

SCo - DE & CH - Manage BNP Paribas

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`, `singapore`, `south_korea`, `thailand`, `indonesia`, `new_zeland`
- 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. 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: N/A

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Scope



ERP



Frequency



References

FF.5; FEBA

Forms

Attachments

[Google Drive > BNP bank statements](#)

[BNP Paribas Centric](#)

[BNP Paribas Connexis](#)

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[ECO - FEBA Local Bank Accounts](#)*

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to handle bank statements.

1.2. Scope

This procedure applies to SCo PF1 and WP1 DACH companies.

2. Definitions

See Finance Glossary:

- [CAM](#)
- [PF1](#)
- [WP1](#)

3. Tasks description

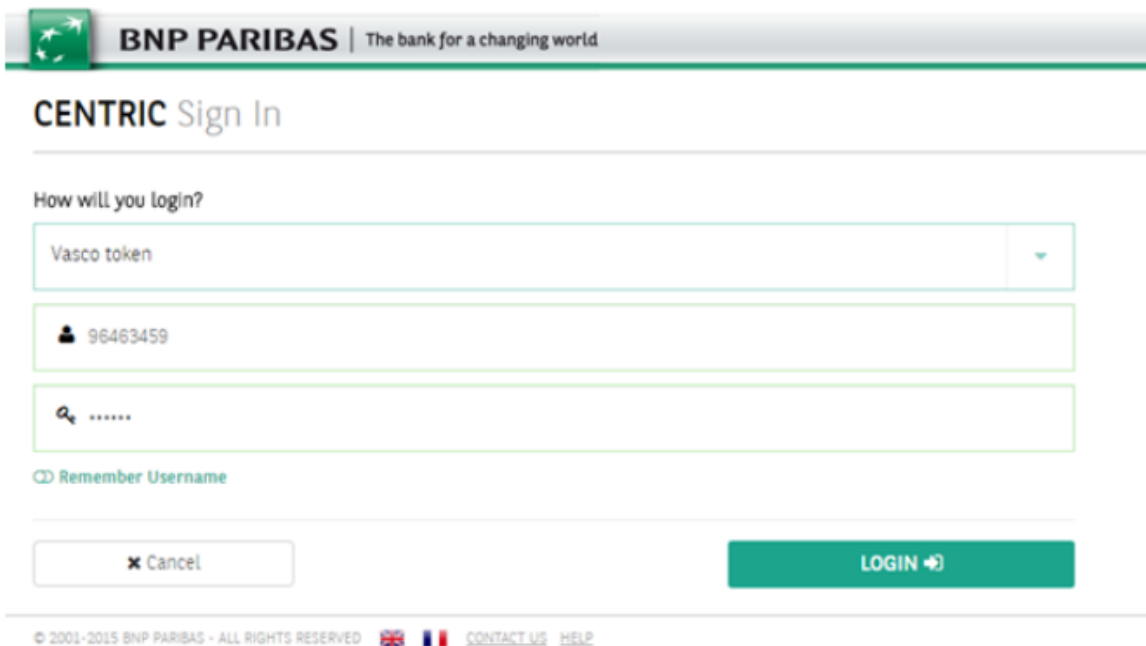
3.1. I retrieve and save the bank statement in a PDF document

It is possible to retrieve from BNP page the bank statements in a PDF document by company and period of time pretended.

In order to retrieve the bank statements it is necessary to:

- Go to the following link: [BNP Paribas Centric](#).

Please select your authentication method (VASCO) on the CENTRIC login page, and enter your credentials by insert your ID provided by BNP Paribas and password generated by the token (with the password generator number).



- Once in Centric, you will be prompted to accept the terms and conditions of the platform, then you can update your profile if required, and finally you can access your Connexis application by clicking on the “Apps” tab at the top of the CENTRIC homepage. This will open the App Centre – by clicking on the ‘C’ icon you will launch Connexis Cash. The icon ‘T’ will launch Connexis Trade (*).



- If you click on C, you will be redirected to the old site and you can proceed like it was done before.



- The account its linked to Multiple entities. Please choose Solvay Germany for PF1, and Solvay CICC SA / Cytec for WP1 7772 company.

SELECT YOUR ENTITY

Search entity

- SOLVAY CICC SA / CYTEC**
BECYTEC01
- SOLVAY GERMANY**
BESOLVAYGERMANYGR2
- SOLVAY SA**
BESOLVAYESPT01

Press Validate.

- On Reporting Accounts - Balances, to have the list of companies, flag in the one that the PDF is to be retrieved and press view account Statement. Once inside of the company, please select the period of time to extract and click on print.

← Back Accounts - Balances

ALL

Filter Group by Ledger Value Currency Original

Account set	Bank	Account	Currency	Rate	Booked balance 01-09-2023	Booked balance with intraday 02-09-2023
<input type="checkbox"/> SOLVAY OESTERREICH GMBH	GEBAA7WXXXX	AT251810010134310100	EUR	-	-1280.52	-1280.52
<input type="checkbox"/> SOLVAY PEROXIDES GMBH	BNPADEFFXXX	DE97512106004223669013	EUR	-	0.00	0.00
<input type="checkbox"/> SOLVAY SISECAM HOLDING AG	GEBAA7WXXXX	AT421810010134940100	EUR	-	0.00	0.00
<input type="checkbox"/> SOLVAY SPECIALTY POLYMERS GERMANY GMBH	BNPADEFFXXX	DE67370106001138501121	EUR	-	0.00	366.00
<input type="checkbox"/> SOLVIM EUROPE GMBH	BNPADEFFXXX	DE69370106001138471112	EUR	-	0.00	0.00
<input type="checkbox"/> SOLVIM GMBH & CO KG	BNPADEFFXXX	DE03370106001138491118	EUR	-	0.00	0.00
<input type="checkbox"/> SOLVIM HOLDING GMBH	BNPADEFFXXX	DE36370106001138481115	EUR	-	0.00	0.00
<input type="checkbox"/> Solvay Vinyis Holding AG	BPPBCHGGXXX	CH0308888001133412001	CHF	-	0.00	0.00

ACCOUNT STATEMENT 01/05/2023 - 31/05/2023

Account set SOLVAY SPECIALTY POLYMERS GERMANY GMBH
Bank name BNP PARIBAS S.A. NIEDERLASSUNG DEUT
Account DE67370106001138501121
Currency EUR

BALANCES

Opening balance 0.00
Closing balance 0.00

Entry date	Value date	Description	Type	Amount	Balance
02/05/2023	-	Opening balance # 84		-	0.00
02/05/2023	02/05/2023	BNPP Fees - 202305DE00233510	COM	-10.10	-
02/05/2023	02/05/2023	CAT V BE34210004960590	CMZ	10.10	-
02/05/2023	-	Closing balance # 84		-	0.00
03/05/2023	-	Opening balance # 85		-	0.00
03/05/2023	-	Closing balance # 85		-	0.00
04/05/2023	-	Opening balance # 86		-	0.00
04/05/2023	-	Closing balance # 86		-	0.00

[Export](#)

And the PDF will be generated.



SOLVAY GERMANY
CARLA OLIVEIRA
Printed on: 02/06/2023 12:28

ACCOUNT STATEMENT

01/05/2023 - 31/05/2023

Account set SOLVAY SPECIALTY POLYMERS GERMANY GMBH
Bank name BNP PARIBAS S.A. NIEDERLASSUNG DEUT
Account DE67370106001138501121
Currency EUR

Entry date	Value date	Description	Type	Amount	Balance
02/05/2023		Opening balance # 84		-	0.00
02/05/2023	02/05/2023	Customer reference: NONREF BNPP Fees - 202305DE00233510 Bank reference: TB-CA-TB0004A2 Additional information: /TYPE/567/INVOICE//CODE/DE//REMI/BNPP Fees - 202305DE00233510 - 0 4/2023/	COM	-10.10	-
02/05/2023	02/05/2023	Customer reference: 2023050200002712 CAT V BE34210004960590 Bank reference: SC-25-00230502 Additional information: /TYPE/602/CT CC CATI//REMI/CAT V BE34210004960590/	CMZ	10.10	-
02/05/2023		Closing balance # 84		-	0.00
03/05/2023		Opening balance # 85		-	0.00
03/05/2023		Closing balance # 85		-	0.00
04/05/2023		Opening balance # 86		-	0.00
04/05/2023		Closing balance # 86		-	0.00
05/05/2023		Opening balance # 87		-	0.00
05/05/2023		Closing balance # 87		-	0.00
08/05/2023		Opening balance # 88		-	0.00
08/05/2023		Closing balance # 88		-	0.00
09/05/2023		Opening balance # 89		-	0.00
09/05/2023	09/05/2023	Customer reference: 4240001981 FINANZAMT HANNOVER- NORD Bank reference: TC-IB-J1CEEYG2 Additional information: /TYPE/089/I SEPA CT//CODE/DE//REMI/UST25/200/10279 VAT 03/2023//E REF/4240001981//IREF/DH32000001000001//PREF/1003456 120//BENM/NAME /FINANZAMT HANNOVER- NORD//BBK/NOLADE2HXXX//INFO/DE632505000001013 42426/	TRF	-139503.34	-
09/05/2023	09/05/2023	Customer reference: 2023050900034333 CAT V BE62001942014061 Bank reference: SC-24-00230509 Additional information: /TYPE/602/CT CC CATI//REMI/CAT V BE62001942014061/	CMZ	139503.34	-

- Archive the bank statement in this google folder for CAM and ACP availability:

[Google Drive > BNP bank statements](#)

3.2. I generate my password with the token

In order to generate own password with the token, the following steps must be followed:

Press

Insert the pin/password generator number provided by BNP Paribas



Press

The password is displayed

End of document.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jun 02, 2023	Actor	Type	Activity	Version
Published	OL IVEIRA, Carla	Edit	updated the page at 12:32 pm	
		Edit	created the page at 12:31 pm	
	KI aus Henke	State	changed state to Published at 11:10 am	v2
Draft	KI aus Henke	State	gave <i>Approvers</i> approval at 11:10 am	
	OL IVEIRA, Carla	State	assigned approval <i>Approvers</i> to Klaus Henke at 10:41 am <i>Hello Klaus, the updates performed are linked with PO2 separation between SCO and ECO companies. New procedure for Sco created with reference to ECO. Many thanks in advanced for publishing. Carla Oliveira</i>	
		State	changed state to Draft at 10:31 am	v1