I perform the upload of CBCR

Domain: Finance Data & Reporting

Responsibility area: Ensure consistency of Actual 0

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Scope

WW

ERP

PF1 WP1 PI1

Frequency

Year

References

ACTUAL 0 Instructions
ACTUAL 0 Working Files
CBCR Revenues

Forms

Attachments

8. Add the link to attachments or external links

1. Objective and Scope

1.1 Objective of this Operation

The objective of this procedure is to describe the process to perform the quarterly checks on Actual 0.

1.2 Scope

The scope of this procedure is for Consolidated Companies.

2. Definitions

See Finance Glossary.

Deadline proposal: The publication must be done until D+6 and review by CAM until D+7.

Description of the task: Collect for each consolidated company:

- Detail of revenues (broadly speaking, so not only sales of products) included in the IFRS income statement;
- The headcount.

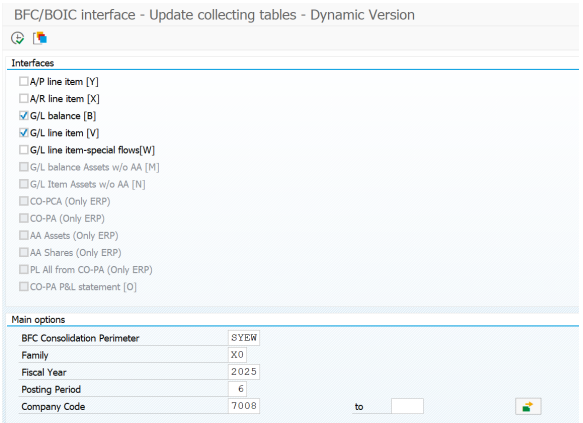
We are responsible for uploading it to the BFC to facilitate filling, as for some companies there is no change in the amount, however it is the responsibility of the CAMs to verify that the information contained in the BFC Headings are correct.

3. Tasks description

3.1 I run the ERP interface for all WP2 / PF2 companies

STEP 1

Login SAP and run transaction **ZZF_BFC_Collective**, mark the options:



Select variant:

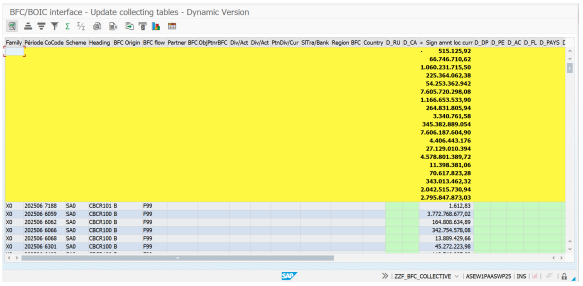
PF2 - SyensqoCBCR_X0
WP2 - SyensqoCBCR_X0
PI2 - SyensqoCBCR_X0

- Specific Family: X0
- Origin: Accounts Line items / Accounts totals
- Current Period
- BFC Consolidation Perimeter: PF2 - SYEP / WP1 - SYEW

⚠️ Always check with the GAR list that no company is missing in both variants. Only IG - Fully Consolidated.

The variant is ready for execution in background: Overall for each ERP consider time to execute in background (it will take +/- 2000 seconds).

Result of **ZZF_BFC_Collective**:
Is it not necessary to export or sapve any files, only execute the transaction.



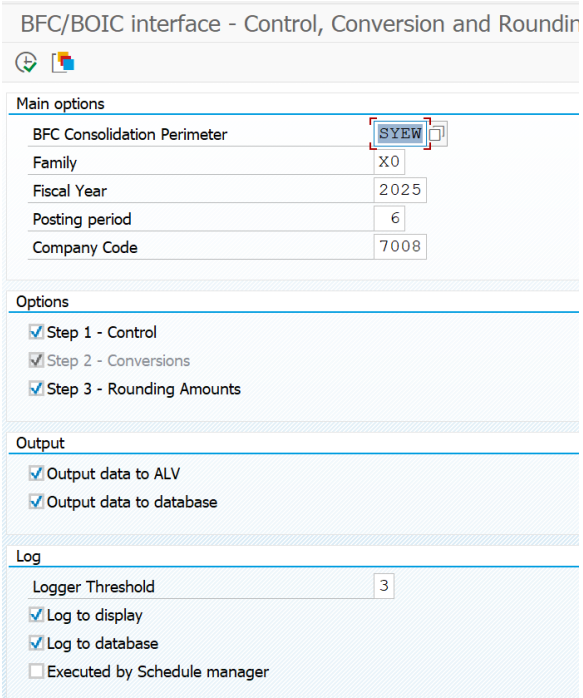
STEP 2

Run transaction **ZZF_BFC_Conversion**.

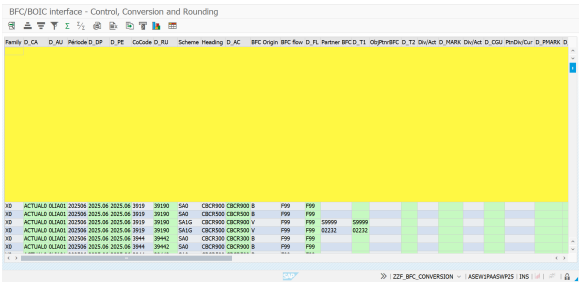
Select variant:

PF2 - SyensqoCBCR_X0
WP2 - SyensqoCBCR_X0
PI2 - SyensqoCBCR_X0

- Specific Family: X0
- Current period
- BFC Consolidation Perimeter: PF2 - SYEP / WP1 - SYEW



Result of **ZZF_BFC_Conversion**:
Is it not necessary to export or save any files, only execute the transaction.



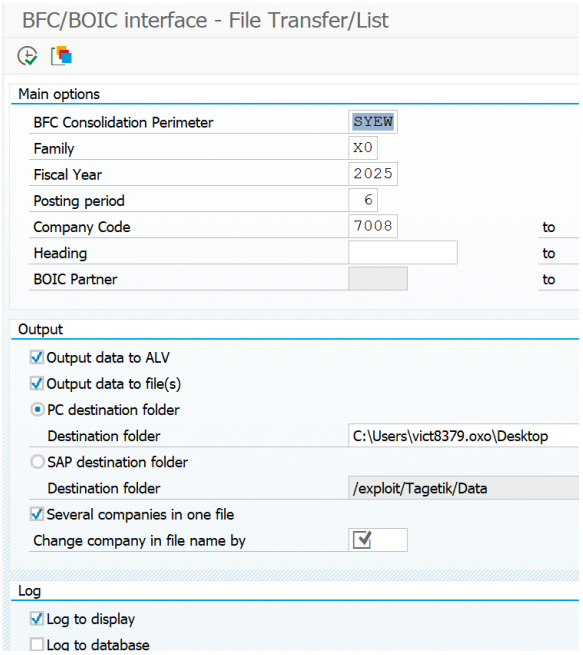
STEP 3

Run transaction **ZZF_BFC_Transfer**.

Select variant:

PF2 - SyensqoCBCR_X0
WP2 - SyensqoCBCR_X0
PI2 - SyensqoCBCR_X0

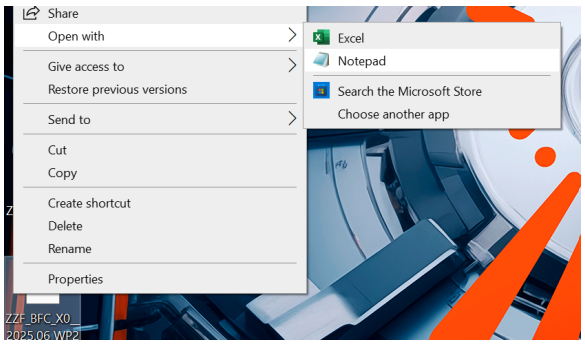
- Specific Family: X0
- Current period
- BFC Consolidation Perimeter: PF2 - SYEP / WP2 - SYEW
- Destination folder: save the file in your Desktop or in the folder you prefer Save the file in CSV.



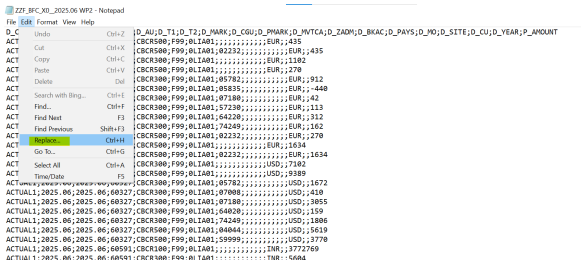
Once salve, the file should no be opened as it changes the formatting of company code, always follow the next procedure to edit the file extracted.

STEP 4

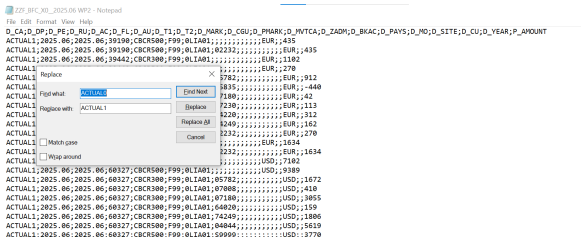
Open in Notebook to adapt the date by:



Select Edit --> Replace or Ctrl H:



Then replace the ACTUAL0 to ACTUAL0:

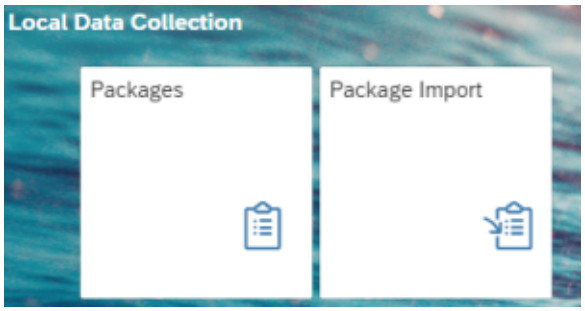


3.1.2 I upload the data in BFC

STEP 1

Login BFC with your User and Password and click on **Package Import** in Local Data Collection.

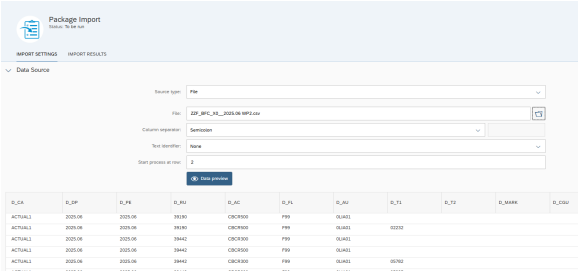
Before uploading, check that ACTUAL 0 packages are not locked or protected, otherwise unlocked the package or ask BFC-Admin for unlock.



STEP 2

Upload your file saved in your desktop by clicking on **Upload your file to the local server**.

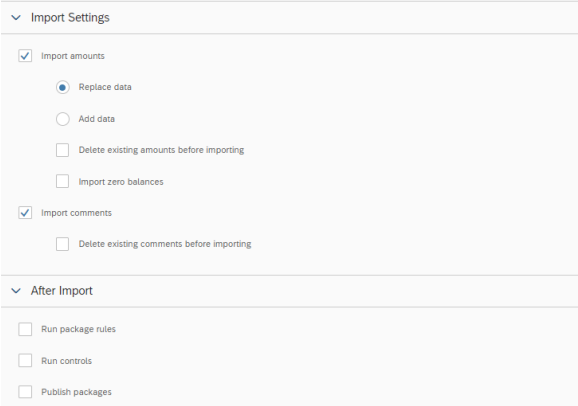
Do not change the other fields and click on **Data preview** to check that all the lines loaded correctly.



STEP 3

Only select **Replace Data**.

⚠️**NEVER USE THE OPTION "ERASE THE PACKAGE AMOUNTS BEFORE IMPORTING"**, otherwise you will deleted data included in the other ACTUAL 0 document.



STEP 4

Click on **Import**.

- Follow up on the error messages if they exist.
- To check if values were imported, access the BFC Heading L4060 - CBCR - Revenue and headcount - F99 Closing.

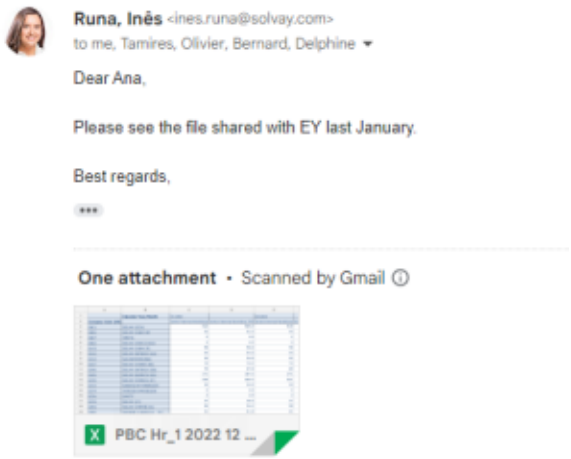
3.2 I request the Country by Country report **FTE**

At the beginning of June, send an email to Payroll Accounting requesting the Country by Country report by FTE.

Annually, we also need to upload in BFC the values regarding the number of employees per company.

💡 Attach the previous year's file to be easy to identify the reporting we need.

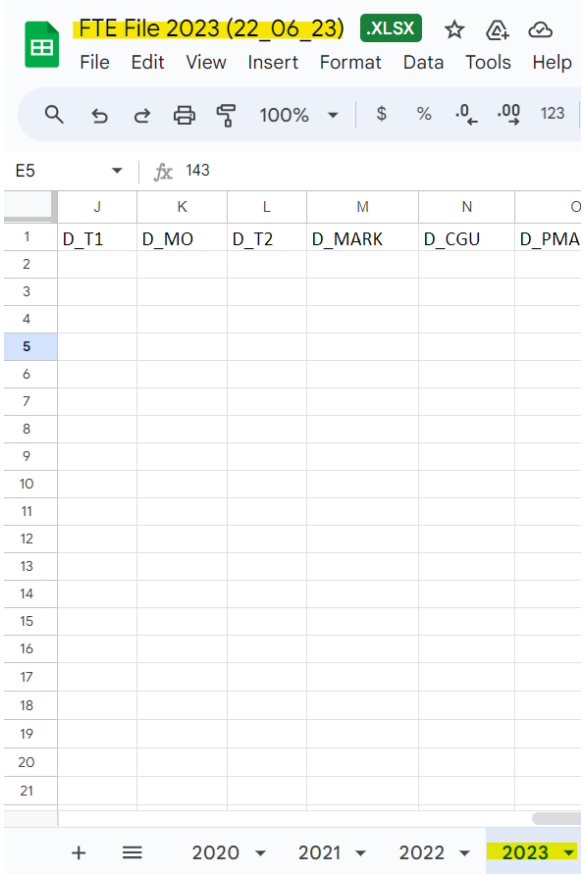
As soon as they send, save the file in our Google Drive.



3.2.1 I prepare the FTE data to load

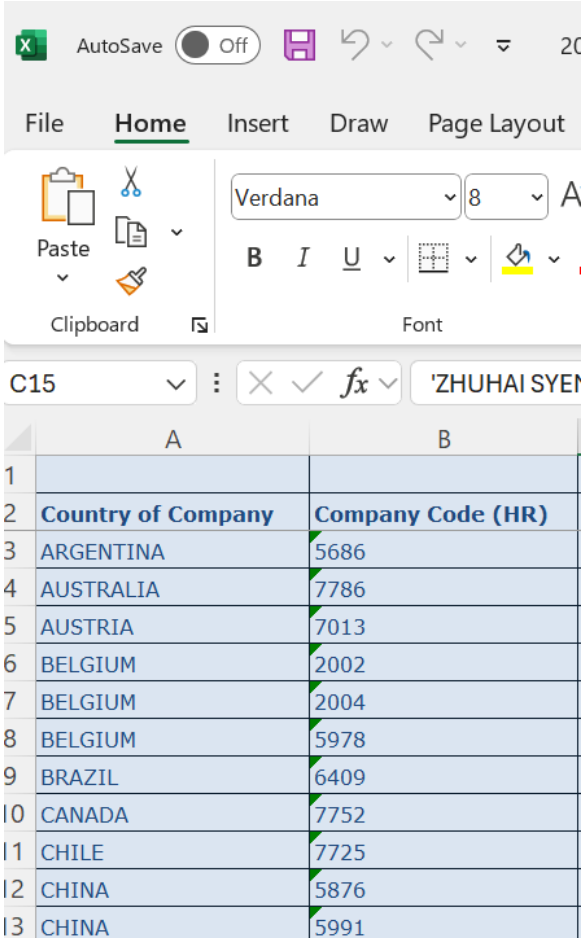
STEP 1

Download the official file, rename (FTE File 202* (update - 22_06_23)) and create a new tab with the year that will be imported in BFC.



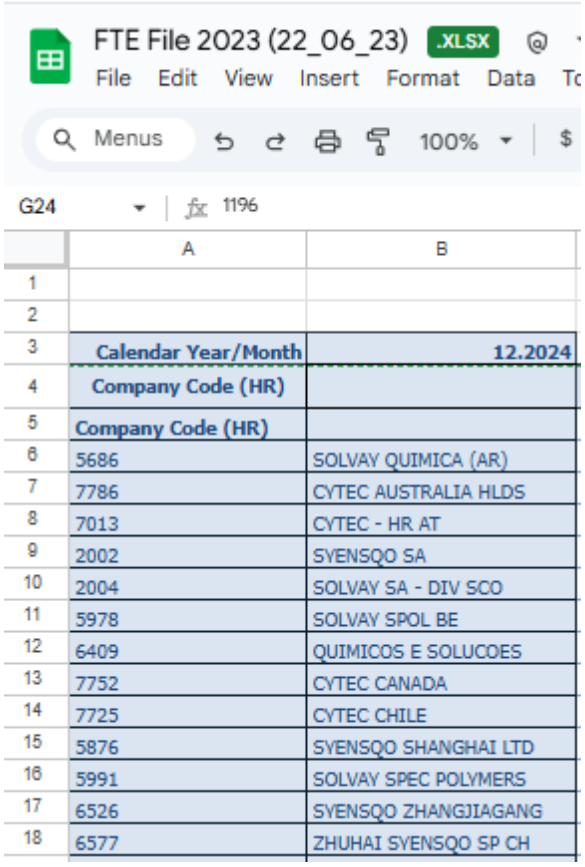
STEP 2

Open the file sent by HR and copy the full information from columns A and B regarding the code of companies and name.



	A	B
1		
2	**Country of Company**	**Company Code (HR)**
3	ARGENTINA	5686
4	AUSTRALIA	7786
5	AUSTRIA	7013
6	BELGIUM	2002
7	BELGIUM	2004
8	BELGIUM	5978
9	BRAZIL	6409
10	CANADA	7752
11	CHILE	7725
12	CHINA	5876
13	CHINA	5991

Paste the information copied in the new tab downloaded in Step 1 in in tab **Data from HR File** in columns A and B.



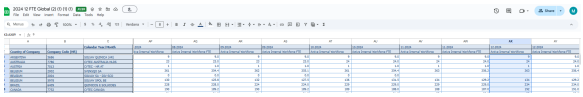
	A	B
1		
2		
3	**Calendar Year/Month**	**12.2024**
4	**Company Code (HR)**	
5	**Company Code (HR)**	
6	5686	SOLVAY QUIMICA (AR)
7	7786	CYTEC AUSTRALIA HLDS
8	7013	CYTEC - HR AT
9	2002	SYENSQO SA
10	2004	SOLVAY SA - DIV SCO
11	5978	SOLVAY SPOL BE
12	6409	QUIMICOS E SOLUCOES
13	7752	CYTEC CANADA
14	7725	CYTEC CHILE
15	5876	SYENSQO SHANGHAI LTD
16	5991	SOLVAY SPEC POLYMERS
17	6526	SYENSQO ZHANGJIAGANG
18	6577	ZHUHAI SYENSQO SP CH

STEP 3

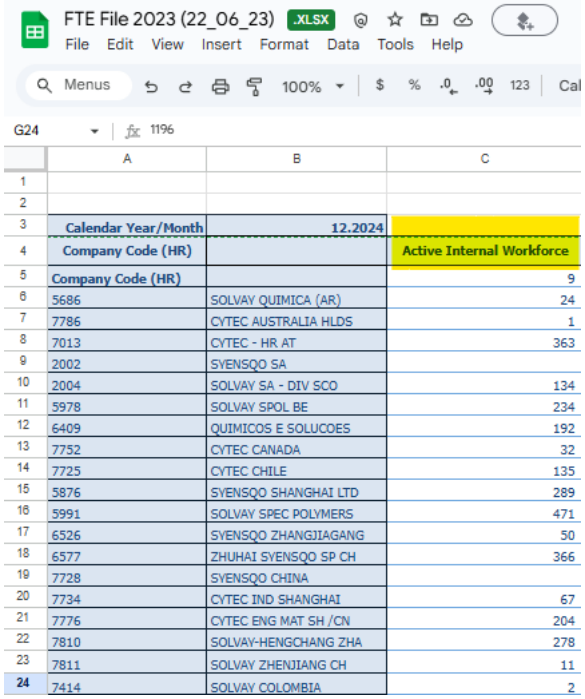
Open the file sent by Payroll team and copy the full information from from Y-1.

1. Example:
   - We received from Payroll the amounts from 2024 and we'll upload into BFC in 12.2025.

For this example, column AX: 12.2024.



Paste the information copied in the new tab downloaded in Step 1 in in tab **Data from HR File** in column C: **Active Internal Workforce**.



FTE File 2023 (22_06_23) .XLSX

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G24 | 1196

	A	B	C
1			
2			
3	Calendar Year/Month	12.2024	
4	Company Code (HR)		Active Internal Workforce
5	Company Code (HR)		9
6	5686	SOLVAY QUIMICA (AR)	24
7	7786	CYTEC AUSTRALIA HLDS	1
8	7013	CYTEC - HR AT	363
9	2002	SYENSQO SA	
10	2004	SOLVAY SA - DIV SCO	134
11	5978	SOLVAY SPOL BE	234
12	6409	QUIMICOS E SOLUCOES	192
13	7752	CYTEC CANADA	32
14	7725	CYTEC CHILE	135
15	5876	SYENSQO SHANGHAI LTD	289
16	5991	SOLVAY SPEC POLYMERS	471
17	6526	SYENSQO ZHANGJIAGANG	50
18	6577	ZHUHAI SYENSQO SP CH	366
19	7728	SYENSQO CHINA	
20	7734	CYTEC IND SHANGHAI	67
21	7776	CYTEC ENG MAT SH /CN	204
22	7810	SOLVAY-HENGCHANG ZHA	278
23	7811	SOLVAY ZHENJIANG CH	11
24	7414	SOLVAY COLOMBIA	2

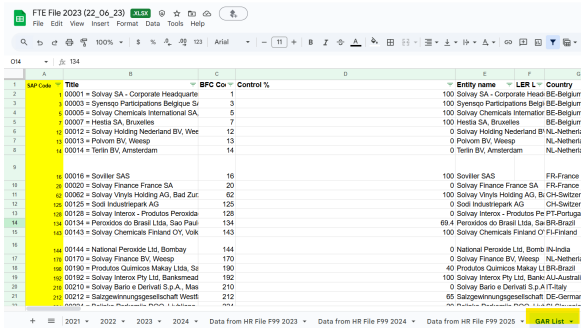
STEP 4

Paste a new GAR List updated in tab **G AR List**.

💡 Only import values for active companies and IG - Fully Consolidated.

In tab **Data from HR File**, make a VLOOKUP with the Group company status of **GAR List**.

> If Deactivated or Non conso: do not import any value and delete from our data base.



FTE File 2023 (22_06_23) XLSX

File Edit View Insert Format Data Tools Help

O14 | 134

	A	B	C	D	E	F	G
1	SAP Code	Title	BFC Co	Control %	Entity name	LER L	Country
2	1	00001 = Solvay SA - Corporate Headquarte	1		100 Solvay SA - Corporate Headq		BE-Belgium
3	3	00003 = Syensqo Participations Belgique Sa	3		100 Syensqo Participations Belgi		BE-Belgium
4	5	00005 = Solvay Chemicals International SA,	5		100 Solvay Chemicals Internatior		BE-Belgium
5	7	00007 = Hestia SA, Bruxelles	7		100 Hestia SA, Bruxelles		BE-Belgium
6	12	00012 = Solvay Holding Nederland BV, Wee	12		0 Solvay Holding Nederland B		NL-Netherla
7	13	00013 = Polvom BV, Weesp	13		0 Polvom BV, Weesp		NL-Netherla
8	14	00014 = Terlin BV, Amsterdam	14		0 Terlin BV, Amsterdam		NL-Netherla
9							
10	16	00016 = Soviller SAS	16		100 Soviller SAS		FR-France
11	20	00020 = Solvay Finance France SA	20		0 Solvay Finance France SA		FR-France
12	62	00062 = Solvay Vinyls Holding AG, Bad Zur	62		100 Solvay Vinyls Holding AG, B		CH-Switzer
13	125	00125 = Sodi Industriepark AG	125		0 Sodi Industriepark AG		CH-Switzer
14	128	00128 = Solvay Interox - Produtos Peroxida	128		0 Solvay Interox - Produtos Pe		PT-Portuga
15	134	00134 = Peroxidos do Brasil Ltda, Sao Paul	134		69.4 Peroxidos do Brasil Ltda, Sa		BR-Brazil
16	143	00143 = Solvay Chemicals Finland OY, Volk	143		100 Solvay Chemicals Finland O		FI-Finland
17							
18	144	00144 = National Peroxide Ltd, Bombay	144		0 National Peroxide Ltd, Bomb		IN-India
19	170	00170 = Solvay Finance BV, Weesp	170		0 Solvay Finance BV, Weesp		NL-Netherla
20	190	00190 = Produtos Quimicos Makay Ltda, Sa	190		40 Produtos Quimicos Makay Lt		BR-Brazil
21	192	00192 = Solvay Interox Pty Ltd, Bankstead	192		100 Solvay Interox Pty Ltd, Bank		AU-Australi
28	210	00210 = Solvay Bario e Derivati S.p.A., Mas	210		0 Solvay Bario e Derivati S.p.A		IT-Italy
21	212	00212 = Salzgewinnungsgesellschaft Westfa	212		65 Salzgewinnungsgesellschaft		DE-Germa

+ ≡ 2021 2022 2023 2024 Data from HR File F99 2023 Data from HR File F99 2024 Data from HR File F99 2025 GAR List

STEP 5

In the new tab created for the currently year, fill in the columns as below:

- D_CA: ACTUAL0
- D_DP: Current period where the values will be imported, for the example it is 2023.12
- D_AU: 0LIA01

⭐ Perform some quality checks such as:

- [ ] Make sure you included in the report all companies from the file provided by Payroll team.
- [ ] Check if the companies are IG - Fully Consolidated.
- [ ] Check if all companies are Active.
- [ ] Make sure that you have the correct BFC code in column D_RU.
- [ ] Confirm if the Functional Currency of the company is correct.

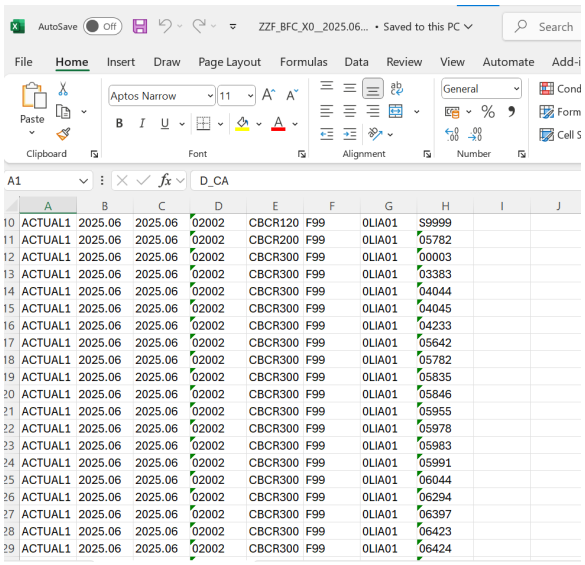
- D_RU: BFC code of companies (copy from Data from HR File, tab Company Code (HR)
- D_CU: Functional Currency of the company, make VLOOKUP from GAR List.
- D_AC: CBCR990
- D_FL: F99
- P_AMOUNT make VLOOKUP with tab **Data from HR File** an d get amount from Column C: **Active Internal Workforce**.

Leave the next available fields blank:

- D_T1
- D_MO
- D_T2
- D_MARK
- D_CGU
- D_PMARK
- D_MVTCA
- D_ZADM
- D_PAYS
- D_BKAC
- D_SITE
- D_YEAR

STEP 6

Open a new excel file and copy with values the information from the data base treated in Step 5 so we'll be able to convert to CSV and upload in BFC.

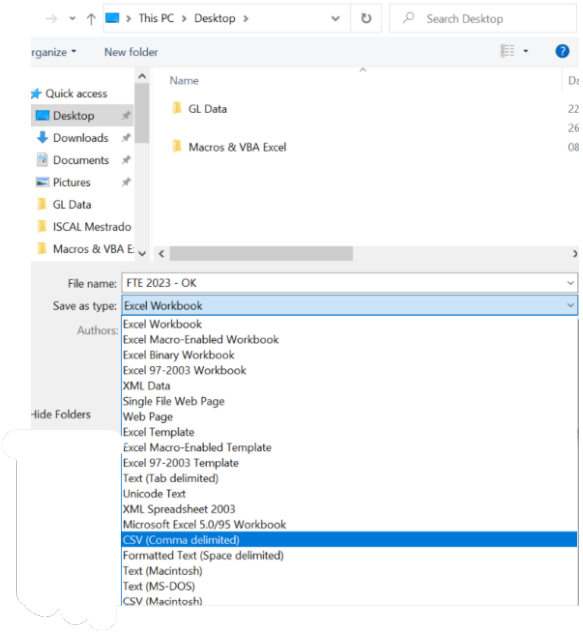


	A	B	C	D	E	F	G	H
10	ACTUAL1	2025.06	2025.06	02002	CBCR120	F99	0LIA01	S9999
11	ACTUAL1	2025.06	2025.06	02002	CBCR200	F99	0LIA01	05782
12	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	00003
13	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	03383
14	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	04044
15	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	04045
16	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	04233
17	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05642
18	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05782
19	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05835
20	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05846
21	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05955
22	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05978
23	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05983
24	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	05991
25	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	06044
26	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	06294
27	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	06397
28	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	06423
29	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	0LIA01	06424

STEP 7

Save the file in your Desktop or in the folder you prefer Save the file in CSV.

Once salve, the file should not be opened as it changes the formatting of company code, if any change is needed open with Notepad.

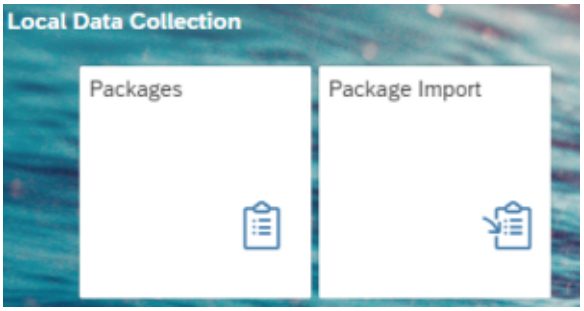


3.2.2 I upload the FTE data in BFC

STEP 1

Login BFC with your User and Password and click on **Package Import** in Local Data Collection.

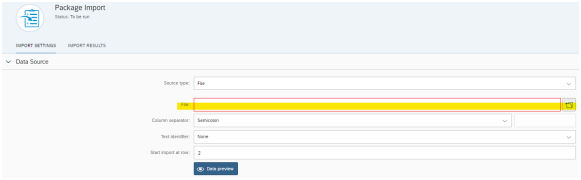
Before uploading, check that ACTUAL 0 packages are not locked or protected, otherwise unlocked the package or ask BFC-Admin for unlock.



STEP 2

Upload your file saved in your desktop by clicking on **Upload your file to the local server**.

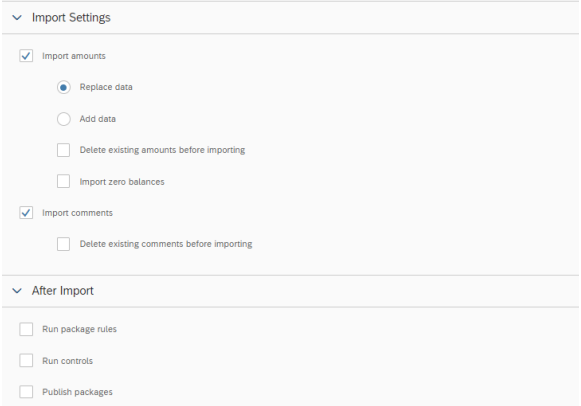
Do not change the other fields and click on **Data preview** to check that all the lines loaded correctly.



STEP 3

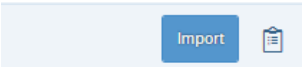
Only select **Replace Data**.

⚠️**NEVER USE THE OPTION "ERASE THE PACKAGE AMOUNTS BEFORE IMPORTING"**, otherwise you will deleted data included in the other ACTUAL 0 document.



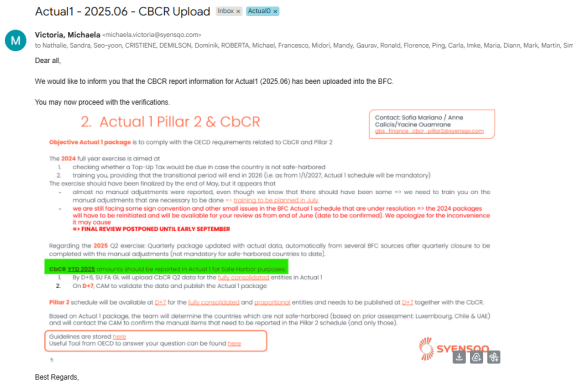
STEP 4

Click on **Import**.



STEP 5

Send and email to all CAMs and CADs informing that the CBCR report information for the Actual 0 has been uploaded into the BFC and save the working files in Google Drive.



Actual1 - 2025.06 - CBCR Upload Inbox × Actual0 ×

Victoria, Michaela <michaela.victoria@syensqo.com>
to Nathalie, Sandra, Seo-yoon, CRISTIENE, DEMILSON, Dominik, ROBERTA, Michael, Francesco, Midori, Mandy, Gaurav, Ronald, Florence, Ping, Carla, Imke, Maria, Diann, Mark, Martin, Sir

Dear all,

We would like to inform you that the CBCR report information for Actual1 (2025.06) has been uploaded into the BFC.

You may now proceed with the verifications.

2. Actual 1 Pillar 2 & CbCR

Contact: Sofia Mariano / Anne Calicis/Pacine Ouamnone
gbs_finance_cbcr_pillar2@syensqo.com

Objective Actual 1 package is to comply with the OECD requirements related to CbCR and Pillar 2

The **2024** full year exercise is aimed at:
1. checking whether a Top-Up Tax would be due in case the country is not safe-harbored
2. training you, providing that the transitional period will end in 2026 (i.e. as from 1/1/2027, Actual 1 schedule will be mandatory)

The exercise should have been finalized by the end of May, but it appears that:
- almost no manual adjustments were reported, even though we know that there should have been some => we need to train you on the manual adjustments that are necessary to be done => training to be planned in July
- **we are still facing some sign convention and other small issues in the BFC Actual 1 schedule that are under resolution => the 2024 packages will have to be reinitiated and will be available for your review as from end of June (date to be confirmed). We apologize for the inconvenience it may cause**
=> FINAL REVIEW POSTPONED UNTIL EARLY SEPTEMBER

Regarding the **2025** Q2 exercise: Quarterly package updated with actual data, automatically from several BFC sources after quarterly closure to be completed with the manual adjustments (not mandatory for safe-harbored countries to date).

Check the data, and make the manual adjustments, if applicable, by **D+7**
1. By D+5, SU FA GL will upload CbCR Q2 data for the fully consolidated entities in Actual 1
2. On **D+7**, CAM to validate the data and publish the Actual 1 package

Pillar 2 schedule will be available at D+7 for the fully consolidated and proportional entities and needs to be published at D+7 together with the CbCR.

Based on Actual 1 package, the team will determine the countries which are not safe-harbored (based on prior assessment: Luxembourg, Chile & UAE) and will contact the CAM to confirm the manual items that need to be reported in the Pillar 2 schedule (and only those).

Guidelines are stored here
Useful Tool from OECD to answer your question can be found here

Best Regards,