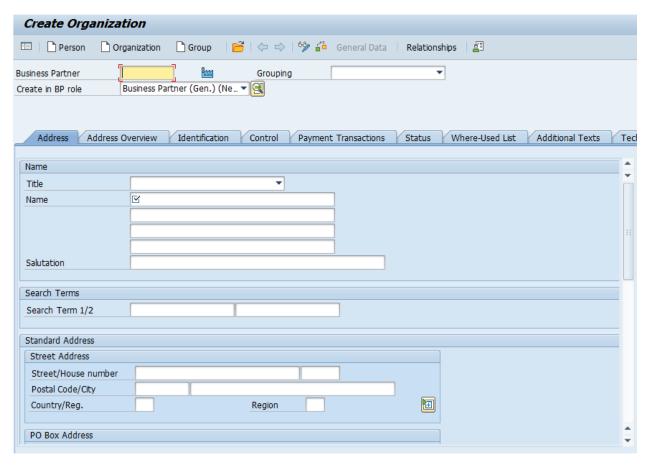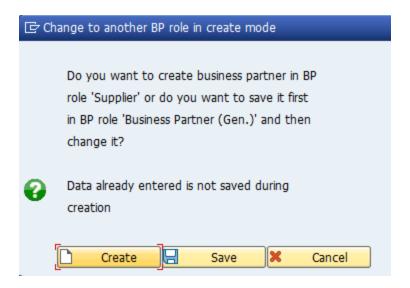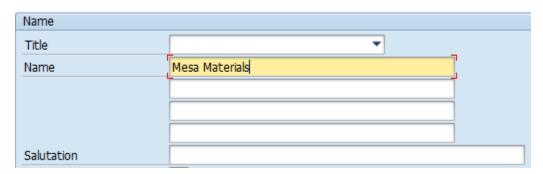Create a supplier in SAP BP

We can't buy materials without vendors in our system. So, we need our supplier master data set up properly in SAP. Let's create a supplier now.

In S four HANA, SAP consolidated all business partners, including suppliers under the transaction, BP, for business partner. We'll enter transaction code BP and press enter. To create a new business partner we'll click organization. The system gives us a message in the status bar to choose the business partner role. This is extremely important, as this selection determines what information we can edit.

Change to another BP role in create mode

Do you want to create business partner in BP role 'Supplier' 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

In a create and BP role field, we'll click and choose supplier. We receive a popup, change to another BP roll and create mode. This is fine. We'll click create.
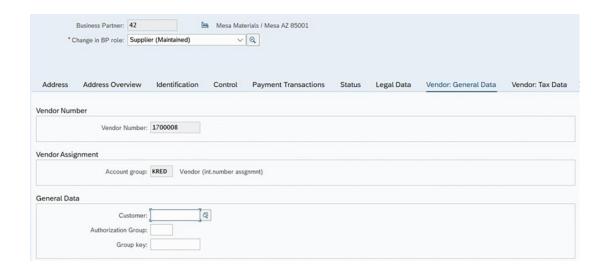

Name	
Title	
Name	Mesa Materials
Salutation	

There are six required fields on this screen we must enter. We'll fill them in now. First is name, we'll enter Mesa Materials.

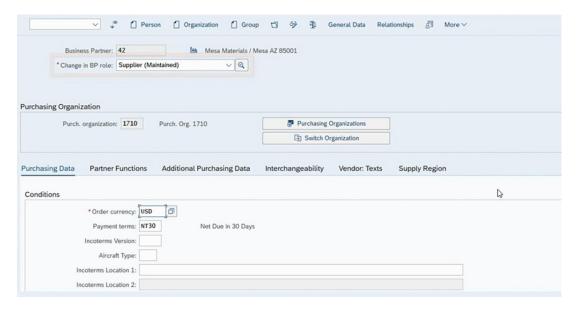| Street Address				
Street/House number				
Postal Code/City	85001	Mesa		
Country/Reg.	US		Region	AZ

We'll scroll down, and in the address area, we'll enter the postal code 851 and the city Mesa. Country, Us for United States, region, AZ for Arizona.

Communication		
Language	English	Other communication...

We'll scroll down again, and in communication under language, we'll enter English.

We have an information at the bottom showing us that this supplier has been created and assigned number 42. It's great news, but we're not finished. To use this supplier in purchasing we must first extend it to a company code.

To do this we'll press purchasing. We want to enter a purchasing organization. We'll click our match code button in the purchasing organization field, and we'll choose 17, 10, and press enter. We receive a warning that we must enter order currency. We'll enter USD, for US Dollars. In the payment terms field, we must enter how quickly we must pay the supplier. We'll enter NT 30 for net 30 payment terms. We can now save the supplier. We can see that the change in BP roll field changed from supplier, to supplier with maintain and parenthesis. This business partner role has now been defined and is ready to use. We now have added a supplier to our system that we can purchase materials from.