

WP1 Flat Rate Invoicing

Authorizations & Roles

Author(s)	Verification	Approval
Catarina Tomé Vanda Campos Process Operator	Maria Ines Camargo Organization and Methods Team	Viviane Beraud Process Expert
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Objective and Scope

Objective of this Procedure

The purpose of this document is to explain how to issue a flat rate type of invoicing in its two variants – with and without billing plan.

Scope

This operating procedure (OP) applies to WP1 Service Invoicing Companies worldwide.

Invoice issuance

With Billing Plan

The invoicing based on Flat Rate with Billing Plan is automatically issued by the system, according to what was set when the contract was created. To identify the issued invoice on the system:

Go to transaction **VA43**:

Display Contract: Initial Screen

Sales | Item overview | Ordering party | Contracts

Contract: 40010430

Search Criteria

Purchase Order No.

WBS Element

Search

Insert the contract number. Press Enter.

Display Service/Qty Contract 40010430: Overview

Contracts

Display document flow (FS) Net value 0,00 EUR

Sold-To Party 53084 BUTACHIMIE / AVENUE RAMBOZ / 69190 SAINT FONTS

Ship-To Party 53084 BUTACHIMIE / AVENUE RAMBOZ / 69190 SAINT FONTS

PO Number * PO date 30.03.2011

Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Description

Contract start 01.01.2013 Contract end 25.12.2014

Billing block Pricing date 01.01.2013

Order reason Administrative Error (CS Origin)

Sales area PR74 / 2Q / 49 Rhodia PI France, Marché Access. PI, PI Reference

Master contract

Shipping Cond. Road (Ex works)

Business Area

Item	Material	Description	Order Quantity	ItCa	SU	WBS Element	Billing Date	Part.dl...	Te...
	01577806	Frais de siège		1ZWN	AU	PI.105609.PIP12	31.03.2011		0012
	201577806	Frais de siège		1ZWN	AU	PI.105609.PIP17	21.01.2013		0012
	301577806	Frais de siège		1ZWN	AU	PI.105609.PIP18	21.01.2013		0012

Select the line and press

Document Flow

Status overview | Display document | Service documents

Business partner 0000053084 BUTACHIMIE

Material 00000000001577806 MISCELLANEOUS SERVICES

Document	Quantity	Unit	Ref. value	Currency	On	Status
Accounting document 0099109189	1	AU			26.01.2013	Cleared
Debit Memo Services 0099111847 / 10	1	AU	28.667,00	EUR	26.02.2013	Completed
Accounting document 0099111847	1	AU			26.02.2013	Cleared

Document flow appears. Select the most recent billing number.

Go to transaction **VF02**:

Change Billing Document

Billing document:

More Search Criteria

Document Number:

Company Code:

Insert the billing number you retrieved from the contract and press enter.

Billing document Edit **Goto** Environment System Help

Debit Memo

Accounting Bill

Debit Memo Services: 99166254 Net Value:
 Payer: 50110 BLUESTAR SILICONES FRANCE SA
 Billing Date: 08.05.2015

Item	Description	WBS Element	Billed Quantity	SU	Net value	Material
10	SERVICES SUR SITE	PA.100001.PADN		1 AU	98.325,00	1848236

Then go to **Goto _ Header Output_**

Output

St...	Outp...	Description	Medium	Processing...	Time	D...	Fu...	Partner	La..
	ZPI3	Pilotage	Special functi...		00:00:00	4	BP	50111	EN
	ZPI3	Pilotage	Special functi...	08.05.2015	10:40:30	4	BP	50111	EN
	ZRAR	Invoice archive	Print output	08.05.2015	10:40:35	4	BP	50111	EN
	ZRD0	Original Invoic...	Print output		00:00:00	3	BP	50111	EN
	ZRD1	Invoice	Print output	08.05.2015	10:40:35	4	BP	50111	EN
	ZRD3	Invoice for ac...	Print output		00:00:00	3	BP	50111	EN

Select the line for output **ZRD0** – Original Invoice.

Further data

Press **Further data**.

Requested processing

Dispatch time:

Actual processing:

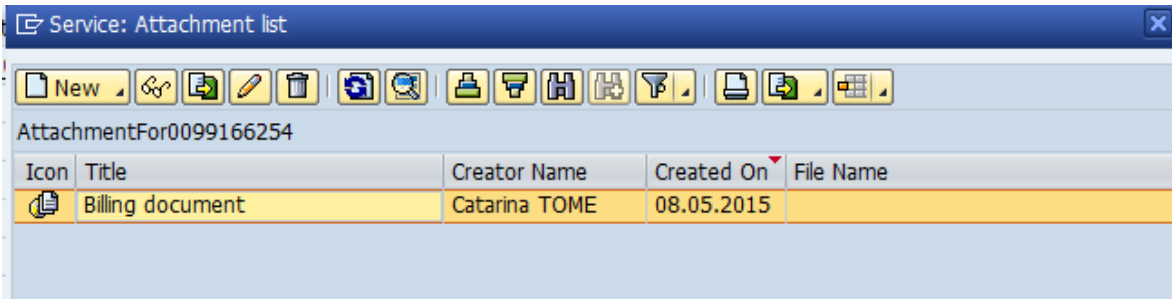
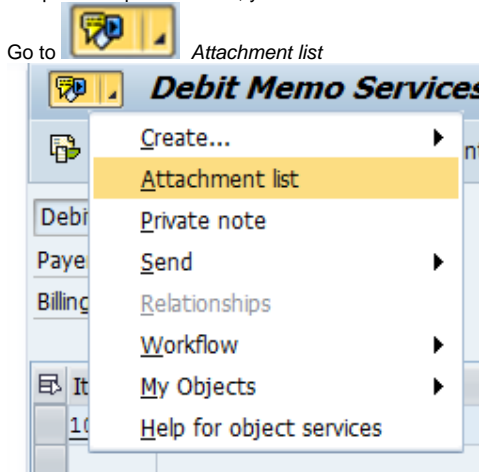


Choose **Send immediately (when saving the application)**. Then go back.
In the output, you must check for the existence of the following:


1. **ZRDA** – automatic invoicing inside WP1. If this exists, the invoice will be automatically posted on the receiver company.
2. **ZRDB** – automatic invoicing WP1-PF1. If this output exists, the invoice will be automatically posted on the receiver company.
3. In case none of the above exists, you have to send the invoice to be booked (when the receiver company is intragroup). You can find this information on Google Doc ***Service invoicing – Contact list update** following path

My Drive > Transversal - Intercompany > Service Invoicing ▾

Despite the options above, you have to retrieve the invoice image from the system



The screenshot shows the SAP 'Service: Attachment list' window. The title bar is 'Service: Attachment list'. Below the title bar is a toolbar with various icons. The main area displays a table with the following data:

Icon	Title	Creator Name	Created On	File Name
	Billing document	Catarina TOME	08.05.2015	

Open the document and save it on your desktop.



RHODIA OPERATIONS
 RUE DE CLICHY, 25
 75002 PARIS
 FRANCE
 Phone : 33(0)15695000
 Fax : 33(0)15695002

S.A. à capital de 505.607.850 EUR
 R. 584202038/00027
 S. 43833 PARIS S. 0247 283
 Id TVA - FR162254

Ship to address :
 BLUESTAR SILICONES FRANCE SAS
 21 AVENUE GEORGES POMPIDOU
 6968 LYON - CEDEX 03 50110

INVOICE

Original

Sold to:
 BLUESTAR SILICONES FRANCE SAS
 21 AVENUE GEORGES POMPIDOU
 6968 LYON - CEDEX 03 50110

BLUESTAR SILICONES FRANCE SAS
 PO Box 89
 69191 ST FONS CEDEX

50111

Payer :
 VAT no. FR6742061138
 BLUESTAR SILICONES FRANCE SAS
 21 AVENUE GEORGES POMPIDOU
 6968 LYON - CEDEX 03 50110

INVOICE NO: 99166254 08.05.2015
 Customer PO :
 YOUR CONTACT :
 Tel:
 Fax:
 e-mail:
 Sales Agent : MZ PRAG

SHIP COND. : Road (Ex works)
 FINAL DEST. : FRANCE
 CONDITIONS OF SALE:
 30 days EOM/Invoice date
 Swift trans. home
 FCA
 DUE DATE: 30.06.2015

Due date = last date by which cleared funds are due. If this is not /
 Swift / Bank holiday cleared funds are due by the previous last working
 day

ITEM	MATERIAL	Quantity	UNIT PRICE	NET VALUE	TAX
10	Customer PO. "	Ref: 1048236		EUR	
		1 AU		98.325,00	
	Total Net value			98.325,00	20,00%
	PA 100001 PADN BLUESTAR SILICONES FRANCE PADN Prestation plate-forme intervention pompier				
	TVA payée sur les débits No discount for payment before due date				
	Note: all late payments will give rise to automatic compensation to the seller without notice, as set out in General Condition 9 overleaf. Ref invoice No. 99166254 of 08.05.2015				

Since the claim represented by this invoice has been assigned to Solvay-CICC S.A., please
 pay to:
 Account no: 30093-03175-0002020261-31
 IBAN Code: FR75 2000 2001 7500 0202 3026 1311
 Beneficiary: Solvay CICC - 130, Rue de Namur, 1120 Bruxelles
 With Bank: Société Générale - 33, Avenue de Wagram 89403 - 75029 Paris Cedex 17
 SWIFT: SOGEGFR33
 Thanks to mention reference: ZFR30099166254

Total Net value 98.325,00 EUR
 VAT/VAT 16.665,00 EUR
 Total value 114.990,00 EUR
TOTAL VALUE 117.590,00 EUR

08.05.2015 W11 21.26 2948

Page : 1/2

Our general terms and conditions of sale on the reverse side shall be exclusively applied.

Send the invoice image to the requestor and possible email addresses referred in the request.
 If the customer is external to the group, also send the invoice by letter mail.

Without Billing Plan

To identify the issued invoice on the system:
 Go to transaction **VA42**:

Change Contract: Initial Screen

Sales |
 Item overview |
 Ordering party |
 Contracts |

Contract

Search Criteria

Purchase Order No.

WBS Element

Search

WP1 - FLAT RATE INVOICING

N° of existing contract

Enter the existing Flat Rate SD Contract number indicated in the Service Invoicing Request form.

Change Service/Qty Contract 40013846: Overview

Contracts

Service/Qty Contra... 40013846 Net value 8.596,95 EUR
 Sold-To Party 73943 C.T.I. CERAMIQUES TECHNIQUES & / 382 AVENUE LE MOULI
 Ship-To Party 73943 C.T.I. CERAMIQUES TECHNIQUES & / 382 AVENUE LE MOULI
 PO Number * PQ date 16.12.2013

Sales | Item overview | **Item detail** | Ordering party | Procurement | Shipping | Reason for rejection

Description
 Contract start 01.12.2013 Contract end 31.12.2013
 Billing block Pricing date 01.12.2013
 Order reason
 Sales area FR83 / YT / 64 FR AromPerf & SpecCh, Fx prest NR Diphen, AromPerf...
 Master contract
 Shipping Cond. Road (Ex works)
 Business Area

All items									
Item	Material	Description	Order Quantity	ItCa	SU	WBS Element	Billing Date	Part.di...	Te...
	101577806	Presta Refacturation baux enphytéotiques		1	ZWVO AU	PA.100007.PASF	11.12.2013	*	0014
	201577806	PRESTATIONS DIVERSES SERVICES		1	ZWVO AU	PA.100007.PASF	14.04.2015	*	0004

Old Items (already invoiced) will be displayed
 You will have to add a new item in the next empty line.

Material Code *Select one material code from the list if known*

Material: The one indicated on the request
Description: The one indicated on the request (if this field is empty, it will be filled by default)
Order quantity: 1

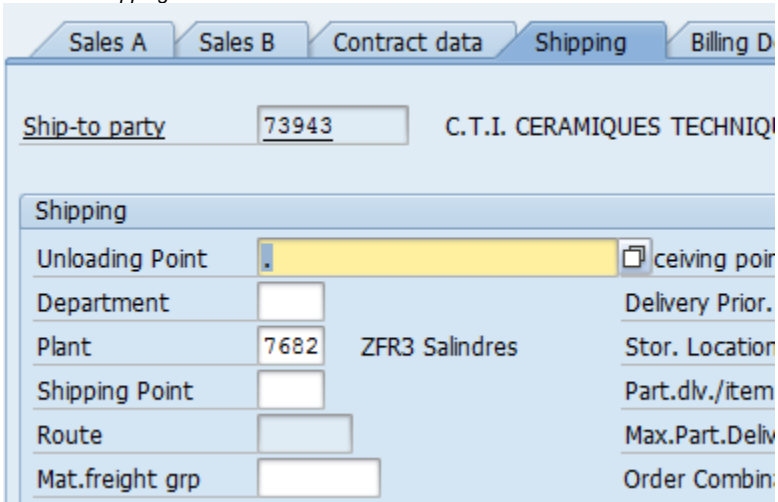
ItCa: **ZWVO** for Real Cost.

WBS Element: The one indicated on the request.

Billing date: Today's date is set by default.

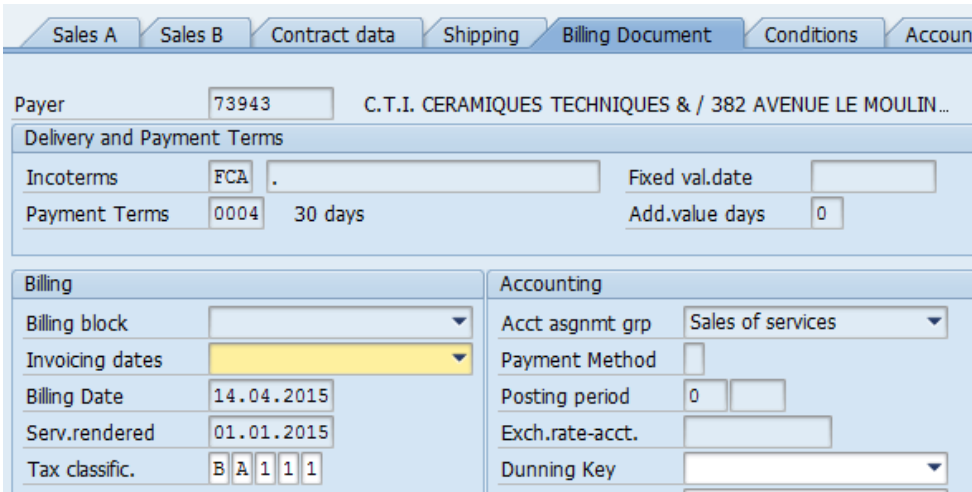
Then double click on the line you just inserted.

Go to tab *Shipping*:



The screenshot shows the SAP 'Shipping' tab. At the top, there are tabs for 'Sales A', 'Sales B', 'Contract data', 'Shipping', and 'Billing D'. Below the tabs, the 'Ship-to party' is '73943' and the name is 'C.T.I. CERAMIQUES TECHNIQ'. The 'Shipping' section contains several fields: 'Unloading Point' (highlighted in yellow), 'Department', 'Plant' (7682, ZFR3 Salindres), 'Shipping Point', 'Route', and 'Mat.freight grp'. On the right side, there are labels for 'ceiving poin', 'Delivery Prior.', 'Stor. Location', 'Part.dlv./item', 'Max.Part.Deliv', and 'Order Combin'.

Make sure that **Plant** is fulfilled.



The screenshot shows the SAP 'Billing Document' tab. At the top, there are tabs for 'Sales A', 'Sales B', 'Contract data', 'Shipping', 'Billing Document', 'Conditions', and 'Accounting'. Below the tabs, the 'Payer' is '73943' and the name is 'C.T.I. CERAMIQUES TECHNIQUES & / 382 AVENUE LE MOULIN...'. The 'Delivery and Payment Terms' section contains 'Incoterms' (FCA), 'Fixed val.date', 'Payment Terms' (0004, 30 days), and 'Add.value days' (0). The 'Billing' section contains 'Billing block', 'Invoicing dates' (highlighted in yellow), 'Billing Date' (14.04.2015), 'Serv.rendered' (01.01.2015), and 'Tax classific.' (B A 1 1 1). The 'Accounting' section contains 'Acct asgmt grp' (Sales of services), 'Payment Method', 'Posting period' (0), 'Exch.rate-acct.', and 'Dunning Key'.

Go to tab *Billing Document*

Confirm the payment terms.

If there is a specific date indicated on the contract select **Payment terms 0028** and insert the due date on field **Fixed val.date**.

On field **Serv. Rendered**: first day of the current year.

Go to tab *Conditions*:

Pricing Elements													
N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un
PR00		Price	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		...Gross value	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		...net value	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		...Rebate Basis	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		...Net value of good	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		...Net price tax exc	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		Cost plus	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		Price less basis	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		... Base interco	834,35	EUR		1 AU	834,35	EUR			1 AU		1 AU
		<input checked="" type="checkbox"/> MWST Output Tax	20,000	%			166,87	EUR			0		0
		...Net to pay, all t	1.001,22	EUR		1 AU	1.001,22	EUR			1 AU		1 AU
		<input checked="" type="checkbox"/> SKIO Cash Discount	0,000	%			0,00	EUR			0		0
		<input checked="" type="checkbox"/> ZCSS Organic (CSS)	0,000	%			0,00	EUR			0		0
		...Std RCS Pricing P	1.001,22	EUR		1 AU	1.001,22	EUR			1 AU		1 AU
		<input type="checkbox"/> Commissions	0,00	EUR		1 AU	0,00	EUR			1 AU		1 AU

Confirm that the line of **MWST** has indicated the correct VAT rate and insert **PR00** in column CnTy.
 In the line of **PR00** put the unit price in the column **amount**, and press enter.
 If the unit price in the request has more than 2 decimals:

- Multiply the price:

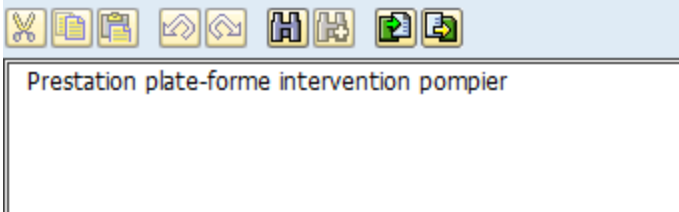
6 decimals - x100005 decimals – x10004 decimals – x1003 decimals – x10

Then, insert the amount you multiplied (10,100,1000,...) in the column **per**, so the system performs the conversion based on the units.
 Then go to tab **Texts**

Texts	
Txt ty.	Lang.
<input checked="" type="checkbox"/> Material sales text	FR
<input checked="" type="checkbox"/> Item note	
<input checked="" type="checkbox"/> Mentions on all Com	EN
<input checked="" type="checkbox"/> Mentions on Ord.Ac	

Prestation plate-forme intervention pompier

Double click on **Mentions on all Common Doc.** * Mentions on all Com.doc.



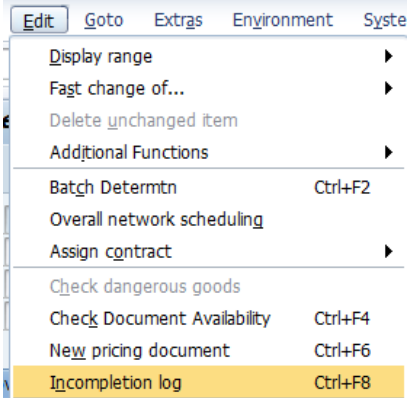
Insert the specific text of the invoice.

Then double click again on **Mentions on all Common Doc.**  **Mentions on all Com.doc.** to validate.



Then go back

Go to _Edit Incompletion log_








Document is complete



If message Document is complete appears, save your document.

Go to transaction **VF01**


Create Billing Document

   Billing due list  Billing document overview  Selection list

Default data

Billing Type	<input type="text"/>	Serv.rendered	<input type="text"/>
Billing Date	<input type="text"/>	Pricing date	<input type="text"/>

Docs to be processed

Document	Item	SD document categ.	Processing status
70142691			



Insert the sales order number. Then Save.

Go to transaction **VF02**:

Change Billing Document

Billing document:

More Search Criteria

Document Number:

Company Code:

Insert the billing number you just created in **VF01** and press enter.

Billing document Edit **Goto** Environment System Help

Debit Memo

Accounting Bill

Debit Memo Services: 99166254 Net Value:

Payer: 50110 BLUESTAR SILICONES FRANCE SA

Billing Date: 08.05.2015

Item Description WBS Element Billed Quantity SU Net value Material

10	SERVICES SUR SITE	PA.100001.PADN		1 AU	98.325,00	1848236
----	-------------------	----------------	--	------	-----------	---------

Then go to **Goto _ Header Output_**

Output

St...	Outp...	Description	Medium	Processing...	Time	D...	Fu...	Partner	La..
	ZPI3	Pilotage	Special functi...		00:00:00	4	BP	50111	EN
	ZPI3	Pilotage	Special functi...	08.05.2015	10:40:30	4	BP	50111	EN
	ZRAR	Invoice archive	Print output	08.05.2015	10:40:35	4	BP	50111	EN
	ZRD0	Original Invoic...	Print output		00:00:00	3	BP	50111	EN
	ZRD1	Invoice	Print output	08.05.2015	10:40:35	4	BP	50111	EN
	ZRD3	Invoice for ac...	Print output		00:00:00	3	BP	50111	EN

Select the line for output **ZRD0** – Original Invoice.

Further data

Press **Further data**.

Requested processing

Dispatch time:

Send with periodically scheduled job
 Send with job, with additional time specification
 Send with application own transaction

Actual processing:

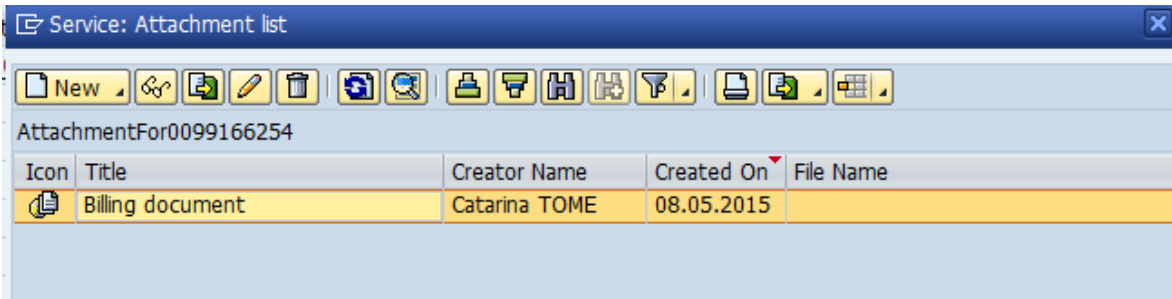
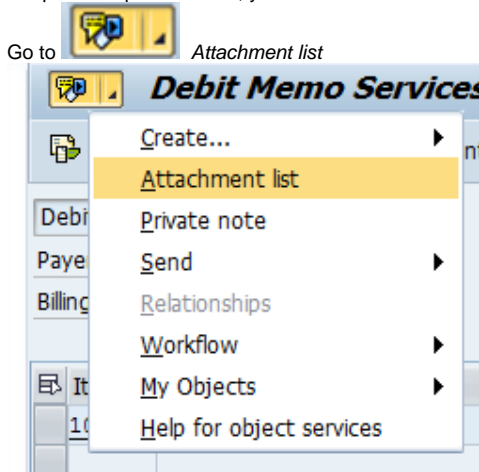


Choose **Send immediately (when saving the application)**. Then go back.
In the output, you must check for the existence of the following:

1. **ZRDA** – automatic invoicing inside WP1. If this exists, the invoice will be automatically posted on the receiver company.
2. **ZRDB** – automatic invoicing WP1-PF1. If this output exists, the invoice will be automatically posted on the receiver company.
3. In case none of the above exists, you have to send the invoice to be booked (when the receiver company is intragroup). You can find this information on Google Doc ***Service invoicing – Contact list update** following path

My Drive > Transversal - Intercompany > Service Invoicing ▾

Despite the options above, you have to retrieve the invoice image from the system



Open the document and save it on your desktop.



RHODIA OPERATIONS
 RUE DE CLICHY, 25
 75002 PARIS
 FRANCE
 Phone : 33(0)1462000
 Fax : 33(0)1462000

S.A.S au capital de 500 000 000 EUR
 R.C. 50820000000000000000
 S. 1403 - PARIS 8100 0001 0001
 N° TVA - FR1462000000

Ship to address :
 BLUESTAR SILICONES FRANCE SAS 50110
 21 AVENUE GEORGES POMPIDOU
 69681 LYON - CEDEX 03

INVOICE

Original

Sold to:
 BLUESTAR SILICONES FRANCE SAS 50110
 21 AVENUE GEORGES POMPIDOU
 69681 LYON - CEDEX 03

BLUESTAR SILICONES FRANCE SAS 50111
 PO Box 89
 69191 ST FONS CEDEX

Payer :
 VAT no. FR6742061138
 BLUESTAR SILICONES FRANCE SAS 50110
 21 AVENUE GEORGES POMPIDOU
 69681 LYON - CEDEX 03

INVOICE NO: 99166254 08.05.2015
 Customer PO :
 YOUR CONTACT :
 Tel:
 Fax:
 e-mail:
 Sales Agent : MZ PRAG

SHIP COND. : Road (Ex works)
 FINAL DEST. : FRANCE
 CONDITIONS OF SALE:
 30 days EOM/Invoice date
 Swift trans. home
 FCA
 DUE DATE: 30.06.2015

Due date = last date by which cleared funds are due. If this is not /
 Swift / Bank holiday cleared funds are due by the previous last working
 day

ITEM	MATERIAL	Quantity	UNIT PRICE	NET VALUE	TAX
10	Customer PO. "	Ref: 1048236		EUR	
		1 AU		98.325,00	
	Total Net value			98.325,00	20,00%
	PA 100001 PADN BLUESTAR SILICONES FRANCE PADN Prestation plate-forme intervention pompier				
	TVA payée sur les débits No discount for payment before due date				
	Note: all late payments will give rise to automatic compensation to the seller without notice, as set out in General Condition 9 overleaf. Ref invoice No. 99166254 of 08.05.2015				

Since the claim represented by this invoice has been assigned to Solvay-CICC S.A., please
 pay to:
 Account no: 30093-03175-0002020261-31
 IBAN Code: FR75 2000 2001 7500 0202 3002 1311
 Beneficiary: Solvay CICC - 110, Rue de Namur, 1120 Bruxelles
 With Bank: Société Générale - 33, Avenue de Wagram 89403 - 75029 Paris Cedex 17
 SWIFT: SOGEP333
 Thanks to mention reference: ZFR30099166254

Total Net value	98.325,00 EUR
VAT/VAT	19.665,00 EUR
Total value	TOTAL VALUE 117.990,00 EUR

08.05.2015 MW1 2L26 2948

Page : 1/2

Our general terms and conditions of sale on the reverse side shall be exclusively applied.

Send the invoice image to the requestor and possible email addresses referred in the request.
 If the customer is external to the group, also send the invoice by letter mail.

Credit Note Issuance

With Reference

Go to transaction VA01

Create Sales Order: Initial Screen

Create with Reference Sales Item c

Order Type

Organizational Data

Sales Organization	fr83
Distribution Channel	YP
Division	64
Sales Office	
Sales Group	

First, fill in **Sales Organization, Distribution Channel and Division**

For the **Order Type**, choose **G2 – Credit note with reference**

Order Type [Credit Memo Req.](#)

And click on

Create with Reference

BillDoc

Billing Document

Insert the billing number of the invoice to be cancelled.

Crd.MemoReq. f.Ct... 60111778 Net value 10.000,00 EUR
 Sold-To Party 50110 BLUESTAR SILICONES FRANCE SAS / 21 AVENUE GEORGES P...
 Ship-To Party 50110 BLUESTAR SILICONES FRANCE SAS / 21 AVENUE GEORGES P...
 PO Number Invoice nr 99166254 Canc... PO date 30.01.2015

Sales Item overview Item detail Ordering party Procurement Reason for rejection

Billing Date 08.05.2015 Serv.rendered
 Billing block Pricing date 01.03.2011

Item	Material	Target quantity	U...	Net value	Doc...	Reason for rejection	Description
	101848236		1 AU	10.000,00	EUR		SERVICES SUR SITE

PO Number: Insert "Invoice n° XXXXXXXX Cancellation"

PO date: Today's date.


Go to tab *Reason for rejection*

Sales Item overview Item detail Ordering party Procurement Reason for rejection

Order reason Administrative Error (CS Origin)

Item	Material	Reason for rejection	Net value	Description	Plnt	POItem	Customer
	101848236		10.000,00	SERVICES SUR SITE	7681		

On **Order reason**, select **Administrative Error (CS Origin)**

Then Save. 


Crd.MemoReq. f.Ctrct 60111778 has been saved

Retrieve the sales order number and request to the BO Specialist to unblock it via **VA02**:

Go to tab *Item Overview*:






Sales Item overview Item detail Ordering party Procurement Reason for rejection

Billing Date 08.05.2015 Serv.rendered
 Billing block Pricing date 01.03.2011


In billing block select the white line. Then Save. 


After the validation from BO Specialist, go to transaction **VF01**:

Create Billing Document



 Billing due list
  Billing document overview
  Selection list

Default data
 Billing Type Serv.rendered
 Billing Date Pricing date

Document	Item	SD document categ.	Processing status
70142691			

Insert the sales order number. Then Save. 

Go to transaction **VF02**:

Change Billing Document

Billing items Accounting

Billing document:

More Search Criteria

Document Number:

Company Code:

Insert the billing number you just created in **VF01** and press enter.

Billing document Edit **Goto** Environment System Help

Debit Memo

Accounting Bill

Debit Memo Services: 99166254 Net Value:
 Payer: 50110 BLUESTAR SILICONES FRANCE SA
 Billing Date: 08.05.2015

Header Item Billing items overview (Ctrl+Shift+F11) Accounting overview (Shift+F4) Back (F3)

Header Header partners Pricing conditions header (Ctrl+Shift+F9) **Output (Shift+F8)** Header texts Foreign Trade/Customs Payment cards

Item	Description	WBS Element	Billed Quantity	SU	Net value	Material
10	SERVICES SUR SITE	PA.100001.PADN		1AU	98.325,00	1848236

Then go to **Goto_ Header Output_**

Output

St...	Outp...	Description	Medium	Processing...	Time	D...	Fu...	Partner	La..
	ZPI3	Pilotage	Special functi...		00:00:00	4	BP	50111	EN
	ZPI3	Pilotage	Special functi...	08.05.2015	10:40:30	4	BP	50111	EN
	ZRAR	Invoice archive	Print output	08.05.2015	10:40:35	4	BP	50111	EN
	ZRD0	Original Invoic..	Print output		00:00:00	3	BP	50111	EN
	ZRD1	Invoice	Print output	08.05.2015	10:40:35	4	BP	50111	EN
	ZRD3	Invoice for ac...	Print output		00:00:00	3	BP	50111	EN

Select the line for output **ZRD0** – Original Invoice.

Further data

Press **Further data**.

Requested processing

Dispatch time:

Send with periodically scheduled job
 Send with job, with additional time specification
 Send with application own transaction
 Send immediately (when saving the application)

Actual processing



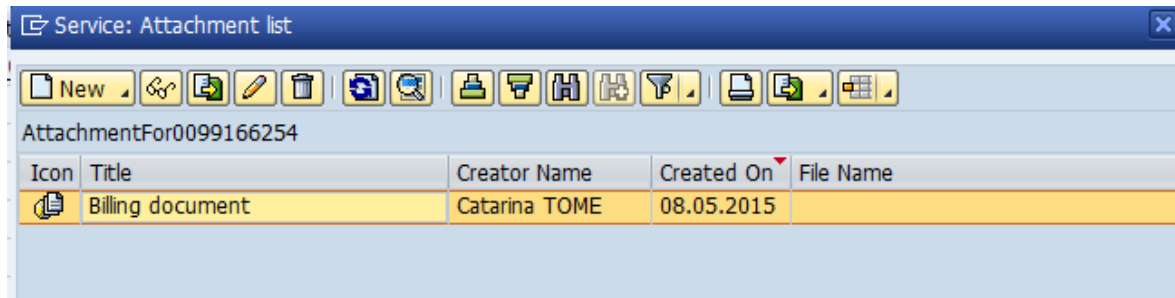
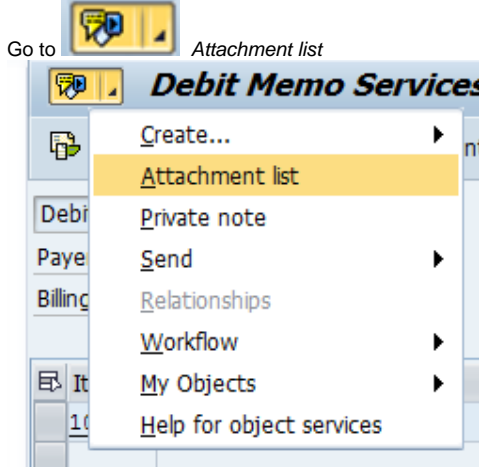
Choose **Send immediately (when saving the application)**. Then go back.

In the output, you must check for the existence of the following:


1. **ZRDA** – automatic invoicing inside WP1. If this exists, the invoice will be automatically posted on the receiver company.
2. **ZRDB** – automatic invoicing WP1-PF1. If this output exists, the invoice will be automatically posted on the receiver company.
3. In case none of the above exists, you have to send the invoice to be booked (when the receiver company is intragroup). You can find this information on Google Doc ***Service invoicing – Contact list update** following path

My Drive > Transversal - Intercompany > Service Invoicing ▾

Despite the options above, you have to retrieve the invoice image from the system



The screenshot shows a window titled "Service: Attachment list". It has a toolbar with various icons. Below the toolbar is a table with the following data:

Icon	Title	Creator Name	Created On	File Name
	Billing document	Catarina TOME	08.05.2015	

Open the document and save it on your desktop.



RHODIA OPERATIONS
 RUE DE CLICHY, 25
 75002 PARIS
 FRANCE
 Phone : 33(0)15959000
 Fax : 33(0)15959002

S.A.S au capital de 500 000 000 EUR
 R.C. 548 200 000 000 000 000
 R.S. 548 200 000 000 000 000
 N° TVA - FR162557049

Ship to address :
 BLUESTAR SILICONES FRANCE SAS 50110
 21 AVENUE GEORGES POMPIDOU
 69681 LYON - CEDEX 03

INVOICE

Original

Sold to:
 BLUESTAR SILICONES FRANCE SAS 50110
 21 AVENUE GEORGES POMPIDOU
 69681 LYON - CEDEX 03

BLUESTAR SILICONES FRANCE SAS 50111
 PO Box 89
 69191 ST FONS CEDEX

Payer :
 VAT no. FR6742061138
 BLUESTAR SILICONES FRANCE SAS 50110
 21 AVENUE GEORGES POMPIDOU
 69681 LYON - CEDEX 03

INVOICE NO: 99166254 08.05.2015
 Customer PO :
 YOUR CONTACT :
 Tel:
 Fax:
 e-mail:
 Sales Agent : MZ PRAG

SHIP COND. : Road (Ex works)
 FINAL DEST. : FRANCE
 CONDITIONS OF SALE:
 30 days EOM/Invoice date
 Swift trans. home
 FCA
 DUE DATE: 30.06.2015

Due date - last date by which cleared funds are due. If this is not /
 sur / Bank holiday cleared funds are due by the previous last working
 day

ITEM	MATERIAL	Quantity	UNIT PRICE	NET VALUE	TAX
10	Customer PO : 1 AU	Ref: 1048236		98.325,00	
	Total Net value			98.325,00	20,00%
	PA 100001 PADN BLUESTAR SILICONES FRANCE PADN Prestation plate-forme intervention pompier				
	TVA payée sur les débits No discount for payment before due date				
	Note: all late payments will give rise to automatic compensation to the seller without notice, as set out in General Condition 9 overleaf. Ref Invoice No. 99166254 of 08.05.2015				

Since the claim represented by this invoice has been assigned to Solvay-CICC S.A., please
 pay to:
 Account no: 30093-63175-0002020261-31
 IBAN Code: FR75 2000 5017 5600 0202 3026 1311
 Beneficiary: Solvay CICC - 110, Rue de Rambouillet, 1120 Bruxelles
 With Bank: Société Générale - 33, Avenue de Wagram 69543 - 75029 Paris Cedex 17
 SWIFT: SOGEGFR33
 Thanks to mention reference: ZFR30099166254

Total Net value	98.325,00 EUR
VAT/VAT	19.065,00 EUR
Total value	TOTAL VALUE 117.390,00 EUR

08.05.2015 W11 2L26 2948

Page : 1/2

Our general terms and conditions of sale on the reverse side shall be exclusively applied.

Send the credit note's image to the requestor and possible email addresses referred in the request.
 If the customer is external to the group, also send the invoice by letter mail.

Without Reference

Go to transaction **VA01**:

Create Sales Order: Initial Screen

Create with Reference
 Sales
 Item

Order Type

Organizational Data

Sales Organization

Distribution Channel

Division

Sales Office

Sales Group

First, fill in **Sales Organization, Distribution Channel and Division**
 For the **Order Type** select **ZG2 – Credit note without reference**

ZG2 Credit M. Req. wo re

And press Enter

Create Credit M. Req. wo re: Overview

Orders

Credit M. Req. wo ... Net value

Sold-To Party

Ship-To Party

PO Number PO date

Sold-To-Party: Insert the customer number on the request.

PO Number: *

PO date: Today's date

Billing Date Serv.rendered

Billing block Pricing date

All items									
Item	Material	Target quantity	U...	Net value	Doc...	Reason for rejection	Description	Custo	
	1577806	1							

Material: Material indicated on the request

Target quantity: Always **1**

Then go on the right to insert the WBS element

WBS Element	Order	Profit Center	Material prici...	Customer
RE.GAZQ00.GAZ-H2DDMARY				

WBS Element: The one indicated on the request
Then double click on the line.

Sales A Sales B Shipping Billing Document **Conditions** Account assignment Partners

Qty AU Net EUR Tax

Pricing Elements									
N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	St
	PR00	Price	80,00	EUR		1 AU	80,00	EUR	
		...Gross value	80,00	EUR		1 AU	80,00	EUR	
		...net value	80,00	EUR		1 AU	80,00	EUR	
		...net value	80,00	EUR		1 AU	80,00	EUR	

Go to tab *Conditions*

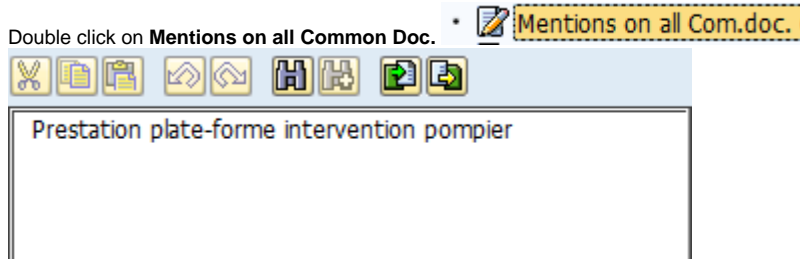
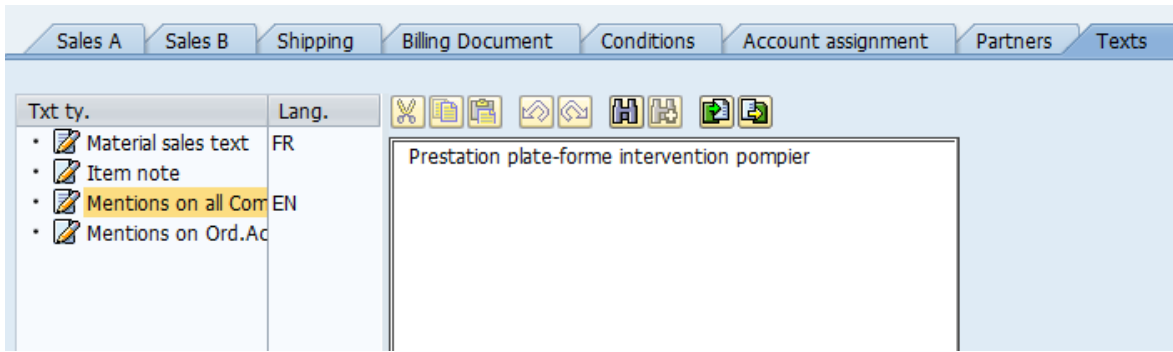
Insert condition **PR00** for the **Amount** on the request.
Go to tab *Reason for rejection*

Sales Item overview Item detail Ordering party Procurement **Reason for rejection**

Order reason

All items				
Item	Material	Reason for rejection	Net value	Description
	101577806		80,00	PRESTATIONS DIVERSES SERVICES

In field **Order Reason** select **Administrative Error (CS Origin)**
If there is text to be inserted, go to tab *Texts*



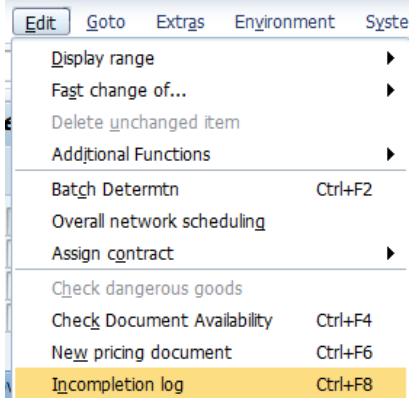
Insert the specific text of the credit note.

Then double click again on **Mentions on all Common Doc.** **Mentions on all Com.doc.** to validate.



Then go back

Go to _Edit Incompletion log_



Document is complete

If message appears, save your document.

Go to transaction **VF01**

Create Billing Document

Billing due list Billing document overview Selection list

Default data

Billing Type Serv.rendered
 Billing Date Pricing date

Docs to be processed

Document	Item	SD document categ.	Processing status
70142691			



Insert the sales order number. Then Save.
Go to transaction **VF02**:

Change Billing Document

Billing items Accounting

Billing document

More Search Criteria

Document Number

Company Code

Insert the billing number you just created in **VF01** and press enter.

Billing document Edit **Goto** Environment System Help

Accounting Bill

Debit Memo Services 99166254 Net Value

Payer 50110 BLUESTAR SILICONES FRANCE SA

Billing Date 08.05.2015

Header
 Item
 Billing items overview Ctrl+Shift+F11
 Accounting overview Shift+F4
 Back F3

Header
 Header partners
 Pricing conditions header Ctrl+Shift+F9
Output Shift+F8
 Header texts
 Foreign Trade/Customs
 Payment cards

Item	Description	WBS Element	Billed Quantity	SU	Net value	Material
10	SERVICES SUR SITE	PA.100001.PADN		1 AU	98.325,00	1848236

Then go to **Goto _ Header Output_**

Output										
St...	Outp...	Description	Medium	Processing...	Time	D...	Fu...	Partner	La...	
○▲	ZPI3	Pilotage	Special functi...		00:00:00	4	BP	50111	EN	▲
○○	ZPI3	Pilotage	Special functi...	08.05.2015	10:40:30	4	BP	50111	EN	▼
○○	ZRAR	Invoice archive	Print output	08.05.2015	10:40:35	4	BP	50111	EN	
○▲	ZRD0	Original Invoic...	Print output		00:00:00	3	BP	50111	EN	
○○	ZRD1	Invoice	Print output	08.05.2015	10:40:35	4	BP	50111	EN	
○▲	ZRD3	Invoice for ac...	Print output		00:00:00	3	BP	50111	EN	

Select the line for output **ZRD0** – Original Invoice.

Further data

Press **Further data**.

Requested processing

Dispatch time Send with application own transaction

Actual processing

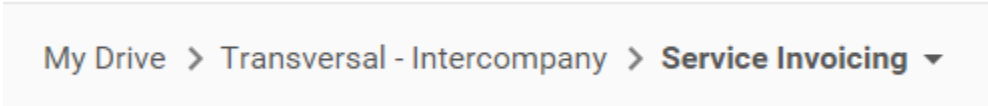
Send immediately (when saving the application)



Choose **Send immediately (when saving the application)**. Then go back.

In the output, you must check for the existence of the following:

1. **ZRDA** – automatic invoicing inside WP1. If this exists, the invoice will be automatically posted on the receiver company.
2. **ZRDB** – automatic invoicing WP1-PF1. If this output exists, the invoice will be automatically posted on the receiver company.
3. In case none of the above exists, you have to send the invoice to be booked (when the receiver company is intragroup). You can find this information on Google Doc ***Service invoicing – Contact list update** following path



Despite the options above, you have to retrieve the credit notes's image from the system

Go to Attachment list

Debit Memo Services

- Create...
- Attachment list**
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

Service: Attachment list

AttachmentFor0099166254

Icon	Title	Creator Name	Created On	File Name
	Billing document	Catarina TOME	08.05.2015	

Open the document and save it on your desktop.

SOLVAY

RHODIA OPERATIONS
 RUE DE CLOCHY, 25
 75008 PARIS
 FRANCE
 Phone: 33155952000
 Fax: 33155952000

S.A.S au capital de 665 807 450 EUR
 N. Siret: 502076937
 R. C. RCS PARIS B 652 057 063
 N. TVA: FR0650207693

INVOICE
Original

Ship-to address: 50110
 BLUESTAR SILICONES FRANCE SAS
 21 AVENUE GEORGES POMPIDOU
 69498 LYON - CEDEX 03

Sold-to: 50110
 BLUESTAR SILICONES FRANCE SAS
 21 AVENUE GEORGES POMPIDOU
 69498 LYON - CEDEX 03

Buyer: 50110
 VAT no. FR67420611386
 BLUESTAR SILICONES FRANCE SAS
 21 AVENUE GEORGES POMPIDOU
 69498 LYON - CEDEX 03

PO Box 99
 69191 ST FONS CEDEX

SHIP COND.: Road (Ex works)
 FINAL DEST.: FRANCE

CONDITIONS OF SALE:
 30 days EOM/invoice date
 Swift trans. home
 FCA.
 DUE DATE: 30.06.2015

Blue date = last date by which cleared funds are due, if this is G/E /
 G/E: Bank holiday, cleared funds are due by the previous business
 day

INVOICE NO.: 99166254 08.05.2015
 Customer PO: *
 YOUR CONTACT:
 Tel:
 Fax:
 e-mail:
 Sales Agent: MZ PRAG

ITEM	MATERIAL	Quantity	UNIT PRICE	NET VALUE	TAX
10	Customer PO: *	Qref: 1548236			
		1 AU		98.325,00	
	TOTAL Net value			98.325,00	20,00%
	PA 10001 PADN BLUESTAR SILICONES FRANCE PADN Prestation plate-forme intervention pompier				
	TVA payée sur les débits No discount for payment before due date				
	Note: all late payments will give rise to automatic compensation to the seller without notice, as set out in General Condition 9 overleaf. Ref invoice No. 99166254 of 08.05.2015				
				Total Net value	98.325,00 EUR
				VAT/VAT	19.665,00 EUR
				Total value	117.990,00 EUR
				TOTAL VALUE	117.990,00 EUR

Since the claim represented by this invoice has been assigned to Solvay-CICCO S.A., please
 contact us: 3605-43176-400000000-01
 BAN Code: FR76 3009 1001 7502 0283 3306 131
 Beneficiary: Solvay CICCO - 310, Rue de Rambouillet, 1120 Bruxelles
 With Bank: Société Générale - 33, Avenue de Wagram BP903 - 75029 Paris Cedex 17
 SWIFT: SOGEGEPF
 Thanks to mention reference: ZFR30099166254






08.05.2015 MW 21.26 2948 Page: 1/2
 Our general terms and conditions of sale on the reverse side shall be exclusively applied.

Send the invoice image to the requestor and possible email addresses referred in the request.
 If the customer is external to the group, also send the invoice by letter mail.

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.

Nov 07, 2025	Actor	Type	Activity	Version
Published	 SILVA, Guilherme	Edit	updated the page at 3:27 pm	
<hr/>				
Jul 20, 2020				
	 FERNANDES, Edmundo	State	changed state to Published at 8:42 am	v2
Draft	 FERNANDES, Edmundo	State	gave <i>Approvers</i> approval at 8:42 am	
<hr/>				
Mar 03, 2018				
	 Cátia Pinto	Edit	updated the page at 12:31 am	
<hr/>				
Mar 02, 2018				
	 Cátia Pinto	State	changed state to Draft at 11:31 pm	v2