



**Project – SUGAM
End User Manual
BP Creation for Vendor**



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

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Role	Name
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REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
04.02.2019	0.1	User Manual Preparation	Vivek	Naveen

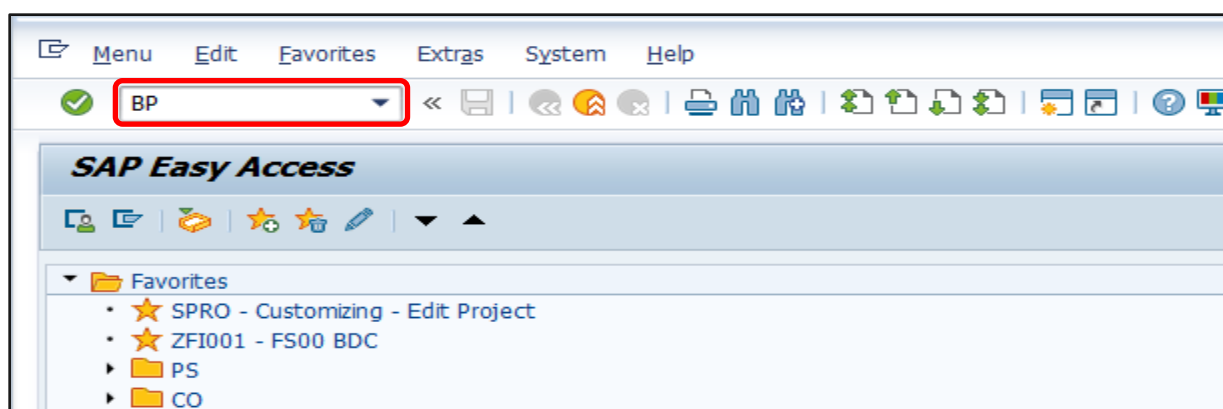


Project – SUGAM End User Manual BP Creation for Vendor

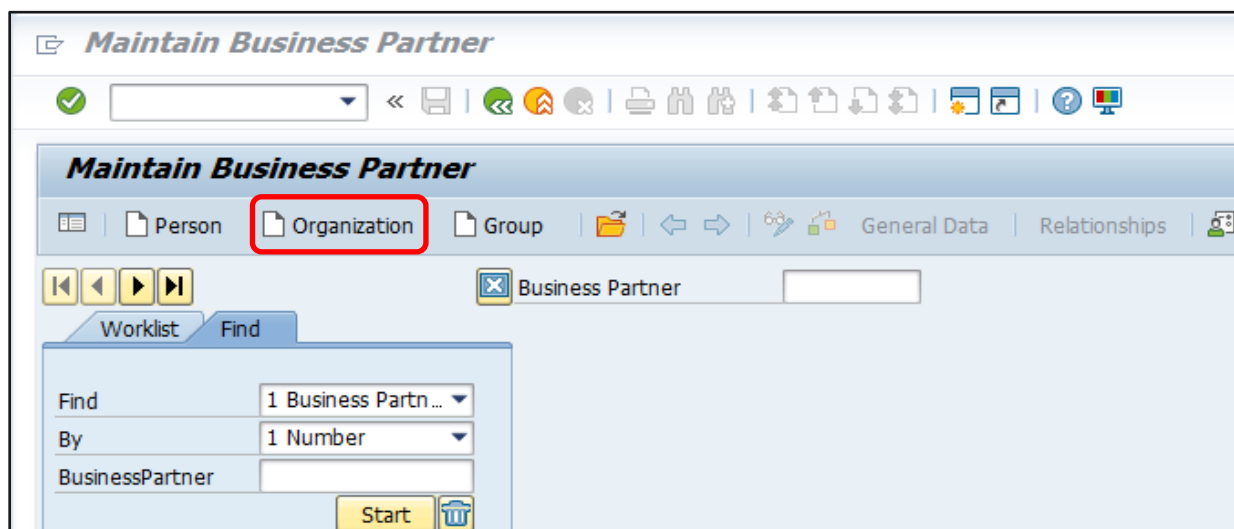


1.1. Creation of BP for Vendor Master:

SAP T-code	BP
Process	Input BP in Transaction Box and press Enter key



SAP T-code	BP
Process	Click on Organization - Entre

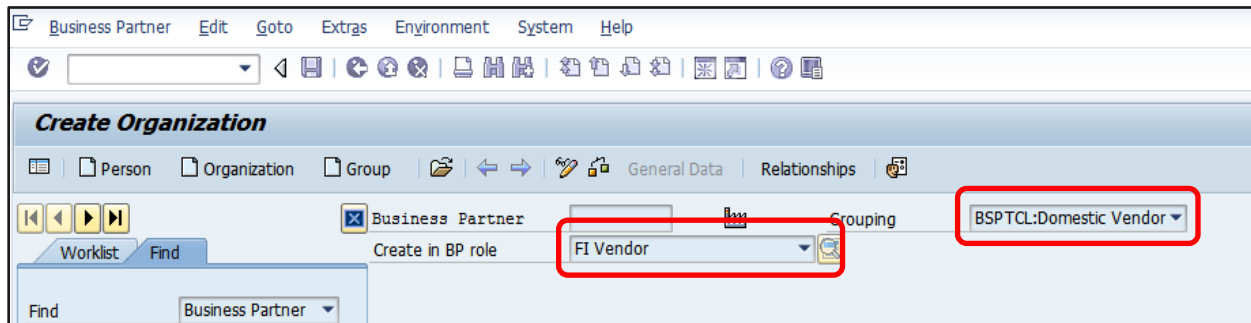




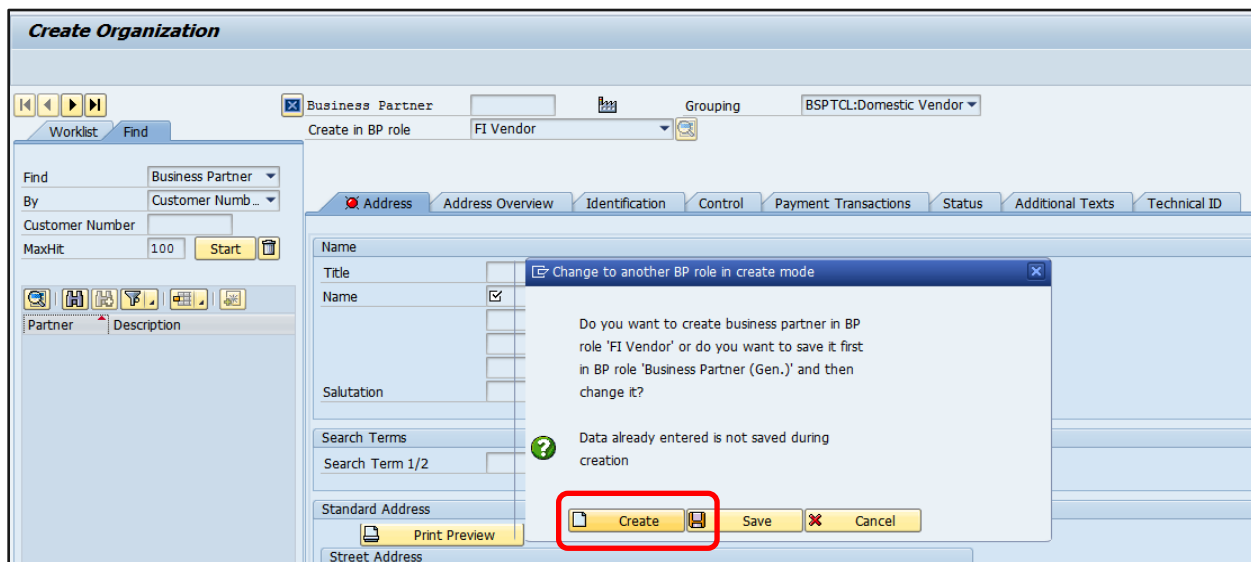
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SAP T-code	BP
Process	Create in BP Role FI Vendor – select Grouping: BSPTCL Domestic Vendor



SAP T-code	BP
Process	Click on Create option below:



SAP T-code	BP
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**Project – SUGAM
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Process	Create vendor General Data Screen – Title: Select relevant title from the drop down list - Name: Input customer name - Search term 1/2: Input required/relevant search term
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Create Organization: Role FI Vendor

Business Partner: [] Grouping: BSPTCL:Domestic Vendor

Create in BP role: FI Vendor (New)

Find: Business Partner

By: Customer Numb...

Customer Number: [] MaxHit: 100 Start []

Partner: [] Description: []

Address | Address Overview | Identification | Control | Payment Transactions | Status | Legal Data | Vendor: General Data

Name

Title: Company

Name: ABC Limited Vendor

Salutation: ABC

Search Terms

Search Term 1/2: ABC

Special Customer

VIP: []

Undesirable Customer: [] Reason Undes.: []

Comment: []

SAP T-code	BP
Process	Give Details of Street/House number: Input street and house number - Postal Code/City: Input postal code and city – County – Region - Language : English - Mobile Number : As per customer - Email id : Email id of vendor



Project – SUGAM End User Manual BP Creation for Vendor



Create Organization: Role FI Vendor

Person Organization Group With Reference Company Code Relationships

Business Partner [] Grouping BSP TCL: Domestic Vendor

Create in BP role FI Vendor (New)

Worklist Find

Find Business Partner

By Customer Number

Customer Number

MaxHit 100 Start

Partner Description

Address Address Overview Identification Control Payment Transactions Status Legal Data Vendor: General Data

Street Address

Street/House number B J Road

Postal Code/City 111111 Patna

Country IN Region 04

PO Box Address

PO Box

Postal code

Company Postal Code

Communication

Language English Other communication...

Telephone Extension

Mobile Phone 9167546372

Fax Extension

E-Mail abc@gmail.com

Dependent -> Independent...

SAP T-code	BP
Process	Tax Number : Input GST number in this Field - Category: Input IN3

Create Organization: Role FI Vendor

Person Organization Group With Reference Company Code Relationships

Business Partner [] Grouping BSP TCL: Domestic Vendor

Create in BP role FI Vendor (New)

Worklist Find

Find Business Partner

By Customer Number

Customer Number

MaxHit 100 Start

Partner Description

Address Address Overview Identification Control Payment Transactions Status Legal Data Vendor: General Data

Organizational Data

Legal form

Legal entity

Date founded

Liquidation date

Int. location no. 1 Int. location no. 2 Check digit 0

FactoryCalendar

Identification Numbers

External BP Number

Tax Numbers

Category	Name	Tax Number
		35AABCS1429B1ZY



Project – SUGAM End User Manual BP Creation for Vendor



SAP T-code	BP
Process	Click on Company code.

Business Partner Edit Goto Extras Environment System Help

Create Organization: Role FI Vendor

Person Organization Group With Reference **Company Code** Relationships

Business Partner [] Grouping BSPTCL:Domestic Vendor

Create in BP role FI Vendor (New)

Find Business Partner

SAP T-code	BP
Process	Give Company code : 1000

Business Partner Edit Goto Extras Environment System Help

Create Organization: Role FI Vendor

Person Organization Group With Reference General Data Relationships

Business Partner [] Grouping BSPTCL:Domestic Vendor

Create in BP role FI Vendor (New)

Company Code

Company Code **1000** BSPTCL

Customer <External>

Vendor <External>

Company Codes

Switch Company Code

Find Business Partner

By Customer Numb...

Customer Number

MaxHit 100 Start

SAP T-code	BP
Process	Select Vendor: Account Management tab - Select the relevant reconciliation account



Project – SUGAM End User Manual BP Creation for Vendor



Create Organization: Role FI Vendor

Business Partner: [] Grouping: BSPTCL:Domestic Vendor

Create in BP role: FI Vendor (New)

Company Code: 1000 BSPTCL Company Codes

Customer: [] Switch Company Code

Vendor: <External>

Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Status Vendor: Withholding Tax

Account Management

Reconciliation acct: 212000

Head office: []

Sort key: 001

Authorization Group: []

Planning Group: []

Release Group: []

Minority Indicator: []

Certification Date: []

SAP T-code	BP
Process	Click on Vendor: payment Transactions Tab–Select Payment Term – select Payment method

Create Organization: Role FI Vendor

Business Partner: [] Grouping: BSPTCL:Domestic Vendor

Create in BP role: FI Vendor (New)

Company Code: 1000 BSPTCL Company Codes

Customer: [] Switch Company Code

Vendor: <External>

Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Status Vendor: Withholding Tax

Payment Data

Payment terms: 0002

Tolerance Group: [] BSPTCL Tolerance Group

Check Cashing Time: []

Check Double Invoice: []

Automatic Payment Transactions

Payment Methods: []

House bank: []

SAP T-code	BP
Process	Click on withholding Tax tab and Give Input According to Payment & Invoice



Project – SUGAM End User Manual BP Creation for Vendor



Create Organization: Role FI Vendor

Business Partner: [] Grouping: BSP TCL:Domestic Vendor

Create in BP role: FI Vendor (New)

Company Code: 1000 BSP TCL

Customer: [] Vendor: <External>

Vendor: Withholding Tax

WTax Ty...	WTax Co...	Subject	WhT...	v/tax ID	Exemption Number	Exem...	Exmpt.Resn	Exmpt. Fr.
C1		<input checked="" type="checkbox"/>	CO					
1C	2C	<input checked="" type="checkbox"/>	CO					

SAP T-code	BP
Process	Click on Vendor: Ctry.spec.enh – Save - <input checked="" type="checkbox"/> Business partner 100025 created

Create Organization: Role FI Vendor

Business Partner: [] Grouping: BSP TCL:Domestic Vendor

Create in BP role: FI Vendor (New)

Address Address Overview Identification Control Payment Transactions Status Legal Data Vendor: General Data

Type of Vendor: Customs Vendor:

Excise Duty Determination

Exc.Ind.Vendor: SSI status: CENVAT Scheme Participant:

India: Excise Duty/Service Tax

CST no.: []
LST no.: []
Ser.Reg.No: []

India: Withholding Tax

PAN: AXBEH3847V

PAN Reference: []
PAN Date: []
Deductee Ref No.: []

Manual End