

# SAP Style Manual

## PROCEDURE VALIDATION

Version	Corporate Area	Approved by		Approval date
1	Organization	SVP Organization	Alu Rodríguez	November 2013

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## OBJECTIVE AND SCOPE

The objective of this document is to establish the main guidelines for completing fields in SAP master data: group companies, hotels, accounts plans, cost centers and profit centers, fixed assets, material master purchase and sale, stores, suppliers, clients (guests, companies and agencies), employees, ...

## SUMMARY

- 1 Main guidelines
  - 1.1 General
  - 1.2 Text fields
  - 1.3 Address fields
  - 1.4 Particularities of the free text fields
- 2 Special characters guidelines

## 1 MAIN GUIDELINES

### 1.1 General

All characters entered in any master client data, in any field, must be written in CAPITAL LETTERS WITHOUT ACCENTS (except in the e-mail and URL fields that must be written ALWAYS in lowercase letters).

Special characters must be recorded following the standard guidelines indicated in the following section 2 Special characters guidelines.

In case that no e-mail address is provided, field is not allowed to leave in soft and it must be written as follows: NO E-MAIL

No symbols or separators (+.-\\*/</>...) can be used for those fields requiring numbers (phone, fax, fiscal identification, postal codes, ...)

In the case of telephone and fax number, whole numbering will be introduced without spaces or any symbol, maintaining the structure "country code + prefix + telephone number" (e.g.: Buenos

Aires telephone number, 11 4124-6700, we will need to registrar in the following way: 541141246700, regardless "00" code for international calls)

## 1.2 Text Fields

Length fields for name and last names are limited to 35 characters each of them.

### 1.2.1 Individuals

In case where the length of the text is longer than the field, we will write UNABBREVIATED (to the extent permitted), as follows::

- LAST NAME 1: ALVAREZ DE CASTANEDA – 20 characters
- LAST NAME 2: FERNANDEZ-JAUREGUI – 18 characters

LAST NAME: ALVAREZ DE CASTANEDA FERNANDEZ-JAUR – 35 characters

We must introduce the name and last name appearing on the identity card. Abbreviations, initials, accents, ... shall not be used. Only is allow the use of '-' or "'" in case of specific names or last names (e.g.: Shaquille O'Neal, Scarlett O'Hara, Johan-Friso, Marie-Anne, Jean-François,...)

### 1.2.2 Companies

Whenever possible, the whole company name will be written.

In case where the length of the text is longer than the field, abbreviations will be used in order not to sacrifice its ending, as shown:

- INTERNATIONAL BUSINESS & DEVELOPMENT LTD – 40 characters
- INTL. BUSINESS & DEVELOPMENT LTD - 32 characters

The endings indicating the type of societies are MANDATORY and will be also completed in capitals and separated by a space.

Acronyms or contractions for the companies endings will be written without any punctuation marks (SL, LTD, LDA, SAB, NV instead of S.L., LTD., LDA., S.A.B., N.V.)

Although punctuation marks are not allowed or the company name or the company ending, characters '&', '-' y '@' are allowed, e.g.:

WAL-MART STORES, INC.	→	WAL-MART STORES INC
PROCTER & GAMBLE LTD.	→	PROCTER & GAMBLE LTD

### 1.2.3 Materials

Length fields for materials are limited to 40 characters.

In this case, we will include an space and brand after the description (if apply), an space and capacity (if apply), following always the general rules. Measure unit or inventory will not be included in description field.

- Examples of material + brand + format

- AGUA FONT VELLA 33CL
- CEREALES KELLOG'S 375GR FROSTIES
- Examples of material without details
  - GORRO DUCHA
  - CABRALES DO

#### 1.2.4 Tax identification field

To fill the tax identification field, both of individuals and of the companies, the alphanumeric value will be specified following always the general rules, i.e., no spaces, no dashes, no bars,... will be used.

A-28027944	→	A28027944
X-9757326-R	→	X9757326R
32.947.435-K	→	32947435K

### 1.3 Address fields

#### 1.3.1 "Street" Field

In order to fill it correctly, acronyms or abbreviations as appear on the identification cards must be used, omitting punctuation marks:

- |                         |   |                      |
|-------------------------|---|----------------------|
| • AVDA. DA LIBERDADE    | → | AVDA DA LIBERDADE    |
| • LEIPZIGER STR.        | → | LEIPZIGER STR        |
| • PSO. DE LA CASTELLANA | → | PSO DE LA CASTELLANA |

In case of an official document not be available (that is, we receive the information verbally, via e-mail,...) we will omit the type of road when is not part of the name

- |                        |   |                      |
|------------------------|---|----------------------|
| • AVENIDA DA LIBERDADE | → | AVENIDA DA LIBERDADE |
| • CALLE SANTA ENGRACIA | → | SANTA ENGRACIA       |

#### 1.3.2 "Number" Field

Shall indicate, if apply, the number, doorway, block, floor, door, ... These data are recorded with a spacing between each of them and excluding the ordinal number abbreviation.

- Second floor, door B, doorway 5, number 117 → 117 5 2 B

### 1.4 Particularities of the text fields

The format must be the same as in text fields, ALWAYS respecting the general rules and taking into consideration data protection regulations of each country.

It will be shared by all BU's, so comments will be written in English.

Use contractions is allowed as long as they are clear by everyone; entering derogatory or inappropriate comments is forbidden.

## 2 SPECIAL CHARACTERS GUIDELINES

Latin 1 West European		
Countrycode	Find	Replace with
DE	Ä	AE
DE	Ö	OE
DE	Ü	UE
Other	À	A
Other	Á	A
Other	Â	A
Other	Ã	A
Other	Ä	A
Other	Å	A
Other	Æ	AE
Other	Ç	C
Other	È	E
Other	É	E
Other	Ê	E
Other	Ë	E
Other	Ì	I
Other	Í	I
Other	Î	I
Other	Ï	I
Other	Ñ	N
Other	Ó	O
Other	Ô	O
Other	Õ	O
Other	Ö	O
Other	Ø	O
Other	ß	SS
Other	Ü	U
Other	Û	U
Other	Ü	U
Other	Û	U
Other	Ý	Y
Other	Ÿ	Y

Latin 3 South European		
Countrycode	Find	Replace with
Other	Ç	C
Other	Ć	C
Other	Ġ	G
Other	Ģ	G
Other	Ģ	G
Other	Ĥ	H
Other	Ħ	H
Other	İ	I
Other	Ĵ	J
Other	Š	S

Latin 2 East European		
Countrycode	Find	Replace with
Other	Ä	A
Other	Å	A
Other	Č	C
Other	Č	CH
Other	Ď	D
Other	Ě	E
Other	Ě	E
Other	Ĺ	L
Other	Ľ	L
Other	Ł	L
Other	Ń	N
Other	Ń	N
Other	Ř	R
Other	Ř	RZH
Other	Š	S
Other	Š	SH
Other	Ś	S
Other	Ť	T
Other	Ť	T
Other	Ú	U
Other	Ú	U
Other	Ž	Z
Other	Ž	Z
Other	Ž	ZH

Latin 4 North European		
Countrycode	Find	Replace with
Other	Ä	A
Other	Ė	E
Other	Ė	E
Other	Ģ	G
Other	Ī	I
Other	Ī	I
Other	Ķ	K
Other	Ļ	L
Other	Ņ	N
Other	Ņ	N
Other	Ō	O
Other	Ø	O
Other	Ʀ	T
Other	Ū	U
Other	Ū	U