

SAP PE1 Intercompany Maintenance

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Purpose

This work instruction describes full process of creating a new Intercompany Customer and/or Vendor Master Data records in SAP PE1 – client 300.

Process description - for DMO

General Description

Intercompany Account Group is used in SAP both in Customer Master and Vendor Master to create Cytec/Solvay plants, sales/administrative offices and legal entities. To facilitate Stock Transport Orders (STO) between entities they have to be created both as Customers and Vendors, this relates to all partners involved in stock transport order (Sold-to/Vendor, Ship-to/Ordering address, Payer/Invoicing party, Bill-to). To facilitate proper accounting transactions (without stock movements) it is enough to create Intercompany record as Vendor.

The trading partner is a code of legal entity to which the Intercompany customer belongs (each Payer/Invoicing party represents a Trading Partner). Trading partners are represented by four digit codes – 3 -digit entity number preceded with "1" for US entities, "7" for European entities, "5" for Asia Pacific entities and "9" for Garret Mountain. The number range for Solvay entities is 910-999. For more information see **Appendix 2**.

As there usually are several Cytec plants under one Cytec legal entity, the full intercompany setup will require sets of different records:

- **Legal entity = Trading Partner**, to be set up as Vendor for accounting transactions (e.g. administrative office) and assigned as Invoicing party in Partner functions of said sales/administrative offices.
- **Sales/administrative office**, set up as Vendor. For exceptional cases these can be set up as Customers as well. The setup specifics are the same as for Plants.
- **Legal entity = Trading Partner** having plants, to be set up as both as Vendor and as Customer and assigned as Payer/Invoicing Party in Partner Functions of said plants.
- **Plants**, set up both as Vendor and as Customer (**NOTE!** Payer/Invoicing Party in Partner Functions has to be the legal entity in all Sales Areas!)

Required documents and approvals

For new **Legal entity** setup filled in template is required accompanied by an e-mail or a letterhead with banking details (mandatory in Europe).

For new **Plant/Sales/Administrative** setup filled in template is required.

Approval for creation: No approval for creation is needed if request comes from Finance controller. If request comes from any other person, approval from Data Steward (Finance) needs to be provided:

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Julie	Sampson	Finance Analyst	Europe	UK	Heanor Manchester
Shannon	Raney	Finance Controller	US	US	Tulsa / Santa Fe Springs
Sarb	Variah	Site Controller	Europe	UK	Keighley
Giuseppina	Barovero	Finance Manager	Europe	IT	Mondovi / Toulouse

NOTE! When setting up new Solvay IC in the system, please inform sbs_riga_rtr_ico@solvay.com and provide following details:

- Vendor or/and customer;
- Number in the system;
- Name;
- System;
- For which company vendor and/or customer was created;
- Solvay entity number.

Setup of Intercompany Customer – Legal Entity

Step 1 – Initial screen

Account group: "ZINC Intercompany"

Customer: Must not be filled, a number will be given automatically as per defined number range at the moment of saving the new record.

Company Code and Sales Organization: to be filled with areas for which the customer has to be opened.

NOTE! Intercompany Customer **must not** be opened for the Company Code which is equal to Trading Partner – leave Company Code empty when creating customer for the respective Sales Organization.




Distribution channel: "00" – Cytec Distribution.

Division: "IM" for Industrial Materials; "AM" for Aerospace Materials.

Reference: This section can be used to refer to an existing partner to be used as reference. The fields copied are all Company Code data fields; Sales, Shipping and Billing Document tab fields in Sales Area data. Tax information values are not copied

Step 2 – General Data

Address

Address		Control Data		Payment Transactions		Marketing		Unloading Points	
  									
Name									
Name		Cytec IM (Derby) Limited							
		(Payer)							
Search Terms									
Search term 1/2		CYT 7218			PAYER				
Street Address									
Street 2		Composites House							
Street/House number		Sinclair Close Heanor Gate							
Postal Code/City		DE75 7SP		Heanor					
Country		GB		United Kingdom		Region		DB Derbyshire	
Transportation zone		GBDE75		HEANOR					
PO Box Address									
PO Box									
Postal code									
Communication									
Language		EN English			Other communication...				
Telephone		1773 766200			Extension				
Mobile Phone									
Fax		1773 530245			Extension				
E-Mail									
StandardComm.Mtd									

Name: Legal name of the entity. In this line the name should not be longer than 40 characters. Do not use commas or any special symbols in the name (except for the '&' sign if specifically requested).

Name 2: "(Payer)"

Search term 1: "CYT 0000" (0000 – Trading Partner number)

Search term 2: "PAYER"

Street: Main field for street address of customer, max 35 characters to be filled in this field. If street address exceeds 35 characters, **Street 2** field to be populated with the remaining information. Fields **Street** and **Street2** are usually printed on documents. **Street 3** is additional address field for street name to fulfill the requirement for lengthy street address, however note that it is not printed on most of documents. **NOTE! House number** field is not to be used!

Postal Code: Postal code / ZIP code as part of the address. SAP provides standard postal code format checks depending on the country maintained.

City: City name as part of the address. For some countries SAP may overwrite the City name with a value depending on Postal Code.

Country: Country key contains information which the system uses to check entries such as the length of the postal code or bank account number.

Region: State / Province / County. Choose according to the City, mandatory for US and Canada and optional for other countries.

Transportation Zone: Used to determine regional zone for recipient of the goods; customer country and postal code determines a Transportation zone to be assigned. Select Transportation Zone from available entries. If a corresponding Transportation Zone does not exist, creation of it has to be requested via HelpDesk assigned to COE_SD.

Language: Customer Master Records to be maintained in English (EN) only for Cytec.

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.

Fax: Fax number, consisting of dialing code and number, but without the country code.

E-Mail: Use to capture general e-mail address – solely for the purpose of contacting the trading partner (will not drive any functionality – no documents will be sent to this address).

StandardComm.Mtd: Standard Communication Method for documents. Choose between "E-mail" and "Fax". E-mail is the preferred Standard Communication method.

Control Data

Address	Control Data	Payment Transactions	Marketing	Unloading Points
Account control				
Vendor	85005	Authorization	<input type="checkbox"/>	
Trading Partner	7218			
Reference data/area				
Industry	<input type="checkbox"/>			
Transport.zone	GBDE75	HEANOR		
Tax information				
Tax Number 1	<input type="text"/>			
Tax Number 2	<input type="text"/>			
VAT Reg. No.	<input type="text"/>	<input type="button" value="Other..."/>		
Tax Jur.	<input type="text"/>			

Vendor: Corresponding vendor number, if the intercompany customer is already set up as vendor.

If the corresponding intercompany vendor is created afterwards, the same field must be populated in vendor master with the number of the corresponding customer.

Trading Partner: The trading partner is code of legal entity to which the Intercompany customer belongs (each Payer represents a Trading Partner).

Tax Number 1: Country Specific Tax Numbers to be maintained (e.g. SIRET Codes for France, fiscal number for Italy, etc.). Populate if provided.

Tax Number 2: Country Specific Tax Numbers to be maintained if applicable (e.g. SIREN Codes for France). Populate if provided.

VAT Reg. No.: VAT registration number of the Intercompany customer. The check rules are defined for each EU country and cannot be changed. Populate if provided.

Payment Transactions

Data is not being manually maintained for intercompany customers in SAP.

Marketing

Customer Classification: This field is used for Customer categorization, it is optional. Possible values are "01 – Strategic Cust." and "02 – Non-strategic Cust."

Unloading Points

Address	Control Data	Payment Transactions	Marketing	Unloading Points
Unloading points				
Unloading Point	De...	Cal...	Customer calendar	Goods receiving hrs
carrier	<input type="checkbox"/>	ZZ	Default Calendar	

Unloading Point: "carrier".

Calendar key: "ZZ" – Default Customer Calendar-Mon-Fri.

Contact Person

Address	Control Data	Payment Transactions	Marketing	Unloading Points	Contact Person	
Contact Person						
Form of...	Name	First name	Telephone1	De...	Description	F.. Description
	RECEIVER	INVOICES		0005	Cust-AccountsPayable	03 Invoices receiver

Populate this tab, if information is provided.

Contact Person tab is used for maintaining different contacts related to the customer. For Intercompany setups this tab is usually used for setting up automatic sending of invoices by e-mail. Usually invoices for Intercompany accounts are being sent to Cytec Accounts Payable.

Automatic invoice sending by e-mail is planned to be activated as of August 2015. Automatic sending of invoices will be performed:

- To e-mail addresses entered in Contact Persons tab **AND**
- Document type indicated 03 – Invoices receiver in Function field **AND**
- Attribute 5 in Additional Data is set to 01 – CP Bill-to-Party

Visiting Hours... Business Address... Home Address... Partner Functions... **Additional Data...**

Customer: 50001001 Cytec Engineered Materials Inc Havre De Grace

Contact person: 0000005580

VIP:

Department: 0005 Cust-Accounts

Function: 03 Invoices receive

Power of att.:

Higher partner:

Rep. number: 0

Call frequency:

Buying habits:

Remarks:

Preview

Person

Title:

Last name: RECEIVER

First name: INVOICES

Additional Data ✕

Contact Person: 0000005580

First name: INVOICES

Name: RECEIVER

Attribute 1:

Attribute 2:

Attribute 3:

Attribute 4:

Attribute 5: 01 CP Bill-to-Party

Attribute 6:

Attribute 7:

Attribute 8:

Attribute 9:

Attribute 10:

Step 3 – Company Code Data

Create Customer: General Data

Other Customer Company Code Data Sales Area Data

Customer: INTERNAL

Account Management

Account Management Payment Transactions Correspondence

Accounting information

Recon. account: 13000100 Sort key: 001 Posting date

Recon. account: "13000100" – Intercompany Receivables (ZINC).

Sort key: Maintain this field with default value "001" – Posting date for all the customers.

Payment Transactions

Account Management	Payment Transactions	Correspondence
Payment data		
Terms of payment	Z082	Tolerance group
		ARTG
		<input checked="" type="checkbox"/> Payment history record
Automatic payment transactions		
Payment methods		
<input type="checkbox"/> Clearing with vendor		
	Lockbox	
Payment advice notes		
Rsn code conv.		Selection rule

Terms of payment: Default Payment Term for Intercompany customers (ZINC) is "Z044" – DUE ON RECEIPT.

Tolerance group: "ARTG" for all the customers.

Payment history record: Mark this check-box for all the customers.

Payment method: Populate, if provided.

Correspondence

Data is not being maintained for Intercompany Customers in SAP.

Step 4 – Sales Area Data

Create Customer: General Data	
Other Customer	Company Code Data
	Sales Area Data
Customer	INTERNAL

Sales

Sales	Shipping	Billing Documents	Partner Functions
Sales order			
Customer group	<input type="checkbox"/>		
Currency	USD	United States Dollar	
<input checked="" type="checkbox"/> Switch off rounding			
		DRM Profile	<input type="checkbox"/>
Product attributes			
Pricing/Statistics			
Price group	<input type="checkbox"/>		
Cust.pric.proc.	I	Intercompany Cust.	
Price List	<input type="checkbox"/>		

Currency: Maintain the currency in which customer is transacted. Where there is more than one currency, this should be the primary currency for the customer. This field is mandatory.

Switch off rounding: Mark this check-box for all the customers.

Customer pricing procedure: "I" for intercompany customer (ZINC). The value in this field drives the pricing procedure that will be picked for sales transaction with the customer.

Shipping

Sales	Shipping	Billing Documents	Partner Functions
Shipping			
Delivery Priority	0		
Shipping Conditions	Z0	Inter-Plant	
Delivering Plant			
<input type="checkbox"/> Relevant for POD			
POD timeframe			
Partial deliveries			
<input type="checkbox"/> Complete delivery required			
Partial delivery per item		Partial delivery allowed	
Max. partial deliveries	9		
<input type="checkbox"/> Unlimited tol.			
Underdel. Tolerance	10.0		
Overdeliv. Tolerance	10.0		
General transportation data			
Transportation zone	GBDE75	HEANOR	

Shipping Conditions: Maintain "Z0" – Inter-Plant for Intercompany Customers. Value in this field determines shipping point and route in sales order. If required the value will be changed when booking a sales order.

Underdelivery Tolerance: Maintain the default values 10% for all the customers.

Overdelivery Tolerance: Maintain the default values 10% for all the customers.

Billing Documents

Sales	Shipping	Billing Documents	Partner Functions		
Billing document					
	<input checked="" type="checkbox"/> Rebate	<input type="checkbox"/> Price determin.			
Invoicing dates					
InvoicingListDates					
BillingPlan Type					
Delivery and payment terms					
Incoterms	DAP	DAP001			
Terms of payment	Z082	NET 60/INV.DATE	Paym.guar.proc. <input type="checkbox"/>		
Credit ctrl area					
Accounting					
Acct assgmt group	Z1	Affiliated Customer			
Taxes					
Country	Name	Tax categ...	Name	Tax...	Description
FR	France	LCFR	License - France	1	Check license
FR	France	MWST	VAT	1	Liabe for Taxes
GB	United Kingdom	MWST	VAT	1	Liabe for Taxes
IT	Italy	LCIT	VAT license Italy	1	Check license
IT	Italy	MWST	VAT	1	Liabe for Taxes
US	USA	UTXJ	Tax Jurisdict.Code	1	Taxable

Rebate: This check-box should be marked for all customers.

Incoterms 1: Default value for Intercompany customers is "EXW" for US Sales Areas and DAP for EMEA Sales Areas.

Incoterms 2: Use the drill down option and enter the Incoterm 1 selected to get the list of available Incoterms 2. Select the Incoterms 2 applicable for the given customer.

Terms of payment: Default Payment Term for Intercompany customers is "Z044" – DUE ON RECEIPT

Account assignment group: Maintain "Z1" – Affiliated Customer for Intercompany customers. Maintained Account assignment group drives the G/L account to be posted at the time of billing.

Tax classification: The table **Taxes** shows the countries from where deliveries to the customer can be made. By default tax classification to be maintained as taxable if there are no special requests from Tax Department.

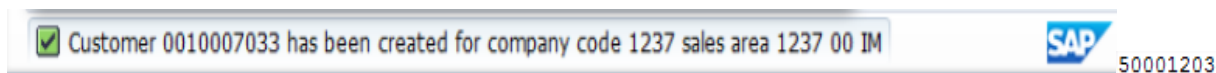
Partner Functions

PF	Partner Function	Number	Name	Partner Description
BP	Bill-to party	50001204	Cytec IM (Derby) Limited	
BP	Bill-to party	50001204	Cytec IM (Derby) Limited	
PY	Payer	50001204	Cytec IM (Derby) Limited	
SH	Ship-to party	50001204	Cytec IM (Derby) Limited	

Information in this tab is maintained to link the partners, it defines responsibility of each partner in a business transaction.

Intercompany customer that has been set up as a legal entity, does not require any changes in this tab.

Save the record and note the customer number displayed at the bottom of the SAP screen, it will be used as Payer in Partner Functions tab for plant/sales /administrative office.



Setup of Intercompany Customer – Plant

Setup of Intercompany customer – Plant is performed following the same steps as to set up Intercompany customer – Legal Entity, however there are some differences in the fields listed below:

Customer	50001016	Cytec IM (Derby) Limited	Heanor
<div style="display: flex; justify-content: space-between;"> Address Control Data Payment Transactions Marketing Unloading Points Contact </div>			
<div style="display: flex; align-items: center;"> Preview </div>			
Name			
Name		Cytec IM (Derby) Limited	
		Heanor Site 4: Plant - 2010	
Search Terms			
Search term 1/2		CYT 7218	2010
Street Address			
Street 2		Composites House	
Street/House number		Sinclair Close Heanor Gate	
Postal Code/City		DE75 7SP	Heanor
Country		GB	United Kingdom
		Region	DB
		Derbyshire	
Transportation zone		GBDE75	HEANOR

Name 2: Plant name and number. Plant does not need "(Payer)" to be entered in **Name 2** field. The field will remain empty for offices (example – Cytec Latvia).

Search Term 2: This field is used to capture plant number for Intercompany customers. The field is not mandatory to be filled – leave empty if creating sales /administrative office.

In **Partner Functions** tab customer number of Intercompany customer – legal entity has to be used as Payer for plant/sales/administrative office. In some cases administrative (finance) office may have to be set as Bill-to party.

Customer	50001016	Cytec IM (Derby) Limited	Heanor
Sales Org.	7218	Cytec IM (Derby) Lim	
Distr. Channel	00	Cytec Distribution	
Division	IM	Industrial	

Sales	Shipping	Billing Documents	Partner Functions
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PF	Partner Function	Number	Name	Partner Description
SP	Sold-to party	50001016	Cytec IM (Derby) Limited	
BP	Bill-to party	50001016	Cytec IM (Derby) Limited	
PY	Payer	50001204	Cytec IM (Derby) Limited	
SH	Ship-to party	50001016	Cytec IM (Derby) Limited	

Please see below an overview of Intercompany Customer specific fields. For more details please consult previous chapter "Setup of Intercompany Customer – legal entity".

General Data: Address	
Name 2	Plant name and number.
Search Term	"CYT 0000" (0000 – Trading Partner number)
Search Term 2	Plant number (if applicable)
General Data: Control Data	
Vendor	Corresponding vendor number.
Trading partner	Legal entity to which the Intercompany customer belongs
Company code data: Account Management	
Recon. Account	"13000100" – Intercompany Receivables (ZINC).
Company code data: Payment Transactions	
Terms of payment	"Z044" – DUE ON RECEIPT.
Sales Area Data: Sales	
Customer pricing procedure	"I" – Intercompany cust.
Sales Area Data: Shipping	
Shipping Conditions	"ZO" – Inter-Plant
Sales Area Data: Billing Documents	
Incoterms 1	"EXW" – for US Sales Areas "DAP" – for EMEA Sales Areas
Incoterms 2	"EXW001" – for US Sales Areas "DAP001" – for EMEA Sales Areas
Terms of payment	"Z044" – DUE ON RECEIPT.
Account assignment group	"Z1" – Affiliated Customer
Sales Area Data: Partner Functions	
PY – Payer	Intercompany customer legal entity number.

Setup of Intercompany Vendor – Legal Entity

Step 1 – Initial screen

Create Vendor: Initial Screen	
Vendor	<input type="text"/>
Company Code	1237 Cytec IM (OK) Inc
PurchasingOrganization	<input type="text"/>
Account group	ZINT
Reference	
Vendor	<input type="text"/>
Company code	<input type="text"/>
PurchasingOrganization	<input type="text"/>

Vendor: Must not be filled, a number will be given automatically as per defined number range at the moment of saving the new record.

Company Code: To be filled with company code for which the vendor has to be opened. **NOTE!** Intercompany Vendor **must not** be opened for the Company Code which is equal to Trading Partner.

Purchasing Organization: Leave empty.

Account group: "ZINT" – Intercompany.

Step 2 – General data

Address

Name	
Name	Cytec IM (Derby) Limited
(Payer)	<input type="text"/>
Search Terms	
Search term 1/2	CYT 7218 PAYER
Street Address	
Street 2	Sinclair Close Heanor Gate
Street/House number	Composites House
Postal Code/City	DE75 7SP Heanor
Country	GB United Kingdom Region DB Derbyshire
Time zone	GMTUK
Transportation zone	GBDE75 HEANOR

Name: Legal name of the entity. In this line the name should not be longer than 40 characters. (Sentence case)

Name 2: "(Payer)" for Payers.

Search term 1: "CYT 0000" (0000 – Trading Partner number)

Search term 2: "PAYER"

Street: Main field for street address of intercompany vendor, 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. (Sentence case) **NOTE!** House number field is not to be used!

Postal Code: Postal code/ZIP code as part of the address.

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.

Region: State / Province / County. Choose according to the City. Mandatory for **US** and **Canada** and optional for other countries.

Transportation Zone: Used to determine regional zone for recipient of the goods; customer country and postal code determines a Transportation zone to be assigned to a customer. Select Transportation Zone from available entries.

Language: Intercompany Vendor Master Records to be maintained in English (EN).

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.

Fax: Main fax number (without country code and without blanks).

E-mail: Main e-mail address. POs will be sent to this e-mail address.

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

Control

Account control			
Customer	50001204	Authorization	
Trading Partner	7218		
Tax information			
Tax Number 1		Tax number type	
Tax Number 2		Tax type	
Tax Number 3			
Tax Number 4			<input type="checkbox"/> Tax Split
Fiscal address			
Tax Jur.		VAT Reg. No.	GB411169877 Other...
Tax Number 5			
Reference data			
Location no. 1		Location no. 2	
Cred.info no.		Last ext.review	
Industry	0003		
SCAC		Car.freight grp	
Transport.zone	GBDE75	HEANOR	ServAgntProcGrp
			Stat.gr.service 02

Customer: Corresponding customer number if the intercompany vendor is already set up as a customer.

If the corresponding intercompany customer is created afterwards, the same field must be populated in customer master with the number of the corresponding vendor.

Trading Partner: The trading partner is code of legal entity to which the Intercompany vendor belongs (each legal entity represents one Trading Partner).

Tax Number 1: Country Specific Tax Numbers to be maintained (e.g. SIRET Codes for France, fiscal number for Italy, etc.). Populate if provided.

Tax Number 2: Country Specific Tax Numbers to be maintained if applicable (e.g. SIREN Codes for France). Populate if provided.

VAT Reg. No.: VAT registration number of the Intercompany customer. The check rules are defined for each EU country and cannot be changed. Populate if provided.

Industry:"0003" – Sensitive for Intercompany vendors.

Stat.gr.service:"02" – Not relevant for statistics for Intercompany vendors.

Payment transactions

Bank Details										
C...	Bank Key	Bank Account	Ac...	A..	IBAN	IBANV...	BankT	Reference det...	D..	Name of bank
US	021000021	352822685					USD		<input type="checkbox"/>	JPMORGAN CHASE BANK

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

NOTE! If routing number for US validates as Joint UPIC account and bank name provided with the banking information does not match the bank name in the system, please request letterhead form the bank confirming their routing number and update the system accordingly.

Bank account: Account number. For Belgian accounts the format should be as follows 3 digits-7 digits-2 digits.

BnkT: MULT – in cases bank details added are for multicurrency bank.

Currency code - (GBP, USD, etc.) in cases when only one currency is used for the specific bank account.

Contact Persons

Contact Person					
Form of...	First name	Name	Telephone1	De...	Description
		AR remittances		0009	Financial department

First name: Contact name. (Sentence case).

Name: Contact last name. (Sentence case).

Additional information, such as telephone and email, can be added through "Partner details".

Vendor tec Engineered Materials Inc Tempe

Contact Person 5721

VIP Gender

Marital Status Date of birth

Department Financial department

Function

Authority

Call frequency

Buying habits

Notes

Preview

Person

Title

Last name

First name

Academic Title

Format

Function

Department

Room Number Floor Building

Communication

Language

Telephone Extension

Mobile Phone

Fax Extension

E-Mail

Comm. Meth

Company

Cytec Engineered Materials Inc / 2085 East Technology Circle / Tempe AZ 852...

Department: 0002 – Purchasing contact (please note, POs will be sent to the e-mail, entered on General Data - Address screen - Communication section). **0009** – Financial department (e-mail for payment notifications, remittances).

Language: EN English by default.

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.

Fax: Fax number of the contact (without country code and without blanks).

E-mail: E-mail address of the contact.

Comm. Meth.: Standard communication type. Preferred/default value should be e-mail.

Step 3 – Company code data

Accounting Information

Accounting information			
Recon. account	<input type="text" value="31000100"/>	Sort key	<input type="text" value="001"/> Posting date

Recon. account: "31000100" for Intercompany Payables (ZINT).

Sort key: "001" – Posting date for all the vendors.

Payment data	
Payt Terms	<input type="text" value="Y011"/>
Chk double inv.	<input checked="" type="checkbox"/>

Automatic payment transactions			
Payment methods	<input type="text" value="AW"/>	Payment block	<input type="checkbox"/> Free for payment
Alternat.payee	<input type="text"/>		

Invoice verification	
Tolerance group	<input type="text"/>

Payt Terms: Default Payment Term for Intercompany vendors (ZINT) is "Y002" – PAY ON RECEIPT OF INVOICE.

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.

Payment methods: Maintain the default value "5" for all Intercompany vendors and "7" for vendors located in same region as Company code for which it is open (EU for EU, US for US).

Withholding Tax Accounting

Data is not being maintained in SAP.

Save the record and note the vendor number displayed at the bottom of the SAP screen, it will be used as Invoicing Party in Partner Functions tab for plant/sales /administrative office.

Vendor 0000086001 was created in company code 1237



85004

Setup of Intercompany Vendor – Plant/Sales/Administrative office

Step 1 – Initial screen

Create Vendor: Initial Screen	
Vendor	<input type="text"/>
Company Code	<input type="text"/>
PurchasingOrganization	CP01 Central Global P Org
Account group	ZINT
Reference	
Vendor	<input type="text"/>
Company code	<input type="text"/>
PurchasingOrganization	<input type="text"/>

Vendor: Must not be filled, a number will be given automatically as per defined number range at the moment of saving the new record.

Company Code: Leave empty.

Purchasing Organization: "CP01" – Central Global Purchasing Organization.

Account group: "ZINT" – Intercompany.

Step 2 – General data

Setup of Intercompany vendor – plant or sales or administrative office is performed following the same steps as to set up Intercompany vendor – legal entity; however there are some differences in the fields listed below:

Vendor	89412
<input type="button" value="Preview"/>	
Name	
Name	Cytec IM (Derby) Limited
	Heanor Site 4: Plant - 2010
Search Terms	
Search term 1/2	CYT 7218 2010
Street Address	
Street 2	Sinclair Close Heanor Gate
Street/House number	Composites House
Postal Code/City	DE75 7SP Heanor
Country	GB United Kingdom
Region	DB Derbyshire
Time zone	GMTUK
Transportation zone	GBDE75 HEANOR

Name 2: Plant name and number. The field will remain empty for offices (example – Cytec Latvia).

Search Term 2: This field is used to capture plant number for Intercompany vendors. Fill "OFFICE" for Sales/Administrative office.

Payment transactions view is not being maintained for plants.

Please see below an overview of Intercompany Vendors specific fields maintained in the General data view. For more details please consult previous chapter "Setup of Intercompany Vendor – Legal Entity".

General Data: Address	
Name 2	Plant name and number

Search Term	"CYT 0000" (0000 – Trading Partner number)
Search Term 2	Plant number (or OFFICE for sales/administrative office)
General Data: Control	
Customer	Corresponding customer number
Trading partner	Legal entity to which the Intercompany vendor belongs
Industry	"0003" – Sensitive for Intercompany vendors
Stat. gr. service	"02" – Not relevant for statistics for Intercompany vendors.

Step 3 – Purchasing organization data

Purchasing data

Conditions	
Order currency	USD United States Dollar
Terms of payment	Y011
Incoterms	DDP DDP001
Schema Group, Vendor	ZS Cytec STO Vendors
Pricing Date Control	1 Purchase Order Date
Control data	
<input checked="" type="checkbox"/> GR-Based Inv. Verif.	<input type="checkbox"/> RMA Required
<input type="checkbox"/> AutoEvalGRSetmt Ret	
<input checked="" type="checkbox"/> Acknowledgment Reqd	
<input checked="" type="checkbox"/> Automatic purchase order	
<input checked="" type="checkbox"/> Subsequent settlement	
<input checked="" type="checkbox"/> Subseq. sett. index	<input type="checkbox"/> Grant discount in kind
<input checked="" type="checkbox"/> B.vol.comp./ag.nec.	
<input checked="" type="checkbox"/> Doc. index active	
<input type="checkbox"/> Returns vendor	
<input checked="" type="checkbox"/> Srv.-Based Inv. Ver.	Shipping Conditions Z0 Inter-Plant
Default data material	
Purchasing group	
Confirmation Control	

Order currency: Default Order currency for Intercompany vendors (ZINT) is "USD" – United States Dollar.

Terms of payment: Default Payment Term for Intercompany vendors (ZINT) is "Y002" – PAY ON RECEIPT OF INVOICE.

Incoterms: Default Incoterms for Intercompany vendors (ZINT) is "DDP" – Delivered Duty Paid.

Schema Group, Vendor: "ZS" – Cytec STO Vendors to be selected for Intercompany plants that are live in SAP, "ZC" – Cytec Vendors to be selected for all the rest.

Pricing Date Control: "1" – Purchase Order Date is default value for all vendors.

GR-Based Inv. Verif.: Mark this check-box for all Intercompany vendors.

Acknowledgment Reqd: Mark this check-box for all Intercompany vendors.

Automatic purchase order: Mark this check-box for all Intercompany vendors.

Subsequent settlement: Mark this check-box for all Intercompany vendors.

Subseq. Sett. index: Mark this check-box for all Intercompany vendors.

B.vol.comp./ag.nec.: Mark this check-box for all Intercompany vendors.

Doc. index active: Mark this check-box for all Intercompany vendors.

Srv.-Based Inv. Ver.: Mark this check-box for all Intercompany vendors.

Shipping Conditions: "ZO" – Inter-Plant for Intercompany vendors.

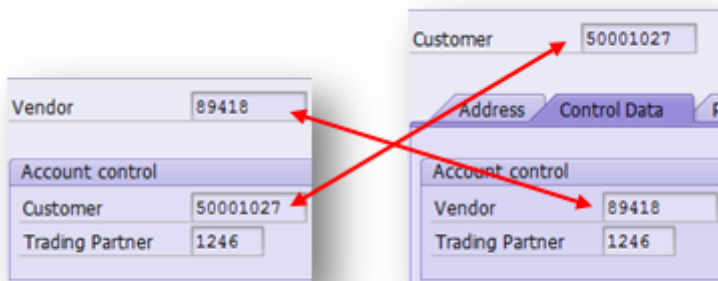
Partner Functions

P..	Name	Number	Name	D..
OA	Ordering address	89412	Cytec IM (Derby) Limited	<input type="checkbox"/>
VN	Vendor	89412	Cytec IM (Derby) Limited	<input type="checkbox"/>
PI	Invoicing Party	85005	Cytec IM (Derby) Limited	<input type="checkbox"/>

In **Partner Functions** vendor number of Intercompany vendor – legal entity has to be used as Invoicing Party for plant/sales/administrative office.

Checklist for changes

In case any change is performed in master data of Intercompany record, it may require a corresponding change in master data of related record as well:



- Name/Address change for customer Name/Address change for vendor
- Trading partner change for customer Trading partner change for vendor
- Trading partner change Payer change in all Sales Areas for customer

Invoicing Party change for vendor

Customer: 50001027 CYTEC PROCESS MATERIALS CA INC

Sales Org.: 1237 Cytec IM (OK) Inc

Distr. Channel: 00 Cytec Distribution

Division: IM Industrial

Partner Functions:

PF	Partner Function	Number	Name
SP	Sold-to party	50001027	CYTEC PROCESS MATERIALS CA INC
BP	Bill-to party	50001027	CYTEC PROCESS MATERIALS CA INC
PY	Payer	50001203	Cytec Process Materials (CA) I
SH	Ship-to party	50001027	CYTEC PROCESS MATERIALS CA INC

Vendor: 89418 Santa Fe Springs: Plant - 2040

Purchasing Org.: CP01 Central Global P Org

Partner Functions:

P..	Name	Number	Name
OA	Ordering address	89418	Santa Fe Springs: Plant - 2040
VN	Vendor	89418	Santa Fe Springs: Plant - 2040
PI	Invoicing Party	85004	Cytec Process Materials (CA) Inc

Appendix 1 – Requesting new Trading partner creation.

Often for a new Intercompany setup in SAP, also new trading partner has to be created. When a new Intercompany vendor has to be created and a corresponding trading partner number is not in the system proceed with the following steps:

1. Go to IC Trading number [excel file](#) and try to find the trading partner number. If trading partner cannot be found by Solvay/Cytec company name, please choose the next free sequential number.
2. Send a request to Infosys (**IS-CYT-AMS-FI**) to create a new trading partner. Following information needs to be provided to them:
 - a. New trading partner number - 3 digit entity number preceded with:
 - i. 1 for US
 - ii. 3 for LA
 - iii. 5 for APAC
 - iv. 7 for EU
 - b. Name of IC record – max 30 characters.
 - c. Country
 - d. Language
 - e. Currency.

The number range for Solvay entities is 910-999.

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.

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 **BBBC** CCCC CCCC

::B = bank code, C = account No (the last 12 digits are used as an account).

Bosnia and Herzegovina (20) IBAN format: BAkk **BBBS** SSCC 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** BBBC 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 **BBBB** 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 BB**CC CCCC CC
 ::A = start of the SWIFT, **B = bank code**, C = account No.

Italy (27) IBAN format: ITkk **ABBB BBCC CCCX** 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 **BBBC** CCCC CCCC CCCC
 ::**B = bank code**, C = account No.

Kazakhstan (20) IBAN format: KZkk **BBB** CCCCC CCCC CCCC
 ::**B = bank code**, C = account No.

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

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

Monaco (27) IBAN format: MCKk **BBBB BGGG** GGCC CCCC CCCC CKK
 ::**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 CCCCC
 ::**B = bank code**, C = account No.

Poland (28) IBAN format: PLkk **BBBB BB**Bk 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 CCCK 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 CCCX** 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 **BBBC** 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 BR**CC 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** SS CC CCCC CC
 ::B = alphabetical bank code, **S = sort code (often a specific branch)**, C = account No.

Ukraine (29) IBAN format: UAkk **BBBB BB**CC CCCC CCCC CCCC CCCC C
 ::**B = bank code**, C = account No.

Appendix 2 – IBAN structure

Appendix 3 – Plant addition for Intercompany vendor

When a plant is created it has its own customer and vendor linked to it. This enables all intercompany transactions that often happens in the background. This works only for the plants, that are "live" in the specific system.


When a new / replacement account is created in PE1 for sites that are "live" in PE1, plant data should be added in vendors purchasing data:

Go to Extras Add.purchasing data:

The screenshot shows the SAP Vendor Display screen for Vendor 89414. The 'Extras' menu is open, and the 'Add.purchasing data' option is highlighted with a red box. The screen is divided into several sections:

- Vendor Information:** Vendor 89414, Purchasing Org. CP01, Location Manchester.
- Conditions:** Order currency G, Terms of payment Y, Incoterms D, Schema Group Vendor ZS, Pricing Date Control 1.
- Control data:**
 - GR-Based Inv. Verif.
 - AutoEvalGRSetmt Ret
 - Acknowledgment Reqd
 - Automatic purchase order
 - Subsequent settlement
 - Subseq. sett. index
 - B.vol.comp./ag.nec.
 - Doc. index active
 - Returns vendor
 - Srv.-Based Inv. Ver.
 - RMA Required
 - Grant discount in kind
 - Shipping Conditions: 20
 - Inter-Plant
- Default data material:**
 - Purchasing group: []
 - Confirmation Control: []

It will display vendor plant relev. where you will be able to add the plant. Please not, before adding the plant you have to be in change mode:

Display Vendor: VSR-/Plant Relev. 

Vendor Cytec IM (Manchester) Ltd
City

Plant assignment

Plant

Possible data maintenance levels

Data retent. at VSR level allowed
 Data retent. at plant level allowed

