

Maintain a supplier in SAP BP

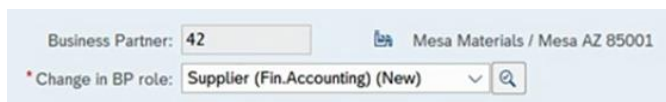
Purchasing only works if we can actually pay our suppliers for their goods and services. To do this, we need to maintain our supplier record and add a new role. We'll enter into transaction code BP and press Enter.



The screenshot shows the SAP Business Partner search interface. At the top, there are two dropdown menus: '* Find:' set to 'Business Partner' and '* By:' set to 'Number'. Below these, the 'BusinessPartner:' field contains the value '42'. To the left of the 'Start' button is a 'Max. hits:' field set to '100'. The 'Start' button is highlighted. Below the search fields is a table with three columns: 'Business Partner', 'Description', and 'Name 1/last name'. The table contains one entry: '42' in the first column, 'Mesa Materials / Mesa AZ 85001' in the second, and 'Mesa Materials' in the third. A mouse cursor is pointing at the '42' in the first column.

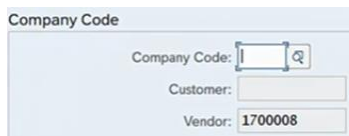
Business Partner	Description	Name 1/last name
42	Mesa Materials / Mesa AZ 85001	Mesa Materials

Now we must search for the business partner we want to edit. We'll enter 42. And press Start. Now we'll double-click on Mesa Materials.



The screenshot shows the SAP Business Partner details screen. At the top, the 'Business Partner:' field contains the value '42'. To its right is a button with a magnifying glass icon and the text 'Mesa Materials / Mesa AZ 85001'. Below these, there is a field labeled '* Change in BP role:' with a dropdown menu set to 'Supplier (Fin.Accounting) (New)' and a search icon to its right.

In the Change in BP roll field, we need to add a new role. We'll choose Supplier, Financial Accounting. To be able to use the supplier in the accounts payable process, we have to extend it to a company code.



The screenshot shows the SAP Company Code screen. At the top, the 'Company Code:' field is empty and has a search icon to its right. Below it are two fields: 'Customer:' and 'Vendor:'. The 'Vendor:' field contains the value '1700008'.

We'll click Company Code. In the Company Code field, we'll click the Match button.

Restrictions			
CoCd	Company Name	City	Crcy
MCA4	MCA Bank 4-pack (doc.)	Walldorf	CHF
MX01	Country Template MX	Mexico	MXN
MX03	Country Template MX	Mexico	MXN
PL01	Country Template PL	Poland	PLN
PT02	Country Template PT (SNC)	Portugal	EUR
RECO	Sondereigentum (WEG)	Walldorf	EUR
REOB	Referenz Objektmandate	Walldorf	EUR
RERF	WEG Referenzbuchungskreis	Walldorf	EUR
RU01	Country Template RU	Russia	RUB
EG01	Country Template Egypt	Cairo	EGP
RS01	Country template RS	Serbia	RSD
0001	SAP A.G.	Walldorf	EUR
1710	Company Code 1710	Palo Alto	USD

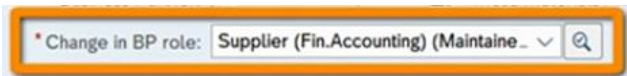
Scroll all the way down, and choose Company Code 1710. We'll press Enter. And now we must enter the Reconciliation account.

Restrictions	
G/L Acct	Long Text
12110000	Other Down Payments Made Current Assets
12112000	Down Payments made for Inventory
12119000	Down Payment Requests Vendors
16010000	Down Payments made on Tangible Assets w/o FI-AA
21100000	Payables Domestic

Again, we'll click the Match button to see our options. And we'll choose Payables Domestic.

Restrictions	
So...	Description
000	Allocation number
001	Posting date
002	Doc.no., fiscal year
003	Document date
004	Branch account
005	Loc.currency amount
006	Doc.currency amount
007	Bill/exch.due date
008	Cost center
009	External doc.number

The final required field here is Sort key. We'll click the MatchCode button. And choose 009, External doc.number. We're now ready to save.



* Change in BP role: Supplier (Fin.Accounting) (Maintaine... ▾ 🔍

We can now see, in the Changing in BP roll area, that this role is now defined, and the supplier is set up from an accounts payable perspective. We can now pay them for the materials and services they provide.