

SAP S/4 Search Business Partners-Suppliers

SAP S/4 utilizes Business Partners to manage supplier master data. Authorized departmental users can search Business Partners to identify whether an existing supplier record containing the needed entity name and address is active and available for use on a Requisition or Payment Request Document (PRD). If it is learned after a thorough search that the needed entity or individual is not available, the department will send a new vendor invitation utilizing the PaymentWorks application within the myUK portal. Access to PaymentWorks is restricted to departmental employees with the credentialed role.

Listed below are steps to correctly search and locate available supplier records within SAP S/4 Business Partners. Users may utilize any of the following approaches to search and identify supplier master data:

- A. Direct search within SAP S/4 Business Partner Master Data
- B. T-code ME51N Requisition
- C. Fiori Manage Purchase Requisitions Professional
- D. Payment Request Document (PRD)

Correct and active vendors for use on Requisitions and Payment Request Documents (PRDs) must have these characteristics:

- 1. They were located under the UK Vendor Search selection, when applicable, and
- 2. UK00 Company Code was selected, and
- 3. The vendor number has a format of 1XXXXXX, 3XXXXXX, 4XXXXXX, or 8XXXXXX (for employee vendor numbers).

Role: Departmental Staff

Frequency: As Needed

A. Directly within SAP S/4 Business Partners

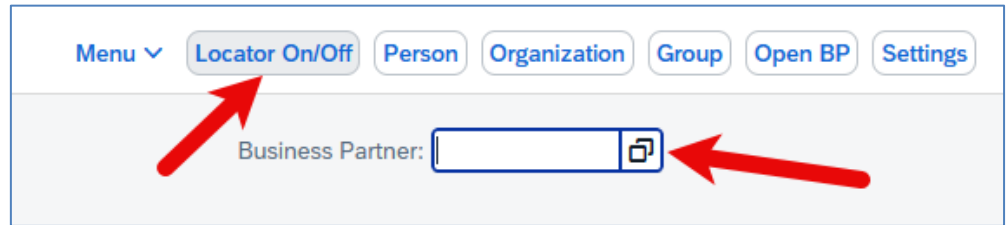
1. Select Maintain Business Partner app



Maintain Business Partner

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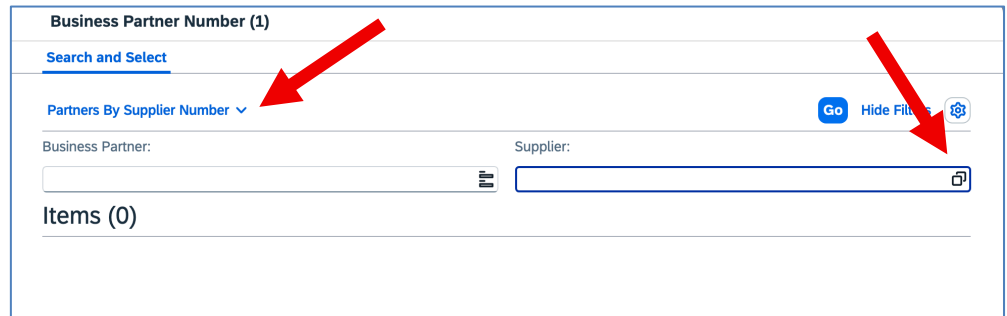
2. The resultant screen should show a single Business Partner search box. If your screen shows content other than a single box, toggle the Locator On/Off button to change to single Business Partner search.



Menu ▾ Locator On/Off Person Organization Group Open BP Settings

Business Partner: 

3. On the following screen, ensure the dropdown menu on the left is set to Partners by Supplier Number. Then click the search icon on the right of the Supplier box.



Business Partner Number (1)

Search and Select

Partners By Supplier Number ▾

Go Hide Filter 

Business Partner: 

Supplier: 

Items (0)

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4. Ensure the dropdown menu is set to UK Vendor Search. If any other option is selected, the results will reflect invalid data. Only search from within the UK Vendor Search selection.

The screenshot shows the SAP S/4 Search Business Partners-Suppliers interface. A dropdown menu is open, displaying various search options. A red arrow points to the dropdown menu, and another red arrow points to the 'UK Vendor Search' option, which is highlighted with a red box. The interface includes fields for 'Partner:', 'Account Number of Supplier (1)', 'Country/Region Key:', and 'Supplier:'.

Partner:

Account Number of Supplier (1)

Search and Select Condition

A: Suppliers (General) ▼

- A: Suppliers (General)
- I: Suppliers by Country/Region and Company Code
- K: Suppliers by Company Code
- L: Suppliers by Country/Region
- P: Suppliers by Personnel Number
- T: Vendors by Tax Information
- X: Suppliers by Address Attributes
- Suppliers by External Manufacturer
- S: ATT Suppliers/Vendors per Account Group
- V: Proceed Initially According to Vendor Sub-Ledger Account
- C: Suppliers by Class
- E: Suppliers: Purchasing
- M: Suppliers by Material
- W: Suppliers with Plant Reference
- F: Vendor by Real Estate Contract
- UK Vendor Search**

Country/Region Key:

Supplier:

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5. Utilize the Name and Name 2 boxes to conduct wildcard vendor name search. Wildcard searches contain asterisks (*) at the ends and between keywords. Examples:

*Agilent*Tech*

*Barnes*Noble*

*Amy*Chapman*

Ensure the Company Code is set to UK00.

Correct and active vendors for use on Requisitions and Payment Request Documents (PRDs) must have these characteristics:

1. They were located under the UK Vendor Search selection, and

2. UK00 Company Code was selected, and

3. The vendor number has a format of 1XXXXXX, 3XXXXXX, 4XXXXXX, or 8XXXXXX (for employee vendor numbers).

Account Number of Supplier (1)

Search and Select Conditions

UK Vendor Search

Name: *Agilent*Tech* X

Name 2:

Supplier:

Street:

City:

Region:

Postal Code:

Country/Region Key:

PO Box:

Social Security Nr.:

FEIN Tax Code:

Account group:

Search term:

Deletion Flag:

Company Code: UK00

Personnel Number:

Items (6)

Name	Name 2	Supplier	Street	City
AGILENT TECHNOLOGIES INC		126216	2850 Centerville Rd BU3-2	WILMINGTON
AGILENT TECHNOLOGIES INC		395015	2850 Centerville Rd	WILMINGTON
AGILENT TECHNOLOGIES INC		395016	4187 Collections Center Dr	CHICAGO
AGILENT TECHNOLOGIES INC		424599	5301 Stevens Creek Blvd	SANTA CLARA
AGILENT TECHNOLOGIES INC		432060	1902 Garden of the Gods Rd	COLORADO SPRINGS
AGILENT TECHNOLOGIES INC	CUSTOMER CODE 482...	136208	6392 Via Real	CARPINTERIA

OK Cancel

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Additional Search Requirement: Name 2

Vendor records are based on legal entity names. Performing the same wildcard search on the Name 2 field may show the vendor record is available under a different company structure than assumed.

Account Number of Supplier (1)

Search and Select Conditions

UK Vendor Search

Name: Name 2: Supplier: Street:

City: Region: Postal Code: Country/Region Key:

PO Box: Social Security Nr.: FEIN Tax Code: Account group:

Search term: Deletion Flag: Company Code: Personnel Number:

Items (1)

Name 1	Name 2	Supplier	Street	City	Postal...	Ctryl...
1859 HISTORIC HOTELS LTD	DBA THE BROWN HOTEL	412597	335 W Broadway	LOUISVILLE	KY 40202-2105	US

OK Cancel

You may also search on a portion or all of the address. Common searches include adding criteria such as city, region, or postal code to narrow results.

Account Number of Supplier (1)

Search and Select Conditions

UK Vendor Search

Name: Name 2: Supplier: Street:

City: Region: Postal Code: Country/Region Key:

PO Box: Social Security Nr.: FEIN Tax Code: Account group:

Search term: Deletion Flag: Company Code: Personnel Number:

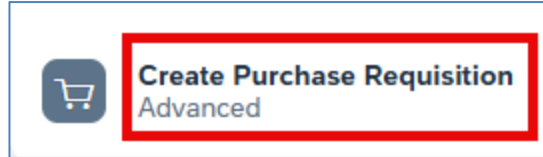
Items (1)

Name 1	Na...	Supplier	Street	City	Postal...	Ctryl...	PO ...	Soc.Sec.	FEIN
HARVEY'S LLC	417880	200 W Main St	LEXINGT...	KY	40507-1354	US			20-27051

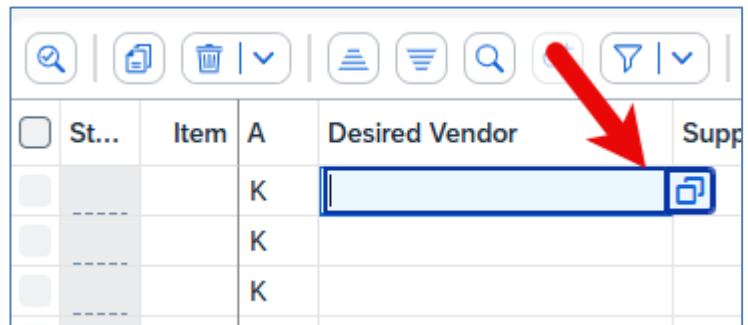
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B. T-code ME51N Requisition

1. Select ME51N
(Create Purchase
Requisition
Advanced) app



2. Select the search
icon on the right side
of the Desired
Vendor cell.



Quick Reference Card

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3. Utilize the Name and Name 2 boxes to conduct wildcard vendor name search. Wildcard searches contain asterisks (*) at the ends and between keywords. Examples:

*Agilent*Tech*

*Barnes*Noble*

*Amy*Chapman*

Ensure the Company Code is set to UK00.

Correct and active vendors for use on Requisitions and Payment Request Documents (PRDs) must have these characteristics:

1. They were located under the UK Vendor Search selection, and

2. UK00 Company Code was selected, and

3. The vendor number has a format of 1XXXXX, 3XXXXX, 4XXXXX, or 8XXXXX (for employee vendor numbers).

Desired Vendor (1)

Search and Select

UK Vendor Search Go Hide Filters Settings

Name: Name 2: Supplier: Street:

City: Region: Postal Code: Country/Region Key:

PO Box: Social Security Nr.: FEIN Tax Code: Account group:

Search term: Deletion Flag: Company Code: Personnel Number:

Items (5)

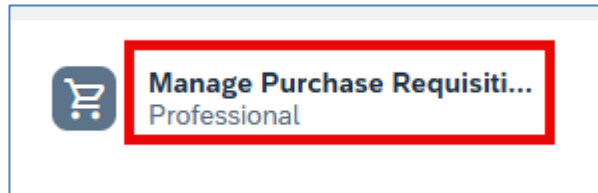
Name 1	Name 2	Supplier	Street	City	
BARNES & NOBLE BOOKSELLER	BARNES & NOBLE COLLEGE BO	349830		PHILADELPHIA	P/
BARNES & NOBLE BOOKSELLER	UK BOOKSTORE B&N 8159	349831	120 Mountainview Blvd	BASKING RIDGE	N.
BARNES & NOBLE EDUATION I	BARNES & NOBLE COLLEGE	400203	120 Moutainview Blvd	BASKING RIDGE	N.
BARNES & NOBLE EDUATION I	BARNES & NOBLE COLLEGE	400204		PHILADELPHIA	P/
BARNES & NOBLE EDUCATION		403068		PHILADELPHIA	P/

OK Cancel

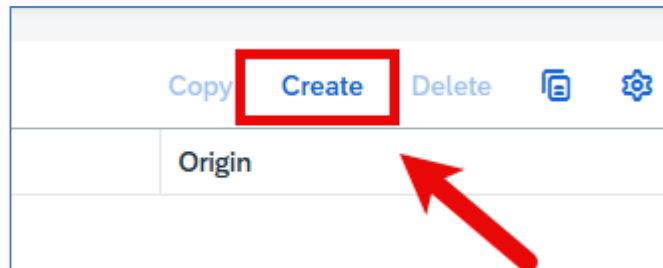
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C. Fiori Manage Purchase Requisitions Professional

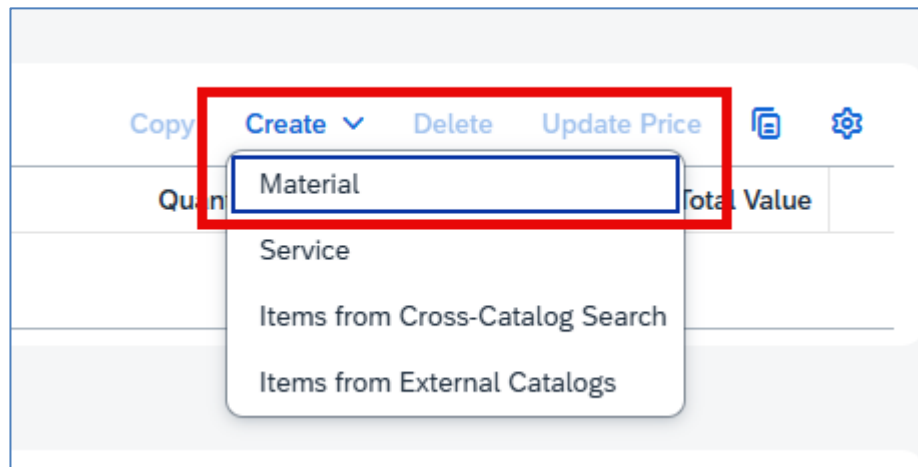
1. Select Manage Purchase Requisition Professional app



2. Click Create (Requisition) on the right

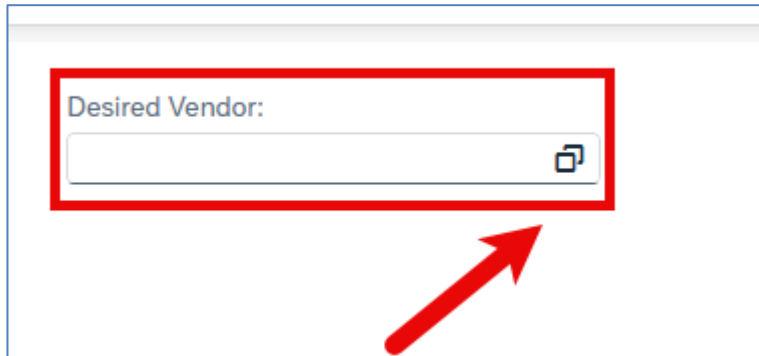


3. Once on the blank Requisition screen, click Create (Line-item) and select Material from the dropdown menu on the right.

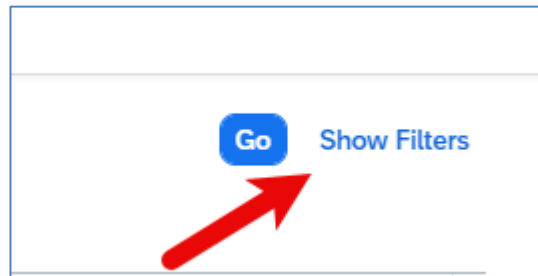


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4. Click the search icon on the right of Desired Vendor box



5. Ensure to Show Filters



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6. Utilize the Name of Supplier box to conduct wildcard vendor name search. Wildcard searches on for this app require asterisks (*) only at the ends of search terms. Examples:

Agilent Tech

Barnes and Noble

Amy Chapman

Ensure the Company Code is set to UK00.

Correct and active vendors for use on Requisitions must have these characteristics:

1. UK00 Company Code was selected, and

2. The vendor number has a format of 1XXXXX, 3XXXXX, 4XXXXX, or 8XXXXX (for employee vendor numbers).

Select: Desired Vendor

Search

Supplier: Company Code: Name of Supplier: Country/Region Key:

City: Postal Code: Region:

Supplier	Company Code	Name of Supplier	Country/Region Key	City
140199	UK00	Carl Zeiss Microscopy LLC	US	Thornwood
390843	UK00	Carl Zeiss Microscopy LLC	US	White Plains
390844	UK00	Carl Zeiss Microscopy LLC General Post Office	US	New York

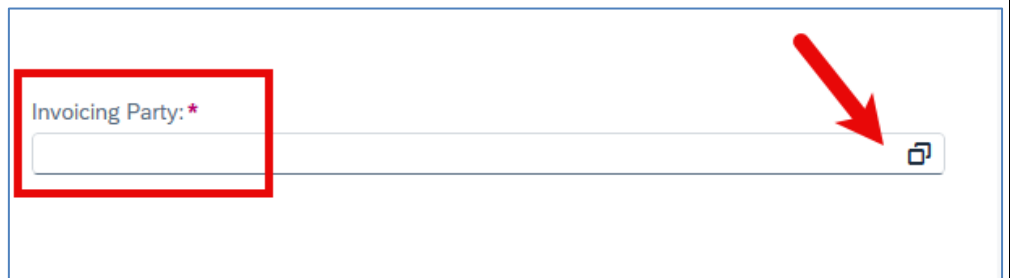
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D. Payment Request Document (PRD)

1. Select Payment Request Document app



2. Select the search icon on the right of the Invoicing Party box.



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3. Utilize the Supplier Name box to conduct wildcard vendor name search. This app accepts direct keyword searches that do not require asterisks. Examples:

Agilent Tech
Barnes and Noble
Amy Chapman

Correct and active vendors for use on Payment Request Documents (PRDs) must produce a vendor number that has a format of 1XXXXX, 3XXXXX, 4XXXXX, or 8XXXXX (for employee vendor numbers).

Select: Select Invoicing Party (7)

Go Hide Filters

Supplier #: Supplier Name: Street: PO Box:

City: State/Region: Country: Search Term:

Items (7)

Supplier #	Supplier Name	Street	PO Box	City	State/Region	Country
430232	PANERA BREAD COMPANY		7411740	CHICAGO	IL	US
430231	PANERA BREAD COMPANY	1400 S Hwy Dr		FENTON	MO	US
330343	PANERA BREAD COMPANY		504888	ST LOUIS	MO	US
346799	PANERA BREAD COMPANY		504888	ST LOUIS	MO	US
362741	PANERA LLC	2230 Nicholasville Rd		LEXINGTON	KY	US
372492	PANERA LLC	401 E Chestnut St		LOUISVILLE	KY	US
345296	PANERA LLC		504888	ST LOUIS	MO	US