

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
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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





1.1. Creation of BP for Vendor Master:

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

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SAP T-code	BP
Process	Click on Organization - Entre

🖻 Maintain B	usiness Partner
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Maintain Bu	siness Partner
💷 🗋 Person	🗅 Organization 📄 Group 🛛 📂 🖾 🗢 🖘 👘 🍄 🦆 General Data 🗍 Relationships 🗍 🛃
Worklist Find	Business Partner
Find	1 Business Partn 💌
Ву	1 Number 🔻
BusinessPartner	Start 🔟

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BSPTCL	End User Manual	Technologies
A THING TRANSMEDICH CORT	BP Creation for Vendor	Americas EU ASIA AUS

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

🖻 <u>B</u> usiness Partner <u>E</u> dit <u>G</u> oto Extr <u>a</u> s En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp	
Create Organization	
🖽 📄 Person 🗋 Organization 🗋 Group 🕴 😂 😓 🗇 🥬 🍰 General Data 🕴 Relationships 🗌 👹	
Worklist Find Create in BP role FI Vendor	BSPTCL:Domestic Vendor
Find Business Partner 💌	

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

Create Organization	
Worklist Find	Business Partner Brouping BSPTCL:Domestic Vendor Vendo
Find Business Partner By Customer Numb	Address Vaddress Overview VIdentification V Control V Payment Transactions V Status V Additional Texts V Technical ID
Customer Number MaxHit 100 Start	Name
Q M & 7, #, #	Title It could be another BP role in create mode Name It
Partner * Description	Do you want to create business partner in BP role 'FI Vendor' or do you want to save it first in BP role 'Business Partner (Gen.)' and then
	Salutation change it?
	Search Terms Data already entered is not saved during
	Standard Address Create Save Cancel
	Street Address

SAP T-code BP

BSPTCL BSPTCL BSPTCL BSPTCL BSPTCL BSPTCL BSPTCL	Project – SUGAM End User Manual BP Creation for Vendor	Americas EU ASIA AUS
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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

Create Organization: Role F	T Vendor
💷 🗋 Person 🗋 Organization 🗋 O	Group 🗋 With Reference 🍃 🌮 🍰 Company Code Relationships 🛃
Worklist Find Find Business Partner By Customer Numb Customer Number MaxHit	Business Partner BSPTCL:Domestic Vendor Create in BP role FI Vendor (New) Control Payment Transactions Status Legal Data Vendor: General Data Name
Partner Description	Title Company Name ABC Limited Vendor Image: Salutation ABC 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									
Create Organization: Kole F1	venuor								
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	Business Partner BSPTCL:Domestic Vendor 🕶								
Worklist Find	Create in BP role 🛛 FI Vendor (New) 💌 😨								
Find Pusineer Pathon									
By Customer Numb	Address Address Overview Identification Control Payment Transactions Status Lenal Data Vendor: General Data								
Customer Number									
MaxHit 100 Start	Street Address								
	Street/House number B J Road								
	Postal Code/City 111111 Patna								
Partner Description	Country IN Region 04								
	PO Box Address								
	PO Box								
	Postal code								
	Company Postal Code								
	Communication								
	Telephone Excension Excension								
	Mobile Phone 316/3463/2								
	Dependent -> Independent.								

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

Create Organization: Role FI Vendor								
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Worklst Find								
Find Business Partner By Customer Numb Customer Number Address Overview Identification Control Payment Transactions Status Legal Data Vendor: General Data V								
MaxHit 100 Start Organizational Data Legal form Legal form Legal entity Description Partner Description Liquidation date Int. location no. 2 Int. location no. 1 Int. location no. 2 Identification Numbers Identification Numbers								
External BP Number Tax Numbers Category Name S5AABCS1429B12Y								



SAP T-code	BP
Process	Click on Company code.

[E Business Partner	<u>E</u> dit <u>G</u> o	oto Extr <u>a</u>	s En <u>v</u> ironment	System	<u>H</u> elp				
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	Create Organ	nization:	Role Fi	Vendor						
	💷 📄 Person	🗋 Organizati	ion 🗋 Gr	oup 🗋 With Re	ference	1 😂 1 💯	6	Company Code	Relationships	6 1
			×	Business Parts	her]	G G	rouping	BSPTCL:Domestic Vendor -
	Worklist Find			Create in BP role	F	I Vendor (N	lew)	- 🖸		
	Find	Business Par	tner 🔻							

SAP T-code	BP
Process	Give Company code : 1000

Business Partner	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s	En <u>v</u> ironment S <u>v</u> sten	n <u>H</u> elp		
Ø	- 4 🖬 🛛 🕲	🙆 🚷 I 🗅 🖬 🞼 I 🎗	80 10 40 <mark>.</mark>	I 🖉 I 😨 🖪	
Create Organ	nization: Role FI	Vendor			
💷 📄 Person	Crganization Crg	oup 🗋 With Reference	😂 🦻 🖧	General Data Relatio	onships 🛛 👼
Worklist Find		Business Partner Create in BP role	FI Vendor (New)	Grouping	BSPTCL:Domestic Vendor 👻
Find	Business Partner 🔻				
Ву	Customer Numb 🔻	Company Code			
Customer Number		Company Code	1000 BSPTC	L	Company Codes
MaxHit	100 Start 🛅	Customer			Switch Company Code
		Vendor	<external></external>		

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 F	I Vendor
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	Business Partner Grouping BSPTCL:Domestic Vendor
Worklist Find	Create in BP role FI Vendor (New)
Find Business Partner	
By Customer Numb 🔻	Company Code
Customer Number	Company Code 1000 BSPTCL Company Codes
MaxHit 100 Start	Customer 막글 Switch Company Code
	Vendor <external></external>
3 H B 7. H. 8	
Partner Description	Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Status Vendor: Withholding Tax
	Account Management
	Reconciliation acct 212000
	Head office
	Sort key 0001
	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		
Person C Organization G	roup 🗋 With Reference 🔢 🎓 🖓 🍰 General Data 🔋 Relationships 🛛 👹	
Worklist Find	Business Partner BSP TCL:Domestic Vendor Vendo	
Find Business Partner 💌		
By Customer Numb 💌	Company Code	
Customer Number	Company Code 1000 BSP TCL Company Codes	
MaxHit 100 Start	Customer 🗳 Switch Company Code	
	Vendor <external></external>	
C H H F		
Partner Description	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



Create Organization: Role FI Vendor		
💷 🗋 Person 🗋 Organization 🗋 Grou	p 🗋 With Reference 🛛 🗀 😚 🏜 General Data 🔹 Relationships 🛛 🛃	
Worklist Find C	usiness Partner 🔤 Grouping BSPTCL:Domestic Vendor 🕶 Zreate in BP role FI Vendor (New) 🐨 💽	
Find Business Partner	Company Code	
Customer Number MaxHit 100 Start	Company Code 1000 BSPTCL Company Codes Customer PC Switch Company Code	
	Vendor <external></external>	
Partner Description	Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Status Vendor: Withholding Tax	
	Withholding Tax Types	

SAP T-code	BP	
Process	Click on Vendor: Ctry.spec.enh – Save -	Business partner 100025 created

Create Organization: Role FI Vendor		
💷 🗋 Person 🗋 Organization 🗋 Group 🗋 With Reference 🍃 🌮 🍰 Company Code Relationships 🚳		
Workist Find	Business Partner BSPTCL:Domestic Vendor V Create in BP role FI Vendor (New) V	
Find Business Partner By Customer Numb Customer Number	Address V Address Overview V Identification V Control V Payment Transactions V Status V Legal Data V Vendor: General Data V V	
MaxHit 100 Start	Type of Vendor Customs Vendor Excise Duty Determination	
Partner Description	Exc.Ind.Vendor SSI status CENVAT Scheme Participant	
	India: Excise Duty/Service Tax	
	CST no.	
	LST no.	
	Ser.keg.no	
	India: Withholding Tax	
	PAN AXBFH3847V	
	PAN Reference	
	PAN Date	
	Deductee ker No.	

Manual End