

## Link Customer Partner Functions

## Work Instruction

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### Purpose

Credit uses this transaction to link bill-to and payer to a sold-to party. A customer master must contain one sold-to party, one payer, one or more ship-to parties, and one or more bill-to parties.

You must complete this transaction before sales can create invoices. You must also complete this transaction to add bill-to parties.

**Note:** Sales also uses this transaction to add ship-to parties.

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### Prerequisites

- Create payer master record.
- Create bill-to master record.
- Gather information for mandatory fields, including sold-to customer number, payer customer number, and bill-to customer numbers.

**Note:** Keep Caps Locks on throughout this transaction.

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### Menu Path

To go to the *SD Master Data* screen, use the following menu path:

**Logistics → Sales/distribution → Master data**

To go to the *Change Customer: Initial Screen*, use the following menu path:

**Business partners → Sold-to party → Change → Change**

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### Fast Path

VD02

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### Supported Tasks

None

## Change Customer: Initial Screen

**Note:** **Bold** fields are mandatory.

Only fields used in this implementation are documented.

### 1. Enter initial information.

Field	Description
<b>Customer</b>	Enter customer number of sold-to party.
<b>Sales organization</b>	Enter 0300 (S&IC Sales).
<b>Distribution channel</b>	Enter 01 (All sales).
<b>Division</b>	Enter 01 (All products).
<b>Partner functions</b>	Click this check box to display partner functions screen.

### 2. Click to go to the *Change Customer: Partner Functions* screen.



## Change Customer: Partner Functions

**Change Customer: Partner Functions**

Customer Edit Goto Extras Environment System Help

Partners Administrat.data...

Customer 2582 INDIGO MACHINES, INC SAN JOSE

Sales org. 0300 HSA/s SALES

Distr. channel 01 All sales

Division 01 All products


Partner function	Number	Name	PDsc	D
SP Sold-to Party	2582	INDIGO MACHINES, INC		<input type="checkbox"/>
BP Bill-to Party	2000741	INDIGO MACHINES, INC.		<input checked="" type="checkbox"/>
PY Payer	2000743	INDIGO MACHINES, INC		<input type="checkbox"/>
SH Ship-to Party	3001726	INDIGO MACHINES, INC.		<input type="checkbox"/>
BP Bill-to Party	2000744	INDIGO MACHINES, INC		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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## 3. Link partner functions to sold-to party.

Field	Description
<b>Partner function</b>	Enter partner function. <b>Example:</b> <ul style="list-style-type: none"> <li>• PY (Payer)</li> <li>• BP (Bill-to party)</li> </ul>
<b>Number</b>	Enter partner customer number.
PDsc	Enter text description of the partner.
D	Click this check box to choose default partner if multiple partners exist for the partner function type.

4. Use the following substeps to save the customer master record:
  - 4.1 Click .
  - 4.2 Note the message on the *Change Customer: Initial Screen*: “Changes have been made”.

## Results

You have linked partner function records to a sold-to party.

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You have completed this transaction. Click  until you return to the *SAP R/3* screen.

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