

REVISED PROCEDURE OF VENDOR CREATION

In “Create Vendor **XK01 / FK01**: Address” screen, there are following four options in selection of “Title”

1. Company
2. DDO
3. Government Employee
4. Non-Government Employee
5. Bank

Every “Title” has different treatment with respect to Search Term 1 and 2. Detailed guidelines step by step with screen shorts for each option are explained below.

Option-1 When user select the "Company"

Name	
Title	Company

Always enter the Company name along with Bank Account, Bank branch and Bank name like below

Name	
Title	Company
Name	AL-MANSOOR TRADERS A/C 1964000178401
	HLB, AABPARA BR. ISLAMABAD

Company Name, Account No., Bank and branch

In the "Search Term 1", GST number (13 digit) will be required

In the "Search Term 2", the NTN number will be required

Search Terms	
Search term 1/2	<input checked="" type="checkbox"/> <input type="text"/> <input checked="" type="checkbox"/> <input type="text"/>

GST (13 Digits) number without dashes (-)

NTN number (8 digit) without dashes (-)

Note: if the company name is not registered with GST number **OR** NTN number, then the word **"UN-REGISTERED"** will be written in "Search term 1 / 2". The "UN-REGISTERED" word is *case sensitive*.

The "Postal code" field will be used for DDO code who is requesting to create the vendor

Street Address	
Street/House number	<input type="text"/>
Postal Code/City	<input type="text"/> <input checked="" type="checkbox"/>
Country	<input checked="" type="checkbox"/> <input type="text"/> Region <input type="text"/>

DDO Code / Fund Center Code

Name of City

Option-2 When User selects the DDO

Name	
Title	DDO

When end user selects the option "DDO", then there is different treatment for "Search Term 1/2". Following option will be exercised.

Search Terms			
Search term 1/2	LO4008	LO4008	
Street Address			
Street/House number			
Postal Code/City	LO4008	LAHORE	
Country	PK	Region	

DDO code of Department

In case of DDO, there is no need to mention the bank account number, bank branch and bank name along with the DDO description in "Name"

Option-3 When User selects the “Government Employee”

When the end user selects the “Government Employee” from “Title” field

Name	
Title	Government Employee

First write the Name of Government Employee along with his bank account, Bank branch and Bank Name in the Name field as shown below.

Name	
Title	Government Employee
Name	MUHAMMAD ALI NISAR A/C 11107900025803
	ABL SADIQ ABAD BR. RAWALPINDI

Employee Name along with his Bank Account and Bank Name and Branch

The following values will be entered in “Search Term 1 / 2”

Search Term 1: Personal Number of Employee, through which he is getting the pay from his Office. The length of “Personal Number” is 8 digits. Add the zeros at the start of personal number if length is less than 8 digits.

Search Term 2: The Computerized National Identity Card (CNIC) number of Government Employee will be entered in Search Term 2. The length of CNIC must be 13 digits. Alpha numeric values are not allowed. Only numeric values are allowed. The duplicate value check is imposed in both the Search Term 1 and 2. The Dash (-) in CNIC is not allowed.

Search Terms		
Search term 1/2	50045049	3520223014632

Personal Number

CNIC Number

Note: If the Government Employee does not have “Personal Number” then the word “UN-REGISTERED” will be entered. The word “UN-REGISTERED” is a case sensitive.

Option-4 When User selects the “Non Government Employee”

When the end user selects the “Non Government Employee” from “Title” field

Name	
Title	Non Government Employee

First write the Name of Non Government Employee along with his bank account, Bank branch and Bank Name in the Name field as shown below.

Name	
Title	Non Government Employee
Name	RAHEEL AHMED 16800001784401
	MCB CANNT BR. JEHLUM

Employee Name along with his Bank Account and Bank Name and Branch

The following values will be entered in “Search Term 1 / 2”

Search Term 1: The word “UN-REGISTERED” will be written in Search Term 1.

Search Term 2: The Computerized National Identity Card (CNIC) number of Government Employee will be entered in Search Term 2. The length of CNIC must be 13 digits. Alpha numeric values are not allowed. Only numeric values are allowed. The duplicate value check is imposed in both the Search Term 1 and 2. The Dash (-) in CNIC is not allowed.

Search Terms		
Search term 1/2	UN-REGISTERED	3740502466097

CNIC Number

Option-5 When User selects the “Bank”

When the end user selects the “Bank” from “Title” field

Name	
Title	Bank

In the field for “Name”, input the Name of Bank along with Branch.

Name	
Title	Bank
Name	ALLIED BANK LTD ALLAMA IQBAL OPEN UNIV
	Islamabad

The following values will be entered in “Search Term 1 / 2”

Search Term 1: Bank Key as configured in SAP system must be entered in Search Term 1.

Search Term 2: Same Bank Key as entered in Search Term 1 must be entered in Search Term 2.

Search Terms	
Search term 1/2	250221

Note: If Bank Key as entered in Search Term 1/2 does not exist in system; an error message will be generated until a valid Bank Key is entered.

Search Terms	
Search term 1/2	250221

! Please Enter Valid Bank keys SAP