MX - 5726 - Manual Commissions

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

WW

? Unknown Attachment

ERP

PF1 WP1

Frequency

Month

References

Forms

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this procedure is to show how to create the manual commissions invoice that are paid by 7523 Rhodia Brasil for the company 5726 Solvay Mexicana.

1.2. Scope

- 5726 - Solvay Mexicana S. de R.L. de C.V., Monterrey
- 7523 - Rhodia Brasil S.A

2. Definitions

See Finance Glossary:

- WP1
- PF1
- ERP

3. Tasks description

I request monthly in D-5 , the creation of the Invoices of manual commissions in the company 5726 that are paid by 7523.

3.1. I check the file of the payment of commissions of the company 7523

In first step, the monthly report of commission payments is updated until the 23rd of the current month, you can access by link:

https://docs.google.com/spreadsheets/d/1nEukdX69V_W8LVXnOJzFmhbyeY_TlxJ5MphiyXG-Mqg/edit#gid=1058977154

I filter all data from the competency month that was paid by 7523 for Solvay Mexicana 5726 Vendor 3931217 in the file:

Empresa	Referência	Conta	Nome	Nº documento	Atribuição	Mont. moeda doc.	Moeda	Doc Compensaçã
7523	SOL1907E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050067	SOL1907E21	-1744,1	USD	2000009797
7523	SOL1906E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050219	SOL1906E21	-1701,86	USD	2000009797
7523	SOL1900E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050240	SOL1900E21	-6027,39	USD	2000009797
7523	SOL1039E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050247	SOL1039E21	-2015,45	USD	2000009797
7523	SOL1908E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050273	SOL1908E21	-1749,88	USD	2000009797
7523	BSL0343E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050277	BSL0343E21	-2409,02	USD	2000009797
7523	SOL1094E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050289	SOL1094E21	-2143,84	USD	2000009797
7523	SOL1904E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800000781	SOL1904E21	-1668,63	USD	2000009797
7523	SOL1905E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800000783	SOL1905E21	-1668,63	USD	2000009797
7523	SOL1783E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800000785	SOL1783E21	-6027,4	USD	2000009797
7523	SOL2003E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800000814	SOL2003E21	-2167	USD	2000009797
					TOTAL	**-29.323,20**		

3.1.1. I confirm the commission values

I Confirm that the amount of commissions paid by company 7523 is the same as the file available.

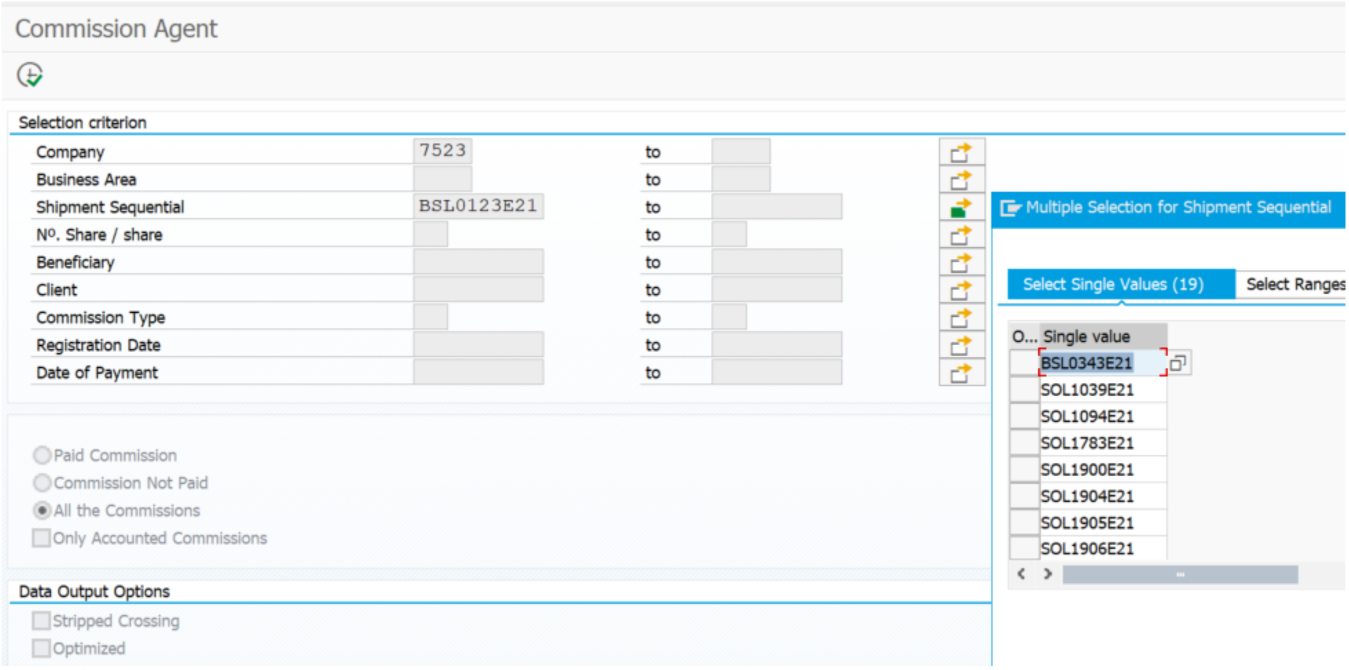
I Connect in WP1 and go to the transaction **/N/PWS/ZYCBR027**

Selection criterion

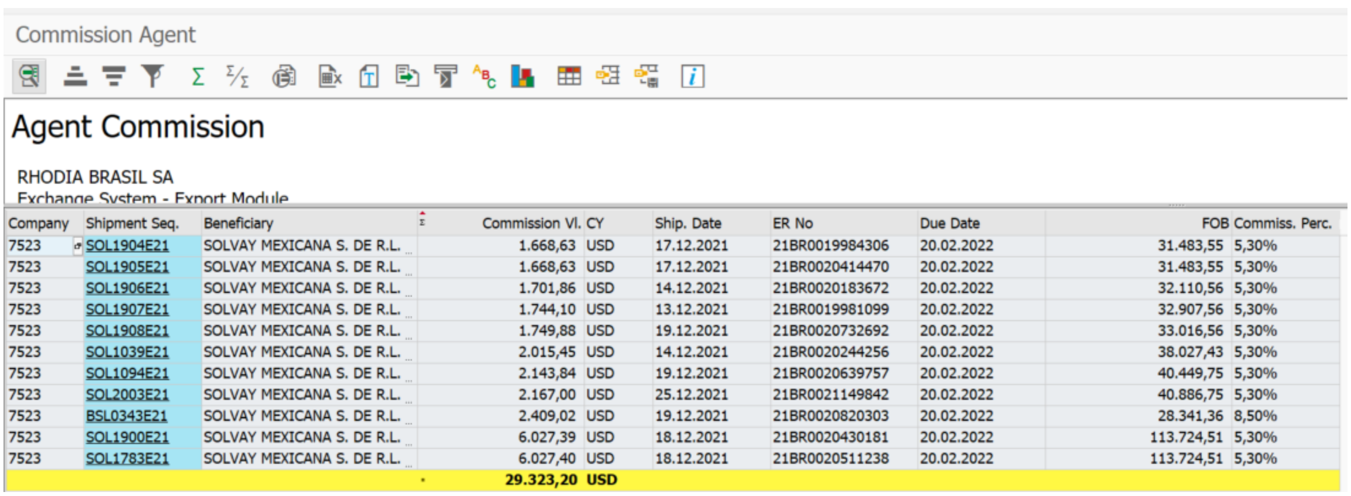
Company code: **7523**

Shipment Sequential: All shipments posted in the Reference column of the Commissions payment file

Flag: All the commissions



I confirm that the amount of the commission payment is the same as the payment file.



Company	Shipment Seq.	Beneficiary	Commission Vl.	CY	Ship. Date	ER No	Due Date	FOB	Commiss. Perc.
7523	SOL1904E21	SOLVAY MEXICANA S. DE R.L.	1.668,63	USD	17.12.2021	21BR0019984306	20.02.2022	31.483,55	5,30%
7523	SOL1905E21	SOLVAY MEXICANA S. DE R.L.	1.668,63	USD	17.12.2021	21BR0020414470	20.02.2022	31.483,55	5,30%
7523	SOL1906E21	SOLVAY MEXICANA S. DE R.L.	1.701,86	USD	14.12.2021	21BR0020183672	20.02.2022	32.110,56	5,30%
7523	SOL1907E21	SOLVAY MEXICANA S. DE R.L.	1.744,10	USD	13.12.2021	21BR0019981099	20.02.2022	32.907,56	5,30%
7523	SOL1908E21	SOLVAY MEXICANA S. DE R.L.	1.749,88	USD	19.12.2021	21BR0020732692	20.02.2022	33.016,56	5,30%
7523	SOL1039E21	SOLVAY MEXICANA S. DE R.L.	2.015,45	USD	14.12.2021	21BR0020244256	20.02.2022	38.027,43	5,30%
7523	SOL1094E21	SOLVAY MEXICANA S. DE R.L.	2.143,84	USD	19.12.2021	21BR0020639757	20.02.2022	40.449,75	5,30%
7523	SOL2003E21	SOLVAY MEXICANA S. DE R.L.	2.167,00	USD	25.12.2021	21BR0021149842	20.02.2022	40.886,75	5,30%
7523	BSL0343E21	SOLVAY MEXICANA S. DE R.L.	2.409,02	USD	19.12.2021	21BR0020820303	20.02.2022	28.341,36	8,50%
7523	SOL1900E21	SOLVAY MEXICANA S. DE R.L.	6.027,39	USD	18.12.2021	21BR0020430181	20.02.2022	113.724,51	5,30%
7523	SOL1783E21	SOLVAY MEXICANA S. DE R.L.	6.027,40	USD	18.12.2021	21BR0020511238	20.02.2022	113.724,51	5,30%
			29.323,20	USD					

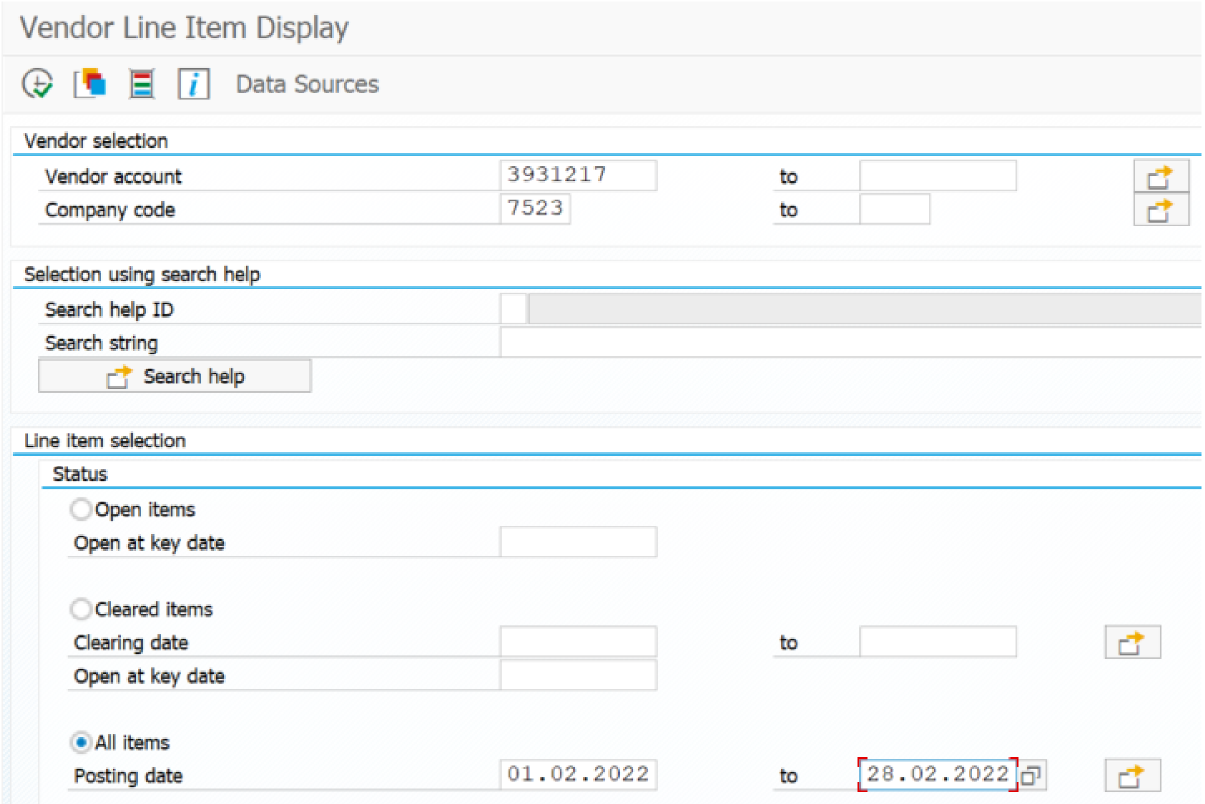
3.1.2. I confirm the payment document of the company 7523

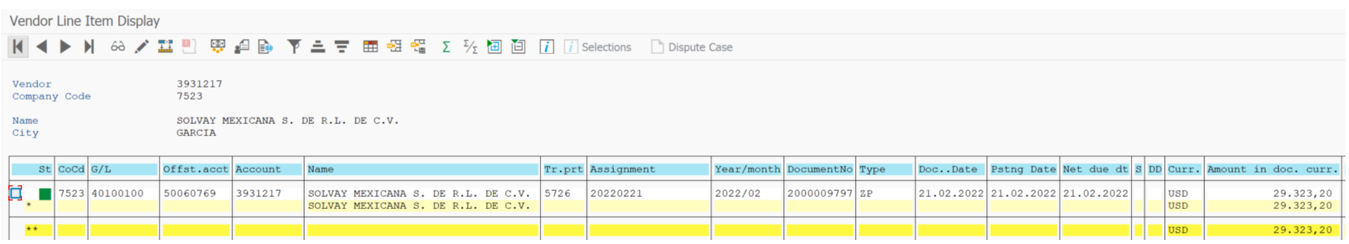
Go to the transaction FBL1N to confirm the value of payment document

Vendor account: 3931217

Company code:7523

All items: First until the last calendar month day





If you have any differences contact the Account Payable team, Andressa.Silva@solvay.com is in charge of the process

4. I fill in the information analyze in the support file

For audit control and support purposes, all analyzed data is included in the link

5. I request the creation of Invoice for company code 5726

I fill in the template for creating invoices

The template is available on Shared Drive Link

Go to the Tab Services invoicing request:

Cost element: 7441100052

Sender Cost Center: Consider the cost center according to GBU.

Novecare: 4M18102000

Coatis: 4M18500001

Silica: 4M18500002

Receiver WBS: A WBS should be used per shipment, so after the dash (-) start with the digit 1, the next 2 and so on, according to the respective GBU.

Novecare: I05726CSPT75233-*

Coatis: I05726CTPT75233-*

Silica: I05726SIPT75233-*

To confirm which GBU the shipment belongs to, you can refer to the first 3 letters of shipment that correspond to GBU Acronym:

Acronym	**GBU**
BSL	SILICAS
ECO	COATIS/FIBRAS
ETA	NOVECARE
FBA	COATIS/SOLVENTS
FIB	COATIS/FIBRAS
FIN	COATIS/FIBRAS
FTX	COATIS/FIBRAS
IOB	COATIS/BISFENOL
IOD	COATIS/FENOL
IOF	COATIS/FENOL
PIN	COATIS/PI
SOL	COATIS/SOLVENTS
SSP	SPECIAL POLYMERS
TSB	TECH SOLUTIONS
TEC	TECH POLYMERS

Currency: USD

Amount: Mont. moeda doc

(The value of Mont. Moeda Doc can be checked in the support file in the "3.1 step")

Empresa	Referência	Conta	Nome	Nº documento	Atribuição	Mont. moeda doc.	Moeda	Doc Compensação
7523	SOL1907E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050067	SOL1907E21	-1744,1	USD	2000009797
7523	SOL1906E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050219	SOL1906E21	-1701,86	USD	2000009797
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7523	SOL1039E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050247	SOL1039E21	-2015,45	USD	2000009797
7523	SOL1908E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800050273	SOL1908E21	-1749,88	USD	2000009797
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7523	SOL1783E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800000785	SOL1783E21	-6027,4	USD	2000009797
7523	SOL2003E21	3931217	SOLVAY MEXICANA S. DE R.L. DE C.V.	800000814	SOL2003E21	-2167	USD	2000009797
					TOTAL	-29.323,20		

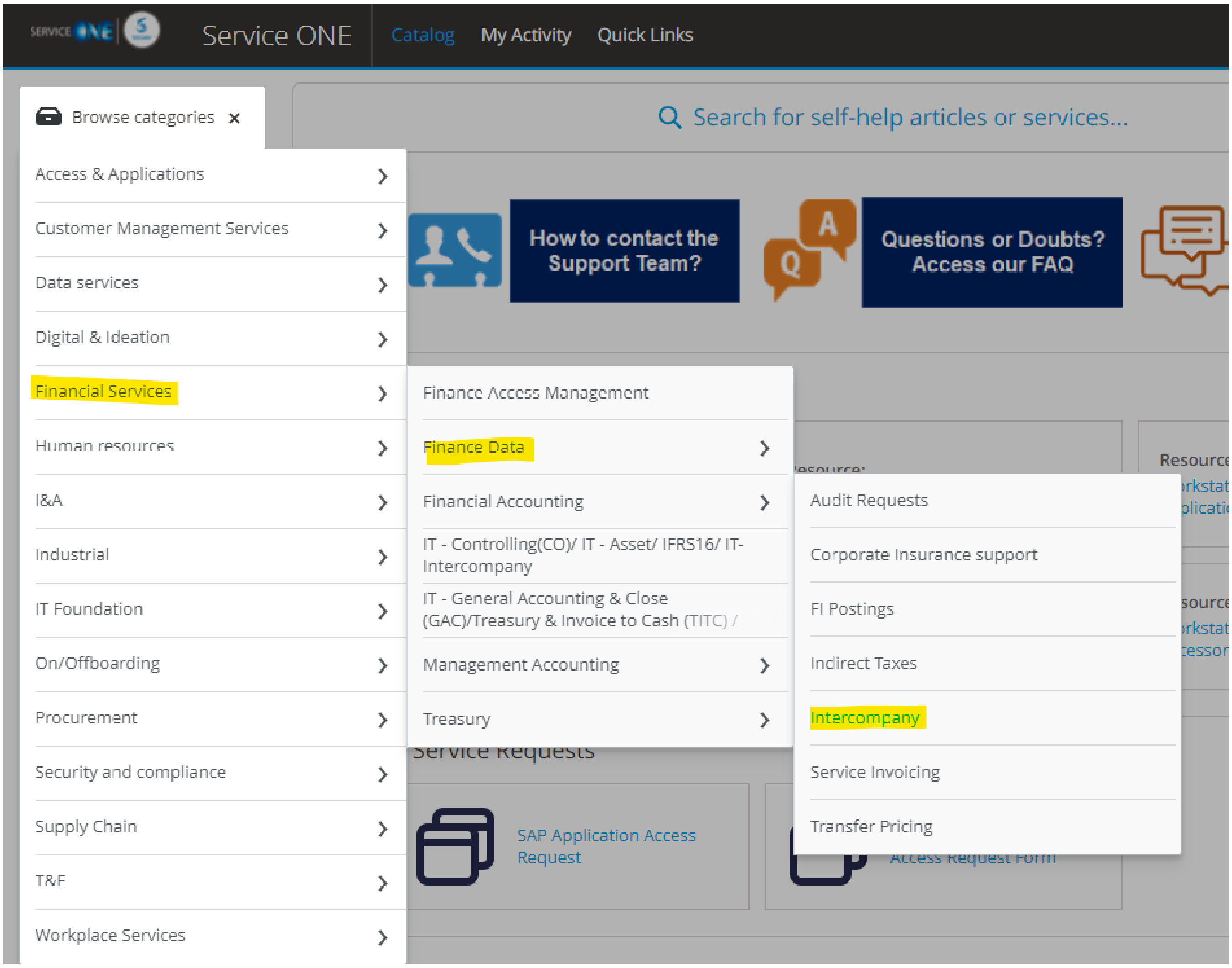
Text on invoice: Include the boarding number

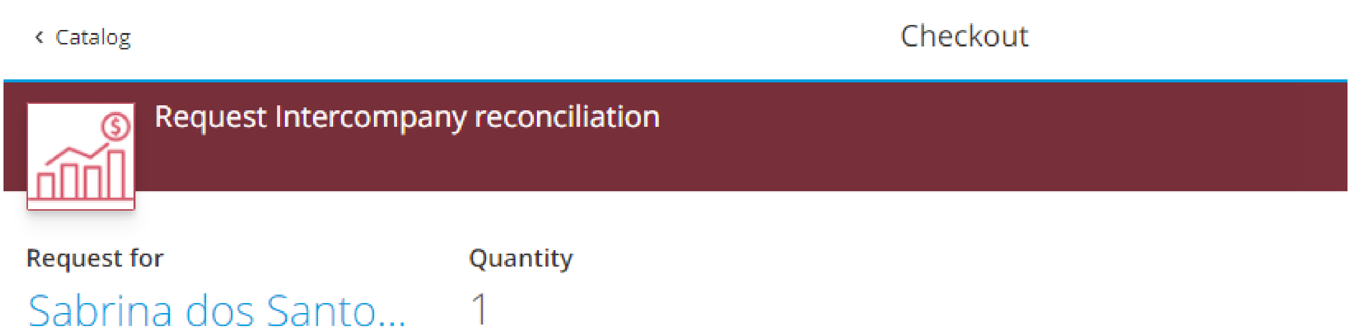
<u>**Posting Details SD Invoice PF1**</u>

										Lump sum invoice		
Cost element	Sender Cost Center	Sender WBS	Receiver Cost center	Receiver Order	Receiver WBS	Currency	Amount	Text on invoice	Activity type	Material Code	Quantity	Unit
7441100052	4M18500002				I05726SIPT75233-1	USD	2.409,02	BSL0343E21				
7441100052	4M18500001				I05726CTPT75233-1	USD	2015,45	SOL1039E21				
7441100052	4M18500001				I05726CTPT75233-2	USD	2143,84	SOL1094E21				
7441100052	4M18500001				I05726CTPT75233-3	USD	6027,4	SOL1783E21				
7441100052	4M18500001				I05726CTPT75233-4	USD	6027,39	SOL1900E21				
7441100052	4M18500001				I05726CTPT75233-5	USD	1668,63	SOL1904E21				
7441100052	4M18500001				I05726CTPT75233-6	USD	1668,63	SOL1905E21				
7441100052	4M18500001				I05726CTPT75233-7	USD	1701,86	SOL1906E21				
7441100052	4M18500001				I05726CTPT75233-8	USD	1744,1	SOL1907E21				
7441100052	4M18500001				I05726CTPT75233-9	USD	1749,88	SOL1908E21				
7441100052	4M18500001				I05726CTPT75233-10	USD	2167	SOL2003E21				

6. I send the request on Service One...

Send the Request to the Intercompany team through Service One:





Example of Request **ID 187994**

End of document.