



## Project – SUGAM End User Manual BP Creation for Customer



### 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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### REVISION HISTORY

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

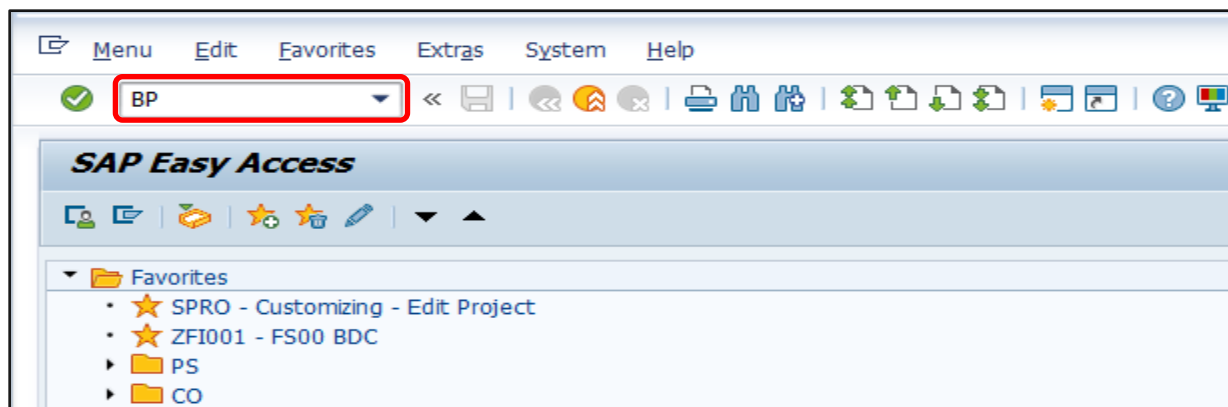


## Project – SUGAM End User Manual BP Creation for Customer

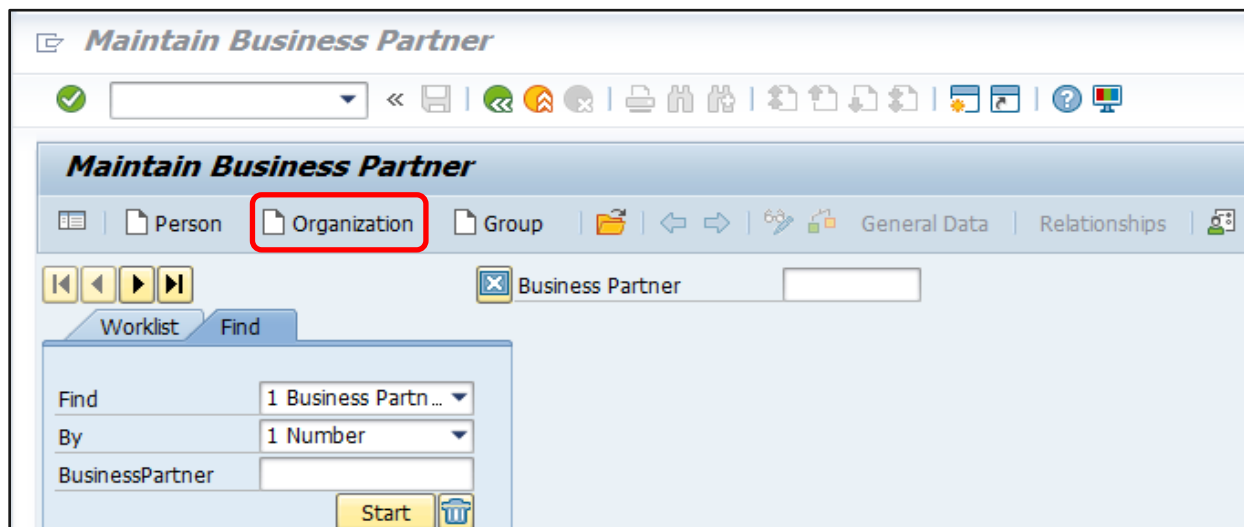


### 1.1. Creation of BP for Customer Master:

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



SAP T-code	BP
Process	Click on Organization - Entre





## Project – SUGAM End User Manual BP Creation for Customer



<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>Create in BP Role FI Customer – select Grouping FI Customer</b>

**Create Organization**

Business Partner ☒ Create in BP role FI Customer Grouping FI Customer

Worklist Find

Find Business Partner By Customer Number

Address Address Overview Identification Control Payment Transactions Status

<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>Click on Create option below:</b>

**Create Organization**

Business Partner ☒ Create in BP role FI Customer Grouping FI Customer

Worklist Find

Find Business Partner By Customer Number

MaxHit 100 Start

Partner Description

Address Address Overview Identification Control Payment Transactions Status Additional Texts

Name Title Name

Salutation

Search Terms Search Term 1/2

Standard Address

Print Preview Street Address

Change to another BP role in create mode

Do you want to create business partner in BP role 'FI Customer' or do you want to save it first in BP role 'Business Partner (Gen.)' and then change it?

Data already entered is not saved during creation

Create Save Cancel



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<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>Create Customer 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</b>

**Create Organization: Role FI Customer**

Person Organization Group With Reference Company Code ETM Data Relationships

Business Partner Grouping FI Customer

Create in BP role FI Customer (New)

Worklist Find

Find Business Partner

By Customer Numb...

Customer Number

MaxHit 100 Start

Partner Description

**Address** Address Overview Identification Control Payment Transactions Status Legal Data Customer: General Data

Name

Title Company

Name ABC Limited

Salutation ABC

Search Terms

Search Term 1/2 ABC

Special Customer

VIP

Undesirable Customer Reason Undes. Comment

<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>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 customer</b>



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**Create Organization: Role FI Customer**

Person Organization Group With Reference Company Code ETM Data Relationships

Business Partner [ ] Grouping FI Customer

Create in BP role FI Customer (New)

Worklist Find

Find Business Partner

By Customer Numb...

Customer Number

MaxHit 100 Start

Partner Description

Print Preview

Street Address

Street/House number R K Road

Postal Code/City 111111 Patna

Country IN Region 04

PO Box Address

PO Box

Postal code

Company Postal Code

Communication

Language English

Telephone Extension

Mobile Phone 9167546372

Fax Extension

E-Mail abc@gmail.com

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

**Create Organization: Role FI Customer**

Person Organization Group With Reference Company Code ETM Data Relationships

Business Partner [ ] Grouping FI Customer

Create in BP role FI Customer (New)

Worklist Find

Find Business Partner

By Customer Numb...

Customer Number

MaxHit 100 Start

Partner Description

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

All Industry Systems Entry 0 of 0

Identification Numbers

External BP Number

Tax Numbers

Natural Person

Category	Name	Tax Number
		35AABCS1429B12X



## Project – SUGAM End User Manual BP Creation for Customer



<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>Click on Company code.</b>

**Create Organization: Role FI Customer**

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

Business Partner [ ] Grouping FI Customer

Worklist Find Create in BP role FI Customer (New)

Find Business Partner

<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>Give Company code : 1000</b>

**Create Organization: Role FI Customer**

Person Organization Group With Reference General Data ETM Data Relationships

Business Partner [ ] Grouping FI Customer

Worklist Find Create in BP role FI Customer (New)

Find Business Partner

By Customer Number

Customer Number [ ] MaxHit 100 Start

Company Code 1000 BSPTCL

Company Code Customer <Internal> Vendor

Company Codes Switch Company Code

<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>Select Customer: Account Management tab - Select the relevant reconciliation account</b>



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**Create Organization: Role FI Customer**

Person Organization Group With Reference General Data ETM Data Relationships

Business Partner ☐ Grouping FI Customer

Create in BP role FI Customer (New)

Find Business Partner  
By Customer Numb...  
Customer Number  
MaxHit 100 Start

Company Code  
Company Code 1000 BSPTCL  
Customer <Internal>  
Vendor

Customer: Account Management Customer: Payment Transactions Customer: Correspondence Customer: Insurance

Account Management  
Reconciliation acct 150101 SBPDCL  
Head office  
Sort key  
Subsidy Indicator  
Authorization Group  
Planning Group  
Release Group  
Value Adjustment

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

**Create Organization: Role FI Customer**

Person Organization Group With Reference General Data ETM Data Relationships

Business Partner ☐ Grouping FI Customer

Create in BP role FI Customer (New)

Find Business Partner  
By Customer Numb...  
Customer Number  
MaxHit 100 Start

Company Code  
Company Code 1000 BSPTCL  
Customer <Internal>  
Vendor

Customer: Account Management Customer: Payment Transactions Customer: Correspondence Customer: Insurance

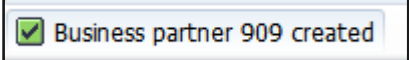
Payment Data  
Payment terms 0003  
Credit Memo Pyt Term  
Tolerance Group BSPTCL Tolerance Group  
B/Ex. Charges Terms  
Check Cashing Time  
Known/Negotiat.Leave  
Record Pmnt History

Automatic Payment Transactions  
Payment Methods  
House bank



## Project – SUGAM End User Manual BP Creation for Customer



<b>SAP T-code</b>	<b>BP</b>
<b>Process</b>	<b>Click on Customer: Ctry.spec.enh – Save -</b> 

**Change Organization: 909, role FI Customer**

Person Organization Group Company Code ETM Data Relationships

Business Partner 909 ABC Limited / 111111 Patna  
Change in BP role FI Customer (defined)

Worklist Find

Find Business Partner  
By Customer Numb...  
Customer Number  
MaxHit 100 Start

Partner Description

Customer: General Data Customer: Tax Data Customer: Additional Data Customer: Unloading Points Customer: Texts **Customer: Ctry-Spec. Enh**

Excise Duty Determination  
Exc.Ind.Cust.

India: Excise Duty/Service Tax  
CST no.  
LST no.  
Service Tax Reg

India: Withholding Tax  
PAN **AHDJ98476C**  
PAN Reference

**Manual End**