is not tick an error will occur when creating a SC. The system will not be able to link the Purch. Org. to the plant.
12	Select the Tab "Attributes"		In case of a different currency, check if new currency is extended to the plant*, then add to field "CUR" (Local Currency).
13	Double click on the "Delivery address" and enter the delivery address code(s) and tick the plant code as "Default"	To create the delivery address see (2.3. Create delivery address)	
14	Double click on the "User Authorized to Extract the Structure" and enter the user ID		

* To check if the currency is extended to the plant: go to BP2 (it can also be applied to BQ2/BV2), tcode SE16 > table TCURF

Data Browser: Table TCURF: Selection Screen

Number of Entries

Exch.rate type	M	to		
From currency		to		
To-currency		to		
Valid from		to		
Ratio (from)		to		
Ratio (to)		to		
Alt.exch.ratety		to		
Ex.rate valid from		to		
Width of Output List	999			
Maximum No. of Hits	9.999.999			

Data Browser: Table TCURF: 18 of 18 Hits

Check Table...

Table: TCURF
Displayed Fields: 9 of 9 Fixed Columns: [5] List Width 0999

	Client	Exch.rate type	From currency	To-currency	Valid from	Ratio (from)	Ratio (to)	Alt.exch.ratety	Ex.rate valid from
<input type="checkbox"/>	400	M	ARS	BRL	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	CAD	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	CDF	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	CLP	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	COP	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	DEM	80009898	1	1	EURX	00.00.0000
<input type="checkbox"/>	400	M	ARS	EUR	80009898	1	1	EURX	00.00.0000
<input type="checkbox"/>	400	M	ARS	GTQ	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	JMD	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	JPY	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	MNT	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	MXN	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	PEN	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	USD	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	VEB	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	VEF	79819595	1	1.000		00.00.0000
<input type="checkbox"/>	400	M	ARS	VEF	81999898	1	1		00.00.0000
<input type="checkbox"/>	400	M	ARS	VES	81999898	100	1	EURX	00.00.0000

#	Main activities	Tips / Best practices	Key points
1	Enter "M" in "Exch. rate type" field		

2	Enter the currency in "From currency" field and run		
3	Check if all entrances has the code "EURX" in "Alt.exch. ratety" column	If the lines are in blank, inform the responsible for the plant creation (Project manager/Application Manager).	<p>EURX code means the system will convert the main currency to another (reference in each line).</p> <p>If there is not this code, the system will not convert the currency from shopping cart to the one from the plant and, because of this, the financial approval flow will not be determined.</p>

Create delivery address

To create the delivery address we need to fill an [excel file](#):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Company Code*	Language*	Country	Region	Name_co	City*	District	Postal Code*	PO Box	PO Box	Postal Code	Street*	House number	Building code	Floor	Room number
2	7424	EN	US	IL		CHICAGO	COOK	60609-3135				SOUTH WOLCOTT AVENUE	4342			

- The delivery address needs to be provided by the SRM7 Application Manager. This information can also be found in the t-code to search if plant is created - SPRO or SE16 (table T001W) - by double click on the line.
- If the plant is from WP1 it's also possible to check the delivery address on t-code OX10.

The file must be saved as **Unicode Text** to be able to use Asian characters.

File name:

Save as type:

Authors: S8053264 Tags: [Add a tag](#) Title: [Add a title](#)

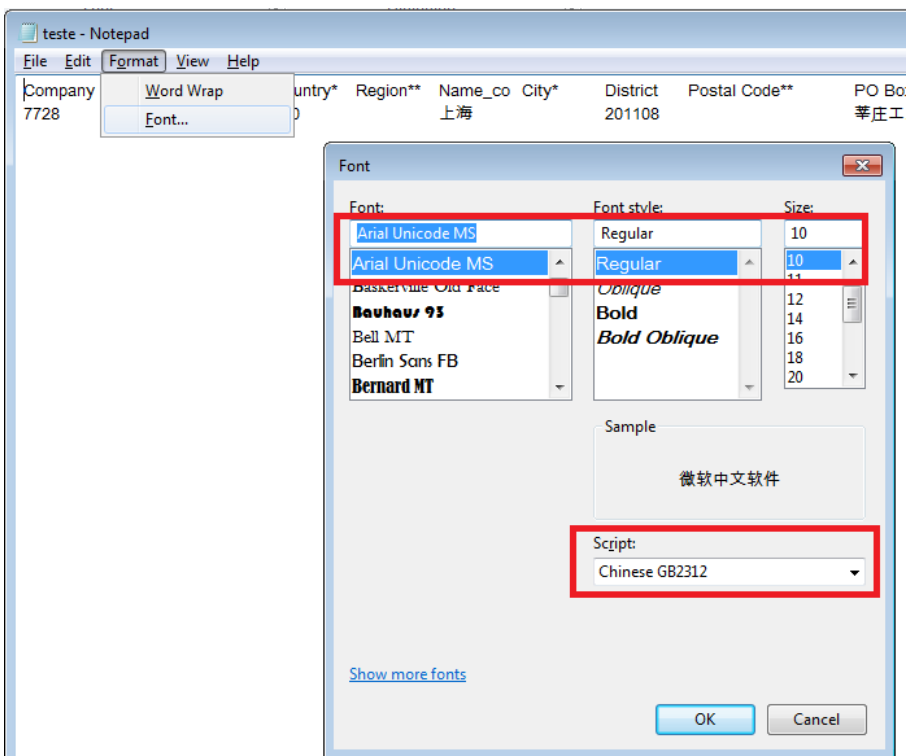
Check the .txt unicode file and see if the Asian characters are visible.

teste - Notepad

File Edit Format View Help

Company Code*	Language*	Country*	Region**	Name_co	City*	District	Postal Code**	PO Box	PO Box	Postal Code
7728	ZH	CN	020		上海		201108			莘庄工业区金都路3966号

If the characters are not visible, check the Font. The font should be "Arial Unicode MS" and the Script "Chinese GB2312". If the font "Arial Unicode MS" doesn't appear select the option "Show more fonts" and select the font to show.




Now we can upload the file.

Go to BP2 – Tcode ZWPU01G

Upload delivery address

Server File
 Local File

File input 

Open

Look in: Desktop

Name	Size	Item type	Date modified
teste	63 KB	Text Document	06-09-2016 08:26

#1#2#3#4

Rhodia
Upload delivery address
Date : 06.09.2016 10:14:57
Page : 1

Report

System : BP2
Client : 400
User : PT63019388 - Ricardo Belchior
Duration : 00:00:02


Counter

Number of lines : 1.684

Message(s)

☐ Address < 0000526131 > has been created for company < 7728 > / < CN > / < 上海 > .
 ✖ ISO Codes " " for "Language" error. (line 2).
 ✖ ISO Codes " " for "Language" error. (line 3).
 ✖ ISO Codes " " for "Language" error. (line 4).

#5

#	Main activities	Tips / Best practices	Key points
1	Select the circle "Local File"		
2	Click on the icon "  "		
3	Double click on the file to upload		
4	Click on the icon"  "		
5	Take note of the Address number		This is the number to enter in the attribute ADDR-SHIP

To check the Address go to BP2 – t-code SE16, table "ADRC" and enter the delivery address number

Data Browser: Table ADRC Select Entries 1

Check Table...

Table: ADRC
Displayed Fields: 10 of 89 Fixed Columns: 4 List Width 0250

Client	Address number	From	Address Version	To	Title	Name	Name 2
400	0000526131	01.01.0001		31.12.9999		RQAPCN7728	索尔维投资有限公司

NOTE: In Namibia, the "Postal Code" is not defined, for this reason when we upload a delivery address from Namibia we don't need to fill this mandatory field. SRM7 system was updated to allow this specificity.






REFERENCES

ATTACHMENTS

End of document

Workflow history

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

Oct 01, 2021	Actor	Type	Activity	Version
Published	 Rui Cabrita	State	changed state to Published at 2:10 pm	v2
To be approved	 Rui Cabrita	State	gave <i>Approvers</i> approval at 2:10 pm	
		State	changed state to To be approved at 2:10 pm	v2
For Review	 Rui Cabrita	State	gave <i>Reviewers</i> approval at 2:10 pm	
Jan 10, 2020				
	 Perla Chagas	Edit	updated the page at 7:03 pm	
		State	changed state to For Review at 6:04 pm	v2
Draft	 Perla Chagas	State	changed state to Draft at 6:03 pm	v2