

EMEA - Creation of Employees

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Scope



ERP



References

Attachments

Objective and Scope

This procedure explains the steps required for the creation of a Employee. The scope is the customer in local: PF1_020 and/or WP1_400.

The creation of a Physical Vendor is related to the creation of specific [Solvay](#) members (employees) in the system, namely due to Expense Reports or Credit Card holders.

It is used for [Solvay](#) members to have cash available for using in different company related events.

Countries and companies concerned are:

PF1 – Bulgaria (3438 and 5735); Saudi Arabia (6275); Switzerland (0125)

WP1 – Poland (7531 and 6268); Netherlands (6301); Butachimie (ZFR9)* exceptional support during TSA agreement only (2018)

PF1 / WP1 - Non Concur (worldwide)

Employee number structure

PF1	Main rule: P + Employee number - <u>example:</u> P63040634 If the external has no Employee number created, we should created with P + User Id. And if provided any code it can be created with P+ Name <u>example:</u> Ricardo Nunes = Employee number PRNUNES SA employee (10 characters): P98+employee id without the 0 (zero) <u>example:</u> employee P986318457 NASSER ALHAJRI (user id 63018457) BG employee (10 characters): P9800+user id example: employee P980000014 (user id 14)
WP1	Automatic

General Data

Physical accounts are created for expenses of a Solvay member (employee).

This information will arrive to the mailbox of Data & Analysis (ptp-data.analysis@solvaysbs.freshdesk.com) with a form appropriately filled-in:

- [For Bulgaria](#)
- [For the other countries](#)

Or requested directly by Travel & Expenses Team.

Manual creation (concur or non concur)

Enter transaction **XK01**.

Account groups: ZZPE for PF1, Z012 for WP1

If provided the employee can be initially linked to a company code.

PF1	WP1
Create Vendor: Initial Screen Vendor P000000003 Company Code 1196 SOLVAY (DE) PurchasingOrganization Account Group ZZPE Reference Vendor Company code PurchasingOrganization	Create Vendor: Initial Screen Vendor Company Code 6361 PurchasingOrganization Account group Z012 Reference Vendor Company code PurchasingOrganization

The person who sends you a request for creation of vendor, always provides the following information:

- Name of the vendor
- The Physical Vendors' Solvay company
- User ID number

Tab Address:

Name: The names of the Physical Vendor should be copied from the requesters email to this field

Search Term: Last Name of Employee for PF1 and WP1

Search Term 2: User ID, when applicable. Preferably, it should always be entered.

Postal Code : It is always the same address data as of the PF1 company or it is provided.

City: It is always the same address data as of the company or it is provided.

Language: Changed according to the origin of the Physical Vendors' origin/location

Change Vendor: Address

MENA Certificate Extra Master Data

Vendor

Preview International Versions

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country GERMANY Region

Time zone

Tab Control:

Change Vendor: Control

MENA Certificate Extra Master Data

Vendor: P010206408 ANDREAS MAZOUNI HANNOVER

Account control

Authorization: DE

Tax information

Tax Number 1: Tax number type: ☐

Tax Number 2: Tax type: ☐ ☒ Natural Person

Tax Number 3:

Sole Proprietr. (natural person): Check this box "Sole Proprietor".

Tax Number 1: is a unified personal number of a person but not a tax number of an entity and can also be provided and to be entered, when so. Once the information is entered, click Enter

Tab Payment transactions:

Change Vendor: Payment transactions

MENA Certificate Extra Master Data

Vendor: P010206408 ANDREAS MAZOUNI HANNOVER

Bank Details

Ctry	Bank Key	Bank Account	Acct. Holder	AK	IBAN	IBANValue	BrnKT	Reference
DE	25050180	0015496392				DE40250501800015496392	EUR1	

Bank data is provided by the requester and should be always confirmed by HR Team showing a evidence of the bank account available in PP2 system.

For DOMO employees the confirmation must be provided/confirmed by local HR Team (if requested the introduction of a bank account):

- Adriana Kraciuk for Poland
- Eva Sillero for Spain
- Caroline Perrot for France
- Rémy Veron for Germany and Italy

Company view

Enter transaction **XK01**.

Create Vendor: Initial Screen

Vendor: P010206408

Company Code: 4061 KANDELIUM BASR (DE)

Purchasing Organization:

Account Group:

Click enter and then add Reconciliation Account, Sort Key and Personnel number:

Change Vendor: Accounting information Accounting

MENA Certificate Factoring Master Data

Vendor: P010206408 ANDREAS MAZOUNI HANNOVER

Company Code: 4061 KANDELIUM BASR (DE)

Accounting information

Recon. account: 2486010000 Sort key: 002 Doc.no., fiscal year:

Cash mgmnt group:

CIIU Code:

Reference data

Prev.acct no.:

Personnel number: 10206408

Click enter and then flag the field Chk double inv.and the Payment Method:

Change Vendor: Payment transactions Accounting

MENA Certificate Factoring Master Data

Vendor: P010206408 ANDREAS MAZOUNI HANNOVER
Company Code: 4061 KANDELIUM BASR (DE)

Payment data

Payt Terms:
Chk double inv. ☒

Automatic payment transactions

Payment methods: 1 Payment block: ☐ Free for payment: ☐
House bank:

Data to be filled in each field should be done according to following **matrix**:

	Systems					
	PF1_020			WP1_400		
	ZZPE			Z012		
	BG	SA	Other	NL	PL	Butachimie
Recon. Account	2486010000	2486010000	2486010000	42900300	42100300	42900300
Sort Key	002	002	002	001	001	001
Personnel number	User ID Number	User ID Number	User ID Number			User ID Number
Payment Terms	-	-	-	0285	0028	N003*
Chk double inv.	yes	yes	yes	yes	yes	yes
Payment method	provided	provided	1	B	V	Q**
WH Tax Country	-	-	-	-	PL; H; D; yes	-
Acctg clerk	-	-	-	-	-	-

*if not available at company code to be extended, just pick one code with 3 days delay. Note that payment terms YXXX are purchasing scope, therefore N/A

**if not available at company code to be extended, just pick the standard payment method Z

Once the information is entered, click Enter until the end and Save

Employees non concur

Description

Some temporary collaborators do not have access to Concur. A manual process for travel booking and expenses management has been defined:

- Trainees / Apprentices / VIE
- Temporary workers booking for themselves (when the usage of a Solvay tool for travel & expenses has been formalized in the contract)
- Special spot cases : Guests, Expatriates family...

Process

The user itself should complete the [form](#) available on the [Solvay ONE Travel & Expenses](#) and send it by email to their internal referent for approval, with their bank account info attached.

The Internal referent should check if the request is legitimate and correctly filled.

After approved, the request should be forwarded to T&E Team using the following email address: ptp-travel.expenses@solvay.com (If the information is sent directly by the employee it can accepted if the Internal referent is in Cc)

Only if what described above has been accomplished, the T&E Team will forward the request to Data Operations Team, through Freshdesk, to proceed with the employee creation

Data to be filled in each field should be done according to the following **matrix**:

Systems		
	PF1_020	WP1_400

Account group	ZZPE	Z012
Recon. Account	2486010000	42900300
Sort Key	002	001
Personnel number	User ID Number	Employee number
Payment Terms	N000	0028
Chk double inv.	yes	yes
Payment method	Q**	Q**
WH Tax Country	-	-
Acctg clerk	-	-

**if not available at company code to be extended, just pick the standard payment method 1 (PF1) Z (WP1)

As soon as done, the Freshdesk Ticket should be sent back to T&E Team with the SAP employee number created.
