

# Manual drafts

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## 2. Objective and Scope

The purpose of this document is to explain the different types of manual drafts and the differences of their postings on SAP through F-36 transaction.

This operating procedure (OP) applies to the accounts receivables of Solvay Sa.

## 3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- CCT AR: Customer Credit & Trade Accounts Receivable
- OP: Operating procedure
- 0231: PI system for Worldwide Accounts Receivable and Payable
- BoE: Bill of exchange
- LCR: Letter de change
- BOR: Billet à Ordre

## 4. Manual drafts

This OP explains the different types of manual drafts and the differences of their postings on SAP. By draft we mean a Bill of Exchange, which is a bank document guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. Thus, there is an agreement between customer and the bank for a future due date of a payment. The customer recognizes its debt and agrees to pay in a future due date. Therefore, AR will send to the bank an electronic file with all the drafts information, which will be paid to Solvay Sa bank account on the drafts due date.

The Regions with manual drafts or Bills of Exchange are:

Region	Technical name
France	Traites
Spain	Pagarés and Recibos

### Warning

For the cases in which the invoices due dates paid by the draft are = or > than 5 days of delay, we should contact Collections (Dispute in the processed draft as "Call by collector") to contact customer to understand the reason of the delay.

### 4.1 France

**Traites** are French promising payment (promise of payment) form with an agreement for a future due date of a payment. The customer recognizes its debt and agrees in paying it on future due date.

We can receive Traites through two different ways:

- Sent by the customers directly to SBS by post
- Sent by Credit manager to AR mailbox

## Scope



## ERP



## References

### Content by label

There is no content with the specified labels

### Warning

For the Traités received by post sent directly by the customers to SBS Carnaxide, we should scan it and create a Freshdesk ticket with customer number and amount. There is no need to send these documents to the Bank as Societe Generale executes the payments based on the file we sent them (DME).

There are 4 types of French drafts: three are manual (paper drafts) and one is automatic. In the case of paper drafts, the Credit Manager sends the drafts to AR mailbox in order to be posted. In the case of automatic drafts, all process is automatic through F110 transaction. At the end of the process, AR has to create a file with all kinds of drafts (manuals and automatics) together and to send it to the Bank.

Two of the four types are related to documents issued by Solvay and the other two are directly issued by the customers. See below the difference between them:

1. LCR document issued by Solvay and requiring acceptance by the customer
2. LCR document issued by Solvay but not requiring an acceptance by the customer
3. BOR document issued by the customer
4. LCR document issued by the customer

The following table resumes the different types of Drafts and the posting differences between them.

Traite Description	Draft Posting Transaction	Automation	Payment Method	BoE Docum. Type
1. Solvay – LCR Avec Acceptance	F-36	Manual	G	DW
2. Solvay - LCR Sans Acceptance	F-110	Automatic	L	DY
3. Customer – BOR	F-36	Manual	F	DW
4. Customer – LCR	F-36	Manual	G	DW

### Posting differences

- Traités types 1, 3, and 4 have to be manually posted using transaction F-36. AR can receive the documents by post (sent directly from customer to SBS Carnaxide) and sent by Credit Managers to AR mailbox.
- Traités type 2 are automatically processed using an automatic program based on transaction F110

### 4.1.1 Traités

#### 4.1.1.1 Type 1 – LCR avec acceptation

Solvay LCR (Lettre de Change) Avec Acceptance is a document that makes part of the invoice sent to the customers. Check the example below:

à découper suivant le pointillé

SOLVAY BENVIC FRANCE S.A. Boîte postale 76 21802 QUETIGNY CEDEX	Contre cette LETTRE DE CHANGE stimulée SANS FRAIS 1. lez payer la somme indiquée ci-dessous à l'ordre de:	7620003622	L.C.R. LCR	
A. CHEVIGNY-SAINT-SAUVBUR		Euro		
MONTANT POUR CONTROLE *****3.528,08	DATE DE CREATION 15.11.2005	ÉCHÉANCE 10.02.2006	LCR seulement 1	MONTANT *****8.528,08
SOLVAY BENVIC FRANCE S.A.S.		FR39324676469	6111006878	
R.I.B. du TIRE 10207 00160 7620003622 10 code établ. code guichet No de compte cli R.I.B.		DOMICILIATION B.P. R.N.E.S. PARIS. CEDEX		
Valeur en : CC 0000103175 6111006878 G		SARL R.J.R. Boîte postale 14 60870 RIEUX Droit de Timbre et Signature		
ACCEPTATION OU AVAL A		ne rien inscrire au dessous de cette ligne		

Solvay's LCR is the bottom section of a back page that goes together with the invoice. This section is detached by customers who return it signed to Solvay. An authorization (signing the LCR) from the customer is required in order to allow Solvay France to debit the customer's bank account, and therefore this LCR type is named as "Avec Acceptance".

This document describes, who is the customer, which is the invoice number and due date of the BoE.

Occasionally customers agree on paying but change several features of the original LCR, like the bank account they want to use to make the payment, the amount they will pay or even the due date. It is important, when posting these payments to respect the customer's changes; otherwise, the customer will not accept the Traite to be debited from its bank account. However, authorization from the Credit Manager is required, before posting.

#### 4.1.1.2 Type 2 – LCR sans acceptation

Solvay LCR sans acceptance is the same document as the one mentioned in point 4.1.1.1. The only difference is that no acceptance is required from the customer. The customer does not need to return signed Solvay's LCR.

Transaction F-36 does not need to be run to create the BoE for these customers, as they are automatically generated by transaction F110. In this case AR only needs to run the FBWE (DME files creation) and send it to the Bank.


#### 4.1.1.3 Type 3 – BOR issued by the customer

**BOR** is a document issued and signed by the customer, committing itself with the payment on a future due date for specific invoices.

Example:

*100688*

*70018 814*




**ROQUETTE FRÈRES**  
 Siège social : 62136 LESTRÈM, France  
 S.A. AU CAPITAL DE 8.812.908 EUROS  
 S.C.S. BETHUNE 8.339.209 004  
 TEL. 03.21.63.36.00 - FAX : 03.21.63.38.50  
 TELEX 810858 F  
 Adresse courrier : 62080 LESTRÈM CEDEX France

15.11.2005 / 2000039404  
 Page 103  
 332574

**SOLVAY CICC C/O SOLVAY SA**  
 12 COURS ALBERT 1ER  
 75383 PARIS CEDEX 08

Nous vous remettons, ci-dessous, un billet à ordre en règlement du présent décompte, et vous prions d'agréer, Madame, Monsieur, nos salutations distinguées.

N/REFER.	NATURE	DATE	V/FACT.	ESC.	MT FACTURE	MT REGLE
1004608	V/FACTURE	08.1.2005	8410024788	0,000	32.224,20 EUR	32.224,20
910004609	V/FACTURE	08.1.2005	8410024787	0,000	32.301,60 EUR	32.301,60
<b>T O T A L</b>					<b>EUR</b>	<b>64.525,80</b>



Contre le présent BILLET A ORDRE stipulé SANS FRAIS nous paierons la somme indiquée ci-dessous à :

NOM ET ADRESSE DU BÉNÉFICIAIRE  
 SOLVAY CICC C/O SOLVAY SA  
 12 COURS ALBERT 1ER  
 75383 PARIS CEDEX 08

Montant : 64.525,80 €

Date de création : 15/11/2005

Échéance : 15/02/2006

ROQUETTE FRÈRES  
 Société Anonyme au Capital de 8.812.908 EUROS  
 62080 LESTRÈM CEDEX FRANCE

Signature du souscripteur

#### 4.1.1.4 Type 4 – LCR issued by the customer

**LCR** is a document issued and signed by the customer, committing itself with the payment on a future due date for specific invoices. The difference from the Billet à ordre (BOR) described above is the payment method.

Example:



- **Currency/Rate:** EUR
- **Reference:** Insert the reference mentioned on "Réf. Tiré" field. If no reference is mentioned, leave it blank
- **Account:** Customer's account number

Press the button "Enter" button.

Document Date	06.09.2017	Type	DW	Company Code	0231
Posting Date	06.09.2017	Period	9	Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text					
Clearing text					

Transaction to be processed

Outgoing payment

Incoming payment

Credit memo

Transfer posting with clearing

First line item
PstKy 09 Account 103026 SGL Ind W TType

The following screen appears:

The following screen should be filled in as below:

- **Amount:** Traite's amount
- **Due on:** Traite's due date (échéance). Use this date even if it is in the past
- **Planned usage:** Choose "Collection"
- **Issue date:** Draft's creation date. If there is no creation day, use today's date
- **Accepted:** Tick this box
- **Pmnt method:**

- Traite's type LCR (type 1 and 5) use payment method **G**
- Traite's type BOR (type 4), use payment method **F**

**Bank Key:** Confirm if the bank account mentioned on the draft is the same as the one shown in SAP. If the customer has more than one bank account or if it is not created yet a "\*" sign shows up in the bank key field. Double click on this field.

A list of all customer's bank accounts, pops-up as below:

Customer	103026	SOMEDI	G/L	2210000000
Company Code	0231	1135 RUE PIERRE CAUSSE		
World.Accounts Receiv&Pay	MONTPELLIER			
Item 1 / Bill of exchange / 09 W				
Amount	2.359,80	EUR		
Assignment		Bus. Area		
Text				

Bill of exchange details					
Due on	01.10.2014	<input type="checkbox"/> Demand bl	Bill/ex.status	Planned usage	Collecti...
Issue date	28.08.2014	<input type="checkbox"/> Accepted	Bill protest ID	Payment Method	G
Drawer	World.Accounts Receiv&Pay		BRUXELLES	BRU	
Drawee	SOMEDI	MONTPELLIER			
Bank Key	3000401813	Bank Country	FR		
Bank Account	00018102533	Control key	04		
Bank name	BNP PARIBAS / AG CELLENEUVE				

Bank Details			
Drawee	NOVERGIE		
Bank details			
Ctry	Bank Key	Bank Account	CK
FR	3000200790	0000004815F	84
CL PARIS AG.CENTRALE ENT / PARIS			
FR	3000208026	0000063821E	63
CREDIT LYONNAIS / CESSON SEVIGNE C.AFF.			
FR	3000400320	00010093508	70
B.N.P. PARIBAS / BORDEAUX CHAP ROUGE			
Choose X			

Choose the bank account the customer is using in the draft to make the payment and then click on the **Choose** button.

Drawee	PROCOPI	LE RHEU
Bank Key	*	Bank Country
Bank Account		Control key
Bank name		

If the Bank fields are empty or if "\*" pops-up but the bank account mentioned on the drafts is not included in the list, it means that this bank account is not inserted in customer's master data. In this case, the information should be filled in manually by OTC AR as mentioned below:

Click on "Enter" button.



**Warning**

In case the system gives an error message stating that the bank account is not created (in this case the bank account is not created at ERP level), we should create a case and send email to payment security ( p ayment. securityprocess@solvay.com ) with Credit Manager in copy with the customer document (Traite) attached and the subject should have customer number and "Cash In" written. Afterwards transfer the case to Codif Level 1.

13606	00105	00032738070	27
Code étab.	Code	N° de compte	Ciè

Drawee	PROCOPI	LE RHEU
Bank Key	1360600105	Bank Country
Bank Account	00032738070	Control key
Bank name		

After clicking the **Choose** button, the next screen shows up:

Verify if all the information inserted is OK.

Then press the **Choose open items** button.

**Bill of Exchange Payment Add Customer item**

Choose open items    Process open items    More data    Acct model

Customer: 103026 SOMEDI G/L 2210000000  
 Company Code: 0231 1135 RUE PIERRE CAUSSE  
 World.Accounts Receiv&Pay: MONTPELLIER

Item 1 / Bill of exchange / 09 W  
 Amount: 2.359,80 EUR  
 Assignment:    Bus. Area:    Text:   

Bill of exchange details  
 Due on: 01.10.2014 Demand bl Bill/ex.status Planned usage Collecti...  
 Issue date: 28.08.2014 Accepted Bill protest ID Payment Method g  
 Drawer: World.Accounts Receiv&Pay BRUXELLES BRU

Drawee: SOMEDI MONTPELLIER  
 Bank Key: 3000401813 Bank Country: FR  
 Bank Account: 00018102533 Control key: 04  
 Bank name: BNP PARIBAS / AG CELLENEUVE

Next line item  
 PstKy:    Account:    SGL Ind:    New co.code:   

The following screen appears:

Then press on the **Process open items** button.

**Bill of Exchange Payment Select open items**

Process open items

<b>Open item selection</b> Company Code: 0231 Account: 0000103026 Account Type: D Special G/L Ind: <input type="checkbox"/> <input checked="" type="checkbox"/> Normal OI Prmt advice no.: <input type="checkbox"/> Other accounts <input type="checkbox"/> Distribute by age <input type="checkbox"/> Automatic search	<b>Additional selections</b> <input 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"/> Reference <input type="radio"/> Payment order <input type="radio"/> Collective invoice <input type="radio"/> Document Type <input type="radio"/> Business Area <input type="radio"/> Tax code <input type="radio"/> Branch account <input type="radio"/> Currency <input type="radio"/> Posting Key <input type="radio"/> Document Date <input type="radio"/> Assignment <input type="radio"/> Billing Document <input type="radio"/> Others
---	---

The following screen appears:

Standard Partial Prmt Res.Items WH Tax


Account items 103026 SOMEDI

Assignment	Reference	Reference K...	D., Net due d...	Curr...	D...	Disco...	D P	EUR Gross
00050003947195	00058410193283	1000598329	F1 29.08.2014	EUR	30	0,000	G	2.359,80

Processing Status

Number of items	9	Amount entered	2.359,80
Display from item	9	Assigned	2.359,80
Reason code		Difference postings	
Display in clearing currency		Not assigned	0,00

Select the invoice (s) mentioned on the document. The "Not assigned" field is

now zero. Press the "Save"  button.

Next screen pops-up:

Document 7620000093 was posted in company code 0231

### Risk Cancellation procedure

Whenever a BoE is created in a customer account, automatically it is created a DY/DW in g/l **2210000000 - NOTES RECEIVED**

The DY/DW will be cancelled with the Risk cancellation (DA) at invoice due date as below:

G/L Account 2210000000 NOTES RECEIVED  
Company Code 0231

St	Assignment	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.
		7620000107	DW		25.08.2014	09	2.359,80	EUR		7660004453
		7660004453	DA		29.08.2014	39	2.359,80-	EUR		7660004453
*							0,00	EUR		

Whenever we run FBWE transaction to send the DME files to the Bank, a G1 document is created in **2211003301 - Notes for collection** (depending on the country a different g/l is used).

G/L Account 2211003301 Notes for collection-Société Générale  
Company Code 0231

St	Assignment	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.
		7640004888	G1		26.08.2014	50	2.359,80-	EUR		7660004453
		7660004453	DA		29.08.2014	40	2.359,80	EUR		7660004453
*							0,00	EUR		

The Risk Cancellation (DA) will cancel the DY in 2210000000 and the G1 in 2211003301. See below:

St	Assignment	DocumentNo	Bush	Type	Doc. Date	FK	Amount in local cur.	LCurr	TX	Clring doc.
		7420000107		DN	25.08.2014	09	2.359,80	EUR		7660004453
		7660004453		DA	29.08.2014	19	2.359,80	EUR		7660004453
*							0,00	EUR		
**	Account 2210000000						0,00	EUR		


St	Assignment	DocumentNo	Bush	Type	Doc. Date	FK	Amount in local cur.	LCurr	TX	Clring doc.
		7640004888		G1	26.08.2014	50	2.359,80	EUR		7660004453
		7660004453		DA	29.08.2014	40	2.359,80	EUR		7660004453
*							0,00	EUR		
**	Account 2211003301						0,00	EUR		

Posting result in the customer's account:

St	Doc	Bush	Reference	Assignment	Ref. Key 1	DocumentNo	Typ	Doc. Date	Set due dt	S	ED	Amc in loc. cur.	LCurr
			0005241019278	0005000399165	1000598324	5000144498	FI	21.07.2014	20.09.2014			2.369,30	EUR
*						7620000097	DM	18.08.2014	18.08.2014			0,00	EUR

The invoice is now cleared with the DW document.

Click twice on the clearing document

(762...), click on the  button and then enter the line corresponding to the draft. The following screen opens as shown below:

Customer: 103026 SOMEDI G/L Acc: 2210000000  
 Company Code: 0231 1135 RUE PIERRE CAUSSE  
 World.Accounts Receiv&Pay: MONTPELLIER Doc. no.: 7620000097

Line Item 1 / Bill of exchange / 09 W  
 Amount: 2.369,30 EUR

Bill of exchange details  
 Due on: 20.08.2014  Demand bl Bill/ex.status:  Plan.usage: I  
 Issue date: 21.07.2014  Accepted Bill protest ID:  Pmt Method: G  
 Used on: 31.08.2014 I | 7640004811 Clearing date: 31.08.2014 / 7660004375  
 Drawer: World.Accounts Receiv&Pay BRUXELLES [BRU]  
 Drawee: SOMEDI MONTPELLIER  
 Bank Key: 3000401813 Bank Ctry: FR  
 Bank Account: 00018102533 Control key: 04  
 Bank name: BNP PARIBAS / AG CELLENEUVE

We are able to check all the information regarding the Traite here and if we click on the "Environment" on the top of the page and then on the "Payment usage", we will see the invoice(s) cleared with the draft.

St	Doc	Bush	Reference	Ref. Key 1	DocumentNo	Typ	Doc. Date	Set due dt	S	ED	Amc in loc. cur.	LCurr
					7620000107	DN	25.08.2014	29.08.2014	W		2.359,80	EUR
*											2.359,80	EUR
**											2.359,80	EUR

When an invoice is cleared by a Traite, a document will remain open on customer account in 0231 with a special GL ind W until the invoice due date.

## 4.2 Spain

### 4.2.1 Pagares

**Pagarés** are Spanish promising payments under the form of paper drafts, always issued by the debtor (customer) and sent to the Spanish Local Correspondent. The customer recognizes its debt and agrees in paying it on a future due date.

We can receive Pagarés through two different ways:

- Sent by the customers directly to SBS Carnaxide by post
- Sent by local contact to AR mailbox

To prepare Pagarés received by post, the following steps should be followed:

- AR on a daily basis pick in the 2<sup>nd</sup> floor all the correspondence received by post
- AR verifies the Pagarés received and write in the back of the Pagarés "Solvay Solvay SA" and sign it (the signature should be requested to Paula or Angela)
- The Pagarés should be scanned and a case created in Freshdesk with customer number and amount.
- Fill the deposit slip with the Pagarés to deposit. See example below with the instructions to fill BNP form (BNP IBAN is 0010901391600351):



Open item selection	
Company Code	0231
Account	50514EUR15
Account Type	S
Special G/L ind	<input type="checkbox"/> Normal OI
Pmnt advice no.	

Insert the Portugal sub-account and choose "Account Type" S. Then, select the correct TI and go back, insert customer account and clear the invoices.

Post with Clearing: Header Data					
Choose open items		Acct model			
Document Date	27.05.2015	Type	DE	Company Code	0231
Posting Date	27.05.2015	Period	5	Currency/Rate	EUR
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc:Header Text					
Clearing text					
Transaction to be processed					
<input type="radio"/> Outgoing payment <input checked="" type="radio"/> Incoming payment <input type="radio"/> Credit memo <input type="radio"/> Transfer posting with clearing					
First line item					
PstKy	<input type="checkbox"/>	Account	<input type="text"/>	SGL Ind	<input type="checkbox"/>
		TType	<input type="checkbox"/>		

To prepare Pagaré received by email from local contact, the following steps should be followed:

- Local contact send by email to AR mailbox the copy of the Pagarés
- AR process F36 transaction
- The ticket should be classified with the total amount of the Pagaré on the subject, the customer accounts numbers and should be closed.

There are three types of Pagarés as BBVA (Spanish Bank) treat them differently. Two of them are cheque documents with a "bar code" (IBAN) on it and are always issued by a Bank. The difference between them is the Bank: BBVA bank and non BBVA bank. The 3<sup>rd</sup> type of Pagaré does not have a cheque format, nor contains a "bar code" (IBAN) on it and is not issued by a Bank.

#### 4.2.1.1 Pagaré with Check Format paid by BBVA Bank

All BBVA Pagarés are "cheque" format type as they are always issued by the BBVA bank.

Example:

**BBVA**  
 CANTON PEQUEÑO, 18-21 ENTREPLANTA  
 15003 CORUÑA (A)

*414*

**Carta - Pago Domiciliado**

3 DE ENERO DE 2012

Muy señores nuestros:

Adjunto les remitimos pago domiciliado Núm. 0.000.763, emitido siguiendo instrucciones de:  
**FUCAMPO S.A.** ( 00672 )  
 por un importe de Euros \*\*\*\*\*32.549,51\*\* , y que corresponde a los conceptos abajo detallados.

—  
 —  
 —

**SOLVAY IBERICA, S.L.**  
 MARIE CURIE 1-3-5  
 08760 -MARTORELL-BARCELONA1985-2503  
 BARCELONA - ESPAÑA 0

Nuestra red de oficinas queda a su disposición para facilitarles financiación o gestionar el cobro de sus créditos.

Atentamente,  
 Banco Bilbao Vizcaya Argentaria  
 P.P.

*[Signature]*

FACTURA	FECHA EMISION	IMPORTE	CONCEPTO
8610136107	27-12-2011	5.253,64	563
8610136203	28-12-2011	5.417,28	562
8610136204	29-12-2011	11.055,00	561
8610136251	29-12-2011	10.823,59	564

BBVA Banco Bilbao Vizcaya Argentaria, S.A., con domicilio en la Plaza San Nicolás, número 4, 48005 Bilbao, inscrita en el Registro Mercantil de Vizcaya, al tomo 2.002, folio 1, libro 217 A, inscripción 1.003, con CIF A-40001003

<b>BBVA</b>	Entidad	Oficina	D	N	e
CANTON PEQUEÑO, 18-21 ENTREPLANTA 15003 CORUÑA (A)	CCC 0182	2503	43	0719957893	
	IBAN ES25 0182 2503 4307 1995 7893				
Pago Domiciliado	Nº de Pago Domiciliado	Fecha de Expedición	Fecha de Pago		
	0.000.763	03-01-2012	12-03-2012		
Pagador	FUCAMPO S.A.		Euros *****32.549,51**€		
Beneficiario	SOLVAY IBERICA, S.L.				
Importe en letra (Euros)	TREINTA Y DOS MIL QUINIENTOS CUARENTA Y NUEVE CON CINCUENTA Y UN				
Serie AA N.º	0.000.763 1	Código de identificación	9000 5		
LA DOMICILIACION DE PAGO QUE SE COMUNICA CADUCA A LOS 60 DIAS DE LA FECHA DE PAGO					

*[Stamp: PAGA HIER]*  
*[Signature]*

000076340182012030107199578939000500003254951

**Legend:**

Bank Details Information (same as in the Bar Code/IBAN area)

**BBVA** domicilio de pago  
 RECOLETOS, 10 - ALA SUR - PL. BA  
 28001 MADRID

Entidad Oficina D.C. Núm. de Cuenta  
 CCC 0182 3999 3 9 0010518946  
 IBAN ES76 0182 3999 3900 1051 8946

Vencimiento 25 de Enero  
 a 20 a la orden a SOLVAY IBERICA S  
 Euros seis mil cuatrocientos veintinueve euros con dieciséis centimos.

Por este Pagaré me comprometo a pagar el día del vencimiento indicado

Madrid veintinueve de Diciembre de 20 11  
 Ser DT N.º 8.476.863 5 8242 3  
 MANTA, S. A.

ABONAR EN CUENTA  
 NO A LA ORDEN  
 E. MANTA, S. A.

#8476863#0182# 3999# 0010518946# 8242#


BBVA Bank

Pagaré number (7 numbers) Pagaré due date Pagaré issue date

Bar code (IBAN<sup>1</sup>) Pagaré amount

4.2.1.2 Pagaré With Check Format paid by non BBVA bank

Example:

 3386


18.11.05 437946

SOLVAY CHEMICALS INTERNATIONAL SA  
 C. MALLORCA, 269  
 08002 BARCELONA  
 BARCELONA

Molt senyor/rs nostre/es :

Per la present li adjuntem el nostre talo / Pagaré 2571707 de data 14-10-2005 i del nostre compte corrent del banc : IBERCAIXA per l'import de 4.416,96 EUR , amb el que cancel·lem la/les seva/es factura/es :

N. Factura	Data	Import
20849-01	06-SET-2005	4.416,96
TOTALS		4.416,96



**iberCaja** Domicilio de Pago  
 SOLVAY IBERICA S.A.  
 NO A LA ORDEN

Entidad Oficina D.C. Número de cuenta  
 CCC 2085 9462 54 9400024015  
 IBAN ES76 2085 9462 5474 0002 4015

Vencimiento 20 de Noviembre de 2005  
 a 20 a la orden a SOLVAY CHEMICALS INTERNATIONAL SA  
 Euros cuatro mil cuatrocientos dieciséis euros con noventa y seis céntimos.

Por este Pagaré me comprometo a pagar el día del vencimiento indicado

Madrid diecinueve de Octubre de 2005  
 Ser DT N.º 2.974.707 7 9462 54  
 C.A. DE AHORROS Y MOV. DE PIEDAD DE P. BARRIOS, A. ALONSO Y RIOJA

IBERCAIXA  
 COTÉCNICA S.C.C.L.

#2974707#2085# 9462# 9400024015# 0200#

4.2.1.3 Pagaré without Check Format

Example:

#### 4.2.2 Pagarés posting

As soon as we received the Pagarés, we should post them on their customer accounts using F-36 transaction. This transaction creates the "Bill of Exchange", converting the invoices into BoE (Pagarés) to be collected from BBVA (local bank) in their future due dates. F-36 transaction has to be run for each individual Pagaré by AR on the day it was received.

Open F-36 transaction:

The above screen should be filled in as follows:

- **Document date:** Pagaré's due date ("Fecha de Pago")
- **Posting date:** Pagaré's due date ("Fecha de Pago"). However if its due date is in the past, use the current entry date (today's date)
- **Type:** DE
- **Company code:** 0231
- **Currency/Rate:** EUR
- **Reference:** Pagaré's number (7 numbers, for example: PGR: 289163-5)
- **Account:** Customer number account
- **SGL Ind:** B

After filling in all the information details, press "Enter" 2 times.

### Bill of Exchange Payment: Header Data

Choose open items Acct model

Document Date 07.05.2015 Type DE Company Code 0231  
 Posting Date 07.05.2015 Period 5 Currency/Rate EUR  
 Document Number  
 Reference PGR:1508476 Translatn Date  
 Doc.Header Text  
 Clearing text

Transaction to be processed

Outgoing payment  
 Incoming payment  
 Credit memo  
 Transfer posting with clearing

First line item

PstKy 09 Account 2742 SGL Ind B TType

Customer 2742 ARCELORMITTAL ESPAÑA S.A. G/L 2210000000  
 Company Code 0231 CTRA.GDON AVILES  
 World.Accounts Receiv&Pay GDON

Item 1 / B/exch. receivables / 09 B

Amount 1.640,16 EUR  
 Assignment Bus. Area  
 Text

Bill of exchange details

Due on 07.05.2015 Demand bl Bill/ex.status Planned usage  
 Issue date 10.04.2015 Accepted Bill protest ID Payment Method F  
 Drawer World.Accounts Receiv&Pay BRUXELLES BRU

Drawee ARCELORMITTAL ESPAÑA S.A. GDON  
 Bank Key 00307021 Bank Country ES  
 Bank Account 0105270271 Control key 92  
 Bank name BANCO ESPANOL DE CREDITO, S.A. / GDON O.P.

The following screen appears:

**The screen should be filled in as follows:**

- **Amount:** Pagaré's amount
- **Due on:** Pagaré's due date (Fecha de Pago) Use this date, even if it is in the past
- **Issue date:** Pagaré's creation date (Fecha de Expedicion). If there is no creation day, use today's date
- **Payment Method:** F
- **Bank Key:** if the customer has different bank accounts a "\*\*\*" sign shows up in the bank key field. Double click on this field. A message box is shown with a list of different customer's bank accounts available. Choose the bank account the customer is using for this Pagaré and then click on the **Choose** button.

**The Bank details should be inserted as below:**

**Remark**

If the "\*\*\*" does not show up and the bank details area is shown up already filled in, it means that the customer has a single bank account.

Entidad Oficina D.C. Núm. de Cuenta  
 CCC 0182 3999 3 9 0010518946  
 IBAN ES76 0182 3999 3900 1051 8946

Drawee NANTA S.A. TRES CANTOS  
 Bank Key 01823999 Bank Country ES  
 Bank Account 0010518946 Control key 39  
 Bank name BANCO BILBAO VIZCAYA ARGENTARIA, S.A. / MADRID-CORPORATIVA

If the customer makes the payment through a bank account that is not yet created in the system, FI-AR-BO can manually insert the references mentioned in the Pagaré image..



### Warning

In case the system gives an error message stating that the bank account is not created (in this case the bank account is not created at ERP level), we should create a case and send email to payment security ([securityprocess@solvay.com](mailto:securityprocess@solvay.com)) with Credit Manager in copy with the customer document (Pagaré) attached and the subject should have customer number and "Cash In" written. Afterwards transfer the case to Codif Level 1.

Verify if all the information is correct and then press the

**Choose open items** button.

The following screen pops up:

Click on the **Process open items** button.

The form titled "Open item selection" contains the following fields:

- Company Code: 0231
- Account: 0000002742
- Account Type: D
- Special G/L ind: [empty]  Normal OI
- Pmnt advice no.: [empty]

Afterwards, select the invoice (s) mentioned in the Pagaré image.

The "Not Assigned" field is now zero.

Press the "Save" button.

Document 761000006 was posted in company code 0231

Assignment	Reference	Reference K...	D.	Net due d...	Curr...	D...	Disco...	D P	EUR Gross
14190004172524	14198610004201	1001523189	F1	06.06.2015	EUR	45	0,000	F	1.784,16

### Risk Cancellation procedure

Whenever a BoE is created in a customer account, automatically it is created a DY/DW in g/l **221000000 - NOTES RECEIVED**

The DY/DW will be cancelled with the Risk cancellation (DA) at invoice due date as below:

Whenever we run FBWE transaction to send the DME files to the Bank, a G1 document is created in **2211003416 - Notes for collection-Banco Bilbao Vizcaya** (depending on the country a different g/l is used).

The Risk Cancellation (DA) will then cancel the DY in 2210000000 and the G1 in 2211003416. See below:

St	Assignment	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.
<input checked="" type="checkbox"/>	FGR:1508476	7660009669	DA	07.05.2015	19		1.640,16	EUR		7660009669
<input checked="" type="checkbox"/>		7610000309	DE	07.05.2015	09		1.640,16	EUR		7660009669
<input checked="" type="checkbox"/>							0,00	EUR		

St	Assignment	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.
<input checked="" type="checkbox"/>	BBVEE-2904150001	7660009669	DA	07.05.2015	40		1.640,16	EUR		7660009669
<input checked="" type="checkbox"/>		7640010486	G1	29.04.2015	50		1.640,16	EUR		7660009669
<input checked="" type="checkbox"/>							0,00	EUR		

St	Assignment	DocumentNo	BuA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.
		7660009669	DA		07.05.2015	19	1.640,16	EUR		7660009669
	PGR:1508476	7610000309	DE		07.05.2015	09	1.640,16	EUR		7660009669
*							0,00	EUR		
**	Account 2210000000						0,00	EUR		


St	Assignment	DocumentNo	BuA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.
		7660009669	DA		07.05.2015	40	1.640,16	EUR		7660009669
	BBVEF-2904150001	7640010486	G1		29.04.2015	50	1.640,16	EUR		7660009669
*							0,00	EUR		
**	Account 2211003416						0,00	EUR		

**Posting result on the 0231 customer's account:**

St	Doc	Ref	Reference	Assignment	Ref. Key 1	DocumentNo	Type	Doc. Date	Net due dt	Amount in DC	Curr.	Clrng doc.	Clearing
	DEB		111041003344	111000144402	1001411580	60003907	F	23.03.2015	08.05.2015	1.640,16	EUR	1001411580	2510019245
	HAB		PGR:1508476	PGR:1508476		7610000309	DE	07.05.2015	07.05.2015	1.640,16	EUR	7610000309	07.05.2015
*										0,00	EUR		07.05.2015
**										0,00	EUR		

In this screen we can see the clearing document – 7610000309 which has cleared the invoice with the a DE document.

Click twice on the clearing document,

click on the  button and then enter on the line corresponding to the draft as below:

Customer: 2742 ARCELORMITTAL ESPAÑA S.A. G/L Acc: 2210000000  
 Company Code: 0231 CTRA.GIJON AVILES  
 World.Accounts Receiv&Pay: GIJON Doc. no.: 7610000309  
 Line Item 1 / B/exch. receivables / 09 B  
 Amount: 1.640,16 EUR

**Bill of exchange details**

Due on: 07.05.2015 Demand bl:  Bill/ex.status:  Plan.usage:   
 Issue date: 10.04.2015 Accepted:  Bill protest ID:  Pmt Method: F  
 Used on: 11.05.2015 I 7640010486 Clearing date: 11.05.2015 / 7660009669  
 Drawer: World.Accounts Receiv&Pay BRUXELLES BRU  
 Drawee: ARCELORMITTAL ESPAÑA S.A. GIJON  
 Bank Key: 01824799 Bank Ctry: ES  
 Bank Account: 0719955041 Control key: 85  
 Bank name: BANCO BILBAO VIZCAYA ARGENTARIA, S.A. / OVIEDO-SUCURSAL CORP

**Additional Data**

Assignment: PGR:1508476 Bus. Area:  Trdg Part.BA:

In this screen we are able to check all the information regarding the Pagaré and if we click on "Environment" on the top of the screen and then on the "Payment usage", we will see the invoice(s) cleared with the draft.

St	BuA	Reference	Assignment	DocumentNo	Type	Doc. Date	Net due dt	S ID	Amount in DC	Curr.
		PGR:1508476	PGR:1508476	7610000309	DE	07.05.2015	07.05.2015	B	1.640,16	EUR
*									1.640,16	EUR

When an invoice is cleared by a Pagaré, a document will remain open on customer account with a special GL ind B until the Pagaré is paid:

**Remark**

as the Pagaré is only posted at the due date, the invoice will only be replaced and cleared by the DE at that date.

**Posting result in the affiliate customer account:**

When we look at the customer account in local system the invoice is cleared:

Stat	BuA	DocumentNo	Type	Doc. Date	Net due dt	FK	S	PM	DD	Amount in DC	Curr.	Contr. no.	Clrng doc.
		7310	61	23.03.2015	08.05.2015	D		F		1.640,16	EUR	1001411580	2510019245
		7310	DS	07.05.2015	07.05.2015					1.640,16	EUR	1001411580	2510019245
*										0,00	EUR	1001411580	
**										0,00	EUR		

And replaced by a DS document with Special GL Ind. 4 :

**Remark**

as the Pagaré is only posted at the due date, the invoice will only be replaced and cleared by the DS at that date.

Customer	2742
Company Code	1419
Name	ARCELORMITTAL ESPAÑA S.A.
City	GIJON

St	DocumentNo	Typ	Doc Date	Net due dt	S	DD	Amount in DC	Curr.
	2510021197DS		16.10.2013	16.10.2013	4	Δ	1.640,16	EUR
*							1.640,16	EUR

### 4.2.3 Recibos

Recibos are a Spanish payment method, directly debiting customer's bank accounts for payment collection.

#### Types of Recibos:

"Recibos" can be "Domiciliated" (payment method **M**) or "Non Domiciliated" (payment method **N**), depending respectively on the fact if the customer's bank account data is known or not known. When the bank account data is known, it takes **8** calendar days to collect the cash. If the customer's bank data is unknown, it takes **12** calendar days to collect the cash as Solvay's bank will need additional time to contact customers and to confirm their bank data.

### 4.2.4 Recibos posting

Normally the Recibos are created automatically using F110 transaction and OTC AR only needs to prepare the DME file to be sent to the Bank. However, occasionally OTC AR may be requested to manually process a Recibo. This happens when it is not possible to request the payment through the automatic process (transaction F110) because the customer usually does not use the Recibo payment method and exceptionally requires Solvay to directly collect money from his bank account. Therefore, we perform a Recibo upon Credit Manager's request which should mention the customer's account, the invoices to be paid and the due date.

By definition, as the customer provides the bank details, we are always facing a "Domiciliated Recibo" (payment method M).

Open F-36 transaction:

**The above screen should be filled in as below:**


- **Document date:** Recibo's due date; If in the Credit Manager's request due date is mentioned as "A la Vista", today's date should be inserted
- **Posting date:** Recibo's due date (the same as "Document date")
- **Type:** DY
- **Company code:** 0231
- **Currency/Rate:** EUR
- **Account:** Customer's account number

Afterwards, click on "Enter" button. The following screen is open:

**The above screen should be filled in as below:**

- **Amount:** Recibo's amount
- **Due on:** Recibo's due date (Equal to "Document date")
- **Issue date:** Recibo's creation date (Today's date)
- **Accepted:** Tick this box
- **Payment Method:** M or N (M if bank account inserted (we don't change Bank account, unless we are asked to)/ N if no bank details are available)

Press "Enter" to see if the inserted information is correct.

After press **Choose open items** and then **Process open items**. Choose the invoice mentioned and if The "Not Assigned" field is equal to zero, click on the "Save"  button.


Document 7630000028 was posted in company code 0231

Assignment	Reference	Reference K...	D..Net due d...	Curr...	Disco...	D.P.I.	EUR Gross	CashDiscount	CDPer.
00050003655823	00058610163905	1000013313	F1 16.10.2013	EUR	0	0,000	6.264,84		
00050003658085	00058610163801	1000013209	F1 13.10.2013	EUR	0	0,000	6.469,02		
00050003665290	00058610164522	1000013929	F1 02.11.2013	EUR	0	0,000	5.219,04		
00050003667573	00058610164420	1000013827	F1 28.10.2013	EUR	0	0,000	6.284,76		

St	BusA	Reference	Assignment	Ref. Key 1	Document	Typ	Doc. Date	Net due dt	S	DD	Amount in DC	Curr.	Cling doc.	Cleaving
<input checked="" type="checkbox"/>		00058610163905	00050003655823	1000013313	5000009777	F1	14.09.2013	16.10.2013			6.264,84	EUR	7630000028	16.10.2013
<input checked="" type="checkbox"/>					7630000028	DF	16.10.2013	16.10.2013			0,00	EUR	7630000028	16.10.2013
**											0,00	EUR		

Posting result on the customer's account:

The invoice is now cleared with a DY document.

Click twice on the clearing document, click on the  button and then enter the line corresponding to the draft as below:

**Display Document: Line Item 001**

Additional Data


Customer: 3338 NANTA S.A. G/L Acc: 2210000000  
 Company Code: 0231 RONDA DE PONIENTE 9  
 World.Accounts Receiv&Pay: TRES CANTOS Doc. no.: 7630000028

Line Item 1 / Bill of exchange / 09 W  
 Amount: 6.264,84 EUR

Bill of exchange details

Due on: 16.10.2013  Demand bl Bill/ex.status:  Plan.usage:   
 Issue date: 07.10.2013  Accepted Bill protest ID:  Pmt Method: M  
 Drawer: World.Accounts Receiv&Pay BRUXELLES BRU  
 Drawee: NANTA S.A. TRES CANTOS  
 Bank Key: 01823999 Bank Ctry: ES  
 Bank Account: 0010518946 Control key: 39  
 Bank name: BANCO BILBAO VIZCAYA ARGENTARIA, S.A. / MADRID-CORPORATIVA

In this screen we are able to check all the information regarding the Recibo and if we click on the "Environment" on the top of the screen and then on the "Payment usage", we will see the invoice(s) cleared with the draft.

St	BusA	DocumentNo	Typ	Doc. Date	Net due dt	S	DD	Amount in DC	Curr.
<input checked="" type="checkbox"/>		7630000028	DY	16.10.2013	16.10.2013	U		6.264,84	EUR
*								6.264,84	EUR

When an invoice is cleared by a Recibo, a document will remain open on customer account with a special GL Ind. W until the Recibo is paid:

**Remark**

As the Recibo is only posted at the due date, the invoice will only be replaced and cleared by the DY at that date.

## 5. Spain Confirmings

### 5.1 Receiving a Confirming payment advise

Confirming is a payment method (U) only used in Spain. The customer allows the Bank to make the payment before the due date if the supplier agrees to pay the interest incurred to the Bank. It is considered as a short term loan. The rule is to not accept Confirming before the due date, except for some customers (check the Customers and Regions specificities database to know the customers for which Sales agreed to use this payment method:)

Example of a Confirming case:

Action	Case Number	Contact Name	Company Code	Subject	GBU/Function	Status
<a href="#">Edit</a>	<a href="#">03432444</a>	<a href="#">Confirming UNILEVER</a>		<a href="#">Confirming - Carta de notificación</a>		New

In case of Confirming, AR should handle them as normal Remittance Advices with the only exception that the dunning block should be "B". In case of more than one date mentioned in the Confirming, AR should create a different Confirming for each date.

**See example below of a Confirming classification:**

CASE 814579/5.200,00EUR/14.03.20113

**Warnings**

- We can receive several Confirmings for the same customer with the same payment date and the last one can include more invoices than the first one received. Therefore, customer account should be updated accordingly to the last Remittance.
- AR should check the invoices due date and the Confirming date. If the difference between these two dates is higher than 5 working days (confirming is for the invoices with a delay of more than 5 working days than the due date), we should create a dispute for Cash Collections with status "Call by Collector" asking them to clarify the reason of this delay with the customer. The dispute should have the following information: "Hello, please note that customer is stating he will make the payment of the following invoices with a delay of more than 5 days. Please confirm us if this should be accepted or not. If you do not agree with this delay, could please check with your contact in order to solve this issue and give us a feedback? Thank you." After creating the dispute, AR team should check the Sales email (after sending the dispute it is possible to consult it on the dispute text) and forward the Remittance to Sales so that they can have access to the document. Depending the answer from Sales, two actions can be taken:
  - If Sales agrees with the date of customer payment, the answer should be copied to the dispute and the status should be changed to "To be collected"
  - If Sales doesn't agree with the payment delay, the answer should be copied to the dispute and the status should be changed to "Call by collector" and the dunning block should be removed.
- In case the difference is less than 5 days but higher than 50.000 EUR and will mean that we will receive the payment on next month period, a dispute to Collections with status "Call by collector" should be created in order to contact the customer and try to get the payment on the correct due date

For 2780 - NUTERFEED this rule should be used only for the invoices paid with the delay of more than 30 days

**5.2 Receiving a payment for a Confirming**

This section explains how to allocate a payment for invoices anticipated previously on the Bank website.

**Warnings**

This chapter is only applied for customers in which the difference is to be charged by the affiliates (check "Customer and Regions specificities" ( ) as the Confirming difference should be charged to the business.

Follow the steps below:

On Feba transaction select the invoice (s) which was (were) anticipated.

Assignment	Reference	Reference K...	D.	Net due d...	Curr...	Disco...	D.P	EUR Gross
00050003938198	00058610177548	1000537077	F1	05.09.2014	EUR	52	0,000 F A	9.471,23
00050003952461	00058610178341	1000589019	F1	21.09.2014	EUR	52	0,000 B A	21.110,86
00050003963211	00058610179112	1000643383	F1	06.10.2014	EUR	52	0,000 B A	14.144,48

Processing Status			
Number of items	3	Amount entered	20.910,86
Display from item	1	Assigned	21.110,86
Reason code		Difference postings	
Display in clearing currency		Not assigned	200,00

Afterwards, go to Residual items tab and click twice on Residual Items on the invoice. Then insert the reason code **AD** as below:

Click on  button

Assignment	Reference	Reference K...	D.	Net due d...	Curr...	Disco...	D.P	Net Amount	Residual Items	RCD
00050003938198	00058610177548	1000537077	F1	05.09.2014	EUR	52	0,000 F A	9.471,23		
00050003952461	00058610178341	1000589019	F1	21.09.2014	EUR	52	0,000 B A	21.110,86	200,00	AD
00050003963211	00058610179112	1000643383	F1	06.10.2014	EUR	52	0,000 B A	14.144,48		