

WW - MC Table of Approvals

Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure**.
2. Add the following **Labels Labels**:
 - Region: **apac, emea, lam, nam**
 - Domain & Process using the **List of labels to be used in the PtP space**
3. Fill all fields as described
4. Once the procedure is completed, publish it using the **PtP Procure to Pay approval workflow**

Table of contents

• Tasks to be completed when creating an operating procedure (from creation to publication)	1
• Enter the Title of the procedure	1
• Add the following Labels Labels:	1
• Region: apac, emea, lam, nam	1
• Domain & Process using the List of labels to be used in the PtP space	1
• Fill all fields as described	1
• Once the procedure is completed, publish it using thePtP Procure to Pay approval workflow	1
• Objective and Scope	1
• Definitions	1
• Maintaining Table of Approvals	1
o Approvers for Miscellaneous Creditors Process	1
▪ Step 1 - Assess request Validity	2
▪ Step 2 - Update Table of Approvals	2
o Approvers for Miscellaneous Creditors ITALY & APAC	2
• Annual Review	2
• Useful information	2

Scope



ERP



References

Attachments

Objective and Scope

This operating procedure aims at describing the actions to be taken by PtP in order to maintain Table of Approvals.

It applies for Data Operations process Worldwide. Any specificity required at regional level, if and whenever applicable, has a chapter inside this procedure.

Any other complementary (i.e. translated versions) documentation related to this matter must always refer to this procedure.

Definitions

GCC - Global Contact Center

PtP - Procure-to-Pay

D&A - Data and Analysis

CAM - Company Accounting Manager

Maintaining Table of Approvals

Approvers for Miscellaneous Creditors Process

- **Frequency:** on request via Freshdesk Tool and annual review during October/November.
- **Task Goal:** Ensure that table of approvals are maintained and all changes are well approved by CAM or delegated
- **Responsibility:** Data Operations Team
- **Access Requirements:**
 - PF1 SM30:
 - ZKF_MC_APPR_V
 - WP1 SM30:
 - ZWFAV010

Step 1 - Assess request Validity

(click on green arrow to proceed throughout the tutorial)

Any request to change the Miscellaneous Creditor table of approvals must comply with 2 pre-requisites:

1 - Authorized Solvay user approval: CAM /Delegated	2 - Template filled in and attached
(either request is sent by the CAM/delegated or his /her formal authorization by email is required)	Template under PtP Portal

Step 2 - Update Table of Approvals

According with the system where the change applies you should enter in the respective tables:

- **PF1:** SM30 - ZKF_MC_APPR_V
- **WP1 :** SM30 - ZWFAV010

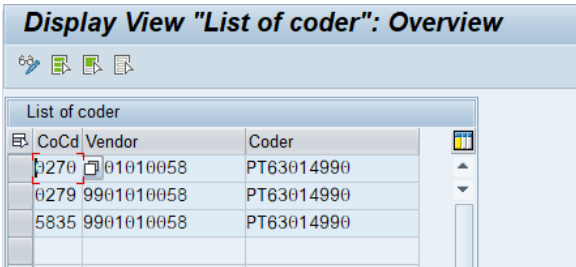
Then, please follow the steps as described in quick tutorial at the right.

Note: WebCycle User is mandatory for any user added into the table of approvals, therefore in case the Approver has no WebCycle User created yet you must do it at the same time via transaction **/cockpit/wum** as [described in this procedure](#).

Approvers for Miscellaneous Creditors ITALY & APAC

- **Frequency:** on request via Freshdesk tool
- **Task Goal:** Ensure that table of approvals are maintained and all changes are well approved by CAM or delegated
- **Responsibility:** Data Operations Team
- **Access Requirements:**
 - SAP PF1: SM30 Table ZKF_CODER

Display View "List of coder": Overview



CoCd	Vendor	Coder
0270	9901010058	PT63014990
0279	9901010058	PT63014990
5835	9901010058	PT63014990

Annual Review

Useful information

- Miscellaneous Creditors Process in PtP (IS [Documentation](#)).