# Vendor Master & Configuration

The vendor master database **contains information about the vendors that supply an enterprise**. This information is stored in individual vendor master records. A vendor master record contains the vendor's name and address, as well as data such as: The currency used for ordering from the vendor.

## Vendor Master Divided into three parts

- 1) General Data
- 2) Company Code Data (Accounting data)
- 3) Purchasing Data

#### Creating Vendor Master Without PO (Mostly used by Finance)

For Create: - FK01

For Change: - FK02

For Display: - FK03

Create Vendor: Initial Screen				
Vendor				
Company Code				
Account group				
Reference				
Vendor				
Venuor				

→ Its only contain the Company Code Data (Accounting data)



## Creating Vendor Master with PO (Mostly used by Finance)

For Create: - MK01

For Change: - MK02

For Display: - MK03

/endor PurchasingOrganization Account group	
Template	
Vendor	

→ Its only contain the purchasing data

Creating Vendor Master Centrally (It contains all the data)

For Create: - XK01

For Change: - XK02

For Display: - XK03



/endor	[	2	
Company Code			
PurchasingOrganization			
Account group			
Reference			
Vendor			
Company code			
PurchasingOrganization			

→ It has general, accounting & purchasing data so this is **mostly** used everywhere.

## <mark>Step: - 1</mark>

#### Path to Create Vendor Centrally: -

SAP Menu-> Logistics-> Materials Management-> Purchasing-> Master Data-> Vendor-> Central-> XK01 – Create

SAP Easy Access		
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• 🔁 Favorites	-	
SAP Menu	-	
Financial Services Network Connector     Office		
Cross-Application Components		
Logistics		
Materials Management		
<ul> <li>Purchasing</li> </ul>		
Purchase Order		
Purchase Requisition		
Outline Agreement		
RFQ/Quotation		
Master Data	_	
Info Record		-
Source List		111
Quota Arrangement		
Approved Manufacturer Parts		
Vendor Durchasing	-	
· C XK01 - Create		
• XK02 - Change		
XK03 - Display		
• XK04 - Changes		
• 🗇 XK05 - Block		
• XK06 - Elag for Deletion		
• XK07 - Account Group Change		
	_	



➔ We can directly enter T-Code in command bar & jump to the below screen.

Create Vendor:	Initial Screen
Vendor	
Company Code	5300
PurchasingOrganization	cp00
Account group	KRED
Reference	
Vendor	
Company code	
PurchasingOrganization	

→ Enter the Company Code, Pur.Org, Account Group (**KRED** as standard account group)



Create Vendor:	Address		
🔉 🕞 🗓			
Vendor INTERNZ	L		
Preview 🖆 🦉	Internat. versions		
Titlo	Company	-	
Name	Tesst Vendor for Vendor	Master	
Search Terms		-	
Search term 1/2			
Street Address			
Street/House number			
Postal Code/City			
Country	IN	Region 13	
PO Box Address			
PO Box			
Postal code			
Communication	EN Es aliah		
Talaphana	EN English	Extension	cation
Fax		Extension	
StandardComm.Mtd	-	Excension	

# → Enter the details as above & press enter.

Create Vend	or: Payment tra	Ansactions		
Pank Dotails	INIERNAL Tesst	Vendor for Vendor Master		
C Bank Key	Bank Account	Acct Holder	A IBAN IBANValue	BnkT Referen 🛄
Q				
				×
d b				
Bank Data	Delete Bank Detail)	Different Payee in Document		
Alternative payee		Individual Entries		
DME Indicator Instruction key ISR Number		Entries for Referen.	Permitted Payee	

# → Bank details will be entering by Finance team.1



		G/L Acct	Long Text
endor INTERNAL ompany Code 5300 Training Accounting information Recon. account  Head office	Tesst Vendor for Ver Company Sort key Subsidy indic.	31000 62210 62220 62230 151000 151102 151103	Down payments made - tangible assets Secured bank loans, due within 1 year Secured bank loans, due within 1-5 years Secured bank loans, due after 5 years Prepayment - Inventory Down payments stock company code 2000 Down payment stock company code 1000
Authorization	Cash mgmnt grou Release group Certificatn date	159000 160000 160010 161000 161010 164002	Other down payments - current assets Trade Payables - domestic Trade Payables - domestic one-time suppliers Trade Payables - foreign Trade Payables - foreign one-time vendors Payables company code 2000
Interest calculation Interest indic. Interest cycle	Last key date Last interest run	164003 164004 164005 164006 164007 165000	Payables company code 3000 payables company code 4000 Payables CC 2100 Payables CC 2200 Payables CC 2300 Accounts Payable - Affiliates
Withholding tax W. Tax Code WH Tax Country Recipient type	Exemption numbe Valid until Exmpt.authority	166000 176050 180000 196300 196400 197100	Amortization - Prepayments Travel expenses payable Bills of exchange payable Payment requests - vendors Guarantees - vendors Accounts Payable - payment withheld
Reference data Prev.acct no.	Personnel number		

- → Select the **Reconciliation Account** from list. We are using 160000 as standard & then press enter.
- → Enter the Order Currency & Pay Terms. Click on Save.
- → Vendor 700000398 has been created for company code 5300 purchasing organization CP00.

## <mark>Step: - 2</mark>

## Path to Change Vendor Centrally: -

SAP Menu-> Logistics-> Materials Management-> Purchasing-> Master Data-> Vendor-> Central-> **XK02 – Change** 

→ Enter the Vendor Code in below screen.



Change Vendor:	Initial Screen
a a	
Vendor	700000398 C Tesst Vendor for Vendor Master
Company Code	5300 Training Company
Purch. Organization	CP00 Pratice_MM_MS
General data	
✓ Address	
✓ Control	
✓ Payment transactions	
Contact Persons	
Company code data	
Accounting info	
Payment transactions	
✓ Correspondence	
Withholding tax	
Purchasing organization dat	a a a a a a a a a a a a a a a a a a a
✓ Purchasing data	
Partner functions	

→ Press enter. Below Screen opens.



	thernat. versions			
	「	7		
Title	Company	•	_	
Name	Tesst Vendor for Vendor M	aster		
Search Terms				
Search term 1/2	Y			
Street Address				
Street/House number				
Postal Code/City				
Country	IN India	Region 13	Maharashtra	
Time zone	INDIA			æ
PO Box Address				
PO Box				
Postal code				
Communication				
Language	EN English 🔹	0	ther communication	on
Telephone		Extension		
Fax		Extension		
Data line				
Talahay				

→ If you want to change something, Change & Save it.

# <mark>Step: - 3</mark>

## Path to Display Vendor Centrally: -

SAP Menu-> Logistics-> Materials Management-> Purchasing-> Master Data-> Vendor-> Central-> **XK03 – Display** 

→ Double click on it



Display Ve	endor: Address
🦻 💫 🔓 🗓	
Vendor 700000	0398 0
Name	
Title	Company
Name	Tesst Vendor for Vendor Master
Search Terms	
Search term 1/2	TVVM
Street Address	
Street/House number	
Postal Code/City	
Country	IN India Region 13 Maharashtra
DO Boy Address	
PO Box Address	
PO Box	
Postar code	
Communication	
Language	EN English   Other communication
Telephone	Extension 📑
Fax	Extension
Data line	

 $\rightarrow$  It will only display the vendor details.

## <mark>Note: -</mark>

For the Display of List of Vendor for specific Account Group & Pur.Org

## Path to Display Vendor List: -

SAP Menu-> Logistics-> Materials Management-> Purchasing-> Master Data-> Vendor-> List Displays-> **MKVZ - Purchasing List** 

 $\rightarrow$  By double click on it below screen opens.



List of Vendors: Purch	hasing		
		•	
Vendor	<u>[</u> ]	to	<b>_</b>
Purchasing organization	CP00	to	<b></b>
Search term		to	<b></b>
Account group		to	<b></b>

# → Enter the Pur.Org or Account Group & execute.

List of Vendors: Purch	asing																				
914772%0	A 4 🕒 🛛 🕭 🛛			i	ରି Purc	chasing රො	Centr	al 6	o <sup>∞</sup> Vendor	Sustainab	ility Record										
Name of vendor	Street	Cty	Post.Code	City	Group	Search term E	3 BI	FDelF	One-time	POrg D	escription	PayT	IncoT	Inco. 2 B	D	Min. valu	e Crcy Salesp	ers. Tel	ephone P	Ora = Ni	umber
ច										2											5
Vendor 4000002910																				1.1	1
MH Steel & Company		IN			2900					CP00 Pr	atice_MM_M	IS 0001				0.0	INR				1
Vendor 4000002911																				$\sim 10$	1
Bharat Marketing	Bajaj Nagar	IN	431114	Indor	2900 I	BM				CP00 Pr	atice_MM_M	IS NT30				0.0	INR				1
Vendor 4000002912																				1.1	1
Test Vendor for Vendor Master - 01	Sai Park MIDC Aurangabad	IN	431136		2900					CP00 Pr	atice_MM_M	IS 0001				0.0	INR				1
Vendor 4000002913																				1.1	1
Yashpal Enterprises	Jay Bhavani market	IN	431114		2900					CP00 Pr	atice_MM_M	IS 0001				0.0	INR				1
Vendor 700000398																				1.1	1
Tesst Vendor for Vendor Master		IN			KRED	TVVM				CP00 Pr	atice_MM_M	IS 0001				0.0	INR				1

➔ It will show you the list of all vendors under that specific Pur. Org. Or account Group.



# **Configuration**

## 1) Define Account Groups and Field Selection (Vendor)

#### Path to Define Account Groups: -

SPRO-> Logistics – General-> Business Partner-> Vendors-> Control -> Define Account Groups and Field Selection (Vendor)

→ Double click on this below screen opens



#### → Click on Position.

Group	Description			
001	Vendor		-	
002	Goods supplier		-	
003	Alternative payee			
	nother entry	>	<	
Acco	unt group	<u>~</u> ]×		
010	vaishu special	_		
011	Domestic Vendors			
012	Hierarchy nodes			
013	International Vendors			
014	Service Vendors			
018	Vendor Group 0018			
019	vendor group 0019		-	
020	Vendor-BP-Commission Recipient		-	
	1 1	4 1		



→ Select the KRED as standard account group & click on copy as.

Change View "Vendor	Account Groups": Details of Selected Set
Expand Field Status	
Account Group ZCPM	
General Data	
Name	Domestic Vendor Grp -CPMG
Number Range	40
One-Time Account	
Field Status	Data Retent. Levels: Purchasing
General Data	✓ Vendor sub-range relevant
Company Code Data	✓ Plant level relevant
Purchasing Data	
Purchasing Sub-Range	Default Values
Purchasing Plant	Do not transfer any data
PartnerDetermProced.	
Partner schema, purch. org.	FV1
Partner schema, sub-range	FV2
Partner schema: plant level	FV3

→ Create customized Account Group from copying standard one. Then click on save.

Chang	ge View "Vendor Account	Groups": Overview
Details	New Entries Copy As Delete	Print Standard List Select All Select Block Deselect All
Group	Description	
ZCPM	Domestic Vendor Grp -CPMG	A
ZDIL	dometic indian supplier	<b>•</b>
ZDIN	DOmenstic INDIAN SUPPLIER	
ZDND	Vendors Domastic Supplier	
ZDNI	domastic indian supplier	
ZD01	Vendor Group for training G	

→ Customized account group created.

➔ By using we are Creating Vendor Master we can use customized Account Group as below.





# 2) Field Selection in Vendor Master

Path to set Field Selection in Vendor Master: -

SPRO-> Logistics – General-> Business Partner-> Vendors-> Control -> Define Account Groups and Field Selection (Vendor)

➔ By Double click on it below screen opens. Enter the account no for which you need to set Field Selection.

Group	Description			1	
0001	Vendor		-		
0002	Goods supplier		-		
0003	Alternative payee				
• 🖙 A	nother entry	2	×		
0 Acco	unt group	<ul> <li>×</li> </ul>	3		
0 Acco	vaishu special	<ul> <li>×</li> </ul>			
0 Acco 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	vaishu special Domestic Vendors	<b>~</b> ×			
Acco 0 0 0 0010 0011 0012	vaishu special Domestic Vendors Hierarchy nodes	<b>~</b> ×			
Acco 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	vaishu special Domestic Vendors Hierarchy nodes International Vendors	<b>~</b>			
Acco 0 0 0 0010 0011 0012 0013 0014	vaishu special Domestic Vendors Hierarchy nodes International Vendors Service Vendors	<b>~</b> X			
Acco 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	vaishu special Domestic Vendors Hierarchy nodes International Vendors Service Vendors Vendor Group 0018	<b>V</b>			
Acco 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	vaishu special Domestic Vendors Hierarchy nodes International Vendors Service Vendors Vendor Group 0018 vendor group 0019				

→ By clicking on it below screen opens.



change view vendor	Account	sioups	Details		
Expand Field Status New Entries	s Copy As	Delete	Previous Entry	Next Entry	Prin
Account Group ZCPM					
General Data					
Name	Domestic	Vendor Gr	D -CPMG		
Number Range	40				
One-Time Account					
Field Status		Data Rete	ent. Levels: Purch	asing	
General Data		Vendo	r sub-range releva	int	
Company Code Data		✓ Plant le	evel relevant		
Purchasing Data					
Purchasing Sub-Range		Default V	alues		
Purchasing Plant		Do not	t transfer any data	3	
PartnerDetermProced.					
Partner schema, purch. org.	FV1				
Partner schema, sub-range	FV2				
Partner schema: plant level	FV3				

→ As per below screen yellow highlighted are the require field to be enter for the creation of vendor master creation & all other are not required.



- · · · ·	
Create Vendor:	Address
🔉 🔓 🗓	
Vendor INTERN	AL
Name	The Internat. Versions
Title	<u> </u>
Name	
Search Terms	
Search term 1/2	
Street Address	
Street/House number	
Postal Code/City	
Country	Region 📃
DO Poy Addross	
PO Box Address	
PO BUX	
rostal code	
Communication	
Language	EN English   Other communication
Telephone	Extension
Fax	Extension 📑
StandardComm.Mtd	<b>_</b>

→ If we want to change the Search Term as Required entry.
 → Follow the above path of Field selection of Vendor Master.



Change View "Vend	or Account (	Groups	": Details		
Expand Field Status New Er	ntries Copy As	Delete	Previous Entry	Next Entry	Pri
Account Group ZCPM					
General Data					
Name	Domestic	Vendor Grp	-CPMG	]	
Number Range	40				
One-Time Account					
Field Status		Data Rete	nt. Levels: Purcha	asing	
General Data		Vendor	sub-range releva	nt	
Company Code Data		🗹 Plant le	vel relevant		
Purchasing Data					
Purchasing Sub-Range		Default Va	alues		
Purchasing Plant		Do not	transfer any data	1	
PartnerDetermProced.					
Partner schema, purch. org.	FV1				
Partner schema, sub-range	FV2				
Partner schema: plant level	FV3				

→ Click on to General Data in that Search term is optional entry

General Data				Page 1/3
Account GroupZCPM				
Domestic Vendor Grp -CPMG				
General Data				
Address				
	Suppress	Req. Entry	Opt. entry	Display
Name 1		۲	$\bigcirc$	$\bigcirc$
Form of address		$\bigcirc$	۲	$\bigcirc$
Search term	0	0		$\circ$
Name 2	0	0	۲	$\circ$
Name 3, name 4	0	$\bigcirc$	۲	$\bigcirc$
Postal code, city	0	$\bigcirc$	۲	$\bigcirc$
Street	0	$\bigcirc$	۲	$\circ$
District		$\circ$	۲	$\circ$
Region	0	$\bigcirc$	۲	$\circ$
PO Box		$\bigcirc$	۲	$\bigcirc$
P.O. box postal code		$\bigcirc$	۲	$\circ$
P.O. Box city	۲	$\circ$	$\circ$	$\circ$
Search term B	۲	$\bigcirc$	$\circ$	$\circ$
c/o name	0	$\circ$	۲	$\circ$
Street 2		0	۲	0
Street 3		0	0	0

→ We need to that optional entry to required entry. Tick on the Search term as Required entry & Save.



➔ Then system will generate the Transport Request & Save the changes.

➔ For Check the configuration done by us. Go to vendor master creation & check as below

Create Vendor	: Address		
🔉 🕞 🗓			
Vendor INTER	NAL		
Name	Internat. version	15	
Title		<b>_</b>	
Name	 	<u>_</u>	
			<b>E</b>
Search Terms			
Search term 1/2			
Street Address			
Street/House number			
Postal Code/City			_
Country		Region	
PO Box Address			
PO Box			
Postal code			
Communication			
Communication			
Language	EN English	Other communicati	ion
Telephone		Extension	
Fax		Extension	
StandardComm Mtd		<b>v</b>	

 $\rightarrow$  Now the **Search term** is a **Required Entry** as per configuration.

## 3) Define Number Ranges for Vendor Master Records

## Path to Define Number Ranges for Vendor Master Records: -

SPRO-> Logistics – General-> Business Partner-> Vendors-> Control -> Define Number Ranges for Vendor Master Records



 $\rightarrow$  By Double click on it below screen opens.

Vendor Number	r Ranges
Process the objects in the	specified sequence
Intervals	
Number range	]

→ Click on Intervals. Select the No Range No. From list or Create own.

N., From No.	To Number	NR Status	Ext	E
MK 000000889	000001299	893		4
MM 0000001701	000001710	1705		
MN 0000024900	0000050000	24909		
MO 0000062000	0000062999	62004		
MR 000000311	000000399	315		
MS 600000581	600000999	600000590		
MV 0000085200	0000088888	85204		
MW 0000050001	0000050999	50005		
MX 0099545631	0099545700	99545640		
N4 310000000	310000099	310000004		(
NA 0000010000	0000010015	10004		
NB 0000004000	0000004250	4004		
NI 0000013000	0000013099	13004		
NM 0000024622	0000024624	0		
NN 0000024001	0000024499	24040		
NR 9740000051	9740000100	974000055		

→ I am selecting the MS from list
→ Go back & Click on Number Range



Group	Name	Number range		
001	Vendor	46	÷	
002	Goods supplier		-	
003	Alternative payee	01		
004	Invoice presented by			
005	Forwarding agent	21		
006	Ordering address			
007	Plants	GM		
800	A/C group for vendor	02		
009	use mtl. dist.	01		
010	vaishu special	51		
0011	Domestic Vendors	63		
012	Hierarchy nodes	01		
013	International Vendors	20		
014	Service Vendors		-	
018	Vendor Group 0018	04	-	
	▲ ▶	•	Fille	

# → Click On position

	Name	Number rang	e		
0001	Vendor	46			٠
002	Goods supplier				Ť
0003	Alternative payee	01			-
ĒA	nother entry	×			
Acco	ount group				
2		1			
	[	X			
0010	vaishu special	51			
0011	Domestic Vendors	63			
0012	Hierarchy nodes	01			
0013	International Vendors	20			
014	Service Vendors				٠
018	Vendor Group 0018	04			٣
	▲ ▶ :::::			×.	



## → Enter the Account Group.

Ø 🗌	▼ « 📙   🜏	a 🖓 😪 I 🚍 M K	1111	🞝 🎝 I 🌄	<u>e</u>   ©
Chang	ge View "Assign Vendo	r Account Grou	ips->N	umber Ra	nge":
63/ IS [					
Group	Name	Number range			
ZCPM	Domestic Vendor Grp -CPMG	MS	0 •		
ZDIL	dometic indian supplier	SU	•		
ZDIN	DOmenstic INDIAN SUPPLIER	во			
ZDND	Vendors Domastic Supplier	Y9			
ZDNI	domastic indian supplier	05			
ZD01	Vendor Group for training G	G1			
ZDOM	TYRE DOMESTIC VENDOR	31			

- → Enter the Number range No as above & Save
- → Vendor 600000586 has been created for company code 5300 purchasing organization CP00
- → Now per set number range it will take the Number range for vendor master for specific Account Group.

