Materials Management
SAP Implementation at IESCO
Training Document
Vendor Master Maintenance

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18. IESCO_SAP_ERP_MM_TD_Fiori_Vendor Master Maintenance

Contents

Vendor Master Maintenance

1 Purpose

The vendor master data contains information about the vendors that supply an enterprise the required material or services. A vendor master record contains the vendor's name and address, as well as data such as:

- The currency used for ordering from the vendor
- Terms of payment

Prerequisites

The requisitioned identifies the need for a vendor master to be created. The Vendor Master Record Maintainer receives a request from the requisitioned to create a new Vendor Master Record.

1.1 Process Steps

1.1.1 Vendor Master Creation

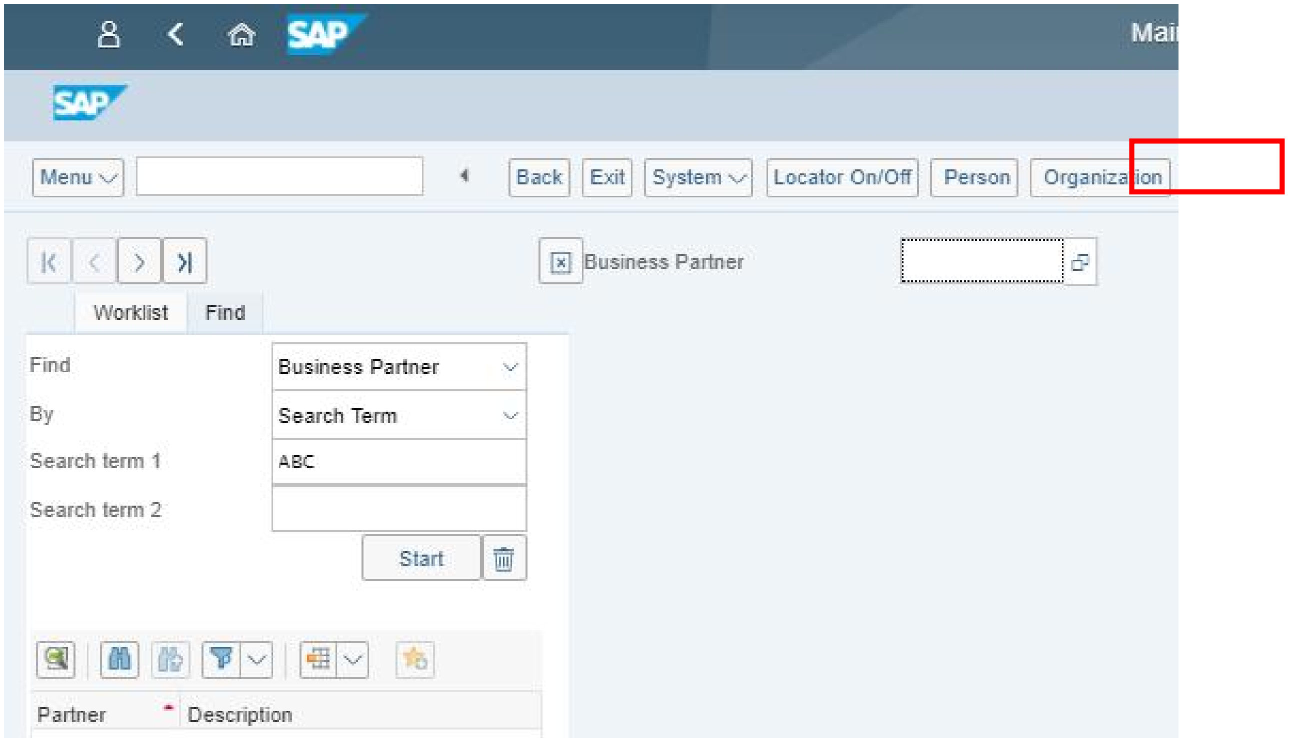
Use

Following steps are followed during the vendor master creation.

Procedure

1. Open “Maintain Business Partner” App from Fiori Launchpad.
2. On the Create Vendor: Initial Screen, provide the necessary data and choose Enter and move on next screen.

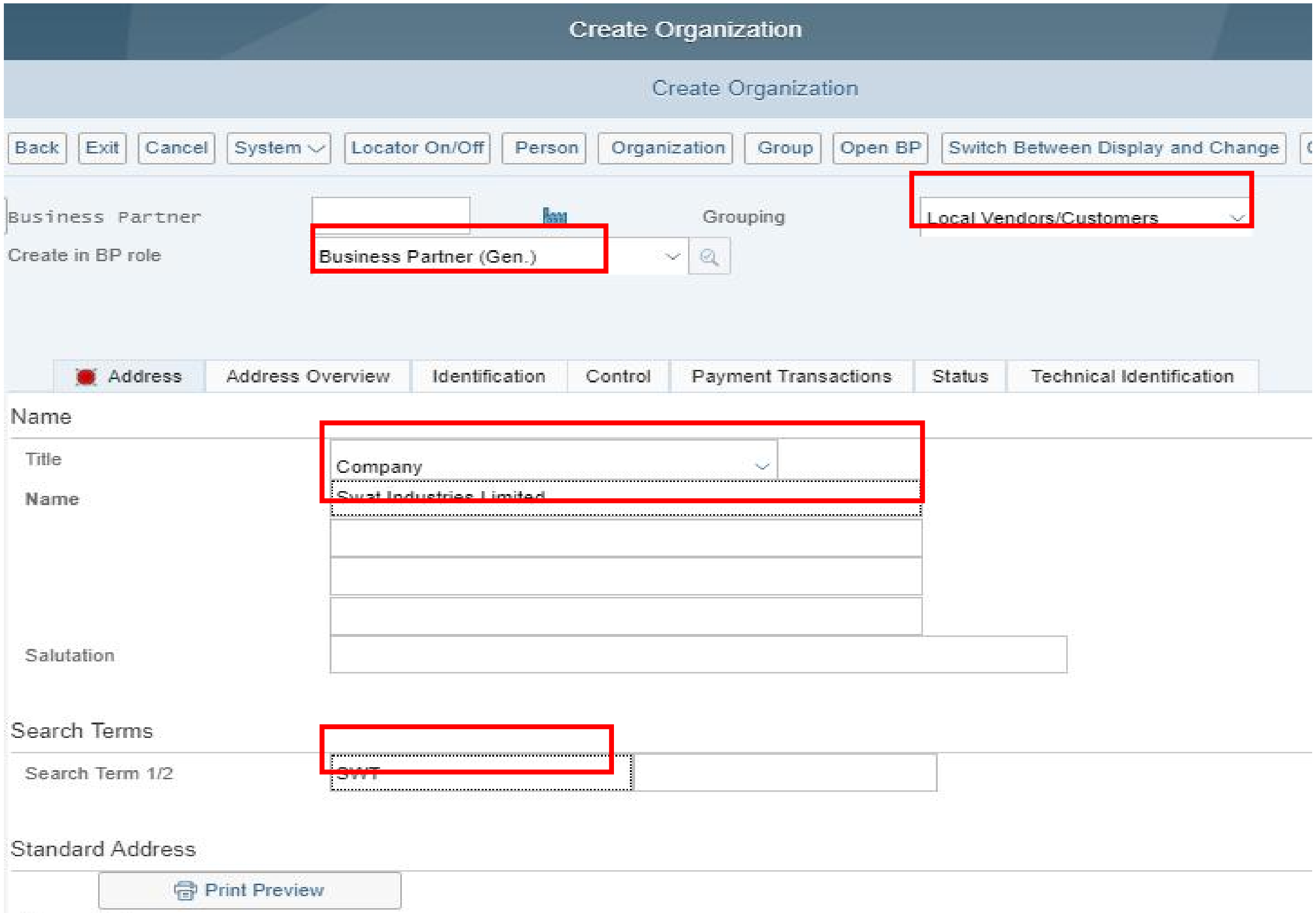
Field name	Description	User action and values	Comments
BP			BP number will be internally generated by system.
Organization		As per requirement	Press Organization



3. On the Create Vendor: Address screen, enter the necessary data and move on next screen.

Field name	Description	User action and values	Comments
Grouping		As per requirement	Select: Local Vendor/Customers
Title		As per requirement	Enter title or select from the list. Example: Company
Name		Vendor Name	Enter the name of vendor. Example: Swat Industries Limited
Search Term1/2		As per requirement	Enter the search term that can be used as a search criterion for

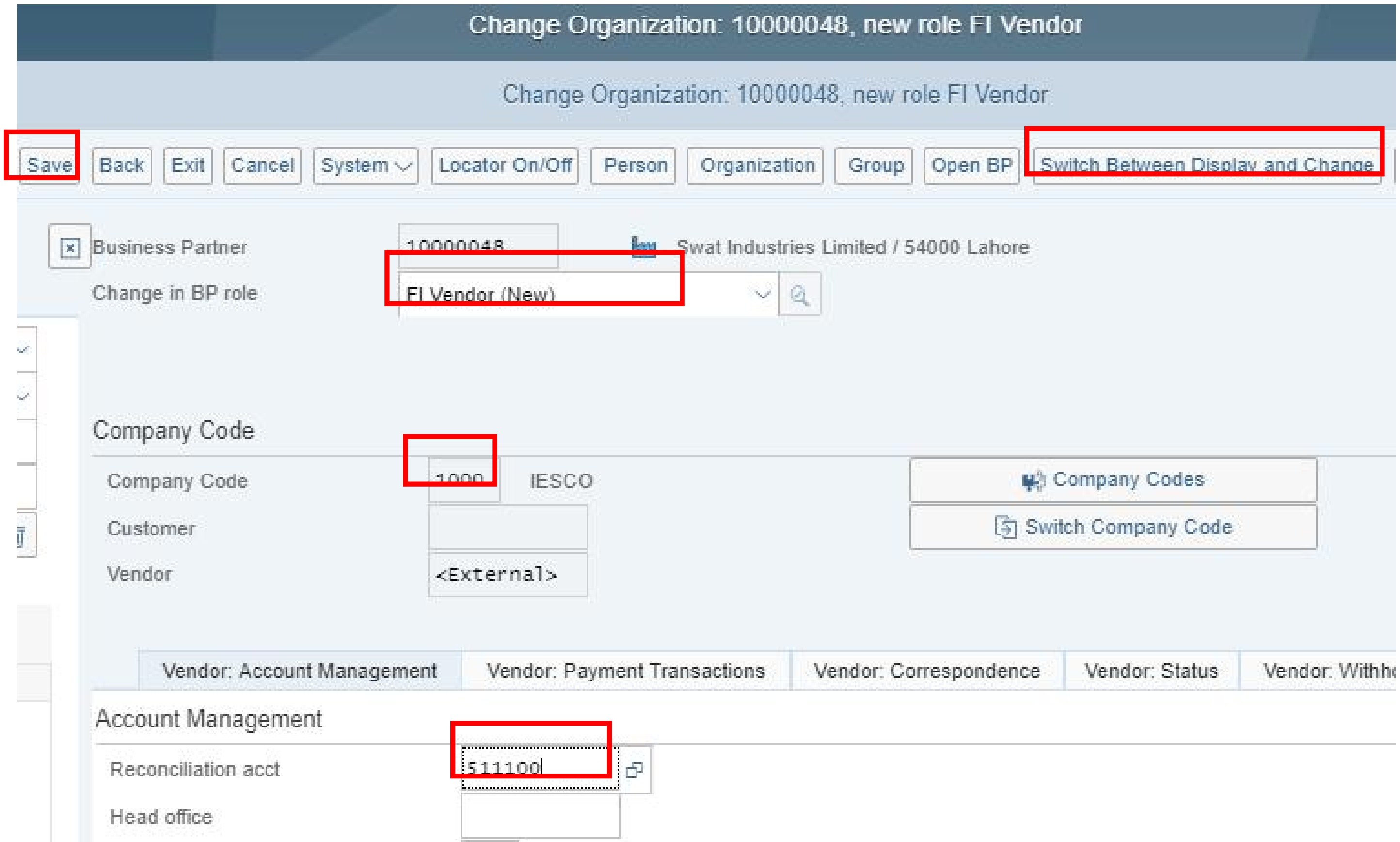
			vendor. Example: SWT
Street/House Number		Street name as part of the address.	Example: 5/40
Postal Code		Postal code as part of the address	Example: 54000
City		City name as part of the address.	Example: Lahore
Country		Country name as part of the address.	Example: PK
Language		Enter Language	EN English


Create Organization
Create Organization
Back
Exit
Cancel
System
Locator On/Off
Person
Organization
Group
Open BP
Switch Between Display and Change
Business Partner
Grouping
Local Vendors/Customers
Create in BP role
Business Partner (Gen.)
Address
Address Overview
Identification
Control
Payment Transactions
Status
Technical Identification
Name
Title
Company
Name
Swat Industries Limited
Salutation
Search Terms
Search Term 1/2
SWT
Standard Address
Print Preview

4. Press Save or CTRL+S Then BP Number Will Create: 10000048

5. On the create BP, Enter BP :10000048 Then Select “Switch Between Display and Change” in BP role as FI Vendor (NEW). Select Company Code

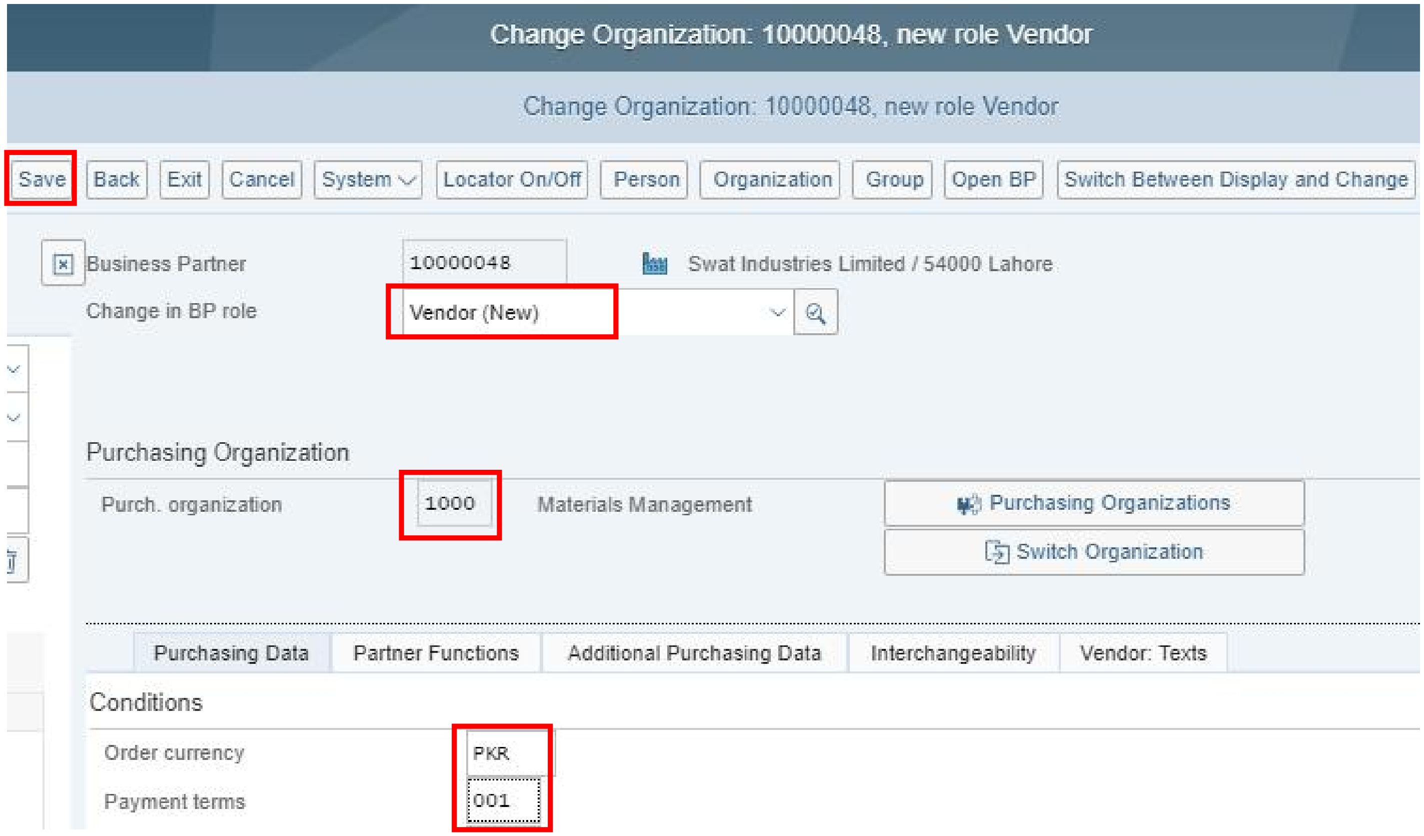
Field name	Description	User action and values	Comments
Reconciliation Account		As per requirement	Enter recon account or press F4 to select from the list. Example: 511100



Press Save. BP will create in company code 1000.

6. Enter BP Number and Select Change in BP role as Vendor (NEW). Select Purchasing

Field name	Description	User action and values	Comments
Purchasing Organization		As per requirement	As 1000 in the Purchasing Organization
Order Currency		As per requirement	Enter order currency or press F4 to select from the list. Example: PKR
Payment Term		As per requirement	Enter payment terms or press F4 to select from the list. 0001
GR Based Inv. Verif.		Indicator specifying that provision has been made for goods-receipt-based invoice verification for a purchase order item or invoice item.	Example: Select this Check Box
Schema Group		Determines which calculation schema (pricing procedure) is to be used in purchasing documents containing this vendor number.	Enter schema group or press F4 to select from the list. Example:IE



7. Press Save button.

Result:

System creates the Vendor Master Record as BP.

Note:

You can go in BP and Change the required data.