

Cash Allocation Solvay Companies Brazil

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1. INTRODUCTION

1.1. Objective of this OP

This OP explains cash allocation process and how OTC BO AR should handle the incoming receipts from customers.

1.2. Scope

- Post and clear payments received from customers (based on Bank statement information or CM instructions)
- Send unacceptable discrepancies to Credit Management Mailbox, customer service or sales
- Clearing and reconciliation in customer accounts
- Make/send available reports related to accounts receivable transactional process

1.3. References

Operational procedures are stored in the following address: <http://teamsites.solvay.com/sites/3Se/Service%20Excellence%20team/Deliver%20OtC%20services/Forms/By%20Process.aspx>

2. MAIN PART



Content of this section

This OP explains the specificities of MERCOSUR cash application process.

The cash application should follow the following steps:

- Retrieve data from bank web site;
- Process the payments via "Boleto" for Solvay do Brasil and Solvay Indupa (Itaú e Bradesco);
- Process the payments on "Desconto" account for Solvay Indupa (Itaú e Bradesco);
- Process the payments on "Vendor" account for Solvay Indupa (Itaú);
- Process the "Deutsch" payments (instructions came via e-mail);
- Process the accounts statements for Solvay do Brasil and Solvay Indupa (Itaú e Bradesco);
- Process the request that came from ACM and other activities;
- To create the "Boletos" file and send it to bank.

Scope



LAM

5685 – Solvay do Brasil
0309 – Solvay Indupa do Brasil
6056 – SBS Curitiba

ERP



PF1

References

Attachments

2.1 Company codes in scope

Cash Application under this OP is performed for Solvay Companies in Brazil:

5685 – Solvay do Brasil
0309 – Solvay Indupa do Brasil
6056 – SBS Curitiba

2.2 Bank Website Access

In order to obtain the needed information to cash application, the operator should access the Bank Website.

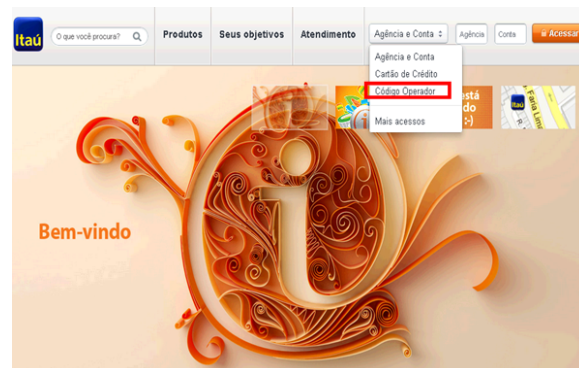
On Mercosur we have two banks in use for Brazil:

- ITAÚ – www.itau.com.br
- BRADESCO – www.bradesco.com.br

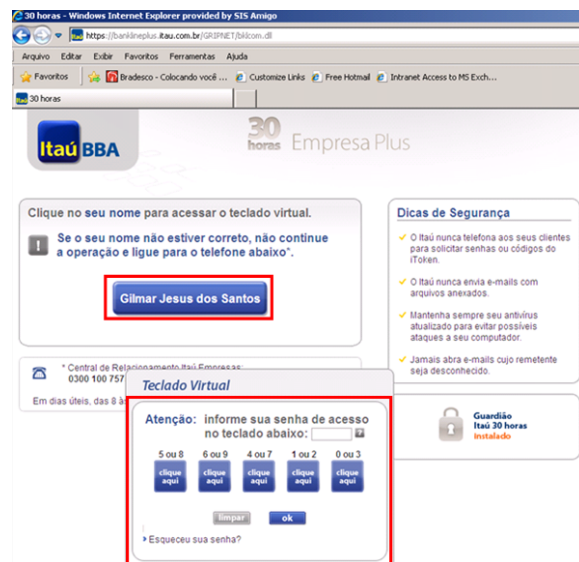
2.2.1 Itaú Bank

For ITAÚ we should enter in the website and select "Código Operator".

Fill the field "Código do operador" with your operator number registered on the bank website and click "Acessar".



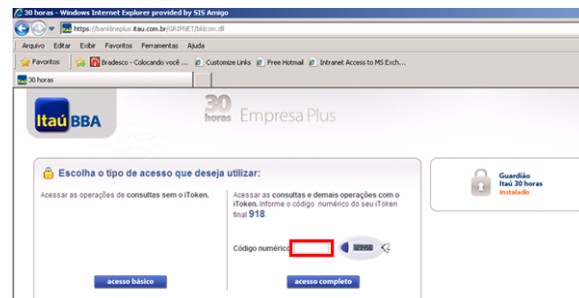
Click on your name and insert your password



Fill the field "Código numérico" with the code on your personal iToken

Note

The "boleto" title is a collection payable at any bank branch of the national territory, home banking, lottery shops, some supermarkets and post offices during the period of maturity.



The first thing we should process is the "boletos" and to get these files on the bank website we should proceed as follow:

We should select "Transmissão de Arquivos" tab.

Select always the box "Transmissão (ambiente produção)". Then select "recepcionar" under "retorno".

Here we can receipt the file from both companies.

The Column "controle" will indicate the company and the column "situação" will indicate if the file was already receipted or should be receipt.

"Controle" 2938 02440-9 is for Solvay Indupa and "Controle" 2938 02441-7 is for Solvay do Brasil.

We should click on "Salvar" button to save the file. The name should be kept the same.

Save it on Drive L:\MERCORSUR\RETORNO BCO ITAU

To extract the statements, select the account on "conta em operação" field, by default it came already selected the account of Solvay Indupa do Brasil.

To have the account statement Click on "Contas" then "Extrato" and select the option "3 dias"

The file should be saved as Excel file. At the bottom of the page, select the option "Salvar em Excel" Save it on Drive L:\MERCORSUR\EXTRATOS\ITAU\Month folder.

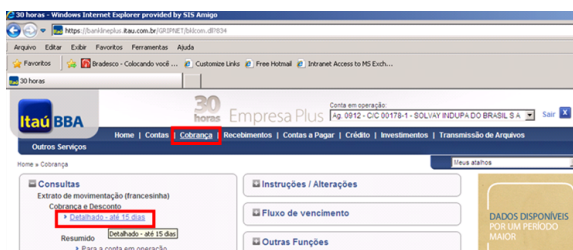
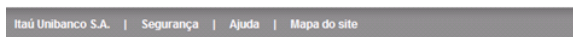
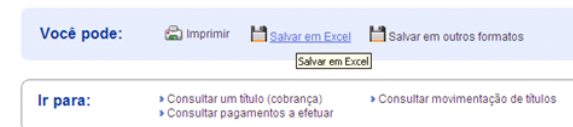
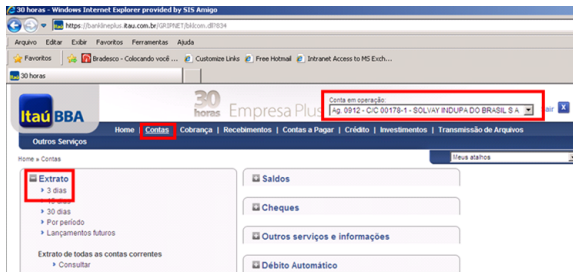
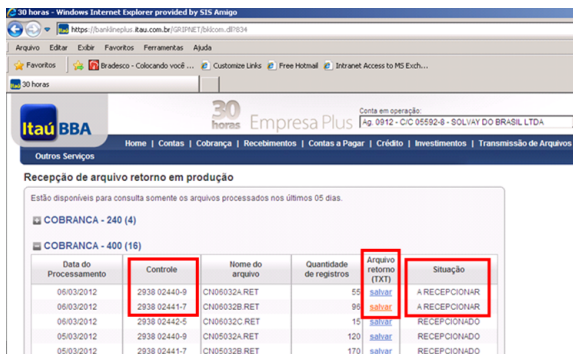
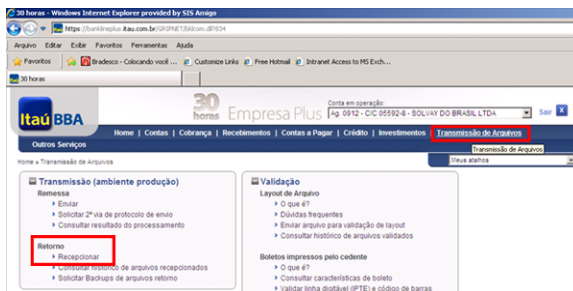
The same thing should be performed for Solvay do Brasil account by changing the account on the "Contas em Operação" tab.

After save the statements for both companies we should go to Solvay Indupa's account then to "cobrança" tab and select "consultas" > "Detalhado – até 15 dias". It will give the "desconto de duplicatas" file.

Chose the last date available and "Liquidação" then click on "enviar"

If we have any file, we should download it by clicking on "Versão para Impressão (PDF)".

Drive L:\MERCORSUR\EXTRATOS\ITAU\DESCONTOS\ Month folder



To retrieve the VENDOR information we should select the Account Solvay Indupa do Brasil VENDOR and proceed as above ("cobrança" tab and select "consultas" > "Detalhado – até 15 dias").



Select the last day and download the file as above.

Drive L:\MERCORSUR\EXTRATOS\ITAUVENDOR\ Month Folder

Remark

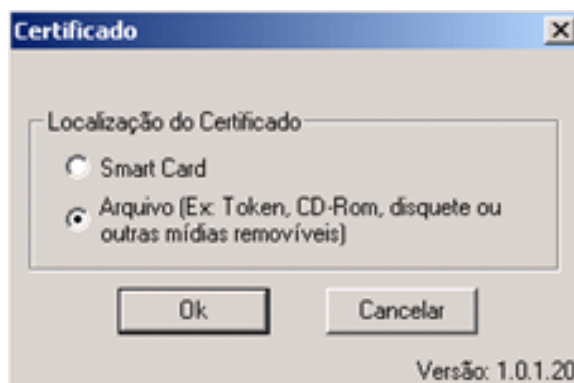
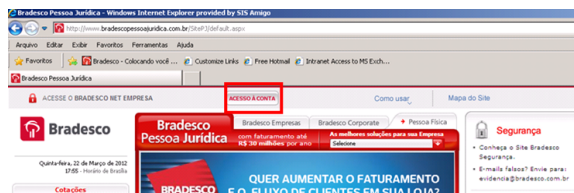
sometimes may not have any items for the "Desconto" and "Vendor" accounts



2.2.2 Bradesco Bank

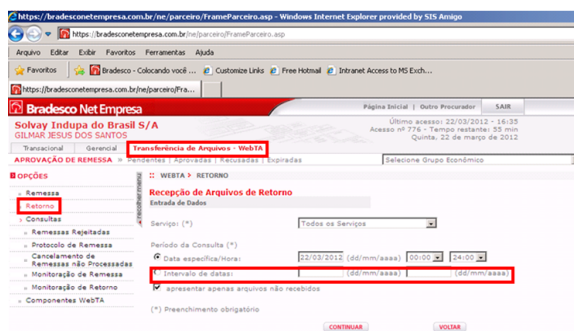
For Bradesco we should access the Bank website and click on "Acesso à Conta". A window will appear asking about the certificate, so we will chose the second option "Arquivo".

Select the digital certificate and enter with your password.



It will open automatically Solvay Indupa account with Bradesco. As for Itaú we should process first the "boletos". To get the files on the bank website we should proceed as follow:

we should access "Retorno", in the tab "Transferencia de Arquivos – WebTA", and select the last bank date and today's date on field "intervalo de datas", select the last bank date and today's date then click on "Continuar" button.



We should select the files with the previous bank date and the "I" in the name than click on "Confirmar" button.

Serviço COBRANCA
Período (16/03/2012 - 22/03/2012)

Selecione os arquivos e clique no botão "CONFIRMAR"

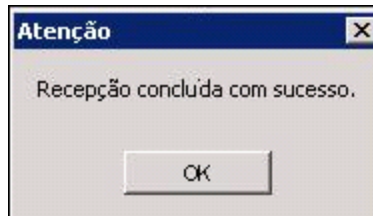
Dados dos Arquivos Nunca Recebidos					
Receber Todos	Nome do Arquivo	Qtde. de Registros	Tamanho (Kk)	Data/Hora do Retorno	Nº Tentativas de Consulta
<input type="checkbox"/>	CB170301.RET	4	1,57	17/03/2012 02:30:00	0
<input type="checkbox"/>	CB160301.RET	17	6,67	16/03/2012 02:38:00	0

Dados dos Arquivos Recebidos					
Receber Todos	Nome do Arquivo	Qtde. de Registros	Tamanho (Kk)	Data/Hora do Retorno	Nº Tentativas de Consulta
<input type="checkbox"/>	CB210301.RET	10	3,93	21/03/2012 02:38:00	1
<input checked="" type="checkbox"/>	CB21031000.RET	6	2,36	21/03/2012 02:20:00	1
<input type="checkbox"/>	CB200301.RET	9	Linko 2. Tamanho em Kb 2,35	12/03/2012 03:38:00	1
<input type="checkbox"/>	CB20031000.RET	43	16,88	20/03/2012 03:22:00	1
<input type="checkbox"/>	CB17031000.RET	7	2,75	17/03/2012 02:23:00	1
<input type="checkbox"/>	CB16031000.RET	81	31,8	16/03/2012 02:28:00	1



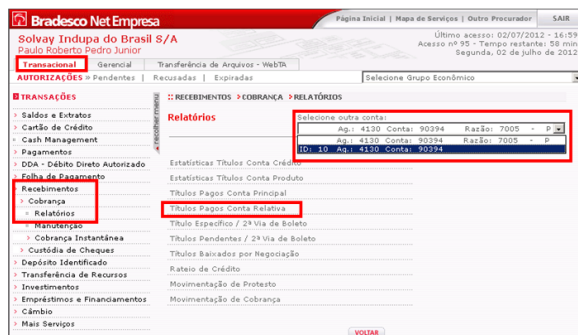
Save it on Drive L:\MERCORSUR\RETORNO BCO BRADESCO.

The following confirmation appears

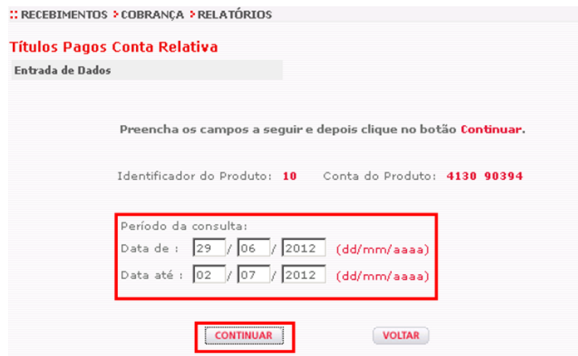


To retrieve information about the Discount account go to "Transacional" tab then go to "Recebimentos > Cobrança > Relatórios".

Select the account "ID: 10 AG: 4130 Conta: 90394" and click on "Títulos Pagos Conta Relativa"



Select a date between the last working day and the today date and click on "Continuar"



If on the bottom of the page the button "próximos >>" appears, we must click on it to get the rest of the report.

Identificador do Produto: 10 Conta do Produto: 4130 90394
 Nome Cliente: Solvay Indupa do Brasil S/A
 Data e Hora da Consulta: 04 setembro 2012 - 08:59

Tipo	Nº Título	Sacado	Vencimento	Pagamento	Valor Título	Valor Cobrado	Car	Oscilação
2	0006277701	CIPATEX SINTET VINILICOS LTDA	01/09/2012	03/09/2012	77.230,21	77.230,21	Não	0,00
2	0006273401	CIPATEX SINTET VINILICOS LTDA	01/09/2012	03/09/2012	83.945,87	83.945,87	Não	0,00
2	0006253001	DACARTO BENVIC LTDA	01/09/2012	03/09/2012	92.206,77	92.206,77	Não	0,00
2	0006255801	DACARTO BENVIC LTDA	01/09/2012	03/09/2012	93.797,14	93.797,14	Não	0,00
2	0006249901	DACARTO BENVIC LTDA	01/09/2012	03/09/2012	94.592,32	94.592,32	Não	0,00
2	0006251801	DACARTO BENVIC LTDA	01/09/2012	03/09/2012	95.594,94	95.594,94	Não	0,00
2	0006255001	DACARTO BENVIC LTDA	01/09/2012	03/09/2012	95.940,67	95.940,67	Não	0,00
2	0006278601	CIPATEX IMPREG.DE PAPS.E TECS.LTDA	01/09/2012	03/09/2012	100.627,88	100.627,88	Não	0,00
2	0006278201	CIPATEX IMPREG.DE PAPS.E TECS.LTDA	01/09/2012	03/09/2012	111.808,77	111.808,77	Não	0,00
2	0006284601	CIPATEX SINTET VINILICOS LTDA	02/09/2012	03/09/2012	78.010,31	78.010,31	Não	0,00
2	0006285001	CIPATEX SINTET VINILICOS LTDA	02/09/2012	03/09/2012	92.934,02	92.934,02	Não	0,00
2	0006279201	CIPATEX SINTET VINILICOS LTDA	02/09/2012	03/09/2012	99.954,95	99.954,95	Não	0,00
2	0006282301	COREMAL COM. E REPR. MAIA LTDA	02/09/2012	03/09/2012	102.259,82	102.259,82	Não	0,00
2	0006285901	CIPATEX IMPREG.DE PAPS.E TECS.LTDA	02/09/2012	03/09/2012	111.808,77	111.808,77	Não	0,00
2	0006287601	COREMAL COM. E REPR. MAIA LTDA	03/09/2012	03/09/2012	72.398,74	72.398,74	Não	0,00

PRÓXIMOS >>

When the Total appears, it means that we reached the end of the report. Select the data and copy it to an excel file on Drive L: MERCORSUR\EXTRATOS\BRADESCO\Descontos

Identificador do Produto: 10 Conta do Produto: 4130 90394
 Nome Cliente: Solvay Indupa do Brasil S/A
 Data e Hora da Consulta: 04 setembro 2012 - 09:00

Tipo	Nº Título	Sacado	Vencimento	Pagamento	Valor Título	Valor Cobrado	Car	Oscilação
2	0006286101	CIPATEX SINTET VINILICOS LTDA	03/09/2012	03/09/2012	77.230,21	77.230,21	Não	0,00
2	0006294601	CIPATEX SINTET VINILICOS LTDA	03/09/2012	03/09/2012	88.965,67	88.965,67	Não	0,00
Total:					1.569.307,06	1.569.307,06		0,00

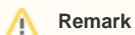
EXPORTAR

VOLTAR

To retrieve the accounts statements click on "Saldos e Extratos". We should select the last 5 days and save the statement. Select the information of the statement copy and save it in an excel file.

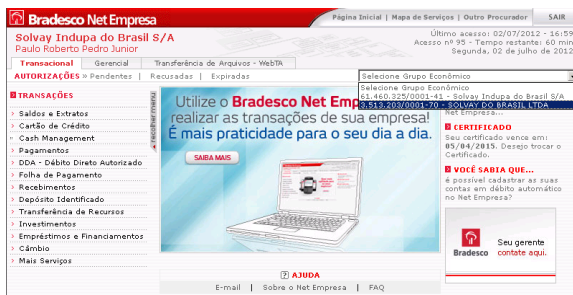
The screenshot shows the Bradesco Net Empresa interface for Solvay Indupa do Brasil S/A. The user is logged in as GILMAR JESUS DOS SANTOS. The interface includes a navigation menu with options like 'TRANSAÇÕES', 'AUTORIZAÇÕES', and 'PERSONALIZAÇÃO'. A sidebar on the left lists 'Saldos e Extratos' as the selected option. The main content area is titled 'SALDOS E EXTRATOS > CONTA-CORRENTE' and 'Conta-Corrente'. It provides options for generating statements: 'Saldos, Últimos Lançamentos e Lançamentos Futuros', 'Últimos 5 dias úteis' (checked), 'Extrato por período de' (with input fields for date), and 'Extrato mensal' (with a dropdown for 'Março/2012'). There is also a checkbox for 'Impressão com autenticação'.

After save the file, change the company and save the account statement for Solvay do Brasil.



Remark

Sometimes may not have any items for the "Desconto" account.



2.3 Payment Application

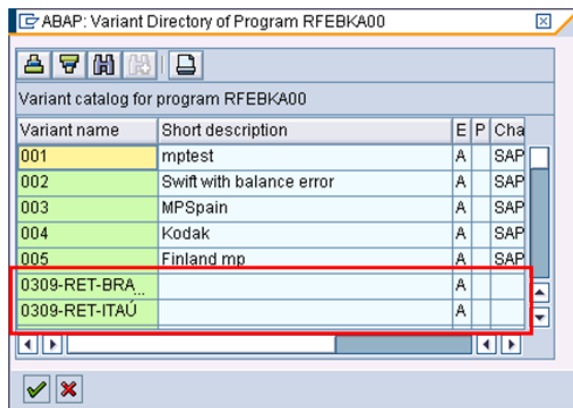
2.3.1 "Boletos" Process

After the receipt of the bank files, we should proceed with input of the data to PF-1.

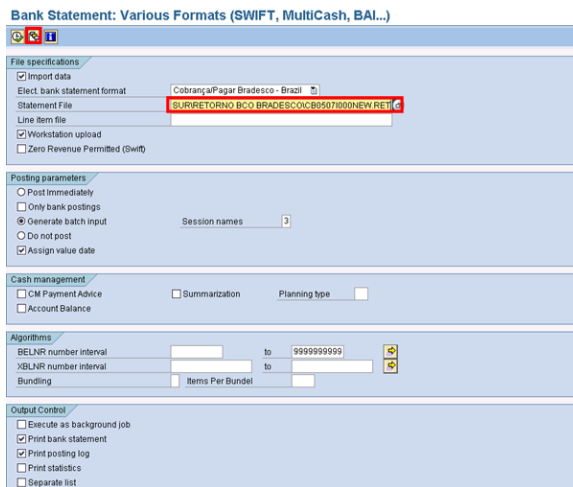
First of all we should process the "boletos".

We should process the input of the data to SAP using transaction FF.5.

Click on the button and the variant "0309-RET-BRADESCO"

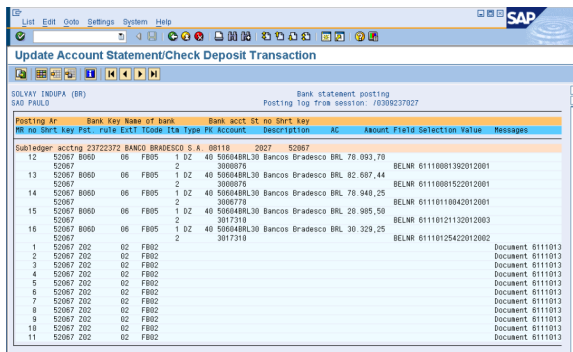


Change the file to the one you have retrieved from the bank.



Statement file: select the file you have retrieved from the bank;

The following two screens will appear, we need just to click in button:



SOLVAY INDUPE (BR) Time 11:09:37 Date 12.12.2011
 SAO PAULO RFEBA09/BR00295 Page
 BANCO BRANDESCO S.A. Account number: 08118 Statement number: 82027 ID: 00052067
 Bank no.: 2372372 Acct ID: C08 Statement date: 11.12.2012 Currency: BRL
 House bank: 237

Caution: Totals (received from)

Opening Balance 0,00

Total Debit 0,00
 Total Cred. 299.036,14
 Clos. Bal. 79.851.085,70

Total Debit 0,00
 Total Cred. 299.036,14
 Clos. Bal. 299.036,14

TRF no	Value date	PostDate	Payment Notes	Posting text	Amount	TRF
1	11.12.2012	11.12.2012	W/dupl.: 0007075761 Agenc. Cobr.: 04151 Reference: 234600000916 Additional info.: 00000101414480000000000000 Business partner.: CIPATEX IMPRES. DE PAPS E TEGS L. Additional info.: 000000000000000000000000	Opening Balance	0,00	02
2	11.12.2012	11.12.2012	W/dupl.: 0007077401 Agenc. Cobr.: 04151 Reference: 234600000824 Additional info.: 0000009570034000000000000000 Additional info.: 000000000000000000000000 Business partner.: CIPATEX IMPRES. DE PAPS E TEGS L. Additional info.: 0000011029200000000000000000		0,00	02
3	11.12.2012	11.12.2012	W/dupl.: 0007077401 Agenc. Cobr.: 04151 Reference: 234600000832 Additional info.: 0000011029200000000000000000 Additional info.: 000000000000000000000000 Business partner.: CIPATEX IMPRES. DE PAPS E TEGS L. Additional info.: 0000011029200000000000000000		0,00	02
4	11.12.2012	11.12.2012	W/dupl.: 0007080961 Agenc. Cobr.: 04151 Reference: 234600000840 Additional info.: 00000110292000000000000000 Additional info.: 000000000000000000000000 Business partner.: CIPATEX IMPRES. DE PAPS E TEGS L. Additional info.: 000000000000000000000000		0,00	02
5	11.12.2012	11.12.2012	W/dupl.: 0007077801 Agenc. Cobr.: 04151 Reference: 234600000850 Additional info.: 0000008624480000000000000000 Additional info.: 000000000000000000000000 Business partner.: DACARTO BEWIC Ltda Additional info.: 000000000000000000000000		0,00	02
6	11.12.2012	11.12.2012	W/dupl.: 0007075401 Agenc. Cobr.: 04151 Reference: 234600000867 Additional info.: 0000003068430000000000000000		0,00	02

The same thing should be done with the variant for ITAU for the two files (A and B).

After the upload the batch is generate automatically and we should process it.

For this task is used the transaction SM35 in order to run the batch inputs.

Select the item with your user on Created By column and click on process button. select the items in the box as below, and click on process button.

On the next box select the items as below, and press process button again

Pasta Processor Salvar Utilitários Sistema Ajuda

Batch input: síntese de pastas

Análisis **Processor** Estatística Log Registro

Seleção
 Pasta: * de: * AM: * Autor: *

Novo Incorreto Processado Em procmto. Em background Em criação Bloquead

Nome pasta	Autor	Data	Tempo	Data bloq.	Autorização	Status	Transação
0300341C259	BRSE0025	07.03.2012 09:04:09			BRSE0025	Nov	53 0
75665341C257	BRSE0025	07.03.2012 09:03:42			BRSE0025	Nov	80 0
YSATR1TR	BRZM	07.03.2012 08:05:12			BRZM	Incorreto	10 3
YSATR1TR	BRZM	07.03.2012 08:04:19			BRZM	Incorreto	10 1

Process Session \$AWM20627

Processing Mode

Process/foreground
 Display errors only
 Background


Target host

Additional Functions

Extended log
 Expert mode
 Dynpro standard size
 Cancel if Log Error Occurs
 Simulate Background Mode

Process

If some error happen we should analyze what is wrong and if necessary, contact collections or treasury.

If the following screen appears, just click on the button  and the process will continue.

Additional Details for Line Item 001

House Bank 237 / Part. Bank Type

Payment Method A B/e pmnt req. 2535009777 0309 2012
 Cred.Contr.Area SCHF

AR pledg. NO

Trading Partner 5794 Billing Doc. 92085201
 Planning Date 24.11.2012 Planning Level F1

Spec G/L assgt 20121005

Reference Key 1 005159800011
 Reference Key 2 04151
 Reference Key 3 228200000068

Close buttons

2.3.2 Discounts Accounts

After the application of "boletos" we need to process the Discount accounts for Itaú and Bradesco.

On the Itaú file we can identify the customer name, amount paid, payment date, invoice number and interests.

Movimentação de Títulos										Posição até o momento	
Nome do Cliente	Aplicação	Conta	Emprego em	Dep. Paga	Vencimento	Valor	Outros Valores	Outros Debitos	Debito/Credito	Prova	
SOLVAY INDÚSTRIA DO BRASIL S.A.	001200178-1	00000000	00000000	00000000	00000000	55.034,00			55.034,00	229,351	
300 62019205-4	000003201	LIDER INDE COM DE BRANQUEADOS	4448	29/06/12	28.484,47	28.484,47			28.484,47		
300 62019168-4	000003701	SACARTO BENVIC LTDA	4302	29/06/12	75.228,71	75.228,71			75.228,71		
300 62019168-4	000003201	SACARTO BENVIC LTDA	4302	29/06/12	84.982,14	84.982,14			84.982,14		
300 62019168-4	000003201	SACARTO BENVIC LTDA	4302	29/06/12	88.863,81	88.863,81			88.863,81		
300 62019167-1	000003201	SACARTO BENVIC LTDA	4302	29/06/12	90.036,47	90.036,47			90.036,47		

We can find the correct customer account to use searching on FBL5N. The invoice number is placed on the column "seu nº".

On the file for Bradesco we can identify the customer name, amount paid, payment date, invoice number and interests.

We can find the correct customer account to use searching on FBL5N. The invoice number is placed on the column "Nº Título".

To apply this kind of payments we use transaction F-28, one posting for each bank.

Tipo	Nº Título	Sacado	Vencimento	Pagamento	Valor Título	Abatido	Car	Orculacão
2	5726201	SIONIL COMPOSTOS VINILICOS LTDA	9/7/2012	29/6/2012	75.304,68	75.304,68	N/D	0
Total:					75.304,68	75.304,68	#####	0

Post Incoming Payments: Header Data

Process open items

Document Date: 29.06.2012 Type: DZ Company Code: 0309
 Posting Date: 29.06.2012 Period: 6 Currency/Rate: BRL
 Document Number: Translatn Date:
 Reference: Cross-CC no.
 Doc. Header Text: LIQUIDAÇÃO DUPLICATA Trading Part: BA
 Clearing text: LIQUIDAÇÃO DUPLICATA

Bank data
 Account: 2212000000 Business Area:
 Amount: Amount in LC:
 Bank charges: LC bank charges:
 Value Date: 29.06.2012 Profit Center:
 Text: Assignment:

Open item selection
 Account: Other accounts
 Special G/L Ind: Standard OIs
 Pmnt advice no.:
 Distribute by age
 Automatic search

Additional selections
 None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Others

First line item
 PstKey: 50 Account: 7511000000 @L Ind: TType:

- Document date: date of the payment;
- Posting date: date of the payment;
- Type: DZ;
- Period: same period of the payment;
- Company code: 0309 (we have discount accounts only for Solvay Indupa);
- Currency: payment currency;
- Doc. Header Text: LIQUIDAÇÃO DUPLICATA;
- Clearing Text: LIQUIDAÇÃO DUPLICATA;
- Bank data/ Account: 2212000000
- Bank data/ Amount: total amount paid on the file.
- Bank data/Value date: date of the payment;
- Open Item Selection/Account: All the accounts to be used on these file.

Click on Process open items button **Process open items**

After selecting all invoices, if we have Interests to be posted, we should post it on account 7511000000 using Posting Key 50.

- Amount: Interest amount;
- Business Area: will be filled automatically when put the Cost Center;
- Cost Center: EC80007000 (Solvay Indupa)
- Assignment: invoice number;
- Text: JUROS RECEBIDOS + customer name.

Post with Clearing Add G/L account item

Choose open items Process open items More data Acct model

GL Account 7511000000 Income from trade receivables
Company Code 0309 SOLVAY INDUPA (BR)

Item 1 / Credit entry / 50

Amount BRL Calculate tax

Business Place
Business Area Trdg Part.BA
Cost Center Order
Sales Order
WBS Element Network

Assignment Quantity
Text

Next Line Item
PstkY Account SGL Ind New co.code

2.3.3 Vendor Account

This kind of payment is for some special customers (usually good payers). Solvay "sell" the customer's invoice to the bank and it is prompt paid in a lump sum. After that the customer should pay direct to the bank and will have a future due date to perform the payment. This payment from the bank is done by local accountancy. On 3S we will do the payment just when the customer pays to the bank.

So the difference between the SAP amount and the amount paid to the bank is interest fees that will be handled by the local accountancy also.

So we will just clear the invoice's amount on SAP.

This account is valid just for Solvay Indupa - Itaú

On the statement we have the payment date, customer name and the invoice number. It will appear on column "seu nº"

Itaú BBA Empresa Plus Conta em operação Nº 9912 - CC 03725-4 - SOLVAY INDUPA DO BRASIL (BR) 1 de 2

Outros Serviços

Este frações com seu boleto! Informe sempre o número correto do CPF/CNPJ do devedor ao emitir sua Cobrança.

Carteira	Nº Boleto	Seu nº	Nome da sacado	Ag. Banc.	Vencimento	Valor	Diárias	Outros valores	Crédito / Débito
344	16028400-0	49502	VULCAN MATERIAL PLAST. LTDA	4320	05/03/12	70.579,89	0603	3.059,82	
344	16028410-7	49508	VULCAN MATERIAL PLAST. LTDA	4320	05/03/12	70.579,89	0603	3.059,82	
344	16030820-9	49571	MATEC INDUSTRIAL LTDA	0162	05/03/12	119.799,03	0603	5.200,07	
344	16433340-5	52443	YORK IND.COM PROD PLASTICOS LT	4320	05/03/12	131.089,04	0603	2.731,44	44,30-

Histórico

Liquidação	Código	Posição da carteira	Valor	Quantidade
03 - Comissão de permanência				
04 - Juros		Saldo Anterior	36.407.171,09	534
05 - Desconto		Entradas	0,00	00
07 - Valor do pagamento		Baixas e Liquidações	392.045,35	04
		Saldo atual	36.015.125,74	530
		Vencidos até 25/02/12	0,00	00
		A vencer até 31/03/12	19.250.803,25	281
		A vencer até 30/04/12	13.856.893,95	205
		A vencer até 31/05/12	3.907.428,52	84
		A vencer após 31/05/12	0,00	00

To apply this payment we will use the transaction F-28, and the statement from bank website.

- Document date: date of the payment;
- Posting date: date of the payment;
- Type: DZ;
- Period: same period of the payment;
- Company code: 0309 (we have VENDOR account only for Solvay Indupa - Itaú);
- Currency: payment currency;
- Doc. Header Text: LIQUIDAÇÃO DUPLICATA;
- Clearing Text: LIQUIDAÇÃO DUPLICATA;
- Bank data/ Account: 2211000000
- Bank data/ Amount: total amount in the system for the invoices in the file.
- Bank data/Value date: date of the payment;
- Open Item Selection/Account: All the accounts to be used on these file.
- Open Item selection/Special G/L ind: W

Click on Process open items button
Select all the invoices and save the payment.

Post Incoming Payments: Header Data

Process open items

Document Date 29.06.2012 Type DZ Company Code 0309
Posting Date 29.06.2012 Period 6 Currency/Rate BRL
Document Number Translatn Date
Reference Cross-CC no.
Doc. Header Text LIQUIDAÇÃO DUPLICATA Trading Part.BA
Clearing text LIQUIDAÇÃO DUPLICATA

Bank data
Account 2211000000 Business Area
Amount Amount in LC
Bank charges LC bank charges
Value Date 29.06.2012 Profit Center
Text Assignment

Open item selection
Account
Account Type D Other accounts
Special G/L ind W Standard Ols
Pmnt advice no.
 Distribute by age
 Automatic search

Additional selections
 None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Others

Remark

For this kind of payment we should select the amount of the SAP and ignore the amounts on the statement.

2.3.4 Accounts Statements

Some customers pay directly to Solvay account by funds transfer or cash deposit. On this part of the process we should identify it on the account statement and apply these incoming amounts to the correct customer account.

We should always work using the previous bank date and ignore others date and all the debits also.

For Itaú on the statements we have date, description and amount.

When we have some unknown amount on the statement we should send and email to collections asking details. The debits should be disregarded.

Remark

For Itaú the entry named "COBR IBBA 2938/02440-9" is the amount regarding "boletos" and should be ignored also.

Data	Lançamento	Valor (R\$)	Saldo (R\$)
05/07	SALDO ANTERIOR		1.930.909,07
06/07	SISCOMEX PROT 1499120173	- 17.925,97	
06/07	SISCOMEX PROT 1499189211	- 80.252,30	
06/07	SISCOMEX PROT 1499189220	- 80.252,30	
06/07	SISCOMEX PROT 1499189238	- 40.233,41	
06/07	SISCOMEX PROT 1499189246	- 80.252,30	
06/07	SISPAG TRIBUTOS	- 470.057,51	
06/07	SISPAG TRIBUTOS	- 2.500,00	
06/07	SISPAG TRIBUTOS	- 243.043,93	
06/07	SISPAG FORNECEDORES	- 318.585,50	
06/07	SISPAG FORNECEDORES	- 187.391,47	
06/07	SISPAG FORNECEDORES	- 60.112,71	
06/07	SISPAG FORNECEDORES TED	- 170.910,93	
06/07	SISPAG FORNECEDORES	- 1.787.679,38	
06/07	TAR DOC SISPAG	- 60,45	
06/07	TAR TED SISPAG	- 10,00	
06/07	SISPAG 00000001	10.176,50	
06/07	SISPAG LEDERVINMATEC P	57.600,39	
06/07	SISPAG SERVIMEX LOG LTD	135,20	
06/07	SISPAG TIGRE S TUB CONE	80.015,12	
06/07	SISPAG UNOCANN TUB CON	289.704,52	
06/07	TED 487.0000BCO DEUTSCHE	1.875.542,36	
06/07	TED 422.0027DISPFILM DO	28.551,36	
06/07	COBR IBBA 2938/02440-9	443.327,63	
06/07	TELEFONICA 3168-2955	- 70,69	
06/07	MOVIMENTO TITULO 06/07C	455,94	
06/07	SALDO FINAL DISP CREDOR	1.847.802,09	
06/07	SDO CTA/APL AUTOMATICAS		1.177.083,24
09/07	COBR IBBA 2938/02440-9	664.200,77	
09/07	SISPAG TIGRE S TUB CONE	820.481,43	
09/07	SALDO FINAL DISP CREDOR	1.484.692,20	
09/07	S A L D O		1.484.692,20

For Bradesco we have on the statement: date, description and amount.

When we have some unknown amount on the statement we should send and email to collections asking details. The debits should be disregarded.

Remark

the entries named "Valor Disponivel" and "Valor Indisponivel" should be ignored, as well "Bx Automatica Aplicações".

DATA	HISTÓRICO	DOCTO	CRÉDITO	DÉBITO	SALDO
5/7/2012	LIQUIDACAO DE COBRANCA	9008118	6.477,87		
	VALOR DISPONIVEL				
	LIQUIDACAO DE COBRANCA	9008118	440.750,06		
	VALOR INDISPONIVEL				
	TRANSF ENTRE AGEN CHEQUE	1022674	23.403,00		
	O PROPRIO FAVORECIDO				
	TED-TRANSF ELET DISPON	9640379	89.850,05		
	REMET MEXICHEM BRASIL DE				
	TRANSF ENTRE AGEN DINH	1130557	110,53		
	JOSE RAMUNDO SALES DOS ANJOS				
	TRANSF CC PARA CC FJ	2674443	10.762,03		
	CTO ANALISES QUIMICAS A. S. S. L				
	TED RECEBA DE CCO	9633303	32.083,13		
	REMET MARIA FLORENCA BAIE				
	TARFA REGISTRO COBRANCA	9008118		0,80	
	NA BAIKA SEM PAGAMENTO 00000001				
	TARFA REGISTRO COBRANCA	9008118		19,20	
	NA BAIKA POR COMPENSACAO00000016				
	CAMBIO IMPORTACAO	130418		427.762,50	175.855,17
6/7/2012	LIQUIDACAO DE COBRANCA	9008118	28.551,36		
	VALOR DISPONIVEL				
	LIQUIDACAO DE COBRANCA	9008118	67.921,97		
	VALOR INDISPONIVEL				
	TED-TRANSF ELET DISPON	9760468	82.431,50		
	REMET MEXICHEM BRASIL DE				
	TRANSF CC PARA CC FJ	2183726	79.439,25		
	PVC SUL PLASTICOS LTDA				
	TARFA REGISTRO COBRANCA	9008118		1,8	
	NA BAIKA POR PAGAMENTO 00000001				
	TARFA REGISTRO COBRANCA	9008118		9,60	
	NA BAIKA POR COMPENSACAO00000008				
	APLICACAO AUTOMATICA	65712		310.184,95	
	POTO MEDIANTE AUT DBTP	267406		147,22	
	TAR COMANDADA COBRANCA	9008118		10,50	
	ALTERACAO VENCIMENTO TIT00000003				
	REPASSE EMPREST CONSIG	23725		55.722,21	67.922,97
	TED-TRANSF ELET DISPON	9678962	289.296,00		366.219,97
9/7/2012	TED-TRANSF ELET DISPON	10.443.733,76		10.240.183,90	366.219,97
	TOTAL DA MOVIMENTACAO				

Using FBL5N

To identify the payments, search on FBL5N for the customer name mentioned on the statement, find the customer and look for the open items.

When inside customers account search the due invoices, usually the customers pays on the same day as the invoices due date. Sometimes we have some useful information on the text field (inputted by collections).

When we identify the customer and the invoice the payment should be processed using F-28 Transaction:

Post Incoming Payments: Header Data

Process open items

Document Date: 29.06.2012 Type: DZ Company Code: 0309

Posting Date: 29.06.2012 Period: 6 Currency/Rate: BRL

Document Number: Translatn Date:

Reference: Cross-CC no.:

Doc. Header Text: LIQUIDACAO DUPLICATA Trading Part. BA

Clearing text: LIQUIDACAO DUPLICATA

Bank data

Account: Business Area:

Amount: Amount in LC:

Bank charges: LC bank charges:

Value Date: 29.06.2012 Profit Center:

Text: Assignment:

Open item selection

Account: Additional selections

Account Type: D Other accounts

Special G/L Ind: Standard Ols

Pmnt advice no.:

Distribute by age

Automatic search

None

Amount

Document Number

Posting Date

Dunning Area

Others

Document date: date of the payment;
 Posting date: date of the payment;
 Type: DZ;
 Period: same period of the payment;
 Company code: 0309 (for Solvay Indupa) or 5685 (for Solvay do Brasil);
 Currency: payment currency (usually we have just BRL);
 Doc. Header Text: LIQUIDAÇÃO DUPLICATA;
 Clearing Text: LIQUIDAÇÃO DUPLICATA;
 Bank data/ Account: 50603BRL30 (For Itaú); 50604BRL30 (For Bradesco) and 50607BRL30 (for Banco do Brasil).
 Bank data/ Amount: The amount that came in the statement.
 Bank data/Value date: date of the payment;
 Open Item Selection/Account: Customer account identified.

Process open items

Click on Process open items button
 Select all the invoices and save the payment.

All the unallocated payments we should send an e-mail to Tânia Plantier, collections (tania.plantier@solvay.com) and Mônica Batista, accountancy (monica.batista@solvay.com) asking details.

When we find the customer account, but we cannot match or we are not sure about the correct invoices we should left the payment open in the account with text "CRÉDITO EM C/C CLIENTE" and a dispute should be created for the item.

Posting Cross Company payments:

3S Curitiba (CC 6056) doesn't have an specific bank account and all the receivables concerning 3S Curitiba are received in the Solvay do Brasil's account. When we identify these payments we should proceed as follow:

Using transaction F-28 we will enter the payment received in the bank:

Document date: date of the payment;
 Posting date: date of the payment;
 Type: DZ;
 Period: same period of the payment;
 Company code: 5685 (for Solvay do Brasil);
 Currency: payment currency (usually we have just BRL);
 Doc. Header Text: LIQUIDAÇÃO DUPLICATA;
 Clearing Text: LIQUIDAÇÃO DUPLICATA;
 Bank data/ Account: 50603BRL30 (For Itaú) and 50604BRL30 (For Bradesco)
 Bank data/ Amount: The amount that came in the statement.
 Bank data/Value date: date of the payment;

Process open items

Click on Process open items button, the following warning will appear:

No account specified, items selected via document no. or reference

Press Enter button and in the next screen press button

Post Incoming Payments: Header Data

Process open items			
Document Date	29.06.2012	Type	DZ
Posting Date	29.06.2012	Period	6
Document Number		Company Code	0309
Reference		Currency/Rate	BRL
Doc. Header Text	LIQUIDAÇÃO DUPLICATA	Translatn Date	
Clearing text	LIQUIDAÇÃO DUPLICATA	Cross-CC no.	
Bank data		Trading Part BA	
Account		Business Area	
Amount		Amount in LC	
Bank charges		LC bank charges	
Value Date	29.06.2012	Profit Center	
Text		Assignment	
Open item selection		Additional selections	
Account		<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others	
Account Type	D <input type="checkbox"/> Other accounts		
Special G/L ind	<input type="checkbox"/> Standard Ois		
Pmnt advice no.			
<input type="checkbox"/> Distribute by age			
<input type="checkbox"/> Automatic search			

Choose Selection Criterion

Document Number

Reference

Payment order

Page 1 / 1

On the next screen:

Post Incoming Payments Select open items

Process open items

Open item selection

Company Code 6056

Account

Account Type D

Special GL Ind Normal OI

Pprint advice no.

Other accounts

Distribute by age

Automatic search

Additional selections

None

Amount

Document Number

Posting Date

Dunning Area

Reference

Payment order

Collective invoice

Document Type

Business Area

Tax Code

Branch account

Currency

Posting Key

Document Date

Assignment

Billing Document

Others

Company code: 6056 (for 3S Curitiba)
Account: Customer account

Click on Process open items button **Process open items** and select the related invoices.

After save a screen will appear with the Cross-Co. Code No. and the document posted for each company.

Remark

this operation could be done ONLY when the money was received in Company 5685 bank account and the invoice belongs to a customer in Company 6056.

Posted Documents

Cross-co. code no. 2510006418568512

CoCd	DocumentNo	Year
5685	2510006418	2012
6056	2510000015	2012

Continue

2.3.5 Commission notes

The commissions notes are received by Solvay do Brasil and Indupa from other solvay foreign companies every month.


We receive once a month from Ana Maria Diniz Santiago for Solvay do Brasil and from Lamolise Sanches for Solvay Indupa a PDF file with the Commission Notes that will be paid on that month, but we do not receive we can contact:

For Solvay do Brasil:
 Ana Santiago, e-mail: Ana.SANTIAGO@solvay.com
 Nahiana Silva, e-mail: nahiana.silva@solvay.com
 Fatima Cavalhieri, e-mail: fatima.cavalhieri@solvay.com

For Solvay Indupa:
 Lamolise Sanches, e-mail: lamolise.sanches@solvay.com
 Leo Culber, e-mail: leo.culber@solvay.com

On the commission note we have the following information:
 Solvay company that is paying; Commission Note number; amount to be paid; currency and sometimes it came with the reference to be used.

COMMISSION NOTE (CREDIT)

 SOLVAY & CPC BARIUM STRONTIUM GmbH & Co. KG		Internal ref: (4061) 8448866 Credit note date: 28.02.2012 Our references: 6374403996 Contact: Helene.Gerack Phone no / Fax: +4939149122 E-Mail: Helene.Gerack@solvay.com																																													
INVOICE REFERENCE SOLVAY DO BRASIL Ltda RUA URUSSU - 48 ANDAR 300 04542-903 SAO PAULO - SP BRASILIEIN																																															
Agent: SOLVAY DO BRASIL Ltda RUA URUSSU 300 04542-903 SAO PAULO - SP BRASILEIN	Country of origin: GERMANY	Country of destination: BRAZIL																																													
Payment terms: AT RECEIPT OF CUSTOMER INVOICE Delivery term:																																															
<table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Unit price</th> <th>VAT</th> <th>Taxable total</th> </tr> </thead> <tbody> <tr> <td colspan="5">Your references: 6111043437/4061/0091870941</td> </tr> <tr> <td>000010 Variable Commission</td> <td>37.440,00</td> <td>EUR</td> <td>3,000 %</td> <td>7H 1.123,20</td> </tr> <tr> <td colspan="5">STRONTIUM CARBONATE POWDER B STANDARD IN 25 KG PAPER BAGS ON 1000 KG PALLET</td> </tr> <tr> <td colspan="5">Our references: 6111043437/4061/0091870941 Intern Ref: 3930488 UGIMAG DO BRASIL IND. E COM. PROD. 11 Sales Order: 3148121 / 10 Customer Ref: 944009 - UGI-029/11 13 Sales Order: 3148121 / 10 15 Sales Order: 3148121 / 10 Your references: 6111043437/4061/0091870941</td> </tr> <tr> <td colspan="5">VAT 7H No tax procedure</td> </tr> <tr> <td colspan="2">Taxable total: 1.123,20</td> <td>VAT at:</td> <td>Total VAT:</td> <td>At your credit: 1.123,20</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td>Currency: EUR</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td>Due date: 29.02.2012</td> </tr> </tbody> </table>			Description	Quantity	Unit price	VAT	Taxable total	Your references: 6111043437/4061/0091870941					000010 Variable Commission	37.440,00	EUR	3,000 %	7H 1.123,20	STRONTIUM CARBONATE POWDER B STANDARD IN 25 KG PAPER BAGS ON 1000 KG PALLET					Our references: 6111043437/4061/0091870941 Intern Ref: 3930488 UGIMAG DO BRASIL IND. E COM. PROD. 11 Sales Order: 3148121 / 10 Customer Ref: 944009 - UGI-029/11 13 Sales Order: 3148121 / 10 15 Sales Order: 3148121 / 10 Your references: 6111043437/4061/0091870941					VAT 7H No tax procedure					Taxable total: 1.123,20		VAT at:	Total VAT:	At your credit: 1.123,20					Currency: EUR					Due date: 29.02.2012
Description	Quantity	Unit price	VAT	Taxable total																																											
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000010 Variable Commission	37.440,00	EUR	3,000 %	7H 1.123,20																																											
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VAT 7H No tax procedure																																															
Taxable total: 1.123,20		VAT at:	Total VAT:	At your credit: 1.123,20																																											
				Currency: EUR																																											
				Due date: 29.02.2012																																											

91012166

Meanwhile they are sent to the exchange company in order to close the Exchange Contract.

Usually on the next day the Exchange Contract is sent to us by the exchange company. The payment is deposited on Itaú in the following days in BRL.

The amounts are identified on the first page of the Exchange Contract. There we can find the amount in document currency (USD or EUR); the amount in local currency (BRL) that is the amount we can find on the bank statement; and the exchange rate used on this contract.

 MAGLIANO CORRETORA			
Contrato de Câmbio			
Tipo de Contrato Compra	Evento Contratação	Número do Contrato de Câmbio 000105600899	Data 20/06/2012
As partes a seguir denominadas, instituição financeira autorizada a operar no mercado de câmbio e cliente, contratam presente operação de câmbio, nas condições aqui estipuladas e declaram que a mesma subordina-se às normas, condições e exigências legais e regulamentares aplicáveis à matéria			
Instituição autorizada a operar no mercado de câmbio			
Nome BANCO ITAU BBA S.A.		CNPJ 17.298.092/0001-30	
Endereço AV. BRIGADEIRO FARIA LIMA, 3400			
Cidade		UF SP	
Cliente			
Nome SOLVAY DO BRASIL LTDA.		CNPJ/CPF/Iden Estrang. 03.513.203/0001-70	
Endereço ESTRADA DE FERRO SANTOS JUNDIAI, KM 38			
Cidade SANTO ANDRE		UF SP	
Instituição intermediadora			
Nome MAGLIANO CORRETORA S.A. C.C.V.M		CNPJ 01.723.847/0001-99	
Dados da Operação			
Código Moeda USD	Valor em moeda estrangeira 276.874,48(DUZENTOS E SETENTA E SEIS MIL OITOCENTOS E SETENTA E QUATRO DOLÁRES DOS ESTADOS UNIDOS E QUARENTA E SEIS CENTAVOS)		
Taxa-Cambial 2,023000000	Valor em moeda nacional 560.117,03(QUINHENTOS E SESSENTA MIL CENTO E DEZESETE REAIS E TRES CENTAVOS)		

We can search the customers with transaction FBL5N. The commission notes numbers are usually located on text or document header text field.

To perform the clearing we use the transaction F-28 as follow:

Document date: date of the payment;
 Posting date: date of the payment;
 Type: DZ;
 Period: same period of the payment;
 Company code: 5685 (for Solvay do Brasil), 0309 (for Solvay Indupa) or 6056 (for Solvay 3S);
 Currency: Exchange currency (See it in the Exchange contract USD or EUR);
 Doc. Header Text: LIQUIDAÇÃO COMISSÃO;
 Clearing Text: LIQUIDAÇÃO COMISSÃO;
 Bank data/ Account: 50603BRL30 (For Itaú)
 Bank data/ Amount: The amount that came in Exchange contract as foreign currency;
 Bank data/ Amount in LC: The amount that came in the statement (same as the exchange contract local currency);
 Bank data/Value date: date of the payment;
 Open Item Selection/Account: Customer account identified.

Process open items

Click on Process open items button
 Select all the invoices for all the customers and save the payment.

Sometimes we don't find the commission notes in the customer account. For these cases we will left the amount of the correspondent customer account.

As follow:

Amount: Amount of the Commission note;
 Amount in LC: It will be calculated by the system when you press Enter;
 Business Area: The business area used on customer account;
 Bline date: Will be filled with the payment date;
 Assignment: Commission note Number;
 Text: Commission note XXXXX (insert the commission note number).

After selecting all the invoices and posted all the commission notes not founded in the customer accounts, we can have some little differences between the system amount and the Commission Note PDF amount. All the differences should be ignored and posted as exchange discrepancy in the end

If we have a profit in the differences we should use posting key 50 to G /L account 7540000000;
 If we have a loss in the differences we should use posting key 40 to G/L account 6540000000;

The posting should be done as follow:

Amount: Amount of the difference;
 Amount in LC: It will be calculated by the system when you press Enter;
 Business Area: Will be filled by the system when you press Enter;
 Cost Center: Fill with the Cost Center of the corresponding Affiliate (CC: 0309 - EC80007000; CC: 5685 – QC80207000; CC:6056 – 1R80701000);
 Text: VARIAÇÃO CÂMBIAL.

2.3.6 Service Invoices

Services invoices, also called "Barrilha" invoices are the ones that withholding taxes will be applied.

These kinds of invoices exist just for Solvay do Brasil and usually have just 4 digits on the reference.

Post Incoming Payments: Header Data

Process open items

Document Date	28.08.2012	Type	DZ	Company Code	5685
Posting Date	28.08.2012	Period	8	Currency/Rate	USD
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc. Header Text	LIQUIDAÇÃO COMISSÃO		Trading Part.BA		
Clearing text	LIQUIDAÇÃO COMISSÃO				

Bank data

Account	50603BRL30	Business Area	
Amount	276.874,46	Amount in LC	560.117,93
Bank charges		LC bank charges	
Value Date	28.08.2012	Profit Center	
Text		Assignment	

Open item selection

Account	
Account Type	D <input type="checkbox"/> Other accounts
Special G/L ind	<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

Customer: 704448 SOLVAY CHEMICALS INTERNATIONAL SA G/L Acc: 2200000010
 CoCode: 5685 RUE DU PRINCE ALBERT 44
 SOLVAY DO BRASIL BRUXELLES Doc. No.: 2510003306

Line Item 2 / Incoming payment / 15

Amount	124.468,80	USD	Amount in LC	254.414,23	BRL
Tax Code			Bus.place/sectn	/	

Additional Data

Bus. Area	7310	Disc. Amount	0,00	USD	
Bline Date	20.06.2012	Invoice ref.	/	/	0
Pmnt Block		Dunning Key			
Dunn. Block		Dunning Area			
Last Dunned	0	Payment Amnt	124.468,80	USD	
Assignment	6314400049				
Text	Commission note 6314400049				

Other line item

PstKy	40	Account	6540000000	SGL Ind	Type	New co.code
-------	----	---------	------------	---------	------	-------------

G/L Account: 6540000000 G/L exch diff n/net indebted
 Company Code: 5685 SOLVAY DO BRASIL Doc. no.: 2510003306

Line Item 22 / Debit entry / 40

Amount	12.618,80	USD	Amount in LC	24.642,07	BRL
			Business Place		

Additional Account Assignments

Business Area	7530	Trdg Part.BA	
Cost Center	QC80207000	Order	
Sales Order	0	Asset	
WBS Element		Network	
Cost Object			More
Purchasing Doc.	0		
Quantity	0,000		
Assignment	20120620		
Text	VARIAÇÃO CÂMBIAL		

To post this kind of invoices we need to identify it in a spreadsheet received from local accountancy.

Entrar documento de conta do Razão				Total Déb.		
Data doc.	25/07/12	Moeda	BRL	6.972,85		
Data lançmto.	25/07/12					
Referência						
Cliente	3004284			Total créd.		
Vencimento	09/08/12					
Tx/Breve	NFS 1708 - SAINT-GOBAIN VIDROS S.A.			6.972,85		
Nº doc						
Empresa	5685 - Solvay Química Ltda.					
SAINT-GOBAIN VIDROS S.A.						
NFS Nº 1708						
D/C	CONTA	MONTANTE	Cl	Div	C.CUSTO	DESCRIÇÃO
D	CTA BANCO	6.643,68				BANCO
D	2412000000	70,79				CSL
D	2412000000	212,37				COFINS
D	2412000000	46,01				PIS
C	3004284	6.972,85				CLIENTE

On the spreadsheet we have the amount paid to the bank, the invoice amount on customer account and the taxes amounts (PIS, COFINS and CSL)

After that we should post the payment and the respective taxes like on the example below:

On this example the amount paid to the bank was 6.643,68 BRL. We should proceed like a standard clearing on F-28 transaction and select the invoice. After that we need to allocate the difference to taxes.

Click on the Back button  to post the differences:

Post Incoming Payments Process open items

Distribute Difference Write Off Difference Editing options Cash Disc. Due

Standard Partial Prnt Res. Items Withhldg tax

Account Items 3004284 SAINT-GOBAIN VIDROS SA

Reference	Document	P	Bus	Day	BRL Gross	Cash discnt	CDPer.
2510004254	15	7310	46		192,51-		
2510004251	15	7310	46		840,96-		
2510004249	15	7310	46		972,82-		
2510004250	15	7310	46		1.985,60-		
2510004252	15	7530	46		525,60-		
2510004248	15	7530	46		525,60-		
1643	6111004181	01		56	6.972,85		
1708	6111006388	01		19	6.972,85		
1737	6111006434	01		17	6.972,85		
1445	193000328	01	7310	137	53.584,00		
1298	193000332	01	7310	237	7.604,22		
1503	6111001461	01	7530	123	5.656,22		

Editing status

Number of items 12

Display from item 1

Reason code

Display in clearing currency

Amount entered 6.643,68

Assigned 6.972,85

Difference postings

Not assigned 329,17-

We should use posting key 40 on G/L Account 2412000000:

Amount: select the amount according to the spreadsheet;
 Value Date: select the payment date;
 Assignment: put the invoice reference;
 Text: LIQUIDAÇÃO DUPLICATA + the customer name and the Tax that it refers too.
 After that we should put again the PK 40 to G/L 241200000 and post the other 2 taxes. Then save the payment.

Post Incoming Payments Add G/L account item

Choose open items Process open items More data Acct model

G/L Account 2412000000 Taxes and withholding taxes receivable

Company Code 5685 SOLVAY DO BRASIL

Item 2 / Debit entry / 40

Amount 70,79 BRL

Business Place

Business Area

Material

Value Date 29.08.2012

Assignment 1708

Text LIQUIDAÇÃO DUPLICATA SAINT-GOBAIN - CSL Long Texts

Next Line Item

PstKý 40 Account 2412000000 @B.L.Ind New co.code

2.3.7 Payment Discrepancies

The discrepancies of 30,00 BRL for each payment could be accepted as profit and loss without ask Credit Manager for confirmation, but only if we are sure about the invoice being paid.

We should post the difference using Posting Key 40 (loss) or 50 (profit) to G/L Account 6649000000. Also the Cost Center should be filled: QC802060000 – Solvay do Brasil; EC800050000 – Solvay Indupa.

For Mercosur some customers pay the invoices with interests or discount.

After ACM or collections confirmation, post as follow:

Interests: Posting key 50 to G/L Account 7511000000

Discounts: Posting Key 40 to G/L Account 6531000000

The cost center to be used is: QC802050000 – Solvay do Brasil; EC800070000 – Solvay Indupa.

2.3.8 Deutsch Bank Payments

Nosso Número	Valor	Data Vencimento	Seu Número	Status	Sacado	Cedente
2237610	RS 1.116.646,05	20/8/2012	061843-1	ago em Correspondente	SOLVAY DO BRASIL LTDA.	SOLVAY INDUPA DO BRASIL S.A.
2237628	RS 910.515,46	20/8/2012	061904-1	ago em Correspondente	SOLVAY DO BRASIL LTDA.	SOLVAY INDUPA DO BRASIL S.A.
2237636	RS 959.120,17	21/8/2012	061938-1	ago em Correspondente	SOLVAY DO BRASIL LTDA.	SOLVAY INDUPA DO BRASIL S.A.

This process follows the same role as VENDOR account payments (chapter 2.4.3). Solvay do Indupa sell some invoices to Deutsche bank in order to receive the cash before the due date of the invoice. When the invoice is due, the customer (usually Solvay do Brasil) will pay directly to Deutsche bank and they will send and email to Solvay do Brasil Treasury department.

When this report is received, Marlene Cedro (Solvay do Brasil Treasury) will forward the email to our queue asking for clearing. The email came with the following title: "Fwd: Solvay Indupa/Deutsche - Relatório de Liquidação de duplicatas em Cessão de Crédito [I]"

We should open the spreadsheet attached and apply the payment using transaction F-28.

The clearing should be done separated by date. Just payments with same due date could be posted together,

Document date: date of the payment, on the field "Data Vencimento";
 Posting date: Same as Document Date;
 Type: DZ;
 Period: same period of the payment;
 Company code: 0309 (Solvay Indupa);
 Currency: payment currency, usually BRL;
 Doc. Header Text: LIQUIDAÇÃO DEUTSCHE;
 Clearing Text: LIQUIDAÇÃO DEUTSCHE;
 Bank data/ Account: 2212000000
 Bank data/ Amount: total amount paid for each date, on column "valor".
 Bank data/Value date: date of the payment;
 Open Item Selection/Account: Select Customer account.

Click on Process open items button **Process open items**
 Select the invoices mentioned on the field "seu número" and save the payment.

After that, create a column on the spreadsheet and insert the clearing number to keep the record. Save the spreadsheet on Drive L /MERCOSUL/DEUTSCHE.

2.3.9 Santander Credit Payments

This process is similar to the Deutsche one. However it is between Solvay do Brasil that pay to Sovlay Indupa. On this process we will clear the invoices in a future date and when the invoice is due, 3S-AP will pay it.

We receive from Mônica Batista or Marlene Cedro an email with the instructions to clear the invoices, subject: "0309 - Solvay Indupa - Cessão de Crédito Sem Regresso – Santander"

The clearing should be done separated by date. Just payments with same due date could be posted together, using the transaction F-28

Post Incoming Payments: Header Data

Process open items

Document Date: 29.08.2012 Type: DZ Company Code: 0309
 Posting Date: 29.08.2012 Period: 8 Currency/Rate: BRL
 Document Number: Translatn Date:
 Reference: Cross-CC no.:
 Doc. Header Text: LIQUIDAÇÃO DEUTSCHE Trading Part.BA
 Clearing text: LIQUIDAÇÃO DEUTSCHE

Bank data
 Account: 2212000000 Business Area:
 Amount: Amount in LC:
 Bank charges: LC bank charges:
 Value Date: 29.08.2012 Profit Center:
 Text: Assignment:

Open item selection
 Account: Other accounts:
 Account Type: 0 Other accounts:
 Special G/L ind: Standard OIs:
 Pmnt advice no.:
 Distribute by age
 Automatic search

Additional selections
 None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Others

Data cessão 31/7/2012
 Taxa - % a.m 0,8700

Referência	Itm	Vencimentos	Valor Nominal - R\$	Vencdo.Dia Util	Ddays	Valor presente - R\$
000062817-1	001	7/9/2012	643.230,24	10/9/2012	41	635.660,21
000062849-1	001	7/9/2012	597.024,00	10/9/2012	41	589.597,76
000062925-1	001	8/9/2012	597.804,80	10/9/2012	41	580.897,06
000062960-1	001	9/9/2012	590.721,65	10/9/2012	41	583.769,58
000062961-1	001	10/9/2012	643.230,24	10/9/2012	41	635.660,21
000063034-1	001	11/9/2012	654.531,41	11/9/2012	42	646.641,63
000063135-1	001	12/9/2012	624.429,54	12/9/2012	43	616.724,51
000063227-1	001	13/9/2012	557.605,80	13/9/2012	44	550.566,33
000063319-1	001	14/9/2012	850.570,91	14/9/2012	45	839.590,46
000063406-1	001	15/9/2012	535.502,31	17/9/2012	48	528.131,55
000063431-1	001	16/9/2012	340.820,14	17/9/2012	48	336.129,03
000063432-1	001	17/9/2012	594.158,08	17/9/2012	48	576.117,62
000063531-1	001	18/9/2012	715.676,34	18/9/2012	49	705.621,86
						7.825.497,80

Cedente: Solvay Indupa do Brasil S/A
 CNPJ: 61.460.325/0001-41

Sacado: Solvay do Brasil Ltda.
 CNPJ: 03.513.203/0001-70

Post Incoming Payments: Header Data

Process open items

Document Date: 07.09.2012 Type: DZ Company Code: 0309
 Posting Date: 07.09.2012 Period: 8 Currency/Rate: BRL
 Document Number: Translatn Date:
 Reference: Cross-CC no.:
 Doc. Header Text: LIQUIDAÇÃO SANTANDER Trading Part.BA
 Clearing text: LIQUIDAÇÃO SANTANDER

Bank data
 Account: 2212000000 Business Area:
 Amount: Amount in LC:
 Bank charges: LC bank charges:
 Value Date: 07.09.2012 Profit Center:
 Text: Assignment:

Open item selection
 Account: Other accounts:
 Account Type: 0 Other accounts:
 Special G/L ind: Standard OIs:
 Pmnt advice no.:
 Distribute by age
 Automatic search

Additional selections
 None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Others

Document date: date of the payment, on the field "Vencimento";
 Posting date: Same as Document Date;
 Type: DZ;
 Period: same period of the payment, usually in future date;
 Company code: 0309 (Solvay Indupa);
 Currency: payment currency, usually BRL;
 Doc. Header Text: LIQUIDAÇÃO SANTANDER;
 Clearing Text: LIQUIDAÇÃO SANTANDER;
 Bank data/ Account: 2212000000
 Bank data/ Amount: total amount paid for each date, on column "valor presente".
 Bank data/Value date: date of the payment;
 Open Item Selection/Account: Select Customer account.

Process open items

Click on Process open items button
 Select the invoices mentioned on the field "Referência" and save the payment.

After that, create a column on the spreadsheet and insert the clearing number to keep the record. Save the spreadsheet on Drive L /MERCOSUL/SANTANDER

2.4 Sending files to Bank

In the end of the day we should create the "boletos" and send it to bank in order to have it sent to our customers by the bank. We should create 3 files (Solvay Indupa – Bradesco; Solvay Indupa – Itaú; Solvay do Brasil – Itaú).

We should process the transaction F110 as below:

Run date: today's date;
 Identification: SCOB1 for Solvay Indupa (Itaú and Bradesco) and QCOB1 Solvay do Brasil (Itaú)

Click on Parameter tab then on Copy Parameters button .

Automatic Payment Transactions: Parameters

The screenshot shows the 'Automatic Payment Transactions: Parameters' window. At the top, there's a title bar and a menu bar with 'B.ex./prmt request...'. Below that, a table contains 'Run Date' (05.07.2012) and 'Identification' (SCOB1), both highlighted with a red box. A tabbed interface below has 'Parameter' selected. The main area contains 'Posting Date' (05.07.2012), 'Docs entered up to' (05.07.2012), and 'Customer items due by'. There are sections for 'Payments control' (with 'Company codes', 'Pmt meths', and 'Next pdate'), 'Accounts' (with 'Vendor' and 'Customer' fields), and 'Foreign currencies' (with 'Exchange rate type').

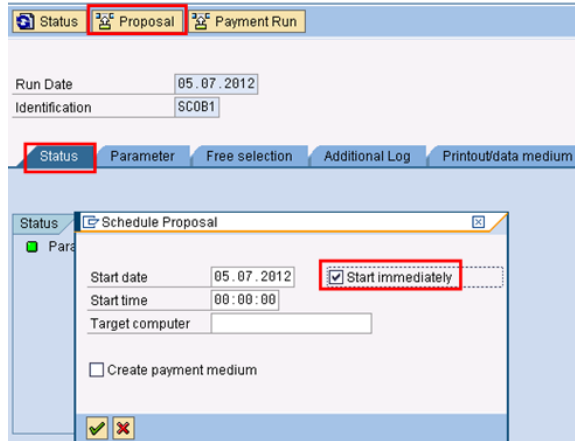
On the next screen enter with the previous working date and select the Identification you want to copy.

The screenshot shows a 'Copy' dialog box. It has a title bar with 'Copy' and a close button. The 'Reference' section contains 'Run date' (04.07.2012) and 'Identification' (SCOB1), both highlighted with a red box. The 'Modifications' section has a checked checkbox for 'Adjust date details'. At the bottom, there are 'OK' and 'Cancel' buttons.

Click on the tab Status then select YES when the system ask if you want to save data.

On the next screen click on Proposal. Flag: Start Immediately.

Automatic Payment Transactions: Status

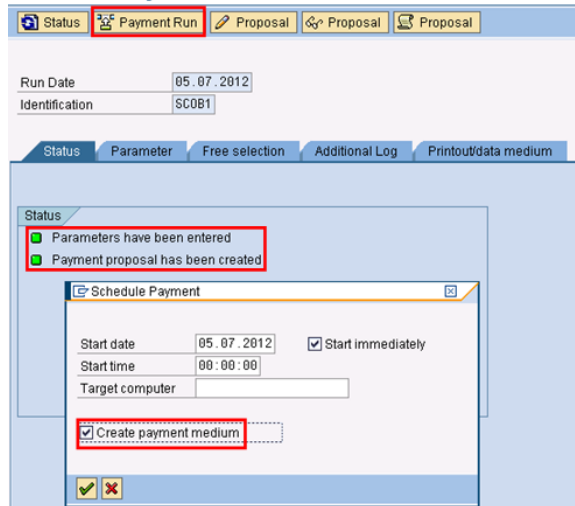


Press Enter until everything be processed then click on Payment Run Button.

On the screen that will appear, Flag: Create payment.

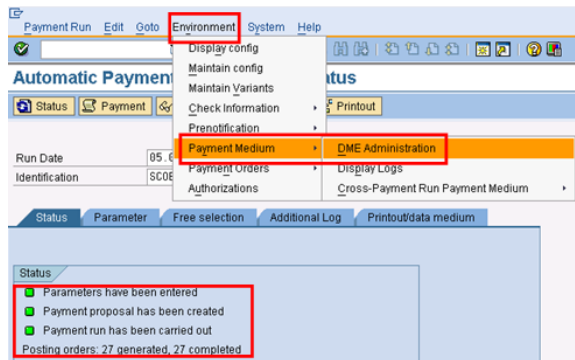
Press Enter until everything be processed.

Automatic Payment Transactions: Status




Press Enter until everything be processed.

After the process we should go to Environment menu, Payment Medium, DME Administration



When processing the file for Solvay Indupa (SCOB1) it will generate 2 lines, one for Itaú (Receiver 341C) and other for Bradesco (receiver 237).

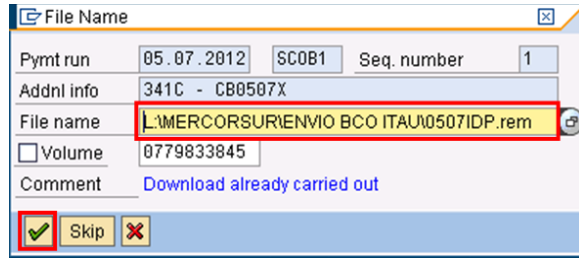
Select the line with the file created then click on Download button, .

Data Medium Overview

Paying Company Code: B399 SOLVAY INDUPA (BF)
Bank country: BR Brazil

Run On	Identifi	Propo	Amount paid in local c.	Curr	Entered by	Receiver	Format	Exp	Date created	Seq
28.08.2012	SCOB1		1.747.515,05 BRL	BR004227	237	C82808K			28.08.2012	1
28.08.2012	SCOB1		1.018.807,53 BRL	BR004227	341C	C82808K			28.08.2012	1

Select the place where you want to save the file (Drive L: MERCORSUR\ENVIO BCO ITAU) and save it.



After save both files we should perform all the process for QCOB1 on the same way as above.

To send the files to the banks we should proceed as follow:

On Itaú website select the tab "Transmissão de arquivos" then click on "enviar" under "remessa".

Select the "Cobrança – 400" on "Produto" field then select the file you have saved previously. We should do it for Solvay Indupa and Solvay do Brasil.



Envio de arquivo remessa em Produção

Consulte os horários de [processamento do arquivo remessa](#).

Fique atento
Esta função trata de envio de arquivos em ambiente produção e será enviado para processamento. Você pode validar um layout de arquivo ou enviar um arquivo em ambiente de testes.

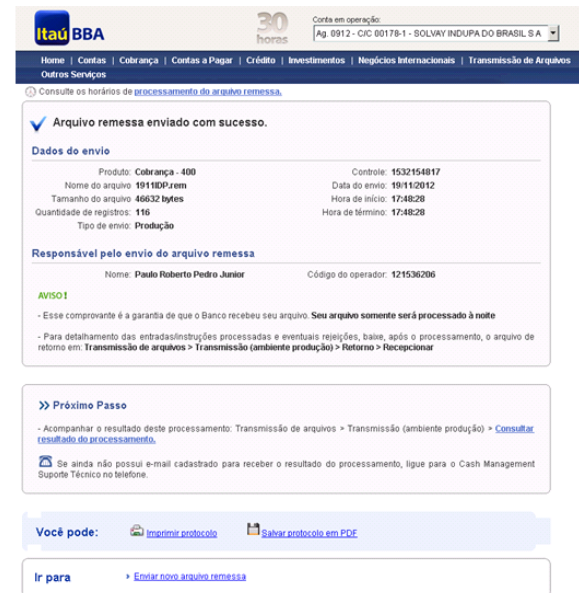
[Validar layout de arquivo](#)
[Enviar arquivo de remessa em ambiente de teste](#)

Selecione o produto e indique o diretório de origem do arquivo.

Produto: COBRANCA - 400

Arquivo: L:\MERCORSUR\ENVI0 BCO ITAU\0507IDP.rem

After sending the file, the following confirmation screen will appear.



On Bradesco Website:

Go to tab "Transferencia de Arquivos – WebTA" then click on "remessa"



Then click on "incluir" and select the file you have saved for Bradesco. After that, click on "Enviar".

Enviar Arquivos de Remessa
Efetivação

1 - Seleção de Serviço e dos Arquivos

Selecione o serviço: **COBRANCA**

Selecione o(s) arquivo(s):

0607IDPB.rem (COBRANCA) - 10854 bytes

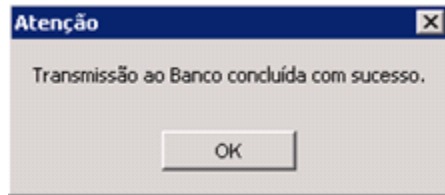
INCLUIR **EXCLUIR**

2 - Envio de Arquivos Selecionados

Total de arquivos a transmitir: 1 **0%**

ENVIAR **INTERROMPER**

After send the file, the following confirmation screen will appear.



2.5 Sending "Boletos" Copy to Customers

Sometimes customer could ask for the copy of the "boletos". When we receive this kind of request, customer will send the invoice number. 3S-AR should proceed as follow:

Go to customer account in FBL5N and get the ref. key 3 of the invoice customer is requesting.

Go to Itaú bank website. Select the account regarding the company that customer belongs to (Ag. 2938 – C/C 02440-9 – BCO ITAUBBA SOLVAY INDUPA BR (Company 0309) or Ag. 2938 – C/C 02441-7 – BCO ITAUBBA SOLVAY DO BR (Company 5685)).

3033779
0309

DUBLAFFIX IND. IMP. EXP. TEC. DUBL. LTDA
ARUJÁ

dt	Amount	Un. DC	Cur	LC annt	LCU	Clrng doc.	Document Header Text	Ref. Key 3
2013	96.660,29	BRL		96.660,29	BRL		Fatura de Clientes	622949223
2013	97.636,65	BRL		97.636,65	BRL		Fatura de Clientes	636347602
2013	26.850,09	BRL		26.850,09	BRL		Fatura de Clientes	647013278
2013	68.345,67	BRL		68.345,67	BRL		Fatura de Clientes	647013286

Itaú BBA

30 horas

Conta em operação: Ag. 2938 - C/C 02440-9 - BCO ITAUBBA SOLVAY INDUPA B

Personalizar nome e conta padrão de acesso

TODAS AS CONTAS

- Ag. 0912 - C/C 00178-1 - SOLVAY INDUPA DO BRASIL S A
- Ag. 0912 - C/C 03725-6 - SOLVAY INDUPA DO BRASIL VENDOR
- Ag. 0912 - C/C 05592-8 - SOLVAY DO BRASIL LTDA
- Ag. 0912 - C/C 05627-2 - SOLVAY DO BR LTDA - VENDOR
- Ag. 0912 - C/C 05646-2 - SOLVAY INDUPA DO BR SA SENAI
- Ag. 0912 - C/C 05678-1 - SOLVAY INDUPA DO BRASIL S
- Ag. 2938 - C/C 02440-9 - BCO ITAUBBA SOLVAY INDUPA BR S**
- Ag. 2938 - C/C 02441-7 - BCO ITAUBBA SOLVAY DO BR LTDA
- Ag. 2938 - C/C 05682-1 - BCO ITAUBBA SOLVAY INDUPA BR S

Gestão da Conta 2938 02440-9

Fique atento!

- Observe nos Comets - soluções para minimizar impactos
- Reajuste da Mensalidade do Pacote de Serviços MaxiConta PJ

Saldo resumido (R\$) às 11:00h

Disponível para saque: 0,00

Total para saque: 0,00

It para: [Selecione]

Go to the tab "Cobrança" and select "Um Título".

Itaú BBA

30 horas

Conta em operação: Ag. 2938 - C/C 02440-9 - BCO ITAUBBA SOLVAY INDUPA B

Home | Contas | **Cobrança** | Contas a Pagar | Crédito | Investimentos | Negócios Internacionais | Transmissão de Arquivos

Home = Cobrança

Consultas

Extrato de movimentação (francesinha)

- Cobrança - Novo Extrato de Movimentação
 - Conta em operação - até 90 dias
 - Todas as Contas - até 90 dias
- Períodos anteriores (2ª via)
 - Solicitar
- Cobrança e Desconto
 - Detalhado - até 15 dias
- Resumido
 - Para a conta em operação
 - Para todas as contas
- Títulos**
 - Um título
 - Mensais liquidados
 - Em aberto - a vencer e vencidos
 - Rejeitados

Instruções / Alterações

Consultas DDA

Fluxo de vencimento

Liberação de recursos de cobrança

Outras Funções

On the next screen fill "Carteira/Nosso Número" field with 112 + Ref. Key 3.

Itaú BBA

30 horas

Conta em operação: Ag. 2938 - C/C 02440-9 - BCO ITAUBBA SOLVAY INDUPA B

Home | Contas | Cobrança | Contas a Pagar | Crédito | Investimentos | Negócios Internacionais | Transmissão de Arquivos

Home = Cobrança = Consultas = Títulos = Um título

Um Título > Consulta

Carteira/Nosso Número: 112 56536489

Seu Número: Enviar

On the next screen you can confirm the data as customer name, invoice reference, amount and date. Click on "Emissão de 2ª via" to get the copy of the "boleto".

Itaú BBA 30 horas Conta em operação: Ag 2938 - CIC 02449-9 - BCO ITAUBBA SOLVAY INDUPEA B

Home | Contas | Cobrança | Contas a Pagar | Crédito | Investimentos | Negócios Internacionais | Transmissão de Arquivos

BANCO ITAU - UM TITULO - CONSULTA 19/11/2012 11:02:26

Agência/Conta: 2938 02449-9 Nome do Cedente: SOLVAY INDUPEA BR SA Posição em: 16/11/2012 Carteira/Nosso Número: 11259536489-9

Data de Vencimento: 21/11/2012 Valor do Título: 91.906,82

Data de Entrada: 16/11/2012 Data de Emissão: 26/09/2012

Uso da Empresa: 00030337961110100792012 Emissão Ordem Protesto: Seu Número: 0006681701

Ag. Depositária: 5572 Espécie: DMI Aceite: 0 (NAO ACEITO)

Instrução: Aplicar Juros no valor de R\$ 180,75 após o vencimento

Nome do Sacado: DUBLAFFIX IND.IMP.EXP.TEC.DUBL PES - CNPJ/CPF: J - 12.859.945.000142

Logradouro: AV. NEW JERSEY, 200 200 Estado: SP CEP: 07400 000

Cidade: ARUJA

E-mail do Sacado: .

Nome do Sacador: . PES - CNPJ/CPF: .

Logradouro: .

Bairro: . Cidade: . Estado: . CEP: .

Botões: Emissão de 2ª Via, Comando Instrução, Alteração de Dados

When the "boleto" will appear click on the button "Gerar Boleto em PDF" to save it and send to customer.

GERAR BOLETO EM PDF IMPRIMIR

Instruções para impressão e pagamento deste boleto:

- Utilize uma impressora tipo jato de tinta (ink jet) ou laser.
- Configure a impressora para utilizar qualidade de impressão Normal. Não utilize as opções Rasurado ou Econômica.
- Imprimir em folha A4 (210x297 mm) ou Carta (216x279 mm) de cor branca.
- Corte nas duas linhas indicadas. Não fure, dobre, amasse, rature ou risque o código de barras.

RECIBO DO SACADO

Local de Pagamento: PAGAVEL EM QUALQUER BANCO ATÉ O VENCIMENTO APOÓS O VENCIMENTO, SOMENTE NO ITAÚ Vencimento: 21/11/2012

Cedente: SOLVAY INDUPEA BR SA CNPJ: 61.460.325/0001-41 Agência/Código Cedente: 2938.02449-9

Endereço Cedente / Sacador Avalista: RUA URUSSUI 00300 6 ANDAR ITAIM BIBI SAO PAULO SP 04542 051

Data do documento: 16/11/12 No. do documento: 0006681701 Espécie doc: DMI Aceite: N Data Processamento: 16/11/12 Nosso Número: 11259536489-9

Uso do Boleto: 112 Valor em R\$: 91.906,82 Quantidade: 1 Valor do Documento: 91.906,82

Instruções (Todas informações deste boleto são de exclusiva responsabilidade do cedente): APOÓS O VENCIMENTO COBRAR MORA DE R\$ 180,75 AO DIA COBRANCA ESCRITURAL.

(*) Descontos/Abatimento

(*) Mora/Multa

(*) Valor Cobrado

CORRESP ITAUBBA-ATE O VICTO PAQUE EM LOJA CORRESPONDENTE

Sacado: DUBLAFFIX IND.IMP.EXP.TEC.DUBL CNPJ/CPF 012859945000142

AV. NEW JERSEY, 200 200

07400-000 DISTRITO IND ARUJA SP

Sacador/Avalista: .

Autenticação mecânica

For Bradesco Bank you can proceed as follow :

Get the Reference Key 3 details for invoices that you need to get the boletos images.

Bradesco

Conta: 327053 Copany Code: 0309

Razão: CIPAFEX IMPRES. DE PAP. E TEC. LTDA CEP: 011180

Referencia	DocumentNo	Typ	Doc. Date	Block	Acces	Det. due dt	Amount	Mo. Dt	Outr.	Referencia Key 3
00008093-1	6111023652	DB	25.06.2013		1	09.08.2013	114.309,28	BR1	31760000069	
00008092-1	6111023685	DB	25.06.2013		1	09.08.2013	114.309,28	BR1	31779000067	
00008093-1	6111023687	DB	25.06.2013		1	09.08.2013	110.022,69	BR1	31779000075	
00008094-1	6111023705	DB	25.06.2013		1	09.08.2013	114.309,28	BR1	31779000083	
**	327053						482.950,53	BR1		
**	327053						482.950,53	BR1		

After go to Bradesco Bank website and click on following tabs: "Recebimentos" > "Cobrança" > "Relatórios"

Bradesco Net Empresa

Solvay Indupa do Brasil S/A Jean Lairy Voss

TRANSAÇÕES

- Saldos e Extratos
- Cartão de Crédito
- Cash Management
- Pagamentos
- DDA - Débito Direto Autorizado
- Folha de Pagamento
- Cobrança
- Relatórios
- Maintenance
- Cobrança Instantânea
- Custódia de Cheques
- Depósito Identificado
- Transferência de Recursos
- Investimentos
- Empréstimos e Financiamentos
- Câmbio
- Mais Serviços

PERSONALIZAÇÃO

CERTEIFICADO

VOCÊ SABIA QUE...

The following screen will appear, and with "ID: 9" selected you can click on "Título Específico / 2ª Via de Boleto"

Bradesco Net Empresa

Solvay Indupa do Brasil S/A Jean Lairy Voss

TRANSAÇÕES

- Saldos e Extratos
- Cartão de Crédito
- Cash Management
- Pagamentos
- DDA - Débito Direto Autorizado
- Folha de Pagamento
- Cobrança
- Relatórios
- Maintenance
- Cobrança Instantânea
- Custódia de Cheques
- Depósito Identificado
- Transferência de Recursos
- Investimentos
- Empréstimos e Financiamentos
- Câmbio
- Mais Serviços

RECEBIMENTOS > COBRANÇA > RELATÓRIOS

Relatórios

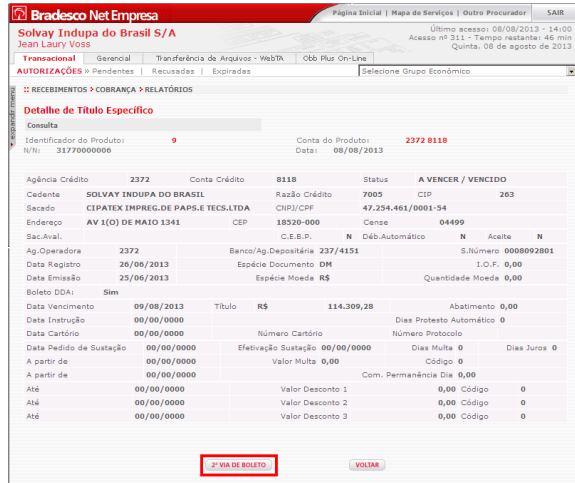
Selecionar outra conta: ID: 9 Ag: 2372 Conta: 8118

Título Específico / 2ª Via de Boleto

So complete the text box for "Nosso Número" with the details get on Reference Key 3 on customer account.



You can check the customer name on next screen and if all right you can click on button "2ª Via Boleto"



The following screen will appear:



Go to the end of page and get a big number code mentioned as "Representação Numérica"



Go to this website:
<http://www.bradesco.com.br/html/classic/produtos-servicos/outros/2-via-de-boleto.shtml>

And click on button "Pesquisar boleto pela Linha Digitável"

2ª Via de Boleto

Solução rápida e prática para você emitir a 2ª via do seu boleto

Aqui, você acessa boletos emitidos pelo Bradesco e registrados pela empresa cedente e emite a 2ª via com rapidez. E se o boleto estiver vencido, é possível atualizar os encargos e pagar no mesmo dia.

Basta ter o nosso número, o CPF/CNPJ do sacado e do cedente ou a linha digitável, emitir o boleto e pagar pelo [Internet Banking](#), [Bradesco Celular](#), [Fone Fácil](#), nas [Máquinas de Autoatendimento](#) ou [Agências Bradesco](#).

Possui o boleto em mãos?

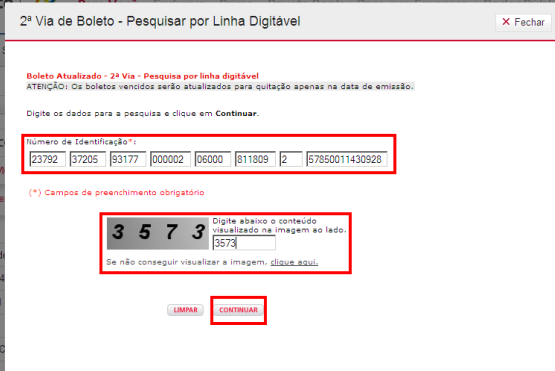
Pesquisar boleto pelo CPF/CNPJ/Nosso Número >



Pesquisar boleto pela Linha Digitável >



So complete the text boxes with the number as below, complete with the code indicated on secure image, and click on "Continuar" button:



Boleto Atualizado - 2ª Via - Pesquisa por linha digitável
 ATENÇÃO: Os boletos vencidos serão atualizados para quitação apenas na data de emissão.

Digite os dados para a pesquisa e clique em Continuar.

Numero de Identificação*:
 23792 | 37205 | 93177 | 000002 | 06000 | 811809 | 2 | 57850011430928


(*) Campos de preenchimento obrigatório

3 5 7 3 Digite abaixo o conteúdo visualizado na imagem ao lado.
 3573

Se não conseguir visualizar a imagem, [clique aqui](#).

LIMPAR CONTINUAR

So click on "Visualizar" button to see the Boleto image:



Boleto Atualizado - 2ª Via - Pesquisa por linha digitável

Selecione a opção desejada para emitir o boleto e clique em Visualizar.

Numero de Identificação do Boleto / Nome do Cedente	Data do Vencimento	Valor
23792.37205.93177.000002.06000.811809.2.57850011430928 SOLVAY INDUPA DO BRASIL	09/08/2013	R\$ 114.309,28


VOLTAR VISUALIZAR

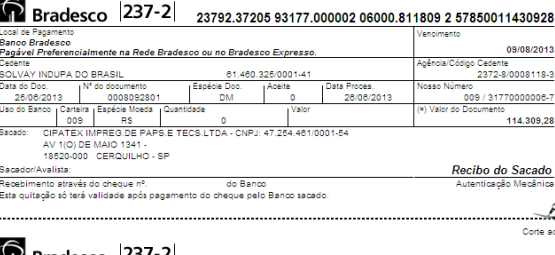
Click on printer image indicated and save the boleto image as PDF file to send to customer.

Via Internet Banking:

- Se você é cliente Bradesco informe a sua agência e conta corrente na barra superior que automaticamente os dados serão preenchidos na opção de agendamento de boletos.

Nas Agências Bancárias:

- Imprimir utilizando uma impressora tipo jato de tinta (ink jet) ou laser no modo normal de impressão (não usar a opção rasquinho).
- Para imprimir o boleto clique na figura  e pressione simultaneamente CTRL e P.
- Se você utiliza o Microsoft Internet Explorer, configure-o para usar fontes tamanho médio, caso você use o Netscape Navigator, configure-o para utilizar as fontes definidas no documento, em tamanho 12.



Bradesco | 237-2 | 23792.37205.93177.000002.06000.811809.2.57850011430928

Linha de Pagamento: Banco Bradesco
 Pagável Preferencialmente na Rede Bradesco ou no Bradesco Expresso. Vencimento: 09/08/2013

Cedente: SOLVAY INDUPA DO BRASIL 81.480.326/0001-41 Agência/Código Cedente: 2372-8/0008118-3

Data do Doc.	Nº do documento	Especie Doc.	Abate	Data Process.	Nosso Número
25/08/2013	0008092801	DM	0	26/08/2013	009/31770000006-7

Uso do Banco: Carteira | Espécie Moeda | Quantidade | Valor | (n) Valor do Documento

009 | R\$ | 0 | 114.309,28

Sacado: CIPATEX IMPREG. DE PAPS E TEC.S LTDA - CNPJ: 47.264.461/0001-54
 AV. 110) DE MAIO 1341 - 18220-000 - CERQUILHO - SP

Sacador/Avallista: **Recibo do Sacado**
 Recebimento através do cheque nº do Banco Autenticação Mecânica
 Esta quitação só terá validade após pagamento do cheque pelo Banco sacado.

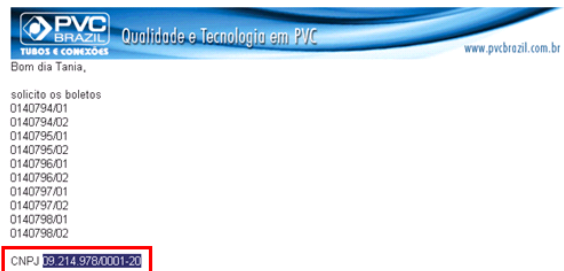
Conte aqui

Bradesco | 237-2 | 23792.37205.93177.000002.06000.811809.2.57850011430928

2.5.1 Sending "Boleto" Copy for PVC Brazil Customers

Solvay Indupa do Brasil have an agreement with PVC Brazil and some customers from PVC Brazil pays "boletos" for Solvay Indupa. Because of that, sometimes we will receive and email from PVC Brazil asking to send a copy of the "boleto" to them. On the request customer will send the boletos references and the "CNPJ" (number to identify legally companies in Brazil, like VAT).

----- Mensagem encaminhada -----
 De: Merili Fernandes <merili@pvcbrasil.com.br>
 Data: 5 de dezembro de 2012 10:37
 Assunto: Solicitação de boletos
 Para: Tania Solvay <tania.plantier@solvay.com>



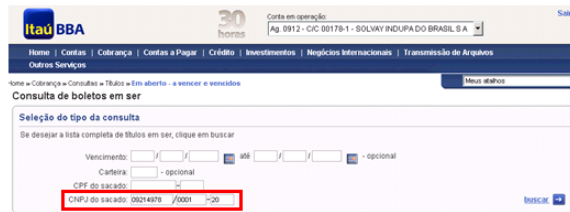
On this case, the way to get the "bolto" is almost the same as the previous. However we should go to Itaú bank website and select account "Ag. 0912 – C/C 00178-1 – SOLVAY INDUPA DO BRASIL" tab "Cobrança".



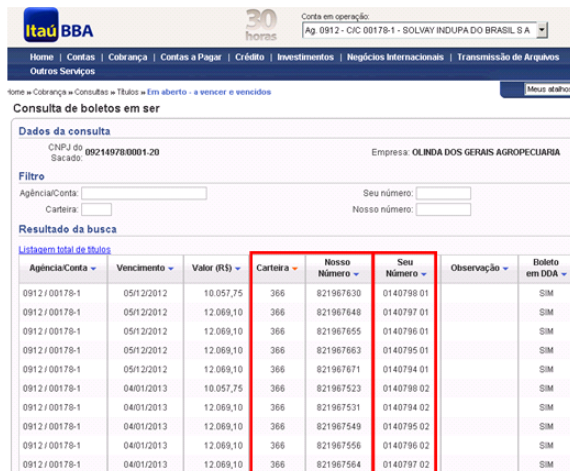
Now we should select "Em aberto – a vencer e vencidos".



On the next screen fill the field "CNPJ do Sacado" with the CNPJ mentioned by the customer.



The next screen will bring all the open items for this CNPJ. We need the number in "Carteira" and "Nosso Número" column. The column "Seu Número" will be the "boleto" reference.



Go back to "Cobrança" tab and select "Um Título".

Itaú BBA 30 Anos

Conta em operação: Ag. 0912 - CC 00178-1 - SOLVAY INDUPA DO BRASIL S A

Home | Contas | **Cobrança** | Contas a Pagar | Crédito | Investimentos | Negócios Internacionais | Transmissão de Arquivos

Home » Cobrança

Meus atalhos

Consultas

Extrato de movimentação (francesinha)

Cobrança - Novo Extrato de Movimentação

- Conta em operação - até 90 dias
- Todas as Contas - até 90 dias

Períodos anteriores (2ª via)

- Solicitar

Cobrança e Desconto

- Detalhado - até 15 dias

Resumido

- Para a conta em operação
- Para todas as contas

Títulos

- Um título**
- Baixados e liquidados
- Em aberto - a vencer e vencidos
- Rejeitados

Instruções / Alterações

- Consultas DDA
- Fluxo de vencimento
- Liberação de recursos de cobrança
- Outras Funções

Enter the numbers you get in the previous screen and click "Enviar":

Itaú BBA 30 Anos

Conta em operação: Ag. 0912 - CC 00178-1 - SOLVAY INDUPA DO BRASIL S A

Home | Contas | Cobrança | Contas a Pagar | Crédito | Investimentos | Negócios Internacionais | Transmissão de Arquivos

Home » Cobrança » Consultas » Títulos » Um título

Meus atalhos

Um Título > Consulta

Carteira/Nosso Número : 366 02196756

Seu Número : Enviar

On the next screen you can confirm the data of the "boleto". Get the number "Transferido do Título"

BANCO ITAU - UM TITULO - CONSULTA

05/12/2012 14:45:20

*** TITULO EM CARTEIRA *** Posição em: 04/12/2012

Agência/Conta: 0912 00178-1 Carteira/Nosso Número: 366/02196756 - 4

Nome do Cedente: SOLVAY INDUPA DO BRASIL S A

Data de Vencimento: 04/01/2013 Valor do Título: 12.069,10

Data de Entrada: 06/11/2012 Data de Emissão: 05/11/2012

Uso da Empresa:

Ag. Depositária: 1010 Espécie: DM Aceite: 0 (Não Aceito) Emissão Ordem Protesto:

Instrução: Seu Número: 0140797 02

Nome do Sacado: OLINDA DOS GERAIS AGROPECUARIA PES - CNPJ/CPF: J - 09.214.978/0001-20

Lagradoiro: RODOVIA BR 020 KM 155, S/N Estado: BA CEP: 47820-000

Cidade: SAO DESIDERIO

E-mail do Sacado:

Data	Cod.	Instrução/Ocorrência	Status
07/11	4804	TRANSFERIDO DO TITULO: 2938.17255.4/112-55176603.6	OK

Versão para impressão Comanda Instrução Alteração de Dados

Go to the website www.itau.com.br/servicos/boletos/ and chose the option "2ª via de boleto" and click button "Próximo"

Escolha uma opção

Escolha uma das opções de acordo com sua necessidade:

- Atualizar boleto vencido
- 2ª via de boleto**
- Cobrança Email
- Solicitado via Central de Renegociação
- Oferta de Renegociação recebida via email/SMS

Telefones das centrais de renegociação, [clique aqui](#)

Próximo

Fill the blank field with the number you get in the previous screen and click "Próximo" once again.

Dados do boleto - Segunda Via

Digite a representação numérica @ do código de barras ou os dados de Agência/Código Cedente e Nosso número @ (apenas os números, sem espaços, pontos ou barras).

Itaú Unibanco

2938172554112551766036

Caso não tenha o boleto em mãos, será necessário entrar em contato com o estabelecimento onde você efetuou sua compra ou recebeu a prestação de um serviço e solicitar os dados necessários para obtenção da 2ª via.

Importante: serão incluídos neste novo boleto os valores dos juros e multas incidentes por atraso, caso houver.

5rpa0 Por favor, repita os caracteres da figura ao lado: 5rpa0

Se não conseguir visualizar, [solicite outra imagem](#).

Próximo

The "Boleto" will appear. Click in the button "Gerar Boleto em PDF", save it and send to the requester.

GERAR BOLETO EM PDF **IMPRIMIR**

Instruções para impressão e pagamento deste boleto:
 - Utilize uma impressora tipo jato de tinta (ink jet) ou laser.
 - Configure a impressora para utilizar qualidade de impressão Normal. Não utilize as opções Rasouinho ou Econômica.
 - Imprima em folha A4 (210x297 mm) ou Carta (216x279 mm) de cor branca.
 - Corte nas duas linhas indicadas: Não fure, dobre, amasse, rasure ou risque o código de barras.

Itaú Banco Itaú S.A. [341-7] **RECIBO DO SACADO**

Local de Pagamento: PAGAVEL EM QUALQUER BANCO ATÉ O VENCIMENTO
 APOS O VENCIMENTO, SOMENTE NO ITAU

Vencimento: **04/01/2013**

Cedente: **SOLVAY INDUPE BR SA** CNPJ: 61.460.325/0001-41 Agência/Código Cedente: 2938/17255-4

Endereço Cedente / Sacador Avalista: RUA URUSSUI 300 3 ANDAR C.J.301 ITAIM BIBI SAO PAULO SP 04542-051

Data do documento: 05/11/12 No. do documento: 0140797 02 Espécie doc: DMI Aceite: N Data Processamento: 05/11/12 Nosso Número: 112/55176603-6

Uso do Banco	Carteira	Valor	Quantidade	Valor	Valor do Documento
	112	R\$			12.069,10

Instruções (Todas informações deste boleto são de exclusiva responsabilidade do cedente):
 APOS O VENCIMENTO COBRAR MORA DE R\$ 40,20 AO DIA
 COBRANCA ESCRITURAL.

C) Descontos/Abatimento: _____
 *) Mora/Multa: _____
 *) Valor Cobrado: _____

CORRESP ITAUBBA-ATE O VCTO PAQUE EM LOJA CORRESPONDENTE

Sacado - OLINDA DOS GERAIS AGROPECUARIA CNPJ/CPF 006214978000120
 RODovia BR 020 KM 195, S/N
 #7820-009 ZONA RURAL, SAO DESIDERIO BA
 Sacado/Avalista: SOLVAY INDUPE DO BRASIL

Autenticação mecânica

2.6 Reverses

To reverse anything in Mercosur scope, we will use transaction FBRA (if some clearing was done) and transaction FB08 (If a payment was just posted on account).

To use the FBRA transaction we should insert the document 251000.... Or the document 651200.... On the Clearing Document Field, insert the company code of the posting and the Fiscal Year.

Reset Cleared Items

Accounts **Items** **Accompanying Correspondence**

Clearing Document: **2510006857**

Company Code: **0309**

Fiscal Year: **2012**

Before the reversal we should click on the button **Items** to check if this is the document we want to reverse.

Reset cleared items

Customer: 3001487
 Company Code: 0309
 Name: TIPOE S. A. - TUBOS E CONEXOES
 City: JOINVILLE

STX	BUSA	Assignment	Reference	documentNo	Typ	Doc. Date	S	DD	Net. due dt.	Amount 1st DC	Cur	LC. amt.	LCU
■	3390	0891979006	000061467-1	2510006800	02	21.06.2012		21	21.06.2012	1.334.833,97	BRL	1.334.833,97	BRL
■	3390	0891979006	000061475-1	6111004674	08	22.06.2012		21	21.06.2012	90.498,43	BRL	90.498,43	BRL
■	3390	0891979006	000061475-1	6111004670	08	22.06.2012		21	21.06.2012	90.300,97	BRL	90.300,97	BRL
■	3390	0891979006	000061475-1	6111004682	08	22.06.2012		21	21.06.2012	90.498,43	BRL	90.498,43	BRL
■	3390	0891979203	000061484-1	6111004586	08	22.06.2012		21	21.06.2012	90.498,43	BRL	90.498,43	BRL
■	3390	0891979252	000061487-1	6111004680	08	22.06.2012		21	21.06.2012	85.167,24	BRL	85.167,24	BRL
■	3390	0891979410	000061506-1	6111004707	08	22.06.2012		21	21.06.2012	88.293,54	BRL	88.293,54	BRL
■	3390	0891979416	000061501-1	6111004706	08	22.06.2012		21	21.06.2012	88.405,95	BRL	88.405,95	BRL
■	3390	0891979739	000061512-1	6111004720	08	22.06.2012		21	21.06.2012	88.885,90	BRL	88.885,90	BRL
■	3390	0891979743	000061514-1	6111004722	08	22.06.2012		21	21.06.2012	87.865,73	BRL	87.865,73	BRL
■	3390	0891979750	000061518-1	6111004726	08	22.06.2012		21	21.06.2012	88.827,50	BRL	88.827,50	BRL
■	3390	0891979763	000061522-1	6111004735	08	22.06.2012		21	21.06.2012	88.178,85	BRL	88.178,85	BRL
■	3390	0891979764	000061528-1	6111004730	08	22.06.2012		21	21.06.2012	88.853,00	BRL	88.853,00	BRL
■	3390	0891979765	000061528-1	6111004737	08	22.06.2012		21	21.06.2012	88.853,00	BRL	88.853,00	BRL
■	3390	0891979766	000061538-1	6111004736	08	22.06.2012		21	21.06.2012	88.853,00	BRL	88.853,00	BRL
■	3390	0891979767	000061531-1	6111004739	08	22.06.2012		21	21.06.2012	88.853,00	BRL	88.853,00	BRL
■	*									0,00	BRL	0,00	BRL
■	**	Account: 3001487								0,00	BRL	0,00	BRL

After the confirmation we should click on the button and save the document on the floppy button .

The following screen will appear and we should click on the button **Resetting and revers**

Reversal of clearing document

Only resetting

As well as resetting cleared items, it is also possible to reverse the clearing document.

Resetting and revers

Cancel

Then Chose the reversal reason (01 if the clearing was done in the same period and 02 if not).

Put the posting fate and click on the button to conclude the reversal.

Reversal Data

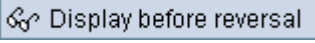
Reversal Reason:



Posting Date:

Posting Period:

The transaction FB08 is almost the same thing, however is used for the documents just posted in an account.

Document Number: put the posted document to be reversed.
 Company code: the document company code.
 Fiscal Year: year of the posting
 Reversal Reason: 01 if the clearing was done in the same period and 02 if not.
 Posting date: posting date

Click on  button to check if this is the correct document to be reversed and confirm on the following screen.

Click on the button  and save the document on the floppy button 

Reverse Document: Header Data

Document Details

Document Number: 2510006350
 Company Code: 0309
 Fiscal Year: 2012

Specifications for Reverse Posting

Reversal Reason:
 Posting Date:
 Posting Period:

Check management specifications

Void reason code:

Display Document: Overview

Document Number: 2510006350 Company Code: 0309 Fiscal Year: 2012
 Document Date: 19.09.2012 Posting Date: 19.09.2012 Period: 9
 Reference: Cross-CC no.:
 Currency: BRL Texts exist:

Items in document currency

Item	PK	BusA	Acct no.	Description	Tx	Amount in	BRL
001	40		50603BRL30	CA-BRL-03		12.500,00	
002	15	3390	3004567	DISPAFILM DO BRASIL LTDA		12.500,00-	