Link Customer Partner Functions

Work Instruction

<u>Home</u>

Training

Table of Contents

Trade

Master Data

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.

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.

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

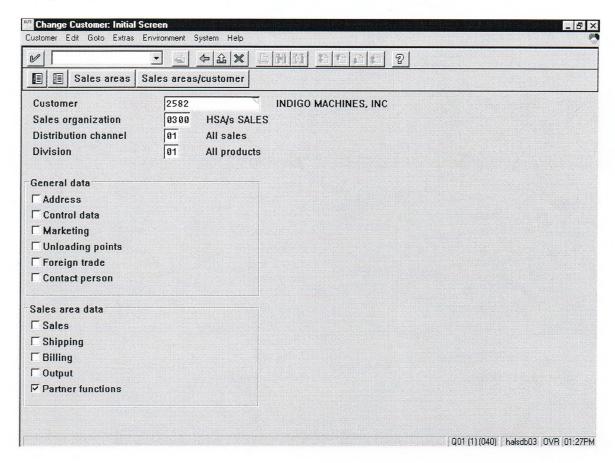
Fast Path

VD02

Supported Tasks

None

Change Customer: Initial Screen



Note: Bold fields are mandatory.

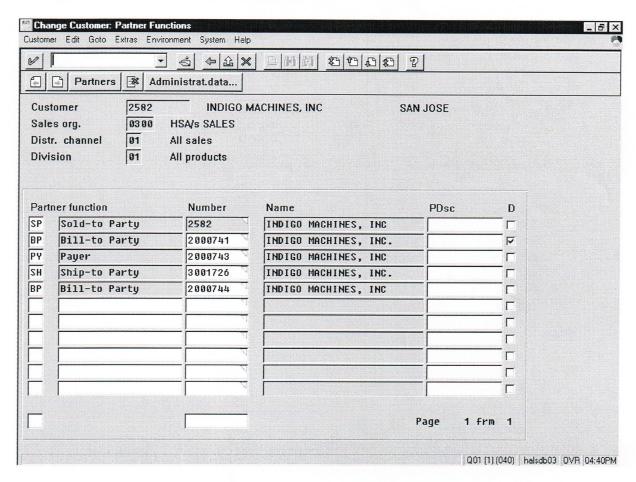
Only fields used in this implementation are documented.

1. Enter initial information.

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

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

Change Customer: Partner Functions



3. Link partner functions to sold-to party.

Field	Description
Partner function	Enter partner function.
	Example:
	PY (Payer)
	BP (Bill-to party)
Number	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.

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