

# EMEA - VENDORS Purchasing View

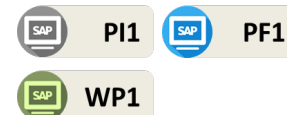
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## Scope



## ERP



## References

## Attachments

## Objective and Scope

This document describes the process the link creation between vendor and Company, Purchasing Organization, Plant, Partner and PI1 system.

This procedure specifies the role of Vendor Master Data and the systems involved (PF1\_020, WP1\_400 and PI1\_020).

## General Principals

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requesters</b>           | The requester is responsible for sending these requests to D&A Team mailbox <a href="mailto:ptp-data.analysis@solvaysbs.freshdesk.com">ptp-data.analysis@solvaysbs.freshdesk.com</a> or via Vendor Workflow Request.                                                                                                                                                                                                                                                                                                                         |
| <b>Data Operations Team</b> | <p>D&amp;A Team is responsible for receiving the request from the requesters and update vendors MD accordingly.</p> <p>Before proceed with the request, the person who do so must perform all the necessary checks in order to avoid duplicate vendors set up on the system.</p> <p>It is under Data Team responsibility to check whether all the required information to set up a vendor account was provided.</p> <p>Once the request is completely processed, Data Team has to inform the requester of the completion of the request.</p> |

## Company code view

The link between a vendor and a company code is performed without approval.

The transaction used is **XK01** or **FK01**.

**NOTE 1:** When extending a vendor at accounting level, we take as reference the values by the following order:

1. Requester
2. Reference company code, that should be added in the "Reference Company code"
3. Standard values

**NOTE 2:** In the PI1 system only the company code 0231 is maintained by the Data Team.

## Accounting Information Accounting

### Accounting Information

- **Reconciliation Account** (*mandatory*)

The reconciliation account in G/L accounting is the account which is updated parallel to the sub ledger account for normal postings (for example, invoice or payment). When not created a ticket must be passed to the RfR team (RfR Intercompany Group).

- By default for the **PF1\_020** system the account is:
  - 2300000000 - Trade payables (Z\*10, ZZPE)
  - 2486010000 - Other sundry liabilities-statement of expenses (ZZPE)
  - 2489101000 - Misc other cred CICC-power to effect payment (ZZCD)
- For the **WP1\_400** system:
  - 40100100 - AP-TP-TRADE-RECONCILIATION ACCOUNT (Z010 and Z011 vendors)
  - 42100300 - STAFF-DEBIT ADVANCE ON EXPENSES (Z012 vendors)
  - 42900300 - STAFF-CREDIT EXPENSES PAYABLE-REC. ACCOUNT (Z012 vendors)
- And for the **PI1\_020** system:
  - 2300000000 - Trade payables

#### • **Sort Key** (*mandatory*)

Indicates the layout rule for the Allocation field in the document line item.

- By default for the **PF1\_020** system the account is:
  - 009 - External doc.number (Z\*10, ZZCD)
  - 002 - Doc.no., fiscal year (ZZPE)
- For the **WP1\_400** system:
  - 001 - Posting date (Z010, Z011 and Z012)
- And for the **PI1\_020** system:
  - 009 - External doc.number

#### • **Head office**

This field contains the account number of the master record for the head office account.

You specify this account number only for branch accounts (examples: ZD15, ZA15). Items that you post using the branch account number are automatically posted to the head office account.

The link of a branch to a company code foresee the link of the same company to the headoffice vendor.

#### • **Cash mgmnt group**

In cash management, customers and vendors are allocated to planning groups by means of an entry made in the master record.

- By default for the **PF1\_020** and **WP1\_400** system the account is:
  - A1 - Domestic Domestic payments (A/P)
  - A2 - Foreign Foreign payments (A/P)
  - A5 - Personell costs (ZZPE)
  - A7 - Financial vendors (ZZCD)
- For the **PI1\_20** system:
  - BEVCICC - CICC vendor
  - BEVNAFTA - NAFTA vendor

#### • **Release Group**

The code release group classifies the vendor.

- By default for the **PF1\_020** system the account is:
  - Z003 - Miscellaneous creditor FI (ZZCD)
  - Z004 - Self invoicing
  - ZZZZ - Normal vendor

## Reference data

#### • **Personnel number**

The personnel number is the only feature within a client which is unique to an employee (PF1 and WP1). You have to enter a personnel number before you can display and maintain an employee's master data and time data.

## Payment Transactions Accounting

### Payment data

#### • **Payment Terms** (*mandatory for WP1\_400*)

Key for defining payment terms composed of cash discount percentages and payment periods. These field is specific linked to the Financial Accounting.

- The code must be provided by the request and if not must be equal to the information inside the Purchasing Organization.

#### • **Check double Invoice** (*mandatory*)

When incoming invoices are entered or when memos are entered in Financial Accounting (FI), the system checks whether an invoice or credit memo has already been entered for the same date.

## Automatic Payment Transactions

### • Payment Method (*mandatory*)

List of payment methods which may be used in automatic payment transactions with this customer/vendor if you do not specify a payment method in the item to be paid.

- For the **PF1\_020** system the account is:
  - 2 - Confirming (it is the bank that advances the money to the supplier and we pay the bank)
  - 3 - Foreign bank transfer
  - 5 - Direct debit
  - 6 - Sepa credit transfer
  - D - WIRE crossborder transfer
  - H - Domestic transfer

**NOTE:** For cc 3438, 3443, 5735, 5736 and 6330 in a domestic transfer the method H is selected + "individual payment" should be activated.

For cc 3438, 3443, 5735 and 6330 in a foreign transfer the method 'HD' is selected + "individual payment" should be activated and for cc 5736 the method is 'H6D' with the same flag in the field "individual payment".

- For the **WP1\_400** system:
  - P - Prélèvement (direct debit)
  - T - Bank transfers
  - V - Dom. Bank Trf.
  - Z - SEPA Credit transfer
- For the **PI1\_20** system:
  - 6= - Sepa credit transfer plus Foreign transfer BE

**NOTE 1:** A request to update a payment method to the option DIRECT DEBIT must be forward to the CICC online. It can be use the canned response "Direct Debit Process". If requested by Larissa Duval it can be updated.

Even if the vendor already has Direct debit for one company, if asked to another company, the procedure is the same.

From the DIRECT DEBIT to other payment method must be checked by the SC Payments team (to avoid duplicate payments).

**NOTE 2:** A request to update a payment method to the option CONFIRMING or from the CONFIRMING to other payment method must be confirmed by the buyer (person who negotiates the contract) and then checked by the SC Payments team (to avoid duplicate payments).

### • Payment Block

Block key that is used to block an open item or an account to payment transactions.

- \* - Skip account / Blocked for payment

### • House Bank (*mandatory for PF1\_020*)

The key for the house bank is used if the vendor is always to be paid by the same house bank.

- By default for the **PF1\_020** system the account is:
  - FACT - Factoring Transfer

### • Individual Payment

If this indicator is set, every vendor open item is paid separately during automatic payment transactions. This means that open items are not grouped together for payment.

## Correspondence Accounting

### Correspondence

- **Acct w/ vendor:** This field contains the company listed under the vendor.
- **Clerk Abbrev.:** Name of the Accounting Clerk, it is used whenever a [company](#) is not linked to PI1 (the payments are done in the local system).
- **Clrk's internet :** used to send payment advises:
  - PI1\_020: regular vendors;
  - WP1\_400: PAX vendors.

Is possible to add more than one email address, they should be separated by a blank space.

## Withholding Tax Accounting

### Tax Information

In some countries, an additional country is needed for calculating or reporting withholding tax (ex.: France and Italy)

## Manual update

- Before the link a check in the **SM30-ZZM\_EXIT\_VENDORS** (PF1\_020) or **SM30-ZWPUT106** (WP1\_400) must be performed to confirm if the information is available there. If not, please add the company to this table.

Normally the link to the company is automatically performed during a Purchase Order creation.

- To link the vendor to a company it needs to be filled in the vendor number and company code. It can be used a reference to copy all the data.

**Create Vendor: Initial Screen**

|               |           |
|---------------|-----------|
| Vendor        | 406192502 |
| Company Code  | 0270      |
| Account group |           |

|              |                          |
|--------------|--------------------------|
| Reference    |                          |
| Vendor       | 400001001                |
| Company code | 0270 SOLVAY CHIMICA (IT) |

- Then, fill the mandatory fields:

**Change Vendor: Accounting information Accounting**

Certificates Factoring Master Data

|              |           |                     |                       |
|--------------|-----------|---------------------|-----------------------|
| Vendor       | 406192502 | GUGLIELMI GABRIELLA | CASTELNUOVO DELLA ... |
| Company Code | 0270      | SOLVAY CHIMICA (IT) |                       |

|                        |            |                  |      |
|------------------------|------------|------------------|------|
| Accounting information |            |                  |      |
| Recon. account         | 2300000000 | Sort key         | 009  |
| Head office            |            | Subsidy indic.   |      |
| Authorization          |            | Cash mgmnt group | A1   |
|                        |            | Release group    | ZZZZ |
| Minority indic.        |            | Certificatn date |      |

**Change Vendor: Payment transactions Accounting**

Certificates Factoring Master Data

|              |           |                     |                       |
|--------------|-----------|---------------------|-----------------------|
| Vendor       | 406192502 | GUGLIELMI GABRIELLA | CASTELNUOVO DELLA ... |
| Company Code | 0270      | SOLVAY CHIMICA (IT) |                       |

|                  |  |                 |                                     |
|------------------|--|-----------------|-------------------------------------|
| Payment data     |  |                 |                                     |
| Payt Terms       |  | Tolerance group |                                     |
| Chk cashing time |  | Chk double inv. | <input checked="" type="checkbox"/> |

|                                |                          |               |                                           |
|--------------------------------|--------------------------|---------------|-------------------------------------------|
| Automatic payment transactions |                          |               |                                           |
| Payment methods                | 1                        | Payment block | <input type="checkbox"/> Free for payment |
| Alternat.payee                 |                          | House Bank    | FACT                                      |
| Individual pmnt                | <input type="checkbox"/> | Grouping key  |                                           |
| B/exch.limit                   |                          |               |                                           |
| Pmt adv. by EDI                | <input type="checkbox"/> |               |                                           |

**Change Vendor: Withholding tax Accounting**

Certificates

Vendor: 406192502 GUGLIELMI GABRIELLA CASTELNUOVO DELLA ...

Company Code: 0270 SOLVAY CHIMICA (IT)

WH Tax Country: [Yellow box]

| Wth.t.t... | W/tax c... | Liab                                | Rec.ty | W/tax ID | Exemption number | Exem... | Exmpt... | Exe |
|------------|------------|-------------------------------------|--------|----------|------------------|---------|----------|-----|
| 20         | 20         | <input checked="" type="checkbox"/> |        |          |                  |         |          |     |
|            |            | <input type="checkbox"/>            |        |          |                  |         |          |     |
|            |            | <input type="checkbox"/>            |        |          |                  |         |          |     |

**NOTE 1:** When received a request to flag the field Individual Payment first the request needs to be passed to the PtP SC Payments team. If confirmed there, it is added in the PI1 system or in the local system.

**NOTE 2:** When requested to block a vendor for payments the option "\*" must be used (PF1 and WP1). The number of the request should be added in **Extras\_Texts\_Accounting note** in order to be possible track when and who has requested the block:

Accounting Texts

Proposed language: EN English

| S | L. | Description                    | 1st line     |
|---|----|--------------------------------|--------------|
|   |    | Accounting note                | [Yellow box] |
|   |    | Information on withholding tax |              |
|   |    | Factoring - Manual exception   |              |

**To unblock:** The person responsible for the block should be informed about the request to unblock and should confirm if the block can be removed. If no info available in the Accounting Note, the site buyer must be contacted.

**NOTE 3:** The standard payment terms are **Y030**.

## Purchasing Organization view

### Purchasing data

The link between a vendor and a Purchasing Organization is performed with approval (list of [Panel Managers](#) can be found in the Purchasing Service Line portal).

The transaction used is **XK01** or **MK01**.

**NOTE:** The link should be performed using the tool Vendor Workflow Request. In the situations where the vendor is already linked to other P. Organizations we can perform the link manually but the Payment Terms must be equal to the ones on the other P. Organizations.

When extending a vendor at purchasing level, we take as reference the values by the following order:

1. Requester
2. Reference purchasing org., afterwards the requester must be informed about which purchasing org. has been used as reference and with which payment terms/currency.
3. No standard values defined

**EXCEPTION:** The link can be performed manually in the vendors marked with LOG (Logistic vendors). The Panel Manager approval is needed.

### Conditions

- **Order currency (mandatory):** Key for the currency on which an order placed with a vendor is based.
- **Terms of Payment (mandatory):** Key for defining payment terms composed of cash discount percentages and payment periods. The list can be found in the [Purchasing Service Line](#).
- **Incoterms (field 1 is mandatory):** Commonly-used trading terms that comply with the standards established by the International Chamber of Commerce (ICC).
- **Minimum order value:** Minimum value specified for purchase orders issued to the relevant vendor.

- **Pricing Date Control:** Determines which date is to be used for price determination (pricing) purposes.

## Sales data

- **Salesperson:** Responsible Salesperson at Vendor's Office.

## Control data

- **GR-Based Inv. Verif.:** Indicator specifying that provision has been made for goods-receipt-based invoice verification for a purchase order item or invoice item.
- **AutoEvalGRSetmt Del.** (Evaluated Receipt Settlement - ERS): Specifies that evaluated receipt settlement (ERS) or the automatic generation of invoices according to an invoicing plan is to be possible in relation to materials supplied or services performed (respectively) with regard to this vendor or this document item.  
**NOTE:** This option is not available in the tool Vendor Workflow Request. It is used to create a Self billing vendor and this type of action needs to be performed manually.
- **AutoEvalGRSetmt Ret.** (Automatic evaluated receipt settlement for return items): Indicates that automatic evaluated receipt settlement of return items is possible for this vendor or this document item.
- **Acknowledgment Reqd** (Order Acknowledgment Requirement): Determines whether the purchasing document ( purchase order, outline purchase agreement, etc.) is to be acknowledged by the vendor (ex.: ticket 3714303).
- **Automatic purchase order** (Automatic Generation of Purchase Order Allowed): Allows you to automatically generate purchase orders from purchase requisitions if the requisition has been assigned to a vendor (source of supply).
- **Doc. index active:** Subsequent settlement: Indicates that a document index is allowed for purchase orders issued to this vendor. The index is used for determining the relevant purchasing documents affected by changes to conditions offered by the vendor.
- **ModeofTrnsprt-Border** (Mode of Transport for Foreign Trade): Identifies the mode of transport (for example: road, rail, or sea) by which the goods cross a border during export or import.

## Default data material

- **Purchasing group:** Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.
- **Confirmation Control:** Determines which confirmation categories are expected for a PO item (e.g. order acknowledgment, shipping notification). The code is provided by the requested.  
Concerning ARIBA Project the codes are: Z017 or Z018.

## Manual update

All manual changes must be justified using the field Note (tab Text). Example: T 4695591 (Freshdesk ticket), VWF 470615 (Workflow Request) or WC 3228443 (Webcycle).

- To link it needs to be filled in the vendor number and the Purchasing Organization. It can be used a reference to copy all the data.

**Create Vendor: Initial Screen**

Vendor

406192502

GUGLIELMI GABRIELLA

PurchasingOrganization

II00

Acquisti Italia

Account group

Template

Vendor

402440260

PurchasingOrganization

II00

Standard Vendor

Selfbilling Vendor

**NOTE 1:** When received a request to update a standard vendor to Selfbilling the request needs to be transferred to the Contracts team.

**NOTE 2:** The standard payment terms are Y030.

**NOTE 3:** Requests concerning a red Stock Transport order error ("Supplier not correct in purch.org: check not ERS, GR/IV, pricing proc.") are solved by inserting a flag in the fields Automatic Purchase Order and Acknowledgment Required. And by insert the code ST in the field Schema Group, Vendor. To check if the error was solved it is used the transaction Z1T\_CHECK\_TRANSFER.

**NOTE 4:** When extending an ARIBA vendor to a new Purchasing Organization the CCK **Z017** must be added.

## Partner Functions

The link between a vendor and a Partner is performed without approval. The transaction used is **XX01** or **MK01**.

Partner function allows you to identify which functions a partner has to perform in any business process.

### Functions:

- **OA** Ordering Address - by default is equal to the VN code. It is used when the address of the Vendor is different from the one of the ordering.  
Created at general data and transported to the system needed. The account group of the OA should be ZxAD.  
The link and unlink of an OA must be reported to the materials team.
- **VN** Vendor - entity that sells (goods or services).  
Created at general and purchasing view
- **GS** Goods Supplier Address - the partner who sends the goods in case it is not equal with the vendor himself.  
Created at general data and purchasing view

- **IP** Invoice presented by - by default is equal to the VN code. It is the entity that will send the invoice.

Created at general data and company/accounting view.

- **F9** Vend. Inv. Recipient - this kind of vendors are used for Selfbilling purposes and are normally requested by Selfbilling Team or directly by the locals. An F9 vendor is an exact copy of the main vendor, but with a different email address.

**NOTE:** An ARIBA vendor may have a IP vendor not ARIBA. The opposite is also valid.

## Manual update

All manual changes must be justified using the field Note (tab Text). Example: T 4695591 (Freshdesk ticket), VWF 470615 (Workflow Request) or WC 3228443 (Webcycle).

- To update the partners of a vendor it needs to be filled in the vendor number and the Purchasing Organization.

**Change Vendor: Initial Screen**

Vendor: 1100039488 SUEZ RECYCLING & RECOVERY SPAIN S.L.  
Purchasing Organization: ETOR Compras TORRELAV. ES

**General data**

☐ Address  
☐ Control  
☐ Payment transactions  
☐ Contact Persons

**Purchasing organization data**

☐ Purchasing data  
☒ Partner functions

Then you are able to insert (1), update (2) and/or erase a partner (2):

**Change Vendor: Partner functions**

Vendor: 1100039488 SUEZ RECYCLING & RECOVERY SPAIN S.L. MADRID  
Purchasing Org.: ETOR Compras TORRELAV. ES

**Partner Functions**

| P.. | Name                 | Number     | Name                                 | D..                      |
|-----|----------------------|------------|--------------------------------------|--------------------------|
| OA  | Ordering Address     | 1100039488 | SUEZ RECYCLING & RECOVERY SPAIN S.L. | <input type="checkbox"/> |
| VN  | Vendor               | 1100039488 | SUEZ RECYCLING & RECOVERY SPAIN S.L. | <input type="checkbox"/> |
| IP  | Invoice presented by | 1100039488 | SUEZ RECYCLING & RECOVERY SPAIN S.L. | <input type="checkbox"/> |

**NOTE:** The VN partner cannot be changed.

## Plant view (only available for WP1 system)

The link between a vendor and a plant is performed without approval. It is performed when the information for the Plant is different from the one in the Purchasing Organization (Purchasing or Partner).

The transaction used is **XK02** or **MK02**.

## Manual update

All manual changes must be justified using the field Note (tab Text). Example: T 4695591 (Freshdesk ticket), VWF 470615 (Workflow Request) or WC 3228443 (Webcycle).

- To link a vendor with a Plant it needs to be filled in the vendor number and the Purchasing Organization.

**Change Vendor: Initial Screen**

Vendor: 102140695 LES VENTS DU CAMBRESIS

Purch. Organization: 3003 Energy Europe

**General data**

☐ Address

☐ Control

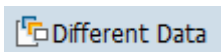
☐ Payment transactions

☐ Contact Persons

**Purchasing organization data**

☒ Purchasing data

☒ Partner functions



Then you click in the field **Different Data** and select the option Yes:

The system will request the Plant code and the alternative data (Purchasing or/and Partner):

**Change Vendor: Purchasing data**

Vendor: 102140695

Purchasing Org.: 3003 Energy Europe

**Conditions**

Order currency: EUR

Terms of payment: 1004

Incoterms: DDP

Minimum order value:

Schema Group, Vendor: ST

Pricing Date Control: No

Order optimized:

**Sales data**

Salesperson:

Telephone:

Acc. with vendor:

**Control data**

☐ GR-based Inv. Verif.

☐ AutoEvalGRScont. Del.

☐ AutoEvalGRScont. Rat.

☒ Acknowledgment Recd.

**Create different data**

Sub-range:

Vendor Sub-range:

VSR description:

| Plant | Name |
|-------|------|
| 0001  | S    |

**Alternative Data**

☒ Purchasing data

☒ Partner functions

For a different Payment Term you only need to select the option Purchasing data. For a different OA partner you only need to select the option Partner Functions.

Then you will have the option of inserting new conditions and/or new partners:

**Change Vendor: Dif. Purch. Data**

Partner functions   Next Detail

Vendor: 102140695 LES VENTS DU CAMBRESIS  
Purchasing Org.: 3003 Energy Europe  
Plant: 0087 8090 Livorno

Conditions

Order currency: EUR Euro  
Terms of paymnt: Y009  
Incoterms: DDP  
Minimum Order Value:  
Pricing Date Control: ☐ No Control  
Order optim.rest.: ☐

**Change Vendor: Partner functions**

Partner address   Delete line

Vendor: 102140695 LES VENTS DU CAMBRESIS   BLENDÉCQUES  
Purchasing Org.: 3003 Energy Europe  
Plant: 0087 8090 Livorno

Partner Functions

| P.. | Name             | Number    | Name            | D..                      |
|-----|------------------|-----------|-----------------|--------------------------|
| OA  | Ordering address | 103300513 | PAREDES CSE SAS | <input type="checkbox"/> |
|     |                  |           |                 | <input type="checkbox"/> |

## UnBlock/Block and UnMark/Mark for deletion

All manual changes must be justified using the field Note (tab Text). Example: T 4695591 (Freshdesk ticket), VWF 470615 (Workflow Request) or WC 3228443 (Webcycle).

- The block at company and/or Purchasing level and/or Plant can be performed using the transaction **XK05** :

## Block/Unblock Vendor: Initial Screen

Vendor 102140692 INFO PRO DIGITAL  
 Company Code ZFR9 BUTACHIMIE  
 Purch. Organization 3001

### Block/Unblock Vendor: Details

Vendor 102140692 INFO PRO DIGITAL ANTONY  
 Company Code ZFR9 BUTACHIMIE  
 Purchasing Org. 3001 General Exp Europe

#### Posting Block

☐ All company codes  
☒ Specified CoCd

#### Purchasing block

☐ All purchasing organizations  
☒ Selected Purchasing Organization

#### Block for quality reasons

Block function ☐

- The mark for deletion at company and/or Purchasing level and/or Plant can be performed using the transaction **XK06** :

## Flag for Deletion Vendor: Initial Screen

Vendor 102140692 INFO PRO DIGITAL  
 Company Code ZFR9 BUTACHIMIE  
 Purch. Organization 3001 General Exp Europe

### Flag for Deletion Vendor: Details

Vendor 102140692 INFO PRO DIGITAL ANTONY  
 Company Code ZFR9 BUTACHIMIE  
 Purchasing Org. 3001 General Exp Europe

#### Deletion flags

☐ All areas  
☒ Selected company code  
☒ Selected Purchasing Organization

#### Deletion blocks

☐ General data  
☐ Selected company code incl. general data

**NOTE 1:** When a vendor is marked for deletion for all the Purchasing Organizations it means it is no longer used. The process of block and mark for deletion at a general level must start.

**NOTE 2:** Reactivations for a specific Purchasing Organization must be performed by Vendor Workflow Request (with the exception of the requests sent by SRM team).

**NOTE 3:** Do not flag the field "Selected company code incl. general data" in the Deletion blocks data. The function of the indicator "Deletion blocks General data" is to avoid to physically deleting the record during the archiving.

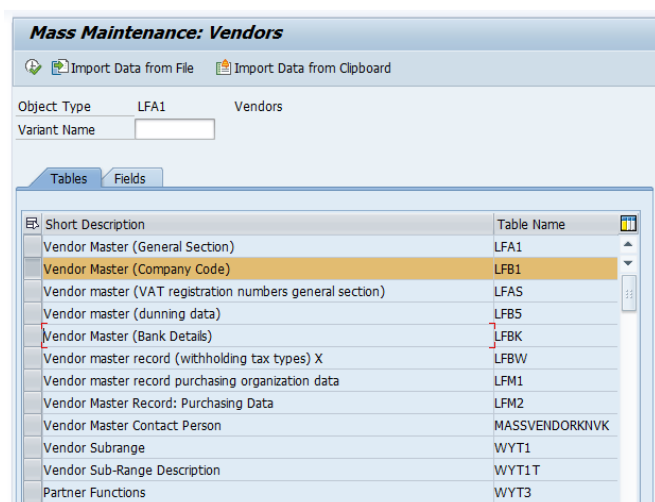
**NOTE 4:** At company level a vendor can be unblocked several times always with no need for approval.

- The unblock and unmark is performed using the same transaction XK05, XK06 or XK02 by removing the flags.

## Mass update

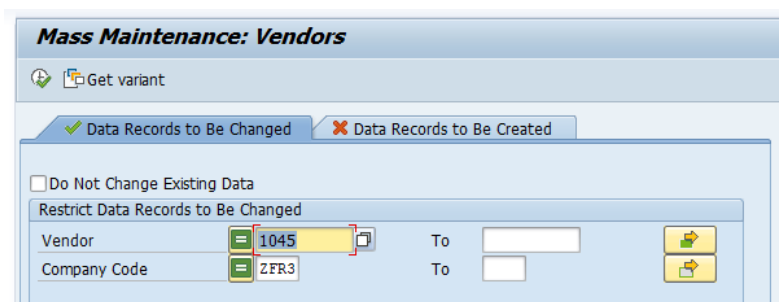
### XK99

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



| Short Description                                        | Table Name      |
|----------------------------------------------------------|-----------------|
| Vendor Master (General Section)                          | LFA1            |
| <b>Vendor Master (Company Code)</b>                      | <b>LFB1</b>     |
| Vendor master (VAT registration numbers general section) | LFAS            |
| Vendor master (dunning data)                             | LFB5            |
| Vendor Master (Bank Details)                             | LFBK            |
| Vendor master record (withholding tax types) X           | LFBW            |
| Vendor master record purchasing organization data        | LFM1            |
| Vendor Master Record: Purchasing Data                    | LFM2            |
| Vendor Master Contact Person                             | MASSVENDORKINVK |
| Vendor Subrange                                          | WYT1            |
| Vendor Sub-Range Description                             | WYT1T           |
| Partner Functions                                        | WYT3            |

Select the tab ("Data Records to Be Changed" or "Data Records to Be Created") according to your request and then insert the data and execute:



**Mass Maintenance: Vendors**

Get variant

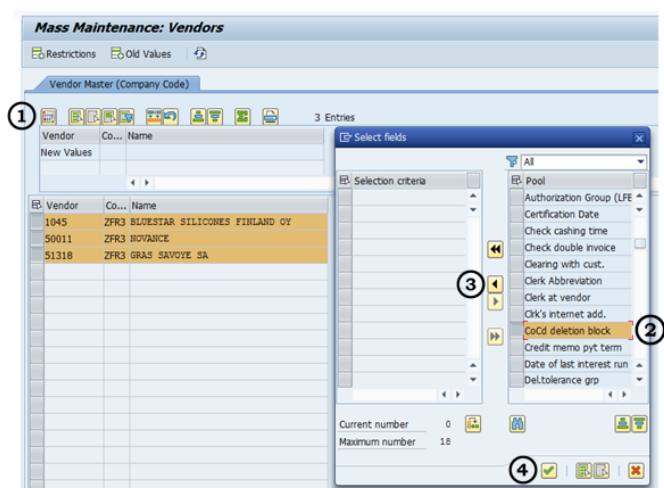
☒ Data Records to Be Changed ☐ Data Records to Be Created

☐ Do Not Change Existing Data

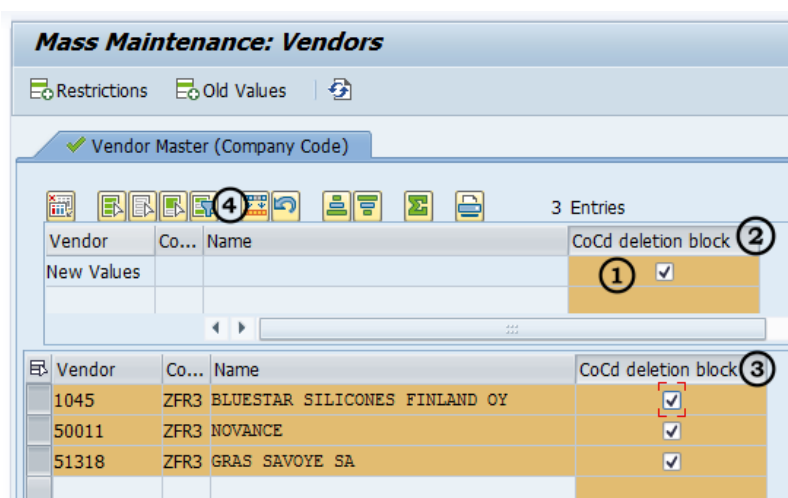
Restrict Data Records to Be Changed

|              |                                   |    |                      |
|--------------|-----------------------------------|----|----------------------|
| Vendor       | <input type="text" value="1045"/> | To | <input type="text"/> |
| Company Code | <input type="text" value="ZFR3"/> | To | <input type="text"/> |

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



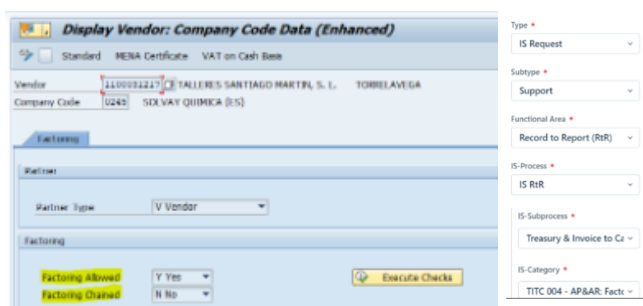
To change all the vendors you insert the data in the first table (1), click in the field Name on both tables (2 and 3) and then click in the button  (4):



Then click in the button SAVE .

## Useful information

- Factoring allowed: it is maintained by IS - Freshdesk Group **IS-RTR-TITC**:



- How to know if a company is not linked to PI1 (CICC):
  - [GAR site](#):

|     |                                            |                  |  |
|-----|--------------------------------------------|------------------|--|
| NEW | 00012 = Solvay Holding Nederland BV, Weesp |                  |  |
| >   | 0                                          | EUR              |  |
|     | Accounting ERP                             | SAP company code |  |
|     | ERP Solvay PF1                             | 0012             |  |
|     | PRS company code                           | GAMS Adhesion    |  |
|     | 0012                                       | N/A              |  |

- Partner codes by language (FR, EN, DE):
  - CD Adresse commande – OA (Ordering address) - BA Bestelladresse;

- FR Fournisseur – VN (Vendor) - LF Lieferant
- SC Auteur de la facture – PI (Invoice presented by) - RS Rechnungssteller
- FM Fourn. Marchandises – GS (Goods supplier) - WL Warenlieferant

- Transactions:
  - **SE16**
    - **EKPA** – Purchase Orders by Partners
    - **LFB1** – Vendors by Company
    - **LFBW** – Vendors by Withholding tax
    - **LFM1** – Vendors by Purchasing
    - **LFM2** – Vendors by Plant
    - **LFZA** – Vendors by Permitted Payee
    - **T001** – see companies info
    - **T001W** – see plants info
    - **WYT3** – Partners
  - **SQ00**
    - **Group ZW\_UP / Query ZFI\_TEEMPLOYEE (PF1 & WP1)** - tables LFA1, LFB1 and ADR6
  - **ZMM\_VND\_MASTER\_DATA** allows you to extract simultaneously at Company and Purchasing Level.

- [VWF Responsibilities](#)

## Attachments

- Company link board

| Field                  | Standard Vendors                     |                                                                                                                                                                  | Miscellaneous Vendors                |          |
|------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------|
|                        | PF1                                  | WP1                                                                                                                                                              | PF1                                  | WP1      |
| Reconciliation Account | 2300000000                           | 40100100                                                                                                                                                         | 2489101000                           | 40100100 |
| Sort Key               | 009                                  | 001                                                                                                                                                              | 009                                  | 001      |
| Cash management group  | A1 (Domestic) or A2 (Foreign)        | -                                                                                                                                                                | A7 (Domestic) or A2 (Foreign)        | -        |
| Release group          | ZZZZ                                 | -                                                                                                                                                                | Z003                                 | -        |
| Payment Terms          | -                                    | Y009                                                                                                                                                             | -                                    | Y009     |
| Check Double Invoices  | yes                                  | yes                                                                                                                                                              | yes                                  | yes      |
| Payment Method         | 1 (same) or<br>3 (different country) | V (domestic transfer outside SEPA - 6068, 7781 and 7531)<br>Z (SEPA payment method, domestic or European payment in EUR)<br>T (International non - SEPA payment) | 1 (same) or<br>3 (different country) | Z        |
| House Bank             | FACT                                 | -                                                                                                                                                                | FACT                                 | -        |
| Withholding Tax        | -                                    | FR - FR; D2; HO; Liable<br>IT - IT; I3; 40; Liable                                                                                                               | -                                    | -        |

- Ordering Address flow:

<https://drive.google.com/drive/folders/1vRRtZcnwGLr79XhABW-yVcAnOWeArmaZ>

- PAX companies:

| PRS code | RCS code     | Name                 | Information                        |
|----------|--------------|----------------------|------------------------------------|
| 0560     | 05609 (ZFR9) | BUTACHIMIE           | Legal entities transferred to BASF |
| 6322     | 63220        | SOLVAY INDUSTRIAL    |                                    |
| 6343     | 63430        | TECHPOLYMERS IND COM |                                    |
| 6347     | 63470        | PERF POLYAMIDES DE   |                                    |
| 6358     | 63580        | PERF POLYAMIDES FR   |                                    |
| 6857     | 68574        | SLV (SH) ENG PLASTIC |                                    |
| 7154     | 71542        | BASF POL & SPEC IN   |                                    |
| 7525     | 75255        | BASF PERF POLYAM KR  |                                    |
| 6349     | 63490        | PERF POLYAMIDE IT    |                                    |
| 6350     | 63170        | POLYTECHNYL          |                                    |
|          |              |                      |                                    |

|             |       |                     |                                              |
|-------------|-------|---------------------|----------------------------------------------|
| <b>6361</b> | 63610 | POLYTECHNYL GERMANY | Legal entities transferred to DOMO CHEMICALS |
| <b>7416</b> | 74161 | DOMO POL SOL SP     |                                              |
| <b>7531</b> | 75311 | DOMO ENG PLAST PL   |                                              |
| <b>6357</b> | 63570 | ALSACHIMIE          | 51% BASF and 49 % DOMO                       |