IT - Customs duty procedure

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
    - Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
    - Unit and Domain according to the List of labels to be used in the Finance Service Line space
        - **E.g. 1:** WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
            - Labels to be used: ***ww, financial_accounting, central_fin_proc_compliance***
        - **E.g. 2:** France Operation in Financial Accounting:
            - Labels to be used: ***country_accounting, france, financial_accounting***
              (for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - Infinitive verb without the “to”, mainly action verb...something) -" I do something..."

5. Once the description of the operation is completed, ensure it is approved and published by launching the SBS-Finance approval workflow

Domain:	**Responsibility area**:

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OFFICIAL REPOSITORY

<< IT - Customs duty procedure >>

1. Objective and Scope

1.1. Objective of this Operation

You are responsible for posting data retrieved from the 'Cassetto Doganale' portal to our financial accounts.

This procedure is born from a simplification of the process to take advantage of new tools put in service by the customs agency. The “CASSETTO DOGANALE” is an online portal provided by the Italian Customs Agency (Agenzia delle Dogane e dei Monopoli). It is designed to give companies and authorized users access to a wide range of customs-related information and services and based on this list we will prepare and post data from the 'Cassetto Doganale' portal into company accounts.

Posting customs data from the 'Cassetto Doganale' portal to accounts is essential for VAT compliance, accurate financial management, transparency, and operational efficiency.

1.2. Scope

This procedure is applied to Italian entities 5835 SYENSQO SPOL IT (PF2) and 8090 SYENSQO SOLUTIONS IT (WP2).

2. Definitions

See Finance Glossary:

- ...

3. Tasks Description

3.1. I understand the Customs & VAT posting process

Imports of goods from nonEU countries follow a specific process and involve three key documents:

1. **Supplier invoice**: to be paid to the vendor.
2. **Customs bill**: to be recorded in SAP as an invoice (accounting document), but **not** paid.
3. **Forwarder invoice**: to be paid for customs clearance and related services.

Goods purchased outside the EU are subject to:

- **Customs duties** (a variable % applied to the *statistical value*), and
- **VAT** (22% applied to the *statistical value*).

The freight forwarder pays these amounts when the goods are released from customs, so they can be delivered to the plant.

- **Duties** are a cost and must be included in (increase) the purchase value of the goods.
- **VAT** is **recoverable**.

We receive from the freight forwarder a document called the **“customs bill”**, which confirms that duties and VAT have already been paid.

This document is **never paid**, but it is required for Italian VAT compliance (as the basis to recover VAT) and must therefore be posted in SAP as explained in this procedure.

3.2. I manage the download of customs documents from the Customs portal

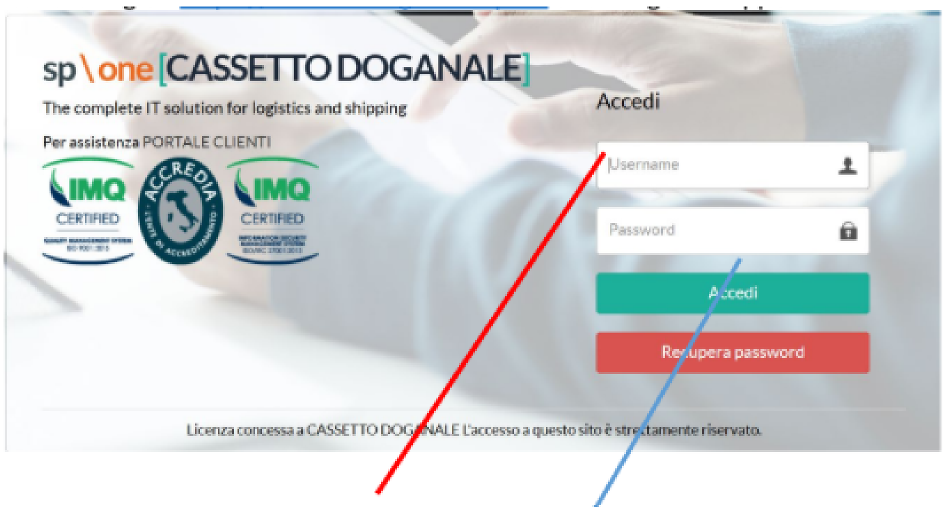
3.2.1. I access Customs portal - the "casseto doganale"

The Cassetto Doganale is a digital, secure online portal provided by the Italian Customs and Monopolies Agency (ADM - Agenzia delle Dogane e dei Monopoli).

It serves as a personal electronic cabinet for economic operators (companies, importers, exporters, and logistics managers) to view, retrieve, and store customs documentation related to imports, exports, and transit.

1) In order to access into “CASSETTO DOGANALE” you must connect to Website: https://cassettodoganale.sp1.it

2) After clicking on https://cassettodoganale.sp1.it this image will appear:



In the Username box you have to digit all capital letters: XXXXXXX

In the Password box you have to digit all capital letters: XXXXXX

For Syensqo Specialty Polymers Italy >> IT03521920961

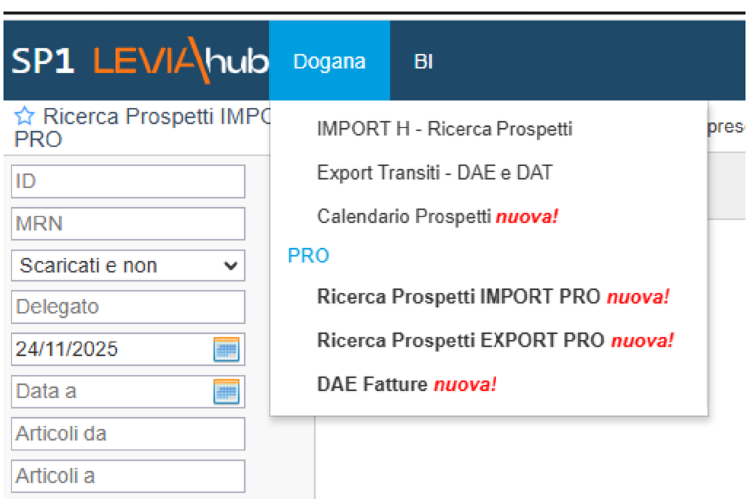
User: SOLVAY.SPECIALTY
Password: SOLVAY25

For Syensqo Solutions Italy >> IT12290050157
User: SOLVAY.SOLUTIONS
Password SOLUTIONS25

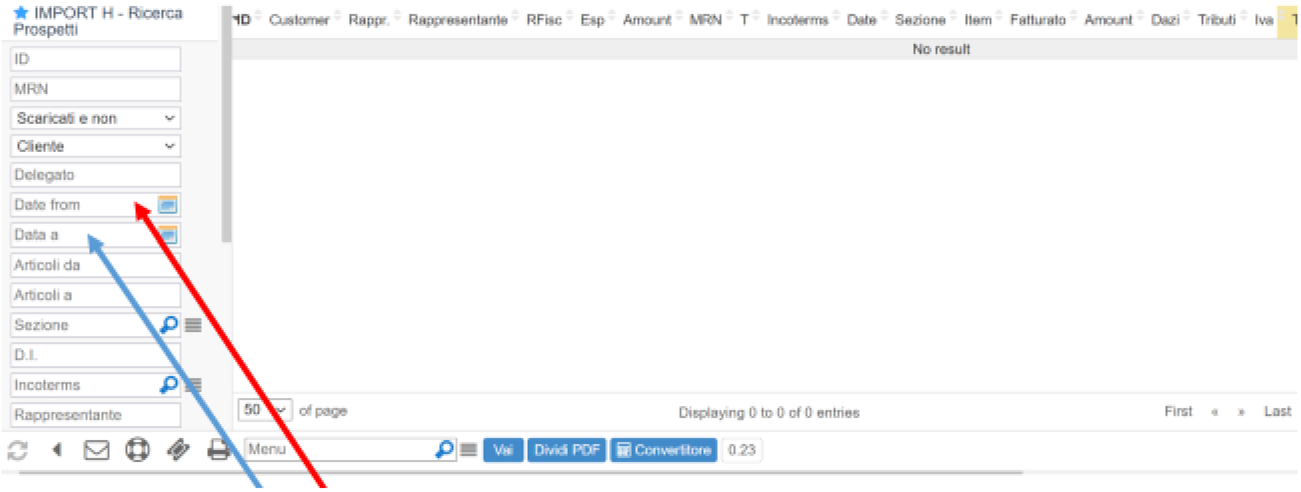
3) Click on "ACCEDI"

3.2.2. I download the data from "CASSETTO DOGANALE"

The first step once connected is to change the layout by clicking on **Dogana** >> **Import H** -Ricerca Prospetti.

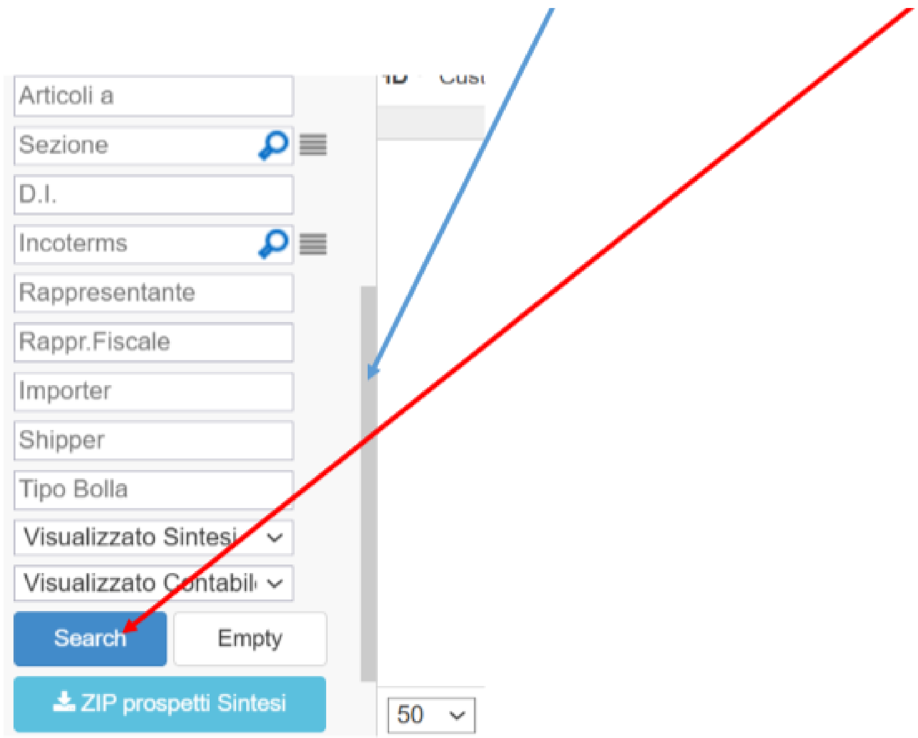


The layout will change to something similar to:

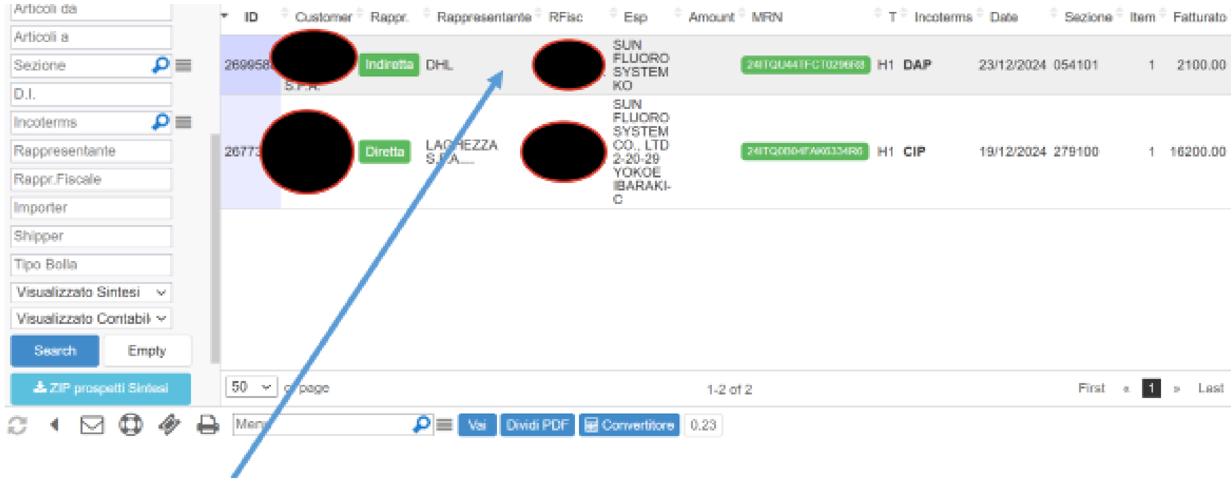


1. Search for box “DATE FROM”, select and it will appear a calendar. You have to select on the start day (i.e.: 01/01/2025)
2. Then do the same in the box “DATA A” to select the last day (e.i.: 31/01/2025).

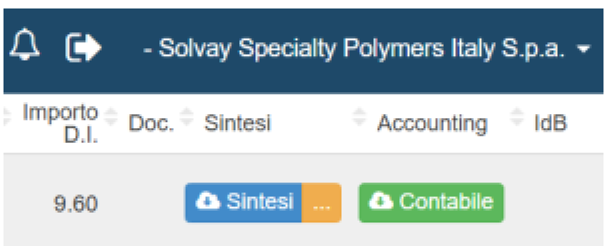
After digiting both Calendar Dates, scrolling the sidebar down you have find the box “SEARCH”. Click on it to get the list of customs bills.



This image will appear:



Go to the right until you find the below option:



Clicking on the box “Contabile” of the item and the “Prospetto contabile” will appear the Customs Bill, which you can download to justify or entries.

After you download all the declarations, you will need to create one single pdf containing all the declarations to be stored in SAP.

Combine all pdf using Acrobat Reader functionalities (ask DT to update your settings).

3.3. I prepare and post data from the 'Cassetto Doganale' portal

3.3.1. I prepare data from the 'Cassetto Doganale' portal

I handle the posting of customs data to accounting records using information from the 'Cassetto Doganale' portal with the support of an excel file (of easy maintenance in case of need).

For that, you just need to copy to sheet "STEP1 CUSTOMS DECLAR" the list downloaded from the “CASSETTO DOGANALE” website.

This will automatically update and create the accounting entry for all the submitted customs declarations.

Document type KR WP2 / R2 PF2
Debit Supplier “dogana” as table below is selected based on the "Sezione" code displayed in the statement retrieved.
Credit Waiting Account
Credit VAT (if applicable)
Credit Supplier “dogana” To clear the supplier account
Debit Waiting Account

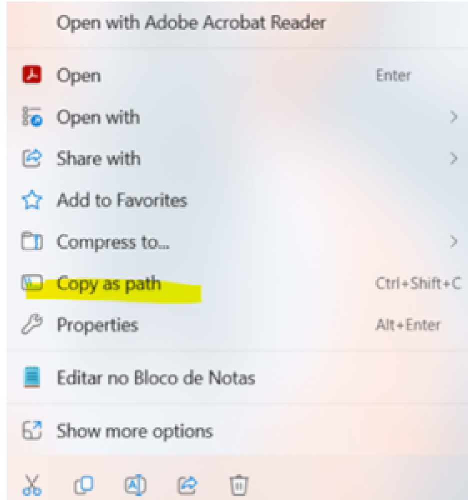
CUSTOMS SECTION CODE	SAP SUPPLIER CODE (PF2 and after WP2)	NAME
262102	406187231	GENOVA
279100	406198289	MALPENSA
313100	406187218	ALESSANDRIA
118100	406198289	Dogane di Aosta
137101	406198289	VENEZIA
276101	406198289	BERGAMO
261101	406187231	GENOVA
312100	406187218	NOVARA
274102	406198289	BRESCIA
371100	406198289	MILANO
262102	1004072	GENOVA
279100	1004835	MALPENSA
261101	1004072	GEVONA PORTO NUOVO
312100	1004835	Dogane di Novara
275103	1004835	Montano Lucino

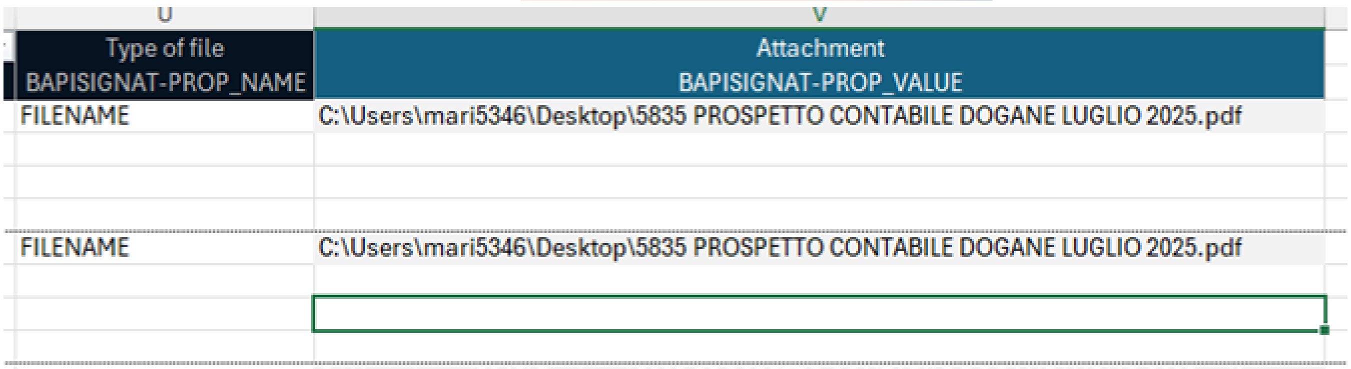
- There are several Customs Offices that can be used, in case new codes appear we link the vendor code that belongs to that region /area. No need to create a new one.
https://www.adm.gov.it/portale/en/indirizzi-organigramma-periferico-area-dogane-uffici-dogane
- **ALL ENTRIES DONE SHOULD HAVE ATTACHED THE PDF DOWNLOADED FROM THE CUSTOMS.**

3.3.2. I post data from the 'Cassetto Doganale' portal

Fictitious invoice is fully automated you just need to double check if entries are missing and update the path of the pdf file from the customs. You can add as many posting lines as you need (each entry has 4 lines), just copy paste the last 4 lines to add new posting entries.

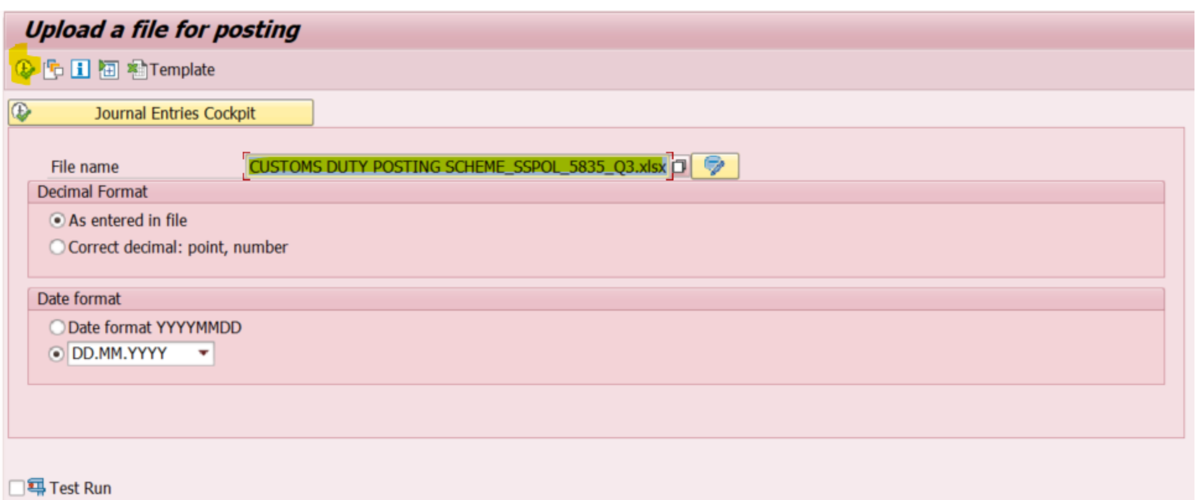
Go to area where you saved the pdf's, select the document and with the right button select "copy as path" and paste it in the first line of each posting of the posting file (column V).





Type of file BAPISIGNAT-PROP_NAME	Attachment BAPISIGNAT-PROP_VALUE
FILENAME	C:\Users\mari5346\Desktop\5835 PROSPETTO CONTABILE DOGANE LUGLIO 2025.pdf
FILENAME	C:\Users\mari5346\Desktop\5835 PROSPETTO CONTABILE DOGANE LUGLIO 2025.pdf

As soon as you are ready go to transaction ZZF_POSTING_FILE, select the file you want to post (without lines with zero amount) and process the transaction.



The outcome should be similar to this.

```
Line      4        5835 / 5010110003 2025   Document 5010110003 was posted in company code 5835
The attachment was successfully created C:\Users\mari5346\Desktop\CUSTOMS DUTY POSTING SCHEME_SSPOL_5835_Q3.xlsx
```

In PF2, using SM30 you can display the parameters of posting for the customs, the table Z1F_IT_LC_VENDOR has to be updated every year with code VW.

Vendor	CoCd	Year	Reference	Valid From	Valid To	Tx	IntDeclNr	DtIntDecl	Revocation	Revoc Date	Amt.in loc.cur.
406187218	5835	2025		01.01.2025	31.12.2025	VW					200.000.000,00
406187231	5835	2025		01.01.2025	31.12.2025	VW					200.000.000,00
406198289	5835	2025		01.01.2025	31.12.2025	VW					200.000.000,00

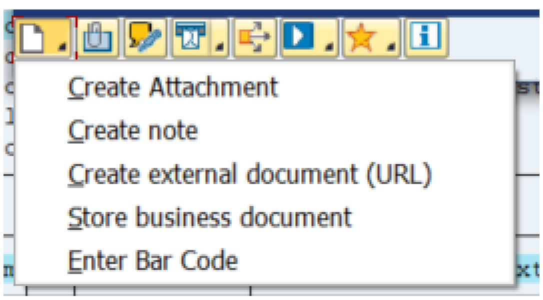
In WP2 this table does not exist.

3.3.3. I re-upload documents into Ebydos, SAP's archiving repository, to ensure correct storage

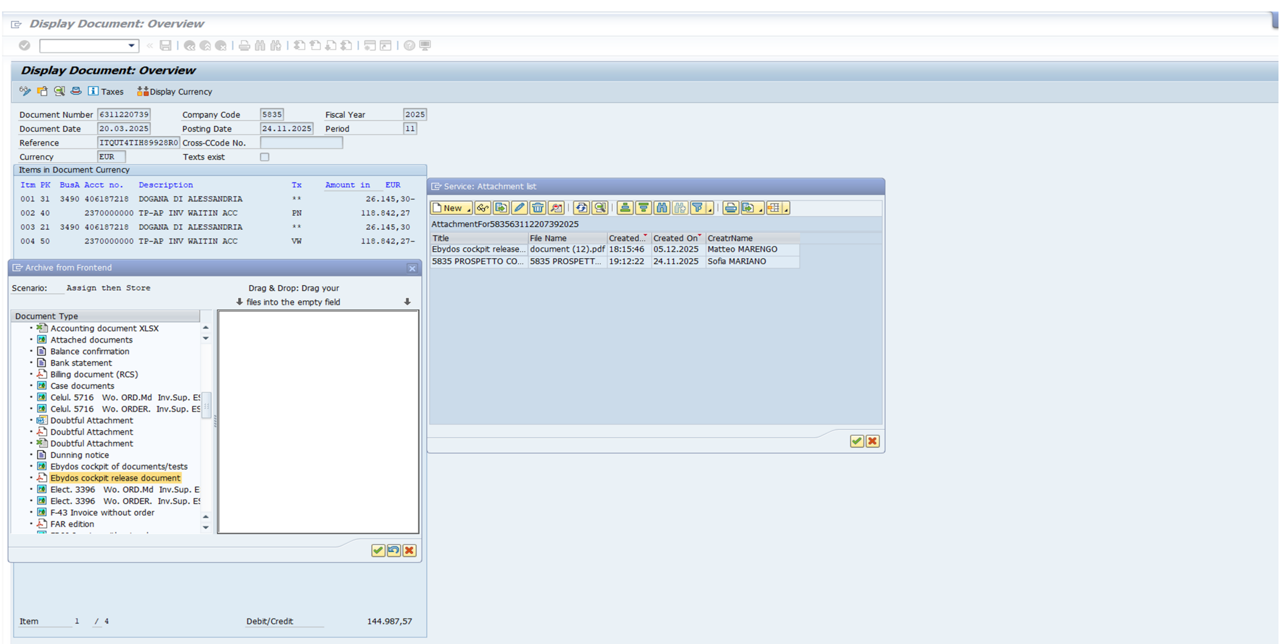
In Italy, there's a legal obligation to keep electronic documents stored for 10 years in a compliant electronic archiving system.

Given that the pdf version used in transaction ZZF_POSTING_FILE is not not accepted for the electronic archive there is an additional step to be taken:

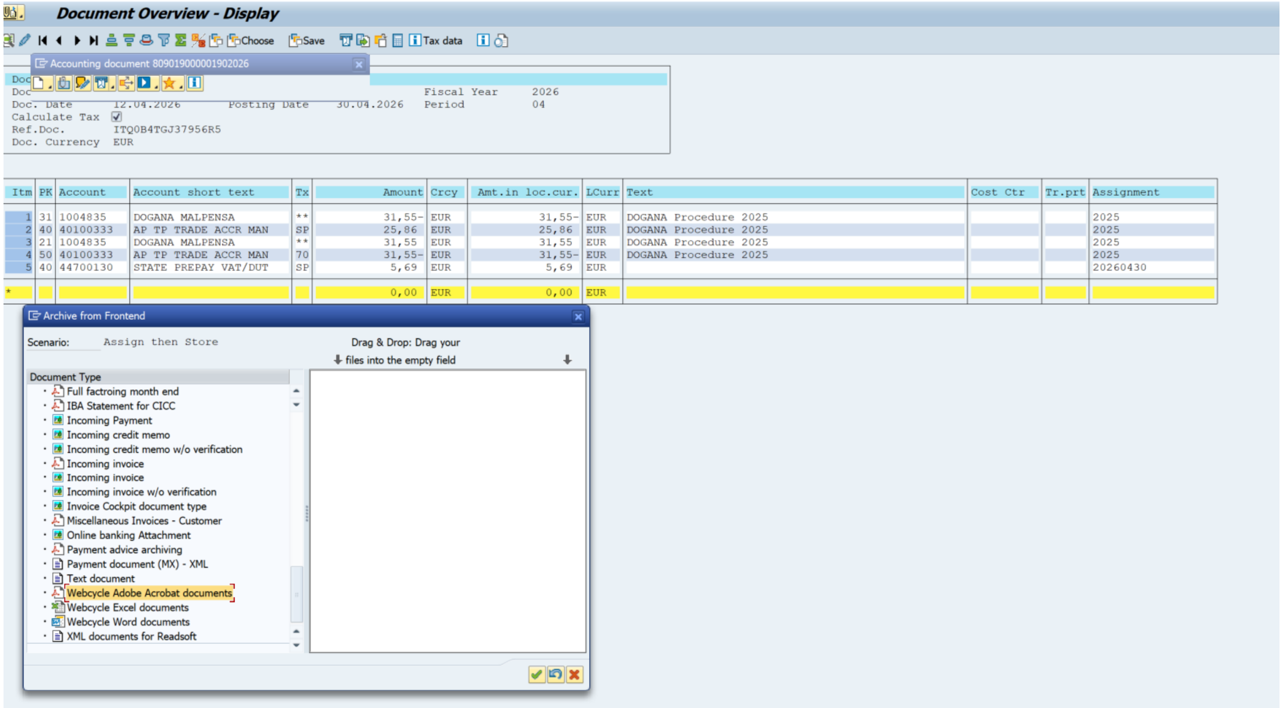
1. Open each FI document posted in previous step using FB03;
2. Go to Attachments  and then select Create and choose Store business document:



3. Re-upload the PDF via the Ebydos Cockpit according to:
   - In PF2 select Ebydos Cockpit Release Document, add the document name and and select "Release Document".



- In WP2 the selection is: Document Type Webcycle Adobe Acrobat Document, add the document name and and select “Release Document”.



3.3.4. I finish the process by clearing the waiting account and supplier accounts

STEP3 CLEARING VAT IMPACT sheet from the excel file, it is fully automated you just need to double check the amount posted in previous step (sometimes there are roundings) and update the path of the current excel file to justify all the entries.

> If the entry has a VAT impact it will generate a small profit for the company, affecting the P&L.
> Debit Waiting Account
> Credit PL code 7470000000 with cost center B780008045 if you are working with SSPOL

Once this entry is done go to transaction F-03 and clear GL account (using a standard assignment we can clear it very fast - use the current year 2026) and save.

Also the supplier codes must be cleared of open items; use transaction F-44 and clear the accounts where postings were made. They should always get a zero balance, in case of difference, double check your entries.

End of document