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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 buttonNameName 1\*Name 2Name 3Name 4Search TermsSearch Term 1Search Term 2 | \* Mandatory field |
| Expand Street Address section using the 'More fields' button Street AddressStreet 3Street / House NumberStreet 4Street 5Postal Code / CityCountry *(dropdown list)*Region *(dropdown list)*Time zone *(automatically completed)*Tax JurisdictionTransp. Zone *(dropdown list)* |  |
| CommunicationLanguage *(dropdown list)*TelephoneMobile PhoneFaxE-Mail |  |
| **Identification Tab:**Identification NumbersExternal BP Number\*Tax NumbersTax Category *(dropdown list)*Tax NumberAllow up to 4 entriesClick on ‘Payment Transactions’ tab button |  |
| **Payment Transactions Tab:**Bank DetailsCountry *(dropdown list)*Bank KeyBank AccountControl KeyIBANClick Save   |  |