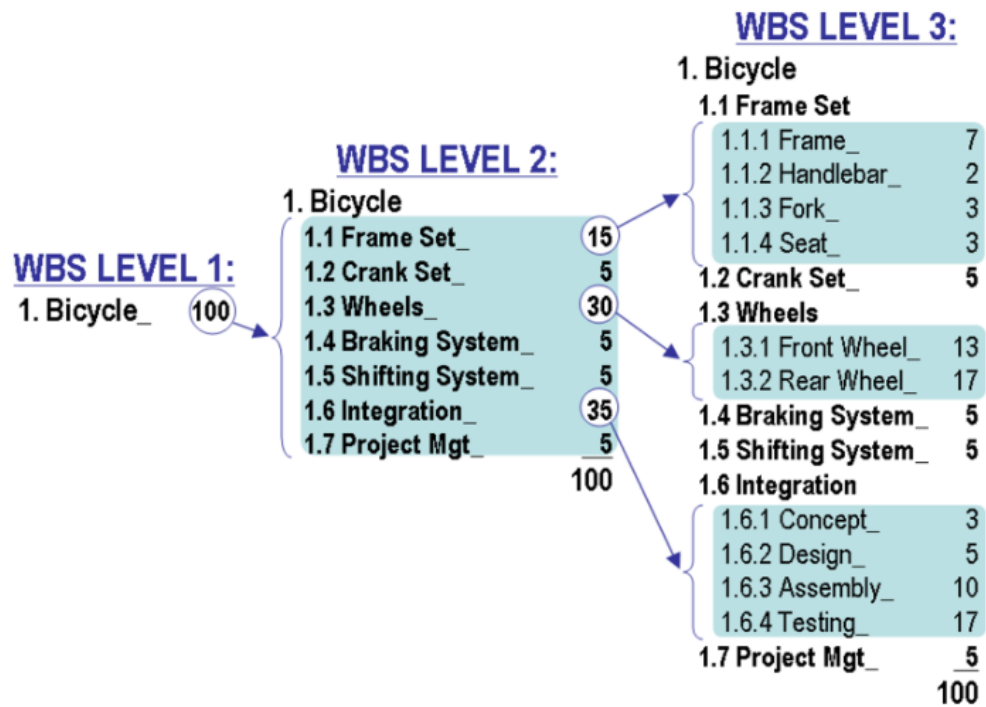


# I create a WBS element

WBS - "A work breakdown structure defines all the things a project needs to accomplish, organized into multiple levels, and displayed graphically."



Domain: SU Management Accounting

Responsibility area: Maintain Costing Master Data

## Table of contents

- Table of contents
- 1. Objective and Scope
  - 1.1. Objective of this Operation
  - 1.2. Scope
- 2. Definitions
- 3. WBS Creation
  - 3.1. I receive the request to create a WBS
  - 3.2. I search an existing Project
  - 3.3. I create the WBS element
  - 3.4. I create the settlement rule
  - 3.5. I inform the requester
  - 3.6. Other requests - Creation
  - 3.7. Notes regarding WBS Indicators
  - 3.7. How to find the correct Position
  - 3.7. Useful notes
- 4. R&I WBS Creation
- 5. Opening WBS with re invoicing

## Scope

---



WW

## ERP

---

PF2 / WP2

## Frequency

---



On  
Demand

## References

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CJ20N

CJB2

## Forms

---

## Attachments

---

*I receive a request to update/create  
a WBS element settlement rule*

# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to describe the process of creating a WBS (OPEX/Expense).

## 1.2. Scope

*This document applies to all the processes of creating a WBS to process expense costs (non capitalized).*

# 2. Definitions

See [Finance - Glossary](#)

# 3. WBS Creation

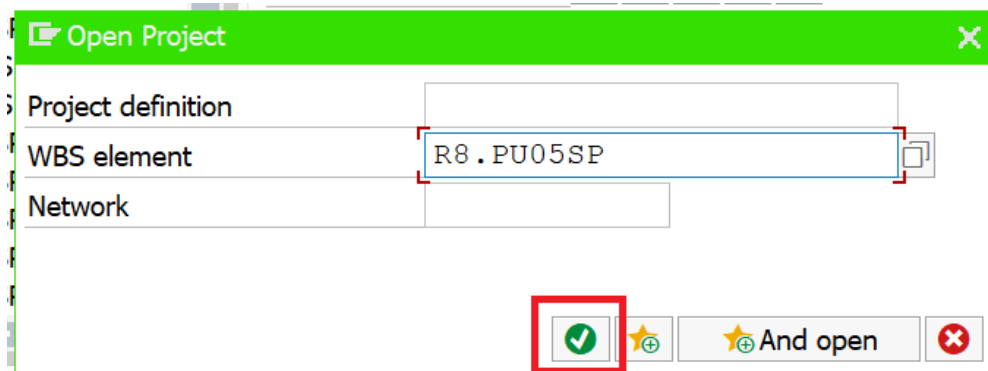
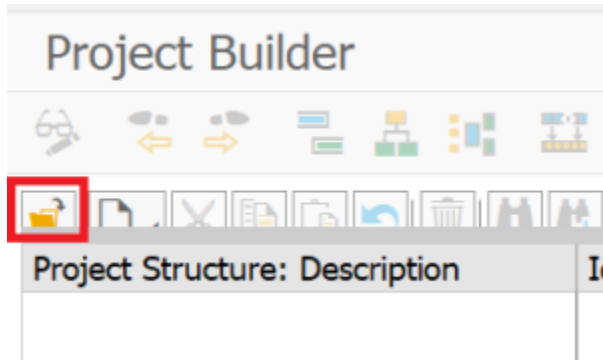
## 3.1. I receive the request to create a WBS

*I receive a request to create a WBS, some mandatory fields are necessary such as:*

- WBS Code
- Description
- Cost Center
- SRM7 Code (Position of person approving shopping carts)

### 3.2. I search an existing Project

After the project code is provided and details to introduce into the WBS we can enter the project using CJ02 or CJ20N, in this case we will use "R8.PU05SP" and T-Code CJ20N in WP2.

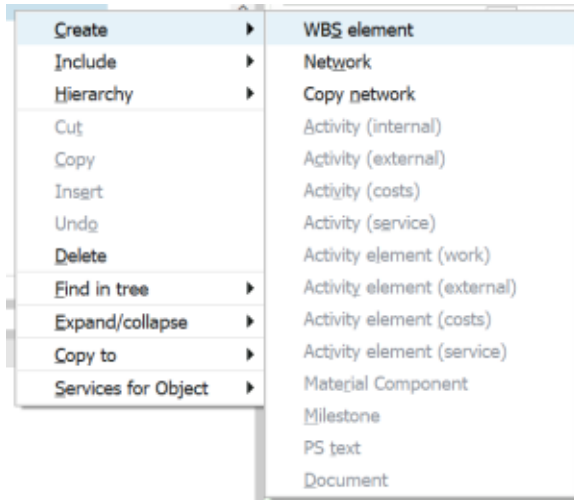


The Project Structure has Project R8.PU05SP in first line, WBS level 1 R8.PU05SP in second line and WBS level 2 R8.PU05SP.xxx in third line.

| Project Structure: Description            | Identification |
|-------------------------------------------|----------------|
| ▼ R&I Projects Specialty Polymers         | R8.PU05SP      |
| ▼ R&I Projects Specialty Polymers         | R8.PU05SP      |
| ▪ Micropowder Melt Explosion Extrusion    | R8.PU05SP.251  |
| ▪ Management of EOL RO Modules            | R8.PU05SP.250  |
| ▪ Anti frozen thermostatic valve body     | R8.GU05SP.197  |
| ▪ Material for gears for Samsung          | R8.GU05SP.184  |
| ▪ plant sup. - MARIETTA - RADEL           | R8.PU05SP.243  |
| ▪ Binder behaviour in Solid State Battery | R8.PU05SP.240  |
| ▪ New Barrier Material/ESD                | R8.PU05SP.239  |

### 3.3. I create the WBS element

In this case we will create a new WBS Element (level 2) R8.PU05SP.305 inside Level 1 WBS R8.PU05SP.  
By selecting WBS Level 1, right click mouse to view options and select Create > WBS Element.



The new line in the project was now created but with several empty fields in tab **Basic data** that will need to be edited:

Identification and view selection

WBS element: R8.PU05SP.1

Detail: [Icon]

Overview(s): [Icons]

Basic Data | Dates | Assignments | Control | User fields | Administr. | Superior | Progress | Long Text

Proj.type: [Dropdown] Short ID: [Text]

Priority: [Dropdown] [X] Proj. summarization

Status

System Status: [Text] [Info]

User status: [Text]

Responsibilities

|                 |         |                 |
|-----------------|---------|-----------------|
| Pers.Resp.No.   | 4018073 | VBOSEN          |
| Applicant no.   | 1000    | Responsible R&D |
| Resp. cost cntr | [Text]  | [Text]          |
| Req.cost center | [Text]  | [Text]          |
| Req. co.code    | [Text]  | [Text]          |

Operative indicators

- ☐ Planning element
- ☐ Acct asst elem.
- ☐ Billing element

**WBS Element Code:** R8.PU05SP.305

**WBS Element Description:** Energy CO2 Operations

**Proj. Type (Expense):** Internal Operations for **Regular Family** Projects and Innovation Project for **R&I Family** Projects.

**System Status:** (REL) - Released and SETC (Settlement Rule Created) - Read 3.3. Paragraph

**Person Responsible No.:** Code managed in T-Code **OPS06** to identify who is in charge of the project.

**Account Assignment Element:** X (Should be selected in order to receive costs).

**Responsible Cost Center:** Cost Center that the costs will go through.

**Required Cost Center:** Cost Center that the costs will go through.

**Required Company Code:** Automatically populated after Cost Center are inserted.

Next tab to be maintained is **Assignments**:

The fields will be automatically populated using the same information provided in the Project Master data.

For Expense Projects the **Object Class**: Overhead should be selected. All remaining information should be according to request.

|            |       |             |         |             |            |          |          |           |
|------------|-------|-------------|---------|-------------|------------|----------|----------|-----------|
| Basic Data | Dates | Assignments | Control | User fields | Administr. | Superior | Progress | Long Text |
|------------|-------|-------------|---------|-------------|------------|----------|----------|-----------|

|                     |                 |
|---------------------|-----------------|
| <b>Organization</b> |                 |
| CO area             | Z006            |
| Company code        | 6422            |
| Plant               | 4031            |
| Location            |                 |
| Factory calend.     | 10              |
| Profit Center       | 6422-I0554      |
| Equipment           |                 |
| <b>Object Class</b> | <b>Overhead</b> |
| Functional loc.     |                 |
| Currency            | EUR             |
| Tax Jur.            |                 |

Next tab to be maintained is **User fields**:

Only some GBU's use field Code of Group, in order to aggregate projects by groups created in T-Code ZWPST004.

**Checkboxes:** X Replicon (If the WBS is used to track and charge hours of labor by engineer's or laboratory employees)

|            |       |             |         |             |            |          |          |           |
|------------|-------|-------------|---------|-------------|------------|----------|----------|-----------|
| Basic Data | Dates | Assignments | Control | User fields | Administr. | Superior | Progress | Long Text |
|------------|-------|-------------|---------|-------------|------------|----------|----------|-----------|

|                                              |         |
|----------------------------------------------|---------|
| Field key                                    | ZPS0002 |
| <b>General fields</b>                        |         |
| Code of group.                               |         |
| Plant                                        |         |
| Authorization                                |         |
| Workshop                                     |         |
| <b>Dates</b>                                 |         |
| Capitalized on                               |         |
| <b>Checkboxes</b>                            |         |
| <input checked="" type="checkbox"/> Replicon |         |

Next tab to be maintained is **Cust. Enhancement**:

The majority of the information related to Cust. Enhancement is to identify the market that is related the WBS and Invoicing information.

First Fields are related to the GBU/Business Unit, that should be filled in according to request.

|         |             |            |          |          |           |                          |           |
|---------|-------------|------------|----------|----------|-----------|--------------------------|-----------|
| Control | User fields | Administr. | Superior | Progress | Long Text | <b>Cust. Enhancement</b> | cProjects |
|---------|-------------|------------|----------|----------|-----------|--------------------------|-----------|

|           |            |                                  |
|-----------|------------|----------------------------------|
| Ent. Code | ZSECT00071 | SPECIALTY POLYMERS               |
| Bus. unit | ENTRP00170 | SPECIALTY POLYMERS ( BFC: SPPOL) |
| IECRA Gr. |            |                                  |

Fill in next fields related to WBS Family, and Position Code (SMR7 Approver) provided by the requester.

|            |                                     |
|------------|-------------------------------------|
| WBS family | <input checked="" type="checkbox"/> |
| Position   | <input type="text"/>                |

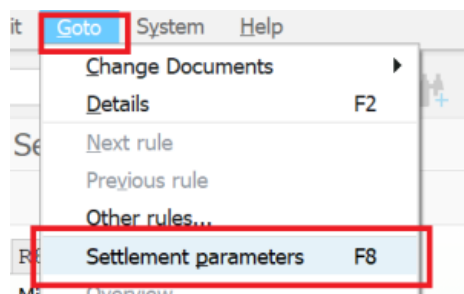
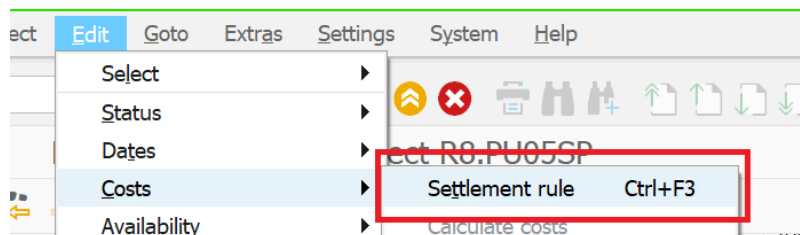
Specifically for R&I Projects the WEGO Number and Category can be requested:

| R&I DATA        |                      |
|-----------------|----------------------|
| Wego Project No | <input type="text"/> |
| WEGO Category   | <input type="text"/> |

### 3.4. I create the settlement rule

The Settlement Rule and Settlement Parameters define how the costs will be processed for expense costs we can have the following cost objects available:

- Cost Center
  - WBS
  - Order
  - GL Accounts
- 
- Edit -> Costs -> Settlement Rule-> Go To-> Settlement Parameters:



Options Available will change according to what is defined in the Settlement Rule Parameters:

| Parameters           |                                   |                         |
|----------------------|-----------------------------------|-------------------------|
| Description          | <input type="text"/>              |                         |
| Settlement profile   | <input type="text" value="ZPS3"/> | RCS OTP -> COPA Inv R&D |
| Allocation structure | <input type="text" value="AL"/>   | CO allocation structure |
| PA transfer str.     | <input type="text" value="P3"/>   | RCS WBS -> COPA Inv R&D |
| Source structure     | <input type="text"/>              |                         |
| Asset Value Date     | <input type="text"/>              |                         |
| Hierarchy number     | <input type="text"/>              |                         |
| Strategy Sequence    | <input type="text"/>              |                         |

For R&I WP2 example, to allocate costs to a CC in the Settlement Parameters should be the **Settlement Profile:** ZPS3 and **Allocation Structure:** AL.

There are several different combinations possible in order to reflect the costs with different accounts in the receiver cost object.

### 3.5. I inform the requester

### 3.6. Other requests - Creation

*During the month there may be requests such as this one:*

Open transaction CJ02

If the project was already created, we just need to add a new "sub-level" (WBS element):

Check if everything is filled under "Assignments":

Under "Responsibilities", the cost center must be added

Under "Control", the Investment profile must be defined  
*(Otherwise the costs of WBS could go directly to the Cost center).*

A few WBS elements may seem intangible (ZAUC\_I), like Labour or planning activities.

However, they should be defined as ZAUC\_T (RCS Tangible AuC) as they are part of the process (if the engineer doesn't set the machine, it will not work).

Define WBS fields such as WBS family and Position

**Note: WBS family for "Colmar projects" are always REGULAR.**

Set the WBS element status

While adding the first WBS element of a new project, usually the status is on creation. It should be released.

The best way to change it is to change the "header" of the project:

### *3.7. Notes regarding WBS Indicators*

The fields must be selected when necessary:

**SU** – WBS element used in project summarization (it's always set).

**PE** – Planning element: used as a tool of planning just in a few plants.

**Acct** – Account assignment element: when ticked it means that WBS element can have costs associated; if not ticked, then the WBS is just statistic.

**Bill** – Billing element: only used for Interco projects (COLMAR projects are excluded from Interco.)

### *3.7. How to find the correct Position*

Go to transaction **ZWFA119**.

### *3.7. Useful notes*

a) To go back while changing WBS, use:

b) Another way of checking the project: **CN43N**

## **4. R&I WBS Creation**

Enter the "[SCO of R&I WBS creation form](#)" file.

|                     | Endereço de email            | SAP system                  | Company code | Wi inv an L E |
|---------------------|------------------------------|-----------------------------|--------------|---------------|
| 2026/03/31 15:49:50 | aude.touraut@syensqo.com     | WP1 - RCS/Formar Rhodia ERP | 6422         | YE            |
| 2026/03/31 15:49:50 | davide.boccalini@syensqo.com | WP1 - RCS/Formar Rhodia ERP | 7728         | YE            |
| 2026/04/02 12:53:29 | delphine.simard@syensqo.com  | WP1 - RCS/Formar Rhodia ERP | 6422         | YE            |
| 2026/04/03 12:55:38 | cecile.mariac@syensqo.com    | WP1 - RCS/Formar Rhodia ERP | 6422         | NO            |
| 2026/04/08 08:47:11 | davide.boccalini@syensqo.com | WP1 - RCS/Formar Rhodia ERP | 6422         | YE            |
| 2026/04/08 09:08:03 | davide.boccalini@syensqo.com | WP1 - RCS/Formar Rhodia ERP | 6422         | YE            |
| 2026/04/08 15:12:04 | aude.touraut@syensqo.com     | WP1 - RCS/Formar Rhodia ERP | 6422         | YE            |
| 2026/04/09 11:04:28 | davide.boccalini@syensqo.com | WP1 - RCS/Formar Rhodia ERP | 7728         | YE            |
| 2026/04/15 13:05:23 | andrea.grade@syensqo.com     | WP1 - RCS/Formar Rhodia ERP | 7728         | NO            |
| 2026/04/15 14:41:37 | davide.boccalini@syensqo.com | WP1 - RCS/Formar Rhodia ERP | 6422         | YE            |

View the lines that are associated with new requests to create;

In column D we can see which company the order refers to;

| D            |
|--------------|
| Company code |
| 7728         |
| 6422         |

See column K for the type of project that needs to be created;

| K                                |
|----------------------------------|
| Please indicate the Project Code |
| WP1 R&I - R8.GSDIPH.203-1        |
| WP2 R&I - R8.PU05SP.***          |
| WP2 R&I - R8.PU05SP.***          |
| R8.PDIVER                        |
| WP2 R&I - CN.GSHSPP***           |
| WP2 R&I - RR.PSXIND              |
| WP2 R&I - R8.PU05SP.***          |

Insert the project into transaction CJ20N and create the WBS with the information entered from column L to column AH;

Example:

| L               | M                                                    | N          | O           | P                                         | Q                                          |
|-----------------|------------------------------------------------------|------------|-------------|-------------------------------------------|--------------------------------------------|
| Grouping Code   | Business Unit Code                                   | IECRA Code | PS Short ID | R&I WBS Family                            | Name of new WBS                            |
| RI-3RD          | ENTRP00166 - NBD - NBD                               |            |             | R&I OTHERS (Research & Innovation OTHERS) | Etude Explosivité Rumensmart - SPS         |
|                 | ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS    |            | SFP-10833   | R&I (Research & Innovation EFFORT)        | Gen-2 Premium Veradel for Membrane Appl    |
|                 | ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS    |            |             | R&I OTHERS (Research & Innovation OTHERS) | Analyse MCA dans effluent VDC TAN-P25514.B |
| R8.GSDIPH.203-1 | ENTRP00108 - AROMA PERFORMANCE - AROMA CORE BUSINESS |            |             | R&I (Research & Innovation EFFORT)        | PORTFOLIO EXPANSION                        |
|                 | ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS    |            | PFPE-9880   | R&I (Research & Innovation EFFORT)        | Sustainable Heat Transfer Fluids           |
|                 | ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS    |            | EM_ST-9610  | R&I (Research & Innovation EFFORT)        | Paintable Panel for SMC replacement        |
| RI-3RD          | ENTRP00166 - NBD - NBD                               |            |             | R&I OTHERS (Research & Innovation OTHERS) | Weylchem - Mesure EMI SPS                  |
|                 | ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS    |            | SFP-10798   | R&I (Research & Innovation EFFORT)        | Project Pristine                           |
|                 | ENTRP00198 - TECHNOLOGY SOLUTIONS - MINING SOLUTIONS |            |             | R&I (Research & Innovation EFFORT)        | Aerophine Homologues R&I China             |
|                 | ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS    |            | GH2-9602    | R&I (Research & Innovation EFFORT)        | AEL Diaphragm (RAPHAEL2)                   |

Note: Examples of information that we can observe in some columns.

When we need to do the invoicing, we have to send the information entered between the AI column and the AT column to the Intercompany team;

Example:

| AI                                                | AJ               | AK | AL                           | AM                                          | AN                                                |
|---------------------------------------------------|------------------|----|------------------------------|---------------------------------------------|---------------------------------------------------|
| Solvay group company?                             | Country          |    | GBU or External Partner      | Final Imputation on invoiced Solvay Company | Billings mode                                     |
| No - Entity to invoice is not within Solvay Group | France           | NA | EXTERNAL PARTNER             | NA                                          | Fix priced invoicing (in French - Forfait)        |
| Yes - Entity to invoice is within Solvay Group    | China - Shanghai |    | 5782 SP - SPECIALTY POLYMERS | R-U05ALW10833                               | Actual hours monthly invoicing - Internal p       |
| Yes - Entity to invoice is within Solvay Group    | France           |    | 6080 SP - SPECIALTY POLYMERS | TAN-P25514.B.02.RICL                        | Actual hours monthly invoicing - Internal p       |
| Yes - Entity to invoice is within Solvay Group    | France           |    | 64220 PA - AROMA PERFORMANCE |                                             | 64220 Actual hours monthly invoicing - Internal p |
| Yes - Entity to invoice is within Solvay Group    | Italy            |    | 5835 SP - SPECIALTY POLYMERS | R-U05BLW9880                                | Actual hours monthly invoicing - Internal p       |
| Yes - Entity to invoice is within Solvay Group    | USA              |    | 5782 SP - SPECIALTY POLYMERS | R-U05ALW9610                                | Actual hours monthly invoicing - Internal p       |
| No - Entity to invoice is not within Solvay Group | France           | NA | EXTERNAL PARTNER             | NA                                          | Fix priced invoicing (in French - Forfait)        |
| Yes - Entity to invoice is within Solvay Group    | USA              |    | 5782 SP - SPECIALTY POLYMERS | R-U05ALW10798C                              | Actual hours monthly invoicing - Internal p       |
| Yes - Entity to invoice is within Solvay Group    | USA              |    | 5782 SP - SPECIALTY POLYMERS | R-U05ALW9602                                | Actual hours monthly invoicing - Internal p       |

Note: Examples of information that we can observe in some columns.

Example of Ticket created to the Intercompany Team:



## 6422 - Add WBS to the contract

Completed

| Status    | Request ID | Quantity | Request for                                                                                                                  |
|-----------|------------|----------|------------------------------------------------------------------------------------------------------------------------------|
| Completed | 401102     | 1        |  Rúben Pacheco<br>ruben.pacheco@syensqo.com |

### Progress



### Details

|                                                     |                                                                                                                     |                                                                                                                                                                   |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Submitted</b><br>Apr 15, 2026 at 3:43 PM         | <b>Last updated</b><br>Apr 15, 2026 at 8:08 PM                                                                      | <b>Requested for email</b><br>ruben.pacheco@syensqo.com                                                                                                           |
| <b>Requested for company</b><br>SYENSQO S.A. / N.V. | <b>Ticket Title</b><br>6422 - Add WBS to the contract                                                               | <b>Select the type of flow</b><br>New Flow                                                                                                                        |
| <b>Country</b><br>FR-France                         | <b>Company Code</b><br>6422 - Specialty Operations France S.A.S                                                     | <b>Accounting ERP</b><br>ERP Syensqo WP2                                                                                                                          |
| <b>BFC Code</b><br>64220                            | <b>Please download, fill in and attach the Service Invoicing Request Form, template below</b><br>R8.PU05SP.325.xlsx | <b>Add additional details if needed for your request</b><br>Dear team,<br><br>Could you please add the WBS to the contract?<br><br>Best regards,<br>Rúben Pacheco |

After the intercompany team answers and completes their update, we can update the "SCO of R&I WBS creation form" file from cell AU to cell AZ.  
In this way, the request is processed and the requester can proceed with using the WBS.

## 5. Opening WBS with reinvicing

Create an Intercompany Ticket: (Ex:390648)



## 05978/ Opening of WBS with reinvicing

Completed

| Status    | Request ID | Quantity | Request for                                                                                                                  |
|-----------|------------|----------|------------------------------------------------------------------------------------------------------------------------------|
| Completed | 390648     | 1        |  Ruben Pacheco<br>ruben.pacheco@syensqo.com |

### Progress



### Details

|                                                     |                                                                                                                                                                |                                                                                                                                                                                      |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Submitted</b><br>Apr 9, 2026 at 10:13 AM         | <b>Last updated</b><br>Apr 9, 2026 at 4:45 PM                                                                                                                  | <b>Requested for email</b><br>ruben.pacheco@syensqo.com                                                                                                                              |
| <b>Requested for company</b><br>SYENSQO S.A. / N.V. | <b>Ticket Title</b><br>05978/ Opening of WBS with reinvicing                                                                                                   | <b>Select the type of flow</b><br>New Flow                                                                                                                                           |
| <b>Country</b><br>BE-Belgium                        | <b>Company Code</b><br>5978 - Solvay Specialty Polymers Belgium SA/NV, Oudenaarde                                                                              | <b>Accounting ERP</b><br>ERP Syensqo PF2                                                                                                                                             |
| <b>BFC Code</b><br>05978                            | <b>Please download, fill in and attach the Service Invoicing Request Form, template below</b><br>5978 - WBS - creation request 8 Apr 2026 with reinvicing.xlsx | <b>Add additional details if needed for your request</b><br>Dear Intercompany team,<br>Could you please create the intercompany WBS?<br>Thank you.<br>Best regards,<br>Ruben Pacheco |

In the ticket description, include the WBS (Work Breakdown Structures) that are in column X of the attached Excel spreadsheet and attach that same file:

| X                     |
|-----------------------|
| Settlement Receiver   |
| I05978SPRG-0105782-40 |
| I05978SPRG-0105782-41 |
| I05978SPRG-0105782-42 |

After creating the Intercompany Ticket, you need to reply to requester Ticket with its Request ID;

After the Intercompany team completes the process:

Go to transaction **ZZJ02**;

## R&D - Create projects from XLS template

### Report Selections

Controlling Area

CHEF

☒ Release Project

☒ Dialog run

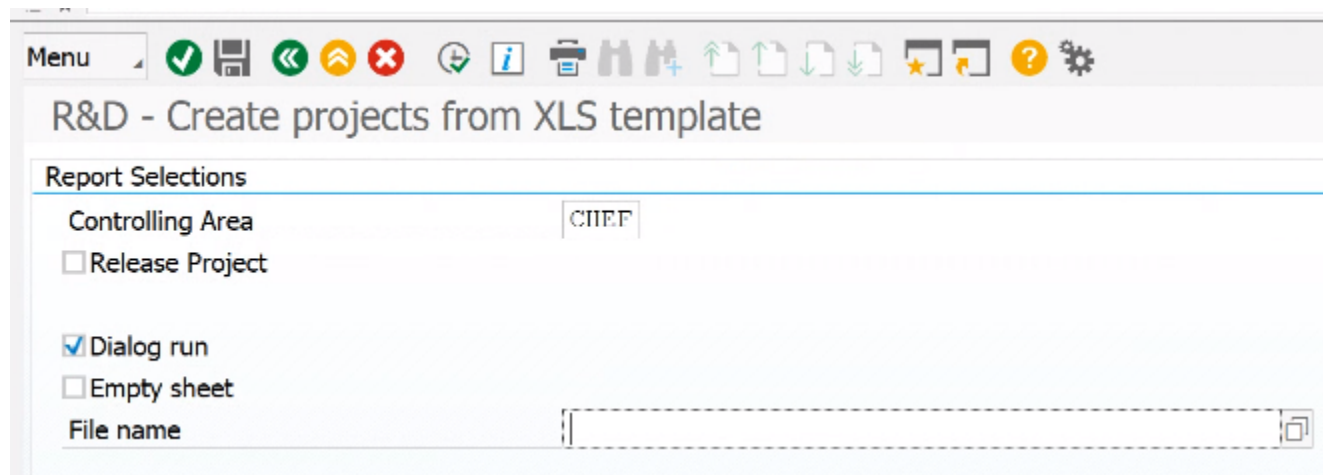
☒ Empty sheet

"Execute"

Select "Export to Excel". Copy the Excel file sent by the Controller to the new Excel sheet;

#### Important Note:

- Copy everything from column A - AD; Copy individually from column AE - AH because the columns do not correspond;
- Delete the values from column K;
- Place an "X" in column AH if there is a Replicon; Do not consider the tabs "2nd Settlement Receiver (interco)" and "2nd SR Percentage (interco)";
- Choose "Save as" and go back;
- Select "Dialog run" and put the excel file in the "File name";



Menu

R&D - Create projects from XLS template

Report Selections

Controlling Area

CHEF

☐ Release Project

☒ Dialog run

☐ Empty sheet

File name

"Execute"

Select all projects and choose "Project/WBS/Settl. Rule";

**NOTE:** It's okay to create projects with warnings, as long as they don't contain errors.

Go back and choose "Yes";

*Best regards,"*

After receiving the OK, release the projects;

R&D - Create projects from XLS template

Report Selections

Controlling Area

CHEF

☒ Release Project

☒ Dialog run

☐ Empty sheet

File name

C:\Users\gilf3305\Downloads\5835 RD Projects.xlsx

“Execute”

The X in the "R" means the projects have not yet been released;

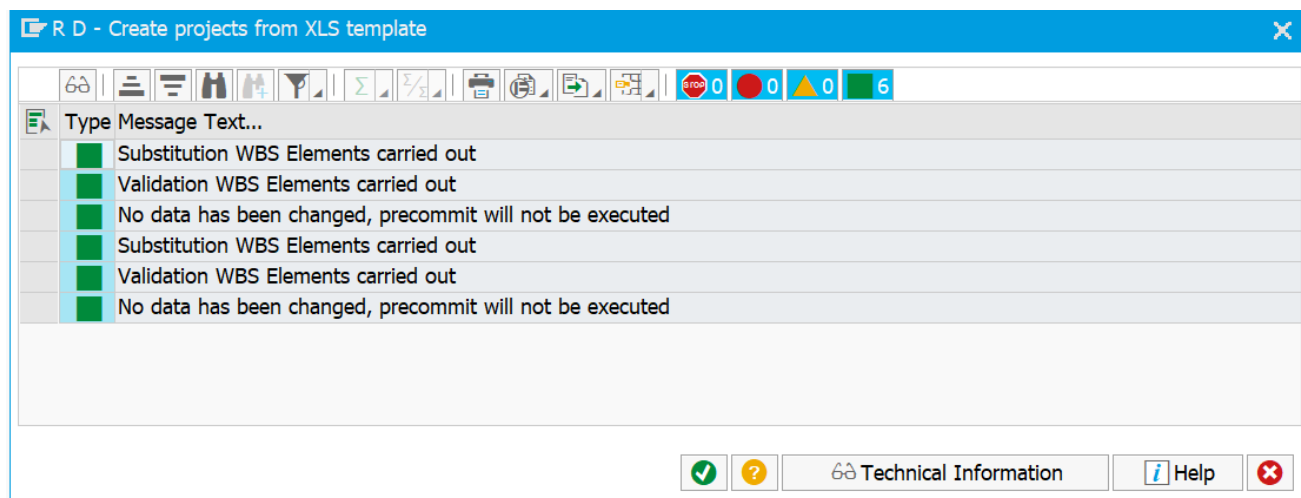
R D - Create projects from XLS template

Export to excel

Import from excel

Project/WBS/Settl. Rule

|  | P | W | S | R | Project definition | Proj.Prof. | Description                             | BA   | Plant | WBS element  | Description                             |
|--|---|---|---|---|--------------------|------------|-----------------------------------------|------|-------|--------------|-----------------------------------------|
|  | ✓ | ✓ | ✓ | ✗ | R-U05BLW9827       | BLT_RD     | F-solvent free enrichment               | 3490 | BLT   | R-U05BLW9827 | F-solvent free enrichment               |
|  | ✓ | ✓ | ✓ | ✗ | R-U05BLW9831       | BLT_RD     | Sustainable AF Coatings                 | 3490 | BLT   | R-U05BLW9831 | Sustainable AF Coatings                 |
|  | ✓ | ✓ | ✓ | ✗ | R-U05BLW9830       | BLT_RD     | Graft copolymer from reactive F-Polymer | 3490 | BLT   | R-U05BLW9830 | Graft copolymer from reactive F-Polymer |
|  | ✓ | ✓ | ✓ | ✗ | R-U05BLW9829       | BLT_RD     | Post-functionalization of F-Polymers    | 3490 | BLT   | R-U05BLW9829 | Post-functionalization of F-Polymers    |



**The projects have now been released;**

Inform the requester that the projects have been released.