

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							

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Revision History				
Date	Document	Document Revision	Author	Reviewer
	Version	Description		
	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 Busine	ess Partner							
🗐 🎦 Person	Crganization	Group	_	++	🤣 📫	General Data	Relationships	2
		📕 Bus	iness Pa	rtner	[٦		
Worklist Find								

Select Grouping :ZDOM

×	Business Partner			Grouping	ZDOM BSPTCL:Domestic Vendor 🐱	
	Create in BP role	000000 Business Partner (Gen	ı.)			

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 Term	าร						
Search Terr	m 1/2	ELECTICS]	



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Street Address						
Street/House number	[
Postal Code/City	653413	Pat	a			
Country	IN	India	Region	04	Bihar	
Time zone	INDIA					E
PO Box Address						
PO Box						
Postal code						
Company Postal Code						Æ
Communication						
Language	EN English		¥		Other communication	
Telephone	9860000	000	Extension			
Mobile Phone	9860000	000				<u></u>

Click on Save.

Following vender create

Susiness partner 100024 created

Extend Vender for Purchase organization

Click on Change

Display	Organization : 1	L00024					
🗐 🗋 Person	Crganization	Group	d +	➡ 60	General Data	Relationships	2
Business Partner	100024		Tata electric	: Pvt. Ltd. / 65	3413 Patna		
Display in BP role	000000 Bus	iness Partner <mark>(</mark> Ger	ı.) ~	2			

Select BP Role FLVN01

Business Partner	100024		Tata electric Pvt. Ltd. / 653413 Patna
Change in BP role	FLVN01 Vendor (New)	✓ 3



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Click on Purchasing

Ta C	hange Organiz	ation: 10002	4, new i	ole Vendor					
Ξ 🗋 Pe	erson 🗋 Orga	nization 🗋 G	Group	🚽 🔶 🔶 👔	Gener	al Data	Purchasing Re	lationships	
iusiness Partne Change in BP r	er : role F	L00024 FLVN01 Vendor (New	≟ ∰ Т №)	ata electric Pvt. Ltd. / 6534	13 Patna	L			
Address	Address Overview	Identification	Control	Payment Transactions	Status	Legal Data	Vendor: General Data	Vendor: Tax Data	Vendor: Texts
Name									
Title		0003 Company		Ý					
Name		Tata electric Pvt.	Ltd.						
Salutation		Mr.							

Enter following Information

Purchasing Organizatio	n					
Purch. organization	1000	BSPTCL Pur Org.		5	Purchasing Organiz	ations
					音 Switch Organizat	tion
				Ì	前 Delete Organizat	ion
					1 .	
Purchasing Data	Partner Functions	Additional Purchasing Data	Interchan	geability	Vendor: Texts	Supply Region
Order currency Payment terms	11	NR				
Incoterms Version						
Incoterms	FC	ОВ				
Incoterms Location 1	Pa	itna				
Incoterms Location 2	2					

र्य प्रथमिसार करणात्र विविधि प्रथमितार करणात्र नवसी मा बार्सिसाइन कु	Project – SUGAM User Manual	YASH
PARSAUSUOI CO	Process Name:Create Vender Master Process Number: 03	Americas EU ASIA AUS

urch. organization	1000	BSPTCL Pur Org.	2	Purchasing Organiz	zations
		-		Switch Organiza	tion
			Ţ	🗓 Delete Organiza	tion
Purchasing Data	Partner Functions	Additional Purchasing Data	Interchangeability	Vendor: Texts	Supply Regi
Additional Purchasin	ng Data				
Relevant for Settler	hent Management				
Del. flag POrg.	lent Hundgement				
Schema Grp Supp	Z	DA			
Automatic PO					
Pr. Date Cat.					
Sort criterion					
All Purchasing Orga	nization Block				
	Orgainzation Block				
Selected Purchasing					

Extend Vender for FI

Select BP role FLVN00

🕫 🖌 Change	Organization	n: 100024	1, new r	ole FI Vend	or			
🔳 🗋 Person	Organizatio	on 🗋 Gr	roup	* +	🤣 🚰	Gener	al Data	Company Code
Business Partner	10002	4	🔚 Ta	ata electric Pvt. Lt	d. / 65341	3 Patna		
Change in BP role FLVN00 FI Vendor (New) 👻 📆								
Address Addres	s Overview Ide	ntification	Control	Payment Transa	actions	Status	Legal Data	Vendor: General Data
Address Addres	s Overview Ide	ntification	Control	Payment Transa	actions	Status	Legal Data	Vendor: General Data
Address Addres	s Overview Ide	ntification	Control	Payment Transa	actions	Status	Legal Data	Vendor: General Data

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🔚 🗋 Person 🗋 🤅	Organization 🗋 Group 🚽	* 🔶 🔶 🚱 🚺 Gen	eral Data Co	ompany Code
Business Partner	100024 Tata	electric Put 1 td / 653413 Patna		
Change in BP role	FLVN00 FI Vendor (New)			
Address Address Over	view Identification Control F	Payment Transactions Status	Legal Data	Vendor: General Da
Name	F	7		
Title	0003 Company	Y		
Name	Tata electric Pvt. Ltd.			
Change Or	ganization: 100024, new r	ole FI Vendor		
Change Org	ganization: 100024, new r Organization C Group 1 100024 iiii Ta	ole FI Vendor	General Data	Company Coc
Change Org Person Business Partner Change in BP role	ganization: 100024, new r Organization C Group 100024 I Ta FLVN00 FI Vendor (New)	ole FI Vendor	General Data atna	Company Coc
Change Org	ganization: 100024, new r Organization C Group 100024 III Ta FLVN00 FI Vendor (New)	ole FI Vendor	General Data atna	Company Coo
Company Code	ganization: 100024, new r Organization C Group 100024 iii Ta FLVN00 FI Vendor (New)	ole FI Vendor ightarrow ightarrow ighta	General Data atna	Company Coo
Company Code	ganization: 100024, new r Organization Group 100024 Im Ta FLVN00 FI Vendor (New) 1000 BSPTCL	ole FI Vendor ightarrow ightarrow ighta	General Data atna Tompany	Company Coc
Company Code Company Code Customer	ganization: 100024, new r Organization C Group 100024 M Ta FLVN00 FI Vendor (New) 1000 BSPTCL	ole FI Vendor	General Data atna Company	Company Coc Codes any Code
Company Code Company Code Customer Vendor	ganization: 100024, new r Organization Group 100024 III Ta FLVN00 FI Vendor (New)	ole FI Vendor	General Data atna Company Switch Comp m Delete Comp	Company Coo Codes any Code any Code
Change Org Person Business Partner Change in BP role Company Code Company Code Customer Vendor Vendor: Account Manager	ganization: 100024, new r Organization Group 100024 M Ta FLVN00 FI Vendor (New) 1000 BSPTCL 100024	ole FI Vendor	General Data atna Company Switch Comp Delete Comp Vendor: Status	Codes any Code any Code any Code
Company Code Company Code Company Code Customer Vendor Vendor: Account Manager	ganization: 100024, new r Organization Group 100024 M Ta FLVN00 FI Vendor (New) 1000 BSPTCL 100024 Nent Vendor: Payment Transaction	ole FI Vendor	General Data atna Company Company Switch Comp Delete Comp Vendor: Status	Company Cod Codes any Code any Code s Vendor: With

Click on Save.



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SAP T-code	BP
Process	Change Vender master

Click on Change and we can cahange vender deatails

🗟 🖌 Display	Organization: 100	0024						
🔚 🗋 Person	Organization [Group	o 🚽 🖌	⊨ → 🔗 🗗	General Data	Relation	nships 🛓	
Worklist Find		×	Business Partne Display in BP r	er ole	100024 ුට 000000 Business Par	itner (Gen.)	ata electric Pvt. Ltd. / 6534	13 Patna
Find By	1 Business Partner 1 Number	* *	Address	Address Overview	Identification	Control	Payment Transactions	Status
BusinessPartner Max, hits	100 Start	-	Name		'	'	•	
R Partner Descri	Tal 🎓		Title Name		0003 Company 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	C Organizatio	🗅 Organization 📄 Group			
Worklist Find	1	E			
Find	1 Business Part	tner 👻			
By BusinessPartner	1 Number 100024				
Max. hits	100 St	art 🔟			
Partner De	escription				

Double click on Vender to Display vender information

Display O	rganiza	tion:1	00024
Person	Crgan	ization	Grou
Worklist Find			×
Find	1 Busine	ss Partner	~
Ву	1 Numbe	er	~
BusinessPartner	10002	4	
Max. hits	100	Start	Ŵ
Partner Descript	ion		
100024 Tata ele	ctric Pvt. Li	td. / 653413	3 Patna



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SAP T-code	MKVZ
Process	List of vender

Enter Purchase organization and press Execute(F8)

List of Suppliers: Purchasing			
\bigoplus			
Supplier		to	
Purchasing Organization	1000 ក្រ	to	
Search Term		to	
Account Group		to	₫

Following List of vender display

List of Suppliers: Purch	asing		
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Supplier Name	Street	Cty Post.Code City	Group Search term B BF DelF One-time POrg Purch. org. descr. PayT IncoT Inco. 2
6]		
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