

# EMEA - VENDORS Bank data maintenance

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## Scope

? Unknown Attachment

## ERP

? Unknown Attachment

? Unknown Attachment

? Unknown Attachment

## References

## Attachments

## Objective and Scope

The object of this procedure is to describe the flow of the bank data update and how is formed the european bank accounts.

## General Principles

The suppliers must be required to send their bank data for payment to SBS directly. There are 2 ways to request the update of this data: through the tool Vendor Workflow Request (SAP system) or by sending an email to the [Paymentsecurityprocess@solvay.com](mailto:Paymentsecurityprocess@solvay.com) (Freshdesk ticket).

Buyers (and accountants) are authorised to send bank statements to this electronic mailbox, when they receive documents from suppliers directly. SBS will then perform a check directly to the supplier.

Bank details are exclusively maintained in the system where the client level of vendors is maintained.

## IBAN structure

**IBAN** stands for International Bank Account Number.

It is the Bank codification used for the international payments in Occidental Europe. This codification is using the ISO code of the country, a 2 characters check digit and the bank account identification. Detailed structure and validation rules are depending on each country. All information concerning IBAN (rules, structure, list of countries concerned, etc) can be found on the IBAN site <https://www.iban.com>.

IBAN code is mandatory for all the trans-border payments in the Western Europe countries which have set up a management of IBAN codes. These payments are generally made via Solvay CICC.

An IBAN consists of a two-digit country code, two check digits, and a Basic Bank Account Number (BBAN) that contains specific bank and account details. Each country is responsible for its own BBAN structure and SWIFT is the official registrar of the national IBAN formats. Example:

Country	Chars	BBAN Format	IBAN Fields	Comment
Andorra	24	8n,12c	ADkk bbbb ssss cccc cccc cccc	b = National bank code s = Branch code c = Account number

**Display Vendor: Payment transactions**

Certificates Extra Master Data

Vendor  PERITAXA ANDORRA LA VELLA

Bank Details

C...	Bank Key	Bank Account	Acct holder	A..	IBAN	IBANValue	BnkT	Reference details	D..	SW
AD	00060001	011270673221				ADS100060001011270673221	EUR1			<input type="checkbox"/> CAS

## Countries without IBAN

For the countries without IBAN the bank data is inserted column by column and the operator needs to confirm the Bank Key. The Bank Key is different depending on the country.

When not provided by the requester it can be used the SWIFT code.

**Display Vendor: Payment transactions**

Certificates Extra Master Data

Vendor  MANDLA SERVICES SPRL LUBUMBASHI

Bank Details

C...	Bank Key	Bank Account	Acct holder	A..	IBAN	IBANValue	BnkT	Referen
CD	CITICDKX	0200171233					USD1	

- MOROCCO**

The country has IBAN but the validation is not possible. Insert the bank data without it like this example:

**Display Vendor: Payment transactions**

MENA Certificate Extra Master Data

Vendor  SOCIETE PANAFRAICAIN DE COMMERCE CASABLANCA

Bank Details

Ctry	Bank Key	Bank Account	Acct Holder	AK	IBAN	IBANValue	BnkT
MA	02178000	00027030478047		86			MAD1

Bank country + Bank Key (variable size) + Bank account (14 numbers) + AK (2 numbers).

**NOTE:** Regarding US bank details, the bank key used is the one marked with ACH in the document. Example:

Account Name : Fortex Engineering Limited  
 Account Details : 8310494687  
 Bank Code (Swift/BIC): CMFGUS33  
 Wire Transfer Number : 026073008  
 Routing Number (ACH or ABA) : 026073150

## Bank data maintenance

The requester of a bank account update can be anyone from the SOLVAY company or the supplier. He is responsible for the content of the request.

His role consist in:

- Collecting information and evidence;
- If available, the physical evidence must be attached.

## Request tools

## Vendor Workflow Request

The update of the bank data can be triggered by the buyer (through the vendor creation request), by the DATA team or by the RPA (both through a vendor modification).

**NOTE:** not applicable for group companies, alternative payee suppliers and requests originated in CICC.

## Create a Workflow Request

Concerning the DATA team the option on the Vendor Workflow is - Request bank data (PF1\_050). The transaction is Z1S\_VWF\_REQUEST:

**SBS Data - Management of Vendor Requests**

My requests | Create request for bank data

**Request for Creation of a new master record**

- Search Term
- City
- Country

**Request for Modification of an existing vendor's master**

- Update data of a vendor
- Unblock a vendor
- Block a vendor

**Request for Modification of an existing vendor's master via webform**

- Request bank data   RÉMORA OFICINAS UNIPessoal LDA

Fill in the tab **Web form** the "Vendor contact name", "Vendor contact e-mail" and "E-mail language" and then the company 5960. SAVE the update .

**SBS Data - Create Request for Bank Data**

Request to Modify Vendor 902064670 (RÉMORA OFICINAS UNIPessoal LDA) with bank data

Requester:  Segment code: P088 GE-FACIL  
 Company Code: 5960 SLV BUSI  
 Business Unit: CB CBS & NBD

Requester:  E-mail address:

General Data | General Data 2 | **Web Form** | E-Mail body | Phone/Fax/Mail | Banks | Distribution

**Vendor info**

Name:   
 Search Term 1:   
 Country:   
 Account group:   
 Language:

**Segmentation**

Domain code:   
 Class:  Class C

**Contact info for Bank data**

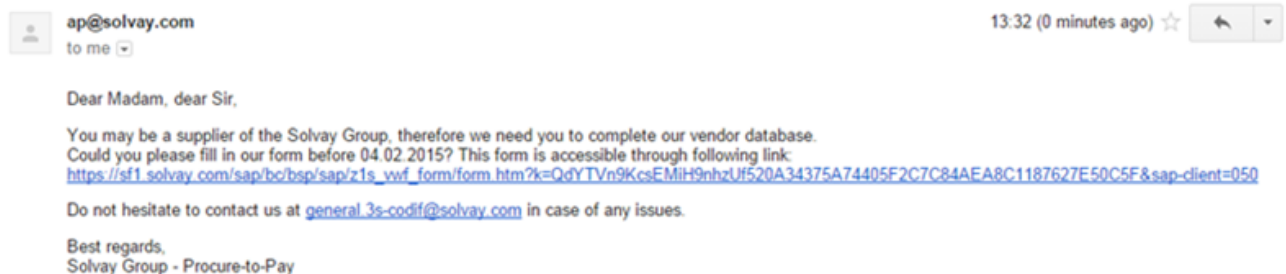
Bank data   
 Vendor contact name:   
 Vendor contact e-mail:   
 E-mail language:

**NOTE:** If the segment code is not filled in is not possible to proceed with the Vendor Workflow. The GPS team needs to be contacted to update this field and a Freshdesk ticket should be sent to PTP HD team requesting an outbound.

The vendor is called to fill a file with the bank details. Two automatic emails will be sent to supplier:

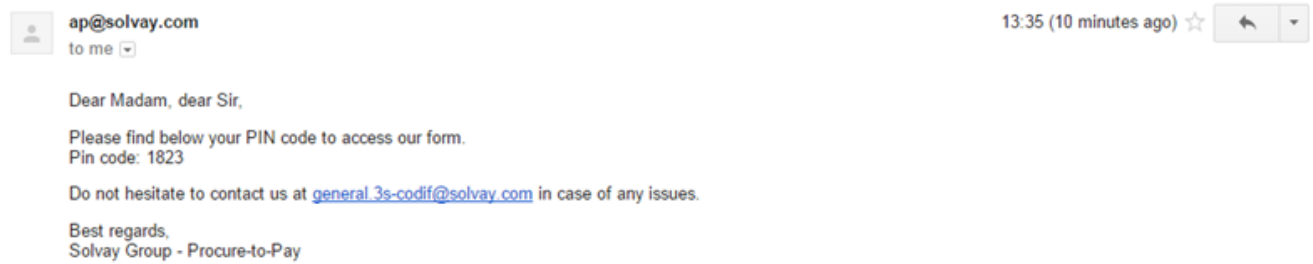
- Mail with the **link** to webform:

### Solvay Group Vendor Workflow: We need your collaboration!



- Mail with the **pin** code:

## Solvay Group Vendor Workflow: We need your collaboration! (2/2) Inbox x



The outbound performed by the Contact Center team is not needed in this situations.

### Receive bank details through a workflow

The supplier can add bank details in the tab Banks or in the tab File attachments. The operator actions must be:

- check for a bank data duplication (**SQ00** transaction in PF1\_050);
- check if a document exists in the tab File attachment and confirm if the document belongs to the vendor;
- check if an open ticket exists in the Fresdesk tool and if so a note must be added.

If detected that the bank data in the tab Banks differs from the one(s) in the tab File attachments, a ticket must be created and sent to the Provisioning/HD teams to clarify the difference directly with the supplier.

### Freshdesk ticket

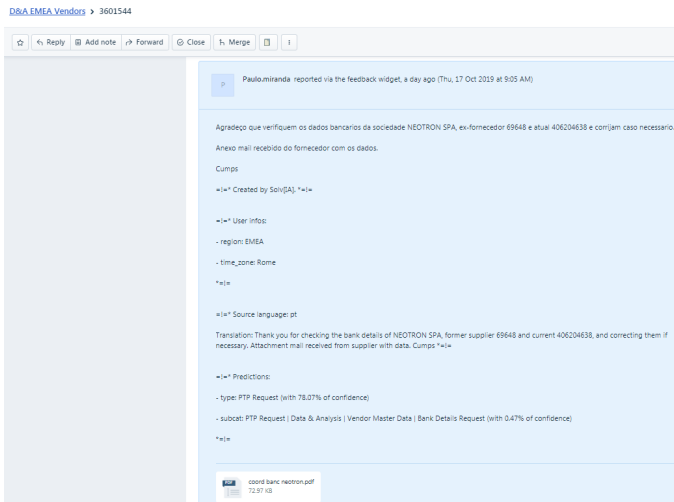
The update of the bank data can be also triggered by the buyer, from a SBS team colleague or from the Data team using the Freshdesk ticketing tool.

The ticket can be generated by sending an email (to [ptp-data.analysis@support.solvay.com](mailto:ptp-data.analysis@support.solvay.com) or [payment.securityprocess@support.solvay.com](mailto:payment.securityprocess@support.solvay.com)) or creating directly on the tool.

The vendors team will see this tickets inside the Group D&A EMEA (PTP Process: Data & amp Analysis ; PTP-Subprocess: Vendor Master Data).

Contact	Subject	Priority	PTP-Process / PTP-Subprocess / PTP-Category	Status
B Beatrice.kleider	Minimum commande #3605622	Low	Data & amp; Analysis / Vendor Master Data / Modification	Open
F Federica Ros-Vacca 2	BANK DETAILS MODIFICATION #3602267	Low	Data & amp; Analysis / Vendor Master Data / Modification	Pending
M Matteo.marengo	0270_vendor nr: 406182027 _ assigned to CICC #3605910	Medium	Data & amp; Analysis / Vendor Master Data / Modification	Open
M Mariajose.lourenco	email vendor 129029 SIGNAUX GIROD OUEST #3606241	Low	Data & amp; Analysis / Vendor Master Data / Modification	Open
I Inv-lis.3s-ap	DE#Bank data Maintenance#1003060091 #3542217	Low	Data & amp; Analysis / Vendor Master Data / Bank Details Request	Pending
M Matteo.marengo	0270_vendor nr: 406182027 _ assigned to CICC #3605911	Low	Data & amp; Analysis / Vendor Master Data / Bank Details Request	Open
A Andrea Giuseppin - GB Services	I: PO 4513419832 -IT-SOLVAY CHIMICA (IT) #3602220	Low	Data & amp; Analysis / Vendor Master Data / Modification	Open

### Request from Buyer/Accountant/ Other SBS team with suppliers document.



#### DATA role:

- Check veracity of the request, if is being sent from a reliable e-mail ID (if not reliable inform your team leader);
- Confirm the vendors number by matching the 3 following parameters: VAT ID, vendor name and vendor address (if the VAT is incorrect the request must be returned to the requester);
- Analyse recent tickets;
- Check the document or the need of a SBI (standard bank info). It is needed when:
  - The bank details are not provided;
  - When the information received does not allow to confirm the number of the vendor (no Name, Address nor VAT provided).
- Check possible bank data duplication (SQ00 transaction);
- Inform the buyer/accountant of the next step (outbound);
- Provide the contacts (master data plus official web page).

#### Standard message:

"Hello,

Could you, please, contact supplier XXX and confirm the bank details on the invoice/ and request a SBI?

Master data contacts: (copy/paste)

Official webpage contacts: (copy/paste)

Thank you in advance

(DATA notes: VWF XXX created and possible account duplication analysed)"

The ticket is sent to the Provisioning team requesting the outbound and a SBI if needed (standard bank info).

The Provisioning team will call and if no success an email will be sent. If necessary there will be a second outbound (2 days) and a third (last contact - 3 days).

- If the outbound was not achieved at the end of the attempts DATA team will proceed according to whether or not there is a bank account on the vendors master data.
  - If not, new contacts must be requested to the locals explaining that we have done all the attempts without success and that we will wait until supplier complaints about the payment. If yes, these bank accounts must be used.
  - If yes, then the team will check if a bank account already exists in the vendors master data
- If the outbound was achieved then the update can be performed. A new check of bank data duplication should be performed.

In the situation where the confirmed account is different from that given to us in the initial order, a new outbound should be performed to clarify the situation.

When confirmed more than one bank account all new accounts must be updated.

**NOTE:** The update flow is not required when the vendor already have a bank account in the master data for the same currency and it is an AP request.

#### Provisioning team role:

- Perform the outbound (to ask for the bank account which must be used for the payment);
- Request a SBI when needed;
- Provide the Name and Phone number used for the contact;
- Not send the supplier any bank account information;
- Advise to correct the invoice image when the bank account confirmed doesn't match with the one on the invoice;
- If new contacts are obtained to reach the supplier, then Provisioning team will re-start the outbound attempts;

- If other bank accounts have been previously recorded in the vendors bank details, Provisioning team asks which ones are still active or can be removed.
- If there are more than one bank account on the invoice (or on another document), Provisioning team asks the vendor which ones have to be recorded in our database;
- Assign the ticket to the DATA team.

The Data team will reply to the Buyer/Accountant informing of the update. If requested by other SBS team it must be passed to the correspondent Agent and Group.

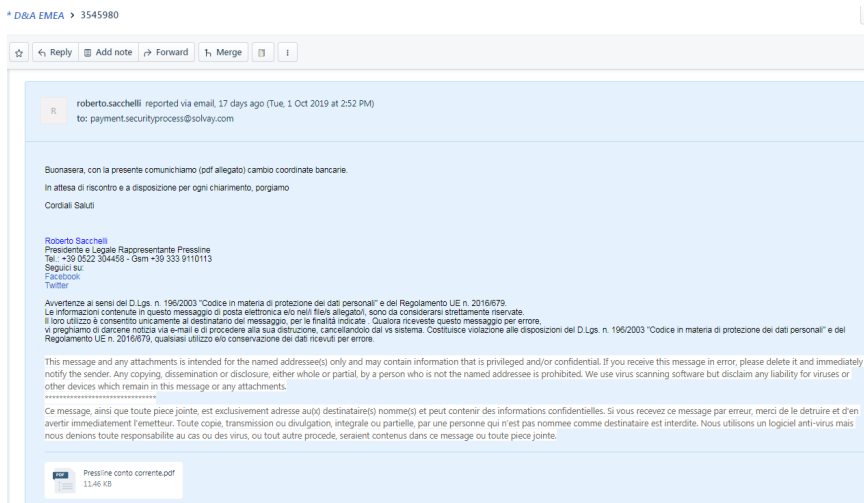
Block M tickets concerning WP1 vendors, when concluded the update the ticket is passed to PtP SC Payments team.

## Request from Buyer/Accountant/ Other SBS team without suppliers document.

A request of bank data update without document oblige the request of a SBI (document with the suppliers Name, Address, VAT ID and bank account). When received the data controller will need to check if the Name, address and VAT match with information on the vendors master data.

The roles of the Data and GCC teams remain the same.

## Request from Supplier



When received bank details directly from the supplier the update can be performed. In this situations the extension of the email received must match with the extension of the email available in the vendors master data. If not an outbound is required.

In cases where it is not possible to identify the vendor number the Data controller must send the ticket to the Provisioning team requesting to start an outbound to confirm the suppliers Purchase Order number.

The roles of the Data and Provisioning team teams remain the same.

## Bank data update

All manual changes must be justified using the field Comments (tab Address). Example: T 4695591 (Freshdesk ticket) or VWF 470615 (Workflow Request).

**Display Vendor: Payment transactions**

Certificates Extra Master Data

Vendor: 202201668 OOE TECHNOLOGIEUND MARKETING ... LINZ

C...	Bank Key	Bank Account	Acct holder	A..	IBAN	IBANValue	BankT	Referen
AT	34000	00000056069				AT743400000000056069		

Bank Data...

Payment transactions

Alternative payee

DME Indicator


Instruction key

ISR Number

Alternative payee in document

Individual spec.

Spec. per reference **Permitted Payee**

The bank data can be inserted in two different ways: column by column or using the button "IBAN Maintained"  :

- Column by column - used when the country do not have an IBAN:



**Settlements in rubles:**  
Account number - 40702810787360000381  
in PJSC ROSBANK, Moscow  
correspondent bank account - 30101810000000000256  
BIK – 044525256

**Change Vendor: Payment transactions**

Certificates Extra Master Data

Vendor: 302315241 ALD AUTOMOTIVE LLC ALMATY

C...	Bank Key	Bank Account	Acct holder	A..	IBAN	IBAN
RU	044525256	702398787360000007		40		
RU	044525256	702810787360000381		40		
RU	044525256	702978887360000262		40		

Bank Data...  

It is inserted the Country of the Bank account, then the Bank key (for RU is called BIK), The Account holder (when applicable), then the bank account, the Account Key (when applicable) and the Bank Type.

- Inserting the IBAN (by clicking in the field  ) :

<b>Giorni: 66</b>	<b>Data Termini Pagamento: 25.09.2019</b>
<b>Data Scadenza Pag.: 30.11.2019</b>	<b>IBAN: IT97W010308375000063164472</b>

**Change Vendor: Payment transactions**

Certificates Extra Master Data

Vendor: 406185658 DENIOS SRL ISOLA DEL CANTONE

Bank Account	Acct holder	A..	IBAN	IBAN
00000028424		H		IT
000001056038		X		IT
100000001329		C		IT

**IBAN Converter**

IBAN Entry

IBAN: IT97W0103083750000

Bank Details

Bank Country

- Bank type: it is mandatory, even if the vendors has only one bank.

The standard codification is 4 characters alphanumeric with specific meaning: EUR1, CNY2, USD3...

For multi-currency, the correct format should be: ZZZ1

When a new bank account is added or updated it should be assigned the Partner Bank Type number 1 of the list, i.e. becomes EUR1 or GBP1 or USD1 (...), changing also the available ones with the subsequent numbers (EUR1 will be EUR2 ...)

This change will allow the payment of invoice to the most accurate Bank Account and a more efficient Automation on the Automatic Postings.

When changed the bank type a check in the PI1 must be performed for open items. If there are, SC Payments team need to be informed of the change.

## Bank key

**Bank key** = unique identification code of a bank in a country.

This field is maintained in the PF1\_050. Key users located in countries using a non latin alphabet are authorised to enter the local version of name and address in their own alphabet (Cyrillic, Chinese, Kanji, Thai, ...).

The transactions used to maintain the bank data file:

Code	Function
FI01	Creation
FI02	Modification
FI03	Display
FI06	Delete/ Undelete
FI08	Transfer

During the introduction of a bank account in the vendors master data the system can request the Bank Key. If not yet created you should leave the vendor and go to the **FI01** to create it.

It is mandatory to have the following fields when processing this task:

- **Bank Name** (Name of the bank);
- **Bank Number** (Bank identification used in the IBAN codification);
- **SWIFT Code** (International bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC) - consists of 8 or 11 characters).

Format: Bank code (4) + Country Code (2) + Location code (2) + Branch code (optional + 3).

The code must be confirmed using the website - <https://www2.swift.com/bsl/index.faces> .

Institution (Last update: 21 Oct 2019)	
Institution name	BANCA MONTE DEI PASCHI DI SIENA
BIC	PASCITMMERO
Branch name	(A.T EMILIA ROMAGNA)
Address	
City	BOLOGNA
Address	VIA RIZZOLI 6
ZIP Code	40125
Country	ITALY

**NOTE 1:** A Bank key cannot have symbols - example : **BG BFTBBSF\$01**.

**NOTE 2:** When not confirmed the 3 numbers of the branch is not allowed the introduction of 3 Xs - example : AT 18130 (swift **BWFBATW1XXX**).

## Bank data duplication

To check if a bank account required in a request is not already assigned to another third party (to avoid that a fraudulent bank account would be assigned to several third parties) it is used the transaction SQ00.

The search of existing bank account is done by the data controller through a query in PRS (ZZ-VEN-BNK-ACC).

**Query from User Group GAC-DM: Initial Screen**

Query area: Standard Area (Client-specific)

Query: ZZ-BA-SEARCH-C [Change] [Create]

[Quick Viewer] [InfoSet Query] [Display] [Description]

Queries of user group GAC-DM : GAC Data Management

Name	Title	InfoSet	Logical Database	Table/View/Join	InfoSet Title
CUS-DEL-BNK	Deleted customers with bank account	ZJPC-CUST		KNA1 ...	Customers with bank data
MPV	LIST OF REQUESTS	Z1S_CWF_REQUESTS		Z1S_CWF_REQUESTS ...	Customers and Vendors Workflow requests
SUP-DEL-BNK	Deleted vendors with bank data	ZJPC-SUPP		LFA1 ...	Vendors with bank data
ZZ-BA-SEARCH-C	SEARCH FOR BANK ACCOUNT ASSIGNED TO CUSTOMERS	ZJPC-CUST		KNA1 ...	Customers with bank data
ZZ-LIST-REQ01	LIST OF REQUESTS	Z1S_CWF_REQUESTS		Z1S_CWF_REQUESTS ...	Customers and Vendors Workflow requests
ZZ-VEN-BNK-ACC	VENDORS BANK ACCOUNTS	ZJPC-SUPP2		LFA1 ...	LFA1 and LFBK
ZZ-VEN-DUPPLIC	Data Cleaning Vendors	ZJPC-SUPP		LFA1 ...	Vendors with bank data
ZZ-VEN-DUPLIC2	Vendors data + Bank account	ZJPC-SUPP3		LFA1 ...	Vendors with bank data

If the query displays one or several third parties with the required bank account, the Data controller determines if the situation can be accepted or not, according to data management rules.

It can be accepted when confirmed that the companies belong to the same group.

It can't be accepted when it's not possible to determine relation between vendors. In this situation the a Freshdesk ticket needs to be created to the Provisioning team asked to contact supplier to confirm relation between "different" vendors for a local to request more info.

## Bank data deletion

Erasing an existing bank account may be done under conditions:

- the supplier mentions explicitly that the existing bank account is obsolete and replaced by a new one,
- the supplier explicitly ensures that, in case of pending payments, an agreement exists with its bank for an automatic refund from the old bank account to the new one,

Erasing a bank account is usually performed by SBS upon receiving this information from the supplier, including after confirmation of a new bank account.

When vendors are marked for deletion, their bank details must be removed.

## Particular situations

The general procedure may be adapted to particular situations where the update of the bank account must be done quickly.

## Bankruptcy

The bankruptcy cases should be confirm with one of the below contacts from the CC Legal Team, depending on the country (Responsible for EMEA: Michael Van Der Horst).

### Contacts:

- Germany: Martina SCHOE (N+1: Wolfgang Müller)
- Italy: Roberta GOZZINI (N+1s: Marco Bagnoli)
- Spain: Belen Fernandez CORRALES (N+1: Jose Marcos Carrera Gomez)
- United Kingdom: Deborah ROWDEN (N+1: Melvin Dawes)
- Belgium: Greit de PESTEL
- France: Martine CHEVALIER

Reference "BANKRUPTCY" should be added in **Ref. Details** field.

When updating the new bank account, belonging to a Lawyer, Fiscal Entity, etc which is authorized to receive the payments on behalf of a specific supplier with financial issues (the same is applied in case of use of a permitted payee) the field **Account Holder** should be filled in.

All the old bank details must be removed from the vendors master data. **The question if the supplier should be blocked must be done to the requester and all the necessary actions must be taken depending on the answer.**

**Account holder** should be filled in

- AP Procedure - [Bankruptcy](#), [Garnishment](#) or [black list](#)

## Chartering / Shipping (maritime freighting)

A Chartering/Shipping vendor can be identified through the field Search Term 2 on vendors master data:

**Display Vendor: Address**

Certificates Extra Master Data

Vendor 302317336

Preview

Name

Title

Name DSG CHARTERING AND MANAGEMENT S.A.

Search Terms

Search term 1/2 DSG CH

And by the Segment code **P052 LO-SEA CHARTERING**:

Standard MENA Certificate

Vendor 302317336 DSG CHARTERING AND MANAGEMENT ... MAJURO

DUNS Solvay Cross.Reference Purchasing segmentation Others

VIP

VIP Vendor

VIP date request

VIP GBU request

Segmentation

Segment code	P052	LO-SEA CHARTERING
Domain code	8	LOGISTICS
Class	C	Class C

Suppliers for chartering/shipping are asked to send their SBI to SBS D&A BO ([PaymentSecurityProcess@solvay.com](mailto:PaymentSecurityProcess@solvay.com)).

Vendor Workflow requests for new suppliers mentioning "chartering" or "shipping" in the Communication area with a copy of the SBI attached, requires the creation of a Freshdesk ticket.

An email will be sent to one of the logistics managers requesting approval for this update:

\* D&amp;A EMEA &gt; 3238212

☆ Reply Add note Forward Merge

**Paulo.clemente** emailed jean-paul.siccard@solvay.com, 4 months ago (Fri, 28 Jun 2019 at 4:30 PM)  
 from: ptp-data.analysis@solvaysbs.freshdesk.com  
 cc: "Yanichka.petrova" <yanichka.petrova@solvay.com>

Hello,

We have received an urgent request regarding creation of the bank details of a chartering case.

- Vendor -302317336 - DSG CHARTERING AND MANAGEMENT S.A.

With Bank details:

IBAN NO. : AT401965031437270002

According to our security policy we need these details to be confirmed by a Logistics Manager (Different person from the requester).  
 Could you please check and confirm that these changes are correct?

Thank you in advance for your help.

The confirmation has to be given by a different person than the initial requester (even if the requester is a Logistic Manager) and has to mention the workflow request in the "subject" field.

o **Logistic Managers:**

Name	Country
Jean Paul SICCARD	East Eu and ME
Radka Ruseva PATALOVA	Bulgaria
Yanichka Damyanova PETROVA	Bulgaria
Petya TSEKOVA	W.Europe
Vanya Tsvetkova	W.Europe
Veronica Medina	USA
Biju George	USA
Nikki Valerio	USAV

No need to perform any direct outbound with the vendor.

## Correction of Bank Key

- Letters or e-mails received from our bank, informing us about a change of a bank key account belonging to a vendor, are sufficient proofs to proceed with the change without additional controls. The proof should be attached in the request:

REFERENCE	REASON CODE	PAYEE'S NAME	SORT CODE	ACCOUNT NUMBER	A/C TYPE	ORIG PROC OF CREDIT	TRAN CODE	ORIGINATOR SORT CODE	DETAILS ACCOUNT NO	MESSAGE SEQUENCE
Original Details Quoted Please amend to	WBM/230902 WBM/231	3 CITY ELECTRICAL FA	20-23-55 20-23-71	93921883 93921883	0	09/10/2019	99	40-02-50 SOLVAY	01340255	00018453

## Factoring/ Permitted Payee

Factoring is a financial transaction and a type of debtor finance in which a business sells its accounts receivable (i.e., invoices) to a third party (called a factor).

In this situations the bank account of the factoring company is inserted in the master data of the SOLVAY supplier (upon confirmation of the account by the supplier - standard outbound). It is added a reference on the fields Account Holder and Reference details:

**Display Vendor: Payment transactions**

MENA Certificate Extra Master Data

Vendor  BOM ROBINETTERIE INDUSTRIELLE VAULX EN VELIN

Bank Account	Acct Holder	A.	IBAN	IBANValue	BankT	Reference details	D.	SW
00025608601		46		FR7610096185050002560860146	EUR1		<input type="checkbox"/>	CM
00063407100	CM-CIC FACTOR	38		FR7611978000010006340710038	EUR2	CM-CIC FACTOR	<input type="checkbox"/>	CM

In some cases the bank account of the factoring may be already in the field Permitted payee. In this cases it must be inserted in the SOLVAY supplier (with the account holder and reference details).

**NOTE 1:** Applicable to all new vendors as of 01.01.2017 (link between commercial vendor and factoring account is no longer performed using the field Permitted Payee).

## Intragroup

For PF1 and WP1 companies it has to be checked if the bank account exists in:

- CICC online - [http://solia.solvay.com/irj/portal/Services/CICCOOnline\\_AboutUs](http://solia.solvay.com/irj/portal/Services/CICCOOnline_AboutUs) or/and [CICC bank accounts](#)
- Nafta online - [http://solia.solvay.com/irj/portal/Services/NaftaOnline\\_AboutUs](http://solia.solvay.com/irj/portal/Services/NaftaOnline_AboutUs)

If the required bank details match the data in the online data, then the bank details can be inserted without further confirmation.

If not, it must be approved by the [Company Accounting Manager](#) concerned. Therefore, there is no soft outbound in such cases.

## Italian invoices

### Anteprima della fattura in entrata Documento non legalmente valido

<b>IMMOBILIARE RAFFAELLA SRL</b>		Codice Fiscale e Partita de IVA: IT00719300337	
		00719300337	
Indirizzo: Via Martiri della Libertà, 39			
CAP: 29010	Comune: MONTICELLI D'ONGINA (PC)	Provincia: PC	
Telefono: 0523829262	Fax: 0523827707	Email: <a href="mailto:info@immobiliareraffaella.it">info@immobiliareraffaella.it</a>	
Acquirente: SOLVAY SPECIALTY POLIMERS ITALY S.p.A.		Partita IVA: IT 03521920961	
Indirizzo: Via Lombardia, 20		Numero Civico:	CAP: 20021
Comune: BOLLATE	Provincia: MI	Nazione: IT	

Bank accounts mentioned in Italian invoices with this layout do not need to be confirmed by the supplier (through a Contact Center outbound). They can be sent by ticket or workflow.

This type of invoices are analysed by the Italian government.

## Miscellaneous vendors

The vendors classified as ZZCD (miscellaneous creditors) have different bank update flows depending on the type of vendor:

- Associations, Donations, Quotations, Compensations and others, the bank data confirmation can be performed through the workflow creation or through ticket.
  - If no bank account provided via VWF at vendor creation time - No outbound will be performed;
  - If bank account provided via VWF at vendor creation time - Standard Outbound (3 attempts) is applied by Data Operations Vendors Team;
  - If the request to update the bank account comes via Freshdesk Ticket - Standard Outbound (3 attempts) is applied by Data Operations Vendors Team (sent by the supplier do not need outbound);
- Governmental, Institutions or similar the bank data can be inserted without vendor confirmation.
  - Through VWF at vendor creation time (an invoice or any other document needs to be attached to the request) and the bank data provided - Bank account can be added;
  - Through a Freshdesk ticket sent by a SOLVAY user (an invoice or any other document needs to be sent) and the bank data provided - Bank account can be added;
  - Through an email from the supplier or following a Block M ticket:
    - If bank account is provided - CAM needs to be contacted in order to confirm the need to insert and pay the invoice.

**NOTE 1:** For French ZZCDs it is contacted the **Controller** and not the CAM. The site of the invoice must be confirmed to find the correct Controller.

This email must be sent:

"Dear Company Accounting Manager or Company Controller,

We have received a request to proceed with the Update of Bank Account for the Miscellaneous Creditor **99xxxxxx - NAME**, for the Company Code **yyyy** for which you are assigned as an approver on the Miscellaneous Creditor tool.

Taking this into consideration we would like to obtain your confirmation to proceed with this update in order to do not delay the payment.

Please be informed that no update will be made until your confirmation is obtained."

**NOTE 2:** No change is done until confirmation is obtained. After two days a follow up should be done and then the ticket can be closed (it will reopen if needed).

. If no bank account provided - Request bank info to the responsible for the vendor creation (buyer) and can be inserted.

If detected that the bank account already exists in an equal but standard vendor it can be inserted whenever these conditions exist:

- Contacts are the same (ending in emails case);
- the account was recently updated (less than 24 months);
- the invoice contains the bank account.

The same rule applies when the bank account is missing in the standard vendor but is available in the ZZCD version.


## Official suppliers website

If the supplier's bank account is available on the supplier's official page and is the same as the one in the invoice, we can insert the account in the system without outbound.

## Poland Bank accounts

The PL bank accounts update from PL vendors can be performed without outbound if confirmed the bank details on the government website: <https://www.podatki.gov.pl/wykaz-podatnikow-vat-wyszukiwarka>.

By inserting the VAT ID (without the country code - **NIP**) it is checked the suppliers Name and the Bank details:


gov.pl

Ministry of Finance

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List of entities registered as VAT payers, unregistered, as well as deleted and restored to the VAT register

Search date: 07-11-2019 16:31:08


Account number
  NIP
  code

Name of the entity (min. 5 characters excluding special characters)

As of: November 11, 2019  Change the date

Included in the VAT register	
Company (name) or name and surname	RABEN TRANSPORT LIMITED LIABILITY COMPANY

It can also be searched using the bank account:


gov.pl

Ministry of Finance

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List of entities registered as VAT taxpayers, unregistered as well as deleted and restored to the VAT register

Account number
  NIP
  code
  Name of the entity (min. 5 characters excluding special characters)

Search current data for: 23-04-2020

Change the date

In case of discrepancies:

- If Bank account is confirmed by the website but not appear in the "Numbers of settlement accounts or personal invoices" it can be inserted;
- If Bank account cannot be confirmed through the site the Freshdesk ticket must be sent to PtP HD RIGA team. They will clarify with the supplier why the information is missing in the government site and will inform that we will not be able to add their bank account due to Polish legislation.
- If VAT cannot be confirmed through the site the operator will need to contact the site buyer:
  - If the exception is confirmed the Freshdesk ticket must be sent to PtP HD RIGA team in order to be perform a regular outbound and the vendor should be added to the [exception list](#) or if the bank account was previously deleted (in the last 18 months) and matches with the invoice, it can be reinserted without outbound.
  - If the exception is not confirmed and no explanation is given the Freshdesk ticket is passed to PtP HD RIGA and they will inform that we will not be able to add their bank account due to Polish legislation.
  - If the exception is not confirmed but an explanation is provided the Freshdesk ticket must be sent to PtP HD RIGA team in order to be perform a regular outbound or if the bank account was previously deleted (in the last 18 months) and matches with the invoice, it can be reinserted without outbound.

#### Example of a message to the buyer:

"The Polish law obliges the suppliers to maintain their bank details on the Governmental Website [Gov.pl](#) (white list), but there are some exceptions:

1. self-employed workers and (very) small entities.
2. invoices below 15 k PLN (gross amount).

As Vendor ##### NAME THE VENDOR doesn't have bank account information available on the White List we need to confirm if this vendor is under any of the above-described exceptions.

Are you able to provide us this information?"

**NOTE 1:** in case no buyer is found for the companies 6268 and 7531 you can contact Pawel Koziorowicz.

**NOTE 2:** When the following message is returned by the site we can insert the bank account: "The account number searched for is consistent with the pattern used and matches one of the accounts displayed on the list".

**NOTE 3:** If a bank account is already available in the suppliers master data, no further confirmation is necessary (even if the bank account in the invoice doesn't match with the one in SAP). No Block M requests should be created in those cases.

## Re-introduction of a previously bank account that was removed after data cleaning

Bank accounts removed as a consequence of a data cleaning can be re-introduced when there is a request stating that this account is still valid (up to a maximum of 2 years of the bank account removal) or if we have a recent document from supplier with that same bank account.

## Rusvinyl exception

D&A accepts all bank account requests sent by Rusvinyl colleagues for All suppliers (all countries). They can be received through ticketing tool or through the Workflow Request tool.

All Bank Data from Rusvinyl colleagues will be maintained by Data controllers and approved by Rusvinyl colleagues (in case of duplication scenario). Data team analyses the request to confirm that no duplication exists and all required information was inserted. No outbound procedure will be followed.

\* D&A EMEA > 3612145

☆ ↩ Reply 📄 Add note ➦ Forward 🗑 Close 🔗 Merge 📄 ⋮

✉ add bank data

Natalya Solovyeva-JV reported via email

New

N Natalya Solovyeva-JV reported via email, an hour ago (Mon, 21 Oct 2019 at 2:45 PM)

to: "general.3s-codif@solvay.com" <general.3s-codif@solvay.com>

Dear colleagues,  
It's very urgent for us  
Could you add bank data in vendor 302406440, please?

Country	Bank Key	Bank Account	AK	BCat
RU	047308988	702810462280100439	40	Rub1

Thank you in advance!

## Treasury Suppliers

If received a request to change the bank data for one of the below vendors, the normal outbound procedure should be skipped and the Treasury Team should be contacted:

Vendor	Bank data

1003052152 - J.P. MORGAN AG	Vendor	Ctry	Bank Key	Bank Accou...	C...	BnkT
	1003052152	DE	50110800	6169000027		EUR1
9901020747 - HSBC FRANCE						
702720262 - CREDIT AGRICOLE CIB BELGIUM BRANCH						
2818370 - HSBC BANK PLC						
2812853 - BNP PARIBAS LONDON BRANCH						
2824121 - CITIBANK N.A.						
2823967 - BANK OF AMERICA MERRILL LYNCH	Vendor	Ctry	Bank Key	Bank Account	CK	BnkT
	0002823967	GB	165050	96008050		EUR1

#### Treasury users list:

- François Paulus
- Ana Cunha
- Larissa Duval

## Useful information

- **Bank data websites**

- **IBANs**

<http://www.ecbs.org/iban.htm>

<http://www.iban-rechner.de/>

<https://bank.codes/iban/generate/>

- **Currencies**

<http://fxtop.com/en/countries-currencies.php>

- **SWIFT**

<https://www2.swift.com/bsl/index.faces>

- **Azerbaijan**

<https://bank-code.net/iban/structure/azerbaijan-international-bank-account-number>

- **Morocos**

<https://www.westernunion.com/dk/en/banks-of-morocco-details.html>

- **Logistic managers list:**

- **LPRs and Panel Managers:**

LPR: <https://docs.google.com/spreadsheets/d/17c-tc2yRUjd9zZ5-owO-PBrBqeWpBzJl7pU7hWnD0Rw/edit?ts=560e4e5e#gid=924946904>

Panel Managers: <https://sites.google.com/a/solvay.com/sbs-procure-to-pay-portal/table-of-approval---master-data-vendor-management>

- **SE16:**

BNKA: Bank Keys

LFBK: Vendors by Bank account

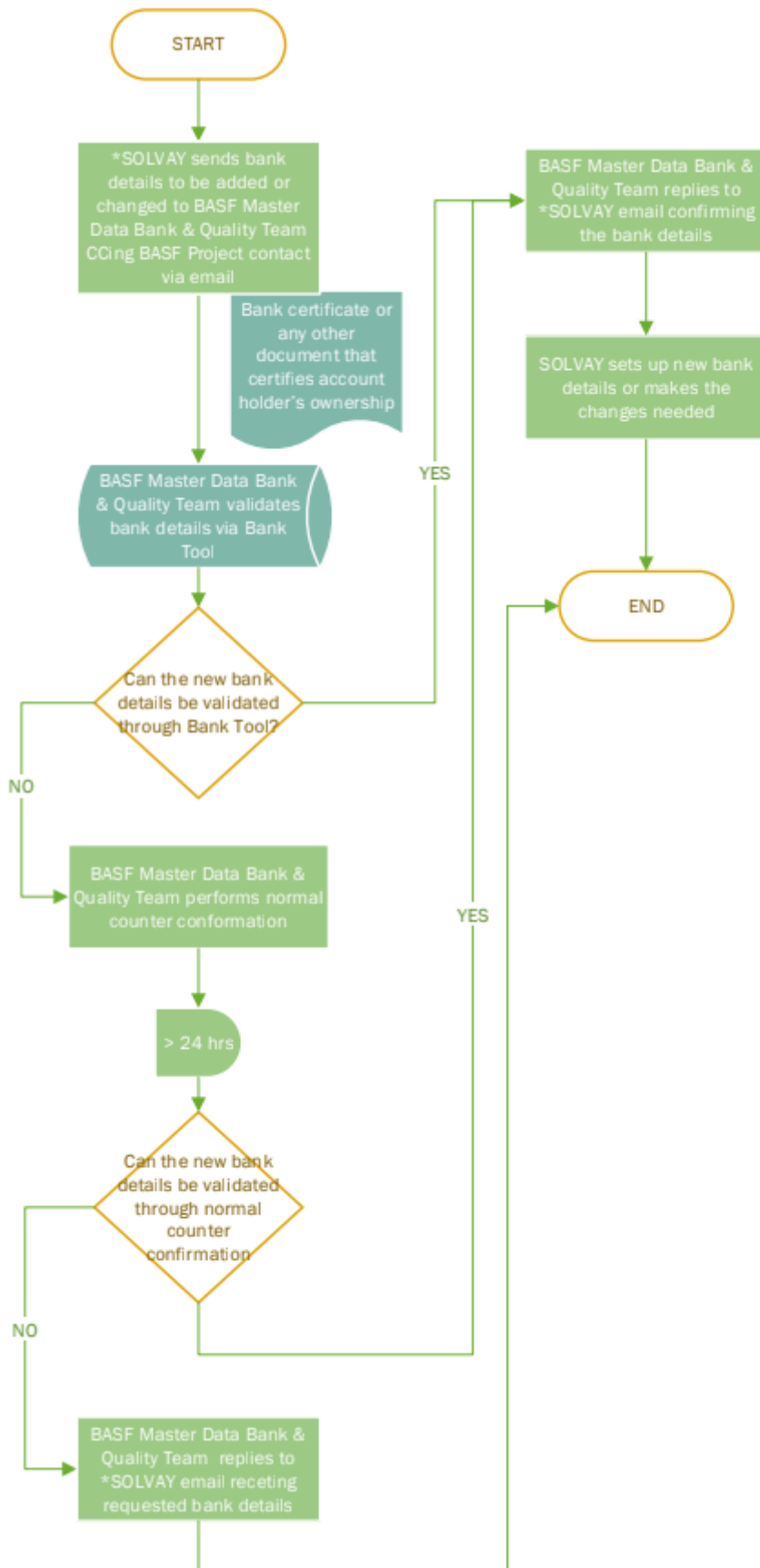
- **SQ00:**

M1 - Z\_VENDOR\_ALL: extracted IBANs

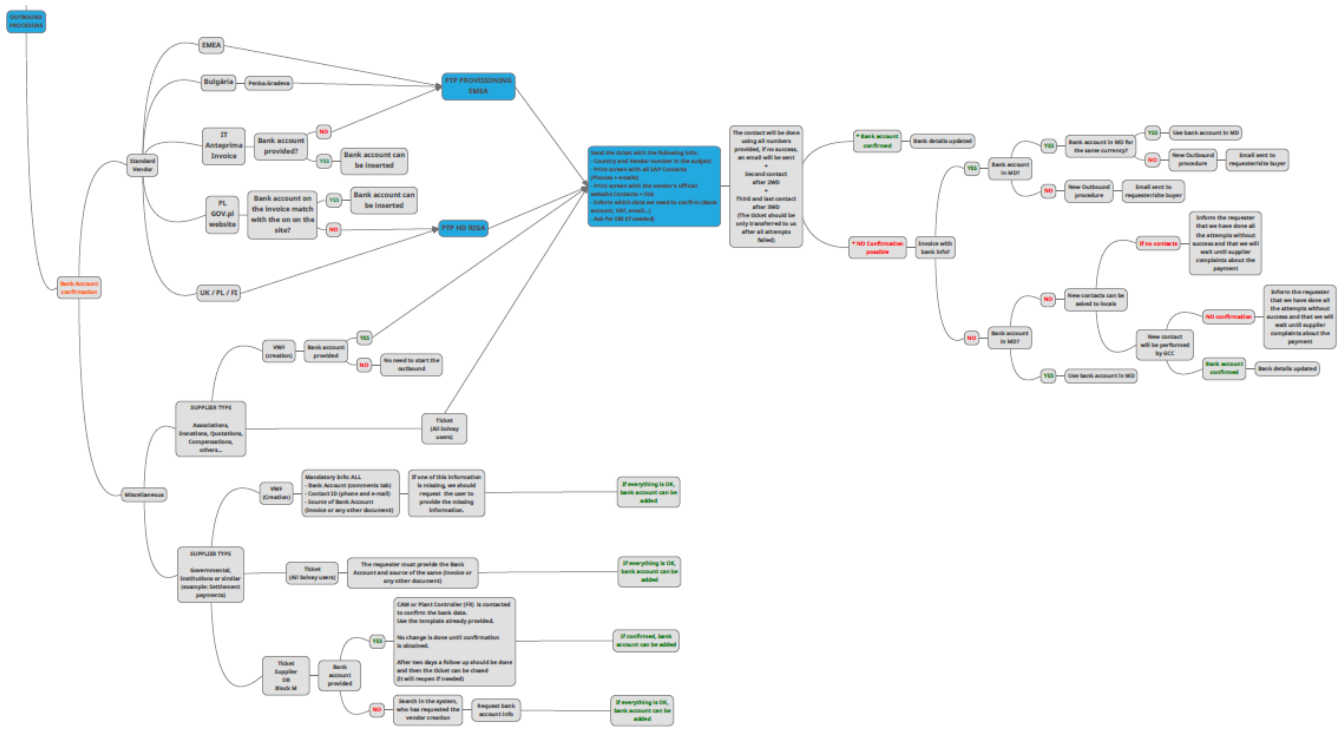
## Attachments

Invoice	SBI
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#### Outbound Flow



**Polish Flow**

