

Vendor Creation Approval process

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Purpose

This document explains the process for creating a new vendor through the custom transaction ZMM_VENCR and obtaining the required approvals before the vendor master record is created in SAP.

Process Flow – Vendor Creation Approval Process

Requestor



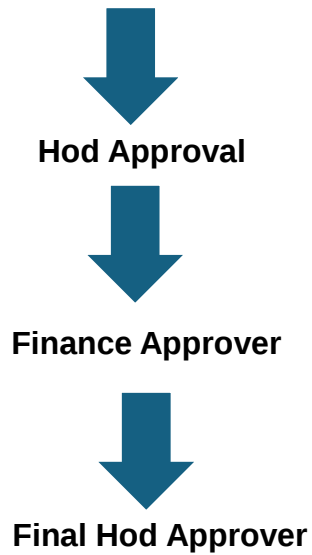
Requestor will enter the Proposed Vendor Details



First Approval /Requestor

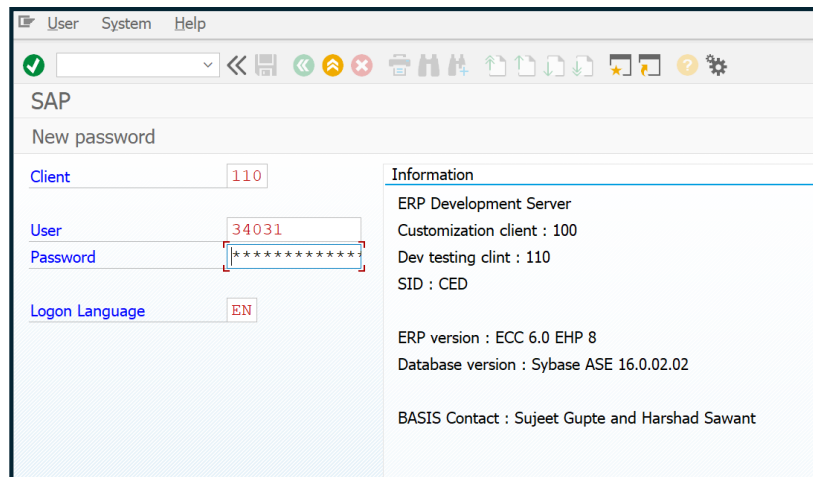


Second Approver



STEP 1: Requestor Logs on to SAP

Enter SAP Client.
Enter User ID and Password.
Click Enter.
Reference: Fig. 1



STEP 2: Execute Vendor Creation Transaction

Enter Transaction Code **ZMM_VENCR** in the command field.
Press Enter.
Reference: Fig. 2

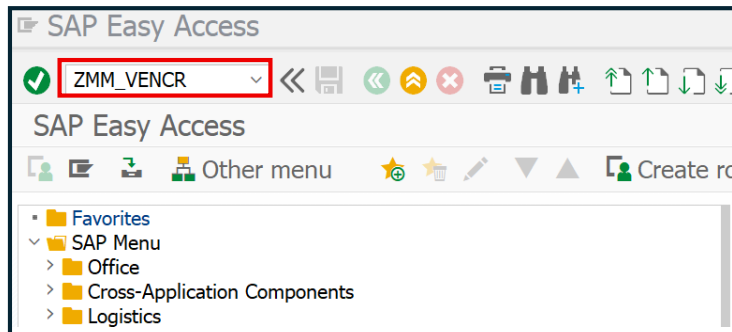


Fig. 2

The system displays the Vendor Creation screen, where the Vendor Category is shown as illustrated below.

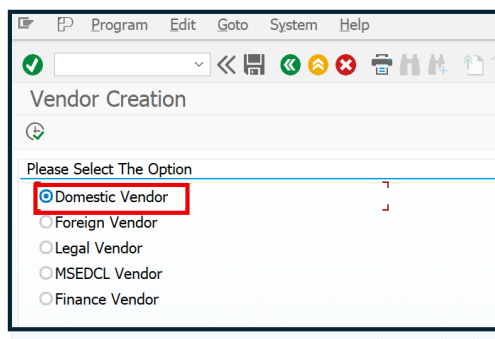


Fig. 3

STEP 3 – Create Vendor Request

Click on Execute Button 

Fig.4

Select the appropriate Vendor Category and maintain the required information in the corresponding fields. [Fig. 5](#)

Domestic Vendor Creation

Title	
Vendor Name Line-1	☒
Vendor Name Line-2	☐
Address Line-1	☒
Address Line-2	☒
Address Line-3	☐
City	☒
Post Code	☒
Country	☒
Region	☒
Telephone Number	☒
Mobile Number	☒
Email ID	☒
GST Number	☒
PAN Number	☒
Department	☒

Fig. 5

Domestic Vendor Creation

Title	M/S
Vendor Name Line-1	Softpro Laptop solutions
Vendor Name Line-2	PVT LTD
Address Line-1	Nerul Plaza
Address Line-2	Nerul
Address Line-3	Navi mUmbai
City	Mumbai
Post Code	402306
Country	IN
Region	13
Telephone Number	022345345266
Mobile Number	90878 90348
Email ID	Softpro.solutions@gmail.com
GST Number	2700000012
PAN Number	ASMLP8722B
Department	SYSTEM

Fig. 6

STEP 4. Enclose Documents and enter details

Click on Relevant Enclosure Document

Enter the IFSC CODE and Enter the Bank name will be Populated by the System.

Enter The Bank Account Number as Per Fig. 8

System Help

Domestic Vendor Creation

Vendor Name: M/S Softpro Laptop solutions PVT LTD

Address Line-1: Nerul Plaza

Address Line-2: Nerul

Address Line-3: Navi mumbai

City: Mumbai

Postal Code: 402306 Region: Maharashtra Land: India

Tel. No.: 022345345266 Mobile No.: 90878 90348

E-Mail ID: Softpro.solutions@gmail.com

Department: SYSTEM

Application Details

Application Number: 5000000355

Application Date: 16.06.2026

Enclosure Documents

☐ GST Registration Certificate

☐ Copy of PAN Card

☐ Cancelled Cheque

☐ Registration Certificate Under Shop Act/ Company's Act/Partnership firm etc.

PAN & GST

PAN Number: ASMLP8722B

GST Number: 2700000012

Approval Details

Emp. ID	Employee Name
34031	Arun Pandey
32431	Mahesh Pimple
34992	Rahul Singh
34623	Mohan Kumbhare

Bank Details

IFSC Code	Bank account number	Bank Name

Fig. 7

System Help

Domestic Vendor Creation

Vendor Name: M/S Softpro Laptop solutions PVT LTD

Address Line-1: Nerul Plaza

Address Line-2: Nerul

Address Line-3: Navi mumbai

City: Mumbai

Postal Code: 402306 Region: Maharashtra Land: India

Tel. No.: 022345345266 Mobile No.: 90878 90348

E-Mail ID: Softpro.solutions@gmail.com

Department: SYSTEM

Application Details

Application Number: 5000000355

Application Date: 16.06.2026

Enclosure Documents

☒ GST Registration Certificate

☒ Copy of PAN Card

☒ Cancelled Cheque

☒ Registration Certificate Under Shop Act/ Company's Act/Partnership firm etc.

PAN & GST

PAN Number: ASMLP8722B

GST Number: 2700000012

Approval Details

Emp. ID	Employee Name
34031	Arun Pandey
32431	Mahesh Pimple
34992	Rahul Singh
34623	Mohan Kumbhare

Bank Details

IFSC Code	Bank account number	Bank Name
ABHY0065022	1238907809	ABHYUDAYA CO-OP BANK LTD.

Fig. 8

STEP 5. Attachment of Documents

Upload the supporting documents required for vendor creation.

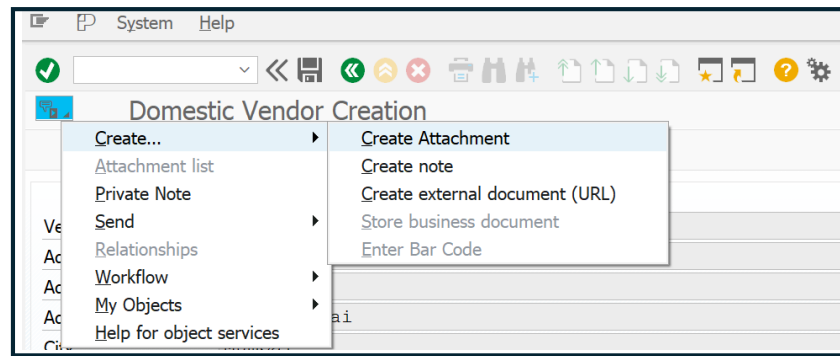


Fig. 9

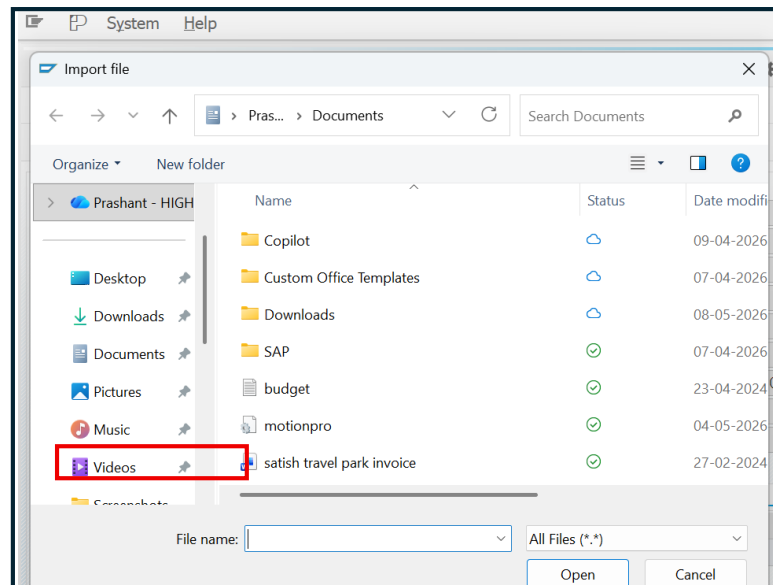


Fig. 10

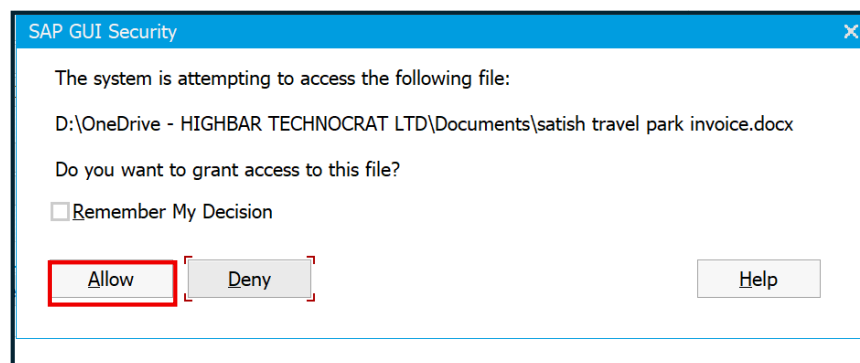


Fig. 11

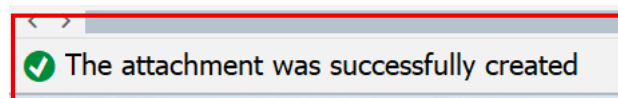


Fig. 12

STEP 6. Verifying Documents

After verifying the entered details and supporting documents, click the **Save**

button  to submit the request for further processing.

Fig. 13

System generates Vendor Request Number. This is used for Tracking Purpose

 Request ID for Vendor Creation :--5000000355

Fig. 14

STEP 6. Approving Documents by First user

Go Back by clicking the Back Button 

Else Enter /n in command button as Per Fig. 16

Fig. 15

/n

Fig. 16

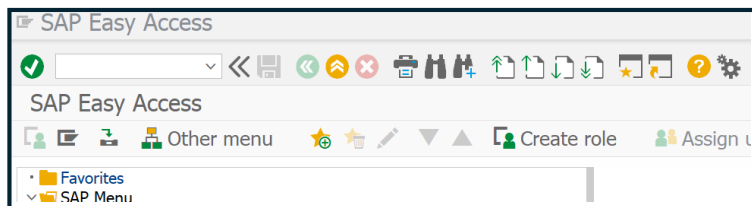


Fig. 17

Click on the SAP Business Workplace Button as shown in Fig 18



Fig. 18

Click on Inbox then Click on Workflow

Further Double Click on relevant Workflow list

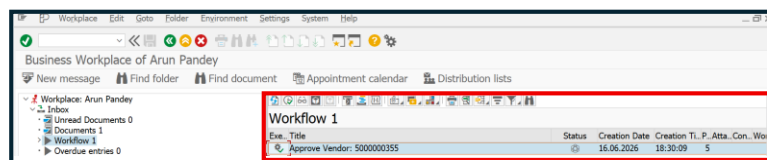


Fig. 19

Vendor Name: M/Softpro Laptop solutions

Address Line-1: Nerul Plaza

Address Line-2: Nerul

Address Line-3: Navi Mumbai

City: Mumbai

Postal Code: 402306 Region: Maharashtra Land: India

Tel. No.: 022345345266 Mobile No.: 90078 90348

E-Mail ID: Softpro.solutions@gmail.com

Application Details

Application Number: 5000000355

Application Date: 16.06.2026

Enclosure Documents

☒ GST Registration Certificate

☒ Copy of PAN Card

☒ Cancelled Cheque

☒ Registration Certificate Under Shop Act/ Company's Act/Partnership firm etc.

PAN & GST

PAN Number: ASMLP8722B

GST Number: 2700000012

APPROVE REJECT

Rejected Reason

Fig.20

Verify the Vendor Details & Attachment. If the Document is ok in all respects, click on Approve Button as per Fig 21.

APPROVE

Fig. 21

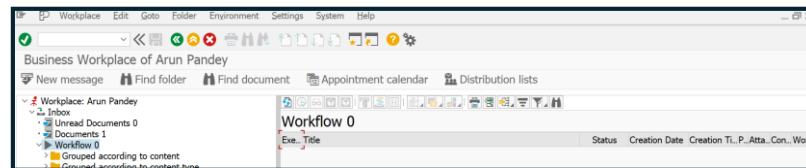


Fig. 22

To Log Off Follow the Below screen.

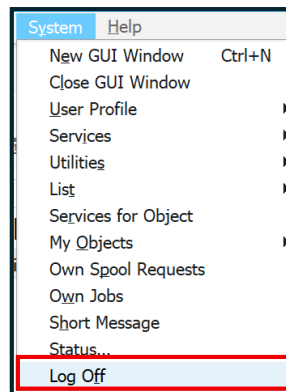


Fig. 23

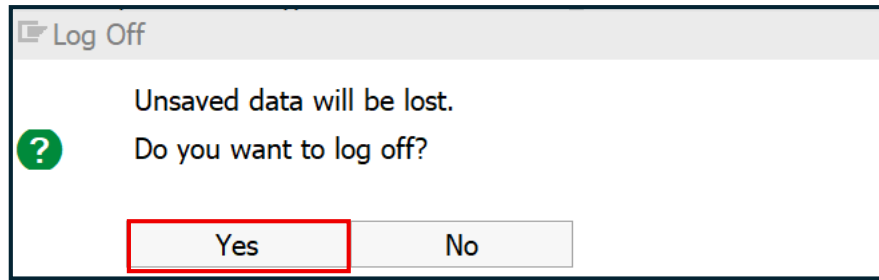


Fig. 24

STEP 7. Second approver will logon to the system



Fig. 25

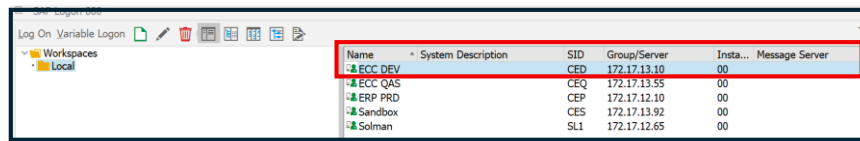


Fig. 26

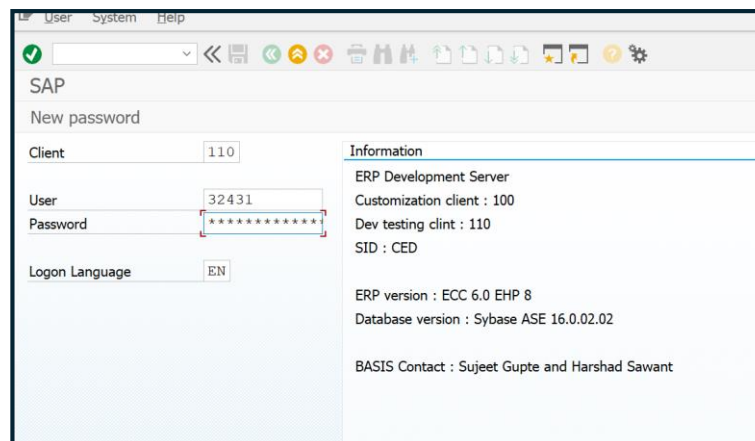


Fig. 27

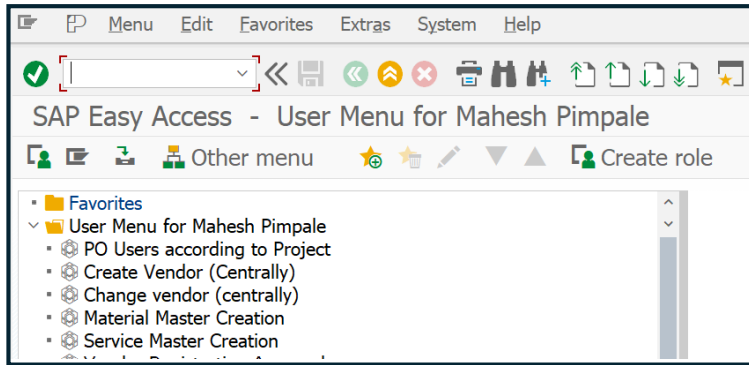


Fig. 28

User will Click on SAP Business Workplace
Below screen is displayed
Click on Inbox and further click on Workflow

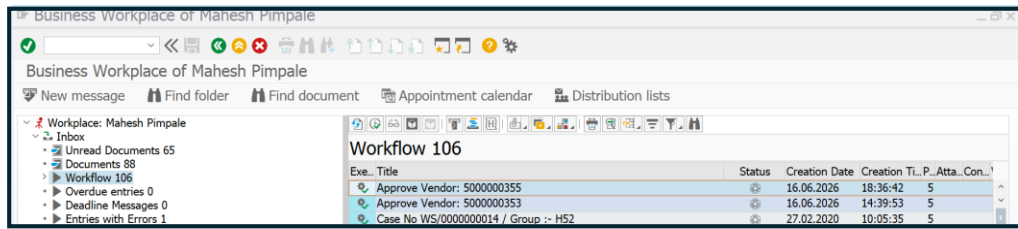


Fig. 29

After double clicking on Worklist below screen is displayed.

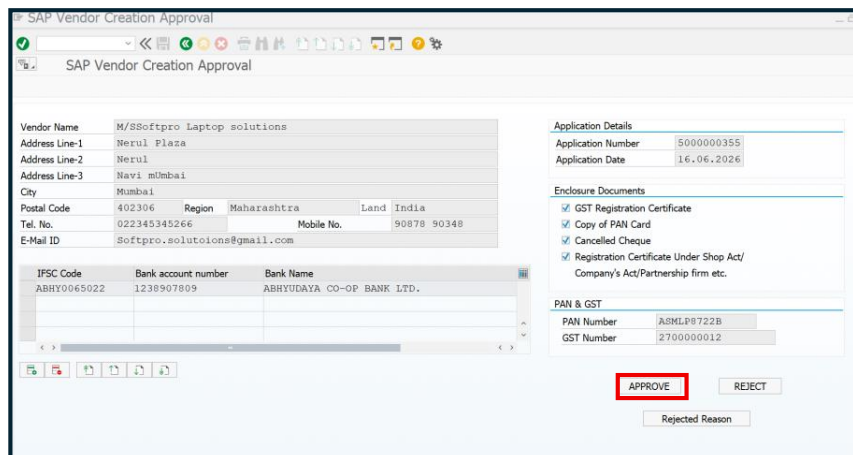


Fig. 30

Verify all the information entered including attachments.
Further click on Approve

APPROVE

Fig 31

Then the user will log off from the system

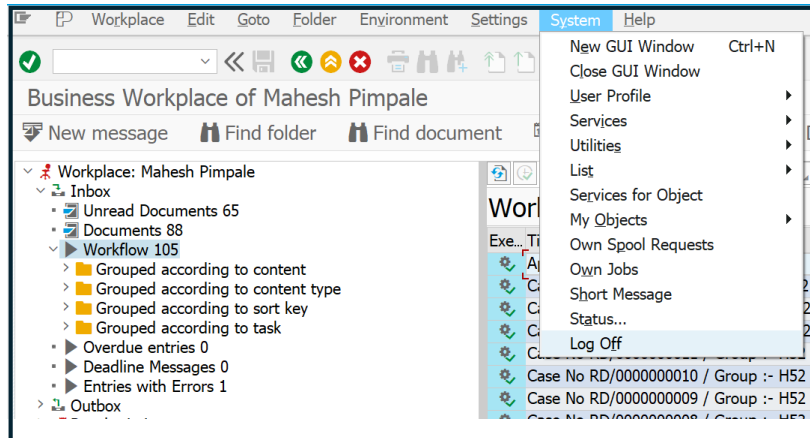


Fig. 32

STEP 8. HOD will Approve/reject

Now the Hod will Log on to the system.

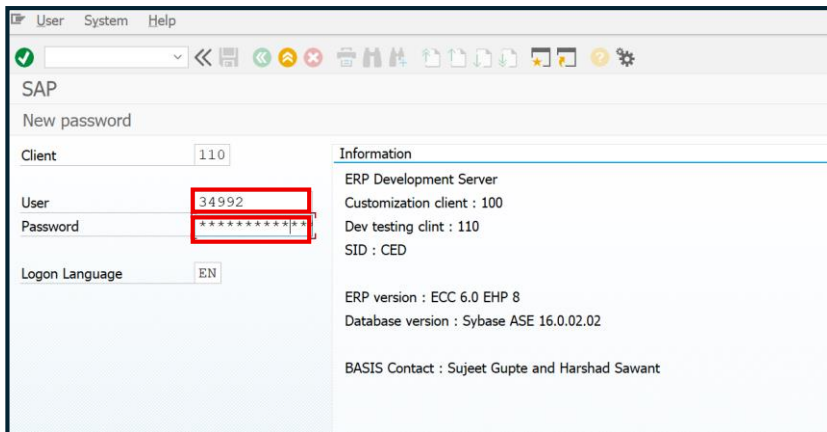


Fig. 33

On successful Logon, screen below is displayed.

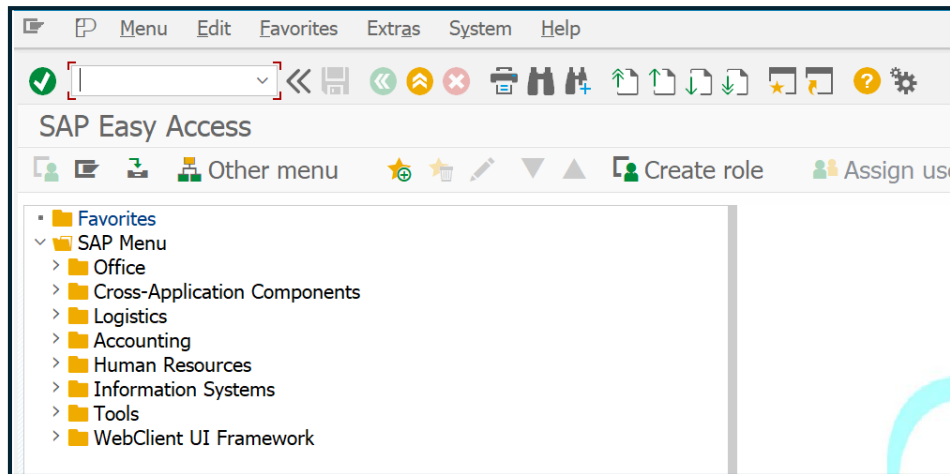


Fig. 34

Click on SAP Business Workplace Icon
Below Inbox screen is displayed

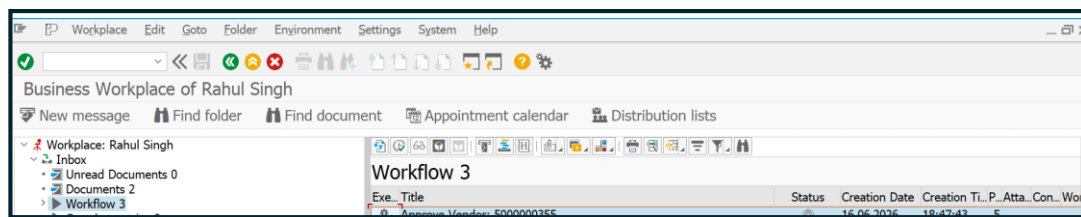


Fig. 35

After clicking the relevant worklist item, the system displays the Approval/Rejection screen, as illustrated below.

Vendor Name			
M/Softpro Laptop solutions			
Address Line-1: Nerul Plaza			
Address Line-2: Nerul			
Address Line-3: Navi Mumbai			
City: Mumbai			
Postal Code	402306	Region	Maharashtra
		Land	India
Tel. No.	022345345266	Mobile No.	90878 90348
E-Mail ID	Softpro.solutions@gmail.com		

Application Details		
Application Number	5000000355	
Application Date	16.06.2026	

Enclosure Documents		
☒	GST Registration Certificate	
☒	Copy of PAN Card	
☒	Cancelled Cheque	
☒	Registration Certificate Under Shop Act/ Company's Act/Partnership firm etc.	

PAN & GST	
PAN Number	ASMLP8722B
GST Number	2700000012

APPROVE REJECT

Rejected Reason

Fig. 36

Review and verify all details and supporting documents. If the information is found to be accurate and complete, click the *Approve* button.

APPROVE

Fig. 37

Now the Document is forwarded to Finance department.

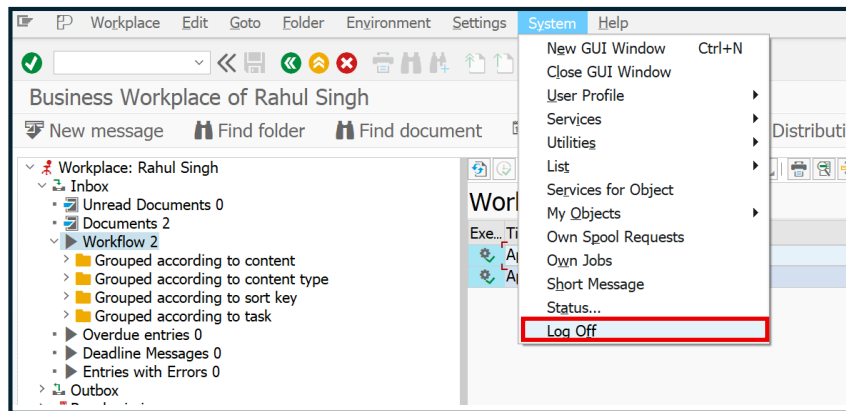


Fig. 38

STEP 9. Verifying Documents and approve/reject

Finance user will Login to the system as Below

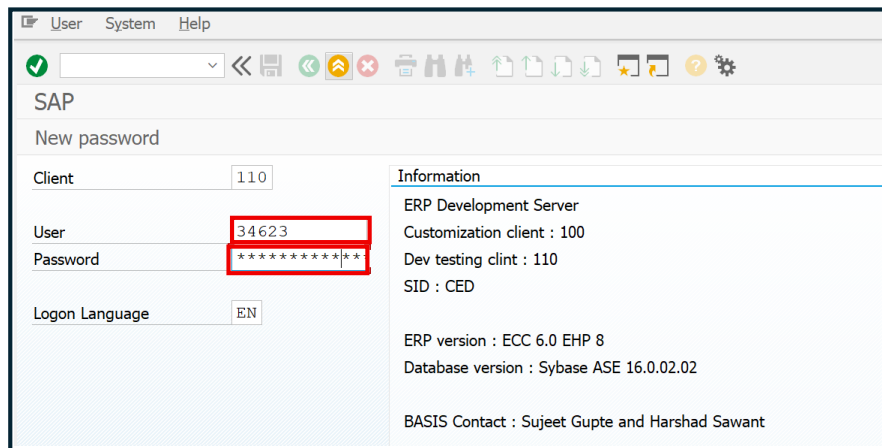


Fig. 38

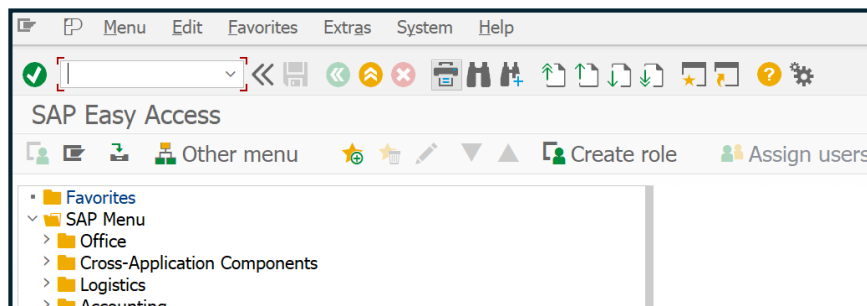


Fig. 39

Click on the SAP Business Workplace icon
The screen below is displayed.

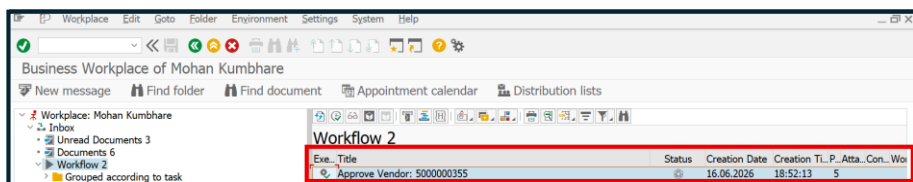


Fig. 40

Double click on worklist item
Upon execution of the transaction, the following screen is displayed.

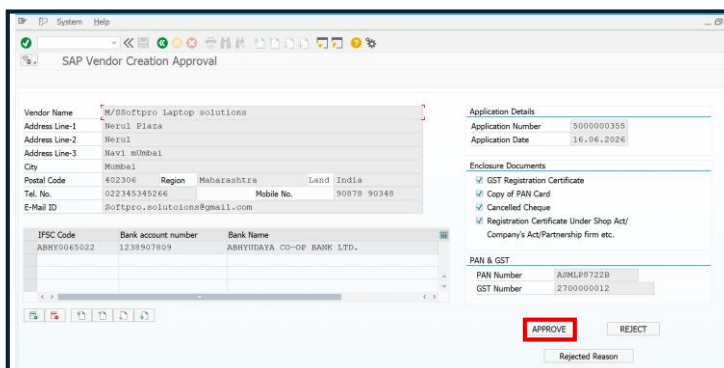


Fig. 41

After verifying the GST Registration details, PAN details, bank information, and compliance documents, the user shall click the Approve button to proceed with the approval process.

APPROVE

Fig. 42

Upon Finance approval, the request is routed back to the HOD for final review and approval.

To access the approval request, the HOD opens the SAP Business Workplace, selects the Inbox, navigates to the Workflow folder, and double-clicks the relevant workflow item. The required worklist is then selected, as illustrated in

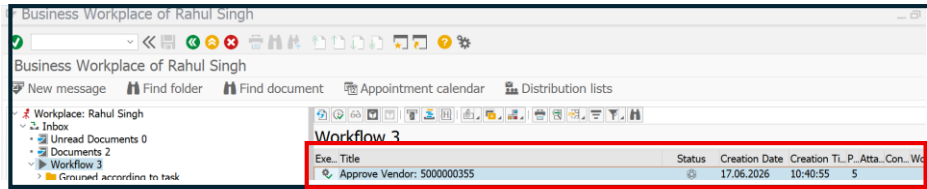


Fig. 45
Upon execution of the transaction, the following screen is displayed.

Vendor Name: M/SSoftpro Laptop solutions
Address Line-1: Nerul Plaza
Address Line-2: Nerul
Address Line-3: Navi Mumbai
City: Mumbai
Postal Code: 402306 Region: Maharashtra Land: India
Tel. No.: 022345345266 Mobile No.: 90878 90348
E-Mail ID: softpro.solutions@gmail.com

IFSC Code: ABHY0065022 Bank account number: 1238907809 Bank Name: ABHYUDAYA CO-OP BANK LTD.

Application Details
Application Number: 5000000355
Application Date: 16.06.2026

Enclosure Documents
☒ GST Registration Certificate
☒ Copy of PAN Card
☒ Cancelled Cheque
☒ Registration Certificate Under Shop Act/ Company's Act/Partnership firm etc.

PAN & GST
PAN Number: ASMLP8722B
GST Number: 2700000012

APPROVE REJECT
Rejected Reason

Fig. 46
The HOD reviews the request and clicks the Approve button. Upon approval, the system automatically generates the SAP Vendor Number, as illustrated below.

Information

Vendor Created:--0000100270

✓ ?

Fig 47

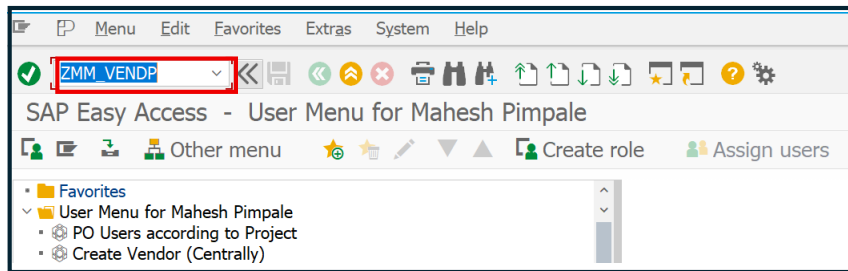
Vendor Display

Process Flow

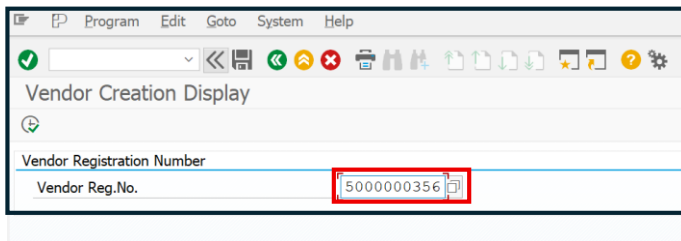
The **Vendor Display** transaction is used to view vendor master details and the supporting documents attached during the vendor creation process.

STEP 1.

Enter the Tcode ZMM_VENDP



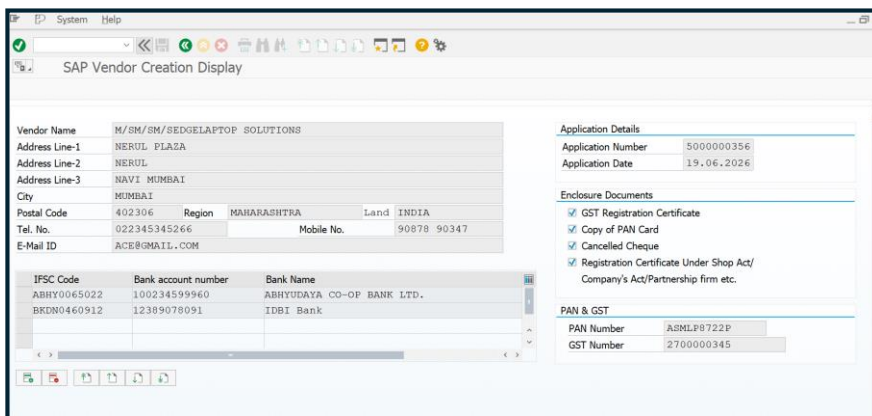
STEP 2.



In the selection criteria screen, enter the Vendor Registration Number to retrieve the relevant vendor details, as illustrated below.

STEP 3.

After entering the required selection criteria, click the Execute button to retrieve and display the vendor details

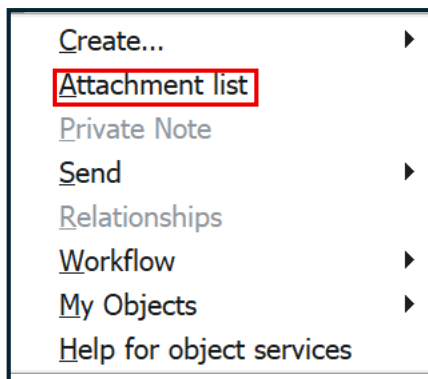


STEP 4.

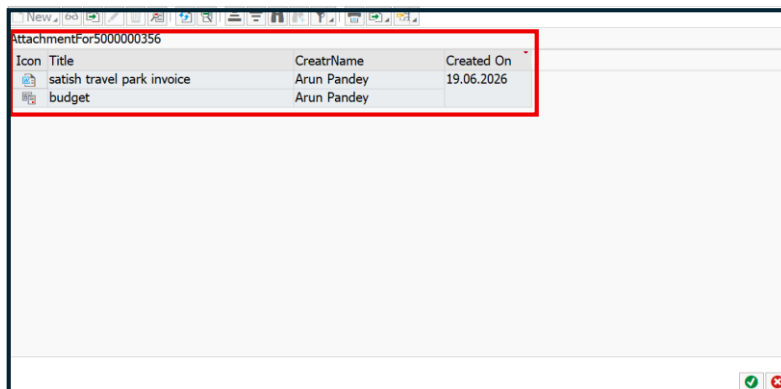
The system displays the vendor master data along with the related documents and attachments.

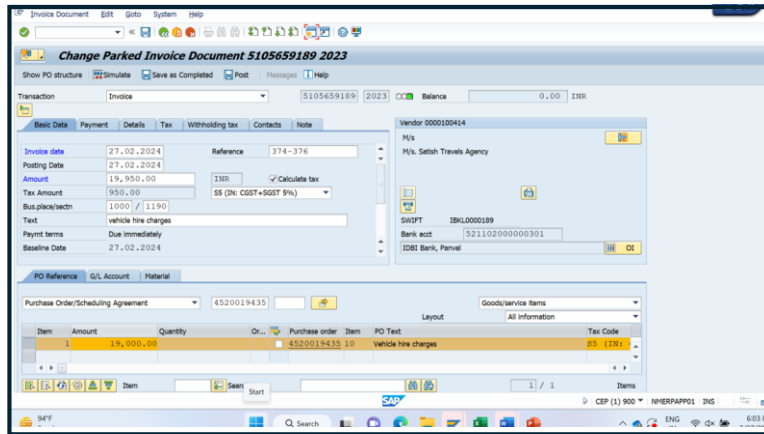
STEP 5.

Review the vendor master details and attached supporting documents. Click the Services for Object icon to access the attachments. The following screen is then displayed.



Click the *Attachment List* option to view the attached documents.





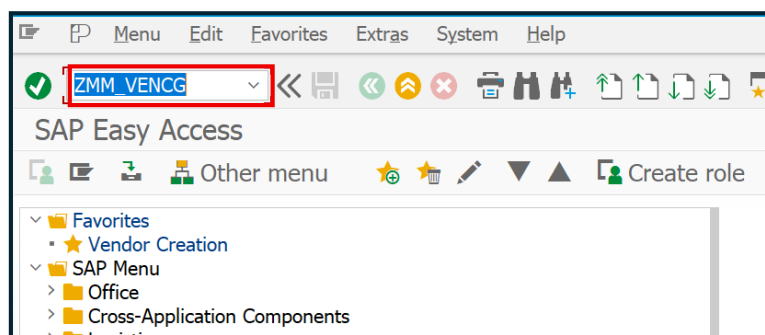
Business Purpose:

This transaction enables authorized users to review vendor information and support documentation for verification, audit, and reference purposes while maintaining data integrity through display-only access.

Expected Result:

Upon clicking **Execute**, the system displays the selected vendor details and all associated attachments/documents. The user can only view the information and documents without making any changes.

Vendor Change Process



Enter Transaction Code **ZMM_VENCR** in the command field.
Press Enter.
Reference: Fig. 2

Vendor Creation Change

Vendor Registration Number

Vendor Reg.No. 5000000351

STEP 3.

In the selection criteria screen, enter the Vendor Registration Number to retrieve the relevant vendor details, as illustrated below.

SAP Vendor Creation Change

Vendor Name: M/S ACEP Labtop solutions

Address Line-1: Nerul Plaza

Address Line-2: Nerul

Address Line-3: Navi Mumbai

City: Mumbai

Postal Code: 402306 Region: Maharashtra Land: India

Tel. No.: 022345345266 Mobile No.: 90878 90347

E-Mail ID: ACEP@gmail.com

Application Details

Application Number: 5000000351

Application Date: 15.06.2026

Enclosure Documents

- ☒ GST Registration Certificate
- ☒ Copy of PAN Card
- ☒ Cancelled Cheque
- ☒ Registration Certificate Under Shop Act/ Company's Act/Partnership firm etc.

PAN & GST

PAN Number: ASMLP87220

GST Number: 2700000012

SAVE

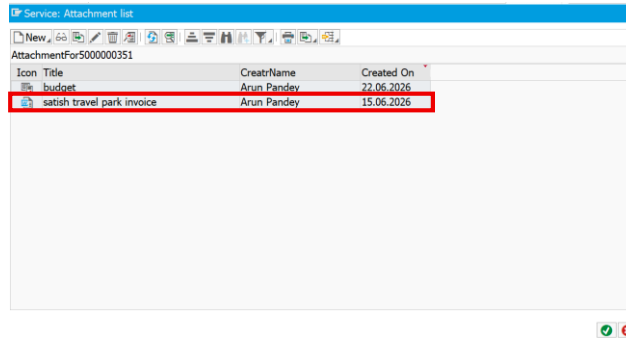


IFSC Code	Bank account number	Bank Name
ABHY0065022	5002345990	ABHYUDAYA CO-OP BANK LTD.
BKDN0460912	12389078093	IDBI Bank

STEP 4.

As part of the Vendor Change process, the user updates and maintains the bank details as shown above. The application supports the addition and deletion of attachments as required.





STEP 5.

After adding or deleting the required attachments, the user clicks the Save button. Upon saving, the system automatically triggers the workflow for further approval processing.

Vendor registration updated successfully.

After this, the approval process continues in the same manner as described above.