PT SCo - Communication of Inventory

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 Syensqo-Finance approval workflow

Domain: Country Accounting	**Responsibility area:** N/A

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- Tasks to be completed when documenting an operation (from creation to publication)
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- Objective and Scope
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    - 1.2. Scope

- 2. Reference Documents
- 3. Responsibility
- 4. Communication of Inventory Report
    - 4.1 Communication of Inventory Report through Text File
    - 4.2. I extract data from SAP system
    - 4.3. I combine the extracted data and complete the report
    - 4.4. I perform a consistency check and submit the file to Tax Authorities

Scope

ERP

PF2

WP2

Frequency

References

MB5B; SE16N

Forms

PT SCo - Inventory_check

Attachments

Tax Authorities website

blocked URL

Previous OP << PT SCo - Communication of Inventory >> *Next OP*

Objective and Scope

1.1. Objective of this Operation

This Operating Procedure explains the activities that need to be executed to extract the relevant data from SAP system and elaborate the Communication of Inventory Report.

This report needs to be delivered to the Tax Authorities until the last day of January of the year Y+1 (reference year of Inventory report: year Y). For example, for the Inventory Report of 2021, it should be reported the stock quantities of each material at 31.12.2021, and the file needs to be submitted until January 31st of 2022.

With Portaria n.º 126/2019 of 02/05/2019, it's necessary to have a new field in the report. It's the value of the materials.

1.2. Scope

This report is applicable to the Portuguese companies with stocks and a turnover value over 100K € on the previous year of the communication.

All materials out of stock (stock quantity at the reporting date equals to zero) should not be reported.

Companies with no stocks

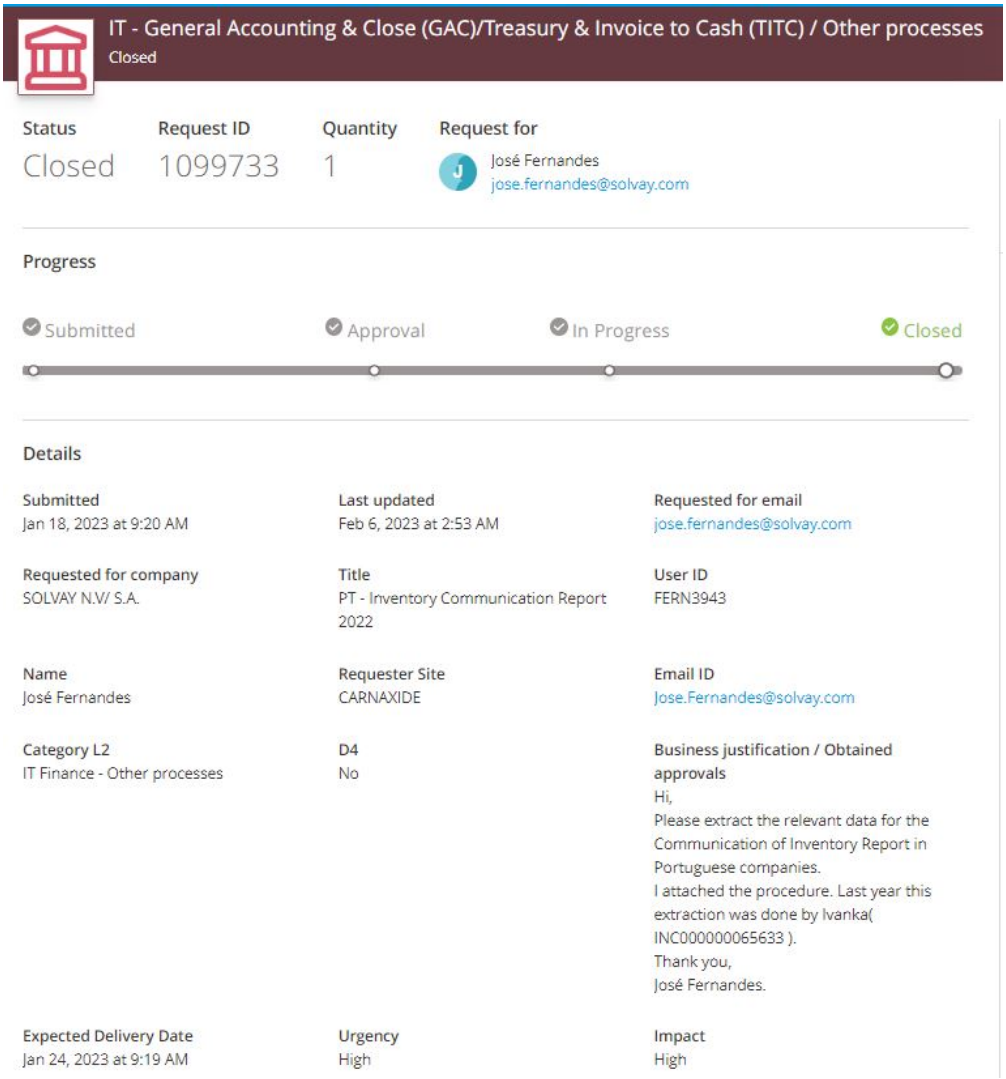
Even the companies with no stocks, as it is the case for company 6424, **we still have to declare** inside Tax Authority website, but flagging option "Não possuo existências" (further explained in step 4.4), meaning that all other steps from the procedure are not applicable to companies with no production.

2. Reference Documents

The legal requirement was published by the Tax Authorities at November 24th of 2014 and and the recent update is in Portaria n.º 126/2019 of 02/05 /2019.

3. Responsibility

- **Accounting Platform** creates a ticket to IS with the request to extract the relevant data for the Communication of Inventory Report, by mentioning ticket ID from last year, for reference:



IT - General Accounting & Close (GAC)/Treasury & Invoice to Cash (TITC) / Other processes
Closed

Status	Request ID	Quantity	Request for
Closed	1099733	1	José Fernandes jose.fernandes@solvay.com

Progress

Submitted — Approval — In Progress — Closed

Details

Submitted Jan 18, 2023 at 9:20 AM	Last updated Feb 6, 2023 at 2:53 AM	Requested for email jose.fernandes@solvay.com
Requested for company SOLVAY N.V/ S.A.	Title PT - Inventory Communication Report 2022	User ID FERN3943
Name José Fernandes	Requester Site CARNAXIDE	Email ID Jose.Fernandes@solvay.com
Category L2 IT Finance - Other processes	D4 No	Business justification / Obtained approvals Hi, Please extract the relevant data for the Communication of Inventory Report in Portuguese companies. I attached the procedure. Last year this extraction was done by Ivanka(INC000000065633). Thank you, José Fernandes.
Expected Delivery Date Jan 24, 2023 at 9:19 AM	Urgency High	Impact High

- **IS Finance** extracts the data from SAP System and combines the info into one single excel file (steps 4.1, 4.2 and 4.3 from this procedure are managed by IS)
- **IS Finance** sends the file to the key-user that requested the report
- **Accounting Platform key-user** checks the data and submits the file at the Fiscal Authorities website (step 4.4 from this procedure)

4. Communication *of Inventory Report*

4.1 Communication of Inventory Report through Text File

Tax authorities accept only two types of files for this report: XML file or Text file (csv format).

Solvay SAP system is not prepared to extract the data on XML format, so the report needs to be created and delivered on .csv format.
The file should contain 6 columns with the following type of data:

Column	Field Format	Possible values
Product Category	Text (1 Char)	Identifies the type of product and it should be filled with one of the following values: **M** – Goods (Mercadorias) **P** – Raw Materials, subsidiary materials and consumable (matérias-primas, subsidiárias e de consumo) **A** – Finished and Semifinished Product (Produtos Acabados e intermédios) **S** – Subproducts, waste and scrap (Subprodutos, desperdícios e refugos) **T** – Products in progress and Work in progress (Produtos e Trabalhos em curso) **B** – Biologic assets (Activos biológicos)
Product Code	Text (60 Char)	Unique product code on the list of products. It should correspond to the same code reported on SAF-T (PT) file. In SAP system corresponds to the Material Number.
Product Description	Text (200 Char)	Description of product code (Material number).
Product Number Code	Text (60 Char)	EAN Code (International Article Number). If in the material master data the EAN field is not fulfilled, then it should be reported the Material Number, same value indicated on the second column (Product Code).
Closing Stock Quantity	Decimal	Quantity of stock at the end date of the reporting year.
Unit of Measure	Text (20 Char)	Unit of measure used on the material (example: Kg, Cm, M3, Units)
Closing Stock Value	Decimal	Final product value relative to the period to which it reports. (Total amount related to quantity indicated.)

Example of the excel file:

	A	B	C	D	E	F
1	ProductCategory	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
2	M	1234	Batatas	11111115	500,4567	Kg
3	M	5678	Alface	22222220	100	Caixa
4	P	P1123	Maçã Golden	33333335	50	Caixa
5	S	L0001	Caroços	44444440	200	Kg
6						

To create the report you can use the following template file:

Inventario.csv

New template file according to Portaria n.º 126/2019 of 02/05/2019:

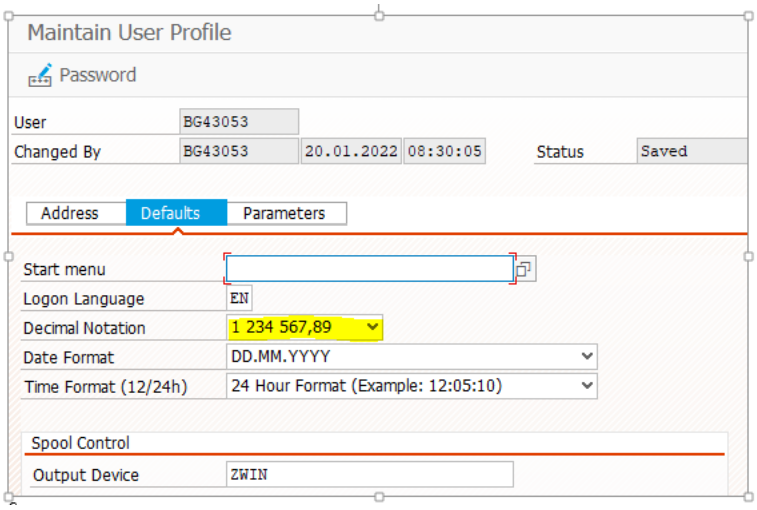
Inventário 1.xlsx

NOTE: the new template according to Portaria n.º 126/2019 of 02/05/2019 is mandatory only for as of 2020 data (that needs to be delivery till 31st January 2021).

4.2. I extract data from SAP system

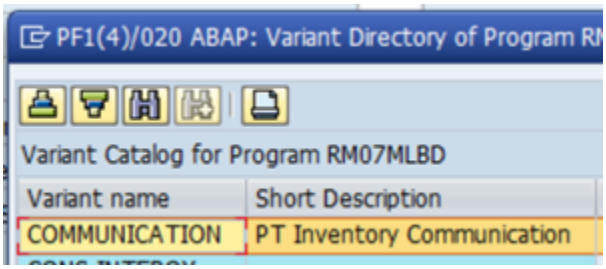
The main data for this report can be extracted from SAP.

Pre-requisite: User who will download data from SAP need to check and change if needed in his parameters format for Decimals SU3, as screen below:

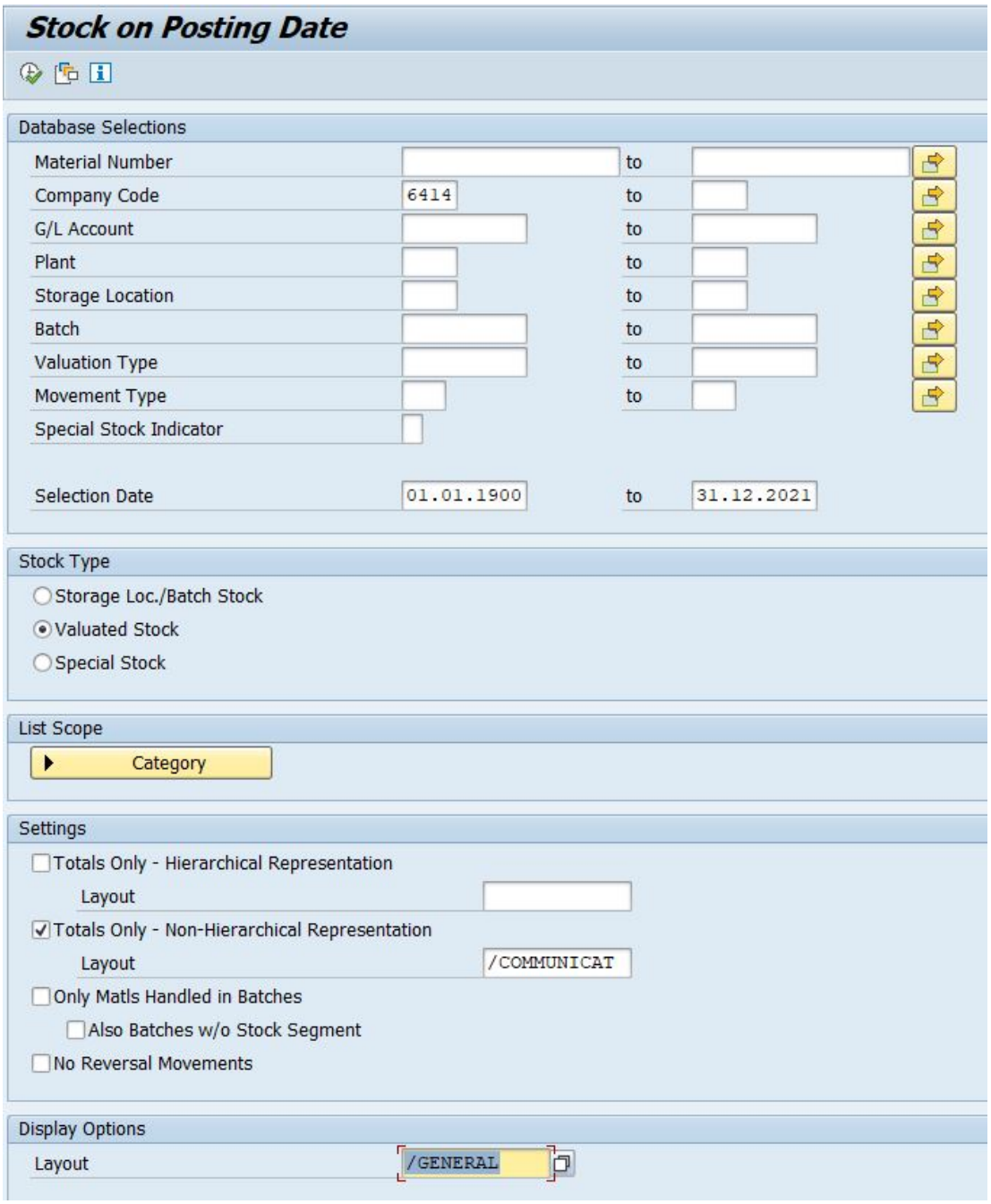


Save it and if needed Logoff and Logon SAP.

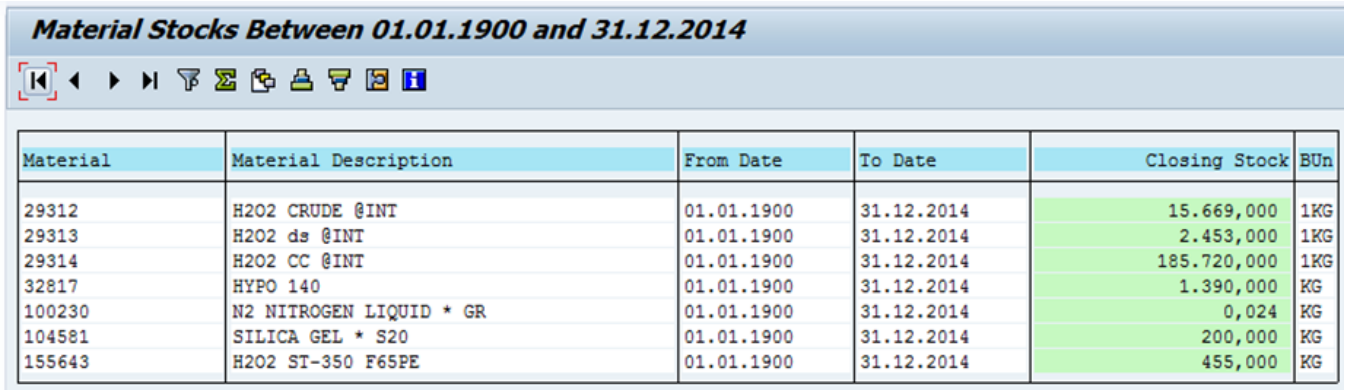
Use transaction **MB5B** to get the stock values at a specific date.
It was created a variant that contains the layout with the necessary data:



Then, select the company code 6414 and the reporting date you need to execute the report:



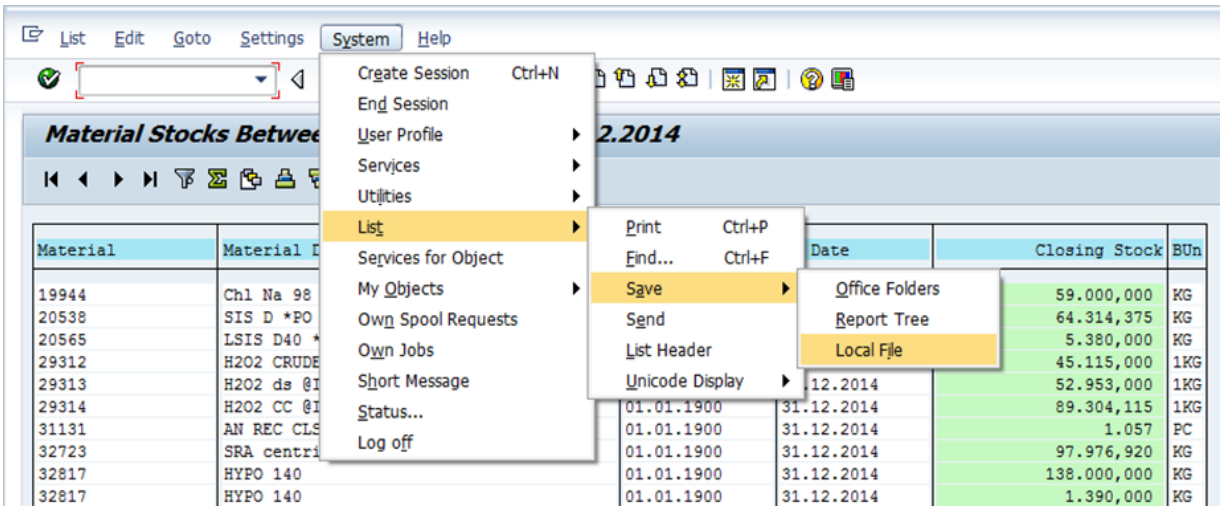
Output of the Report:

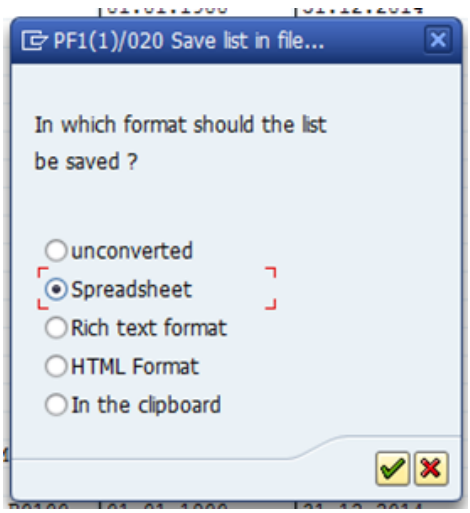


Material Stocks Between 01.01.1900 and 31.12.2014

Material	Material Description	From Date	To Date	Closing Stock	BUn
29312	H2O2 CRUDE @INT	01.01.1900	31.12.2014	15.669,000	1KG
29313	H2O2 ds @INT	01.01.1900	31.12.2014	2.453,000	1KG
29314	H2O2 CC @INT	01.01.1900	31.12.2014	185.720,000	1KG
32817	HYPO 140	01.01.1900	31.12.2014	1.390,000	KG
100230	N2 NITROGEN LIQUID * GR	01.01.1900	31.12.2014	0,024	KG
104581	SILICA GEL * S20	01.01.1900	31.12.2014	200,000	KG
155643	H2O2 ST-350 F65PE	01.01.1900	31.12.2014	455,000	KG

Use below option to extract data to excel file:

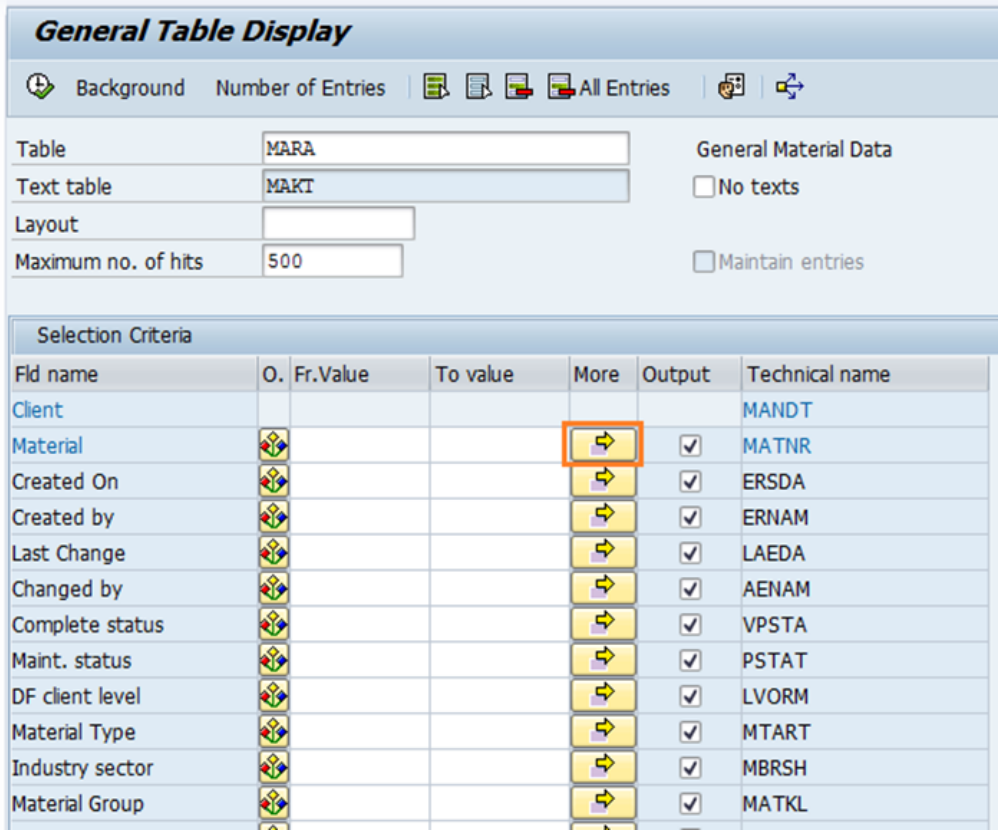


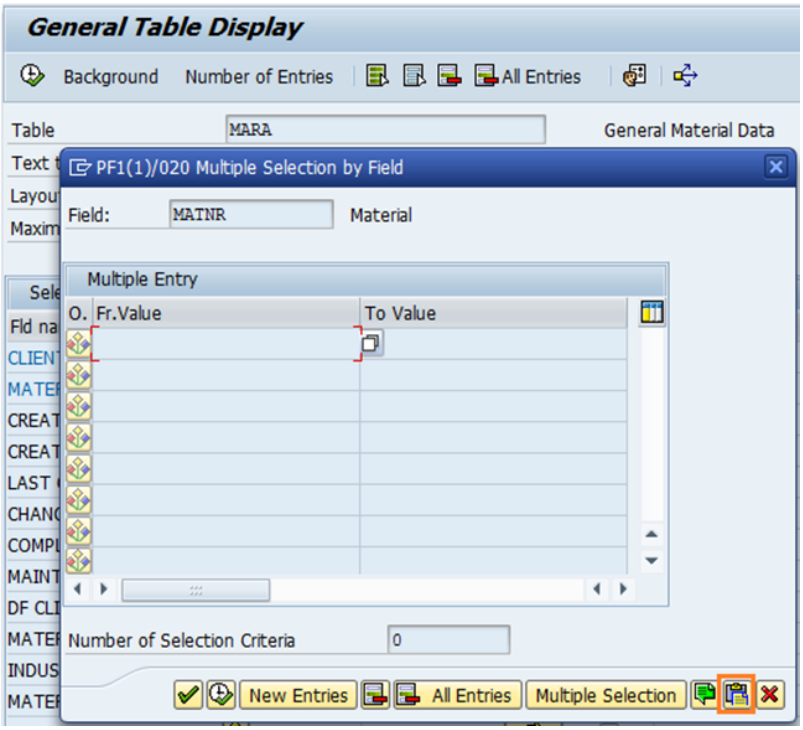


To complete the information of the materials is necessary to extract details of material master data. Since there are a lot of materials the extraction should be executed directly to table MARA.

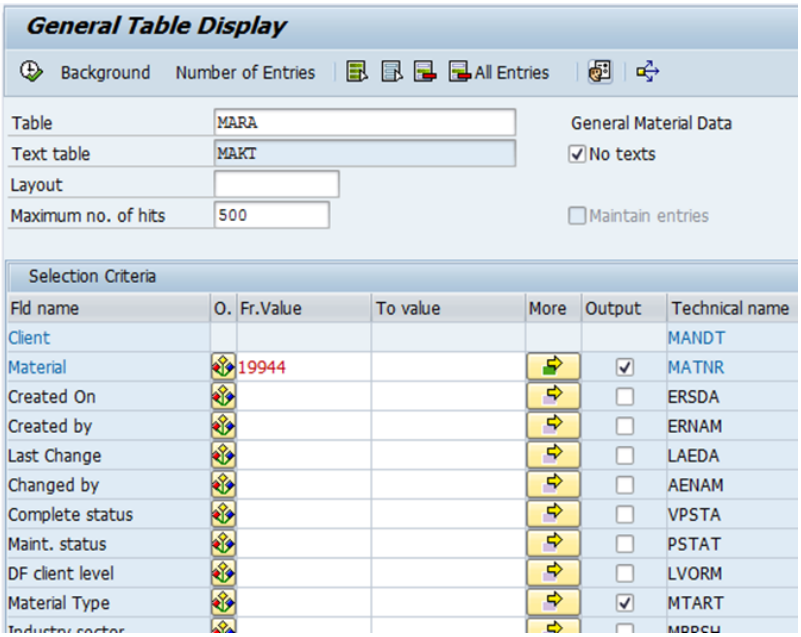
Select from the excel file of the previous selection (from transaction MB5B), the list of materials numbers and paste on the Material field of MARA table.

Transaction: SE16N

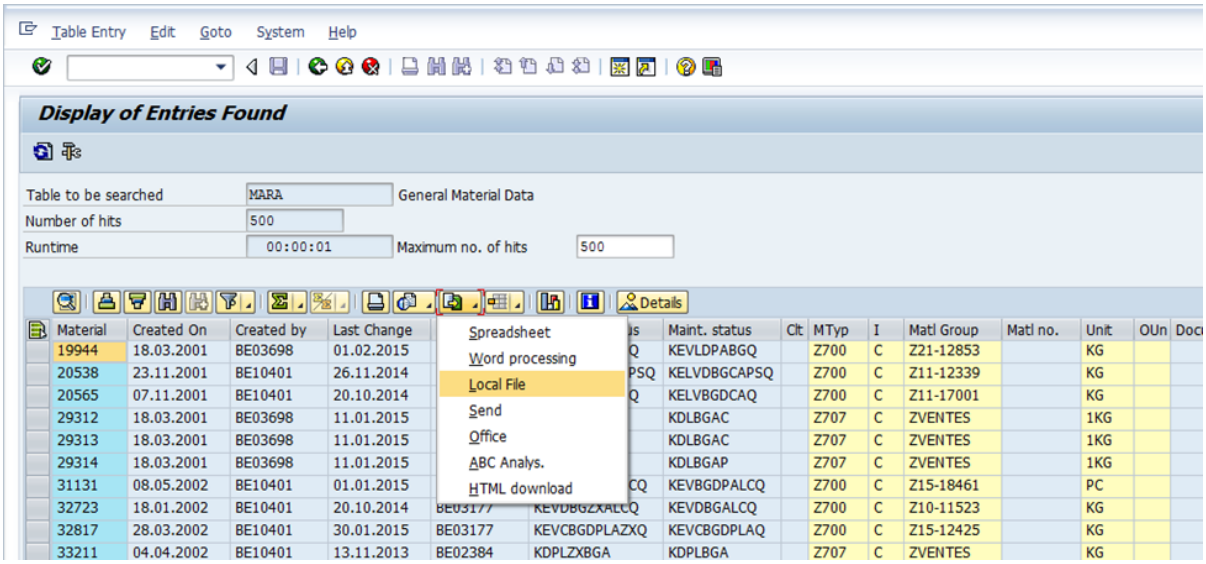




Select for the Output only fields *'Material - MATNR'*, *'Material Type - MTART'* and *'EAN/UPC – EAN11'* to be displayed:



Extract the data to an Excel File:



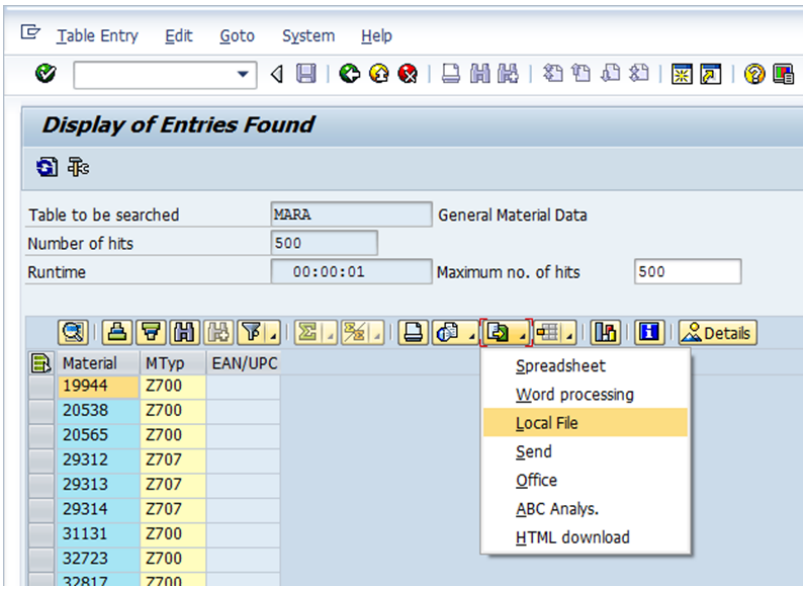
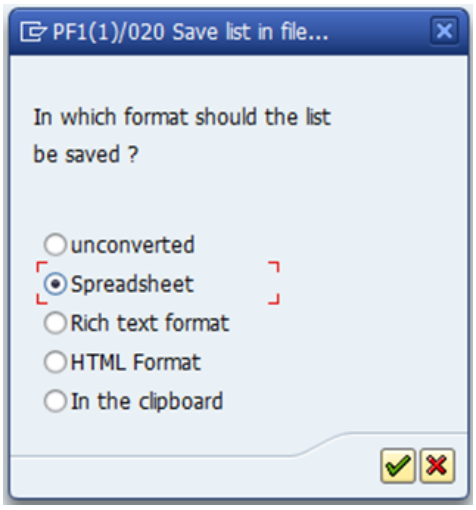
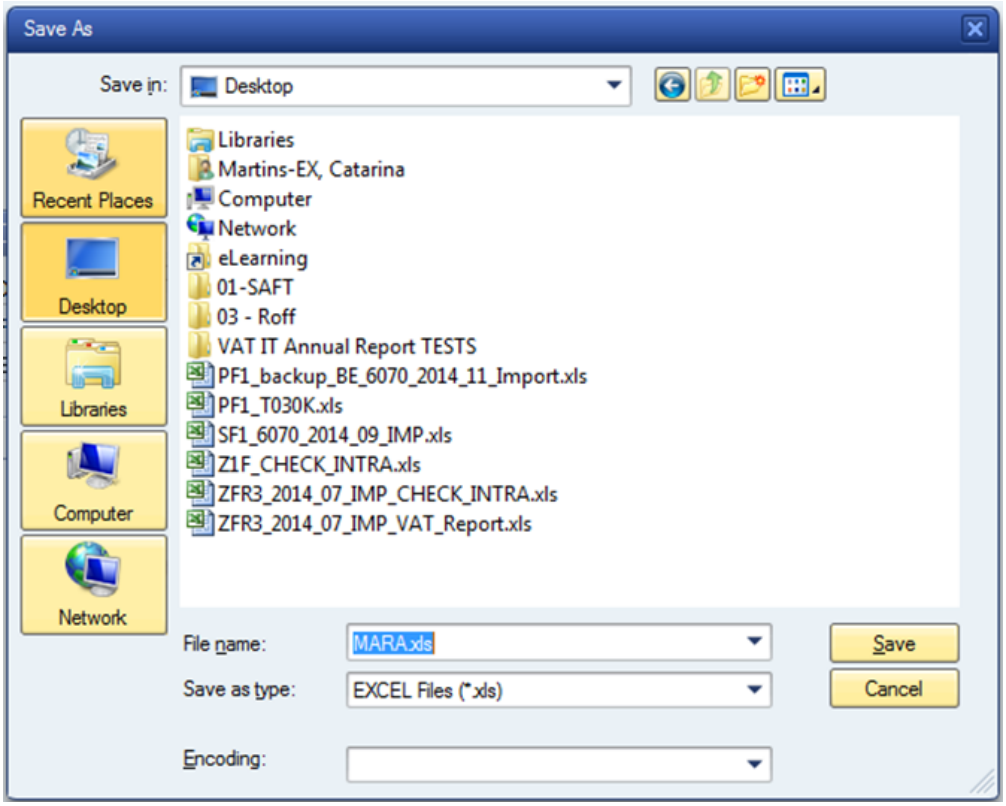


Table Entry
Edit
Goto
System
Help
Display of Entries Found
Table to be searched
MARA
General Material Data
Number of hits
500
Runtime
00:00:01
Maximum no. of hits
500
Details
Material
MTyp
EAN/UPC
19944 Z700
20538 Z700
20565 Z700
29312 Z707
29313 Z707
29314 Z707
31131 Z700
32723 Z700
Spreadsheet
Word processing
Local File
Send
Office
ABC Analys.
HTML download

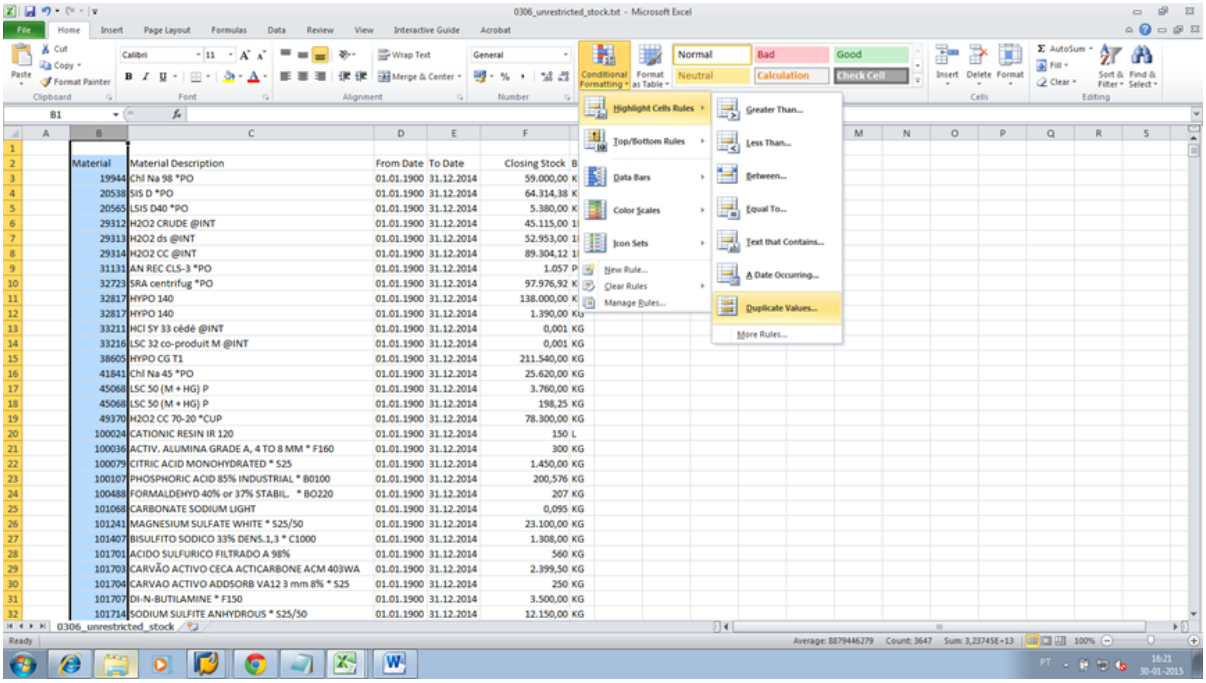

PF1(1)/020 Save list in file...
In which format should the list be saved ?
unconverted
Spreadsheet
Rich text format
HTML Format
In the clipboard



4.3. I combine the extracted data and complete the report

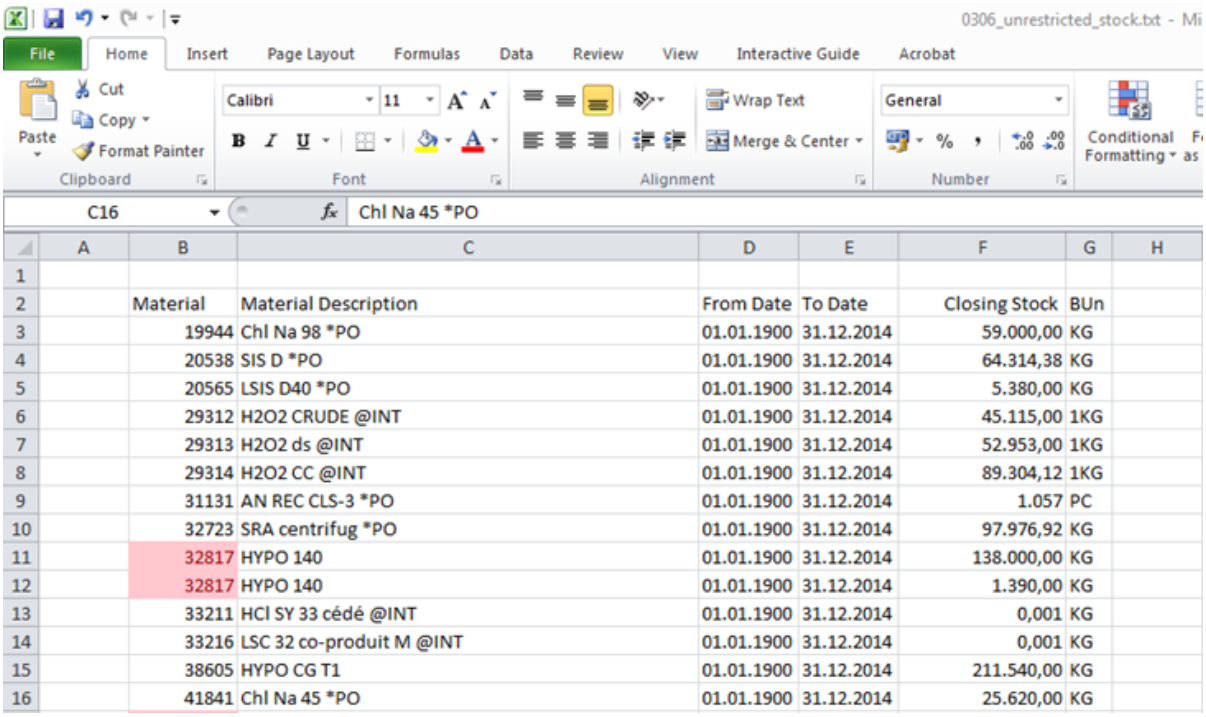
After extracting the relevant data from the two transactions, it's necessary to combine the info into one single file.

On the excel file extracted from MB5B transaction, check if there are duplicate material numbers by selecting the column with the Material number and then using the following option:



Some material codes may be duplicated due to existing in more than one Plant.

Duplicate materials will be highlighted in red color:

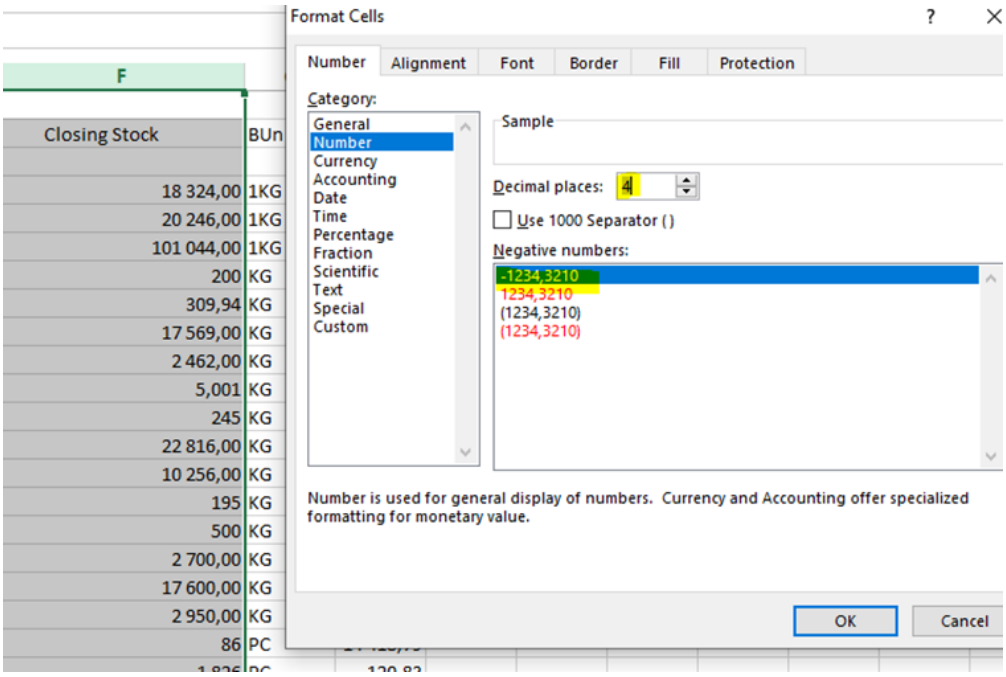


	Material	Material Description	From Date	To Date	Closing Stock	BUn
3	19944	Chl Na 98 *PO	01.01.1900	31.12.2014	59.000,00	KG
4	20538	SIS D *PO	01.01.1900	31.12.2014	64.314,38	KG
5	20565	LSIS D40 *PO	01.01.1900	31.12.2014	5.380,00	KG
6	29312	H2O2 CRUDE @INT	01.01.1900	31.12.2014	45.115,00	1KG
7	29313	H2O2 ds @INT	01.01.1900	31.12.2014	52.953,00	1KG
8	29314	H2O2 CC @INT	01.01.1900	31.12.2014	89.304,12	1KG
9	31131	AN REC CLS-3 *PO	01.01.1900	31.12.2014	1.057	PC
10	32723	SRA centrifug *PO	01.01.1900	31.12.2014	97.976,92	KG
11	32817	HYPO 140	01.01.1900	31.12.2014	138.000,00	KG
12	32817	HYPO 140	01.01.1900	31.12.2014	1.390,00	KG
13	33211	HCl SY 33 cédé @INT	01.01.1900	31.12.2014	0,001	KG
14	33216	LSC 32 co-produit M @INT	01.01.1900	31.12.2014	0,001	KG
15	38605	HYPO CG T1	01.01.1900	31.12.2014	211.540,00	KG
16	41841	Chl Na 45 *PO	01.01.1900	31.12.2014	25.620,00	KG

Sum the values of the closing stock quantity and maintain only one line:

Material	Material Description	From Date	To Date	Closing Stock	BUn
19944	Chl Na 98 *PO	01.01.1900	31.12.2014	59.000,00	KG
20538	SIS D *PO	01.01.1900	31.12.2014	64.314,38	KG
20565	LSIS D40 *PO	01.01.1900	31.12.2014	5.380,00	KG
29312	H2O2 CRUDE @INT	01.01.1900	31.12.2014	45.115,00	1KG
29313	H2O2 ds @INT	01.01.1900	31.12.2014	52.953,00	1KG
29314	H2O2 CC @INT	01.01.1900	31.12.2014	89.304,12	1KG
31131	AN REC CLS-3 *PO	01.01.1900	31.12.2014	1.057	PC
32723	SRA centrifug *PO	01.01.1900	31.12.2014	97.976,92	KG
32817	HYPO 140	01.01.1900	31.12.2014	139.390,00	KG
33211	HCl SY 33 cédé @INT	01.01.1900	31.12.2014	0,001	KG
33216	LSC 32 co-produit M @INT	01.01.1900	31.12.2014	0,001	KG

After change format to be with 4 decimal as bellow:



The header of new file should be as below:

A	B	C	D	E	F
ProductCa	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
A	29312	H2O2 CRUDE @INT	29312	18324	KG
A	29313	H2O2 ds @INT	29313	20246	KG
A	29314	H2O2 CC @INT	29314	101044	KG
A	100107	PHOSPHORIC ACID 85% INDUSTRIAL * B0100	100107	200	KG
A	102069	PALLADIUM CATALYST 2% * F	102069	309,94	KG
A	102967	2-MCHA * GR	102967	17569	KG
A	105345	AROMAT HYDROCARB C10/C11 NAPHT <1% * GR	105345	2462	KG
A	106522	Estanate sodium trihydrate min 95%	106522	5,001	KG

There must be no spaces in names in the header (otherwise we will have an issue when uploading the file):

ProductCategory

ProductCode

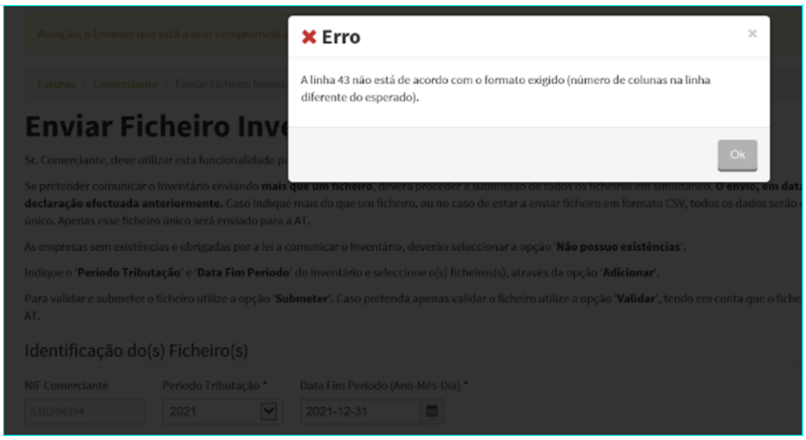
ProductDescription

ProductNumberCode

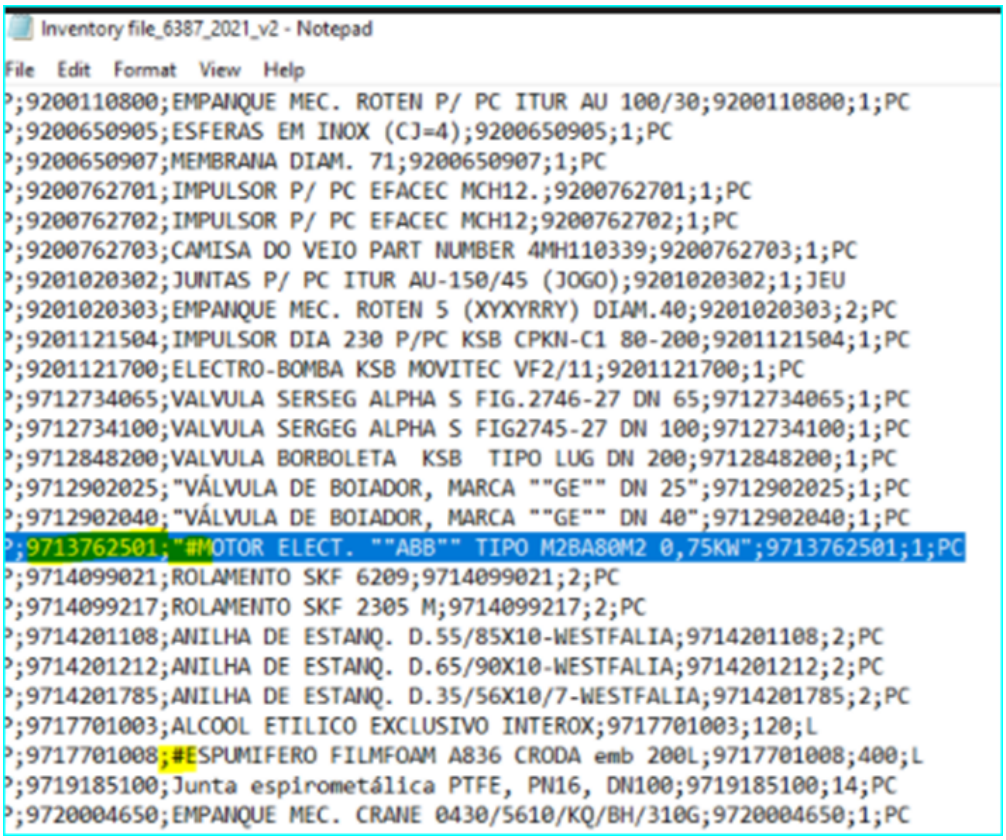
ClosingStockQuantity

UnitOfMeasure

Hereunder, there's the error retrieved in Fiscal Authorities website, in case previous step is not ensured:



Check the file – there should be no **"#"** in name of materials; if there are some, they need to be removed:



39	P	9712734100	VALVULA SERGEG ALPHA S FIG2745-27 DN 100	9,71E+09	1	PC
40	P	9712848200	VALVULA BORBOLETA KSB TIPO LUG DN 200	9,71E+09	1	PC
41	P	9712902025	VБLVULA DE BOIADOR, MARCA "GE" DN 25	9,71E+09	1	PC
42	P	9712902040	VБLVULA DE BOIADOR, MARCA "GE" DN 40	9,71E+09	1	PC
43	P	9713762501	#MOTOR ELECT. "ABB" TIPO M2BA80M2 0,75KW	9,71E+09	1	PC
44	P	9714099021	ROLAMENTO SKF 6209	9,71E+09	2	PC
45	P	9714099217	ROLAMENTO SKF 2305 M	9,71E+09	2	PC
46	P	9714201108	ANILHA DE ESTANQ. D.55/85X10-WESTFALIA	9,71E+09	2	PC
47	P	9714201212	ANILHA DE ESTANQ. D.65/90X10-WESTFALIA	9,71E+09	2	PC
48	P	9714201785	ANILHA DE ESTANQ. D.35/56X10/7-WESTFALIA	9,71E+09	2	PC
49	P	9717701003	ALCOOL ETILICO EXCLUSIVO INTEROX	9,72E+09	120	L
50	P	9717701008	#ESPUMIFERO FILMFOAM A836 CRODA emb 200L	9,72E+09	400	L
51	P	9719185100	Junta espirometбlica PTFE, PN16, DN100	9,72E+09	14	PC

Remove columns *'From Date'* and *'To Date'* and add column *'Product Category'* as the first column and column *'Product Number Code'* between columns *'Product Description'* and *'Closing Stock Quantity'*.

Column *'Product Number Code'* should be filled with the EAN code.

Use formula VLOOKUP, to get the EAN code from the MARA table extraction using the material number.

If field EAN is empty for the material, the *'Product Number Code'* column should be fulfilled with the material number.

'Product Category' column will be fulfilled through the material type of the material.

The mapping between Product category and Material Type should be provided by the key-user.

To build the file for reporting date 31.12.2014 it was used the following mapping between *'Material Type'* and *'Product Category'*:

Material Type	Material Type Description	ProductCategory
Z700	Z700 - Chemicals (trade)	A
Z703	Z703 - Packaging. & access	P
Z704	Z704 - 0-Cons & durable good	P
Z707	Z707-Chemicals Intermed.	A
ZPAG	ZPAG -Armazém Geral	P
ZPPA	ZPPA - Peças Reserv.Amortizáveis	P
ZPPR	ZPPR - Peças de Reserva	P

Material descriptions with semicolon symbol (;) need to be within quotation marks ("") and whenever the symbol quotation mark (") is used in the Product Description, it's necessary to add another quotation mark (") next to it, and the entire description needs also to be within quotation marks ("").

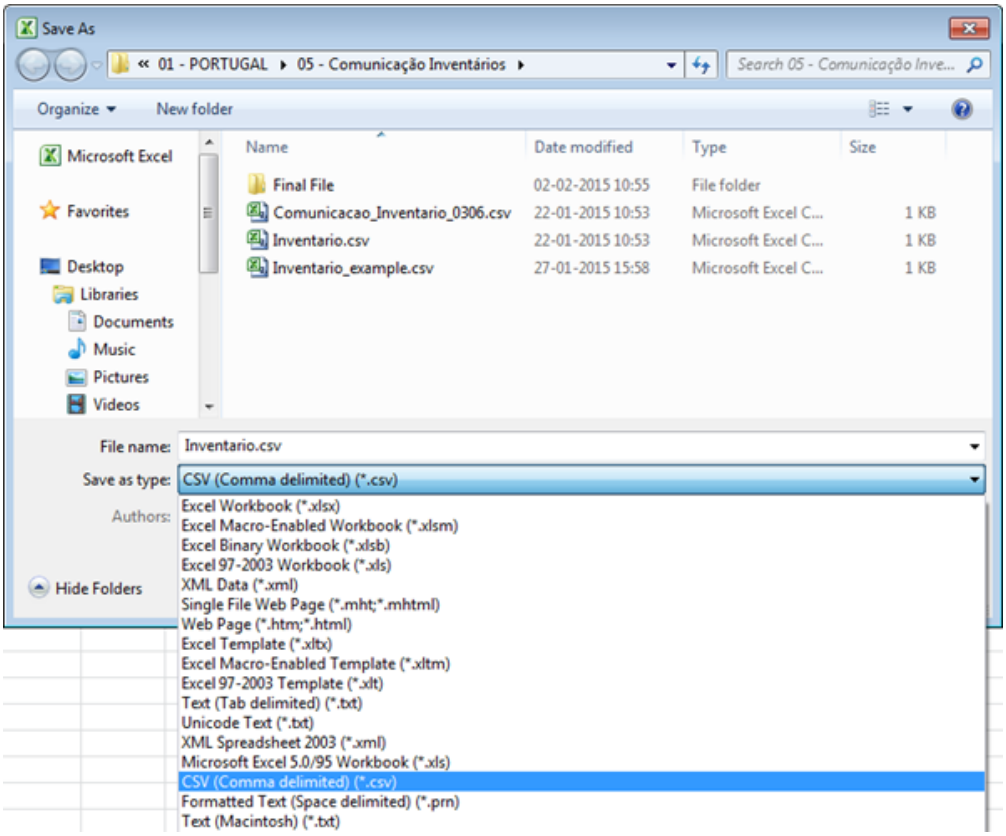
Example:

	A	B	C	D	E	F
1	ProductCategory	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
2	M	1234	Batatas	11111115	500,4567	Kg
3	M	5678	Alface	22222220	100	Caixa
4	P	P1123	Maçã "Golden"	33333335	50	Caixa
5	S	L0001	Caroços; Cascas	44444440	200	Kg

Should be replaced with:

	A	B	C	D	E	F
1	ProductCategory	ProductCode	ProductDescription	ProductNumberCode	ClosingStockQuantity	UnitOfMeasure
2	M	1234	Batatas	11111115	500,4567	Kg
3	M	5678	Alface	22222220	100	Caixa
4	P	P1123	"Maçã ""Golden"""	33333335	50	Caixa
5	S	L0001	"Caroços; Cascas"	44444440	200	Kg

After all the modifications the file should be saved as CSV (Comma delimited) format:



4.4. I perform a consistency check and submit the file to Tax Authorities

Before submit the file to Tax Authorities perform a consistency check.

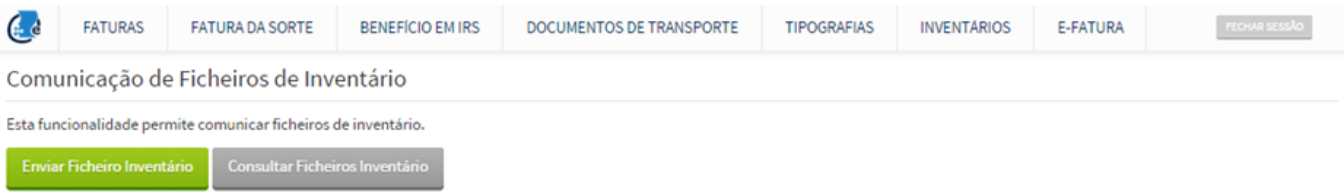
- PT SCo - Inventory_check

The file should be submitted in the Tax Authorities website.

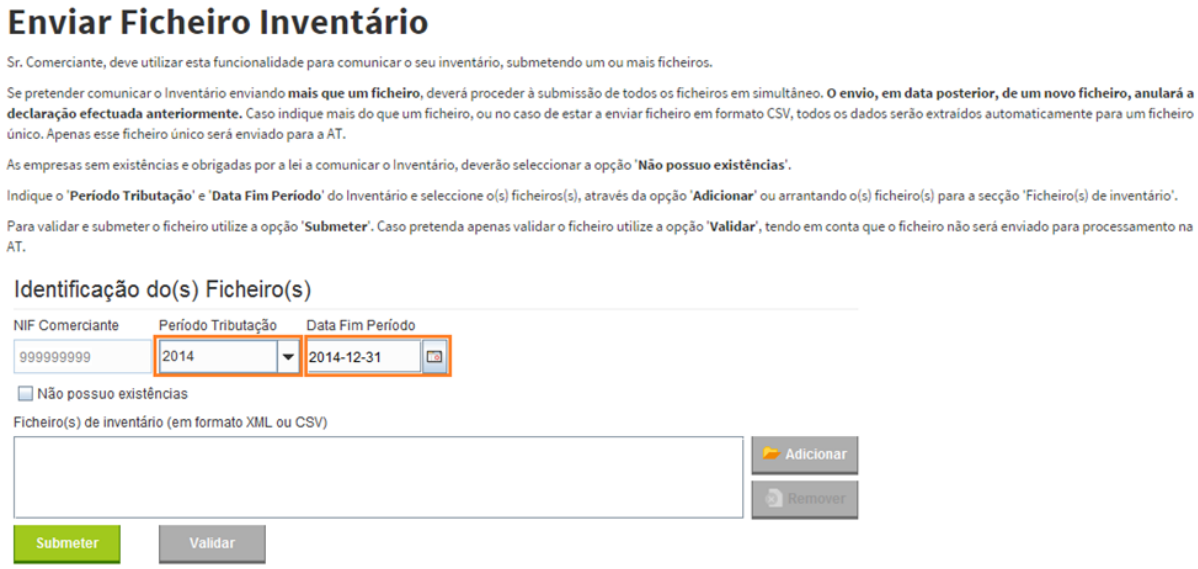
On the e-fatura website, click on *'Entrar'* link under the *'Inventários'* section:

On the following window enter the credentials (user and password) to access:

Then, select button *'Enviar Ficheiro Inventário'* on the *'Comunicação de Ficheiros de Inventário'*:

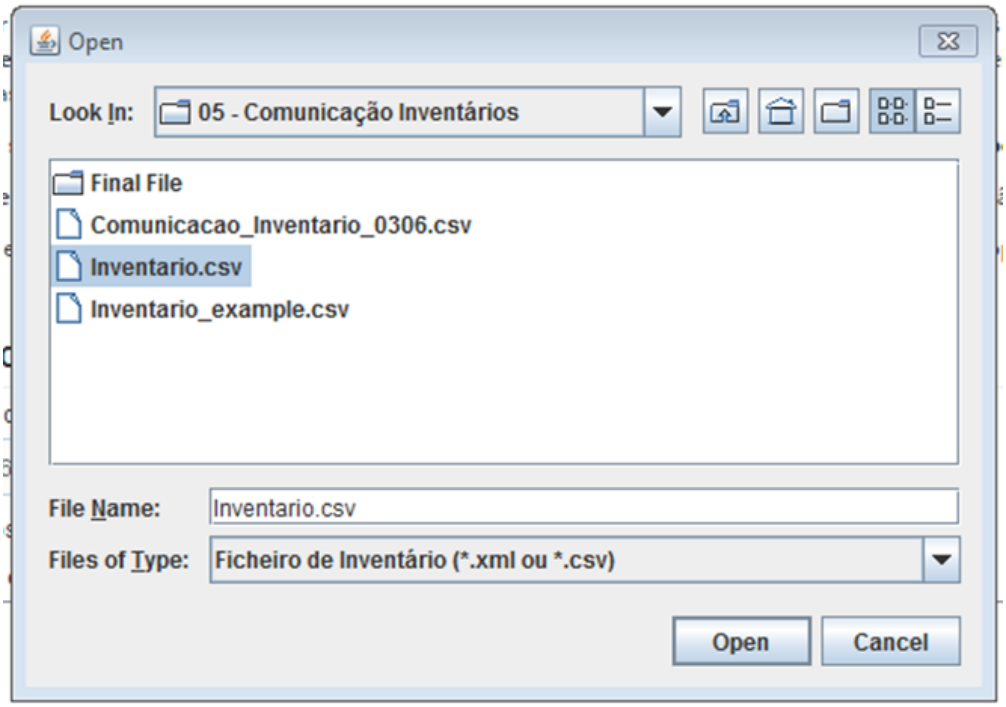


Select the Fiscal Year of the file you are submitting on field *'Período Tributação'* and the corresponding end date of the Fiscal Year on field *'Data Fim P eríodo'*:



Select button

to select the file on your computer:



After selecting the file, press button

to first check if the content of the file is in correct format.

If no errors are retrieved from the file verification, you can then submit the file by clicking on

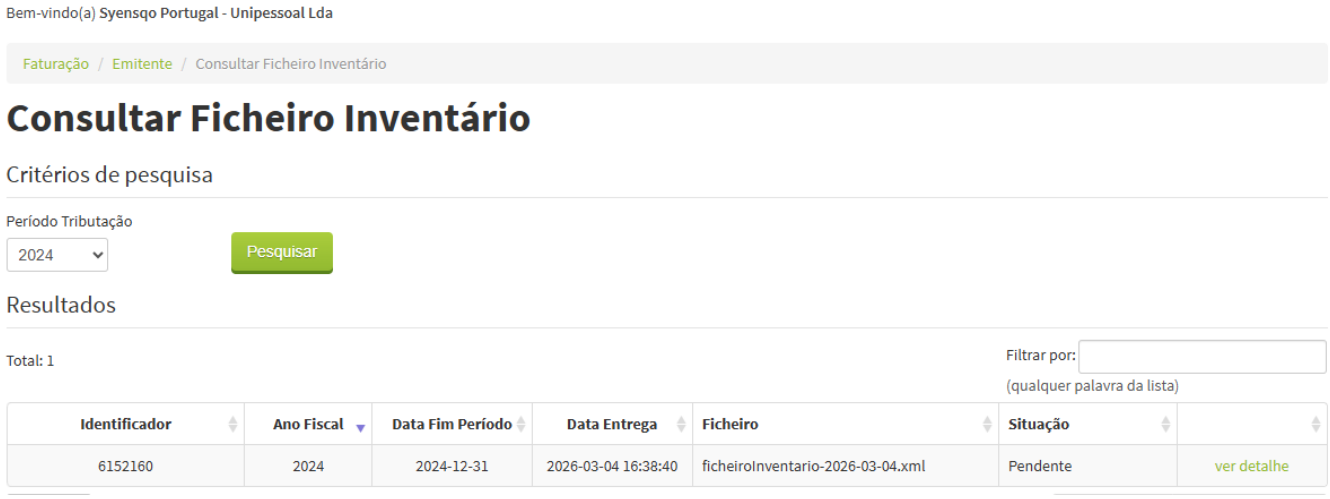
button.

Companies with no stocks - mandatory to declare

For company **6424**, despite there's no inventory, **we still have to declare**. Same steps mentioned above for 6414, within Tax Authority website, but flag option **"Não possuo existências":**

For company 6424, flag option **"Não possuo existências":**

Click on "Submeter" button.



Documents archive - checks and xml file

The consistency xls file "PT SCo - Inventory_check" as also xml files submitted should be archived in DRIVE:

6414 comunicação AT inventários

6424 comunicação AT inventários

End of document.