

# US - 3384 - 3M Rebate Payment

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

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

2. Add the following Labels:

- Scope of applicability: ww, country\_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk\_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south\_korea, thailand, singapore, new\_zealand, emea\_transversal, apac\_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
  - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
    - Labels to be used: **ww, financial\_accounting, central\_fin\_proc\_compliance**
  - E.g. 2: France Operation in Financial Accounting:
    - Labels to be used: **country\_accounting, france, financial\_accounting**  
(for country operations, the Domain is always country\_accounting)

3. Fill in all fields as described above

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

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

Domain: Country Accounting

Responsibility area:

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## Scope

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? Unknown Attachment

## ERP

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## Frequency

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? Unknown Attachment

## References

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ZKF\_POST\_MC

## Forms

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## Attachments

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[3M Rebate Payment](#)

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to explain how to request the payment of 3M Rebate invoice in Misc. Creditors process for 3384 company code in PF1 system.

3M is a partner of 3384 and in their production process it is generated a by product that is not valuable to 3M and it can be sold by Solvay to other partners.

3M agreed to that, but they want a percentage of the sales per month. So, an accrual of this value is needed (procedure [US - 3384 - Sales Volume Rebate to 3M Accrual](#)) and after every quarter it is paid.

The calculation to get the value to be paid by Solvay to 3M is calculated by the GBU Purchase Manager - currently Perri Catey ([perri.catey@solvay.com](mailto:perri.catey@solvay.com)).

Once the invoice is sent by the purchase manager, follow the procedure to request the payment.

## 1.2. Scope

It is done after quarters during the month and it is applicable to 3384 company code in PF1 system.

The payment need to be done in 60 days after the quarter, so be aware to the due date.

## 2. Definitions

See [Finance Glossary](#):

- ...

## 3. Tasks description

### 3.1. *I Request the Calculation and Invoice*

#### 3.1.1. *I Request the Calculation and Invoice*

Right after the quarter month, advise the purchase manager that you are waiting for the invoice and calculation.

Then, it will be send the calculation for approval to Mark Looney (Business Manager - HF, NA) and Ziad Haddad (Business Director - BL HF).

After the approval, the purchase manager will request the invoice to 3M and, once received it, it is forwarded to you.

Save the calculation and the invoice in the CH\_FIN drive and Gdrive folder [3M Rebate Payment](#).

### 3.2. *I Create the Miscellaneous Creditors Vendor Request*

#### 3.2.1. *I Create the Miscellaneous Creditors Vendor Request*

Go to transaction ZKF\_POST\_MC to request the payment.

Populate it as below:

Transaction = invoice

Company code= 3384

Document Date = invoice date (should be the first day after the quarter;

Posting Date = it can be the day it is being done;

Reference = Q# YYYY Rebate

Vendor = 9901022434 (it was created another vendor to be possible to do it through Misc. process - before that it was done with EPWF and vendor 2141142);

Currency = USD;

Terms of Payment = Y011 (60 days from invoice date - check the Due On date if it is before the due on date in the invoice)

Gross amount = invoice amount

Payment Method = 1 (ACH)

Part. Bank = USD1 - be sure that the account used is 777180811 (3M receives the rebate in this account and not in the regular account)

Text = Q#-YY Rebate Payment

After that, include below:

GL = 6098000000

PK = 40 (debit)

Gross amount = invoice amount

Tax Code = IO

Cost center = NT46700001

Assignment = REBATE

Text = Q#-YY Rebate Payment

Tax Jurisdiction = 3900330401

Include the invoice image and select the approver = Ziad Haddad - Business Director - BL HF

Miscellaneous Creditors: IC Integration

Company Code Submit

Invoice Image

Transaction	Invoice	Balance	0,00	OO
Company Code	3384 SOLVAY FLUORIDES	PD doc. type	MC Misc. Creditors FI invoices	
Document Date	01.04.2022	Terms of Payment	Y011 Days 1	Due on 31.05.2022
Posting Date	26.04.2022	Gross amount	380.619,00	
Reference	Q1 2022 REBATE	Business place		
Vendor	9901022434 3M COMPANY	Payment Method	1	Pmt meth. supplement
Currency	USD	Payment reference		Part. bank USD1
Approver	Ziad Haddad-Busine...	Pmnt block		SCB Ind.
<input type="button" value="Add a note"/>		Text	Q1-22 REBATE PAYMENT	

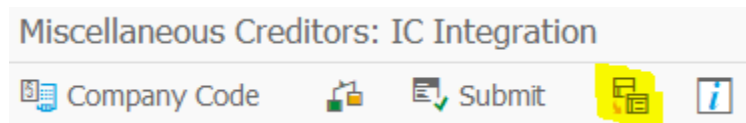
Exce...	ItmNo.	G/L Account	D	PK	Gross amount	Tax Code	Cost Center	Profit Center	Order	WBS.	TTY	BusA	Assignment	Text	HSN/SAC Code	Tax Jurisdiction
OO	1	6098000000	S	40	380.619,00	IO	NT46700001	CHNO				73H0	REBATE	Q2-22 REBATE PAYMENT		3900330401

Check everything one more time.

Take a screenshot of the request and submit it.

It will generate a number, write this number in the screenshot saved and save it in Gdrive folder for records.

If you lost this number, you can check that on "Copy from Template" button:



After the approval, it will be posted in SAP and sent to factoring.

### 3.2.1. I Advise the Responsible That the Payment Has Been Requested

Advise the Special Chem. Purchase Manager in North America (perri.catey@solvay.com) that the payment request has been done.

**End of document.**