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|  |  |
| Master Data ScriptSAP S/4HANA - 18-09-20 | public |
| Create Supplier Master (BNE) |

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# Purpose

Business Context

A supplier or vendor is a business partner which delivers and sells goods and services to your organization. A business partner can be a supplier and a customer at the same time if, for example, your supplier also buys goods from you.

A supplier master holds information about the supplier such as their name, address, bank details, tax details and billing preferences. This supplier information is used and stored in transactions such as purchase orders, goods receipts and supplier invoices.

Some supplier information is specific to a particular company (known as company code) or purchasing unit (known as purchasing organization) within your organization.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |

## Preliminary Steps

Context

In this step, you assign the roles of chapter Roles to the test user that are necessary for data replication. Prior to executing this step ensure you have created and added the necessary roles for the specific object for data replication.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad using your user credentials. | The Home screen displays. |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Users. |  |  |
| 3 | Enter User Name | Enter the User name given by your System Administrator then choose Go. |  |  |
| 4 | Select User | Select the User from the list. |  |  |
| 5 | Edit | Choose Edit. |  |  |
| 6 | Add Business Roles | Choose Add Business Roles, enter the required Business role into the Search field and choose Enter. |  |  |
| 7 | Select Business Roles | Select the required Business roles and choose OK. |  |  |
| 8 | Save | Choose Save. | Business roles are saved. |  |
| 9 | Home Screen | Go back to the SAP Home screen. | Home screen displays. |  |

## Required Organizational Units

Some segments of Supplier master data are dependent on the organizational units of the company, General (Central) Data does not depend on an organizational unit or the company code. The following table gives an overview of these different data segments and their relevant organizational units:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| General / Central Data | Independent from organizational units | ID, Name, Address, Bank Account, Tax Number, and so on. | Central data exists only once for a Supplier master data record. | n/a |
| Company Code Data | Company Code | Reconciliation Account, Payment terms, Accounting Clerk responsible, and so on. | Company code data can exist for every company code ID of your enterprise structure for which the Supplier master data record is used. | Company Code:\_\_\_\_\_\_\_\_\_\_\_\_ |
| Purchasing Data | Purchasing Organization | Order Currency, Payment terms, Purchasing Group, Shipping conditions | Purchasing Data can exist for every purchasing organization for which the Supplier master data record is used. | Purchasing Organization:\_\_\_\_\_\_\_\_\_\_ |

## Mandatory and Optional Master Data

Supplier master data records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in a Supplier master data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Bank Master | In the Business Partner UI, you find the entry of bank account data in the Payment Transactions section. | Optional | If you want to maintain the bank accounts of supplier, you must have created the bank master of the corresponding bank. In the customer master records, you can then enter the actual account number together with the bank master data. |
| Reconciliation Account | In the Business Partner UI, you find the entry of the reconciliation account data Company Code > Vendor Account Management | Mandatory | For the reconciliation account, you enter the General Ledger (G/L) account number from the AR (Accounts Receivable) sub ledger.The G/L account you enter must have been created before you can use it in the Supplier master record. |

## Main Parameters for Data Creation

In this section, we describe some basic parameters that influence the behavior of a master record and are always required to create a Supplier master data record:

### Business Partner Grouping and Number Ranges

Business Partner Groupings determine the number ranges for the Business Partner IDs. You cannot change the assignment or IDs afterwards. If a Business Partner Grouping is assigned to an internal number range, you cannot enter the Business Partner ID manually. In this case, leave the field blank as the system automatically chooses a number from the assigned numeric number range.

The following business partner groupings and corresponding number ranges are defined for business partners (customers, suppliers, contacts, employees, and so on):

|  |  |  |
| --- | --- | --- |
| Business Partner Grouping | Range / Business Partner ID | Comments |
| BP01 | External numeric number range (low):1 – 999999 | Use this grouping, for example, to migrate numeric master data records |
| BP02 | Internal numeric number range for standard use:1000000 – 9999999 | If no Business Partner Group is entered, this number range is used per default. |
| BP03 | External numeric number range (high):10000000 – 999999999 | Reserved for SAP sample master data objects. |
| BPAB | External alpha-numeric number range:A – ZZZZZZZZZZ | This range must start with a character. |
| BPEE | Internal numeric number range:9980000000 – 9999999999 | Reserved for business partners used as Employees. |

### Business Partner ID

Business Partner ID

The following options for assigning the Business partner identifier (ID) are available:

* Enter an ID along with a Business Partner Grouping for external numbering. For example

|  |  |
| --- | --- |
| Business Partner Grouping | Possible Entries for the Business Partner ID |
| BP01 | Any number within the corresponding interval 1 – 999999 |
| BPAB | Any alpha-numeric combination up to 10 characters, provided you start with a character, for example, Z-TEST01 |

If you have not specified the Business Partner Grouping and leave the business partner ID blank, the system takes the next free number from the Business Partner Grouping BP02. This grouping is defined as the standard grouping for internal numeric business partner IDs.

### Business Partner Function

Business Partner Function

The business partner function determines the rights and responsibilities of each partner in a business transaction.

Examples for partner functions in Purchasing are: Vendor, Invoicing Party, Goods supplier, and so on.

### Account Group

Account Groups are leading control parameters for creating the ERP data segments of a Supplier master record. Currently, the only supported account group for Supplier master data is SUPL.

# Overview Table

This scope item consists of several process steps that are listed in the following table:

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Creating Supplier Master Data - General Data](#unique_14) [page ] 10 | Master Data Specialist - Business Partner Data | Maintain Business Partner (BP) | Supplier Master – General Data is created. |
| [Creating Supplier Master Data - Company Code Data](#unique_15) [page ] 19 | Master Data Specialist - Business Partner Data | Maintain Business Partner (BP) | Supplier Master – Company Code Data is created. |
| [Creating Supplier Master Data - Purchasing Organization Data](#unique_16) [page ] 26 | Master Data Specialist - Business Partner Data | Maintain Business Partner (BP) | Supplier Master – Purchasing Data is created. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Creating Supplier Master Data - General Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The following procedure provides instructions for creating supplier master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Procedure: Option 1 - Maintain Business Partner

Use the following procedure when your user access presents you with the Maintain Business Partner (BP) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Partner (BP). | The Maintain Business Partner (BP) screen displays. |  |
| 3 | Create a BP Organization | Choose Organization. | Create Organization displays. |  |
| 4 | Enter General Data | Make the following entries:* Business Partner: <Enter a Business Partner ID that starts with a character>
* Grouping:<External alpha-numeric numbering>

The Create in BP role field is filled by the system with the Business Partner (Gen.) role. Retain this setting.Note For more information, see the previous Business Partner Grouping and Number Ranges section. |  |  |
| 5 | Enter Address Data | On the Address tab page in the Name section, enter the following data:* Title: <Company>
* Name: <Name>
 |  |  |
| 6 | Enter Address Data | In the Standard Address section, enter the address.Note For Brazil only: After you have entered data into the Postal Code, Country, and State fields, confirm the entries by choosing Enter. The result is the Tax Jurisdiction Code field appears. |  |  |
| 7 | Enter Time Zone and Transportation Zone | In the Street Address section, choose the More fields icon. Enter the following data:* Timezone: <timezone>
* Transportation Zone: <transportation zone>
 |  |  |
| For Thailand Only | Enter Address Data | In the Street Address section, choose the More fields icon. Enter the following data:Building code: <Building>Room: <Room no>Floor: <Floor no>Street 2: <Moo>Street 3: < Soi/Lane >Street: <Road>House Number: <no>Different City: <Sub-District>District: <District/Section>City: <Province>Postal code: <Post code>Telephone: <Tel no.> |  |  |
| 8 | Enter Search Term | On the Address tab page in the Search Term section, enter one or more search terms for the Supplier. |  |  |
| 9 | Enter Communication Data | On the Address tab page in the Communication section, enter the following data:* Language: <Choose the preferred language of the Supplier>
* Telephone: <phone number>
* E-Mail:
 |  |  |
| 10 | Enter Identification Data | On the Identification tab in the Legal form field, enter the following data for the supplier:* Legal form
 |  |  |
| For Japan Only | Enter Industry Data (for Japan Only) | On the Identification tab in the Industries section, choose All Industry Systems. Enter the following data:Industry System: BOJP Bank of JapanIndustry: <Industry no>Standard Industry: not selected |  |  |
| For Japan Only | Enter Tax Number Data (for Japan Only) | On the Identification tab in the Tax Numbers section, if this business partner is natural person (individual), choose the Natural Person flag. If this business partner is not natural person (individual), DO NOT choose the Natural Person flag.Then press Enter for confirmation.If you choose the wrong setting, you will not be able to maintain Japan: My Number data. |  |  |
| For Japan Only | Enter Tax Number Data (for Japan Only) | On the Identification tab in the Tax Numbers section, enter the following data:Category: JP4 Japan VAT Registration NumberTax Number: <Business partner’s corporate number> |  |  |
| 11 | Enter Bank Accounts | On the Payment Transactions tab page in the Bank Details section, enter the following data for the supplier:* Bank Key
* Bank acct.

Caution Bank keys must be defined beforehand. Use the value help for more information on allowed entries in this field. |  |  |
| For Brazil Only | Enter Vendor General Data (for Brazil Only) | On the Vendor - General Data tab, input these Brazilian fields, where applicable:* Micro Comp. : Specify whether the supplier is an ME (Microempresa) or EPP (Empresa de Pequeno Porte) microcompany
* Company Size : Identifies the size of the company by number of employees and the annual sales revenue. Possible company sizes are:
	+ Large company
	+ Medium company
	+ Small company
	+ Micro company
	+ Micro entrepreneur
* Decl. Reg. PIS/COFI: Identifies and classifies the Declarion Regimen for PIS/COFI according to the following rules:
	+ RC - Regime Cumulation (Cumulative Regimen)
	+ RN - Regime Nao Cumulativo (Non-Cumulative Regimen)
 |  |  |
| For Brazil Only | Enter Vendor Tax Data (for Brazil Only) | On the Vendor - Tax Data tab, enter data for the following Brazilian fields, where applicable:* Tax Split - If the vendor is Equiparado a Industria, then the IPI tax value is split. 50% of the calculated IPI tax is posted as deductible input tax and 50% is deducted from the inventory posting or the posting to the expense account.
* CRC Number: <CRC number>
* RG Number: <RG number> only for Natural Person
* Issue by: Where the RG number was issued
* State: State that issued RG number
* RG Issuing Date: <issuing date>
* RIC Number: Identifies the civil identity registry number (registro de identidade civil) when applicable for natural person.
* Foreign Natural Reg: Where applicable when natural person is Foreign Natural person.
* RNE Issuing Date: Issue date of Foreign Natural Registration
* CNAE: <CNAE number>
* Legal Nature: Identify the legal nature of the company
* CRT Number: <CRT number>
* ICMS Tax Payer: Either Contribuinte (ICMS Tax Payer) or Nao Contribuinte (is not ICMS Tax Payer)
* Industry main type: Designate the main type of industry
* Tax Declaration Type: Type of ICMS paid by the company to the government
* Tax Office: Tax authority responsible for the vendor, which is also a vendor
 |  |  |
| For Japan Only | Change in BP role to Supplier (Financial Accounting) | In the Change in BP role field, choose the following value:* Supplier (Financial Accounting)

The technical key of this BP role is FLVN00. |  |  |
| For Japan Only | Enter Vendor Tax Number Data (for Japan Only) | On the Identification tab page in the Tax Numbers section, check whether the Natural Person flag is correctly marked. If this supplier is not natural person (individual), DO NOT choose the Natural Person flag. Then, press Enter for the confirmation.If you choose the wrong setting, you will not be able to maintain Japan: My Number data. |  |  |
| For Japan Only | Enter Vendor Ctry-Spec.Enh. Data – EMC Data (for Japan Only) | On the Vendor: Ctry-Spec.Enh. tab in the Japan: EMC Data section, if this supplier is relevant to electromic monetary claim, make the following entries and choose Add (+) to insert a new row:Seq.No: 1ID: 0001EMC User ID: 441028472 |  |  |
| For Japan Only | Enter Vendor Ctry-Spec.Enh.2 Data – Due Date Shift Data (for Japan Only) | On the Vendor: Ctry-Spec.Enh. 2 tab in the Japan: Due Date Shift Data section, if due date shift is necessary for this supplier, make the following entries:Company Code: 1510Payment Currency: <any>Factory Calendar ID: JPHoliday Due Date Shift: Select from No Holiday Consideration or 1 Bring Forward or 2 Put Back/Delay.Leaving the Payment Currency field blank equals a wildcard. |  |  |
| 12 | Save Your Data | Save your entries. |  |  |

Procedure: Option 2 - Manage Supplier Master Data

Use the following procedure when your user access presents you with the Manage Supplier Master Data (F1053A) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Supplier Master Data (F1053A). | The Supplier Master view displays. |  |
| 3 | Choose Create | In the Supplier Master standard screen, choose Create > Organization . | Supplier Master – New Supplier opens in Edit Mode. |  |
| 4 | Enter Basic Data | In the Supplier Master – BASIC DATA section, make the following entries:General Information* Business Partner: for example Z … any external alphanumeric ID as this must begin with a character)
* Grouping: <External alpha-numeric numbering>
* Title: for example, 0003 Company
* Name(s): <enter any names>

Supplier Information* Supplier: for example Z …
* Refernce Account Group, Supplier Authorization Group etc: Choose from value help
* VAT Liability, Tax Split, Payment Block: Select the relevant indicators.

Note For more information about BP-Groupings and how they relate to ID numbering, see the previous Business Partner Grouping and Number Ranges section. |  |  |
| 5 | Choose Roles | In the Supplier Master – New Supplier … screen, choose ROLES.Create the Supplier Master with either BP role FLVN00 (FI Supplier) and/or FLVN01 (Supplier with purchasing data) to include with Purchasing scenarios. | You are navigated to the ROLES screen section. |  |
| 6 | Choose Create | In the Supplier Master – New Supplier – ROLES … screen, choose Create. | Roles opens in Edit Mode. |  |
| 7 | Enter Roles Data | In the Roles – New Roles – General Data area, make the following entries:* BP Role: FLVN01
 |  |  |
| 8 | Return to Main Screen | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the screen, before you return to the main screen. | You should see the added BP-Role on the main screen. |  |
| 9 | Enter Additional Roles Data | Repeat the previous steps, from Choose Roles, step 5, to step 8 for BP Role data entry for the following additional role.* BP Role: FLVN00
 | After you have entered all BP-Roles, they appear in the ROLES section of Supplier Master. |  |
| 10 | Choose Addresses - Standard Address | On the Supplier Master – New Supplier Master screen, choose ADDRESS > Standard Address . | You see the ADDRESS section. |  |
| 11 | Enter Address Data | In the Address- Standard Address screen, populate all relevant fields according to your requirements, for example:* Street: <Street name>

House Number: <Number for the address>* Postal Code: <Postal Code for address>
* City: for example, <City>
* Country: for example, <Country Code>

Tax Jurisdiction: <tax jurisdiction> (automatically determined for some addresses)Note (Applies only to United States) When you create a Business Partner located in the United States, the Tax Jurisdiction code is automatically determined. However, you must enter the correct and complete address, as the jurisdiction is derived based on the entries of, Country (US), State, and Postal CodeNote (Applies only to Brazil) When you create a Business Partner located in Brazil, the Tax Jurisdiction code appears automatically. The code is required for withholding (WHT) tax determination. However, you must enter the correct and complete address, as the jurisdiction is derived based on the entries of, Country (BR), State, and Postal Code.In the Address - Standard Communication screen section, make the following entries:* Language: <Language>
* Telephone: <enter fields as required>
* Email: for example, contact@Z.com

In the ADDRESS - Address Details section, select the address entry and add the following entry:ADDRESS > Address Details > ADDRESS USAGES* Address Type: XXDEFAULT
 |  |  |
| 12 | Return to Main Screen | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the screen, before you return to the main screen. |  |  |
| 13 | Choose Bank Accounts | In the Supplier Master – New Supplier … section, choose BANK ACCOUNTS. | The BANK ACCOUNTS area displays. |  |
| 14 | Choose Create | From Supplier Master – BANK ACCOUNTS…, choose Create. | New Bank Accounts opens in Edit Mode. |  |
| 15 | Enter Bank Data | On the New Bank – General Data screen make the following entries:* ID: for example, BNK1
* Bank Country: Country Code
* Bank Key: <Bank Key>
* Account Number: <Account number

Populate all other fields for bank data based on your requirements. |  |  |
| 16 | Return to Main Screen | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the screen, before you return to the main screen. |  |  |
| 17 | Choose Tax Number (Optional) | From Supplier Master – New Supplier – Identification, choose TAX NUMBERS. | The TAX NUMBERS section appears. |  |
| 18 | Choose Create | In the Supplier Master – New Supplier Master – TAX NUMBER… section, choose Create. |  |  |
| 19 | Enter Tax Number Data | In Tax Numbers, make the following entries:* Tax Category: <tax code>
* Tax Number: <tax number>

Entering Tax Numbers depends on the specific country requirements.Choose the correct category that applies for the supplier's country. For example, for a German business partner you maintain a value for the Category DE1, which represents the commonly used VAT tax number (Umsatzsteuer-Identifikationsnummer).Additional Tax Data for Brazil onlyFor Company Organization:* BR1 - to CNPJ number
* BR3 - to I.E. number
* BR4 - to I.M. number

For Natural Person:* BR2 - to CPF number

Only populate fields if required, otherwise choose Delete to remove the (empty) data set. |  |  |
| 20 | Return to Main Screen | Choose the back arrow.Note Ensure the message Draft saved displays at the bottom of the screen prior to returning to the main screen. |  |  |
| 21 | Choose Create | In the Supplier Master – New Supplier – Tax Categories section, choose Create. | The Tax Categories screen displays. |  |
| 22 | Enter Tax Categories Data (Optional) | Make the following entries:* Tax Code – For example IVA Purchase VAT
* Collection Authorization From <Date>
* Collection Authorization To <Date>
 |  |  |
| 23 | Enter Supplier Text | In the new Supplier Text screen, enter the following:* Language: For example, EN
* ID： For example, 01
* Long Text: For example, <enter long text>
 |  |  |
| 24 | Additional Supplier Data (Optional) | In Basic Data > Additional data choose Create.Add the required data as described in the steps above.This facet is for multiple assignment of suppliers to the same business partners and hence the same master data as described in the above steps applies.If any additional data such as Purchase Data and company code data is required, refer to preceding sections which describe the same. |  |  |
| 25 | Save Your Data | Choose Save. | System message displays that object is saved. |  |

## Creating Supplier Master Data - Company Code Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The following procedure provides instructions for creating supplier master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete the previous section, Creating Supplier Master Data – General Data, before you proceed with this section.

Begin the procedure after you have saved the General Data entries, as described in the previous chapter, on the Display Organization: Supplier Name screen.

Procedure: Option 1 - Maintain Business Partner

Use the following procedure when your user access presents you with the Maintain Business Partner (BP) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Partner (BP). | The Maintain Business Partner (BP) screen displays. |  |
| 3 | Switch to Change Mode | Hover over the text and choose the Switch Between Display and Change (F6) button to switch to change mode. |  |  |
| 4 | Change BP Role | In the Change in BP role field, choose the following value:* Supplier (Financial Accounting)

Note The technical key of this BP role is FLVN00. |  |  |
| 5 | Open Company Code Data | Choose Company Code at the top of the screen. | The Company Code screen appears. |  |
| 6 | Enter Company Code | Enter the Company Code. |  |  |
| 7 | Enter Vendor Accounting Data | On the Vendor: Account Management tab page in the Account Management section, enter the following data:* Reconciliation Account: <21100000> (Trade Payables Domestic)
* Sort key

Note There might be other G/L reconciliation accounts for foreign Suppliers or affiliates. |  |  |
| For Japan Only | Enter Vendor Accounting Data – Withholding Tax | On the Vendor: Account Management tab page in the Withholding Tax section, enter the following data, if this supplier is relevant to withholding tax* Withholding Tax Country: <JP> (Japan)
 |  |  |
| 8 | Enter Vendor Payment Data | On the Vendor: Payment Transactions tab page in the Payment Data section, make the following entry:* Payment Terms

Note The Terms of Payment defined in this step can be overruled by the Terms of Payment defined on the Purchasing level. |  |  |
| 9 | Enter Supplier Payment Data | On the Vendor: Payment Transactions tab page in the Automatic Payment Transactions section, enter the following data:* Payment Methods
* House Bank

Note Choose F4 to open the selection in the Field Payment methods. |  |  |
| 10 | Enter Supplier Correspondence Data | On the Vendor: Correspondence tab page in the Correspondence section, enter the following data:* Accounting Clerk
* Account with vendor
 |  |  |
| Only for Brazil | Withholding Tax (Brazil Only) | For Brazil only, on the Withholding Tax tab, use the following Withholding Tax Information (Brazil only) tables for selecting the appropriate entries, according to your requirements. |  |  |
| Only for Japan | Withholding Tax (Japan Only) | For Japan only, on the Withholding Tax tab, make the following entry, if this supplier is relevant to withholding tax.* Withholding Tax Type
* Withholding Tax Code
* Subject: <selected>
 |  |  |
| Only for Japan | Japan: My Number | For Japan only, on the Ctry-Spec.Enh. tab, make the following entry, if this business partner is NOT natural person.* Corporate Number

On the Ctry-Spec.Enh. tab, make the following entry, if this supplier IS natural person.Choose Valid From, Valid To, and choose Display.* Status
* Evidence for Identity
* Evidence for Number
* Retention Until

Choose Unmask to enter Individual Number. |  |  |
| For Thailand Only | Branch Code | Open general data, on the Ctry-Spec.Enh. tab page, maintain branch code data along with address and default branch code for this business partner.For the branch code address, choose Address and enter the following data:Name (First two lines): <Name of Tax Payer>Country: THBuilding code: <Bldg name/Village>Room: <Room no>Floor: <Floor>Street 2: <Moo>Street 3: <Trok/Soi>Street: <Road>House Number: <no>Other City: <Tumbol/Subsection>District: <District/Section>City: <Province>Postal code: <Post code>Telephone: <Tel no.>When there are more than one Branch Codes for a Business Partner, you should maintain each Branch Code along with the Address for each Branch code. You should also default one branch code that is commonly used by the business partner. |  |  |
| Only for Russia | Tax Payment Attributes | For Russia only, on the Ctry-Spec.Enh. tab, make the following entries for business partner.For Property Tax BP 163107701 and 163107702, Enter the following values:Type of Payment: Payments to BudgetPayer Status: 01Budget code: 182 1 06 02010 02 1000 110For Payroll Payment BP 163107703, Enter the following values:Type of Payment Payments to Budget |  |  |
| 11 | Save Your Data | Save your entries. | The entry in the Change in BP role field switches from FI Vendor (New) to FI Vendor (defined). |  |

Withholding Tax Information (Brazil only)

Use the following table to determine the withholding tax entries in the previous step for Brazil only.

For Company Organization

|  |  |  |  |
| --- | --- | --- | --- |
| WHT T. Type | W. Tax Code | subject | Comments |
| GA | GA | X | for 4,65% |
| PA | PA | X | for PIS only |
| CA | CA | X | for COFINS only |
| SA | SA | X | for CSSL only |
| RA | RA | X | for IRPJ only (via TAXBRA) |
| IR | R1 to R3 | X | for IRPJ only (via FI) |
| IW | IW | X | for ISS |
| IJ | I1 to I2 | X | for INSS PJ |

For Natural Person

|  |  |  |  |
| --- | --- | --- | --- |
| WHT T. Type | W. Tax Code | subject | Comments |
| ID | R0 to R5 | X | for INSS PF |
| IN | N1 | X | for INSS PR" |

Procedure: Option 2 - Manage Supplier Master Data

Use the following procedure when your user access presents you with the Manage Supplier Master Data (F1053A) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Supplier Master Data (F1053A). | The Supplier Master view displays. |  |
| 3 | Choose Edit | Choose Edit.Note This step assumes you are continuing from the previous step and are already logged on to the Master Data - Supplier Master section, Supplier Master tile. After you have saved your general data from the previous section, the system is in Display Mode. To proceed, you must be in Edit Mode. | Supplier Master opens in Edit Mode (fields are ready for your input). |  |
| 4 | Choose Company Codes | On the New Supplier view, choose Company Codes. |  |  |
| 5 | Choose Create | In the COMPANY CODES section, choose Create. | A details view opens in Edit Mode. |  |
| 6 | Enter Company Code Data | In the Company Code details view make the following entries:GENERAL DATA* Company Code: <Company Code>CORRESPONDENCE
* Accounting Clerk: for example 01 Mr. Smith
* Account at Supplier: …

FINANCE – ACCOUNTING* Reconciliation Account: for example, 21100000 – Trade Payables Domestic
* Sort key: for example, 009 External Doc. Number

FINANCE – Payment* Payment Terms: for example, 0001

FINANCE – Automatic Payment Transactions* Payment methods : for example, E Direct Debit

DUNNING DATA* Dunning Area: Organizational unit that you use to process the dunning program for example, by division, or sales organization.
* Dunning Procedure, Dunning Block, Dunning Recipient, Dunning Clerk: Choose from the value help
* Dunning Level: for example, 0
* Last Dunned: for example, 10.02.2020
* Legal Dunning Procedure From: for example, 11.02.2020

TEXTS* Language: For example, EN
* ID: For example, 01
* Long Text: <enter long text>
 |  |  |
| Step for Brazil Only | Enter Withholding Tax (Brazil Only) | For Brazil only, on the Withholding Tax section, use the following Withholding Tax Information (Brazil only) tables for selecting the appropriate entries, according to your requirements. |  |  |
| 7 | Return to Main Screen | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the screen, before you return to the main screen. |  |  |
| 8 | Save Your Data | Choose Save. | System displays message that the object is saved. |  |

## Creating Supplier Master Data - Purchasing Organization Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The following procedure provides instructions for creating supplier master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete the previous section, Creating Supplier Master Data – General Data, before you proceed with this section.

Begin the procedure after you have saved the General Data entries, as described in the previous procedure, on the Display Organization: <Supplier Name> view.

Procedure: Option 1 - Maintain Business Partner

Use the following procedure when your user access presents you with the Maintain Business Partner (BP) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Partner (BP). | The Maintain Business Partner (BP) screen displays. |  |
| 3 | Switch to Change Mode | Hover over text and choose the Switch Between Display and Change (F6) button. | The Change mode screen appears. |  |
| 4 | Change BP Role | In the Change in BP role field, choose the following value:* Supplier

Note The technical key of this BP role is FLVN01 |  |  |
| 5 | Open Purchasing Organization Data | Choose Purchasing at the top of the screen. | The Purchasing Organization screen appears. |  |
| 6 | Enter Purchasing Data | Enter the following data and choose enter:* Purchasing Organization
 |  |  |
| 7 | Enter Purchasing Data | On the Purchasing Data tab page in the Conditions section, enter the following data:* Order Currency
* Payment terms
 |  |  |
| 8 | Enter Purchasing Data | On the Purchasing Data tab page in the Control Data section, enter the following data:* Shipping Conditions
* GR-Based Inv. Verif.
 |  |  |
| 9 | Enter Purchasing Data | On the Purchasing Data tab page in the Default Values for Material section, enter the following data:* Purchasing Group
* Planned Deliv. Time
 |  |  |
| 10 | Enter Partner Functions Data | On the Partner Functions tab page in the Partner Functions section, verify that the LF entry (VN when logon language is EN) exists. |  |  |
| 11 | Save Your Data | Save your entries. |  |  |

Procedure: Option 2 - Supplier Master

Use the following procedure when your user access presents you with the Manage Supplier Master Data (F1053A) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Supplier Master Data (F1053A). | The Supplier Master view displays. |  |
| 3 | Choose Edit | Choose Edit.This step assumes you are continuing from the previous step and are already logged on to the Master Data - Supplier Master section, Supplier Master tile. After you have saved your data from the previous section, the system is in Display Mode. To proceed, you must be in Edit Mode. | The Supplier Master opens in Edit Mode (fields are ready for your input). |  |
| 4 | Choose Purchasing | In Supplier Master…, choose PURCHASING | PURCHASING section displays. |  |
| 5 | Choose Create | In the Supplier Master – PURCHASING section, choose Create. | New Purchasing Organization … opens in Edit Mode. |  |
| 6 | Enter Purchasing Organization Data | In New Purchasing Organization screen make the following entries:GENERAL DATA* Purchasing Organization: <Purchasing organization code>
* Purchasing Group: for example, 001

PURCHASING DATA* Order Currency: <Currency code>
* Minimum Order Value: …
* Payment terms: for example, 0001
* Pricing Data Control: for example, <Current Date>
* Shipping Condition: for example, 01
* Automatic Purchasing Order: …
* Goods Receipt-Based Invoice Verification: for example, X
 |  |  |
| 7 | Enter Partner Functions Data | Some partner functions are predetermined based on the customizing for selected account groups and purchasing organizations.To add more partner functions, on the Partner Functions tab, choose available partner functions from the value help. For example:* VN - Supplier
* GS - Good Supplier
* MN - Manufacturing Plant
 |  |  |
| 8 | Enter long text | On the Text facet, enter the details of purchasing organization |  |  |
| 9 | Return to Main Screen | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the view, before you return to the main screen. |  | . |
| 10 | Save Your Data | Choose Save. | System displays message that the object is saved. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

|  |
| --- |
|  |
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