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| Screenshots | |
| BP Create Business Partner – General Data | |
| SAP Transaction: BP  Click on ‘Create Organization’ |  |
| Click on 'Goto → Initial Screen' |  |
| Click ‘Yes’ |  |
| Click on Organization |  |
| Select Grouping:  SP = Sold-to party |  |
| Choose 000000 Business Partner (Gen.) |  |
| **Address Tab:**  Click on ‘Address’ tab button  Name  Name 1\*  Name 2  Name 3  Name 4  Search Terms  Search Term 1  Search Term 2 | \* Mandatory field |
| Expand Street Address section using the 'More fields' button    Street Address  Street 3  Street / House Number  Street 4  Street 5  Postal Code / City  Country *(dropdown list)*  Region *(dropdown list)*  Time zone *(automatically completed)*  Tax Jurisdiction  Transp. Zone *(dropdown list)* |  |
| Communication  Language *(dropdown list)*  Telephone  Mobile Phone  Fax  E-Mail |  |
| **Identification Tab:**  Identification Numbers  External BP Number\*  Tax Numbers  Tax Category *(dropdown list)*  Tax Number  Allow up to 4 entries  Click on ‘Payment Transactions’ tab button |  |
| **Payment Transactions Tab:**  Bank Details  Country *(dropdown list)*  Bank Key  Bank Account  Control Key  IBAN  Click Save |  |