



# How to: Create a Business Partner

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## DOCUMENT ACCESS

Public

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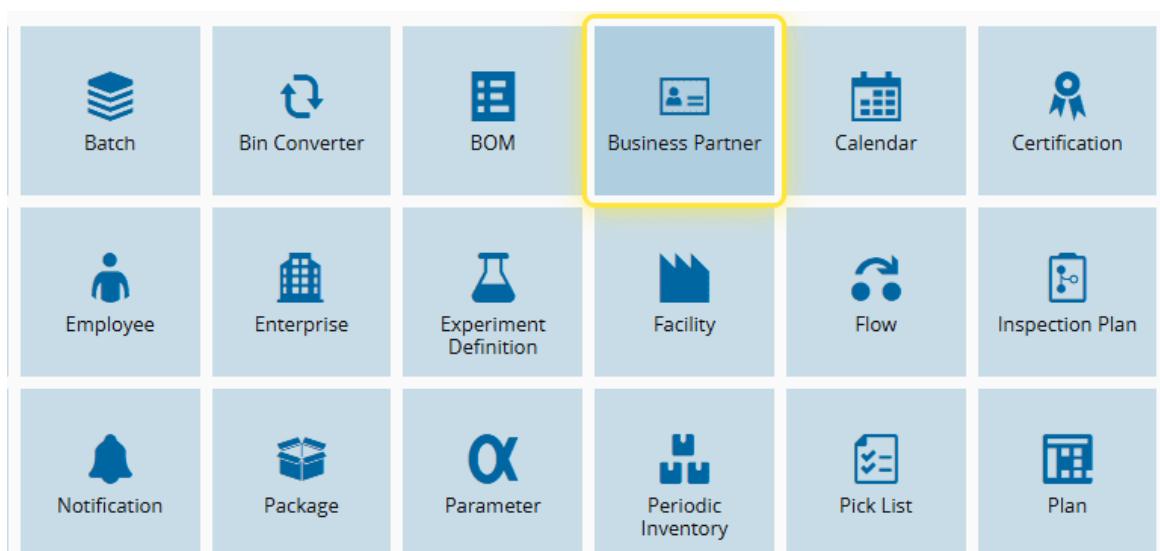
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## How to: Create a Business Partner

1. Go to the Business Data menu.

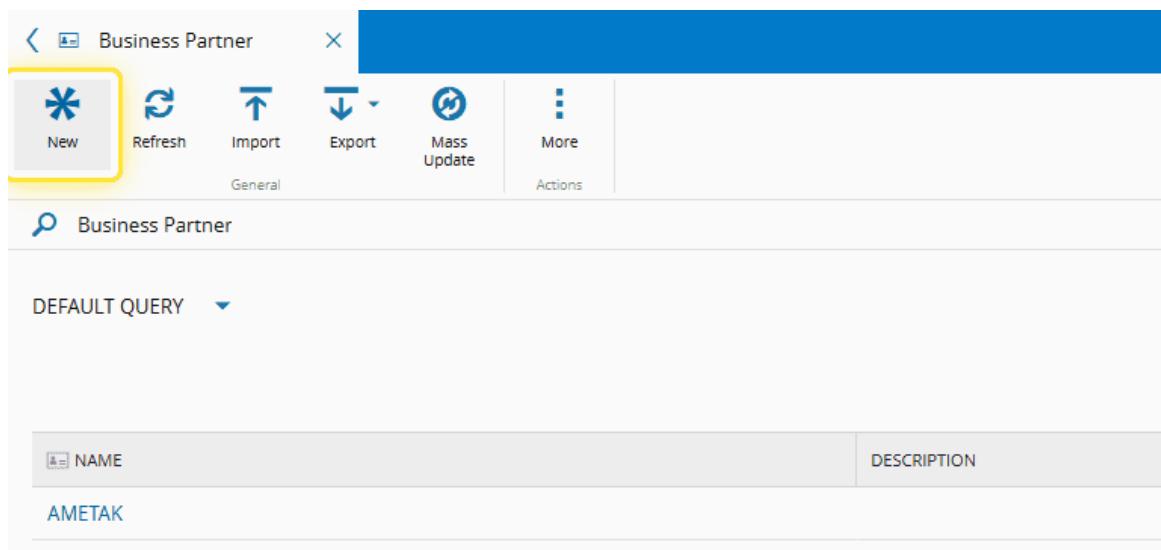


2. Select the Business Partner entity.



3. Select New.

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



Business Partner

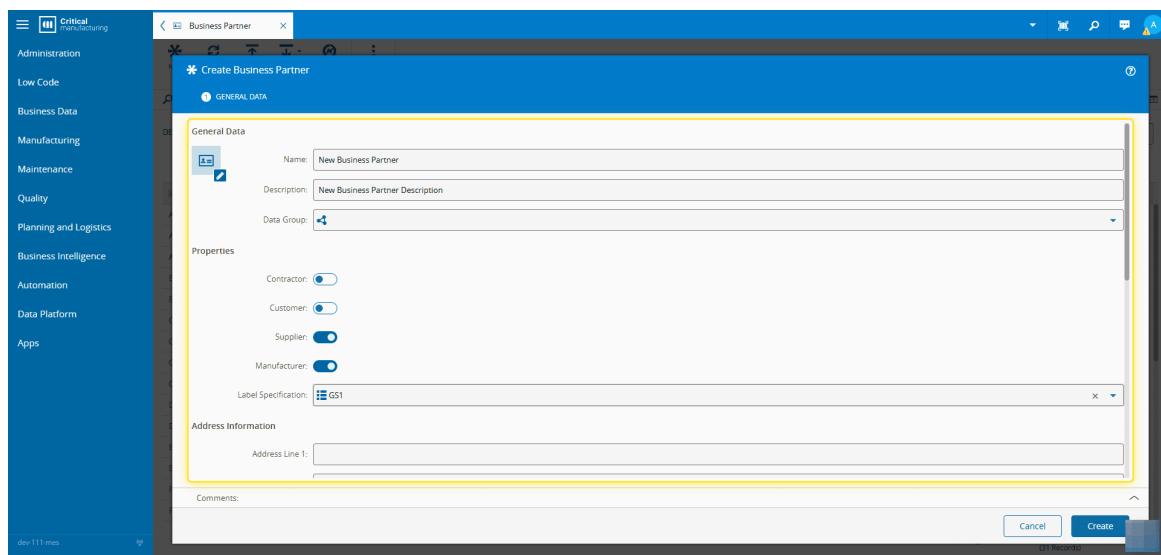
New Refresh Import Export Mass Update More Actions

Business Partner

DEFAULT QUERY ▾

| NAME   | DESCRIPTION |
|--------|-------------|
| AMETAK |             |

4. Fill in your Business Partner details.



Business Partner

\* Create Business Partner

GENERAL DATA

General Data

Name:

Description:

Data Group:

Properties

Customer:

Supplier:

Comments:

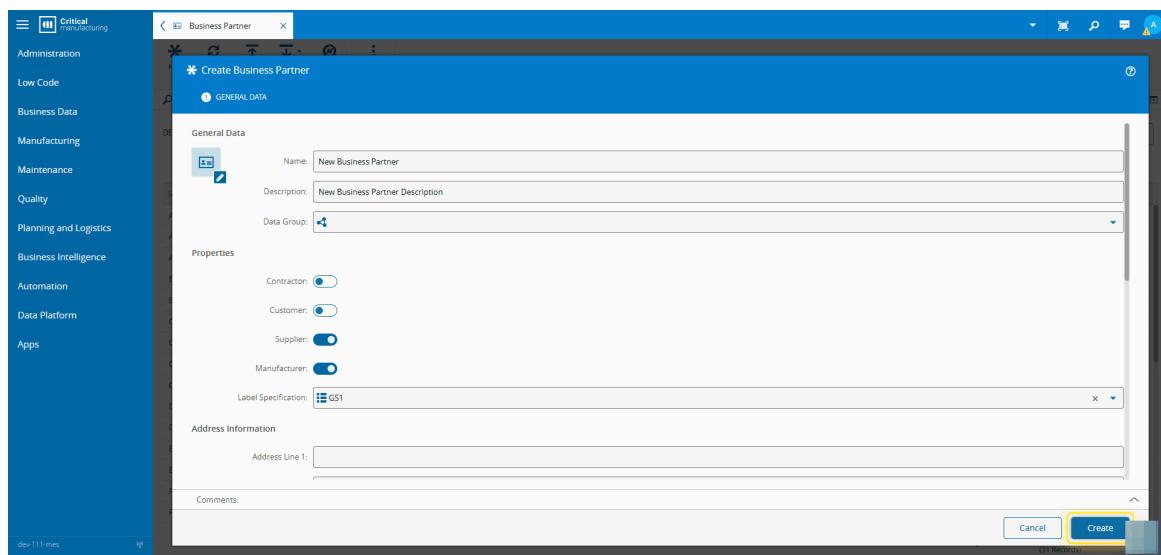
Address Information

Address Line 1:

Label Specification:

Cancel Create

5. Finish by selecting Create.





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