

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



EMEA

ERP



PI1

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 la portée

SOLVAY BENVIC FRANCE S.A. Boîte postale 76 21802 QUETIGNY CEDEX		Contre cette LETTRE DE CHANGE sommée SANS FRAIS 1. lez payer la somme indiquée ci-dessous à l'ordre de:		7620003622		L.C.R. LCR	
A. CHEVIGNY-SAINT-SAUVEUR							
MONTANT POUR CONTROLE *****3.528,08		DATE DE CREATION 15.11.2005		ÉCHÉANCE 10.02.2006		MONTANT *****8.528,08	
SOLVAY BENVIC FRANCE S.A.S.		FR39324676469		6111006878			
10207 00160		10207 00160		10207 00160		10207 00160	
code état. code guichet		No de compte		clé R.I.B.		DOMICILIATION BP RNE PARIS CEDEX	
Valeur en : CC 0000103175		6111006878		SARL R.J.R. Boîte postale 14 60870 RIEUX		Droit de Timbre et Signature	
G							
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 file 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:

103686
70018 9194

ROQUETTE
ROQUETTE FRÈRES
Siège social : 62136 LESTREM France
S.A. AU CAPITAL DE 6.812.908 EUROS
S.C.S. BETHUNE 8.359.200 004
TEL. 03.21.63.36.00 - FAX : 03.21.63.38.50
TELEX 810858 F
Adresse courrier : 62080 LESTREM 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
10046408	VIFACTURE	08.11.2005	8410024788	0,000	32.224,20 EUR	32.224,20
9100046409	VIFACTURE	08.11.2005	8410024787	0,000	32.301,60 EUR	32.301,60
TOTAL EUR						64.525,80

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*****

CODE NUMÉRIQUE ISO
EUR BOR
MONTANT

A Lestrem LE
MONTANT POUR CONTRÔLE DATE DE CRÉATION ÉCHÉANCE
*****64.525,80* 15/11/2005 15/02/2006 2000039404 2 *****64.525,80*

R. B. du SOUSCRIPTEUR
300460515 00022259167 07
Code client Code guichet N° de compte de R.B.

ROQUETTE FRÈRES
Société Anonyme au Capital de 6.812.908 EUROS
62080 LESTREM CEDEX FRANCE

BNP PARIBAS
Signature du souscripteur

NOM et ADRESSE du SOUS-CRÉDITEUR
357200054

ne rien inscrire au-dessous de cette ligne ▶

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:

119274

01-03-2006

REFERENCE FICOLEMENT
50006524 0045626

[illegible]

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A

Le

MONTANT POUR CONTRÔLE

DATE DE CRÉATION

ÉCHÉANCE

L.C.R. échéancier

MONTANT

**22241,96*

21/02/2006

10/03/2006

50006524

REF. TIRE

**22241,96*

30002

00790

0000004815F

84

CODE STAB

CODE SOCHET

N° DE COMPTE

CLE RIB

DOMICILIATION

Credit Lyonnais

59 RUE LA FAYETTE

75009 PARIS

Droit de Tirer et Signature

ACCEPTATION DU AVAL

NOM

ET ADRESSE

DU TIRE

NOVERGIE REGION ILE DE FR

132 Rue des Trois Fontanot 92758 NANTERRE CED

N° SIREN DU TIRE

NE PAS INSCRIRE AU-DESSOUS DE CETTE LIGNE

- **Document date:** Today's date
- **Type:** DW
- **Company code:** 0231
- **Posting date:** If the Traite's due date (échéance) is in the future (other month than the current), the posting key is the 1st day of the month of the Traite's due date. In all remaining situations, use the Document date as the posting date

- **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	☐ 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				

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

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.

R.I.B. du TIRE			
13606 Code étab.	00105 Code	00032738070 N° de compte	27 Clé

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
Issue date	28.08.2014	☐ Accepted	Planned usage
Drawer	World.Accounts Receiv&Pay	BRUXELLES	Collecti...
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.

G/L Account		2210000000 NOTES RECEIVED									
Company Code		0231									
St	Assignment	DocumentNo	Busk	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clring doc.	
☐	☒	7620000107	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			

G/L Account		2211003301 Notes for collection-Société Générale									
Company Code		0231									
St	Assignment	DocumentNo	Busk	Type	Doc. Date	PK	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:

Customer		103026									
Company Code		0231									
Name		SOMEDI									
City		MONTPELLIER									

St	CoCd	Busk	Reference	Assignment	Ref. Key 1	DocumentNo	Typ	Doc. Date	Net due dt	S	ED	AMT In loc. cur.	LCurr
☐	☒	WARP	00050410192278	00050003939165	1000598324	5000164498	FI	21.07.2014	29.08.2014			2.369,30	EUR
☐	☒	WARP				7620000097	DN	18.08.2014	18.08.2014			2.369,30	EUR
☐	☒											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	☐
Issue date	21.07.2014	☒ Accepted	Bill protest ID	☐
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.

Customer		103026									
Company Code		0231									
Name		SOMEDI									
City		MONTPELLIER									

St	CoCd	Busk	Reference	Ref. Key 1	DocumentNo	Typ	Doc. Date	Net due dt	S	ED	Am't in loc. cur.	LCurr
☐	☒	WARP			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 2nd 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):

BNP PARIBAS
CORPORATE & INVESTMENT BANKING

Date in which the Pagaré are sent to the Bank

DATA: 27/05/2015

NOME DO BALCÃO: CICC BNP IBAN

CONTA A CREDITAR: BNP PARIBAS

Beneficiary

A favor de: Solway Cicc

NOME: Solway Cicc

MORADA:

C. POSTAL:

N.º 260099

CHEQUES S/ BNP PARIBAS

CHEQUES S/ OUTRAS INSTITUIÇÕES

NUMERÁRIO

EURO

ENTREGA DE NUMERÁRIO

Importância

Importância (por extenso)

ENTREGA DE CHEQUES (a)

Numero

Entidade Sacada

Balcão/Localidade

Importância

Pagaré number

Customer Bank

Bank city

Amount

Authorized signature

TOTAL

Total amount

- Remove the duplicate to keep for future reference (the one that mention "Cópia para o cliente") and scan and attach to the Freshdesk ticket. This will be used for future reference whenever we need to check the date in which the Pagaré was sent
- Put the Pagaré inside the envelope and close it.
- Fill in the [Google Form](#) the request to deliver the Pagares to BNP
- Close the ticket

Warning

If the Pagaré has a due date in the future, we should only sent it to BNP near that date. Therefore, we should create an event in gmail calendar with AR mailbox as "convidado" (in the title insert" Pagaré and ticket number") for 10 days before the Pagaré due date. At this date a case will be open and the person with the task "Manual drafts" should fill [Google Form](#).

- If the TI enters in sub-account 50514EUR15, the person doing the sub-accounts reconciliation should process FB05 transaction (procedure described below)*. If the TI enters in 50514EUR16 and appears in FEBA transaction, we should enter in the payment, change the "Posting mode" to "In Foreground", change "type" to "DE" and clear the invoice(s). See example below:

Goto View System Help

Output Posting Log

Posting Mode

Cancel F12

Lock Printout

In Foreground

In Background

After Error in Foreground

Post with Clearing: Header Data

Choose open items Acct model

Document Date 29.05.2015

Posting Date 08.06.2015

Document Number

Type DE

Period 6

Company Code 0231

Currency/Rate EUR

Translatn Date

*FB05 procedure

The followins screen should be filled as below:

Document date: Document date of the TI
Posting date: Document date of the TI
Type: DE

"Choose Open items"

Open item selection	
Company Code	0231
Account	50514EUR15
Account Type	S
Special G/L ind	☐ 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 ☐ Outgoing payment ☒ Incoming payment ☐ Credit memo ☐ Transfer posting with clearing					
First line item					
PstKy	☐	Account		SGL Ind	☐
		TType			

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 3rd 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:

BBVACANTON PEQUEÑO, 18-21 ENTREPLANTA
15003 CORUÑA (A)**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 0Nuestra red de oficinas queda a su
disposición para facilitarles financiación o
gestionar el cobro de sus créditos.Atentamente,
Banco Bilbao Vizcaya Argentaria
P.P.

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

Banco Bilbao Vizcaya Argentaria, S.A., con domicilio en la Plaza San Nicolás, número 4, 48003 Bilbao, inscrita en el Registro Mercantil de Vizcaya, al tomo 3.032, folio 1, hoja 88 UTA, con C.I.F. A-40201403

BBVA CANTON PEQUEÑO, 18-21 ENTREPLANTA 15003 CORUÑA (A)		Entidad Oficina D N e CCC 0182 2503 43 0719957893 IBAN ES25 0182 2503 4307 1995 7893	
Pago Domiciliado	Nº de Pago Domiciliado 0.000.763	Fecha de Expedición 03-01-2012	Fecha de Pago 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 DOMICILIACIÓN DE PAGO QUE SE COMUNICA CADUCA A LOS 60 DÍAS DE LA FECHA DE PAGO			

000076300182 15034 0719957893 9000 00003254951

Legend:

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

BBVA
RECOLETOS, 10 - ALA SUR - PL. BA
28001 MADRID

Entidad: CCC 0182 3999 3 9 0010518946
Oficina: IBAN ES76 0182 3999 3900 1051 8946

Vencimiento: 25 de Enero de 2005
Euros: 6,428.168 €

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

a la orden a SOLVAY IBERICA S.A.
seis mil cuatrocientos veintiocho euros con dieciséis centimos.

MADRID a veintinueve de Diciembre de 2004

Serie DT N.º 8.476.863 5 8242 3
MANTA, S.A.

#8476863#0182# 3999# 0010518946# 8242#

BBVA Bank

Pagaré number (7 numbers)

Pagaré due date

Pagaré issue date

Pagaré amount

Bar code (IBAN¹)

4.2.1.2 Pagaré With Check Format paid by non BBVA bank

Example:

cotécnica

18.11.05 137916

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

Molt senyors/rs nostres/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

Entidad: CCC 2085 9462 54 9400024015
Oficina: IBAN ES76 2085 9462 5474 0002 4015

Vencimiento: 2005
Euros: 4.416,96 €

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

a la orden a SOLVAY CHEMICALS INTERNATIONAL SA
CUATRE MIL CUATROCIENTOS SETENTA Y NUESTA -96

MADRID a 25 de Diciembre de 2005

Serie DT N.º 2.971.707 6
DEF. LUGAR DE EMISIÓN: 1003
C/LTA
CAJA DE AHORROS Y MON. DE PIEDAD DE BARRAGOSA, ASTORIA Y RIOJA

#2571707#2085# 9462# 9400024015# 0200#

4.2.1.3 Pagaré without Check Format

Example:

ACERALIA
Grupo Arcelor

Apartado 570 Tel. 985 137 000
33200 Gijón

12705 130322
2742
761000 1026

P 5921
SOLVAY IBERICA, S.L.
C/ MALLOCA, 249
08008 BARCELONA

Referencia: BF-T-19488
Fecha: Envío PAGARE N.º 289163-5 01-12-2005

Muy Sr. nuestro:

Para el pago de sus facturas más abajo relacionadas, adjunto le remitimos
PAGARE por un importe de EUROS DOS MIL DOSCIENTOS CINCUENTA Y UN CON 54%--
domiciliado en BANCO CENTRAL-HISPANO con vto. 27-02-2006
en pago de la(s) factura(s) del proveedor SOLVAY CHEMICALS INTERNATIONAL, S
RELACION DE FACTURAS FECHA IMPORTE 1277678-01-0

1118025247 2005-11-24 2.251,54 1277678-01-0

Although there is some resemblance to a check, it does not contain a Bar Code.

A-0432

pagaré

ACERALIA
Grupo Arcelor

Domicilio Pagaré:
Apartado 570
33200 G. Gijón

Concedido por:
La Caixa, S.A.
33014 G. Gijón (Asturias)

NÚMERO	289163-5	LUGAR DE EMISIÓN	GIJÓN	IMPORTE	EUR 2.251,54 €
FECHA DE EMISIÓN	01-12-2005	FECHA DE VENCIMIENTO	27-02-2006		

Por este PAGARE
el abajo firmante se compromete y obliga a pagar al vencimiento expresado
a SOLVAY IBERICA, S.L.
la cantidad de EUROS DOS MIL DOSCIENTOS CINCUENTA Y UN CON 54%
en el domicilio de pago siguiente:

RECONOCIDO: BANCO CENTRAL-HISPANO
IMPORTE: PLAZA SAN MIGUEL, 2
33202 - GIJÓN

8949
4735
2814157782

ACERIAL CORPORATION SORPUBO S.A.
PP

P. J. J. J. J.

4.2.2 Pagars posting

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

Open **F-36** transaction:

The above screen should be filled in as follows:

- **Document date:** Pagars's due date ("Fecha de Pago")
- **Posting date:** Pagars'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:** Pagars'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 Cross-CC no.
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) 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.

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

The "Not Assigned" field is now zero.

Press the "Save"  button.

 Document 7610000006 was posted in company code 0231

Open item selection

Company Code

Account

Account Type

Special G/L ind ☒ Normal OI

Pmnt advice no.

Standard Partial Pmt Res.Items WH Tax									
Account items 2742 ARCELORMITTAL ESPAÑA S.A.									
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 **2210000000 - 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:

G/L Account 2210000000 NOTES RECEIVED									
Company Code 0231									
St	Assignment	DocumentNo	Busk	Type	Doc. Date	FK	Amount in local cur.	LCurr	Clring doc.
☒	☒	7660009669	DA		07.05.2015	19	1.640,16-	EUR	7660009669
☒	☒	7610000909	DE		07.05.2015	09	1.640,16-	EUR	7660009669
☒	☒						0,00	EUR	

G/L Account 2211003416 Notes for collection-Banco Bilbao Vizcaya									
Company Code 0231									
St	Assignment	DocumentNo	Busk	Type	Doc. Date	FK	Amount in local cur.	LCurr	Clring doc.
☒	☒	7660009669	DA		07.05.2015	40	1.640,16	EUR	7660009669
☒	☒	7640010486	G1		29.04.2015	50	1.640,16-	EUR	7660009669
☒	☒						0,00	EUR	

G/L Account

221000000

NOTES RECEIVED

Company Code

0231

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

G/L Account

2211003416

Notes for collection-Banco Bilbao Vizcaya

Company Code

0231

St	Assignment	DocumentNo	BuA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clring 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:

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.

Customer		2742	
Company Code		0231	
Name		ARCELORMITTAL ESPAÑA S.A.	
City		GIJON	

	St	BuA	Reference	Assignment	DocumentNo	Typ	Doc. Date	Net due dt	S	ID	Amount in PC	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 and 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:

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

	Stat	BuA	DocumentNo	Typ	Doc. Date	Net due dt	PK	S	PK	DD	Amount in DC	Curr.	Contr. no.	Clring doc.
			7310	8610003344	G1	23.03.2015	08.05.2015	D		F	1.640,16	EUR	1001411580	2510019245
			7310	2510019245	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.
	2510021197	DS	16.10.2013	16.10.2013	4		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

Bill of Exchange Payment: Header Data

Choose open items Acct model

Document Date: 16.10.2013 Type: DY Company Code: 0231

Posting Date: 16.10.2013 Period: 10 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: 3338 SGL Ind: TType:

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.

Bill of Exchange Payment Correct Customer item

Choose open items Process open items More data Acct model

Customer: 3338 NANTA S.A. G/L: 2210000000

Company Code: 0231 RONDA DE PONIENTE 9

World.Accounts Receiv&Pay: TRES CANTOS

Item 1 / Bill of exchange / 09 W
Amount: 6.264,84 EUR
Assignment: Bus. Area: Text:

Bill of exchange details
Due on: 16.10.2013 Demand bl: Bill/ex.status: Planned usage: Issue date: 07.10.2013 Accepted: Bill protest ID: Payment Method: M
Drawer: World.Accounts Receiv&Pay BRUXELLES BRU
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

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

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:

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.

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:

Cases (25+) Show Filters						
Action	Case Number	Contact Name	Company Code	Subject	GBU/Function	Status
Edit	03432444	Confirming UNILEVER		Confirming - Carta de notificación		New

Standard Partial Print Rec.Items WH Tax

Account Items 3338 NANTA S.A.

Assignment	Reference	Reference K...	D..Net due d...	Cur...	Disco...	D.P.	EUR Gross	CashDiscount	CDPer.
00050003655823	00058610163905	1000013313	F1 16.10.2013	EUR	0	0,000	6.264,84		
00050003658095	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		

Processing Status

Number of items: 4 Amount entered: 6.264,84

Display from item: 1 Assigned: 6.264,84

Reason code: Difference postings:

Display in clearing currency: Not assigned 0,00

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

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

St	BusA	DocumentNo	Typ	Doc. Date	Net due dt	S	DD	Amount in DC	Cur.
		7630000028	DY	16.10.2013	16.10.2013	U	5	6.264,84	EUR
*								6.264,84	EUR

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.

Account Items 22980 ENCE ENERGIA Y CELULOSA S.A.									
Assignment	Reference	Reference K...	D.	Net due d...	Curr...	D...	Disco...	D/P	EUR Gross
00050003938198	00058610177548	1000537077	F1	05.09.2014	EUR	S2	0,000	F A	9.471,23
00050003952461	00058610178341	1000589019	F1	21.09.2014	EUR	S2	0,000	B A	21.110,86
00050003963211	00058610179112	1000643383	F1	06.10.2014	EUR	S2	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

Account Items 22980 ENCE ENERGIA Y CELULOSA S.A.									
Assignment	Reference	Reference K...	D.	Net due d...	Curr...	D...	Disco...	D/P	Residual Items
00050003938198	00058610177548	1000537077	F1	05.09.2014	EUR	S2	0,000	F A	9.471,23
00050003952461	00058610178341	1000589019	F1	21.09.2014	EUR	S2	0,000	B A	21.110,86
00050003963211	00058610179112	1000643383	F1	06.10.2014	EUR	S2	0,000	B A	14.144,48