

Guidelines for approval hierarchy (Vendor Creation Process IN SAP)

Approval Hierarchy for Vendor Creation

Share the approval list form Division/Department Head official email ID to SAP support team(hbt_mm_support@cidcoindia.com) in given below format

Department	Maker	Checker	Division /Department Head	Finance	Division /Department Head

Follow the example below while preparing the approval list.

Department	Maker	Checker	Division /Department Head	Finance	Division /Department Head
SYSTEM	34031	32431	34992	34623	34992

There are five levels of approval, given below are details that needs to follow while preparing the approval list.

- First Level Is Maker
- Second Level Is Checker
- Third Level is Division/Departmental Head
- Fourth Level is Finance
- Fifth Level is Division/Departmental Head

Note: After sharing the approval list, required transaction to create the vendor can be performed.