SAP WP1 Contract & PIR Maintenance

1 OBJECTIVE AND SCOPE

1.1 Objective of this Procedure

This document describes the full procedure related to contract and PIR maintenance in SAP WP1 system. It’s a revised version from previous working instructions (Work Instruction - PUR - SAP - 02 & PIR Maintenance).
For Technology Solutions, requests can be performed by buyers and planners from each plant and for Composite Materials PIRs, Source Lists and Contracts can be modified and created by site Buyers (Strategic RM buyers. Planners can not (and should not) make changes themselves, but turn to buyers or us for that.
All requests are sent to Data Operations team via FreshDesk

1.2 Scope

Under Riga SBS Data Operations scope is the management of Contracts, PIRs and Source Lists for all Technology Solutions and Composite plants.

1.3 Abbreviations

Abbr.	Description
SBS	Solvay Business Services
HSE	Health, Safety and Environment
DG	Dangerous goods
MRP	Material Resource Planning
UoM	Units of Measure
PIR	Purchasing Info Record
STO	Stock Transfer Order
SL	Source lists

1.4 Roles and responsibilities

Prior to submitting a new Contract/PIR/SL request, it is the requester's responsibility to ensure the contract/PIR/SL does not exist in SAP already, so no duplicates are created in the system. If the contract/PIR/SL was not found, a request should be submitted to Data Operations for its set up in SAP. A second search in the system is performed by the Data Operations team to ensure no duplicates are created.

2 STANDARD OPERATING PROCEDURE DESCRIPTION

Purchase Info Record (PIR) is a method of managing the purchase price. An alternate management method is a contract. When a contract exists, then the PIR should not be used for the same material. A new PIR is created when a purchase from a new material/supplier combination is needed. Within the PIR there is another unique combination named Purchasing Org. Data, formed by the combination of the Purchasing Org., Info Category and Plant Code. If one of those elements is changed, this results in a new record within the PIR. In the PIR's General View the global fields are available. These fields determine the information common to all plants using the material/supplier combination. The PIR's maintenance is the responsibility of the Buyer. Any information missing in the ZERS form (approved by the Buyer) and necessary in the PIR should be completed by them.

2.1 Creation of PIR (Purchase Info Record) in WP1

PIRs are created when we have STO, consignment PO or a subcontracting contract.

We have 4 types of PIR:

- Standard - Specifies that the info record is used only in connection with standard purchase orders. This is the most ordinary PIR type and is the one used for STO.
- Subcontracting - Specifies that the info record is used only in connection with subcontract orders.
- Pipeline - Specifies that the info record is used specifically for pipeline withdrawals.
- Consignment - Specifies that the info record is only used in the case of consignment withdrawals.

2.1.1 Requirements for new PIR

In order to create new PIR we will need the following information:

- Vendor
- Plant
- Price
- Purchase organization (list can be found on Appendix 4)
- Incoterms

Note! If you have a request with more than one PIR to be created/updated, add the TAG in Freshdesk with the number of PIRs created/updated.

2.1.2 Creating PIR

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Main activities	Tips / Best practices	Key points
Enter transaction ME11	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Vendor		Information provided in the request
Material		As informed
Purchasing Organization	Information may change depending on the plant region/type of order	If not informed, see table below **Note!** If the material is **Finished Product (material group 0450)** and the Purchasing Organization in not mentioned in the ticket, return to the requester and confirm the correct purchasing organization to be used.
Plant		Information provided in the request
PIR category		If not informed, choose Standard The PIR category should match purchasing organization for consignment only. If it is subcon the purchasing org. will be a raw material For **ZERS** (Materials with Division **WA**) - Standard
Press enter		

Purchasing Organization

Domain	Europe	North America	Latin America	APAC
Packaging (ZVER)	3002	3010	3018	3026
Industrial Supplies (ZERS)	3004	3012	3020	3028

Raw Materials (ZMAT)	3006	3014	3022	3030
Inter-Company	3200			
Third Party	3100	3101	3102	3103
Consignment	3400	3401	3402	3403

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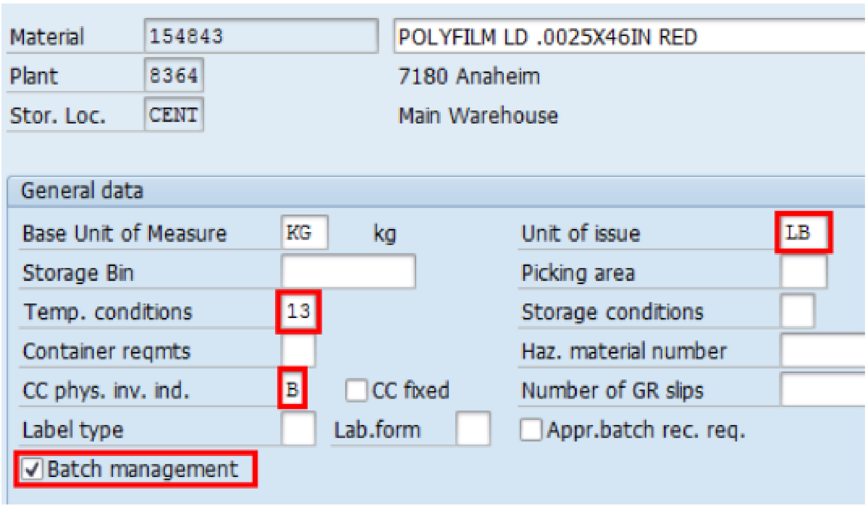
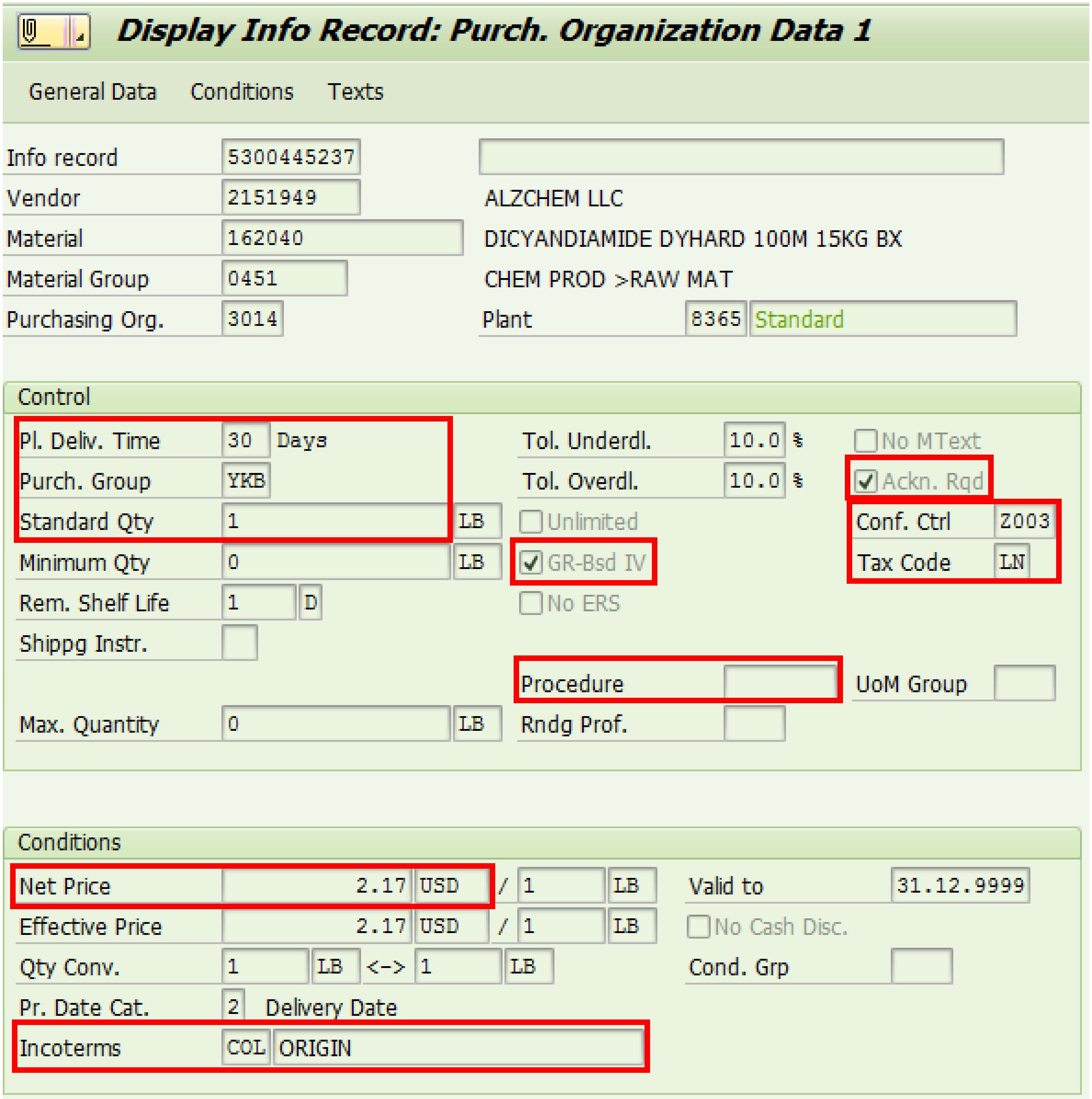
Main activities	Tips / Best practices	Key points
Vendor Material Number		Check the request form
Salesperson		Check the request form
Telephone		Check the request form
Order Unit	**Example**: If the price is 1.02 USD / per 1 YD, then the Order Unit should be YD	• **Creation**: This field should match with the price unit of measure given by the requester. **Note!** If the PIR is shared between 2 plants, they should be contacted in order to agree on the order unit. • **Option 1**: If they are different buyer needs to negotiate with supplier and local sites (inventory management and production teams) • **Option 2**: Change the order unit of measure on the Purchase Requisition. - link **Composites:** This field should be aligned with unit of issue. If there is a request to update unit of issue, it needs to come via Sharepoints and the buyer's approval attached to the workflow. **Note!** Purchasing, Inventory Management, and production needs to be involved as the Issue unit should be what is on BOMs. 
Go to Purchasing Organization Data 1 view	Pressing Enter will move you to Purch. Org. Data 1	



<table>
<tr><th>Main activities</th><th>Tips/Best practices</th><th>Technology Solutions</th><th>Composite Materials</th></tr>
<tr><td>Planned Delivery Time</td><td></td><td colspan="2">If pre-populated with a value lower than 5 days, update to 5 days</td></tr>
<tr><td>Purchasing group</td><td></td><td>
<table>
<tr><th>Material</th><th>Purchasing Group</th></tr>
<tr><td>Industrial Supplies (ZERS)</td><td>YBM for plants 8359, 8371 (US)
YMF 8373 (CA)
YBH for plant 8356 (MX)</td></tr>
<tr><td>Other material types</td><td>Change only if requested</td></tr>
</table>
</td><td>Reference file
<table>
<tr><th>Material</th><th>Purchasing Group</th></tr>
<tr><td>Raw Materials</td><td>The planners should add the correct buyer in copy when submitting the request. The purchasing group to be used should be from the buyer on the email.</td></tr>
<tr><td>Intercompany (Stock transfer Orders)</td><td>Check where the receiving plant is located and choose the purchasing group lists on the INTERCO / INTRACO (STOCK TRANSFERS) section.
• Example:
◦ For US based STOs (where receiving plant is US based) - FJ0
◦ For GB/UK based STOs (where receiving plant is EU based, for example GB, Wrexham, K&N Bonded and Non Bonded) - FH0</td></tr>
<tr><td>Packaging (ZVER)</td><td>The purchasing group is defined based on the material group. In order to determine the correct code, refer to tabs: EU (Europe) Packaging or NA (North America Packaging, based on the plant location for which PIR is created.</td></tr>
<tr><td>Industrial Supplies (ZERS)</td><td>Should be the Site Buyer code per plant plant</td></tr>
</table>
</td></tr>
<tr><td>Standard Quantity</td><td></td><td colspan="2">Always 1 if no special requests</td></tr>
</table>

<table>
<tr><td>Tax Code</td><td>Check location of plant and Vendor</td><td colspan="2">

Other countries

<table>
<tr><th>Plant Country</th><th>Local Tax</th><th>Import Tax</th></tr>
<tr><td>Australia</td><td>C"</td><td>D"</td></tr>
<tr><td>Brazil</td><td>GO* May have more than one option</td><td>GO</td></tr>
<tr><td>Canada</td><td>LY</td><td>AS</td></tr>
<tr><td>Chile</td><td>LR</td><td>LQ</td></tr>
<tr><td>China (TS Plant)</td><td>LC</td><td>JP</td></tr>
<tr><td>China (CM Plant)</td><td>"O</td><td>JP</td></tr>
<tr><td>Korea</td><td>IE</td><td></td></tr>
<tr><td>Indonesia</td><td>VX</td><td>VO</td></tr>
<tr><td>Mexico</td><td>NK</td><td>NF</td></tr>
<tr><td>Peru</td><td>MM</td><td>ML</td></tr>
<tr><td>Taiwan (plant 8815)</td><td>LN</td><td>AS</td></tr>
<tr><td>Japan</td><td>"K</td><td>JW</td></tr>
<tr><td>USA</td><td>LN</td><td>AS</td></tr>
</table>

Europe

<table>
<tr><th>VAT CODE CHOICE</th><th colspan="4">Country of Origin of the Material WP1</th></tr>
<tr><th>Country of the Plant</th><th>Same as Plant</th><th>Member of E.U.</th><th>Not member of E.U.</th><th>Import Procedure</th></tr>
<tr><td>France</td><td>UZ</td><td>VG</td><td>BZ</td><td>11</td></tr>
<tr><td>Italy</td><td>SM</td><td>SN</td><td>CI</td><td>4</td></tr>
<tr><td>UK</td><td>OR</td><td>OS</td><td>DP</td><td>001</td></tr>
<tr><td>Spain</td><td>TK</td><td>TM</td><td>MU</td><td>1</td></tr>
<tr><td>Germany</td><td>KM</td><td>KN</td><td>DF</td><td>43000</td></tr>
<tr><td>Poland</td><td>OW</td><td>PF</td><td>EB</td><td>001</td></tr>
<tr><td>Belgium</td><td>DC</td><td>DD</td><td>UG</td><td>001</td></tr>
<tr><td>Netherlands</td><td>TT</td><td>TS</td><td>DE</td><td>001</td></tr>
<tr><td></td><td>No Import Procedure needed</td><td colspan="3">Import Procedure required</td></tr>
</table>

</td></tr>
<tr><td>Import procedure</td><td>Applicable for European plants only (Please refer to table above)</td><td colspan="2">If the plant that you are creating the PIR is in the <u>same country</u> of the supplier, no import procedure is required.
If the plant that you are creating the PIR is in <u>different country</u> of the supplier then import procedure is required based on vendor's location</td></tr>
<tr><td>Enter Net Price</td><td></td><td>As requested

For Brazil Plants (8789) - Intercompany (p. org 3200): Must have price in USD (Condition ZI01). Contact Sol Silva (Sol.Silva@solvay.com) for the price.
Note! If the price pulling in the PIR is not default USD, also check the vendor master which should have USD currency at plant 8789.</td><td>As requested

• For STO's:
The price is required only when the Intercompany vendor is out of WP1
◦ How to identify: creates the source list first and if the PPL (Procument plant) populates with plant then you know that the vendor/plant is within WP1
• For STO's within WP1 - Intercompany: conditions or price needs to be deleted</td></tr>
<tr><td>Incoterms 1 and 2</td><td>Mandatory for all!</td><td>As informed

• For Brazil Plants (8789) - DAP SANTOS PORT
• For STO's (p. org 3200) if not provided by the requester use as default CIF DESTINATION
• For ZERS (Materials with Division WA): Use PPD Destination as default Incoterms in cases when value is not indicated by requestor

Note! No "." should be used for the second part on the Incoterms, if not provided, clarify with the requester</td><td>As informed

For STO's (p. org 3200) if not provided by the requester use as default DAP DESTINATION

Note! No "." should be used for the second part on the Incoterms, if not provided, clarify with the requester.

US: EXW = Collect for domestic shipments; Pre paid (PPD) can be used only for US domestic; any supplier paid shipments coming into US, can not be PPD it should be DDP.</td></tr>
<tr><td>Confirmation Control Key (CCK)</td><td>Check Incoterms</td><td>If Incoterms are COL - always Z003, (exception if going from Kemira to Kemira's plant 8543 then blank).
For Brazil Plants (8789), CCK is always Z016</td><td>For rare cases where there might be, if materials are purchased on consignment, Tax code is LU

US only: For PIRs that are with tax code LN AND INCOTERMS COL ORIGIN Confirmation control key should be populated as Z003;

US only: For PIRs that are an import and Solvay is the importer of record (buyer will know this) confirmation control key should be populated as Z004;

For PIRs that are with tax code LU Confirmation control key should be populated based on the vendor's country. For domestic - Z003 and for Imports - Z004.

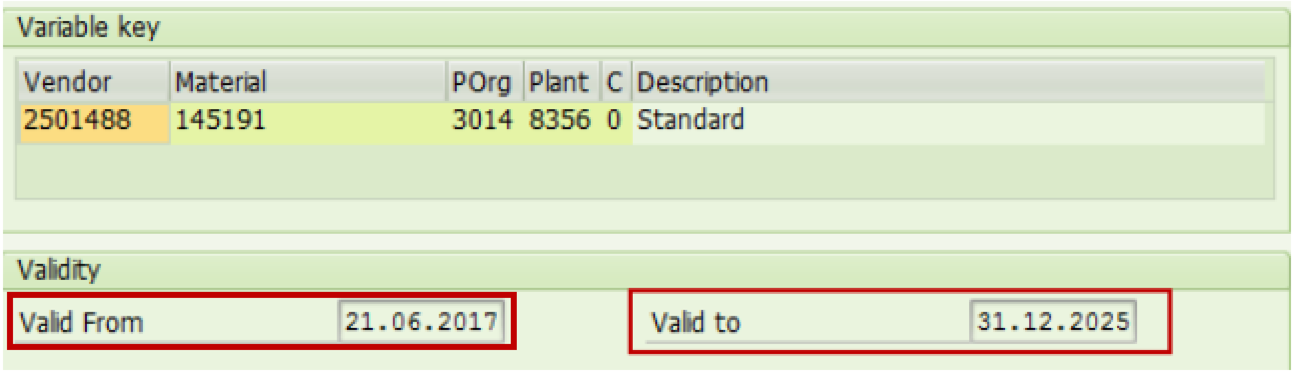
For STO when the receiving plant is located in China confirmation control key should be Z004</td></tr>
<tr><td>GR-Bsd IV</td><td></td><td>Always checked

For Brazil Plants (8789) - Intercompany (STO): Not marked</td><td>Always checked</td></tr>
<tr><td>Ackn. rqd</td><td></td><td colspan="2">Order acknowledgement tick mark is mandatory for all PIRs that are from a regular vendor. This includes sites that are not live in WP1, i.e. PE1 and any other Solvay sites that may not be in WP1, but have non-intercompany vendor code as well as go under Purchasing organization 3200.

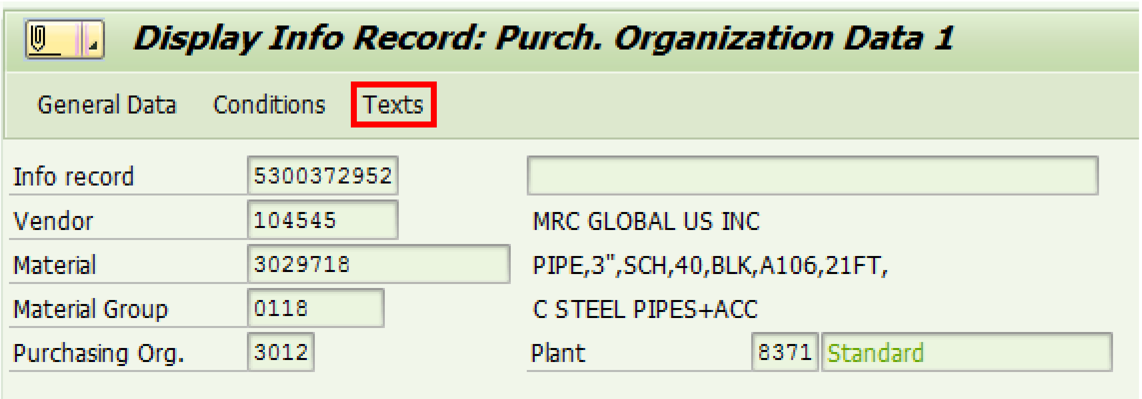
All STOs (transfers between sites that are live in WP1) DON'T Need the tick mark there.</td></tr>
<tr><td>Pricing Date Control</td><td></td><td>For Brazil Plants (8789), Always 1</td><td>Price date category is based on whether or not the material is an import (considering against the receiving plant). Applicable for all regions
1 (Purchase Order Date) = Import
2 (Delivery Date) = Domestic

If a vendor is US and plant is in GB, it's an import = 1
If it's US to US, domestic = 2</td></tr>
</table>

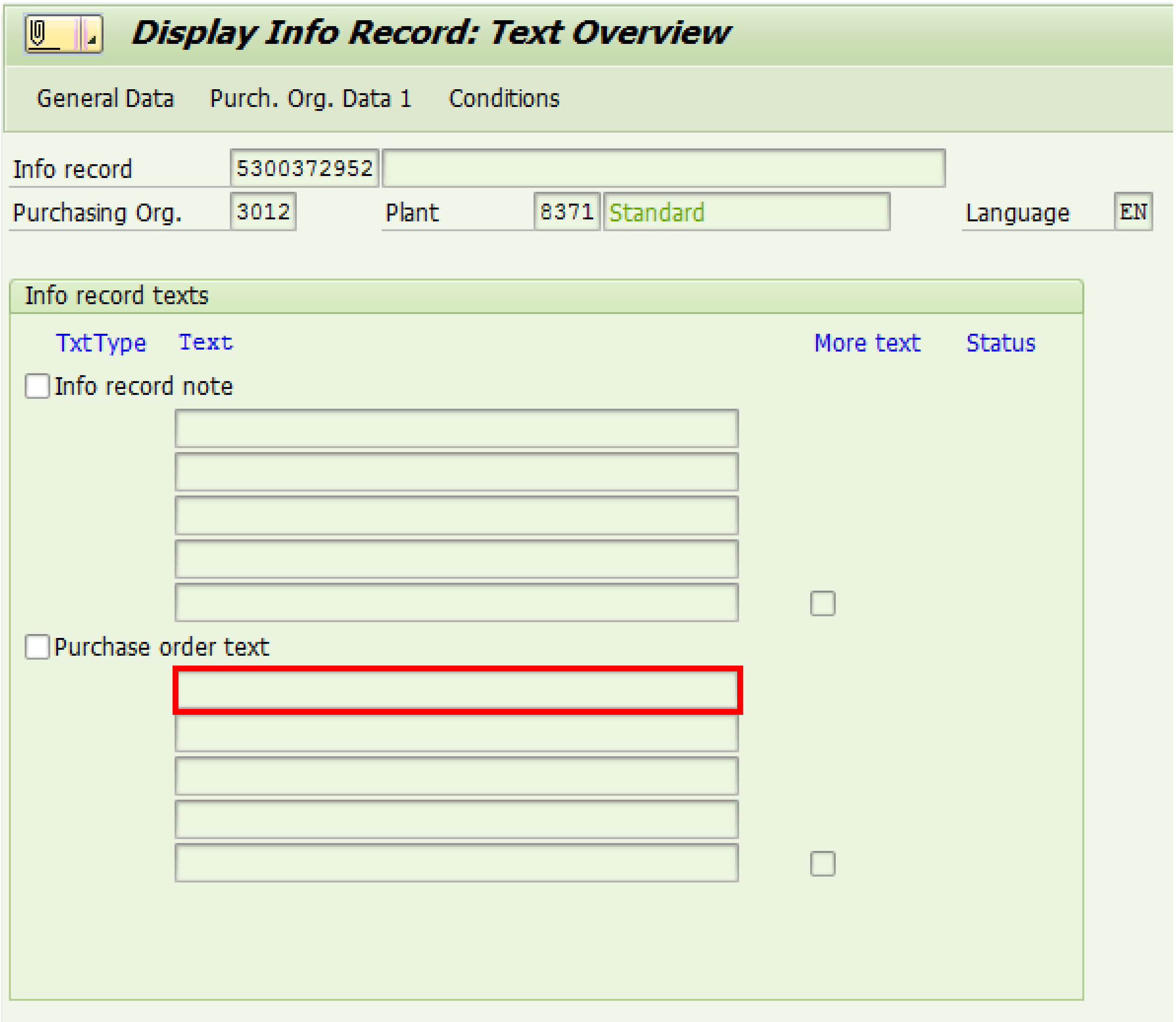
Go to Conditions view			



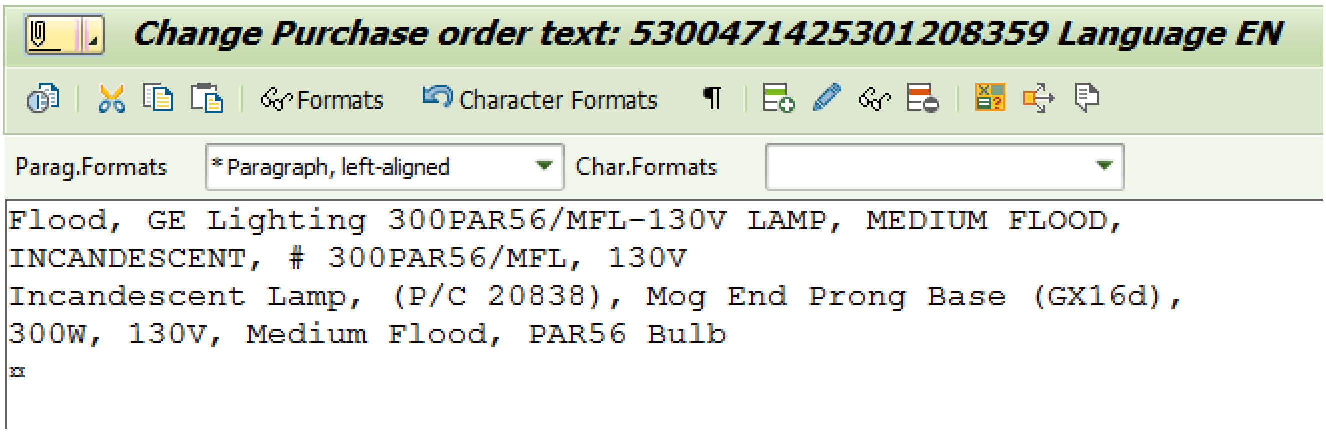
Main activities	Technology Solutions	Composite Materials:
Valid from	As per request, if not provided today's date	As per request, if not provided today's date
Update the valid to period	The validity period to be used is **31.12.2025** (All material types) For plant **8789** - 31.07.2021	The validity period to be used is **31.12.9999** (ZMAT and ZVER) For **ZERS** (Materials with Division **WA**) - The validity period to be used is **31.12.2021**
Click on		

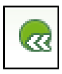


Main activities	Key points
Go to Texts view	



Main activities	Key points
Purchase Order text	Double click the Purchase order text field to add longer tests via text editor – see step below



Main activities	Key points
Purchase Order text in text editor	For **ZERS** (Materials with Division **WA**): Check the request form, if not provided add the material´s long description. For other material types add only if requested.
Click on 	
Click on  to save the PIR	The PIR number is displayed in the confirmation message at the bottom of SAP screen – copy it to request form for further reference

2.1.2.1 Adding Scale

When in conditions we are able to add Scales related to the price of the material.

Some items we can have discounts when we buy in a higher quantity.

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Main activities	Key points
Select the price line	
Click on Scale blocked URL	

blocked URL

Main activities	Key points
Add the scale quantity	
Add price for new quantity	
Save it blocked URL	

2.1.2.2 STO PIRs

For Stock Transfer Orders we have 2 types:

- Intra STO's: Trading between plants on the same company code. Only Source List is required (Skip to section 2.2. Source list creation)
- Inter STO': Trading between company codes. PIR and Source List are required

When creating a STO (Stock Transfer) PIR, we need to delete the condition in order to the correct price reflect for the item.

NOTE: ALL STO PIRs ARE CREATED FOR PURCHASING ORGANIZATION 3200, NO NEED TO UPDATE THE “VALID TO” IN THIS CASE.

After saving the new PIR, go back to the conditions and follow the procedure below:

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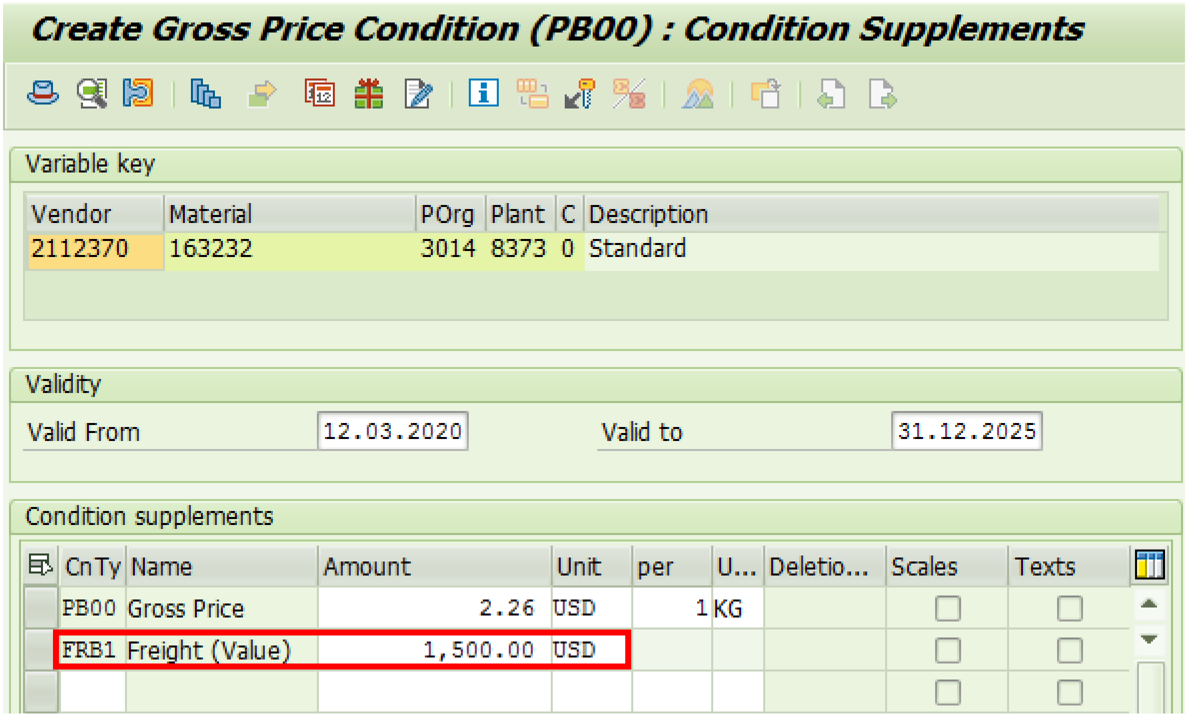
Main activities	Key points
Select Price line	
Delete blocked URL	Confirm deletion
Save itblocked URL	As informed

2.1.2.3 Adding Freight condition



Main activities	Key points
Condition type	As informed
Price	As informed
Currency	As informed

Note! The list below are those that will print on a PO output sent to a supplier.

Printed Conditions		Level
PB00	Gross Price	Line Item
PBXX	Gross Price	Line Item
ZB01	Surcharge val vendor	Line Item
RB00	Absolute discount	Line Item
RC00	Discount/Quantity	Line Item
RA00	Discount % on Net	Line Item
RA01	Discount % on Gross	Line Item
ZB00	Surcharge (Value)	Line Item
ZC00	Surcharge/Quantity	Line Item
ZA00	Surcharge % on Net	Line Item
ZA01	Surcharge % on Gross	Line Item
RL01	Vendor Discount %	Line Item
MM00	Minimum Qty (Amount)	Line Item
MM01	Minimum Qty (%)	Line Item
REST	Account Discount %	Line Item
ZCIN	Discount/Quantity	Line Item
HB00	Header Surch.(Value)	Header
HB01	Header Disc.(Value)	Header
ZZ24	Discount o/PO val(%)	Header
ZZ28	Freight (Val)	Header

2.1.3 Change PIR

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Main activities	Key points
Enter transaction ME1M	
Vendor	If informed, otherwise keep it blank
Material	As informed
Purchasing Organization	If informed, otherwise keep it blank
Plant	If informed, otherwise keep it blank
Click onblocked URL	

blocked URL

Main activities	Key points
Select PIR	
Press Change Info Record blocked URL	

blocked URL

Main activities	Key points

Go to Conditions	

blocked URL

Main activities	Key points
Single click on the valid period	
New with reference	

blocked URL

Main activities	Key points
Validity From	As informed, other wise current date
Valid to	if not informed, end of current year
Amount	As informed
Per	As informed
Price Unit of measure	As informed
Save it blocked URL	

2.1.4 Delete PIR

Important!

PIR's created for plants [WP1] **not** maintained by Data Operations Riga [Industrial Supplies]:

- Freshdesk ticket for other Data Operations team should be created.
  - Data Operations Curitiba;
  - Data Operations Lisbon;
  - Data Operations Bangkok;

PIR's created for purchasing organisation [WP1] 3012; 3020; 3028; 3004 [Industrial Supplies]:

- Created / Inactivated by **Data Operations Riga** team.
  - **Site Buyers** or **Store Room Owner** in charge must be informed of any inactivation's and creations of new PIR's in case of Duplicate accounts /Tax ID changes.

PIR's created for other Purchasing Organizations [WP1]:

- Maintained by **Site Buyers's and/or Data Operations Riga** [Raw Materials] for Technology Solutions & Composite Materials.
  - The buyers/planners should be informed on the inactivation

PIR's created in **PF1_020** are maintained locally, buyers should be contacted based on this list.

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Main activities	Key points
Enter transaction ME12 or ME1M as on Change section	
Vendor	Information provided in the request
Material	As informed
Purchasing Organization	As informed
Plant	As informed
PIR category	If not informed choose Standard
Press enter	

blocked URL

Main activities	Tips / Best practices	Key points
Purchasing Group		E00
Extras > Deletion Flags	Shift + F12	

blocked URL

Main activities	Key points
Complete info record	Flag if Full PIR should be deleted
Purch. Org. Data	Flag if only plant/p. Org data should be deleted.
Go to Conditions	

blocked URL

Main activities	Key points
Double click on the valid period	

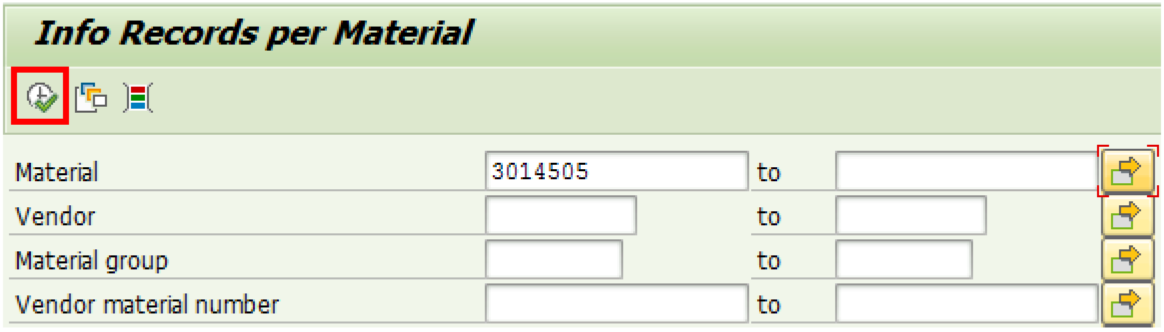
blocked URL

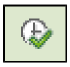
Main activities	Key points
Validity To	Date in the past
Save it blocked URL	

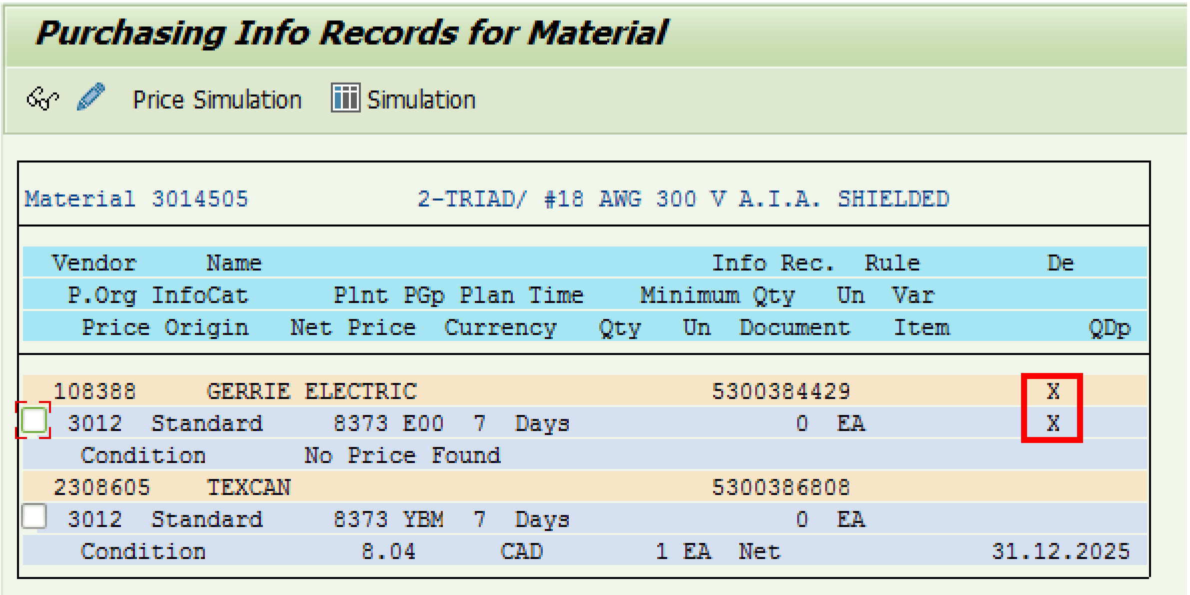
2.1.5 Re-activating a supressed PIR

Requests to re-activate PIR that is marked for deletion can be received.

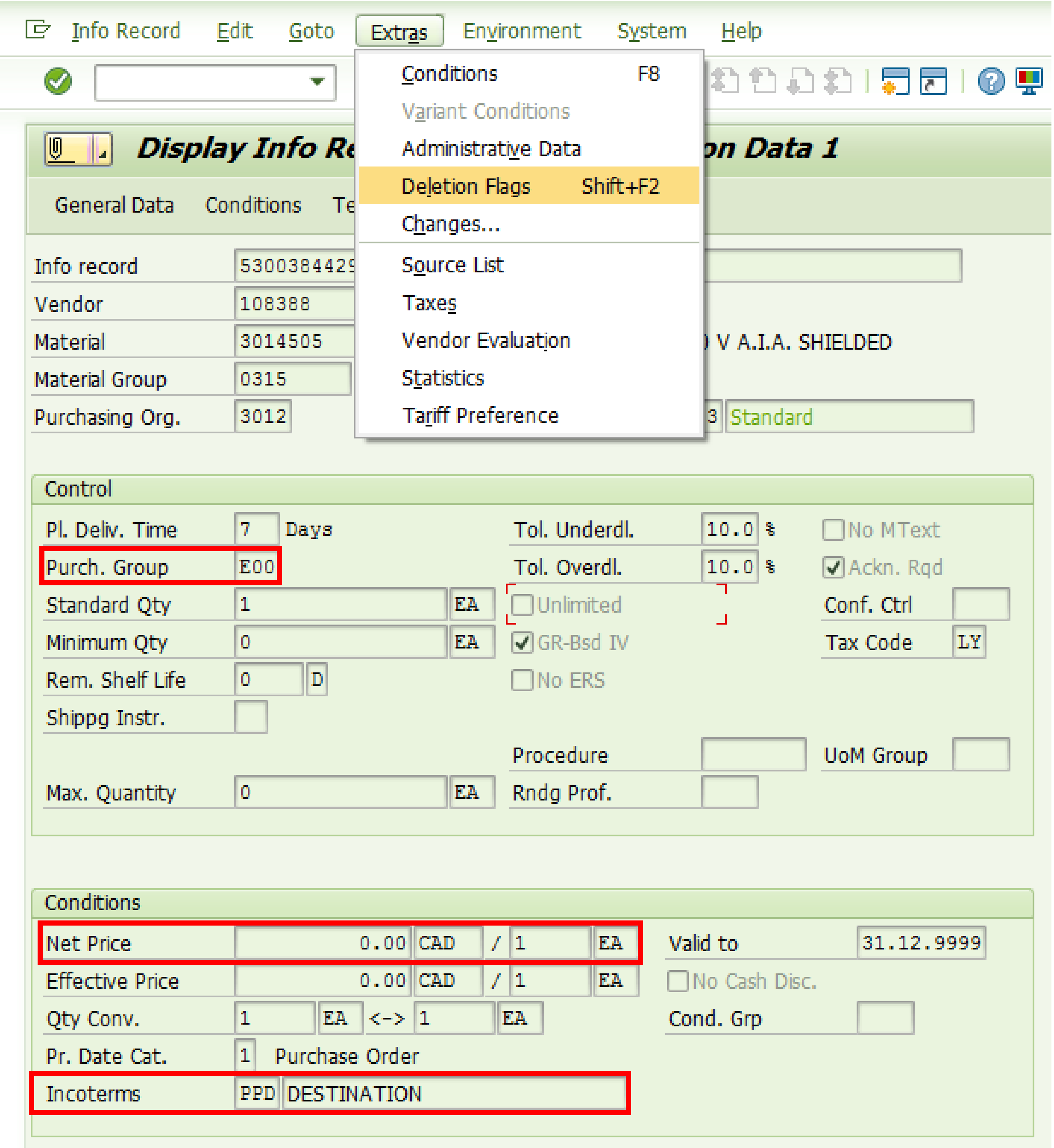
Main activities	Key points
Enter transaction **ME1M**	Full path: Logistics -> Materials Management -> Purchasing -> Master Data -> Info Record -> List Displays -> By Material



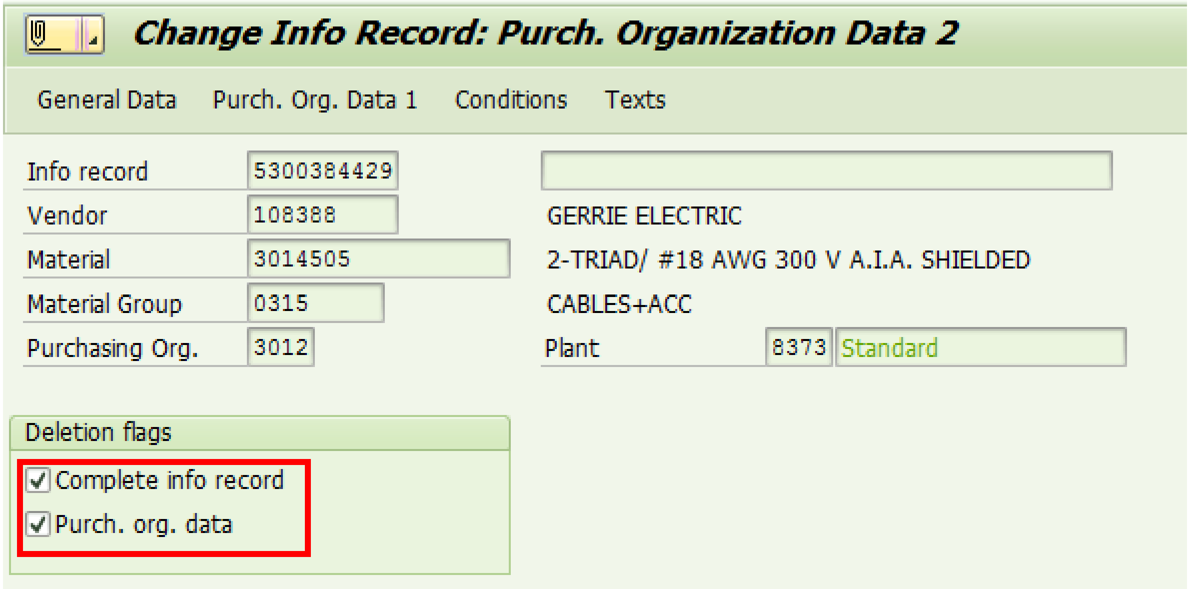
Main activities	Key points
Enter material number	
Click on 	



Main activities	Key points
Check value in Deletion Flag column	
Select the PIR to be re-activated	
Click on Change Info Record button	Alternatively F7 can be used. Warning message(s) will be displayed to inform that the record is flagged for deletion.



Main activities	Key points
Go to Extras -> Deletion Flags	After removing deletion flag take care to update other information – Purchasing Group, Net price, currency, unit and validity period, Incoterms.



Main activities	Key points
Un-check the Deletion flag box(es)	Save the changes by clicking
Save the changes by clicking	

2.2 Source List

A source list is needed every time a new contract is created, a new line is added in an existing contract or when a PIR is created.

We have 2 options on how to create/update source list

1st option:

2.2.1 Creating Source List

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Main activities	Key points
Enter transaction ME01	
Material	As informed
Plant	As informed
Press enter	

blocked URL

Main activities	Key points
Click on generate records	

blocked URL

Main activities	Key points
Press enter or click on confirm	

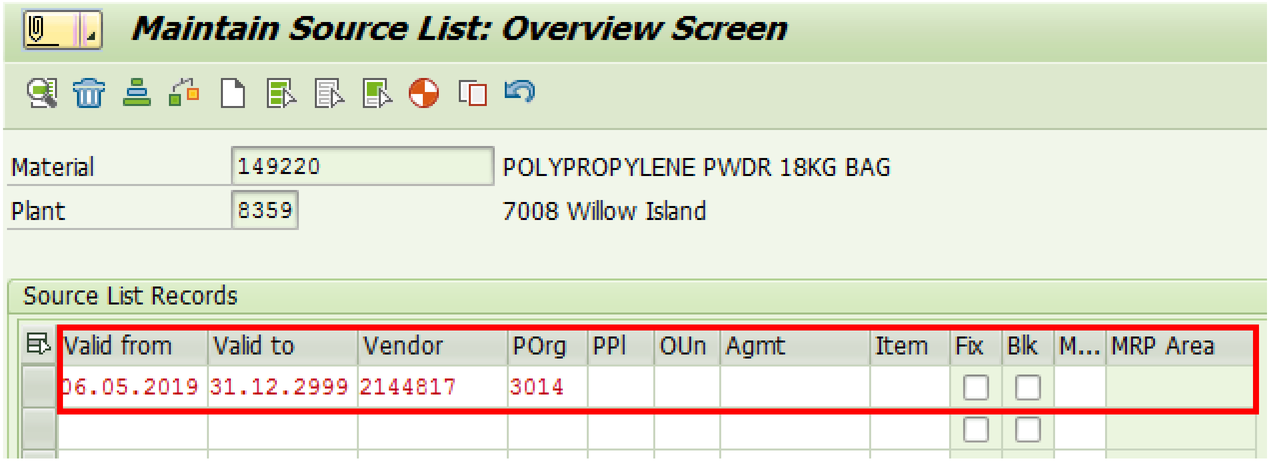
blocked URL

Main activities	Key points
Select “Not changed”	
Press enter or click on confirm	

blocked URL

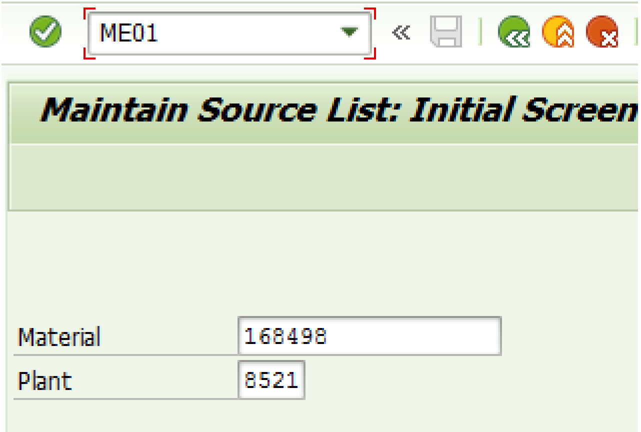
Main activities	Technology Solutions	Composite Materials
Valid to	The validity period to be used is **31.12.2025** (All material types)	The validity period to be used is **31.12.9999** (ZMAT and ZVER) For **ZERS** (Materials with Division **WA**) - The validity period to be used is **31.12.2021**
MRP	**Important!** The MRP should be populated with default 1 if there is only one vendor, when you have more that one source vendor, return to the requested in order to confirm the main source of supply	
Blk (Block)	The block should be used only when requested by the buyer	
Save it blocked URL		

2nd option:

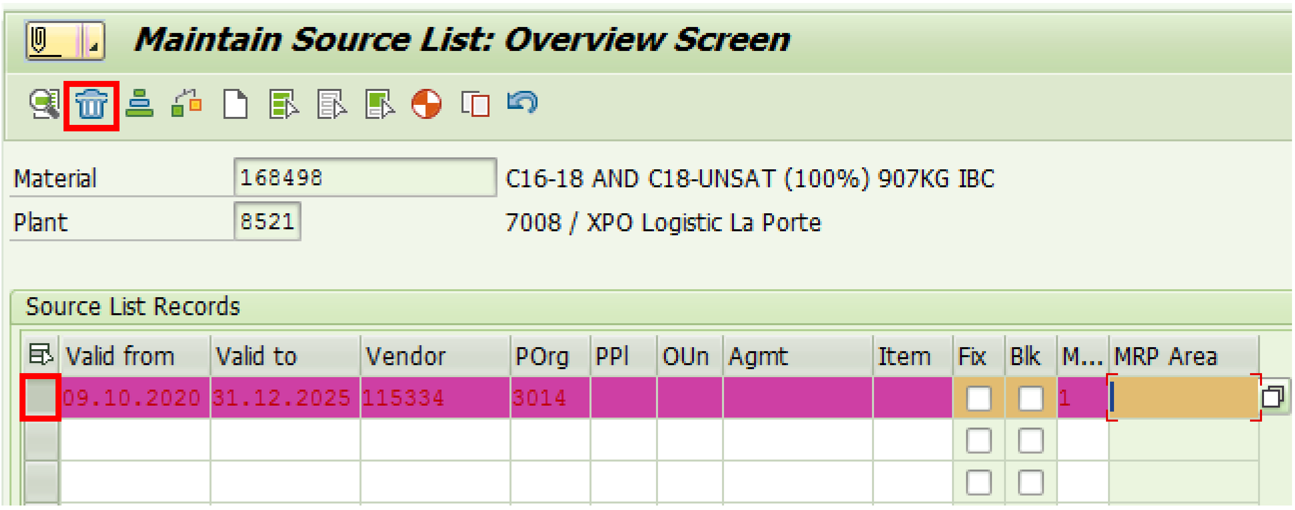


Main activities	Tips / Best practices	Key points
Valid from		Today’s date
Valid to		If contract - validity to from contract /PIR If PIR or STO - 31.12.2999
Purchasing Organization		From contract/PIR
Purchasing Plant	Ony for STO	Add Shipping from plant (source plant)
Contract	For external Purchase	Add contract#
Item	For external Purchase	Add line from contract related to the item
MRP Relevant	**If there are several sources, we should verify with Buyer, which source needs to be marked as MRP relevant.**	Always 1
Save it blocked URL		

2.2.2 Deleting Source List



Main activities	Key points
Enter transaction ME01	
Material	As informed
Plant	As informed
Press enter	



Main activities	Key points
Select the line to be deleted	
Press 	
Save 	

2.3 Creation of contract

2.3.1 Prerequisites

A contract is created in WP1 when:

- Some special negotiation was made with the vendor, for example, some specific material is paid with better terms than it is already set up on Vendor Master Data.
- For subcontracting/standard when the delivery address should be defaulted as a drop ship address of another supplier/subcontractor
- When the currency needs to be different then the vendor master
- For a separate Goods Supplier vendor number

NOTE: THIS IS NOT A STANDARD PROCESS AND SHOULD BE PERFORMED ONLY WHEN NO OTHER OPTION IS AVAILABLE.

2.3.2 Checking for duplicates

blocked URL

Main activities	Tips / Best practices	Key points
Enter transaction ME33K	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Press multiple choice button to receive pop-up window with search options for material master	you can also press F4	

blocked URL

Main activities	Tips / Best practices	Key points
Select Purchasing Documents per vendor	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Add vendor		Information provided in the request
Purchasing Document Category		Always K
Press enter	If no values return, you can proceed with the creation blocked URL	

blocked URL

Main activities	Tips / Best practices	Key points
Enter on contracts that shows up	We have one contract by plant. In case it's not the plant requested, proceed with contract creation, otherwise add item to the existing contract.	

2.3.3 Creating a contract

blocked URL

Main activities	Tips / Best practices	Key points
Enter transaction ME31K	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Vendor		Information provided in the request
Item category		Standard - blank Subcontracting - L
Agreement type		WK - Value based Contract For subcontracting you have MK - quantity based contract)
Purchasing Organization		Consult the Appendix - Purchasing Organizations
Purchasing Group		Plant buyer code For Composite Materials: (group starts with Y…i.e. YFJ..)
Press enter		

blocked URL

Main activities	Tips / Best practices	Key points
Validity end		As requested Composite Materials: 31.12.9999
Target Value		Leave blank
	Note! In the header you can also set up some different information other than the one in vendor master data, such as different payment term, incoterms, etc. (this information will be the one selected when PO is created)	
Press Item Overview blocked URL		

blocked URL

Main activities	Tips / Best practices	Key points
Material		As informed
Order Unit	If not populated, it will get from Material Master	
Target Qty.	For **MK** (Subcontracting) types only	Put the highest value possible Example: 999,999
Net Price	NOTE: Price can only be added with 2 decimal characters, in case price informed is as example $1.012 USD/EA > net price would be $10.12 and per will be 10	As informed
Per		See above example 10
Order Unit Price		As informed
Text		As requested (notepad icon)
Incoterms		As requested (puzzle icon)
Partner functions	If GS is different from standard of that supplier	As requested (people icon)
Delivery address	Enter drop ship vendor number into vendor field to change delivery address	As requested (truck icon)
Save it blocked URL	After the contract is created, source list should be created	

2.3.4 Adding new item in an existing contract

blocked URL

Main activities	Tips / Best practices	Key points
Go to transaction ME32K	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Add contract number		

blocked URL

Main activities	Tips / Best practices	Key points
Material number	Find the first blank line Follow the same procedure as step XX to XX	Add information as requested
Save it		

2.3.5 Changing items in an existing contract

blocked URL

Main activities	Tips / Best practices	Key points
Go to transaction ME32K	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Add contract number		
Press enter		

blocked URL

Main activities	Tips / Best practices	Key points
Select line that needs to be changed	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Click on conditions		

blocked URL

Main activities	Tips / Best practices	Key points
Single click on the valid period		
New with reference		

blocked URL

Main activities	Tips / Best practices	Key points
Amount		Information provided
Save it blocked URL	Note: Additional information can be changed also (texts)	

2.3.6 Changing Target value in an existing contract

blocked URL

Main activities	Tips / Best practices	Key points
Go to transaction ME32K	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Add contract number		
Select Header Details blocked URL		

blocked URL

Main activities	Tips / Best practices	Key points
Change to Target value to the information provided		
Save it blocked URL		

2.3.7 Deleting item in an existing contract

blocked URL

Main activities	Tips / Best practices	Key points
Go to transaction ME32K	T-code can be entered directly in Command field. T-code can be saved in Favorites.	
Add contract number		
Press enter		

blocked URL

Main activities	Tips / Best practices	Key points
Select Line(s) you want to delete		
click on “Delete” blocked URL		
Save it blocked URL		

blocked URL

Main activities	Tips / Best practices	Key points
After deleting all lines go to header		
Change Validity end to the past		
Save it blocked URL		

2.4 Quota Management

Procedure available in the link below:
WP1 - Quotas Management
Quotas management - Print Screen

Appendix - Approved Requesters - Technology Solutions

- Direct Procurement PIR (Raw Material and Packaging) and Third party: Only Buyers. In case there is a request from planner add the buyer once you update the price/create the PIR.
  - Packaging NA: Stephane Labelle / Matt Kalat
- Intercompany PIRs: Buyers or Planners
- Plant 7008 Willow Island - 8359 is shared between Technology Solutions and Novecare
  - List of approvers for Novecare
- Plant code 8536 -7008 / Allchem Service Houston & 8553 -7008 / South Coast Houston.
  - Requests can be accepted from Vincent Cifelli

The full list can be found here.

NOTE: Requests from Finance team related to Kemira Water Solutions vendor, can be accepted without further approval. The supplier sends to Finance the summary billing invoice which is reviewed and Finance decides which prices to use as planned for the next period. The Buyers are not involved, since the type of operation with Kemira is tolling and not purchases.

			ZERS (Materials with Division WA) and PIR creation/modification/deletion	PIR creation/modification/deletion	
Plant			Buyer	Storeroom Owner	LPR
8359	Willow Island	US	Dennis Andlinger	Tami Smith Benjamin Burns	Procurement team
8371	Mount Pleasant	US		Terrence Bybee Norm Hein Mike Metcalf	
8373	Welland	CA	Peter Mertzanis	Jesse Ostap Alex Cavasin Peter Anikejew	
8356	Atequiza	MX	Cesar Rivas	Alberto Mora	Abril Gomez **(Maternity leave)** Replacement: Vincent Cifelli and Eduardo Rubalcaba Guizar
8486	Fengxian	CN	Shen Jie	Ming Liu Sarawut Sonmuang	Ming Liu Sarawut Sonmuang

Appendix - Approved Requesters - Composite Materials

Strategic buyers (Raw Material Buyer) and Site buyers are trained to create PIR's, Contracts and Source List as Riga Data Operations team, they are the owners of this data/process. Planners can also request PIR creation, since they can either turn to the Strategic buyers (Raw Material Buyer) and Site buyers or to Data Operations team. For Source List creation no approval is required.

The full list can be found here (**Note**: this is only a guidance file).

Note! Planners can ask without buyer's approval: Planned delivery lead time; vendor material number; text changes

Note! The table below should be used only for ZERS - Industrial Supplies, for full table of approvers check the link

			ZERS (Materials with Division WA) and PIR creation/modification/deletion	PIR creation/modification/deletion	
Plant			Buyer	Storeroom Owner	Others
8367	7180 Piedmont	US	Kay Drake	David Williams Matt Holland David Lynn	Procurement team
8456	7180 Kalamazoo	US			
8785	7180 Rock Hill	US			
8350	7771 Wrexham	GB	Ken Sharp	Ben Pine	Procurement team
8361	7180 Orange	US	Michael Enes	Ian Tachell	Procurement team
8363	7180 Anaheim D'Aircraft	US			
8364	7180 Anaheim	US			Procurement team
8365	7180 Greenville, TX	US	Michael Adler	Robert Long (Greenville) Derek Johnson	Procurement team
8368	7180 Havre De Grace	US			Procurement team
8370	7180 Winona	US			Procurement team
8347	7772 Oestringen	DE	Steffen Schweickert		Procurement team

Appendix - Additional Definitions

CONSIGNMENT

A form of business in which a vendor (external supplier) maintains a stock of materials at a customer (purchaser) site. The vendor retains ownership of the materials until they are withdrawn from the consignment stores. Payment for consignment stock is required only when the material is withdrawn for use. For this reason, the vendor is informed of withdrawals of consignment stock on a regular basis.

SUBCONTRACTING

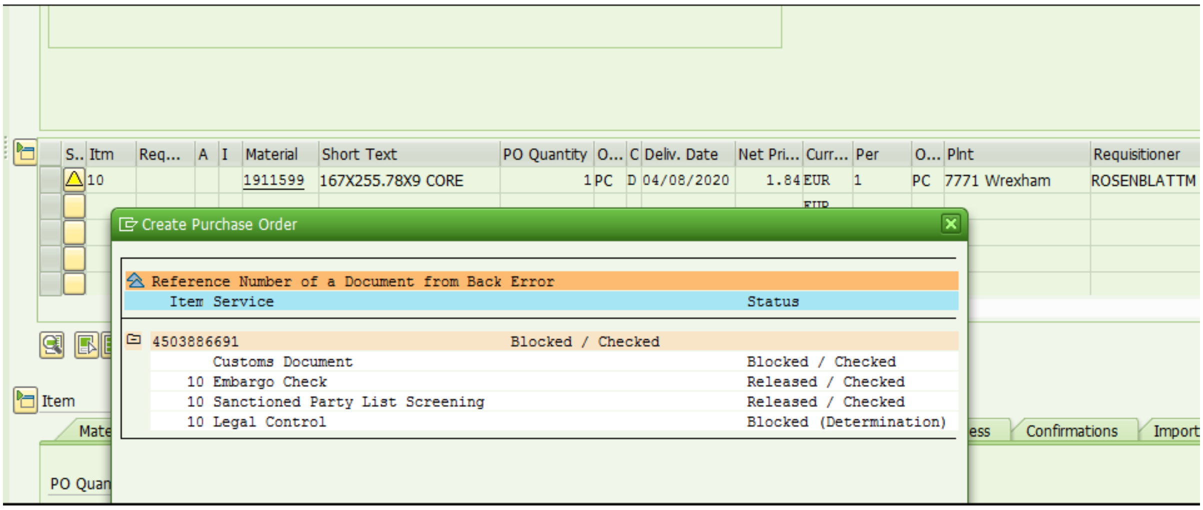
An instruction to a supplier (subcontractor) to manufacture an ordered part, material or assembly using specified "materials to be provided" (free-issue materials). A subcontract order contains a maximum of one order item for the ordered material, service, or work, and one or more "material to be provided" items for materials that the ordered makes available to the subcontractor, without charge, for processing.

Appendix - Q&A

In this link we have a Q&A where we can find the most common questions and answers regarding this activity.

Appendix - Embargo check in Purchase Order

If the following message appears, trade.control@solvay.com team should be contacted.



Appendix - ARIBA Project

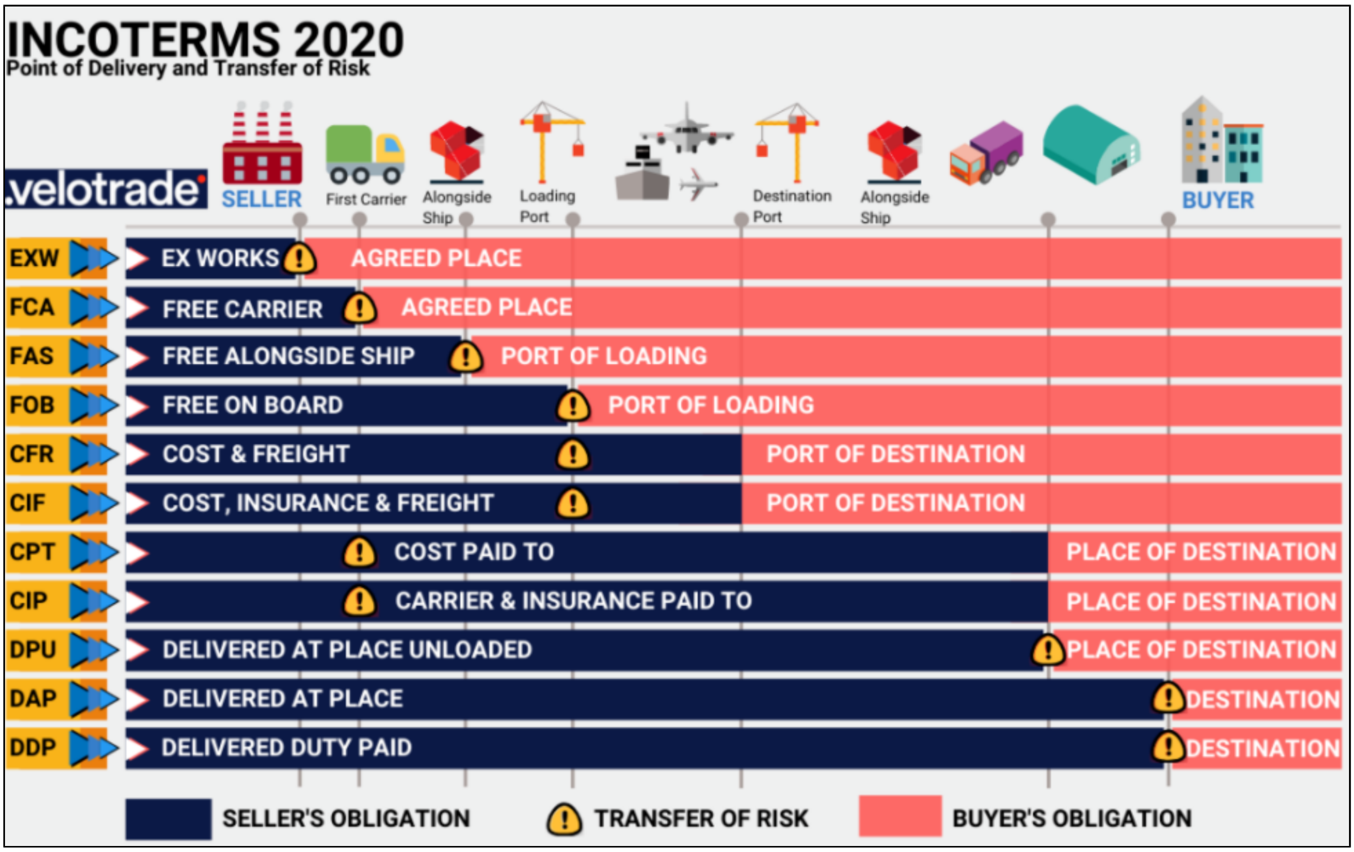
Once a vendor in enrolled in the ARIBA project the following set up will be created in SAP

- Vendor Master: Search Term 2   Contains ARIBA
- Purchasing Organization / Plant Level Confirmation Control Key field contains one of the values: Z017; Z018 or Z019
- PIR or Contracts   Confirmation Control Key field contains one of the values: Z017; Z018 or Z019

When these criteria are matched, it means the supplier is working with Solvay using the Ariba Platform, receiving Purchase Orders and sending Invoices.

If we already have the above information at Vendor Level and Contracts / PIR, all new creation will assume the code by default that cannot be removed, unless the request comes from the Ariba Team.
All new PIR / Contracts will take the default Control Key from Purchasing / Plant Level.

Appendix - Table of Incoterms


INCOTERMS 2020
Point of Delivery and Transfer of Risk
velotrade
SELLER
First Carrier
Alongside Ship
Loading Port
Destination Port
Alongside Ship
BUYER
EXW
EX WORKS
AGREED PLACE
FCA
FREE CARRIER
AGREED PLACE
FAS
FREE ALONGSIDE SHIP
PORT OF LOADING
FOB
FREE ON BOARD
PORT OF LOADING
CFR
COST & FREIGHT
PORT OF DESTINATION
CIF
COST, INSURANCE & FREIGHT
PORT OF DESTINATION
CPT
COST PAID TO
PLACE OF DESTINATION
CIP
CARRIER & INSURANCE PAID TO
PLACE OF DESTINATION
DPU
DELIVERED AT PLACE UNLOADED
PLACE OF DESTINATION
DAP
DELIVERED AT PLACE
DESTINATION
DDP
DELIVERED DUTY PAID
DESTINATION
SELLER'S OBLIGATION
TRANSFER OF RISK
BUYER'S OBLIGATION