

# 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

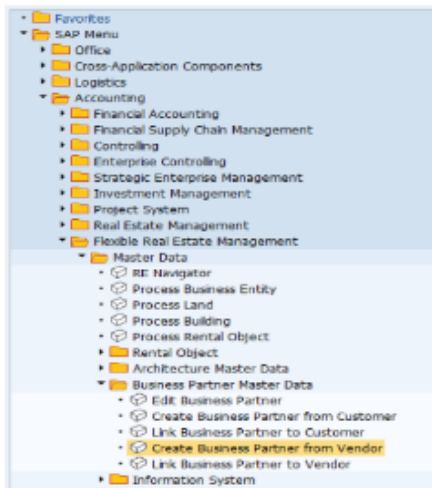
**PSL Leasing Team** for WP1 and PF1 entities; Luize Puskeire or Artis Pekna for Baan or PE1, are responsible to create a request to Lisbon Data Operation Team providing: Vendor Code, Company code and the ERP system impacted;

**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

The screenshot shows the 'Create Business Partner' screen. The 'Vendor' field contains the code '406203079' and the text 'A.L.P.A. AZIENDA LAVORAZ.PROD.AUSIL'. A yellow button labeled 'Create Business Partner' is visible below the fields.

Business partner 9100000009 is assigned to vendor 406203079

The screenshot shows the 'Business Partner: Initial Screen - Create with Vendor'. The 'Vendor' field contains the code '2155445'. A yellow button labeled 'Create Business Partner' is visible below the fields.

Vendor 2155445 is already assigned to business partner 9100000410

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  | <input type="checkbox"/>            |  |
| ALL_BP_ID   | <input type="checkbox"/>            |  |
| BUT000      | <input type="checkbox"/>            | Time Dependency BP Central Data (Table BUT000) |
| BUT020      | <input checked="" type="checkbox"/> | Time Dependency BP Addresses                   |
| BUT0BK      | <input type="checkbox"/>            | Time Dependency BP Bank Data                   |
| BUT100      | <input checked="" type="checkbox"/> | Time Dependency BP Roles                       |
| IBANONLY    | <input type="checkbox"/>            |  |

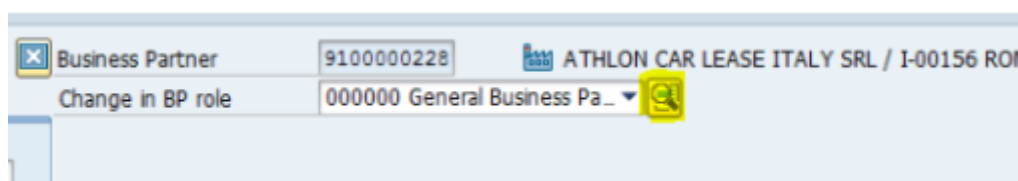
- Therefore in PF1 the BP has a validity start and end date, by default = creation date.
- The start date needs to be aligned to the starting date of the contract, otherwise an error message will be displayed
- This should be done via « BP » transaction, select the ZLESS role and update the start date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



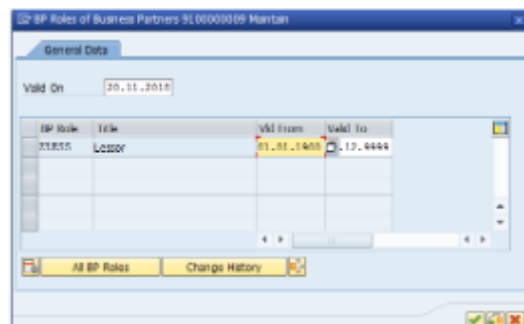
- Select BP number



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



- A pop-up appears



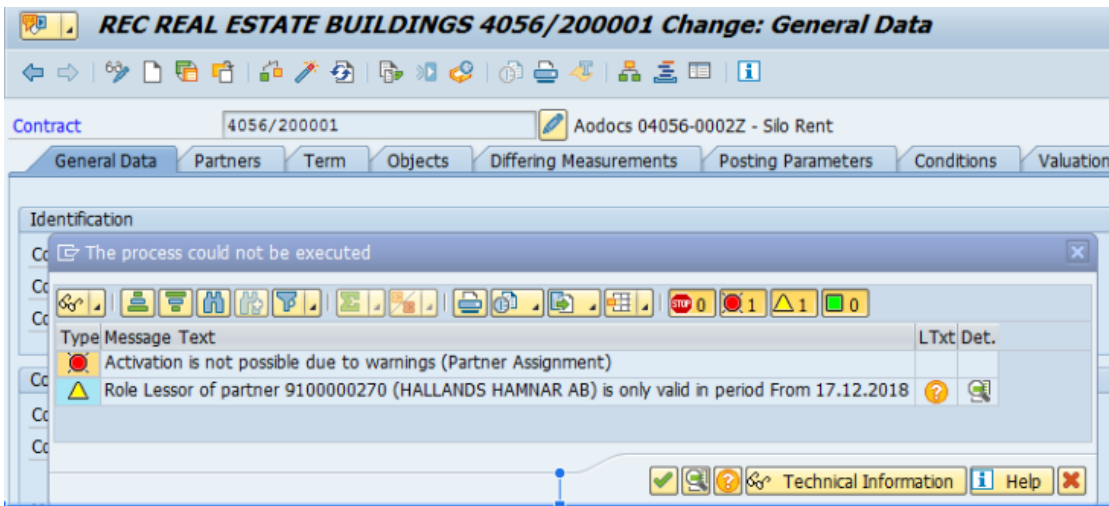
- Update the validity date of your BP
- (put "01.01.1900" to cover all possible contract dates convenience)
- Save and quit

## 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.

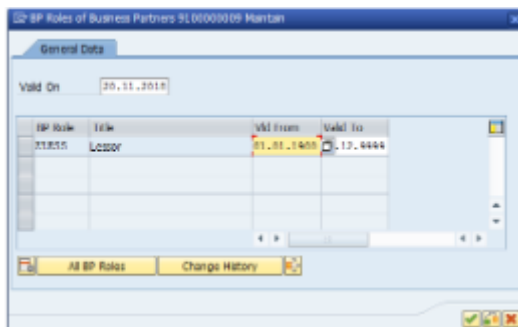


#### Action

- 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

- 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**

| Key  | Title      | Person                              | Org.                                | Grp.                     | Gender           |
|------|------------|-------------------------------------|-------------------------------------|--------------------------|------------------|
| 0001 | Ms.        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Gender not known |
| 0002 | Mr.        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Gender not known |
| 0003 | Company    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| 0004 | Messrs     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| 0005 | Mr and Mrs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| 0019 | Branch     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| B001 | ASBL       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| B101 | BVBA       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| B102 | IV         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| B103 | PVBA       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Gender not known |
| D001 | HERRN      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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 (<><br>AR, BR) | ZD10 | DE Vendors                      |
| Z3C0 | CA Vendors                       | ZD15 | DE Branches                     |
| Z3M0 | MX Vendors                       | ZE01 | ES Vendors                      |
| Z3U0 | US Vendors                       | ZFRN | FR Vendors                      |
| Z7R0 | RU Vendors                       | ZIDV | IT Vendors                      |
| Z9C0 | CN Vendors                       | ZIPA | IT Independant<br>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