

How to: Create a Business Partner

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DOCUMENT ACCESS

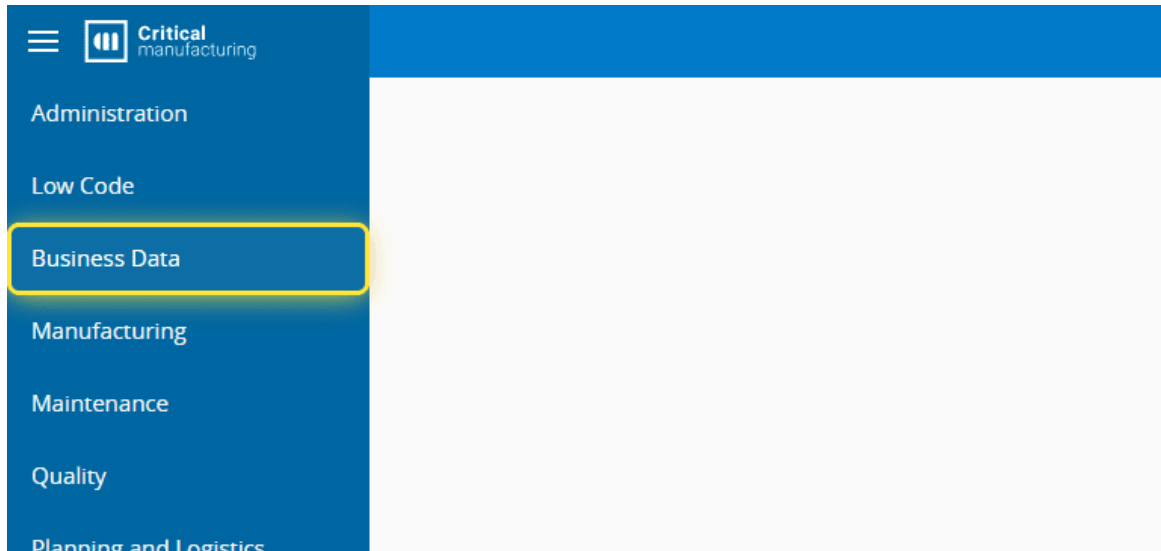
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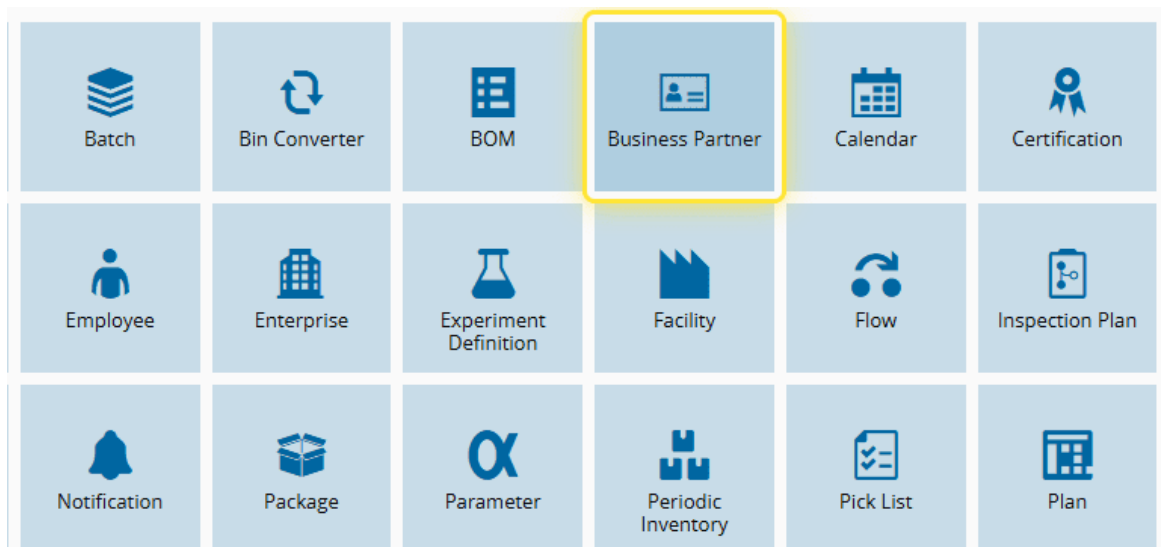
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How to: Create a Business Partner

1. Go to the Business Data menu.

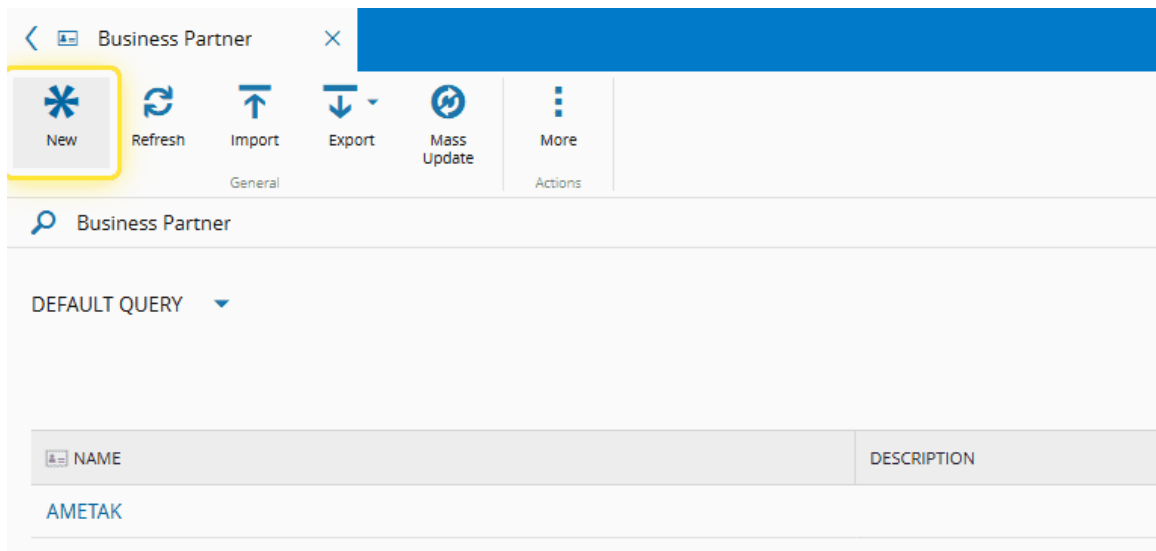


2. Select the Business Partner entity.

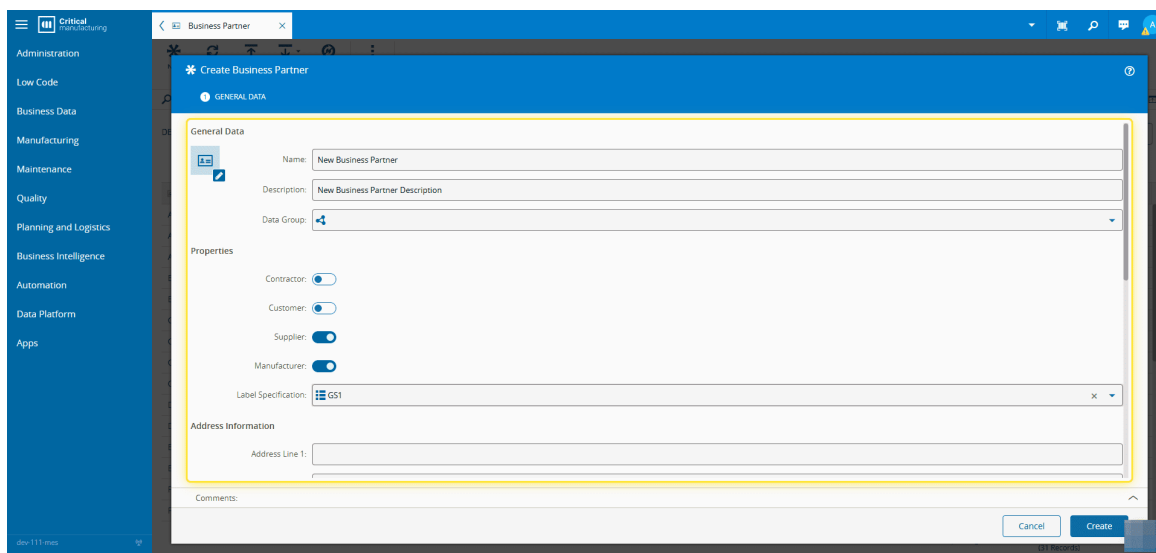


3. Select New.

For more information, see [Create Business Partner - Critical Manufacturing Documentation Portal](#).



4. Fill in your Business Partner details.



5. Finish by selecting Create.

Create Business Partner

GENERAL DATA

General Data

Name: New Business Partner

Description: New Business Partner Description

Data Group: [Select]

Properties

Contractor: ☐

Customer: ☐

Supplier: ☒

Manufacturer: ☒

Label Specification: CS1

Address Information

Address Line 1:

Comments:

Cancel Create



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