

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](#).

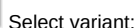
Deadline proposal: The publication must be done until D+6 and review by CAM until D+7.

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

3. Tasks description

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

Login SAP and run transaction **ZZF_BF**
C Collective, mark the options:



PF2 - SyensqoCBCR_X0
WP2 - SyensqoCBCR_X0
PI2 - SyensqoCBCR_X0

BFC/BOIC interface - Update collecting tables - Dynamic Version

Interfaces

☐ A/P line item [Y]
 ☐ A/R line item [X]
 ☒ G/L balance [B]
 ☒ G/L line item [V]
 ☐ G/L line item-special flows[W]
 ☐ G/L balance Assets w/o AA [M]
 ☐ G/L Item Assets w/o AA [N]
 ☐ CO-PCA (Only ERP)
 ☐ CO-PA (Only ERP)
 ☐ AA Assets (Only ERP)
 ☐ AA Shares (Only ERP)
 ☐ PL All from CO-PA (Only ERP)
 ☐ CO-PA P&L statement [O]

Main options

BFC Consolidation Perimeter

Family

Fiscal Year

Posting Period

Company Code

SYEW

X0

2025

6

7008

to

- Specific Family: X0
- Origin: Accounts Line items / Accounts totals
- Current Period
- BFC Consolidation Perimeter: PE2 - 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).

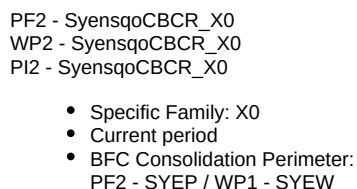
Result of ZZF_BFC_Collective:

Is it not necessary to export or save any files, only execute the transaction.

[illegible]

STEP 2

Run transaction **ZZF_BFC_Conversion**.



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

BFC/BOIC interface - Control, Conversion and Rounding

Main options

BFC Consolidation Perimeter	SYEW	
Family	X0	
Fiscal Year	2025	
Posting period	6	
Company Code	7008	

Options

- ☒ Step 1 - Control
- ☒ Step 2 - Conversions
- ☒ Step 3 - Rounding Amounts

Output

- ☒ Output data to ALV
- ☒ Output data to database

Log

Logger Threshold	3	
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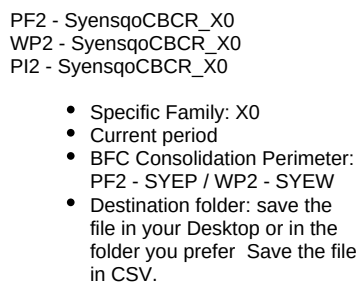
- ☒ Log to display
- ☒ Log to database
- ☐ Executed by Schedule manager

The screenshot displays the BPC/BOIC interface with a table of data and a bar chart below it. The table has columns for ID, ACTUALS, and various codes. The bar chart shows a distribution of values across different categories.

ID	ACTUALS	CODE	VALUE
00	0.00	0000	0.00
01	0.00	0001	0.00
02	0.00	0002	0.00
03	0.00	0003	0.00
04	0.00	0004	0.00
05	0.00	0005	0.00
06	0.00	0006	0.00
07	0.00	0007	0.00
08	0.00	0008	0.00
09	0.00	0009	0.00
10	0.00	0010	0.00
11	0.00	0011	0.00
12	0.00	0012	0.00
13	0.00	0013	0.00
14	0.00	0014	0.00
15	0.00	0015	0.00
16	0.00	0016	0.00
17	0.00	0017	0.00
18	0.00	0018	0.00
19	0.00	0019	0.00
20	0.00	0020	0.00
21	0.00	0021	0.00
22	0.00	0022	0.00
23	0.00	0023	0.00
24	0.00	0024	0.00
25	0.00	0025	0.00
26	0.00	0026	0.00
27	0.00	0027	0.00
28	0.00	0028	0.00
29	0.00	0029	0.00
30	0.00	0030	0.00
31	0.00	0031	0.00
32	0.00	0032	0.00
33	0.00	0033	0.00
34	0.00	0034	0.00
35	0.00	0035	0.00
36	0.00	0036	0.00
37	0.00	0037	0.00
38	0.00	0038	0.00
39	0.00	0039	0.00
40	0.00	0040	0.00
41	0.00	0041	0.00
42	0.00	0042	0.00
43	0.00	0043	0.00
44	0.00	0044	0.00
45	0.00	0045	0.00
46	0.00	0046	0.00
47	0.00	0047	0.00
48	0.00	0048	0.00
49	0.00	0049	0.00
50	0.00	0050	0.00
51	0.00	0051	0.00
52	0.00	0052	0.00
53	0.00	0053	0.00
54	0.00	0054	0.00
55	0.00	0055	0.00
56	0.00	0056	0.00
57	0.00	0057	0.00
58	0.00	0058	0.00
59	0.00	0059	0.00
60	0.00	0060	0.00
61	0.00	0061	0.00
62	0.00	0062	0.00
63	0.00	0063	0.00
64	0.00	0064	0.00
65	0.00	0065	0.00
66	0.00	0066	0.00
67	0.00	0067	0.00
68	0.00	0068	0.00
69	0.00	0069	0.00
70	0.00	0070	0.00
71	0.00	0071	0.00
72	0.00	0072	0.00
73	0.00	0073	0.00
74	0.00	0074	0.00
75	0.00	0075	0.00
76	0.00	0076	0.00
77	0.00	0077	0.00
78	0.00	0078	0.00
79	0.00	0079	0.00
80	0.00	0080	0.00
81	0.00	0081	0.00
82	0.00	0082	0.00
83	0.00	0083	0.00
84	0.00	0084	0.00
85	0.00	0085	0.00
86	0.00	0086	0.00

STEP 3

Run transaction **ZZF BFC Transfer.**



BFC/BOIC interface - File Transfer/List




Main options

BFC Consolidation Perimeter	SYEW	
Family	X0	
Fiscal Year	2025	
Posting period	6	
Company Code	7008	to
Heading		to
BOIC Partner		to

Output

☒ Output data to ALV
☒ Output data to file(s)
☒ PC destination folder

Destination folder

☐ SAP destination folder

Destination folder

☒ Several companies in one file
 Change company in file name by
 ☐

Log

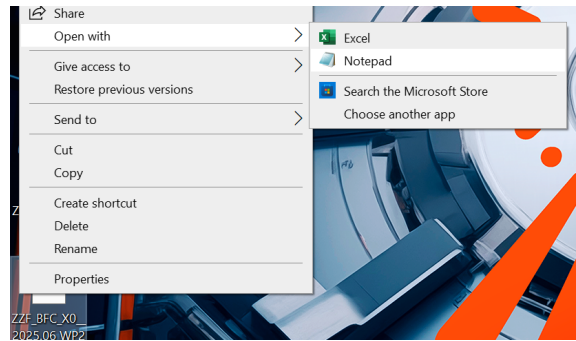
☒ Log to display
☐ Log to database



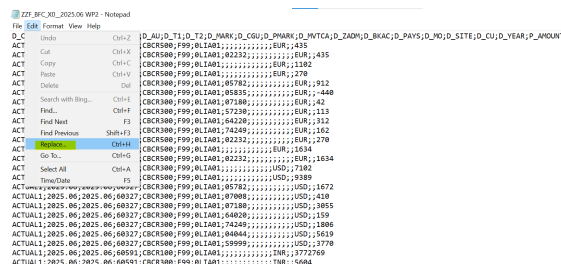
Once save, the file should no be opened as it changes the formatting of company code, always follow the next procedure to edit the file extracted.

STEP 4

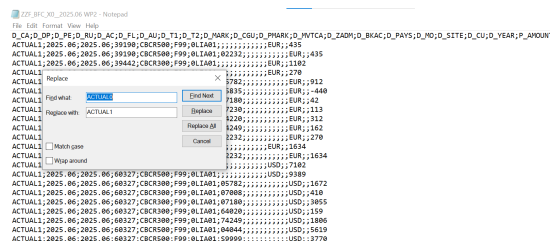
Open in Notebook to adapt the date by:



Select Edit --> Replace or Ctrl H:



Then replace the ACTUAL0 to ACTUAL1:

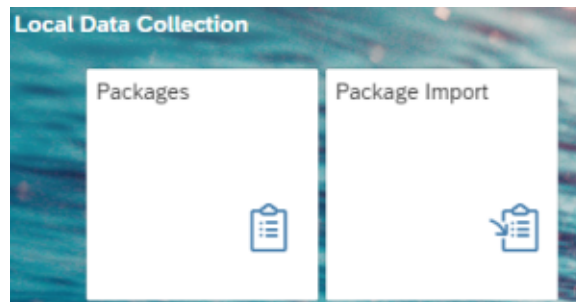


3.1.2 I upload the data in BFC

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.

Package Import
Select file to import

IMPORT SETTINGS **IMPORT RESULTS**

Data Source

Source type: File

File: ERP_BPT_MH_2023.06.BPT.xlsx

Column separator: Semicolon

First identifier: None

Start processing at row: 2

OK Data preview

CL_CA	CL_DP	CL_PP	CL_PPA	CL_PCT	CL_F1	CL_PPA	CL_F2	CL_PPA	CL_PPA
ACTUAL3	2023.06	2023.06	0000	CBCR000	F99	00000	00000		
ACTUAL3	2023.06	2023.06	0000	CBCR000	F99	00000	00000		
ACTUAL3	2023.06	2023.06	0000	CBCR000	F99	00000	00000		
ACTUAL3	2023.06	2023.06	0000	CBCR000	F99	00000	00000		
ACTUAL3	2023.06	2023.06	0000	CBCR000	F99	00000	00000		

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.

Import Settings

☒ Import amounts

☒ Replace data

☐ Add data

☐ Delete existing amounts before importing

☐ Import zero balances

☒ Import comments

☐ Delete existing comments before importing

After Import

☐ Run package rules

☐ Run controls

☐ Publish packages

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.

Import

COUNTRY BY COUNTRY REPORT (CBCR) - REVENUES AND HEADCOUNT

L4060 - CBCR - Revenues and headcount

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.

Country by Country report **FTE** ➤ 08.Actual 0/CBCR x

Reis, Ana karoline <anakaroline.reis@solvay.com>
to Inês, Tamires, Delphine

Hello Dear Inês,

Concerning the CbCR report for 2023, which should be done based on the information from Y-1.

Can you provide us with a similar file with the 2022 data?

Thank you in advance for your brevity asap.

Thank you and best regards.

As soon as they send, save the file in our [Google Drive](#).



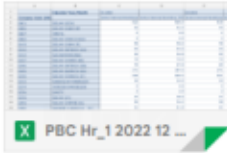
Runa, Inès <ines.runa@solvay.com>
to me, Tamires, Olivier, Bernard, Delphine ▾

Dear Ana,

Please see the file shared with EY last January.

Best regards,

One attachment • Scanned by Gmail ⓘ



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.

The screenshot shows an Excel spreadsheet with the following structure:

	J	K	L	M	N	O
1	D_T1	D_MO	D_T2	D_MARK	D_CGU	D_PMA
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

At the bottom, there is a tab bar with the following tabs: 2020, 2021, 2022, and 2023 (selected).

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.

AutoSave Off

File Home Insert Draw Page Layout

Paste

Clipboard

Font

Verdana 8 A

B I U

C15

'ZHUHAI SYEN

	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.

FTE File 2023 (22_06_23) .XLSX

File Edit View Insert Format Data To

Menus 100%

G24 1196

	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.

- 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

File Edit View Insert Format Data Tools Help

Menus 100% \$ % .0 .00 123 Cal

G24 | fx 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

100% \$ % .0 .00 123 Cal

O14 | fx 134

	A	B	C	D	E	F	G
1	EMP CODE	TITLE	BFC Co	Control %	Entity name	LER L	Country
2	10001	Solvay SA - Corporate Headquarters	1		100 Solvay SA - Corporate Head BE-Belgium		
3	10003	Syensco Participations Belgique Su	3		100 Syensco Participations Belg BE-Belgium		
4	10005	Solvay Chemicals International SA,	5		100 Solvay Chemicals International BE-Belgium		
5	10007	Hestia SA, Bruxelles	7		100 Hestia SA, Bruxelles BE-Belgium		
6	10012	Solvay Holding Nederland BV, Wee	12		0 Solvay Holding Nederland B NL-Netherlands		
7	10013	Pharion BV, Veenop	13		0 Pharion BV, Veenop NL-Netherlands		
8	10014	Terlin BV, Amsterdam	14		0 Terlin BV, Amsterdam NL-Netherlands		
9	10016	Soviller SAS	16		100 Soviller SAS FR-France		
10	10020	Solvay Finance France SA	20		0 Solvay Finance France SA FR-France		
11	10082	Solvay Virilis Holding AG, Bad Zur	82		100 Solvay Virilis Holding AG, B, CH-Switzer		
12	10125	Solid Industriepark AG	125		0 Solid Industriepark AG CH-Switzer		
13	10128	Solvay Interox - Produtos Petrobras	128		0 Solvay Interox - Produtos Pet PT-Portugal		
14	10134	Petrobras do Brasil Ltda, Sao Paul	134		69 Petrobras do Brasil Ltda, Sa BR-Brazil		
15	10143	Solvay Chemicals Finland OY, Viik	143		100 Solvay Chemicals Finland OY FI-Finland		
16	10144	National Peroxide Ltd, Bombay	144		0 National Peroxide Ltd, Bomb IN-India		
17	10170	Solvay Finance BV, Veenop	170		0 Solvay Finance BV, Veenop NL-Netherlands		
18	10180	Produtiva Quimicos Malay Lda, Si	180		40 Produtiva Quimicos Malay Lda BR-Brazil		
19	10182	Solvay Interox Pty Ltd, Bankstown	182		100 Solvay Interox Pty Ltd, Bank AU-Australia		
20	10210	Solvay Bario e Dental S.p.A, Mail	210		0 Solvay Bario e Dental S.p.A IT-Italy		
21	10212	Satzgewinnungsgesellschaft Westf	212		65 Satzgewinnungsgesellschaft DE-Germany		
22	10213	Produtiva Quimicos Petrol, S. Carlos	213		65 Produtiva Quimicos Petrol BR-Brazil		

2021 2022 2023 2024 Data from HR File PPP 2023 Data from HR File PPP 2024 Data from HR File PPP 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** and 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.

AutoSave Off ZBF_ZFCX_0_2025.06... • Saved to this PC Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Add-Ins

Paste Aptos Narrow 11

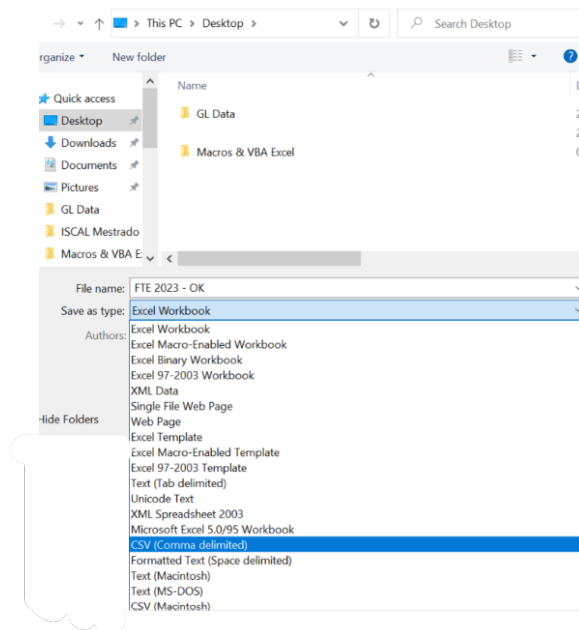
Clipboard Font Alignment Number

	A	B	C	D	E	F	G	H	I	J
10	ACTUAL1	2025.06	2025.06	02002	CBCR120 F99		OLIA01	\$9999		
11	ACTUAL1	2025.06	2025.06	02002	CBCR200 F99		OLIA01	\$5782		
12	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$0003		
13	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$3383		
14	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$4044		
15	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$4045		
16	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$4233		
17	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5642		
18	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5782		
19	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5835		
20	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5846		
21	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5955		
22	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5978		
23	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5983		
24	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$5991		
25	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$6044		
26	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$6294		
27	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$6397		
28	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$6423		
29	ACTUAL1	2025.06	2025.06	02002	CBCR300 F99		OLIA01	\$6424		

STEP 7

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

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

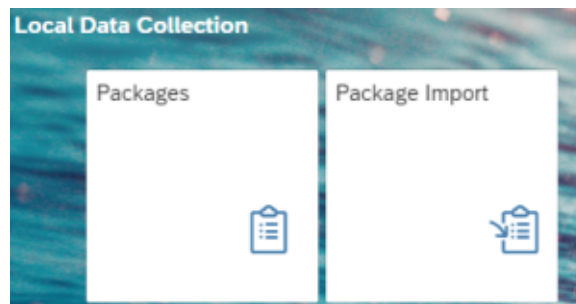


3.2.2 I upload the FTE data in BFC

STEP 1

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

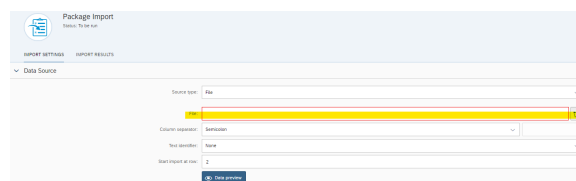
Before uploading, check that ACTUAL 0 packages are not locked or protected, otherwise unlocked the package or ask BFC-Admin for unlock.



STEP 2

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

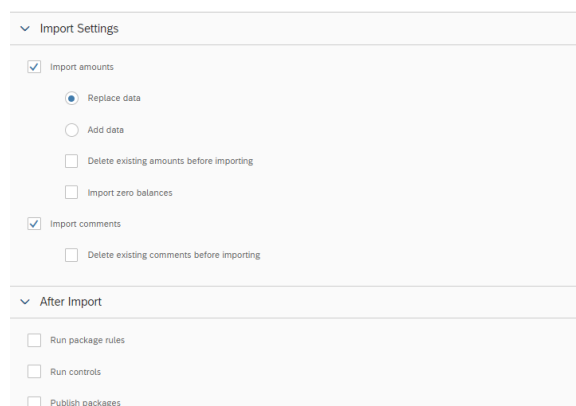
Do not change the other fields and click on **Data preview** to check that all the lines loaded correctly.



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](#).

Import

Actual1 - 2025.06 - CBCR Upload

Info

Actual0

M

Victoria, Michaela

to Nathalie, Sandra, Seoyeon, CROSTIENE, DEMILSON, Dominik, ROBERTA, Michael, Francesco, Midori, Mandy, Gaurav, Ronald, Florence, Ping, Carla, Imke, Maria, Diana, 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 Martono / Anne Calabu/Tachine Ouamrane
anne.calabu@syvensao.com

Objective Actual 1 package

is to comply with the OECD requirements related to CBCR and Pillar 2

The 2024 full year exercise is closed at:

1. checking whether a flag-up file would be due in case the country is not safe-harborred

2. training you, providing that the transitional period will end in 2024 (i.e. as from 1/1/2027, Actual 1 schedule will be mandatory)

The exercise should have been finished 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 => [actual1_manualadjustments.pdf](#)

we are still facing some sign-convention and other email issues in the BFC Actual 1 schedule that are under resolution => the 2024 packages will have to be reviewed and will be available for your review as from end of June (date to be confirmed). We apologise 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-harborred countries to date).

Check the 2025 Q2 exercise: [actual1_2025_q2.pdf](#)

1. By 24th, 25th or 26th, we will upload CBCR Q2 data for the [safe-harborred](#) entities in Actual1

2. On 24th, CAM to validate the data and publish the Actual 1 package

Pillar 2 schedule will be available at [2025](#) for the [fully consolidated](#) and [proportionate](#) entities and needs to be published at [2025](#) together with the CBCR.

Based on Actual 1 package, the team will determine the countries which are not safe-harborred (based on prior assignment Luxembourg, China & USA) 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](#).

4



Best Regards,