



VOC - User Manual - Vendor Master Creation

VOC Port SAP Implementation

D3447

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 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>V. O. CHIDAMBARAM PORT TRUST, TUTICORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

Exercise

Create Vendor Master

XK01

Change Vendor Master

XK02

Display Vendor Master

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

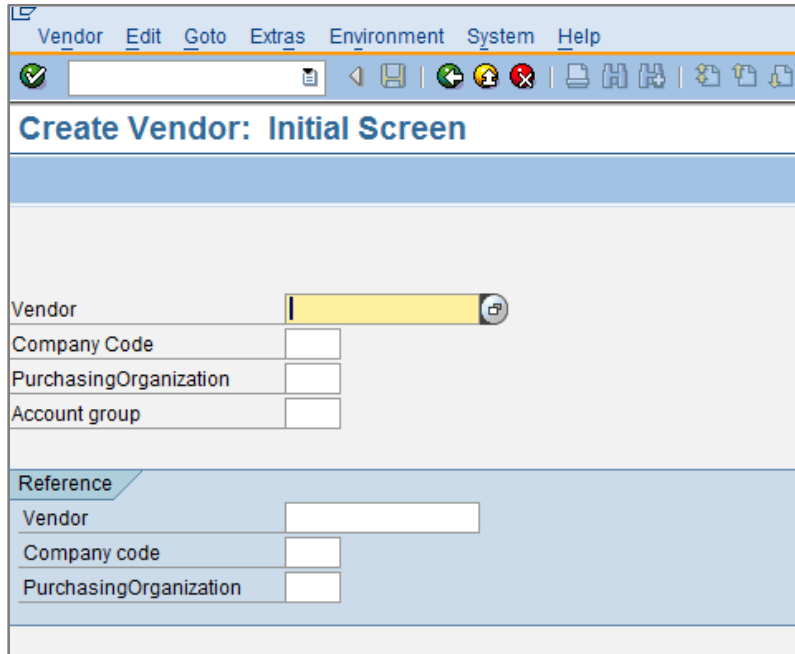
1. Creation of Vendor master

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	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAM PORT TRUST, TUTICORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	



The screenshot shows the 'Create Vendor: Initial Screen' in SAP. It features a menu bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains several input fields:



- Vendor:** A text field with a yellow background and a search icon.
- Company Code:** A small text input field.
- Purchasing Organization:** A small text input field.
- Account group:** A small text input field.

Below these fields is a 'Reference' section with a blue header, containing:

- Vendor:** A text input field.
- Company code:** A small text input field.
- Purchasing Organization:** A small text input field.

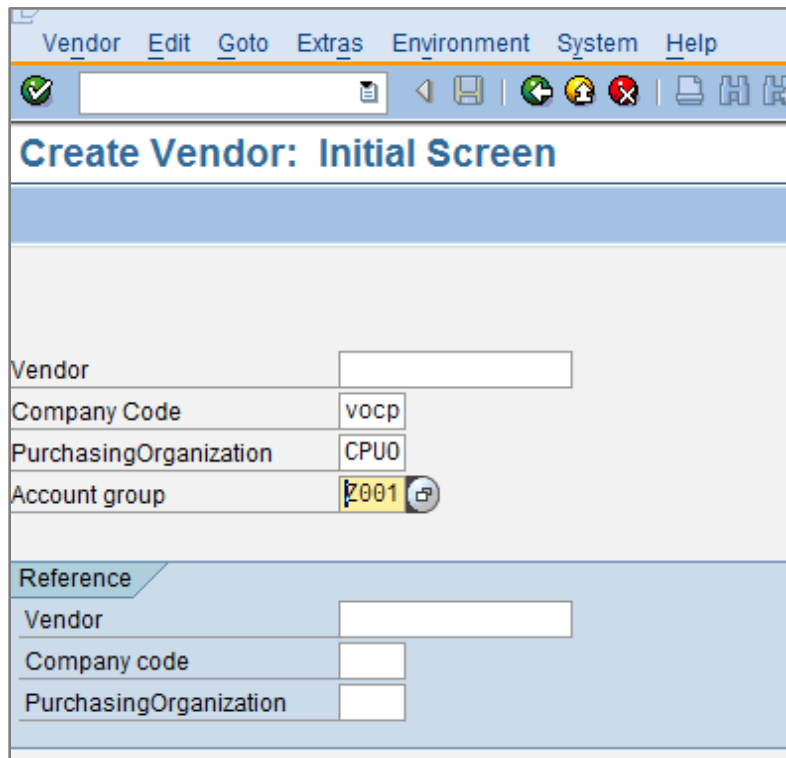
1. Enter the data as per the table given below:

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	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAM PORT TRUST, TUTICORIN</small>
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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



Vendor

Company Code

PurchasingOrganization

Account group



Reference

Vendor

Company code

PurchasingOrganization

2. Click  (Enter)

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

Vendor Edit Goto Extras Environment System Help

✓ [Search] [Back] [Save] [Refresh] [Home] [Close] [Print] [Copy] [Paste] [Undo] [Redo] [Zoom] [Help] [Print]

Create Vendor: Address

Vendor: INTERNAL

Preview

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: 044-2684012 Extension: []

Mobile Phone: []

Fax: 970-669-2932 Extension: []

E-Mail: abc@Intinfotech.com



3. Enter the following data in the input screen:

 L&T Infotech	Creation/Change/Display of Vendor Master record	
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@Intinfotech.com

4. Click 

The following Control data screen appears:

 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

Vendor Edit Goto Extras Environment System Help

Create Vendor: Control

Tax categories CIN Details

Vendor INTERNAL Murgan

Account control

Customer [] Authorization []
Trading Partner [] Corporate Group []

Tax information

PAN Number [] Tax number type [] Equalizatr tax
TIN Number [] Tax type [] Sole Proprietr
VAT Number [] Sales/pur.tax
ESI Number [] Tax base [] Tax split
Fiscal address [] Soc. Ins. Code [] Soc.insurance
Tax Jur. [] VAT Reg. No. [] Other...
Rep's Name [] Type of Busines Tender Works Up to Rs. 60 Lacs
Tax office [] Type of Industr Electrical
TNGST Number []
Tax Number 5 []



Reference data

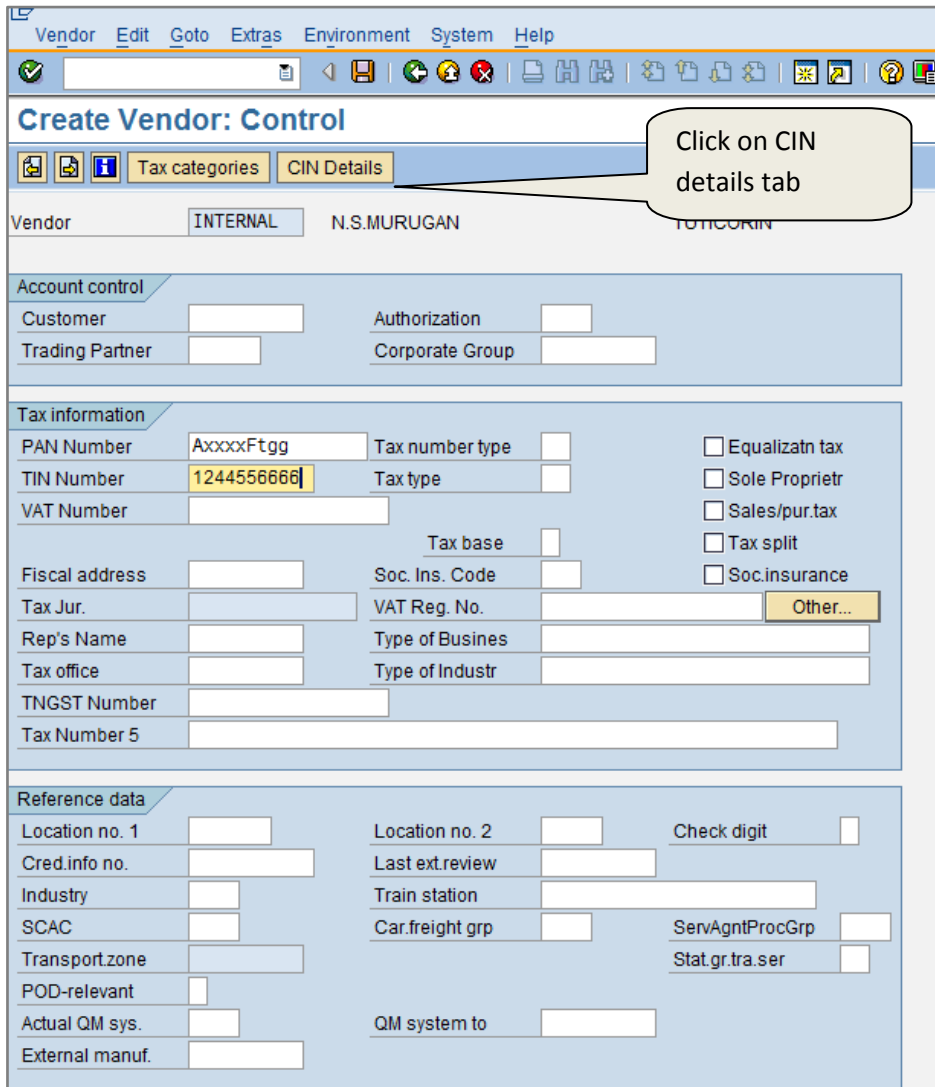
Location no. 1 [] Location no. 2 [] Check digit []
Cred.info no. [] Last ext.review []
Staff Type A3 Train station []
SCAC [] Car.freight grp [] ServAgntProcGrp []
Transport.zone [] Stat.gr.tr.a.ser []
POD-relevant []
Actual QM sys. [] QM system to []
External manuf. []

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 to enter 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**

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



Vendor: INTERNAL N.S.MURUGAN TUTCORIN

Account control

Customer: Authorization:
 Trading Partner: Corporate Group:



Tax information

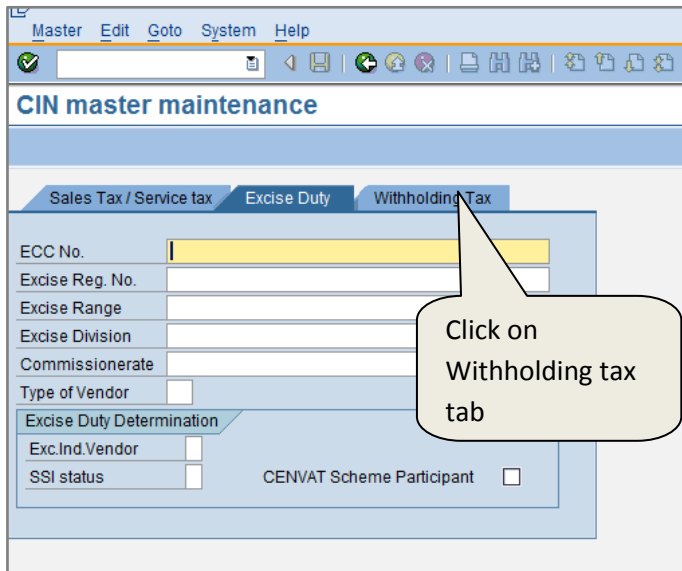
PAN Number: AxxxxFtgg Tax number type: Equalizatr tax
 TIN Number: 1244556666 Tax type: Sole Proprietr
 VAT Number: Sales/pur.tax
 Tax split
 Tax base: Soc.insurance
 Fiscal address: Soc. Ins. Code:
 Tax Jur.: VAT Reg. No.: Other...
 Rep's Name: Type of Busines:
 Tax office: Type of Industr:
 TNGST Number:
 Tax Number 5:

Reference data

Location no. 1: Location no. 2: Check digit:
 Cred.info no.: Last ext.review:
 Industry: Train station:
 SCAC: Car.freight grp: ServAgntProcGrp:
 Transportzone: Stat.gr.tra.ser:
 POD-relevant:
 Actual QM sys.: QM system to:
 External manuf.:

1.2. Click on **Withholding Tax** tab

 <p>L&T Infotech</p>	<p align="center">Creation/Change/Display of Vendor Master record</p>	
<p>Port Department</p>	<p>Common to all</p>	
<p>Responsibility</p>	<p>Master data team</p>	
<p>Transaction Code</p>	<p>XK01,XK02,XK03</p>	



Master Edit Goto System Help

CIN master maintenance

Sales Tax / Service tax Excise Duty **Withholding Tax**

ECC No.

Excise Reg. No.

Excise Range

Excise Division

Commissionerate


Type of Vendor

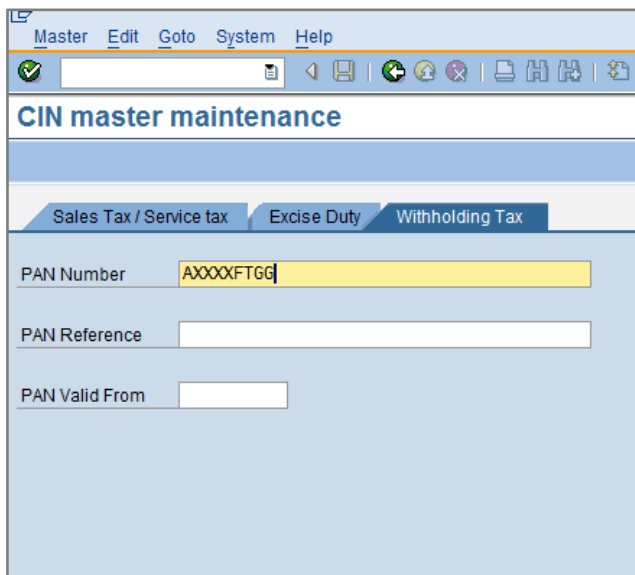
Excise Duty Determination

Exc.Ind.Vendor

SSI status CENVAT Scheme Participant

Click on Withholding tax tab

1.3. Enter the PAN number & click on 



Master Edit Goto System Help


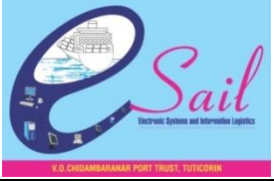
CIN master maintenance

Sales Tax / Service tax Excise Duty **Withholding Tax**

PAN Number

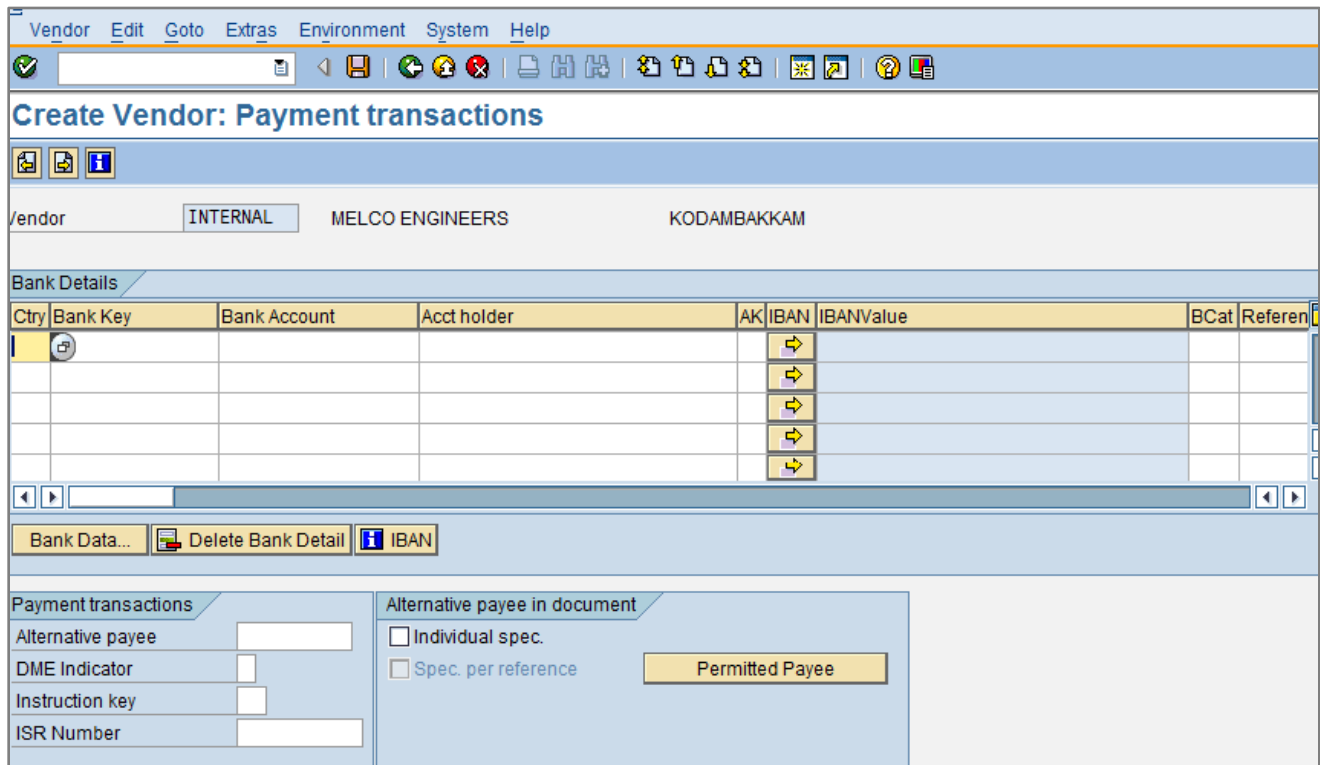
PAN Reference

PAN Valid From

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



6. Click 

The following screen is displayed:



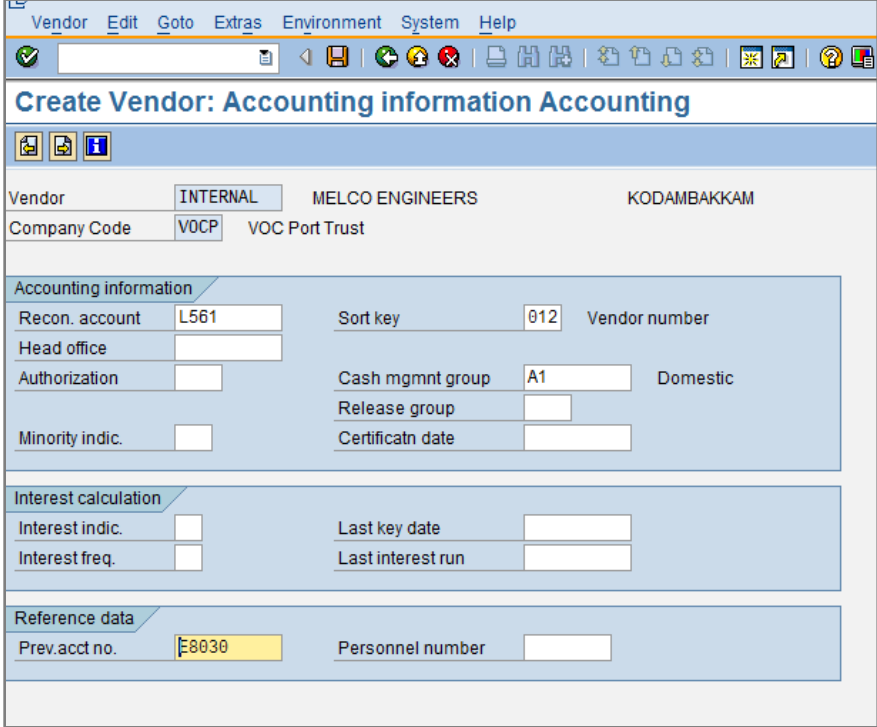
7. Enter Vendor Bank Account details in the “Payment Transactions” if any as shown in the screen

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	

 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	



8. Click 

The following screen is displayed:



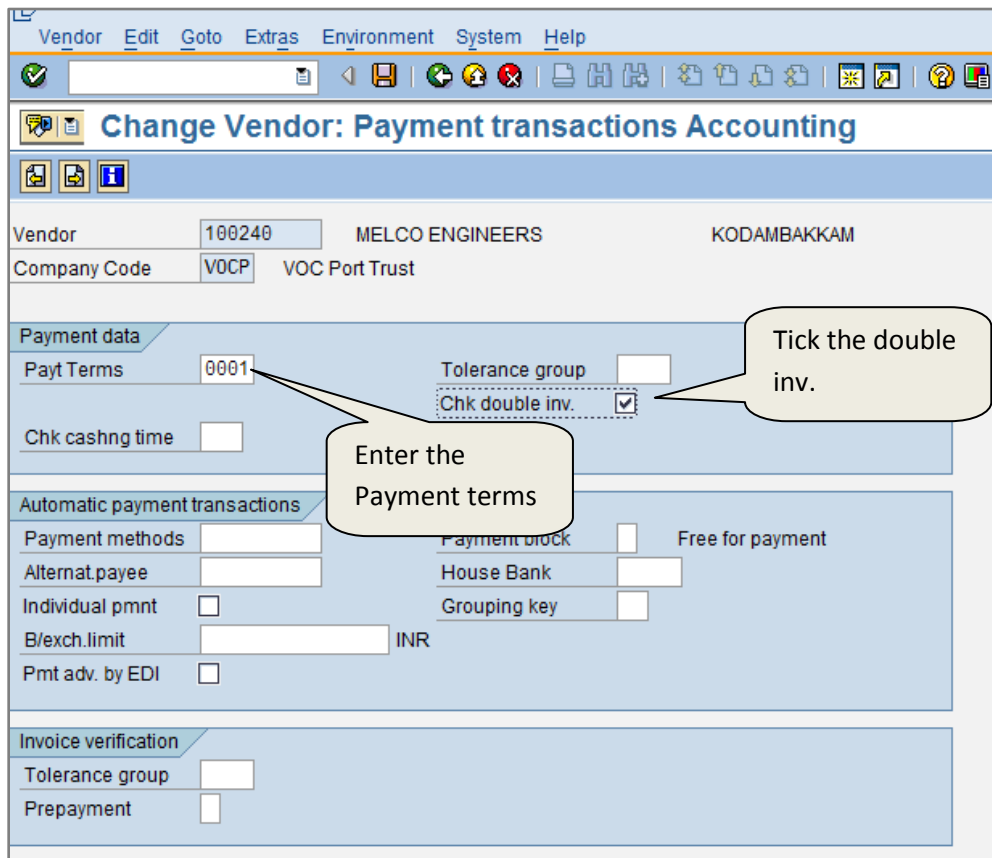
9. Enter the following data in the input screen:

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

 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>V.O CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

10. Click 

The following screen is displayed:



Vendor: 100240 MELCO ENGINEERS KODAMBAKKAM
Company Code: V0CP VOC Port Trust

Payment data
Payt Terms: 0001 Tolerance group:
Chk double inv.:
Chk cashing time:

Automatic payment transactions
Payment methods: Payment block: Free for payment
Alternat.payee: House Bank:
Individual pmnt: Grouping key:
B/exch.limit: INR
Pmt adv. by EDI:

Invoice verification
Tolerance group:
Prepayment:

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

Vendor: INTERNAL MELCO ENGINEERS KODAMBAKKAM
Purchasing Org.: CPU0 CENTRAL PURCHASE OF



Conditions
Order currency: INR
Terms of payment: 0001
Incoterms: exw TUTICORIN
Minimum order value:
Schema Group, Vendor: 01 Standard schema vendor
Pricing Date Control: No Control
Order optim.rest:

Sales data
Salesperson:
Telephone:
Acc. with vendor:



Control data
 GR-Based Inv. Verif.
 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
 Returns vendor
 Srv.-Based Inv. Ver. Shipping Conditions

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

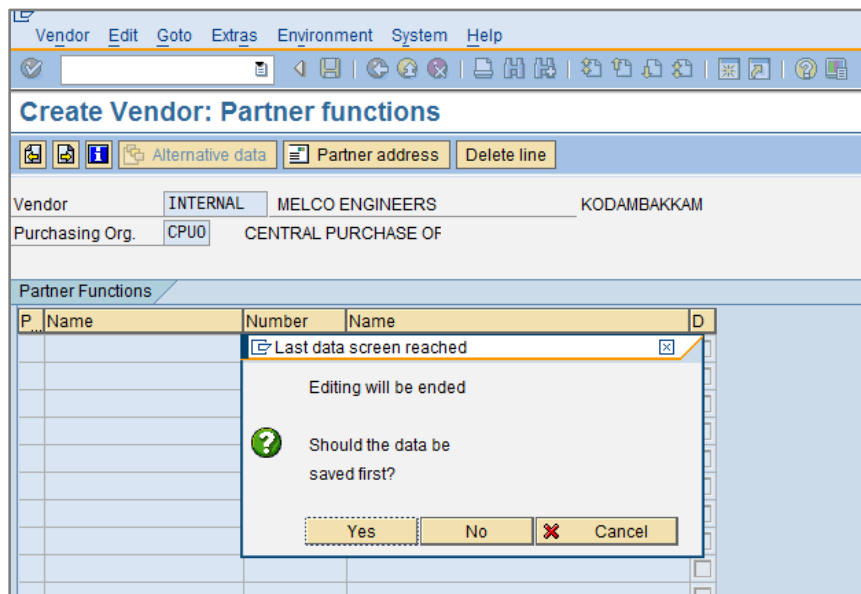
 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>V. O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small>
Port Department	Common to all	
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Transaction Code	XK01,XK02,XK03	

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	
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 CPU0

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

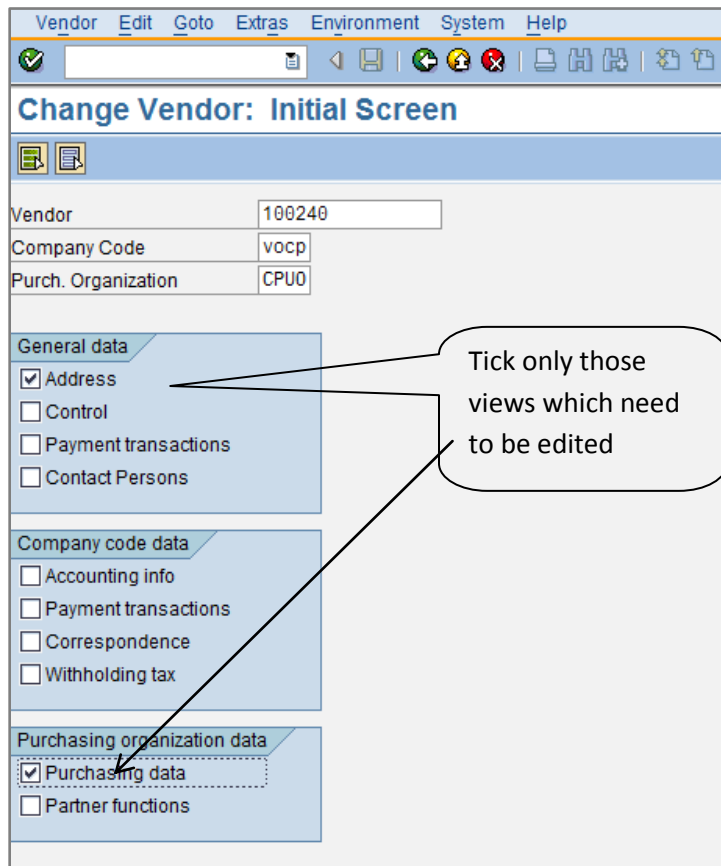
 L&T Infotech	Creation/Change/Display of Vendor Master record	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

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:



The screenshot shows the SAP 'Change Vendor: Initial Screen' for Vendor 100240. The screen includes a menu bar (Vendor, Edit, Goto, Extras, Environment, System, Help) and a toolbar. Below the title bar, there are input fields for Vendor (100240), Company Code (vocp), and Purch. Organization (CPU0). The screen is divided into three sections with expandable/collapsible headers:

- General data:** Contains checkboxes for Address (checked), Control, Payment transactions, and Contact Persons.
- Company code data:** Contains checkboxes for Accounting info, Payment transactions, Correspondence, and Withholding tax.
- Purchasing organization data:** Contains checkboxes for Purchasing data (checked) and Partner functions.

A callout box with a pointer to the 'Address' checkbox contains the text: "Tick only those views which need to be edited".

 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>V.O. CHIDAMBARAM PORT TRUST, TUTICORIN</small>
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:

 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>V.O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	





Name

Title	Mr.	
Name	MELCO ENGINEERS	

Search Terms

Search term 1/2	MELCO	
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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	

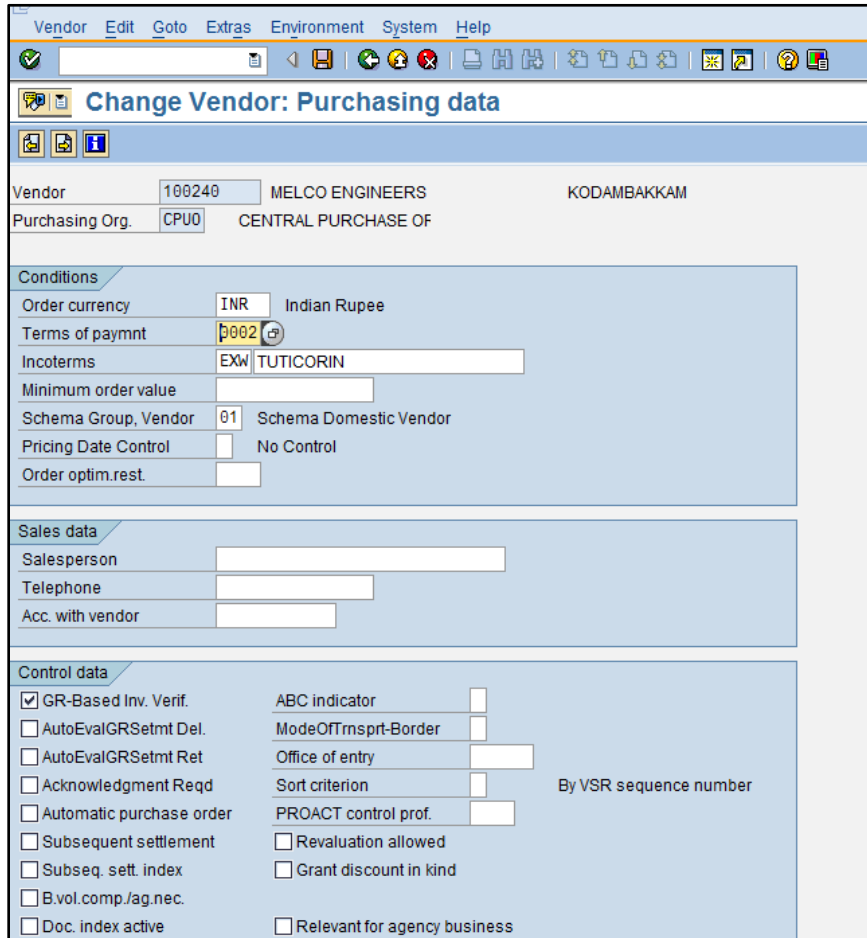
Communication

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.

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



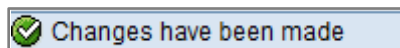
The screenshot shows the SAP 'Change Vendor: Purchasing data' screen. The vendor is MELCO ENGINEERS (100240) from KODAMBAKKAM, under the purchasing organization CPU0 (CENTRAL PURCHASE OF). The 'Conditions' section includes: Order currency (INR - Indian Rupee), Terms of payment (0002), Incoterms (EXW - TUTICORIN), and Schema Group (01 - Schema Domestic Vendor). The 'Sales data' section has empty fields for Salesperson, Telephone, and Acc. with vendor. The 'Control data' section contains various checkboxes and dropdowns, such as 'GR-Based Inv. Verif.' (checked), 'ABC indicator', 'ModeOfTrnsprt-Border', 'Office of entry', 'Sort criterion' (set to 'By VSR sequence number'), and 'PROACT control prof.'.


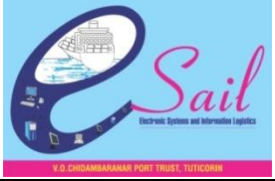
5. Enter / modify Vendor Purchasing data details as required

6. Click  (Enter)

7. Click 

Note: The system displays the following message:



 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

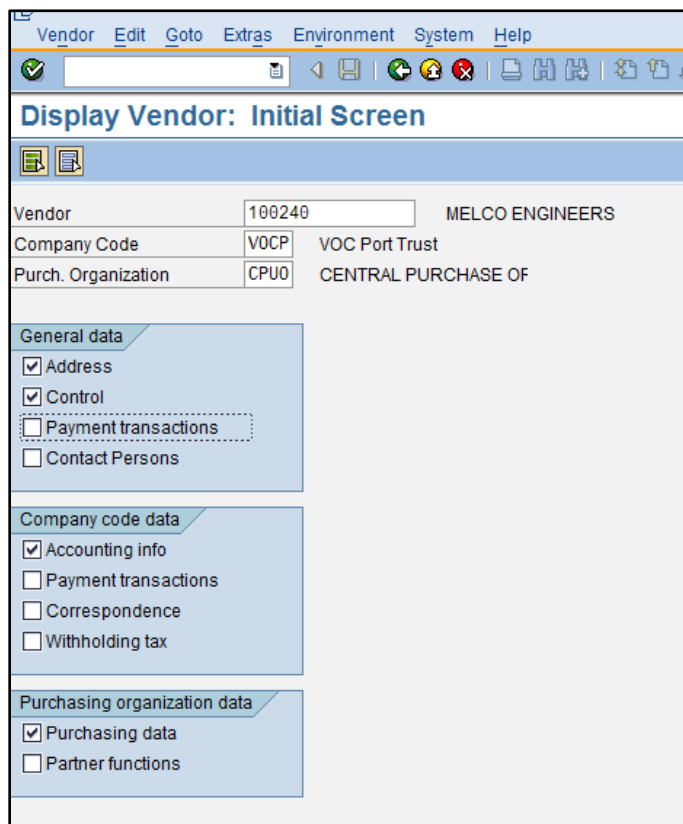
3. Display Vendor Master

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:





The screenshot shows the SAP 'Display Vendor: Initial Screen' for Vendor 100240 (MELCO ENGINEERS). The screen includes a menu bar (Vendor, Edit, Goto, Extras, Environment, System, Help) and a toolbar. The main data fields are:

- Vendor: 100240 MELCO ENGINEERS
- Company Code: VOCP VOC Port Trust
- Purch. Organization: CPU0 CENTRAL PURCHASE OF

There are three expandable sections on the left side of the screen:

- General data:**
 - Address
 - Control
 - Payment transactions
 - Contact Persons
- Company code data:**
 - Accounting info
 - Payment transactions
 - Correspondence
 - Withholding tax
- Purchasing organization data:**
 - Purchasing data
 - Partner functions

 <p>L&T Infotech</p>	<p>Creation/Change/Display of Vendor Master record</p>	
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

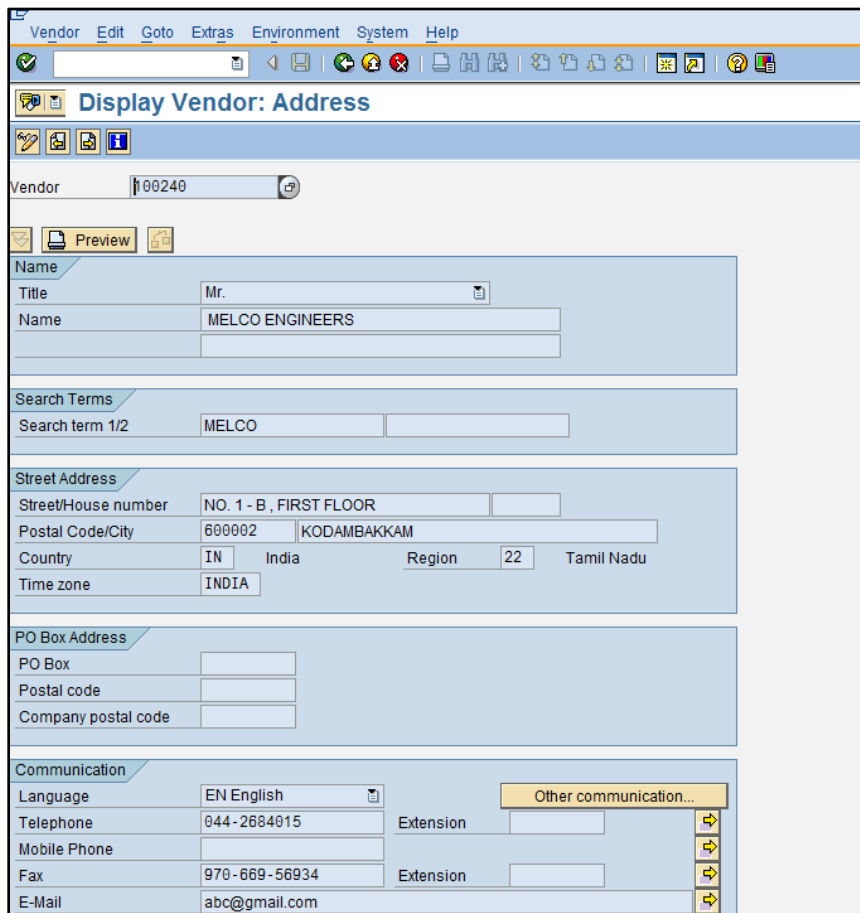
Company Code:VOCP

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:



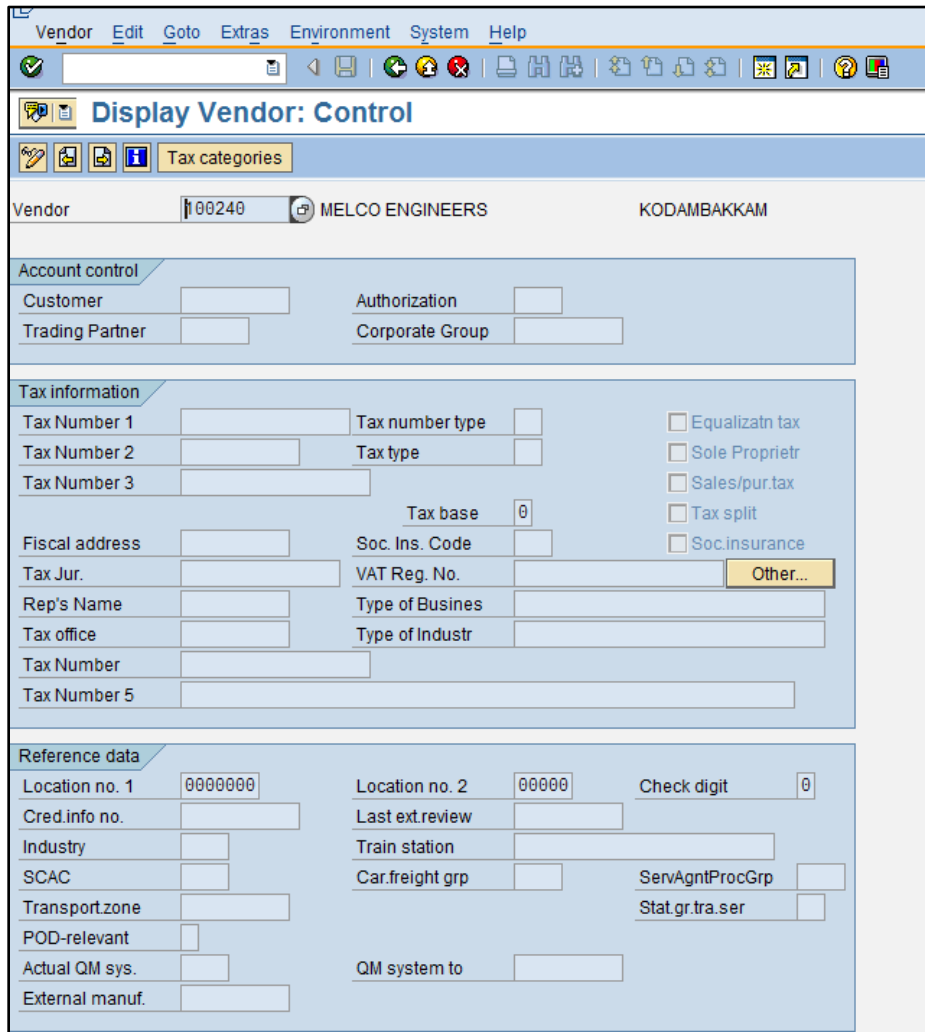
The screenshot shows the SAP 'Display Vendor: Address' screen. The 'Vendor' field is populated with '100240'. The 'Name' section shows 'Mr.' as the title and 'MELCO ENGINEERS' as the company name. The 'Search Terms' section has 'MELCO' entered. The 'Street Address' section includes 'NO. 1 - B , FIRST FLOOR', postal code '600002', city 'KODAMBAKKAM', country 'IN', region '22', and 'Tamil Nadu'. The 'Communication' section shows 'EN English' as the language, telephone '044-2684015', and email 'abc@gmail.com'.

Note: The Vendor address details are displayed.

 L&T Infotech	Creation/Change/Display of Vendor Master record	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small>
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	

4. Click 

The following screen is displayed:





The screenshot shows the SAP 'Display Vendor: Control' screen. The vendor name is MELCO ENGINEERS and the location is KODAMBAKKAM. The screen is divided into several sections:

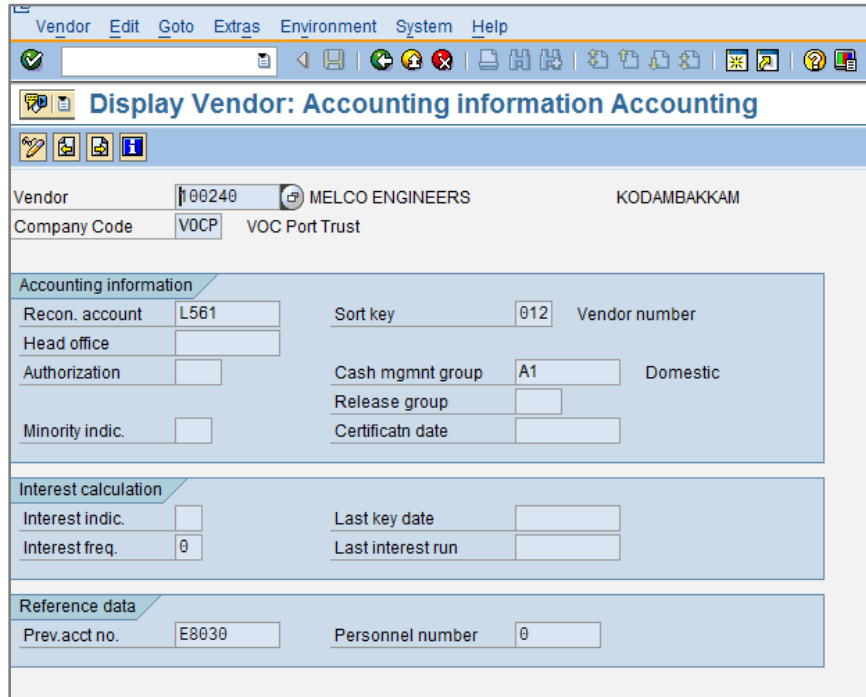
- Account control:** Fields for Customer, Authorization, Trading Partner, and Corporate Group.
- Tax information:** Fields for Tax Number 1, 2, 3, and 5, Tax number type, Tax type, Tax base, Fiscal address, Soc. Ins. Code, VAT Reg. No., Rep's Name, Type of Business, Tax office, Type of Industry, and Tax Number.
- Reference data:** Fields for Location no. 1, Location no. 2, Check digit, Cred.info no., Last ext.review, Industry, Train station, SCAC, Car.freight grp, ServAgntProcGrp, Transportzone, Stat.gr.tra.ser, POD-relevant, Actual QM sys., QM system to, and External manuf.

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

5. Click 

 L&T Infotech	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:



The screenshot shows the SAP 'Display Vendor: Accounting information Accounting' screen. The vendor details are as follows:

- Vendor: 00240 MELCO ENGINEERS KODAMBAKKAM
- Company Code: V0CP VOC Port Trust

The 'Accounting information' section contains the following fields:

- Recon. account: L561
- Sort key: 012
- Vendor number: (blank)
- Head office: (blank)
- Authorization: (blank)
- Cash mgmnt group: A1
- Domestic: (blank)
- Release group: (blank)
- Minority indic.: (blank)
- Certificatn date: (blank)

The 'Interest calculation' section contains the following fields:

- Interest indic.: (blank)
- Last key date: (blank)
- Interest freq.: 0
- Last interest run: (blank)



The 'Reference data' section contains the following fields:

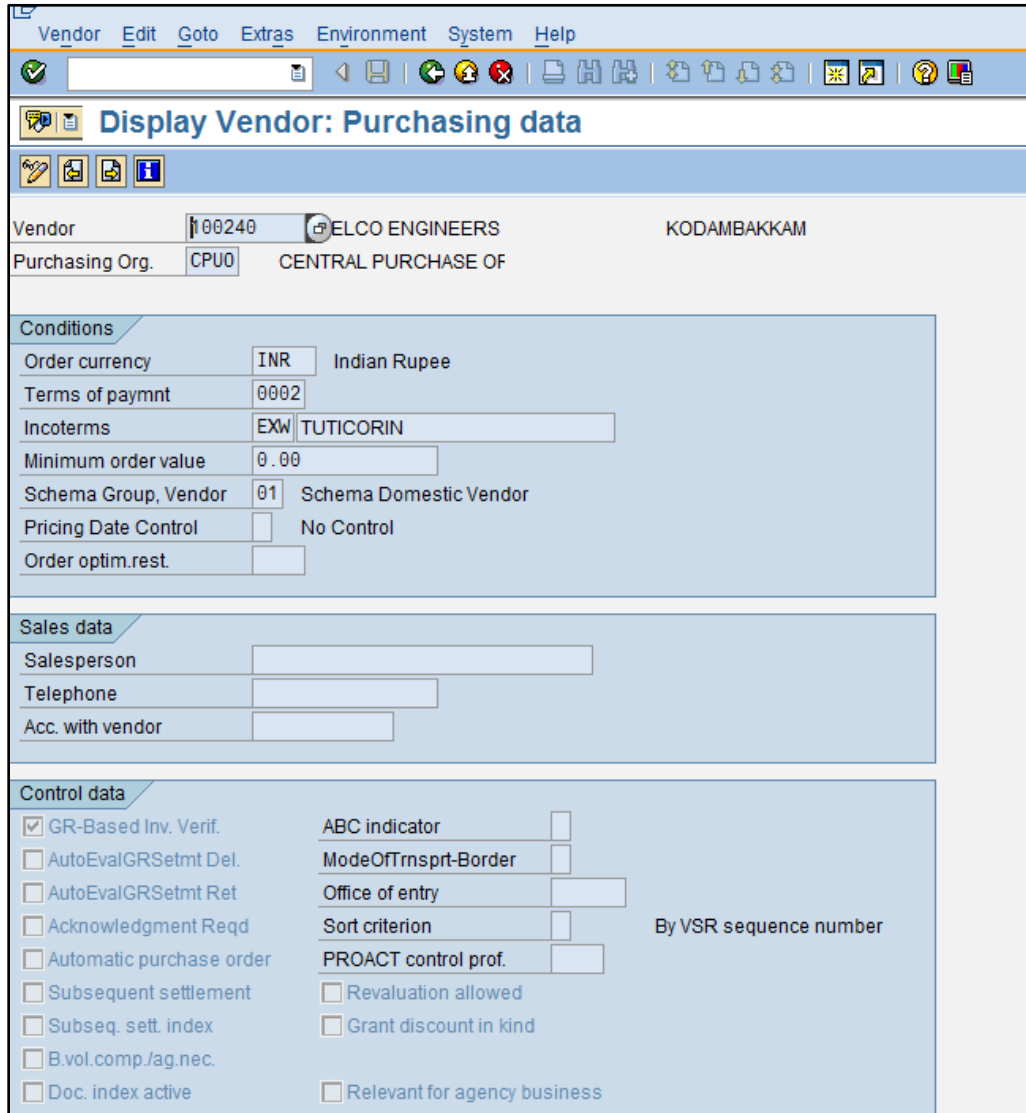
- Prev.acct no.: E8030
- Personnel number: 0

Note: The Vendor accounting information screen is displayed.

6. Click 

The following screen is displayed:



 <p>L&T Infotech</p>	<p align="center">Creation/Change/Display of Vendor Master record</p>	
Port Department	Common to all	
Responsibility	Master data team	
Transaction Code	XK01,XK02,XK03	



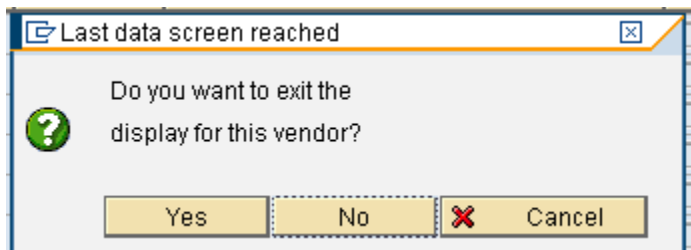
The screenshot shows the SAP 'Display Vendor: Purchasing data' screen. The vendor is ELCO ENGINEERS (KODAMBAKKAM) with purchasing organization CPU0 (CENTRAL PURCHASE OF). The conditions section shows: Order currency INR (Indian Rupee), Terms of payment 0002, Incoterms EXW TUTICORIN, Minimum order value 0.00, Schema Group 01 (Schema Domestic Vendor), Pricing Date Control No Control, and Order optimization rest. The sales data section is empty. The control data section includes various checkboxes for GR-based verification, auto-evaluation, acknowledgment, and other procurement-related settings.

Note: The Vendor purchasing data is displayed.

7. Click 

 L&T Infotech	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:



8. Click .

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