


	Partner Checker User guide	
		Version: 2019-10-

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1. Product description and requirements

SNP Partner Checker is an extension of SAP standard that allows access to the VAT payer status checking service by tax ID number (NIP/VAT0-UE) and verification of its bank account number. The solution automates the process of business partner verification in National Revenue Administration (NRA) and European Union databases.

SNP Partner Checker solution provides:

- Automated checking of VAT payer statuses by analyzing master data of business partners or manually provided NIP numbers, by verifying NIP/VAT-EU ID in external databases (NRA/VIES).
- Automated checking of business partners bank account numbers, based on basic data and for NIP numbers provided manually, in an external database (NRA).
- Access to log of made checks, with possibility of displaying the verifications history and printing it out.
- API (Application Programming Interface) which enables the customer to extend the solution to check NIP number in other places in the SAP system (e.g. when creating business partner main record, when delivery order or invoice, etc.).
- API (Application Programming Interface) which enables the customer to extend the solution to check business partners bank account number in other places in SAP system (e.g. during executing payment process in transaction F110, etc.)

1.1. Technical requirements

Component	Recommended version
Kernel	6.0 or higher

1.2. Package content

Basic transactions in SNP Partner Checker:

Transaction ID	Description
/SNPPC/PC	Partner checker
/SNPPC/PC1	Partner checker – checking history
/SNPPC/PC_CONFIG	Partner checker – configuration

Transaction /n/SNPPC/PC_CONFIG enables configuration of the solution. Configuration's details were described in installation guide.

Transaction /n/SNPPC/PC is a basic transaction of the Partner Checker solution that enables checking contractor's activity in Ministry of Finance and European Union data bases.

Transaction /n/SNPPC/PC1 allows to display checks history (allows also displaying history for a given customer/ vendor).

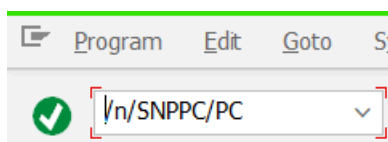
This manual describes /n/SNPPC/PC and /n/SNPPC/PC1 transactions .

Transaction /n/SNPPC/PC_CONFIG is described in Partner_Checker_InstallationManual_EN

2. Transactions and programs

2.1. Partner Checker – main transaction

To use that product it is necessary to call transaction /SNPPC/PC either by inserting sequence /n/SNPPC/PC in command field (below) or by using user menu.



2.2. Partner Checker – main transaction – selection screen

After executing transaction, screen with selection parameters will appear

 A screenshot of the SAP Partner Checker selection screen. The title bar shows "Partner Checker". Below the title bar, there is a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar, there is a toolbar with various icons. The main area contains several input fields and buttons. The "Organizational units" section has a "Company code" field with a checkmark icon. The "Reporting of the Partner checking log" section has fields for "White list date", "Date to", "Date from", "SAP user", "Usage type" (set to "SID"), "Key substring", and "ALV list variant". There are also buttons for "Check connection", "Check history", "About application", "Check SNP limit", and "Jump to MoF webpage".

There are icons on icon's bar:

Icon name	Icon description
Check connection	It validates first connection with Partner Checker service in SNP
Check history	Allows to display history of checking
About application	It allows to display product version number/to check for updates/to download the newest manuals.
Check SNP limit	Allows to verify the currently used number of queries
Jump to MoF webpage	Redirects to the portal which enables to check directly on the webpage of the Ministry of Finance.

At the top part of the selection screen data restrictions for the displayed log records (ALV list) are present. Meaning of that fields is described in following table:

Field name	Field description	Required/ Optional/ Not inserted	User activity and value	Comment
Company Code	Company code against which the authorization will be checked	Required	Manual entry/picklist	The company code is also used to: - limitation of checking vendors/customers only to the given CC - determining the correct ID (see ID parameter)
White list date	Date on which the check will be done in the NRA database	Required	Manual entry/picklist	
Date from	Start date of displayed check	Required	Manual entry/picklist	
Date to	End date of displayed check	Required	Manual entry/picklist	
SAP user	User who executed analysis.	Optional	Manual entry/picklist	
Usage type	Define ID of usage mode – first 3 letters of ID validation sequence (file name)	Optional	Manual entry/picklist	Option Default usage mode in transaction /SNPPC/PC is CHK. User who creates extension by API uses usually another usage mode (SID/GID). Mentioned functionality makes it simpler to identify where validation was executed in system.
Key substring	Define character sequence which has to be included in ID validation sequence (validation key) Simplifying log search	Optional	Manual entry	Field that was left empty is not filtering results. It helps to find validation.
ALV list variant	Define structure of ALV list's columns	Optional	Manual entry/picklist	Default columnar structure is delivered with product.

Downside of the selection screen enables executing checking in few variants:

- validation of XML JPK_VAT file,
- validation of suppliers/receivers/business partners master data,
- validation of tax ID that was manually entered

Important:


The selection screen of transaction /n/SNPPC/PC depends on configuration. Some elements of this screen can be hidden by using configuration parameters. See description of configuration parameters in installation manual.

Following table describes the meaning of fields:

Field name	Field description	Required/ Optional/ Not inserted	User activity and value	Comment
File data check				
Check data from file	Starts processing data from given XML file	Optional	Checkbox selection	Optional. Validation starts only if non-empty sequence is entered in that field.
JPK file to be checked	XML file with NIP numbers to check	Optional	Manual entry/ picklist	
SAP Folder	Determines file's localization: on workstation (SAP directory = empty) or on SAP application server (X).	Optional	Checkbox selection	

XML attribute with VAT Number	Sequence that describes XML file's attribute from which NIP number would be loaded	Required	Manual entry One can enter up to three attributes separated by semicolon sign “,”	Default value can be set by configuration parameter FILE_DEF_XML_ATTR
Business partners' data check				
Check vendors' data	Determine if supplier's have to be checked	Optional	Checkbox selection	
Vendors	Define vendors checking range	Optional	Manual entry/ picklist	Undeclared range means that all of suppliers will be checked
Filter on creation date	If ticked and date is declared, only vendors created on or after declared date will be checked If no Date is given, the offset field used to calculate the date in relation to the current day is used	Optional	Manual entry/ picklist Standard offset = 0, that means if no start date is given, the current day becomes such a date.	Unticked checkbox means that all of suppliers will be checked Offset is prepared especially for use in background processing e.g. once a day, when providing fixed data would not make sense
Do not show locked	If checked then master data records for locked partner (either globally or at company code level) are excluded from processing	Optional	Checkbox selection	
Check customers' data	Determine if customers' data will be checked	Optional	Checkbox selection	
Customers	Define receivers checking range	Optional	Manual entry/ picklist	Undeclared range means that all of receivers will be checked
Filter on creation date	If ticked and date is declared, only customers created on or after declared date will be checked If no Date is given, the offset field used to calculate the date in relation to the current day is used	Optional	Manual entry/ picklist	Unticked checkbox means that all of customers will be checked Offset is prepared especially for use in background processing e.g. once a day, when providing fixed data would not make sense
Do not show locked	If checked then master data records for locked partner (either globally or at company code level) are excluded from processing	Optional	Checkbox selection	
Given data check				
VAT numbers to be checked	Checking declared VAT numbers	Optional	Manual entry/ picklist	Empty field means that VAT number will not be checked
REGON	Checking declared REGON	Optional	Manual entry/ picklist	Empty field means that REGON will not be checked

Processing options				
Process offline	If ticked NIP checking will be processed in background (user can refresh the report until result appears).	Optional	Checkbox selection	User see process icon on log position (sprocket) during waiting time.

To execute the report user has to press execution icon (F8) .

2.3 Partner Checker – main transaction – reporting screen

After executing the report, ALV list that displays logs of checking tax IDs will appear:

Partner Checker

Logs of partners check

Date: 01.10.2019 - 03.10.2019
Service user: 27448

Partner Checker - log display

VATNo	Checking process key	White list date	Record date	Time	User Name	Error code	No of records	Ext.rec.	WL	Serv.	External service errors	Transaction code	CoCd
	CHP>20191003_161904_STANISLAWSKK_6750003690	03.10.2019	03.10.2019	16:19:04	STANISLAWSKK	0	1	0		200	OK	/SNPPC/PC	Y001
	CHP>20191003_161257_STANISLAWSKK_6750003690	03.10.2019		16:12:57		0	1	0		200	OK	/SNPPC/PC	Y001
	NID>20191003_132128_CHMIELEWSKIS_6750003690	03.10.2019		13:21:28	CHMIELEWSKIS	0	1	0		200	OK		Y001
	NID>20191003_132123_CHMIELEWSKIS_6750003690	03.10.2019		13:21:23		0	1	1		200	OK		Y001
	NID>20191002_125733_GINTERK_6750003690	02.10.2019	02.10.2019	12:57:33	GINTERK	0	1	0		200	OK		Y001
	NID>20191002_125731_GINTERK_6750003690	02.10.2019		12:57:31		0	1	1		200	OK		Y001
	CHP>20191001_154325_GINTERK_1132470708	01.10.2019	01.10.2019	15:43:25		0	1	1		200	OK	/SNPPC/PC	Y001
	CHP>20191001_154204_GINTERK_1132470708	01.10.2019		15:42:04		0	1	1		200	OK	/SNPPC/PC	Y001
	CHP>20191001_153041_GINTERK_1132470708	01.10.2019		15:30:41		0	1	1		200	OK	/SNPPC/PC	Y001
	CHP>20191001_152513_GINTERK_1132470708	01.10.2019		15:25:13		0	1	0		200	OK	/SNPPC/PC	Y001
	CHP>20191001_152041_GINTERK_1132470708	01.10.2019		15:20:41		0	1	0		200	OK	/SNPPC/PC	Y001
	CHP>20191001_151649_GINTERK_MANY	01.10.2019		15:16:49		0	37	11		200	OK	/SNPPC/PC	Y001
	CHP>20191001_151444_GINTERK_MANY	01.10.2019		15:14:44		0	25	21		200	OK	/SNPPC/PC	Y001
	NID>20191001_150146_GINTERK_6750003690	01.10.2019		15:01:46		0	1	0		200	OK		Y001
	CHP>20191001_143420_GINTERK_9511844040	31.01.2019		14:34:20		0	1	1		200	OK	/SNPPC/PC	Y001
	CHP>20191001_141538_GINTERK_6750003690	01.10.2019		14:15:38		0	1	0		200	OK	/SNPPC/PC	Y001
	CHP>20191001_141242_GINTERK_7831007209	01.10.2019		14:12:42		0	1	0		200	OK	/SNPPC/PC	Y001
	CHP>20191001_141015_KORECKID_5213681831	01.10.2019		14:10:15	KORECKID	0	1	0		200	OK	/SNPPC/PC	Y001
	CHP>20191001_141014_GINTERK_7831007209	01.10.2019		14:10:14	GINTERK	0	1	1		200	OK	/SNPPC/PC	Y001
	CHP>20191001_134252_KORECKID_5213681831	01.10.2019		13:42:52	KORECKID	0	1	1		200	OK	/SNPPC/PC	Y001
	NID>20191001_120218_GINTERK_6750003690	01.10.2019		12:02:18	GINTERK	0	1	0		200	OK		Y001
	NID>20191001_120215_GINTERK_6750003690	01.10.2019		12:02:15		0	1	1		200	OK		Y001

Following table describes the meaning of fields:

Field name	Field description
Checking process key	Identifies the check performed
White list date	Date of checking in the database NRA
Record date	Date on which the log entry was created
Time	Time at which the log entry was created
User Name	The user who has run the check
Error code	Check execution error code (0=OK)
No of records	The number of records checked during the check process
Number of checked records	Number of records that were checked externally (records marked for ignoring in the configuration are not checked, e.g. lack, and incorrect syntax), records downloaded from the cache are also not checked.
External service errors	Main statuses: 100 – unexpected server error 200 – ok 300 – Limit exhausted 310 – Limit exhausted during checking 320 – data base error 360 – Ministry's API unreachable 390 – SNP user does non exist 395 – SNP incorrect user password 399 – wrong request 901 – SOAP: application error 902 – SOAP: invalid logical port - check configuration 903 – SOAP: system error
Transaction code	

Double click on any of report log line bringing list with summarized or detailed information of selected log line e.g.:

File

List

Edit

GoTo

Settings

System

Help

<

File

Last

Edit

GoTo

Settings

System

Help

By double clicking on a given record you can view the details of checks for individual VAT numbers (they can be printed).

Double-clicking in the Basic data / Block column allows you to display the data of contractors for a given NIP number or go to the lock screen of these contractors.

2.4 Partner Checker – history of checking

Transaction /n/SNPPC/PC1 allows to display the history of checking (it can be also accessed from transaction /n/SNPPC/PC via button *Check history*).

The screenshot shows the SAP Partner Checker - check history screen. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar with various icons, and a main content area. The main content area is divided into sections: 'Organizational structure' with a 'Company code' field set to 'ZMT'; 'Data selection' with fields for 'White list date', 'Date from' (01.10.2019), 'Date to' (03.10.2019), 'Usage type' (SID), and 'ALV list variant'; and 'Tax ID number selection' with checkboxes for 'Select all data', 'Filter on creation date', and fields for 'VAT ID numbers', 'REGON', 'Vendors', and 'Customers'.

Meaning of the selection fields is described in following table:

Field name	Field description	Required/Optional/Not inserted	User activity and value	Comment
Company code	Company code against which the authorization will be checked	Optional	Manual entry/picklist	
White list date	Date on which the check will be performed in the NRA database	Optional	Manual entry/picklist	
Date from	Limits the date of the history to be displayed	Required	Manual entry/picklist	

Date to	Limits the date of the history to be displayed	Required	Manual entry/picklist	
Usage type	Allows selecting usage types to be displayed	Optional	Manual entry/picklist	Usage Type equals to first three letters of log ID.
ALV list variant	Allows to choose variants, that describes ALV list layout	Optional	Manual entry/picklist	
Select all data	Presents all checks (no restrictions for NIP/supplier/recipient)	Optional	Manual entry	
VAT ID numbers	VAT ID for which history should be displayed.	Required see Comment	Manual entry/picklist	The user should enter one of four parameters: - VAT number - REGON - Vendor - Customer
REGON	REGON for which history should be displayed.	Required see Comment	Manual entry/picklist	The user should enter one of four parameters: - VAT number - REGON - Vendor - Customer
Vendor	Vendor for which NIP number history should be displayed	Required see Comment	Manual entry/picklist	The user should enter one of four parameters: - VAT number - REGON - Vendor - Customer
Customer	Customer for which NIP number history should be displayed	Required see Comment	Manual entry/picklist	The user should enter one of four parameters: - VAT number - REGON - Vendor - Customer

The displayed ALV list can be printed (Menu List> Print)

3. Partner Checker configuration

Partner Checker configuration was described in installation guide:
(*Partner_Checker_InstallationManual_EN_data.pdf*)

4. Additional information

Additional information about SNP Partner Checker one can find in User Manual and on the *SNP Poland* product forum: <https://addons.snp-poland.com/>