# EMEA - VENDORS General View

**Table of contents**


- . . . . . 1
- Objective and Scope . . . . . 1
- Vendors Master Data maintenance . . . . . 1
  - Account Group . . . . . 1
  - Display Vendor: Address . . . . . 2
  - Display Vendor: Control . . . . . 3
  - Display Vendor: Payment transactions . . . . . 5
  - Display Vendor: Contact Persons . . . . . 5
  - Extra Master Data . . . . . 5
  - Extras . . . . . 9
  - Environment . . . . . 10
  - Transport . . . . . 10
  - Manual update . . . . . 12
  - Mass update . . . . . 19
- Useful information . . . . . 20


## Scope

? Unknown Attachment

## ERP

? Unknown Attachment

? Unknown Attachment

? Unknown Attachment

## References

## Attachments

# Objective and Scope

The purpose of this document is to describe all the fields available in the master data of a vendor (PF1_050 system), general view.

All the information inserted in the vendors master data must be filled in capital letters.

Regarding the German language, mutated vowels and other special characters must be written without ¨ : e.g. Ö = O, Ä= A, Ü=U, ß = SS

The mandatory fields are marked with a little box - .

Definition: A vendor, also known as a supplier, is an individual or company that sells goods or services to someone else in the economic production chain. Vendors are a part of the supply chain: the network of all the individuals, organizations, resources, activities and technology involved in the creation and sale of a product, from the delivery of source materials from the supplier to the manufacturer, through to its eventual delivery to the end user.

# Vendors Master Data maintenance

## Account Group

This field is mandatory, it is customised per country and is a fundamental element in SAP for piloting the creation of a new vendor. A vendor may have different accounts groups. Therefore is never a duplication if a new vendor is created with the same exact data, but with a different account group.

Account Groups:

- **Zxyy** (Normal vendor): a code specific by country, or group of countries, involving the usual supplier.
  Depends on the country, where the x letter corresponds to a country or a group of countries, like: ZBEN for Belgian suppliers, Z3U0 for US suppliers, Z3M0 for Mexican suppliers, ZQ00 for suppliers of all countries not represented by a specific code.

Standard Vendor definition: all entities that are providers of goods and services to Solvay (including Solvay companies).

- **ZxAD** (Address): a code intended to cover addresses in specific functions in SAP.

Depends on the country, where the x letter corresponds to a country or a group of countries, ZQAD for suppliers of all countries not represented by a specific code.

Allows recording the same companies, or others, only for the purpose of sending documents, such as SAP contracts, SAP purchase orders, SAP invoices, and so on. The same supplier may have one record in group Zxyy and one more, or several, in account group ZxAD. This account group is used for OA (ordering vendors) and F9 (Self-billing vendors).

- **ZZCD** for miscellaneous creditors.
  Is intended for creditors that bill expenses that are not purchases, such as taxes, non negotiable fees, etc… The same company may have a record in Zxyy as a supplier, and a second one in ZZCD as a miscellaneous creditor *(for example, a law company may bill law consulting and also legal non negotiable fees)*.

Miscellaneous creditors definition: entities for which there is no direct trade of goods and services to Solvay, but there is a payable obligation or commitment

Includes: Public third parties (Treasury, agency customs, etc...); Social third parties (pensions, social security contributions, etc...); Civil associations (subscriptions, donations, etc...); Trade associations (corporate committee, charges, etc...) .

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

- **ZXAG** (Agents): This type of account is intended for vendors classified as agents.
  The same vendor can be created as normal vendor (Zxyy), miscellaneous creditor (ZZCD), or as Agent (ZXAG) or as address (ZxAD).
  Agents are entities receiving commissions based on Solvay sales.

- **ZZPE** (Employees): Personnel for expense accounts. The WP1 code is Z012

Specific features

- **Italy**: natural persons and professionals are recorded in account group ZIPA, with a specific numbering. Indicator "natural person" must be filled, ad well as the individual tax code 1.
- **Germany**: account groups in Germany and Austria - **ZD15** and **ZA15** - are branches and they have to be linked to a head office (company code level).

# Display Vendor: Address

## Name

- **Title**:

  This field can only be used for "politeness" title, which must be printed on documents but which is not part of the partner's official name, such as "Mr", "Mrs",…..

  Official title part of the company name, such as "Inc." must be included in the Name fields and not in this "title" field.

  It is printed in the address block of commercial documents.

  To avoid the language problem mentioned above, entries are inserted for each "title" in each language needed, copying the description text unchanged in all language codes.

  No specific check performed by the Data Controller.

- **Name** (*Line 1 mandatory*)

  The name is recorded on one line or more, exactly as the supplier gives it on the original document provided. Four (4) lines for the name may be entered, the first one is mandatory.

  If the name exceeds 35 positions, it will be continued to the second line by cutting reasonably the name in two parts, avoiding cutting in the middle of a word.

  The name lines cannot contain "address" data or these symbols: **> < £ @ : % " ª ° , ;**

  The use of the fourth line is not recommended, as it may not be printed on some documents.

  Name 1 never contains "Care of" or "C/O" that must be populated in Name 2. Also, Name 2 when containing "Care of" must be converted in "C/O".

  Name 1 must contain CO, INC, CORP, MFG, LTD, LLC, LLP, PLC instead of Company, Incorporated, Corporation, Manufacturing, Limited, Limited Liability Corporation, Limited Liability Partnership.

  *A mention such as #XXXXXX# is allowed in the first line of the Name, when the vendor is suppressed, to show the new number for replacement.*

  - **Italy**: Except for "Natural Persons", all names of vendors should finish with the kind of corporation (SPA, SNC, SRL, SAS ...)
  - **Spain**: Except for "Natural Persons" all names of vendors should finish with the type of corporation. The list (non exhaustive) of possible types of corporations in Spain is: "S.A." (Sociedad Anónima) "S.L." (Sociedad limitada) "S.A.L" (Sociedad Anónima Laboral) "S.C" (Sociedad Colectiva) "S.C.S." (Sociedad en Comandita Simple) "S.C.A" (Sociedad en Comandita por Acciones) Ltda. (Sociedad de Responsabilidad Limitada)

**NOTE**: Only the first 25 characters can be searched.

## Search Terms

- **Search Term 1** (*mandatory field*):
  Contains the most common abbreviation used by the purchasing and procurement network. It is used for search by match code in the vendors' database. Thus the search term must be types with care, without misspells. In case a vendor changes its name, it is good practice to check if the search term should be adjusted accordingly. Specific definition on vendors representing a subsidiary of SOLVAY.
  A vendor with the search term 1 "****" is one marked for deletion.
- **Search Term 2:**
  Is used by the DATA team to mark when needed a vendor as CHARTERING (**CH**), SHIPPING (**SH**), Vendor (**VN**), Ordering Address (**OA**), Invoicing Presented by (**IP**), Goods supplier (**GS**), Vend. Inv. Recipient (**F9**), Headquarters vendor (**HQ**), Logistics vendor (**LOG**), Ariba (**ARIBA**) and GTBU system (**GTBU**).

## Street Address

- **C/O:**
  This additional information may be inserted in the address block and will be generally printed before the "main street" line.
- **Street/House number**:
  Main official street name, without house, box, floor, room or office number.
  Even if the SAP field contains 40 characters, only the 35th first must be used, the last 5 digits will be not printed on some documents. According to the country, the address contains such words as "RUE", "AVENUE", "STREET", "ROAD", "CARRETERA", "CALLE"…
  House and letterbox numbers, including their "natural" supplement (e.g. "19bis" or "25/R"). This field is printed on the "Street" line, before or after the street, according to the local use in the country.
  House number supplement is a floor, office, ect. This field is generally printed at the end of the "Street" line.

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

- **Street 4**:
  This field may be used to enter a supplementary street line**.** This line will be generally printed after the "main street" line.
- **District**:
  This additional data represents a subdivision in a city. It is printed:
  - after the City, on the same line (FR, IT, BE, NL, ES, PT…)
  - or before the "Main street" line (DE, …)
  - or before the "City" line (GB, …)
  - or not printed (US, where the district represents the county …).

  The requester must check the result through button "preview" in the procedure.
- **Postal Code/City**:
  Required field if postal codes have been activated for that country in the country table customising. Only official postal codes must be used.
  The City is a mandatory field. An official name of the locality must be entered, in the local language, whenever possible.
- **Country**:
  Official country code must be recorded according to the ISO codification (mandatory field).
- **Region**:
  The region represents the main administrative division of a country. Whenever possible, official codes are used, with a preference for ISO codes when they exist. The region code is required (even if not mandatory in SAP) in some countries: USA (Federal State), Italy, Germany (Federal state = Bundesland) , Austria, Switzerland (cantons) . *(non exhaustive list)*
  - **France**: The region code is formed with the 2 first digits of the Postal Code - PCode 75016 = Region 75
- **Time Zone:**
  The right time zone must be chosen in the list.
- **Tax Jurisdiction**:
  This code is specific to USA; it is mandatory *(for automatic determination of tax codes in Purchase Orders)* and covers a geographical field.
  Most often the jurisdiction code is determined automatically by SAP after the city, postal code and region code are recorded. Alternative: click on the field, then on the search button, enter the country, region (US State), ZIP code, county *(not mandatory)* and the city.. In some States and cities, SAP proposes more than one county for selection. The headed letter from the supplier provides the exact county.

## PO Box Address

- **PO Box**:
  Only the P.O. Box *number* must be entered. Mentions as "P.O. Box", etc, must not be entered as they are automatically printed when necessary by SAP.
- **Postal Code**:
  This field must be used to record the official postal code of the P.O.

## Communication

- **Language** (*mandatory*):
  Usual language of the supplier, which is usually applied to send purchasing documents.
- **Telephone**:
  This field may contain several phones. The format is free but SAP does not accept specific characters, except "/" and "-". Do not insert the country code as it will be automatically inserted.
- **Fax**:
  This field may contain several fax numbers. Each fax number can be used manually to send faxes to someone in the vendor's organisation. One fax among others can be used to send purchase orders through the fax network: this fax number is marked by the indicator: "Standard". This indicator is used for sending orders to suppliers of raw materials, packaging, technical materials, transport (hauliers, carriers,…).
- **E-mail** (*mandatory*):
  This field may contain several e-mails. Use the standard e-mail format. Each e-mail address can be used manually to send mails to someone in the vendor's organisation. One e-mail among others can be used to send purchase orders through internet: this e-mail is marked by the indicator: "Standard". This indicator is used for sending orders to suppliers of raw materials, packaging, technical materials, transport (hauliers, carriers,…).

  Controls to be performed:

- if e-mail origin belongs to supplier (ex.: supplier SIEMENS SA cannot have an email ending with @solvay.com)
- In case of doubts, a contact to Vendor should be made by PtP HD in order to confirm veracity of the update request
  It is highly recommended, before recording a new entry, to check if the existing entry is used for sending orders. If it is the case, add the new entry *(thi s new entry will take the indicator "Standard")*, and then re-enter the existing entry, which will take the indicator "Standard".
  As often as possible, record the email address for sending purchase orders in an Ordering Vendor address. Then this email number cannot be altered by an update in PRS.

## Comments

The field Comments should be used to add useful information related with the update performed (ticket number, workflow number, project name ...).

## International Version

The international version contains the name and address of the vendor in local languages/alphabets (e.g. Kanji). The options are:

- A - Arabic
- C - Chinese
- H - Hangul (Korean)
- K - Kanji (Japanese)
- R - Cyrillic
- T - Thai

# Display Vendor: Control

## Account Control

- **Customer:** This field shows that the vendor is also a customer when it contains a code. Vendor and customer must have the same general data.

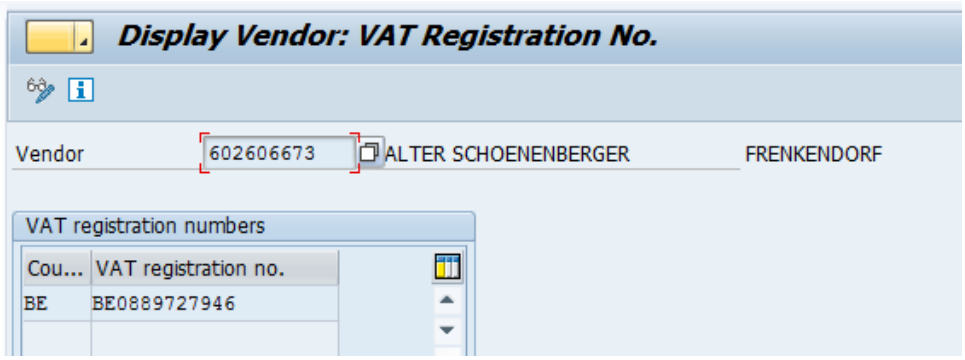
- **Trading Partner**: This field contains the “Cheops enterprise code” for partners belonging to the SOLVAY group. This code is the same as the one used for company codes. Currently this field is only used for the Solvay Group. Therefore it should be empty. If a company code number is filled, the Data Controller must **return** explaining this field is only used for intra-group vendors.

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company’s authorization. This printed document may be out of date. Please check the latest version on the Intranet.

- **Authorization** (*mandatory*): The authorization group allows extended authorization protection for particular objects. For regular vendors you add the code from the vendors country and for intragroup vendors you add HQ.
- **Corporate Group**: If the customer or the vendor belongs to a group, you can enter a group key here. The SOLVAY group code is 0000800001.

## Tax Information

- **VAT Reg. No.:**
  This field concerns only vendors belonging to the European Union, it must be left empty for others countries. To confirm it you can use the VIES website.
  By principle, a VAT registration number will never be updated (unless an initial error, or national exceptions).
  When a vendor changes its VAT registration number, a new vendor must be recorded, in order to prevent from any confusion between its old and new fiscal identification. When appropriate, the old vendor must be blocked and suppressed, after its purchasing views have been blocked and suppressed, in both PF1 and WP1 systems, meaning that all relationship has been terminated.
    - ES (SPAIN): the VAT registration number for "S.L." companies is always letter "B" after country code. For "S.A.", it is always "A". For "Natural Person" (that are not Juridical entities) the first character is never a letter and has always a random letter at the end of the VAT code. Other letters are possible along the legal form of the company or association.
      The VAT registration number may be updated when a corporation changes its type (e.g. from "S.L." to "S.A."). In that case, the VAT registration number only changes in one letter.
    - GB (UNITED KINGDOM): different companies may have the same VAT registration number, since it is not an identification of the vendor itself. It is not mandatory for this country since its exit from the European Union. To confirm it you need to use the website VAT or VAT lookup.
    - IT (ITALY): to confirm it you need to use the website Agenzia delle entrate .
- **Other** ... :
  This button allows recording the VAT registration number of one European fiscal representative of the supplier (or several), outside of the vendor's own country.




  The column "country" must contain the ISO code of the country. The column "VAT Number" must contain the full VAT number (including the country code).

  VAT reg. numbers of fiscal representatives must be:

    - only for fiscal representatives in the EU (it's not authorised to enter a Swiss VAT code in this list);
    - a vendor outside EU can have fiscal representatives inside the EU (a Swiss vendor can have a fiscal representative in a EU country);
    - the same country cannot be inserted twice

  As the fiscal representative of the vendor can change, these codes can be changed.

- **Tax Number 1:**

This legal fiscal identification is required by some national authorities. Its definition varies among countries *(see chart)*.

For SWITZERLAND the Tax number 1 is a VAT ID. This means that it follows the rule of not being able to be updated. When a CH vendor changes its Tax number 1, a new vendor must be recorded, in order to prevent from any confusion between its old and new fiscal identification. To confirm it you need to use the website UID.

For POLAND the Tax number 1 is a VAT ID. This means that it follows the rule of not being able to be updated. When a PL vendor changes its Tax number 1, a new vendor must be recorded, in order to prevent from any confusion between its old and new fiscal identification. To confirm it you need to use the website Form.

In some countries, tax code 1 is coupled with the VAT registration number. Example: FRANCE - two vendors cannot have the same SIRET. In case of duplicate, check on the website. The 5 last digits of the SIRET can be changed upon communication by the supplier (which corresponds to the branch office in accordance with the address in the master record). Is format is 9+5 numbers (ex. 38007836000019). The first 9 numbers are the last 9 numbers of the VAT ID.

- **Tax Number 2:**
  This legal fiscal identification is required by some national authorities. Its definition varies among countries *(see chart)*. This field is mandatory for some countries.
- **Tax number 3**:
  This tax code 3 is reserved for vendors in Russia: KPP code (registration reason code) *(to be added beginning of 2009)*. Format: 9 digits, optional.
- **Tax number 4**:
  This tax code 4 is reserved for vendors in Russia, for internal use (FI reports) *(to be added beginning of 2009)*. Format: 10 digits, optional.
- **Tax number**: This tax number is reserved for vendors in Germany ("Steuernummer" *(to be added beginning of 2009)*. Its format is max 18 positions, variable from one Federal State in Germany (Bundesländer), usually several digits, often separated with "/". *Examples: 123/456/789.*

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

- **Sole Proprietr.:** This indicator must be filled in if the vendor is a physical individual person.

### Reference data

- **SCAC**: The Standard Carrier Access Code (SCAC) is an indicator used by forwarding agents in North America.
  The code must be provided by the requester.

## Display Vendor: Payment transactions

A bank account is required for paying a Supplier through a bank transfer, usually from a bank account held by CICC.

### Bank details

- **Country**:
  ISO code of the country the bank is located in.
- **Bank Key**:
  Unique identification code of a bank in a country .
- **Bank Account**:
  Bank account of the business partner, with a specific format for each country. For some countries, the system checks the bank account format. The field bank account has only 18 characters but in some countries the bank account is longer. For these countries, the bank account must be entered in the field Reference details.
- **Account Holder**:
  Name that the payment program can use if the name of the account holder is different from the one of the supplier. This field can be used for entering the name of the account holder or the permitted payee when needed (ex.: FACTORING situations).
- **Account Key**:
  This field contains a key for checking the combination of bank number and bank account number.
- **IBAN** (International Bank Account Number):
  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 ECBS web site: http://www.ecbs.org/iban.htm.
  The IBAN code may be entered by clicking the arrow in the IBAN column. Depending on the countries, the IBAN code may be entered before or after having entered the bank co-ordinates and for some countries it may be determined automatically by the system.
- **Bank Type** (is mandatory, even if the vendors has only one bank).
  The standard codification is 4 characters alphanumeric with specific meaning: EUR1, CNY2, USD1. 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 etc, 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. Please pay special attention when performing this type of change. You should not change a bank type from a bank account inserted recently (4 months).
- **Reference details**:
  Free comment, without specific codification.
  For vendors used as "permitted payee" (such as factoring companies), it can be used for entering the name of the final beneficiary of the payment.
  For countries where bank account has more than 18 characters, this field is reserved to the last characters of the bank account.

### Alternative Payee in document

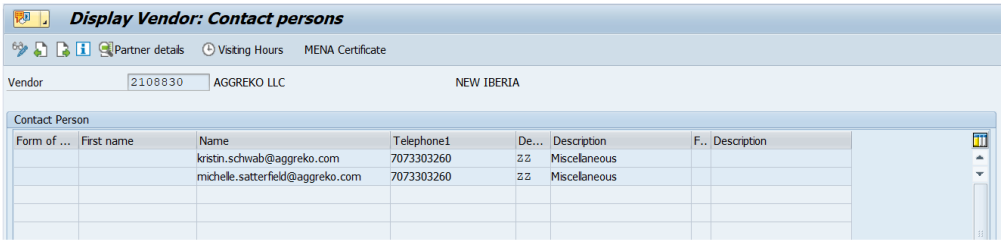
- **Permitted Payee**: used to insert the SFP vendors code

## Display Vendor: Contact Persons

This tab will always be triggered and maintained through the tool Vendor Workflow Request and will always consider the usage that will be given to the e-mail ID inserted: if "Purchase" will be classified as **ZP** Purchasing, if "Finance" will be classified as **ZF** Financial Department.

Only the default phone number will be copied to the same line.

The fields can be manually updated without approval:



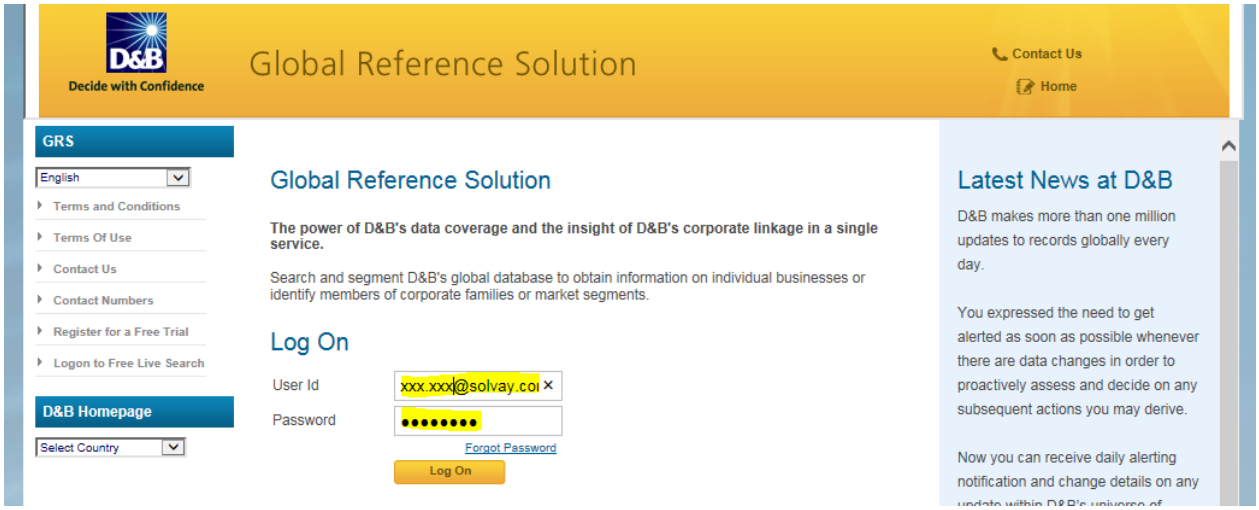

## Extra Master Data

### DUNS

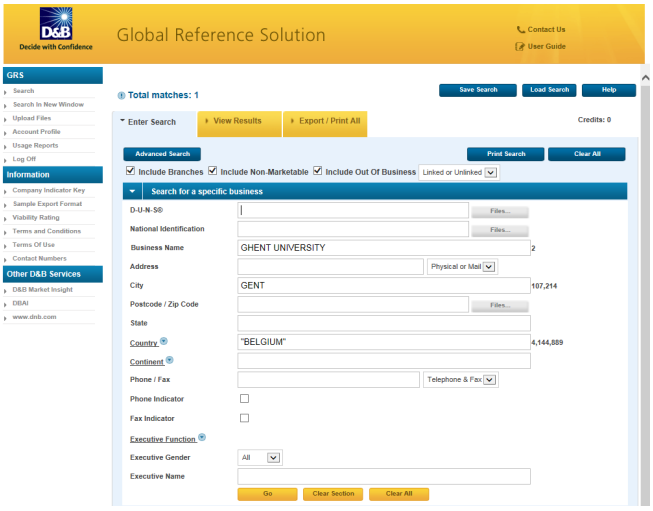
The Dun & Bradstreet Number is a nine-digit identification number, which provides unique identifiers of business entities. No two businesses will ever be assigned the same DUNS Number. It is retained for the life of a business – regardless of mergers, acquisitions, name and address changes or business discontinuance.

To find the codes to add to the vendors master data you need to go to the D&B website:

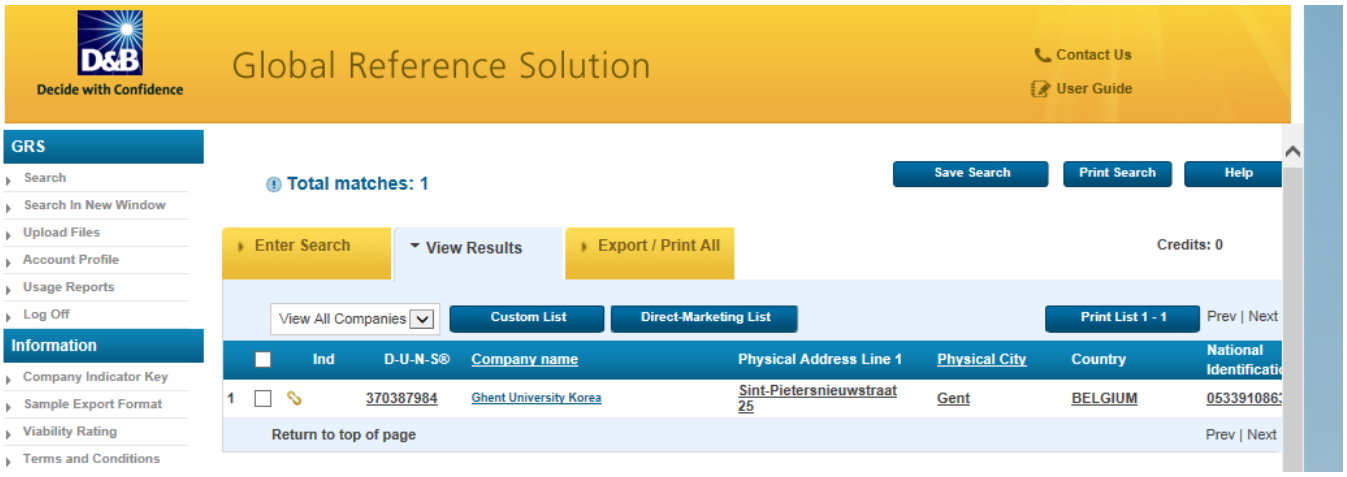
This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.




Then you will be able to search by Name, Address or Fiscal code:

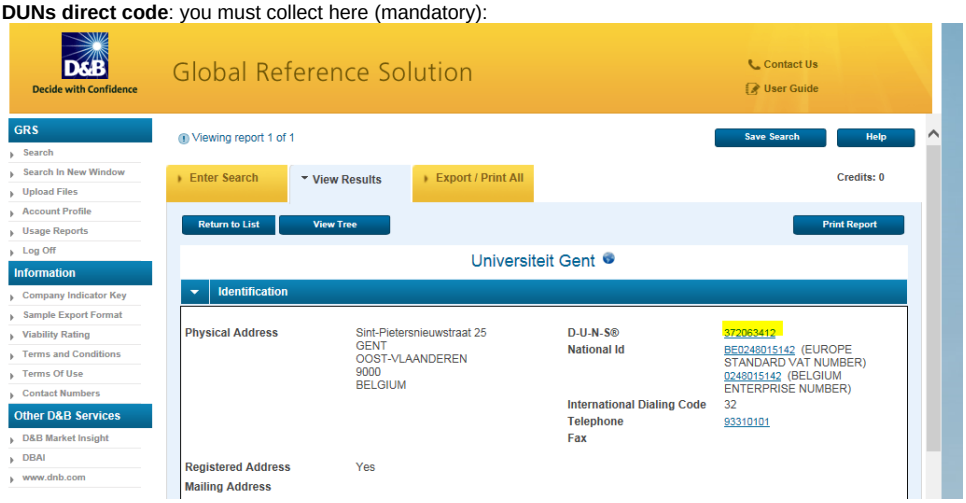



Click in the button GO to search and then go to the tab View Results:

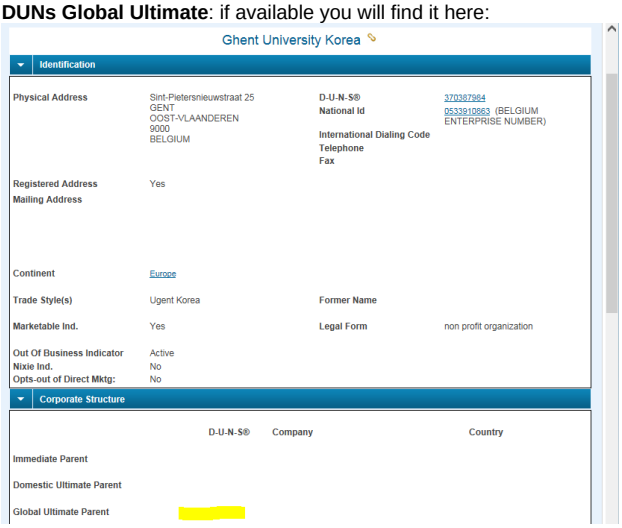



This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

- **DUNs direct code**: you must collect here (mandatory):



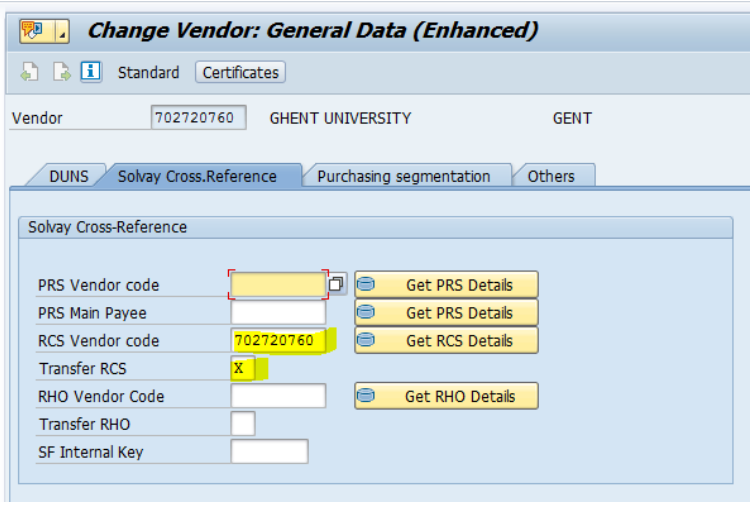

- **DUNs Global Ultimate**: if available you will find it here:




- **Reason for the absence of DUNS**:
  The options in this field are: SGL (simple location), TBD (to be determined) and UKN (not found in DUNS).

## Solvay Cross. Reference

In this tab you will be able to see the correspondent RCS vendors code (if applicable):




The field Transfer RCS must always be "X" (all general data) when the vendor is transported to the RCS system.

**NOTE**: The link between 2 vendors can be changed when: there are no open items (PF1, WP1, PI1) and if the PF1_050 number is not equal to the WP1 code (old vendors codes).

SRM Team should be also informed in order to update the links on their side.

## Purchasing Segmentation

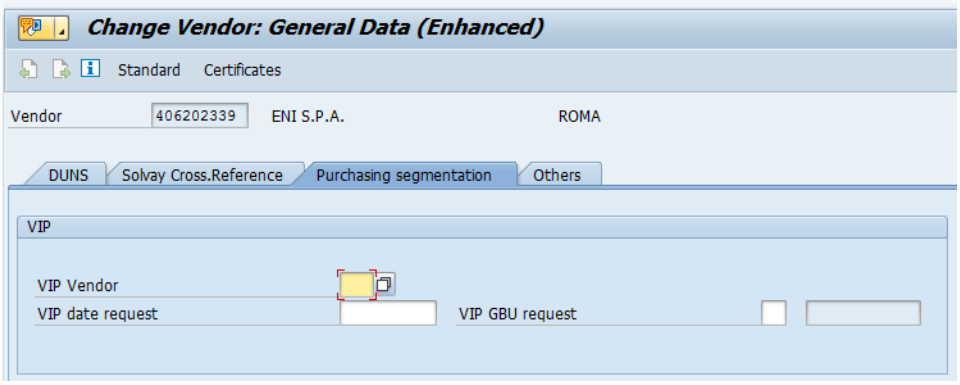
This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

**VIP** (Very important Provider)

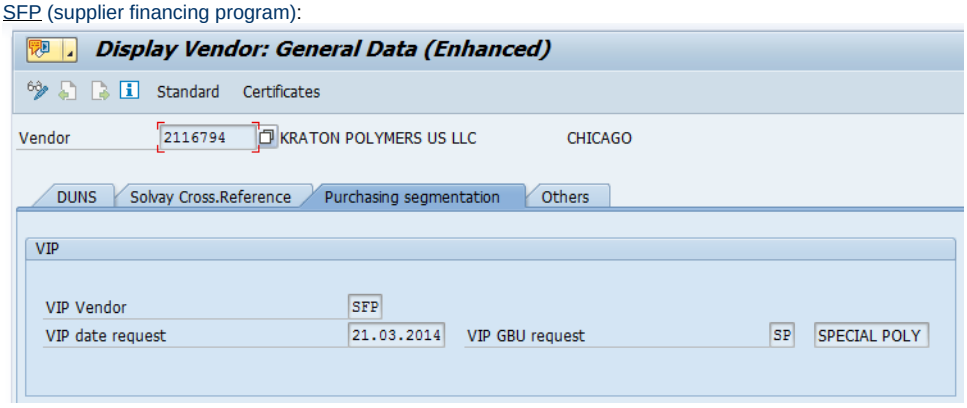
The classification of a vendor as VIP is the responsibility of the team SBS SL PURCHASING (Purchasing Solution,Data & Reporting Mgr - Sylvie Severini).

The update is performed by the DATA team when requested by the SBS SL Purchasing team or when approved by this team. The VIP Vendor options are: Regular Vendor, Supplier Financing and VIP vendor:

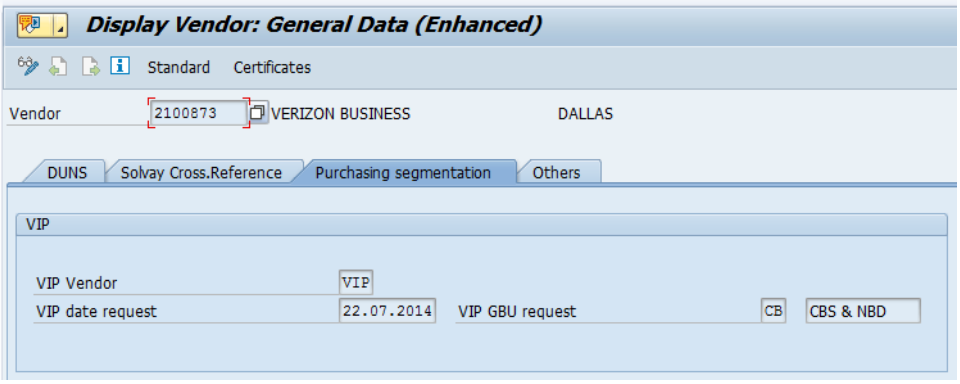
- Regular:




- SFP (supplier financing program):

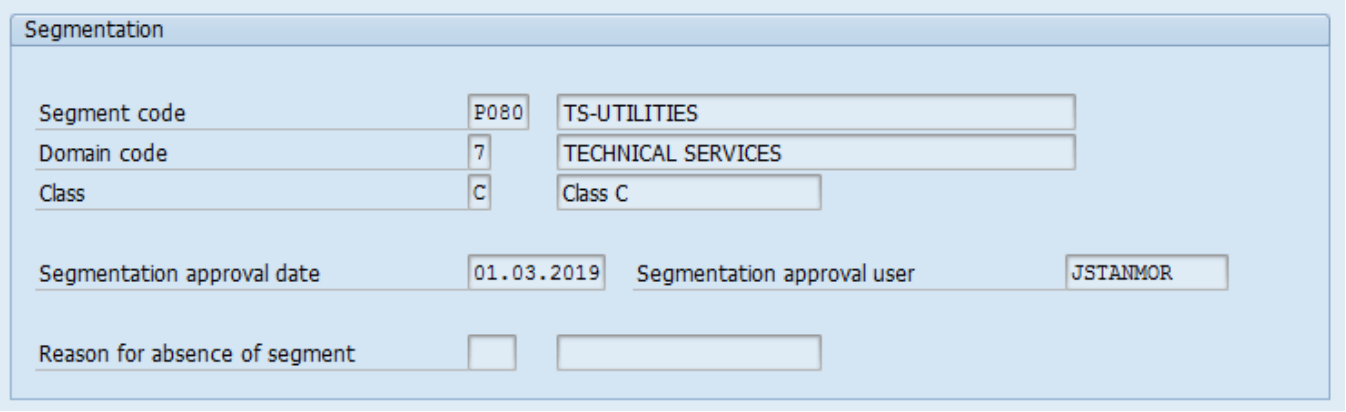



- VIP (very important provider):




**Segmentation**

Domains, segments (and material groups) are determined by the GBU Purchasing leaders (Purchasing approval matrix).




There are two different ways to assign segment to vendors are implemented: during the creation (via vendor workflow) or through an update (via mass). The update is performed by the DATA team when requested by the SBS SL Purchasing team.

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

The Segment code is formed by a "P" and 3 numbers with the exception os ZZCDs vendors which have the segment PXCD.

The Domain code is linked to the segment code. There are 9:

**1**: GE - GENERAL EXPENSES
**2**: PK - PACKAGING
**3**: EN - ENERGY
**4**: TG - TECHNICAL GOODS
**5**: IT - IT AND TELECOMMUNICATION
**6**: RM - RAW MATERIALS
**7**: TS - TECHNICAL SERVICES
**8**: LO - LOGISTICS
**9**: XX - OUT OF PURCHASING RESPONSIBILITY
**Z:** ZZ - UNDEFINED

The most common Classes are:

**A**: Top spend supplier groups until their accumulated spend represents 50% of total spend
**B**: Top spend supplier groups until their accumulated spends represents 30% more of total spend.
**C**: Tail end supplier, their accumulated spend represents the remaining 20% of total spend (standard code)
**D**: Temporary class for non-validated suppliers created for paying invoices and will be deleted afterwards (remediation vendors)
**G**: Internal suppliers (Solvay entities)
**X**: For suppliers under segment PXCD (Fees paid to associations or to institutions) and PXAG (Sales agents whose primary compensation is a commission on the sale of a product.

**NOTE 1**: A vendor classified as C cannot be updated to a D.

**NOTE 2**: A Miscellaneous vendor cannot be classified as D.

**NOTE 3**: A vendor classified as D is automatically blocked at company level in 3 days.

**Grouping**

A grouping called Group (PUR) relates vendors and supersede. The update is performed by the DATA team when requested by the SBS SL Purchasing team.

## Others

- RCS Transportation zone: automatically inserted during the creation.
- Transfer ERP: must be inserted to transport the vendors master data to PF1_020.
- Reason for absence of VAT ID: this indicator must be clicked if the vendor has no VAT registration number and is not a natural person. If the vendor gives a VAT registration number on the original document provided, it has to be recorded. *This is a requirement expressed by CC Audit, in order to improve the reliability of the data, and prevent from possible frauds, inside and outside Solvay*. If the vendor does not provide a VAT registration number, check that it is a normal situation. Indeed some categories of our suppliers have no VAT registration number.
  Examples of Vendors without VAT reg. number: Physical persons, Administrations, Universities, Public hospitals, Associations…
  - **Reason for absence of VAT ID** (only the below codes are accepted):
    - ASS Association
    - PHY Physical Person
    - PUB Public Establishment
- Vendor Block Reason:
  - ZBY - unauthorized vendor (Buyer Requests)
  - ZVN - obsolete vendor

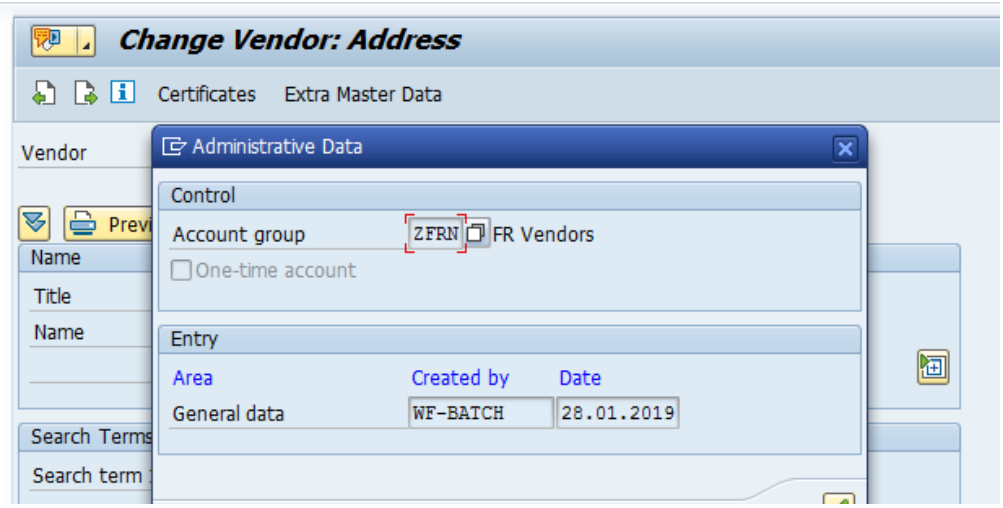
  This codes allow changes in old POs but do not allow the creation of new ones.
- RCS Vendor Account Group: correspondent account group in RCS system - Z009 (Address Vendors) ; Z010 (Standard Vendor) ; Z011 (Third Party Vendor).

# Extras

## Administrative Data

The information of the vendors Account Group, Creation Date and Creator can be checked in this tab and also using in button :

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.




### Blocked data

The block can be performed at 3 levels:

- **Posting Block** (for a specific company the block needs to be performed in PF1_020 or WP1_400);
- **Purchasing block** (for a specific Purchasing Organization the block needs to be performed in PF1_020 or WP1_400);
- **Block for quality reasons**

Blocking a vendor stops any possibility to create purchasing documents such as purchase orders, contracts, and requests for quotation, and/or posting any invoice and payments.

**NOTE:** *If Solvay stops its commercial relationship temporarily, block the vendor, without suppressing*.

### Deletion data

The Deletion flag for all areas suppresses a vendor.

The Deletion block for all General Data transfers the vendor master data to the system PF1_020.

**NOTE:** *If Solvay stops its commercial relationship with a vendor: block and suppress this vendor in the appropriate purchasing organisation (or several, or all).*

## Environment

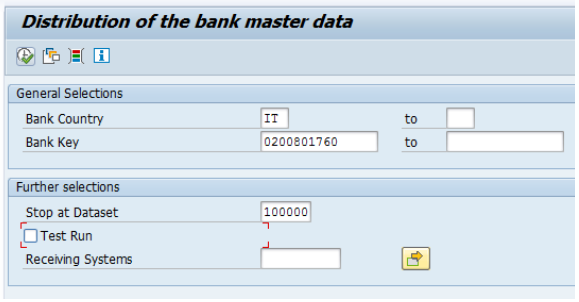
### Account changes

This field allows us to see the changes performed in the vendors master data, the date and the user id of the operator responsible for the changes.

## Transport

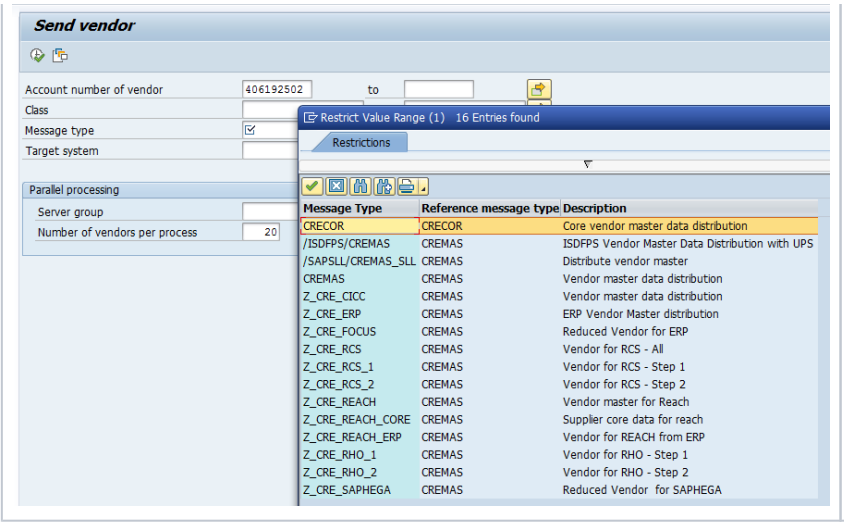
### DBs

The transport of the data from the main system (PF1_050) to the other systems is performed automatically. Nevertheless it can be perform manually. For that you use the **DB14** (for vendors) or the FI08 (for the bank details).

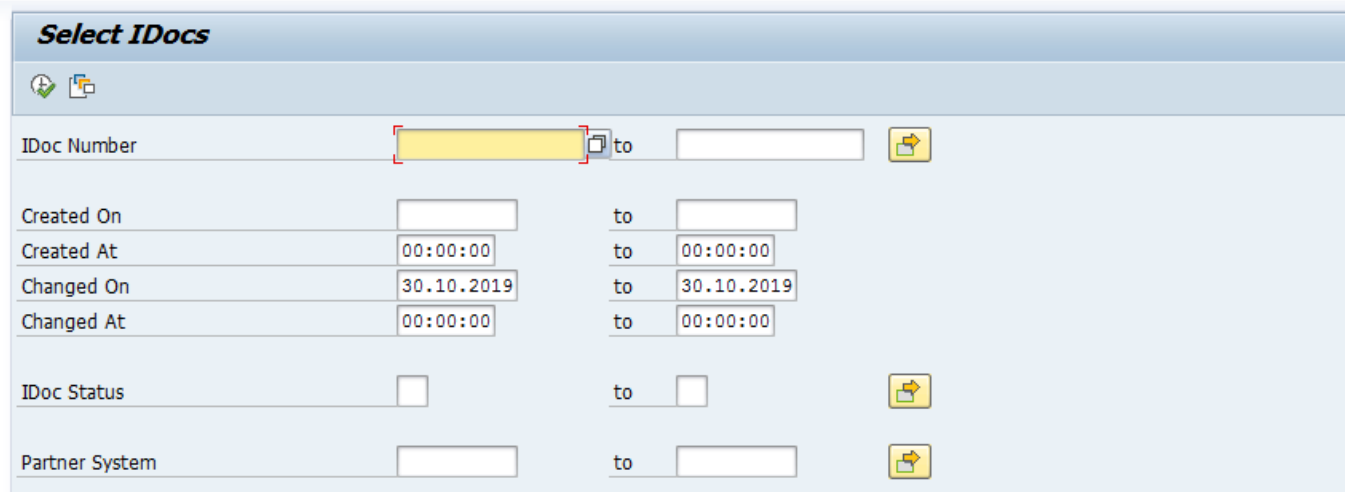
| DB14 | FI08 |
|---|---|
| Insert vendor(s) and select the system (Z_CRE_FOCUS for PF1_020;<br><br>Z_CRE_RCS for WP1_400, Z_CRE_CICC for PI1_020) | Insert the Bank Country and the Bank Key. |
| |  |



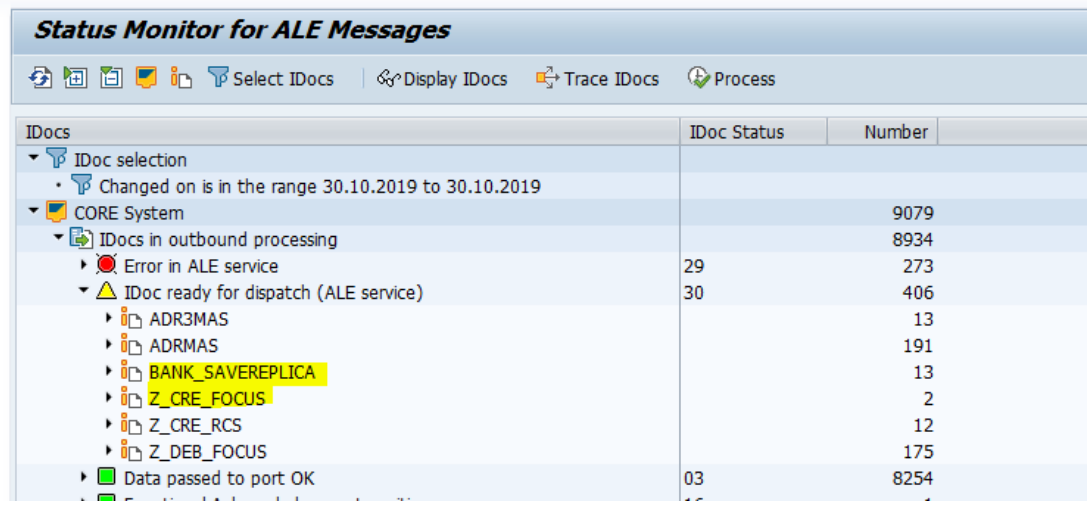
This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.




You have generated an IDOC so now to transport you need to go to the **BD87**:

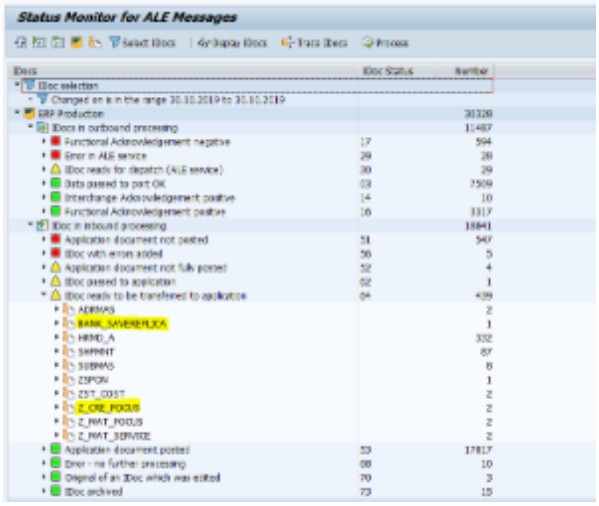



Process the IDOCs related to your request available in the tab Outbound Processing:




Then, you need to go the local system to the tab Inbound Processing:

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.




## Manual update

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

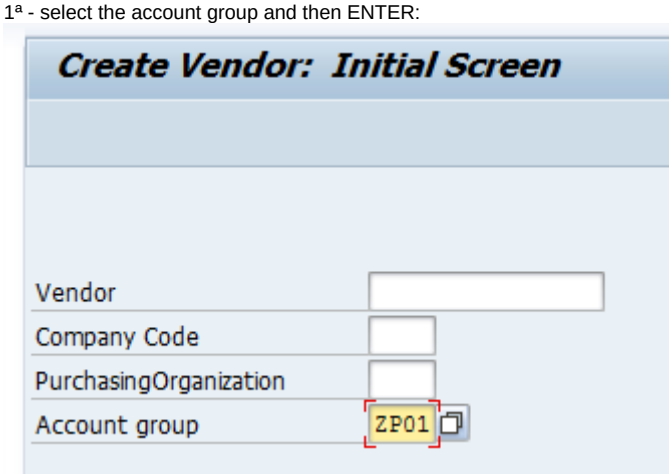
### Creation

The creation of a Normal vendor (Zxyy), Miscellaneous creditor (ZZCD) or Address (ZxAD) is performed using the transaction **XK01**. ZZPE are created at local level (PF1_020 and WP1_400).

Before starting, it is mandatory to check the existence of a vendor with the same data (**XK03**).

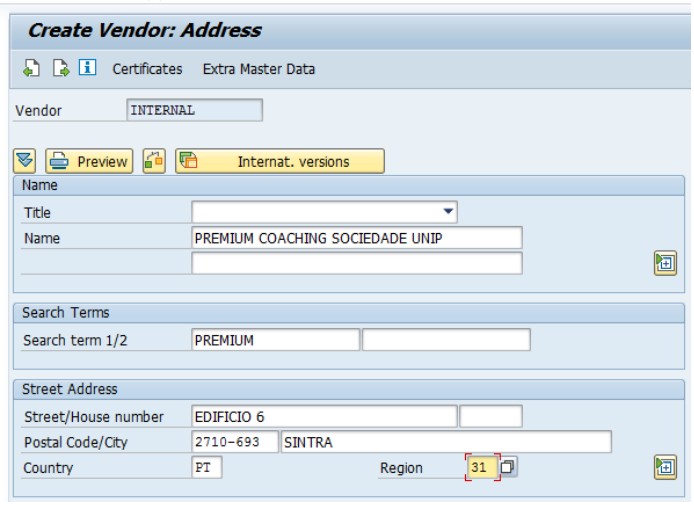
The creation is performed in the main system (PF1_050).

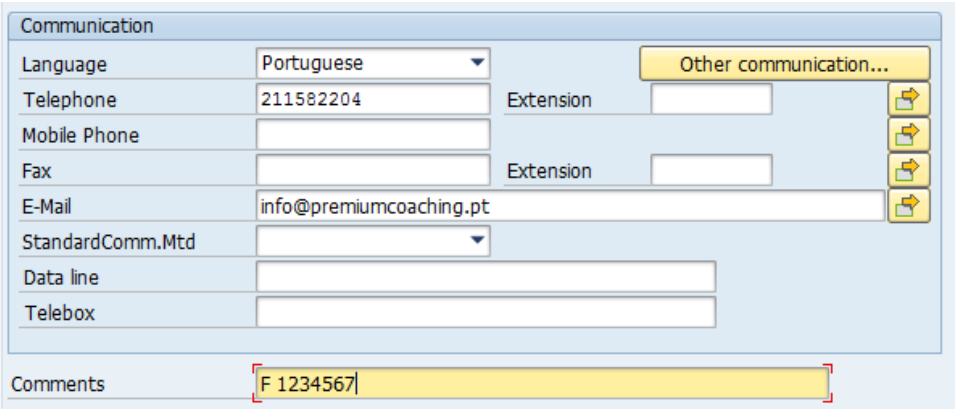
- 1ª - select the account group and then ENTER:



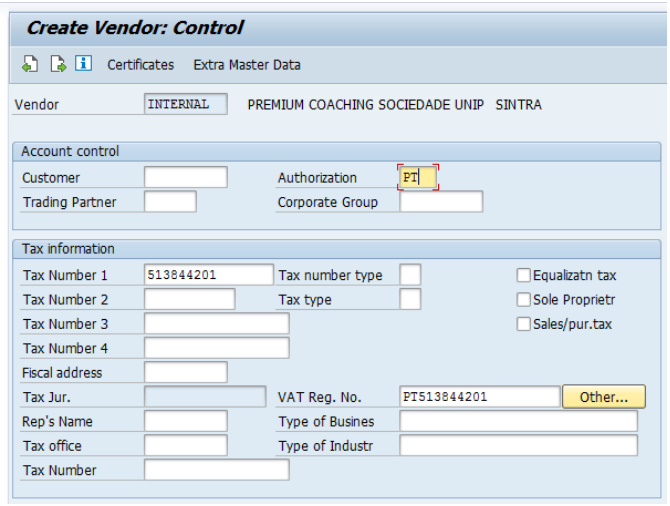

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

- 2ª - Insert the suppliers Name, Address and Contacts:



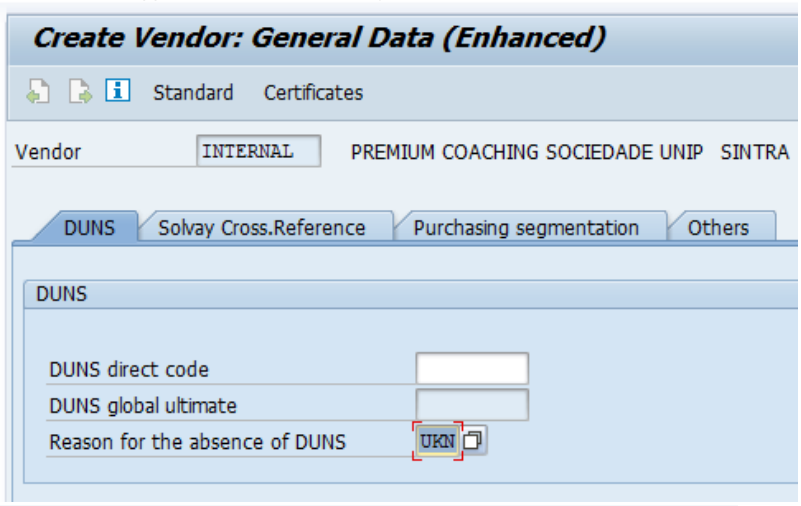



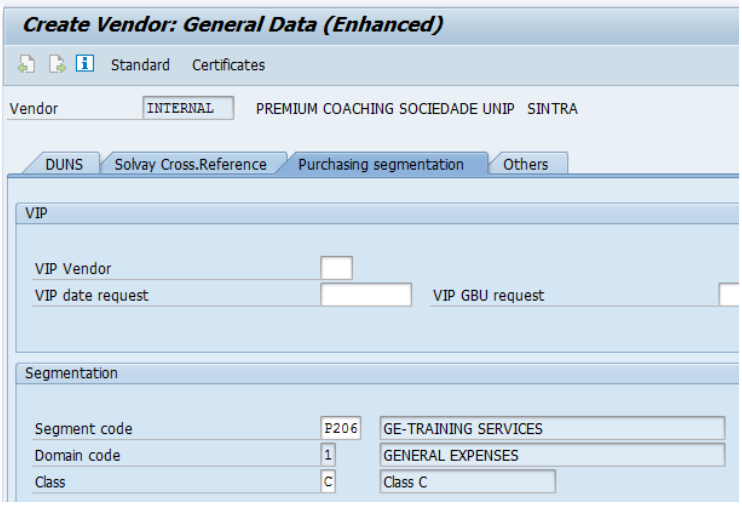

- 3ª - Insert the suppliers tax codes (the validation of the VAT ID is mandatory):



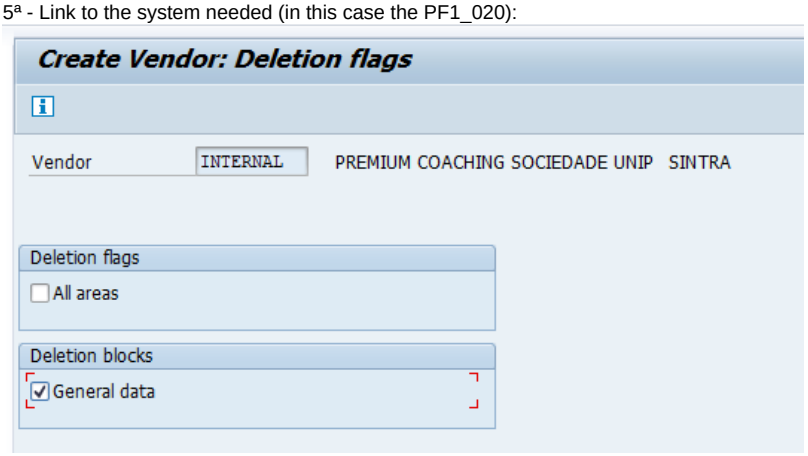

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

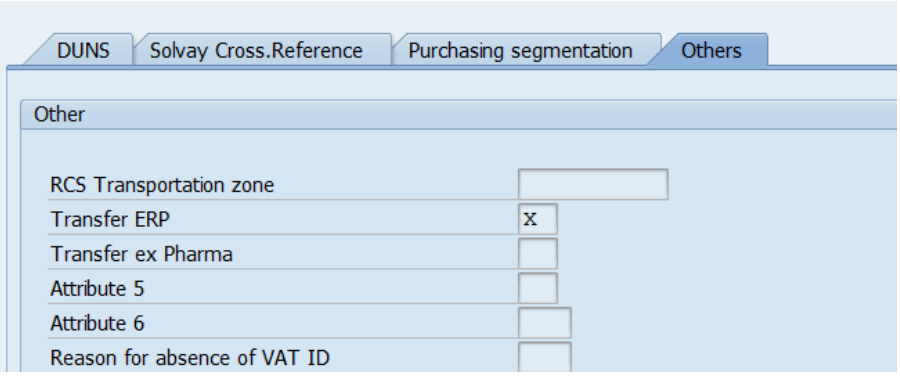
- 4ª - Insert the suppliers DUNs code and segment:



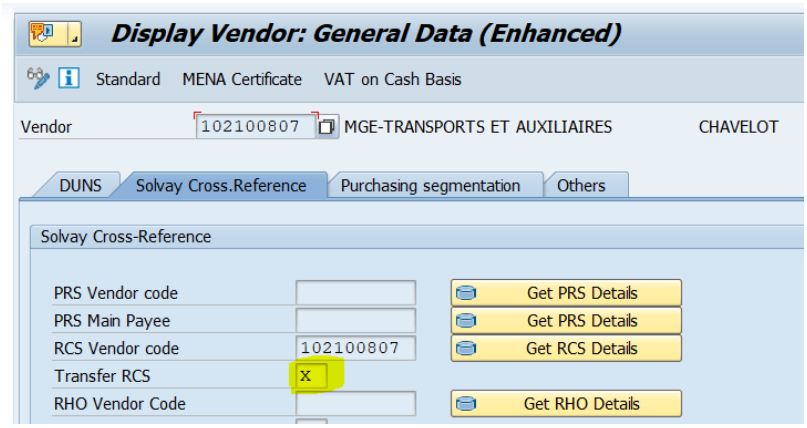

- 5ª - Link to the system needed (in this case the PF1_020):

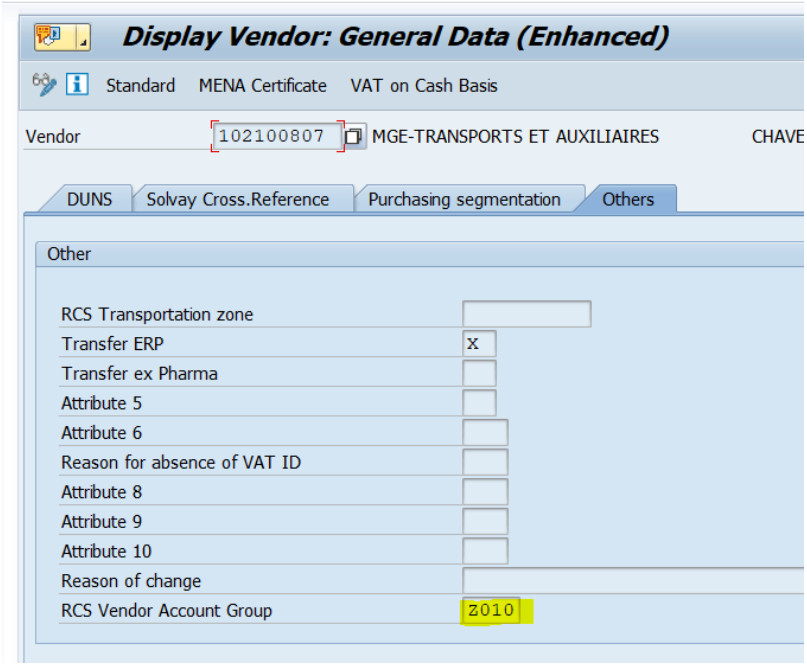



- Link to the system needed (in this case the WP1_400):

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.




(it is added the flag in the Transfer field and also the account group in the field RCS Vendor Account Group)

**NOTE 1**: All requests to create a new vendor should be done via Vendor Workflow Request.

If the requester is not a buyer, we should inform him that a VWF is needed and that we will transfer his request to the **Service Connectors** in case he needs support. If the requester is a buyer and also need support, the same should be done.

Transfer the ticket to Freshdesk group **Provisioning Service Connection Support** asking them to provide support to the requester with the VWF creation.

**NOTE 2**: Regarding the creation of an OA vendor, be aware that the link to the VN must be performed (purchasing level). See EMEA - VENDORS Local View .

Also, if the VN is classified as ARIBA the OA must also be classified. See EMEA - ARIBA NETWORK (do not need approval).

**NOTE 3**: Regarding the creation of a branch vendor, be aware that the link to the headquarters must be performed (company level). See EMEA - VENDORS Local View .

**NOTE 4**: Regarding the creation of a F9 vendor, be aware that this type of vendors are not linked to a company or purchasing code. But they must be linked to a system.

**NOTE 5**: Regarding the creation of a ZZCD vendor, be aware this type of vendors is only linked to company codes.

**NOTE 6**: The link of an ARIBA vendor to other system needs to be reported to carmen.chapelier@solvay.com from the ARIBA team before the link.

We will be informed if the vendor should be activated as Standard or Enterprise (depending on the type of profile the supplier set up in Ariba, they can upgrade themselves without our intervention)
Afterward, Data proceeds with the activation and filling out the Go Live file

**NOTE 7**: Data team can create a new vendor if detected that the VAT ID was changed. In this type of situation it is manually created a vendor with the same Name, Address, Contacts, Companies, P. Organisations and Plants. Also, the team starts the block process of the old vendor code. Also with the same bank account if available in the invoice. If not, the outbound process need to be started.

**NOTE 8**: Data team can create a new vendor if detected that the branch (ZD15 or ZA15) is now a head office.

**NOTE 9**: Data team can create a new vendor if detected that the address vendor is different from the one(s) in the vendors already in the system (with the same VAT ID). It is manually created a vendor with the same Name, VAT, Contacts, Companies, P. Organisations and Plants. Also with the same bank account if available in the invoice. If not, the outbound process need to be started.

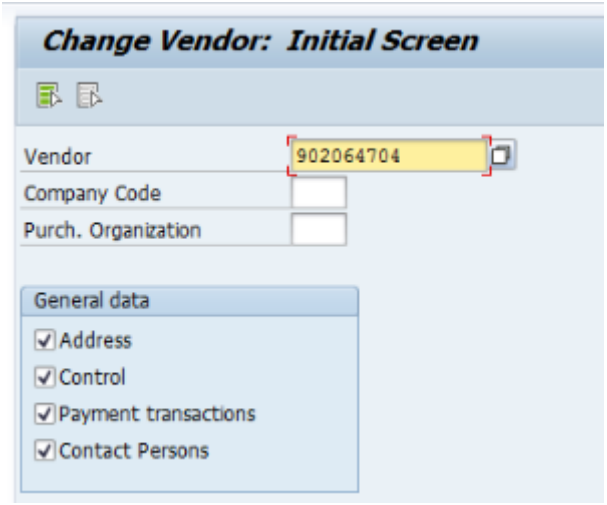
## Modification

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

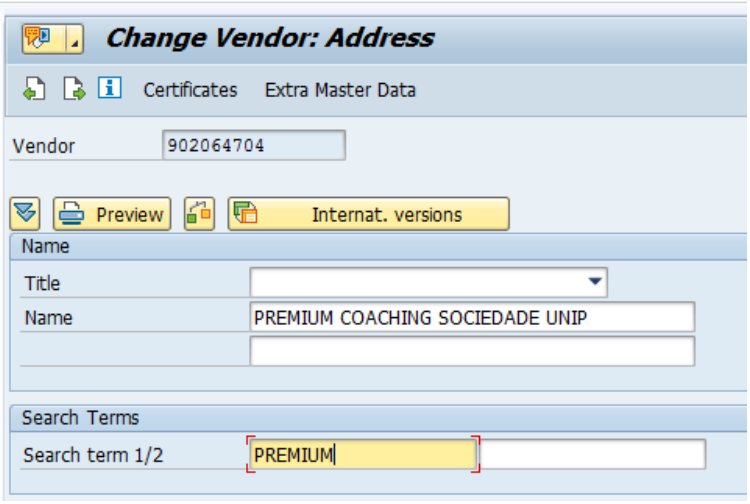
The modification of a Normal vendor (Zxyy), Miscellaneous creditor (ZZCD) or Address (ZxAD) is performed using the transaction **XK02**. Before starting, it is mandatory to check the data consistency.

The modifications are performed in the main system (PF1_050):

- 1ª - select the vendor and then ENTER:




- 2ª - Change the fields:




**NOTE 1:** The change of the Name 1 or the Address should be preceded by a database analysis to prevent duplication of data (**XK03**).

**NOTE 2**: A request to change the vendors classification must came from the buyer.

**NOTE 3**: A request to change the email of a ARIBA vendor must ARIBAs procedure (see EMEA - ARIBA NETWORK).

**NOTE 4**: A request to change the email:

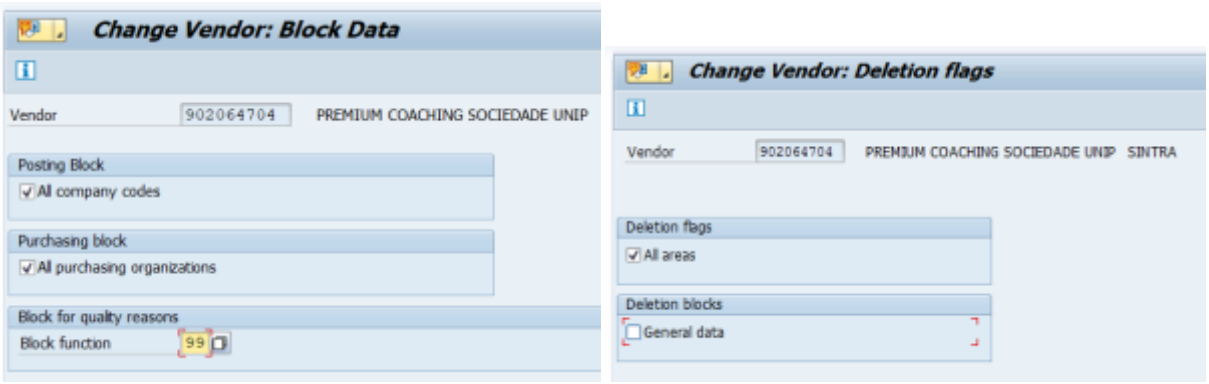
- through Vendor Workflow Request can be accepted;
- through ticket (requested by a local or the Purchasing team) needs to be analysed to confirm if it a regular contact or an OA request. If OA the P. organization code must be requested (PF1 system) or the Plant code (WP1 system);
- through ticket (requested by the supplier) it is added and flagged as standard one;
- through webcycle an outbound needs to be performed to confirm the email (will be used to return invoices);
- lack of email detected by the DATA team (RPA or an operator), an outbound needs to be performed to confirm the email (will be used for regular contacts).

## Unblock/Block and Deletion/Reactivation

The block/unblock and marked for deletion/ reactivation of a Normal vendor (Zxyy), Miscellaneous creditor (ZZCD) or Address (ZxAD) is performed using the transaction **XK02, XK05** or **XK06**.

The modifications are performed in the main system (PF1_050, PF1_020 and WP1_400) if it is a general change or in the local system (PF1_020 or WP1_400) if related with one specific company, purchasing or plant.

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.




To request a total block the requester must inform of the reasons (except vendors linked only with DOMO companies and RUSNIVYL). If not, a standard message must be sent:

> *"Dear colleague,*
>
> *Thank you for your contact.*
> *All requests linked with Vendor Blocking should be done through the* ***Supplier Deletion File****.*
> *You can find all the necessary information* ***here****.*
>
> *Thank you and have a nice day.*
> *Best regards."*

When requested a total unblock the message this message should be sent:

> *"Dear colleague,*
>
> *Thank you for your contact.*
>
> *Vendor XXX has been blocked through the* ***Supplier Deletion Cycle*** *following the request of Sr(a). XXX.*
>
> *If you which to continue to use this supplier, please create a Vendor Workflow Request to unblock it.*
>
> *Thank you and have a nice day.*
> *Best regards."*

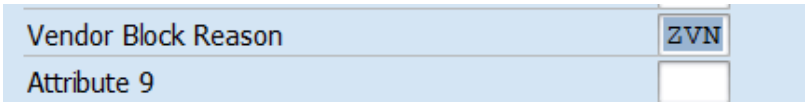
- **TOTAL BLOCK** steps (when detected by the DATA team):

**a.** Check for open items (ZZCD and Rusvinyl vendors do not pass by other teams):

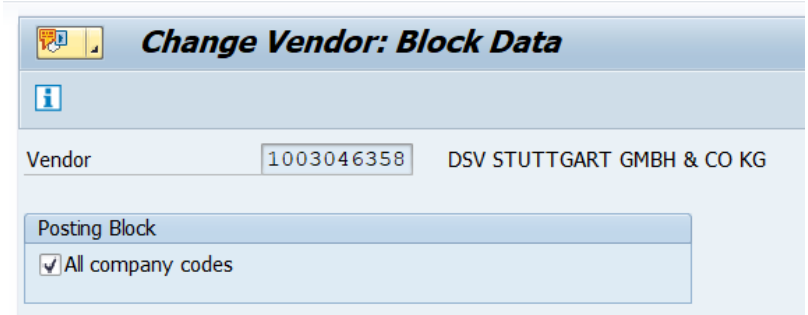
| What? | How? |
|---|---|
| Partners | SE16-WYT3 |
| Open invoices** | PI1_020 - **FBL1N** |

It is considered an open invoice when the due date is in less then 7 days. More than this the ticket is not passed to the Payments team and it is considered that there are no pending items in PI1.

**b.** Add the Vendor Block Reason code ZVN(PF1_050):




**c.** Flag the Posting block in the vendors master data (PF1_050):




**d.** Add the vendor to the ***Supplier Deletion*** file:

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| | (If Relevant) | Step 1: Procurement Request | | | | Step 2: PSL Data Analysis | |
| | Ticket # | Requested by | Requested on | Supplier Code P | Supplier Name | Supplier Code RCS | Suppllier |
| | | Carmen Olarreaga | 07/09/2021 | 1100000762 | MSA SPAIN S.L.U. | | |
| | #5893174 | OBSOLETE VENDOR | 07/09/2021 | 1003046358 | DSV STUTTGART GMBH & CO KG | | DE |

**NOTES:**

**1.** In case of a **duplication/replacement** of a vendor the Name of the supplier must change to #123456789# (example: #123456789#SIEMENS). Actions c. and d. described previously do not apply to this situation. A ticket must be sent to the Contracts team with this message:

"*Hello,*

*We kindly ask you to check open PIRs, POs, Contracts and Self-billing links from the supplier XXX.*

*The vendor will be replaced by the XXX (add source name).*

*Thank you in advance*

*(DATA notes: pending payments checked and partners links will be amended afterwards)"*

When received the ticket again the vendor need to be total blocked (their bank details must be removed).

**2. Remediation cases** - a vendor classified with D can be unblocked at company level unlimited times.

**3.** When requested the block/deletion of an **ARIBA** vendor the ARIBA team needs to be informed after blocking (Ariba.Enrolment@solvay.com). Actions c. and d. described previously do not apply to this situation. A ticket must be sent to the Contracts team with the message available i the Note 1.

When received the ticket again, the vendor is need to be total blocked. Then, an email must be sent to ARIBA team.

Whenever received a request from the ARIBA team to block vendors an authorization must be asked to the Category Buyer.

**4.** Vendors marked with **GTBU** are only blocked after informing the Key user.).

**5.** Vendors with **LOG** in the search Term 2 should not be blocked as duplicate (they have been created as a duplicate of the main vendor in order to be possible to create automatic POs with different payment terms. Automatic POs cannot read the info at Plant level).

**6.** If only linked with **Rusvinyl** companies no need to check for open items, the vendor can be blocked.

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

8. The link with possible branches must be analysed when blocking DE and AT vendors (using SE16_LFB1).

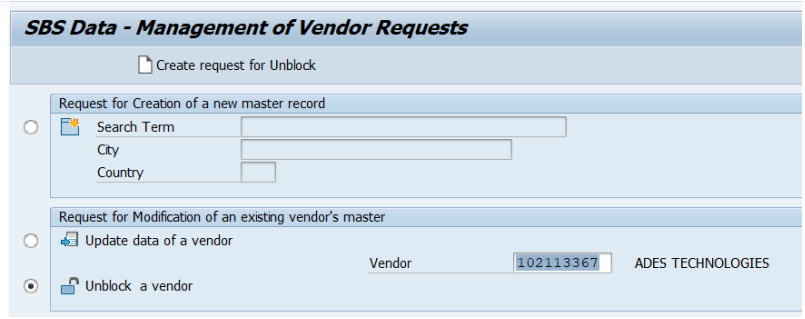
- **TOTAL UNBLOCK**

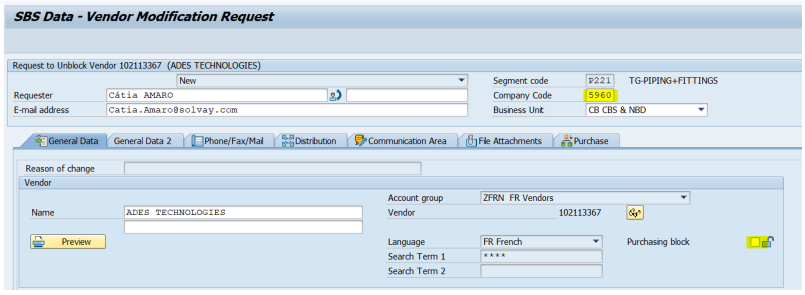
The unblock and reactivation of a vendor is performed by removing the flags. **VERY IMPORTANT**: when reactivating a possible duplications must be confirmed.

In case we receive an Accounts Payable request to fully unlock a vendor, after analysis if all is well, VAT, Name, Address (...) it must be created a Vendor Workflow Request (by the Data team) requesting the unlocking with the information that there is an invoice pending payment and we attached the document. The ticket or the webcycle number is mandatory to insert in the Communication Area of the workflow.

The vendor can be temporarily unblocked to perform corrections. In this type of situations the "Vendor Block Reason" code must not be removed. Also, the ticket must be reserved with us till we have the confirmation that we could block the vendor again.

How to create a Workflow to unblock (Z1S_VWF_REQUEST - PF1_050):




This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

The flag is removed, the company 5960 is added and if needed the Name 1 can also be changed (by removing # and a vendor number). The document is attached and the ticket/webcycle number added to the notes.

Save the request and submit.

In case we receive a Ticket or a Workflow Request:

- if the buyer wishes to continue to use a vendor previous blocked by the Supplier Deletion Cycle we should inform that the block has been requested through the SDC and add in cc the buyer that has requested it.

  **Note:** To be sure that the vendor has been blocked by the Supplier Deletion Cycle it should have the reason code **ZBY Unauthorized Vendor** and should be in the **Supplier Deletion File.**

- if the request was done already via VWF we should create a ticket and also inform that the block has been requested through the SDC and add in cc the buyer that has requested it.

A vendor can be temporarily reactivated to allow corrections to the Accounts Payable or to the SC Payments team.

**NOTES**

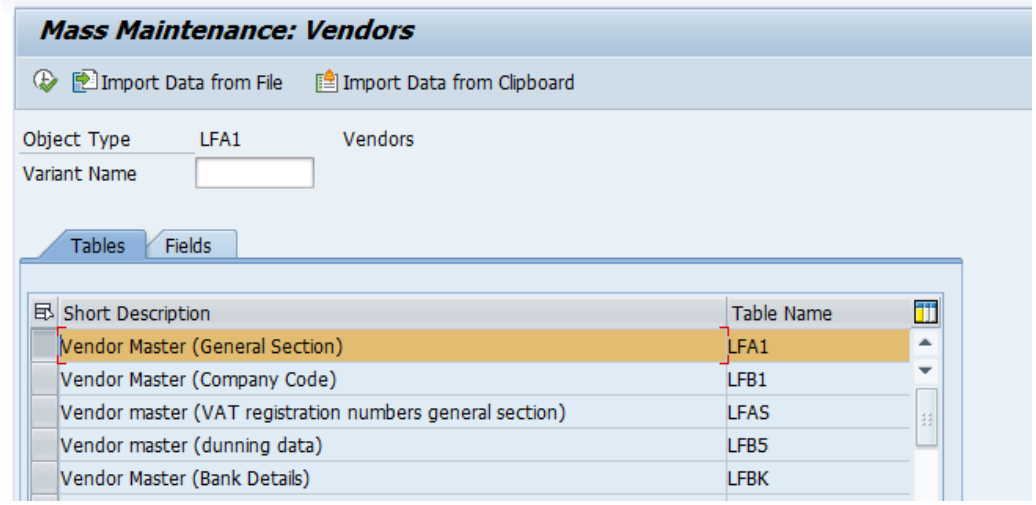
**1.** Bank account date must be checked when performed a full reactivation (for a vendor already with a bank account). The bank data confirmation must be performed for the ones inserted for more than 2 years.

**2.** If marked for deletion (tickets - "Vendors w/out movements in last **18th months**") the vendor can be reactivated without approval (applicable also for vendors marked with "COPS").

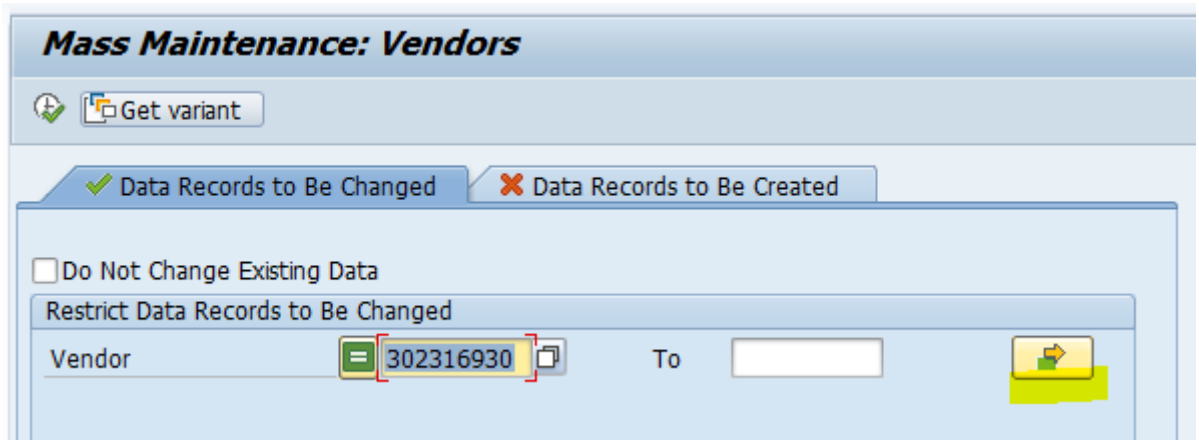
# Mass update

## XK99

Modifications can be performed massively. For that you use the **XK99**. Then, select the Table or the field and execute :

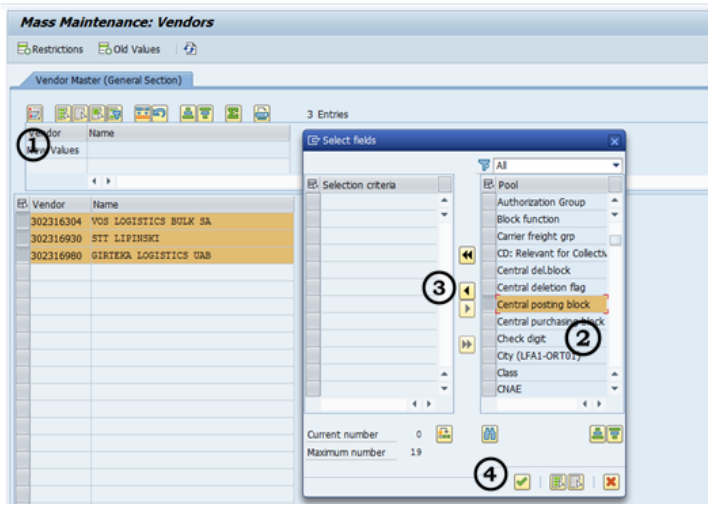



Insert the vendor codes and execute:

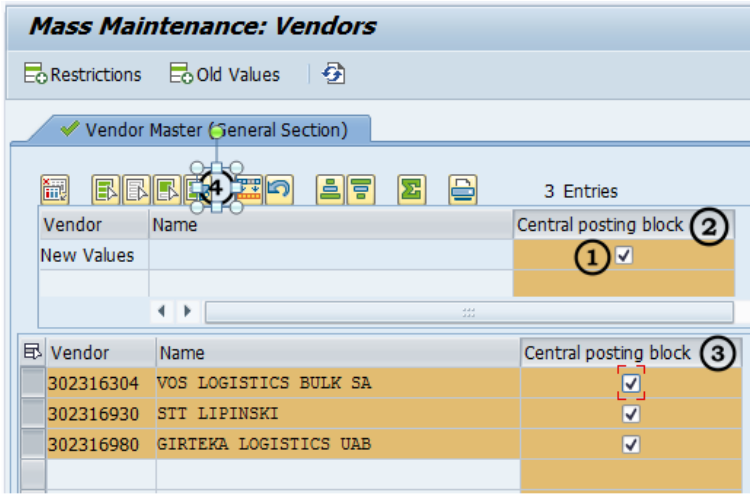



Then, clicking in the button (1) you will be able to select the fields (2 and 3) that you want to change (4):

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.




To change all the vendors you insert the data in the first table (1), click in the field Name on both tables (2 and 3) and then click in the button (4):




Then click in the button SAVE .

# Useful information

- IDOC procedure
- PtP Simplification Levers
- Invoices without supplier: creation
- Supplier Deletion Cycle

| Normal Vendors | Miscellaneous creditors |
|---|---|
| • All entities that are providers of goods and services to Solvay (including Solvay companies)<br>• Includes: Leasing (phone, car etc..), Banks*; Factoring*; Trademarks and patents*; Legal (lawyers, bailiffs, etc...); Insurances | • Entities for which there is no direct trade of goods and services to Solvay, but there is a payable obligation or commitment<br>• Includes: Public third parties (Treasury, agency customs, etc...); Social third parties (pensions, social security contributions, etc...); Civil associations (subscriptions, donations, etc...); Trade associations (corporate committee, charges, etc...) |
| * - in some cases the involvement may be very limited / borderline (with banks, patents), but the supplier creation must be properly authorised (with segment attributed) and with the way to handle the invoicing (with or without PO) known and defined by Purchasing function. | These vendors need to be limited to the scope defined and not to be used to avoid ordering system + in the request it needs to be explained the reason why the request is being submitted and why a mis.creditor |

- Remediation Process - Users Guide
- VWF Responsibilities
- Transactions:
  - **SE16**
    - **ADR6** – to retrieve emails

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.

        - **ADRC** – to retrieve addresses, search term 2
        - **LFA1** – General info from the vendors
        - **LFAS** – to check other VAT IDs
        - **LFBA** – Bank accounts
        - **LFBK** – Vendors by Bank account
    - **ME1L**: to see PIRs
    - **ME2L**: to see POs
    - **ME3L**: to see contracts

This document is the property of Solvay. Any reproduction or communication to third parties is only possible with the company's authorization. This printed document may be out of date. Please check the latest version on the Intranet.