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Objective and Scope

Objective of this Procedure
This document describes the following processes:

- Handling Mass Modification of Vendor Master Data in SAP environments using XK99 transaction and describes the roles and responsibilities of each actor in this process.
- Adding Clerk's internet information to CICC (PI1_020) for new vendors.
- Process for employee bank detail updates, based on HtR reports.
- Steps for changing vendor workflow receiver.
- Finalization of vendor inactivation in PE1_300 and Baan environments.
- Steps for creating reports using SE16 and SE16n transactions

Scope
Data Operations Team based in Riga is responsible to handle all Vendor Master Data from NAM, LAM, APAC and EMEA regions for Technology Solutions (except for Intercompany and Commission Agent vendor records) and Composite Material businesses.
For Technology Solutions exceptions:

- Requests for Intercompany creation/name, address and bank detail change and Commission Agent vendor records creation/modification should be forwarded to Lisbon SBS team using Fresh Desk ticketing system.
- Intercompany records company code and purchasing organization data can be done by Riga Data Operations.

Definitions

Abbreviation	Description
PRS	Permanent Reference System (PF1_50)
RCS	Rhodia Core system (WP1_400)
SBS	Solvay Business Services
PO	Purchase Order
OA	"Ordering Address" partner role
VN	"Vendor" partner role
PI	"Invoice Presented By" partner role
GS	"Good Supplier" partner role

1 Mass Modifications

System: SAP
Mass modification – changing information for several vendor records simultaneously. This can be applied in cases when update is required for more than 20 records.
Data Operations Riga team can perform mass modifications using XK99 transaction for following tables:

- LFA1 - Vendor Master (General Section)

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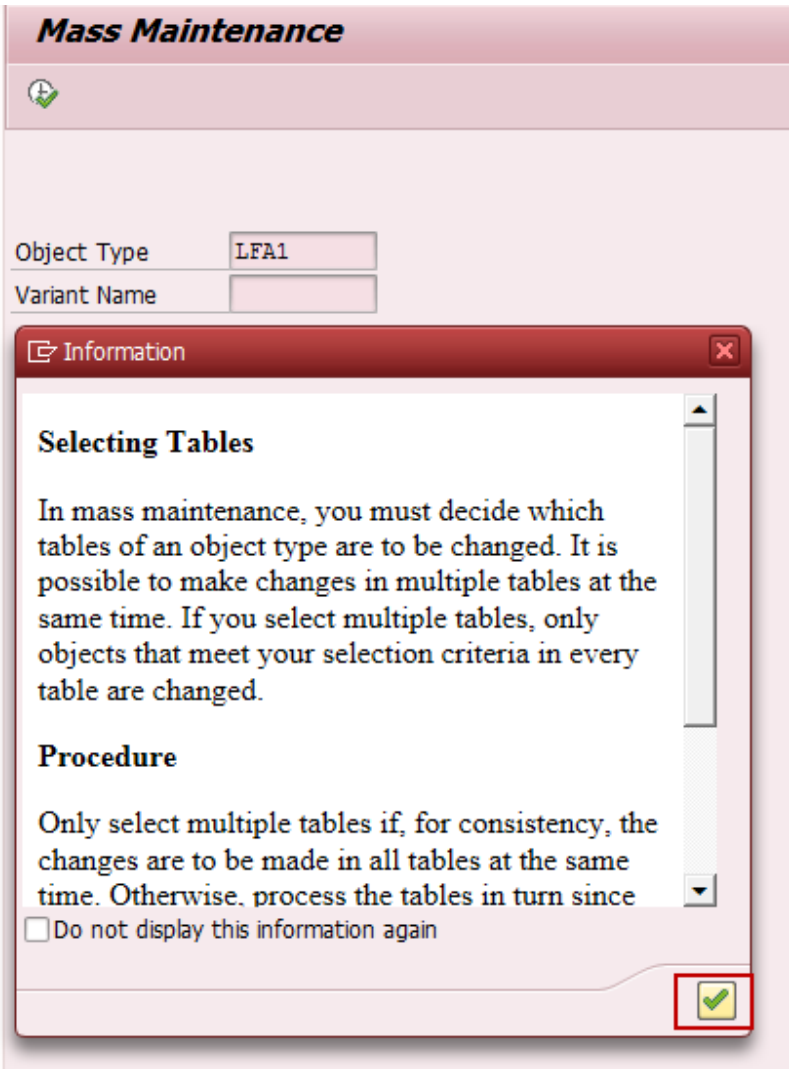
- LFB1 - Vendor Master (Company Code)
- LFAS - Vendor master (VAT registration numbers general section)
- LFBS - Vendor master (dunning data)
- LFBK - Vendor Master (Bank Details)
- LFBW - Vendor master record (withholding tax types) X
- LFM1 - Vendor master record purchasing organization data
- LFM2 - Vendor Master Record: Purchasing Data
- WYT1 - Vendor Subrange
- WYT2 - Vendor Sub-Range Description
- WYT3 - Partner Functions

In case required field/table is not available:

- For Technology Solutions FD ticket with load files should be submitted to FD D&A EMEA team.
- For Composite Materials SDE ticket with load files should be submitted to COE_SD group.

Performing changes using XK99

1. Go to transaction XK99.
2. Upon opening the new screen you will receive informational message about choosing tables correctly. Please find full message text below. Press the green checkmark to proceed to the next screen.



"**Selecting Tables**
In mass maintenance, you must decide which tables of an object type are to be changed. It is possible to make changes in multiple tables at the same time. If you select multiple tables, only objects that meet your selection criteria in every table are changed.
Procedure
Only select multiple tables if, for consistency, the changes are to be made in all tables at the same time. Otherwise, process the tables in turn since selecting multiple tables can slow down the system considerably.
If you import data from files or the clipboard, you can change only one table or the fields from one table."

1. Choose the table/field to be updated. Note, that you will be able to add fields later on as well, but it should be done at this stage, if you want to import data from file or clipboard.

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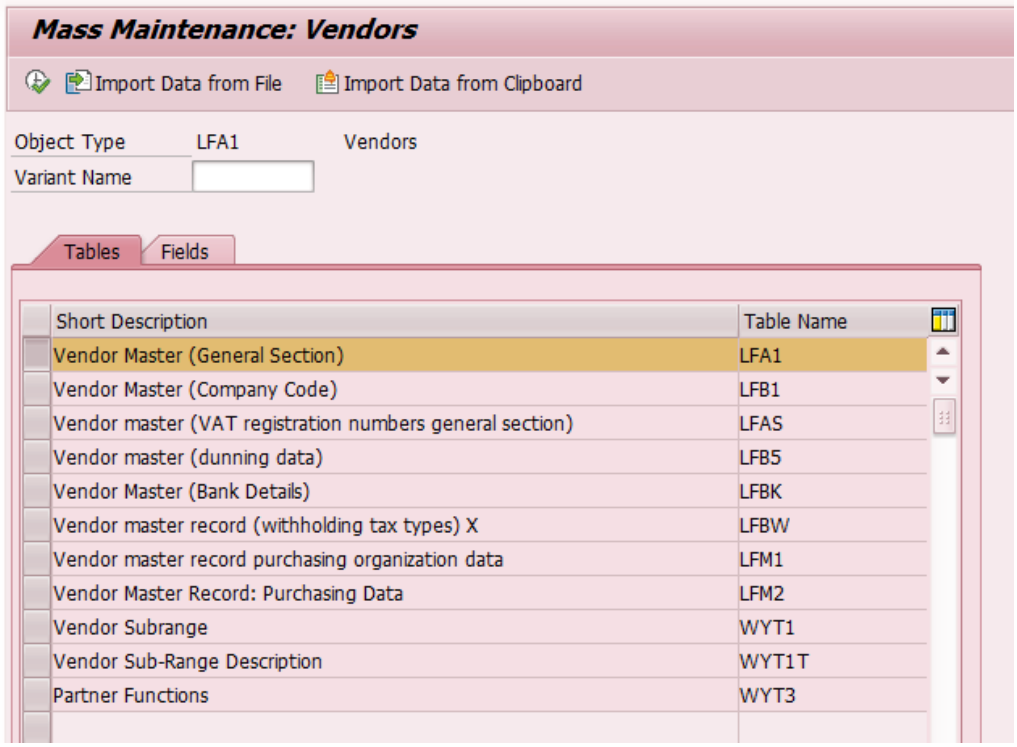
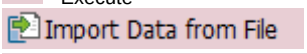
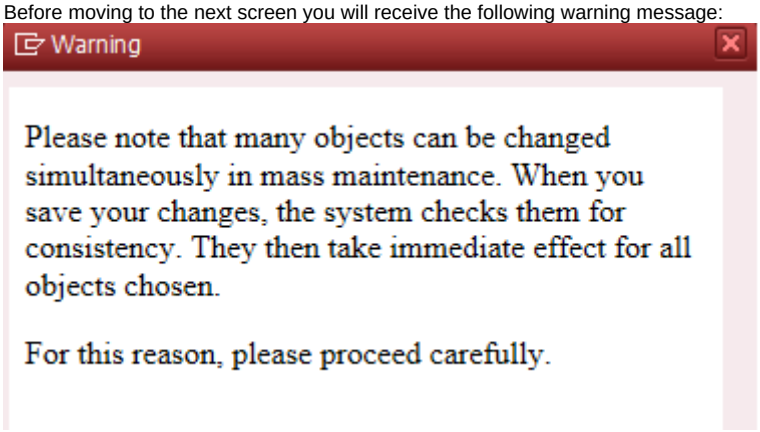


1. Choose the data to be changed. You have four available options (you'll find more detailed description down below):
   a. - Execute
   b. 
   c.

Before moving to the next screen you will receive the following warning message:



1. Execute – choose vendor records to be changed
   - To choose several vendor records press "Multiple Selection button"
   - To add additional search criteria press "Choose selection fields" at the bottom of the screen.

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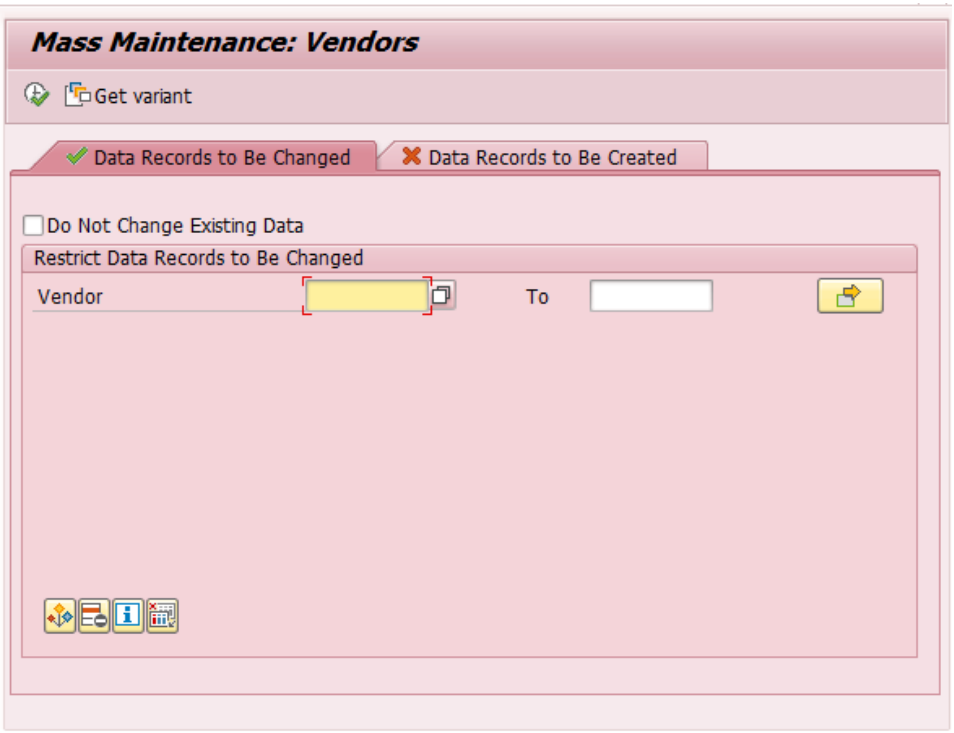
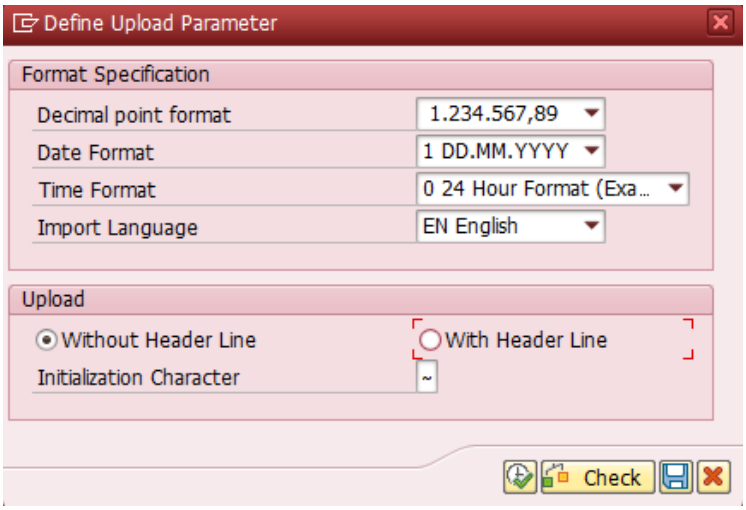


1. Import data form file:
    i. Choose load file from your files. It should contain vendor number and fields with the new values.
    ii. Define Upload Parameter - usually nothing should be changed in this window.



1. Import data form clipboard:
    i. Copy (ctrl+c) the columns form your file. They must contain vendor number and should contain fields with the new values.

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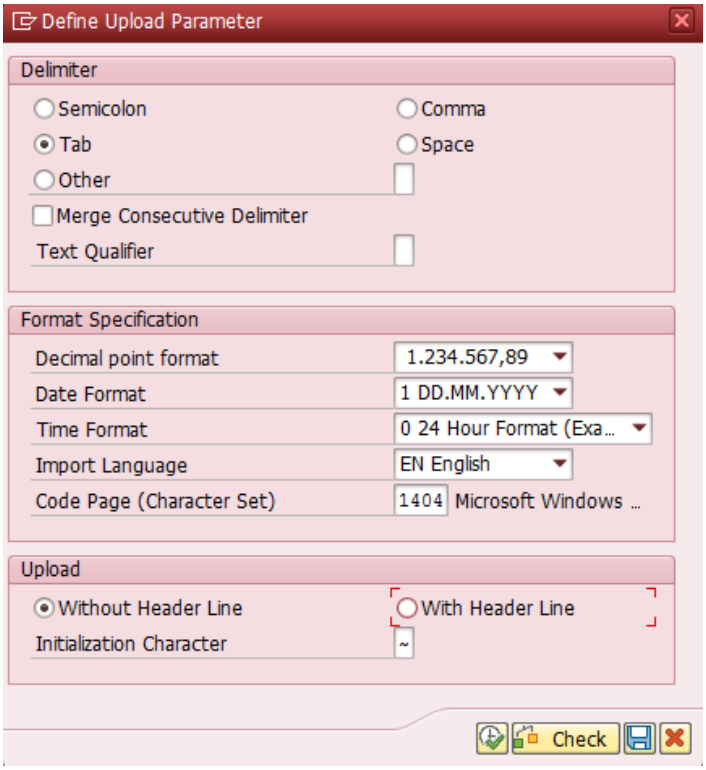
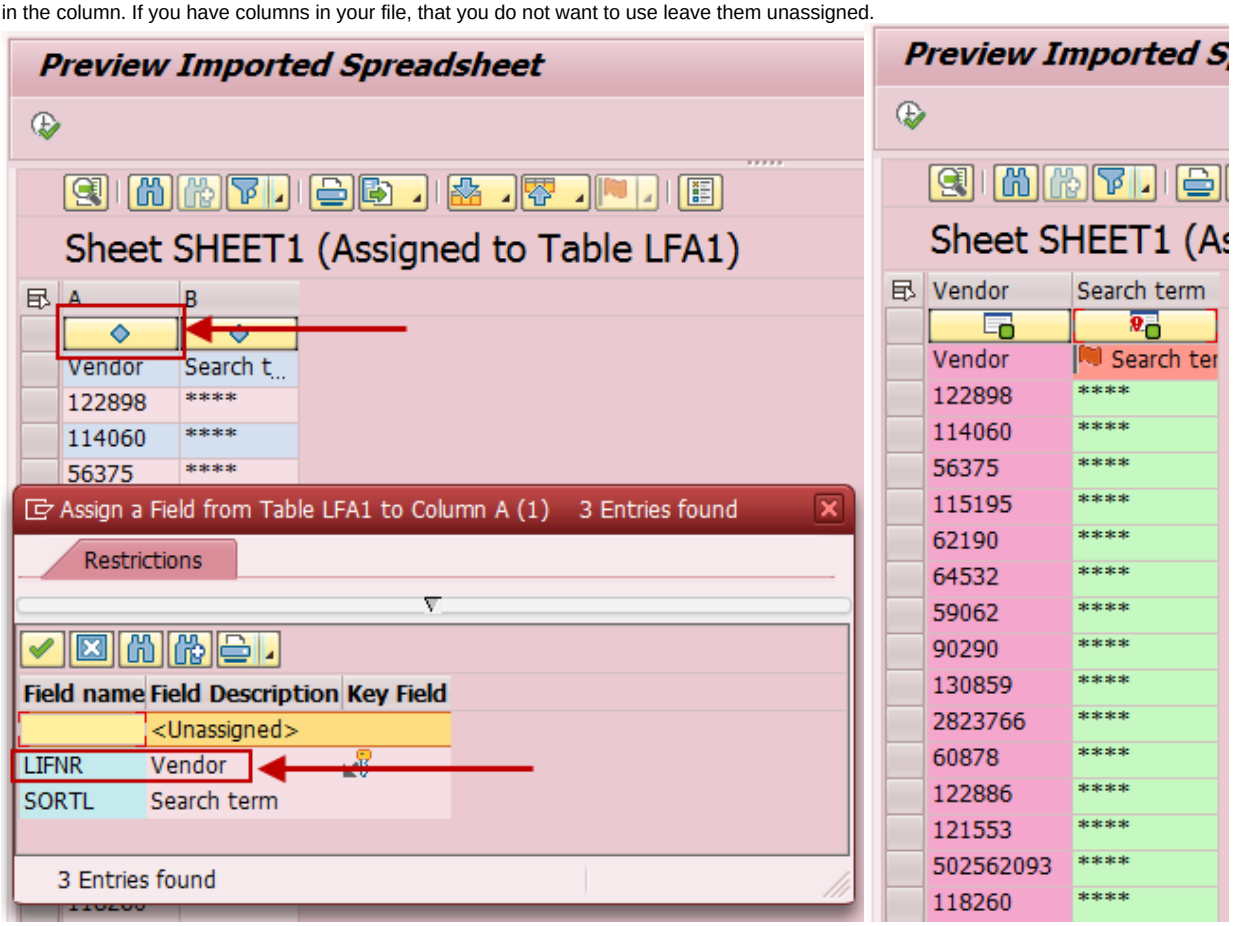
ii. 

Define Upload Parameter - usually nothing should be changed here.

For Imported data - assign columns to the correct fields by pressing the button at the top of the table and choosing the field that corresponds to the correct values in the column. If you have columns in your file, that you do not want to use leave them unassigned.



1. Verify the changes / change the existing values.

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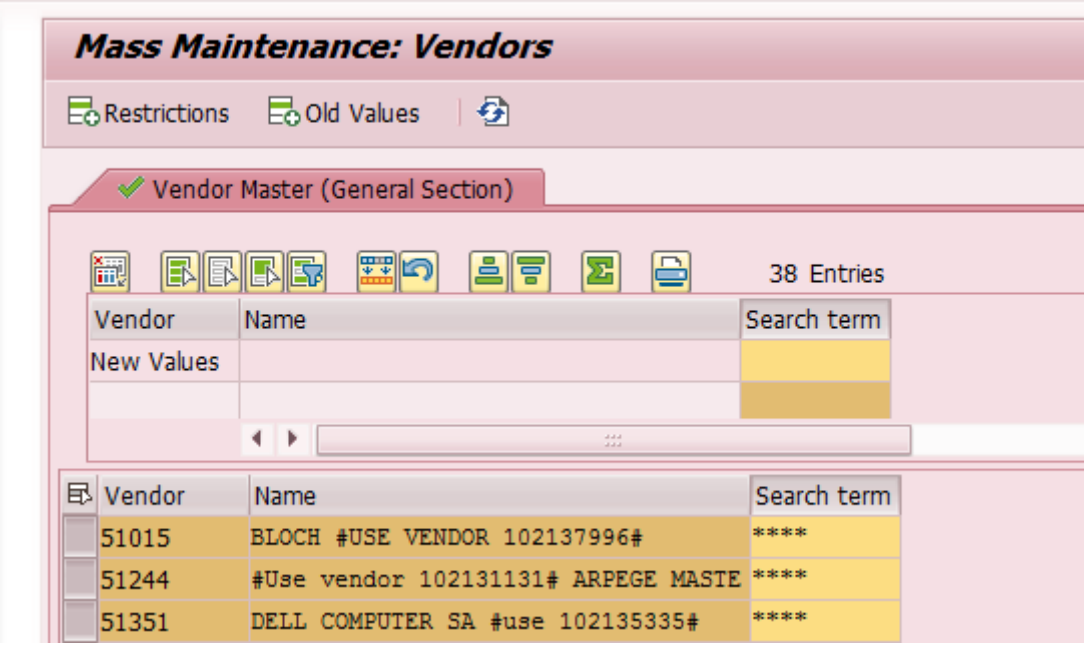
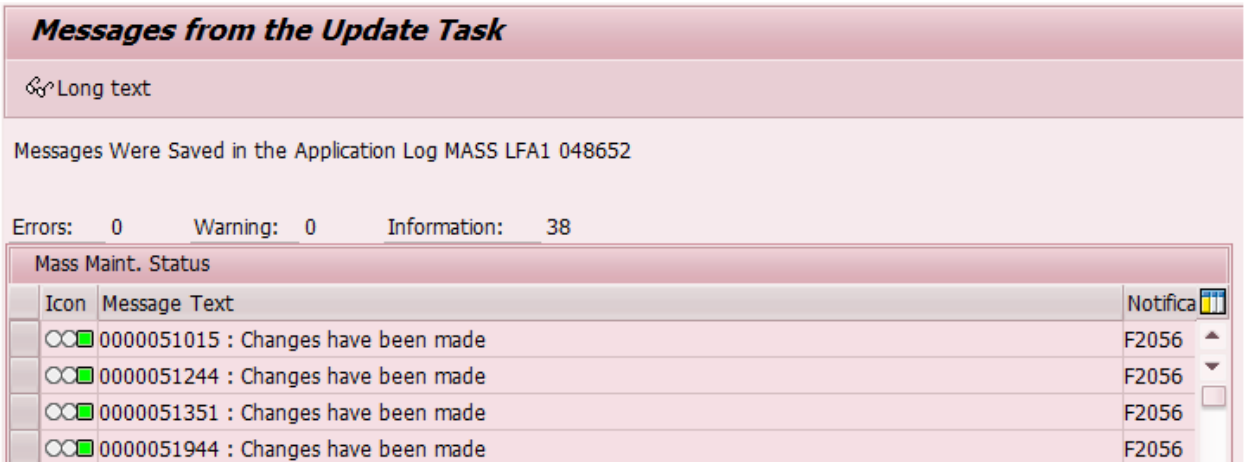


- Restrictions - Add value to be replaced. This option will enable you to replace only specific values form the list.
- Old Values - Lets you see current values of the vendor.
- - Copies the value form "New Values field" to all vendors in the table below. In case there are restrictions applied, the new values will be applied only to the applicable vendors.

1. Submit the change for execution. This can be done by pressing "Save" button. You will receive change log, indicating whether the change was carried out successfully:



2 Clerk's internet addition to PI1

System – SAP (WP1_400, PI1_020)
Clerk's Internet - e-mail address stored in WP1 company code data. This e-mail is used to send remittance advices to the supplier. Due to system restrictions this information is not being transferred from WP1 to PI1 automatically.
Remit-to e-mail cannot be added to PI1 upon vendor creation, as the supplier record will be open for company code only after first invoice posting will be made in WP1.
Following chapters will outline daily activities done for populating this data in PI1 based on additions made on previous day.
Scope of the review:

- **NAM**
  - 7008 – Cytec Industries Inc
  - 7752 – Cytec Canada Inc
  - 7723 – Cytec de Mexico SA de CV
  - 7427 – Cytec Technology Corp
  - 7030 – Piney River Recovery Corp
- **EMEA**
  - 7794 – Cytec Industries BV
  - 7764 – Solvay Business Services Latvia Sia
  - 7726 – Cytec Belgium Bvba
  - 7210 – Umeco Ltd
  - 7714 – Cytec UK Holdings Ltd
- **APAC**
  - 7786 – Cytec Australia Holdings Pty Ltd

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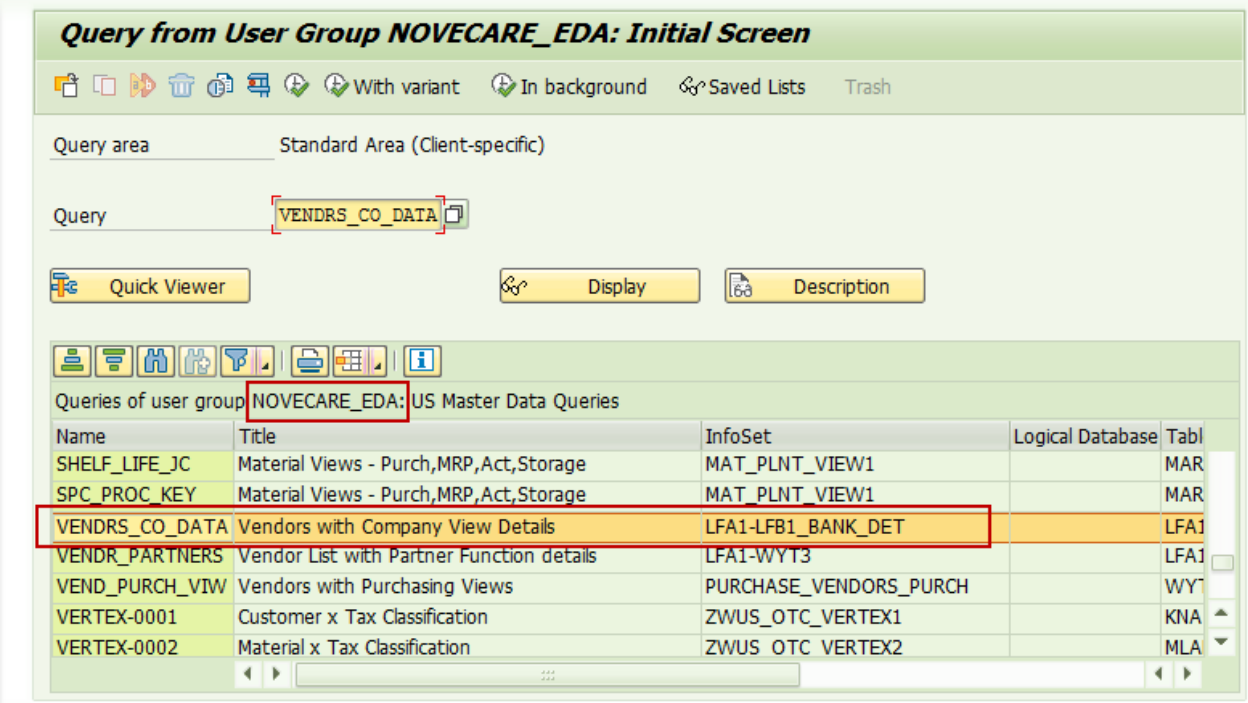
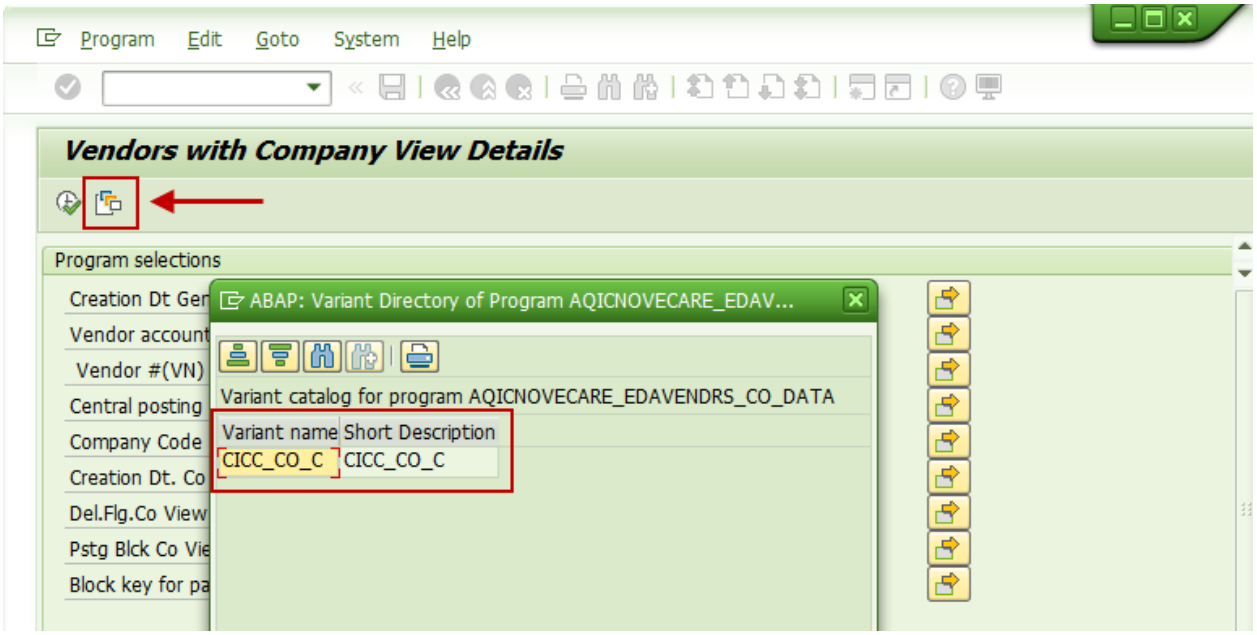
Obtaining report with e-mails to be added

Daily report should be run to collect information about company codes created in the previous day. Results containing e-mail addresses must be added to the list here.

1. Go to WP1 transaction SQ00:
    a. User Group: NOVECARE_EDA
    b. Query: VENDRS_CO_DATA



1. Set query to return information about vendors opened for company codes in CICC scope in previous day.
    a. Get variant CICC_RIGA_CS. In case new company within Riga scope starts using CICC, please add it to the variant list.



    a. Set creation date to the day before. Format ddmmyy.
    b. Select output format. In order to make information transfer to GDrive easier you can choose one of the options below:
        i. Export the report as spreadsheet;
        ii. Use SAP List Viewer with view **/CLRKSI**

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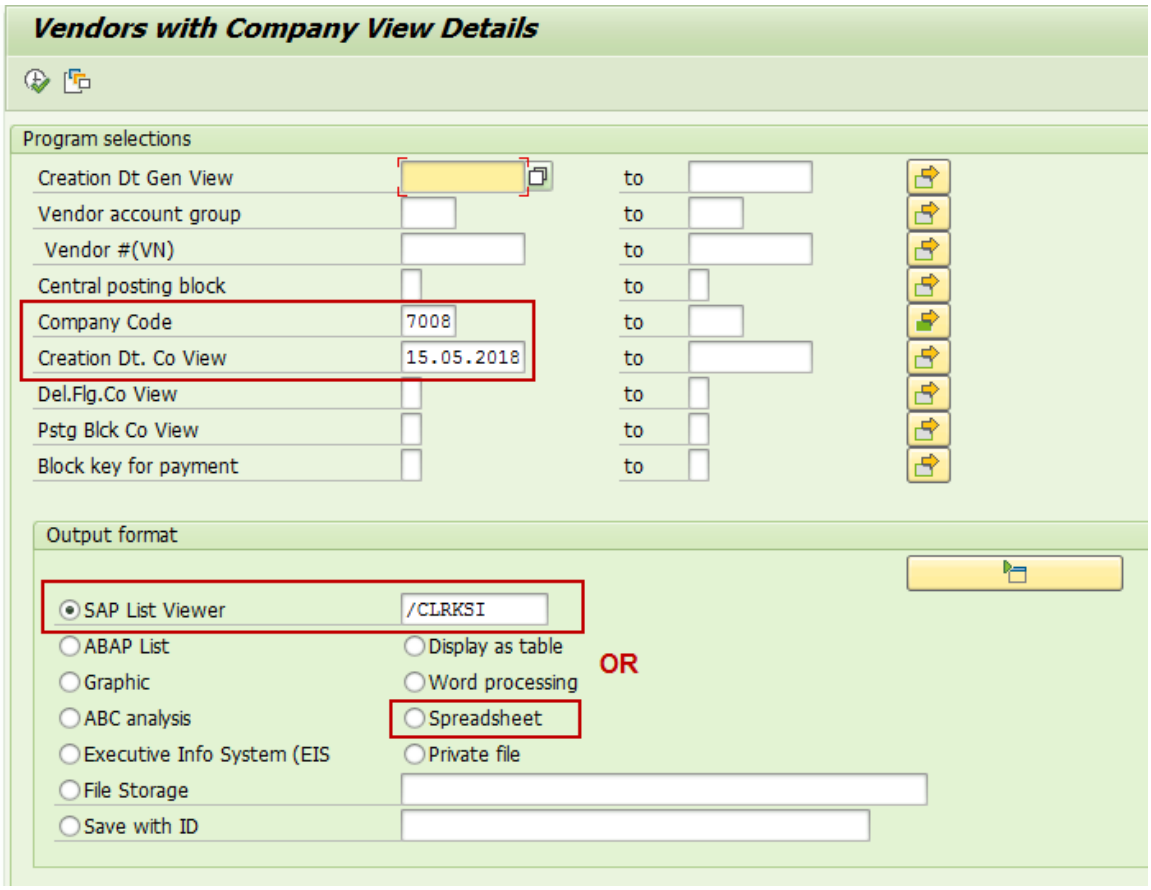

1. Run the query and paste the records with field Clerk's internet address populated in this GDrive file.

Note: Only PRS vendor codes should be populated in the file.

Note PRS vendor number and remittance e-mail for vendors located in **US, CANADA, MEXICO, EU and AUSTRALIA**

Vendor (PI party	WP1 Company code	Name	E-mail
2156091	7008	SOYVENTIS NORTH AMERICA LLC	shivali.shah@soyventis.com
2156541	7008	MORIN PROCESS EQUIPMENT	accounting@morinprocess.com
2156861	7008	CMG PROCESS INC	srg@apexep.com
2100080	7008	VIKING AUTOMATIC SPRINKLER CO	margaret.oneill@vfpfire.us
2157014	7008	COWLEY CONTAINER CORP	lhunt@cowleycontainer.com

Adding Clrk's Internet to PI1

Vendors in PI1 for company code are opened automatically upon first invoice posting in WP1. Daily report must be run to check, if any vendors from the list mentioned in the previous chapter are open in PI1.

1. Go to PI1 transaction S_ALR_87012086.
2. In "Dynamic Selections" set company code creation date to the previous day. In order to enable "Created On" field, find and double click on the "Created on" under the "Company code folder".

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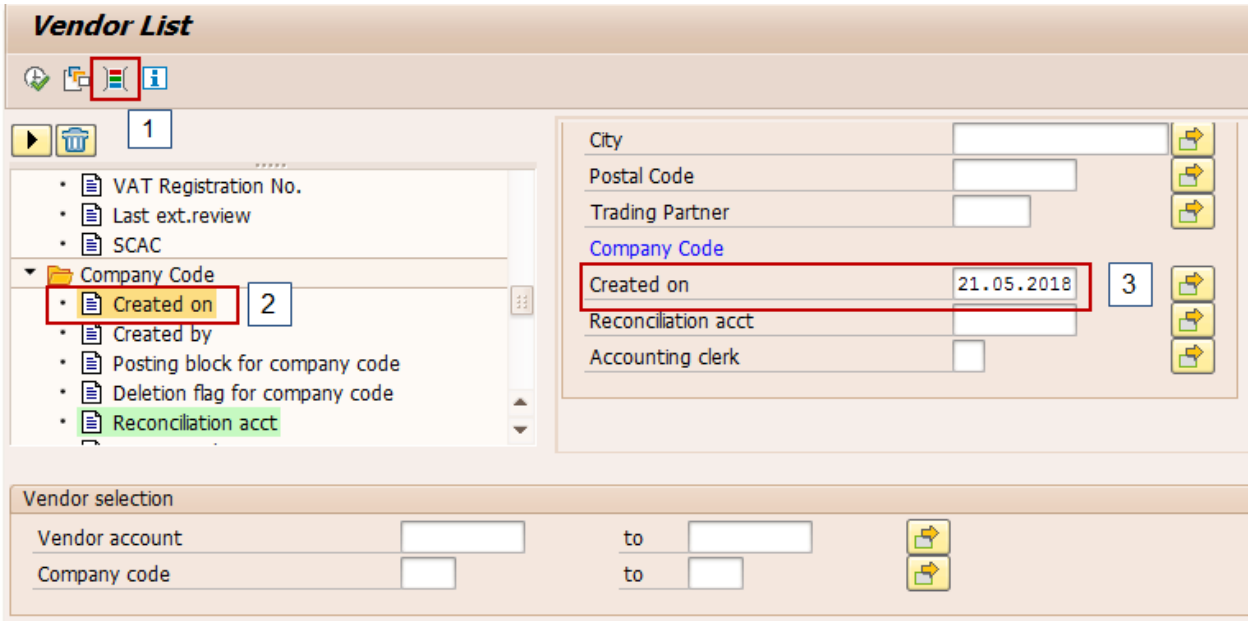
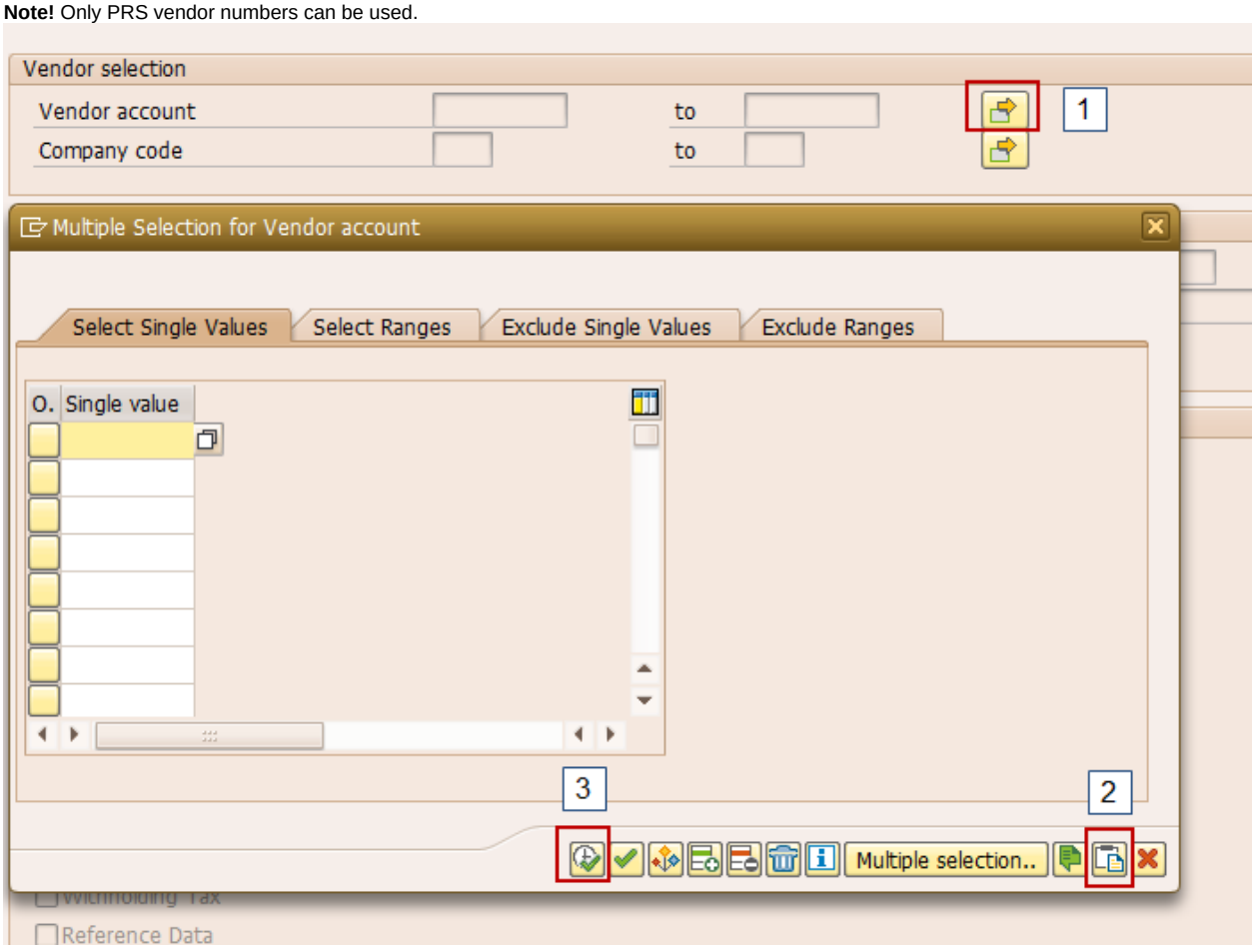


1. Copy the list of vendors from GDrive file.
2. Go to "Vendor account" fields "Multiple Selection" option and paste the list of vendors using "Upload from clipboard".

Note! Only PRS vendor numbers can be used.



1. Go to "Company code" fields "Multiple selection" option and add following company code values:
   - 4044 – for payments to Canada, US, Mexico.
   - 0231 – for payments to Europe and Australia.

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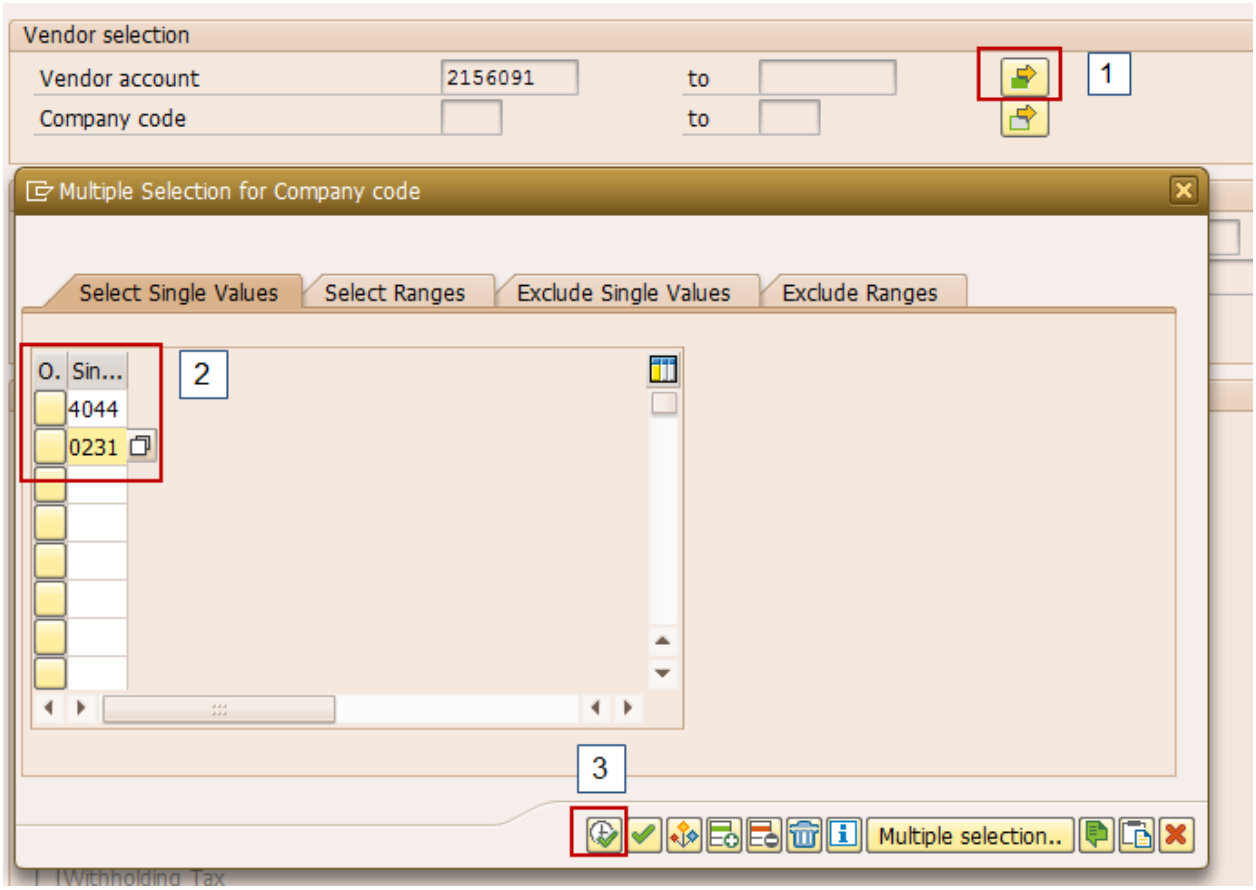
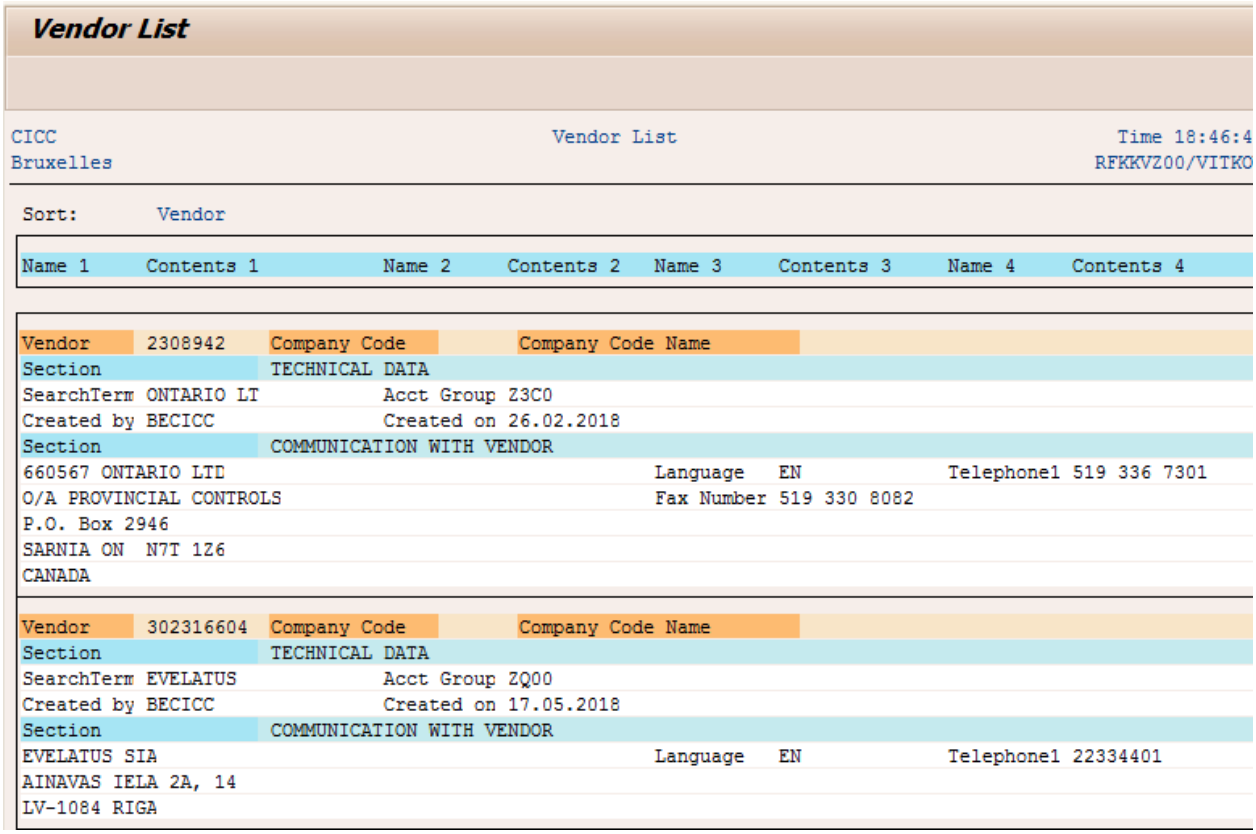


1. You will receive a list with vendors for whom company code view has been created in the previous day.



Vendor List

CICC Vendor List Time 18:46:4
Bruxelles RFKKVZ00/VITKO

Sort: Vendor

Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4

Vendor	2308942	Company Code	Company Code Name
Section		TECHNICAL DATA	
SearchTerm	ONTARIO LT	Acct Group	Z3C0
Created by	BECICC	Created on	26.02.2018
Section		COMMUNICATION WITH VENDOR	
660567 ONTARIO LTD		Language	EN
O/A PROVINCIAL CONTROLS		Fax Number	519 330 8082
P.O. Box 2946			
SARNIA ON N7T 1Z6			
CANADA			

Vendor	302316604	Company Code	Company Code Name
Section		TECHNICAL DATA	
SearchTerm	EVELATUS	Acct Group	ZQ00
Created by	BECICC	Created on	17.05.2018
Section		COMMUNICATION WITH VENDOR	
EVELATUS SIA		Language	EN
AINAVAS IELA 2A, 14			
LV-1084 RIGA			

1. Add e-mails to "Clerk's Internet" field for these vendors, based on the GDrive file.

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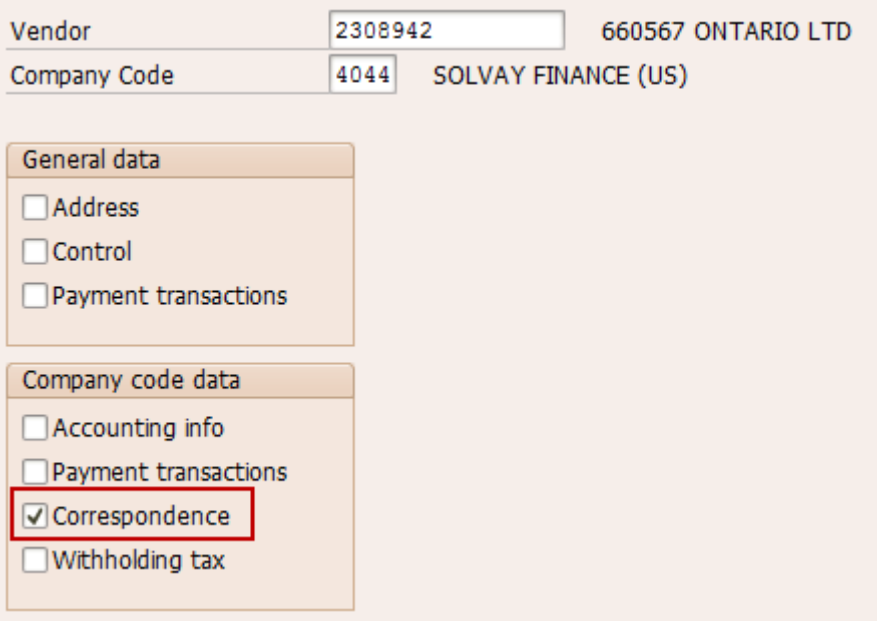
Note! This should be done using FK02 due to access restrictions in PI1.



1. Remove rows containing information for these vendors form the GDrive file.

3 Employee bank detail update

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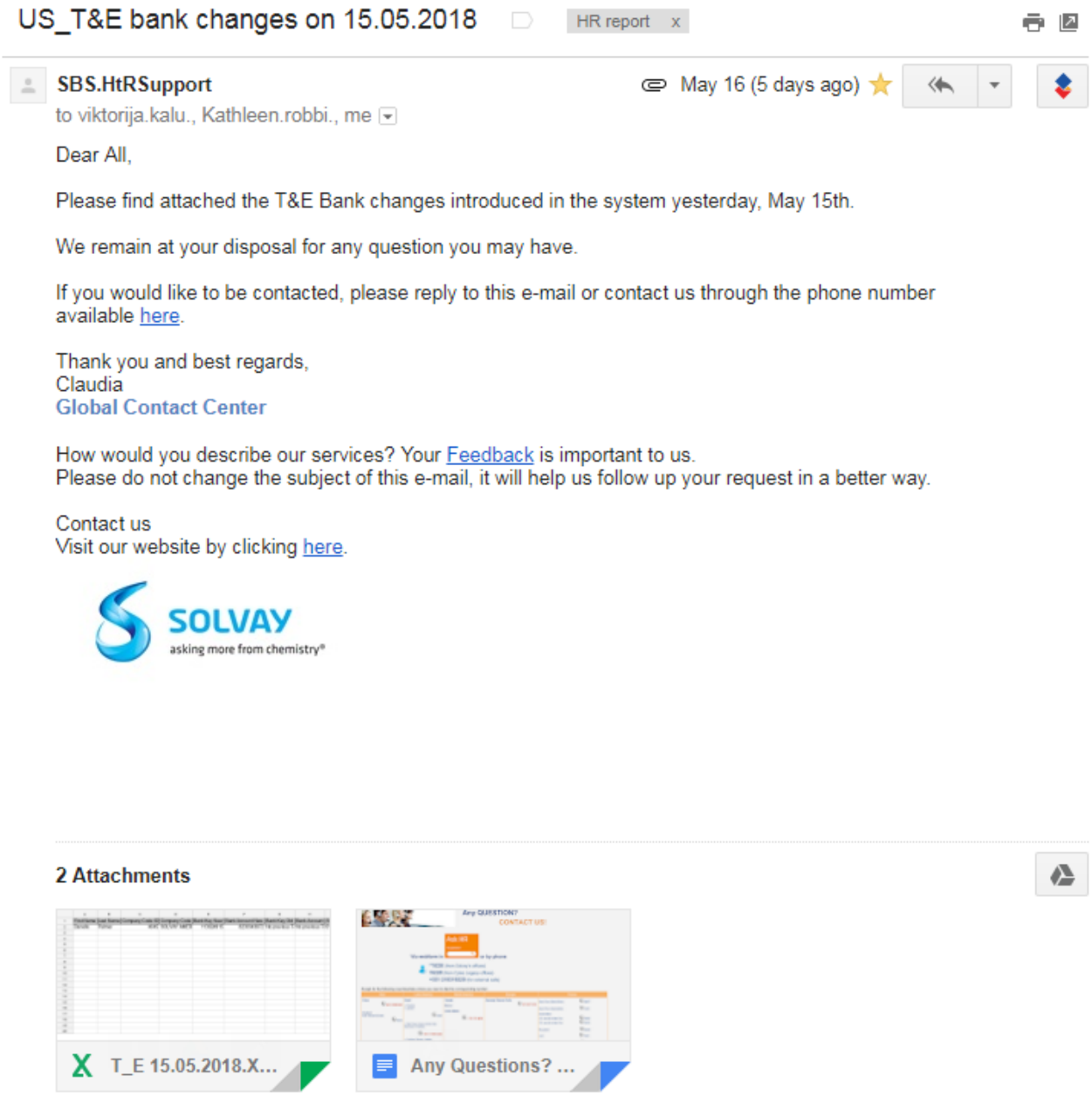
System – SAP, BAAN
Cytec Legacy employee reimbursements are processed via WP1_400, PE1_300 and Baan instead of PP2. In order to ensure, that employee data is updated in a timely manner, daily reports are sent to Data Operations by HtR team, to inform us of any changes in bank account used for US employee reimbursements.
This solution will be in place until Composite Materials migrates to Solvay ERP and T&E program.
Please see an example of HtR (sbs.htrsupport@solvaysbs.freshdesk.com) e-mail below.



US_T&E bank changes on 15.05.2018 HR report x

SBS.HtRSupport May 16 (5 days ago)
to viktorija.kalu., Kathleen.robbi., me

Dear All,

Please find attached the T&E Bank changes introduced in the system yesterday, May 15th.

We remain at your disposal for any question you may have.

If you would like to be contacted, please reply to this e-mail or contact us through the phone number available here.

Thank you and best regards,
Claudia
Global Contact Center

How would you describe our services? Your Feedback is important to us.
Please do not change the subject of this e-mail, it will help us follow up your request in a better way.

Contact us
Visit our website by clicking here.

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2 Attachments

T_E 15.05.2018.X...

Any Questions? ...

1. Save the file - the attached excel file (if any) must be saved in a designated GDrive folder, in a subfolder dedicated for the running month.

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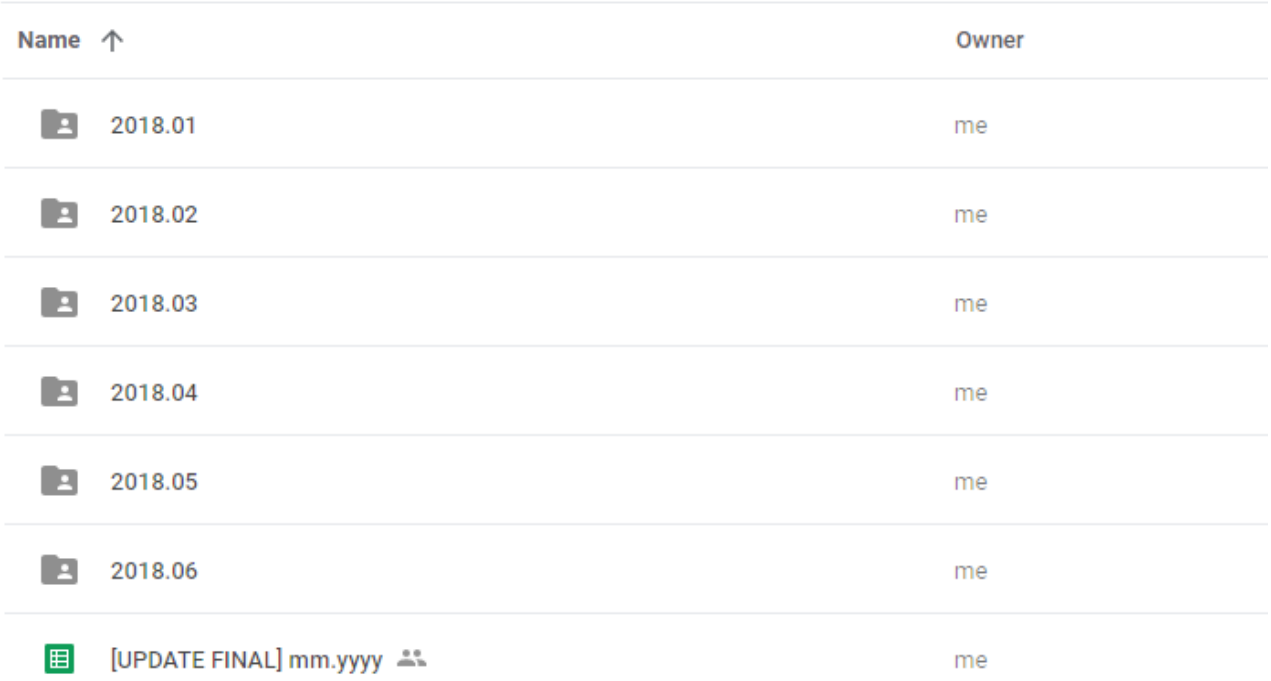

1. Check whether any of the entries in the excel file contain details for Cytec legacy employees.

EE	First Name	Last Name	Company Co	Company Co	Bank Key Ne	Bank Account New	Bank Key Old	Bank Accour	Start Date
63029030	Franklyn	Ballentine	7008	CYTEC-US /ST	21101108	1247613324	No previous	No previous	01.06.2018

1.

All records relating to Cytec legacy employees should be copied in the **[UPDATE FINAL] mm.yyyy** file for the corresponding month. Template of the file can be found here and it should be copied to the folder of the corresponding month.

First Name	Last Name	Company Code	Company Code	Bank Key New	Bank Account Ne	Bank Key Old	Bank Account	Start Date	Vendor code	Comments	Responsible	Tckt
James	Mccallum	7008	CYTEC INDUST	122100024	263152131	No previous T&E account	No previous T&E	01.04.2018	926354		Everita	
Matthew	Soderstrom	7008	CYTEC INDUST	122105744	6755377668	No previous T&E account	No previous T&E	01.04.2018	926445		Everita	
James	Lee	7008	CYTEC INDUST	211178200	2439119	No previous T&E account	No previous T&E	01.04.2018	926320		Everita	
Blake	Acton	7008	CYTEC INDUST	125200057	5912669057	No previous T&E account	No previous T&E	01.04.2018	No vendor		N/A	
Erik	Hancock	7008	CYTEC INDUST	323274270	3355210	No previous T&E account	No previous T&E	01.04.2018	No vendor		N/A	

1. At the first date of the next month divide the entries between team members and share the file with them asking to update bank details. Corresponding ticket numbers should be noted in the file upon completion.

"I kindly ask you to update the employee bank details in SAP and Baan based on the attached file of T&E bank changes in HtR system?

- Please create one ticket for the change.
- Do not forget to attach bank validations (Routing number mostly).
- Add the corresponding ticket number to the attached file.

I would really appreciate if this could be done till middle of the day. "
Note! Excel tends to exclude "0" form beginning of the routing numbers. If routing number provided is 8 instead of 9 digits, please try validating by adding "0" at the beginning.

4 VWF receiver change

System – SAP (PF1_050)
Following approach is to be used for:

- purchasing approver change in spot cases (i.e. approver is on vacation without a substitute or approver has left the company and the approver matrix is not yet updated);
- releasing VWF from approver inbox after it has been approved (to fix system glitch);
- releasing VWF for colleagues inbox in spot cases.

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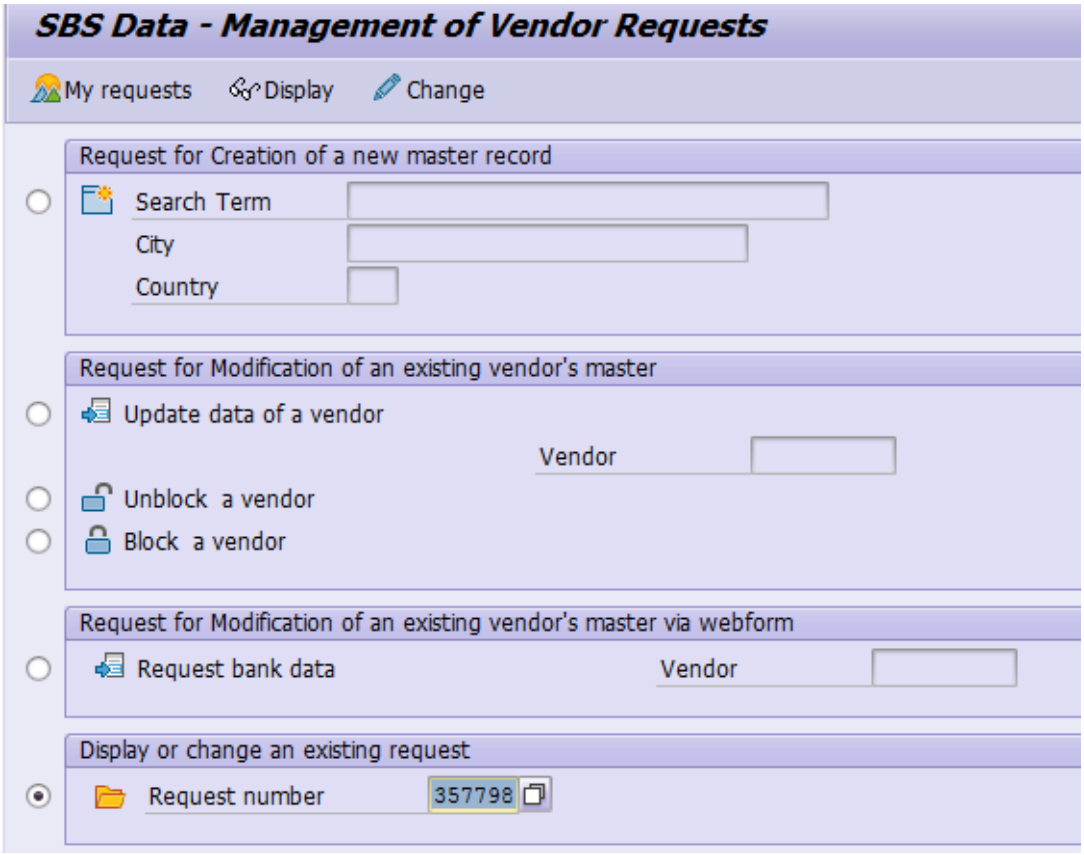
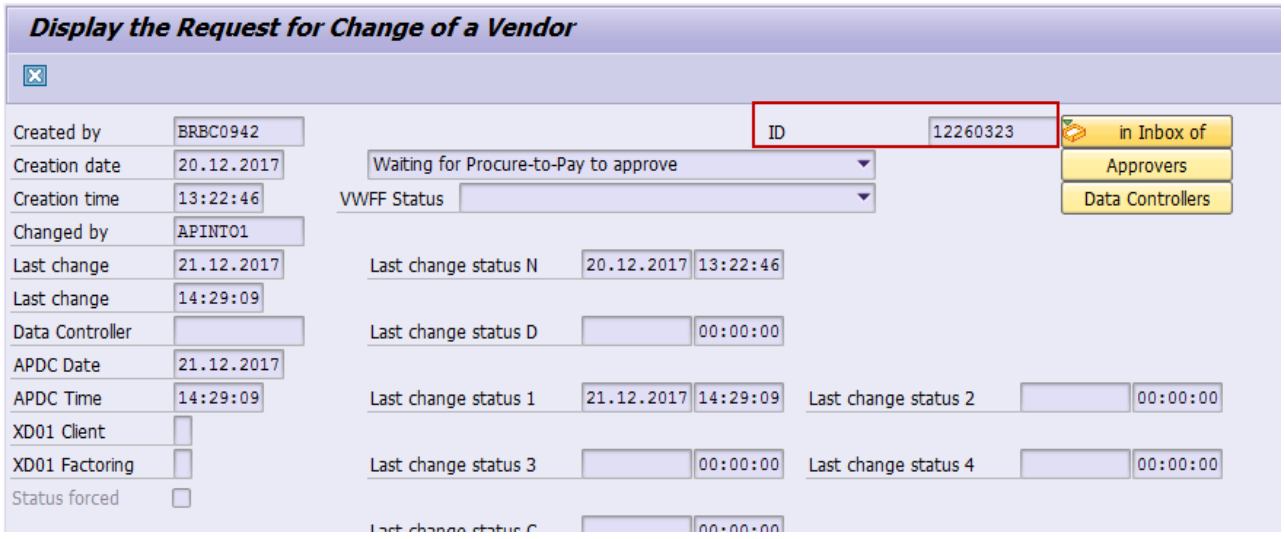
Please follow the steps below in order to change the approver.

1. Enter the VWF using transaction **Z1S_VWF_REQUEST**



1. Once in the VWF display run transaction "**WF_ID**"

1. Copy the VWF ID.



1. Go to transaction "**SWI1**"
2. Populate the VWF ID in the "Identification" field and press "Run"

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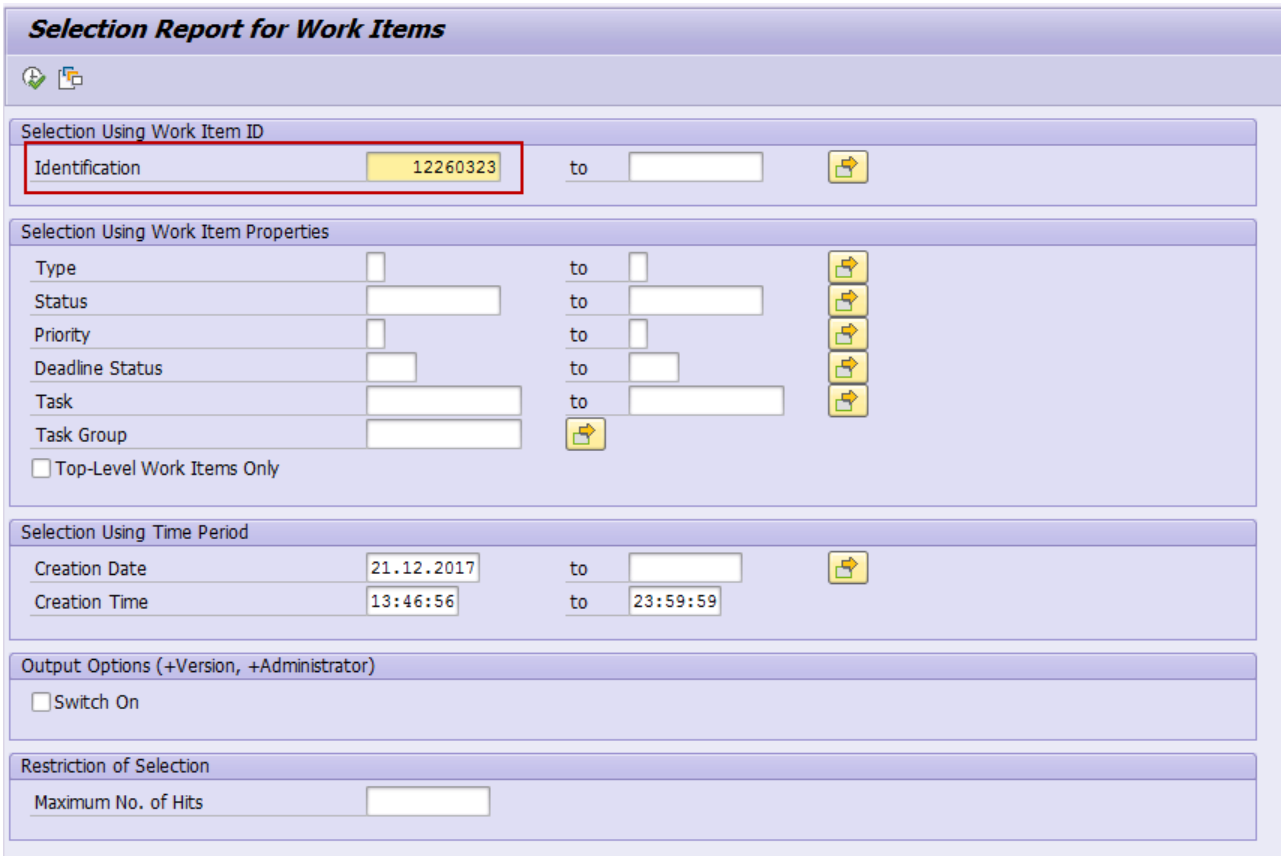
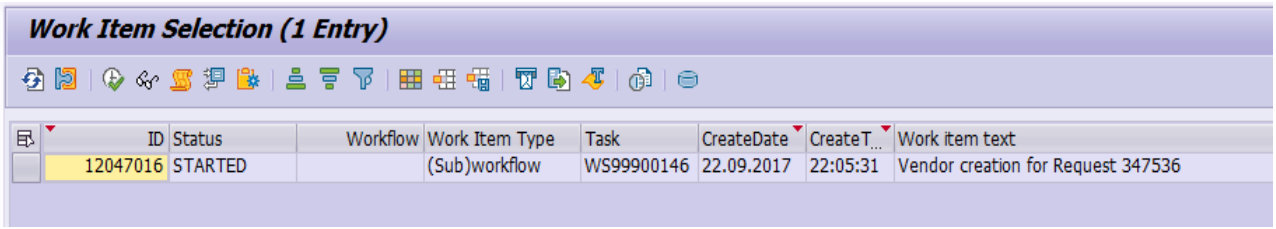
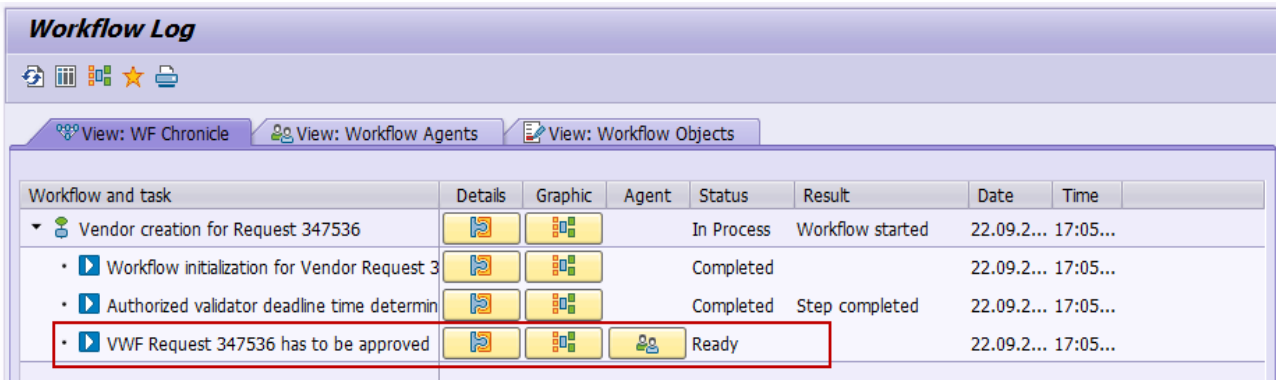


1. Double click on the ID line



1. Select the last options showing "VWF request ****** has to be approved"



1. Click on "Goto" -> "Technical work item display"

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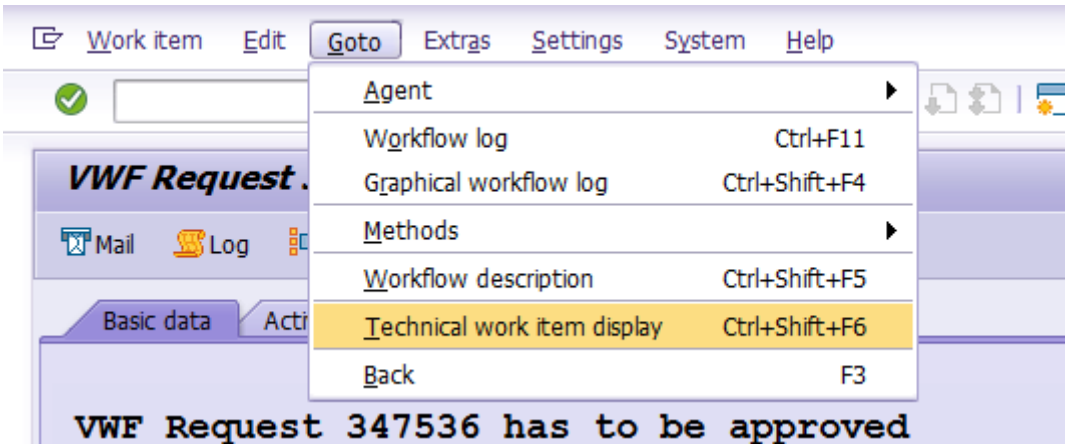
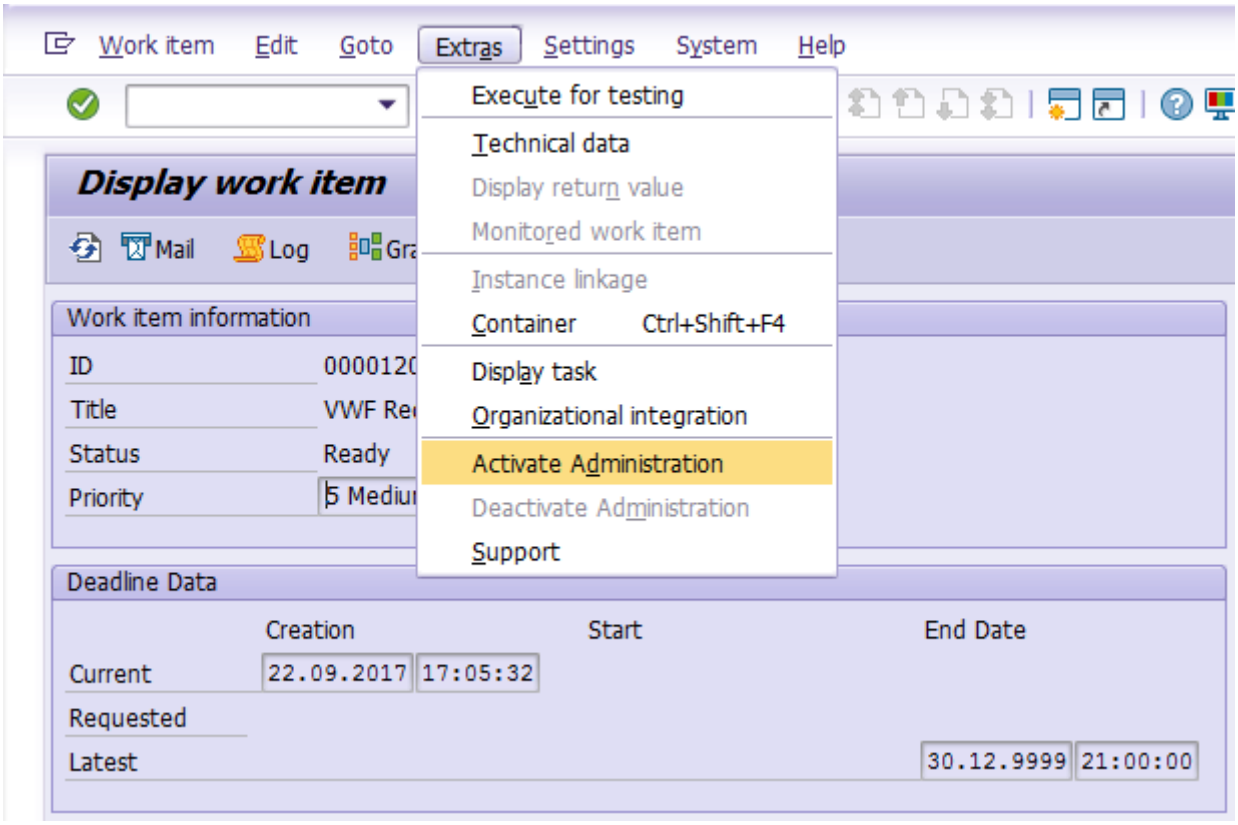


1. Click on "Extras" -> "Activate Administration"



1. On the right hand panel you will have several options to choose form:
   - Execute Agent Rules – release VWF form approvers queue (makes available for other approvers).
   - Forward – approver needs to be replaced. You will need to populate the new WF receiver in a pop-up window. User names can be found in transaction "**SU01D**"
   - Replace Manually – release VWF form co-workers queue.

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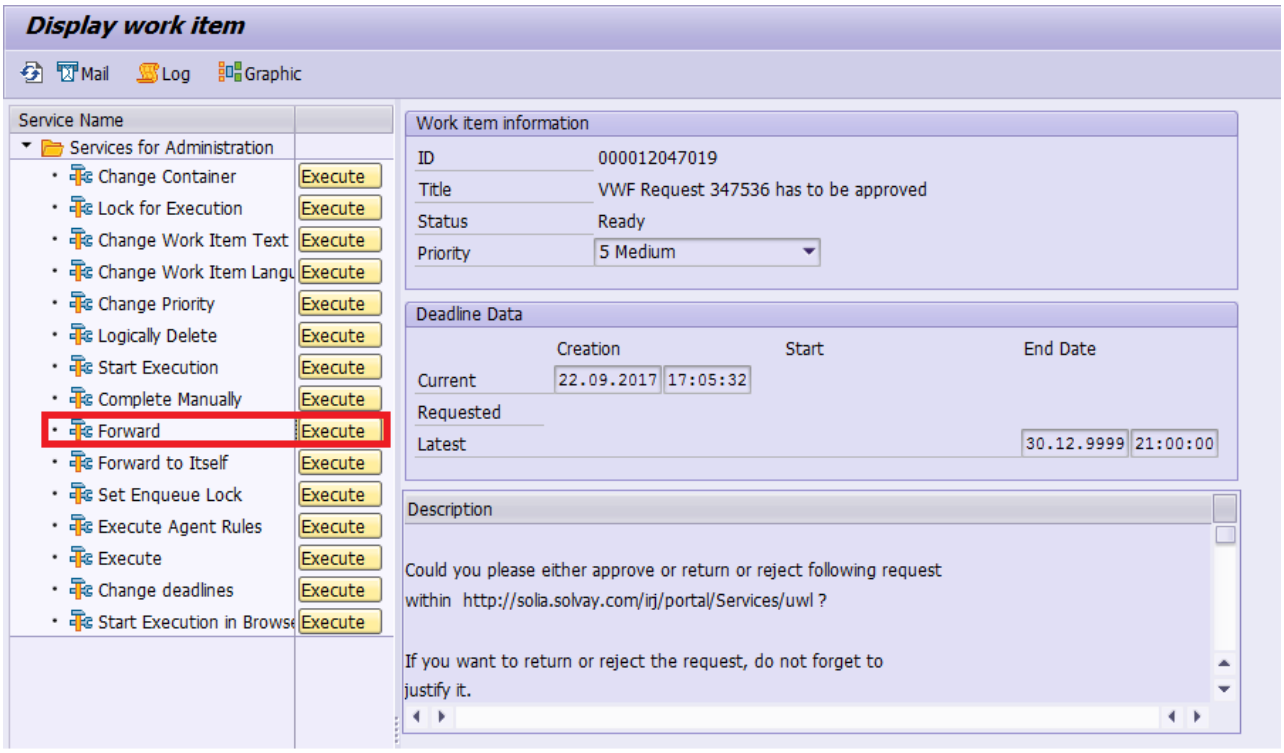

5 Finalize Composite Material vendor inactivation

System – Baan/Maximo/SAP (PE1)
As often vendors cannot be inactivated straight away due to open activity monthly checks should be done to finalize the inactivation of such vendors once open items have been cleared.
On the first work day of the month records pending inactivation must be reviewed for open activity as per Work Instructions. Please see below criteria for vendors pending inactivation:

- Baan:
  - Active vendor account;
  - "DO NOT USE" at the end of the name
- Maximo:
  - Active vendor account
  - "DO NOT USE" at the beginning of the name
- SAP (PE1):
  - Active vendor account
  - Purchasing block applied (list of exceptions can be found here)

AND/OR

  - Deletion flag for specific company code with no posting block applied.

List of the vendors to be inactivated should be saved in this folder with the following file name:
YYYY-MM -inactivation review.
Vendor accounts inactivated must be registered in the FD ticketing system and noted in the log file.

6 SE16 and SE16n reporting

Transactions described in this chapter can be used to extract data form SAP environments either for reporting or analysis purposes.
SE16 is available in PE1_300, PF1_050, PF1_020 and WP1_400.
SE16n is available in PE1_300, PF1_050, PF1_020.
SE16 and SE16n will provide the same data, but the interfaces are different. It does not really matter, which transaction is used for creating the report.

Locating the table name

All data in SAP is stored in different tables. To see in which table a field is located:

1. Go into any vendor account.
2. Left click the field, you wish to extract.
3. Choose Help (**F1**)

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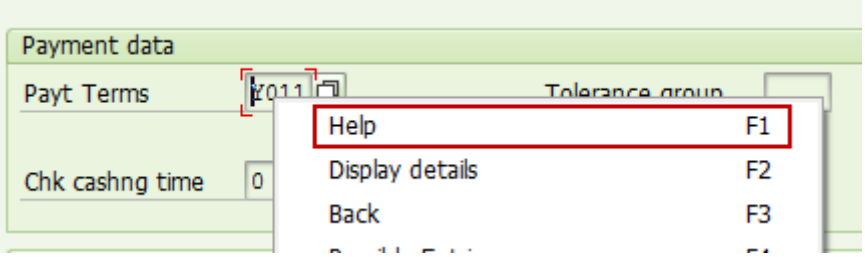
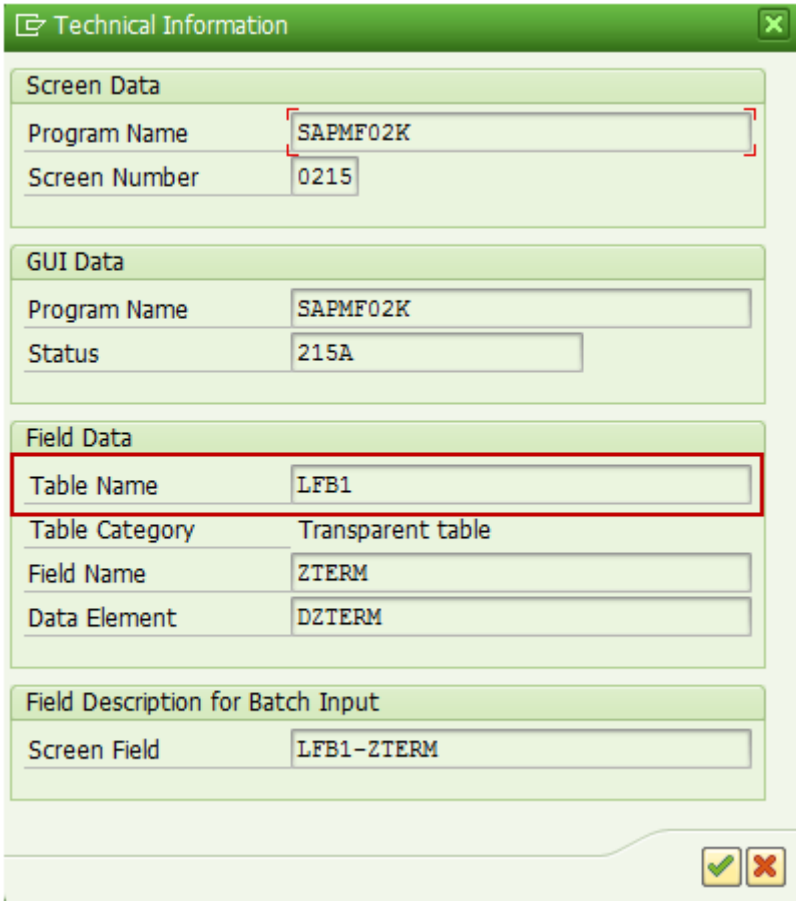


1. On the top of the pop-up screen choose button for "Technical Information"
2. In the following pop-up screen you will find the "**Table Name**" in "Field Data" section.

Note! In case the "Table Category" is anything else but "Transparent table", you will not be able to use the Table Name in SE16 transaction. Check for the table name in the table below or use Google search including field name and following key words **"**SAP", "Table".



Below are listed some tables you might need related to vendor, customer, material or maintenance.

Table	Description
LFA1	Vendor general data
LFB1	Vendor company code data
LFM1	Vendor purchasing org data
LFBK	Vendor bank account details
WYT3	Vendor partner function data
ADRC	Vendor/Customer address data including Search term 2 (address number can be found in LFA1/KNA1)
ADR6	Vendor/Customer general e-mail (address number can be found in LFA1/KNA1)
Z1S_VWF_APPROVER	VWF approver matrix
T001W	Plant data (view vendor and customer account linked to plant)
KNA1	Customer general data
KNB1	Customer company code data
KNVV	Customer sales area data
KNVP	Customer partner function data

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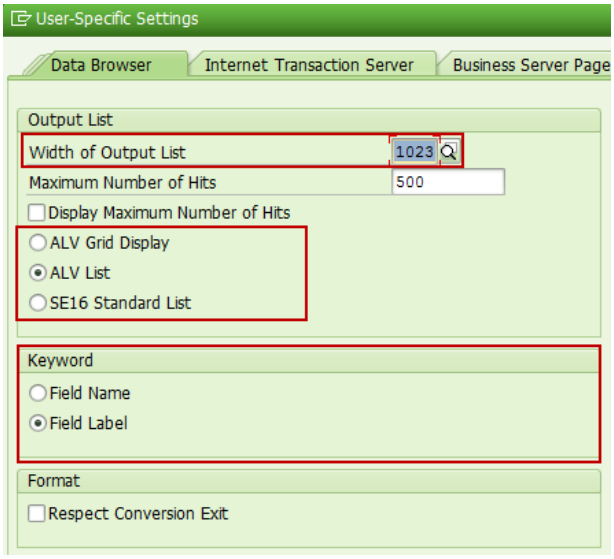
KNVK	Customer master contact partner
EKPA	Vendor PO partners
TFACD	Vendor Factory calendar
EINA	PIR General Data
EINE	PIR Purchasing Organization Data
EKKO	Contract - Purchasing Document Header
EKPO	Contract - Purchasing Document Item data
MARA	General Material Data
MARC	Plant Data for Material data
T001W	Plants/Branches data
CDHDR	Change document header data
CDPOS	Change document items data
ZMM_VND_MASTER_DATA	Allows to extract Vendor Master Data information from General Data, Purch. View and Company Code View in a single report

Creating report in SE16

User specific settings

To make report easier to use it is advisable to adjust some user parameters. Usually it is enough to do it only once, as system will remember your choices for the future.
User specific settings can be accessed in the initial screen. Go to **Settings/User Parameters…** or press **F6**.

- Width of Output List – determines how many characters will be shown in a report line. It is advised to set this to the maximum number – **1023 char**.
- Display type - determines the display of the final report (ALV Grid Display is recommended):
  - ALV Grid Display
  - ALV List
  - SE16 Standard List
- Keyword – determines display of the field names in the selection screen
  - Field Name – technical name of the field
  - Field Label – regular vendor name



Initial screen

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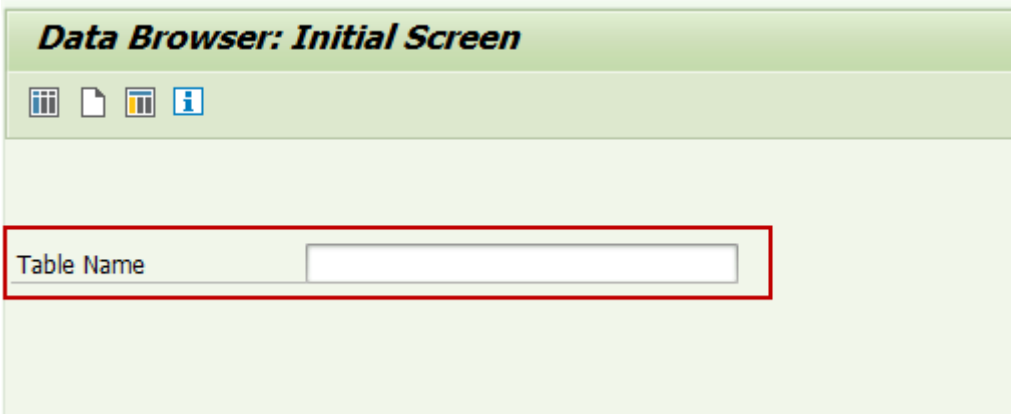
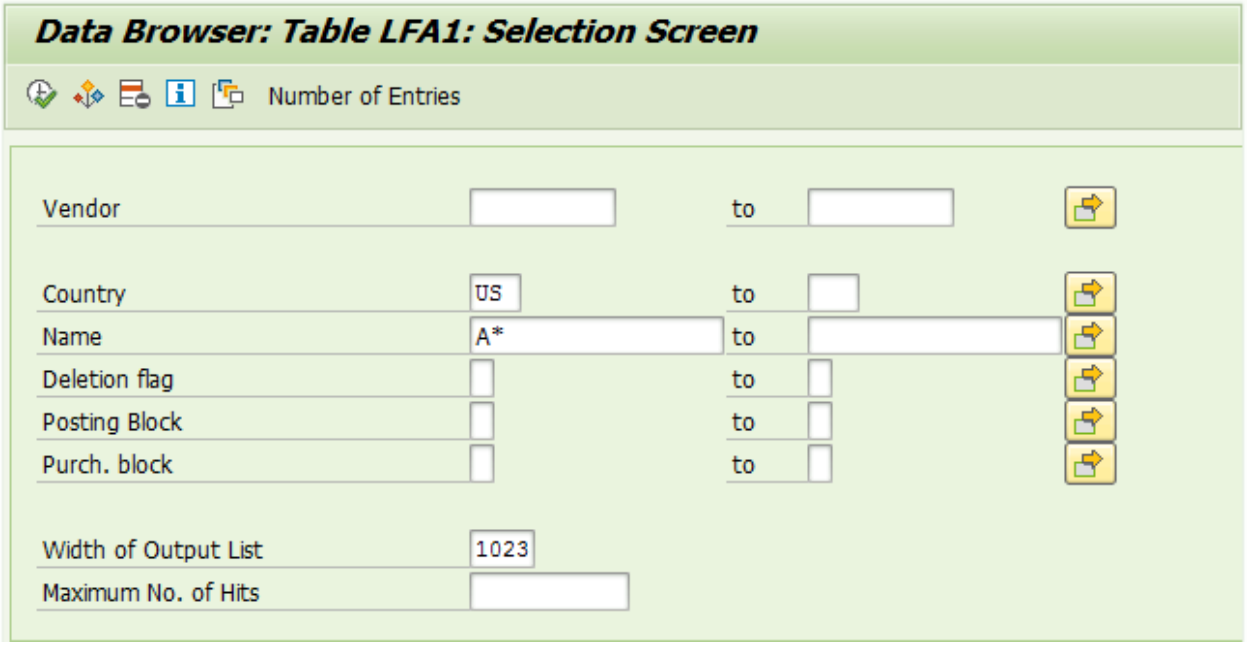
Go to the transaction **SE16.** In the **Initial screen** insert the name of the table you wish to extract and press "**Enter**".



Selection Screen

In **Selection Screen** you can set different search criteria.
Populate fields to narrow down search criteria or indicate specific records you wish to view. For example, in the screenshot below, we are running a report with all US suppliers whose name starts with "A".



You can change the fields visible in **Settings/Fields for selection.** In this list you can find and choose all fields available in the table. Please note that you can choose only up to 40 records for selection.

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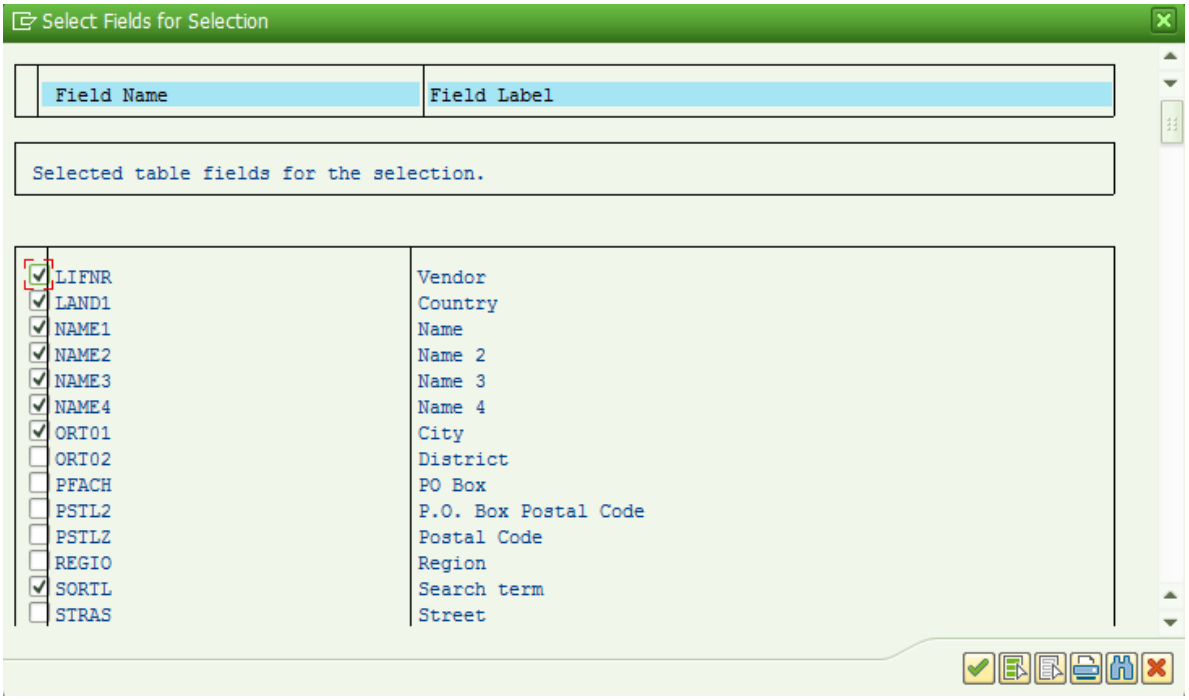
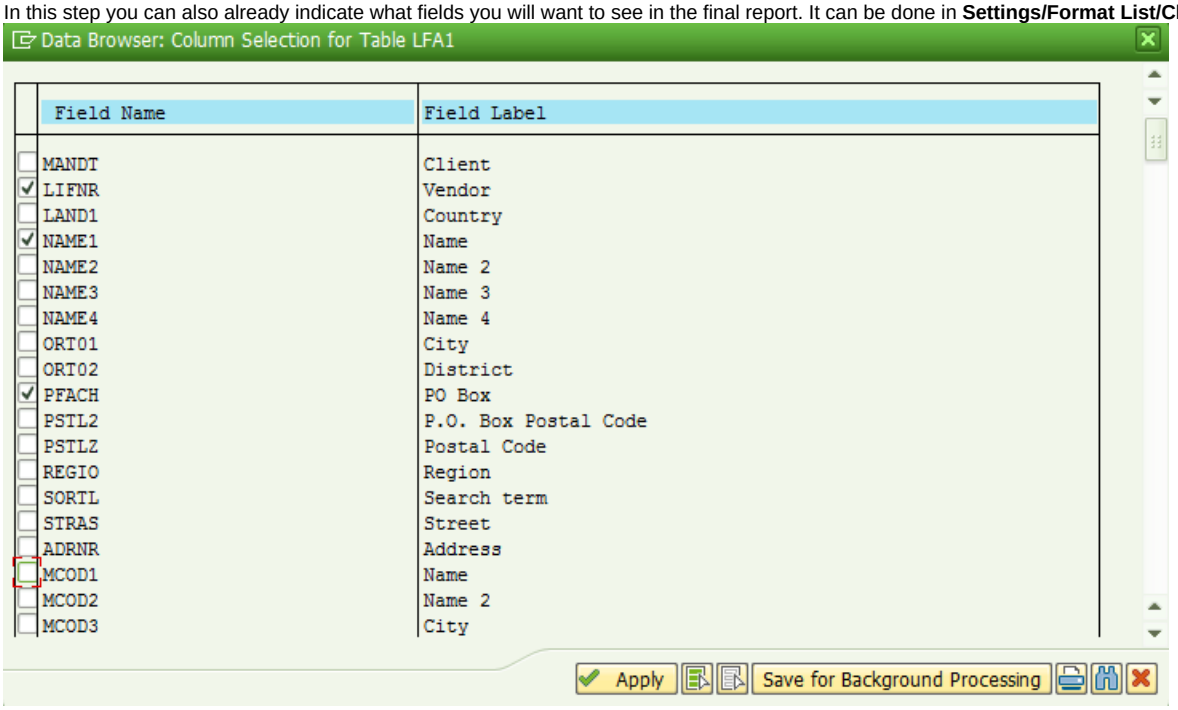


In this step you can also already indicate what fields you will want to see in the final report. It can be done in **Settings/Format List/Choose fields…**.



View entries

Next screen will show a list of your entries. The layout and options will differ depending on the display type indicated in "User specific settings. Please note that for ALV List and SE16 Standard List the list will end on the character 1023 and not all information will be shown.

- ALV Grid Display

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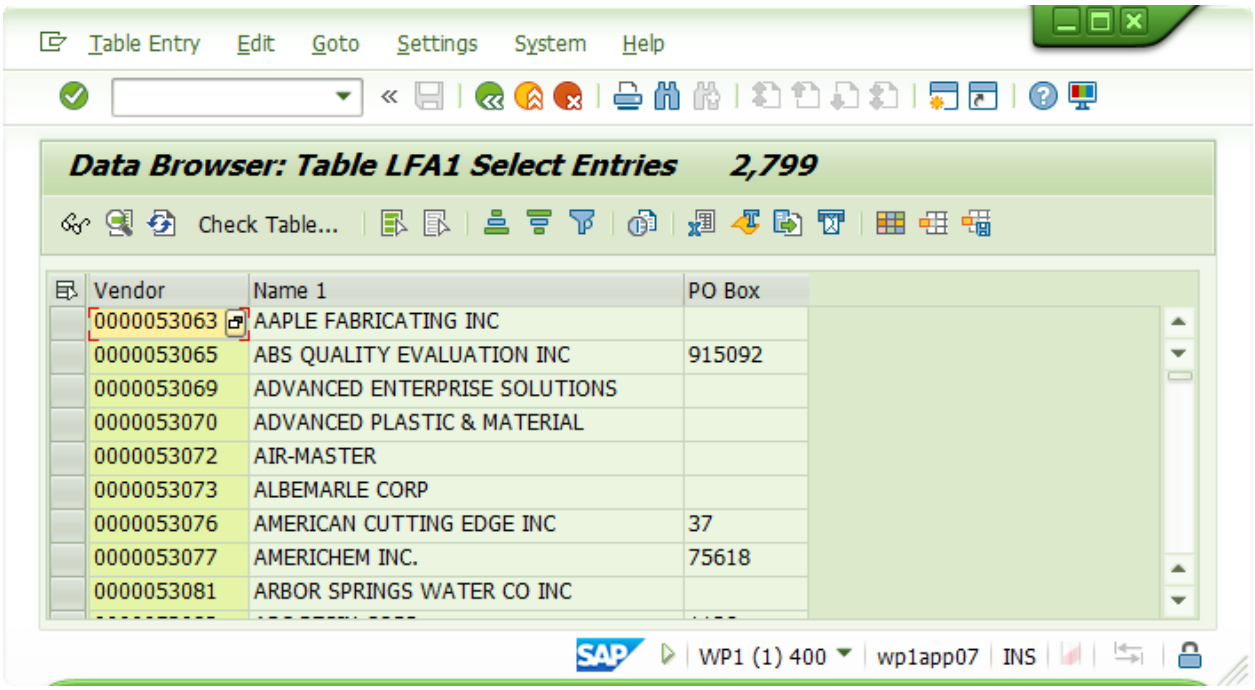


- allows you to view full details of the selected entry

- refreshes the table

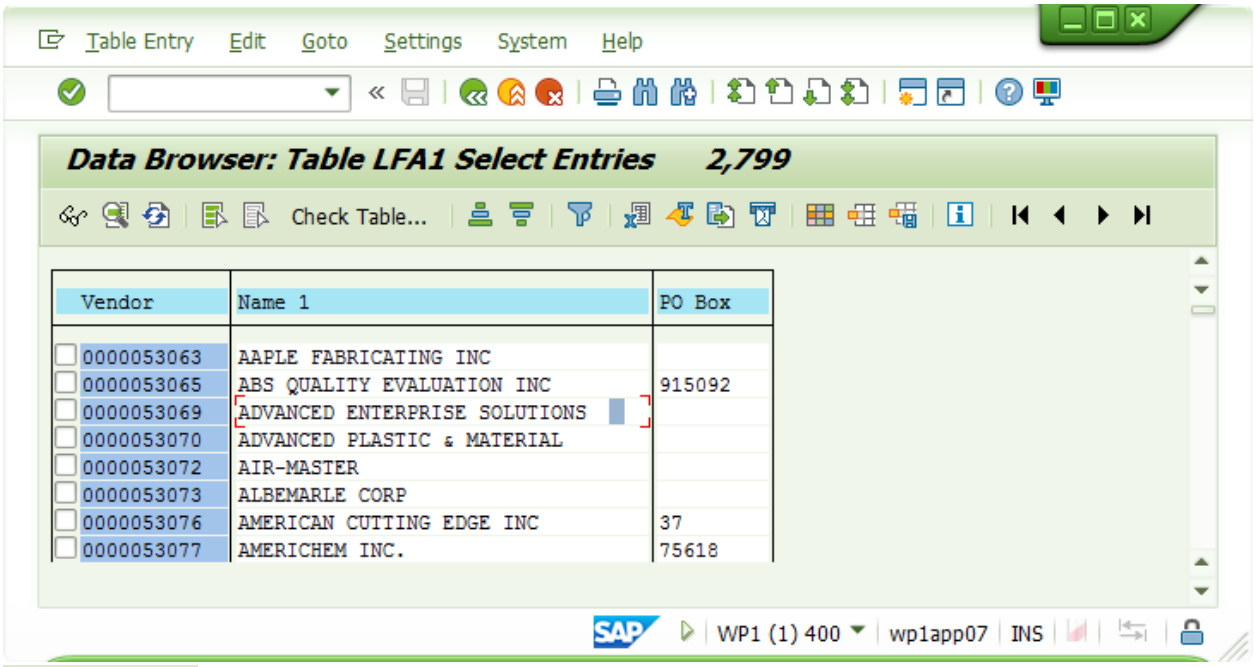
- select/unselect all records

- sort selected column ascending/descending, filter selected column

- download the data in preferable format. In order save as Excel file use .

- change, choose existing one or save current layout

- ALV List



- moves column selection to first/previous or next/last column

- SE16 Standard List

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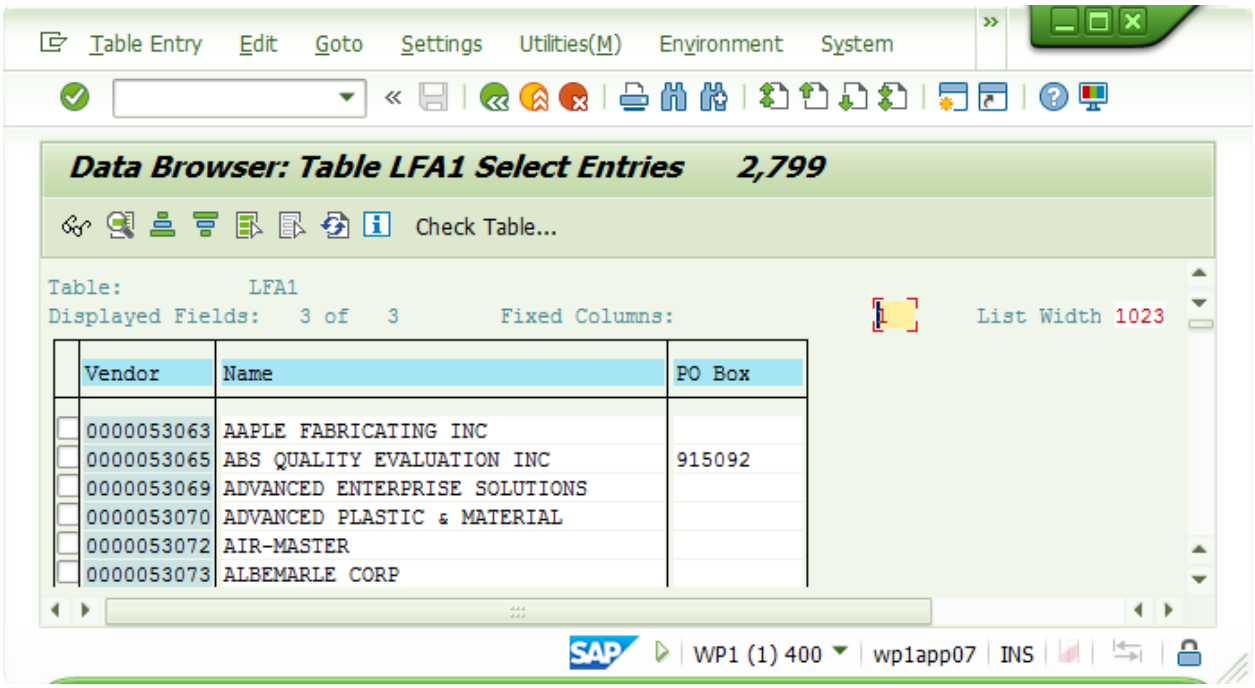
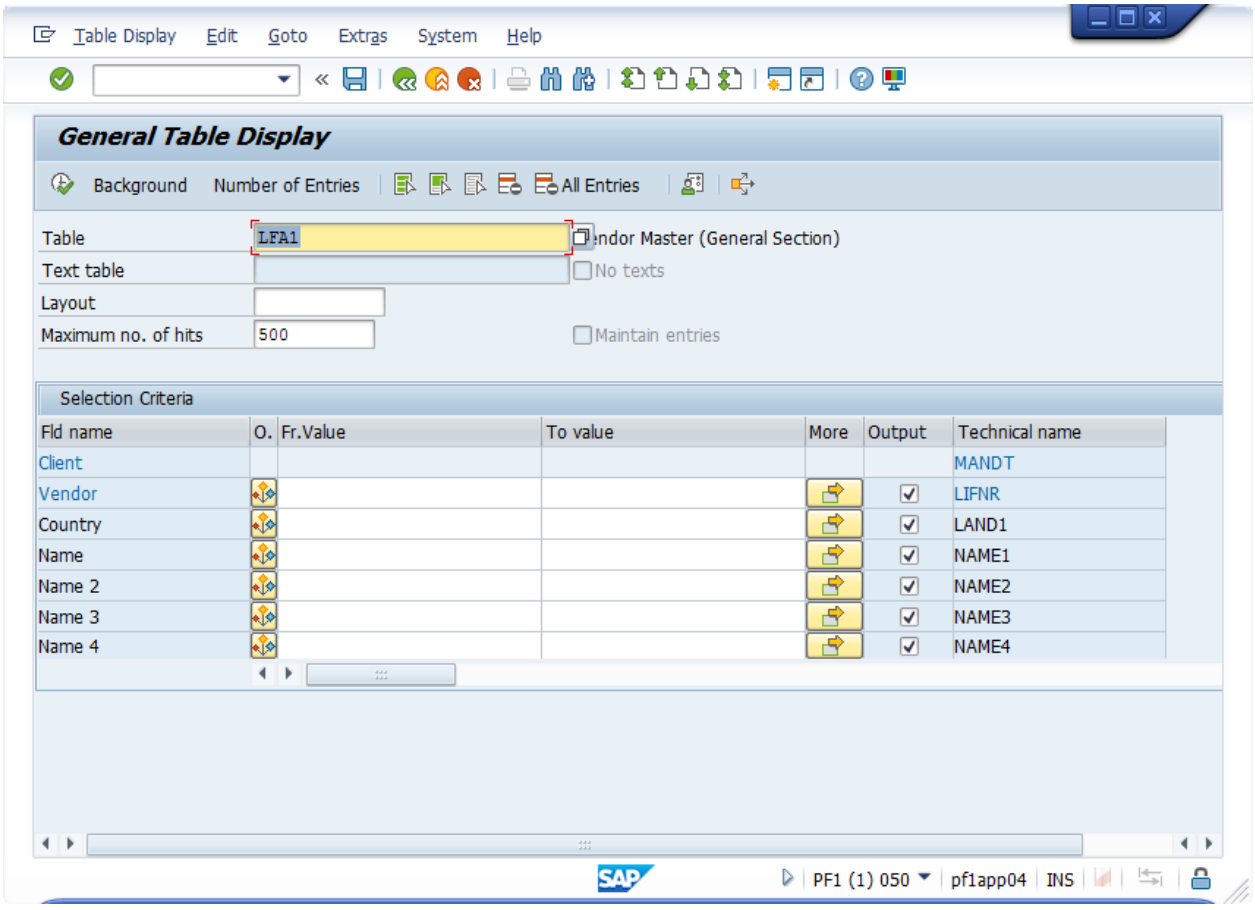


In order to download the table in SE16 Standard list press the right button and choose **Download… Text with Tabs** add **.xls** at the end of the filename.

Creating a report in SE16N

General Table Display



- Table – populate the table from which the records have to be pulled
- Layout – apply existing layout for this table. (Optional)
- Maximum no. of hits – remove, if you wish to display all records

Selection Criteria – add selection criteria

- Option - filter type (equal, exclude, etc).
- Fr. Value – criteria for selection
- To Value – criteria for selection in case of range
- More – add additional criteria in case of several values are required (e.g., records located in US and Canada)

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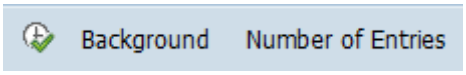
- Output – checkmark if this field should be visible in the report.

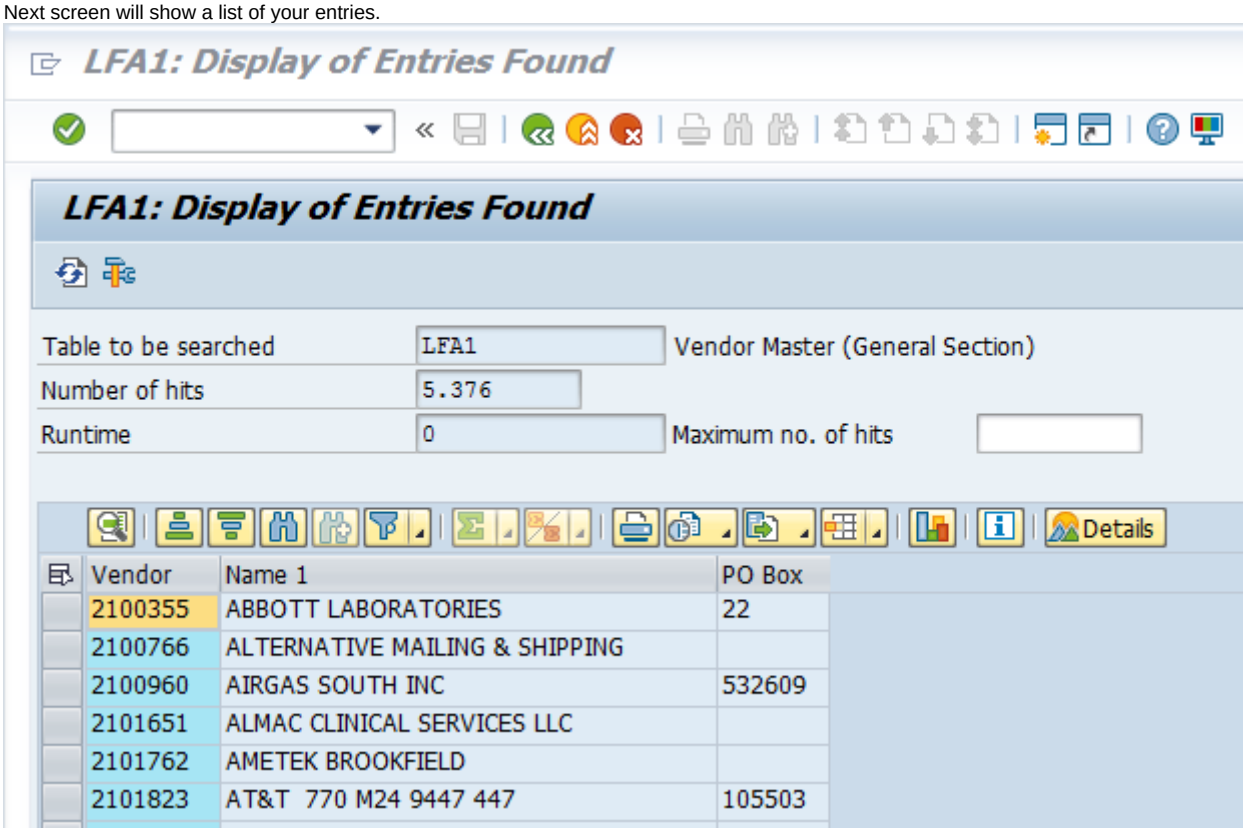


- run report, run report in background and display number of entries available based on current selection criteria.

- select all, select only key fields, unselect all, clear selection criteria for chosen field, clear selection criteria for all fields.

Display of entries found

Next screen will show a list of your entries.



- refresh the list / view selection criteria

- view details for a specific entry

- sort selected column ascending/descending, search in the data, filter selected column

- print data, change view (List output, Grid (default), Excel inplace), export data (in order to save as excel file choose Spreadsheet), change data layout (change, choose existing one or save current layout).

SAP PE1 Vendor report by commodity codes

In order to get vendor report by vendor commodity transaction XK03 can be used, since this data cannot be obtained by using SE16 or SE16N transactions.

Filter type: Vendors by Class.

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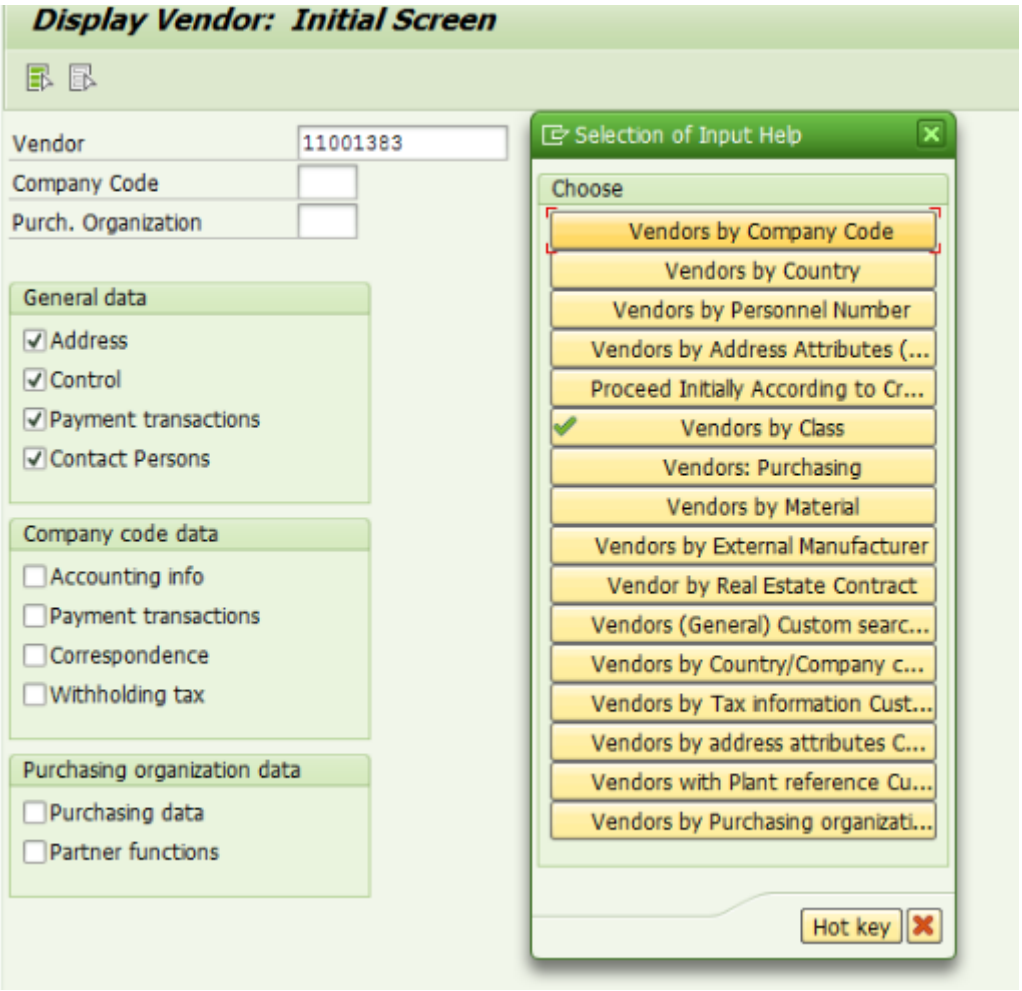
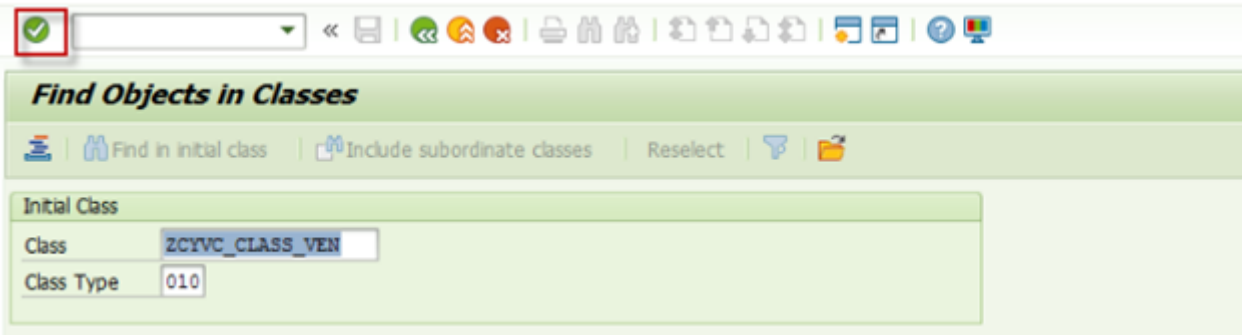


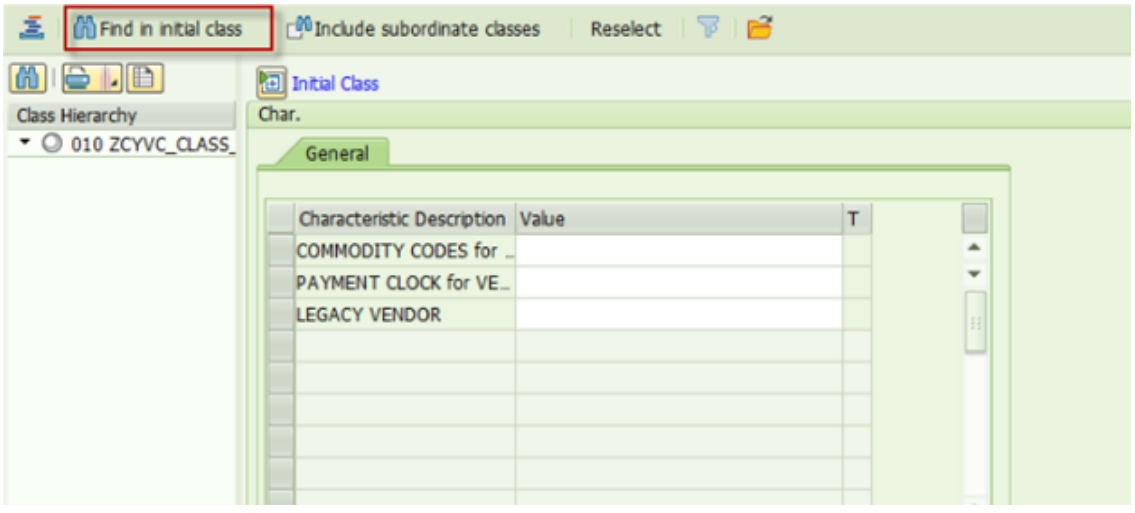
Selected class: ZCYVC_CLASS_VEN

Class type: 10



Specific commodity code can be indicated, if needed. If no specific code has been selected, report will show commodity codes for all vendors in the system.

To run the report *Find in initial class* should be selected.



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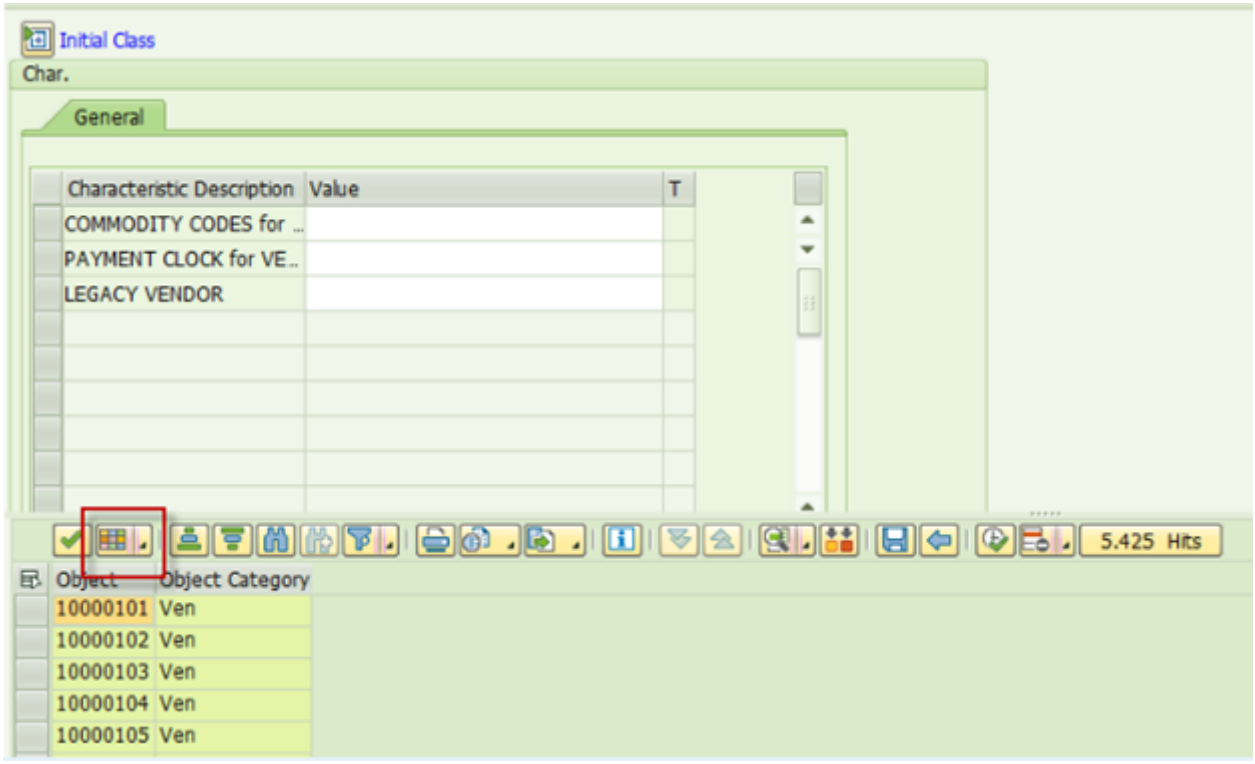
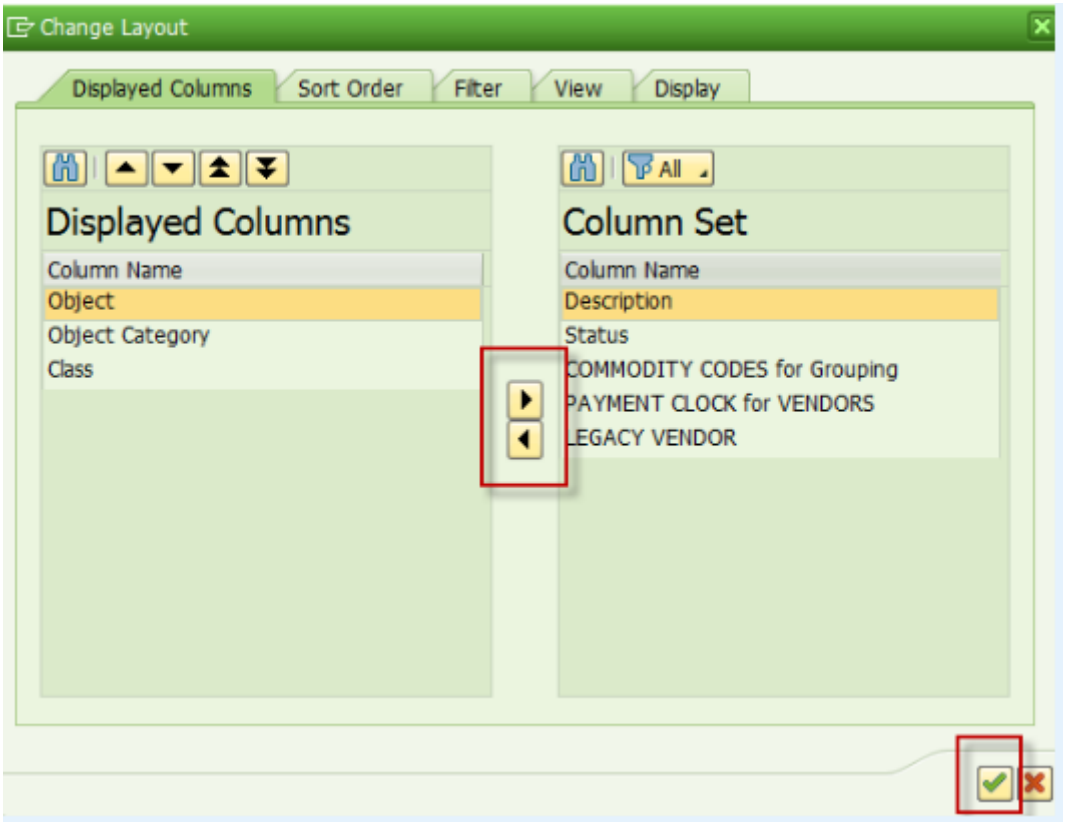
By Change layout option columns with necessary information can be added or removed from the report.





Once **Commodity codes for grouping** is added to **Displayed columns**, by pressing Transfer (Enter) - green check mark , table with commodity codes will be generated.

Number of hits restriction can be removed by Extras User Settings Find object Maximum hits (value should be removed)

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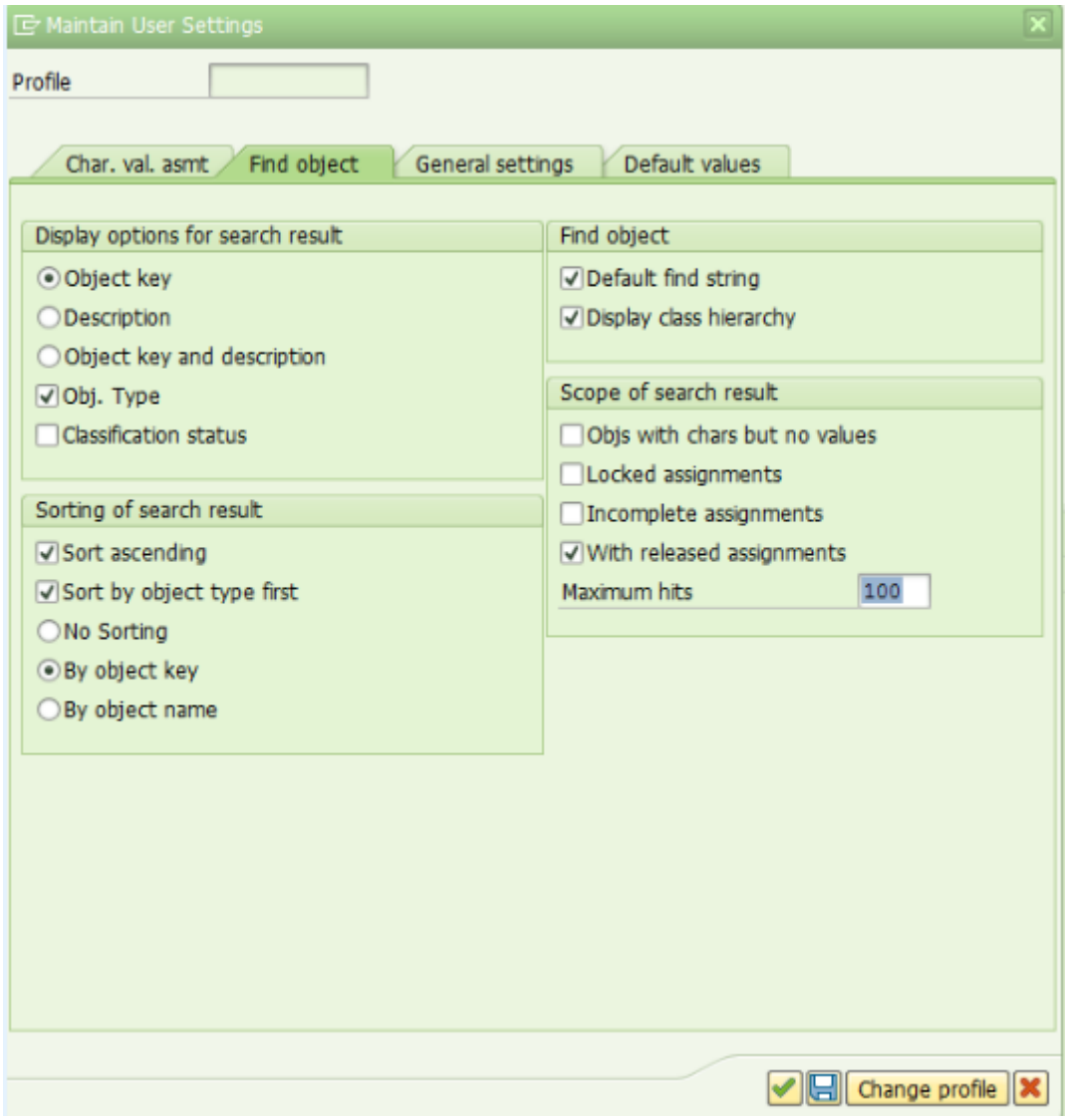

Tricks and tips

Below you will find some tips for selection:

- Use **Multiple selection** to set several criteria for single field:

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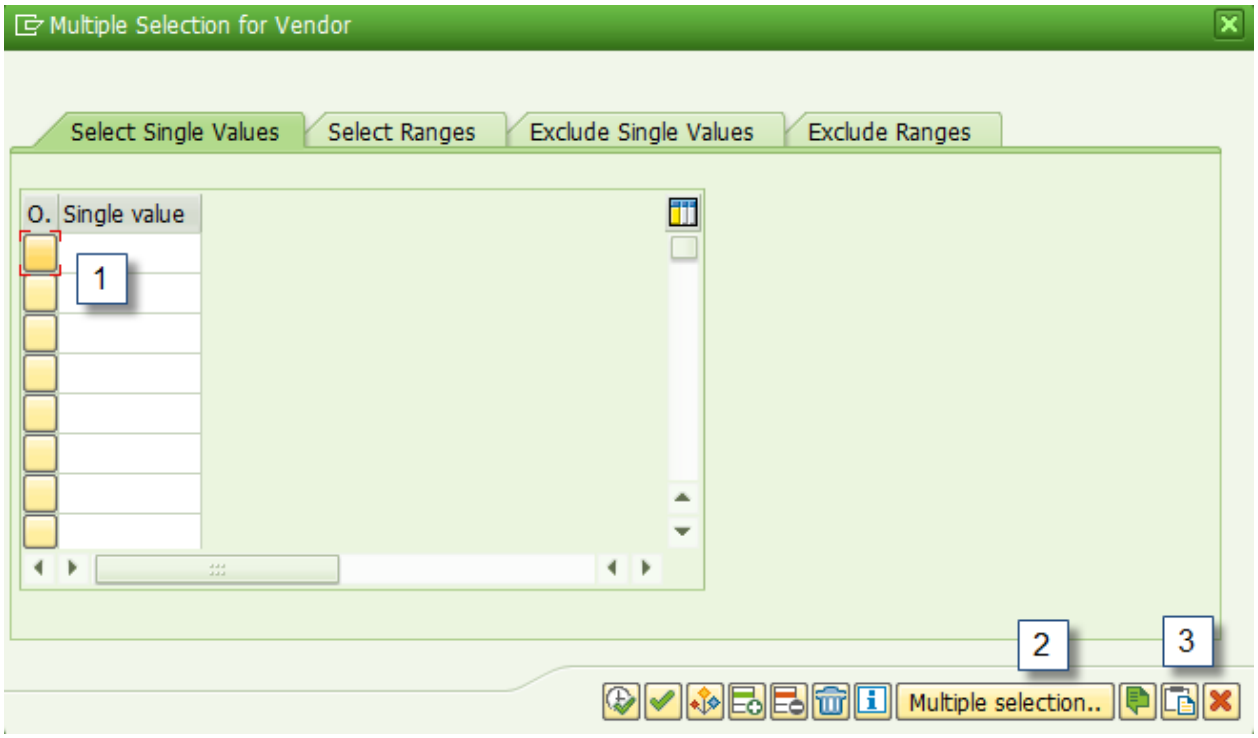
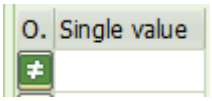
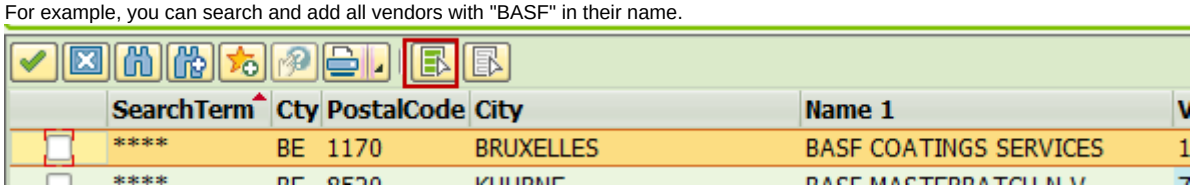


a. Define selection options for the specific value.

For example, to exclude empty fields leave this field blank and set this value to "Not equal to": 

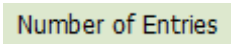
a. Add several records based on the regular search function.

For example, you can search and add all vendors with "BASF" in their name.



a. Populate list with values, you've copied form other places. To use this function Ctrl+C the list of values and press "3".

- Remove "500" from **Maximum No. of Hits**, if you need to view all available records.

- Under 

you can see how many records system will return with the current selection.
- If you have some reports that you are running regularly with the same criteria you can save them as "**Variants**".
  - Mark the criteria that you want to use;
  - **Goto/Variants/Save**
  - Populate the fields and save the variant:
    - Variant – variant name
    - User specific – if this field is not check marked, all users will be able to access it.
    - Short text – description of the variant

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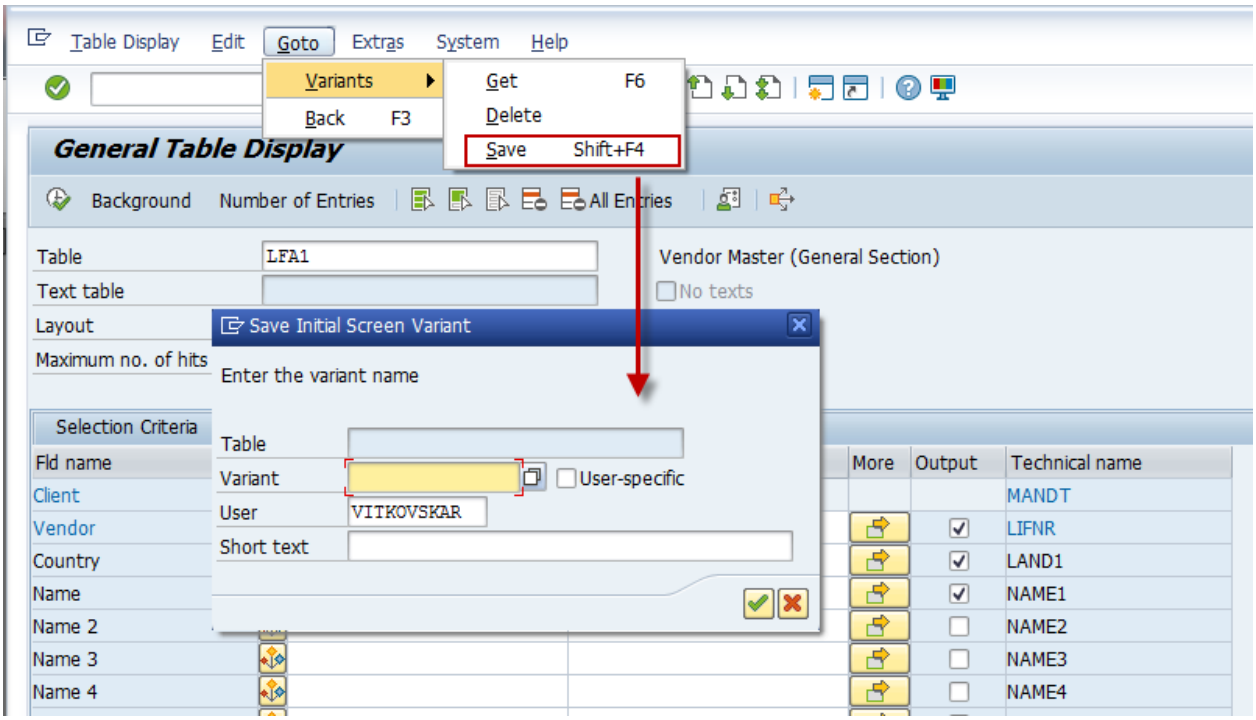


Now when you need to run the report **Goto/Variants/Get** or press **F6** and choose your variant

7 Baan report / refreshable query

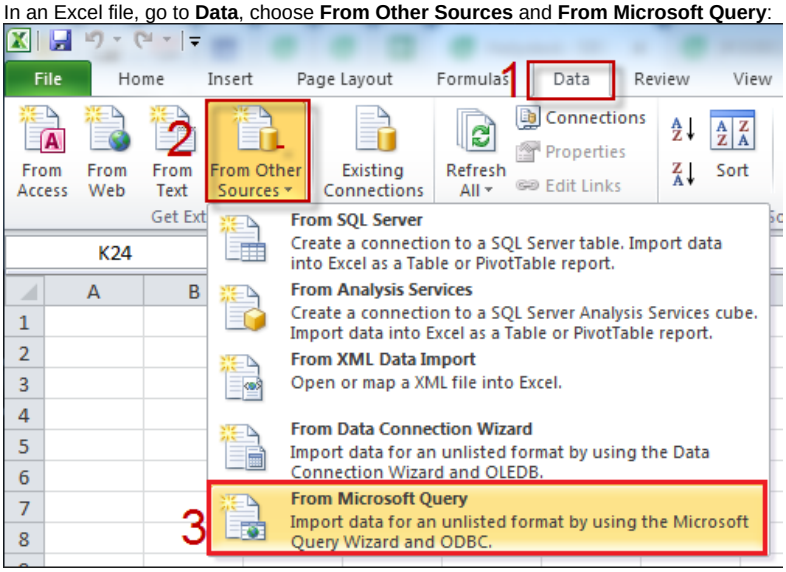
Transactions described in this chapter can be used to extract data form Baan environment either for reporting or analysis purposes.

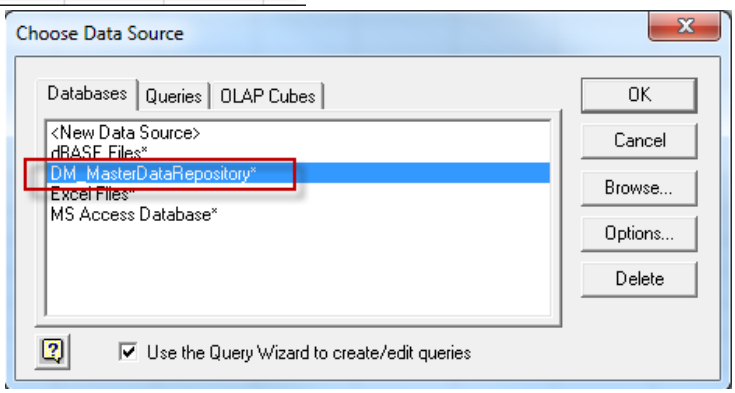
Creating a report from Baan

Tools that will be needed for the creation of this report:

- Open blank Excel file
- File with Baan tables, their fields and descriptions

In an Excel file, go to **Data**, choose **From Other Sources** and **From Microsoft Query**:





Choose **DM MasterDataRepository** as Data Source:

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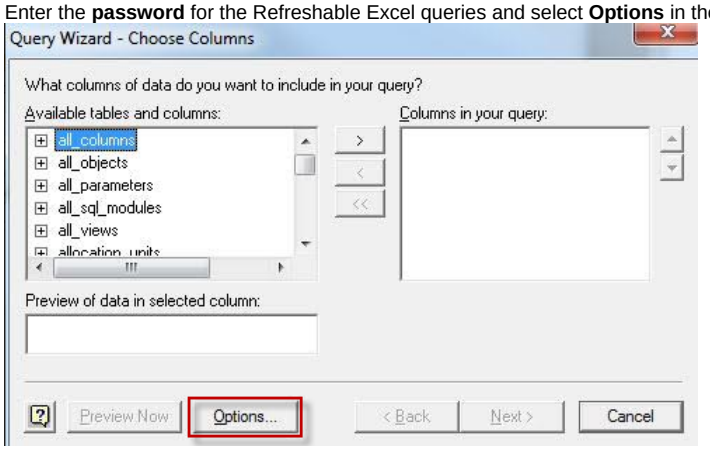
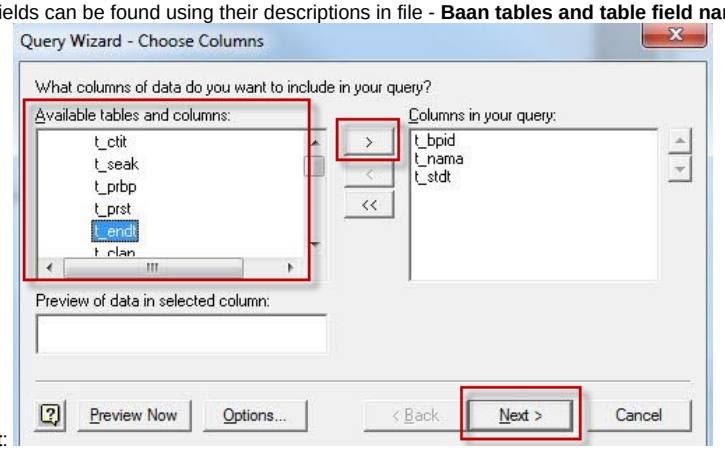
Enter the **password** for the Refreshable Excel queries and select **Options** in the next window.

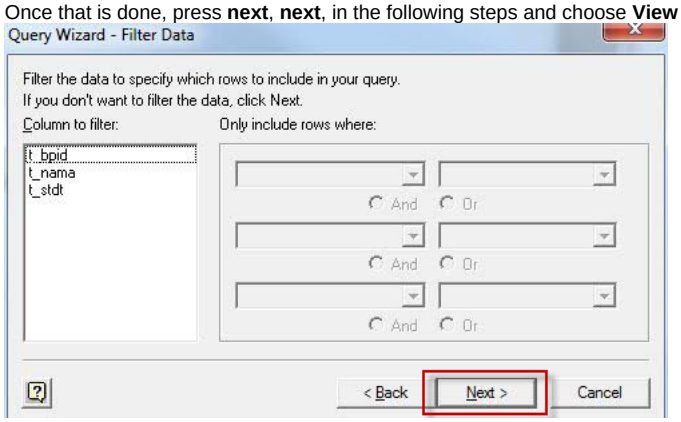


Choose **owner as dbo**:

In the next window, select the right Baan table from available tables and select the desired Baan fields for the report.
Please note that correct Baan tables and correct fields can be found using their descriptions in file - **Baan tables and table field names**. Push required Baan fields to the columns in your query and press **next**:



It is always best to select just the core fields in this stepa as later on you can always add more fields and fields from different tables. (E.g. table tccom100 for BP #, name, start date)
Once that is done, press **next**, **next**, in the following steps and choose **View data or edit query in Microsoft Query**, then press **Finish**.



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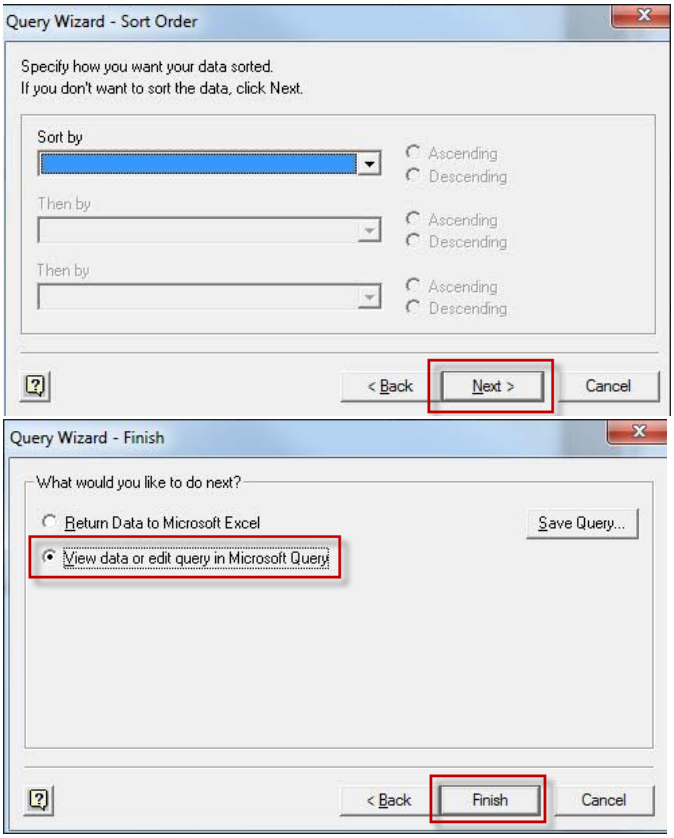
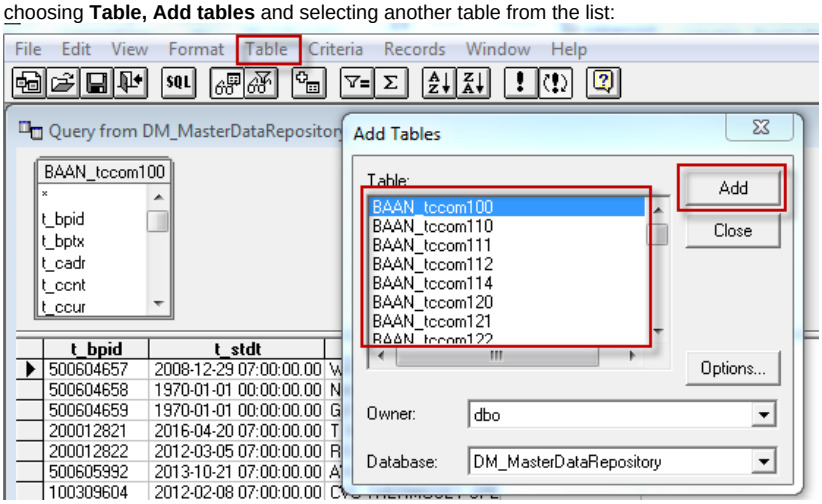
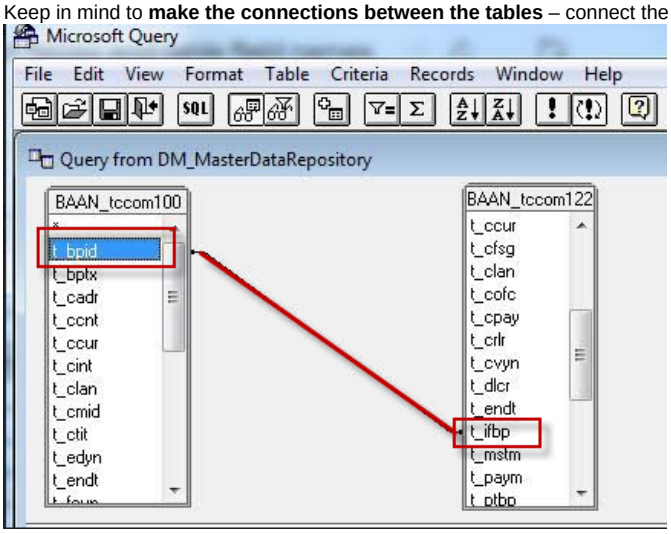


You will get your report data and if you want, you can add more fields by simply pulling them into your report from the field list or add more tables at this point by choosing **Table, Add tables** and selecting another table from the list:



Keep in mind to **make the connections between the tables** – connect the field that is identical in both tables (e.g. BP number)



Once your report is finished, go to **File**, **Return Data to Microsoft Excel**:

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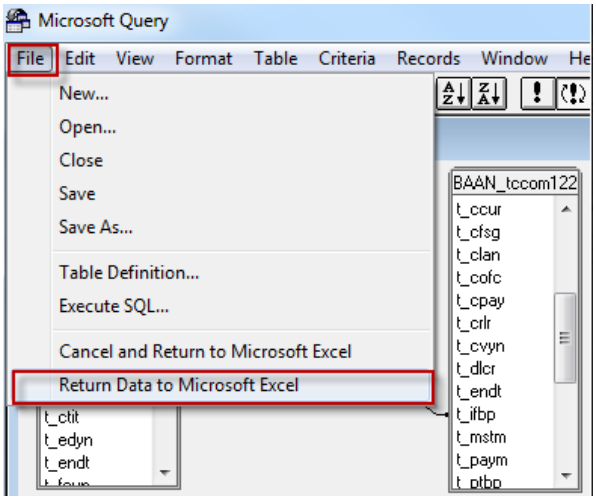
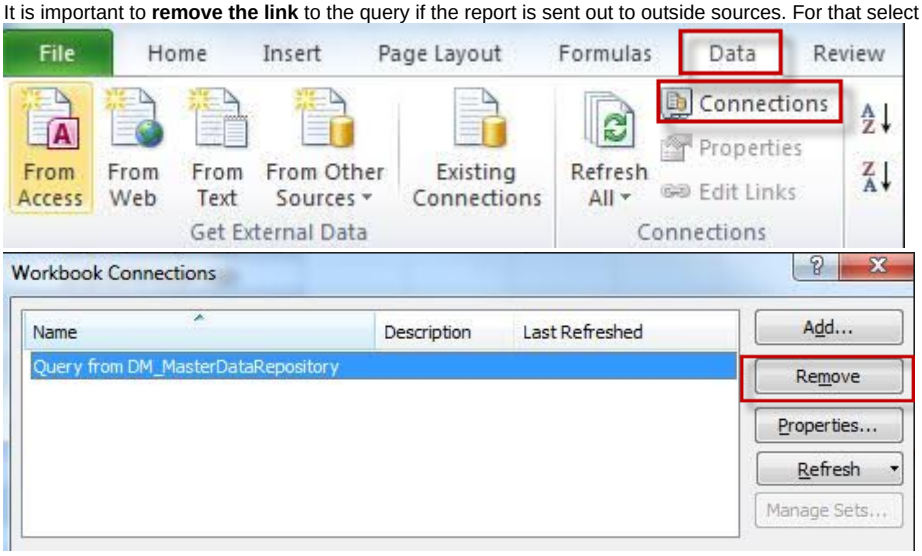


It is important to **remove the link** to the query if the report is sent out to outside sources. For that select **Data**, **Connections**, **Remove** link:



Doing so makes the report as values only without having a link to Baan system, so the report is no longer refreshable and it can be shared with other people.

8 7723 contact list update

This is an excel sheet that contains contact details for all vendors that are opened for 7723.
You can find the excel sheet here. Action performed one every month.

1. Go to WP1 transaction SE16 and choose table LFB1
2. In Company Code field add 7723
3. In Created on field add the last day you checked till today's date and execute

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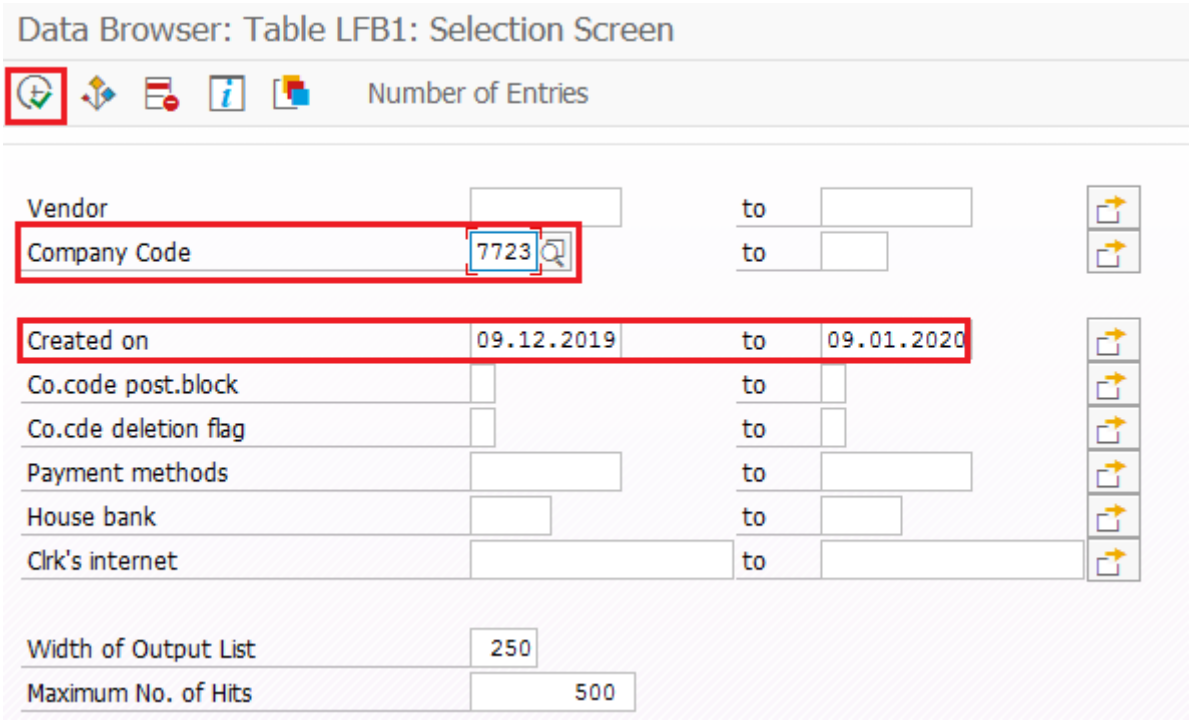
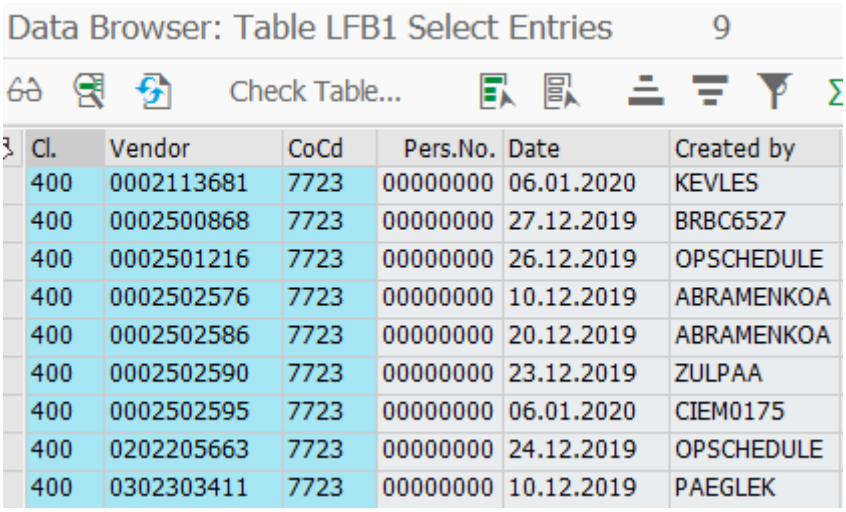
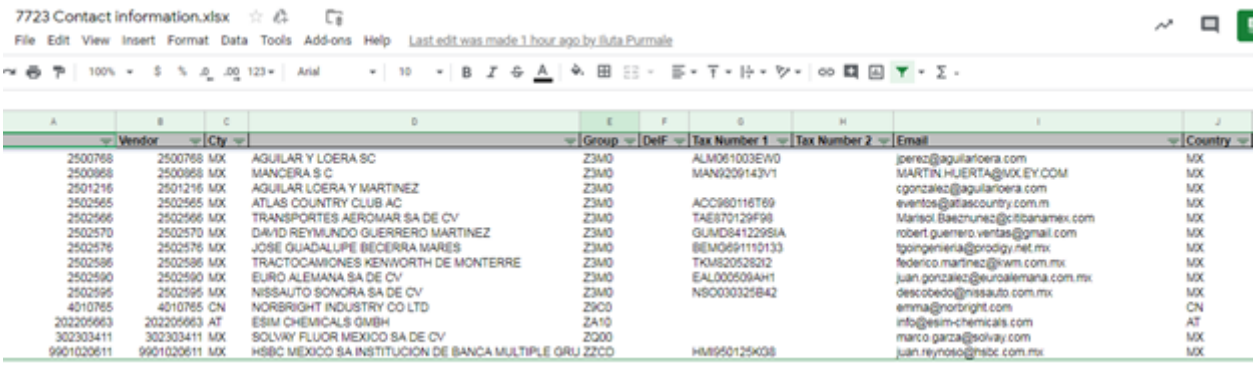


4. Populate information about these vendors in the excel file



Cl.	Vendor	CoCd	Pers.No.	Date	Created by
400	0002113681	7723	00000000	06.01.2020	KEVLES
400	0002500868	7723	00000000	27.12.2019	BRBC6527
400	0002501216	7723	00000000	26.12.2019	OPSCHEDULE
400	0002502576	7723	00000000	10.12.2019	ABRAMENKOA
400	0002502586	7723	00000000	20.12.2019	ABRAMENKOA
400	0002502590	7723	00000000	23.12.2019	ZULPAA
400	0002502595	7723	00000000	06.01.2020	CIEM0175
400	0202205663	7723	00000000	24.12.2019	OPSCHEDULE
400	0302303411	7723	00000000	10.12.2019	PAEGLEK

5. In the excel sheet, scroll down and populate the required fields



	Vendor	Cty		Group	DelF	Tax Number 1	Tax Number 2	Email	Country
2500768	2500768	MX	AGUILAR Y LOERA SC	Z3M0		ALM061003EW0		jperez@aguilarloera.com	MX
2500868	2500868	MX	MANCERA S C	Z3M0		MAN9209143V1		MARTIN.HUERTA@MX.EY.COM	MX
2501216	2501216	MX	AGUILAR LOERA Y MARTINEZ	Z3M0				cgonzalez@aguilarloera.com	MX
2502565	2502565	MX	ATLAS COUNTRY CLUB AC	Z3M0		ACC980116T69		eventos@atlascountry.com.m	MX
2502566	2502566	MX	TRANSPORTES AEROMAR SA DE CV	Z3M0		TAE870129F98		Marisol.Baeznunez@citibanamex.com	MX
2502570	2502570	MX	DAVID REYMUNDO GUERRERO MARTINEZ	Z3M0		GUMD841229SIA		robert.guerrero.ventas@gmail.com	MX
2502576	2502576	MX	JOSE GUADALUPE BECERRA MARES	Z3M0		BEMG691110133		tgoingenieria@prodigy.net.mx	MX
2502586	2502586	MX	TRACTOCAMIONES KENWORTH DE MONTERRE	Z3M0		TKM820528212		federico.martinez@kwm.com.mx	MX
2502590	2502590	MX	EURO ALEMANA SA DE CV	Z3M0		EAL000509AH1		juan.gonzalez@euroalemana.com.mx	MX
2502595	2502595	MX	NISSAUTO SONORA SA DE CV	Z3M0		NSO030325B42		descobedo@nissauto.com.mx	MX
4010765	4010765	CN	NORBRIGHT INDUSTRY CO LTD	Z9C0				emma@norbright.com	CN
202205663	202205663	AT	ESIM CHEMICALS GMBH	ZA10				info@esim-chemicals.com	AT
302303411	302303411	MX	SOLVAY FLUOR MEXICO SA DE CV	ZQ00				marco.garza@solvay.com	MX
9901020611	9901020611	MX	HSBC MEXICO SA INSTITUCION DE BANCA MULTIPLE GRU	ZZCD		HMI950125KG8		juan.reynoso@hsbc.com.mx	MX

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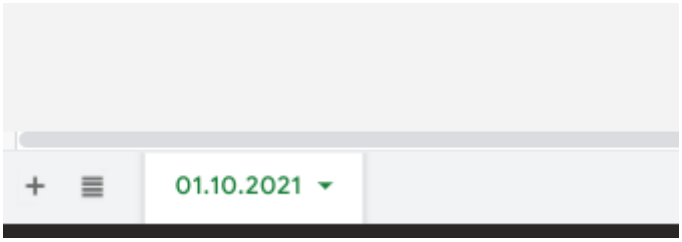
A column – RCS vendor number
Vendor – PRS vendor number
Cty – Country of the vendor
D column – Vendor's name
Group – PRS account group
DelF – populate with "X" if vendor is marked for deletion, otherwise leave blank
Tax Number 1 and Tax Number 2 – populate if applicable
Email – email address from General view
Country – again country of the vendor
Telephone – populate if available
Extension – populate if available
Fax – populate if available
Company Code – always 7723
Remittance email – populate remittance email from Clrk's Internet field in company code view

6. Rename the sheet with the extraction date.



No further action is needed till next month.

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