WW - Quality Checks

Table of contents

Scope

EMEA APAC
LAM NAM

ERP

PF1 WP1

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.

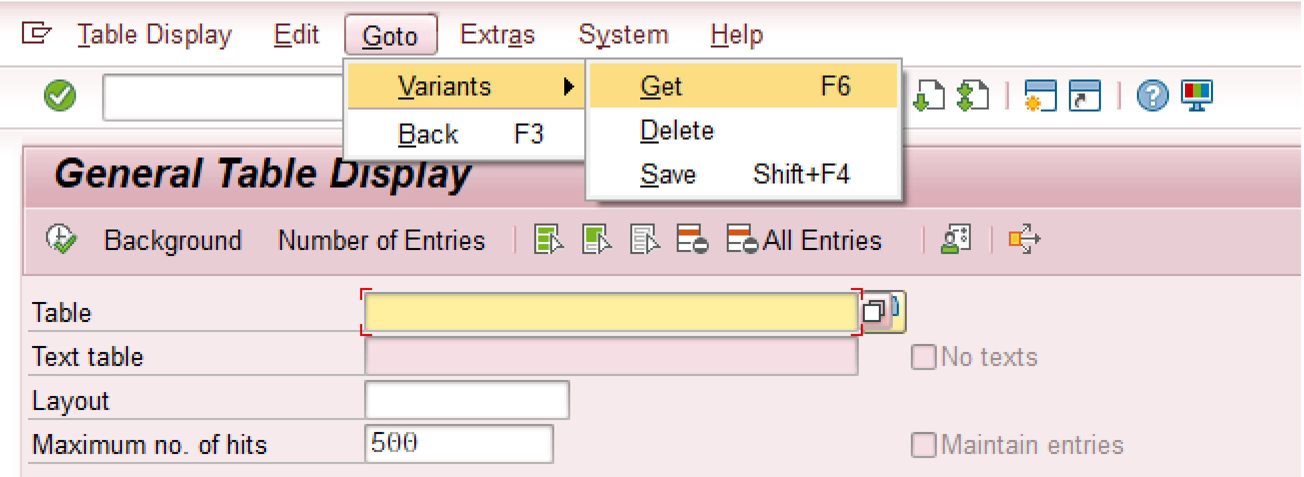
Responsibility (who does what)

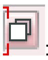
Data Controllers (Data Operations Team members) - Both procedures below described should be done twice a month.

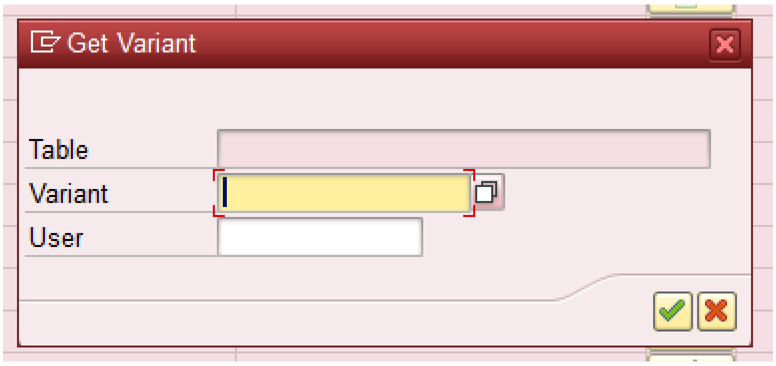
1. Absent VAT analysis

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

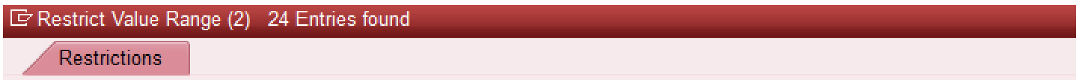
Select **Goto – Variants – Get**:



Click on :

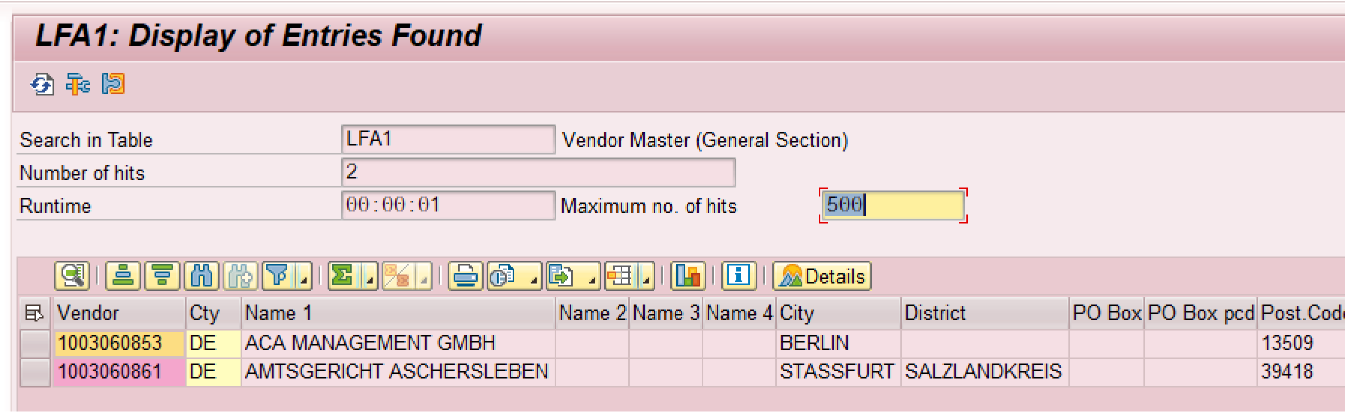


Select the Variant **Data Ops** and execute:



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	KALVANEE		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:



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

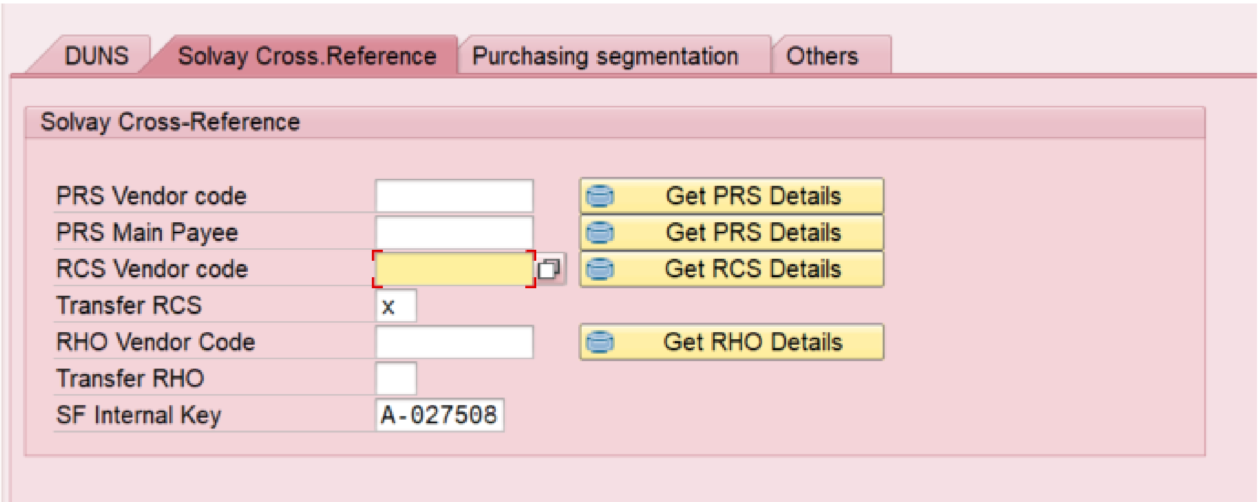
If after performing all these checks still not possible to identify the correct justification or the correct VAT, a ticket should be created to **PTP HD EMEA** requesting to contact the supplier (all contacts should be provided) and confirm if he has a VAT number or in which category should be included.

Supporting tools

- VAT-Search
- VAT Lookup

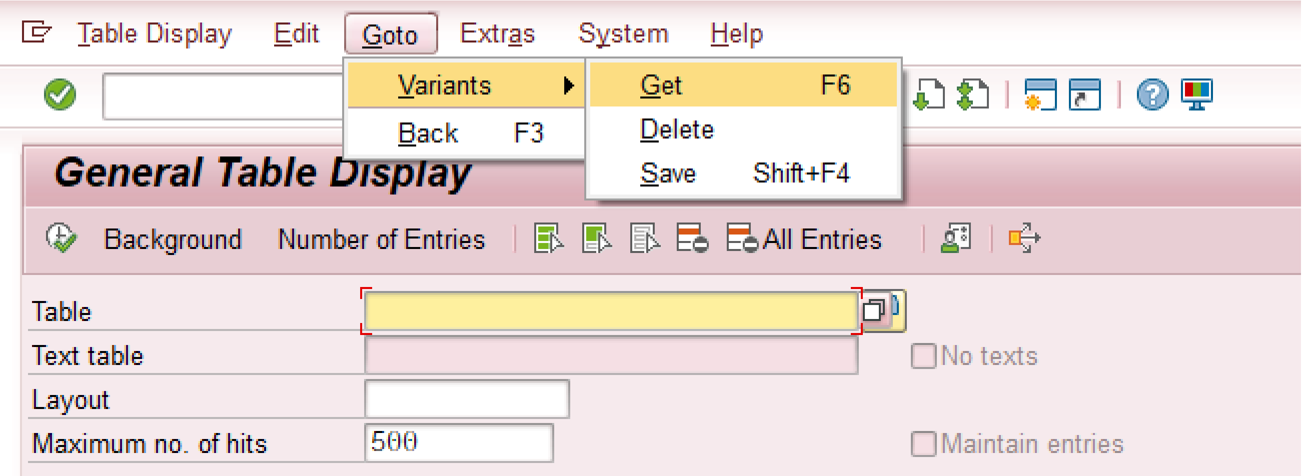
2.Missing RCS number

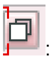
Verification of all vendors available in WP1 system without RCS in PRS.

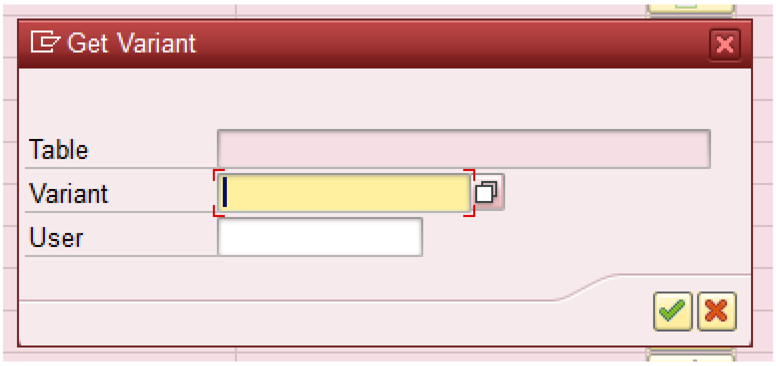


Transaction **SE16N** (on the PF1_050), table **LFA1**

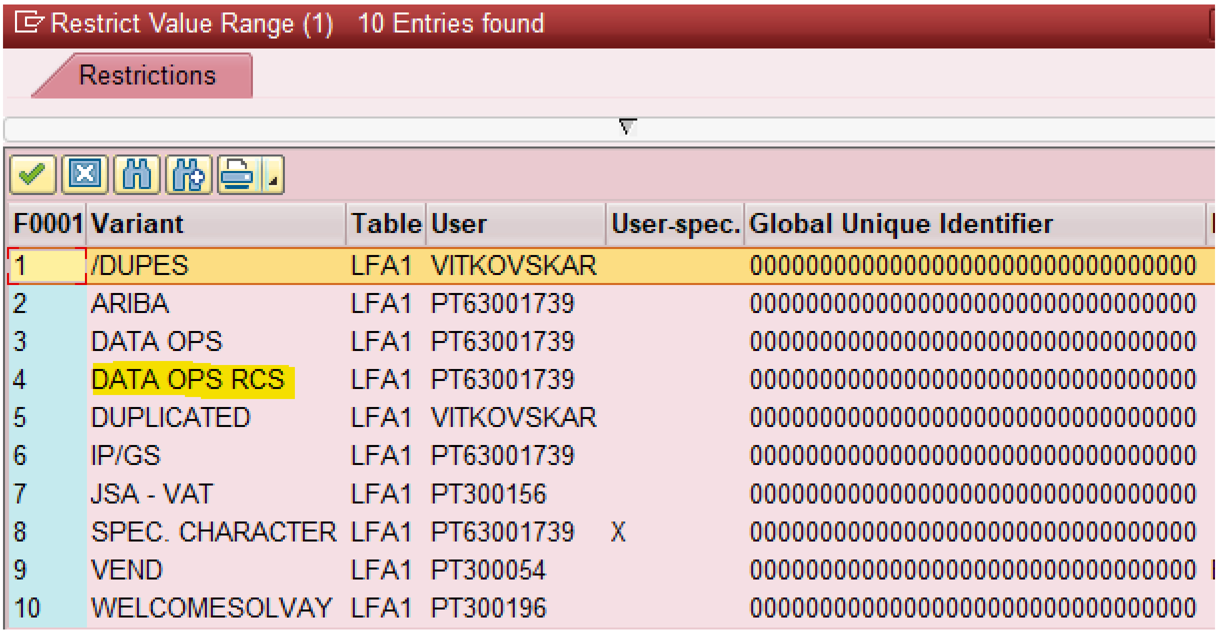
Select **Goto – Variants – Get**:



Click on :

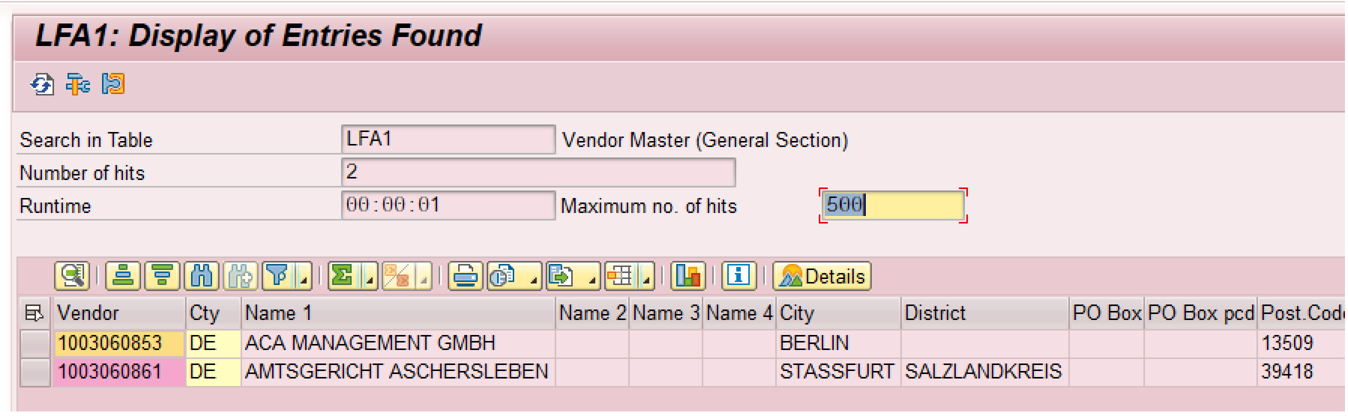


Select the Variant **Data Ops RCS** and execute:



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:

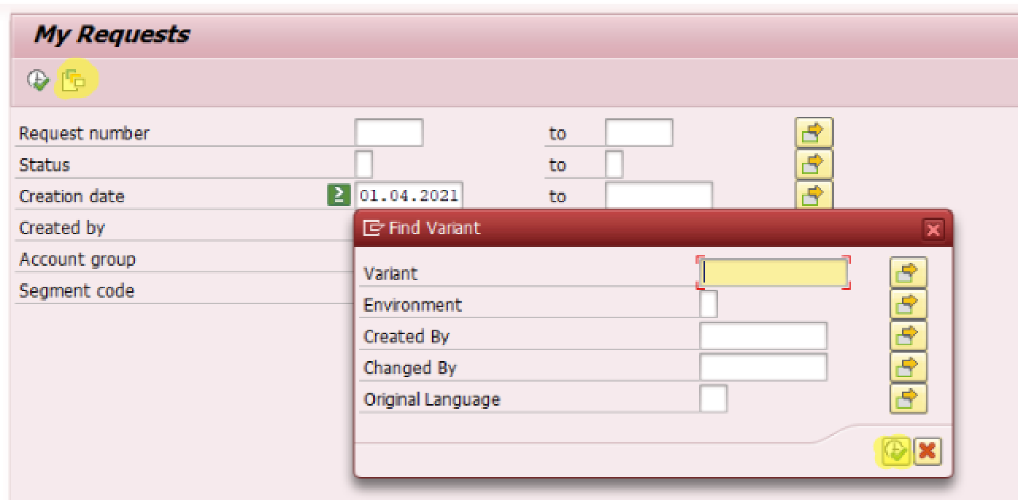


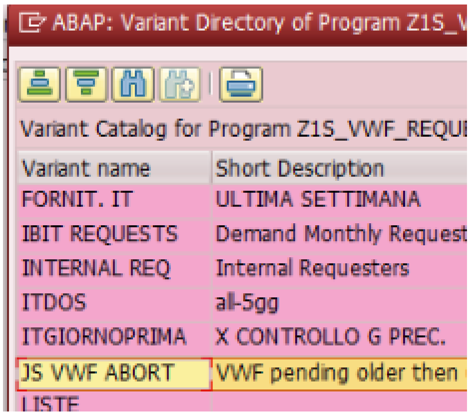
Each vendors should be analyzed by the respective team following the team's scope, and a ticket should be created through Freshdesk requesting to align both systems (WP1/PRS):

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

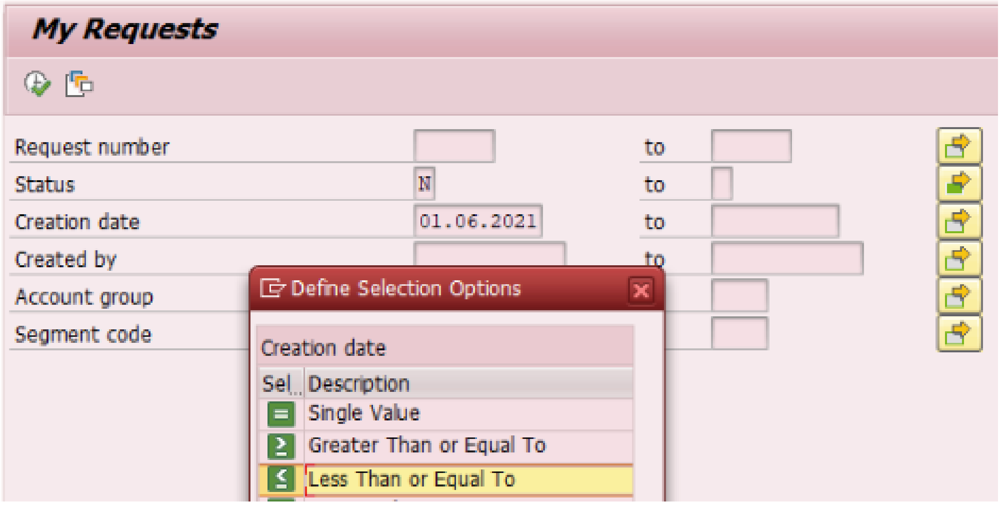
3.Pending VWFs to be aborted

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

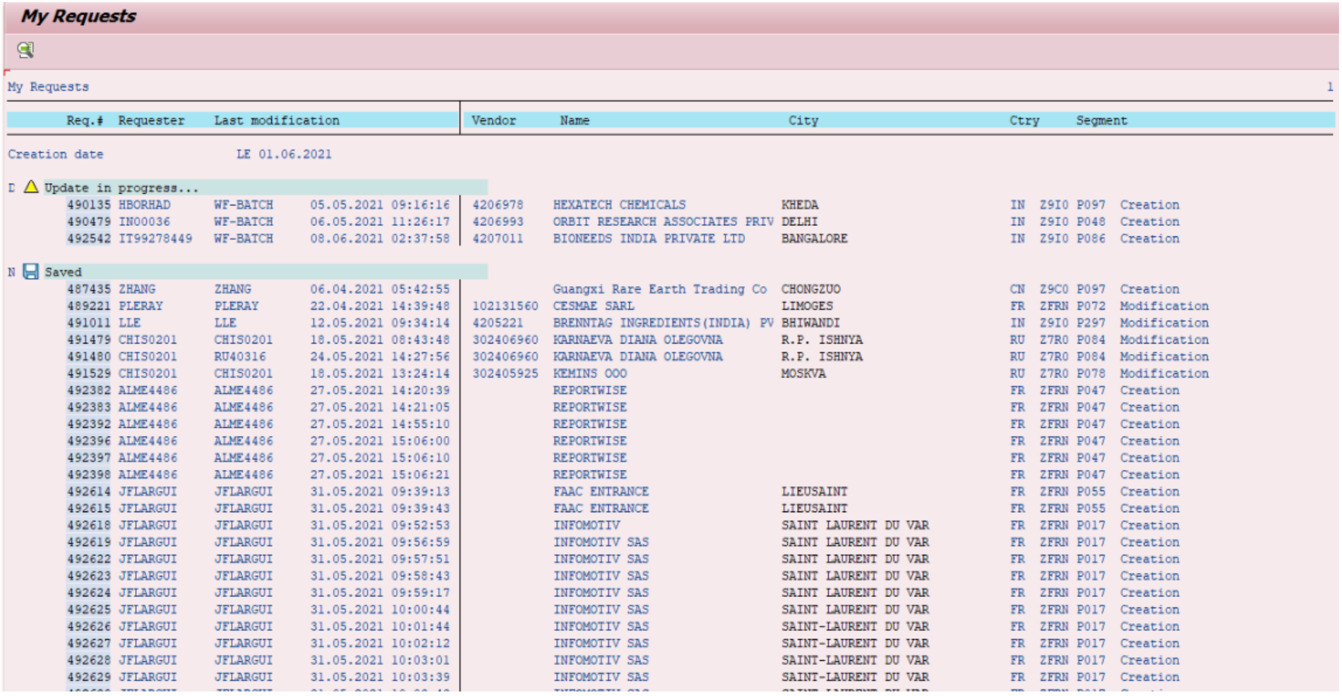




Double click on **Creation Date,** select **Less Than or Equal to** and :



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

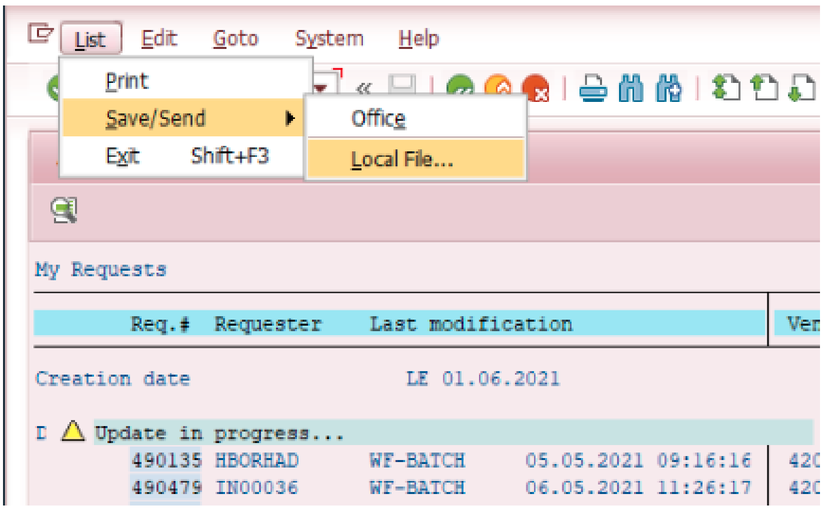


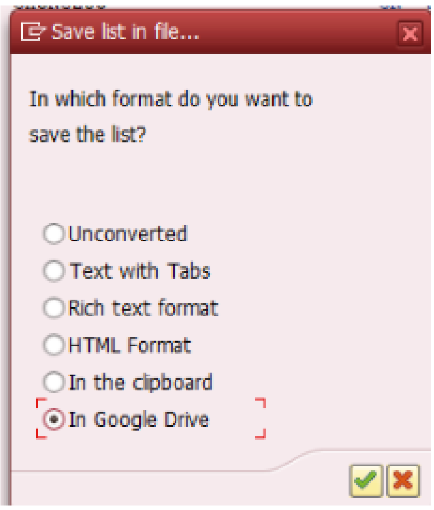
My Requests

My Requests 1

	Req.#	Requester	Last modification		Vendor	Name	City	Ctry	Segment	
Creation date			LE 01.06.2021							
D Update in progress...										
	490135	HBORHAD	WF-BATCH	05.05.2021 09:16:16	4206978	HEXATECH CHEMICALS	KHEDA	IN	Z9I0 P097	Creation
	490479	IN00036	WF-BATCH	06.05.2021 11:26:17	4206993	ORBIT RESEARCH ASSOCIATES PRIV	DELHI	IN	Z9I0 P048	Creation
	492542	IT99278449	WF-BATCH	08.06.2021 02:37:58	4207011	BIONEEDS INDIA PRIVATE LTD	BANGALORE	IN	Z9I0 P086	Creation
N 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	BRENNTAG INGREDIENTS(INDIA) PV	BHIWANDI	IN	Z9I0 P297	Modification
	491479	CHIS0201	CHIS0201	18.05.2021 08:43:48	302406960	KARNAEVA DIANA OLEGOVNA	R.P. ISHNYA	RU	Z7R0 P084	Modification
	491480	CHIS0201	RU40316	24.05.2021 14:27:56	302406960	KARNAEVA 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
	492382	ALME4486	ALME4486	27.05.2021 14:20:39		REPORTWISE		FR	ZFRN P047	Creation
	492383	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**:



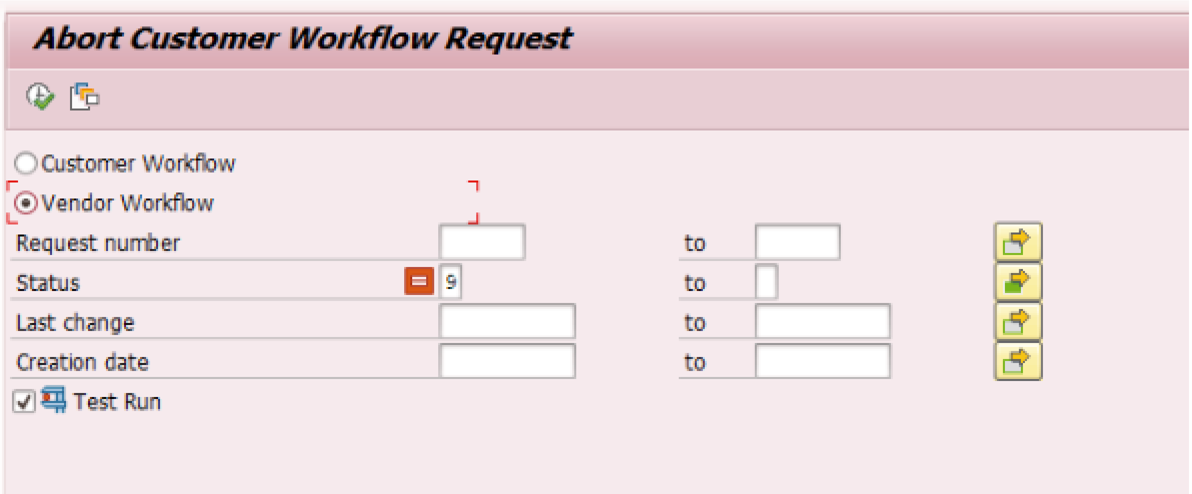


Open the file and remove the lines for the VWFs modified recently (less than one month):

	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	Z9I0	P097	Creation	
9			490479	IN00036	WF-BATCH			06.05.2021	11:26:17	4206993	ORBIT RES	DELHI	IN	Z9I0	P048	Creation	
0			492542	IT99278449	WF-BATCH			08.06.2021	02:37:58	4207011	BIONEEDS	BANGALO	IN	Z9I0	P086	Creation	
1																	
2	N	Saved															
3			487435	ZHANG	ZHANG			06.04.2021	05:42:55		Guangxi R	CHONGZU	CN	Z9C0	P097	Creation	
4			489221	PLERAY	PLERAY			22.04.2021	14:39:48	10213156	CESMAE S	LIMOGES	FR	ZFRN	P072	Modification	
5			491011	LLE	LLE			12.05.2021	09:34:14	4205221	BRENNTA	BHIWAND	IN	Z9I0	P297	Modification	
6			491479	CHIS0201	CHIS0201			18.05.2021	08:43:48	30240696	KARNAEV.	R.P. ISHNY	RU	Z7R0	P084	Modification	
7			491480	CHIS0201	RU40316			24.05.2021	14:27:56	30240696	KARNAEV.	R.P. ISHNY	RU	Z7R0	P084	Modification	
8			491529	CHIS0201	CHIS0201			18.05.2021	13:24:14	30240592	KEMINS C	MOSKVA	RU	Z7R0	P078	Modification	
9			492382	ALME4486	ALME4486			27.05.2021	14:20:39		REPORTWISE		FR	ZFRN	P047	Creation	
:0			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)



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 5 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 5 12.04.2021 18.03.2021 15213103
485484 Aborted
487117 5 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 5 21.04.2021 07.04.2021 15258274
487578 Aborted
487868 5 13.04.2021 09.04.2021 15264132
487868 Aborted
488078 5 12.04.2021 12.04.2021 15270662
488078 Aborted
488392 5 16.04.2021 14.04.2021 15276594
488392 Aborted
489221 N 22.04.2021 22.04.2021
489221 Aborted
489250 5 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.