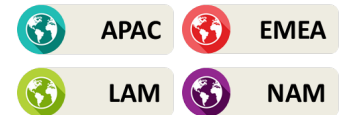


# WW - Invoice Confirmer

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## Scope



## ERP



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## Objective and Scope

### Objective of this Procedure

The purpose of this document is to define the requirements and responsibilities for the creation (presentation, identification, writing, content) and management (validation, approval, sending, revision, deletion, classification and archiving) of controlled documents and records, as per chapters 4.2.3 and 4.2.4 of ISO 9001:2008.

### Scope

This organizational procedure (P) applies to all new controlled documents and records issued by SBS, in the framework of its Quality Management System. For documents already existing in the previous legacies Quality Management Systems, they will be inserted in the new naming convention when they will be reviewed.

## Reference Documents

ISO 9001:2008

ISO/TC 176/SC 2/N 525R2 ISO 9000 Introduction and Support Package: Guidance on the Documentation Requirements of ISO 9001:2008

## Definitions

The field **Invoice Confirmer** can be found in the header of each purchase order. It is optional, filled with the SAP id of an end-user in PF1.

Its aim is twofold:

- on value POs in the US (*each blanket item is limited to a budget coming from a validated purchase requisition, and an end-user can order items, then accept the invoices without recording goods receipts*), the field "invoice confirmer" indicates the end-user who is responsible to validate the invoices (through webcycles emitted by SBS BO-AP)
- on other purchase orders, the field **Invoice Confirmer** indicates (when filled) who is responsible to receive GR and QD webcycles linked to the purchase order, i.e. will record goods receipts or service acceptance, or who will check within the site organization why the invoice is blocked for lack of reception, or quantity difference.

### ME23N

Solvay Custom Data: PO Header

Invoice conf. by	IT93043
Other contact person	
Tel contact person	
e-mail cont. person	

### Filling automatism

The field **Invoice Confirmer** can always be filled at time a purchase order is created manually, and it can always be updated later, or even reset to blank.

The field is also **filled automatically at the end of the creation process** of a purchase order – if left blank.

The automatism is guided by a pilot table as explained below.

**Pilot table maintained in PF1 by Data Operations Vendors Team (ZZM\_PO\_CONF) under transaction SM30**

- purchasing document type\*
- plant code\*
- storage location code
- material group\* (limited to 3 positions)
- User\* with 4 possible values:
  - USER ID
  - T024
  - EBAN
  - EKKO

\*These fields are mandatory.

**Display View "Control table for price in the PO": Overview**

Type	Plant	SLoc	Matl Group	User
EC	1019		ZP0	EBAN
EC	1019		ZP1	EBAN
EC	1019		ZP2	EBAN
EC	1019		ZP5	EBAN
EC	1019		ZP7	EBAN
EC	1019		ZP9	EBAN
EC	1019		ZPZ	EBAN
EC	1021		ZMS	EBAN
EC	1021		ZPS	EBAN
EC	50CA		ZMS	EBAN
EC	50CA		ZPS	EBAN
EC	51YB		ZMS	EBAN
EC	51YB		ZPS	EBAN
EC	53UD		ZMS	EBAN
EC	53UD		ZPS	EBAN
EC	53YA		ZMS	EBAN
EC	53YA		ZPS	EBAN
EC	54MC		ZMS	EBAN
EC	54MC		ZPS	EBAN
EC	54RD		ZMS	EBAN
EC	54RD		ZPS	EBAN
EC	5A00		ZMS	EBAN
EC	5A00		ZPS	EBAN
EC	6006		ZM1	IT91170
EC	6006		ZM2	IT91170
EC	6006		ZM3	IT91170
EC	6006		ZM4	IT91170
EC	6006		ZM5	IT91170
EC	6006		ZM6	IT91170
EC	6006		ZM7	IT91170
EC	6006		ZMS	EKKO
EC	6006		ZMZ	IT91170
EC	6006		ZP0	IT91170
EC	6006		ZP1	IT91170

#### Automatism logic

**Step 0:** the automatism is active only on creation of a PO and outside Purchasing Organization ZZ80 (*cross-company transfers*).

**Step 1:** The automatism is skipped if the field is already filled (not blank).

**Step 2:** the data of the first PO item are examined.

**Step 3:** the plant code of the first PO item determines the adequate lines in the pilot table – no automatism occurs if this plant code does not show.

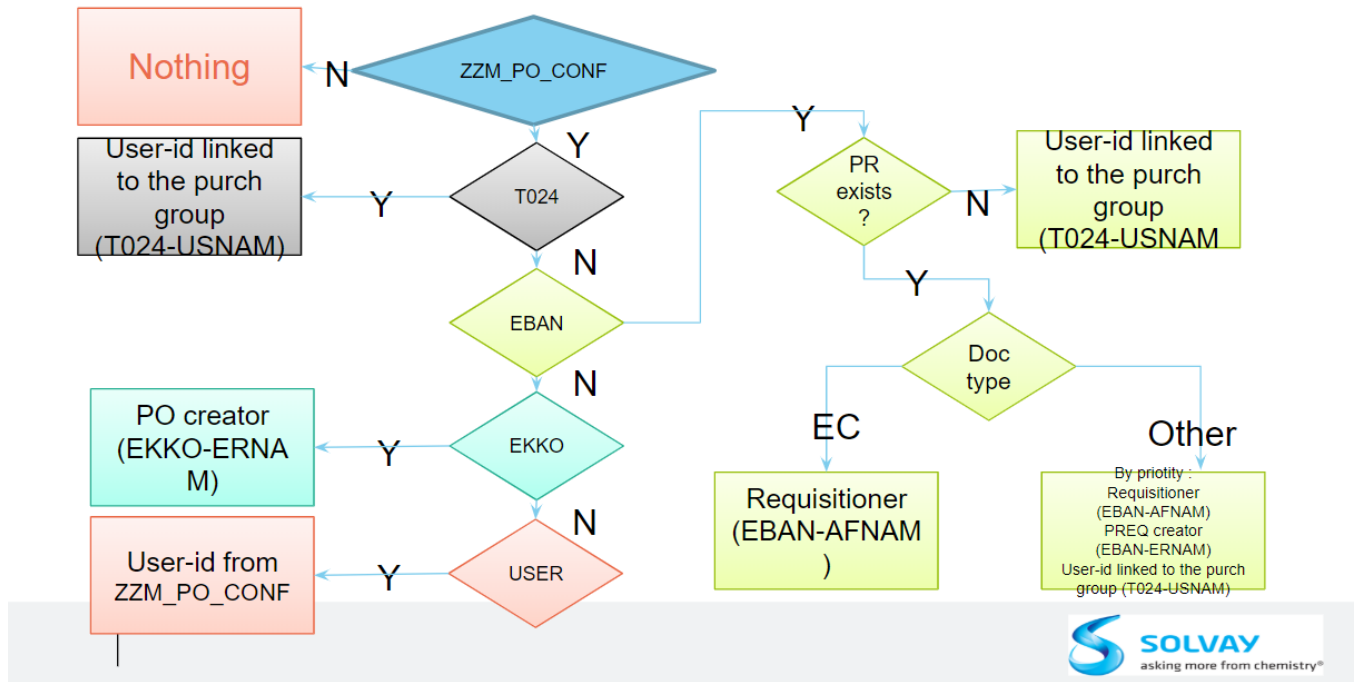
**Step 4:** when the first PO item contains a storage location code, it is examined in the pilot table for possible lines.

**Step 5:** the material group code (limited to 3 positions) determines the adequate lines in the pilot table.

**Step 6:** the adequate line with the purchasing document type, plant code, storage location code or blank, and material group code, determines the filling logic:

- a **USER-ID**: take the user-id provided
- **T024**: take the user-id provided by the purchasing group code of the PO (*the field remains blank if the entry does not provide an SAP-id*)
- **EBAN**: when the PO item is linked to a purchase requisition (else, take the user-id provided by the purchasing group code of the PO) : take the content of field "requisitioner" (if it provides a SAP user-id) or else the user-id who created the purchase requisition item
- **EKKO**: take the user-id who created the purchase order (*logic used on purchase orders from catalogues*)

# how the field “invoice confirmer” can be filled



By default Data Operations Vendors Team must maintain the following information and content:

Mat Type	Default for all Entries
ZM1	EBAN
ZM2	EBAN
Zm3	EBAN
ZM4	EBAN
ZM5	EBAN
ZM6	EKKO
ZM7	EBAN
ZMZ	EBAN
ZP0	EBAN
ZP1	EBAN
ZP2	EBAN
ZPZ	EBAN

Type	
NB	Normal PO
EP	E-Catalog PO
FO	Open PO

## Maintain invoice confirmer table

### Receiving a case in Freshdesk

The request should come via Freshdesk with an excel file attached requesting to perform the update of the Invoice Confirmer Table.

The requester can be any [Solvay user](#)

### Update Invoice Confirmer Table in SAP

This second step will take place in SAP, where you'll perform the table update.



As you can see, in the column "Plant", the changes should be applied to several plants: **TOB, TOS, TOSA, TOSB, TOSE** and **TOSH**.

Let's pick the first one for example : **TOB**

Enter "**TOB**" in the Plant cell

3. Now you have 3 different "Storage Location" : **01 ; 44** and blank.

Let's start with Storage Location : **01**

Enter "**01**" in the Stor. Location cell

4. Finally enter the Material Group that you would like to check.

As you can notice, you have several Material Groups : **ZM1, ZM2, ZM3, ZM4...**

Let's pick Material Group : **ZM1**

Enter "**ZM1**" in the Material Group cell

Now that you have defined an entry, press ENTER.

Type	Plant	SLoc	Matl Group	User
NB	TOB	01	ZM1	\E06139
NB	TOB	01	ZM2	\E06139
NB	TOB	01	ZM3	\E06139
NB	TOB	01	ZM4	\E06139
NB	TOB	01	ZM5	\E06139
NB	TOB	01	ZM6	\E06139
NB	TOB	01	ZM7	\E06139
NB	TOB	44	ZM1	\E06139
NB	TOB	44	ZM2	\E06139
NB	TOB	44	ZM3	\E06139
NB	TOB	44	ZM4	\E06139
NB	TOB	44	ZM5	\E06139
NB	TOB	44	ZM6	\E06139
NB	TOB	44	ZM7	\E06139
NB	TOS	ZM1	\E06139	
NB	TOS	ZM2	\E06139	
NB	TOS	ZM3	\E06139	
NB	TOS	ZM4	\E06139	
NB	TOS	ZM5	\E06139	
NB	TOS	ZM6	\E06139	
NB	TOS	ZM7	\E06139	
NB	TOS	ZP0	\E06139	
NB	TOS	ZP1	\E06139	
NB	TOS	ZP2	\E06139	
NB	TOS	ZP9	\E06139	
NB	TOS	ZP2	\E06139	
NB	TOS	01	ZM1	\E06139
NB	TOS	01	ZM2	\E06139
NB	TOS	01	ZM3	\E06139
NB	TOS	01	ZM4	\E06139
NB	TOS	01	ZM5	\E06139
NB	TOS	01	ZM6	\E06139
NB	TOS	01	ZM7	\E06139
NB	TOS	44	ZM1	\E06139

According to the spreadsheet, you have to update the user for that line to: **ESTOJA**

Document Type: **NB** Plant: **TOB** Stor. Location: **01** + Material Group: **ZM1** = user: **ESTOJA**

Type	Pht	SLoc	Matl Group	User
NB	TOB	01	ZM1	ESTOJA
NB	TOB	01	ZM2	\E06139
NB	TOB	01	ZM3	\E06139
NB	TOB	01	ZM4	\E06139
NB	TOB	01	ZM5	\E06139
NB	TOB	01	ZM6	\E06139
NB	TOB	01	ZM7	\E06139
NB	TOB	44	ZM1	\E06139
NB	TOB	44	ZM2	\E06139
NB	TOB	44	ZM3	\E06139
NB	TOB	44	ZM4	\E06139
NB	TOB	44	ZM5	\E06139
NB	TOB	44	ZM6	\E06139
NB	TOB	44	ZM7	\E06139
NB	TOS		ZM1	\E06139
NB	TOS		ZM2	\E06139
NB	TOS		ZM3	\E06139
NB	TOS		ZM4	\E06139
NB	TOS		ZM5	\E06139
NB	TOS		ZM6	\E06139
NB	TOS		ZM7	\E06139
NB	TOS		ZP0	\E06139
NB	TOS		ZP1	\E06139
NB	TOS		ZP2	\E06139
NB	TOS		ZP9	\E06139
NB	TOS		ZP2	\E06139
NB	TOS	01	ZM1	\E06139
NB	TOS	01	ZM2	\E06139
NB	TOS	01	ZM3	\E06139
NB	TOS	01	ZM4	\E06139
NB	TOS	01	ZM5	\E06139
NB	TOS	01	ZM6	\E06139
NB	TOS	01	ZM7	\E06139
NB	TOS	44	ZM1	\E06139

Once you've updated the line(s) you want, you have to save your changes. Click on "Diskette" symbol, in the toolbar, to save your progress.

Your table it's updated now!

## ZZM\_TAB\_ZZM\_PO\_CONF – Mass upload

First of all you must prepare an Excel file with the same columns of table ZZM\_PO-CONF:

	A	B	C	D	E	F	G
1	NB	TOB	01	ZM1	ESTOJA		
2	NB	TOB	01	ZM2	ESTOJA		
3	NB	TOB	01	ZM3	ESTOJA		
4	NB	TOB	01	ZM4	ESTOJA		
5	.						
6	.						
7	.						
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Save it as TXT.

Afterwards we just need to enter in transaction **ZZM\_TAB\_ZZM\_PO\_CONF** and  it in Test Mode:

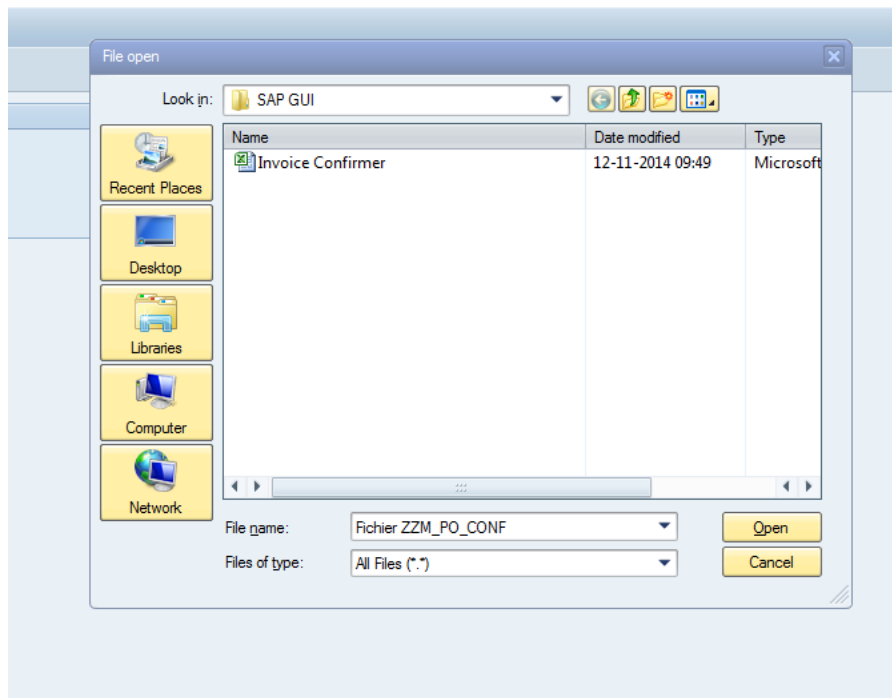
**Update table ZZM\_PO\_CONF**

Update table ZZM\_PO\_CONF

X = Test mode

You should leave the X for test mode in the first run, and after confirming that everything is correct you should go back and run the transaction again without the X.

It will open a box to select the excel file already created:



Open the file and the transaction will run automatically.

If everything is ok, you can go back and run again the transaction without test mode selected.

The table is updated.

## Annual Review

The annual review is done WW by Data Operations Lisbon Team normally on the middle of the year and the following steps need to be done.

All data should be storage in the [google drive](#)

### 1. Extract all the data available in SAP

- SM30, table ZZM\_PO\_CONF
- Select **no restrictions** and **display**
- The table will be displayed (1)
- Click on **Table View** and select **Print** (2)
- Click on the right button of the mouse and choose **Spreadsheet**
- A report will be downloaded

(1)

Type	PInt	SLoc	Matl Group	User
EC	1005	ZM0	EBAN	
EC	1005	ZM1	EBAN	
EC	1005	ZM2	EBAN	
EC	1005	ZM3	EBAN	
EC	1005	ZM4	EBAN	
EC	1005	ZM5	EBAN	
EC	1005	ZM6	EBAN	
EC	1005	ZM7	EBAN	
EC	1005	ZM8	EBAN	
EC	1005	ZM9	EBAN	

(2)

Type	PInt	SLoc	Matl Group	User Name
EC	1005		ZM0	EBAN
EC	1005		ZM1	EBAN
EC	1005		ZM2	EBAN
EC	1005		ZM3	EBAN
EC	1005		ZM4	EBAN
EC	1005		ZM5	EBAN
EC	1005		ZM6	EBAN
EC	1005		ZM7	EBAN
EC	1005		ZM8	EBAN
EC	1005		ZM9	EBAN

2.

3.