

QRG – Ariba: Updating Company Code and Purchasing Organization Data

This guide provides information on how to update the company code and purchasing organization data of the vendor

This section shows the process of updating the company code and purchasing organization data of the vendor in the internal registration form of a registered supplier. When updating the supplier data, please ensure all fields respective to the Company Code and Purchasing Organization are accurate. Incorrect data combinations may lead to integration issues with SAP.

1 In the **Questionnaires** section, click the view icon at the right most side of Internal Registration Form.

Questionnaires		
NAME	TYPE	
Vendor Record (KRED) Registration Questionnaire	External	...
Internal Registration Form	Internal	

2 Click **Edit**.

Supplier registration questionnaire All Updated Edit Export

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For changes on the company code data, please overwrite pre-populated information. Overwriting pre-populated information will not delete any current data in SAP.

3 Update the following fields under **Company Code Data** section as desired:

5.6.1 Company Code*

5.6.2 Is this a US Company Code?*

5.6.3 Payment Method*

5.6.5 Payment Terms*

5.6 Company Code Data

INSTRUCTIONS: Use this section for initial supplier creation and changes for all company code related data. For changes on the company code data, please overwrite pre-populated information. Overwriting pre-populated information will not delete any current data in SAP.

5.6.1 Company Code *

Halliburton Enrgy Svc Inc [1100]

5.6.2 Is this a US company code? *

Yes No

5.6.3 Payment Method (To determine the correct Payment Method, right-click this Quick Reference Guide [LINK](#) to open a new tab or window)

(1)

5.6.5 Payment Terms *

(N180) Net due 180 days from date of invoice

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4 Update the following fields under **Company Code Data** section as desired:

5.6.7 PTE ID*

5.6.9.1.2 Recipient Type*

5.6.6 To determine if Payment Terms Exception is required, right-click this reference work method [LINK](#) to open a new tab or window. If a PTE is required, right-click this [LINK](#) to refer to PTE Form.

5.6.7 PTE ID (Please mark N/A if a PTE is not required or if the supplier was previously setup in SAP with a valid and approved PTE form on file) *

N/A

5.6.8 Provide a PDF copy of PTE form

Upload File

▼ 5.6.9 Withholding Tax Information

▼ 5.6.9.1 US Vendor Withholding

5.6.9.1.1 To determine accurate values below, right-click this [LINK](#) to refer to Quick Reference Guide.

5.6.9.1.2 Recipient Type *

(02) Corporation

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- 5 Update the following fields under **Purchasing Organization Data** section as desired:
 - 5.7.1 Purchasing Organization*
 - 5.7.2 Order Currency*

5.7 Purchasing Organization Data

INSTRUCTIONS: Use this section for initial supplier creation and changes for all purchasing organization related data. For changes on the purchasing organization data, please overwrite pre-populated information. Overwriting pre-populated information will not delete any current data in SAP.

5.7.1 Purchasing Organization (to determine the correct Purchase Org, refer to the attached QRG) *

49.37 kb [Purchase Organization_QRG.pdf](#)

5.7.2 Order Currency *

NORTH AMERICA [NA01]

(USD) American Dollar

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- 6 In the **Payment Vendor Information** section, Do you want to add a new Payment Invoice (5 series vendor) to this purchasing vendor? field is defaulted to **NO**. If **YES** is selected, populate the Payment Vendor ID field and click the upload file button to attach invoice document for support.
- 7 If the answer in field 5.8 is **NO**, field 5.9 Please review all fields within Company Code and Purchasing Organization section and confirm accurate data combination will appear and will serve as a hard stop.

5.7.3 Payment Vendor Information

5.7.3.1 Do you want to add a Payment Invoice (5 series vendor) to this purchasing vendor? *

Yes No

5.7.3.2 Payment Vendor ID (5 series) *

5.7.3.3 Please attach invoice document for support. *

Upload File

5.8 I have reviewed all fields within Company Code and Purchasing Organization sections, and confirm the data combination is accurate. *

Yes No

5.9 Please review all fields within Company Code and Purchasing Organization section and confirm accurate data combination. *

Note: Payment Vendor Information section is only available if the Account Group is KRED and PURC.

- 8 Once done with the changes, click **Submit**.

Submit Cancel