SAP Vendor Master
LOG-MM-002
Aug 25, 2008

LaGov

Version 3.1
Updated: 09/14/2008
Agenda

- Logistics, Ground Rules & Introduction
- Workshop Objectives
- Project Overview/Timeline
- Business Process Review
  - SAP terms glossary
  - Process improvement opportunities
  - SAP concepts & functionality
  - Leading practices
  - Enterprise readiness challenges
- Action Items
- Questions
Logistics

Before we get started ...
Ground Rules

- Has everybody signed in?
- Everybody participates – blueprint is not a spectator sport
- Focus is key – please turn off cell phones and close laptops
- Challenge existing processes and mindsets
- Offer suggestions and ideas
- Think *Enterprise*
- Ask questions at any time
- One person at a time please
- Creativity, cooperation, and compromise
Project Organization - Functional Teams

**Finance Leads**
Beverly Hodges – Finance Lead  
Drew Thigpen – Finance Lead  
Mary Ramsrud – Consulting Lead

**Logistics Leads**
Belinda Rogers – Logistics Lead  
Jack Ladhur – Logistics Lead  
Brad Denham – Consulting Lead

**Linear Assets Leads**
Mark Suarez – Agile Assets Lead  
Charles Pilson – Consulting Lead

- **Procurement**
- **Facilities Maintenance**
- **Materials / Inventory Warehousing**

- **Contracting**
- **Fleet Maintenance**
- **Mobile Solutions**

Belinda Rogers  
Karen Pierce  
Sterrie Elliott  
Adam LaTour  
Sudhir Deshmukh
Introductions

- **Roles:**
  - **Process Analyst and Functional Consultant (Team IBM):** Leads and facilitates the discussions; drives design decisions
  - **Documenter (State Employee):** Takes detailed notes to support the formal meeting minutes (to be sent by the Process Analyst to all participants for review and feedback)
  - **Team Members (LaGov):** Provides additional support for process discussions; addresses key integration touch points
  - **Subject Matter Experts:** Advises team members on the detailed business processes and participates in the decisions required to design the future state business processes

**Around the Room Introductions:**

1. Name
2. Position
3. Agency
Project Phases

Five Key Phases

- Strategy & Approach Defined
- Project Team Training

- Business Process Definition
- Development Requirements

- Development & Unit Testing
- Integration Testing
- End-User Training Materials

- User Acceptance
- Technical Testing
- End-User Training
- Conversion

- Go-Live Support
- Performance Tuning

- Go Live and Support

Project Preparation

Business Blueprint

Realization

Final Preparation

Final Preparation
### Tentative Project Timeline

- Tentative implementation dates are planned as follows:

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Tentative Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Prep</td>
<td>October 2009</td>
</tr>
<tr>
<td>DOTD</td>
<td>February 2010</td>
</tr>
<tr>
<td>Core Modules All Agencies</td>
<td>July 2010</td>
</tr>
<tr>
<td>Additional Modules</td>
<td>January 2011</td>
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</tbody>
</table>

- **Project Start-Up**: May – June 2008
- **July 2008**: Blueprint
- **August – Dec 2008**: Phased deployment will be confirmed/updated before completion of Blueprint activities!
- **January 2009**
# Blueprint Schedule – Tentative

<table>
<thead>
<tr>
<th>Workshop ID</th>
<th>Process Area</th>
<th>Date</th>
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<tbody>
<tr>
<td>LOG-SRM-002</td>
<td>Vendor Registration, Qualification, AVL (Approved Vendor List)</td>
<td>9/15 – 9/16</td>
</tr>
<tr>
<td>LOG-MD-003</td>
<td>Catalog Management</td>
<td>9/17 – 9/18</td>
</tr>
<tr>
<td>LOG-MM-003</td>
<td>Purchasing Master Data (Info records, Source List, Quata Arrangement &amp; Pricing Conditions)</td>
<td>9/22 – 9/23</td>
</tr>
<tr>
<td>LOG-MM-006 &amp; 007</td>
<td>Purchasing Requisitions</td>
<td>9/30 – 10/02</td>
</tr>
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</table>
1. Review and discuss the current or As-Is Business Processes:
   • Which helps to drive out the business requirements
   • As well as the integration points with other processes

2. Define Master Data:
   • Address key integration points
   • Support organizational requirements
   • Consistent and appropriate use of data fields

3. Define Future or To-Be Business Processes based on:
   • Best Practices inherent in SAP
   • Intellectual capital from other SAP implementations
   • State business requirements
Blueprint Objectives (continued)

4. Identify Development Requirements:
   • Forms
   • Reports
   • Interfaces
   • Conversions
   • Enhancements
   • Workflow

5. Understand and communicate any Organizational Impact / Enterprise Readiness Challenges

6. Gather system Security Authorizations and State-wide Training Requirements
Today’s Workshop Objectives

- Review State of Louisiana Vendor Records briefly.
- Vendor Master workshop on August 18, 2008 FI-AP-001 covered General and Company Code data in detail along with number ranges, screen layout, account groups and maintenance.
- As – Is Overview
- SAP Glossary/Concepts
- Overview of Vendor Master Concepts:
  - Usage, Number Ranges, Account Groups, Views
  - One Time Vendors
Today’s Workshop Objectives (continued)

- Vendor Master Record Screens
- Live SAP Material Master screen review
- Review agreements on number ranges, account groups
- Next Steps
As-Is Overview
As-Is Objectives

- Vendor Systems Overview
- Key Vendor Information
- Vendor Attributes
- Vendor Location / Address Hierarchy
- As-Is Vendor process for AGPS / CFMS
- As-Is Vendor processes for DOTD
- Methods for searching for Vendors in DOTD, AGPS / CFMS, LaPAC, and eCat
- Current System Alignment
Systems integrating with the various vendor records

- DOTD Vendor Systems
  - Contains vendors financial information i.e. banking information
- AFS (Legacy Financial System)
- AGPS (Legacy Procurement System)
  - CFMS (Contract Management System)
  - Contains Vendor Procurement Information CFMS (Contract Management)
- eCat
  - (Web App used for all active Procurement documents i.e. Purchout/Pcard purchases and Contracts)
- Louisiana Economic Development (LED) Updates SEBD & SmallE flags
- LaPac
- Vendor Registration
  - (Web based Application used primarily for Bidding)
- Vendor Registration (View Orders)
Key Vendor Information

- Vendor Identification – Tax I.D. or Social Security Number
- Vendor status include – Casual, Active, Debarred, Suspend, Inactive
- Vendor Hold functionality exists in both AFS and AGPS / CFMS - This includes procurement / service documents and payments
- Vendor can have multiple addresses, contacts, and locations
- Vendors can register to receive bids by “Label”, “Commodity”, or “Class”
Key Vendor Information (continued)

- AGPS, LaPAC and LA eCat captures if a vendor is a “Small and Emerging Businesses” or a “Small Entrepreneurship” by an FTP file submitted from the Louisiana Economic Development.
- A Vendors bid history is captured in AGPS / CFMS.
- Vendor records house award amounts monthly, quarterly, and yearly.
- Vendors can be designated for a wire, separate checks in AGPS / CFMS.
- Vendor Banking and 1099 information resides in AFS.
- Complaints and notes can be captured for Vendors in AGPS / CFMS.
Vendor Attributes

ENTER FUNCTION: _
TRANS: VEN2
DATE: 08/28/08
TIME: 10:13:45
TERM: $DLC

VENDOR NUMBER........: 0000000000 00
VENDOR NAME 1.......: PAUL H DAVIDSON
VENDOR NAME 2.......: CHAPTER 13 TRUSTEE

<table>
<thead>
<tr>
<th>ATTRIBUTE</th>
<th>VALUE</th>
</tr>
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<tr>
<td>BUSINESS TYPE.......</td>
<td>8</td>
</tr>
<tr>
<td>ORGANIZATION TYPE.....</td>
<td>A</td>
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<tr>
<td>BUSINESS OWNERSHIP....</td>
<td>U</td>
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<tr>
<td>ETHNICITY............</td>
<td>U</td>
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<tr>
<td>RATING CODE...........</td>
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<tr>
<td>BID APPL RECD DATE....</td>
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<tr>
<td>REMITTANCE VENDOR.....</td>
<td></td>
</tr>
<tr>
<td>INCORPORATION STATE...</td>
<td></td>
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<tr>
<td>INCORPORATION DATE...</td>
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</tr>
<tr>
<td>PAYMENT HOLD.........</td>
<td>N</td>
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<tr>
<td>INDEPENDENT OWNED....</td>
<td>N</td>
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<tr>
<td>OUT OF COUNTRY IND...</td>
<td>N</td>
</tr>
<tr>
<td>CVT CODE...............</td>
<td>000000</td>
</tr>
<tr>
<td>SEBD...</td>
<td>N</td>
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<tr>
<td>SMALL-E...</td>
<td>N</td>
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</table>

Variety of attributes are captured for a vendor. These include business type, organizational type, etc.
AGPS / CFMS Vendor Location / Address Hierarchy
DOTD PIMS and ADDS Vendor Process

DOTD Procurement Web Based System lists vendors used for bidding.

DOTD PIMS is used for requisitions, solicitations, and purchase orders. Vendors are manually keyed on transactions.

Financial Section matches the vendor used on the purchase order to a vendor list kept in Lotus Notes.

DOTD ADDS System is used by the financial section to receive and pay. The vendor number is chosen from Lotus Notes.
As-Is Vendor Process AGPS / CFMS

DOI – Create new Vendor in AGPS / CFMS

Contract Supervisor

<table>
<thead>
<tr>
<th>Is Vendor in Database?</th>
<th>Fax W-9 to vendor for completion</th>
<th>Receive completed W-9 from Vendor</th>
<th>Enter vendor information into AGPS/CFMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
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</table>

Vendor

<table>
<thead>
<tr>
<th>Receive W-9 for completion</th>
</tr>
</thead>
</table>

OSRAP

<table>
<thead>
<tr>
<th>Activate vendor in AGPS/CFMS</th>
</tr>
</thead>
</table>
As-Is DOTD Create/Change Vendor in PIMS

DOTD Create / Change Vendor Process in PIMS

Vendor

- Confirm data with Procurement Admin. Assist.

Procurement Manager

- Does vendor exist in PIMS?
  - Yes: File vendor application and validation report
  - No: Lookup vendor in LED monthly fat file to determine if vendor is SEBD or SE-Hi certified

Procurement Administrative Assistant

- Receive faxed web application from Vendor
  - Validate vendor information on application
    - Is information correct?
      - No: Return to Procurement Admin. Assist to verify data
      - Yes: Give application to Procurement Manager with corrected or verified data

- Contact Vendor regarding questionable data
  - Receive request to verify data

The same process is used if a vendor requests a change to their data.
DOTD Construction Vendor Web Application

Contractor Information

- LA Contractors License: [ ] (5 digit license number)
- Federal Taxpayer ID: [ ] *
- Company Name: [ ] *
- Address1: [ ] *
- Address2: [ ]
- City: [ ] *
- State: [ ] *
- Zip Code: [ ] *
- Phone Number: [ ] *
- Fax Number: [ ] *
- Email Address: [ ] *
- Contact Person: [ ] *

* Indicates a required field.
As-Is DOTD Create Construction Vendor

DOTD Construction Vendor Create Process

- Project Control Proposal Distribution Unit
  - Receives Vendors Web Application
  - Automated email is received with Vendor data
  - Data is entered into SUBS Mainframe system
  - An email is sent to the vendor w/ ID and password
    - ID is license# or 5 digit identifier followed by 3 letters of name and sequence#
    - Password is the last 4 digits of the vendor’s TIN

- Construction Vendor
  - Vendor receives ID and password
As-Is DOTD Create Vendor in Web Based System

 DOTD Create Vendor Process in Procurement Web Based System

**Vendor**
- Confirm data with Procurement Admin. Assist.

**Procurement Administrative Assistant**
- Receive faxed or mailed web application from Vendor
- Validate vendor filled out appropriate fields on application
- Receive request to verify data
- Give application to Procurement Manager with corrected or verified data
- Authenticate vendor information on application
- Is information correct?

**Procurement Manager**
- Does Vendor exist?
- Lookup vendor in LOED monthly flat file to determine if vendor is SEBD or SE-HI certified
- Add vendor, addresses, & label “commodities” in Procurement Web System
- Generate Vendor Verification Report and validate against application
- A
- Is information correct?
- Return to Procurement Admin. Assist. to verify data
- Contact Vendor regarding questionable data

End

End
As-Is DOTD Change Vendor in Web Based System

DOTD Change Vendor Process in Procurement Web Based System

Vendor

Confirm data with Procurement Admin. Assist.

Procurement Manager

- Does vendor exist in Procurement Web System?
  - Yes
    - Generate Vendor Verification Report and validate against application
    - File vendor application and validation report
  - No
    - Change appropriate vendor information
    - End

Procurement Administrative Assistant

- Receive faxed or mailed web application from Vendor
- Validates vendor filled out appropriate fields on application
- Contact Vendor regarding questionable data
- Receive request to verify data
- Receive application from Procurement Manager with corrected or verified data

- Authenticate vendor information on application
- Is information correct?
  - Yes
    - Return to Procurement Admin. Assist. to verify data
  - No
    - End

End

Does vendor exist in Procurement Web System?

End

Confirms vendor information.
As-Is DOTD Delete Vendor in Web Based System

DOTD Delete Vendor Process in Procurement Web Based System

Procurement Administrative Assistant

Receive deletion request from Vendor

Submit request to Procurement Manager

Does vendor exist?

No

Yes

Generate Vendor Verification Report and validate against deletion request

Correct vendor?

No

Yes

Print Vendor Verification Report

Press "Delete" button to delete vendor

File vendor application and validation report

End

End

End
Various methods exist to search for vendors including – Name, Location, Document Number, etc.

<table>
<thead>
<tr>
<th>TAG</th>
<th>NAME AND ADDRESS</th>
<th>TELEPHONE</th>
<th>STAT/ADDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>8B</td>
<td>LSU AG CENTER - SCHOOL OF RENEWABLE NATURAL RESOURCES</td>
<td>(225) 578-4131 0000</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>101 J NORMAN EFFERSON HALL</td>
<td>07/06/06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BATON ROUGE LA 70803</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8C</td>
<td>LSU AGRICULTURAL CENTER</td>
<td>(225) 578-1464 0000</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>101 J N EFFERSON HALL</td>
<td>04/03/07</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BATON ROUGE LA 70803</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LaPAC Vendor Search Methods

- Various methods exist to search for vendors including – Name, Location, Commodity, etc.
As-Is eCat Vendor Search Method

Maintain Vendors

- Search Using: ALL of the criteria
- Status: Any
- Search Fields:
  - Vendor Name
  - Vendor ID
  - SEBD Vendor
  - Vendor FEPII
  - SE/HR Vendor
- Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- Find It

**Search Tips:**
- Search using singular word forms only.
- Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase.
- Words separated with OR searches for any of the words.

For further assistance, click here.

Results

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; E ENTERPRISES OF LOUISIANA ALEXANDRIA BUSINESS MACHINES</td>
<td>ALEXANDRIA</td>
<td>LOUISIANA</td>
<td>(318)443-0435</td>
<td>Active</td>
</tr>
</tbody>
</table>
As-Is Discussion of Vendor Data

- Vendor records overview:
  - Vendor records in various agencies
  - Special requirements for vendor records
  - Creation/maintenance of vendor records
## Current System Alignment

<table>
<thead>
<tr>
<th>Legacy System</th>
<th>Vendor Records Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGPS</td>
<td>Vendor data, vendor blocking data, minority identification, groups, organizational level information</td>
</tr>
<tr>
<td>Venice</td>
<td>Vendor data, vendor blocking data, minority identification, groups, organizational level information</td>
</tr>
<tr>
<td>Faster</td>
<td>Vendor data, vendor blocking data, minority identification, groups, organizational level information</td>
</tr>
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</table>
## Current System Alignment

<table>
<thead>
<tr>
<th>Legacy System</th>
<th>Material Master Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIMS</td>
<td>Vendor data, vendor blocking data, minority identification, groups, organizational level information</td>
</tr>
<tr>
<td>Peachtree</td>
<td>Vendor data, vendor blocking data, minority identification, groups, organizational level information</td>
</tr>
</tbody>
</table>
SAP Glossary

- **Attribute** – A property or value that describes and defines an object or an entity in detail (blonde hair, blue eyes, 5’2” tall, 120 lbs...are all attributes of a human)
- **Client** – A grouping or combination of legal, organizational, business and/or administrative units with a common purpose; a self-contained unit in an SAP system with separate master records and its own set of tables (“The State of Louisiana”)
- **Company Code** – This level represents an independent accounting unit within a client. Each company code has its own balance sheet and its own profit and loss statement. Example: a subsidiary company, member of a corporate group (“The State”)
- **ECC** – Enterprise Central Component (the core SAP system where financials and most logistics transactions are processed)
- **Matchcode** – A search technique which enables a user to locate a particular database record (such as an account number or material master record) by entering information contained in the record (Key word Search)
- **Reconciliation Account** – A G/L account to which transactions in the subsidiary ledgers (such as in the customer, vendor, or assets areas) are updated automatically
- **Dunning** – A reminder or warning letter used to remind vendors to deliver the material from the purchase orders.
SAP Glossary (continued)

- **Minority indicator** – A business that is owned and controlled by one or more socially and economically disadvantaged persons
- **Tolerance Group** – It is a percentage or a value that is the limit to which an event can deviate
- **Partner Functions** – A term, such as "sold-to party" or "payer", that describes a person or organization with whom you do business
- **Invoice verification** – A term that describes the entering and checking of incoming (vendor) invoices
- **Vendor Account Groups** – An object that attributes that determine the creation of master records
- **Flagging for deletion** – A label that identifies a data record to be deleted from the database
- **Purchasing Organization** – An organizational unit in Logistics, subdividing an enterprise according to the requirements of Purchasing
“Going In” Logistics Structure

Guiding Principle: If a given organization maintains inventory AND it wants to track the financial costs of that inventory at a given level, then that organizational level = SAP Plant

Note: Physical inventory taking (conducting an inventory and cycle counting) takes place at the Storage Location level!
Vendor Master Record

- We define vendor as a person or company who supplies materials or services to the person or company requiring those materials or services.
- Every supplier that they need to procure goods and services from will require a vendor master record.
- The vendor master in SAP ECC holds details about each vendor in the system. The vendor master record has three distinct sections. General Data, Accounting Data and Purchasing Data.
Vendor Master Record (continued)

- Certain vendor data is recorded at different levels of the organizational structure.
- General data includes such information as vendor name, address etc is maintained at client level.
- Accounting data includes data such as payment transaction data, the relevant control account, minority indicator etc.
- Purchasing organization data includes information such as contact persons, terms of delivery, order currency etc.
Vendor Master Record (continued)

- Vendor Number Range
  Similar to material master record numbers, vendor master record numbers can be assigned externally or internally. Many SAP customers decide to create different number ranges for each of their account groups. (i.e. 1099 vendors, service vendors etc.).
Vendor Master Record (continued)

- General Data

The general data is, as the name suggests, general information about the vendor. This data includes name, search terms, address, telephone and fax numbers. This data is entered at the global level or for a company code or purchasing organization level or combination of company code and purchasing organization. Once this data is entered then further information can be added to the vendor master record by Accounting and Purchasing. This data can be entered using transaction XK01 or MK01.
Vendor Master Record (continued)

- Accounting Data

The accounting data is the financial data that is entered at the company code level. This data includes tax information, bank details, reconciliation account, payment terms, payment methods, dunning information, minority indicator, tax withholding, interest calculation, payment terms, tolerance group, payment block etc. This data can be entered using transaction code FK01.
Purchasing Data

The purchasing data is the data for the vendor at a purchasing organization level. The data entered is relevant for one purchasing organization and may be different between purchasing organizations. The data entered includes control data required in purchasing, partner functions, purchasing default fields and invoice verification indicators. This data can be entered using transaction code MK01.
Vendor Master Record (continued)

Vendor Account Group Functions

- Identifies the type of vendor master record
- Determine which fields are displayed on the screen when you create, change, or display a vendor master
- Determine whether these fields are optional or required
- Can be used to determine how the vendor master record is numbered (via number range assignment)
Vendor Master Record (continued)

Account Groups
- Identify the type of vendor master record
- Determine which fields are displayed on the screen when you create, change, or display a vendor master
- Determine whether these fields are optional or required
- Determine how the vendor master record (via number range assignment)
- Here are examples of account groups:
  - ZVEN – Vendor
  - ZAPY – Alternative payee
  - ZOAD – Ordering address
  - ZEMP – Employee
  - ZOTV – One time vendor
  - ZCCV – Company code vendor
  - ZPT1 – Plant 1
Vendor Master Record (continued)

- Vendor Account Group examples:
  - ZVEN – Vendor
  - ZAPY – Alternative payee
  - ZOAD – Ordering address
  - ZEMP – Employee
  - ZOTV – One time vendor
  - ZCCV – Company code vendor
  - ZPT1 – Plant 1
Vendor Master Record (continued)

- One Time Vendor
  A one-time vendor record can be used for vendors that are used once or very rarely. One time vendor uses a special account group.
Vendor Master Record (continued)

- Additional Vendor Master Transactions
  - MK05: Used to block the use of a vendor master record.
  - MK06: Used to mark a vendor master record for deletion from the system.
  - MK12: Used to enter changes to a vendor master record that will take effect in the future.
Vendor Master Record (Continued)

- Vendor master records can be accessed in SAP from the Materials Management and the Financial Accounting modules.
- Changes to a vendor master record are automatically tracked by the system.
- Vendors can be blocked at the following two levels for transaction processing:
  - Purchasing (Quote request, Purchase Order, Receiving)
  - Invoicing
Vendor Master Record (continued)

- Partner Functions

Partner functions allow purchasing users to define the relationships between the supplier and the State of Louisiana. There may exist separate ordering addresses for a supplier as well as separate contact addresses, separate offices that supply the invoices and also an alternative payees for a supplier.
Vendor Master Record (continued)

- Partner Functions (continued)
  - Partner Function Types:

  AZ – Alternative Payment Recipient
  CP – Contact Person
  GS – Goods Supplier
  PI – Invoice Presented By

  CA – Contact Address
  ER – Employee Responsible
  OA – Ordering Address
  VN - Vendor
Vendor Master Record (continued)

- Partner Functions
  - All these can be created and entered into the partner functions screen of the VN partner.
  - The partner functions allowed for a vendor can be controlled by the assigned vendor account group (i.e., the vendor account group 0001 may have different partner functions to the vendor account group 0002)
Vendor Partner Scenario

A large commodity provider may supply material to the state and the state has created a central vendor number (VN) for the provider. However, the address to which the state sends purchase orders may be different based on the different divisions of the providers business. An ordering address partner (OA) for the central vendor record can be created to reflect the different addresses for each of the divisions of the providers business.
Vendor Master Maintenance

- Vendor master records can be maintained in both the FI and the MM SAP modules
- Vendor master data is maintained at different organizational levels:
  - General data is maintained centrally by few designated persons (state level)
  - Accounts-payable related data is maintained at the state level
  - Purchasing data is maintained at the purchasing organization level (local)
Vendor Master in MM

- Complete vendor master records (general, accounting, and purchasing data) can be created and maintained only via the MM module.
- Purchasing information cannot be created or maintained via the FI module.
Extending Vendor Master

- Existing Vendor Master in one purchasing organization is extended (created) to another purchasing organization by using MK01 transaction. A new purchasing organization is entered to extend the record to the newly entered purchasing organization.
SAP Vendor Master Record Screens
Vendor Master Record Views
Initial Screen

Vendor master data is organized into different screens or views.
Vendor Master Record – General Data
Vendor Master Record – Accounting Data
Vendor Master Record – Accounting Data (continued)

### Accounting Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</tr>
<tr>
<td>Head office</td>
<td></td>
</tr>
<tr>
<td>Authorization</td>
<td></td>
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<tr>
<td>Minority indic.</td>
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<table>
<thead>
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<tr>
<td>Cash mgmnt group</td>
<td></td>
</tr>
<tr>
<td>Release group</td>
<td></td>
</tr>
<tr>
<td>Certificate date</td>
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</table>

### Interest Calculation

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest indic.</td>
<td></td>
</tr>
<tr>
<td>Interest freq.</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last key date</td>
<td></td>
</tr>
<tr>
<td>Last interest run</td>
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</table>

### Withholding Tax

<table>
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<tr>
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<th>Value</th>
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</thead>
<tbody>
<tr>
<td>W. Tax Code</td>
<td></td>
</tr>
<tr>
<td>WH Tax Country</td>
<td></td>
</tr>
<tr>
<td>Recipient type</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemption number</td>
<td></td>
</tr>
<tr>
<td>Valid until</td>
<td></td>
</tr>
<tr>
<td>Exempt authority</td>
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</tr>
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</table>

### Reference Data

<table>
<thead>
<tr>
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<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Prev. acc no.</td>
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</tr>
<tr>
<td>Personnel number</td>
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</tbody>
</table>
### Vendor Master Record – Accounting Data (continued)

#### Display Vendor: Payment transactions Accounting

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Code</td>
<td>TEST2</td>
</tr>
<tr>
<td>Company Code</td>
<td>0910</td>
</tr>
<tr>
<td>Payment terms</td>
<td>MT38</td>
</tr>
<tr>
<td>Tolerance group</td>
<td></td>
</tr>
<tr>
<td>Check cashing time</td>
<td></td>
</tr>
<tr>
<td>Automatic payment transactions</td>
<td></td>
</tr>
<tr>
<td>Payment methods</td>
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<tr>
<td>Alternative payee</td>
<td></td>
</tr>
<tr>
<td>Individual print</td>
<td></td>
</tr>
<tr>
<td>Branch limit</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Print adv. by EDI</td>
<td></td>
</tr>
<tr>
<td>Invoice verification</td>
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</tr>
<tr>
<td>Tolerance group</td>
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</tr>
</tbody>
</table>

[Image of a computer screen showing a vendor payment transaction window]
Vendor Master Record – Accounting Data (continued)
Vendor Master Record – Purchasing data
Vendor Master Record – Purchasing Data (continued)

<table>
<thead>
<tr>
<th>Partner Functions</th>
<th>Name</th>
<th>Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA: Ordering Address</td>
<td>TEST2</td>
<td>First Last</td>
<td></td>
</tr>
<tr>
<td>VN: Vendor</td>
<td>TEST2</td>
<td>First Last</td>
<td></td>
</tr>
<tr>
<td>IP: Invoice presented by</td>
<td>TEST2</td>
<td>First Last</td>
<td></td>
</tr>
</tbody>
</table>
Special Topics