## Link Customer Partner Functions

# Work Instruction

#### **Purpose**

Use this transaction to link partners to a sold-to party.

## **Prerequisites**

- A sold-to party exists in the system
- Partner function master records exist in the system

#### 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 centrally

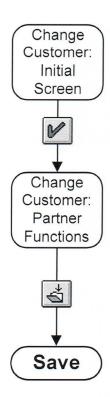
#### **Fast Path**

XD02

## **Supported Tasks**

None

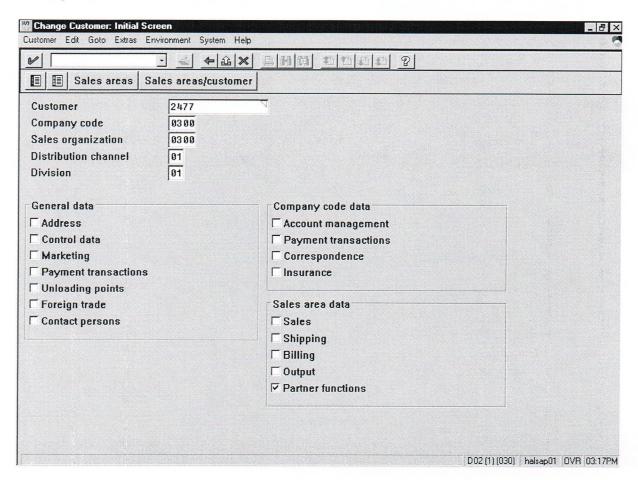
### Link Customer Partner Functions Screen Flow





- 1. Use the following substeps (or the transaction code **XD02**) to begin this transaction:
  - **1.1** Select the menu path **Logistics** → **Sales/distribution** → **Master data** to go to the *SD Master Data* screen.
  - 1.2 Select the menu path Business partners → Sold-to party → Change → Change centrally to go to the Change Customer: Initial Screen.

### Change Customer: Initial Screen



In this example, customer organizational information is entered.

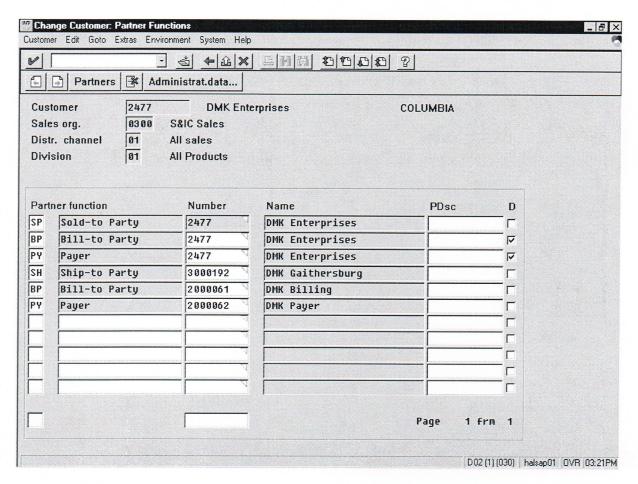


## **2.** Complete the following fields:

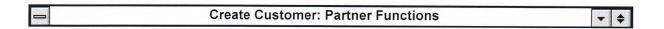
Field	Description
Customer	Customer number of the sold-to party
Company code	Code identifying a legal entity for accounting and reporting purposes
	Example:
	• 0300 (S&IC)
Sales organization	Code identifying the organization responsible for the sale of specific products
	Example:
	• 0300 (S&IC Sales)
Distribution channel	Code identifying the way in which products reach the customer
	Example:
	• 01 (All sales)
Division	Code identifying a grouping of products or services
	Example:
	• 01 (All products)
Partner functions	Displays Change Customer: Partner Functions screen when transaction is run

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

### **Change Customer: Partner Functions**



In this example, partner functions for the customer are entered.



**4.** Review and, as required, complete the following fields for each partner function needed:

Field	Description
Partner function	Code identifying the partner function
	Example:
	SH (Ship-to party)
	• ZR (Outside representative)
Number	Customer number of the partner
PDsc	Text description of the partner
D	Indicator box that, if selected, identifies the default partner when multiple partners exist for a single partner function type

- **5.** Use the following substeps to save the customer master record:
  - **5.1** Click ₫.
  - **5.2** 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.

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