How to search vendor in SAP

如何在 SAP 系统中查找供应商

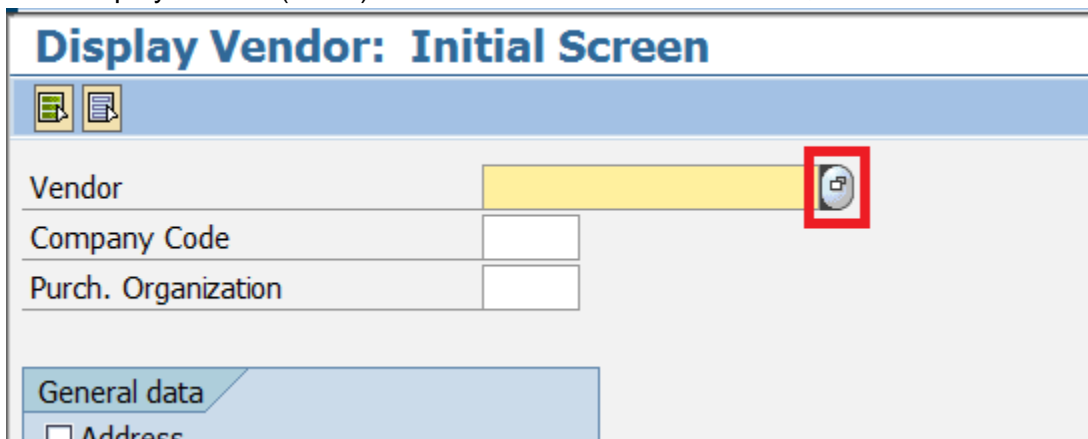| Transaction Name 操作名称	Transaction Code 操作代码	Usage 用途	Search Method 查找方法
Vendor Master Data Display & Reporting 供应商主数据展示及报告	XK03	Check if vendor already exists and see vendor related information 查看供应商是否已存在及供应商相关信息	1．Search by Vendor Name 通过供应商名称查找 2．Check by Vendor's Tax Number 通过供应商税号查找

This transaction (XK03) is under SAP role of "DM-3153 Vendor Master Data Display & Reporting" in CA7 Box, if you don't have access, please contact your site Procurement or Super User, or email "MDC,GreaterChina,Beijing,GLOBE IS/IT" for help.

此操作（XK03）属于 SAP CA7 中的 "DM-3153 Vendor Master Data Display & Reporting" 角色，如果您没有该权限，请联系当地采购人员或 Super User，或者发邮件至 "MDC,GreaterChina,Beijing,GLOBE IS/IT" 询问。

1. Search by Vendor Name（通过供应商名称查找）

(1) Enter the interface of "Display Vendor (XK03)", click on the icon in "Vendor" field;

进入 Display Vendor (XK03) 的界面，点击 "Vendor" 右侧文本框旁边的按钮 ；

(2) Click on the icon to find and select "Vendors by Address Attributes";

点击右上角按钮 ，查找并选择 "Vendors by Address Attributes"；

Vendor Account Number (1)		
Vendors by Address Attributes (Fuzzy Search)	Vendors by Address Attributes	

Vendor

Maximum No. of Hits 500

(3) Type key words from vendor name with "*" at the beginning and end, click on the green tick and see if your searched vendor is in the list by checking address information.

输入供应商名称中的关键词并使用"*"隔开，选择左下角绿色对勾，在搜索结果中，通过核对地址信息确认是否有您的搜索目标。

Display Vendor: Initial Screen

Vendor

Compa Vendor search using address attribs.

Purch. (

Name

Name   *奥美*

Genera

Ado   Search Terms

Cor   Search term 1/2

Pay

Cor   Street Address

Street/House number

Compa   Postal Code/City

Acc   Country   Region

Pay

Cor

With

Display Vendor: Initial Screen

Vendor

Com 🗗 Vendor Account Number (1)　4 Entries found

Purc

| Vendors by Address Attributes (Fuzzy Search) | Vendors by Address Attributes |

Vendor	Name	Street	House No.	Postl Code	City	Search Term	Search Term	Cty
100580394	北京奥美互动咨询有限公司		18	102600	北京市	奥美互动		CN
100581813	ZZ上海奥美广告有限公司	长乐路	989	200031	上海市	ZZ奥美广告		CN
100926020	上海奥美商务咨询有限公司北京分公司	金宝街	58	100005	北京市	奥美		CN
100959046	广州市劲迈奥美市场策划有限公司	达道路		510600	广州	奥美		CN

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2. Search by Vendor's Tax Number（通过供应商税号查找）

(1) Enter the interface of "Display Vendor (XK03)", click on the icon 🗗 in "Vendor" field;

进入 Display Vendor (XK03) 的界面，点击"Vendor"右侧文本框旁边的按钮🗗；

Display Vendor: Initial Screen

Vendor   🗗

Company Code

Purch. Organization

General data

☐ Address

(2) Click on the icon ▶ to find and select "Vendors by Tax Information";

点击右上角按钮▶，查找并选择 "Vendors by Tax Information"；

(3) If vendor's Tax Number is 15-digit, type in "Tax Number 1"; if Tax Number is more than 15 digits, type the first 15 digits in "Tax Number 1" and the remaining ones in "Tax Number 2", and see if your searched vendor is there.

对于 15 位税号的供应商，在 Tax Number 1 输入 15 位税号；对于超过 15 位税号的供应商,，在 Tax Number 1 输入税号的前 15 位，在 Tax Number 2 输入剩下的税号，以查看您的搜索目标是否存在。

Remark: searching result by Tax Number is unique, but vendor's Tax Number may be changed after obtaining new Business License with 3 codes; so the most secure way is to search by both name and Tax Number.

注：利用税号搜索出的结果是唯一的，但无法排除由于三证合一导致税号更改的情况，因此最保险的方法是结合两种方法进行搜索。