

TITLE

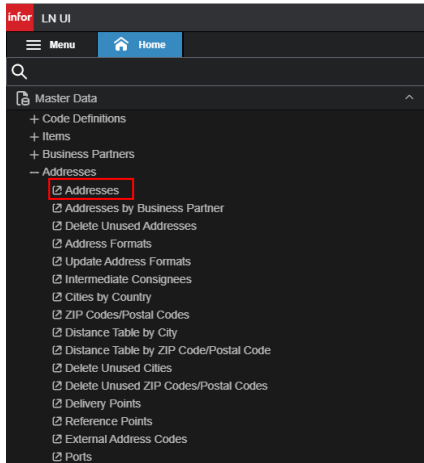
ADDRESS AND BUSINESS PARTNER REGISTRATION (SUPPLIER)

NO

SESSION/DIAGRAM

INSTRUCTIONS

1.0



1.0 Create New Address for Business Partner:

Menu\Master Data\Addresses\ Addresses

All address and Business Partner must be created at company 888 and activate the roles at the dedicated company.

Click at session Addresses (tccom4530m000).

Address Code	Name	Country	State	City Description	ZIP Code/Postal Code	Search Key
Z00000019	ZAINY BINTI AWANG	MY	SE	SHAH ALAM	40150	ZAINY BINTI AWAN
Z00000020	ZULISMAR CAFE	MY	ML	ALOR GAJAH	78000	ZULISMAR CAFE
Z00000021	ZUBEDY (M) SDN BHD	MY	KL	KUALA LUMPUR	60000	ZUBEDY (M) SDN B
Z00000022	ZEALA TRAVEL & TOURS SDN BHD	MY	SE	KAJANG	43000	ZEALA TRAVEL & T
Z00000023	ZENITH BUSINESS EXCELLENCE SDN BHD	MY	KL	KUALA LUMPUR	51200	ZENITH BUSINESS E
Z00000024	ZAKAT MELAKA	MY	ML	MELAKA	75150	ZAKAT MELAKA
Z00000025	ZASTRA SDN BHD	MY	KL	KUALA LUMPUR	57000	ZASTRA SDN BHD
Z00000026	Z-ZAS MAKMUR ENTERPRISES SDN BHD	MY	SE	KLANG	41000	Z-ZAS MAKMUR ENT
Z00000027	ZHEJIANG VISION AUTO-PARTS FITTINGS	CHI	CH	NINGBO	315000	ZHEJIANG VISION
Z00000028	ZAHARAH BINTI KONTAK	MY	PE	TELUK INTAN	36000	ZAHARAH BINTI KO
Z00000402	ZEXNET SYSTEMS SDN BHD	MY	SE	PETALING JAYA	47301	ZEXNET SYSTEMS S
Z00000407	Z-ZAS MAKMUR ENTERPRISES SDN BHD	MY	SE	KLANG	41000	Z-ZAS MAKMUR ENT

1. Click this icon to create new address line.

GENERAL TAB

2. Enter 3 first free number for the new business partner address which consist alphabet and 00. Alphabet refers to the BP name first alphabet and the code will be auto generate once saved.

Eg: New BP:- ADVANCE TOOLING PRODUCTS SDN BHD
Insert "A00" for 3 first serial address code.

3. Insert details as below:

- Insert name for the new business partner in the "Name" field.
- Insert or zoom in the "Country" in Country field.
- Insert the "ZIP Code" for the new business partner.
- Insert or zoom in the State/Province field.
- Zoom in the city code.
- Insert "Address" in the Street field.

Menu Home Addresses

General Detailed Formatted Address Miscellaneous **Address Lines**

Address Lines

Address Lines Format:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Address Line 6:

ADDRESS LINES TAB

If the address/company name is long, click at the **Address Lines** tab at the above tab menu.

4. Insert the name addition at **Address Line 1** and address additions for the business partner in the **Address Line 2/Line 3/Line 4** based on the length.

Menu Home Addresses

General **Detailed** Formatted Address Miscellaneous Address Lines

Communication

Telephone:

Fax:

Website:

E-mail:

Tax Identification

Local Tax Number:

GEO Code: JURISDICTION

DETAILED TAB

Next, click at the **Detailed** tab menu.

5. Insert the telephone number, fax number, website link and email address of the company.

Menu Home Addresses

Address Code:

General Detailed **Formatted Address** Miscellaneous Address Lines

Formatted Address

Address Format: MALAYSIA

Address: ADVANCE TOOLING PRODUCTS SDN BHD
NO. 26A, JALAN BP6/6, BANDAR BUKIT PUCHONG,
PUCHONG
47120
SELANGOR
MALAYSIA

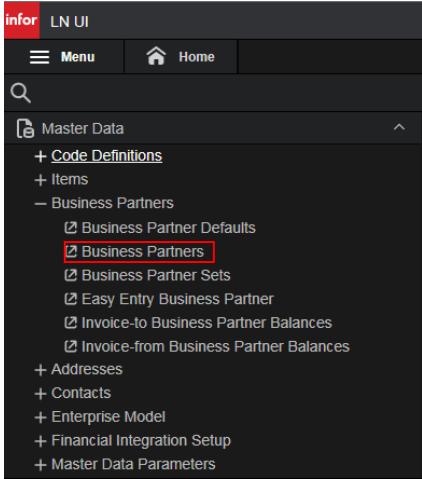
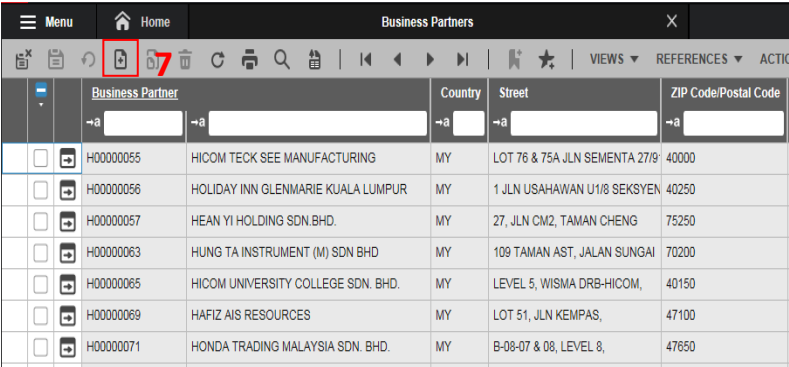
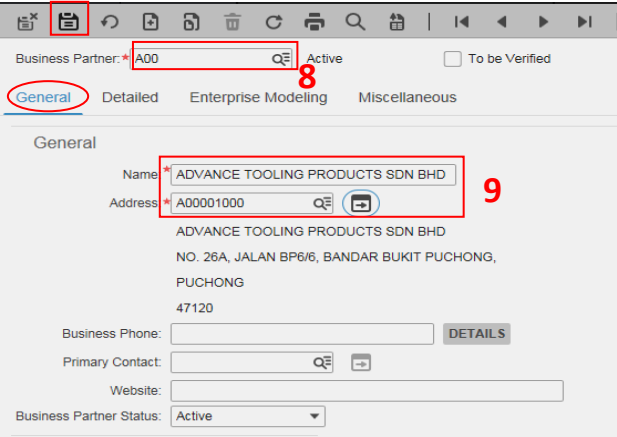
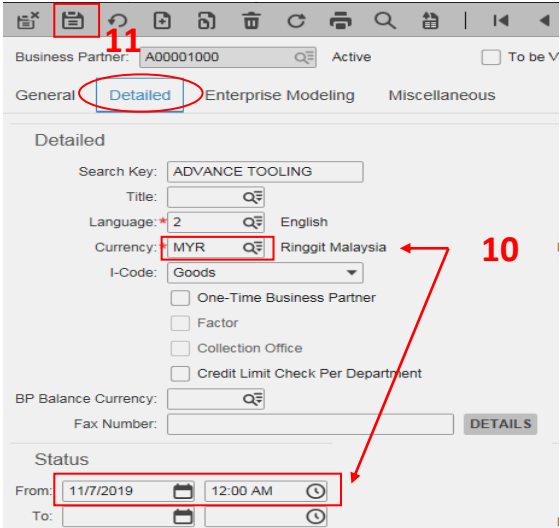
FORMATTED ADDRESS TAB

The simulation address of the registered business partner can be view in the **Formatted Address Tab**.

6. Next, click Save and Close.

Address Code	Name	Country	State	City Description	ZIP Code/ Postal Code	Search Key
A00000708	AEO FREIGHT SDN BHD	MY	PP	BAYAN LEPAS	11900	AEO FREIGHT SDN
A00000710	ARA TECHBIS SDN. BHD.	MY	SE	PETALING JAYA	46200	ARA TECHBIS SDN.
A00000712	ATSUMITEC CO., LTD	JPN	JP	SHIZUOKA-PREF	431-0192	ATSUMITEC CO., L
A00000713	ASIA POWER & MOVERS ENGINEERING	MY	PP	SIMPANG AMPAT	14100	ASIA POWER & MOV
<input checked="" type="checkbox"/> A00001000	ADVANCE TOOLING PRODUCTS SDN BHD	MY	SE	PUCHONG	47120	ADVANCE TOOLING

Now the new address code has been created for the company.

TITLE		
ADDRESS AND BUSINESS PARTNER REGISTRATION (SUPPLIER)		
NO	SESSION/DIAGRAM	INSTRUCTIONS
2.0	   	<p>2.0 Create New Business Partner for Business Partner: Menu\Master Data\Business Partners\ Business Partners</p> <p>Click at session Business Partners (tcom4500m000).</p> <p>7. Click this icon to create new Business Partner line.</p> <p>8. Enter 3 first numbers for the new business partner address. The system will create the BP code auto generate. Eg: “A00” in the “New Business Partner” field</p> <p>9. In General tab, insert the particulars in those fields:</p> <ul style="list-style-type: none"> • “Name” of the business partner in the “Name” field. • “Address code” as for the business partner created in the “Address” field. <p>10. In the Detailed tab, insert currency in “Currency” field and the Effective Date in the “From” field.</p> <p>11. Next, click Save.</p>

Now the new business partner has been created.

The BP is not active yet so we need to tick each role to activate the BP.

****All roles must be activate at the dedicated company. Make sure to open the correct company:**

- 888 - PHN
- 881 - OSI
- 882 - DHMSB

2.0 Create New Business Partner for Business Partner:

Make sure the “Roles” are ticked/checked on the right sided. Click at each of the buttons to insert the details.

The sessions includes are:

- tccom4120s000 – Buy-from BP
- tccom4121s000 – Ship-from BP
- tccom4122s000 – Invoice-from BP
- tccom4124s000 – Pay-to BP

2.1

2.1 Buy-from Business Partners session (tccom4120s000):

Click the Buy-from buttons in the “Roles”.



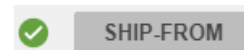
12. In **General** tab, insert the effective dates same as the date in step 10.

13. Click “Save and Close” icon.

2.2

2.2 Ship-from Business Partners session (tccom4121s000):

Click the Ship-from buttons in the “Roles”.



This is at the **General** tab.

14. Insert the effective dates same as the date in step 10.

15. Click “Save and Close”.

Invoice-from Business Partner

Roles

- SOLD-TO
- SHIP-TO
- INVOICE-TO
- PAY-BY
- BUY-FROM
- SHIP-FROM
- INVOICE-FROM
- PAY-TO

General

Address: A00001000
 ADVANCE TOOLING PRODUCTS SDN BHD
 NO. 26A, JALAN BP6/6, BANDAR BUKIT PUCHONG,
 PUCHONG
 47120

Business Partner Status: Active

From: 11/7/2019 12:00 AM
 To: 12:00 AM

Invoice-from Business Partner

Invoice-from Business Partner: A00001000
 Department: ADVANCE TOOLING PRODUCTS SDN BHD

General Detailed **Invoicing** Invoice Entry Credit Control Paying Miscellaneous

Detailed

Currency: MYR Ringgit Malaysia
 Exchange Rate Type: PUR Purchase Rate
 Financial Supplier Group: 102 Sundry Creditor Control

Invoice-from Business Partner

Invoice-from Business Partner: A00001000
 Department: ADVANCE TOOLING PRODUCTS SDN BHD

General Detailed Invoicing Invoice Entry Credit Control **Paying** Miscellaneous

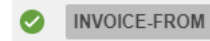
Paying

Payment Terms: 30P 30 Days Payment Term
 Payment Days: 0

Payment Method: ANP Anticipated Payment

2.3 Invoice-from Business Partners session (tcom4122s000):

Click the Invoice-from buttons in the “Roles”.



This is at the **General** tab menu.

16. Insert the effective dates same as the date in step 10.

Next, click at the **Invoicing** tab menu.

This is at the **Invoicing** tab menu.

17. Insert/Zoom in all the detail as below:
- **Currency** in the “**Currency**” field. The “**Currency**” field will be default as step 10
 - **Rate** in the “**Exchange Rate Type**” field
 - **Financial Supplier Group** in the “**Financial Supplier Group**” field

Next, click at the **Paying** tab menu.

This is at the **Paying** tab menu.

18. Insert/Zoom in term of payment as in the “**Terms of Payment**” field.
Example: “30P” for 30 days term of payment.

19. Insert method of payment in the “**Payment Method**” field.
Example: “ANP” for anticipated payment

20. Next, click “**Save and Close**”.

Pay-to Business Partner

Pay-to Business Partner: A00001000 ADVANCE TOOLING PRODUCTS SDN BHD

Department: [Search]

General Detailed Paying

General

Address: A00001000
ADVANCE TOOLING PRODUCTS SDN BHD
NO. 26A, JALAN BP8/8, BANDAR BUKIT PUCHONG,
PUCHONG
47120

Business Phone: [Field] DETAILS

Primary Contact: [Search]

Status

Business Partner Status: Active

From: 11/7/2019 12:00 AM

To: [Field]

Pay-to Business Partner

General Detailed **Paying**

Paying

Currency: MYR Ringgit Malaysia

Use Pay-to Business Partner Currency

Exchange Rate Type: PUR Purchase Rate

Bank Account: [Field]

Bank Relation: MBB MAYBANK BERHAD

Extra Days: [Field]

Bank Charge Borne by Supplier

Menu Home Business Partners

Business Partner: A00001000 Active To be Verified

General Detailed Enterprise Modeling Miscellaneous

General

Name: ADVANCE TOOLING PRODUCTS SDN BHD

Address: A00001000
ADVANCE TOOLING PRODUCTS SDN BHD
NO. 26A, JALAN BP8/8, BANDAR BUKIT PUCHONG,
PUCHONG
47120

Business Phone: [Field] DETAILS

Primary Contact: [Search]

Website: [Field]

Business Partner Status: Active

Roles

SOLD-TO BUY-FROM

SHIP-TO SHIP-FROM

INVOICE-TO INVOICE-FROM

PAY-BY PAY-TO

2.4 Pay-to Business Partners session (tcom4124s000):

Click the Pay-to buttons in the “Roles”.



This is at the **General tab** menu.

21. Insert the effective dates same as the date in step 10.

Next, click at **Paying tab** menu.

This is at the **Paying tab** menu.

22. The “**Currency**” field will be default as step J and insert “**PUR**” as for the exchange rate type.

23. Insert related bank in the “**Bank Relation**” field.

24. Click “**Save and Close**” after inserting all the detail required.

The session **tcom4500m000** is now saved and data has been updated.