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| | <p style="text-align: center;">Partner Checker</p> <p style="text-align: center;">Installation guide</p> |  |
| | | Version: 2019-10-04 |

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1. Description of the Partner Checker installation

| | |
|----------------------------------|--|
| PRODUCT ID (capital letters): | PARTNERCHECKER |
| Product's name | Partner Checker – Checking contractor's activity of NIP and bank account numbers |

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.)

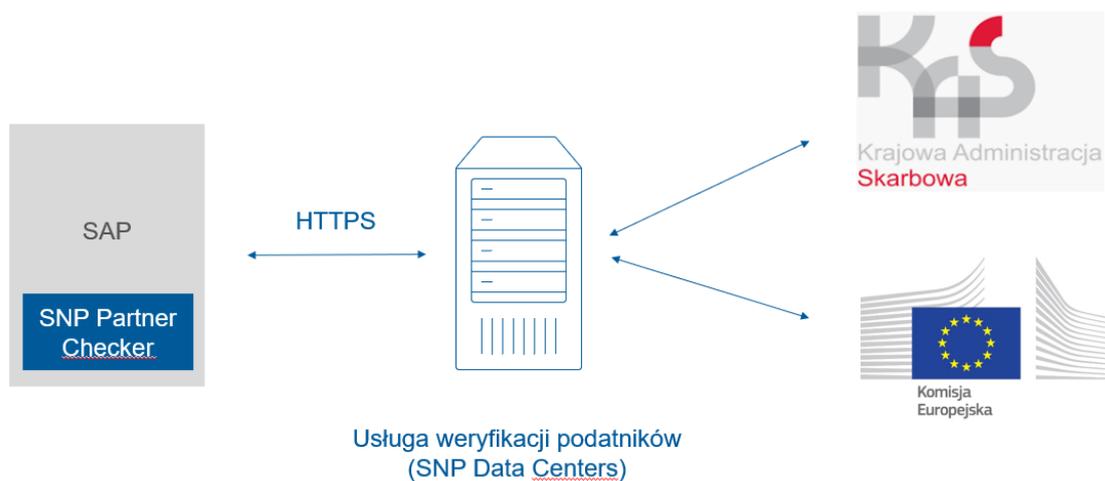
| Transaction ID | Description |
|------------------|------------------------------------|
| /SNPPC/PC | Partner checker |
| /SNPPC/PC1 | Partner checker – checking history |
| /SNPPC/PC_CONFIG | Partner checker – configuration |

1.1. Technical prerequisites

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

The SNP Partner Checker product is prepared in a separate namespace reserved for SNP Poland /SNPPC/

1.2. Solution architecture



Overview drawing of how the Partner Checker solution works

2. Installation steps

Step 1a. Importing transport requests including SNP Partner Checker base solution

| Action | Details | | | | | | | | |
|---|---|---------|-----------|------|-----------|-----------------------|--|--|--|
| <p>Please import following transport requests in specified order:</p> <ol style="list-style-type: none"> 1. BE6K947700 - workbench Partner Checker Base 2. BE6K947702 - customizing Partner Checker Base <p>Important! In transport configuration it could be necessary to set these options: Overwrite originals Ignore invalid component version.</p> | <p>Objects included in transport:</p> <table> <tr> <td>Package</td> <td>R3TR</td> <td>DEVC</td> <td>/SNPPC/PC</td> </tr> <tr> <td colspan="4">Default configuration</td> </tr> </table> | Package | R3TR | DEVC | /SNPPC/PC | Default configuration | | | |
| Package | R3TR | DEVC | /SNPPC/PC | | | | | | |
| Default configuration | | | | | | | | | |

Step 2. Enable connection between SAP and Partner Checker service

Partner checker is connecting with SNP service server in direct mode (by HTTPS connection):

1. <https://services-pc.snpgroup.com:443/>

To work in direct mode you need to provide a connection between SAP application server and BCC service (possibly by proxy). Connection can be tested with transaction SE37, by testing function module HTTP_POST with:

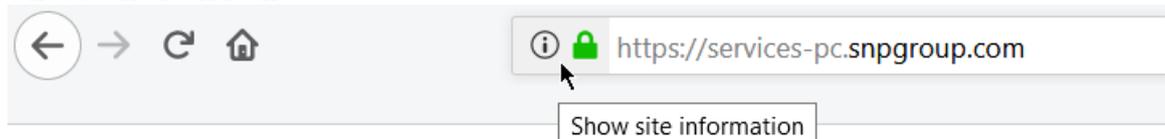
- Check the checkbox Uppercase/Lowercase,
- URL (parameter ABSOLUTE_URI) <https://services-pc.snpgroup.com:443/> and optionally inserting proxy data. Value 405 of return parameter STATUS_CODE means correct connection.

Important! In order to establish correct connection between an SAP system and SNP Partner Checker service two things should be done:

- Relevant firewalls should allow the connection
- SSL certificates from website <https://services-pc.snpgroup.com:443/> should be imported into the SAP system using transaction STRUST.

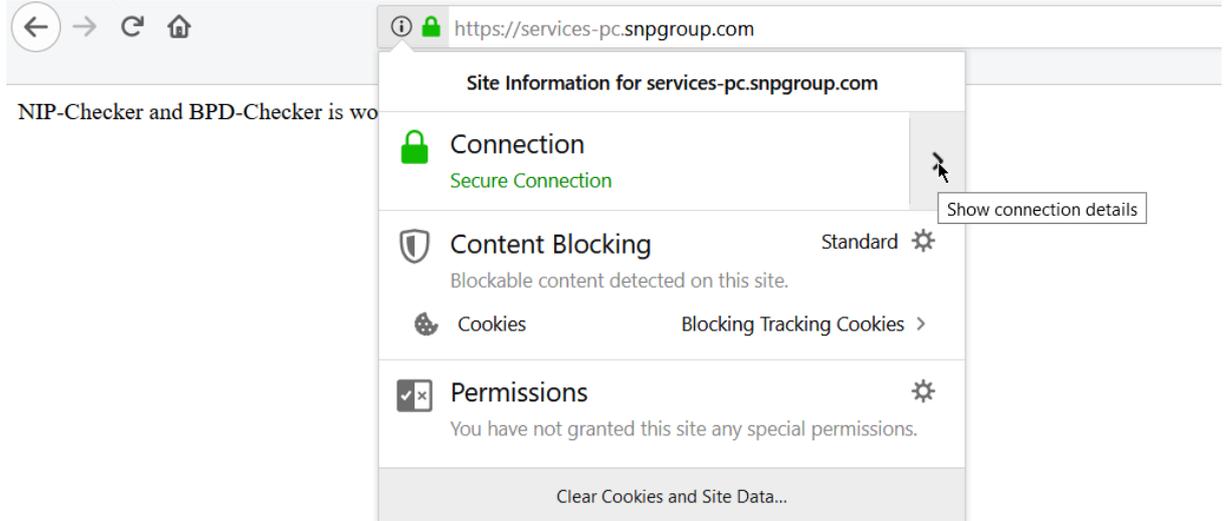
Download certificates from website (using Mozilla Firefox, one can use Chrome instead)

1. Open in a browser <https://services-pc.snpgroup.com:443>
2. Choose the lock icon

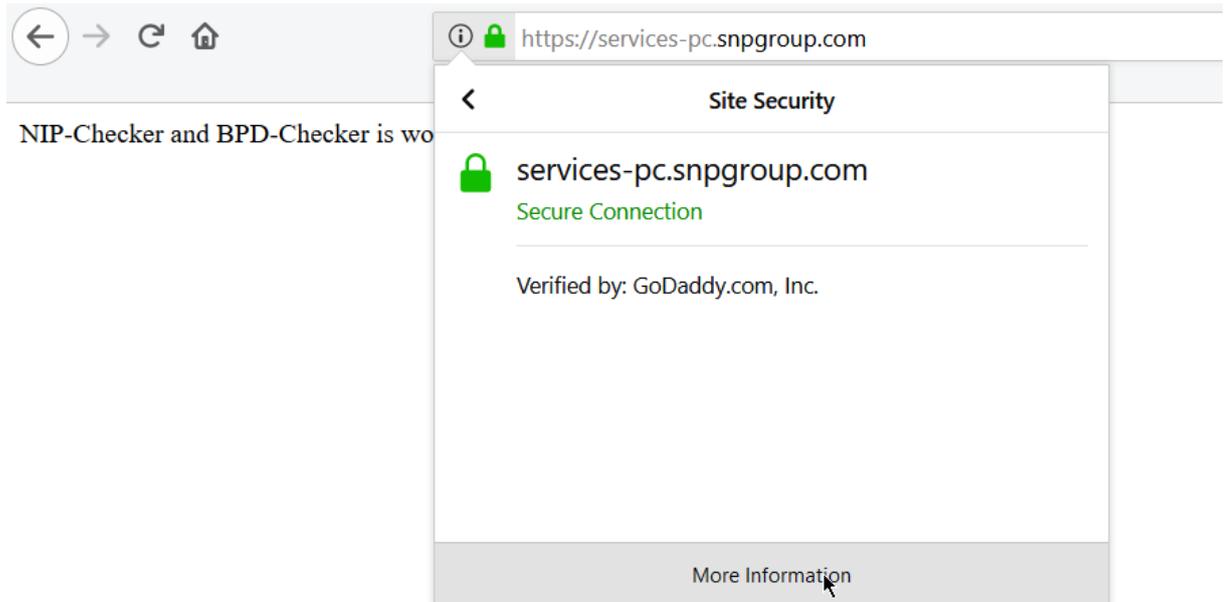


NIP-Checker and BPD-Checker is working properly.

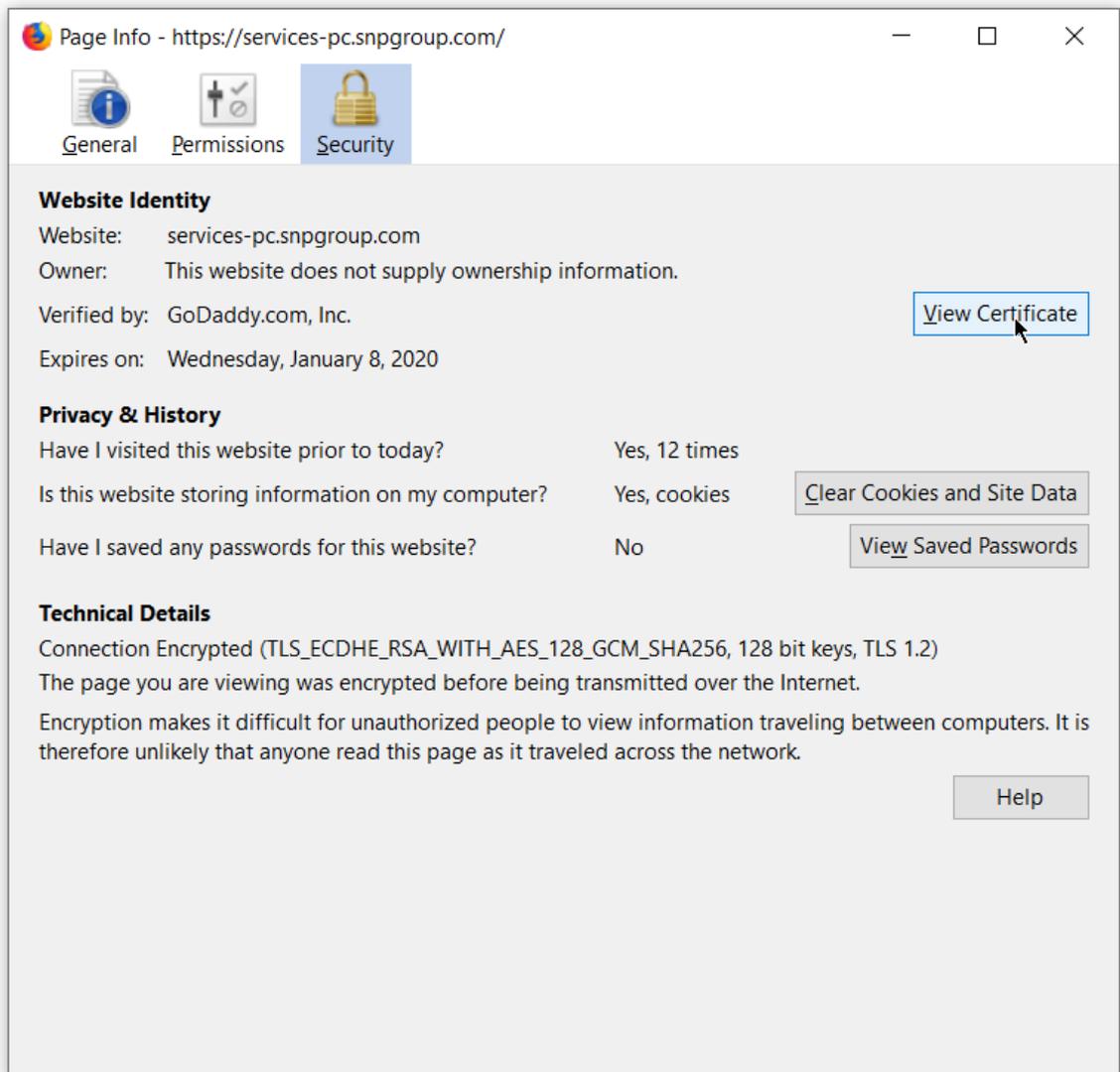
3. Choose „Show connection details”



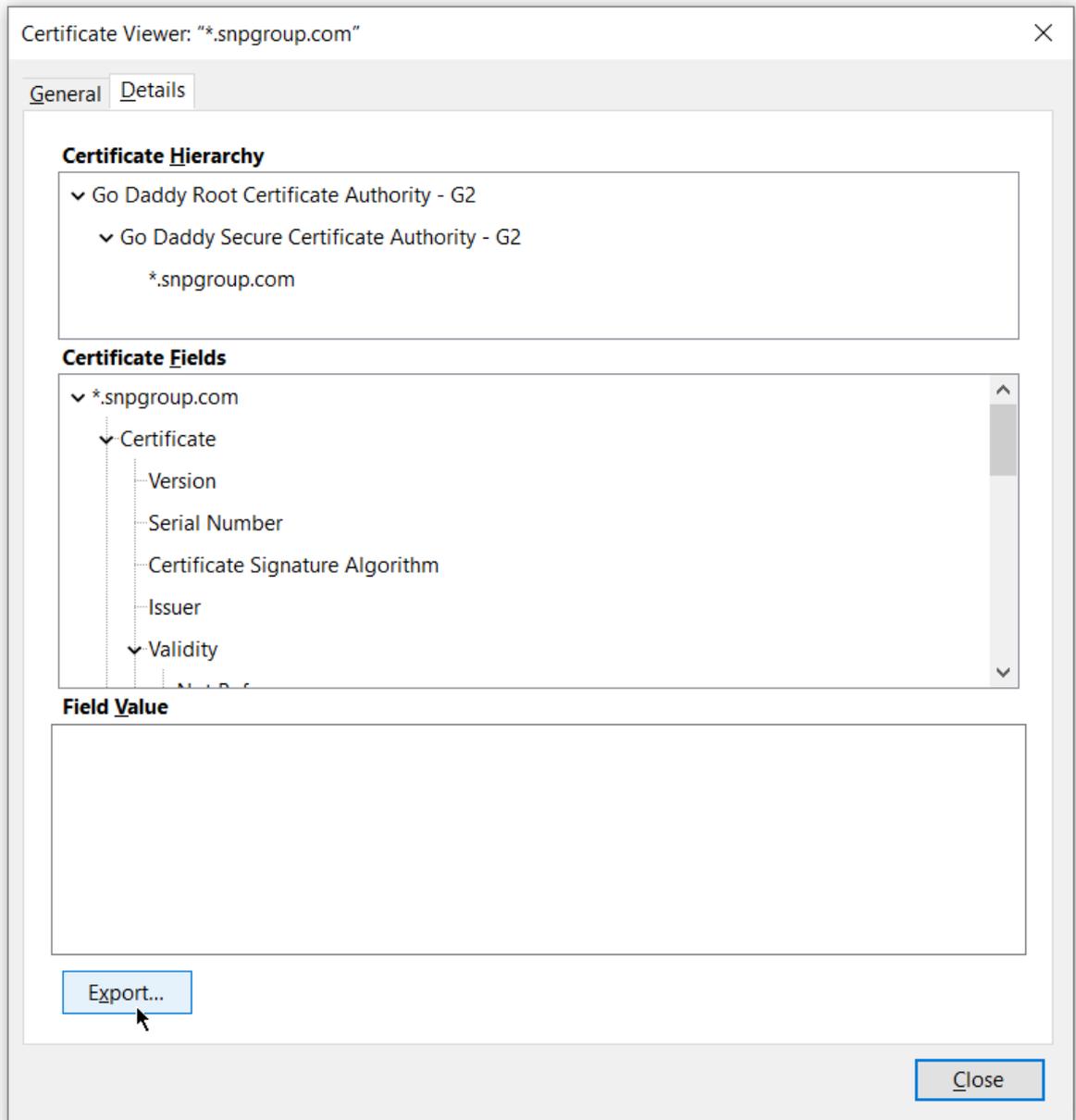
4. More Information



5. And View Certificate



6. Now you can export the certificate using the Export button



Step 3. Connection configuration in SOAMANAGER

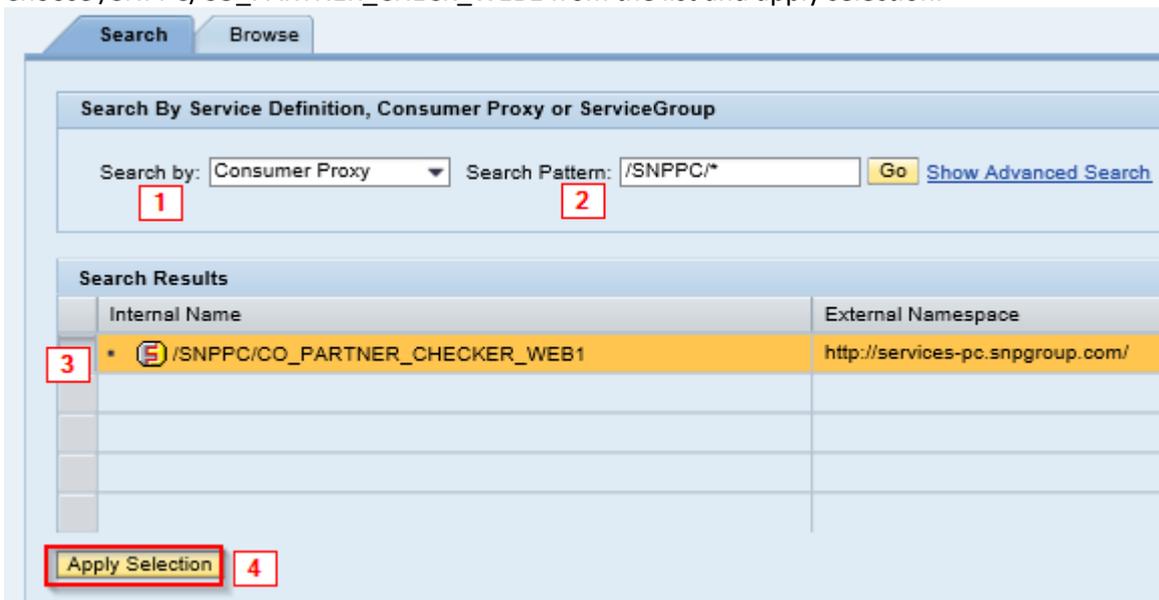
Connection with SNP Poland service is using SOAP protocol. To configure it, it is necessary to create logical port. Below step should be carried out on each system separately.

Open transaction code **SOAMANAGER**

Warning!: layout of SOAMANAGER may differ depending on installed version. If it's unavailable the service has to be activated by SAP administrator.



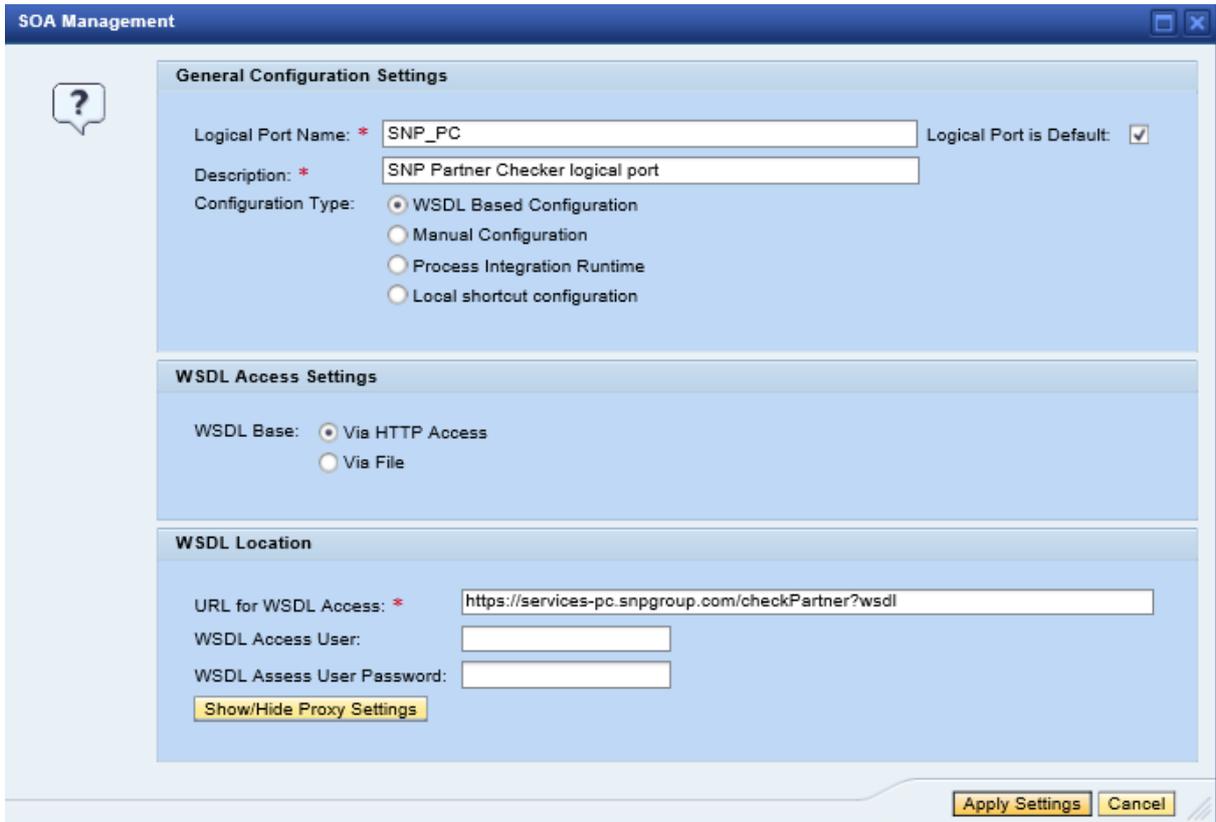
Go to web service configuration. As a search criteria select Consumer Proxy, search pattern /SNPPC/CO_PARTNER_CHECK_WEB1 (or /SNPPC/*). Choose /SNPPC/CO_PARTNER_CHECK_WEB1 from the list and apply selection.



Important!: Default value of logical port is SNP_PC. If it's changed then it should be adjusted in step 4 as well.

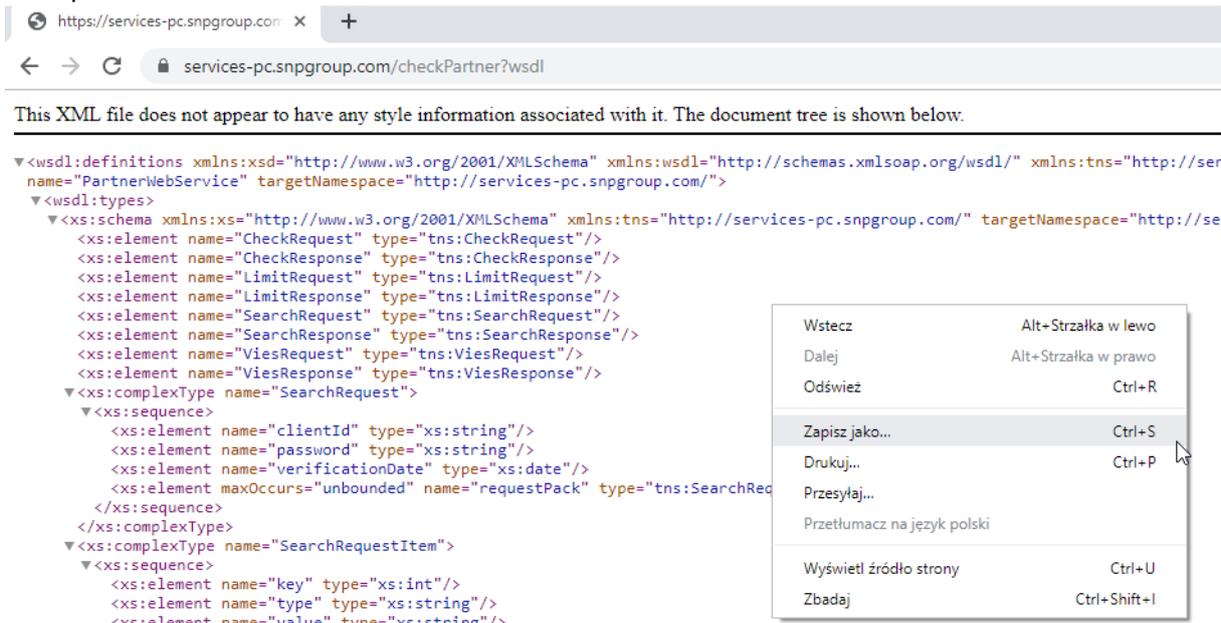
Choose option WSDL Based Configuration.

URL wsdl: <https://services-pc.snpgroup.com:443/checkPartner?wsdl>



Alternatively it is possible to create port via file. Actual WSDL file can be found on the same URL or it can be send by SNP Poland.

Example in Chrome:



Open URL -> right click and select save as...

After loading file go to Transport Settings tab. Check if there is correct address, service name, port etc. If there is proxy connection it proxy address and credentials can be defined in the same tab.

Correct data:

Access Path: /checkPartner

Access URL: <https://services-pc.snpgroup.com>

Port: 443(default HTTPS port)

Protocol: HTTPS

Configuration of Logical Port 'SNP_PC'

Display Save Cancel

Consumer Security Messaging **Transport Settings** Message Attachments Operation specific Administrative Information

Transport Binding

URL Access Path: /checkPartner

Computer Name of Access URL: services-pc.snpgroup.com

Port Number of Access URL: 443

URL Protocol Information: HTTPS

Logon Language: Language of User Context

Name of Proxy Host:

Port Number of Proxy Host:

User Name for Proxy Access:

Password of Proxy User:

Make Local Call: No Call in Local System

Transport Binding Type: SOAP 1.1

Maximum Wait for WS Consumer: 0

Optimized XML Transfer: None

Compress HTTP Message: Inactive

Compress Response: True

Save transport settings and check if it's status is active.

Configuration of Logical Port 'SNP_PC'

Display **Save** Cancel

Consumer Security Messaging **Transport Settings**

Overview **Configurations** Details

Create Delete Edit Display Activate Deactivate Ping Web Service

| Logical Port | State | Default Port |
|--------------|---------------|--------------|
| SNP_PC | Active | true |

Step 4. Partner Checker configuration

Fill-in Partner Checker configuration table according to configuration key's description based in following table. Configuration changes should be done in SAP development system and then transported with transport request to the SAP productive system. Make configuration changes in transaction /n/SNPPC/PC_CONFIG.

Important! Pre-defined configuration is provided with that solution. Minimal changes that need to be implemented into pre-defined configuration:

- set user identifying parameters (parameters ID and ID2)
- specify XML files path in case of using Partner Checker to validate this file format. Parameters FILE_DEF_PATH (path in format JJJ|PATH or PATH, where JJJ is a Company Code and PATH is a path of XML JPK_VAT files)
- set the logical port name if it was changed in step 3

You may also need to provide details to the proxy server (parameters CONN_HTTP_PROXY, CONN_HTTP_PROXY_PASS, CONN_HTTP_PROXY_USER).

Example of product configuration

| New Entries: Overview of Added Entries | | |
|---|----------|------------------------------------|
| Partner checker - configuration table | | |
| Configuration key | Sequence | Configuration key value |
| ID | 0 | adjust this - SNP service user |
| ID2 | 0 | adjust this - SNP service password |
| FILE_DEF_PATH | 0 | \\JPK\XML |
| FILE_DEF_SAP | 0 | |
| USE_PC_AUTH_OBJECT | 0 | |
| VATNO_IGNORE | 0 | BRAK |
| VATNO_IGNORE | 1 | brak |
| VATNO_IGNORE | 2 | Brak |
| LOGICAL_PORT | 0 | SNP_PC |
| CACHE_VALIDITY | 0 | 0 |

Important! For each *Configuration Key* sometimes it is possible to insert more than one value. In that case it is necessary to insert next natural values in Order column.

Table containing description of configuration entries in Partner Checker solution

| Configuration key ID | Description |
|----------------------|---|
| ID | <p>Parameter required: Define the user of SNP Partner Checker service</p> <p>Can be given directly (for all Company Codes) e.g.: ID 99999</p> <p>or for given company code e.g.: ID Y001 99999</p> |
| ID2 | <p>Parameter required: Specifies the password for the Partner Checker checking service.</p> <p>As for ID, can be given directly or for a given company code as the ID parameter.</p> <p>Important: This parameter is hidden by the program with first use. If new ID2 parameters are to be added to configuration, then all previous parameters should be given once more as well, while otherwise, the program will “forget” the previous values when hiding the new one.</p> <p>Important: Make sure the transport with ID2 is released before the parameter is hidden.</p> |
| VATNO_IGNORE | <p>Parameter usually required: Define validation sequence included in VAT number that will be omitted (omitted during validation).</p> <p>Example: EMPTY Empty Empty</p> |
| BP_CHECK_TYPE | <p>Important optional parameter. Determines how the master data of recipient suppliers will be downloaded.</p> <p>Can be checked:</p> <ol style="list-style-type: none"> 1) Tax ID from master data tables LFA1/KNA1-STCEG 2) Tax ID from master data tables LFA1/KNA1-STCD1 3) Tax ID from master data tables LFA1/KNA1-STCD2 4) Tax ID assigned to Poland from tables LFAS/KNAS-STCEG 5) Tax IDs assigned to different countries from tables LFAS/KNAS-STCEG 6) Tax ID from business partner master data from code defined with parameter BP_CHECK_ID1 (default PL1). 7) Tax ID from business partner master data from code defined with parameter BP_CHECK_ID2 (default PL2). 8) Tax ID from business partner master data from codes other than defined with parameter BP_CHECK_ID1 and BP_CHECK_ID2. 9) Tax ID for business partner from vendor's data assigned to BP (according to rules 1-5) 10) Tax ID for business partner from customer's data assigned to BP (according to rules 1-5) <p>Parameter should be 5-character string of zeros and ones, where zero means no checking and one means checking (e.g. 01010)</p> <p>Default value 01010, means checking Tax ID from LFA1/KNA1-STCD1, and checking Tax ID from LFAS/KNAS for Poland.</p> |

| | |
|----------------------|---|
| CONN_HTTP_PROXY | Optional parameter. Parameter usually used by direct connection. It determines proxy server which is used by connection (can be defined here or globally for all http connection in SAP system). |
| CONN_HTTP_PROXY_PASS | Optional parameter. Parameter usually used by direct connection. Password required to proxy server (see parameter CONN_HTTP_PROXY). Needed to check server connection. |
| CONN_HTTP_PROXY_USER | Optional parameter. Parameter usually used by direct connection. User of proxy server (see parameter CONN_HTTP_PROXY). Needed to check server connection. |
| CONN_HTTP RFCDEST | Optional parameter. Parameter sometimes used by direct connection. Usually not used. It defines connection RFCDEST which is used by direct connection HTTP_POST, HTTP_GET. If not declared, SAP system uses default value (usually SAPHTTPA). |
| FILE_DEF_PATH | Optional parameter. Default path to JPK_VAT XML files, used in transaction /n/SNPPC/PC, to set start setting of path to the selected XML files. The parameter can be given alone or separately for each company code. Example entries: 0001 \\office\bcc\ProjektyWewnetrzne\JPK\XML Y001 \\sato\JPK\XML D:\JPK\XML In the example above, the third entry would be used if company code is not declared or is different than 001 and Y001. |
| FILE_DEF_SAP | Optional parameter. Define if the path with FILE_DEF_PATH parameter is based on workstation or on application server. Possible values: X – application server path – (empty value) – workstation path Example entry: X |
| FILE_DEF_XML_ATTR | Optional parameter. Specifies the XML file attribute containing the NIP numbers in the JPK_VAT files. Default value „NrKontrahenta” Example entry: NrKontrahenta |
| CACHE_VALIDITY | Optional parameter. Numeric value that indicates how long, after checking in white list with NIP ore REGON, tax ID won’t be rechecked. Value “0” means that tax ID will be rechecked once a day at most. Value „20” means that tax ID will not be rechecked more often than once in 20 days. Value „-1” means that CACHE is not allowed. For Ministry of Finance registry entries in CACHE are stored as of the day the white list is |

| | |
|--------------------|---|
| | <p>checked. If we check NIP or REGON with a different check date, then the base will be asked again.</p> <p>In case of not declaring this parameter, default value is „0”. Special value 1000 means CACHE within one calendar mont (NIP checked only once a month)</p> <p>Example entry and recommendation: 0</p> |
| URL_CHECK_PRD | <p>Optional parameter. Determines URL address of SNP Partner Checker productive service.</p> <p>Default value: https://services-pc.snpgroup.com:443/</p> |
| URL_CHECK_TST | <p>Optional parameter. Determines URL address of SNP Partner Checker quality service.</p> <p>Default value: https://services-pc.snpgroup.com:443/</p> |
| LOCK_VALIDITY | <p>Optional parameter. Determines time when blockade's entries which are used by Partner Checker will be deleted automatically. Unit is one second. Default value 900 equals 15 minutes.</p> |
| BP_CHECK_ID1 | <p>Optional parameter. Important when using Business Partners. Sets Tax ID (1), which will be read as the NIP number from partner master data for Poland. Default PL1.</p> |
| BP_CHECK_ID2 | <p>Optional parameter. Important when using Business Partners. Sets Tax ID (2), which will be read as the NIP number from partner master data for Poland. Default PL2.</p> |
| IGNORE_PESEL | <p>Optional parameter. If set (X), makes Partner Checker to ignore valid PESEL numbers.</p> <p>Default value: X</p> |
| USE_PC_AUTH_OBJECT | <p>Optional parameter. Setting (X) means, that a special authorization object /SNPPC/PC will be checked for the selected company code. If the parameter is not set (empty value) then, standard SAP authorization objects for vendors and customers, F_LFA1_BUK, F_KNA1_BUK from ACTIVITY 03 (Display), are used</p> <p>Default value: empty</p> |
| SHOW_BP | <p>Optional parameter. Sets (X), whether in transaction /n/SNPPC/PC section allowing Business Partner checking is shown (important for S/4 HANA). By default empty (not shown).</p> |
| SHOW_EXIT | <p>Optional parameter. Sets (X), whether in transaction /n/SNPPC/PC, the section which allows checking the NIP number with user's solution is shown.</p> <p>By default empty (not shown).</p> |
| SHOW_ACTION | <p>Optional parameter. Sets (X), whether in transaction //n/SNPPC/PC section allowing additional processing after data checks is shown (partners locking).</p> <p>By default empty (not shown).</p> |
| SHOW_VEND_CUST | <p>Optional parameter. Sets (X), whether in transaction /n/SNPPC/PC section allowing Vendors/ Customers checking is shown (important for classic ERP). By default: X (shown).</p> |

| | |
|----------------------|--|
| TRANS_PC1 | Optional parameter. Sets the transaction ID for the transaction called when „Check history” in transaction /n/SNPPC/PC. By default /SNPPC/PC1. |
| RESULT_DELETE_DAYS | Optional parameter. Sets the delay in days after which checks data is removed from detail results table. Setting value -1 means the data will not be deleted automatically. Default value 730 (2 years). |
| CHECK_PACK_SIZE | Optional parameter. Sets the package size for checking partners data. By default, the data to be processed is divided into packages and packages checked by the SNP service. By default the package size is 300. If you encounter timeouts, or 102/103 errors, try setting this parameter to smaller value (e.g. 100, 50 or 25). |
| REMOVE_DOMESTIC_PREF | Optional parameter. Determines how the prefix PL should be treated in the NIP number. By default, NIP with PL prefix is treated as European NIP and checked in the VIES database. The X value of the parameter causes the default setting to delete the PL prefix and to treat such numbers as if they were Polish VAT numbers. In addition, the S value allows to display on the selection screen an additional parameter (checkbox) on which the treatment of such NIP depends. You can combine these two values and set the value XS in the configuration. |
| FILTER_COMP_CODE | Optional parameter. If set (X), then on the main log report transaction /SNPPC/PC company code will be used for filtering log entries (by default, the enterprise does not filter the logs, but only helps to select the business partners assigned to the unit). |
| MF_WEBPAGE | Optional parameter. Defines URL of the WWW Webpage which can be run from the White List checking details screen. By default: https://www.mf.gov.pl/krajowa-administracja-skarbowa/dzialalnosc/wykaz-podmiotow-niezarejestrowanych-oraz-wykreslonych-i-przywroconych-do-rejestru-vat Important! When navigating to this page, the NIP of the selected line is copied to the clipboard to facilitate manual checking |

3. SAP user's authorizations for SNP Partner Checker solution

3.1. User's authorization

Users checking data using the SNP Partner Checker solution should have at least the following authorizations:

Important:

- Authorization Object S_DATASET is necessary only if access to files is executed by application server (checkbox *Folder SAP*).
- If configuration parameter USE_PC_AUTH_OBJECT is used, then the user will need additionally the authorization object /SNPPC/PC with user-specific values of Company Codes. Otherwise, the standard objects F_LFA1_BUK, F_KNA1_BUK with action 03 (display) will be required.

3.2. Authorization of SNP Partner Checker administrator who can change configuration tables in SAP system

Users who change configuration entries should have authorizations to the / SNPPC / DB_TCU table by using the transaction / SNPPC / PC_CONFIG.

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/>