

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](#)

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Scope



ERP



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

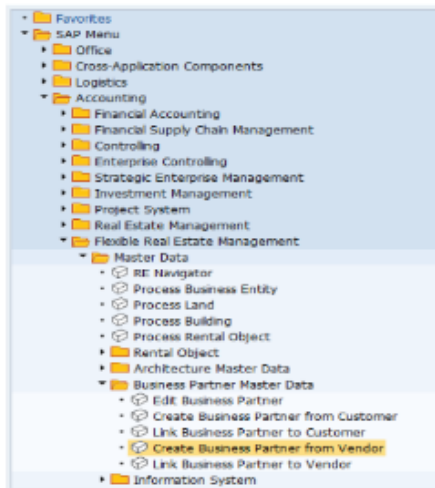
PSL Leasing Team for WP1 and PF1 entities; Luize Puskeire or Artis Pekna for Baan or PE1, are responsible to create a request to Lisbon Data Operation Team providing: Vendor Code, Company code and the ERP system impacted;

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

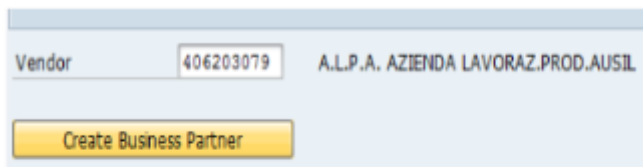
4.1 Description of the SAP transaction **FLBPC1** - Create Business Partner from Vendor

Transaction used to proceed with the Business Partner Creation

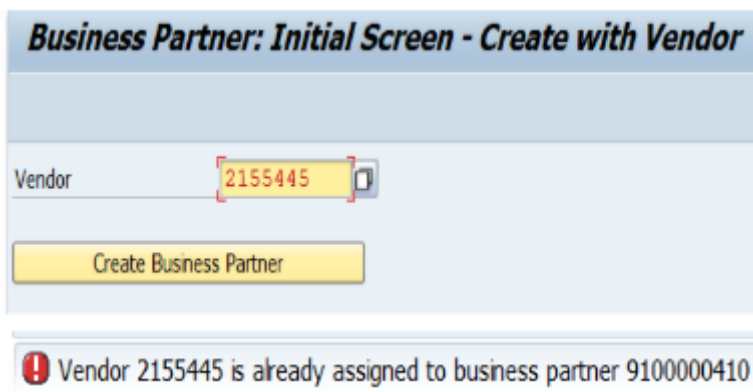


4.2 How to do Create

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



Business partner 9100000009 is assigned to vendor 406203079



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	☐	

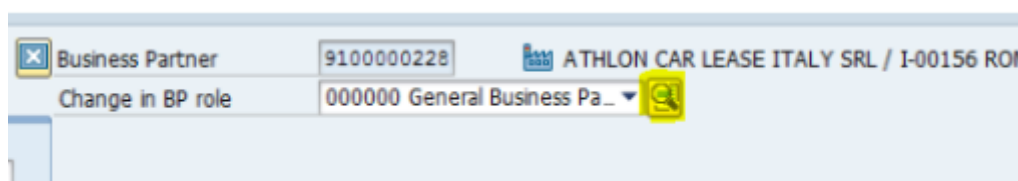
- Therefore in PF1 the BP has a validity start and end date, by default = creation date.
- The start date needs to be aligned to the starting date of the contract, otherwise an error message will be displayed
- This should be done via « BP » transaction, select the ZLESS role and update the start date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



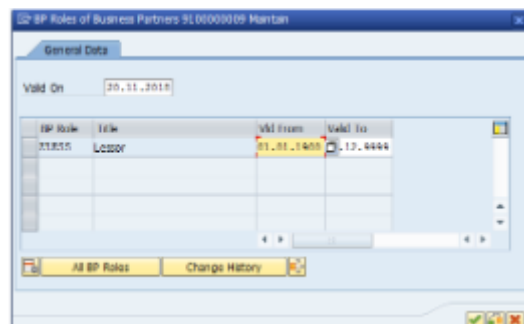
- Select BP number



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



- A pop-up appears



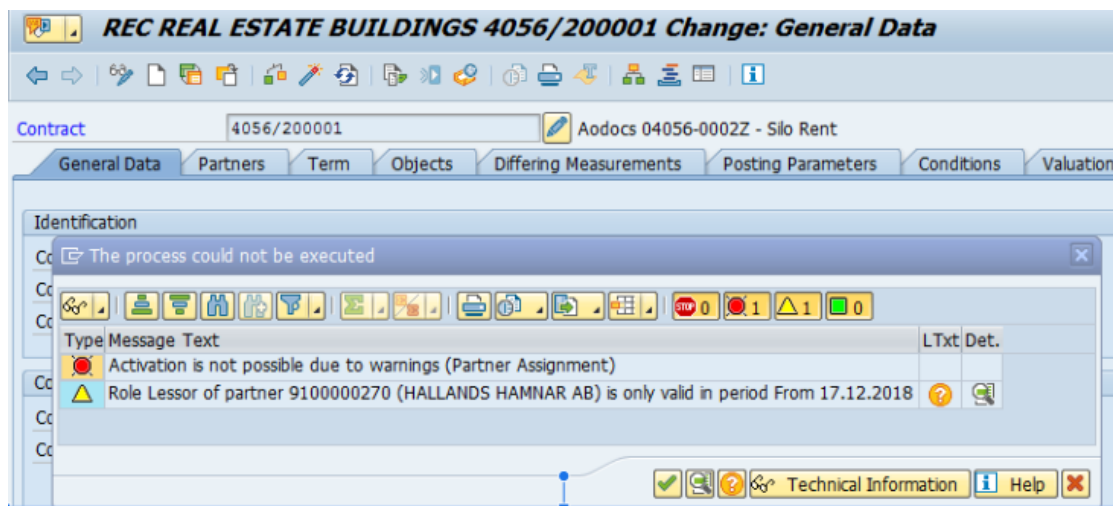
- Update the validity date of your BP
- (put "01.01.1900" to cover all possible contract dates convenience)
- Save and quit

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.

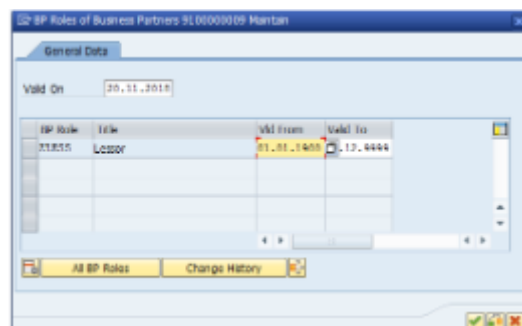


Action

- 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 or 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_TFKTAXNUMTYPEPEC 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)

Tax Number	310102195803092054
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- 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_TFKTAXNUMTYPEPEC, like e.g. for CN tax number 1 field:

CN1	China: Tax Number	BUPA_TAX_NUMBER_CHECK
CN1	China: Tax Number	Off

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

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					
Message Filter					
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 (généralités)		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 (<> AR, BR)	ZD10	DE Vendors
		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 professionals
Z9C0	CN Vendors		IT Representatives
Z9E0	EG Vendors	ZIRA	BG Vendors
Z9I0	IN Vendors	ZJ00	NL Vendors
Z9J0	JP Vendors	ZNLN	PT Vendors
Z9K0	KR Vendors	ZP01	EX Vendors (Export)
Z9T0	TH Vendors	ZQ00	UK Vendors
ZA10	AT Vendors	ZU01	
ZA15	AT Branche		

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

- Z010 Standard Vendors

Main content of the procedure