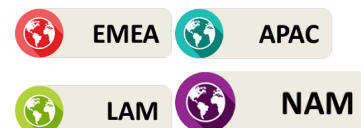


WW - Quality Checks

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Scope



ERP



References

[List of SOPS related to PRO 20.1](#)

Attachments

INTRODUCTION

Objective

Improve the quality of the Data available in SAP.

1. Complete the VAT information or update the incorrect Absent VAT justification.
2. Complete the RCS field when missing

Scope

This OP applies to:

1. All suppliers created with the following Absent VAT justifications:
 - **WAI** Waiting VAT code
 - **CIP** French Health Establishments
 - **OTH** Other reasons

These options should not be used.

2. All suppliers linked to WP1 without a RCS number number in PRS.
3. VWFs pending without any action for more than 30 days.

MAIN PARTS

Responsibilities and description of the steps to follow.

Responsibility (who does what)

Data Controllers (Data Operations Team members) - Both procedures below described should be done twice a month.

1. Absent VAT analysis

Verification through the transaction **SE16N** (on the PF1_050), table **LFA1** of all vendors available in the system with the mentioned Absent VAT justifications.

Select **Goto – Variants – Get**:

Table Display Edit **Goto** Extras System Help

✓ [] Variants ▶ Get F6
Back F3 Delete
Save Shift+F4

General Table Display

Background Number of Entries [] All Entries [] [] [] [] []

Table [] []

Text table [] ☐ No texts

Layout []

Maximum no. of hits 500 ☐ Maintain entries

Click on []:

Get Variant

Table []

Variant [] []

User []

[] []

Select the Variant **Data Ops** and execute:

Restrict Value Range (2) 24 Entries found

Restrictions

F0001	Variant	Table	User	User-spec.	Global Unique Identifier
1	RFD	KNA1	PT99375512		00000000000000000000000000000000
2	/AF	KNA1	PT99375524		00000000000000000000000000000000
3	SILVER MAT MARM	MARM	BE03650		00000000000000000000000000000000
4	CRM REJECTED	Z1S_CWF_REQUESTS	AFRANCK		00000000000000000000000000000000
5	DEDUPL_ACTIVE	KNA1	KALVANE		00000000000000000000000000000000
6	CWF_MONTH	Z1S_CWF_REQUESTS	MARKOVAO		00000000000000000000000000000000
7	GHU2	KNA1	GHUNTZIN		00000000000000000000000000000000
8	/RUI_DIAS	KNA1	PT99375512		00000000000000000000000000000000
9	VEND	LFA1	PT300054		00000000000000000000000000000000
10	/DUPES	LFA1	VITKOVSKAR		00000000000000000000000000000000
11	DATA OPS	LFA1	PT63001739		00000000000000000000000000000000

The result will show all suppliers created in the system that need to be analyzed:

LFA1: Display of Entries Found

Search in Table: LFA1 Vendor Master (General Section)

Number of hits: 2

Runtime: 00:00:01 Maximum no. of hits: 500

Vendor	Cty	Name 1	Name 2	Name 3	Name 4	City	District	PO Box	PO Box pcd	Post.Cod
1003060853	DE	ACA MANAGEMENT GMBH				BERLIN				13509
1003060861	DE	AMTSGERICHT ASCHERSLEBEN				STASSFURT	SALZLANDKREIS			39418

With this information, all possible checks should be done using the already known websites, in order to find the correct VAT number for each supplier, or a valid justification for not have it, like the ones below:

- **ASS** Association
- **PHY** Physical Person
- **PUB** Public Establishment

If after performing all these checks still not possible to identify the correct justification or the correct VAT, a ticket should be created to **PTP HD EMEA** requesting to contact the supplier (all contacts should be provided) and confirm if he has a VAT number or in which category should be included.

Supporting tools

- [VAT-Search](#)
- [VAT Lookup](#)

2.Missing RCS number

Verification of all vendors available in WP1 system without RCS in PRS.

[DUNS](#)
[Solvay Cross.Reference](#)
[Purchasing segmentation](#)
[Others](#)

Solvay Cross-Reference

PRS Vendor code		Get PRS Details
PRS Main Payee		Get PRS Details
RCS Vendor code		Get RCS Details
Transfer RCS	☒	
RHO Vendor Code		Get RHO Details
Transfer RHO		
SF Internal Key	A-027508	

Transaction **SE16N** (on the PF1_050), table **LFA1**

Select **Goto – Variants – Get:**

Table Display Edit **Goto** Extras System Help

✓ [] Variants ▶ Get F6
Back F3 Delete
Save Shift+F4

General Table Display

Background Number of Entries [] All Entries [] [] [] [] []

Table [] []

Text table [] ☐ No texts

Layout []

Maximum no. of hits 500 ☐ Maintain entries

Click on []:

Get Variant

Table []

Variant [] []

User []

[] []

Select the Variant **Data Ops RCS** and execute:

Restrict Value Range (1) 10 Entries found

Restrictions

F0001	Variant	Table	User	User-spec.	Global Unique Identifier
1	/DUPES	LFA1	VITKOVSKAR		00000000000000000000000000000000
2	ARIBA	LFA1	PT63001739		00000000000000000000000000000000
3	DATA OPS	LFA1	PT63001739		00000000000000000000000000000000
4	DATA OPS RCS	LFA1	PT63001739		00000000000000000000000000000000
5	DUPLICATED	LFA1	VITKOVSKAR		00000000000000000000000000000000
6	IP/GS	LFA1	PT63001739		00000000000000000000000000000000
7	JSA - VAT	LFA1	PT300156		00000000000000000000000000000000
8	SPEC. CHARACTER	LFA1	PT63001739	X	00000000000000000000000000000000
9	VEND	LFA1	PT300054		00000000000000000000000000000000
10	WELCOMESOLVAY	LFA1	PT300196		00000000000000000000000000000000

The result will show all suppliers created in WP1 but without the field RCS filled in in PRS:

LFA1: Display of Entries Found

Search in Table: LFA1 Vendor Master (General Section)

Number of hits: 2

Runtime: 00:00:01 Maximum no. of hits: 500

Vendor	Cty	Name 1	Name 2	Name 3	Name 4	City	District	PO Box	PO Box pcd	Post. Code
1003060853	DE	ACA MANAGEMENT GMBH				BERLIN				13509
1003060861	DE	AMTSGERICHT ASCHERSLEBEN				STASSFURT	SALZLANDKREIS			39418

Each vendors should be analyzed by the respective team following the team's scope, and a ticket should be created through Freshdesk requesting to align both systems (WP1/PRS):

- EMEA - PTP D&A EMEA
- CYTEC - DMO RIGA
- LAM/NAM - PTP D&A LAM/NAM
- APAC - PTP D&A APAC

3.Pending VWFs to be aborted

Once a month, normally on the 1st, go to transaction **Z1S_VWF_REQUEST_LIST** (on the PF1_050), and select Variant **JS VWF ABORT**:

My Requests

Request number: [] to []

Status: [] to []

Creation date: 01.04.2021 to []

Created by: []

Account group: []

Segment code: []

Find Variant

Variant: []

Environment: []

Created By: []

Changed By: []

Original Language: []

ABAP: Variant Directory of Program Z1S_V

Variant Catalog for Program Z1S_VWF_REQUEST_LIST

Variant name	Short Description
FORNIT. IT	ULTIMA SETTIMANA
IBIT REQUESTS	Demand Monthly Request
INTERNAL REQ	Internal Requesters
ITDOS	all-5gg
ITGIORNOPRIMA	X CONTROLLO G PREC.
JS VWF ABORT	VWF pending older then
LISTE	

Double click on **Creation Date**, select **Less Than or Equal to** and :

My Requests

Request number to

Status to

Creation date to

Created by to

Account group

Segment code

Define Selection Options

Creation date

Sel... Description

= Single Value

> Greater Than or Equal To

< Less Than or Equal To

A list with all pending VWFs for the selected date will be displayed:

My Requests

My Requests

Req.#	Requester	Last modification	Vendor	Name	City	Ctry	Segment
Creation date LE 01.06.2021							
Update in progress...							
490135	HBORHAD	WF-BATCH	05.05.2021 09:16:16	4206978	HEXATECH CHEMICALS	KHEDA	IN Z910 P097 Creation
490479	IN00036	WF-BATCH	06.05.2021 11:26:17	4206993	ORBIT RESEARCH ASSOCIATES PRIV	DELHI	IN Z910 P048 Creation
492542	IT99278449	WF-BATCH	08.06.2021 02:37:58	4207011	BIONEEDS INDIA PRIVATE LTD	BANGALORE	IN Z910 P086 Creation
Saved							
487435	ZHANG	ZHANG	06.04.2021 05:42:55		Guangxi Rare Earth Trading Co	CHONGZUO	CN Z9C0 P097 Creation
489221	PLERAY	PLERAY	22.04.2021 14:39:48	102131560	CESMAE SARL	LIMOGES	FR ZFRN P072 Modification
491011	LLE	LLE	12.05.2021 09:34:14	4205221	BRENNITAG INGREDIENTS (INDIA) PV	BHIVANDI	IN Z910 P297 Modification
491479	CHIS0201	CHIS0201	18.05.2021 08:43:48	302406960	HARNAEVA DIANA OLEGOVNA	R.P. ISHNYA	RU Z7R0 P084 Modification
491480	CHIS0201	RU40316	24.05.2021 14:27:56	302406960	HARNAEVA DIANA OLEGOVNA	R.P. ISHNYA	RU Z7R0 P084 Modification
491529	CHIS0201	CHIS0201	18.05.2021 13:24:14	302405925	KEMINS OOO	MOSKVA	RU Z7R0 P078 Modification
492392	ALME4486	ALME4486	27.05.2021 14:20:39		REPORTWISE		FR ZFRN P047 Creation
492393	ALME4486	ALME4486	27.05.2021 14:21:05		REPORTWISE		FR ZFRN P047 Creation
492392	ALME4486	ALME4486	27.05.2021 14:55:10		REPORTWISE		FR ZFRN P047 Creation
492396	ALME4486	ALME4486	27.05.2021 15:06:00		REPORTWISE		FR ZFRN P047 Creation
492397	ALME4486	ALME4486	27.05.2021 15:06:10		REPORTWISE		FR ZFRN P047 Creation
492398	ALME4486	ALME4486	27.05.2021 15:06:21		REPORTWISE		FR ZFRN P047 Creation
492614	JFLARGUI	JFLARGUI	31.05.2021 09:39:13		FAAC ENTRANCE	LIEUSAINT	FR ZFRN P055 Creation
492615	JFLARGUI	JFLARGUI	31.05.2021 09:39:43		FAAC ENTRANCE	LIEUSAINT	FR ZFRN P055 Creation
492618	JFLARGUI	JFLARGUI	31.05.2021 09:52:53		INFOMOTIV	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492619	JFLARGUI	JFLARGUI	31.05.2021 09:56:59		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492622	JFLARGUI	JFLARGUI	31.05.2021 09:57:51		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492623	JFLARGUI	JFLARGUI	31.05.2021 09:58:43		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492624	JFLARGUI	JFLARGUI	31.05.2021 09:59:17		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492625	JFLARGUI	JFLARGUI	31.05.2021 10:00:44		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492626	JFLARGUI	JFLARGUI	31.05.2021 10:01:44		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492627	JFLARGUI	JFLARGUI	31.05.2021 10:02:12		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492628	JFLARGUI	JFLARGUI	31.05.2021 10:03:01		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation
492629	JFLARGUI	JFLARGUI	31.05.2021 10:03:39		INFOMOTIV SAS	SAINT LAURENT DU VAR	FR ZFRN P017 Creation

Select **Print** **Save/Send** **Local File...** and choose **In Google Drive** or **Text with Tabs**:

List **Edit** **Goto** **System** **Help**

Print

Save/Send **Office**

Exit **Shift+F3** **Local File...**

My Requests

Req.#	Requester	Last modification	Ver
Creation date LE 01.06.2021			
Update in progress...			
490135	HBORHAD	WF-BATCH	05.05.2021 09:16:16
490479	IN00036	WF-BATCH	06.05.2021 11:26:17

Save list in file...

In which format do you want to save the list?

☐ Unconverted

☐ Text with Tabs

☐ Rich text format

☐ HTML Format

☐ In the clipboard

☒ In Google Drive

Open the file and remove the lines for the VWFs modified recently (less than one month):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	15.07.2021				My Requests					1							
2																	
3	Req.#	Requester	Last modification		Vendor	Name		City		Ctry	Segment						
4																	
5	Creation date				LE	01.06.2021											
6																	
7	D	Update in progress...															
8		490135	HBORHAD		WF-BATCH			05.05.2021	09:16:16	4206978	HEXATECH KHEDA	IN	Z9IO	P097	Creation		
9		490479	IN00036		WF-BATCH			06.05.2021	11:26:17	4206993	ORBIT RESEARCH DELHI	IN	Z9IO	P048	Creation		
10		492542	IT99278449		WF-BATCH			08.06.2021	02:37:58	4207011	BIONEER BANGALORE	IN	Z9IO	P086	Creation		
11																	
12	N	Saved															
13		487435	ZHANG		ZHANG			06.04.2021	05:42:55		Guangxi RICHONGZUO	CN	Z9CO	P097	Creation		
14		489221	PLERAY		PLERAY			22.04.2021	14:39:48	10213156	CESMAE S LIMOGES	FR	ZFRN	P072	Modification		
15		491011	LLE		LLE			12.05.2021	09:34:14	4205221	BRENNANT BHIWANDI	IN	Z9IO	P297	Modification		
16		491479	CHIS0201		CHIS0201			18.05.2021	08:43:48	30240696	KARNAEV, R.P. ISHNY	RU	Z7RO	P084	Modification		
17		491480	CHIS0201		RU40316			24.05.2021	14:27:56	30240696	KARNAEV, R.P. ISHNY	RU	Z7RO	P084	Modification		
18		491529	CHIS0201		CHIS0201			18.05.2021	13:24:14	30240592	KEMINS C MOSKVA	RU	Z7RO	P078	Modification		
19		492382	ALME4486		ALME4486			27.05.2021	14:20:39		REPORTWISE	FR	ZFRN	P047	Creation		
20		492383	ALME4486		ALME4486			27.05.2021	14:21:05		REPORTWISE	FR	ZFRN	P047	Creation		

Afterward, go to **Z1S_ABORTRQ**, Select **Vendor Workflow**, add all VWFs that should be aborted and .

(Run the first time with Test Run in order to check if the result is the expected one)

Abort Customer Workflow Request




☐ Customer Workflow
 ☒ Vendor Workflow

Request number to

Status = 9 to

Last change to

Creation date to

☒  Test Run






Output:

Abort Customer Workflow Request



Abort Customer Workflow Request

480947	V	03.02.2021	03.02.2021	15108602
480947	Aborted Workflow not canceled!			
481190	V	05.02.2021	05.02.2021	15111028
481190	Aborted Workflow not canceled!			
483407	S	08.04.2021	25.02.2021	15130115
483407	Aborted			
484165	V	05.03.2021	05.03.2021	15178444
484165	Aborted Workflow not canceled!			
484897	V	12.03.2021	12.03.2021	15198995
484897	Aborted Workflow not canceled!			
485484	S	12.04.2021	18.03.2021	15213103
485484	Aborted			
487117	S	13.04.2021	31.03.2021	15244235
487117	Aborted			
487435	N	06.04.2021	06.04.2021	
487435	Aborted			
487559	F	07.04.2021	07.04.2021	15256957
487559	Aborted			
487578	S	21.04.2021	07.04.2021	15258274
487578	Aborted			
487868	S	13.04.2021	09.04.2021	15264132
487868	Aborted			
488078	S	12.04.2021	12.04.2021	15270662
488078	Aborted			
488392	S	16.04.2021	14.04.2021	15276594
488392	Aborted			
489221	N	22.04.2021	22.04.2021	
489221	Aborted			
489250	S	23.04.2021	22.04.2021	15298059
489250	Aborted			

The ones not possible to abort should be analyzed and if needed a request to **IS Team** should be created in order to request the deletion of these VWFs.

In the end, a **Freshdesk** ticket should be created with the report attached in order to keep a trace of the VWFs aborted and the reason why.