

# US - 7180 Marubeni Commissions administration

## 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:

Responsibility area:

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## Scope

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? Unknown Attachment

## ERP

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 **WP1**

## Frequency

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 **Month**

? Unknown Attachment

? Unknown Attachment

## References

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**SQ00**

**ZWFA02E**

[http://wp4sapr3.ibm.be.solvay.com:8105/sap/bc/webdynpro/sap/zwfa\\_wd\\_incoming\\_inv#](http://wp4sapr3.ibm.be.solvay.com:8105/sap/bc/webdynpro/sap/zwfa_wd_incoming_inv#)

## Forms

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## Attachments

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to provide instructions for the following activities:

- calculation of monthly commissions payment
- processing of the monthly payment to the distributor *Marubeni Aerospace Corporation*
- calculation of the monthly estimate accrual that is booked in Co. 7180 GL accounts

## 1.2. Scope

This process is applicable for GBU Composite Materials companies where Marubeni Aerospace Corporation is representing Cytec Engineered Materials products capable of being sold and exported to Japan. These companies are Co. 7180, Co. 7771 and Co. 7776.

## 2. Definitions

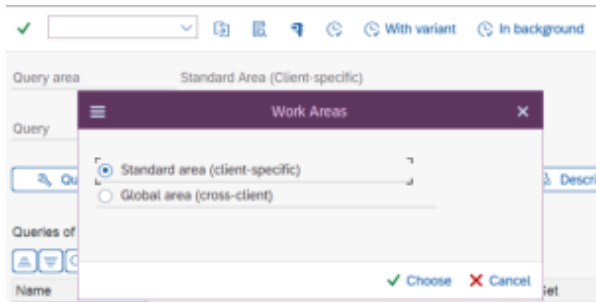
## 3. Tasks description

Monthly sales are closed for Co. 7180, Co. 7771, Co.7772 and Co. 7776 -> pull monthly sales data from WP1 -> prepare the monthly commissions calculation -> calculation approved by CAM and AP Regional Sales Director (Aerospace Sales APAC) -> calculation files shared with distributor -> payment request submitted in WP1 -> payment request approved by Global Controller (CM Finance) -> payment executed by AP Team

### 3.1. **Calculation of monthly commissions**

#### 3.1.1. *Generate report in SAP*

Open WP1 and run Run SQ00 (Environment - Work area: STANDART AREA (client-specific))



Report, query *INVOICE\_COMM* Execute *WITH VARIANT*

Variant: *MARUBENI*

Variant includes following information:


Sales organization: *GB401 / GV41 / US32 / US34 / US37 / CN29 / CN37 / CN41 / DE13*






Billing date: *Previous period*

Layout */MARUBENI* includes following information:

Filter for customer name (*MARUBENI*)

Filter for Billing type: *applicable billing types - F2 / ZL2 / L2 / G2 / ZRE*











Query area

Query

Queries of user group COSTING : Gpe Utilisateurs Costing

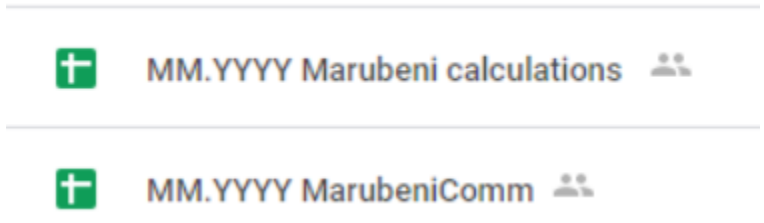
Name	Title
INVOICES2	Customer Invoice List
INVOICE_COMM	INVOICE_COM

Download generated report: List Export Spreadsheet Excel

## 3.2. Create calculation file

### 3.2.1. Calculation file for the new month

All files related to the Marubeni commissions are stored in [this](#) folder. Make a copy of these 2 files for every new month. These files are used for the monthly calculation:



Create new file for the month rename the MM.YYYY Marubeni calculations file accordingly and open it in [this](#) folder.

Copy data in the tab Raw data SQ00. Make sure to not copy over the formulas in columns A and I and double check if the formulas are working properly.

Copy-paste columns A-I in the tab Calculation.

As per the instruction in tab *Corr details* exclude all the items that are not applicable for the calculation of commissions. New section "Excluded" needs to be created and all non-applicable items need to be moved there:

	A	B	C	D	E	F	G	H	I	M
1	Yellow Fields are there fresh data from the Marubeni Datafeed Cognos Report									
2	Location Nm	Sales doc.	Bill.doc.	PO Number	Item	Customer Nm	Material number	USD Sales Amount	Product Family	ommissi
54										
55										
56	Excluded									
57	Orange	2907666	300002846	80061739/123976400	12	MARUBENI AEROSPACE CORPORATION	DRY ICE	-	PRESTATIONS	misc invoices
58	Orange	2908358	300002848	80531758/00014664-01	11	MARUBENI AEROSPACE CORPORATION	DRY ICE	-	PRESTATIONS	misc invoices
59	Orange	2908358	300002849	80531758/00014664-01	21	MARUBENI AEROSPACE CORPORATION	DRY ICE	-	PRESTATIONS	misc invoices

Update formulas in columns K - O and make sure those are working properly. See the applicable % rates in the tab Marubeni PL Commissions. Hide columns J and K in the tab Calculation.

Open the file MM.YYYY MarubeniComm Summary and create a new tab for the appropriate month and copy-paste the final data to this tab from the file MM.YYYY Marubeni calculations. Make sure that the formula in column L works properly.

Prestations and Packaging - same rate as for initial good (Aero Adhesivs = 0.65)

Once you have the final figures, open the [template of wire letter](#).

Update the fields highlighted in yellow accordingly:



December 16, 2020

**Subject: WIRE Transfer**

**Payment for: Marubeni Aerospace Corporation**  
Tokyo Takarazuka Building 10F  
1-1-3, YURAKUCHO, CHIYODA-KU  
Tokyo 100-0006, Japan

**Bank Information: SUMITOMO TRUST & BANKING CO. LTD**  
TOKYO HEAD OFFICE  
4-1 MARUNOUCHI 1-CHOME, CHIYODA-KU  
TOKYO 103-8440, JAPAN  
TEL NO: +81-3-3286-8515

Account Number: 3157594

**Reference: Nov'20 - Sales Commissions**

**Amount: \$ 36,766.76**

**WIRE INITIATION DATE: December 23, 2020**

**Approved By: Letitia Lemay** Email Approval

**Approved By: Nick Matheou** Email Approval

Once these files are ready, share them accordingly:

1. Send the wire letter and the file *MM.YYYY MarubeniComm Summary* to the distributor. Contacts: [Ando-M@asp.marubeni.co.jp](mailto:Ando-M@asp.marubeni.co.jp) Sasaki Akira-ASP <[SASAKI-A@asp.marubeni.co.jp](mailto:SASAKI-A@asp.marubeni.co.jp)>
2. Send all 3 files to AP Regional Sales Director (Aerospace Sales APAC) Nick Matheou <[nick.matheou@solway.com](mailto:nick.matheou@solway.com)>
3. Send all 3 files for the review and approval to CAM Letitia Lemay at <[letitia.lemay@cdm.solway.com](mailto:letitia.lemay@cdm.solway.com)> and Diann Shiver <[diann.shiver@solway.com](mailto:diann.shiver@solway.com)>

### 3.3. Processing of the monthly payment

#### 3.3.1. ZWFA02E

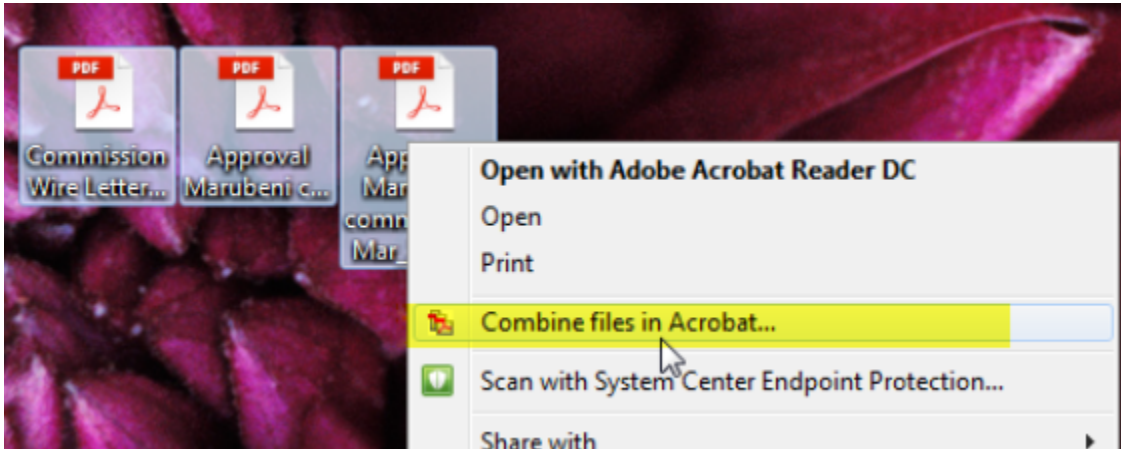
Once approvals from AP Regional Sales Director and CAM have been received, the monthly payment needs to be submitted. Open Tcode **ZWFA02E** in WP1 and fill out all the necessary fields as per the print screen below:

Vendor: 9901020580

G/L: 40100330

Profit Center: 7180-I1253

Add the attachment - 3 files combined into one PDF document (2 Approval Marubeni commissions emails + Commission Wire Letters). To combine the files you need to have on your computer program **Adobe Acrobat XI Standard**. Mark the files -> right click -> Combine files in Acrobat



Once payment is submitted, contact **Roberto Matos** and ask him to approve the payment.

**!!! When saving attachment - avoid dots in filename - this will cause inappropriate attachment format in the payment tool (save file with name MMYYYY.pfd)**

To check the payment status, open vendor invoice tracking tool:

[http://wp4sap3.ibm.be.solway.com:8105/sap/bc/webdynpro/sap/zwfa\\_wd\\_incoming\\_inv#](http://wp4sap3.ibm.be.solway.com:8105/sap/bc/webdynpro/sap/zwfa_wd_incoming_inv#)

### 3.4. Calculation of the monthly estimate accrual

On WD-5 prepare the calculation of monthly estimate commissions accrual. Open [this file](#), update figures and formulas accordingly, review the actual BS balance (see G/L 40100330) and consult CAM Diann Shiver in order to agree on the necessary accrual. It needs to be booked by the end of WD-1. [Here](#) is the posting file's template.

...

**End of document.**