

TRAINING DOCUMENTATION

Tips of the week

MASTER DATA MANAGEMENT	
TRAINING DOCUMENT	INSTRUCTIONS
CUSTOMERS	
Customer Segmentation Implementation Playbook v2	SAP BASIC SETTINGS - SAP Basic Settings - USER PROFILE - Parameter ID - SU3
MATERIALS	CUSTOMERS
- Customer Material Info Record Creation- VD51 - CMIR transfer to new ship to's	- New Account conversion process - Customer Master Data Texts - Sales View Updates - Display/Search a Customer (VD03) - Customer Data cleansing in WP1
PRICING	MATERIALS
- Price Policy - SFDC ONE Quote Pricing process (CSR training) - Incoterm - Blockage for Manual Price - Display Price (VK13) - Rebates - Rebates management Best Practices - Closing rebate agreement without payment - Closing rebate Agreement with payment - Rebate creation 9001 9002 - Rebate creation 9003 9004 - Template Year End Rebate	- LINK MATERIAL TO A CUSTOMER (VD51-VD52-VD53) - SEARCH MATERIAL IN SAP (MM03)
	COMPLIANCE
	2025 Training EMEA LTD - through GTS 2025 Training USMCA /KORUS - through GTS - Tax Exemption (NAM) - VAT exemption (France and Italy)

INVOICING / POST-INVOICING

ORDER MANAGEMENT	
TRAINING DOCUMENT	INSTRUCTIONS
- Document conformity - CSR - Samples Good practices (EMEA NAM) - NOV- WP1 - Order cancellation , modification or completion - WW - NOV -Express Delivery Management Procedure - WW - NOV- WP1 - Minimum Order Value and Minimum Order Quantity - WW - Return Process & SAP instructions - Novecare Return Request Form - CMC Sample Order Management - CMC Sample order (Europe / TS) - Direct Trading Third Party order - Available to promise - One time Customer - Usage and restrictions - Text Management	SALES ORDERS - FREE ORDERS (Samples & Free goods) - Consignment Stocks KB/KE - U.S. Goods Returned Procedure - DISPLAY THE LIST OF SALES ORDERS (VA05) - Stock consultation - CREATE A PACKING LIST - Order book follow up ZWOCR05 - Order cancellation - Reasons for Rejection - ATP easy one - MB51 - Searching for a sales order by Batch# - Delivery and Billing Blocks - WP1 Delivery blocks impacts
EXPORT ORDERS	TRADING
- Canadian Shipments Guide - BREXIT Guidelines - FCA proof of Receipt Process and Maintenance - TEMPLATE - List of orders - Attestation VAT - FCA proof of delivery - external use (make a copy) - Note CS letter customer proof of reception jan 2019 - Letter to customers EXW FCA FAS FOB contracts (make a copy)	- PURCHASING ORDER FOR TRADING ORDER - MIGO - NEGOCE SAP - When a Migo does not work - WorkCycle User Guide - Direct and Indirect Trading - Negoce Plants (EMEA)

SHIPMENT AND TRANSPORT

TRAINING DOCUMENT	INSTRUCTIONS
- Post-invoicing procedure - Template to request Post-Invoicing approval - elinvoice Italy_eDocument	- CREDIT/DEBIT NOTE CREATION - Search Credit Manager (FD33) - CREATE OR DISPLAY AN INVOICE OR PROFORMA (VF01-VF03) - How to create a PROFORMA invoice (for Payment in Advance and Brexit) - TAKING OUT A PROFORMA FROM SAP (VF02)

TRAINING DOCUMENT	INSTRUCTIONS
Logistic / Customer Service workshops (2023) - International Trade Basics - PO Checking / Shipping Condition - Reading Shipping docs, instructions, Texts mgt, - Freight Forwarders tools - Routes: definitions, roles & responsibilities - Orders shipping to Canada - Export to Middle-East, documentation requirements - Project 44 - shipment platform	- Display Shipment Document - Splitting a delivery - PACKING LIST - Auto Sending of COA

CONTROLS
- Open Order Report - ZWOCR05 - For Analytics - Shipped Not Billed - ZWOC78A

USEFUL
- CSR activity checklist - CS Document Printing HandBook - ACRONYMS AND ABBREVIATIONS - MWST error - CI+Q - Intro Newcomers - Lisbon SC - Training Agenda

OTHER TOOLS	
DYNASYS Novecare - Adv FPS - Sales Manager Administration	SAP Manager IS_GRC_Manager_Validation_in_CUP
GOOGLE - Chromebook user manual - GNow	Electronic Orders - ESKER Training - Solvay@eCommerce - SAP user guide - Solvay eBusiness Solutions 2021 - Solvay eCommerce - User Creation
Service One Tickets - Service One Link - How to request access to CRM, Qlikview & QlikSense dashboards	CRM Sales Force Link to the documents