

*OBS*WP2, PF2 - Intrastat maintenance

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Scope



ERP



References

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Objective and Scope

Objective of this Procedure

This SOP explains the carry out of the essential transactions in the frame of filling in the Intrastat Declaration that are responsibility of Data & Analysis Team. **Since 01/01/1993, the Intrastat replaces the costumes documents. The Intrastat recapitulates the statistical information regarding the intra-community flows of goods between the European Community state members:**

- Entry of goods in and from an European member state;
- Exit of goods in and from an European member state.

Scope

The Intrastat Declaration has to be done for the following countries:

- Belgium
- Spain
- France
- Germany
- Netherland
- United Kingdom
- Austria
- Portugal
- Sweden
- Italy

Reference Documents

European Journal Of the European Union

<https://drive.google.com/drive/folders/0B-RO-QY7jiZuMXRPNF9DaEFhSjg>

SLA and contacts (D&A and POC)

<https://drive.google.com/drive/folders/0B-RO-QY7jiZuMXRPNF9DaEFhSjg>

SLA and contacts (D&A and RtR)

https://docs.google.com/spreadsheets/d/1ZDpb47FRsZ3EE_SdL7GsrQ8Md-vHUdmzvOh7WlhJkDI/edit#gid=1

Intrastat Jobs and Variants

https://drive.google.com/drive/folders/0B_Az_wUI_-WeSWwyWVNBMHNRdFE

Mass update file

<https://drive.google.com/drive/folders/1J1quCyqCg9ojz5mX5T7Yv3MrH5EzwVF>

Jobs Definition

JOBS have been created in order to perform all the necessary transactions (by country) at the same day, on a weekly basis:

Austria	S1AF_020_M_PF2_INTRA_LIST_AT	Monday	20:00
United Kingdom	S1AF_020_M_PF2_INTRA_LIST_GB	Monday	20:45
France	S1AF_020_M_PF2_INTRA_LIST_FR	Tuesday	20:00
Germany	S1AF_020_M_PF2_INTRA_LIST_DE	Wednesday	20:00
Belgium	S1AF_020_M_PF2_INTRA_LIST_BE	Wednesday	21:20
Portugal	S1AF_020_M_PF2_INTRA_LIST_PT	Friday	20:00
Netherlands	S1AF_020_M_PF2_INTRA_LIST_NL	Friday	20:45
Spain	S1AF_020_M_PF2_INTRA_LIST_ES	Sunday	20:00
Italy	S1AF_020_M_PF2_INTRA_LIST_IT	Sunday	20:45

There are also other jobs created (please see document Intrastat Jobs and Variants (in 2 Reference Documents) to easily access all necessary information that needs to be corrected.

Responsibility (who does what)

- **D&A** check the reports received in **Mailbox CODIF** every week :
 - general.3s-codif@solway.com
- **D&A** correct the missing information at material level;
- **Mass update** (Catia Raimundo) perform mass update of the missing information
- **POC** ask to suppliers for the missing information (**POC - SBS-OP-PtP-20.47**) and pass the case back to **D&A**.
- At the end of the month, **D&A** informs **RtR** that all corrections were performed; in this period of time POC make the necessary updates concerning the missing information
- **RtR** perform the necessary analysis to create the final declaration (Intrastat procedure - **SBS-OP-2014-021**)
- **GTS team** creates CC after day 20 each month.

Intrastat transaction execution

This way, in a weekly basis we receive this information directly in Helpdesk SBS support, with the following subject and description (Country + Company) :

Pick Up
 Assign
 Close
 Bulk Actions
 Merge
 Spam
 Delete
 Scenarios

Z1F_UPDATE_INTRASTAT_ES_8485 #360960
From: Opschedule ZONE DELIVERY MANAGER EU
Created: about 6 hours ago, Due in 1 day

Z1F_UPDATE_INTRASTAT_ES_ZFR3 #360959
From: Opschedule ZONE DELIVERY MANAGER EU
Created: about 6 hours ago, Due in 1 day

Inside of each you may find two attachments:

Z1F_UPDATE_INTRASTAT_ES_8485

Opschedule ZONE DELIVERY MANAGER EU reported 6 hours ago (Mon, 30 Jan at 1:01 AM) via Email
To: general.3s-codif@solway.com

Date - 30/01/2017
Hour - 02:01:29
User Name - Opschedule ZONE DELIVERY MANAGER EU

2 Attachments

x

Z1F_UPDATE_I...

(76.9 KB)

x

Z1F_UPDATE_I...

(1.12 KB)

Z1F_UPDATE_INTRASTAT_20150921_220459_1.XLS – refers to the information that was automatically corrected, and the job performance. And it must be opened in order to check if the JOB was successfully performed.

Z1F_UPDATE_INTRASTAT_20150921_220459_2.XLS – is the file with all POs that still have errors, even after the automatic corrections performed. And it's the information that will be analyzed and treated as (as explained on chapter 6).

Intrastat data selection: Arrivals – EU countries/ Add Intrastat Data - VEFU

The final extraction must be performed using transaction **VEFU**. This transaction allows us to check the POs that are complete, but with wrong information. For example, we can check POs with wrong weight, obsolete or wrong commodity codes, and wrong country of origin. (At the end of the month, RtR team can also use this transaction to insert manually information that was not correct by POC due to missing accesses).

You can execute the transaction by entering manually the values you want to display on the selection criteria or by selecting the variant for the company code and country you want to check.

The variants for the Import side ends with I (example: DE_INTRA_4056I):

Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
DE_INTRA_0005I	DE_INTRA_0005I - VERU A	A			
DE_INTRA_4056E	DE_INTRA_4056E - VERU A	A		PT300185	24.08.2012
DE_INTRA_4056I	DE_INTRA_4056I - VERU A	A			
DE_INTRA_4058E	DE_INTRA_4058E - VERU A	A			
DE_INTRA_4058I	DE_INTRA_4058I - VERU A	A			
DE_INTRA_4060E	DE_INTRA_4060E - VERU A	A			
DE_INTRA_4060I	DE_INTRA_4060I - VERU A	A			
DE_INTRA_4061E	DE_INTRA_4061E - VERU A	A			
DE_INTRA_4061I	DE_INTRA_4061I - VERU A	A			
DE_INTRA_5642E	DE_INTRA_5642E - VERU A	A			
DE_INTRA_5642I	DE_INTRA_5642I - VERU A	A			
DE_INTRA_5869E	DE_INTRA_5869E - VERU A	A			
DE_INTRA_5869I	DE_INTRA_5869I - VERU A	A			
DE_INTRA_5907E	DE_INTRA_5907E - VERU A	A			
DE_INTRA_5907I	DE_INTRA_5907I - VERU A	A			
DE_INTRA_6063E	DE_INTRA_6063E - VERU A	A			
DE_INTRA_6063I	DE_INTRA_6063I - VERU A	A			
DE_INTRA_6070E	DE_INTRA_6070E - VERU A	A			

Execute the transaction by clicking on button (click in the first icon)



A screen with all information for the declaration will appear:

Reporting year	Reporting Mo...	Recpt/Disp	Number	Company Code	Pint	Document no.
2015	9	1	1144	0292	JECV	4512339702
2015	9	1	1145	0292	JECV	4512418271
2015	9	1	1146	0292	JECV	4512418276
2015	9	1	1147	0292	JECV	4512421945
2015	9	1	1148	0292	JEC	4512426844
2015	9	1	1149	0292	JECV	4512430852
2015	9	1	1150	0292	JECV	4512430852

Click in the second icon



In this window, execute the print button to get a list with all the records that corresponds to the selection criteria:

Layout of WP2

WP1(1)/400 Layout: Choose

WP1(1)/400 Layout: Choose

Layout	Layout description			
/3894 DEB EX		✓		
/3950 DEB EX				
/3969 DEB EX		✓		
/6301 EXP NL	/6301 EXP NL	✓		
/7114 EXPORT				
/CHECK_INTRA	Check Intrastat Values			
/DEB EXP BE		✓		
/DEB EXPED E		✓		
/IMPORT MARI	Mariana for import	✓		
/PCM				
/PCM DEB INT				
/RTR CHECK				
/ZFR3 BE INT	/ZFR3 BE int	✓		
/ZFR3 DE VAT	ZFR3 DE VAT VEFU	✓		
/ZFR3 DEBINT		✓		
/ZFR3 EXP NL		✓		
/ZFR3 GB VAT	ZFR3 GB VAT VEFU	✓		
/ZFR3 IMP NL	/ZFR3 IMP NL	✓		
/ZFR3 INT BE		✓		
/ZFR3 INT NL		✓		
/ZFR3 IT VAT	ZFR3 IT VAT VEFU	✓		

The existing layout has the following columns/information:

Change View "INTRASTAT Receipt/Dispatch": Overview

INTRASTAT Receipt/Dispatch

View: VEIAY
Client: 020

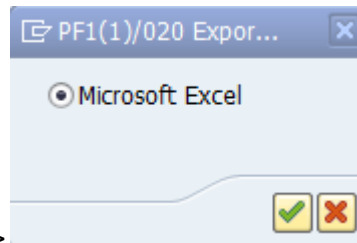
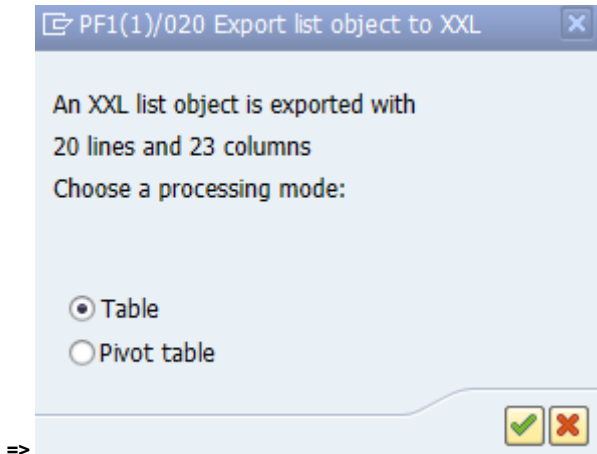
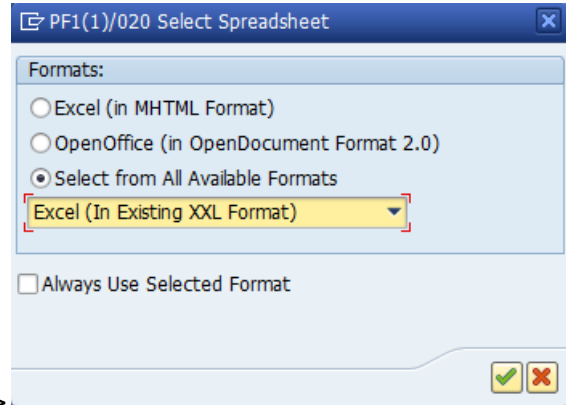
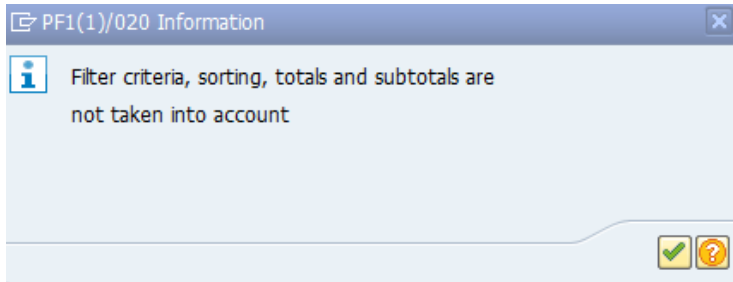
24.03.2015

Year	Month	A/D	Number	CoCd	DocumentNo	Item	Material	Code number	IncoI	Plnt	DestC	Orig	Cnt	Inv.value	Stat.value	Croy	Tare mass	WUn	Service
2015	3	1	241	4056	4512125518	10	103923	27011100	FCA	BBAA	BE	UA	DE	284.088,00	284.088,00	EUR	2.029.200,00	KG	
2015	3	1	242	4056	4512310361	10	5452234	84842000	CIP	RBAX	AT	AT	DE	1.094,44	1.094,44	EUR	3,500	KG	
2015	3	1	243	4056	4512336681	10			DDP	HOA	NL	NL	DE	1.985,00	1.985,00	EUR	0,000	KG	
2015	3	1	244	4056	4512274663	10	20115476	39232100	DDP	HOA	BE	IN	DE	20.837,30	20.837,30	EUR	8.778,000	KG	
2015	3	1	245	4056	4512302647	140	166909	28363000	DDP	7DGM	IT	IT	DE	5.022,50	4.771,38	EUR	24.500,000	KG	
2015	3	1	246	4056	4512328784	10	102745	25010099	DDP	HOA	NL	NL	DE	1.825,25	1.825,25	EUR	25.000,000	KG	
2015	3	1	247	4056	4512328784	20	102745	25010099	DDP	HOA	NL	NL	DE	1.825,25	1.825,25	EUR	25.000,000	KG	
2015	3	1	248	4056	4512328784	30	102745	25010099	DDP	HOA	NL	NL	DE	1.825,25	1.825,25	EUR	25.000,000	KG	
2015	3	1	249	4056	4512328784	40	102745	25010099	DDP	HOA	NL	NL	DE	1.825,25	1.825,25	EUR	25.000,000	KG	
2015	3	1	250	4056	4511506460	480	102800	25210000	FCA	BBAA	BE	BE	DE	186.438,75	186.438,75	EUR	37287.750,000	KG	
2015	3	1	251	4056	4512305815	10	102669	28301000	CIP	HOA	ES	ES	DE	3.345,30	3.345,30	EUR	24.780,000	KG	
2015	3	1	252	4056	4512308139	10	5656735		DDP	BBAB	IT	IT	DE	65,00	65,00	EUR	20,000	KG	
2015	3	1	253	4056	4512326376	10	102669	28301000	DDP	HOA	AT	AT	DE	3.152,52	3.152,52	EUR	25.020,000	KG	
2015	3	1	254	4056	4512327737	10	102669	28301000	DDP	HOA	AT	AT	DE	3.117,24	3.117,24	EUR	24.740,000	KG	
2015	3	1	255	4056	4512303039	10	5392100	84842000	CIP	RBAX	AT	AT	DE	1.619,00	1.619,00	EUR	0,020	KG	
2015	3	1	256	4056	4512309122	10	5649477	84224000	DDP	BBAA	IT	IT	DE	165,20	165,20	EUR	3,200	KG	
2015	3	1	257	4056	4512316847	10	105345	27075000	CIP	BBAI	BE	GB	DE	20.633,52	20.633,52	EUR	23.080,000	KG	
2015	3	1	258	4056	4511940256	240	104565	27011290	FOB	RBAX	NL	ZA	DE	961.778,73	961.778,73	EUR	15247.728,000	KG	
2015	3	1	259	4056	4512299522	10	105412	39069090	DDP	HOA	IT	IT	DE	22.554,00	22.554,00	EUR	25.200,000	KG	
2015	3	1	260	4056	4512309161	10	5324940	84842000	CIP	RBAX	AT	AT	DE	1.165,47	1.165,47	EUR	0,750	KG	
2015	3	1	261	4056	4512311887	40	102745	25010099	DDP	HOA	NL	NL	DE	1.825,25	1.825,25	EUR	25.000,000	KG	
2015	3	1	262	4056	4512311887	50	102745	25010099	DDP	HOA	NL	NL	DE	1.825,25	1.825,25	EUR	25.000,000	KG	

The columns CODE NUMBER and TARE MASS are the only values you need to look. (Click in the first icon)



The data can be extracted and downloaded to an Excel file by clicking on button



And then the following worksheet will appear in your screen:

Year	Month	A/D	Number	CoCd	DocumentNo	Item	Material	Code number	IncoT	MoT	Procedure	Trty	Plnt	DestC	Orig	Cnt	Service	Inv.value	Stat.value	Crcy	Tare mass	WUn	
2017	01	1	0000850	4060	4512738612	000010	102703	28152000	CIP	3	4300	11	BWF	FR	FR	DE		42.826,70	42.826,70	EUR	110.950,000	KG	
3	2017	01	1	0000851	4060	4512739242	000010	20167057	84818099	CPT	3	4300	11	BWF	LU	LU	DE	3.892,50	3.892,50	EUR	32,500	KG	
4	2017	01	1	0000852	4060	4512758562	000010	85176910	CIP	3	4300	11	BWF	BE	BE	DE		1.755,28	1.749,58	EUR	1,000	KG	
5	2017	01	1	0000853	4060	4512758562	000020	85444290	CIP	3	4300	11	BWF	BE	BE	DE		215,56	214,87	EUR	1,000	KG	
6	2017	01	1	0000854	4060	4512758562	000030	85371099	CIP	3	4300	11	BWF	BE	BE	DE		659,88	657,74	EUR	1,000	KG	
7	2017	01	1	0000855	4060	4512758562	000040	85044030	CIP	3	4300	11	BWF	BE	BE	DE		43,55	43,41	EUR	1,000	KG	
8	2017	01	1	0000856	4060	4512758562	000050	85181030	CIP	3	4300	11	BWF	BE	BE	DE		205,88	205,21	EUR	1,000	KG	
9	2017	01	1	0000857	4060	4512758562	000060	73269098	CIP	3	4300	11	BWF	BE	BE	DE		72,59	72,35	EUR	1,000	KG	
10	2017	01	1	0000858	4060	4512758562	000070	85444290	CIP	3	4300	11	BWF	BE	BE	DE		26,40	26,31	EUR	1,000	KG	
11	2017	01	1	0000859	4060	4512764780	000020	84229090	DAP	3	4300	11	BWF	IT	IT	DE		5.927,18	5.927,18	EUR	0,000	KG	
12	2017	01	1	0000860	4060	4512768978	000010	20114968	73110091	DAP	3	4300	11	BWF	PL	PL	DE		73.920,00	73.920,00	EUR	18.000,000	KG
13	2017	01	1	0000861	4060	4512792586	000010	100139	28141000	DAP	3	4300	11	BWF	CZ	CZ	DE		19.056,15	19.056,15	EUR	39.950,000	KG
14	2017	01	1	0000862	4060	4512766755	000010			DAP	3	4300	11	BWF	IT	IT	DE		580,00	580,00	EUR	0,000	KG
15	2017	01	1	0000863	4060	4512766901	000010	3368989	CIP	3	4300	11	BWF	FR	FR	DE		6.535,37	6.535,37	EUR	0,000	KG	
16	2017	01	1	0000864	4060	4512789118	000090	102708	28129000	CIP	3	4300	11	BWF	NL	NL	DE		6.292,89	6.292,89	EUR	4.113,000	KG
17	2017	01	1	0000865	4060	4512789475	000010	102716	28152000	CIP	3	4300	11	BWF	FR	FR	DE		16.830,00	16.830,00	EUR	19.800,000	KG
18	2017	01	1	0000866	4060	4512789876	000010	102703	28152000	CIP	3	4300	11	BWF	FR	FR	DE		19.634,25	19.634,25	EUR	55.700,000	KG
19	2017	01	1	0000867	4060	4512792582	000010	100139	28141000	DAP	3	4300	11	BWF	CZ	CZ	DE		19.056,15	19.056,15	EUR	39.950,000	KG
20	2017	01	1	0000868	4060	4512792583	000010	100139	28141000	DAP	3	4300	11	BWF	CZ	CZ	DE		19.032,30	19.032,30	EUR	39.900,000	KG
21	2017	01	1	0000869	4060	4512747077	000010	105839	28100090	DDP	3	4300	11	BWF	NL	NL	DE		20.400,00	20.400,00	EUR	24.000,000	KG

Next, we need to select all the information and convert to NUMBER.

Worksheet in Basis (1)

Number Stored as Text

- Convert to Number
- Help on this error
- Ignore Error
- Edit in Formula Bar
- Error Checking Options...

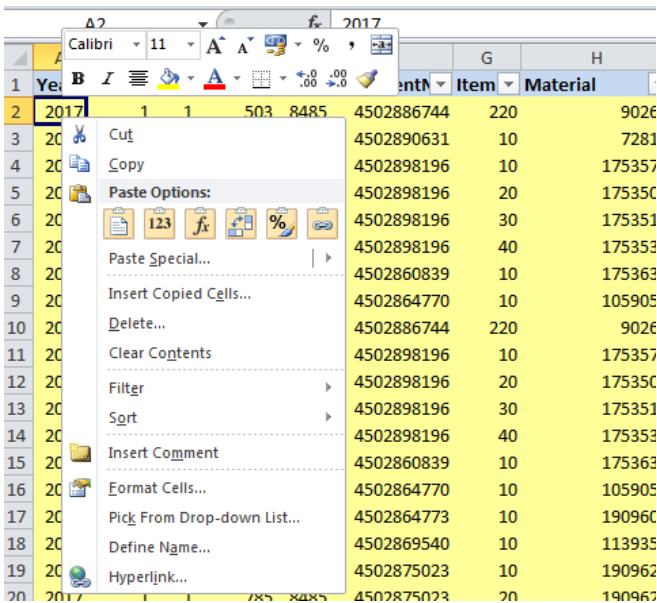
Step 2, you copy this information and past to the Excel which contains the all formulas (second sheet)

	A	B	C	D	E	F	G	H
1	Year	Mon	Aj	Numb	Co	DocumentN	Item	Material
2	2017	1	1	503	8485	4502886744	220	90261
3	2017	1	1	504	8485	4502890631	10	72814
4	2017	1	1	505	8485	4502898196	10	1753577
5	2017	1	1	506	8485	4502898196	20	1753508
6	2017	1	1	507	8485	4502898196	30	1753513

Step 3.1 Select the first cell with the date Step 3, you copy again the outcome of that sheet and past (see below how to) into the first sheet with information handled.

Step 3.2 Select the copy by Values and by Formatting.

In this transaction we will analyze, POs that will appears in final declaration that have weight lower than 1.000,00 KG, (and that didn't had appear in Z1F_UPDATE_INTRASTAT transaction errors) and Commodity codes with 99999999.



List of Intrastat errors:

To check the errors you must use the transaction ME23N and use the PO number to proceed with analysis..

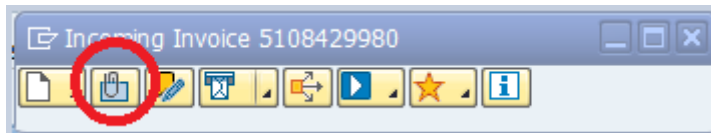
Business Transaction Type

Those fields are automatically updated by transaction Z1F_UPDATE_INTRASTAT, and we only must request it's correction to POC when PO has other errors (as Commodity Code or Tare Mass), to guarantee that PO is complete:

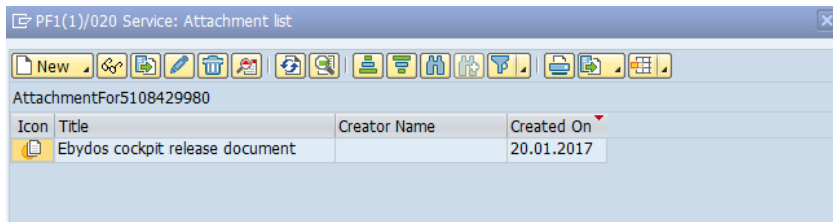
1° Invoice's image (If on invoice we only have the total weight, this value must be divided by the total of PC/Units purchased) In case of Net and Gross Weight found, we must update both.



Then,



Followed by a double click in the invoice



2° Acknowledgment (check on transition ME23N)

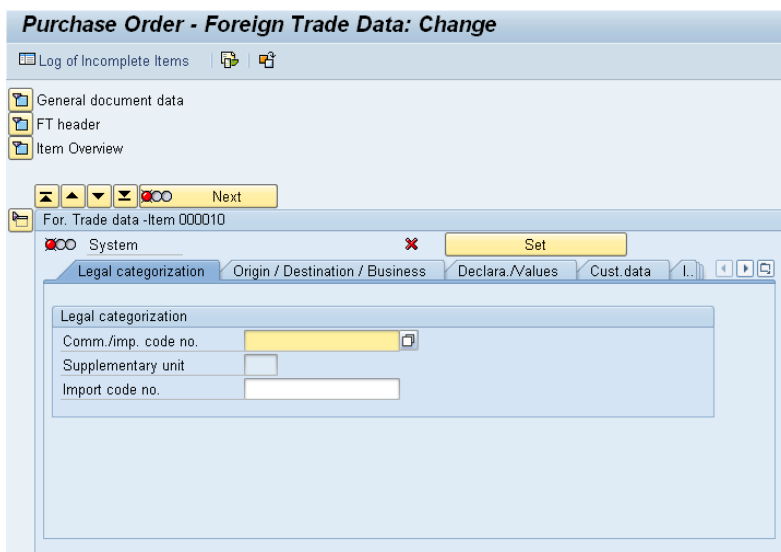


3° Request to POC to contact vendor to provide us this information

Note: To avoid Tare Mass errors in the declaration, for POs that we don't have the Tare Mass error, but the weight is under 1.000,00 KG/Unit (check on VEFU), information must be checked on invoice, to guarantee that the correct weight is being declared.

Commodity Code

Commodity code is the European code that allows the correctly identification of the goods exchanged between European countries:



Commodity code information can be retrieved from:

1° Invoice's image

2° transaction **ME80FM** (to see old POs with the same material, vendor, and Plant) and try to retrieve commodity codes in previous POs.

3° transaction **/COCKPIT/1** (transaction from AP team, you can check if the invoice was already send by supplier and if so it is inserted in their)

4° Request POC to contact vendor in order to provide us this information

OBS : If we have cc 99999999 we must look for the right commodity code.

All codes must be always confirmed in **table T604** before updating it in system, if it exist Send to Catia Raimundo , if NOT Send to GTS to create (more details bellow)

When we obtain the correct code and the Material is not Generic M-MG* commodity code update can be done at material level. However, if we have a M-MG* material the information cannot be updated at material level, only on PO, as for POs that don't have material number at all.

Entry CC NNNNNNNN* does not exist in T604 (check entry) (CC – Country; N – Commodity Code)

When we try to update Commodity Code at material or PO level, it is possible that we obtain the error:

Entry CC NNNNNNNN does not exist in T604 (check entry & chapter 8.2)

In this situation, we must confirm in Official Journal Of the European Union if the code exists and if it correct.

1° If The code is correct we must request the creation on the code in table T604.

2° If the code is incorrect, we must request to POC to contact vendor to provide us the correct commodity code to be declared.

France always has a commodity code with 10 digits, however when you search in T604 you only put 8 digits.
Also the other countries should have 10 digits, although if the system gives only 8 digits, you can use it.

Material update

If the PO has material with number, this means, the material doesn't belong to a shopping card neither is a generic product, it can be update by our team our GTS team.

Bellow you can find the material type which GTS must maintain, the ones that are different from these it's our task to update the commodity code.

To check the material type in **SE18 MARA**

MATERIALS THAT BELONGS TO GTS	
WP1	
ZMAT	FINISHED PDT & RM & SF
ZERS	INDUSTRIAL SUPPLIES
ZUNB	NON-RHODIA MATERIALS
ZPIP	PIPELINE RAW MATERIALS
ZVER	PACKAGING
PF1	
Z700	CHEMICAL(TRADE)
Z703	PACKAGING & ACCESS
Z705	PROD PIECES & COMPO.
Z707	CHEMICALS INTERMED.
Z709	GENERIC/ MISC. OPERATIONS
Z710	O-NO-NAME ARTICLE SERVICE
Z714	RETURNABLE PACK
Z715	NO STOCK NO RET PACK

Country of Origin

This error is automatically corrected in transaction Z1F_UPDATE_INTRASTAT, however, it always take as country of origin the vendor's country.
If we open the PO to analyze other kind of errors, and the country of origin is different from the vendor's country, it's correction must be requested to POC.

Purchase Order - Foreign Trade Data: Change

Log of Incomplete Items

General document data
FT header
Item Overview

Next

For. Trade data -Item 000010

System Set

Legal categorization | **Origin / Destination / Business** | Declara./Values | Cust.data

Origin / Destination / Countries involved

Ctry of origin		Dispatch ctry	FR	001 France
Ctry of destin.	IT 005 Italy	Trading country	FR	001 France
Region of destin.	LI Livorno			

Business

Import procedure		Allowed procedures
BusTransactType	1 Purchase/Sale	Bus.tran.type/Proc.

The Country of Origin can be found:

1° Invoice's image

2° Request to POC to contact vendor to provide us this information, but only if there are any other errors pending from vendor's reply.

Mode Of Transport – Border

This error is related to the mode of transport used to exchange the goods among the two countries:

Purchase Order - Foreign Trade Data: Change

Log of Incomplete Items

General document data
Foreign Trade - Header

System Set

Handling | Declara. | Geography | Invoice accomp.goods | Prelim.doc | Comments

Handling

ModeOfTrnsprt-Border	<input type="checkbox"/>	ModeOfTran/CustomsOffice
DomestModeOfTransp.	<input type="checkbox"/>	
Transport-Arrival		
Mns of trsp - border		
Container	<input type="checkbox"/>	

Item Overview
FT item

The most usual codes to declare are 1 (**Sea**), 2 (**Rail**) or 3 (**Road**)

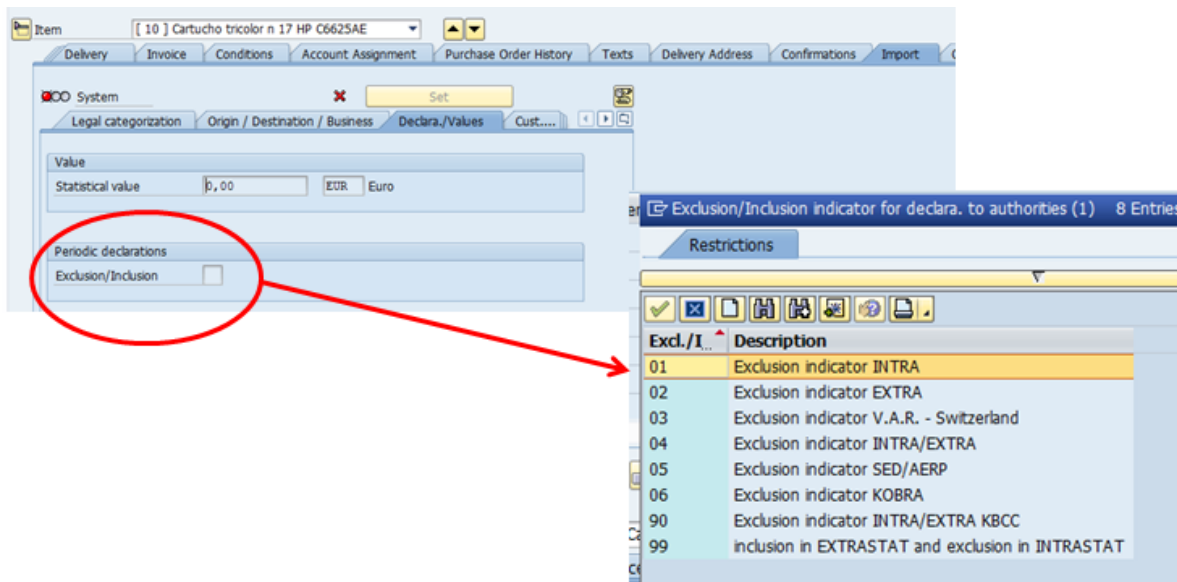
And, this information can be found through:

1° Invoice's image

2° Request to POC to contact vendor to provide us this information.

Exclusion From Intrastat

If wrong information is incorrectly being considered for Intrastat purposes (due to wrong VAT code, or service created as material purchase, we can mark the PO in a way that it will not be considered for Intrastat:



Examples of services: Operations, conventions, digitations, Hardware, cleaning, shipping.

For these cases, this field is filled with 01 – Exclusion Indicator Intra, and that we guarantee that this information will be no longer considered for Intrastat Declaration.

Regarding Italy we DO NOT EXCLUDE any PO as exclude01, we must write on the excel status – SERVICE.

Note: This cannot be applied for Italian services wrongly created, because services are also declared in Italy).

For these cases, at the End of the Month, R2R must be informed about the services POs that are appearing in the Goods declaration.

Specifications:

Portugal

For company 0306 we receive the file for Office Depot that has the CC and weight regarding 420* PO's, to keep in mind that POC should request this information one week before the end of the month.

Belgium

For company 0001 some PO's that starts with 420* and they are magazines or books should have the following CC and Weight .

CoCo 0001
books 4911 99 00
journals & magazines 4902 90 00

Weight - 1kg

Information sharing (POC)

GDOC POC :
<https://drive.google.com/drive/folders/0B-RO-QY7jiZuMXRPNF9DaEFhSjg>

All retrieved information is compiling in a G-DOC file and shared with POC in a common folder of G-Drive: INTRASTAT FILES TO BE CORRECTED BY POC. There is one file by country per Month and the file should be organized by company code, with the information: **Purchasing Document, Item, Plant, Material, Vendor, Country, Error, and Comment**, as the following layout:

1422		Plant	Material	Vendor	Country	ERROR	Comment
Purchasing Doc.	Item						
4512478926	10 TAR			702718445	BE	Net Weight	1
4512478926	10 TAR			702718445	BE	Gross Weight	1
4512454555	10			2811353	GB	Net Weight	no info
4512454555	10					Gross Weight	
1428		Plant	Material	Vendor	Country	ERROR	Comment
Purchasing Doc.	Item						
4512411612	30 TAKV		20169415	406186665	IT	No Net Weight	0,62
4512411612	30 TAKV		20169415	406186665	IT	No Gross Weight	0,62
4512461949	10 TAKV		M-MG02590	1003011607	DE	No Net Weight	
3467		Plant	Material	Vendor	Country	ERROR	Comment
Purchasing Doc.	Item						
4512466952	10					Commodity Code to correct	73072100
4512466952	10					No Net Weight	0,9
4512466952	10					No Gross Weight	1,1
4512456882	10					Commodity Code to correct	73072100
4512456882	10					No Net Weight	0,9
4512456882	10					No Gross Weight	1,1
3470		Plant	Material	Vendor	Country	ERROR	Comment
Purchasing Doc.	Item						
4512438563	10					No Net Weight	1
4512438563	10					No Gross Weight	1
4512438659	10					Commodity Code to correct	90318098
4512438659	10					Net Weight	0,795
4512438659	10					Gross Weight	1,025
END							

If we didn't had found the information, Item must be in red and "no info" must be inserted on comments column (For this cases POC will establish a contact with vendor to obtain the missing data and posteriorly complete the PO, according to procedure (POC - SBS-OP-PtP-20.47)

Checking the new info giving by the supplier

To check any commodity code you have to choose transaction SE16 and then write T604.

This window will generate, in COUNTRY you have to put the country (FR,UK,BE,DE,NLES,PT) in CODE you only have to write the commodity code with 8 digits and in the end you must have complete it with * .

Data Browser: Initial Screen

Table Name

Data Browser: Table T604: Selection Screen

Number of Entries

LAND1	DE	to		
STAWN	84194000*	to		
BEMEH		to		
NIHON		to		
IMPMA		to		
MINOL		to		

Width of Output List: 250
Maximum No. of Hits: 500

Data Browser

Number of Entries

Data Browser: Table T604 Select Entries 1

Check Table...

Table: T604
Displayed Fields: 11 of 14 Fixed Columns: 3 List Width 0250

MANDT	LAND1	STAWN	BEMEH	NIHON	IMPMA	MINOL	TEXT1	T
020	DE	84194000		0			Distilling or rectifying plant	

If the outcome is positive you should have at least one commodity code as result, then you have to send again to POC, they will update the PO with the new information.

If you have two outcomes, you always choose the one named "OTHERS".

If the commodity code doesn't exist, you have to ask Allegra Saccchetti to create it.

End of The Month

At the end of the Month, D&A in accordance with POC have to guarantee that all information (for all companies of all countries in D&A scope - in the file SLA and contacts (D&A and RtR) – chapter (2 Reference Documents)) is correct and POs are update before final jobs runs. All information must be confirmed through VEFU transaction results (chapter 5.1.3Intrastat data selection: Arrivals – EU countries/ Add Intrastat Data – VEFU) since this transaction gives us a general view of all information that will be present on the Monthly Intrastat Declaration.

Before monthly job execution (that will create the declaration file) and according to the table below:

PF2

Country:	Recebemos o ficheiro de final do mês (SF), em:	Entregar a RtR em:
DE	D+3	D+5
AT	D+3	D+5
FR	D+3	D+5
ES	D+3	D+5
BE	D+3	D+6
NL	D+3	D+6
IT	D+3	D+8
PT	D+3	D+6
UK	D+3	D+8

WP2

Country:	Recebemos o ficheiro de final do mês (SF), em:	Entregar a RtR em:
----------	--	--------------------

Nota: D+... => Business day of the month *EX: D+5 -> => Business day of the month*D+3 Morning		
FR	D+2	D+4
BE	D+2	D+4
ES	D+2	D+4
NL	D+2	D+6
DE	D+2	D+4
IT	D+2	D+8
GB	D+2	D+8

After checking and confirming all information, RtR must be informed if the data is all correct and/or if there are any issues at any PO/item to be declared.
For example:

The information must be sent to the contacts in the file SLA and contacts (D&A and RtR) – chapter (2 Reference Documents).
After this final e-mail, we consider that the month is closed, and we can start to treat the next month information.

Dear All,

We would like to inform you that Intrastat information is now complete from D&A TEAM side.

CC 0292:

PO 4512463712, item 10 - Please consider com code 68159900 as the correct tone to be declared;
and item 40 -Please consider com code 84841000 as the correct tone to be declared

You may run the necessary transactions to obtain the final files.

In case of any question, do not hesitate to contact us,

Regards,

Review the Intrastat (Import) Data

Intrastat Import - MEIS

Execute transaction **MEIS**. This transaction recapitulates the Intra-Community acquisitions.

For each company, choose the corresponding variant **CC_INTRA_XXXXP** (where CC is the country initials and XXXX is the company code).


The Group ZZ90 Should not be selected in the Purchasing organization as it related with Services.


	MEIS variants				
	Manual	Weekly Job	Final Job	Monthly Job	
	CC_INTRA_XXXXP	CC_INTRA_XXXXX	CC_INTRA_XXXXX	CC_INTRA_XXXXP	
Example:	AT_INTRA_0005P	AT_INTRA_0005X	AT_INTRA_0005X	AT_INTRA_0005P	


Choose **Log type B** and **Deletion Type 'blank'**.


INTRASTAT: Data Selection: Arrivals - EU Countries

Choose...

Purchasing document to 

Purchasing organization to 

Company code to 

Plants to 

INTRASTAT - General

Reporting Month Reporting Year

Country of Dec. Declaration Cur

Issue / Update

Log Type Layout

Deletion Type

Addnl Details

INTRASTAT Exchange Rate Type

Issue Warnings Incompl.

Issue Addnl Info Incompl.

Selection by Document Date

Exchange Rate Date W/O Invoice

Exch. Rte Dte Inv. in Prev Mo.

Exchange Rate from Invoice

Select Services

Email Log


Explanation File

If a question box appears choose **No** and continue:

Loss of Data...



For the selected period of time, declaration data exists that has already been manually processed. For the criteria you entered, this changed data would be lost during data selection.

If you use the "Deletion type" parameter on the application selection screen, you can control the extent to which the system reorganizes data during a data selection restart.

 Do you want to keep manually changed declaration data?


















In order to see the POs in error, we must select the **Incompletion Log** screen

Periodic Declarations - INTRASTAT Receipt - Incompletion log

Country of Dec. **FR**  Completion status 

Declaration period **1 / 2015**

Navigation: Log display, Selection log, Incompletion log, Subsequent functions, Create form, Create file/diskette, Additional functions, Graphic, Period overview

Correct error                 

Ca	Doc. No.	Item	Lv	Cor...	Characteristic	Description
	4502271601	10			Comm./imp. code no.	Characteristic was not maintained in the FT data of the document item.
		10			Country of origin	Characteristic was not maintained in the FT data of the document item.
		10			Procedure	Characteristic was not maintained in the FT data of the document item.
		10			Tare mass	The net weight of the document item is zero.
		10			Spec.unit of measure	Characteristic could not be determined because prerequisite is missing.
	4502327820	10			Comm./imp. code no.	Characteristic was not maintained in the FT data of the document item.
		10			Country of origin	Characteristic was not maintained in the FT data of the document item.
		10			Procedure	Characteristic was not maintained in the FT data of the document item.
		10			Tare mass	The net weight of the document item is zero.
		10			Spec.unit of measure	Characteristic could not be determined because prerequisite is missing.
	4502333781	10			Tare mass	The net weight of the document item is zero.
	4502340126	10			Tare mass	The net weight of the document item is zero.
	4502343393	10			Spec.unit of measure	The system did not find the conversion factors from unit TO to ZHT.
	4502357077	10			Comm./imp. code no.	Characteristic was not maintained in the FT data of the document item.
		10			Procedure	Characteristic was not maintained in the FT data of the document item.
		10			Tare mass	The net weight of the document item is zero.
		10			Spec.unit of measure	Characteristic could not be determined because prerequisite is missing.
		20			Comm./imp. code no.	Characteristic was not maintained in the FT data of the document item.
		20			Tare mass	The net weight of the document item is zero.
		20			Spec. unit of measure	Characteristic could not be determined because prerequisite is missing.

(However, performing transaction Z1F_UPDATE_INTRASTAT a large quantity of errors will be automatically corrected and that's why we don't need to check MEIS transaction errors.)

This way, after running MEIS we can immediately leave transaction and execute the second step. No need to save any report.



Intrastat automatic missing entries determination tool Z1F_UPDATA_INTRASTAT

Execute transaction **Z1F_UPDATE_INTRASTAT** for each company code in order to update and correct automatically some existing errors. Choose the corresponding variant for each company: **CC-XXX-IMP** (where CC is the country initials and XXXX the company code).

	Z1F_UPDATE_INTRASTAT variants			
	Manual	Weekly Job	Final Job	Monthly Job
	CC-XXX-IMP	CC-XXX-IMP_X	CC-XXX-IMP_F	CC-XXX-IMP_X
Example:	AT-0005-IMP	AT-0005-IMP_X	AT-0005-IMP_F	AT-0005-IMP_X

Select the variant, and execute


Intrastat automatic missing entries determination tool


Select: **Get Variant... (Shift+F5)**


Reporting year: **2015**

Reporting Month: **8**

Arrival/Dispatch: **1** to **1** 

Country of plant: **1**

Company Code: **1** to **1** 

Document number: **1** to **1** 

Email Log

Test run?



After running the variant, it will appear the following screen:

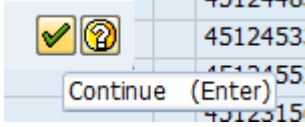
Year	M	R	Number	Created by	Created on	CoC.	Sal.	ID number trader	F.	Document	Item	Material	Billing Date	H	D.	D.	D.	D.	In.	In.	B.	B.
20...	9	1	1144	PT63007342	18.09.2015	0292		403147638		4512339702	10		01.09.2015	DE	DE	2	2	C...	C...	11	11	
20...	9	1	1148	PT63007342	18.09.2015	0292		403147638		4512426844	10		01.09.2015	FR	FR	2	2	E...	E...	11	11	
20...	9	1	1149	PT63007342	18.09.2015	0292		403147638		4512430852	10		01.09.2015	DE	DE	2	2	D...	D...	11	11	
20...	9	1	1150	PT63007342	18.09.2015	0292		403147638		4512430852	20		01.09.2015	DE	DE	2	2	D...	D...	11	11	
20...	9	1	1151	PT63007342	18.09.2015	0292		403147638		4512431268	20		01.09.2015	DE	DE	2	2	D...	D...	11	11	
20...	9	1	1152	PT63007342	18.09.2015	0292		403147638		4512431268	210		01.09.2015	DE	DE	2	2	D...	D...	11	11	

Click "Update VEIAV".

Information

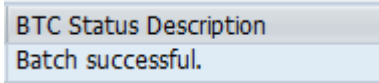
225 registries from table VEIAV updated.

A pop up window with the information automatically updated will appear:



Flagg continu★:

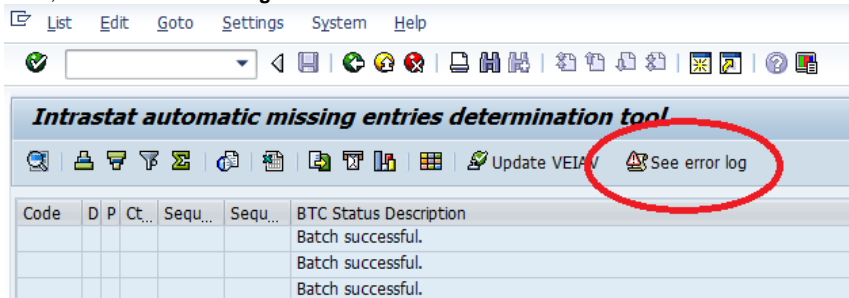
And check if the batch was correctly executed:



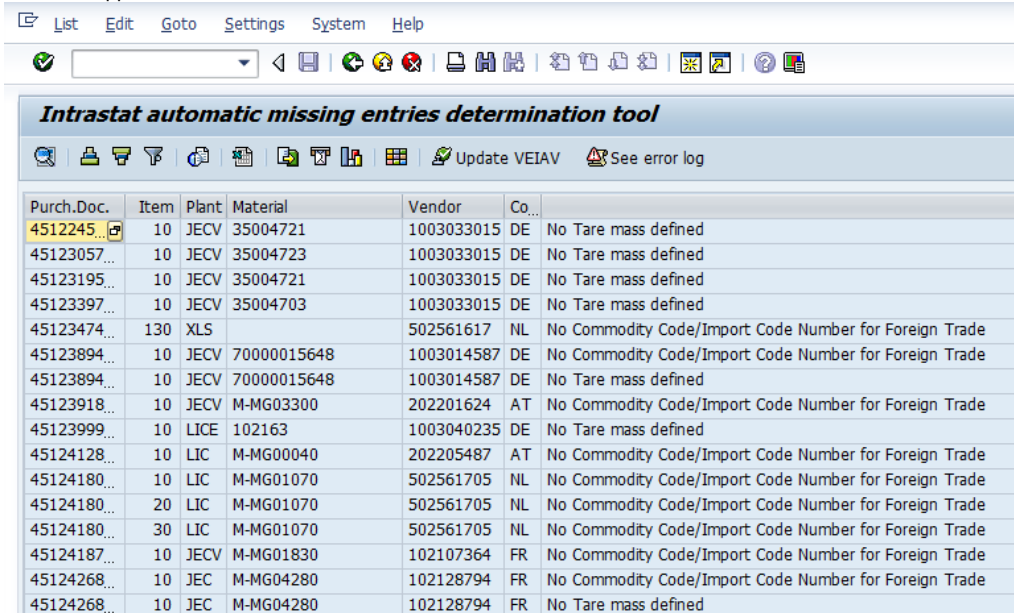
In case of errors in batch, it will appear an error message, like:


Formatting error in the field `VEIAV-VERFAHREN`; see next message

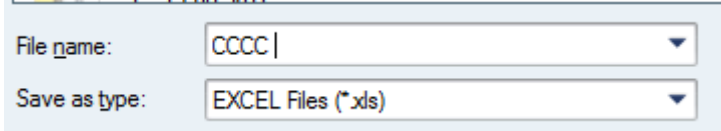
Then, click on "See error Log "



And it will appear the list of POs that have Intrastat errors to correct:



Click on export item  and save the document as excel file to be easier to handle it to treat the errors.



Search for the correct information, correct the errors if possible directly in the material (PRS – 050), and send the information to POC in order for them to correct POs.

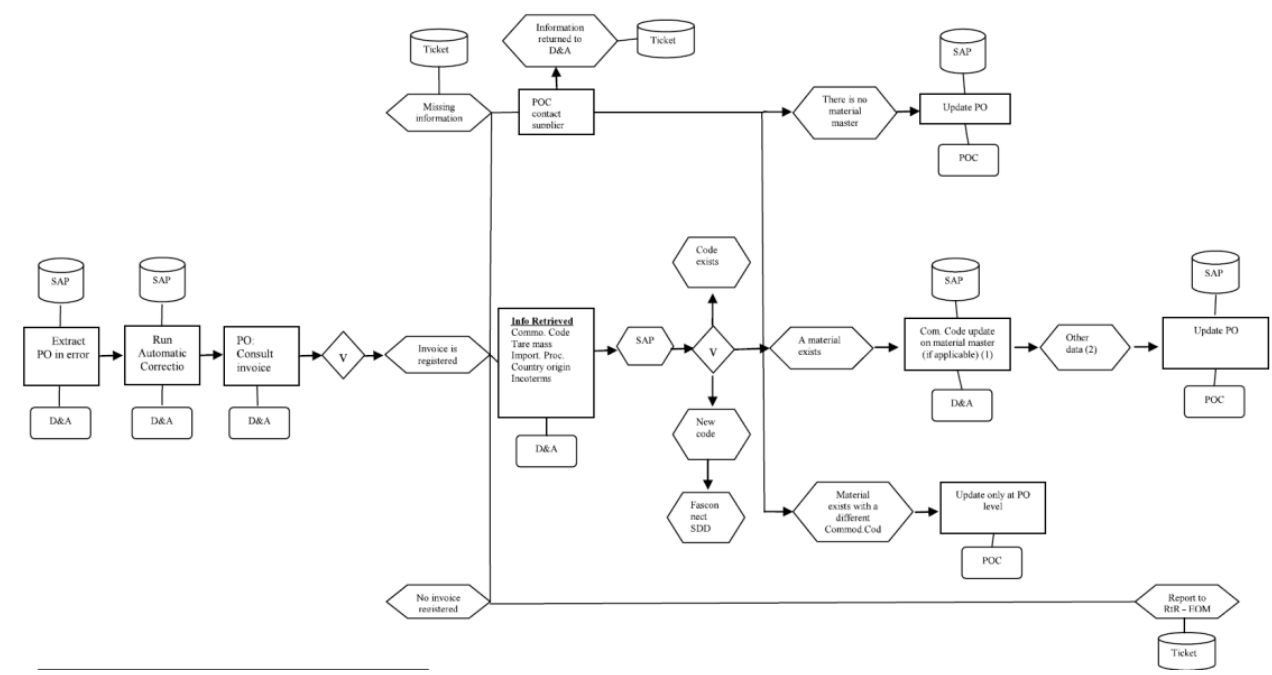
Attachments

Companies & systems

PF2		WP2	
Country	CC	Country	CC
ES	0005	ES	ZFR3
	0245		8485
	1419	FR	ZFR3

	1427		ZFR9	
	5696	BE	ZFR3	6068
	6070	DE	ZFR3	
PT	0005		6068	
	0128		6111	
	0306		ZFR9	
	1419	GB/UK	ZFR3	
FR	0005		6068	
	1422	NL	ZFR3	
	3467		ZFR9	
	3468		6301	
	3470	IT	ZFR3	
	3468		8090	
	3470			
	3471			
	6070			
	6082			
	6246			
DE	0005	4056	5674	
	0212	4060	5835	
	0274	4061	5869	
	0276	5642	5963	
	1196	5673	6267	
	6289	6290	6291	
	6288			
GB/UK	0005	0240	4265	
	5672	5835	5872	
	6070			
AT	0005	6070		
BE	0001	0005	0237	
	0292	1419	1426	
	5672	5697	5835	
	5974	5978	5985	
	6070	6233	6234	6246
NL	0005	0294	1419	
IT	0005	0270	5835	
	5874			

Flowchart



- (1) Depends on material type
- (2) Tare Mass; Import procedure; country origin; Incoterms

End of document.