

# EPWF posting LAM

## Scope

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## ERP

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## References

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## Attachments

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## Objective

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This document has the objective to describe the posting procedure of documents that don't need purchase orders of the company codes 7520 and 5726.

This procedure applies to all SBS collaborators that are involved with this process at SAP system (PF1).

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# Responsibilities

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## **Local Responsibilities**

It's the local's responsibility to create all the requests with correct information to be registered, using the transaction FB01 in the SAP System (PF1), and approve it for registration.

## **SBS Responsibilities**

It's Procurement Operations Accounts Payable responsibility to register correctly these documents and send to payments to be paid.  
It's Procurement Operations AP Payments responsibility pay the documents.

# Procedure Detail

## Installment of Accounts Register

#	Main activities	Comments
1	Check if the request is completely approved	
2	Click in the green flag to approve the request and FI document creation	Ctrl+F5
3	Click to manually reprocess in display mode	Ctrl+Shift+F1
4	Type "Enter" to approve the information in the lines created	
5	Erase the currency	Only in the field "Payment cur."
6	Keep typing "Enter" to register the document	The FI created will appear in the EPWF request
7	Go to "Attachments" and open the PDF	
8	Save the PDF document	Save it in a folder only for EPWFs, were "1" is the first document, "2" de second and from there forward.
9	In the Macro fill in the requested information	
10	Click in "Insert Image" to attach the PDF to the FI document	

Display request for electronic approval of payment

Request: 166285 Status: Completely Approved

Req. type: Payment Request Priority: NON Urgent

Created by: America Dinora NAVARRO 0052 656 637 5713

E-Mail: America.Navarro@solvay.com

Department: GBU SPECIAL CHEM Function: G.Ops Fluores Ciudad Juarez sl.

Paying CoCd: 5720 SOLVAY FLUOR MEXICO Mod by: NKCFJMGM 09.10.2020

Country Key: MX Approver I: Marco GARZA

Amount: 3,094,956,26 MXN

Payment Reason: REGISTRO PAGO GIGO TRANSPORT MEXICO SA SEPTI-2020

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Payment Request | Payment details | Attachments | Comments

Vendor Data

Vendor: 2502176

Name: GIGO TRANSPORT MEXICO SA DE CV

Address: CALZADA DEL RIO 9831

City: 32413 JUAREZ

Country: MX

Telephone 1: 6566252525

Document Date: 30.08.2020 Document type: M1 Invoice receipt M1

Posting Date: 08.10.2020

Value Date: 08.10.2020

Reference: CONS.GAS.SEPT-20

Posting Key: 31 SCB Ind.

Tax Code: E" MM: Input 8% Tax deferred

Tax Amount: 0,00

W/tax code: W/tax base amount DC: 0,00 Withholding tax man.: 0,00

PK	G/L Acct	Amount	Cost Ctr	Order	WBS Element	Text	Tx BusA	Material	Tax Jr.
40	6163050001	2.668.065,74	W032340900			CONSUMO GAS GIGO TRANSPORT MEXICO.	7330		
40	2411041121	426.890,52				IVA 8% GIGO TRANSPORT SEPTIEMBRE 20.	7330		

Request: 166285 Status: Error

Req. type: Payment Request Priority: NON Urgent

Created by: America Dinora NAVARRO 0052 656 637 5713

E-Mail: America.Navarro@solvay.com

Department: GBU SPECIAL CHEM Function: G.Ops Fluores Ciudad Juarez sl.

Paying CoCd: 5720 SOLVAY FLUOR MEXICO Mod by: BRTC4971 13.10.2020

Country Key: MX Approver I: Marco GARZA

Amount: 3,094,956,26 MXN

Payment Reason: REGISTRO PAGO GIGO TRANSPORT MEXICO SA SEPTI-2020

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Payment Request | Payment details | Attachments | Comments

Vendor Data

Vendor: 2502176

Name: GIGO TRANSPORT MEXICO SA DE CV

Address: CALZADA DEL RIO 9831

City: 32413 JUAREZ

Country: MX

Telephone 1: 6566252525

Document Date: 30.08.2020 Document type: M1 Invoice receipt M1

Posting Date: 08.10.2020

Value Date: 08.10.2020

Reference: CONS.GAS.SEPT-20

Posting Key: 31 SCB Ind.

Tax Code: E" MM: Input 8% Tax deferred

Tax Amount: 0,00

W/tax code: W/tax base amount DC: 0,00 Withholding tax man.: 0,00

PK	G/L Acct	Amount	Cost Ctr	Order	WBS Element	Text	Tx BusA	Material	Tax Jr.
40	6163050001	2.668.065,74	W032340900			CONSUMO GAS GIGO TRANSPORT MEXICO.	7330		
40	2411041121	426.890,52				IVA 8% GIGO TRANSPORT SEPTIEMBRE 20.	7330		

Enter Invoice receipt M1: Add Vendor item

More data Account Model G/L Item fast entry Taxes Withholding tax

Vendor 2502176 GIGO TRANSPORT MEXICO SA DE CV G/L Acc 2300000000  
 Company Code 5720 CALZADA DEL RIO 9831, A  
 SOLVAY FLUOR MEXICO JUAREZ

Item 1 / Invoice / 31

Amount 3.094.956,26 MXN  
 Tax Amount 0,00  
 Calculate tax Tax Code E\*\*  
 Collect.inv.

Bus. Area  
 Payt Terms N001 Days/percent 3 / / /  
 Bln Date 08102020 Fixed  
 Disc. base Disc. Amount  
 Invoice ref. / / /  
 Pmtt Block Pmt Method 2  
 Payment cur. MXN Pmtt/c amnt  
 Payment Ref. CONSUMO DE GAS SEPTIEM.  
 Assignment  
 Text REGISTRO PAGO GIGO TRANSPORT MEXICO SA SEPTI-2020 Long Texts

Next line item  
 PstKy 40 Account 6163050001 SGL Ind TType New co.code

Display request for electronic approval of payment

Request

Request 166266 Status All done, FI Document cr...  
 Req. type Payment Request Priority Urgent  
 Created by Alfredo Lujan CARRILLO  
 E-Mail AlfredoLujan.Carrillo@solvay.com  
 Department GBU SPECIAL CHEM Function Not Defined

Paying CoCd 5720 SOLVAY FLUOR MEXICO Modf by BRTC4971 09.10.2020  
 Country Key MX Approver I Marco GARZA  
 Amount 28.367,70 MXN Approver II Imelda Liana VILLEGAS  
 Payment Reason PTU 2019 Document Number 2020 3070005154

Payment Request Payment details Attachments Comments

Vendor Data  
 Vendor P63018857  
 Name MONICA EUGENIA RUBIO ALVAREZ  
 Address PUERTA DE BILBAO 54  
 City 52930 ATIZAPAN DE ZARAGOZA  
 Country MX  
 Telephone 1 5554089328

Document Date 08.10.2020 Document type M1 Invoice receipt M1  
 Posting Date 10.10.2020  
 Value Date  
 Reference PTU 2019  
 Posting Key 31 SCB Ind.  
 Tax Code MO MM: Input 0% Tax Exempt  
 Tax Amount 0,00  
 Calculate tax  
 W/tax code W/tax base amount DC W/holding tax man.  
 0,00 0,00

PK	G/L Acct	Amount	Cost Ctr	Order	WBS Element	Text	Tx BusA	Material	Tax Jur.
40	2455000001	28.367,70				Prov. de PTU		7330	

Display request for electronic approval of payment

Request

Request 166266 Status All done, FI Document cr...  
 Req. type Payment Request Priority Urgent  
 Created by Alfredo Lujan CARRILLO  
 E-Mail AlfredoLujan.Carrillo@solvay.com  
 Department GBU SPECIAL CHEM Function Not Defined


Paying CoCd 5720 SOLVAY FLUOR MEXICO Modf by BRTC4971 09.10.2020  
 Country Key MX Approver I Marco GARZA  
 Amount 28.367,70 MXN Approver II Imelda Liana VILLEGAS  
 Payment Reason PTU 2019 Document Number 2020 3070005154

Payment Request Payment details Attachments Comments

Add new attachment Delete selected attachment

File name  
 C:\Users\MX70012\Documents\EPWF 2020\PTU Complemento 2 2019\Rubio Alvarez Monica Eugenia.pdf

Display request for electronic approval of payment



### SOLICITUD DE EXPEDIR CHEQUE

A LA ORDEN DE: <b>Rubio Alvarez Monica Eugenia</b>						63018857		FECHA: <b>07/10/2020</b>	
CONCEPTO: <b>PTU 2019</b>								VALOR \$ <b>28,367.70</b>	
								PESOS <input checked="" type="checkbox"/> DOLARES	
CD. JUAREZ, CHIH., A									
CENTRO DE GOSTO	CUENTA	SUB CTA.	SS CUENTA	SSS CTA.	NOMBRE DE LA CUENTA	DEBE	HABER	DEBE	HABER

Date	EPWF	Company Code	Document	Image Number	User	Year	Company Code	Document	Image Number
09/10/2020	166266	5720	3070005154	1.PDF	BRTC4971				
Insert the file patch above C:\Users\brtc4971\Desktop\EPWF									
<input type="button" value="Insert Image"/>									

EPWF

10/13/2020 7:01 A... Adobe Acrobat D... 156 KB

1 item

\*To fill in step nine, proceed as follows:

## Recurrence

The transaction containing the approved EPWFs must be checked daily, as the documents created must be posted within 48 hours after the approval by the local.