Manual for Vendor Creation

Role required: YS: MM_VENDOR_CREATE [Vendor Creation]

1. Enter T Code XK01
2. Enter the info as follows

In Account Group Enter ZGOV for Government Vendor, ZGOS for Goods Supplier and ZSER for Service Vendor, etc.

Note – Do not enter anything on Vendor tab, the vendor code would be generated internally by system

3.
Enter the Complete details for Vendor like Name, Search Term, Street, Postal Code, City, Country

Select Region by clicking on the two Boxes button for your State

Press Enter

Further screen would be displayed using these arrows -

Press Enter, Nothing has to be mentioned

Another Screen would be displayed as follows
Press Enter, Nothing has to be mentioned

Another Screen would be displayed as follows

Press Enter, Nothing has to be mentioned

Another Screen would be displayed as follows
Enter Sort Key as 012

Select Recon. Account from two boxes button

If Goods Supplier then - 8000060001
If Service Vendor then – 8000060004
If Government Vendor then – 8000060002

Press Enter

Another Screen would be displayed as follows
Enter the following details

Payt Terms – 0001

Chk double inv. – Tick

Payment methods – CETW

Press Enter

Another Screen would be displayed as follows
Press Enter. Nothing to be mentioned in this screen

Another Screen would be displayed as follows

Press Enter. Nothing to be mentioned in this screen

Another Screen would be displayed as follows
Enter the following

Order Currency – INR
Terms of payment – 0001
Incoterm – CFR Post Office
Schema Group, vendor – 01
Check **GR Based Inv. Verif.** and **Srv.-Based Inv. Ver.**.

Press Enter

Another Screen would be displayed as follows
Click on Yes.

The Vendor would be created