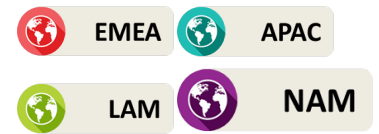


# WW - Vendors with reason code ZVN/ZBY and without movement --> BMC Helix

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## Scope



## ERP



## References

## Attachments

## INTRODUCTION

### Objective

Improve the quality of the Data available in SAP.

1. Complete the block of the vendor when the reason code (ZVN / ZBY) is already added and no movements are found for more than 3 months
2. The check is done directly in PF1 & WP1 systems

### Scope

This OP applies to:

1. All suppliers with reason code **ZVN or ZBY** with no movements for more than 3 months.

## MAIN PARTS

Responsibilities and description of the steps to follow.

### Responsibility (who does what)

There are two jobs running in SAP, 1st working day of each month.

One for **PF1** and another for **WP1** that sends a report, to [ptp-data.analysis@support.solvay.com](mailto:ptp-data.analysis@support.solvay.com), with a list of all suppliers with the reason code but without movements for the last 3 months.

This means that these vendors can be deleted for the Purchasing Organizations mentioned in the report.

The data operator should perform the steps described below in order to complete the request.

## Ticket analysis

**Subject:** Vendors without movement - Vendor to be checked fo

### Actions:

- Open the file and copy all the suppliers listed;
- Cross-check in PF1\_050 (SE16\_LFA1) if all vendors still have the reason code filled in;
- Copy and Paste all the vendors with the reason code filled into the [Supplier Deletion Cycle](#) (Select the last tab that is not locked yet);The following columns should be filled in:
  - **A** - Ticket number
  - **B** - BLOCK FOR NEW ITEM
  - **C** - Date of the extraction

- **D** - PRS supplier code
- **E** - Supplier name
- **F** - RCS supplier code

(If Relevant)	Step 1: Procurement Request				Step 2: PSL Data Analysis	Step 2: PSL Data Analysis			
Ticket #	Requested by	Requested on	Supplier Code PRS	Supplier Name	Supplier WP1	Supplier Country	Segment code	Segment Description	Suppl
#	BLOCK FOR NEW ITEM	01.07.2021	123	ABB		456			







- At the end check if there are any duplicates and remove them (if a request done by the buyer already exists, this one should be kept).

A deeper analysis will be done under the Supplier Deletion Cycle procedure and these vendors will be monitored until is possible to Fully delete them.

**Close the ticket.**

## Workflow history

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

Dec 02, 2021	Actor	Type	Activity	Version
Published	 Marta Almeida	Edit	updated the page at 3:13 pm	
	 Rui Cabrita	State	gave <i>Approvers</i> approval at 2:28 pm	
		State	changed state to <b>Published</b> at 2:28 pm	v8
To be approved	 Rui Cabrita	State	gave <i>Approvers</i> approval at 2:28 pm	
	 Marta Almeida	State	assigned approval <i>Approvers</i> to  Rui Cabrita at 2:14 pm	
			<i>WW - Vendors with reason code ZVN/ZBY and without movement --&gt; BMC Helix</i>	
		State	changed state to <b>To be approved</b> at 2:14 pm	v8
For Review	 Marta Almeida	State	gave <i>Reviewers</i> approval at 2:14 pm	
		State	changed state to <b>For Review</b> at 2:13 pm	v8