# WW - Vendor Business Partner Management (IFRS16)

**Tasks to be completed when creating an operating procedure (from creation to publication)**

1. Enter the **Title of the procedure.**
2. Add the following Labels Labels:
   - Region: apac, emea, lam, nam
   - Domain & Process using the List of labels to be used in the PtP space
3. Fill all fields as described
4. Once the procedure is completed, publish it using the PtP Procure to Pay approval workflow

## Table of contents



**Scope**

APAC EMEA

LAM NAM

**ERP**

PF1 WP1

**References**

**Attachments**

1.Objective and Scope

### 1.1 Objective of this Procedure

The purpose of this document is to have a detailed procedure how to managed Business Partners that need to be created or updated and that are used inside IFRS16 Process

### 1.2 Scope

This operating procedure applies to all regions and to WP1 and PF1 systems. Activity centralized in Lisbon Data Operation Team

## 2.Definitions

## 3.Roles & Responsibilities of each Actor

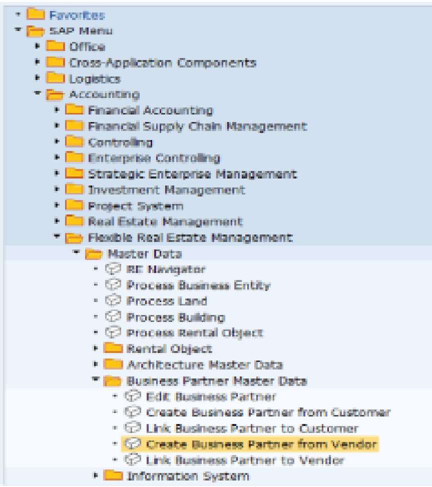
**PSL Leasing Team** for WP1 and PF1 entities; Luize Puskeire or Artis Pekna for Baan or PE1, are responsible to create a request to Lisbon Data Operation Team providing: Vendor Code, Company code and the ERP system impacted;

**Lisbon Data Operation Team** is responsible for validation the information provided, ensuring consistency of the same and to Create / Update the Business Partner linked with the Vendor

## 4.Procedure

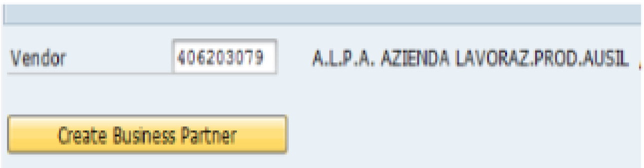
### 4.1 Description of the SAP transaction **FLBPC1** - Create Business Partner from Vendor

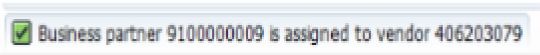
Transaction used to proceed with the Business Partner Creation

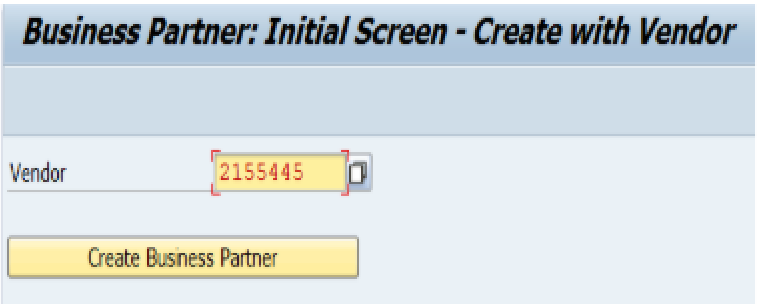



## 4.2 How to do Create

1. Select vendor code
2. Click on « Create Business Partner »
3. According to Customizing, the BP will be
    - created and linked to the BP or an already existing BP will be displayed



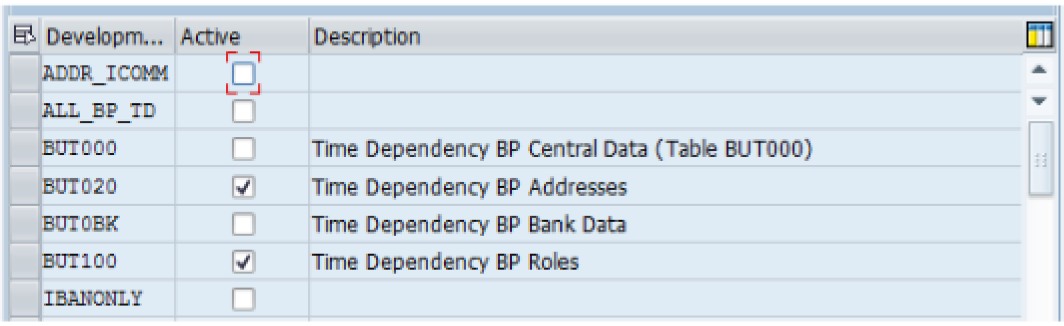





Note: There is a different customizing between PF1 and WP1 impacting the Business Partner Creation:

In PF1 the status for function related to Business Partner has been activated



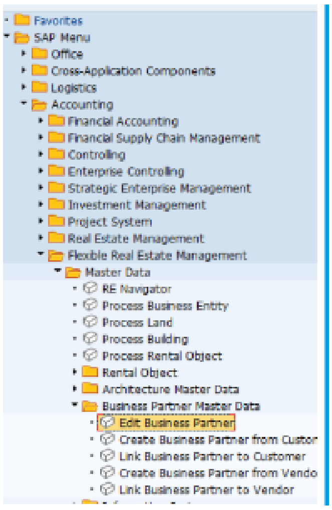
| Developm... | Active | Description |
|---|---|---|
| ADDR_ICOMM | ☐ | |
| ALL_BP_TD | ☐ | |
| BUT000 | ☐ | Time Dependency BP Central Data (Table BUT000) |
| BUT020 | ☑ | Time Dependency BP Addresses |
| BUT0BK | ☐ | Time Dependency BP Bank Data |
| BUT100 | ☑ | Time Dependency BP Roles |
| IBANONLY | ☐ | |

- Therefore in PF1 the BP has a validity start and end date, by default = creation date.
- The start date needs to be aligned to the starting date of the contract, otherwise an error message will be displayed
- This should be done via « BP » transaction, select the ZLESS role and update the start date to '01.01.1900'

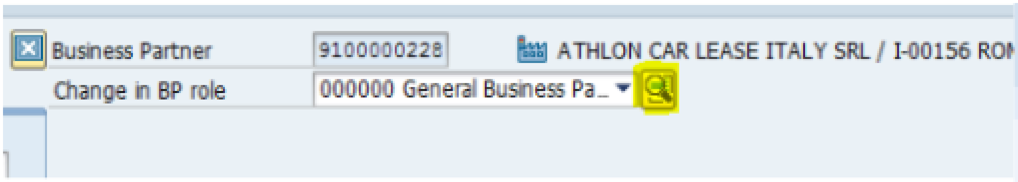
- In WP1, those functions have not been activated, so no problem with validity dates.

Therefore for PF1 there is a need for a extra step:

- To update the Business Partner, run **BP** transaction code

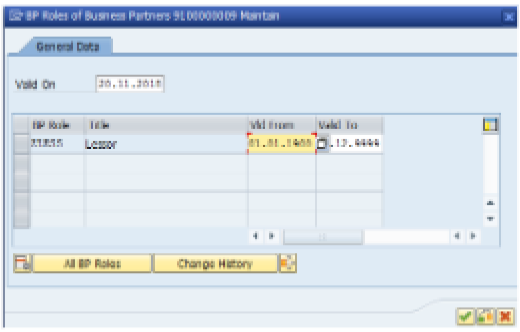



- Select BP number




- Switch from display to change mode
- Click on the « Role detail » button

- A pop-up appears



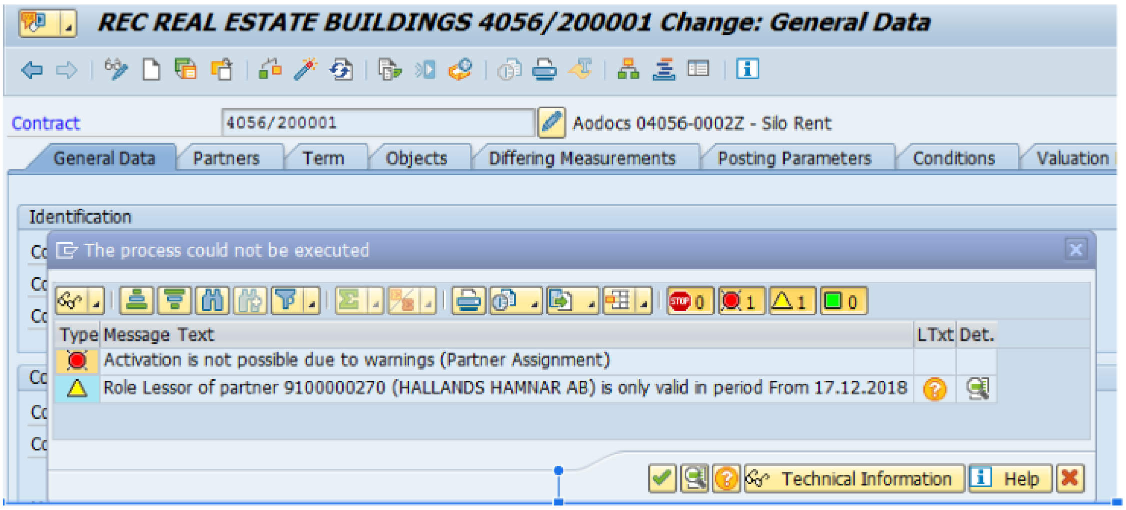

- Update the validity date of your BP
- (put "01.01.1900" to cover all possible contract dates convenience)
- Save and quit

## 4.3 Description of the error messages

## 4.3.1 PF1 Business Partner Validity Date

**Description**

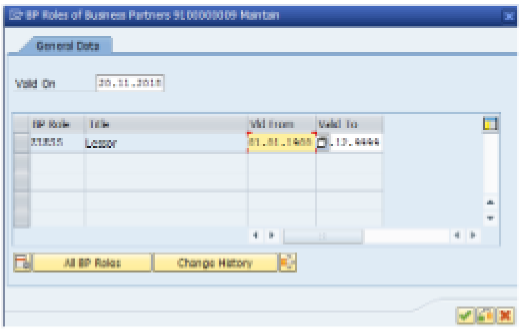
- If you don't update the BP, you may have the following error message when saving contract.




**Action**

- Enter in transaction **BP**
- Select BP number
- Switch from display to change mode
- Click on the « Role detail » button

- A pop-up appears




- Update the validity date of your BP
- (put "01.01.1900" to cover all possible contract dates convenience)
- Save and quit

## 4.3.2 Usage of Miscellaneous Creditor Account

**Description**

- Vendor account group not setup for BP Function, as Only Standard Vendor Accounts Group can be used

**Action**

- Replicate the vendor under proper Account Group (PF1_20 or WP1)

## 4.3.3 Vendor does not exist in the Company Code

**Description**

- The partner is not yet created in the Company Code.

**Action**

- Please proceed with creation of the vendor in the company code.

## 4.3.4 Vendor is blocked or flagged for deletion at Company Level

**Description**

- The partner is blocked of flagged for deletion at Company Code

**Action**

- Check if there is a new supplier account that should be used instead of the blocked one.

- If an alternative supplier cannot be found and supplier account is correct please unblock or remove deletion flag on the account

### 4.3.5 No BP creation due to erroneous tax jurisdiction code

**Description**

- Tax Jurisdiction Code cannot be determined

**Action**

  - correct tax jurisdiction code in vendor master
  - erase Tax Jurisdiction Code so that system calculate it again
  - correction of the postal codes of the assigned vendors which will update the field Tax Jurisdiction

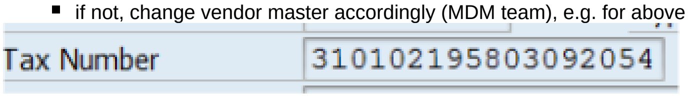
### 4.3.6 Tax number category XXY does not exist

**Description**

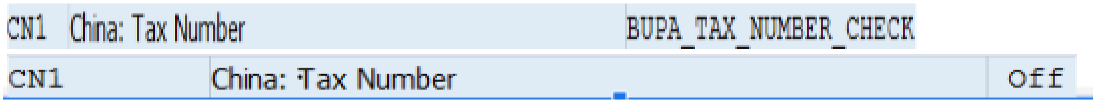
  - tax entry was done in vendor master data for country XX and sequence field Y
  - e.g. past error in WP1 for vendor 4009936:
    - Tax number category CN2 does not exist
  - value ‘054’ had been put in field Tax Number 2 ( LFA1-STCD2 )
  - corresponding entry in tables V_TFKTAXNUMTYPE / V_TFKTAXNUMTYPEC was missing

**Action**

  - check, if tax number has been properly put in vendor master
  - if not, change vendor master accordingly (MDM team), e.g. for above case:  move all tax number to field tax number (LFA1-STENR)




  - if settings are ok in vendor master, change settings in tables to open tax field 2 for Chinese vendors (CN2)  in tables V_TFKTAXNUMTYPE / V_TFKTAXNUMTYPEC, like e.g. for CN tax number 1 field:



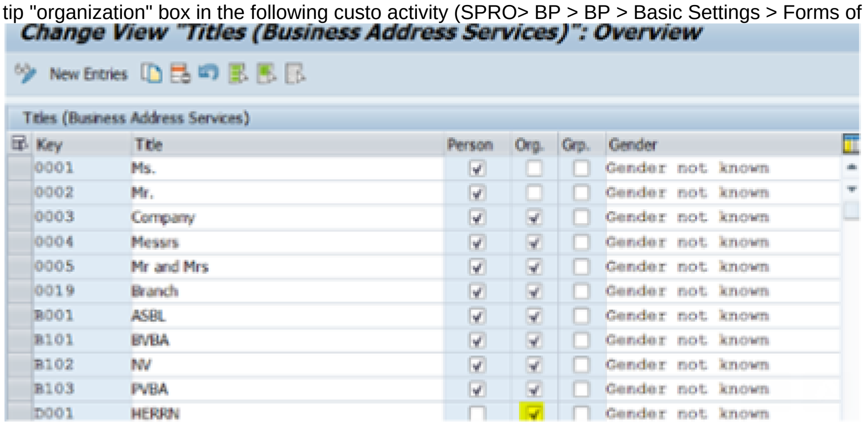

### 4.3.7 Message no. R1231 ‘Form of address D001 not designated for organizations’ for vendor 1003058383

**Description**

- Vendor is created as a person (Herrn Bollhorst) while BP tries to create an organization (then conflict regarding address determination).

**Action**

- tip "organization" box in the following custo activity (SPRO> BP > BP > Basic Settings > Forms of Address):


Change View "Titles (Business Address Services)": Overview

New Entries

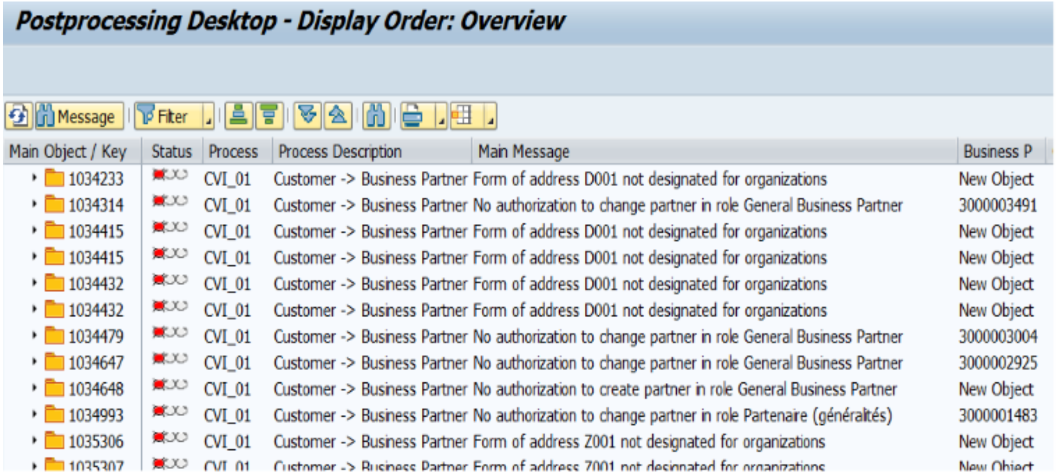
Titles (Business Address Services)

| Key | Title | Person | Org. | Grp. | Gender |
|---|---|---|---|---|---|
| 0001 | Ms. | ☑ | ☐ | ☐ | Gender not known |
| 0002 | Mr. | ☑ | ☐ | ☐ | Gender not known |
| 0003 | Company | ☑ | ☑ | ☐ | Gender not known |
| 0004 | Messrs | ☑ | ☑ | ☐ | Gender not known |
| 0005 | Mr and Mrs | ☑ | ☑ | ☐ | Gender not known |
| 0019 | Branch | ☑ | ☑ | ☐ | Gender not known |
| B001 | ASBL | ☑ | ☑ | ☐ | Gender not known |
| B101 | BVBA | ☑ | ☑ | ☐ | Gender not known |
| B102 | NV | ☑ | ☑ | ☐ | Gender not known |
| B103 | PVBA | ☑ | ☑ | ☐ | Gender not known |
| D001 | HERRN | ☐ | ☑ | ☐ | Gender not known |

### 4.3.8 For some issues we can get more detailed error description via the post processing order transactions

**Transactions**

  - /SAPPO/PPO2  Edit Postprocessing Order
  - /SAPPO/PPO3  Display Postprocessing Order



**Postprocessing Desktop - Display Order: Overview**

| Main Object / Key | Status | Process | Process Description | Main Message | Business P |
|---|---|---|---|---|---|
| 1034233 | | CVI_01 | Customer -> Business Partner | Form of address D001 not designated for organizations | New Object |
| 1034314 | | CVI_01 | Customer -> Business Partner | No authorization to change partner in role General Business Partner | 3000003491 |
| 1034415 | | CVI_01 | Customer -> Business Partner | Form of address D001 not designated for organizations | New Object |
| 1034415 | | CVI_01 | Customer -> Business Partner | Form of address D001 not designated for organizations | New Object |
| 1034432 | | CVI_01 | Customer -> Business Partner | Form of address D001 not designated for organizations | New Object |
| 1034432 | | CVI_01 | Customer -> Business Partner | Form of address D001 not designated for organizations | New Object |
| 1034479 | | CVI_01 | Customer -> Business Partner | No authorization to change partner in role General Business Partner | 3000003004 |
| 1034647 | | CVI_01 | Customer -> Business Partner | No authorization to change partner in role General Business Partner | 3000002925 |
| 1034648 | | CVI_01 | Customer -> Business Partner | No authorization to create partner in role General Business Partner | New Object |
| 1034993 | | CVI_01 | Customer -> Business Partner | No authorization to change partner in role Partenaire (généraltés) | 3000001483 |
| 1035306 | | CVI_01 | Customer -> Business Partner | Form of address Z001 not designated for organizations | New Object |
| 1035307 | | CVI_01 | Customer -> Business Partner | Form of address Z001 not designated for organizations | New Object |

## 5.1 Vendors Account Groups Allowed

**Allowed vendor account groups to create/link the BP in PF1**

| | | | |
|---|---|---|---|
| Z1A0 | AR Vendors | ZBEN | BE Vendors |
| Z1B0 | BR Vendors | ZC10 | CH Vendors |
| Z1X0 | South Am. Vendors (<> | ZD10 | DE Vendors |
| | AR,BR) | ZD15 | DE Branches |
| Z3C0 | CA Vendors | ZE01 | ES Vendors |
| Z3M0 | MX Vendors | ZFRN | FR Vendors |
| Z3U0 | US Vendors | ZIDV | IT Vendors |
| Z7R0 | RU Vendors | ZIPA | IT Independant |
| Z9C0 | CN Vendors | | professionals |
| Z9E0 | EG Vendors | ZIRA | IT Representatives |
| Z9I0 | IN Vendors | ZJ00 | BG Vendors |
| Z9J0 | JP Vendors | ZNLN | NL Vendors |
| Z9K0 | KR Vendors | ZP01 | PT Vendors |
| Z9T0 | TH Vendors | ZQ00 | EX Vendors (Export) |
| ZA10 | AT Vendors | ZU01 | UK Vendors |
| ZA15 | AT Branche | | |

**Allowed vendor account groups to create/link the BP in WP1**

- Z010 Standard Vendors

Main content of the procedure