

APAC - Company code extension

Revised 1 27/12/2018 – Added TW and AU

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1. Objective and Scope

This operation procedure shows how to extend vendor to company view for entities in APAC

Legacy	Company code	Country	Legacy	Company code	Country	Company code	Country
PF1	5876	China	WP1	6062	Singapore	7810	China
	5991	China		6746	Korea		
	5993	China		7525	Korea		
	6078	China		6110	Japan		
	5955	India		7418	Japan		
	0360	Japan		7621	Japan		
	5846	Japan		6059	India		
	0387	Korea		6348	India		
	3383	Korea		7154	India		
	5957	Korea		7499	Hong Kong		
	0366	Thailand		6526	China		
	6027	Thailand		6577	China		
	6034	Thailand		6811	China		
	6327	Singapore		6859	China		
	5980	Taiwan		6875	China		
				6878	China		
		7405	China				
		7728	China				
		7797	China				
		7811	China				
		6857	China				
		7786	Australia				
		7734	China				
		7776	China				
		7788	Indonesia				
		7988	Korea				
		7774	Thailand				

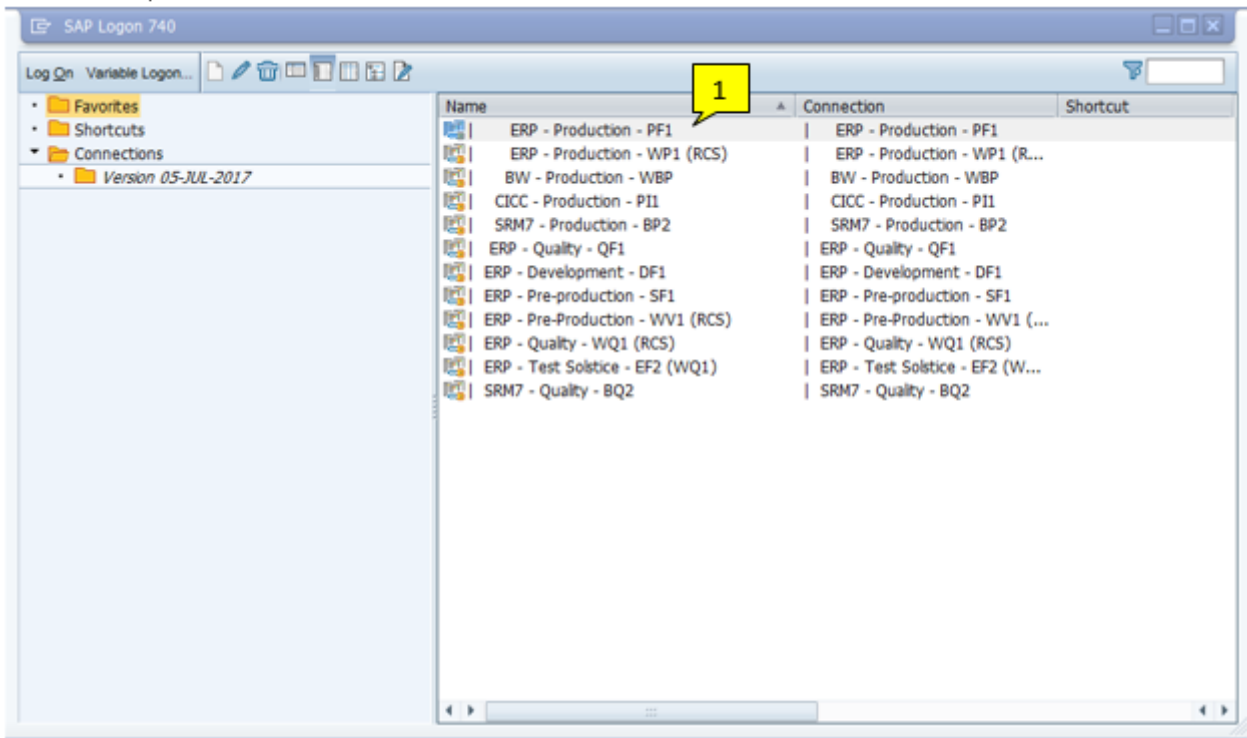
2. Context and definitions

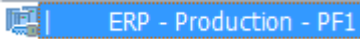
Company code is one of 3 views in vendor master data which is related to Purchasing operation team because this view contains information of accounting such as reconciliation account, payment term and payment method.

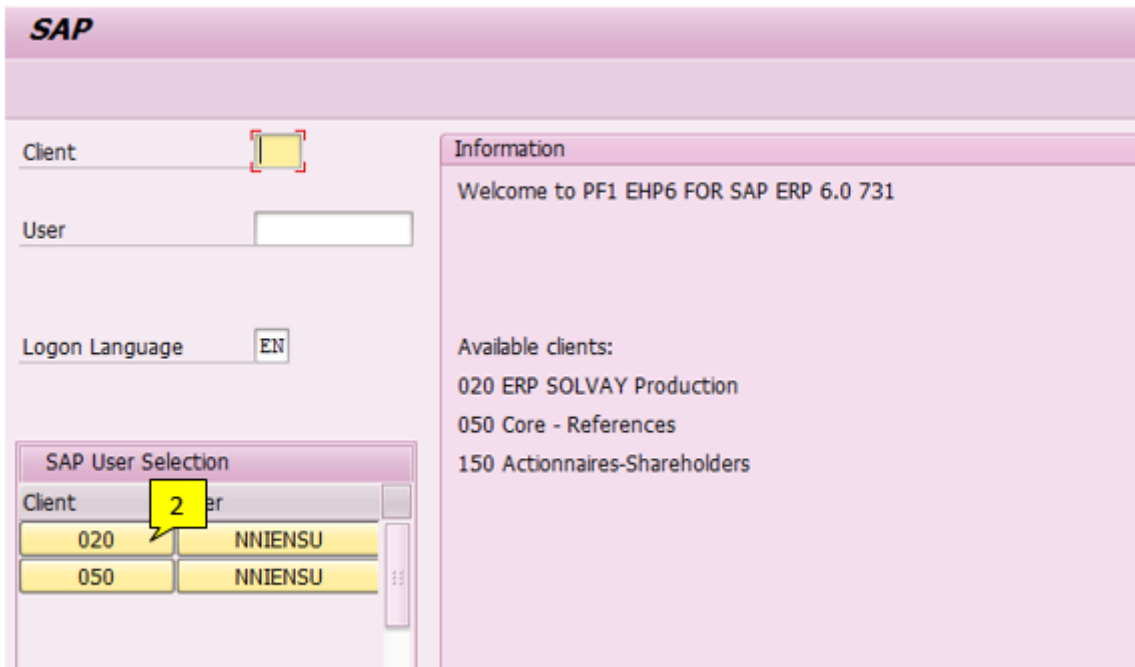
3. Company code extension

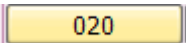
3.1 PF1

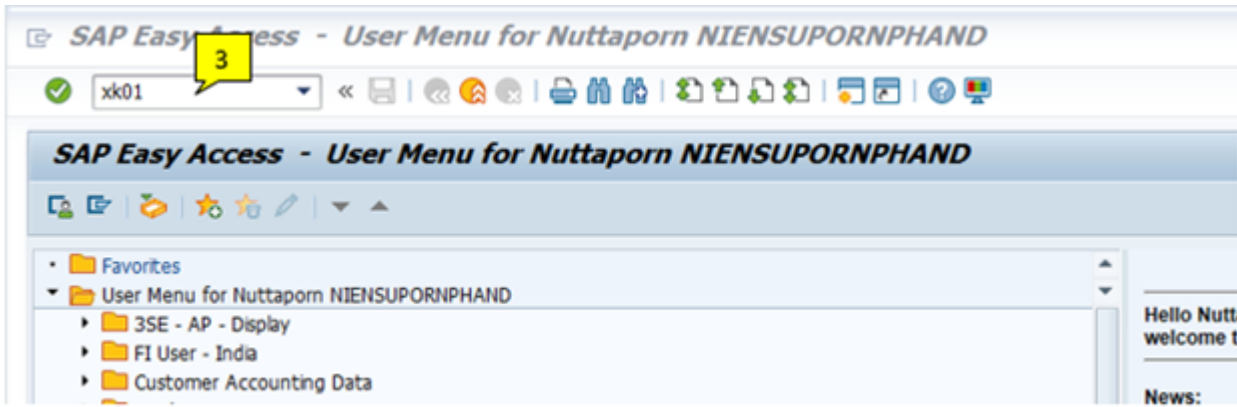
3.1.1 Thailand



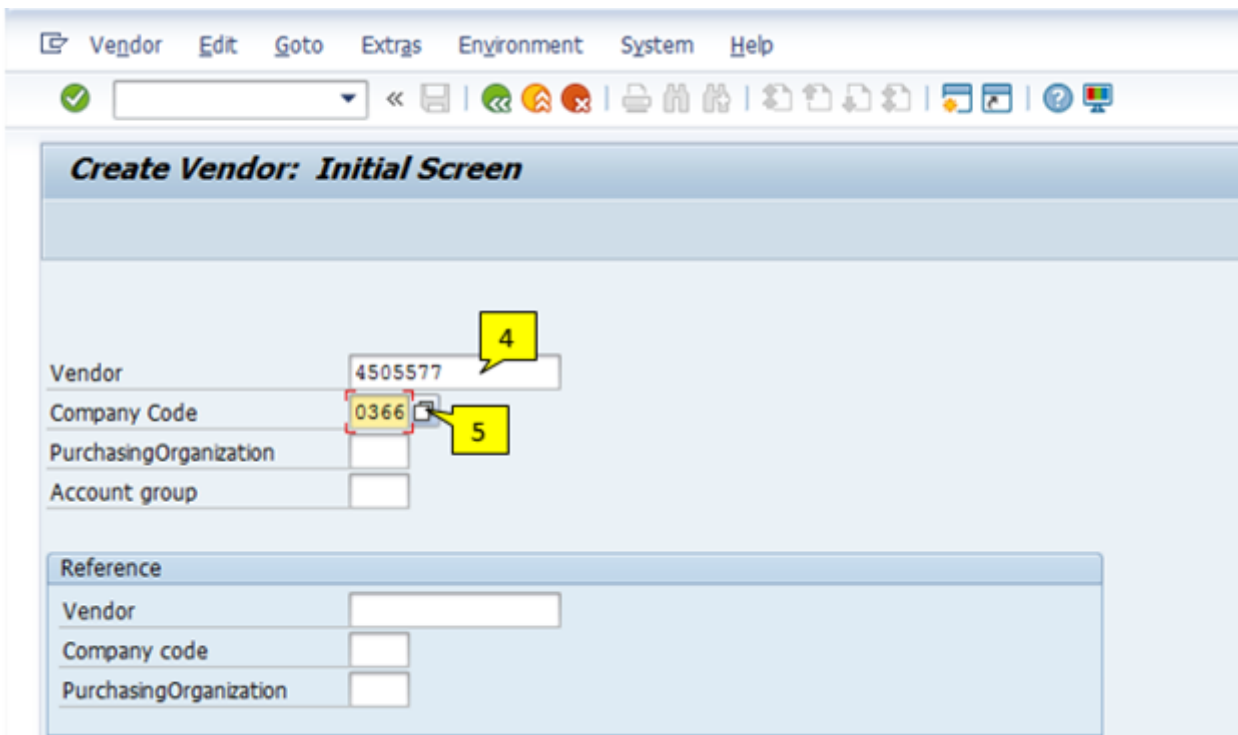
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		



#	Main activities	Tips/Best practices	Key points
2	Select Client "020" by clicking 		



#	Main activities	Tips/Best practices	Key points
3	Type T-code "xk01" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert vendor PRS vendor code in 'Vendor'		
5	Insert company code to be extended to 'Company Code' and press "Enter" on keyboard		

Create Vendor: Accounting information Accounting

Vendor: 4505577 KIM ENGINEERING & SERVICE CO.,LTD. RAYONG
 Company Code: 0366 SOLVAY PEROXYTHAI

Accounting information

Recon. account: 2300000000 **6** Sort key: 009 **7**
 Head office: Subsidy indic.:
 Authorization: Cash mgmnt group: A1 **8**
 Minority indic.: Release group: ZZZZ **9**
 Certificatn date:

Interest calculation

Interest indic.: Last key date:
 Interest freq.: Last interest run:

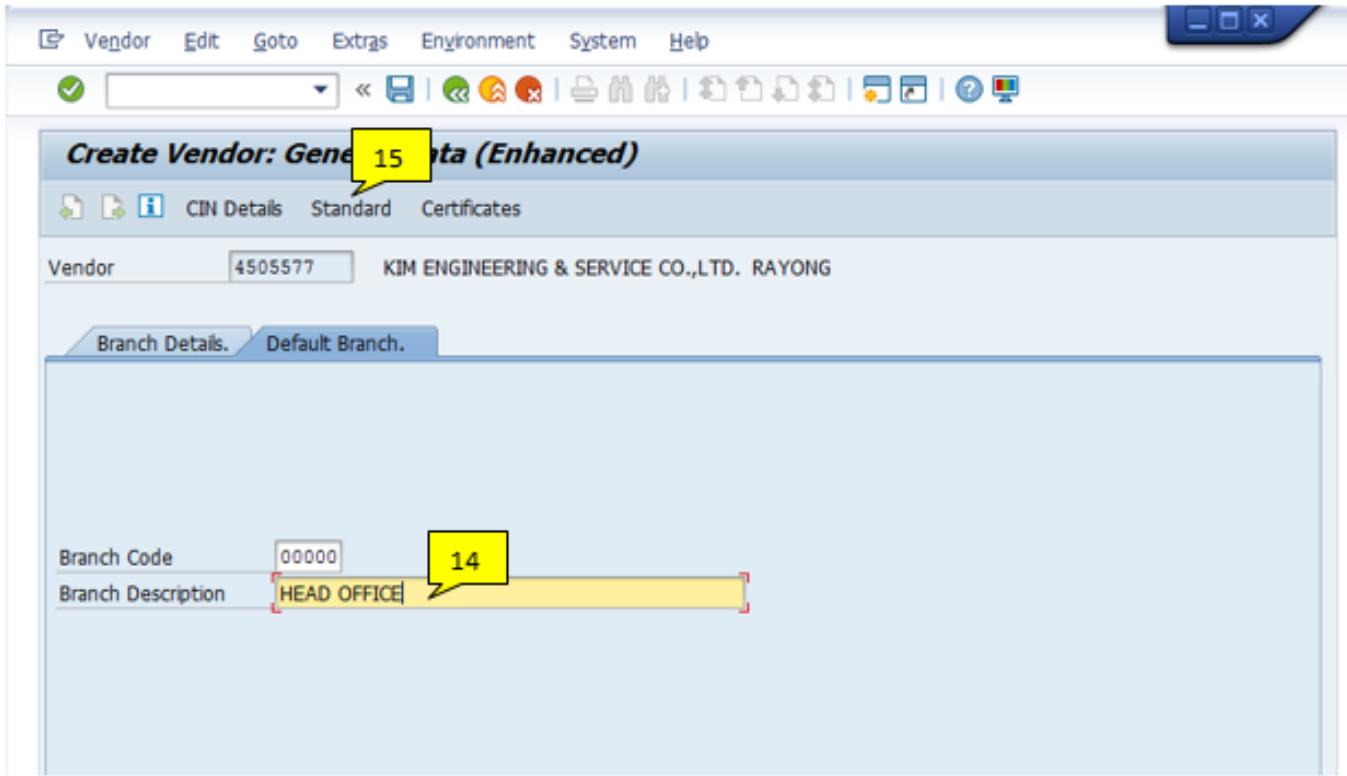
Reference data

Prev.acct no.: Personnel number:

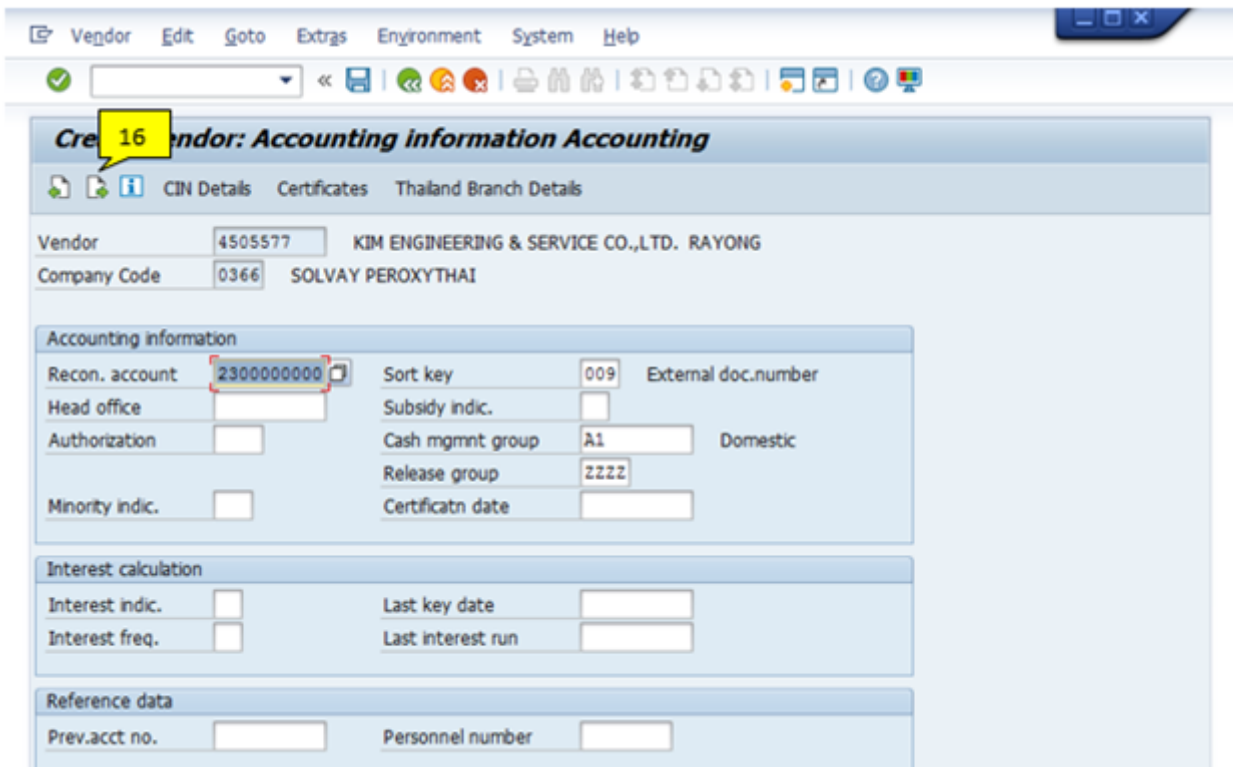
10 Thailand Branch Details


#	Main activities	Tips/Best practices	Key points
6	Insert "2300000000" in 'Recon. account'		Recon.account of PF1 is always 2300000000
7	Insert "009" in 'Sort key'		Sort key of PF is always 009
8	Insert "A1" in 'Cash mgmnt group'	If vendor's country is same as company code's country, it is considered as 'Domestic' If vendor's country is different from company code's country, it is considered as 'Cross border'	A1 for domestic A2 for cross border
9	Insert "ZZZZ" in 'Release group'		This field is only for TH company codes
10	Click Thailand Branch Details		

#	Main activities	Tips/Best practices	Key points
11	Click  Insert		
12	Insert "00000"	If you extend company code for cross border, you always put 00000	00000 indicates Head quarter It is possible to have other codes which can be found in PP20 
13	Click "Default Branch." tab		



#	Main activities	Tips/Best practices	Key points
14	Insert "HEAD OFFICE" in 'Branch Description'	If branch code is not 00000, leave 'Branch Description' blank	
15	Click Standard to go back		



#	Main activities	Tips/Best practices	Key points
16	Click 		

22 Vendor: *Payment transactions Accounting*


CIN Details Certificates Thailand Branch Details

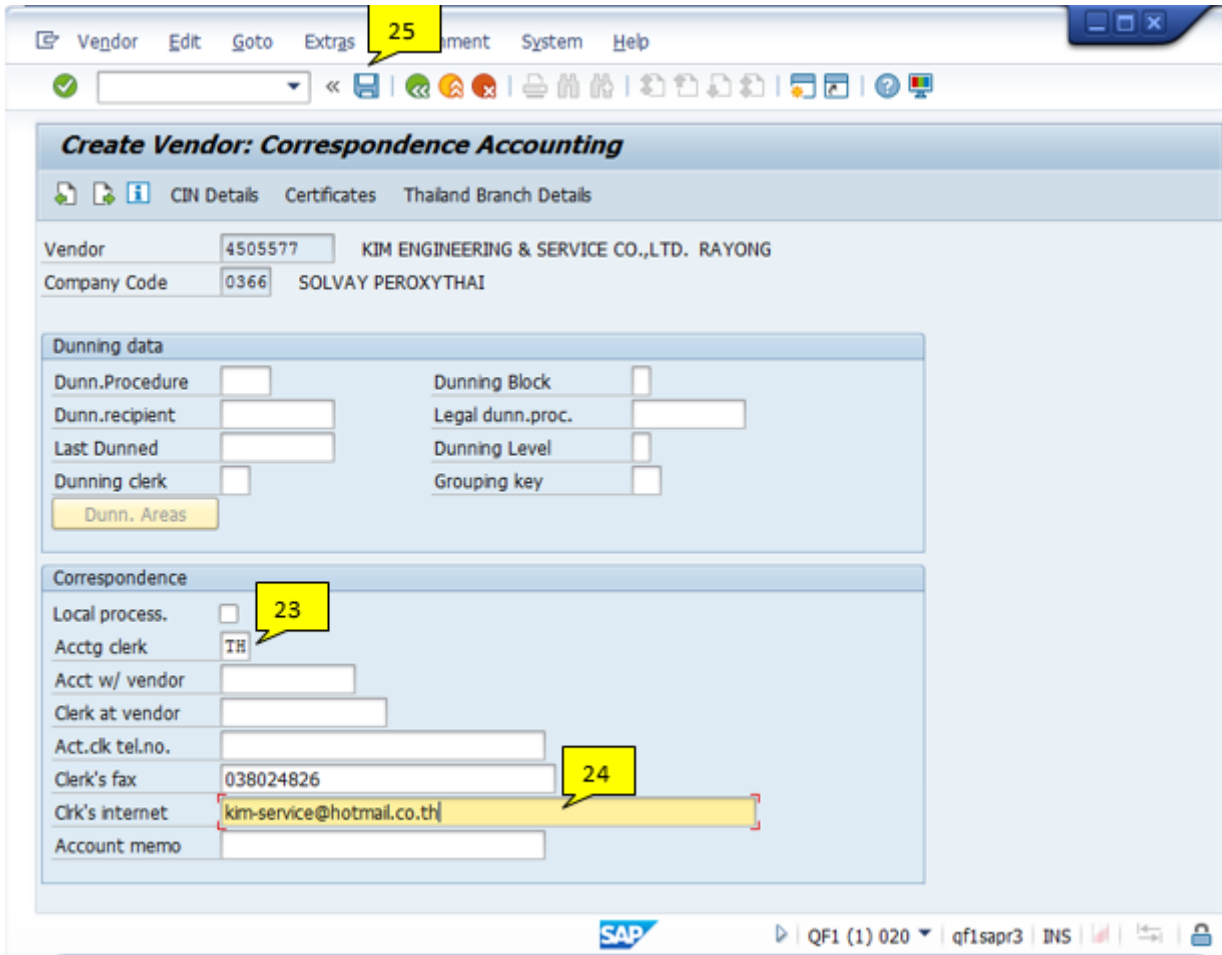
Vendor 4505577 KIM ENGINEERING & SERVICE CO.,LTD. RAYONG
Company Code 0366 SOLVAY PEROXYTHAI


17 Payment data
Payt Terms Y009 Tolerance group **18**
Chk double inv.
Chk cashing time

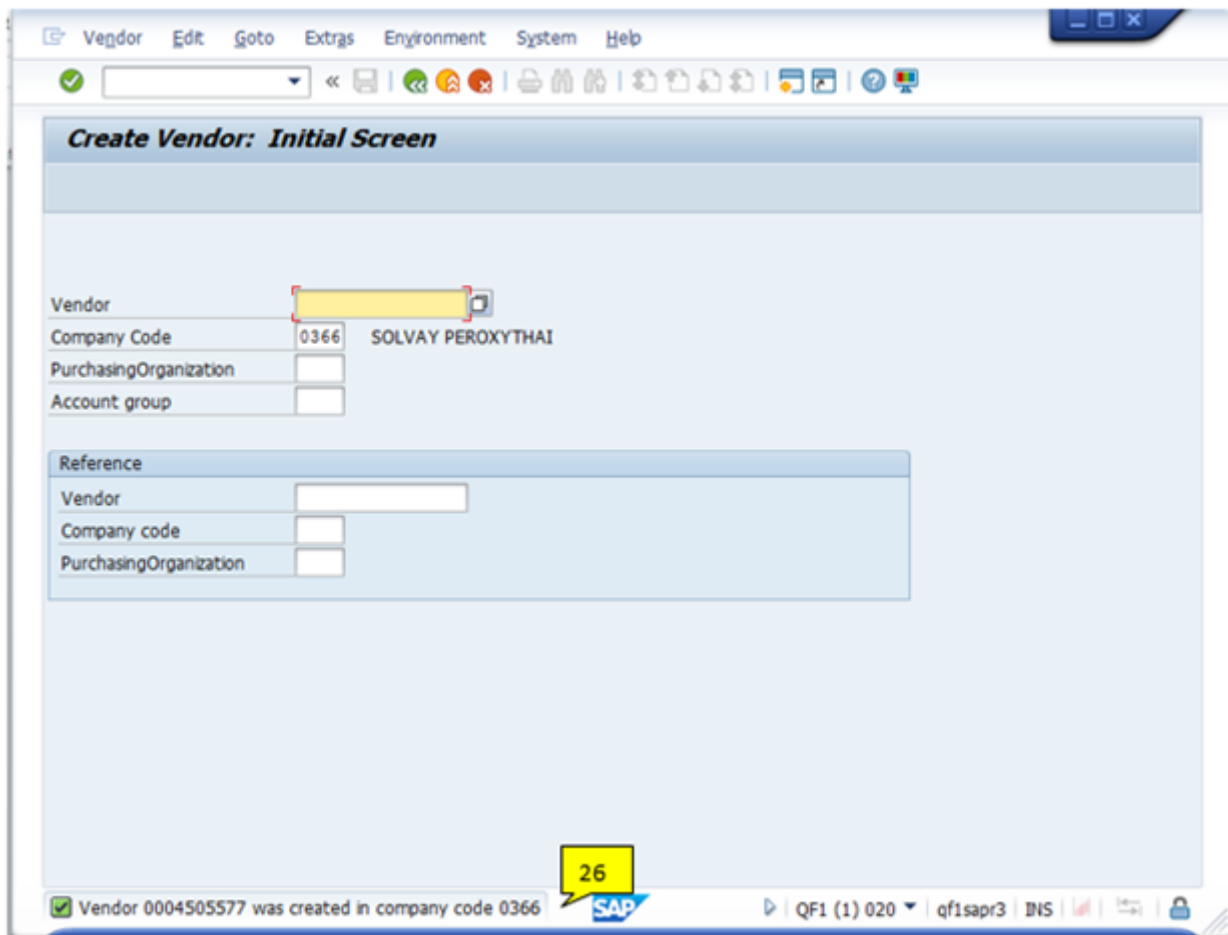
Automatic payment transac **19**
Payment methods H Payment block Free **20** ment
Alternat.payee House Bank CITI
Individual pmnt Grouping key
B/exch.limit THB Pmt meth.supl. **21**
Pmt adv. by EDI

Invoice verification
Tolerance group

#	Main activities	Tips/Best practices	Key points
17	Insert payment term in "Payt Terns"	If you do not know or there are various payment terms in different purchasing organization, you can put "Y009" as default	You can find payment term from purchasing organization of this vendor
18	Put tick mark in "Chk double inv."		
19	Insert payment method in "Payment methods"	If vendor doesn't have bank details, you can put payment method as "L"	Company code 6027 and 0366 H = Domestic transfer L = Cheque* Company code 6034 1 = Domestic transfer 4 = Cheque BKK Y = Cheque return Z = Cheque upcountry
20	Insert "CITI" in "House Bank"	If payment method is L, go to step #21 If others, go to step #22	
21	Insert payment supplement code if payment method is "L"		T7 = Cheque return T8 = Cheque BKK T9 = Cheque upcountry
22	 Click		

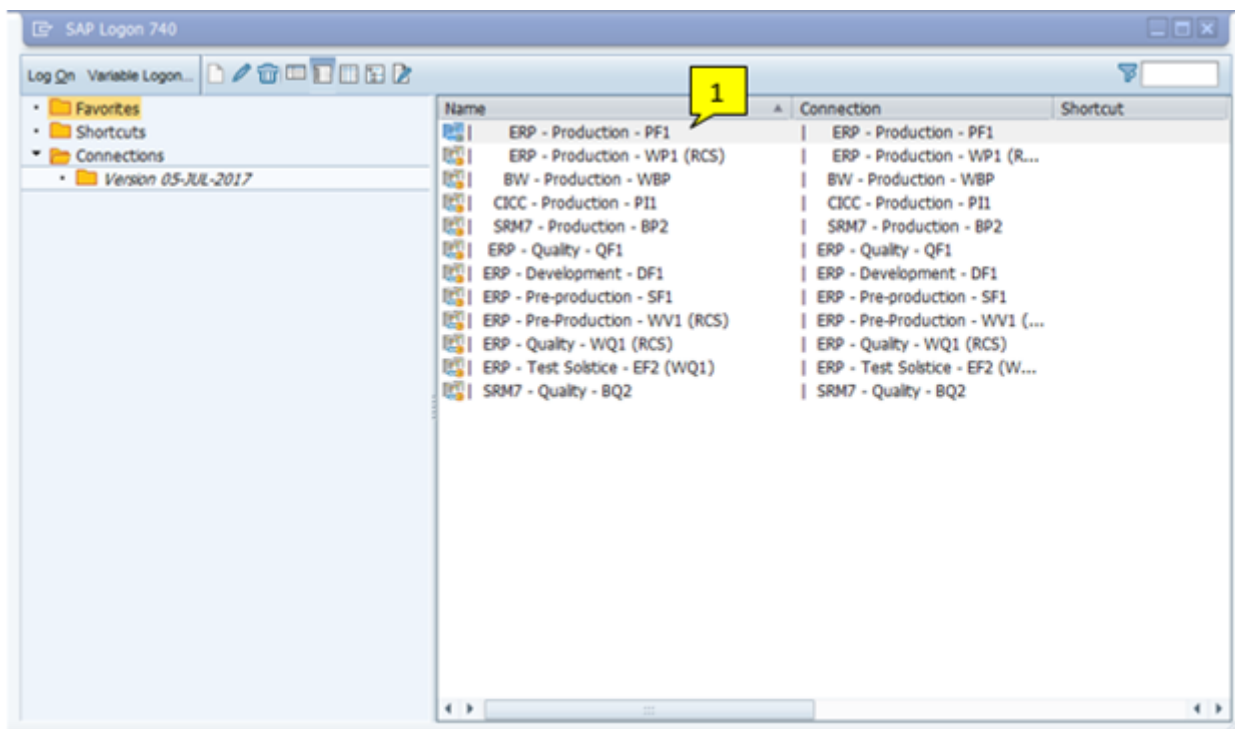


#	Main activities	Tips/Best practices	Key points
23	Insert "TH" in 'Acctg clerk'		
24	Insert vendor's email in "Clerk's internet"	You can find vendor's email from general view	
25	Click  to save		



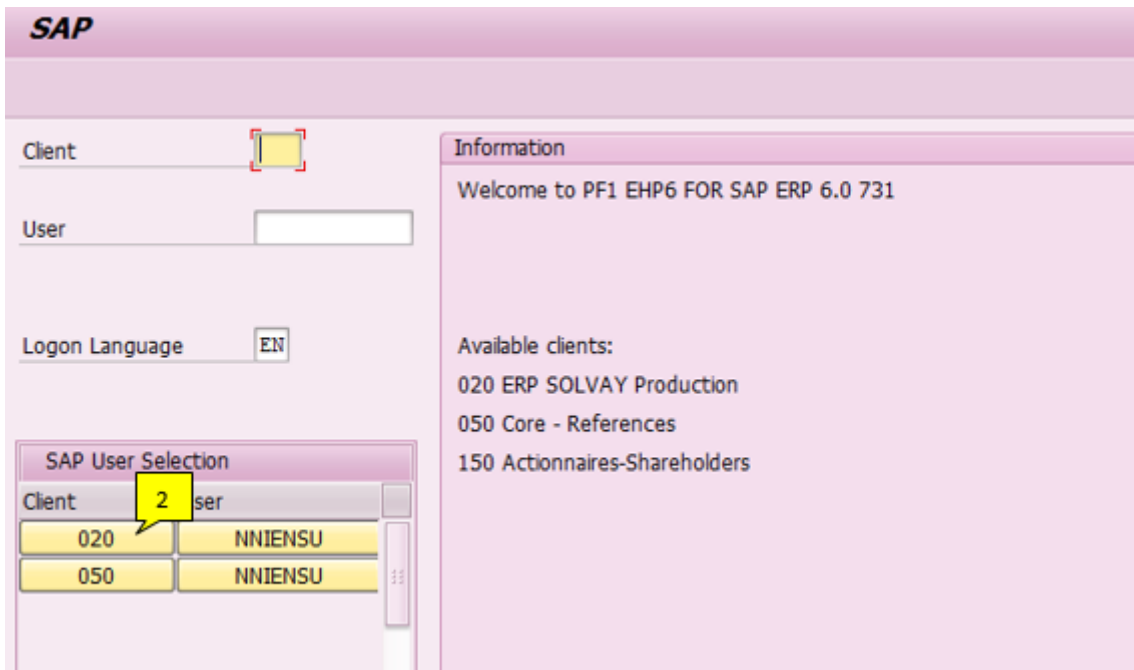
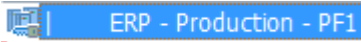
#	Main activities	Tips/Best practices	Key points
26	Once it is done, the message will show that vendor was created in company code you just extended		

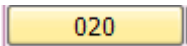
3.1.2 India

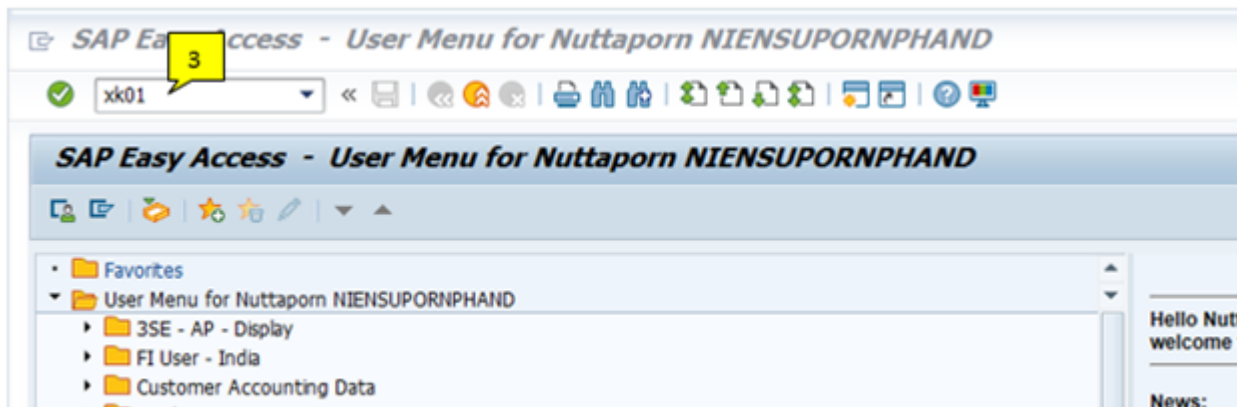


#	Main activities	Tips/Best practices	Key points

1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon		
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#	Main activities	Tips/Best practices	Key points
2	Select Client "020" by clicking 		



#	Main activities	Tips/Best practices	Key points
3	Type T-code "xx01" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

4204538

Vendor 4204538

Company Code 5955

PurchasingOrganization

Account group

Reference

Vendor

Company code

PurchasingOrganization

4

5

AY SPECIALIT IN

#	Main activities	Tips/Best practices	Key points
4	Insert vendor PRS vendor code in 'Vendor'		
5	Insert company code to be extended to 'Company Code' and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Accounting information Accounting

CIN Details Certificates

Vendor 4204538 PHARMALAB INDIA PVT. LTD. KALOL
Company Code 5955 SOLVAY SPECIALIT IN

Accounting information

Recon. account 2300000000 **6** Sort key 009 **7**
Head office Subsidy indic. **8**
Authorization Cash mgmnt group A1 **8**
Release group
Minority indic. Certificatn date

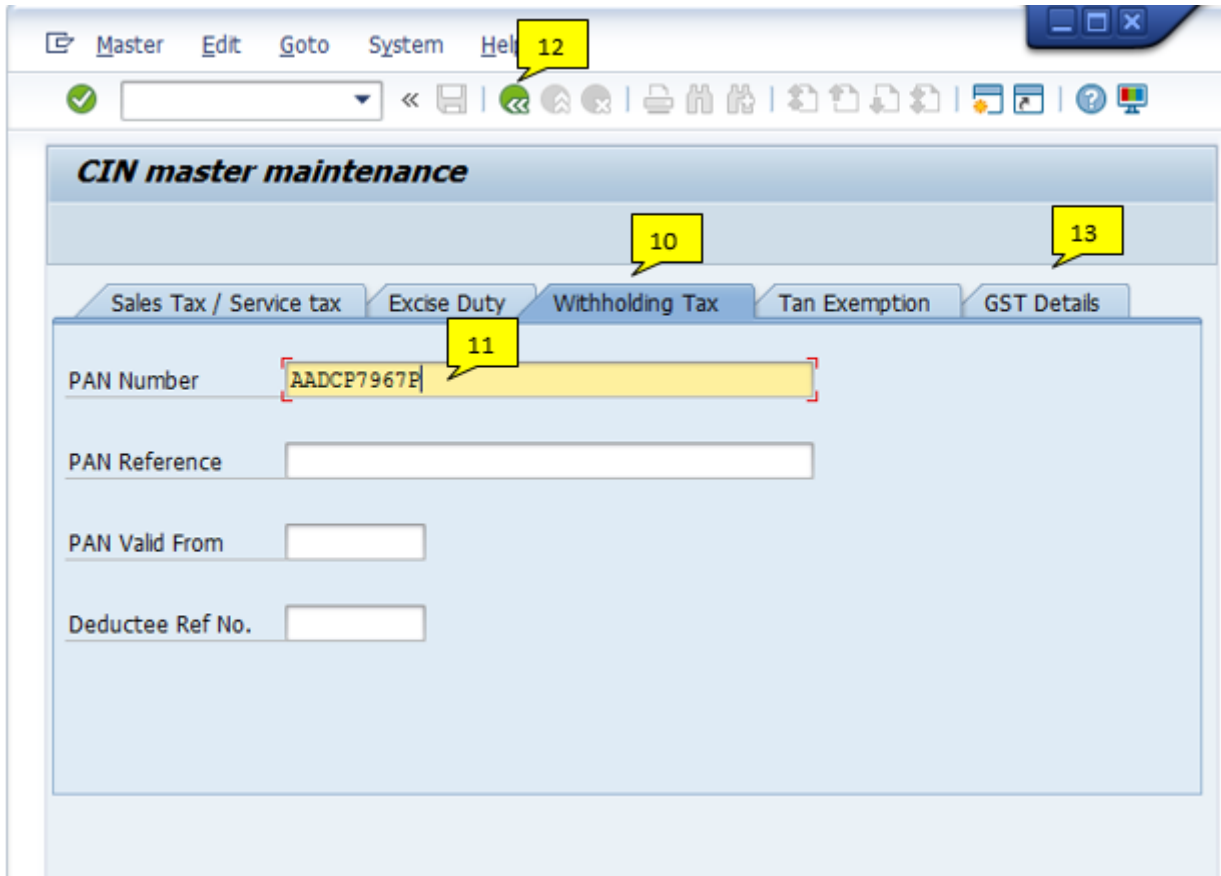
Interest calculation

Interest indic. Last key date
Interest freq. Last interest run

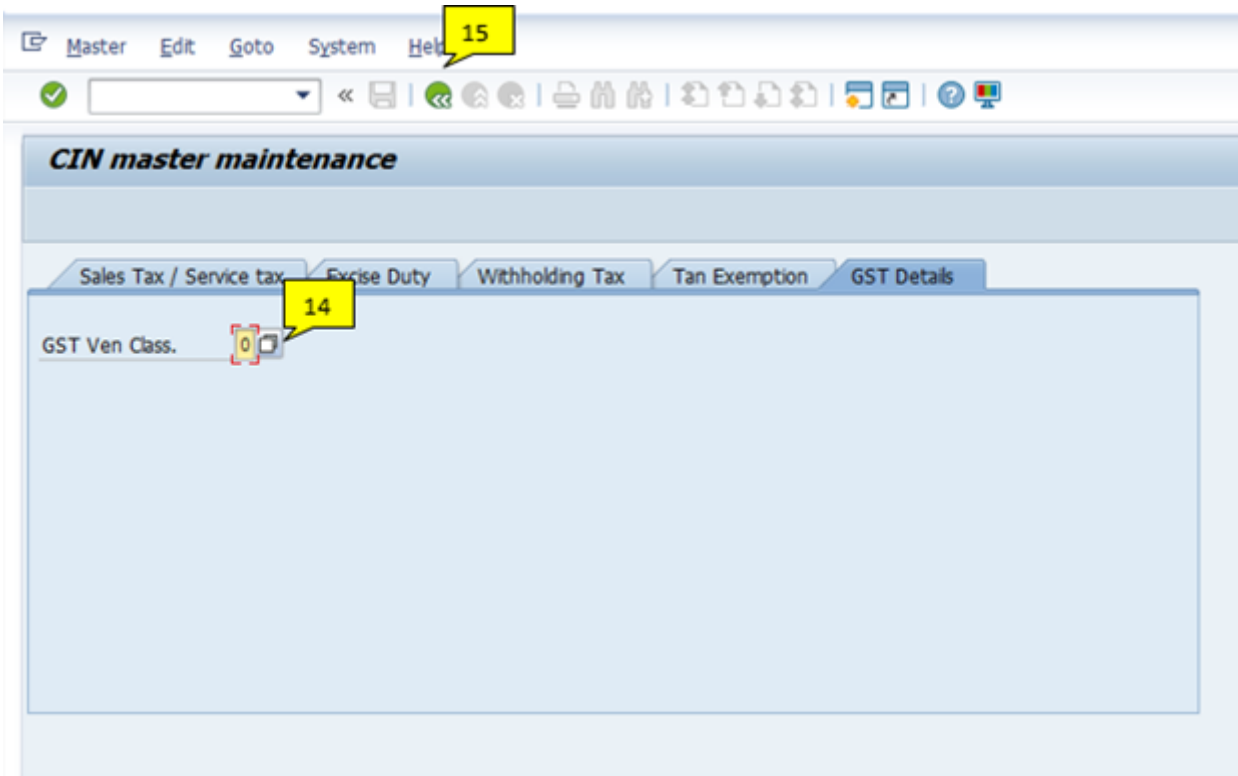
Reference data


Prev.acct no. Personnel number

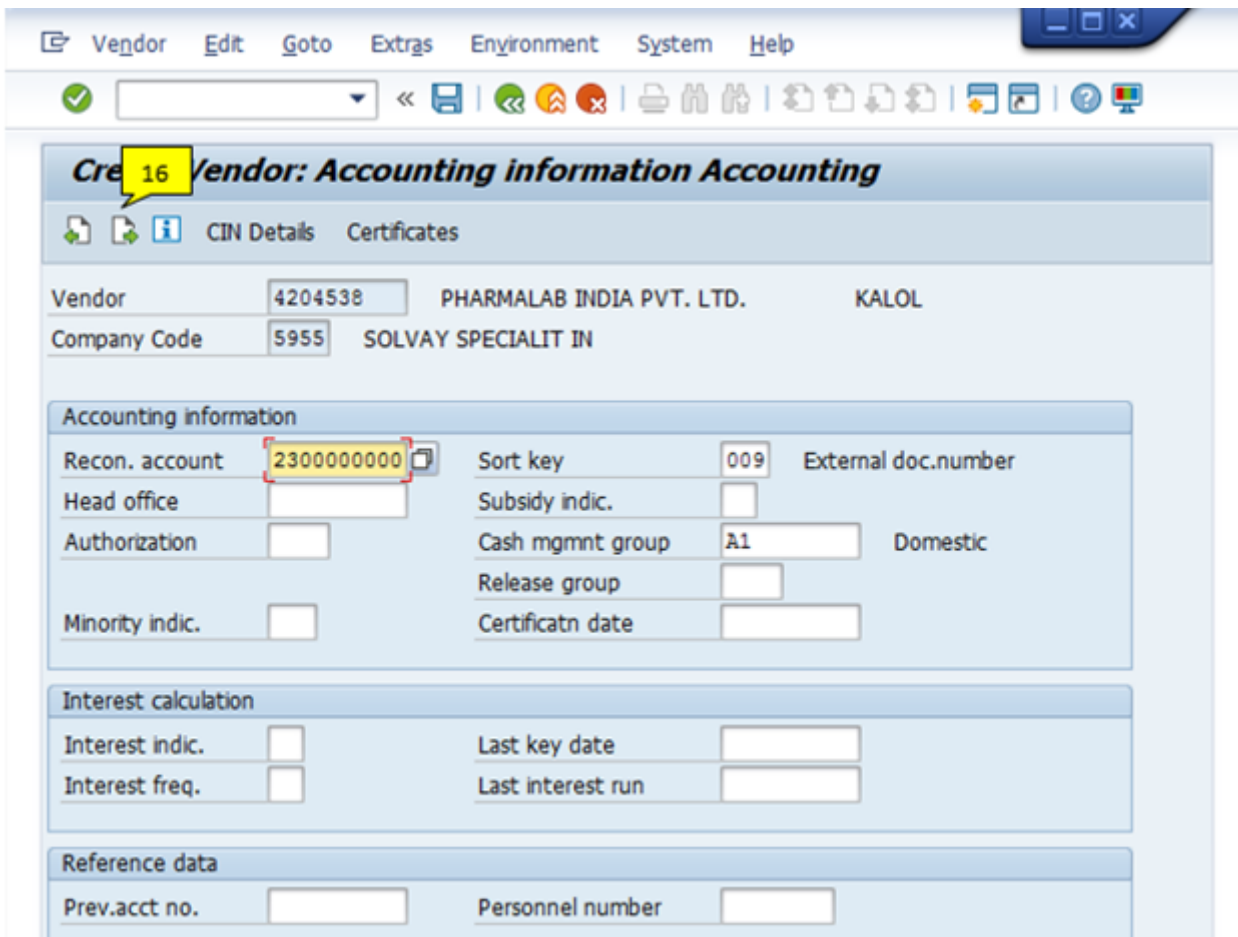
#	Main activities	Tips/Best practices	Key points
6	Insert "2300000000" in 'Recon. account'		Recon.account of PF1 is always 2300000000
7	Insert "009" in 'Sort key'		Sort key of PF is always 009
8	Insert "A1" in 'Cash mgmnt group'	If vendor's country is same as company code's country, it is considered as 'Domestic' If vendor's country is different from company code's country, it is considered as 'Cross border'	A1 for domestic A2 for cross border
9	Click "CIN details"		



#	Main activities	Tips/Best practices	Key points
10	Click 'Withholding Tax' tab		
11	Insert "PAN" in 'PAN Reference'	You can find PAN number in general view	
12	Click to go back	If vendor has GST (TAX3), please go to step 16 If not, please go to step 13	
13	Click "GST Details" tab		



#	Main activities	Tips/Best practices	Key points
14	Insert "0" in 'GST Ven Class.' field		
15	Click  to go back		



#	Main activities	Tips/Best practices	Key points
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16			
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Vendor Edit Goto Extras Environment System Help

Vendor: **Payment transactions Accounting**

CIN Details Certificates

Vendor: 4204538 PHARMALAB INDIA PVT. LTD. KALOL
Company Code: 5955 SOLVAY SPECIALIT IN

Payment data


Payt Terms: Y009 Tolerance group: Chk double inv.: Chk cashng time:

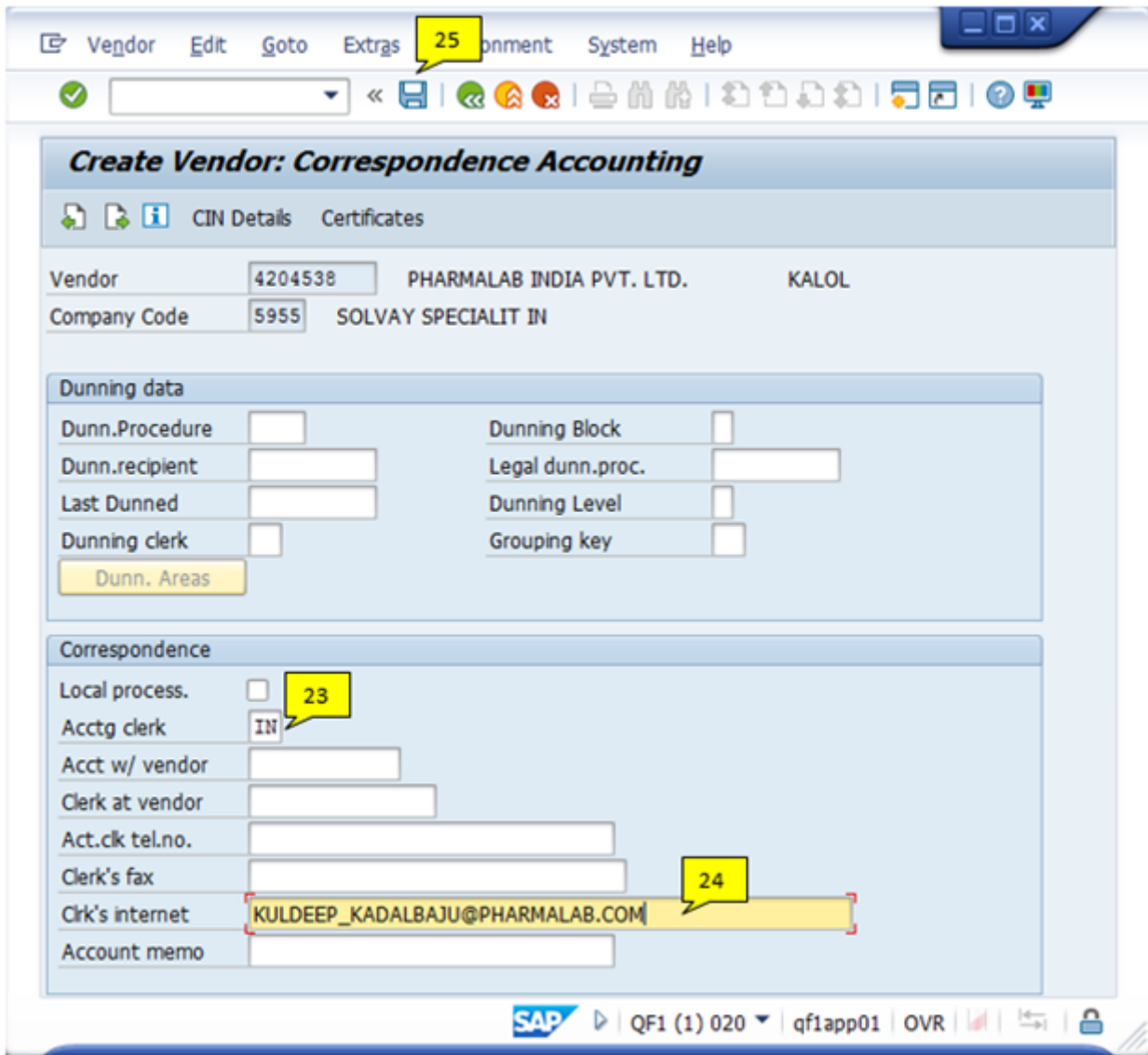
Automatic payment transactions


Payment methods: H Payment block: House Bank: CITI Grouping key: Pmt meth.supl.: B/exch.limit: INR Pmt adv. by EDI:

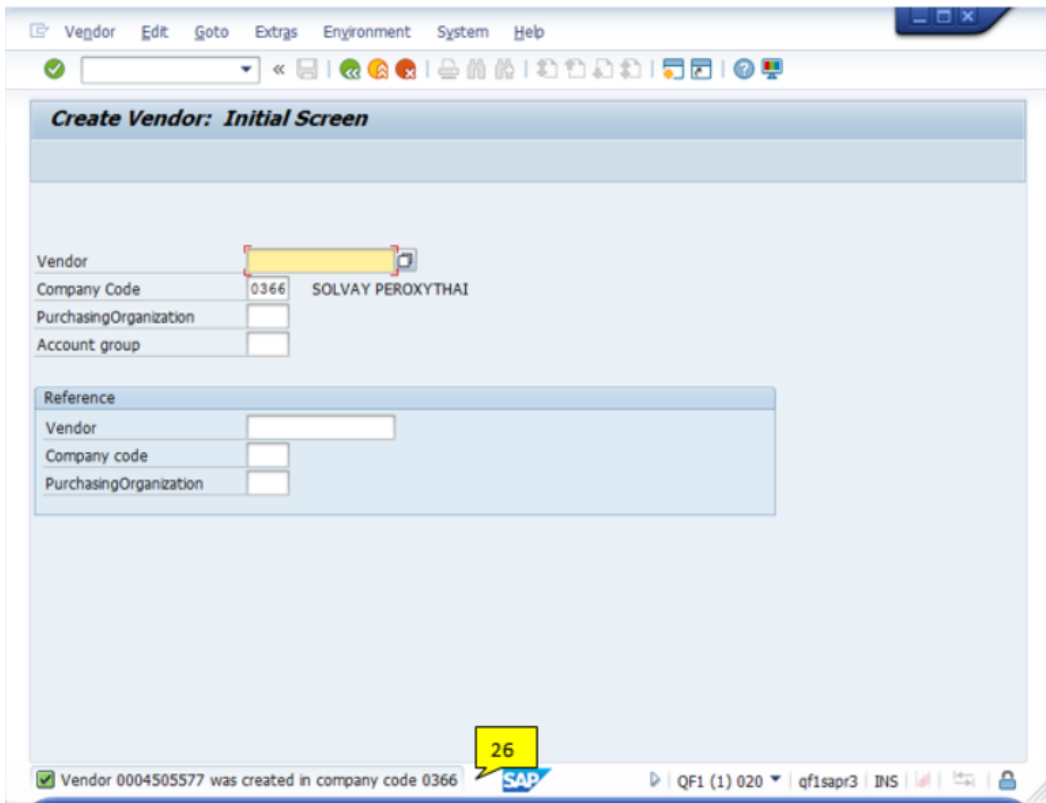
Invoice verification

Tolerance group:

#	Main activities	Tips/Best practices	Key points
17	Insert payment term in "Payt Terns"	If you do not know or there are various payment terms in different purchasing organization, you can put "Y009" as default	You can find payment term from purchasing organization of this vendor
18	Put tick mark in "Chk double inv."		
19	Insert payment method in "Payment methods"	If vendor doesn't have bank details, you can put payment method as "L"	Domestic H: Domestic transfer L: Cheque* Cross border D: Xborder transfer* M: Letter of Credit X: Doc to bank
20	Insert "CITI" in "House Bank"	If payment method is either "L" or "D", go to step #21 If others, go to step #22	
21	Insert payment supplement code if payment method is "L" or "D"		PM = L I9: Cheque in CC 5955 PM = D I0: Goods/Trade I1: Goods/Service
22			

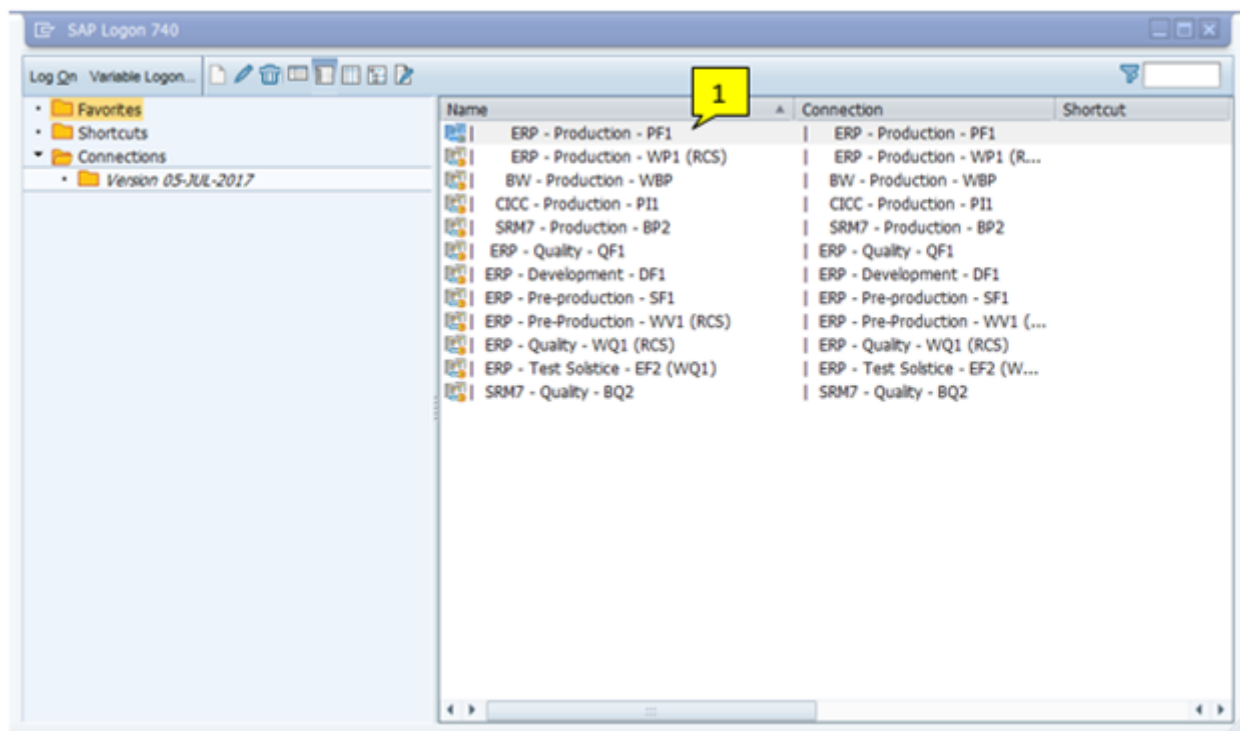


#	Main activities	Tips/Best practices	Key points
23	Insert "IN" in 'Acctg		
24	Insert vendor's email in "Clrk's internet"	You can find vendor's email from general view	
25	Click  to save		



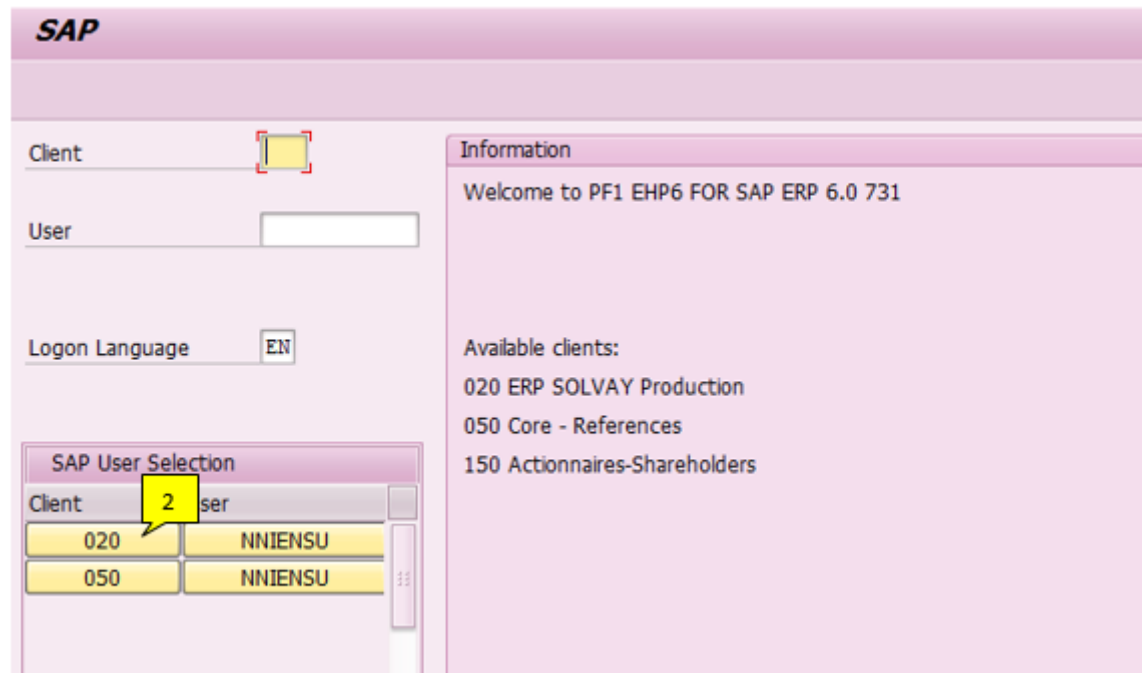
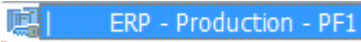
#	Main activities	Tips/Best practices	Key points
26	Once it is done, the message will show that vendor was created in company code you just extended		

3.1.3 Other countries

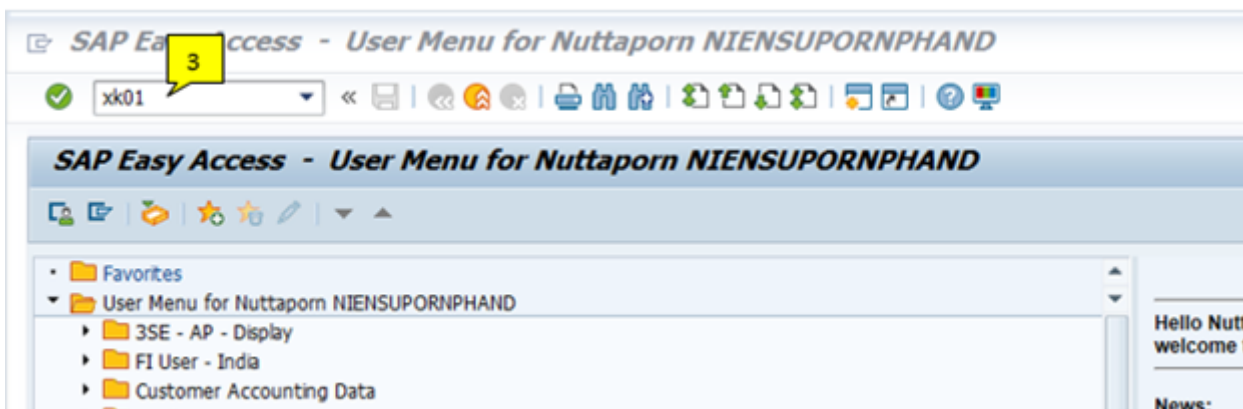


#	Main activities	Tips/Best practices	Key points

1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon		
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#	Main activities	Tips/Best practices	Key points
2	Select Client "020" by clicking 		



#	Main activities	Tips/Best practices	Key points
3	Type T-code "xk01" and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

3931237

Vendor 3931237

Company Code 5957 SOLVAY KOREA

PurchasingOrganization

Account group

Reference

Vendor

Company code

PurchasingOrganization

#	Main activities	Tips/Best practices	Key points
4	Insert vendor PRS vendor code in 'Vendor'		
5	Insert company code to be extended to 'Company Code' and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

3931237

Vendor 3931237 P.T. SOLVAY CHEMICALS INDONESIA KEMBANGAN - JAKARTA

Company Code 5957 SOLVAY KOREA

Accounting information

Recon. account 2300000000

Sort key 009

Head office

Subsidy indic.

Authorization

Cash mgmnt group A2

Release group

Minority indic.

Certificatn date

Interest calculation

Interest indic.

Last key date

Interest freq.

Last interest run

Withholding tax

W. Tax Code

Exemption number

WH Tax Country

Valid until

Recipient type

Exmpt.authority

#	Main activities	Tips/Best practices	Key points
6	Insert "2300000000" in 'Recon.account'		Recon.account of PF1 is always 2300000000
7	Insert "009" in 'Sort key'		Sort key of PF is always 009
8	Insert either "A1" or "A2" in 'Cash mgmnt group'	If vendor's country is same as company code's country, it is considered as 'Domestic' If vendor's country is different from company code's country, it is considered as 'Cross border'	A1 for domestic A2 for cross border

9	Click 	
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Vendor: Payment transactions Accounting

Vendor: 3931237 P.T. SOLVAY CHEMICALS INDONESIA KEMBANGAN - JAKARTA
 Company Code: 5957 SOLVAY KOREA

Payment data

Payt Terms: Y009 Tolerance group: Chk double inv.:
 Chk cashing time:

Automatic payment transactions

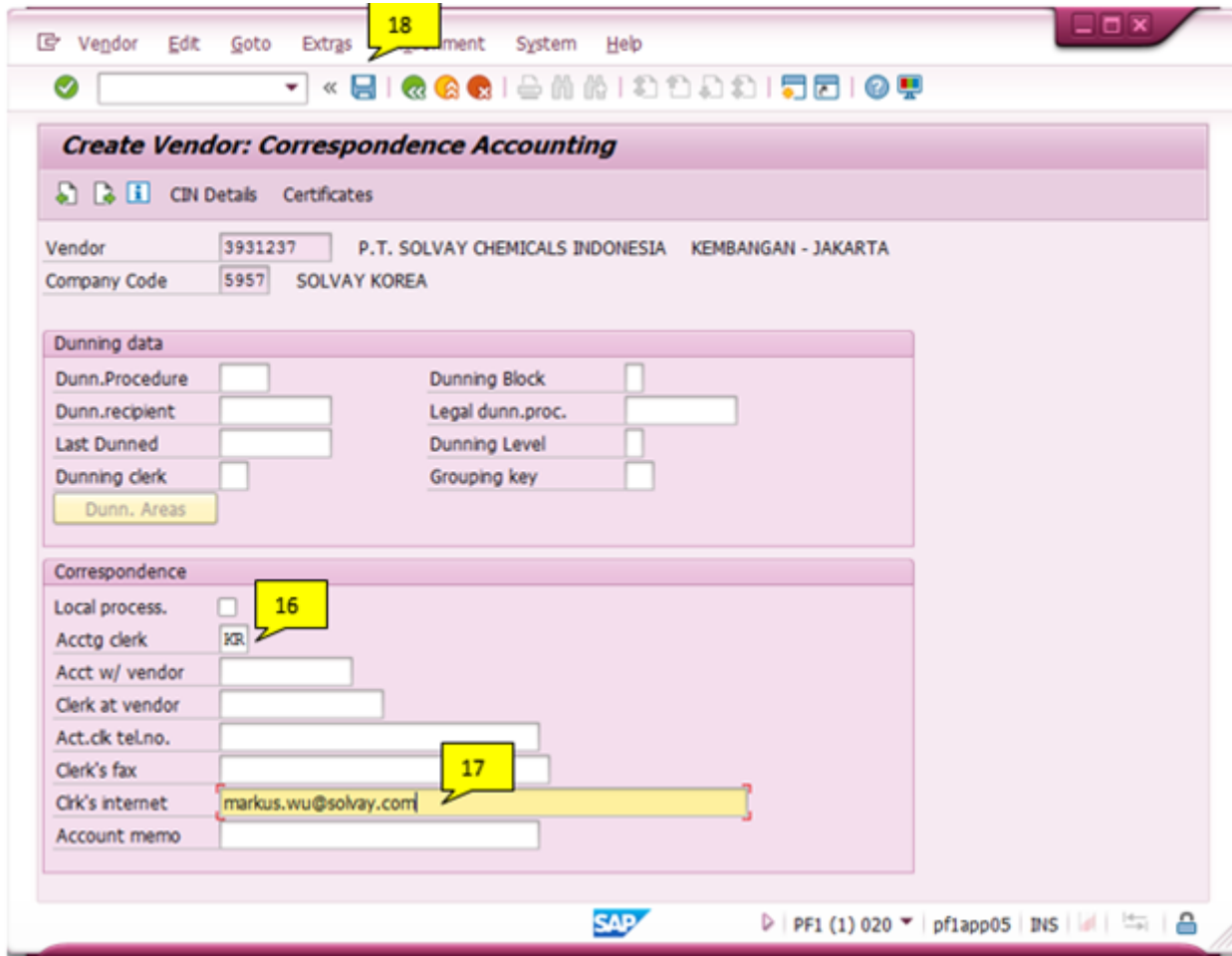
Payment methods: D Payment block: Fact payment:
 Alternat.payee: House Bank:
 Individual pmnt: Grouping key:
 Crg with cust.: Pmt meth.supl.:
 B/exch.limit: KRW
 Pmt adv. by EDI:


Invoice verification

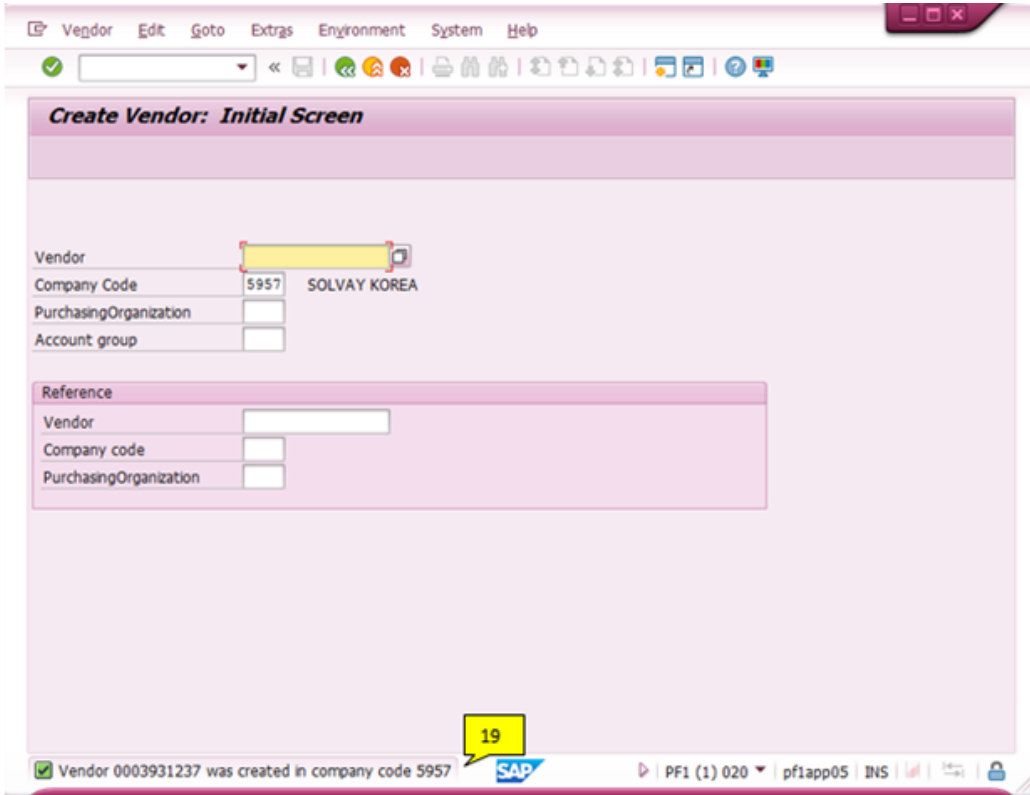
Tolerance group:

#	Main activities	Tips/Best practices	Key points
10	Insert payment term in "Payt Terns"	If you do not know or there are various payment terms in different purchasing organization, you can put "Y009" as default	You can find payment term from purchasing organization of this vendor
11	Put tick mark in "Chk double inv."		
12	Insert payment method in "Payment methods"		<p>Domestic</p> <p>CN = H: Domestic transfer JP = 1: Domestic transfer D: Direct Debit KR = H: Domestic transfer P: Giro/Direct Debit N: P-Loan SG = 1: Domestic transfer TW = H: Domestic transfer AU = H: Domestic transfer</p> <p>Cross border</p> <p>CN = D: Xborder transfer JP = 3: Foreign Transfer KR = D: Xborder transfer M = Letter of Credit SG = 3: Foreign Transfer TW = D: Xborder transfer AU = D: Xborder transfer</p>
13	Insert "FACT" or leave blank in 'House bank'	If SG company code extension, go to step #14 If others, go to step #15	"FACT" only for JP and SG Leave blank for other countries
14	Insert "SO" in 'Pmt meth.supl.'		This is only for SG entities

15	Click 	
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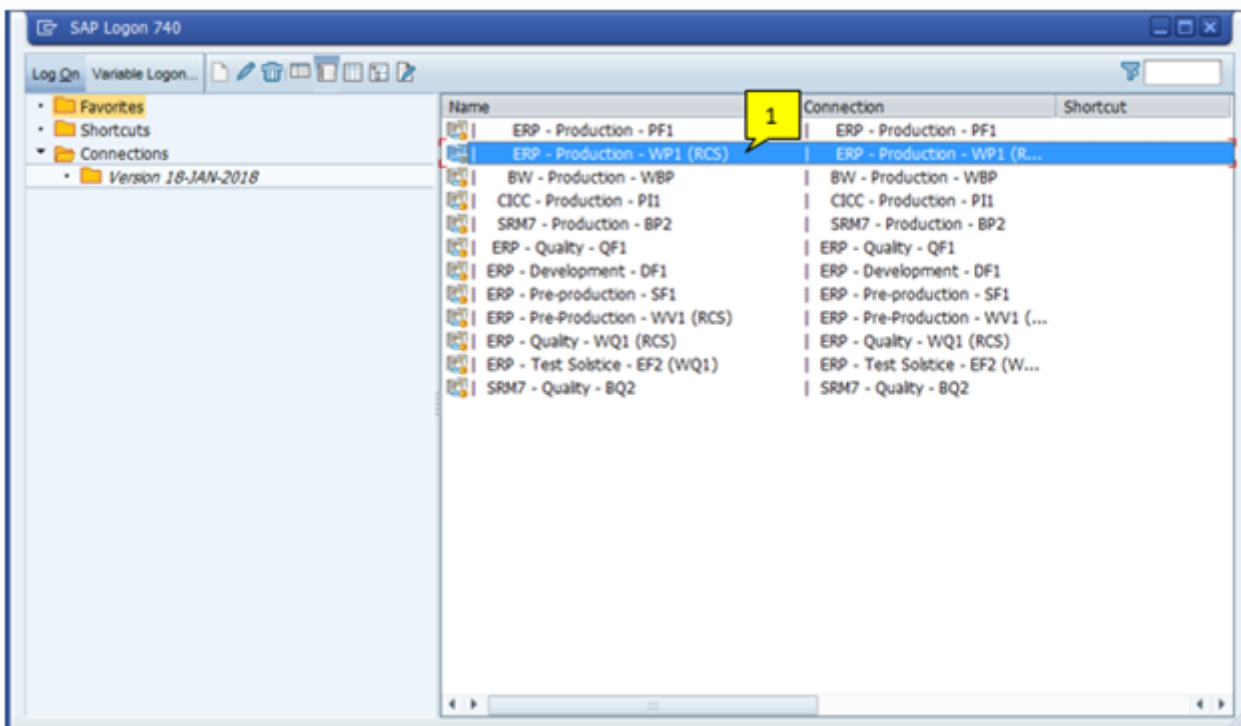
#	Main activities	Tips/Best practices	Key points
16	Insert vendor's country in 'Acctg clerk'		Leave blank for SG, JP and TW
17	Insert vendor's email in "Clrk's internet"		
18	Click  to save		



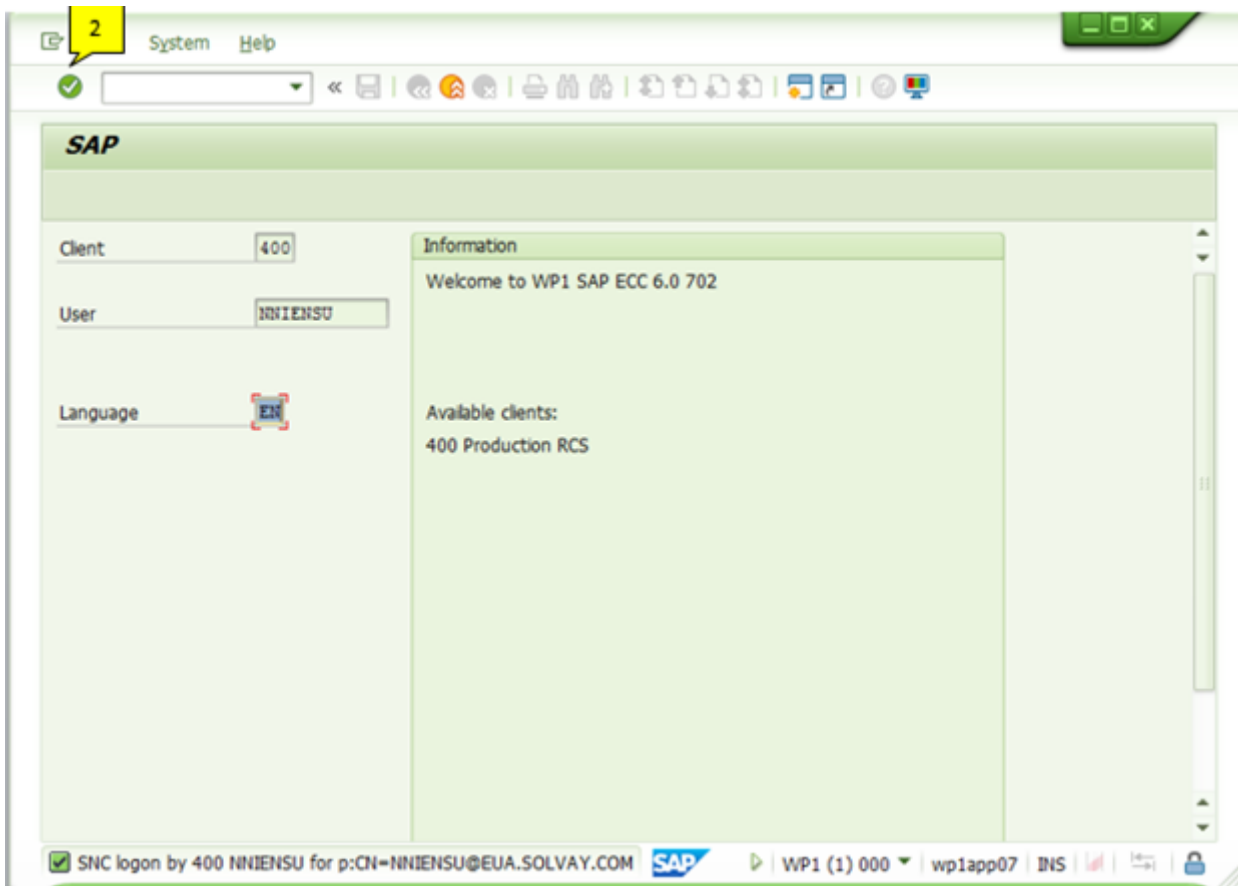
#	Main activities	Tips/Best practices	Key points
19	Once it is done, the message will show that vendor was created in company code you just extended		

3.2 WP1

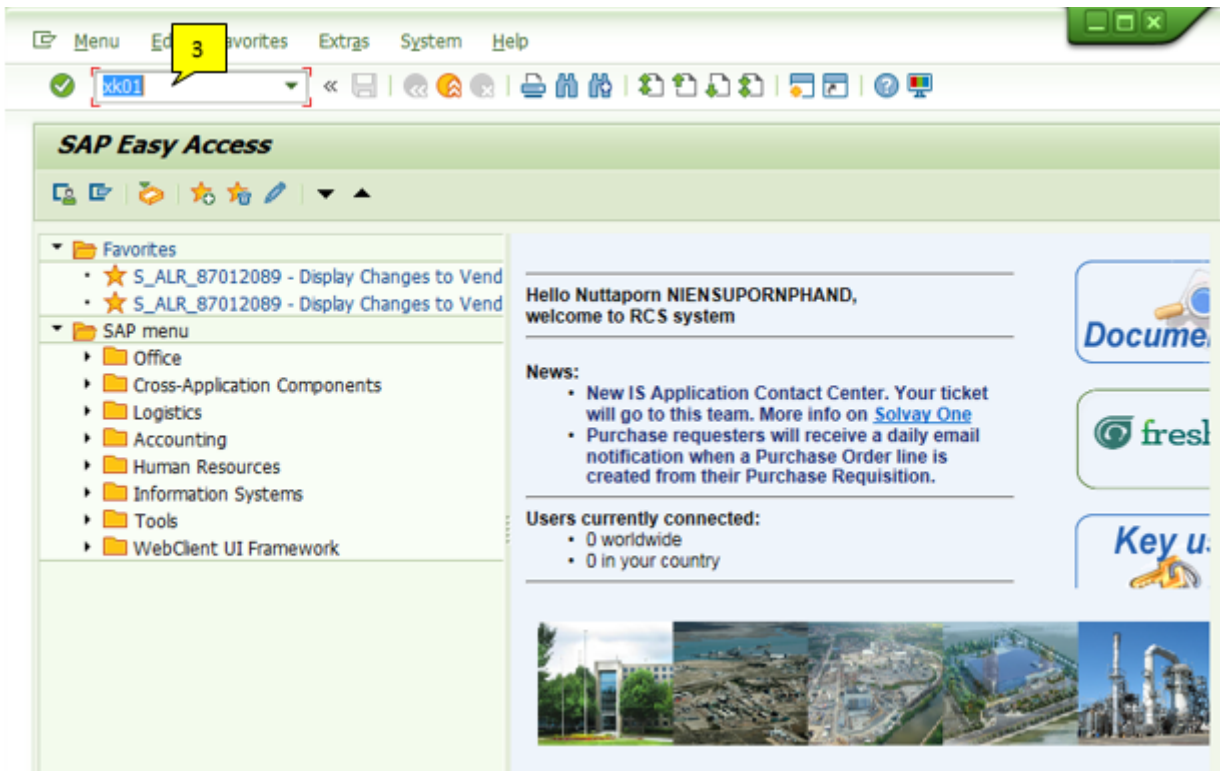
3.2.1 Thailand



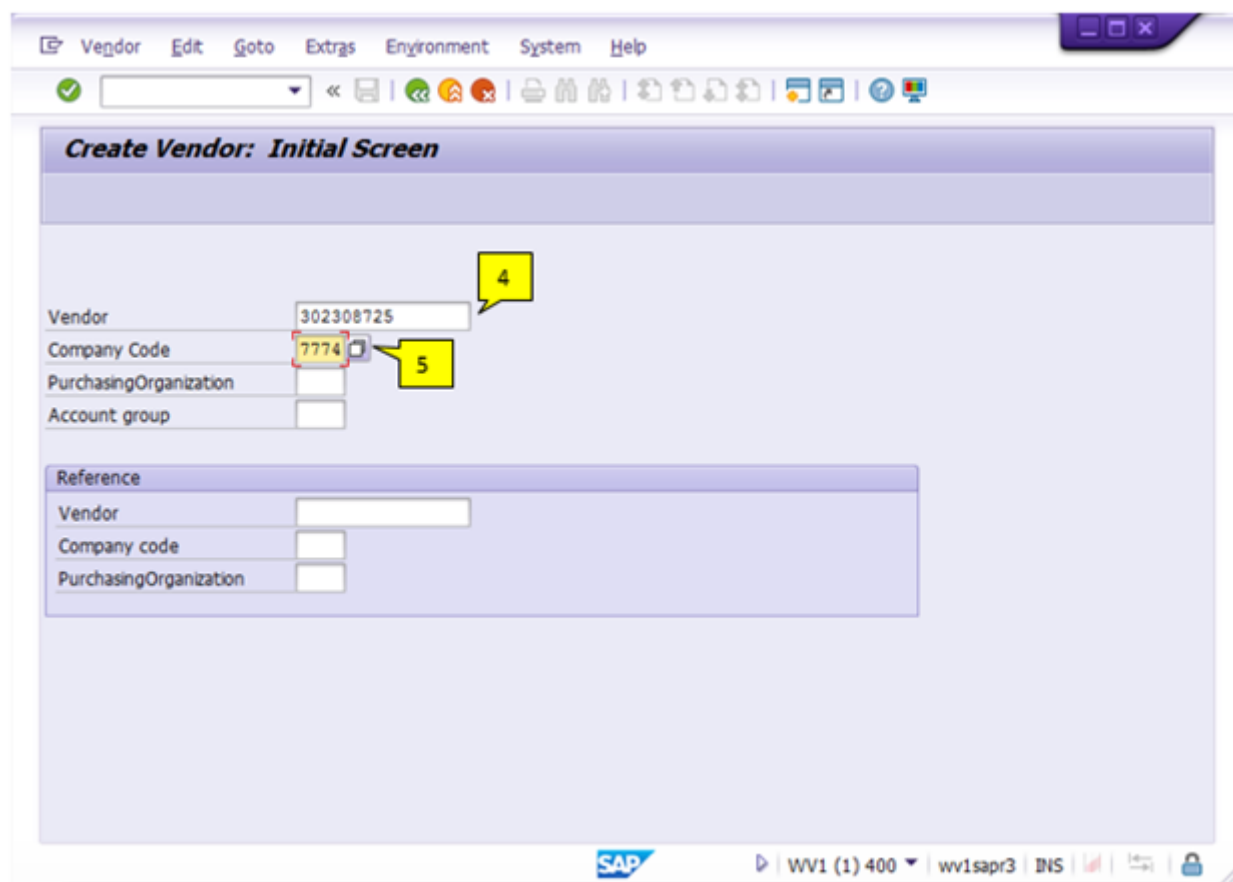
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – WP1" by double clicking on the ERP – Production icon ERP - Production - WP1 (RCS)		



#	Main activities	Tips/Best practices	Key points
2	Click or press "Enter" on keyboard"		



#	Main activities	Tips/Best practices	Key points
3	Type T-code "kk01" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert vendor PRS vendor code in 'Vendor'		
5	Insert company code to be extended in 'Company Code' and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

10

Create Vendor: Accounting information Accounting

Thailand Branch Details Additional Data

Vendor 302308725 ADVANCED BIOCHEMICAL BANGKOK
Company Code 7774 Solvay (Thailand) Limited

Accounting information

Recon. account 40100100 6 Sort key 009 7
Head office
Authorization Cash mgmnt group A1 8
Release group 2222 9

Interest calculation

Interest indic. Last key date
Interest freq. Last interest run

Reference data

Prev.acct no. Personnel number

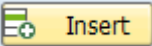

#	Main activities	Tips/Best practices	Key points
6	Insert "40100100" in 'Recon. account'		Recon.account of WP1 is always 40100100
7	Insert "009" in 'Sort key'		Sort key of PF is always 009
8	Insert "A1" in 'Cash mgmnt group'	If vendor's country is same as company code's country, it is considered as 'Domestic' If vendor's country is different from company code's country, it is considered as 'Cross border'	A1 for domestic A2 for cross border
9	Insert "ZZZZ" in 'Release group'		This field is only for TH company codes
10	Click "Thailand Branch Details"		

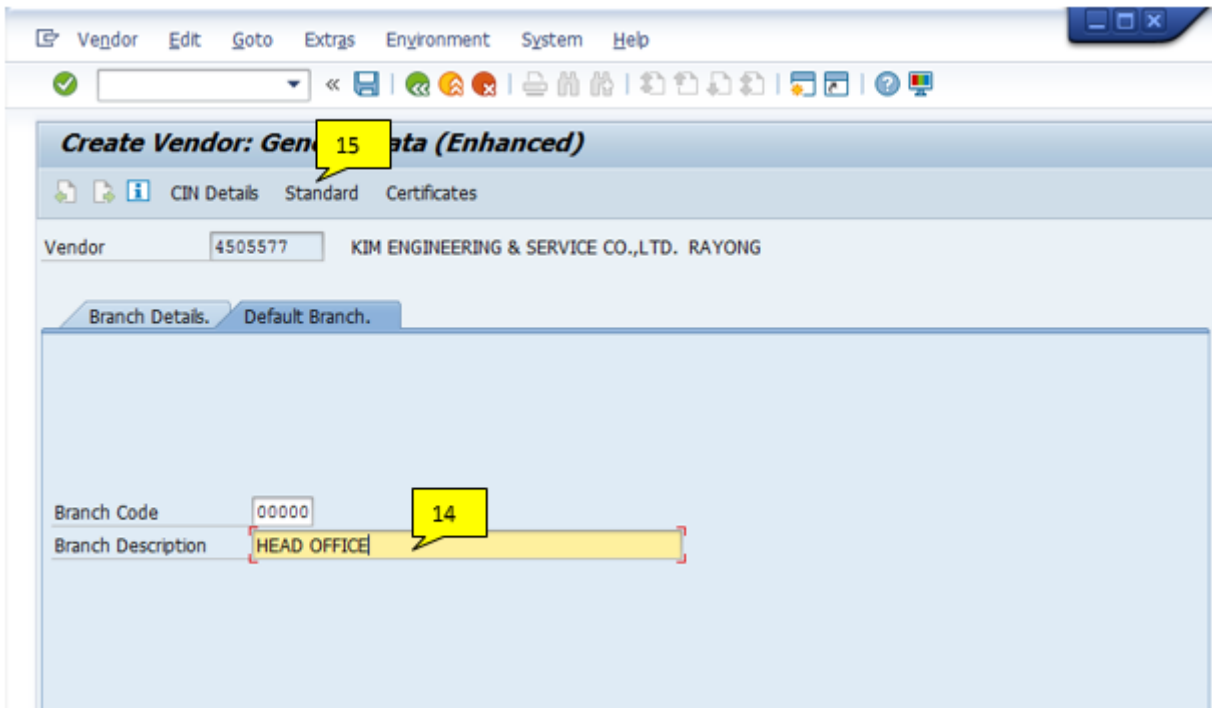
Vendor 4505577 ENGINEERING & SERVICE CO.,LTD. RAYONG

Branch Details. Default Branch.

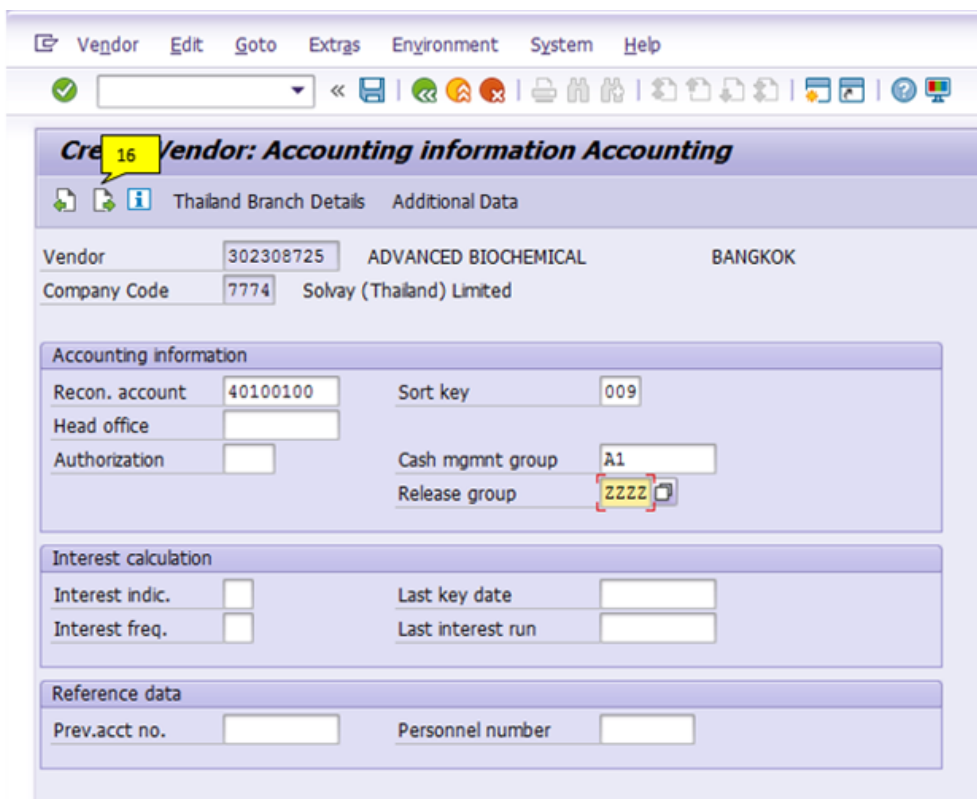
Branch
00000

Insert Delete


#	Main activities	Tips/Best practices	Key points
11	Click  Insert		
12	Insert "00000"	If you extend company code for cross border, you always put 00000	00000 indicates Head quarter It is possible to have other code which can be found in PP20 
13	Click "Default Branch." tab		



#	Main activities	Tips/Best practices	Key points
14	Insert "HEAD OFFICE" in 'Branch Description'	If branch code is not 00000, leave 'Branch Description' blank	
15	Click Standard to go back		



#	Main activities	Tips/Best practices	Key points
16	Click 		

#	Main activities	Tips/Best practices	Key points
17	Insert payment term in "Payt Terns"	If you do not know or there are various payment terms in different purchasing organization, you can put "Y009" as default	You can find payment term from purchasing organization of this vendor
18	Put tick mark in "Chk double inv."		
19	Insert payment method in "Payment methods"	If vendor doesn't have bank details, you can put payment method as *L*	Domestic H = Domestic transfer L = Cheque* Cross border D = Xborder
20	Insert "CITI" in "House Bank"	If payment method is L, go to step #21 If others, go to step #22	
21	Insert payment supplement code if payment method is "L"		T7 = Cheque return T8 = Cheque BKK T9 = Cheque upcountry
22	Click 		

Create Vendor: Correspondence Accounting

Thailand Branch Details Additional Data

Vendor: 302308725 ADVANCED BIOCHEMICAL BANGKOK
 Company Code: 7774 Solvay (Thailand) Limited


Dunning data

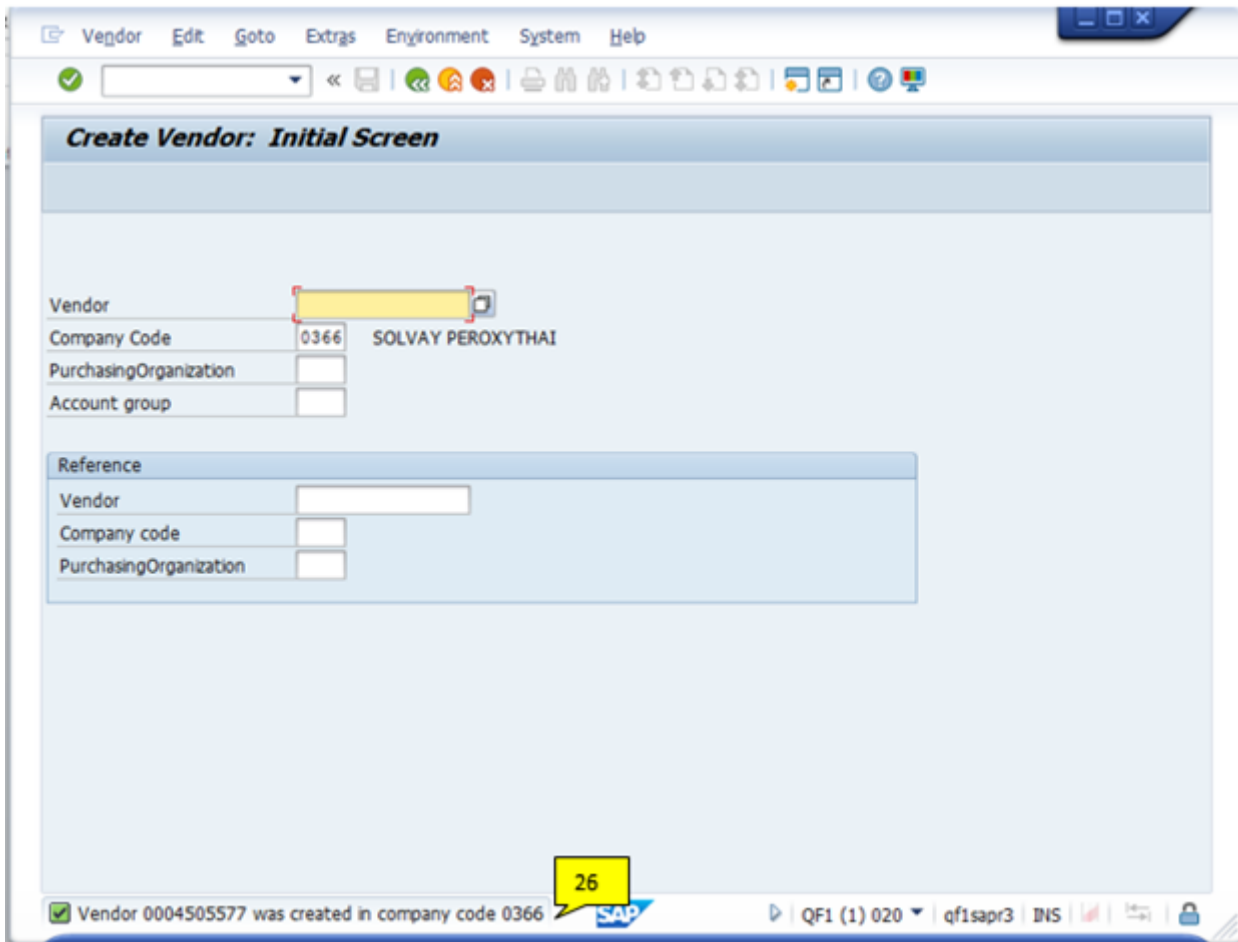
Dunn.Procedure: Dunning Block:
 Dunn.recipient: Legal dunn.proc.:
 Last Dunned: Dunning Level:
 Dunning clerk: Grouping key:

Correspondence

Local process: **23**
 Acctg clerk: TH
 Acct w/ vendor:
 Clerk at vendor:
 Act.clk tel.no.:
 Clerk's fax: 020306801 **24**
 Clrk's internet: croco.3s-ctb@solvay.com
 Account memo:

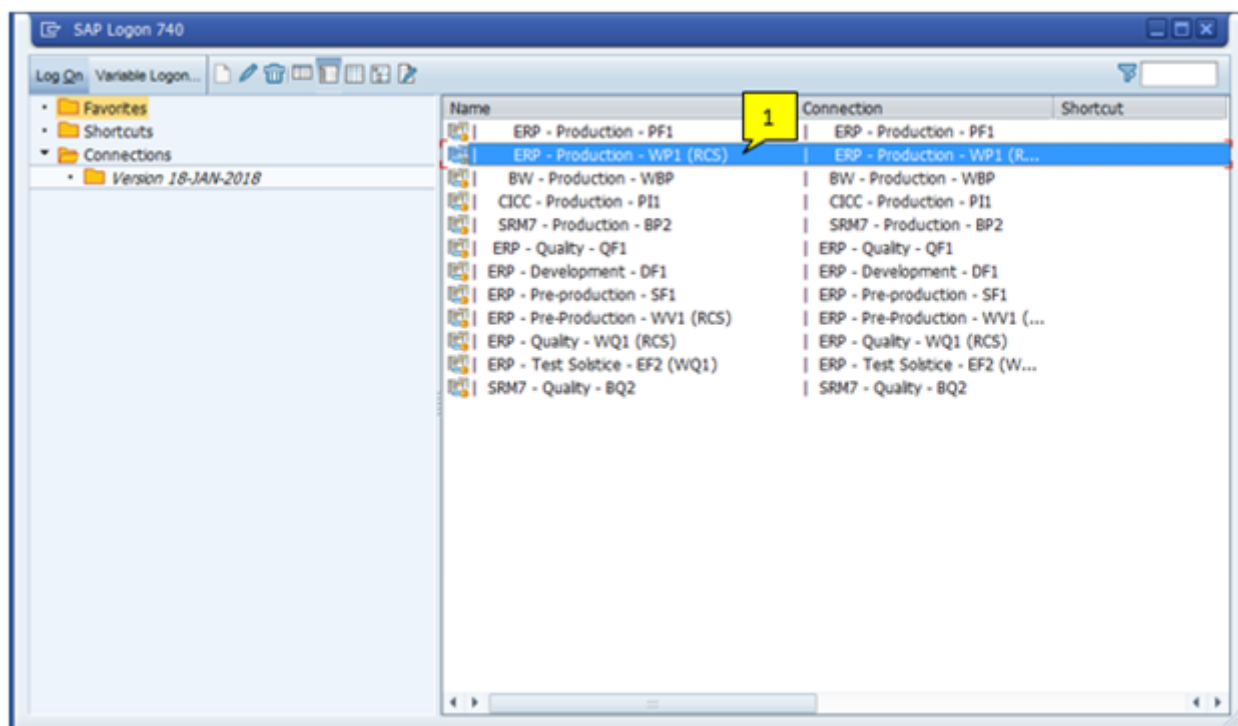
SAP | WV1 (1) 400 | wv1car3 | TNS

#	Main activities	Tips/Best practices	Key points
23	Insert "TH" in 'Acctg clerk'		
24	Insert vendor's email in "Clrk's internet"	You can find vendor's email from general view	Email
25	Click  to save		

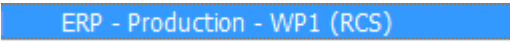


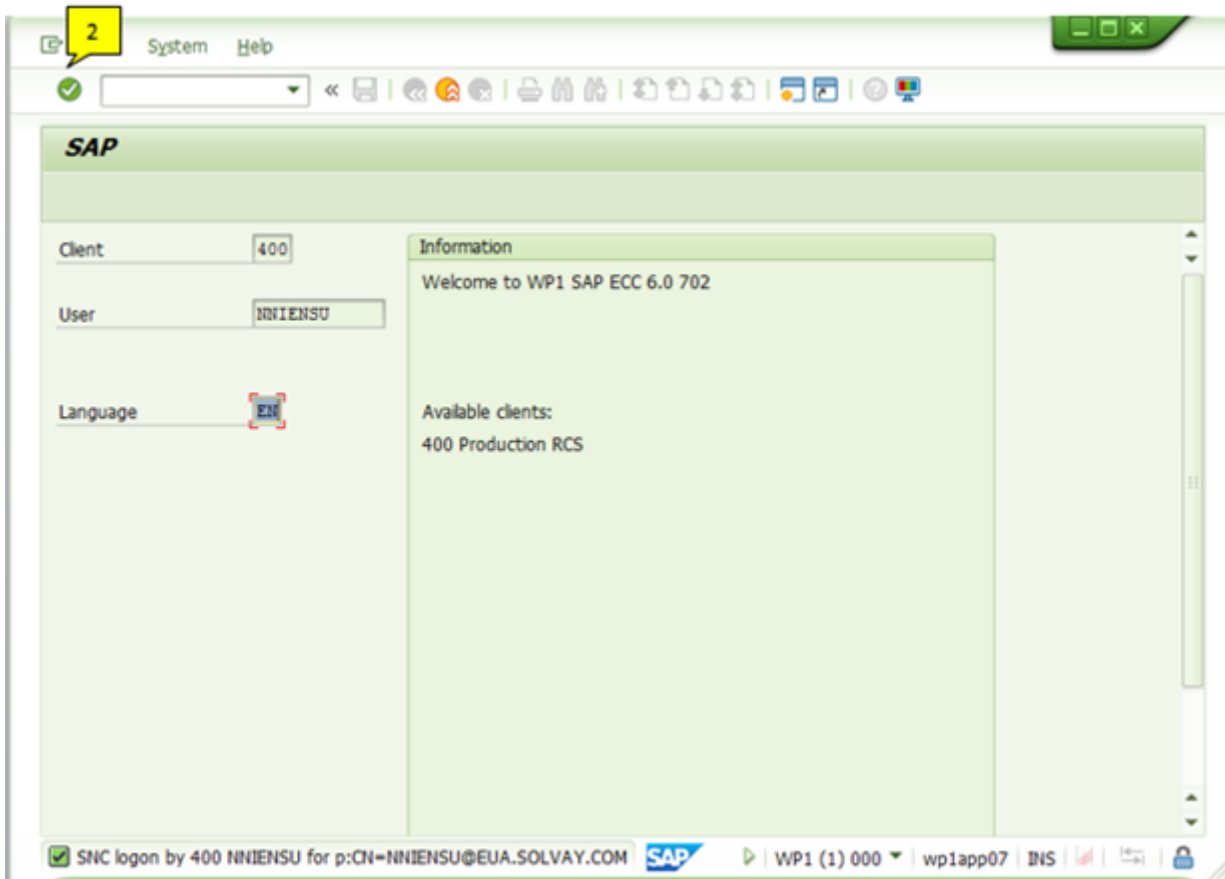
#	Main activities	Tips/Best practices	Key points
26	Once it is done, the message will show that vendor was created in company code you just extended		


3.2.2 India

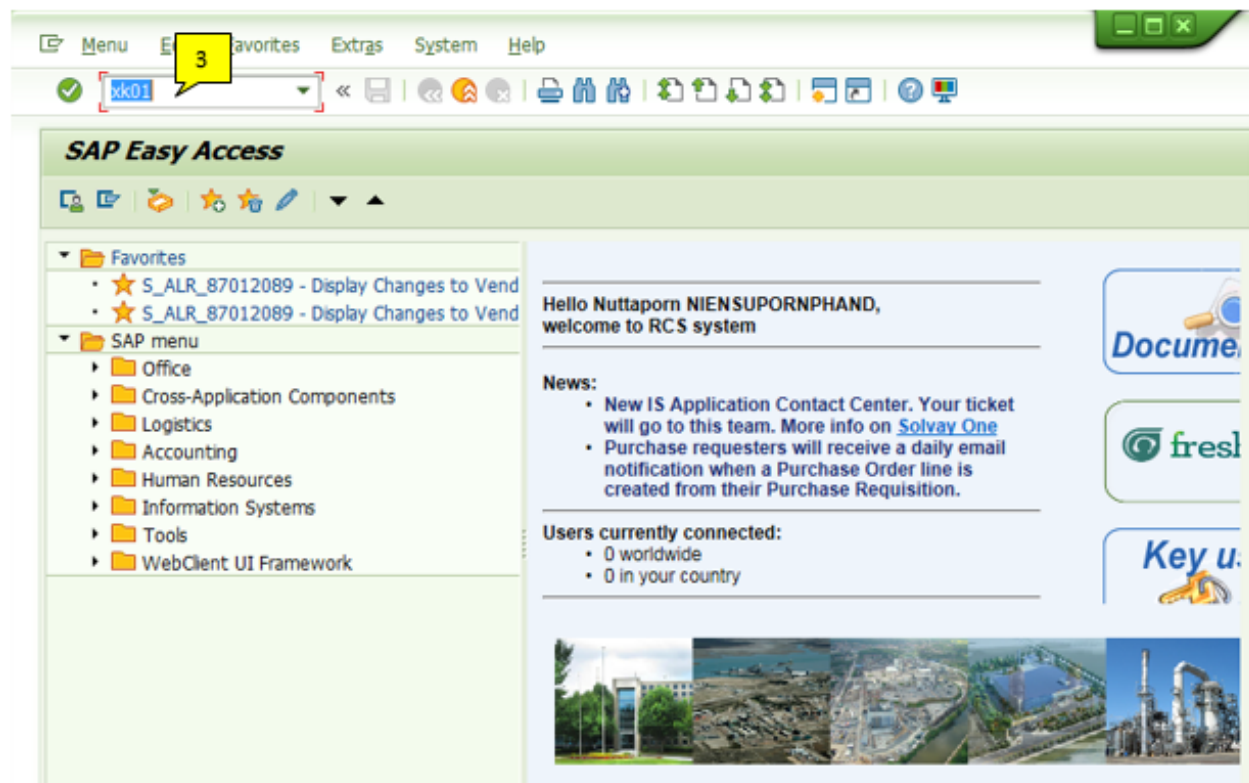


#	Main activities	Tips/Best practices	Key points

<p>1 Select "ERP – Production – WP1" by double clicking on the ERP – Production icon</p> 	
--	--



#	Main activities	Tips/Best practices	Key points
2	<p>Click  or press "Enter" on keyboard"</p>		



#	Main activities	Tips/Best practices	Key points
3	Type T-code "xk01" and press "Enter" on keyboard		

The screenshot shows the 'Create Vendor: Initial Screen' in SAP. The interface includes a menu bar (Vendor, Edit, Goto, Extras, Environment, System, Help) and a toolbar with various icons. The main form area contains the following fields:

- Vendor:** A text field containing '136446', highlighted with a yellow box and callout box 4.
- Company Code:** A text field containing '7154', highlighted with a yellow box and callout box 5. Below this field, the text 'Pol & Spec India' is visible.
- Purchasing Organization:** An empty text field.
- Account group:** An empty text field.

Below the main form is a 'Reference' section with three fields:

- Vendor:** An empty text field.
- Company code:** An empty text field.
- Purchasing Organization:** An empty text field.

#	Main activities	Tips/Best practices	Key points
4	Insert vendor PRS vendor code in 'Vendor'		
5	Insert company code to be extended in 'Company Code' and press "Enter" on keyboard		

Change Vendor: Accounting information Accounting

Vendor: 133080 JAY INSTRUMENTS & SYSTEMS MUMBAI
 Company Code: 7154 Rhodia Pol & Spec India

Accounting information

Recon. account: 40100100 Sort key: 009 Posting date:
 Head office:
 Authorization: Cash mgmnt group: A1 Domestic
 Release group:

Interest calculation

Interest indic.: Last key date:
 Interest freq.: Last interest run:

Reference data

Prev.acct no.: Personnel number:


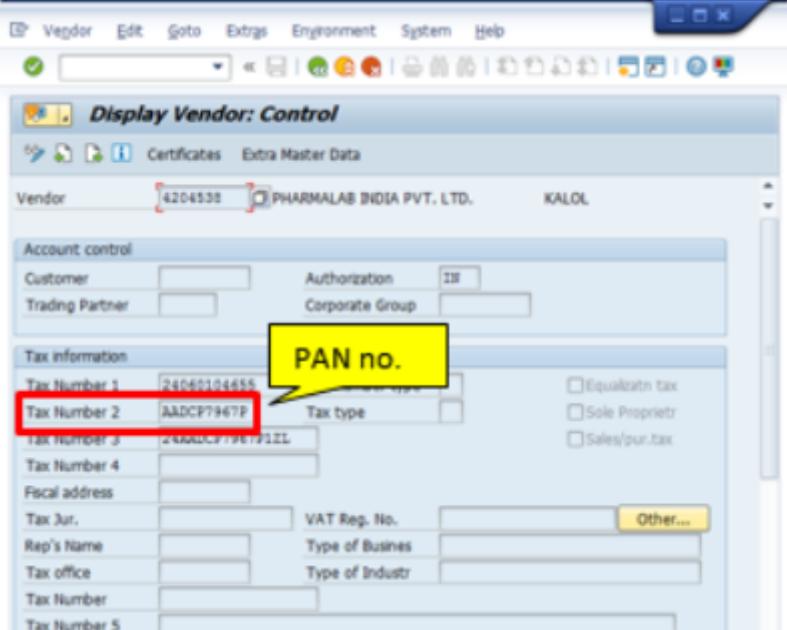
#	Main activities	Tips/Best practices	Key points
6	Insert "40100100" in 'Recon. account'		Recon.account of WP1 is always 40100100
7	Insert "009" in 'Sort key'		Sort key of PF is always 009
8	Insert "A1" in 'Cash mgmnt group'	If vendor's country is same as company code's country, it is considered as 'Domestic' If vendor's country is different from company code's country, it is considered as 'Cross border'	A1 for domestic A2 for cross border
9	Click "CIN Details"		

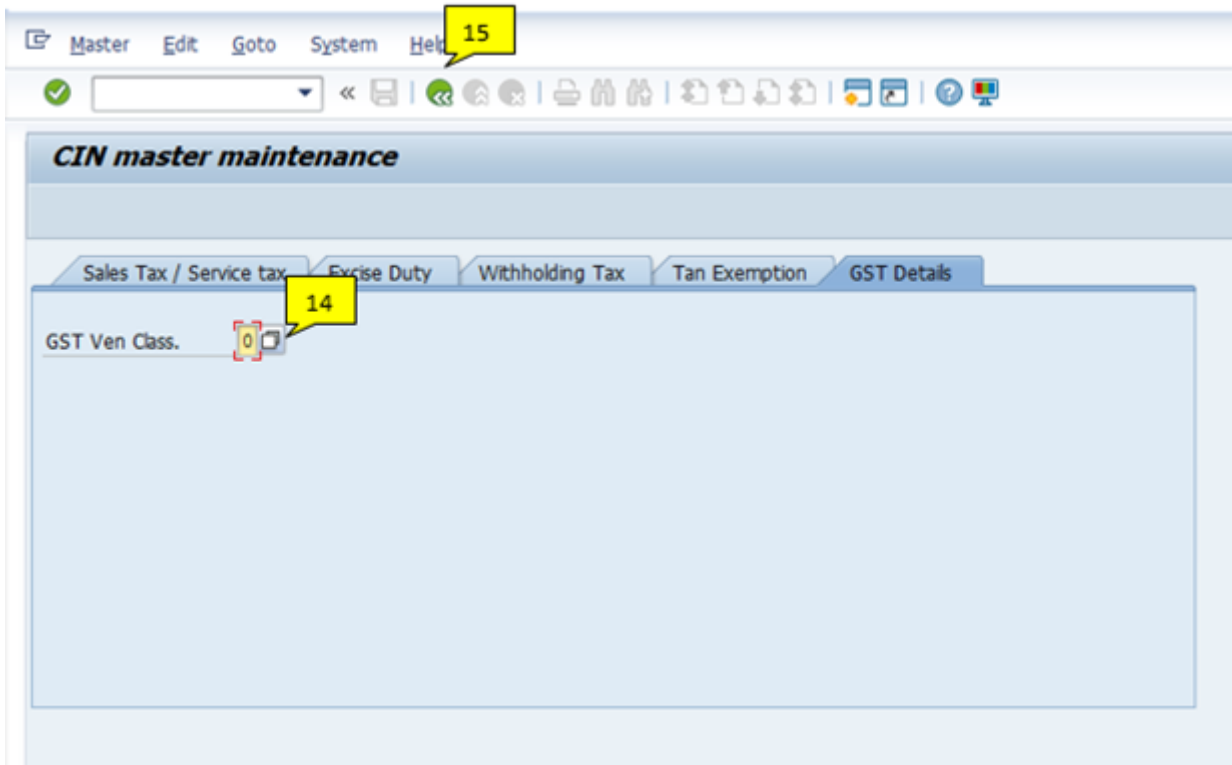
CIN master maintenance


Sales Tax / Service tax Excise Duty **Withholding Tax** Tan Exemption GST Details

PAN Number: AAACJ1391A
 PAN Reference:
 PAN Valid From:
 Deductee Ref No.:

#	Main activities	Tips/Best practices	Key points
10	Click 'Withholding Tax' tab		

11	Insert "PAN" in 'PAN Reference'	You can find PAN number in general view	
12	Click  to go back	If vendor has GST (TAX3), please go to step 16 If not, please go to step 13	
13	Click "GST Details" tab		



#	Main activities	Tips/Best practices	Key points
14	Insert "0" in 'GST Ven Class.' field		
15	Click  to go back		

Change Vendor: Accounting information Accounting

Vendor: 133080 JAY INSTRUMENTS & SYSTEMS MUMBAI
 Company Code: 7154 Rhodia Pol & Spec India

Accounting information


Recon. account: 40100100 Sort key: 009 Posting date
 Head office: []
 Authorization: [] Cash mgmnt group: A1 Domestic
 Release group: []

Interest calculation

Interest indic.: [] Last key date: []
 Interest freq.: [] Last interest run: []

Reference data

Prev.acct no.: [] Personnel number: []

#	Main activities	Tips/Best practices	Key points
16	Click 		

Change Vendor: Payment transactions Accounting

Vendor: 133080 JAY INSTRUMENTS & SYSTEMS MUMBAI
 Company Code: 7154 Rhodia Pol & Spec India

Payment data

Payt Terms: Y009 **17** Tolerance group: A1 **18**
 Chk double inv.:
 Chk cashng time: []


Automatic payment trans

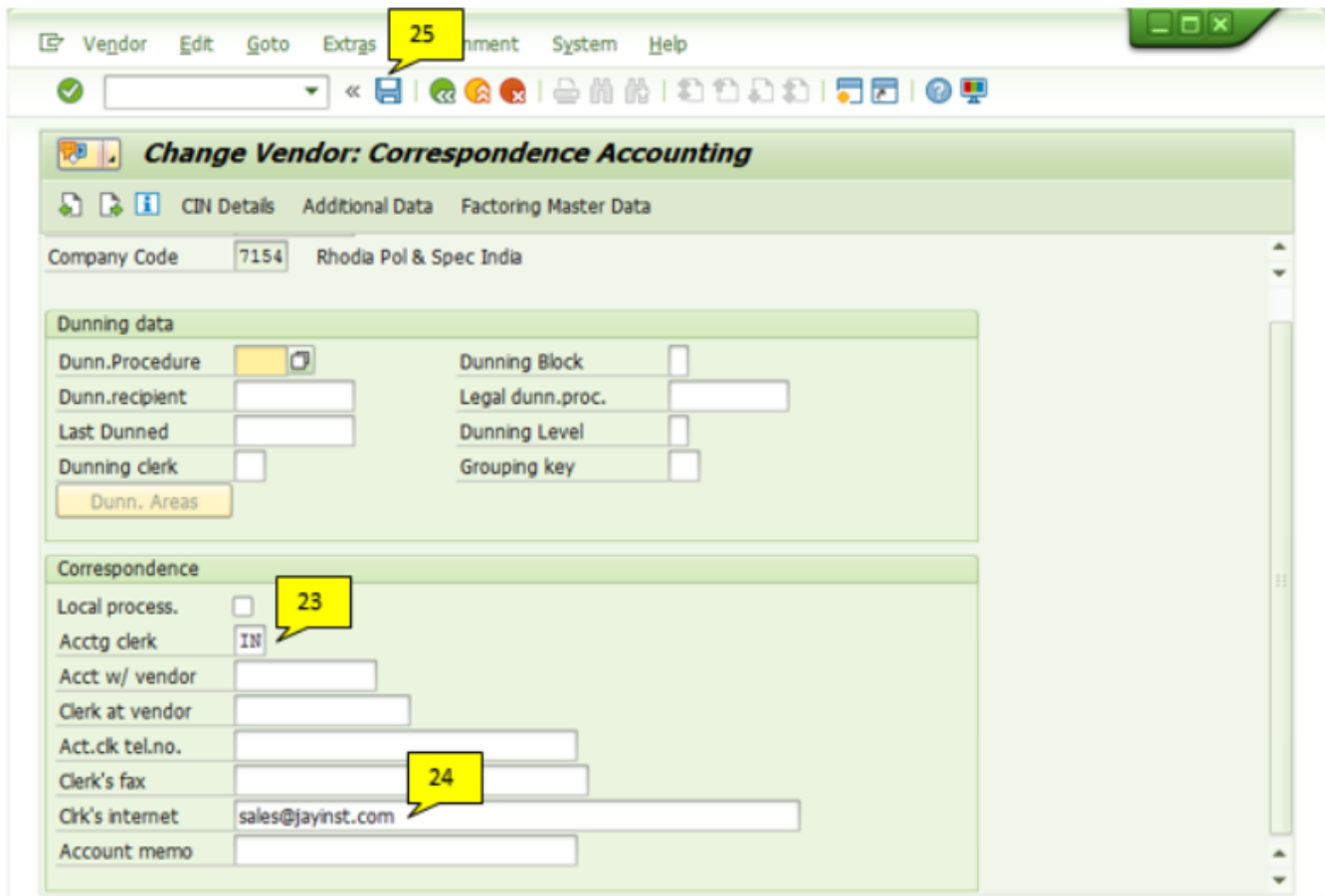
Payment methods: H **19** Payment block: [] Fr **20** payment
 Alternat.payee: [] House Bank: CITI
 Individual pmnt: [] Grouping key: []
 B/exch.limit: [] INR Pmt meth.supl.: [] **21**
 Pmt adv. by EDI: [] Alt.payee(doc.): [] **Permitted Payee**

Invoice verification

Tolerance group: []

#	Main activities	Tips/Best practices	Key points

17	Insert payment term in "Payt Terns"	If you do not know or there are various payment terms in different purchasing organization, you can put "Y009" as default	You can find payment term from purchasing organization of this vendor
18	Put tick mark in "Chk double inv.		
19	Insert payment method in "Payment methods"	If vendor doesn't have bank details, you can put payment method as *L*	<p>Domestic</p> <p>H: Domestic transfer</p> <p>L: Cheque*</p> <p>Cross border</p> <p>D: Xborder transfer*</p> <p>M: Letter of Credit</p> <p>X: Doc to bank</p>
20	Insert "CITI" in "House Bank"	If payment method is either "L" or "D", go to step #21 If others, go to step #22	
21	Insert payment supplement code if payment method is "L" or "D"		<p>PM = L</p> <p>I9: Cheque in CC 6059, 6348, 7154</p> <p>PM = D</p> <p>I0: Goods/Trade</p> <p>I1: Goods/Service</p>
22	 Click		



Vendor Edit Goto Extras **25** nment System Help

Change Vendor: Correspondence Accounting

Company Code 7154 Rhodia Pol & Spec India

Dunning data

Dunn.Procedure Dunning Block

Dunn.recipient Legal dunn.proc.

Last Dunned Dunning Level

Dunning clerk Grouping key

Dunn. Areas

Correspondence

Local process. **23**

Acctg clerk IN

Acct w/ vendor

Clerk at vendor

Act.ck tel.no.

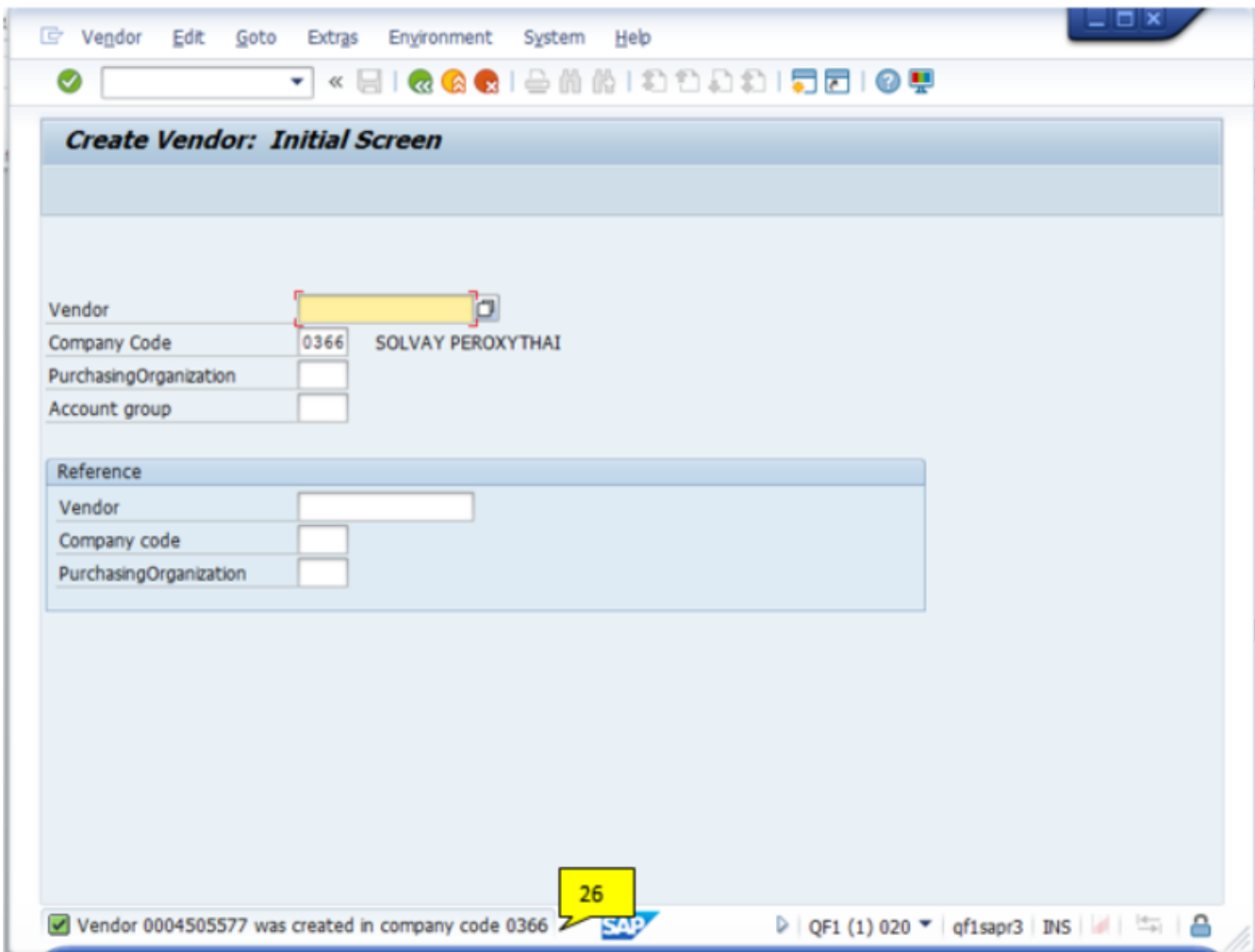
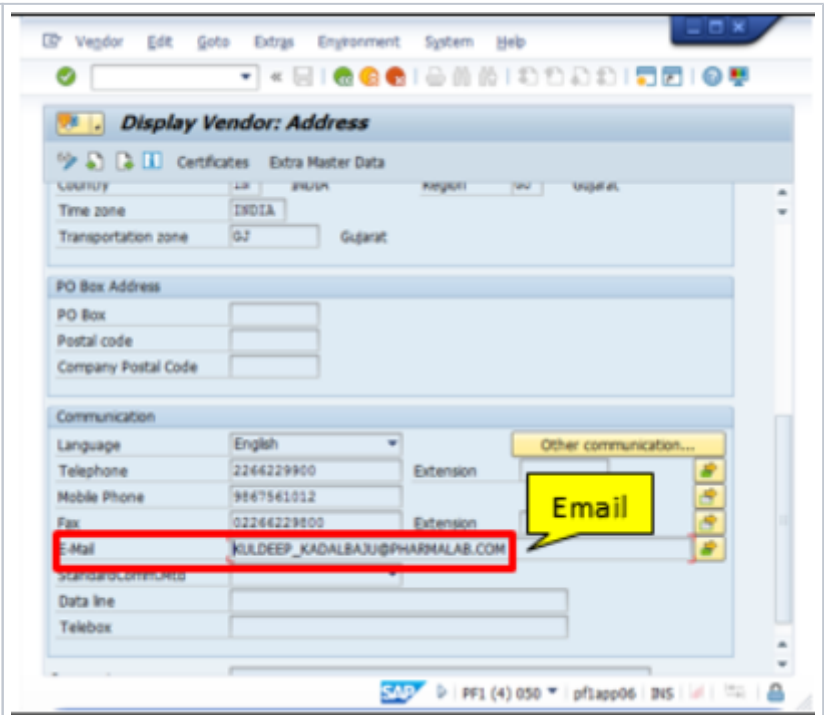
Clerk's fax **24**

Clerk's internet sales@jayinst.com

Account memo

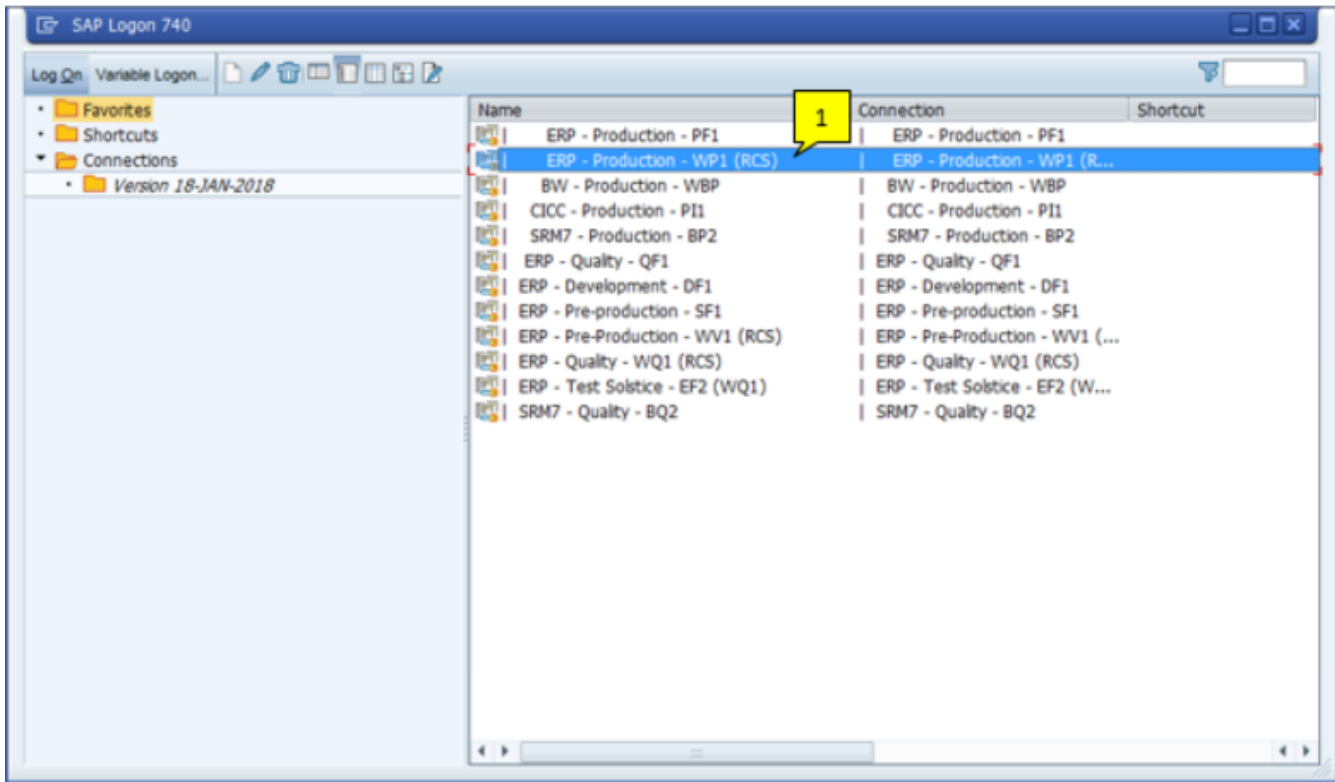
#	Main activities	Tips/Best practices	Key points
23	Insert "IN" in 'Acctg		

24	Insert vendor's email in "Clrk's internet"	You can find vendor's email from general view
25	Click to save	

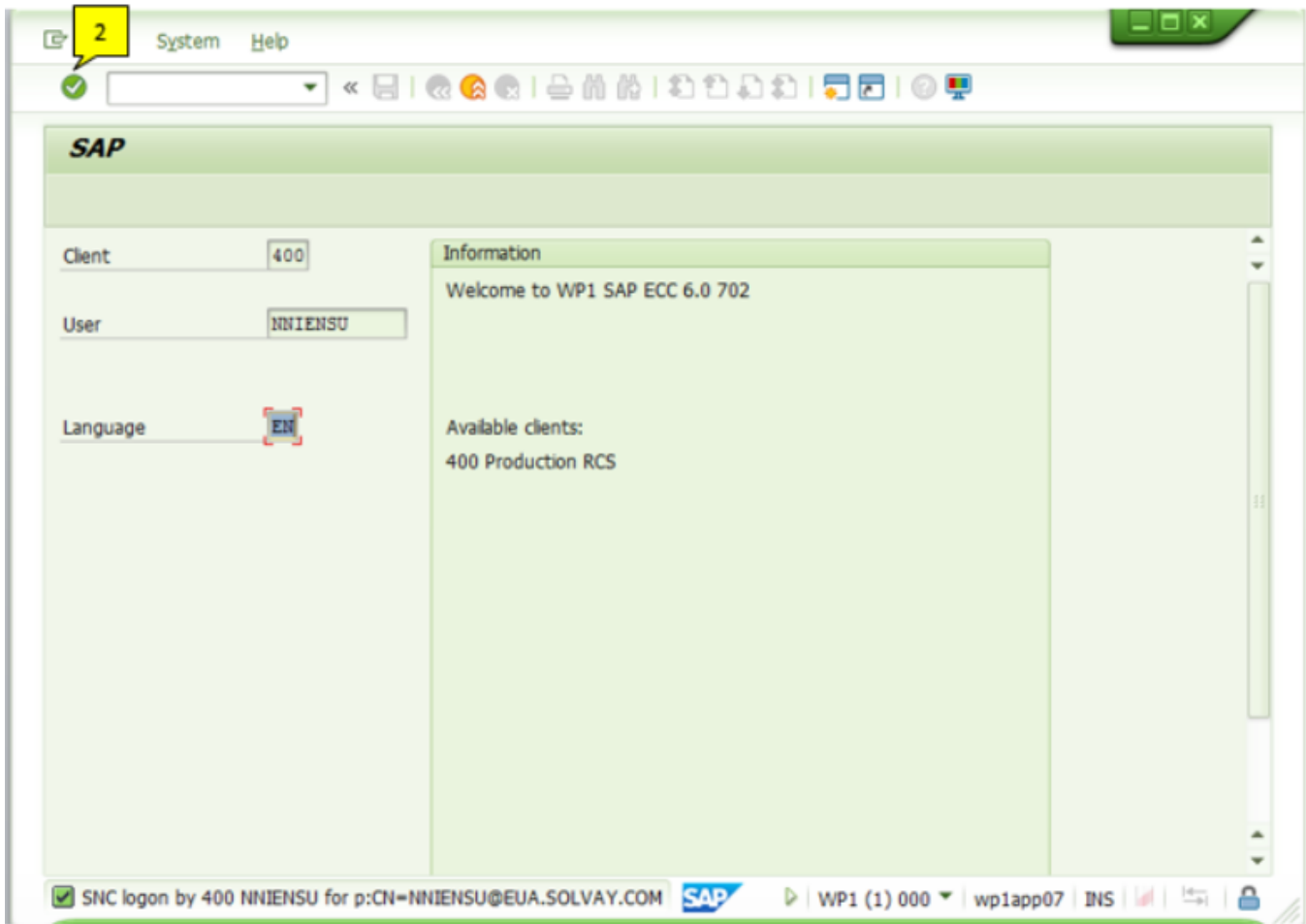



#	Main activities	Tips/Best practices	Key points
26	Once it is done, the message will show that vendor was created in company code you just extended		

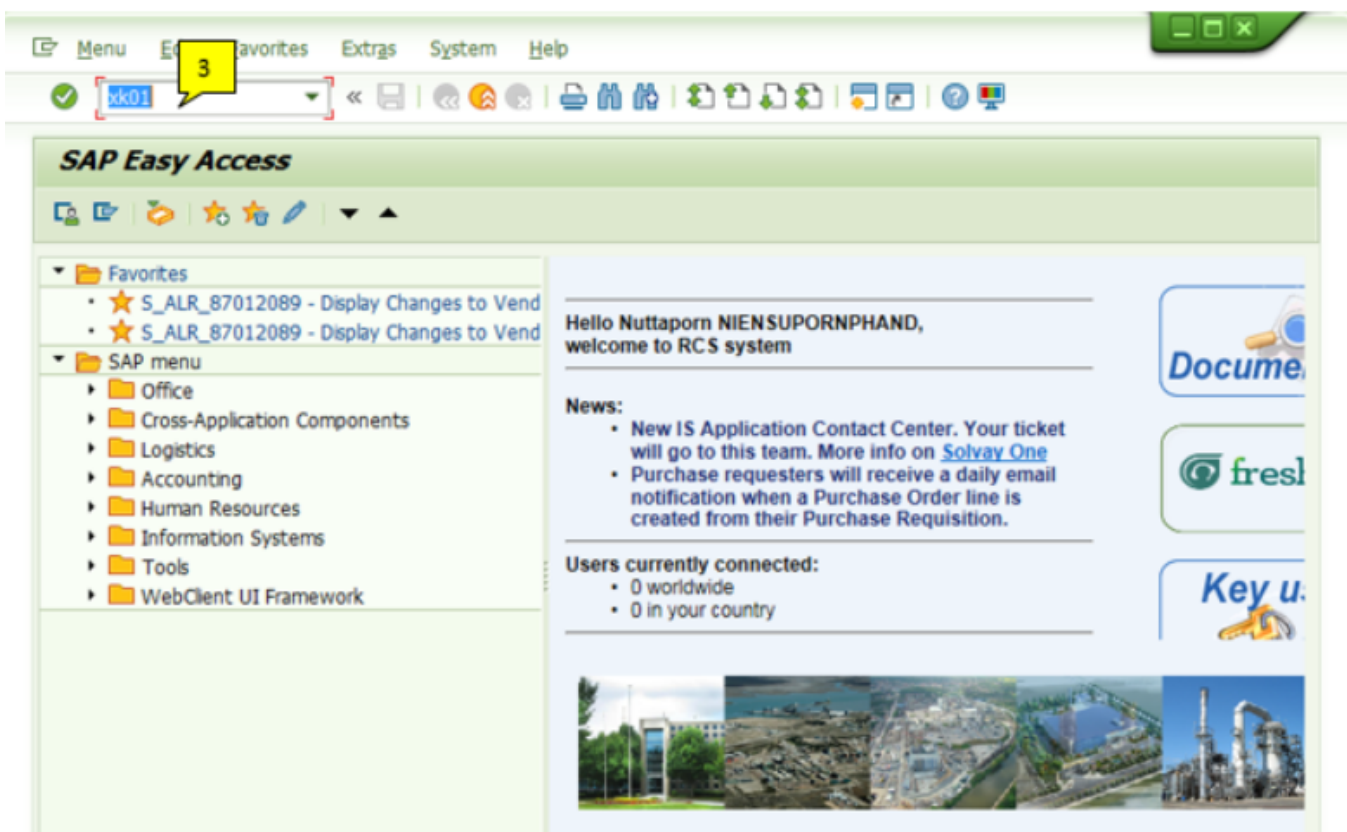
3.2.3 Other countries



#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – WP1" by double clicking on the ERP – Production icon <div style="background-color: #0070C0; color: white; padding: 2px; display: inline-block;">ERP - Production - WP1 (RCS)</div>		



#	Main activities	Tips/Best practices	Key points
2	 Click  or press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
3	Type T-code "xk01" and press "Enter" on keyboard		

Create Vendor: Initial Screen

Vendor: 400939B (Callout 4)

Company Code: 6526 (Callout 5)

Purchasing Organization:

Account group:

Reference

Vendor:

Company code:

Purchasing Organization:

SAP | WP1 (1) 400 | wp1app07 | INS

#	Main activities	Tips/Best practices	Key points
4	Insert vendor PRS vendor code in 'Vendor'		
5	Insert company code to be extended in 'Company Code' and press "Enter" on keyboard		

Vendor Edit Goto Extras Environment System Help

Vendor: Accounting information Accounting

CIN Details Additional Data

Vendor 4009398 ZHANGJIAGANG DUTY FREE ZONE HO.. ZHANGJIAGANG
Company Code 6526 Solvay (Zhangjiagang) Spe

Accounting information

Recon. account 40100100 Sort key 009
Head office
Authorization Cash mgmnt group A1 Release group

Interest calculation


Interest indic. Last key date
Interest freq. Last interest run

Withholding tax

W. Tax Code Exemption number
WH Tax Country Valid until
Recipient type Exmpt.authority

Reference data

SAP WP1 (1) 400 wp1app07 INS

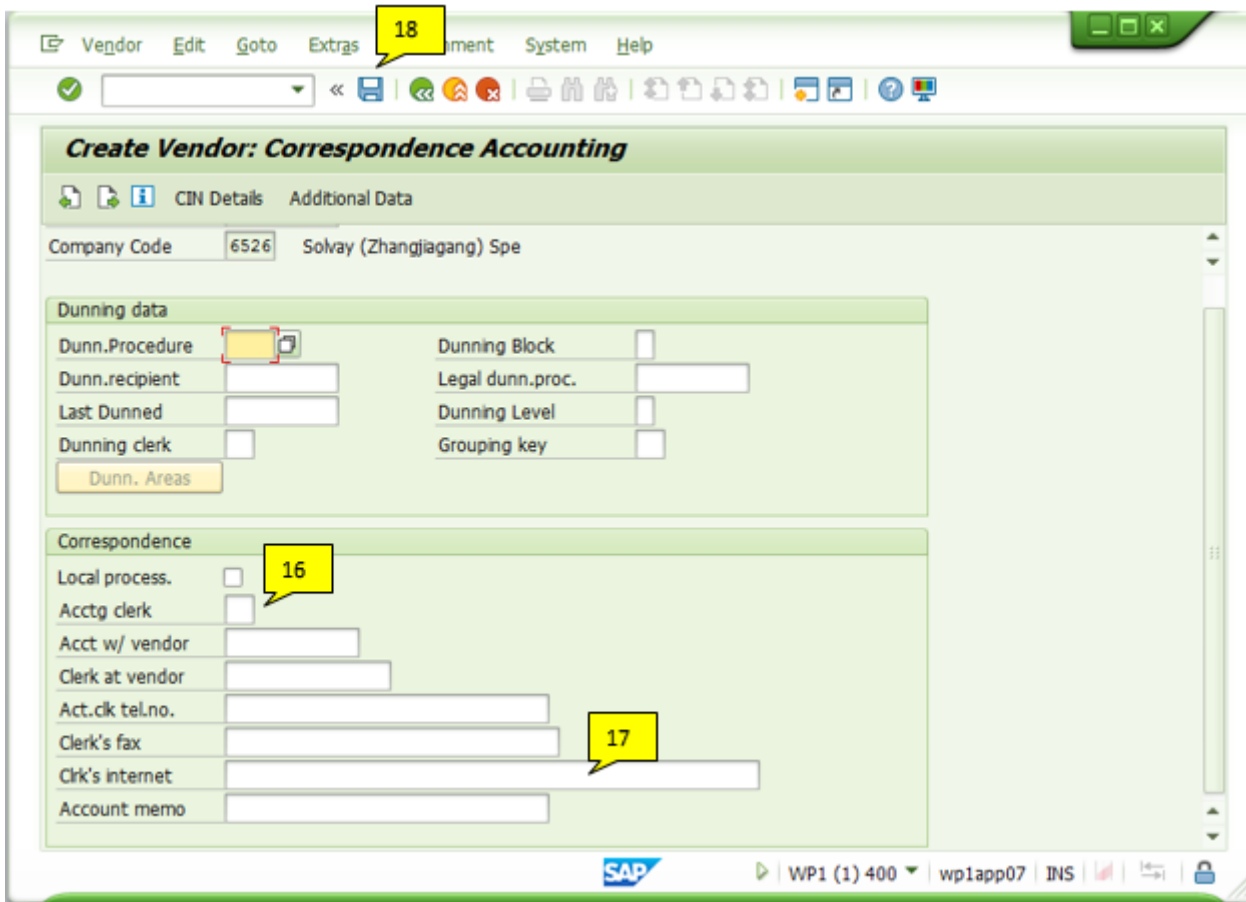
#	Main activities	Tips/Best practices	Key points
6	Insert "40100100" in 'Recon.account'		Recon.account of WP1 is always 40100100
7	Insert "009" in 'Sort key'		Sort key of WP1 is always 009
8	Insert either "A1" or "A2" in 'Cash mgmnt group'	If vendor's country is same as company code's country, it is considered as 'Domestic' If vendor's country is different from company code's country, it is considered as 'Cross border'	A1 for domestic A2 for cross border
9	Click 		


The screenshot shows the SAP 'Vendor: Payment transactions Accounting' form. The vendor is ZHANGJIAGANG DUTY FREE ZONE HO... ZHANGJIAGANG. The form is divided into several sections:

- Vendor:** 4009398, ZHANGJIAGANG DUTY FREE ZONE HO... ZHANGJIAGANG
- Company Code:** 6526, Solvay (Zhangjiagang) Spe
- Payment data:**
 - Payt Terms: Y009 (callout 10)
 - Tolerance group: (callout 11)
 - Chk double inv.:
 - Chk cashing time:
- Automatic payment transactions:**
 - Payment methods: V (callout 12)
 - Payment block: (callout 13)
 - House Bank: (callout 13)
 - Grouping key:
 - Pmt meth.supl.: (callout 14)
 - B/exch.limit: CNY
 - Pmt adv. by EDI:
 - Alt.payee(doc.): Permitted Payee
- Invoice verification:**
 - Tolerance group:

Callouts 10-15 are yellow boxes with numbers pointing to specific fields: 10 (Payt Terms), 11 (Tolerance group), 12 (Payment methods), 13 (Payment block and House Bank), 14 (Pmt meth.supl.), and 15 (Vendor field).

#	Main activities	Tips/Best practices	Key points
10	Insert payment term in "Payt Terns"	If you do not know or there are various payment terms in different purchasing organization, you can put "Y009" as default	You can find payment term from purchasing organization of this vendor
11	Put tick mark in "Chk double inv."		
12	Insert payment method in "Payment methods"		<p>Domestic</p> <p>CN = H: Domestic transfer</p> <p>JP = V: Domestic transfer</p> <p>KR = H: Domestic transfer</p> <p>P: Giro/Direct Debit</p> <p>N: P-Loan</p> <p>SG = V: Domestic transfer</p> <p>AU = H: Domestic transfer</p> <p>Cross border</p> <p>CN = D: Xborder transfer</p> <p>JP = T: Foreign Transfer</p> <p>KR = D: Xborder transfer</p> <p>M = Letter of Credit</p> <p>SG = T: Foreign Transfer</p> <p>AU = D: Foreign Transfer</p>
13	Insert "FACT" or leave blank in 'House bank'	If SG company code extension, go to step #14 If others, go to step #15	"FACT" only for JP and SG Leave blank for other countries
14	Insert "SO" in 'Pmt meth.supl.'		This is only for SG entities
15	Click 		



#	Main activities	Tips/Best practices	Key points
16	Insert vendor's country in 'Acctg clerk'		Leave blank AU, JP and SG
17	Insert vendor's email in "Clerk's internet"		
18	Click  to save		

Create Vendor: Initial Screen

Vendor

Company Code SOLVAY PEROXYTHAI

PurchasingOrganization

Account group

Reference

Vendor

Company code

PurchasingOrganization

Vendor 0004505577 was created in company code 0366

QF1 (1) 020 | qf1sapr3 | INS

#	Main activities	Tips/Best practices	Key points
19	Once it is done, the message will show that vendor was created in company code you just extended		