Jharkhand Bijli Vitran Nigam Limited.

TREASURY AND RISK MANAGEMENT
USER MANUAL

Master Data – Business Partners
Organization (firm, branch office), person or a group of persons or organizations in which your company has a business interest.

You can create and manage your business partners centrally for different business transactions.

This is of prime interest if a business partner plays different roles for a company, such as sold-to party and ship-to party.

Before you can use the Product types in Transaction Manager, you have to maintain master data.

You have to create your Business Partners, assign the corresponding roles to these partners and maintain the transaction authorizations.

You have to set up the Standing Instructions (Authorizations, correspondence, payment details) and release the business partner.
Project – JBVNL
Master Data - Business Partner
End User Manual – Treasury and Risk Management

Master Data – Business Partners

1. Business Partner Creation
2. Edit Business Partner

1. Business Partner Creation

Path

<table>
<thead>
<tr>
<th>SAP Menu Path</th>
<th>Accounting =&gt; Financial Supply Chain Management=&gt; Treasury and Risk Management=&gt; Business Partners=&gt; Maintain Business Partner</th>
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<tr>
<td>SAP T-code</td>
<td>BP</td>
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1.0 SAP SAP Easy Access

1. Enter T code BP in Transaction box

2. Click on Enter
1.1 BP – Create Business Partner

Select Organization

Click on Drop down button here and select Counter Party
Click on Create

Add details of Company, Name, Search Term
1. Add Address details, Language
2. Click on Company Code

1. Select Company Code – 1000 – JBVNL RANCHI
2. Click on Authorizations
1. Select Money Market check box

2. Select Save Button

Business partner 100010 created
2. Edit Business Partner

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2.0 SAP SAP Easy Access

1. Enter T code BP in Transaction box

1. Click on Drop down button and select Organizations

1. Click on start button
We will get the organizations which already created

1. Double click on 100010
We will get the below screen. Fields are in Grey mode

1. Click on Display and Change button

We will get the below screen. Now we can change the details of Business Partner

END of Business Partner Master Data