

Sanctioned Parties Manual Screening - "One-time customers" - GTS

Tasks to be completed when creating an operating procedure (from creation to publication)

- 1. Enter the **Title of the procedure**: Description of the operating procedure - Region (APAC, EMEA, LAM, NAM) - Country (Optional) - ERP (PI 1, PF1, WP1)
- 2. Add the following Labels :
 - Region: [apac](#), [emea](#), [lam](#), [nam](#)
 - ERP: [pf1](#), [pi1](#), [wp1](#)
 - Domain & Process using the [List of labels to be used in the space CCT](#)
- 3. Fill all fields as described
- 4. Once the procedure is completed, publish it using the [SBS-OtC approval workflow](#)

Table of contents

- [Table of contents](#)
- [Objective and Scope](#)
 - [Scope](#)
 - [ERP](#)
 - [References](#)
 - [Attachments](#)
- [1. Identify the "one-time customer"](#)
- [2. Manually screen the "one-time customer"](#)
 - [Case 1: the partner has a name and a physical address](#)
 - [Case 2: the partner is missing information on its name or/and address](#)
- [3. Manually release the transaction](#)

Objective and Scope

"One-time customers" are new potential customers that have not been setup in the ERP.

List of existing "one-time customers" for WP1 in attachments.

List of "one-time customers" for PF1 still in development. (will be copy of WP1)

The point is to select a generic business partner number and manually enter the prospect's details. After it has been used for a sample order, the same generic partner number can be erased and re-used for another prospect.

The policy of the group is to screen every order, samples orders just the same as standard orders. GTS export control tool enables an automatic screening of the business partner name and address at the partner creation, at the sales order creation and at the shipment start. The system is setup so that if there is any manual change on the business partner name or address, GTS will automatically block the transaction for a manual screening and release.

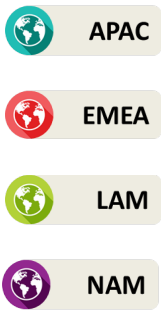
The objective of this operating procedure is to describe the manual screening of the "one-time customers" against sanctioned parties.

All transaction using the "one-time customer", irrespective of the departure plants are concerned by the manual screening.

1. Identify the "one-time customer"

In GTS - Compliance Management - Legal control Export - Display blocked documents

Scope



ERP



GTS

References

Attachments

Annex:

<https://drive.google.com/drive/folders/0B1fFRgKxcv76eFFWeUJXQTN4QUU>

The transaction is blocked, SPL legal regulation checking is required

- ▼ Performance of Service: Sanctioned Party List Screening
 - ▼ Checking legal regulation SPL; synchronous address check is active
 - ▶ Sanctioned-party list screening for partner 162497 and partner role(s) AG
 - ▶ Sanctioned-party list screening for partner 162497 and partner role(s) RE
 - ▶ Sanctioned-party list screening for partner 162497 and partner role(s) RG
 - ▶ Sanctioned-party list screening for partner 162497 and partner role(s) WE

By default, all "one-time customers" are blocked. They have been included in the Customs & Trade Compliance ethic list.

The ERP business partners code used in the transaction is #999999 which is the "one-time customer" for France (see Annex).

Organization	Item Overview	Partner	Value	Status	Addnl Data	Administr.
Partner Function in Doc.	Partner	Ctry	Ext. BP	Name	Description	
Sold-To Party for Export	162497	CN	999999	SHANGHAI GOODWAY INDUSTRIAL CO., LTD.	/ 200333 Shanghai	
Bill-to Party for Export	162497	CN	999999	SHANGHAI GOODWAY INDUSTRIAL CO., LTD.	/ 200333 Shanghai	
Payer for Export	162497	CN	999999	SHANGHAI GOODWAY INDUSTRIAL CO., LTD.	/ 200333 Shanghai	
Ship-to Party for Export	162497	CN	999999	SHANGHAI GOODWAY INDUSTRIAL CO., LTD.	/ 200333 Shanghai	

In GTS - Compliance Management - Sanctioned Party List Screening - Display blocked Business Partner

Display Business Partners

Sanctioned Party List Screening
 Release Partner
 Positive List
 Negative List
 Confirm Block
 On Hold
 Print
 Search
 Help
 Exit

Blocked Business Partners

Legal Reg.	FTOs	BP...	External Business Pa	Business Partner	Ctr	Name	Status
SPL	ZFR3,ZFR9,7008,7752,7...	02	999999	162497	FR	CLIENT OCCASIONNEL FR	

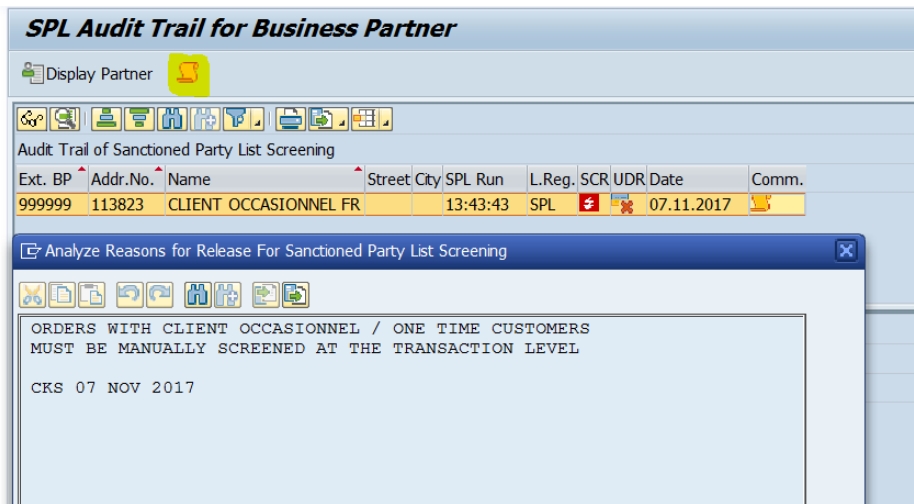
SPL Audit Trail for Business Partner

Display Partner

Audit Trail of Sanctioned Party List Screening

Ext. BP	Addr.No.	Name	Street	City	SPL Run	L.Reg.	SCR	UDR	Date	Comm.
999999	113823	CLIENT OCCASIONNEL FR			13:43:43	SPL			07.11.2017	

Negative List: Blocked

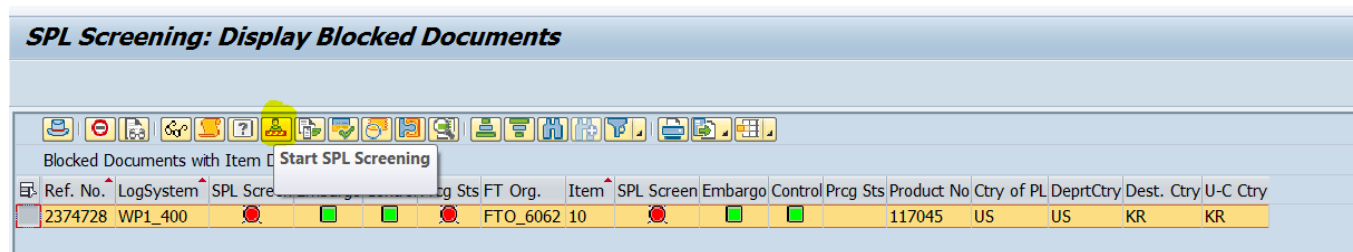


For standard orders, the best practice is to screen and release the business partner and then refresh the order in GTS to release the transaction.

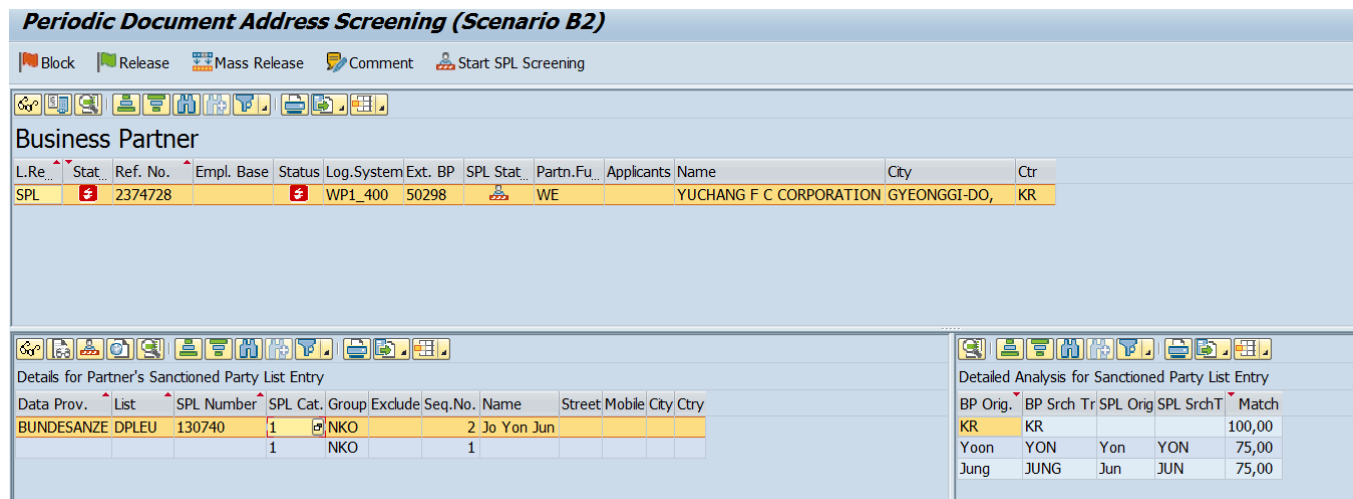
For sample orders though, the best practice is to manually screen the business partner and then manually release the order in GTS.

2. Manually screen the "one-time customer"

In GTS - Compliance Management - Sanctioned Party List Screening - Display blocked documents



Case 1: the partner has a name and a physical address



Proceed to the analysis as for usual blocked partners in standard orders.

If the partner has been screened and approved, proceed to manually release the transaction.

If the partner has been screened and denied, do not release the transaction, and escalate the case to your hierarchy.

Case 2: the partner is missing information on its name or/and address

Display Customs Document for Sales Order 2374578

Document Number: 101167313 Year: 2017 Doc.Type: Customs Document (Export) - Sales Document Level

Organization Item Overview Partner Value Status Doc. Flow Addnl Data Administr.

Partner Function	Partner	Ctry	Ext. BP	Name	Description
Sold-To Party for Export	165581	MY	999958	CLIENT OCCASIONNEL MY /	SEKABGIR
Bill-to Party for Export	165581	MY	999958	CLIENT OCCASIONNEL MY /	SEKABGIR
Payer for Export	165581	MY	999958	CLIENT OCCASIONNEL MY /	SEKABGIR
Ship-to Party for Export	165581	MY	999958	CLIENT OCCASIONNEL MY /	SEKABGIR

Details

Group description	Cell Content
Partner Function	Sold-To Party for Export
Partner Function	AG
Business Partner	165581
Country Key	MY
External Partner Number	999958
Address Number	650031
Name	CLIENT OCCASIONNEL MY
Address Description	/ SEKABGIR
Address Indicator	X

You must request the necessary information to the customer service representative in charge and then proceed to manual screening of the partner. According to the Customer Service Process, you shall ask the customer service representative to update the document in the ERP with the missing information.

In GTS - Compliance Management - Sanctioned Party List Screening - Screen General Address

Enter Title (organization or person) and all available information on the address and execute

Simulate General Address Screening

Legal Regulation: SPL

Name

Title: Company

Name: BRENTAG SDN BHD

Search Terms

Search term 1/2

Street Address

Street/House number: LOT PT 55,64&65 LN HULU TINGGI 26/6,SEKS... 26

Postal Code/City: 40400 SELANGOR

Country: MY Region: 10

PO Box Address

PO Box

Postal code

Company postal code

Simulate General Address Screening

Business Partner

L.Reg.	Status	LS Gro.	BP Categ.	Ext. ...	Name	Street	City	Ctr
SPL	✓				BRENTAG SDN BH	LOT PT 55,64&65 LN HULU TINGGI 26/6,SEKSYEN	SELANGOR	MY

Details for Partner's Sanctioned Party List Entry

Data Provider: List Sanction Party List Number: SPL Cat. Group Exclude Seq.No. Name Street Mobile Phone City Ctry

Detailed Analysis for Sanctioned Party List Entry

BP Orig. Doc. BP Search Term SPL Orig. Term SPL SrchTerm Mat...

Proceed to the analysis as for usual blocked partners in standard orders.

If the partner has been screened and approved, proceed to manually release the transaction.

If the partner has been screened and denied, do not release the transaction, and escalate the case to your hierarchy.

3. Manually release the transaction

In GTS - Compliance Management - Sanctioned Party List Screening - Manually release blocked documents

SPL Screening: Release Blocked Documents

Blocked Documents with Item Data

Cancel SPL Block

Ref. No.	LogSystem	SPL Screen	Embar	FT Org.	Item	SPL Screen	Embargo	Control	Prcg Sts	Product No	Ctry of PL	DeprtCtry	Dest. Ctry	U-C Ctry
2374728	WP1_400				FTO_6062 10					117045	US	US	KR	KR

If the partner has been screened and approved, proceed to cancel SPL Block and add the relevant mandatory comment.

Standard comment:

no match with restricted parties or hit block on "xxx" without relevance

+ add initials and date of screening