# XK01 – Create Vendor Account



* Input **XK01** in **Transaction Box** and press **Enter** key

# Create Vendor Initial Screen.



* **Company Code:** Input company code
* **Account group:** Input vendor account group or select it with the help of **F4** key

Press **Enter** key

# Create Vendor Address Screen.



* **Title:** Select relevant title from the drop down
* **Name:** Input vendor name
* **Search term 1/2:** Input required/relevant search term
* **Street/House number:** Input steet and house number
* **Postal Code/City:** Input postal code and city
* **Country:** Select country code with the help of **F4** key
* **Region:** Select region code with the help of **F4** Key

Press **Enter** key

# Create Vendor Accounting Information Screen.



* **Recon. account:** Select the relevant reconcialiation account with the help of **F4** key
* **Sort Key:** Select the relevant sort key with the help of **F4** key

Press **Enter** key

# Create Vendor Payment Transactions Accounting Screen.



* **Payt Terms:** Select the relevant payment terms with the help of **F4** key
* **Chk double inv.:** Select the option to avoid the duplication of Invoice
* **Payment methods:** Select the relevant payment metod with the help of **F4** key
* **House Bank:** Select the relevant house bank with the help of **F4** key

Pess **Enter** key

# Create Vendor Payment Transactions Accounting Screen.



* **WH Tax Country:** Select the relevant withholding tax country code with the help of **F4** key
* **With/tax information:** Input the relevant tax information detail or use **F4** key to select the same

Click on **Save** icon or press **Ctrl+S** keys to save the data



Vendor was successfully created message appears at bottom of the screen

**Manual End**