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|--|---|---|
|  | <p style="text-align: center;"><b>Partner Checker</b></p> <p style="text-align: center;">User guide</p> |  |
|  |   | Version: 2019-10-   |

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## 1. Product description and requirements

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**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/VIIES).
- 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

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| Component | Recommended version |
|-----------|---------------------|
| Kernel    | 6.0 or higher       |

### 1.2. Package content

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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).

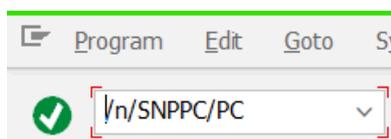
This manual describes `/n/SNPPC/PC` and `/n/SNPPC/PC1` transactions .

Transaction `/n/SNPPC/PC_CONFIG` is described in `Partner_Checker_InstallationManual_EN`

## 2. Transactions and programs

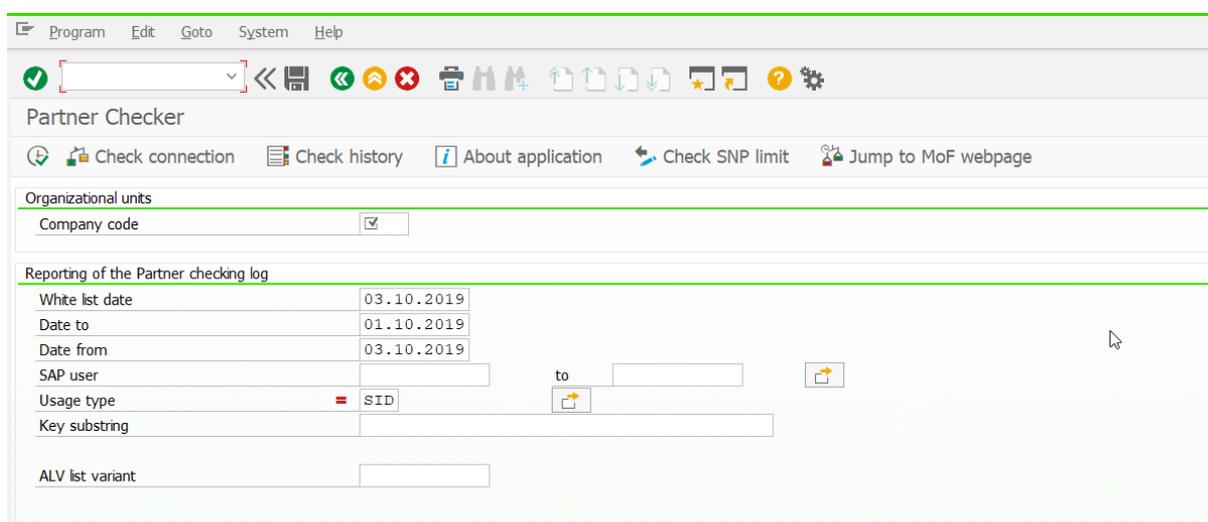
### 2.1. Partner Checker – main transaction

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



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/<br>Optional/<br>Not<br>inserted | User activity and<br>value | Comment  |
|------------------|---|---|----------------------------|--|
| Company Code     | Company code against which the authorization will be checked  | Required                                  | Manual entry/picklist      | The company code is also used to:<br>- limitation of checking vendors/customers only to the given CC<br>- 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<br>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)<br><br>Simplifying log search | Optional                                  | Manual entry               | Field that was left empty is not filtering results.<br><br>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/<br>Optional/<br>Not<br>inserted | User activity and<br>value | Comment  |
|------------------------|--|---|----------------------------|--|
| <b>File data check</b> |  |   |                            |  |
| 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<br>One can enter up to three attributes separated by semicolon sign “;”  | Default value can be set by configuration parameter FILE_DEF_XML_ATTR   |
| <b>Business partners' data check</b> |   |          |   |   |
| 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<br><br>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<br><br>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<br><br>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<br><br>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<br><br>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  |   |
| <b>Given data check</b>              |   |          |   |   |
| 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**

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_141539_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:<br>100 – unexpected server error<br>200 – ok<br>300 – Limit exhausted<br>310 – Limit exhausted during checking<br>320 – data base error<br>360 – Ministry’s API unreachable<br>390 – SNP user does non exist<br>395 – SNP incorrect user password<br>399 – wrong request<br>901 – SOAP: application error<br>902 – SOAP: invalid logical port - check configuration<br>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.:

| Check | m.            | WL | check key    | WL pos. | Service | Bus. partn.  | BP Number | Partner name | Icon | Form       | TAXID                            | Message    | KRS       | REGON      | Record date | Time      | User | From cache | Cache date |
|-------|---------------|----|--------------|---------|---------|--|-----------|--------------|------|------------|----------------------------------|------------|-----------|------------|-------------|-----------|------|------------|------------|
| VATNo | 675-000-36-90 | 1  | White list V | V       | 100004  | ARGED SPÓŁDZIELNIA HANDLOWA SPOLEM W KRAKOWIE W LIKWIDACJI |           |              | ●    | 6750003690 | Number 6750003690 is not active! | 0000060780 | 001408200 | 01.10.2019 | 14:15:38    | GINTERK X | X    | 01.10.2019 |            |
| VATNo | 675-000-36-90 | 2  | White list V | V       | 100004  | ARGED SPÓŁDZIELNIA HANDLOWA SPOLEM W KRAKOWIE W LIKWIDACJI |           |              | ●    | 6750003690 | Number 6750003690 is not active! | 0000060780 | 001408200 | 01.10.2019 | 14:15:38    | GINTERK X | X    | 01.10.2019 |            |
| VATNo | 675-000-36-90 | 3  | White list V | V       | 100004  | ARGED SPÓŁDZIELNIA HANDLOWA SPOLEM W KRAKOWIE W LIKWIDACJI |           |              | ●    | 6750003690 | Number 6750003690 is not active! | 0000060780 | 001408200 | 01.10.2019 | 14:15:38    | GINTERK X | X    | 01.10.2019 |            |

| REGON     | Record date | Time     | User      | From cache | Cache date | Cache time   | Information | Bank Qty                    | Bank acc. | SAP | WL | b. acc. | Icon  | Message   | WL reqID | Serv. code | Icon | Serv. desc | Mast. data | Lock | Tcode     |
|-----------|-------------|----------|-----------|------------|------------|--------------|-------------|-----------------------------|-----------|-----|----|---------|---|-----------|----------|------------|------|------------|------------|------|-----------|
| 001408200 | 01.10.2019  | 14:15:38 | GINTERK X | 01.10.2019 | 12:02:15   | V:0000100004 | DE          | 10124011540023531846        |           |     | ▲  |         | Foreign bank account number                       | 620-8532h | 200      | OK         |      |            |            |      | /SNPPC/PC |
| 001408200 | 01.10.2019  | 14:15:38 | GINTERK X | 01.10.2019 | 12:02:15   | V:0000100004 | PL          | 3110501520100002353184282   |           |     | ●  |         | Bank account number is not assigned to white list | 620-8532h | 200      | OK         |      |            |            |      | /SNPPC/PC |
| 001408200 | 01.10.2019  | 14:15:38 | GINTERK X | 01.10.2019 | 12:02:15   | V:0000100004 | PL          | 421240203411110010115569241 |           |     | ●  |         | Bank account number is not assigned to white list | 620-8532h | 200      | OK         |      |            |            |      | /SNPPC/PC |
| 001408200 | 01.10.2019  | 14:15:38 | GINTERK X | 01.10.2019 | 12:02:15   | V:0000100004 | PL          | 391240203411112223334444    |           |     | ●  |         | Bank account number is not assigned to white list | 620-8532h | 200      | OK         |      |            |            |      | /SNPPC/PC |

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*).

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<br>see<br>Comment | Manual entry/picklist | The user should enter one of four parameters:<br>- VAT number<br><br>- REGON<br>- Vendor<br>- Customer |
| REGON            | REGON for which history should be displayed.                     | Required<br>see<br>Comment | Manual entry/picklist | The user should enter one of four parameters:<br>- VAT number<br>- REGON<br>- Vendor<br>- Customer     |
| Vendor           | Vendor for which NIP number history should be displayed          | Required<br>see<br>Comment | Manual entry/picklist | The user should enter one of four parameters:<br>- VAT number<br>- REGON<br>- Vendor<br>- Customer     |
| Customer         | Customer for which NIP number history should be displayed        | Required<br>see<br>Comment | Manual entry/picklist | The user should enter one of four parameters:<br>- VAT number<br>- REGON<br>- Vendor<br>- Customer     |

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

### **3. Partner Checker configuration**

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Partner Checker configuration was described in installation guide:  
(*Partner\_Checker\_InstallationManual\_EN\_data.pdf*)

### **4. Additional information**

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