

INTRAGROUP Manual Maintenance

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Scope



ERP



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Objective and Scope

The scope of this procedure is to explain how to handle and process Solvay Group Company requests, named Intragroup requests.

The support is provided by MSD team (Materials & Structure Data - former **APDM**) and by Edmundo Fernandes (RtR team).

The maintenance of the intragroup data base (vendors, customers) it is the responsibility of the DATA team (Lisbon) - worldwide.

Vendors and Customers intragroup are identified by the Corporate Group 0000800001 SOLVAY. The exception is the DOMO company where the classification is done in the field Trading Partner with the code "DOMO".

The support concerning DOMO companies is performed by Ramlah Mohamed.

Intragroup requests

Corporate Affairs (Philippe Vanloei) sends a communication via email every time we have changes on the company Structure. MSD team receives that information and creates a ticket for Data Lisbon team in order to proceed manually with the changes or creations on a specific customer or vendor.

It can also be received a request from End Users, due to that we should confirmed first with APDM team if indeed the creation or change should be performed or not, as they have the necessary information to validate the request.

When handling Intragroup requests, it is necessary to gather and analyse existent data in the system, concerning the Solvay Group vendors and customers. This data can be collected from the existing information already inserted in SAP, using transaction **ZPRC**, in order to complete and confirm the information given by the requesters.

These can submit requests to update Vendors or Customers, using the HQ mailbox (brussels.codifhq@solvay.com) or through the **Freshdesk ticket** service (Group PIP DA EMEA). In any case, the information given has to be accurate and in compliance with the rules mentioned in this procedure. Workflows requests are rejected by the RPA.

• ZPRC

Via transaction ZPRC it is possible to check the existing inputs for all the Solvay Group companies.

Once inside the transaction, it is possible to select the necessary data according to the given inputs (e.g. country, corporate group number, trading partner, company name, among others):

Display Table ENTR

Selection options RESET

Selection criteria

Enterprise code		to		
Enterprise medium name	SOLVAY*	to		
Enterprise abbrev.		to		
Country code	BE	to		
Group code		to		
European VAT number		to		
Eurovente		to		
Modification date		to		
Leading enterprise				
Status				

You can analyse all the establishments linked to the company needed by selecting the line and clicking in DISPLAY:

List of Enterprises

D	Ent.	Ent. medium name	Ent abbr	Cty	LeadE	Group	VAT number	Eurovent	DM
	1	SOLVAY (SCH)	SCH-BE	BE	☒	0000800001	BE0403091220	700003	16.10.2019
D	165	SOLVAY (BE)	SLV-BE DN	BE	☒	0000800001	BE0403091220		015.01.2010

Then click in "All establishments" or "Valid establishments":

Display Enterprise

All Establishments Valid Establishments Participations Direct shareholders Children Enterprises

Enterprise 1

Enterprise name

Abbreviat. SCH-BE

Ent med nm SOLVAY (SCH)

Ent. name SOLVAY SA

Ent spc nm SOLVAY SA

List of Valid Establishments

D	Cty	Est. name	Estab.	PRI	Site medium name	ADM	COM	FRU	REC	PIL	WAH	REP	REG	REO
	BE	SLV/NOH	39	X	BRUXELLES NOH	X			X					X
	BE	SLV/NOHHR	3728		BRUXELLES NOH									
	BE	SLV/J	2905		JEMEPPE-SAMBRE									
	RU	SLV/MOW	2062		MOSCOW LENINGR							X		

4 records

NOTE: For Intragroups, the Search Term corresponds to the 'Abbreviat.' of the plant.

To enter an establishment, double click on it.

It is possible to detect in this area, the information concerning which of them is defined as the prime Establishment: marked as "PRI" is the establishment which corresponds to the Payer (Z**1) or (Z**4), marked as "ADM" is the establishment which corresponds to the Payer (Z**1 or Z**4) or to the Payer-bis (Z**3 or Z**5). The main ADM will be the one marked with PRI. The extra ADMs will normally be payer-bis. The other establishments are normally created as Z**8.

We can have two Z**1 but the main payer should have the main Credit. if the credit is not the same for the two payers than we need to split and create one Z**1 and other Z**4 (any doubts please ask for help MSD team).

Some plants are not available in this transaction. In this situations you can see them in the table T001W.

Any relevant input(s) for this company can be collected in this area (if communicated):

Texts						
Lang.	Comment	Activity	Historic	M.B.	Data adm.	Msg. conso.
EL	N° de TVA aux Pays-Bas : NL800949626B01	☐	☐	☐	☐	☐







Entry 1 of 1

By clicking in the field Address you will be able to see the companies address, complete search term and contacts:

Display Establishment: Basic data

Organization Units

Establish.
 Abbreviat.
 Eurovente GPVAO
☐ Not diffused

Status
☒ Valid
☐ Invalid
☐ Erroneous

HR Status
☒ with Personnel
 → Update : 

Relationships

Code	Company	Site
1	SOLVAY (SCH)	20
	Med. name	BRUXELLES NOH
	Std. name	SOLVAY SA -

- **SE16**

Table T001 - will provide the company codes information (local view)

Table T001W - will provide the plant codes information (local view)

NOTE 1: The companies which provide services as **external party** (or external storage) can only be found in the Plants Table. In this type of situations the information retrieved during the creation/modification cannot be performed using the **ZPRC**.

NOTE 2: Subcontracting vendors/customers are not considered intragroup. Example:

Display Customer: General Data

Other Customer  Extra Master Data

Customer SOLVAY C/O C CRAMER GMBH & CO KG HECK

Address Control Data Payment Transactions Marketing

Preview 

Name

Title

Name

Search Terms

Search term 1/2

They are maintained by RIGA team. When detected this vendors/customers add to the search term 2 the code CO.

Master data creation

The creation of the intragroup vendor/customer is performed in the main system (PF1_050) respecting **vendor** and **customer** data base procedures.

All the information received of the company must be checked in the transaction **ZPRC**.

List of Enterprises										
	D	Ent.	Ent. medium name	Ent abbr	Cty	LeadE	Group	VAT number	Eurovent	DM
		5726	SOLVAY MEXICANA	SMX-MX	MX	☒	0000800001			0 24.04.2017

Then, a check of the data base must be performed to avoid duplications. It is used the transaction **SE16_LFA1** and **SE16_KNA1** (PF1_050):

Data Browser: Table LFA1: Selection Screen

Number of Entries

Vendor		to		
Country	MX	to		
Name	*SOLVAY*	to		
Name 2		to		
City		to		
Address		to		

If a **new Company** is created, you have to create at least a vendor and a customer (payer) corresponding to the head office (depending on the company structure) - type of account group Z**1.

An important rule concerning the Payer is that only one payer can exist for a legal company.

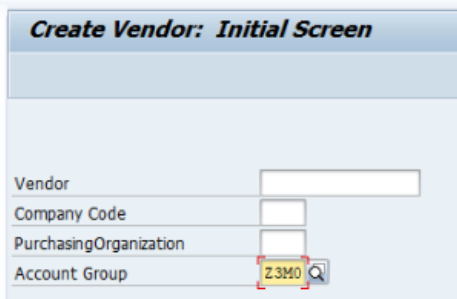
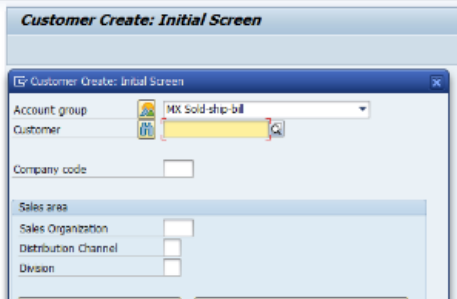
If a **new Establishment** is created for an existing company to send separated invoices from a working unit - type of account group Z**5. This customer must be linked to the payer.

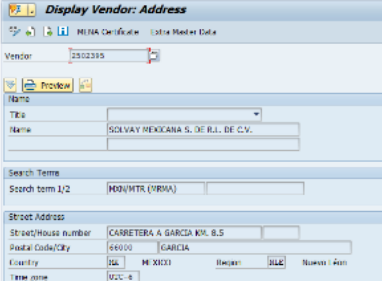
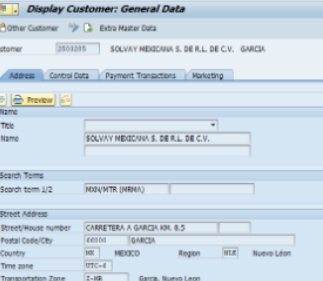
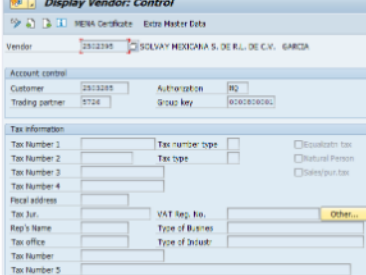
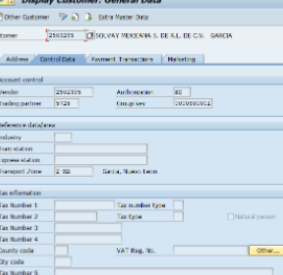
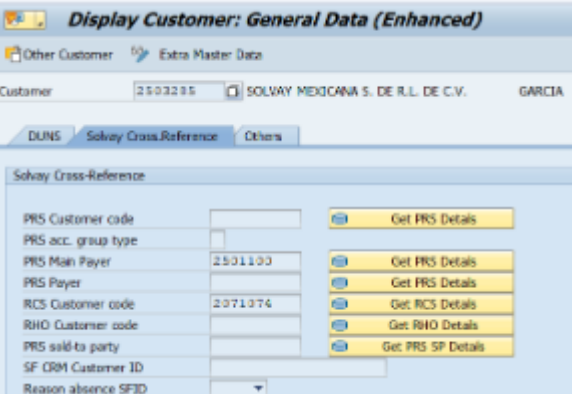
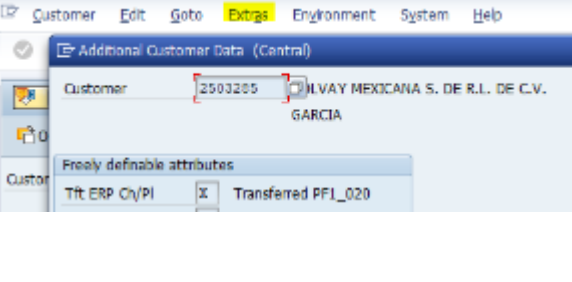
If a **new Establishment** is created for an existing company, a vendor and a customer have to be created with the address of the new establishment - type of the customer account group is Z**8. This customer must be linked to the payer.

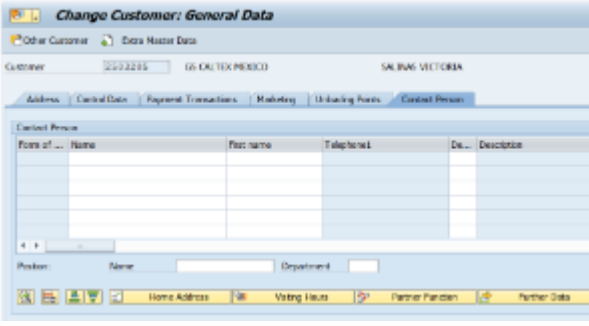
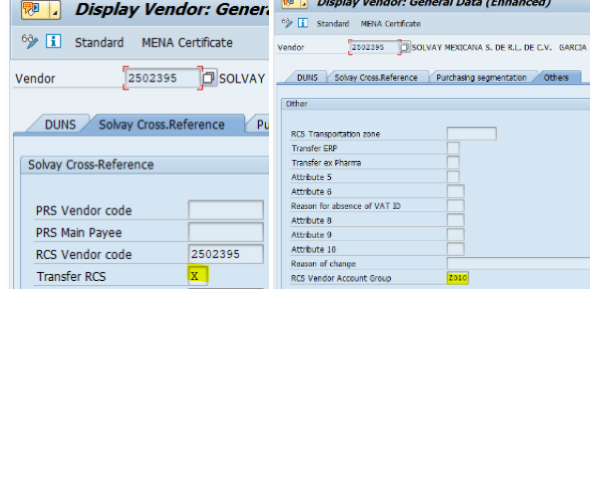
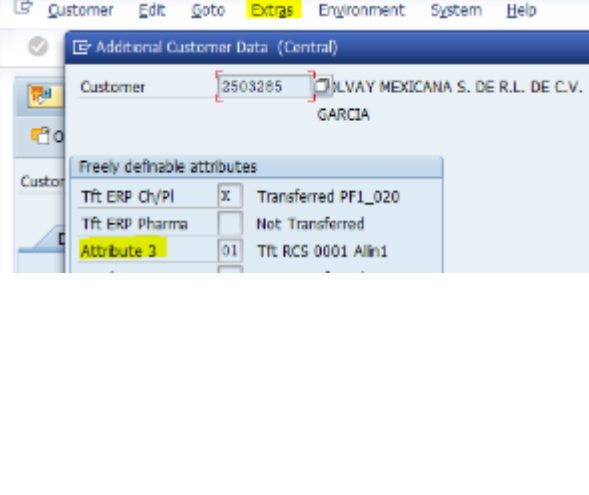
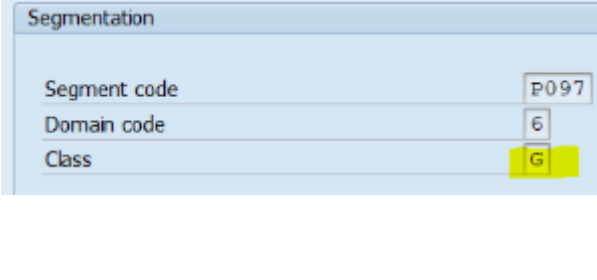
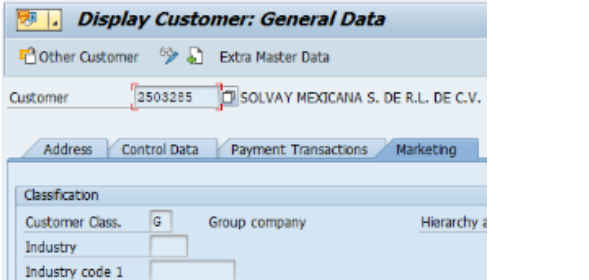
If a **new External Storage** is created a new vendor or/and customer can be created with the Name 1 field equal to the SOLVAY company name and in the Name 2 field "C/O + Name of the storage". The address will be from the Storage like the VAT ID. The Bank account will be from the CICC bank.

If a **new Ship-To** (Z**2) is created the vendor creation is not needed.

To create you will use the transactions **XK01** (for the vendor) and **XD01** (for the customer):

VENDOR	CUSTOMER	Information
Ex.: Establishment of the Company 5726 - Plant MRMA		
Create Vendor: Initial Screen 	Customer Create: Initial Screen 	The Account Group is chosen according to the country of the company. Regarding the customers they can be: • Payer: Z**1 or Z**4; • Payer-Bis: Z**3 or Z**5; • Sold-to: Z**8; • Ship-to: Z**2

		Name, Address and Email (interco-sbs-rtr@solway.com) are mandatory. Name and Address will be available in the ZPRC if payer or PF1 sold-to. Search Term 2 - can be added if provided (Automatic Interco or Non-Auto Interco)
		Vendor and Customer must be linked here; Trading Partner is mandatory, corresponds to the Company Code; Authorization field: HQ Group Key: 0000800001 (GRCL200131 in RCS) VAT will be available in the ZPRC if applicable.
		Z*3, Z*5 and Z*8 must have a main payer code added to the field PRS Main Payer.
		If requested link to the PF1_020 system.

		The tab Contact Person is maintained at local level (PF1_020 / WP1_400).
		If requested link to the WP1_400 system. Regarding the customer master data: ■ 01 - to send a sold-to (Z*8) ■ 02 - to send a ship-to (Z*2) ■ 03 - to send a payer (Z*1 /4)
		Class: G Customer Classification: G

NOTE 1: For European **Vendors**, the VAT number is mandatory (even if the vendor has to be used in an American Company).

NOTE 2: Trading partner **can never be changed**, even if the company is sold to another Group.

NOTE 3: A vendor "**NON AUTO INTERCO**" should be settled with the search term 2 "NON AUTO INTERCO" and not linked to an Intercompany customer. Also this type of vendor can be a copy of an existing vendor AUTOMATIC INTERCO. The search term 1 may contain the acronym CCCY (example: RD/PR (CCCY)).

NOTE 4: The creation of a single vendor/customer code for a Plant (when the correspondent vendor/customer already exists) should be reported to the APDM team (to be added or updated in the plant table).

EXCEPTION: **external party** companies the creation is based in the information received. This customers can only be created as Z*8. It is only checked by the team if a Plant with the same data already exists.

NOTE: An **external party** company can exist in the system as intragroup and as a standard vendor (it is not considered duplication).

All the creations must be transported to the system DF1 (BD14: Z_CRE_ERP - ERP Vendor Master distribution).

Master data update

When it is processed a Name or Address update a check of the data base must be performed to avoid duplications. It is used the transaction **SE16_LFA1**. The update must reflect the information available in the **ZPRC** table.

VERY IMPORTANT: every change performed in the vendor master data must be reflected in the customers master data.

If a **Company is deleted**, you have to mark for deletion all the vendors and customers already created .

If a **company changes of location**, the new address must be entered in all the vendors and customers concerned.

The block/deletion of an obsolete intragroup must follow these rules:

1. The ADPM team must confirm the action;
2. Block and mark for deletion of the vendor/customer;
3. Send an email to Logistics team:
 - a. **PF1:** sbs-emea-data-log-pf1@solvay.com
 - b. **WP1:** sbs-emea-data-log-rcs@solvay.com
4. Create 2 clone tickets:
 - a. Materials team - that after having completed the necessary actions, should transferred to the SRM team
 - b. RTR Intercompany team

The data in the search term 1 and 2 of the vendor cannot be replaced by ****.

CONTACT PERSON

This information can be updated if requested using the transaction **XD02**:

Form of ...	Name	First name	Telephone1	De...	Description	F..	Description
	AKANO	MIZUHO	6098604962				
	CHIAKI	OHTA				28	MSDS receiver
	CHOW	JOE	8522807530				
	CORALLO	MIKE	8033295260				
	EDWARD	RICK	9052705534				
	FUKUSHIMA	AKIKO	+81 (3) 358-54252				

A customer can have several contacts with the name and the same function. Nevertheless each name must have a different contact.

Use the button  to see the Contact persons number:

Customer Change: Contact Person Details

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

Customer: 1069 SOLVAY JAPAN LTD MINATO-KU

Contact person: 0000031938

VIP: ☐ Gender: unknown

Department: Date of birth:

Function: Marital status:

Power of att.: ☐

Linker partner:

This code can be added if needed to the customer partners (sales area view). In this case it needs to have the Function and the Method fields filled.

A Contact Person Name cannot be erased if linked to a customer through the partners data. During the deletion the system will inform you if detected this link.

CUSTOMER Account Group change

This update is performed only in **PF1**. The change can only be performed to the same level or to a below level. A customer Z101 can be changed to a Z1B1, from Z1B8 to Z1B2 is also accepted, from Z1B8 to Z1B1 it is not accepted.

To avoid duplications first it is used the transaction **SE16_KNA1** (PF1_050). Then in the local system (PF1_020) it is used the transaction **XD07**:

Change Account Group

Customer: 3000701 RHODIA BRASIL LTDA

First it is inserted the customers code, then ENTER and then ENTER. To chose the new account group click in the button - :

Change Account Group

Customer: 3000701 RHODIA BRASIL LTDA

Change Account Group

Customer: 3000701 RHODIA BRASIL LTDA

Account group: GR Power and ship-GR Old

New account group: (Select)

Account Groups and Number Ranges

Group	Name	QTR	Date	Lower Bn.	Upper Bn.	Status
2.24	GR Ind. Lisc.			01/05/01	00/000000	
2.26	GR Power and ship-GR Old			01/05/01	00/000000	
2.28	GR Ship-GR			01/05/01	00/000000	
2.28	GR Power-ship-GR Old			01/05/01	00/000000	
2.28	GR Power-GR			01/05/01	00/000000	
2.28	GR Power-GRs			01/05/01	00/000000	
2.28	GR Transport (SchMach)			01/05/01	00/000000	
2.28	GR Ship-GRs			01/05/01	00/000000	
2.28	GR Ind. Lisc.			01/05/01	00/000000	
2.28	South american customers			01/05/01	00/000000	
2.28	S. Am Payroll-GRs-GR Old			01/05/01	00/000000	

Account group:

Select and save.

The change have also to be performed in the PF1_050. It is used one more time the transaction **XD07**.

INTERNATIONAL version update

The international version of an intragroup plant can be checked in the transaction **SM30** - table V_T001W and for an intragroup company **SM30** - table V_T001 (used in the local system).

As soon as confirmed it can be updated on vendor and customers master data (in the main system).

Miscellaneous

Solvay Companies must **NOT** be created as ZZCD. If so, they must be marked for deletion.

Exception: "USE ONLY FOR LOAN" (Materials & Structure Data must be contacted to see the exception).

If in RCS, an intragroup vendor is created as normal vendor and as miscellaneous creditor (Z010 + Z011), if the normal vendor can be used for P. Orders, then there is no reason for creating ZZCD.

In particular situations, Solvay companies can perform loans to other Solvay companies. Only FI documents will be made on these specific vendors.

NOTE 1: The reconciliation account for this type of vendors is 16800501 or 16800101.

NOTE 2: Vendor must have a link with the main system.

NOTE 3: In **Name 2** and **Search Term 1** fields, the expression 'LOAN' must be applied.

Company, Purchasing and Plant view

The creation at Company Level and Purchasing level is performed with the data provided. If not it can be created with a reference vendor/customer.

At local level the fields in the customers master data increase. To see them the operator must use the transaction **XD03** with the customers number and a company code. Example - field ICMS Taxpayer:

Display Customer: General Data

Other Customer Company Code Data Extra Sales Area Data Extra Mast

Customer: 348615 HEMCO DE NICARAGUA SA RA

Address **Control Data** Payment Transactions Marketing Contact Person

Tax Number 1	J0310000003912	Tax number type	
Tax Number 2		Tax type	
Tax Number 3			
Tax Number 4			
County code		VAT Reg. No.	
City code	BZA	Tax Jur.	
ICMS law		SubTrib group	
IPI law			
CFOP Category			
Tax Number 5			
Suframa		CNAE	
Legal Nature	0	CRT Number	
ICMS Taxpayer	EX	Ind. Main	
TST		Company Code	

The intragroup vendors must be marked with the code ZCCY inside the Company code:

Display Vendor: Accounting information Accounting

MONA Certificate Factoring Master Data

Vendor: 302304594 SOLVAY CHEMICALS INTERNATIONAL SAO SEBASTIAO

Company Code: 0005 SOLVAY CHEM INT

Accounting information

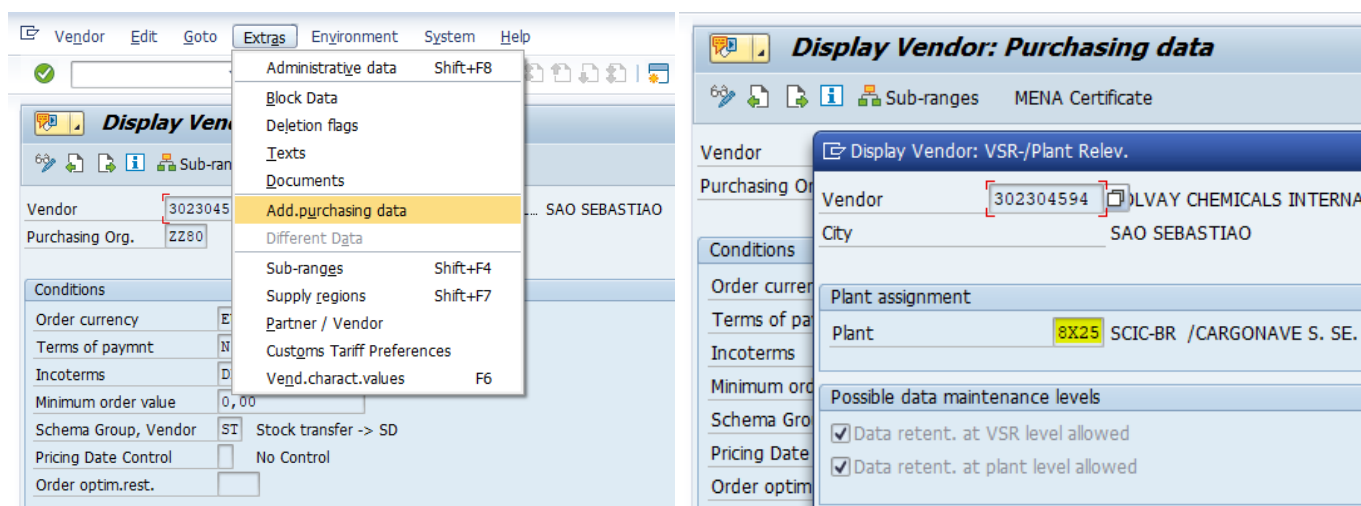
Recon. account	2300000000	Sort key	009	External doc. number
Head office		Subsidy indic.		
Authorization		Cash mgmt group		
Minority indic.		Release group	ZCCY	
		Certificatn date		

And when not created the Reconciliation Account the ticket must be passed to the RtR team (RtR Intercompany Group).

The WP1 vendors can only be linked to the Purchasing Organisation **3200**. The PF1 vendors can only be linked to the Purchasing Organisation **ZZ80**.

This rule is only applicable when relation is between Solvay companies. For example a Domo with a Solvay, the P. Organisation can be other codes.

The link with the Plant is performed for the vendor code at a Purchasing level with the transaction **XK02** (applicable only for "Automatic Interco"):



Regarding a Customer code, the standard data is:

Fields	PF1	WP1
Reconciliation account	2200000000	41100100
Sort Key	009	009
Cash mgmt		E3 (Foreign when the customer country is different from the company code country) E2 (Domestic)
Payment Method		8 (Foreign) 9 (Domestic)
Payment Terms	N000 1197	0028 (included within CAMs program) 0455 (not included)
Payment history record	X	X
Dunn. Procedure		SOLV
Dunning block		X

(The Payment Terms are also applicable for the Vendors code)

NOTE: to confirm if a company code that will be linked is included within CAMs program please check the [link](#) (N/A stands for not applicable):

0001|

Search in attachments

Search

Functional Currency	Accounting ERP	SAP company code	PRS company code	CAMS Adhesion	CAD C
EUR	ERP Solvay - PF1	0001	0001	AR & AP	Hugues
EUR	ERP Solvay - PI1	0231	0231	N/A	Hugues

Bank data maintenance

The Intragroup bank accounts are maintained in the SOLIA portal:

- [Solvay Treasury North America Online](#)
- [Solvay Treasury Online](#)

And also:

- <https://datastudio.google.com/u/0/reporting/1-P0RQxzsb-9iuslcm1S9JbEDL6ec7cz/page/sfjO>
- <https://qliksensedev.solvay.com/solvay/sense/app/5ca37ab4-a511-426c-b8cd-403674bbcb9/sheet/92c5d763-266d-4c40-bcbb-3a3967dd5c6d/state/analysis>
- <https://docs.google.com/spreadsheets/d/1JLG538hq69uhQL2aNoRtH5KQLUgd53zrZliaAx63KOC/edit#gid=0>
- PL bank accounts: <https://www.podatki.gov.pl/wykaz-podatnikow-vat-wyszukiwarka>

All this bank account can be inserted in an intragroup vendor/customer (do not need confirmation).

When the new bank account is not available to be confirm an email must be sent to François Paulus.

The bank account is inserted according to the country rules.

Bank Keys creation

The creation of a bank key is performed in the **PF1_050** system using the transaction **FI01**.

The mandatory fields are:

- **Bank Name** (Name of the bank);
- **Bank Number** (Bank identification used in the IBAN codification);
- **SWIFT Code** (International bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC) - consists of 8 or 11 characters).
 - Format: Bank code (4) + Country Code (2) + Location code (2) + Branch code (optional + 3).
 - The code must be confirmed using the website - <https://www2.swift.com/bsl/index.faces> .

Change Bank : Detail Screen

Change Documents

Bank Country: IT ITALY
Bank Key: 0103002409

Address

Bank name: BANCA MONTE DEI PASCHI DI SIENA S.P.A.
Region:
Street:
City: BOLOGNA
Bank Branch: A.T EMILIA ROMAGNA

Control data

SWIFT/BIC: PASCITMMERO
Bank group:
☐ Postbank Acct
Bank number: 0103002409

Institution (Last update: 21 Oct 2019)	
Institution name	BANCA MONTE DEI PASCHI DI SIENA S.P.A.
BIC	PASCITMMERO
Branch name	(A.T EMILIA ROMAGNA)
Address	
City	BOLOGNA
Address	VIA RIZZOLI 6
ZIP Code	40125
Country	ITALY

To transport the data to other systems it is used the **FI08**:

Distribution of the bank master data

General Selections

Bank Country: 16 to:
Bank Key: 0103002409 to:
Further selections

Stop at Dataset: 100000
☐ Test Run
Receiving Systems: PF1_020

The update is performed using the transaction **FI02**.

A complete new Bank Name normally reflects a new swift. Special attention should be paid to these situations. Cases like the Netherlands and Great Britain bank accounts the SWIFT impacts the Bank Key and the IBAN. Before changing the bank key an extraction needs to be performed through the transaction **SQ 00**. All the vendors using the Bank key (that will be changed) need to be analysed and amended if needed.

NOTE 1: A Bank key cannot have symbols - example : **BG BFTBBSF\$01**.

NOTE 2: When not confirmed the 3 numbers of the branch is not allowed the introduction of 3 Xs - example : AT 18130 (swift **BWFBATW1XXX**).

Customer Sales view

The link between a Customer code and a Sales area is performed at a local level.

The information can be provided by the requester or it can be retrieved from the **SE16_KNVV** (to use a customer as reference).

The link is performed using the **XD01**:

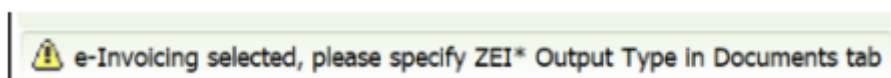
NOTE 1: Inside the tab Partners a customer not payer need to have the main payer as PY and BP. The main payer can be checked in the Extra Master data info.

NOTE 2: Inside the tab Sales, in order to enable the cross-selling functionality "B" needs to be populated in PP cust. proc field (Customer procedure for product proposal).

NOTE 3: Account Assignment Group for Customer is 02 (trade).

When informing the requester of the conclusion of the request it must be mentioned which customer was used as a reference.

- **Error messages:**
 - In situations where the link is not possible due to a red error message, the operator must pass the ticket to the MSD team (IS-DATA-MSD group).
 - A yellow error can also occur:



To fix is necessary to go to the tab Documents and add the code ZE11 plus the Transmission medium needs to be 8:

Out...	Name	L...	T...	Name	D...	Description	N...
ZE11	eInv: eMail (PDF)	EN	8	Special function	1	Send with periodically schedul	1

Useful information

Definitions

- **Payer (Z*1 and Z*4):** customer who is invoiced. It does not mean that he will necessarily receive the invoice or that he will make the payment himself, but that he is legally responsible for the payment.
- **Payer-bis (Z*3 and Z*5):** It is a payer linked to the Payer (legal responsible) through the Credit Limit. It is created when the customer wants the invoices separated from a working unit, but still belonging to the same Credit Control Limit. So, it is linked to the Payer as it uses its Credit limit.
- **Sold-to-party (Z*8):** customer who orders. It must be part of the same legal company as the payer. He must have the same VAT code than the Payer he is linked to.
- **Ship-to-party (Z*2):** customer who received the goods. Only one ship-to-party can be created per company/address. Only exists at General Level. Does not need a Payer.
- **External Storage:** store not belonging to SOLVAY companies. Example: SOLVAY MEXICANA S. DE R.L. DE C.V C/O BRENNTAG MEXICO S.A. DE C.V. (customer 2501106).
- **Automatic Interco:** "Automatic Interco" vendor codes are used to create purchase orders from which you can directly create outbound delivery from the supplying plant. The PO is created automatically with reference to Material and Price. Should be linked to the Plant via Purchasing level.
- **Non-Automatic Interco:** "Non-automatic Interco" vendor codes are used for intercompany flows between plants but with standard purchase order (receiving plant side), and standard sales order from supplying plant. And also the difference in the purchase order when using auto or non-auto

vendor code is in the price determination which is not the same.

- **CCCY:** Consignment Cross Company (customer field is not filled)
- **CSR:** Customer service representatives interact with customers on behalf of an organization. They provide information about products and services, take orders, respond to customer complaints, and process returns. We can find this information on the partner functions of the customer.
- **Credit level:** any request to extend at credit level of a customer payer needs to be forward to credit-management.europe@solway.com (this data is analysed through the transaction **FD32**).

Group Key - is maintained by the MSD team using the transaction **ZPRA**.

Intragroup invoices - are handled by RtR team. The tickets needs to be send to the Freshdesk Group RtR Intercompany.

SOLIA services portal / intragroup bank accounts - support can be provided by Ana Rita Cunha.

- CICC banks can also be found in the [Google sheet](#).

ZPRC table - maintained by Philippe Van Loeij

RPA message to an intragroup workflow request:

"CET Operator RPA 3 (PT99376086): REJECTED the request:
#RPA - Rejected - Based on purchasing recommendations the inter-company process / PAX entities requests linked with Solvay Companies should be managed outside the VWF. Please proceed in creating a Freshdesk ticket for Data Operations Team with your request."

Links

- **Currencies:**

Work charters

- **Payment Terms:**

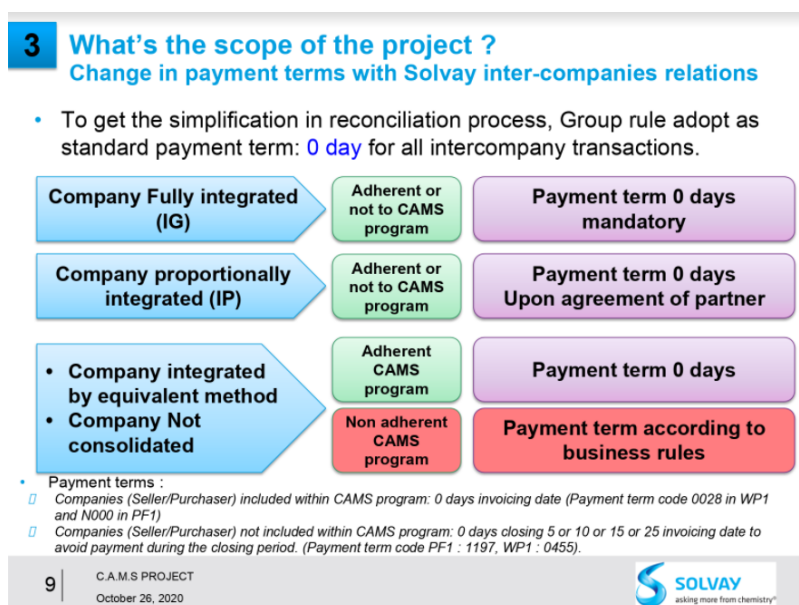
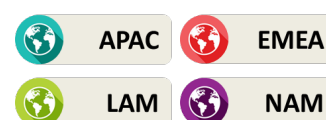


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PF1



WP1

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Objective and Scope

The scope of this procedure is to explain how to handle and process Solvay Group Company requests, named Intragroup requests.

The support is provided by MSD team (Materials & Structure Data - former [APDM](#)) and by Edmundo Fernandes (RtR team).

The maintenance of the intragroup data base (vendors, customers) it is the responsibility of the DATA team (Lisbon) - worldwide.

Vendors and Customers intragroup are identified by the Corporate Group 0000800001 SOLVAY. The exception is the DOMO company where the classification is done in the field Trading Partner with the code "DOMO".

The support concerning DOMO companies is performed by Ramlah Mohamed.

Intragroup requests

Corporate Affairs (Philippe Vanloelj sends a communication via email every time we have changes on the company Structure. MSD team receives that information and creates a ticket for Data Lisbon team in order to proceed manually with the changes or creations on a specific customer or vendor.

It can also be received a request from End Users, due to that we should confirmed first with APDM team if indeed the creation or change should be performed or not, as they have the necessary information to validate the request.

When handling Intragroup requests, it is necessary to gather and analyse existent data in the system, concerning the Solvay Group vendors and customers. This data can be collected from the existing information already inserted in SAP, using transaction **ZPRC**, in order to complete and confirm the information given by the requesters.

These can submit requests to update Vendors or Customers, using the HQ mailbox (brussels.codifhq@solvay.com) or through the [Freshdesk ticket](#) service (Group PTP DA EMEA) . In any case, the information given has to be accurate and in compliance with the rules mentioned in this procedure. Workflows requests are rejected by the RPA.

• ZPRC

Via transaction ZPRC it is possible to check the existing inputs for all the Solvay Group companies.

Once inside the transaction, it is possible to select the necessary data according to the given inputs (e.g. country, corporate group number, trading partner, company name, among others):

Display Table ENTR

Selection options RESET

Selection criteria

Enterprise code		to		
Enterprise medium name	SOLVAY*	to		
Enterprise abbrev.		to		
Country code	BE	to		
Group code		to		
European VAT number		to		
Eurovente		to		
Modification date		to		
Leading enterprise				
Status				

You can analyse all the establishments linked to the company needed by selecting the line and clicking in DISPLAY:

List of Enterprises									
D	Ent.	Ent. medium name	Ent abbr	Cty	LeadE	Group	VAT number	Eurovent	DM
	1	SOLVAY (SCH)	SCH-BE	BE	☒	0000800001	BE0403091220	700003	16.10.2019
D	165	SOLVAY (BE)	SLV-BE DN	BE	☒	0000800001	BE0403091220		015.01.2010

Then click in "All establishments" or "Valid establishments":

Display Enterprise

All Establishments Valid Establishments Participations Direct shareholders Children Enterprises

Enterprise

Enterprise name
 Abbreviat.
 Ent med nm
 Ent. name
 Ent spc nm

List of Valid Establishments

D	Cty	Est. name	Estab.	PRI	Site medium name	ADM	COM	PRU	REC	PIL	WAH	REP	REG	REO
	BE	SLV/NOH	39	X	BRUXELLES NOH	X			X					X
	BE	SLV/NOHHR	3728		BRUXELLES NOH									
	BE	SLV/J	2905		JEMEPEPE-SAMBRE									
	RU	SLV/MOW	2062		MOSCOW LENINGR							X		

4 records

NOTE: For Intragroups, the Search Term corresponds to the 'Abbreviat.' of the plant.

To enter an establishment, double click on it.

It is possible to detect in this area, the information concerning which of them is defined as the prime Establishment: marked as "PRI" is the establishment which corresponds to the Payer (Z**1) or (Z**4), marked as "ADM" is the establishment which corresponds to the Payer (Z**1 or Z**4) or to the Payer-bis (Z**3 or Z**5). The main ADM will be the one marked with PRI. The extra ADMs will normally be payer-bis. The other establishments are normally created as Z**8.

We can have two Z**1 but the main payer should have the main Credit, if the credit is not the same for the two payers than we need to split and create one Z**1 and other Z**4 (any doubts please ask for help MSD team).

Some plants are not available in this transaction. In this situations you can see them in the table T001W.

Any relevant input(s) for this company can be collected in this area (if communicated):

Texts

Lang.	Comment	Activity	Historic	M.B.	Data adm.	Msg. conso.
EN	N° de TVA aux Pays-Bas : NL800949626B01	☐	☐	☐	☐	☐

Entry 1 of 1

By clicking in the field Address you will be able to see the companies address, complete search term and contacts:

Display Establishment: Basic data

Organization Units

Establish.
 Abbreviat.
 Eurovente GPVAO
☐ Not diffused

Status
☒ Valid
☐ Invalid
☐ Erroneous

HR Status
☒ with Personnel
 Update :

Relationships

Code	Company	Site
1	SOLVAY (SCH)	BRUXELLES NOH

Std. name SOLVAY SA -

Table T001 - will provide the company codes information (local view)

Table T001W - will provide the plant codes information (local view)

NOTE 1: The companies which provide services as **external party** (or external storage) can only be found in the Plants Table. In this type of situations the information retrieved during the creation/modification cannot be performed using the **ZPRC**.

NOTE 2: Subcontracting vendors/customers are not considered intragroup. Example:

Display Customer: General Data

Other Customer Extra Master Data

Customer: 1040466 SOLVAY C/O C CRAMER GMBH & CO KG HEEK

Address Control Data Payment Transactions Marketing

Preview

Name

Title

Name: SOLVAY C/O C CRAMER GMBH & CO KG

WEBEREI

Search Terms

Search term 1/2: C CRAMER G CO

They are maintained by RIGA team. When detected this vendors/customers add to the search term 2 the code CO.

Master data creation

The creation of the intragroup vendor/customer is performed in the main system (PF1_050) respecting **vendor** and **customer** data base procedures.

All the information received of the company must be checked in the transaction **ZPRC**.

List of Enterprises

D	Ent.	Ent. medium name	Ent abbr	Cty	LeadE	Group	VAT number	Eurovent	DM
	5726	SOLVAY MEXICANA	SMX-MX	MX	☒	0000800001			024.04.2017

Then, a check of the data base must be performed to avoid duplications. It is used the transaction **SE16_LFA1** and **SE16_KNA1** (PF1_050):

Data Browser: Table LFA1: Selection Screen

Number of Entries

Vendor to

Country: MX to

Name: *SOLVAY* to

Name 2 to

City to

Address to

If a **new Company** is created, you have to create at least a vendor and a customer (payer) corresponding to the head office (depending on the company structure) - **type of account group Z**1**.

An important rule concerning the Payer is that only one payer can exist for a legal company.

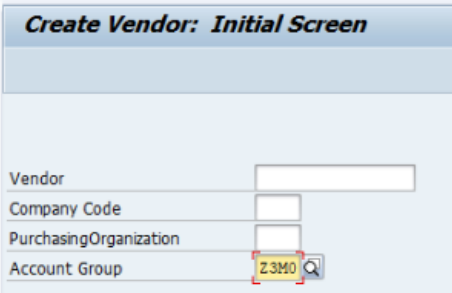
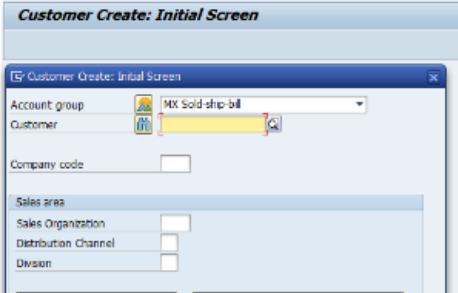
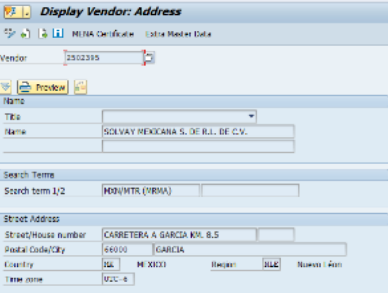
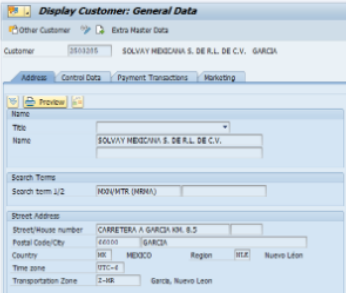
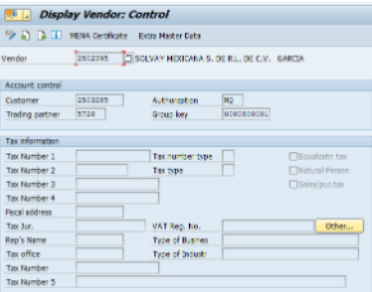
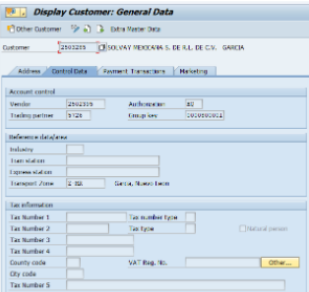
If a **new Establishment** is created for an existing company to send separated invoices from a working unit - **type of account group Z**5**. This customer must be linked to the payer.

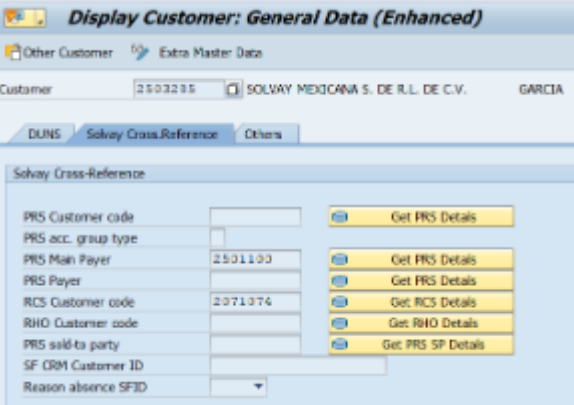
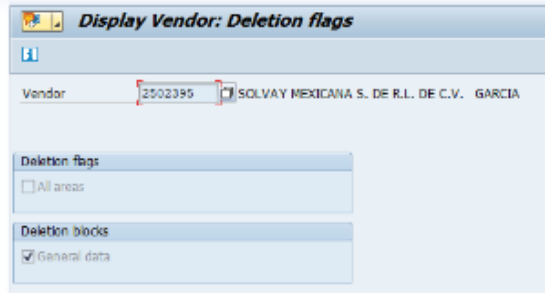
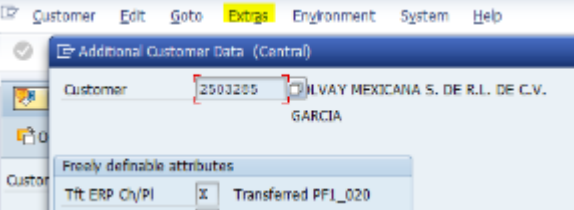
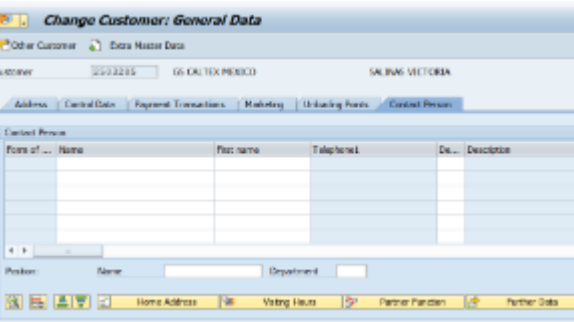
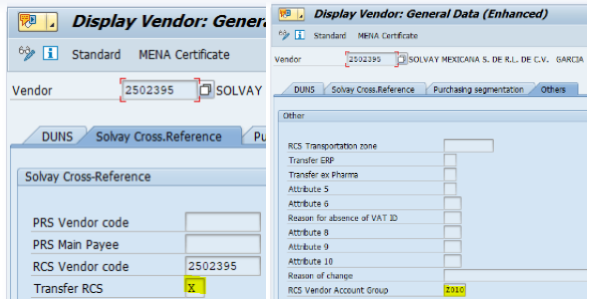
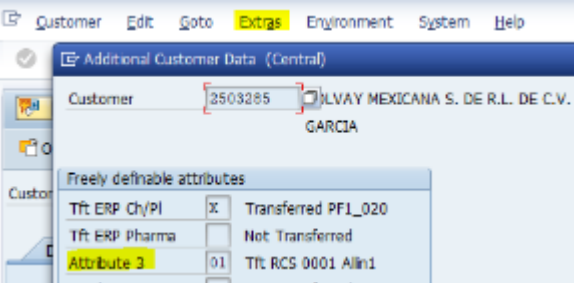
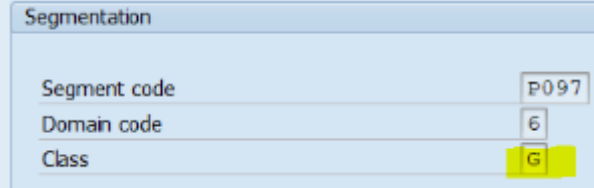
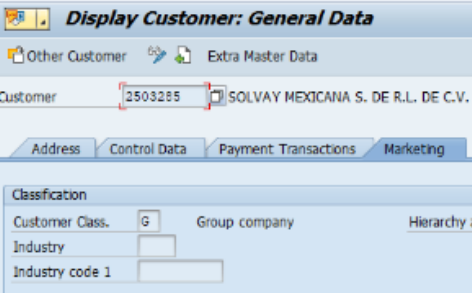
If a **new Establishment** is created for an existing company, a vendor and a customer have to be created with the address of the new establishment - type of the customer account group is Z**8. This customer must be linked to the payer.

If a **new External Storage** is created a new vendor or/and customer can be created with the Name 1 field equal to the SOLVAY company name and in the Name 2 field "C/O + Name of the storage". The address will be from the Storage like the VAT ID. The Bank account will be from the CICC bank.

If a **new Ship-To** (Z**2) is created the vendor creation is not needed.

To create you will use the transactions **XK01** (for the vendor) and **XD01** (for the customer):

VENDOR	CUSTOMER	Information
Ex.: Establishment of the Company 5726 - Plant MRMA 		The Account Group is chosen according to the country of the company. Regarding the customers they can be: • Payer: Z**1 or Z**4; • Payer-Bis: Z**3 or Z**5; • Sold-to: Z**8; • Ship-to: Z**2
		Name, Address and Email (interco-sbs-rtr@solvay.com) are mandatory. Name and Address will be available in the ZPRC if payer or PF1 sold-to. Search Term 2 - can be added if provided (Automatic Interco or Non-Auto Interco)
		Vendor and Customer must be linked here; Trading Partner is mandatory, corresponds to the Company Code; Authorization field: HQ Group Key: 0000800001 (GRCL200131 in RCS) VAT will be available in the ZPRC if applicable.

		Z*3, Z*5 and Z*8 must have a main payer code added to the field PRS Main Payer.
		If requested link to the PF1_020 system.
		The tab Contact Person is maintained at local level (PF1_020 / WP1_400).
		If requested link to the WP1_400 system. Regarding the customer master data: ▪ 01 - to send a sold-to (Z*8) ▪ 02 - to send a ship-to (Z*2) ▪ 03 - to send a payer (Z*1 /4)
		Class: G Customer Classification: G

NOTE 1: For European Vendors, the VAT number is mandatory (even if the vendor has to be used in an American Company).

NOTE 2: Trading partner **can never be changed**, even if the company is sold to another Group.

NOTE 3: A vendor "NON AUTO INTERCO" should be settled with the search term 2 "NON AUTO INTERCO" and not linked to an Intercompany customer. Also this type of vendor can be a copy of an existing vendor AUTOMATIC INTERCO. The search term 1 may contain the acronym CCCY (example: RD/PR (CCCY)).

NOTE 4: The creation of a single vendor/customer code for a Plant (when the correspondent vendor/customer already exists) should be reported to the APDM team (to be added or updated in the plant table).

EXCEPTION: **external party** companies the creation is based in the information received. This customers can only be created as Z*8. It is only checked by the team if a Plant with the same data already exists.

NOTE: An **external party** company can exist in the system as intragroup and as a standard vendor (it is not considered duplication).

All the creations must be transported to the system DF1 (BD14: Z_CRE_ERP - ERP Vendor Master distribution).

Master data update

When it is processed a Name or Address update a check of the data base must be performed to avoid duplications. It is used the transaction **SE16_LFA1**. The update must reflect the information available in the **ZPRC** table.

VERY IMPORTANT: every change performed in the vendor master data must be reflected in the customers master data.

If a **Company is deleted**, you have to mark for deletion all the vendors and customers already created .

If a **company changes of location**, the new address must be entered in all the vendors and customers concerned.

The block/deletion of an obsolete intragroup must follow these rules:

1. The ADPM team must confirm the action;
2. Block and mark for deletion of the vendor/customer;
3. Send an email to Logistics team:
 - a. **PF1:** sbs-emea-data-log-pf1@solvay.com
 - b. **WP1:** sbs-emea-data-log-rcs@solvay.com
4. Create 2 clone tickets:
 - a. Materials team - that after having completed the necessary actions, should transferred to the SRM team
 - b. Rtr Intercompany team

The data in the search term 1 and 2 of the vendor cannot be replaced by ****.

Display Vendor: Block Data	
Vendor	102100001 SOLVAY S.A. - FRANCE
Posting Block	
☒ All company codes	
Purchasing block	
☒ All purchasing organizations	
Block for quality reasons	
Block function	99 Total block

Customer Display: Blocking Data	
Customer	100001 SOLVAY S.A. - FRANCE
Posting Block	
☒ All Company Codes	
Sales and Distribution Blocks	
Order Block	
All Sales Areas	22 Customer blocked
Delivery Block	
All Sales Areas	22 Customer blocked
Billing Block	
All Sales Areas	22 Customer blocked
Block Sales Support	
☒ All Sales Areas	

Display Vendor: Deletion flags

Vendor SOLVAY S.A. - FRANCE

Deletion flags
☒ All areas

Deletion blocks
☒ General data

Customer Display: Deletion Flags

Customer SOLVAY S.A. - FRANCE

Deletion flags
☒ All areas

Deletion blocks
☐ General data

CONTACT PERSON

This information can be updated if requested using the transaction **XD02**:

Change Customer: General Data

Other Customer Sales Area Data CIN Details VAT on Cash Basis Extra Sales Area Data Extra Master Data

Customer SOLVAY JAPAN LTD MINATO-KU

Address Control Data Payment Transactions Unloading Points **Contact Person**

Form of ...	Name	First name	Telephone1	De...	Description	F...	Description
	AKANO	MIZUHO	6099604962				
	CHIAKI	OHTA				28	MSDS receiver
	CHOW	JOE	8522807530				
	CORALLO	MIKE	8033295260				
	EDWARD	RICK	9052705534				
	FUKUSHIMA	AKIKO	+81 (3) 358-54252				

A customer can have several contacts with the name and the same function. Nevertheless each name must have a different contact.



Use the button Details to see the Contact persons number:

Customer Change: Contact Person Details

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

Customer SOLVAY JAPAN LTD MINATO-KU

Contact person

VIP ☐ Gender

Department Date of birth

Function Marital status

Power of att. ☐

Higher partner

This code can be added if needed to the customer partners (sales area view). In this case it needs to have the Function and the Method fields filled.

A Contact Person Name cannot be erased if linked to a customer through the partners data. During the deletion the system will inform you if detected this link.

CUSTOMER Account Group change

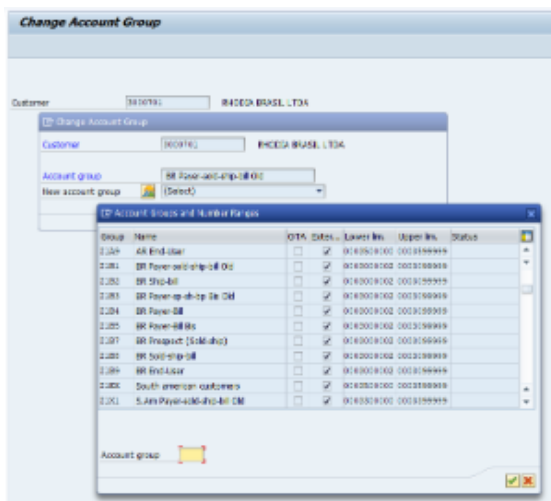
This update is performed only in **PF1**. The change can only be performed to the same level or to a below level. A customer Z101 can be changed to a Z1B1, from Z1B8 to Z1B2 is also accepted, from Z1B8 to Z1B1 it is not accepted.

To avoid duplications first it is used the transaction **SE16_KNA1** (PF1_050). Then in the local system (PF1_020) it is used the transaction **XD07**:

Change Account Group

Customer RHODIA BRASIL LTDA

First it is inserted the customers code, then ENTER and then ENTER. To chose the new account group click in the button - :



Select and save.

The change have also to be performed in the PF1_050. It is used one more time the transaction **XD07**.

INTERNATIONAL version update

The international version of an intragroup plant can be checked in the transaction **SM30** - table V_T001W and for an intragroup company **SM30** - table V_T001 (used in the local system).

As soon as confirmed it can be updated on vendor and customers master data (in the main system).

Miscellaneous

Solvay Companies must **NOT** be created as ZZCD. If so, they must be marked for deletion.

Exception: "USE ONLY FOR LOAN" (Materials & Structure Data must be contacted to see the exception).

If in RCS, an intragroup vendor is created as normal vendor and as miscellaneous creditor (Z010 + Z011), if the normal vendor can be used for P. Orders, then there is no reason for creating ZZCD.

In particular situations, Solvay companies can perform loans to other Solvay companies. Only FI documents will be made on these specific vendors.

NOTE 1: The reconciliation account for this type of vendors is 16800501 or 16800101.

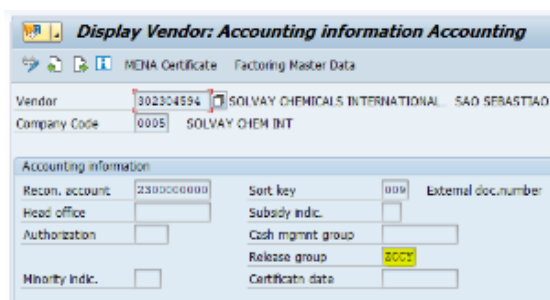
NOTE 2: Vendor must have a link with the main system.

NOTE 3: In **Name 2** and **Search Term 1** fields, the expression 'LOAN' must be applied.

Company, Purchasing and Plant view

The creation at Company Level and Purchasing level is performed with the data provided. If not it can be created with a reference vendor/customer.

The intragroup vendors must be marked with the code ZCCY inside the Company code:

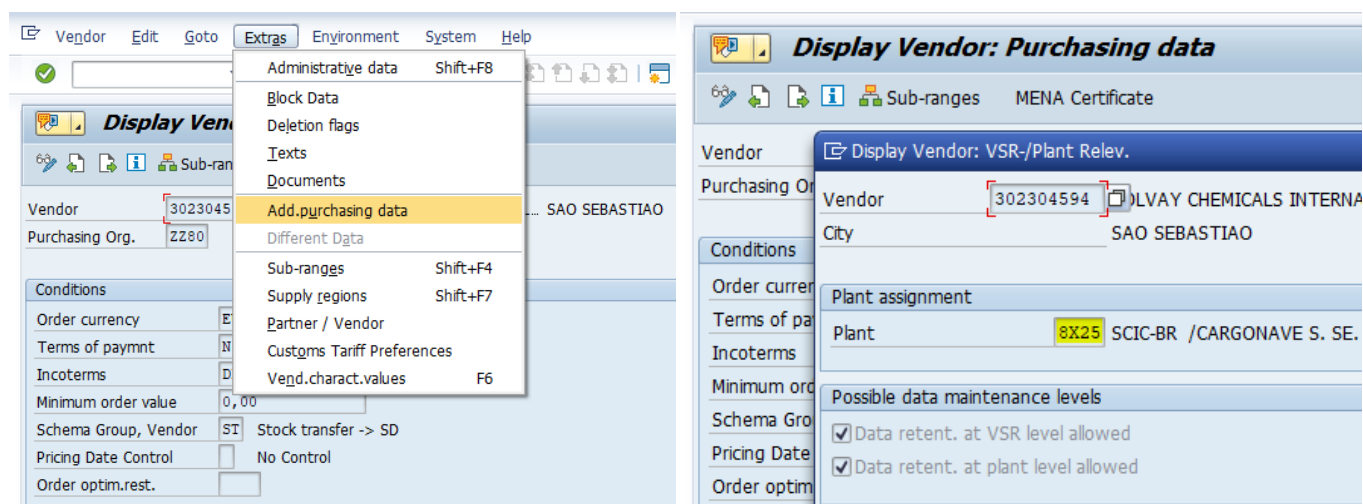


And when not created the Reconciliation Account the ticket must be passed to the Rtr team (Rtr Intercompany Group).

The WP1 vendors can only be linked to the Purchasing Organisation **3200**. The PF1 vendors can only be linked to the Purchasing Organisation **ZZ80**.

This rule is only applicable when relation is between Solvay companies. For example a Domo with a Solvay, the P. Organisation can be other codes.

The link with the Plant is performed for the vendor code at a Purchasing level with the transaction **XK02** (applicable only for “Automatic Interco”):



Regarding a Customer code, the standard data is:

Fields	PF1	WP1
Reconciliation account	2200000000	41100100
Sort Key	009	009
Cash mgmt		E3 (Foreign when the customer country is different from the company code country) E2 (Domestic)
Payment Method		8 (Foreign) 9 (Domestic)
Payment Terms	N000 1197	0028 (included within CAMs program) 0455 (not included)
Payment history record	X	X
Dunn. Procedure		SOLV
Dunning block		X

(The Payment Terms are also applicable for the Vendors code)

NOTE: to confirm if a company code is included within CAMs program please check the [link](#) (N/A stands for not applicable):

0001|

☐ Search in attachments

Search

Functional Currency	Accounting ERP	SAP company code	PRS company code	CAMS Adhesion	CAD C
EUR	ERP Solvay - PF1	0001	0001	AR & AP	Hugues
EUR	ERP Solvay - PI1	0231	0231	N/A	Hugues

Bank data maintenance

The Intragroup bank accounts are maintained in the SOLIA portal:

- [Solvay Treasury North America Online](#)
- [Solvay Treasury Online](#)

And also:

- <https://datastudio.google.com/u/0/reporting/1-P0ROqxzsB-9iuslcm1S9JbEDL6ec7cz/page/sfjO>
- <https://docs.google.com/spreadsheets/d/1JLG538hq69uhQL2aNoRtH5KQLUgd53zrZliaAx63K0c/edit#gid=0>
- PL bank accounts: <https://www.podatki.gov.pl/wykaz-podatnikow-vat-wyszukiwarka>

All this bank account can be inserted in an intragroup vendor/customer (do not need confirmation).

When the new bank account is not available to be confirm an email must be sent to François Paulus.

The bank account is inserted according to the country rules.

Bank Keys creation

The creation of a bank key is performed in the **PF1_050** system using the transaction **FI01**.

The mandatory fields are:

- **Bank Name** (Name of the bank);
- **Bank Number** (Bank identification used in the IBAN codification);
- **SWIFT Code** (International bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC) - consists of 8 or 11 characters).
 - Format: Bank code (4) + Country Code (2) + Location code (2) + Branch code (optional + 3).
 - The code must be confirmed using the website - <https://www2.swift.com/bsl/index.faces> .

Change Bank : Detail Screen

Change Documents

Bank Country: IT ITALY
Bank Key: 0103002409

Address

Bank name: BANCA MONTE DEI PASCHI DI SIENA S.P.A.
Region:
Street:
City: BOLOGNA
Bank Branch: A.T EMILIA ROMAGNA

Control data

SWIFT/BIC: PASCITMMERO
Bank group:
☐ Postbank Acct
Bank number: 0103002409

Institution (Last update: 21 Oct 2019)	
Institution name	BANCA MONTE DEI PASCHI DI SIENA S.P.A.
BIC	PASCITMMERO
Branch name	(A.T EMILIA ROMAGNA)
Address	
City	BOLOGNA
Address	VIA RIZZOLI 6
ZIP Code	40125
Country	ITALY

To transport the data to other systems it is used the **FI08**:

Distribution of the bank master data

General Selections

Bank Country: 1t to
Bank Key: 0103002409 to
Further selections

Stop at Dataset: 100000
☐ Test Run
Receiving Systems: PF1_020

The update is performed using the transaction **FI02**.

A complete new Bank Name normally reflects a new swift. Special attention should be paid to these situations. Cases like the Netherlands and Great Britain bank accounts the SWIFT impacts the Bank Key and the IBAN. Before changing the bank key an extraction needs to be performed through the transaction **SQ 00**. All the vendors using the Bank key (that will be changed) need to be analysed and amended if needed.

NOTE 1: A Bank key cannot have symbols - example : **BG BFTBBSF\$01**.

NOTE 2: When not confirmed the 3 numbers of the branch is not allowed the introduction of 3 Xs - example : AT 18130 (swift **BWFBATW1XXX**).

Customer Sales view

The link between a Customer code and a Sales area is performed at a local level.

The information can be provided by the requester or it can be retrieved from the **SE16_KNVV** (to use a customer as reference).

The link is performed using the **XD01**:

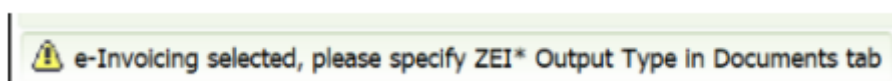
NOTE 1: Inside the tab Partners a customer not payer need to have the main payer as PY and BP. The main payer can be checked in the Extra Master data info.

NOTE 2: Inside the tab Sales, in order to enable the cross-selling functionality "B" needs to be populated in PP cust. proc field (Customer procedure for product proposal).

NOTE 3: Account Assignment Group for Customer is 02 (trade).

When informing the requester of the conclusion of the request it must be mentioned which customer was used as a reference.

- **Error messages:**
 - In situations where the link is not possible due to a red error message, the operator must pass the ticket to the MSD team (IS-DATA-MSD group).
 - A yellow error can also occur:



To fix is necessary to go to the tab Documents and add the code ZE11 plus the Transmission medium needs to be 8:

Useful information

Definitions

- **Payer** (Z*1 and Z*4): customer who is invoiced. It does not mean that he will necessarily receive the invoice or that he will make the payment himself, but that he is legally responsible for the payment.
- **Payer-bis** (Z*3 and Z*5): It is a payer linked to the Payer (legal responsible) through the Credit Limit. It is created when the customer wants the invoices separated from a working unit, but still belonging to the same Credit Control Limit. So, it is linked to the Payer as it uses its Credit limit.
- **Sold-to-party** (Z*8): customer who orders. It must be part of the same legal company as the payer. He must have the same VAT code than the Payer he is linked to.
- **Ship-to-party** (Z*2): customer who received the goods. Only one ship-to-party can be created per company/address. Only exists at General Level. Does not need a Payer.
- **External Storage:** store not belonging to SOLVAY companies. Example: SOLVAY MEXICANA S. DE R.L. DE C.V C/O BRENNTAG MEXICO S.A. DE C.V. (customer 2501106).
- **Automatic Interco:** "Automatic Interco" vendor codes are used to create purchase orders from which you can directly create outbound delivery from the supplying plant. The PO is created automatically with reference to Material and Price. Should be linked to the Plant via Purchasing level.

- **Non-Automatic Interco:** "Non-automatic Interco" vendor codes are used for intercompany flows between plants but with standard purchase order (receiving plant side), and standard sales order from supplying plant. And also the difference in the purchase order when using auto or non-auto vendor code is in the price determination which is not the same.
- **CCCY:** Consignment Cross Company (customer field is not filled)
- **CSR:** Customer service representatives interact with customers on behalf of an organization. They provide information about products and services, take orders, respond to customer complaints, and process returns. We can found this information on the partner functions of the customer.
- **Credit level:** any request to extend at credit level of a customer payer needs to be forward to credit-management.europe@solvay.com (this data is analysed through the transaction **FD32**).

Group Key - is maintained by the MSD team using the transaction **ZPRA**.

Intragroup invoices - are handled by RtR team. The tickets needs to be send to the Freshdesk Group RtR Intercompany.

SOLIA services portal / intragroup bank accounts - support can be provided by Ana Rita Cunha.

- CICC banks can also be found in the [Google sheet](#).

ZPRC table - maintained by Philippe Van Loeij

RPA message to an intragroup workflow request:

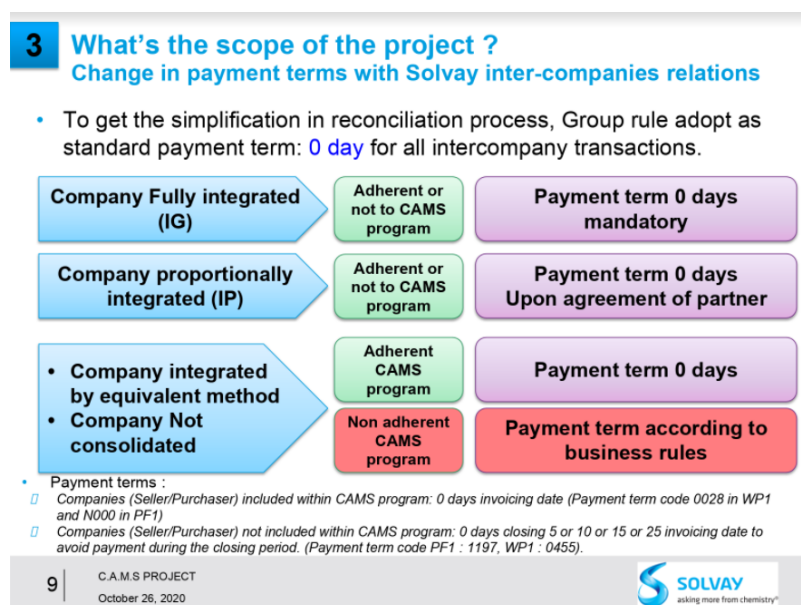
"CET Operator RPA 3 (PT99376086): REJECTED the request:
#RPA - Rejected - Based on purchasing recommendations the inter-company process / PAX entities requests linked with Solvay Companies should be managed outside the VWF. Please proceed in creating a Freshdesk ticket for Data Operations Team with your request."

Links

- **Currencies:**

Work charters

- **Payment Terms:**



Workflow history

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

From Sept 08, 2021 to Nov 04, 2021	Actor	Type	Activity	Version
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Published	 Cátia Amaro	Edit	updated the page at 1:39 pm	
Aug 02, 2021				
	 Rui Cabrita	State	changed state to Published at 1:16 pm	v106
To be approved	 Rui Cabrita	State	gave <i>Approvers</i> approval at 1:16 pm	
Aug 01, 2021				
	 Marta Almeida	State	assigned approval <i>Approvers</i> to  Rui Cabrita at 8:56 am	
		State	changed state to To be approved at 8:56 am	v106
For Review	 Marta Almeida	State	gave <i>Reviewers</i> approval at 8:56 am	