



Project – SUGAM

User Manual

Process Name: Create Vender Master
Process Number: 03



DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	Create Vender Master
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	PROCESS NAME	
03	CREATE VENDER MASTER	

AUTHORS & PARTICIPANTS

Role	Name
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Consultant	Sri.Madan Balasaheb Magar
Workshop Participants	

Revision History

Date	Document Version	Document Revision Description	Author	Reviewer
	V0	Draft for review	Madan Magar	Ashok Kumar Jhanwar



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SAP T-code	BP
Process	Create Vender Master

Click on Organization

Maintain Business Partner

Person Organization Group

Business Partner

Worklist Find

Select Grouping :ZDOM

Business Partner

Create in BP role

000000 Business Partner (Gen.)

Grouping

ZDOM BSPTCL:Domestic Vendor

Enter Name or address of Vender

Address Address Overview Identification Control Payment Transactions Status Additional Texts Technical ID

Name

Title 0003 Company

Name Tata electric Pvt. Ltd.

Salutation Mr.

Search Terms

Search Term 1/2 ELECTICS



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Street Address	
Street/House number	<input type="text"/>
Postal Code/City	653413 Patna
Country	IN India
Region	04 Bihar
Time zone	INDIA
PO Box Address	
PO Box	<input type="text"/>
Postal code	<input type="text"/>
Company Postal Code	<input type="text"/>
Communication	
Language	EN English
Telephone	986000000
Mobile Phone	986000000
Extension	<input type="text"/>
Other communication...	

Click on Save.

Following vender create

✔ Business partner 100024 created

Extend Vender for Purchase organization

Click on Change

Display Organization : 100024

Person Organization Group General Data Relationships

Business Partner: 100024 Tata electric Pvt. Ltd. / 653413 Patna

Display in BP role: 000000 Business Partner (Gen.)

Select BP Role FLVN01

Business Partner: 100024 Tata electric Pvt. Ltd. / 653413 Patna

Change in BP role: FLVN01 Vendor (New)



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Click on Purchasing

Change Organization: 100024, new role Vendor

Person Organization Group General Data **Purchasing** Relationships

Business Partner: 100024 Tata electric Pvt. Ltd. / 653413 Patna
Change in BP role: FLVN01 Vendor (New)

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

Name

Title: 0003 Company

Name: Tata electric Pvt. Ltd.

Salutation: Mr.

Enter following Information

Purchasing Organization

Purch. organization: 1000 BSPTCL Pur Org.

Purchasing Organizations
Switch Organization
Delete Organization

Purchasing Data Partner Functions Additional Purchasing Data Interchangeability Vendor: Texts Supply Region

Order currency: INR

Payment terms:

Incoterms Version:

Incoterms: FOB

Incoterms Location 1: Patna

Incoterms Location 2:

Minimum order value:



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Purchasing Organization

Purch. organization	1000	BSPTCL Pur Org.		Purchasing Organizations
				Switch Organization
				Delete Organization

Purchasing Data Partner Functions Additional Purchasing Data Interchangeability Vendor: Texts Supply Regic

Additional Purchasing Data

Relevant for Settlement Management	<input type="checkbox"/>
Del. flag POrg.	<input type="checkbox"/>
Schema Grp Supp	<input type="checkbox"/> ZD
Automatic PO	<input type="checkbox"/>
Pr. Date Cat.	<input type="checkbox"/>
Sort criterion	<input type="checkbox"/>
All Purchasing Organization Block	<input type="checkbox"/>
Selected Purchasing Organization Block	<input type="checkbox"/>
Conf. Control	<input type="checkbox"/>

Click on Save.

Extend Vender for FI

Select BP role FLVN00

Change Organization: 100024, new role FI Vendor

Person Organization Group General Data Company Code

Business Partner 100024 Tata electric Pvt. Ltd. / 653413 Patna

Change in BP role FLVN00 FI Vendor (New)

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

Name

Title 0003 Company

Name Tata electric Pvt. Ltd.



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Change Organization: 100024, new role FI Vendor

Person Organization Group General Data **Company Code**

Business Partner 100024 Tata electric Pvt. Ltd. / 653413 Patna
Change in BP role FLVN00 FI Vendor (New)

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

Name
Title 0003 Company
Name Tata electric Pvt. Ltd.

Change Organization: 100024, new role FI Vendor

Person Organization Group General Data Company Code

Business Partner 100024 Tata electric Pvt. Ltd. / 653413 Patna
Change in BP role FLVN00 FI Vendor (New)

Company Code
Company Code 1000 BSPTCL
Customer
Vendor 100024
Company Codes
Switch Company Code
Delete Company Code

Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Status Vendor: Withh

Account Management
Reconciliation acct 170200

Click on Save.



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SAP T-code	BP
Process	Change Vender master

Click on Change and we can change vender details

Display Organization : 100024

Person Organization Group **Change** General Data Relationships

Business Partner 100024 Tata electric Pvt. Ltd. / 653413 Patna

Worklist Find Display in BP role 000000 Business Partner (Gen.)

Find 1 Business Partner
By 1 Number
BusinessPartner
Max. hits 100 Start

Partner Description

Address Address Overview Identification Control Payment Transactions Status

Name
Title 0003 Company
Name Tata electric Pvt. Ltd.



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SAP T-code	BP
Process	Display vender master

Enter Vender Number, Press enter

Display Organization : 100024

Person Organization Group

Worklist Find

Find: 1 Business Partner
By: 1 Number
BusinessPartner: 100024
Max. hits: 100 Start

Partner Description

Double click on Vender to Display vender information

Display Organization : 100024

Person Organization Group

Worklist Find

Find: 1 Business Partner
By: 1 Number
BusinessPartner: 100024
Max. hits: 100 Start

Partner Description

100024 Tata electric Pvt. Ltd. / 653413 Patna



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



SAP T-code	MKVZ
Process	List of vender

Enter Purchase organization and press Execute(F8)


List of Suppliers: Purchasing



Supplier	<input type="text"/>	to	<input type="text"/>	
Purchasing Organization	<input type="text" value="1000"/>	to	<input type="text"/>	
Search Term	<input type="text"/>	to	<input type="text"/>	
Account Group	<input type="text"/>	to	<input type="text"/>	

Following List of vender display

List of Suppliers: Purchasing

 Purchasing Central

Supplier Name	Street	Cty	Post.Code	City	Group	Search term	B	BF	DelF	One-time	POrg	Purch. org. descr.	PayT	IncoT	Inco. 2
Vendor 100000															
Mehru Electrical & Mechanical Engin	E-1247, RIICO Industrial Area	IN	301019	Ghatal	ZDOM	TRANSFORME					1000	BSPTCL Pur Org. 0001	FOB	Bihar	
Vendor 100001															
Mahveer Electrical Pvt.Ltd.		IN	999999	Patna	ZDOM	ELECT					1000	BSPTCL Pur Org. 0009	FOB	Bihar	
Vendor 100003															
R. J electircs pvt. ltd.		IN	800001	bodhgaya	ZDOM	ELECTICS					1000	BSPTCL Pur Org. 0001	FCA	All plants	
Vendor 100005															
KPM Pvt Ltd	Bally Road	IN	800001	Patna	ZDOM	IT					1000	BSPTCL Pur Org. Z001	FOR	Bihar	