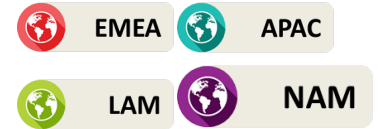


WW - Quality Checks

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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.

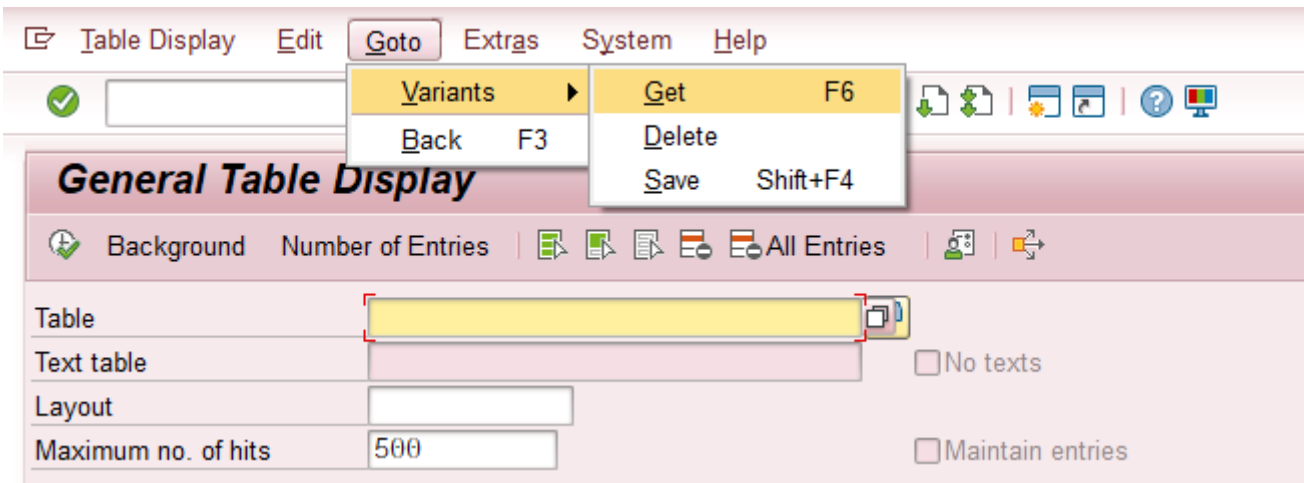
Responsibility (who does what)

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

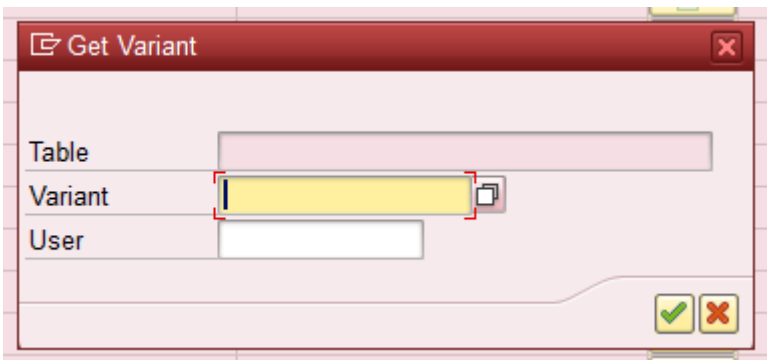
1. Absent VAT analysis

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**:



Click on :



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	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:

LFA1: Display of Entries Found

Search in Table: Vendor Master (General Section)
 Number of hits:
 Runtime: Maximum no. of hits:

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.

Solvay Cross-Reference

PRS Vendor code	<input type="text"/>	<input type="button" value="Get PRS Details"/>
PRS Main Payee	<input type="text"/>	<input type="button" value="Get PRS Details"/>
RCS Vendor code	<input type="text"/>	<input type="button" value="Get RCS Details"/>
Transfer RCS	<input checked="checked" type="checkbox"/>	
RHO Vendor Code	<input type="text"/>	<input type="button" value="Get RHO Details"/>
Transfer RHO	<input type="checkbox"/>	
SF Internal Key	<input type="text" value="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 [X]

Table []

Variant [] []

User []

[] [X]

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_REQU

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 [N] to []

Creation date [01.06.2021] to []

Created by [] to []

Account group [] to []

Segment code [] to []

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	BRENNTAG INGREDIENTS (INDIA) PV	BHIWANDI	IN	Z910 P297 Modification
491479	CHISO201	CHISO201 18.05.2021 08:43:48	302406960	HARNAEVA DIANA OLEGOVNA	R.P. ISHNYA	RU	Z7R0 P084 Modification
491480	CHISO201	RU40316 24.05.2021 14:27:56	302406960	HARNAEVA DIANA OLEGOVNA	R.P. ISHNYA	RU	Z7R0 P084 Modification
491529	CHISO201	CHISO201 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	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492619	JFLARGUI	JFLARGUI 31.05.2021 09:56:59		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492622	JFLARGUI	JFLARGUI 31.05.2021 09:57:51		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492623	JFLARGUI	JFLARGUI 31.05.2021 09:58:43		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492624	JFLARGUI	JFLARGUI 31.05.2021 09:59:17		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492625	JFLARGUI	JFLARGUI 31.05.2021 10:00:44		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492626	JFLARGUI	JFLARGUI 31.05.2021 10:01:44		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492627	JFLARGUI	JFLARGUI 31.05.2021 10:02:12		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492628	JFLARGUI	JFLARGUI 31.05.2021 10:03:01		INFOMOTIV SAS	SAINTE LAURENT DU VAR	FR	ZFRN P017 Creation
492629	JFLARGUI	JFLARGUI 31.05.2021 10:03:39		INFOMOTIV SAS	SAINTE 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...

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

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	420
490479	IN00036	WF-BATCH 06.05.2021 11:26:17	420

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	HEXATEC	KHEDA	IN	Z9I0	P097	Creation		
9		490479	IN00036		WF-BATCH			06.05.2021	11:26:17	4206993	ORBIT RE	DELHI	IN	Z9I0	P048	Creation		
10		492542	IT99278449		WF-BATCH			08.06.2021	02:37:58	4207011	BIONEED	BANGALO	IN	Z9I0	P086	Creation		
11																		
12	N	Saved																
13		487435	ZHANG		ZHANG			06.04.2021	05:42:55		Guangxi R	CHONGZL	CN	Z9C0	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	BRENNTA	BHIWAND	IN	Z9I0	P297	Modification		
16		491479	CHIS0201		CHIS0201			18.05.2021	08:43:48	30240696	KARNAEV, R.P.	ISHNY	RU	Z7R0	P084	Modification		
17		491480	CHIS0201		RU40316			24.05.2021	14:27:56	30240696	KARNAEV, R.P.	ISHNY	RU	Z7R0	P084	Modification		
18		491529	CHIS0201		CHIS0201			18.05.2021	13:24:14	30240592	KEMINS C	MOSKVA	RU	Z7R0	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

Status

Last change

Creation date

 Test Run

to

to

to

to






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.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Oct 11, 2021	Actor	Type	Activity	Version
Published	 Rui Cabrita	State	gave <i>Approvers</i> approval at 10:06 am	
		State	changed state to Published at 10:06 am	v21
To be approved	 Rui Cabrita	State	gave <i>Approvers</i> approval at 10:06 am	
Oct 07, 2021				

	 Marta Almeida	Edit	updated the page at 11:09 am	
		State	assigned approval <i>Approvers</i> to  Rui Cabrita at 9:09 am	
			<div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; padding: 5px;"><i>VWFs for be aborted: Open the file and remove the lines for the VWFs modified recently (less than one month):</i></div>	
		State	changed state to To be approved at 9:09 am	v21
For Review	 Marta Almeida	State	gave <i>Reviewers</i> approval at 9:09 am	
		State	changed state to For Review at 9:09 am	v21
Draft	 Marta Almeida	State	changed state to Draft at 9:09 am	v21
