

View Text on Supplier Account

• Go to MANAGE BUSINESS PARTNER app in Fiori and put in the vendor number and ENTER (or in the "search" field, you can search the name – don't forget to use asterisks' e.g. *ATMA*):

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s	earch Q	Editing Status:	Role:	Business Partner: NG LTD (10051079)	ہا (×)		First Name/Name2:	Stro			ð
	n. D	Country/Region:	1		2				Go	Adapt	Filters (1)
I	Business Partners (1))					Create			ē \$	@ ~
	Business Partner	Search Term 1	Street	City	Postal Code	Country/Region	Identification Number				
	ATMA CONSULTING LTD 10051079	ATMA CONSULTING	LTD 5 WOODLANDS CLOSE	LEICESTER	LE2 4QP	GB	11838140		>		

• Click into the line of the supplier – NOTE, Search Term 1 sometimes indicates the status of the vendor, for example:



*this screenshot is not reflective of vendor 10051079, just used as example.

• Click into the CVI: FI Vendor role:

Roles			
Roles (2) Standard ~			•
Business Partner Role	Valid From	Valid To	
CVI: FI Vendor FLVN00	30.12.0000	31.12.9999	>

• Then click on the Texts tab:



• This will take you to the notes on the supplier

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	TMA C 051079	ONSULTING	i LTD							
Basic Data 🗸	 Rol 	les Address	∨ Banl	(Accounts	Identifica	ition \sim	Purchasir			
Texts										
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Language	ID	Long Text								
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