VOC – User Manual – Vendor Master Creation
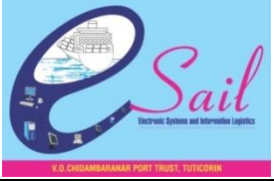
VOC Port SAP Implementation

D3447

Document Version / Détails : Ver. 4.2 / 16-Dec-11

	Creation/Change/Display of Vendor Master record	

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

<div align="center">

Exercise

</div>

Create Vendor Master

Change Vendor Master

Display Vendor Master

XK01
XK02
XK03

Tasks

Use the appropriate procedure and data provided to complete the following tasks:

1. Creation of Vendor master
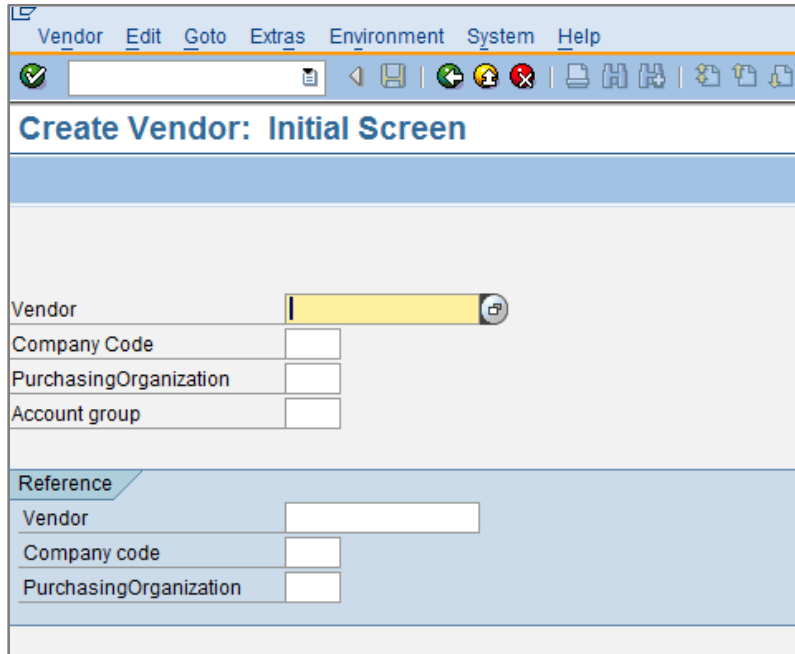
2. Change Vendor master

3. Display Vendor master

1. Creation of Vendor master

To create a Vendor master, access the transaction using one of the options below:

SAP R/3 Menu Path	**Logistics** ->**Materials Management**-> **Master Data**->**Vendor** -> **Central** -> **Create**
Transaction code	XK01

The following screen displays:

L&T Infotech	**Creation/Change/Display of Vendor Master record**	**e Sail** Electronic Systems and Information Logistics V.O.CHIDAMBARANAR PORT TRUST, TUTICORIN

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

Vendor   Edit   Goto   Extras   Environment   System   Help

Create Vendor: Initial Screen

Vendor

Company Code

PurchasingOrganization

Account group

Reference

Vendor

Company code

PurchasingOrganization
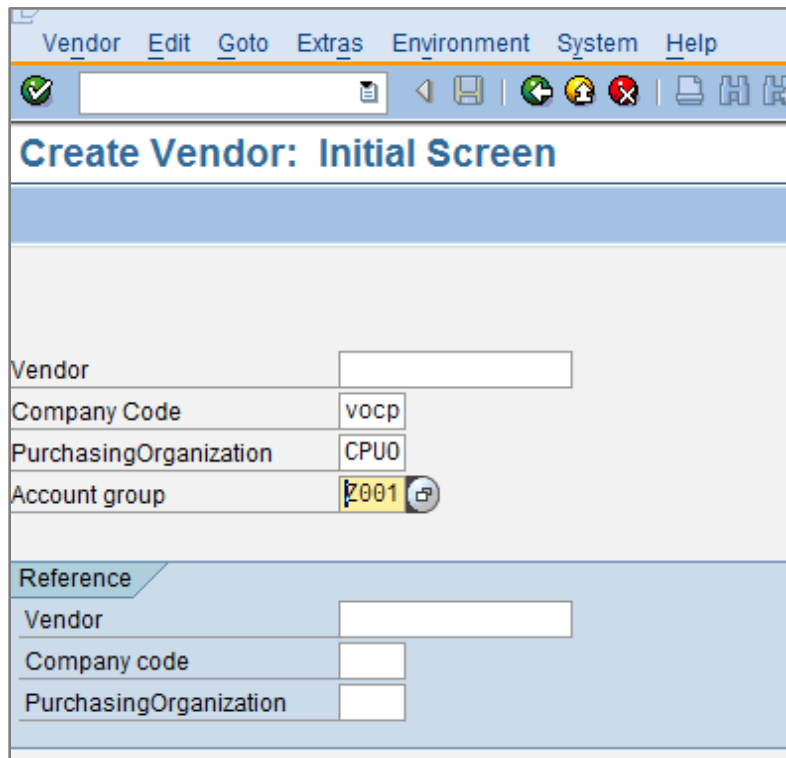
1. Enter the data as per the table given below:

Field Content	Description	R / O *	Field Values
Vendor	Vendor number: Vendor number will be internally generated. The system shall give an internally generated number for Vendors with separate ranges depends on the type/ Account Group.	-	Leave it Blank
Company Code	Specifies that the Vendor is permitted only for this Company Code	R	VOCP
Purchasing Organization	Specifies that the Vendor is permitted only for this Purchasing Organization	R	CPUO

L&T Infotech	**Creation/Change/Display of Vendor Master record**		e Sail
Port Department	Common to all		
Responsibility	Master data team		
Transaction Code	XK01,XK02,XK03		

Field Content	Description	R / O *	Field Values
Account Group	Based on the Account Group, Vendor number is automatically generated by assigned number range. It also Controls the sequence of data screens and field selections	R	Z001- Registered Vendor

* R - Required, O - Optional

2. Click ✅ (Enter)

L&T Infotech	Creation/Change/Display of Vendor Master record	eSail
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

3. Enter the following data in the input screen:

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

Field Content	Description	R / O *	Field Values
Title		O	Mr.
Name	Vendor Name	R	Ex : MELCO ENGINEERS
Search Term	Name by which search is conducted for this Vendor	R	Ex : MELCO
Street/ House number	Street Address of the Vendor.	O	Ex : NO. 1 - B, FIRST FLOOR
Postal Code	Postal or Zip code	O	Ex : 600002
City	City / Town/ Village name	R	Ex : KODAMBAKKAM
Country	Country Code	R	Ex : IN
Region	State or Province. Choose from drop down list	C	Ex : 22
PO Box	PO Box number	O	
Language	Language Key	R	EN
Telephone 1	Phone number of the Vendor	O	Ex : 044-2684012
Fax	Fax number of the Vendor	O	Ex : 970-669-2932
Email	Email address of the Vendor	O	Ex : abc@lntinfotech.com

4. Click

    The following Control data screen appears:

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

5. EnterControl data like the VAT reg. number, type of business, Type of Industry, Grade & other tax number details.

Note: **For Service Vendor I.e. account group Z005** you need toenter the PAN number in CIN details, proceed as per the below steps if it's a service vendor (from Pt. 1.1 to 1.3).

1.1. Click on CIN Details

	Creation/Change/Display of Vendor Master record	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

1.2. Click on **Withholding Tax** tab

	Creation/Change/Display of Vendor Master record	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

1.3. Enter the PAN number & click on
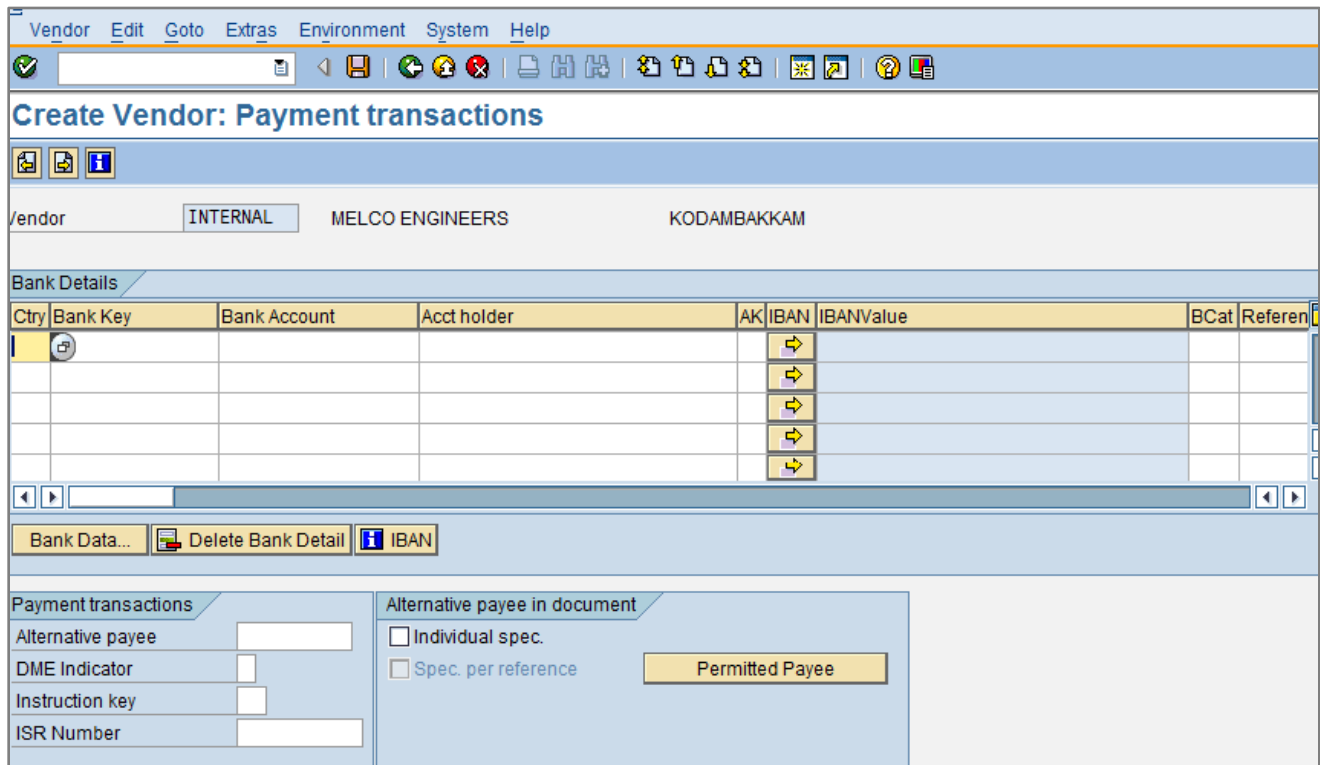
Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

6. Click ✅

The following screen is displayed:
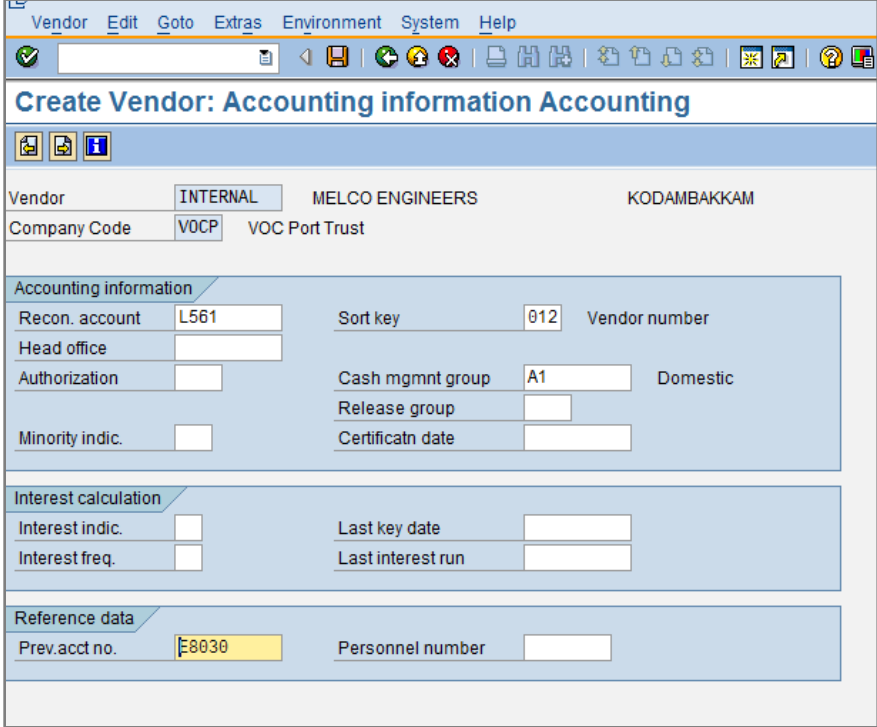
7. Enter Vendor Bank Account details in the "Payment Transactions" if any as shown in the screen

Field Content	Description	R / O *	Field Values
Country	Country of Vendor's Bank	O	
Bank Key	Bank Key	O	
Bank Account	Vendor's Bank Account	O	
Account Holder	Name in which the account is held	O	
Alternate Payee	Alternate Vendor to whom payment will be done	O	

	Creation/Change/Display of Vendor Master record	

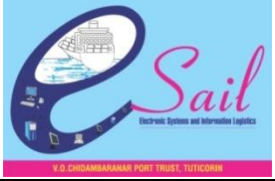| Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

8. Click

The following screen is displayed:
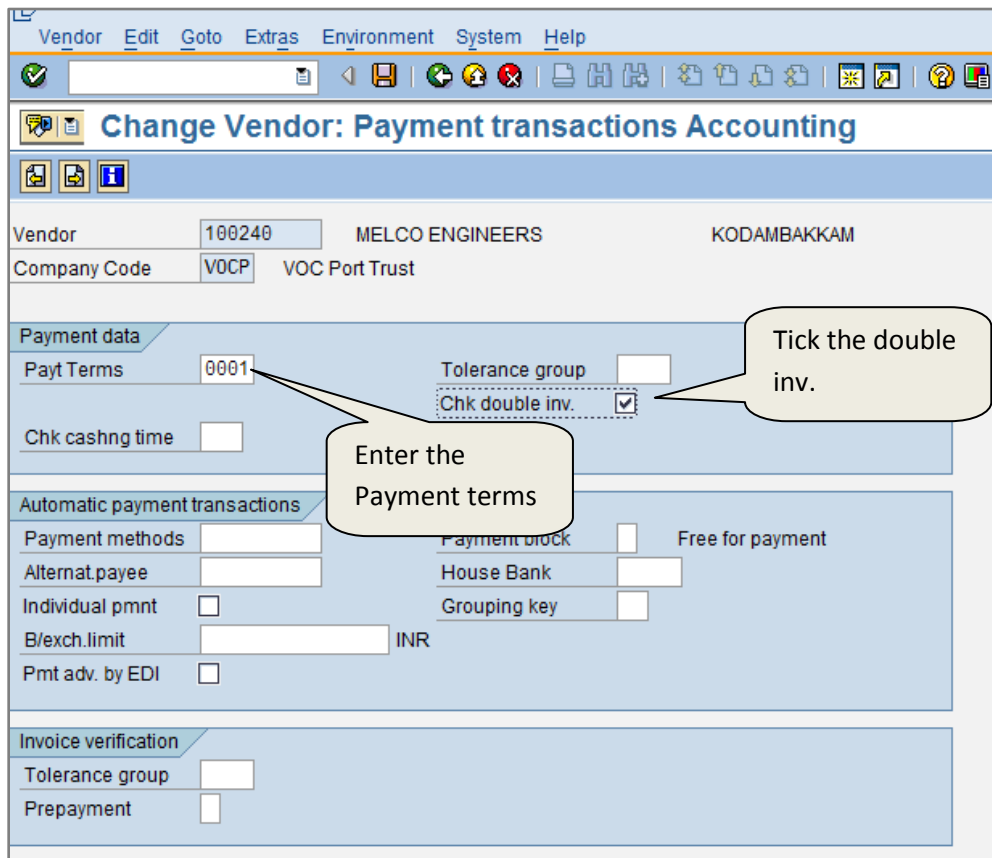
9. Enter the following data in the input screen:

Field Content	Description	R / O *	Field Values
Recon. Account	Is the account which is updated parallel to the sub ledger account for normal postings	R	L561- Sundry Creditors
Sort Key	Select from the drop down	O	012- Vendor number
Cash mgmt. group	Select from the drop down	O	A1-Domestic
Prev. acct no.	Previous/ old number of the Vendor which is maintained in the earlier system if any, for our internal reference.	O	Ex: E8030

	Creation/Change/Display of Vendor Master record	

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

10. Click ✅

The following screen is displayed:

11. Click on the Chk double inv., enter the Payment terms & press enter

Following screen displays

L&T Infotech	**Creation/Change/Display of Vendor Master record**	

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

12. Enter the following data in the input screen:

| Field Content	Description	R / O	Field Values
Order Currency	Order Currency from drop down menu	R	INR
Terms of Payment	Choose the Terms of Payment from drop down menu	O	0001

	Creation/Change/Display of Vendor Master record	
L&T Infotech		Sail

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

Field Content	Description	R / O	Field Values
Incoterms	Incoterms specify certain internationally recognized procedures that the shipper and the receiving party must follow	O	EXW
Minimum Order Value	Minimum value permitted per purchase order	O	
Schema group vendor	Key that determines pricing procedure to be picked in purchasing documents	R	01
GR-based inv. Verif	Goods receipt based invoice: specifies that provision has been made for GR-based invoice verification for a PO item or invoice item	R	Tick
Automatic purchase order	Indicator plays role in Auto PO generation	O	
Srv-Based Inv. Ver.	Indicator for service based invoice verification for Service Vendors	O	

L&T Infotech	**Creation/Change/Display of Vendor Master record**	e Sail

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

13. Click ✓ .

The following screen is displayed:
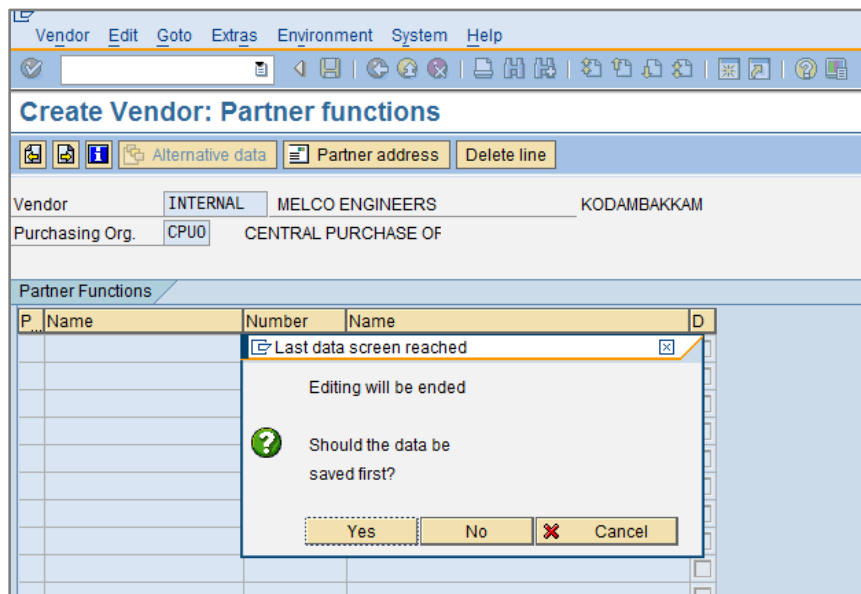
14. Click Yes.

Note: The system displays the following message:

✓ Vendor 0000100240 has been created for company code VOCP purchasing organization CPUO

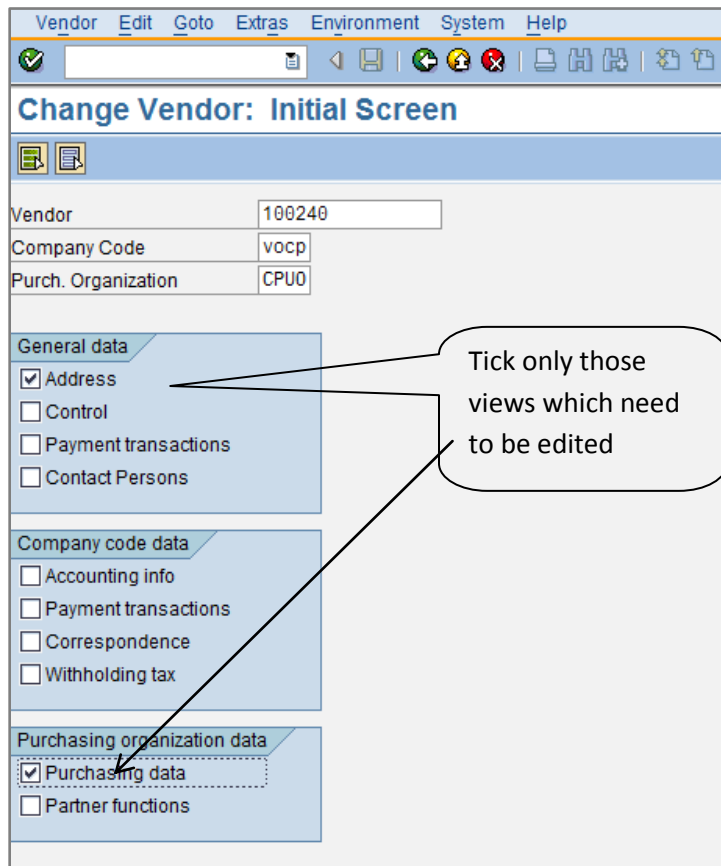| Result |
|---|
| Vendor master gets created with internal number assigned to the Account Group. |

	Creation/Change/Display of Vendor Master record	
L&T Infotech	**Creation/Change/Display of Vendor Master record**	**e Sail**

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

2. Change Vendor Master

To change Vendor master, access the transaction using one of the options below:

SAP R/3 Menu Path	Logistics ->**Materials Management** -> **Master Data**-> **Vendor** -> **Central** -> **Change**
Transaction code	XK02

The following screen displays:

L&T Infotech	**Creation/Change/Display of Vendor Master record**		

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

Note: Occasionally changes happen for existing vendors which needs to be updated in the Vendor Master Record. Information like Address data (Phone number, email address etc.) Control data, Accounting Information, Purchasing data etc can be managed in this Transaction.

1. Enter the following values in the input screen:

Field Content	Description	R / O	Field Values
Vendor	Vendor number	R	Ex: 100240
Company Code	Company Code number	O	VOCP
Purchasing Organization	Specifies that the Vendor is permitted only for this Purchasing Organization	O	CPUO

2. Press Enter.

The following screen appears:

	Creation/Change/Display of Vendor Master record	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

Change Vendor: Address

Name
Title	Mr.
Name	MELCO ENGINEERS

Search Terms
Search term 1/2	MELCO

Street Address
Street/House number	NO. 1 - B , FIRST FLOOR
Postal Code/City	600002 KODAMBAKKAM
Country	IN India Region 22 Tamil Nadu
Time zone	INDIA

PO Box Address
PO Box	
Postal code	
Company postal code	
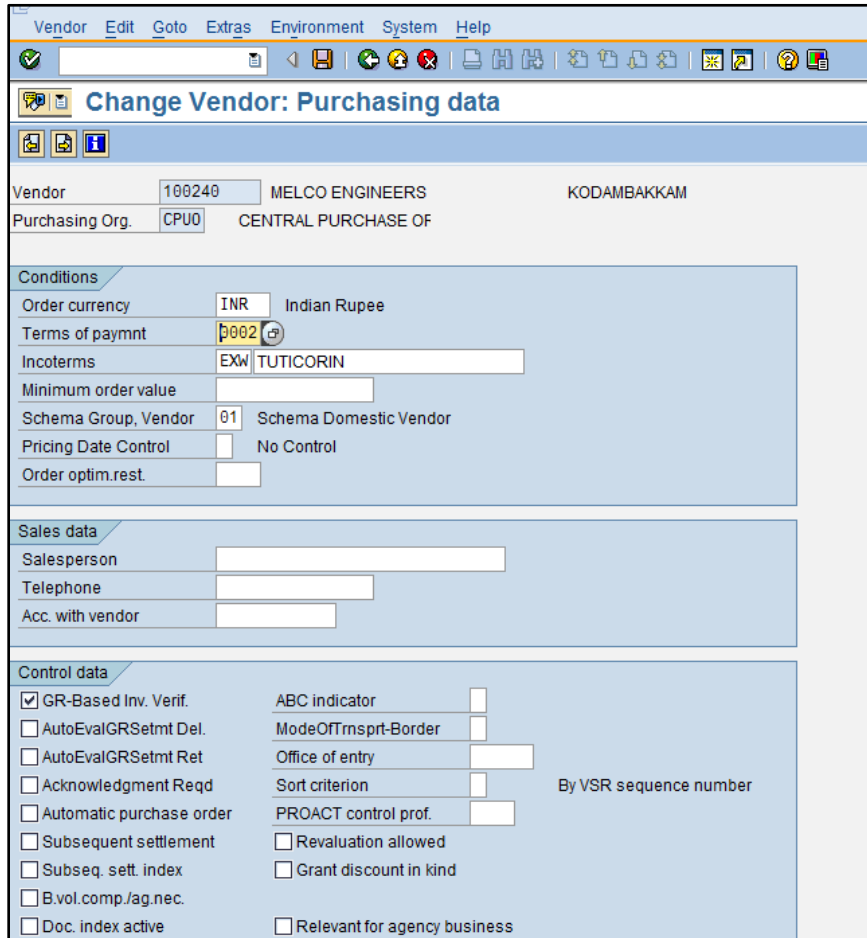
Communication
Language	EN English	Other communication...
Telephone	044-2684015 Extension
Mobile Phone	
Fax	970-669-56934 Extension
E-Mail	abc@gmail.com
StandardComm.Mtd	

3. Enter / modify Vendor address details as required

4. Click [✓] to modify the next data screen.

	Creation/Change/Display of Vendor Master record	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

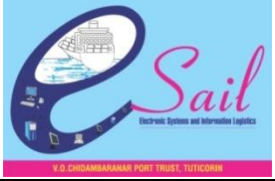5. Enter / modify Vendor Purchasing data details as required

6. Click (Enter)

7. Click

Note: The system displays the following message:

Changes have been made

L&T Infotech	**Creation/Change/Display of Vendor Master record**	e Sail

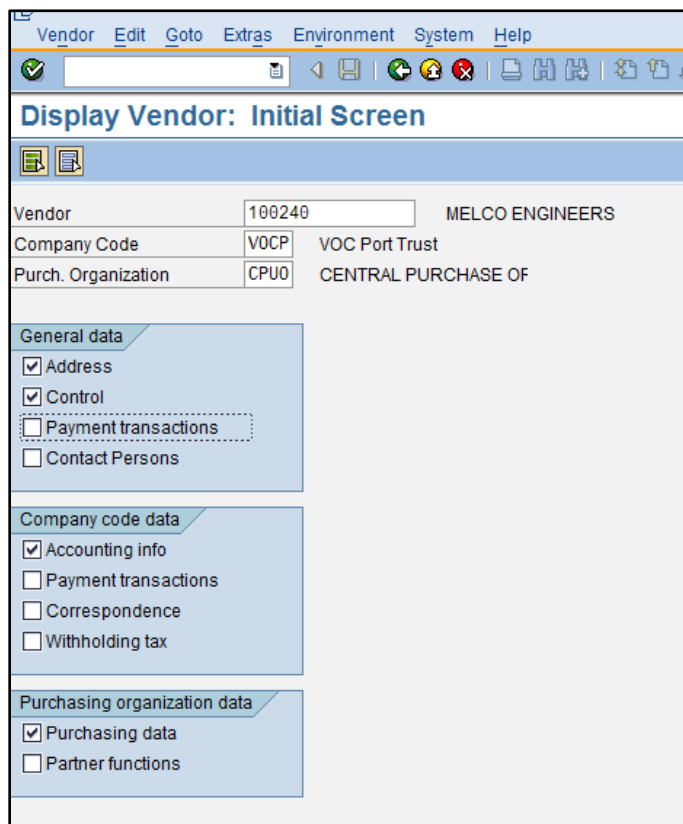| Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

3. Display Vendor Master

To display Vendor master, access the transaction using one of the options below:

Note: We can use this function to view various data maintained for each Vendor Master Record.

SAP R/3 Menu Path	**Logistics** ->**Materials Management** -> **Master Data**-> **Vendor** -> **Central** -> **display**
Transaction code	XK03

The following screen displays:

L&T Infotech	**Creation/Change/Display of Vendor Master record**	**e Sail** Electronic Systems and Information Logistics V.O.CHIDAMBARANAR PORT TRUST, TUTICORIN

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

1. Enter the following values in the input screen:

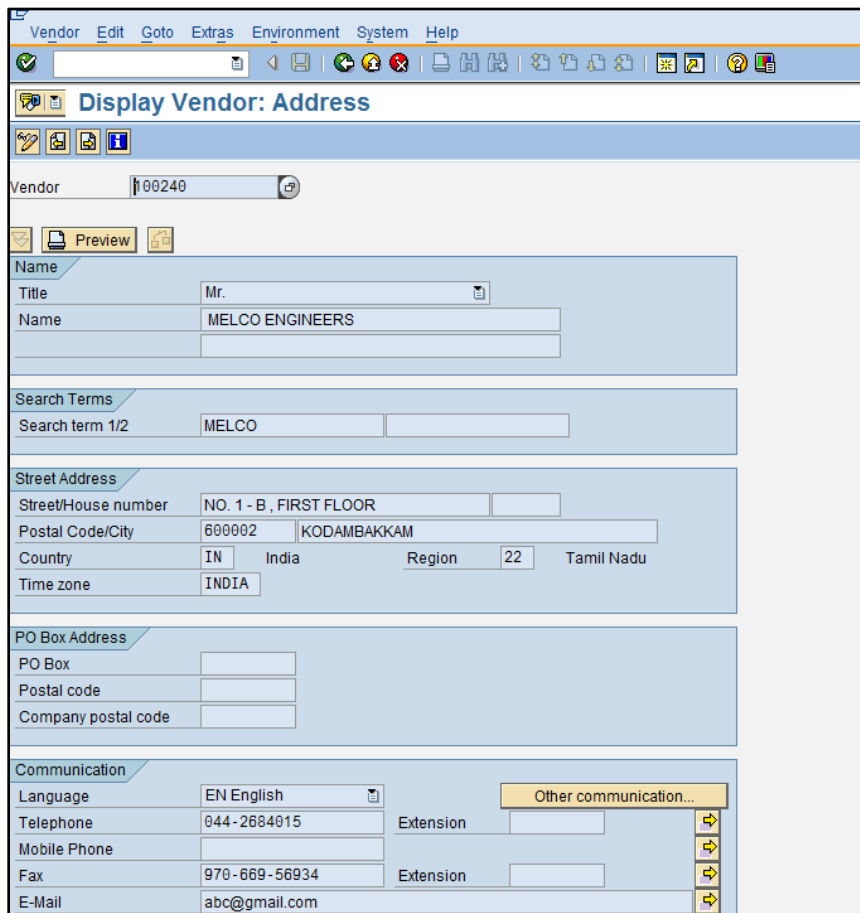   **Vendor:** Enter the Vendor Code to be displayed. Ex: 100240

      Company Code:VOCP

      Purchasing Organization:CPUO

2. Select the data screens to be displayed (reference the checked selections in the screen above).

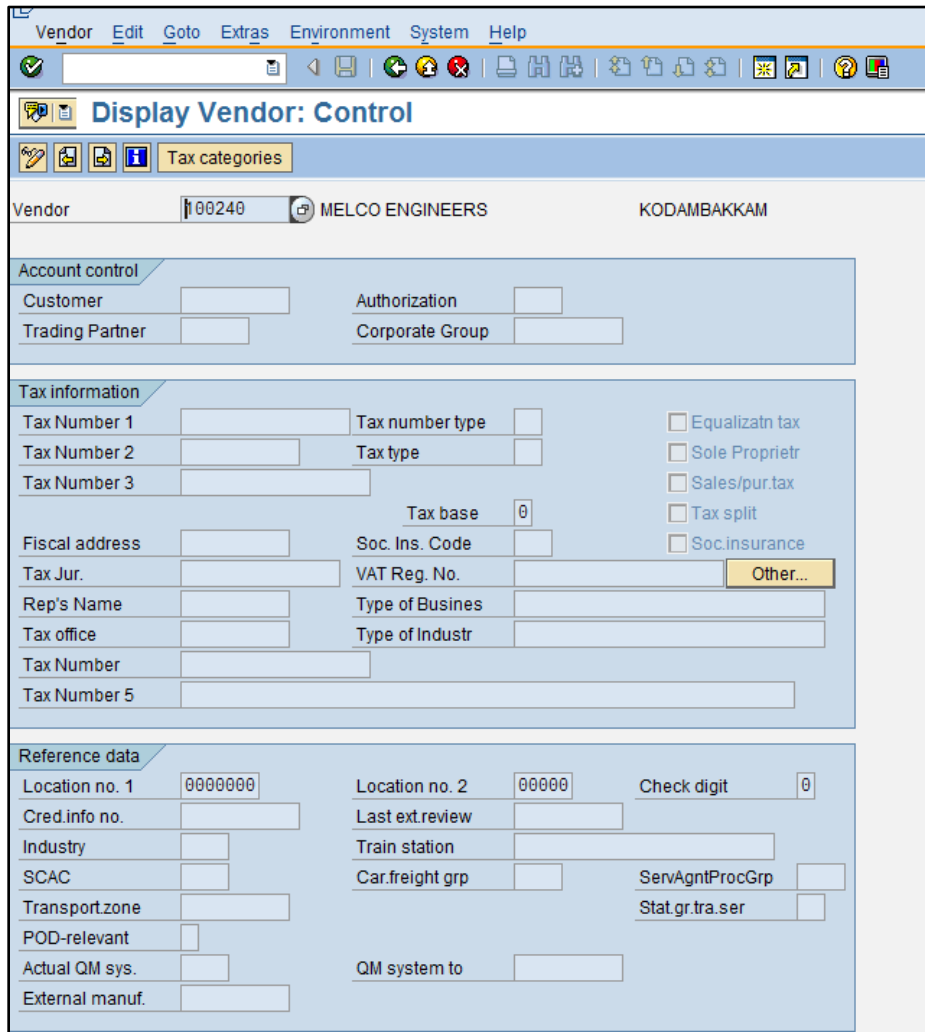3. Click 🗸 .

The following screen is displayed:

Note: The Vendor address details are displayed.

	Creation/Change/Display of Vendor Master record	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

4. Click ✅

The following screen is displayed:

Note: The Vendor control data is shown on the screen above.

5. Click ✅

	Creation/Change/Display of Vendor Master record	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

The following screen is displayed:

Note: The Vendor accounting information screen is displayed.

6. Click

The following screen is displayed:

	Creation/Change/Display of Vendor Master record	

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

Vendor   Edit   Goto   Extras   Environment   System   Help

Display Vendor: Purchasing data

Vendor   100240   ELCO ENGINEERS   KODAMBAKKAM
Purchasing Org. CPU0   CENTRAL PURCHASE OF

Conditions

Order currency	INR	Indian Rupee
Terms of paymnt	0002	
Incoterms	EXW	TUTICORIN
Minimum order value	0.00	
Schema Group, Vendor	01	Schema Domestic Vendor
Pricing Date Control		No Control
Order optim.rest.		

Sales data

Salesperson	
Telephone	
Acc. with vendor	

Control data

☑ GR-Based Inv. Verif.   ABC indicator
☐ AutoEvalGRSetmt Del.   ModeOfTrnsprt-Border
☐ AutoEvalGRSetmt Ret   Office of entry
☐ Acknowledgment Reqd   Sort criterion   By VSR sequence number
☐ Automatic purchase order   PROACT control prof.
☐ Subsequent settlement   ☐ Revaluation allowed
☐ Subseq. sett. index   ☐ Grant discount in kind
☐ B.vol.comp./ag.nec.
☐ Doc. index active   ☐ Relevant for agency business

Note: The Vendor purchasing data is displayed.

7. Click ✓

![L&T Infotech logo]	**Creation/Change/Display of Vendor Master record**	![eSail logo]

Port Department	Common to all
Responsibility	Master data team
Transaction Code	XK01,XK02,XK03

The following screen is displayed:

8. Click ⬚ Yes .

*Note***:** In this transaction, you can only display the certain Vendor data. You cannot edit any data using transaction code XK03.