INTRASTAT - MASTER DATA Update

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1. Objective and Scope

1.1 Objective of this Procedure

This Operating Procedure explains the carry out of the essential transactions in the frame of filling in the Intrastat Declaration that are responsibility of Master Data Team.

Since 01/01/1993, the Intrastat replaces the customs documents.

The Intrastat recapitulates the statistical information regarding the intra-community flows of goods between the European Community state members:

- Entry of goods in and from an European member state;
- Exit of goods in and from an European member state.

1.2 Scope

The Intrastat Declaration has to be done for the following countries:

- Belgium
- Spain
- France
- Italy
- Germany
- Netherland
- Sweden
- Austria
- Portugal

2. Reference Documents

Activity User Guide explaining the RPA process

Robot update file

Company code and Country mapping template

Weekly updates files

GTS commodity code file, calendar and scope

Templates to fill Robot and GTS files

3. Jobs Definition

JOBS have been created in order to perform all the necessary transactions (by country) at the same day, on a weekly basis:

Country	Job Name	Month day	Time
Austria	S1AF_020_M_PF2_INTRA_LIST_AT	Monday	20:00
France	S1AF_020_M_PF2_INTRA_LIST_FR	Tuesday	20:00
Sweden	S1AF_020_M_PF2_INTRA_LIST_SE	Tuesday	20:00
Germany	S1AF_020_M_PF2_INTRA_LIST_DE	Wednesday	20:00
Belgium	S1AF_020_M_PF2_INTRA_LIST_BE	Wednesday	21:20
Portugal	S1AF_020_M_PF2_INTRA_LIST_PT	Friday	20:00
Netherlands	S1AF_020_M_PF2_INTRA_LIST_NL	Friday	20:45
Spain	S1AF_020_M_PF2_INTRA_LIST_ES	Sunday	20:00
Italy	S1AF_020_M_PF2_INTRA_LIST_IT	Sunday	20:45

There are also other jobs created (please see document Intrastat Jobs and Variants (in 2 Reference Documents) to easily access all necessary information that needs to be corrected.

4. Responsibility (who does what)

- **Master Data** check the reports received in **BMC queue** every week :
  - materials.datamanagement@support.solvay.com (only internal use)
- **Master Data** correct the missing information at material level;
- If not possible to correct the info, Robot updates the information in Purchase Order (PO) level
- **Robot** perform the necessary modifications to solve the error at PO level
- At the end of the month, **Master Data** informs **Finance** that all corrections were performed;
- **Finance** perform the necessary analysis to create the final declaration (Intrastat procedure **- SBS-OP-2014-021)**

5. Intrastat transaction execution done automatically

5.1 Review the Intrastat (Import) Data

5.1.1 Intrastat Import - MEIS

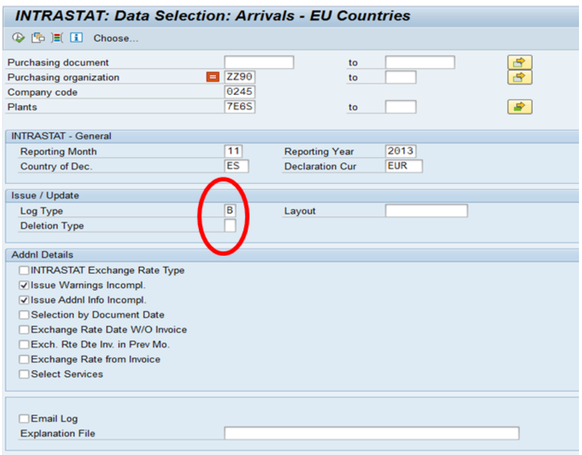
Execute transaction **MEIS**. This transaction recapitulates the Intra-Community acquisitions.

For each company, choose the corresponding variant **CC_INTRA_XXXXP** (where CC is the country initials and XXXX is the company code).

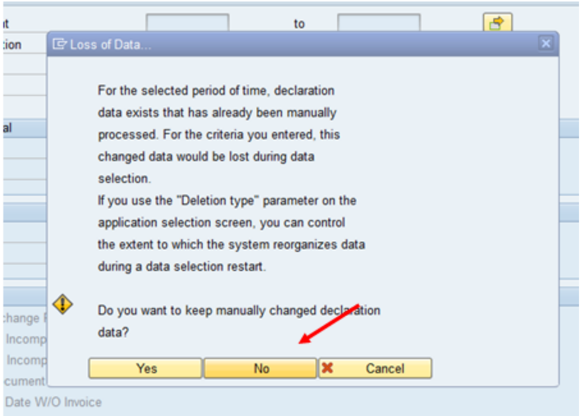
The Group ZZ90 Should not be selected in the Purchasing organization as it related with Services.

	MEIS variants			
	Manual	Weekly Job	Final Job	Montlhy Job
	CC_INTRA_XXXXP	**CC_INTRA_XXXXX**	**CC_INTRA_XXXXX**	**CC_INTRA_XXXXP**
Example:	AT_INTRA_0005P	AT_INTRA_0005X	AT_INTRA_0005X	AT_INTRA_0005P

Choose **Log type B** and **Deletion Type ' blank'** .



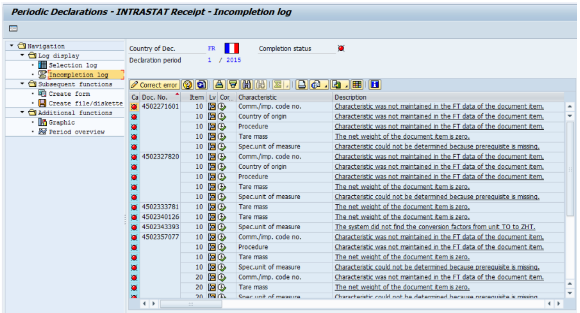
If a question box appears choose **No** and continue:



In order to see the POs in error, we must select the **Incompletion Log** screen

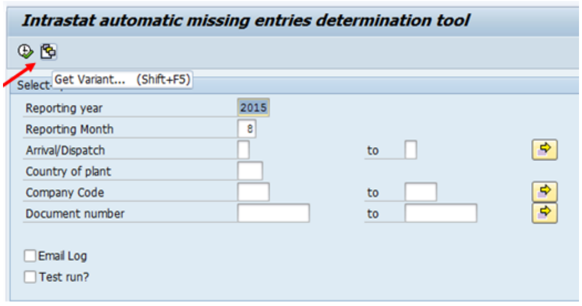
(However, performing transaction Z1F_UPDATE_INTRASTAT a large quantity of errors will be automatically corrected and that's why we don't need to check MEIS transaction errors.)

This way, after running MEIS we can immediately leave transaction and execute the second step. No need to save any report.



5.1.2 Intrastat automatic missing entries determination tool Z1F_UPDATE_INTRASTAT

Execute transaction **Z1F_UPDATE_INTRASTAT** for each company code in order to update and correct automatically some existing errors.

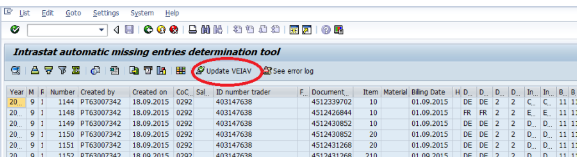


Choose the corresponding variant for each company: **CC-XXX-IMP** (where CC is the country initials and XXXX the company code).

	Z1F_UPDATE_INTRASTAT variants			
	Manual	Weekly Job	Final Job	Montlhy Job
	CC-XXX-IMP	**CC-XXX-IMP_X**	**CC-XXX-IMP_F**	**CC-XXX-IMP_X**
Example:	AT-0005-IMP	AT-0005-IMP_X	AT-0005-IMP_F	AT-0005-IMP_X

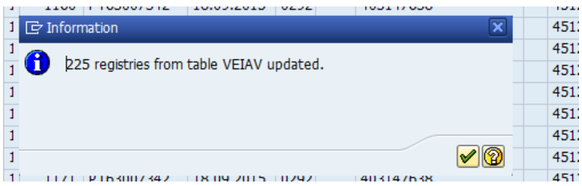
Select the variant, and execute 

After running the variant, it will appear the following screen:

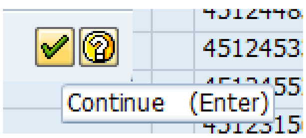


Click **"Update VEIAV"**.

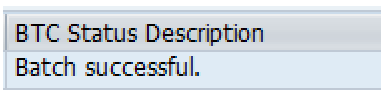
A pop up window with the information automatically updated will appear:



Flagg continue:



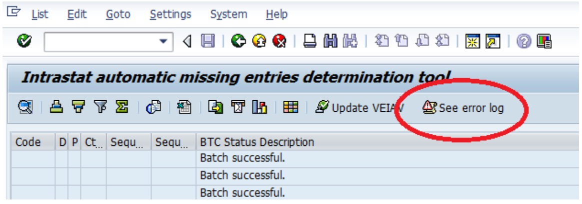
And check if the batch was correctly executed:



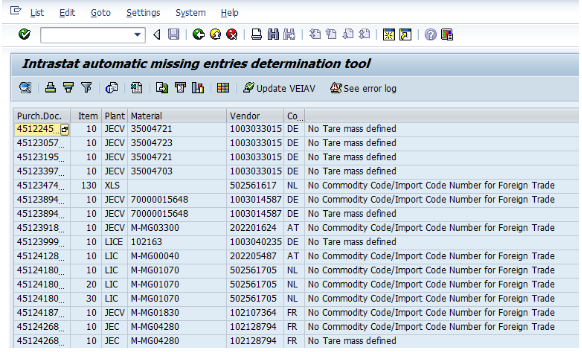
In case of errors in batch, it will appear an error message, like:

```
Formatting error in the field VIAV-VERFAHREN; see next messag
```

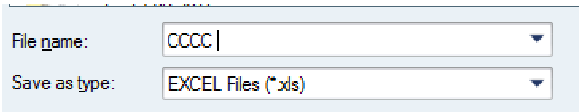
Then, click on "**See error Log** "



And it will appear the list of POs that have Intrastat errors to correct:



Click on export item  and save the document as excel file to be easier to handle it to treat the errors.



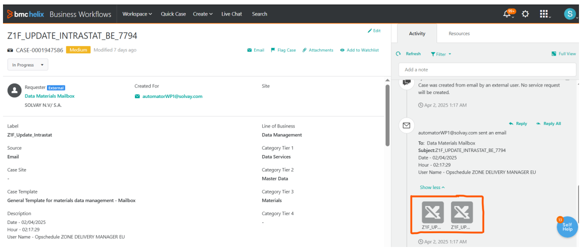
Search for the correct information, correct the errors if possible directly in the material (PRS – 050), and send the information RPA file for robot to correct POs

Subject	Z1F_UPDATE_INTRASTAT_GB_0240
Description	Date - 21/09/2015 Hour - 22:04:58 User Name - Workflow-System WF-BATCH

Due to an automatic job created by SIS, at this moment, Master Data team are not running the transactions explained on 5.1.1 and 5.1.2 topics.

This way, in a weekly basis we receive this information directly in **BMC queue** (materials.datamanagement@support.solvay.com), which will appear in the Ticketing System with the following subject and description:

And two attachments:



Z1F_UPDATE_INTRASTAT_XXXXXXXX_XXXXXX_1.XLS **–** refers to the information that was automatically corrected, and the job performance.

And it must be opened in order to check if the JOB was successfully performed.

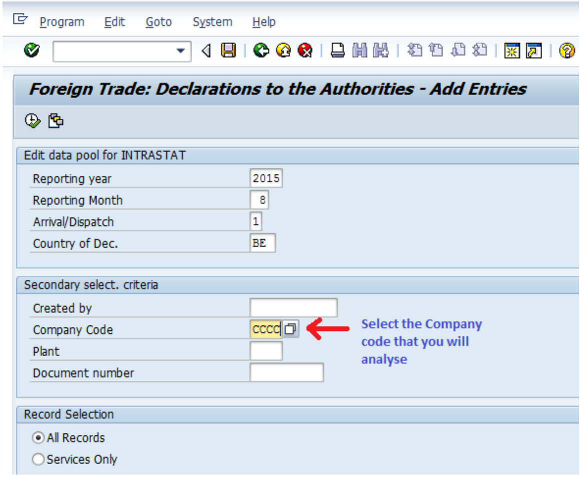
Z1F_UPDATE_INTRASTAT_XXXXXXXX_XXXXXX_2.XLS **–** is the file with all POs that still have errors, even after the automatic corrections performed. And it's the information that will be analyzed and treated as (as explained on chapter 6).

5.1.3 Intrastat data selection: Arrivals – EU countries/ Add Intrastat Data - VEFU

The final extraction must be performed using transaction **VEFU,** which is done by the robot.

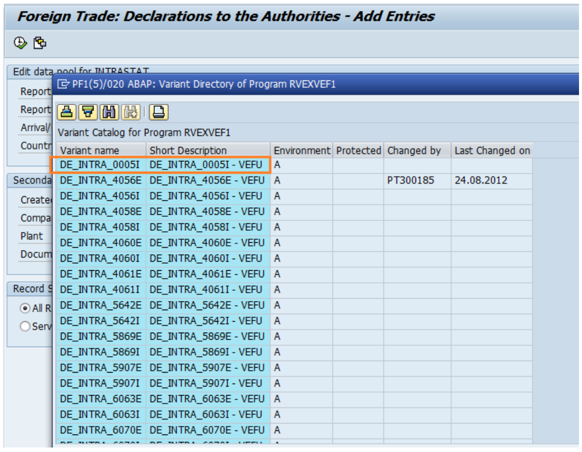
This transaction allows us to check the POs that are complete, but with wrong information. For example, we can check POs with wrong weight, obsolete or wrong commodity codes, and wrong country of origin. (At the end of the month, Finance team can also use this transaction to insert manually information that was not correct by robot due to missing accesses).

You can execute the transaction by entering manually the values you want to display on the selection criteria or by selecting the variant for the company code and country you want to check.

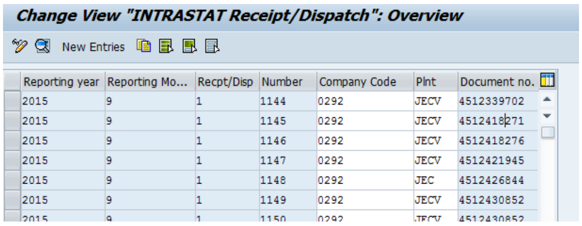


The variants for the Import side ends with I (example: DE_INTRA_4056**I**):

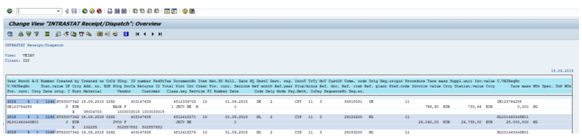
Execute the transaction by clicking on button  .



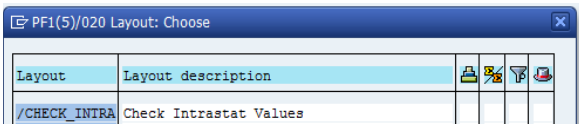
A screen with all information for the declaration will appear:



In this window, execute the print button to get a list with all the records that corresponds to the selection criteria:

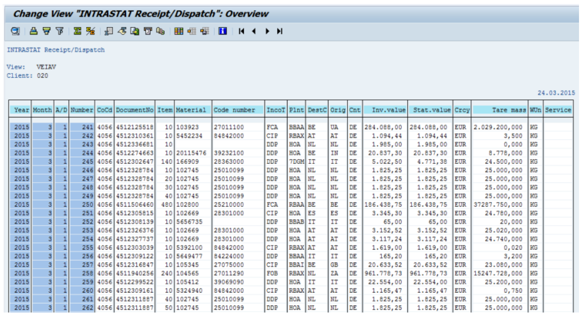


You can select layout *'/CHECK_INTRA'* w hich contains the most important fields to check by clicking on button  :

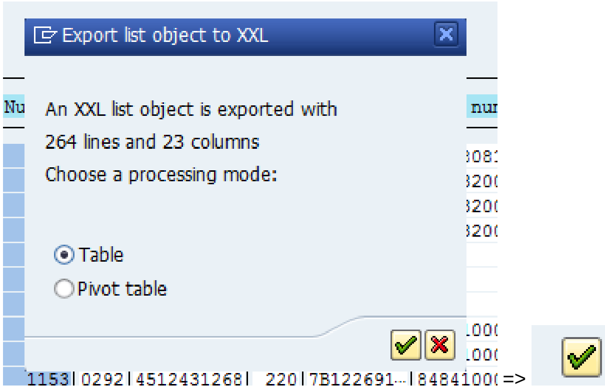


Double-click on line with layout ' /CHECK_INTRA':

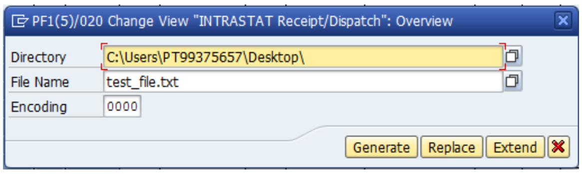
The existing layout has the following columns/information:



The data can be extracted and downloaded to an Excel file by clicking on button  :



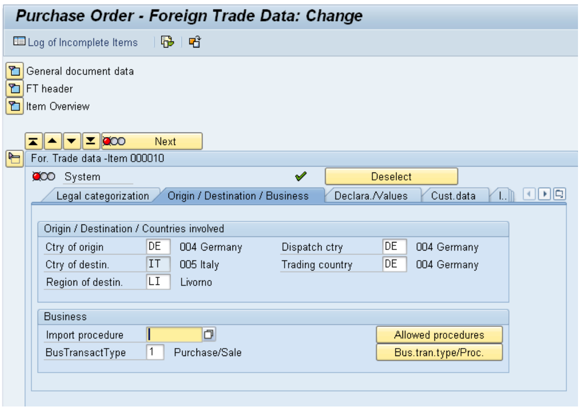
And then indicate the folder where you want to save the document and the name of the file and then click on button 'Generate':



And save excel file in order to analyze the information and correct the errors if possible directly in the material (PRS – 050).

In this transaction we will analyze, POs that will appears in final declaration that have weight lower than 1KG, (and that didn't had appear in Z1F_UPDATE_INTRASTAT transaction errors) and Commodity codes with 99999999 or missing information.

6. List of Intrastat errors:



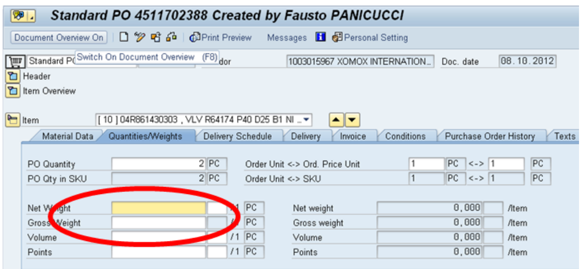
6.1 Import Procedure and Business Transaction Type

Those fields are automatically updated by transaction Z1F_UPDATE_INTRASTAT, and we only must request it's correction to Provisioning Team when PO has other errors (as Commodity Code or Tare Mass), to guarantee that PO is complete:

The Import Procedure and Business Type fields must be must be filled in according to the company's country:

Country	Import Procedure	Bus. Trans. Type
ES	1	11
FR	11	11
BE	11	11
NL	11	11
DE	4300	11
IT	1	1
PT	1	11

6.2 Tare Mass



This information will only be updated at PO level, because, depending of the vendor, weight of material can be different.

The Tare Mass (Net Weight) can be retrieved from:

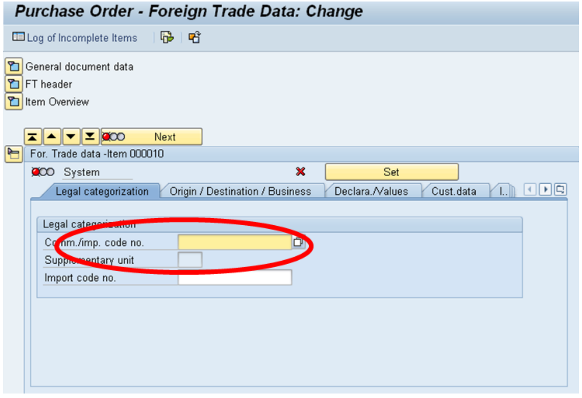
1ºInvoice's image (If on invoice we only have the total weight, this value must be divided by the total of PC/Units purchased) In case of Net and Gross Weight found, we must update both.

2º Request to Provisioning Team to contact vendor to provide us this information

Note: To avoid Tare Mass errors in the declaration, for POs that we don't have the Tare Mass error, but the weight is under 1000 KG/Unit (check on VEFU), information must be checked on invoice, to guarantee that the correct weight is being declared.

6.3 Commodity Code

Commodity code is the European code that allows the correctly identification of the goods exchanged between European countries:



Commodity code information can be retrieved from:

1ºInvoice's image

2º transaction **ME2L** (to see old POs with the same material, vendor, and Plant) and try to retrieve commodity codes in previous POs.

3º Request Provisioning to contact vendor in order to provide us this information

The code is always confirmed in Official Journal of the European Union before updating it in system (through ME2L transaction) and requesting the PO update to Provisioning.

When we obtain the correct code and the Matrial is not Generic M-MG* commodity code update can be done at material level. However, if we have a M-MG* material the information cannot be updated at material level, only on PO, as for POs that don't have material number at all.

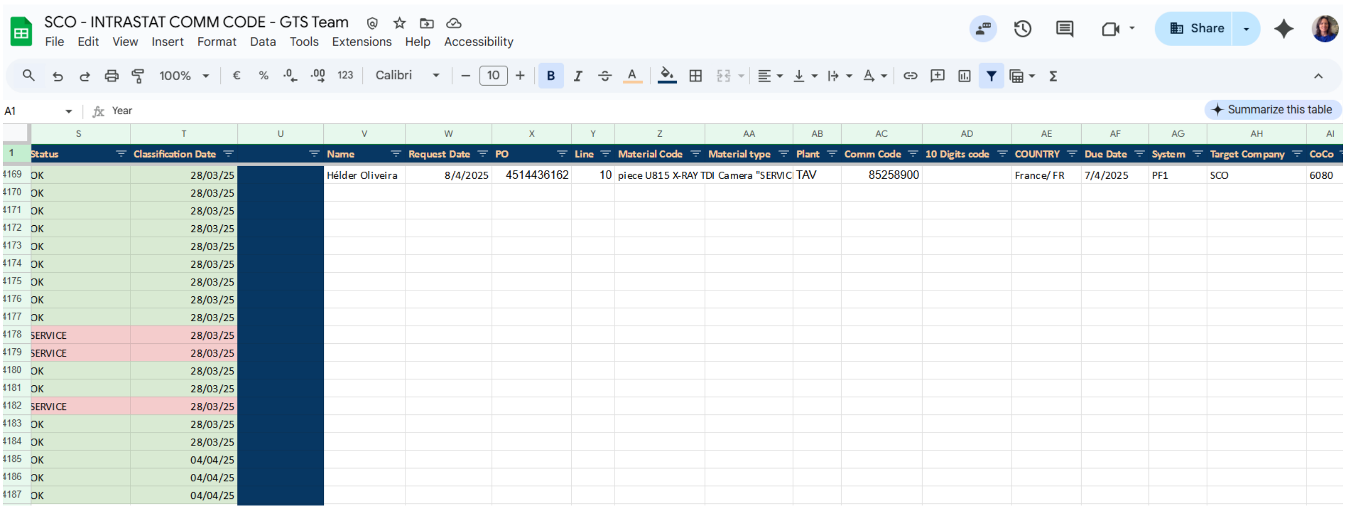
6.3.1 Entry CC NNNNNNNN* does not exist in T604 (check entry) (CC – Country; N – Commodity Code)

When we try to update Commodity Code at material or PO level, it is possible that we obtain the error:

Entry CC NNNNNNNN does not exist in T604 (check entry)

In this situation, we must confirm in Official Journal Of the European Union if the code exists and if it correct.

If the code is correct, we must request the GTS Team the creation of the code in table T604, by adding a line on the right side of the file SCO - INTRASTAT COMM CODE - GTS Team as below:



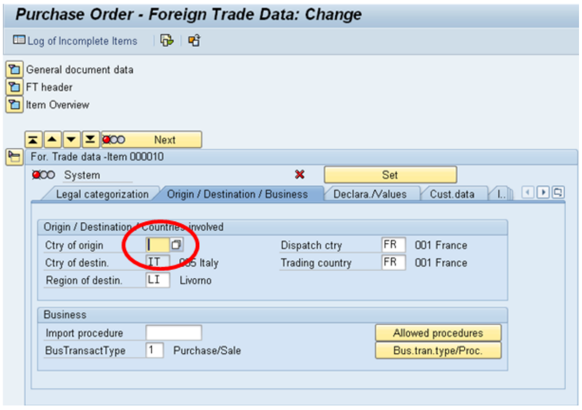
	Status	Classification Date		Name	Request Date	PO	Line	Material Code	Material type	Plant	Comm Code	10 Digits code	COUNTRY	Due Date	System	Target Company	CoCo
4169	OK	28/03/25		Hélder Oliveira	8/4/2025	4514436162	10	piece U815 X-RAY TDI Camera "SERVIC		TAV	85258900		France/ FR	7/4/2025	PF1	SCO	6080
4170	OK	28/03/25															
4171	OK	28/03/25															
4172	OK	28/03/25															
4173	OK	28/03/25															
4174	OK	28/03/25															
4175	OK	28/03/25															
4176	OK	28/03/25															
4177	OK	28/03/25															
4178	SERVICE	28/03/25															
4179	SERVICE	28/03/25															
4180	OK	28/03/25															
4181	OK	28/03/25															
4182	SERVICE	28/03/25															
4183	OK	28/03/25															
4184	OK	28/03/25															
4185	OK	04/04/25															
4186	OK	04/04/25															
4187	OK	04/04/25															

Note: Please note that there's a worksheet for each system, PF2 and WP1.

6.4 Specific Unit Of Measure

This error is related to the commodity code, when the commodity code is completed this error disappears.

6.5 Country of Origin



This error is automatically corrected in transaction Z1F_UPDATE_INTRASTAT, however, it always take as country of origin the vendor's country.

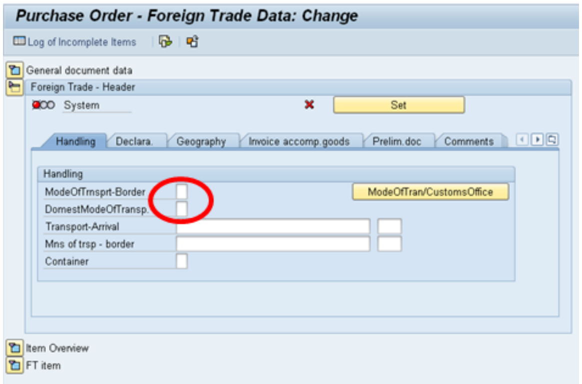
If we open the PO to analyze other kind of errors, and the country of origin is different from the vendor's country, it's correction must be requested to Provisioning.

The Country of Origin can be found:

1ºInvoice's image

2º Request to Provisioning to contact vendor to provide us this information, but only if there are any other errors pending from vendor's reply.

6.6 Mode Of Transport – Border



This error is related to the mode of transport used to exchange the goods among the two countries:

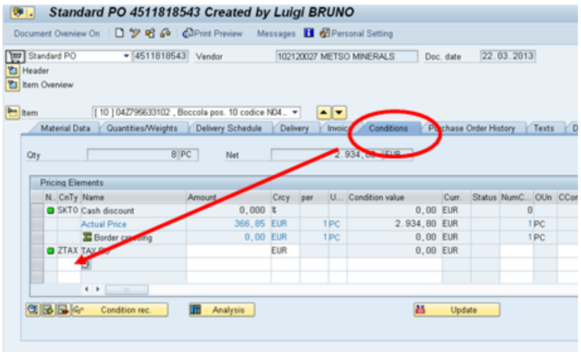
The most usual codes to declare are 1 **(Sea),** 2 **(Rail)** or 3 (**Road)**

And, this information can be found through:

1ºInvoice's image

2º Request to Provisioning to contact vendor to provide us this information.

6.7 Statistical Value



This error is related with the **Incoterms.**

Each Incoterm has a specific percentage, and the statistical value is calculated multiplying the invoice net amount by the percentage.

A **GRWR** line should be created in **TAB Conditions** with the respective percentage.

INCOTERMS	**%**
EXW - Ex Works	105
FCA - Free Carrier	105
CPT - Carriage Paid To	95
CIP - Carriage and Insurance Paid To	95
DAT - Delivered at Terminal	95
DAP - Delivered at Place	95
DDU - Obsolete (must be replaced by **DAP)**	95
DDP - Delivered Duty Paid	95
FAS - Free Alongside Ship	105
FOB - Free on Board	105
CFR - Cost and Freight	95
CIF - Cost. Insurance and Freight	95
DES - Delivered Ex Ship	95

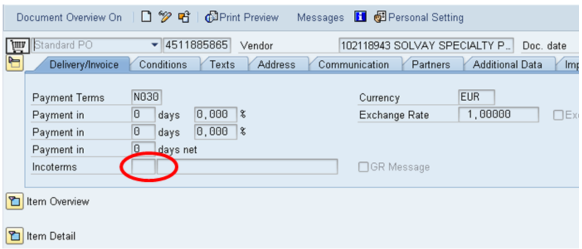
6.8 Incoterms

This error is related to the delivery of the products exchanged:

This information can be found through:

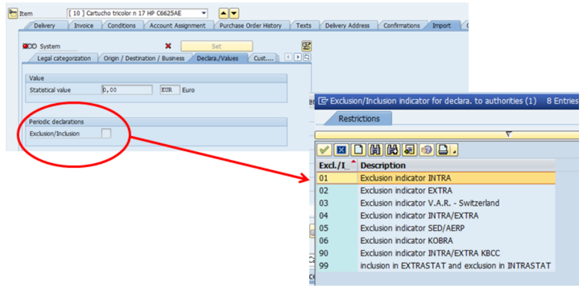
1ºInvoice's image

2º Request to Provisioning to contact vendor to provide us this information.



7. Exclusion From Intrastat

If wrong information is incorrectly being considerate for Intrastat purposes (due to wrong VAT code, or service created as material purchase, we can mark the PO in a way that it will not be considerate for Intratsat:

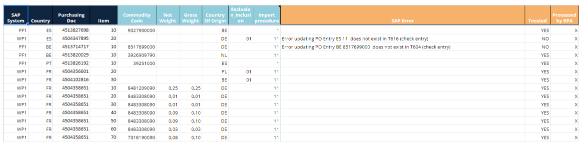


For these cases, this field is filled with 01 – Exlusion Indicator Intra, and that we guarantee that this information will be no longer considerate for Intrastat Declaration.

Note: This cannot be applier for Italian services wrongly created, because services are also declared in Italy).

For these cases, at the End of the Month, R2R must be informed about the services POs that are appearing in the Goods declaration.

8. Information sharing with RPA to update PO data



All retrieved information is added in the Robot Update File, the RPA checks the file every morning and updates the information on PO level

The file should be organized by System, Country, Purchasing document number, line, commodity code, Net weight, Gross Weight, Country of Origin, Exclusion, Import procedure, all as in the picture:

If we didn't had found the information, Item must be in red and "no info" must be inserted on comments column (For this cases Provisioning will stablish a contact with vendor to obtain the missing data and posteriorly complete the PO, according to procedure (**Provisioning - SBS-OP-PtP-20.47**)

9. End of The Month

At the end of the Month, Master Data in accordance with Provisioning Team have to guarantee that all information (for all companies of all countries in Master Data scope - in the file SLA and contacts (Master Data and Finance) – chapter (2 Reference Documents)) is correct and POs are update before final jobs runs.

All information must be confirmed through VEFU transaction results (chapter 5.1.3Intrastat data selection: Arrivals – EU countries/ Add Intrastat Data – VEFU) since this transaction gives us a general view of all information that will be present on the Monthly Intrastat Declaration.

Before monthly job execution (that will create the declaration file) and according to the table below:

Country	Job Name	Month day	Time
Austria	S1AF_020_M_PF2_INTRA_LIST_3S	5th workday	00:05
Spain	S1SF_020_M_PF2_INTRA_LIST_3S	5th workday	01:00
France	S1FF_020_M_PF2_INTRA_LIST_3S	5th workday	02:30
Germany	S1DF_020_M_PF2_INTRA_LIST_3S	5th workday	05:00
Portugal	S1PF_020_M_PF2_INTRA_LIST_3S	6th workday	00:05
Belgium	S1BF_020_M_PF2_INTRA_LIST_3S	6th workday	01:00
Netherlands	S1NF_020_M_PF2_INTRA_LIST_3S	6th workday	03:30

Sweden	S1IF_020_M_PF2_INTRA_LIST_3S	6th workday	03:30
Italy	S1IF_020_M_PF2_INTRA_LIST_3S	6th workday	04:30

After checking and confirming all information, Finance must be informed if the data is all correct and/or if there are any issues at any PO/item to be declared.

For example:

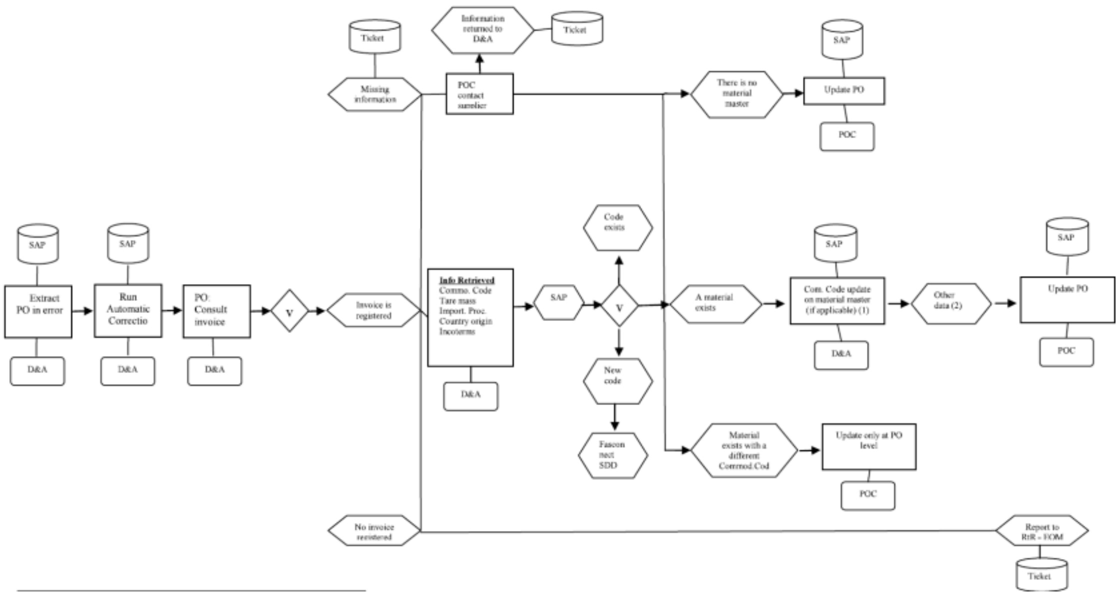
> Dear All,
>
> We would like to inform you that Intrastat information is now complete from D&A TEAM side.
>
> CC 0292:
> PO 4512463712, item 10 - Please consider com code 68159900 as the correct tone to be declared; and item 40 -Please consider com code 84841000 as the correct tone to be declared
>
> You may run the necessary transactions to obtain the final files.
>
> In case of any question, do not hesitate to contact us,
> Regards,

The information must be sent to the contacts in the file SLA and contacts (Master Data and Finance) – chapter (2 Reference Documents).

After this final e-mail, we consider that the month is closed, and we can start to treat the next month information.

10. Attachments

10.1 Flowchart



(1) Depends on material type
(2) Tare Mass; Import procedure; country origin; Incoterms