# Exercise 25: Extend a Vendor Master Record

In this exercise, you will add the Supplier (vendor) role to the vendor you created in Exercise 11.

Follow this menu path:

**Logistics** **→ Material Management → Purchasing → Master Data → Vendor → Purchasing → Create**

Enter the following data:

|  |  |
| --- | --- |
| Business Partner | The business partner number you created in exercise 11 |

If you don’t remember you Business Partner number you can look it up in the pane the left side of the screen.

|  |  |
| --- | --- |
| By (in the search box on the left) | Search Term |
| Search term 1 | ### |

Once you’ve found your Business Partner, select the following:

|  |  |
| --- | --- |
| Change in BP role | Vendor (the second one on the list) |

Click Purchasing at the top of the screen.

Enter the following data:

|  |  |
| --- | --- |
| Purch. Organization | GBI US |

Click or hit Enter.

Enter the following data:

|  |  |
| --- | --- |
| Order currency | USD |

Click Save.