	Partner Checker	SNP
	User guide	
		Version: 2020-03-16

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/VAT-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 the status of business partners as VAT payers, based on their master data or manually provided NIP numbers, by verifying NIP/VAT-EU in external databases (NRA/VIES).
- Automated checking of business partners bank account numbers, based on master data or 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_EXC	Partner checker – excluding bank accounts from checking
/SNPPC/PC_CONFIG	Partner checker – configuration

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).

Transaction /n/SNPPC/PC_EXC enables to exclude from checking selected bank account numbers of the contractor indicated on the basis of the NIP number.

Transaction /n/SNPPC/PC_CONFIG enables configuration of the solution. Configuration's details are described in installation guide.
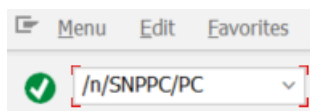
This manual describes /n/SNPPC/PC and /n/SNPPC/PC1 transactions .
Transaction /n/SNPPC/PC_ CONFIG is described in Partner_Checker_InstallationManual_EN

2. Transactions and programs

2.1. Partner Checker – main transaction

To use the product you need 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

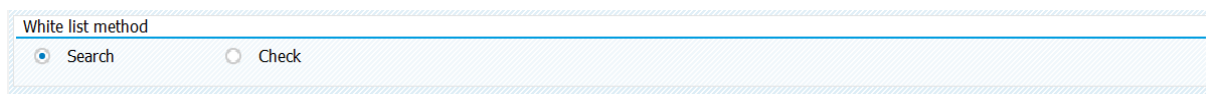After executing transaction, screen with selection parameters will appear

There are icons on icon's bar:

Icon name	Icon description
Execute	Starts the checking process
Get variant..	Allows you to choose one of the previously defined variants (this icon is visible only when at least one variant is defined)
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/to check other products of SNP
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.

Top section of the selection screen contains data restrictions for the displayed check records (ALV list). 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	SAP 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	Empty field 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.
Process offline	Starts the process in the background (user can refresh report, while waiting for the result)	OP.	Checkbox selection	While waiting the user see the processing progress icon
Display only SAP bank accounts	Limits the check to the bank account numbers stored in SAP database	OP.	Checkbox selection	If there are other bank accounts in the NRA database that are not stored in the SAP system, these accounts will be skipped during the checking process.

Next section of the selection screen allows to check one of two available whitelist search methods, Search method or Check method.

Search method allows you to find information about a specific contractor based on the given criteria. The method provides a full range of data available in the NRA database. The method collects and verifies all accounts appearing in the KAS database, this method does not contain virtual accounts, it only has information that they exist.

Check method allows to get information, whether the specific bank account is assigned to the contractor for a given day indicated in the request. The method allows you to verify virtual bank accounts that are invisible when a full query using the Search method. The Check method uses a flat file or the MF API in the absence of a flat file, the result of the query is visible in the query ID (the flat file contains the file name from extension.json).

Next section of the selection screen enables executing checking in few variants:
- validation of XML JPK_VAT file (Search method only),
- validation of contractors master data:
       - suppliers
       - receivers
       - business partners,
with possibility of executing additional processing

The view of the Additional processing section depends on the choice of Search or Check method. The screen above contains the view when the Search method is selected. When the Check method is selected, the section Additional processing allows only to lock bank accounts that are not assigned to White list (screen below).

In the las section of selection screen you can check the contractor with manually given data.
The view of selection screen in this section depends on the method of Whitelist check.

Search method

Check method

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	
Get data from alt. payee	Get data from Alternative payee field	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	
Get data from alt. payer	Get data from Alternative payer field	Optional	Checkbox selection	

Check business partners' data	Determine if business partners' data will be checked	Optional	Checkbox selection	
Business partners	Define business partners checking range	Optional	Manual entry/ picklist	Undeclared range means that all of business partners will be checked
Business partners roles	Define business partners roles checking range	Optional	Manual entry/picklist	
Filter on creation date	If ticked and date is declared, only business partners 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 business partners 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 (Search method)				
Execute additional actions	Determines if additional processing will be executed	Optional	Checkbox selection	
PL Lock inactive	Selecting this activity allows to lock in the SAP system the contractor with inactive status in NRA database.	Optional	Checkbox selection	
PL Lock incorrect	Selecting this activity allows to lock in the SAP system the contractor with incorrect data (e.g. to short VAT ID no.)	Optional	Checkbox selection	
PL Lock exempted	Selecting this activity allows to lock in the SAP system the contractor with exempted status in NRA database.	Optional	Checkbox selection	
EU Lock inactive	Selecting this activity allows to lock in the SAP system the contractor with inactive status in VISE database.	Optional	Checkbox selection	

EU Lock incorrect	Selecting this activity allows to lock in the SAP system the contractor with incorrect data (e.g. to short VAT ID no.)	Optional	Checkbox selection	
EU Lock exempted	Selecting this activity allows to lock in the SAP system the contractor with exempted status in VISE database.	Optional	Checkbox selection	
Given data check (Check method)				
Execute additional actions	Determines if additional processing will be executed	Optional	Checkbox selection	
Lock accounts not assigned to Whitelist	Selecting this activity allows to lock in the SAP system bank accounts not assigned to Whitelist	Optional	Checkbox selection	
Given data check (Search method)				
Check data given manually	Determines if manually given data will be checked.	Optional	Checkbox selection	
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
Bank account	Checking declared bank account	Optional	Manual entry/ picklist	Empty field means that bank account will not be checked
Given data check (Check method)				
VAT no.	Checking declared VAT numbers	Optional	Manual entry/ picklist	
Bank Account	Checking declared bank account	Optional	Manual entry/ picklist	

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:

Following table describes the meaning of fields:

Field name	Field description
Method	Shows the method used for chcecking [Search/Check]
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 in the SAP system who has run the check
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.
Service code	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
External service errors	Status dependent description (as above). Sample messages: • OK • Limit exhausted • Ministry's API unreachable
Transaction code	TCode in the SAP system
CoCd	Company Code for which the check was done.

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

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.

Checking bank account using the Check method can be done based on a data file, shared by Finance Ministry on a given day, or directly in the database on the ministerial server. The method of checking does not depend on the user's choice and is done automatically, in the background of the Check method. However, the user gets feedback on the data source, which can be found in the ID field in the report described above.

If the check is based on a shared file, the check ID field will contain its name that contain the expiry date of data (see screenshot below).

If the check is carried out directly in the database on the ministerial server, the check ID field will contain the individual unique identifier of the check made, including the date and time of the check (see screenshot below). If one check covers several bank account numbers, each result under the same check will receive the same ID.
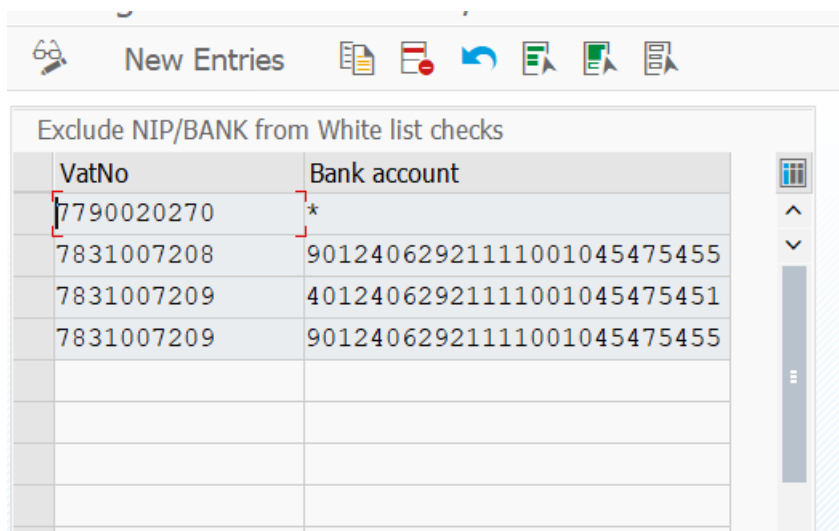

If for some reason the check has not been carried out, e.g. due to an incorrect bank account number format, the check ID field remains blank.

2.4. Partner Checker – excluding bank accounts from checking

If for any reason the user wants to permanently exclude from checking the selected bank account number, he can use the transaction /n/SNPPC/PC_EXC.

After starting this transaction, user can see the table with NIP numbers and the associated bank account numbers. Such pairs, NIP number + bank account number entered in the table will be excluded from checking until they are removed from the table.

If the user wants the program not to check any bank account of the selected contractor, all you have to do is enter in the table the NIP number of the contractor and enter the * in the Bank account field.
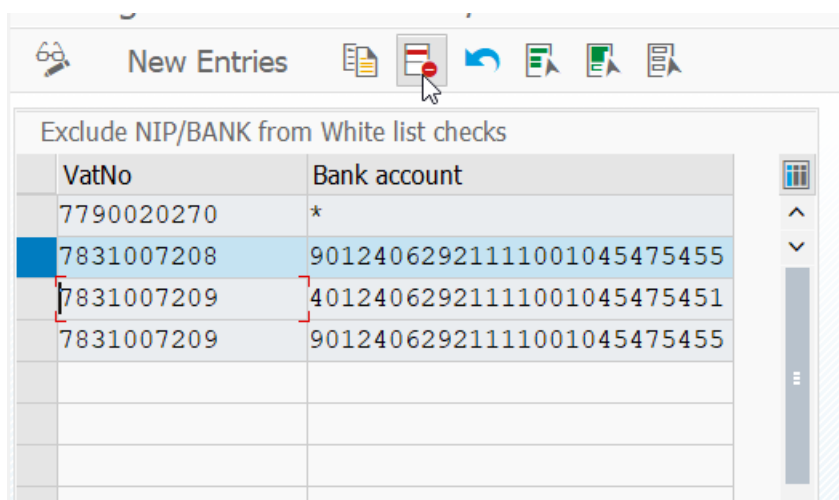
Adding a new entry is done using the button New Entries .

Deleting an entry from the table is done by selecting the line to be deleted and selecting the Delete button (Shift + F2)

2.5. Partner Checker – history of checking

Transaction /n/SNPPC/PC1 allows to display the history of checking. It can be also displayed 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/N ot inserted	User activity and value	Comment
Organizational structure				
Company code	Company code against which the authorization will be checked	Optional	Manual entry/picklist	
Data selection				
White list date from	Date from which the check will be performed in the NRA database	Optional	Manual entry/picklist	
White list date to	Date to 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	
White list method				
Search/Check	Allows to decide for which checking method to generate the history	Required	Choice of one of two possible variants	
Tax ID number selection				
Select all data	Presents all checks (no restrictions for NIP/REGON/vendor/ customer/business partner)	Optional	Check box selection	
Display only SAP bank accounts	Restricts the selection to accounts in the SAP system	Optional	Check box selection	
VAT ID numbers	VAT ID for which history should be displayed.	Required see Comment	Manual entry/picklist	The user should enter one of five parameters: - VAT number - REGON - Vendor - Customer -Business partner

REGON	REGON for which history should be displayed.	Required see Comment	Manual entry/picklist	The user should enter one of five parameters: - VAT number - REGON - Vendor - Customer -Business partner
Vendor	Vendor for which NIP number history should be displayed	Required see Comment	Manual entry/picklist	The user should enter one of five parameters: - VAT number - REGON - Vendor - Customer -Business partner
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
Get data from alt. payee	Get data from Alternative payee field	Optional	Checkbox selection	
Customer	Customer for which NIP number history should be displayed	Required see Comment	Manual entry/picklist	The user should enter one of five parameters: - VAT number - REGON - Vendor - Customer -Business partner
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
Get data from alt. payer	Get data from Alternative payer field	Optional	Checkbox selection	
Business partner	Customer for which NIP number history should be displayed	Required see Comment	Manual entry/picklist	The user should enter one of five parameters: - VAT number - REGON - Vendor - Customer -Business partner
Business partners roles	Define business partners roles checking range	Optional	Manual entry/picklist	

Filter on creation date	If ticked and date is declared, only business partners 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 business partners 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

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/