

# Locating Employee Vendor Number

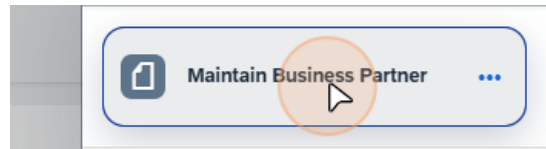
This quick reference guide explains how to *locate an employee's vendor number (8 Employee Vendor Number) in SAP using the employee's name or personnel number.*

**Role:** Staff

**Frequency:** As Needed

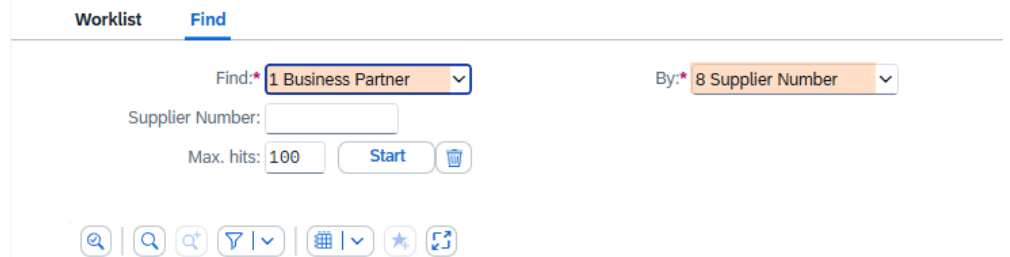
## In Fiori Business Partner

1. Click on "Maintain Business Partner"

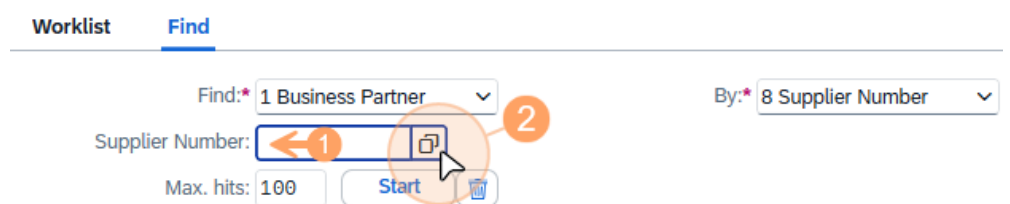


2. Set the filters to:

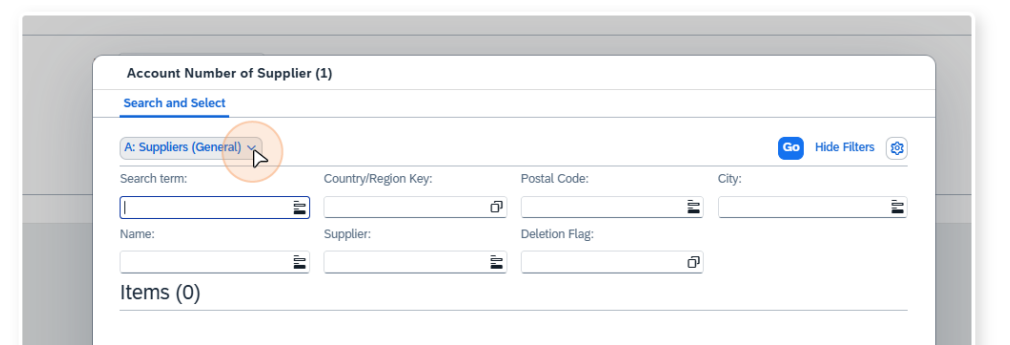
- **Find:** 1 Business Partner
- **By:** 8 Supplier Number



3. Click in the *Supplier Number* field (1), then click the search icon (2).



4. In the Search and Select window, open the drop-down menu in the upper-left corner



## Quick Reference Card

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5. Select "P: Suppliers by Personnel Number"

Account Number of Supplier (1)

Search and Select

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
- Y: Suppliers by Address Attributes

Country/Region Key: Postal Code:

Supplier: Deletion Flag:

6. In the Name field, enter the employee's name using the format **\*FirstName\*LastName\***.

Group | Open BP | Settings

Account Number of Supplier (1)

Search and Select

P: Suppliers by Personnel Number ▼

Personnel Number: Name: Company Code:

Items (0)

7. Click "Go"

1)

Name: Company Code:

\*Caleb\*phillips\* x UK00

Find expression Find Find next

| Supplier | C... |
|----------|------|
| 816089   | UK00 |

8. Locate 8\* Employee Vendor Number

Note: Personnel Number can also be used to search or verify search results.

Account Number of Supplier (1)

Search and Select

P: Suppliers by Personnel Number ▼

Personnel Number: Name: Company Code:

Items (1)

| Pers.No. | Name 1         | Supplier | C... |
|----------|----------------|----------|------|
| 20061937 | CALEB PHILLIPS | 816089   | UK00 |