

SEPA_MandateB2C_DE.doc



- Before creating the mandate in SAP customer account, **please always confirm which is the company code related** (in case the customers is multi GBU)
- Before creating the mandate, please check if the bank account provided by the customer in the mandate is inserted in the customer master data bank details. If not, please send an email to Data Management team (datamanagement.3s-pt@solway.com) with the bank account to be inserted and ask them to tick the "Collections authorization" field
- If customer change its bank account, we should request a new SEPA mandate to the customer with the new bank account and ask Data Management team to tick again the "Collections authorization" flag
- For customers which are not German, please check in the following link if the customer bank is adhering to the DD SEPA: (SDD CORE or SDD B2B) : <https://www.ebaclearing.eu/services/step2-sdd-core/participants/>

Participants

Statistics

Service documentation

• Central Bank of Savings Banks Finland Ltd.
• Citibank NA
• Commerzbank AG

• UBI Banca International SA
• Unicredit Bank AG (HVB)
• UniCredit Bank Austria AG
• Unicredit SpA
• Unione di Banche Italiane SCPA

STEP2 SDD Core Reachable PSPs List including BICs



Then copy the SWIFT code and search in the link provided above. In this case customer bank is adhering to the DD SEPA, so we can proceed with the mandate creation.

National Westminster Bank Plc	135 Bishopsgate	LONDON	NWBKGB2LXXX	2-11-2009
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If not, customer should be contacted to verify if he works with a bank account which is an adherent of SEPA.

The process in SAP starts with the sending of the Mandate form (check attachments) to the customer which should be filled and signed by them.

Before creating the mandate, the AR team should:

- confirm if the bank account. (IBAN) in SAP Masterdata is the same as in the Mandate form;
- confirm if "Collection Authorisation" tab is flagged as below:

The screenshot shows the SAP 'Bank Details' screen for customer 812392 (OMEX AGRICULTURE LIMITED). The 'Payment Transactions' tab is active, and the 'Collection Authorisation' checkbox is checked. The bank details listed are: IBAN Value: GB05NWBK60131500879088, Bk.t.: GBP1, Reference details: , Col.: , Mand.: , SWIFT/BIC: NWBKGB2L, Bank name: NATIONAL WESTMINSTER BANK PLC / LINCOLN SM.

In case that the Bank account is not the same as in the Mandate form or "Collection Authorization" tab is not flagged, the ticket should be sent to Data Management team requesting to add this new bank account in customer masterdata.

When all details are correct, we should create the SEPA mandate in SAP by using transaction **FSEPA_M1** in PI1 system.

The field's "Mandate Ref.", "Customer" and "Paying company code" needs to be filled in to identify the sender and receiver of the mandate as below:

The screenshot shows the 'Create Mandate: Initial Screen' in SAP. The 'Mandate Ref.' field is filled with 812392. The 'Payer ID' field is filled with 812392 (OMEX AGRICULTURE LIMITED). The 'Payee ID' field is filled with 0231 (SOLVAY SA - TREASURY DPT).

Mandate Ref.: Customer number

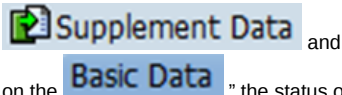
Customer number

Paying Company code: 0231

Click on



Select



on the " the status of the mandate, its validity data and some administrative data regarding the signature are stored.

Fill in the following fields as below:

Status: Active

Valid from: Signature date on the SEPA form sent to customer

Valid to: By default 31.12.9999

Trans. Type: N Recurring Use Mandate

Signature Date: Signature date on the SEPA form sent to customer

After go to **Payer** tab in which the customer relevant data for a mandate is stored. Just select **Supplement Data** and all the data will be filled automatically as below:

The screenshot shows the 'Create Mandate: Detail Screen' with the 'Basic Data' tab selected. Fields include: Mandate Ref. (012392), Payer ID (012392), Customer (OMEX AGRICULTURE LIMITED), Payee ID, Paying Company Code (0201), SOLVAY SA - TREASURY DPT, Contract ID, Contract Type (Loans), Contract ID, Explanation, Status and Validity (Status: 1 Active, Valid From: 20.08.2017, Valid To: 31.12.9999, Payment Type: N Recurring Use Mand.), Administrative Data (Location of Sig., Signature Date: 20.08.2017).The screenshot shows the 'Create Mandate: Detail Screen' with the 'Payer' tab selected. Fields include: Name/Address of Payer (Last name: OMEX AGRICULTURE LIMITED, First name, Street: BARDNEY AIRFIELD, House Number, Postal Code: LN3 5TP, City: TUPHOLME, Country: GB, Language: EN), ID (External Ref.), Payment for Alternative Payer (Name, ID), Bank Data of Payer (IBAN: GB05080860131500879088, SWIFT/BIC: UNWBGB33).

In the **Payment Recipient** tab contains all the creditor data relevant for the mandate, in this case

The SOLVAY SA- 0231 company code (BE) linked to the mandate (also filled automatically)



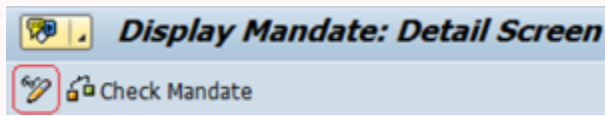
Then

The screenshot shows the 'Create Mandate: Detail Screen' with the 'Payment Recipient' tab selected. Fields include: Name/Address of Recipient (Name 1: WORLDWIDE ACCOUNTS RECEIVABLES, Name 2: AND PAYABLES, Creditor ID: BE04220425487035, Street: RUE DE RANSBEEK, House Number: 310, Postal Code: 1120, City: BRUXELLES, Country: BE), Automatic Debit for Alternative Creditor (Name, ID).

Mandate 162640 created

Warnings

- If for any reason, the mandate should be edited, go to transaction FSEPA_M1 with Mandate reference and click on  as below:



- After the creation of the mandate, the payment method should be changed to H at Customer Masterdata Level in PI1 and in Local system (PF1/WP1) .
- The payment method in PF1 and WP1 customer masterdata should be updated according the following table:

[WP1 PF1 Payment method analysis.xlsx](#)

- Examples of SEPA mandates templates:

[SEPA_MandateB2C_NL.doc](#)

[SEPA_MandateB2C_FR.doc](#)

[SEPA_MandateB2C_EN.doc](#)

[SEPA_MandateB2C_DE.doc](#)

- If there are open invoices in customer's account when implementing the SEPA direct debit, we should confirm with the requester (Collections or Customer Service teams) if all the open invoices should be considered to be debited by Direct Debit. If yes, the payment method should be changed to H in each invoice.
- If the change of the payment method was initiated by Collections team or AR team, we should assure that Customer Service is aware of this change. So if Collections haven't informed, AR team should send an email.