

SUPPLIERS DATA MANAGEMENT SEARCHING FOR VENDORS: XK03

Business Processes – Operations | June 2024

1

SEARCH CRITERIA

You can search by various fields but using tax information (such as the VAT code) is recommended.

The screenshot shows the 'Display Vendor: Initial Screen' with a red circle around the search icon. An arrow points to the 'Vendors by Tax Information' dialog box. In this dialog, the 'Vendors by Tax Information' option is selected in the left-hand menu. The 'Maximum No. of Hits' is set to 500.

3

DATA RETRIEVAL

The more information you provide, the more details you'll receive. For essential data to extend a vendor, fill in the vendor code and select all flags (F7) in the *General Data* section (press Enter to move between screens).

The screenshot shows the 'Display Vendor: Initial Screen' with a red circle around the 'General data' section. An arrow points to the 'Display Vendor: Address' screen, which shows the vendor details for 'CASA DELFIN SA'. Another arrow points to the 'Display Vendor: Control' screen, which shows the tax information for the vendor. The 'Tax Number 1' is highlighted with a red box.

2

VENDOR AVAILABILITY

If you find the SAP vendor, check if it's available for your Company Code and Purchase Organization. If not, you'll receive an error message, and you'll need to request an extension in SAP.

The screenshot shows two instances of the 'Display Vendor: Initial Screen'. The first instance shows a red error message at the bottom: 'Vendor 2 has not been created for purchasing organization NL02'. The second instance shows a red error message at the bottom: 'Vendor 2 has not been created for company code NL03'.

Display Vendor: Initial Screen

The screenshot shows the 'Display Vendor: Initial Screen' with a red circle around the 'General data' section. The 'General data' section has all flags selected: Address, Control, Payment transactions, and Contact Persons. The 'Company code data' section has all flags selected: Accounting info, Payment transactions, Correspondence, and Withholding tax. The 'Purchasing organization data' section has all flags selected: Purchasing data and Partner functions.



Filling in the Company Code or Purchasing Organization will grant access to specific data related to those areas.