

I ensure all plans, companies and contacts impacted are in GT CALAME

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting** (for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) - "I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Central Finance Processes & Compliance

Responsibility area: Ensure all masterdata is available in GT CALAME

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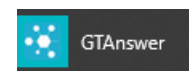
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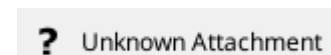
Scope



ERP



Frequency



- 3.1.1. I go to GT CALAME tool and run PLN-ADMINISTRATION Template report ADM02 Reference Data (Users) to include any Controller or new CAM of newly impacted company codes.
- 3.1.2. I go to GT CALAME tool and run PLN-ADMINISTRATION Template report ADM03 Reference Data (Entity-Plan-Site) to include newly impacted company codes and their respective CAM and other important fields.

References

[GT CALAME Manager training](#)

Forms

Attachments

I communicate the Standard costs for Restructuring << I ensure all plans, companies and contacts impacted are in GT CALAME >> I integrate the best estimation for restructuring provisions

1. Objective and Scope

1.1. Objective of this Operation

The goal of the operation is to have in GT CALAME tool all the relevant information to run successfully the steps for the registration of the restructuring provisions.

1.2. Scope

All the company codes impacted by Restructuring provisions active plans, at worldwide level for SAP ERP PF1, WP1, PE1, BAAN and other non-ERP companies.

2. Definitions

See [Finance Glossary](#):

Restructuring includes all measures designed to permanently adapt structures, production and employees (production, sales, administrative) to economic changes.

Restructuring plans include site closure and/or stop of activity. They should be distinguished from "Recovery plans", which result in decrease in staff and that are reported under "[R38220 - Recovery plans](#)" above REBIT.

The cost of all arrangements associated with the restructuring decision should be provided for in the year in which the decision to restructure is made.

Restructuring costs are broken down into:

- [R45100 - Restructuring expenses of the period excluding depreciation](#)
- [R45200 - Use of restructuring provisions](#)
- [R45300 - Restructuring provisions](#)
- [R45500 - Restructuring - Impairment of fixed assets](#)
- [R45600 - Restructuring - Write-down of inventories / receivables](#)

R45500 & R45600 are out of scope of this procedure

Restructuring costs include:

- severance pay
- compensation for the early termination of operating leases, and
- all exit costs arising from restructurings, including impairment losses recognized on discontinued assets due to the closure of a site or operation.

3. Tasks description

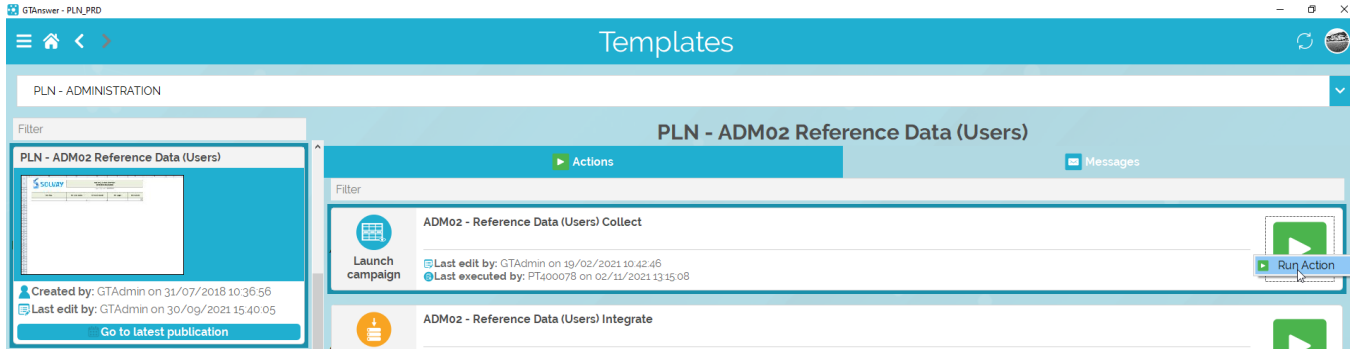
I update all the relevant information in GT CALAME, in order to have all the Restructuring provisions active plans linked to a Controller (that will received a questionnaire to be reviewed), as well as all company codes inserted in GT CALAME and their corresponding mandatory information . Each company code must have a CAM and CAM contact email linked to it, in order to ensure the sending of a questionnaire.

3.1. I ensure all plans, companies and contacts impacted are in GT CALAME

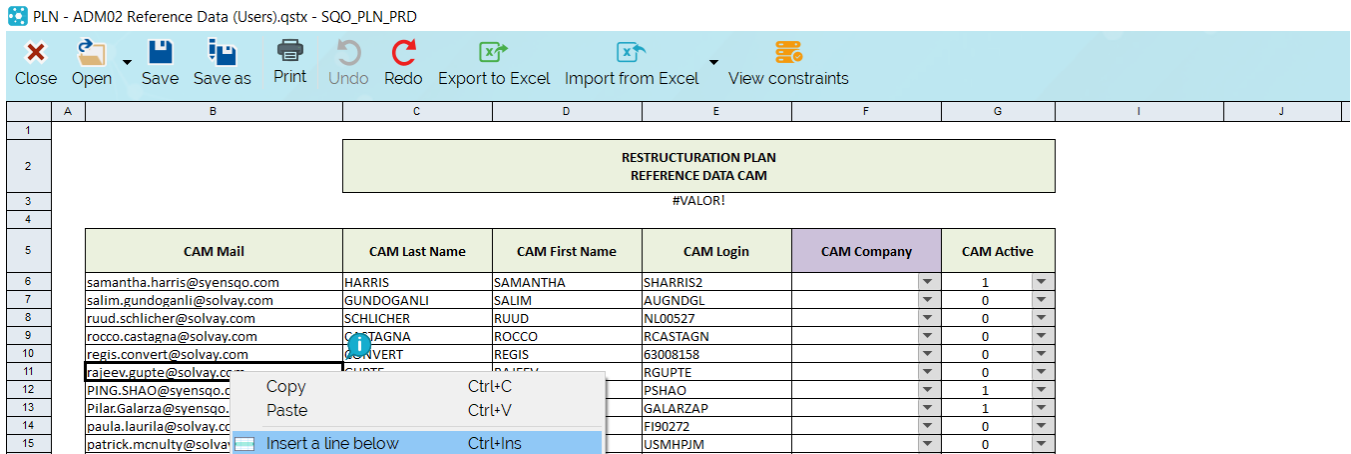
3.1.1. I go to GT CALAME tool and run PLN-ADMINISTRATION Template report ADM02 Reference Data (Users) to include any Controller or new CAM of newly impacted company codes.

<https://docs.google.com/document/d/11QvPHmvYvGBXD-IOWeUg-Z20RCVjEs2icWhYBIHb70A/edit?tab=t.0#heading=h.gjdgxs>

I run the action and open the questionnaire received in the email.



I add all the necessary data on Controllers or new CAMs to be included, before closing I press "View constraint" to check if everything is OK, after that I send it to GT CALAME. After receiving the answer in GT CALAME replies, validate and integrate. (More details on technical step of the tool, please refer to the GT CALAME Manager training)



3.1.2. I go to GT CALAME tool and run PLN-ADMINISTRATION Template report ADM03 Reference Data (Entity-Plan-Site) to include newly impacted company codes and their respective CAM and other important fields.

I run the action, open the questionnaire received in the email.

I add all the necessary data on new plans, Controllers, new company codes and CAMs to be included (as well as other mandatory information accessible by clicking in View Constraints).

I send it to GT CALAME. After receiving the answer in GT CALAME replies, validate and integrate.

Entity Code (BFC)	Entity Code (PRS)	Entity Code (SAP)	Entity Name	Currency Code	Country Code	Group Code	Source Code	Consolidation Method	CAM Responsible
00003	0003	0003	Solvay Participations Be	EUR	BE	EMEA	PF1	Fully consolidated (IG)	nathalie.larrieu@syensqo.com
16880	1688	1688	Gepeif	EUR	FR	EMEA	WP1	Not consolidated (NI)	Florence.MARTINEZ@syensqo.com
02002	2002	2002	Specialty Holdco Belgiu	EUR	BE	EMEA	PF1	Fully consolidated (IG)	sandra.zera@syensqo.com
02004	2004	2004	Solvay SA - Div SCO	EUR	BE	EMEA	PF1	Fully consolidated (IG)	andrees.condes@syensqo.com
02232			Treasury DH	EUR	BE	EMEA	P11	Fully consolidated (IG)	sandra.zera@syensqo.com
03383			Specialty Polym	KRW	KR	APAC	PF1	Fully consolidated (IG)	seo-yeon.kang@syensqo.com
03467			luores - Franc	EUR	FR	EMEA	PF1	Fully consolidated (IG)	sylvie.flippelli@syensqo.com
39190			rticipations S	EUR	FR	EMEA	WP1	Fully consolidated (IG)	Florence.MARTINEZ@syensqo.com

End of document.

Workflow history

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

Aug 29, 2025	Actor	Type	Activity	Version
Published	SARAMAGO, Joao	State	changed state to Published at 3:16 pm	v9
Draft	SARAMAGO, Joao	State	gave <i>Approvers</i> approval at 3:16 pm	
Aug 14, 2025	SILVA, Daniel	Edit	updated the page at 10:21 am Other contributors:	
		State	assigned approval <i>Approvers</i> to SARAMAGO, Joao at 8:22 am	
Mar 06, 2025	Maciel, Teresa	Edit	updated the page at 1:10 pm	
		State	changed state to Draft at 12:10 pm	v8

Jan 17, 2022

Published



Eusébio, Daniela

State

changed state to **Published** at 3:13 pm

v7
