
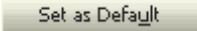



VENDOR CREATION

PROCESS PREREQUISITES

- Vendor information available

Step	Description - Path	Completed By	Complete
1	From command center, select Business Partners >> Business Partner Master Data.		
2	Select Ctrl <A> or press the  add button to enter Add mode		
3	Enter the following required header information <ul style="list-style-type: none"> • Code - Representing the vendor number • Select Vendor for BP Type • Name - The vendor name to appear on payments and reports • Select vendor group used for reporting purposes 		
4	Add required fields to General Tab <ul style="list-style-type: none"> • Telephone Number of main offices • Fax number of main offices • Buyer if you segregate purchasing activity by buyer. 		
5	Add contacts to Contact Person tab <ul style="list-style-type: none"> • Name and pertinent information • If you have more than one contact you can set a default contact by highlighting that contact and pressing  button, That person will become bold and be used as the default in Marketing Documents and in other settings in the system 		
6	Add Pay To address to Addresses tab <ul style="list-style-type: none"> • Enter Address information into the Pay To section for a headquarters or main remittance location 		
7	Navigate to Payment Terms Tab <ul style="list-style-type: none"> • Ensure that the payment terms are correct for the vendor • If there is a credit limit, you can specify the amount on this tab. 		
8	Navigate to Payment Systems Tab <ul style="list-style-type: none"> • Ensure that the correct bank is selected for your House Bank • The Payment Methods box must have a method checked. If you pay by check that box should be checked. 		
9	Navigate to Accounting Tab <ul style="list-style-type: none"> • If the vendor requires a 1099, enter the relevant information in the area indicated. 		
10	Click  to add the vendor.		