

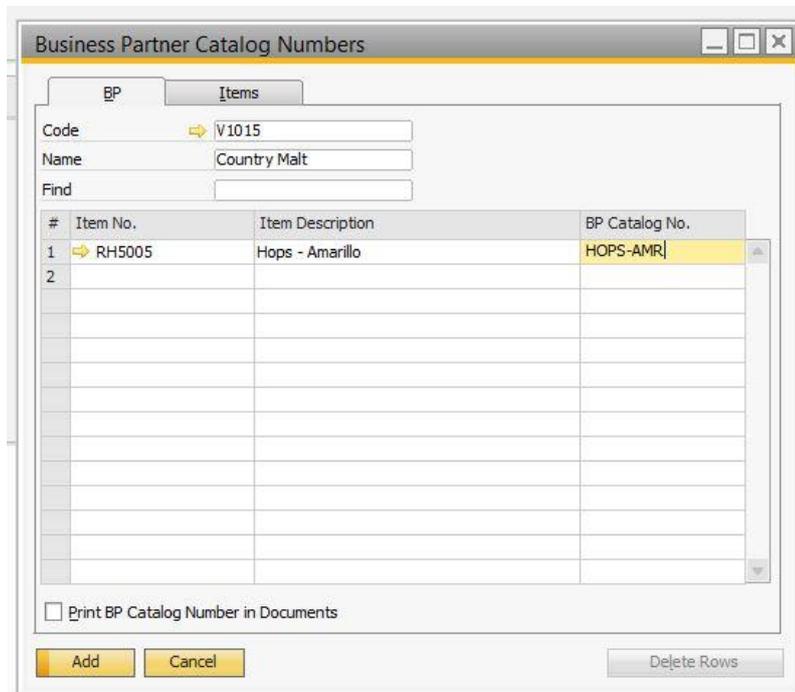


## Summary

BP Catalogue Numbers can be configured in SAP Business One to use in parallel with the item master numbers assigned to your items. The catalogue numbers can then be used on documents such as the purchase order or delivery documents.

## Step-by-step guide

1. Select Inventory -> Item Management -> Business Partner Catalogue Numbers or Select a specific Business Partner and right click. Select the option Business Partner Catalogue Numbers.
2. Business Partner Catalogue numbers can be setup in one of two ways:
  1. By business Partner - create a one-to-one relationship for a single business partner and single item number
    1. On the BP Tab of the Business Partner Catalogue Number screen, select the Business Partner
    2. In the "Item No" column, enter the Item Master Number from your SAP B1 system
    3. In the "BP Catalogue Number" column, enter the unique identifier number used by your business partner



#	Item No.	Item Description	BP Catalog No.
1	RH5005	Hops - Amarillo	HOPS-AMR
2			

2. By Item - create a one-to-many relationship and set multiple BP catalogue numbers for one item
  1. On the Item Tab of the Business Partner Catalogue Number screen, select the Item Master item
  2. In the "BP Code" field, enter the code for the Customer or Vendor from your SAP system
  3. In the "BP Catalogue Number" column, enter the unique identifier number used by your business partner

## HOW TO – SET UP AND USE BP CATALOGUE NUMBERS

The dialog box 'Business Partner Catalog Numbers' has two tabs: 'BP' and 'Items'. The 'Items' tab is active, showing a search for item '1001-K12' (Amber Ale - Keg 1/2 BBL). Below the search fields is a table with the following data:

#	BP Code	BP Name	BP Catalog No.
1	C1015	Western Eagle Distributing	AMB-1/2BBL
2	C1060	Beer House Distributors	KEG-12-AMB
3			

Buttons at the bottom include 'OK', 'Cancel', and 'Delete Rows'.

3. Once the BP Catalogue Numbers are configured, they can be added to documents.
  1. To show the Catalogue Number on a document, use the form settings function to enable the "BP Catalogue No." column on the screen
  2. To show the Catalogue Number on a document add to your print layouts.

The image shows two overlapping windows. The background window is a 'Sales Order' form with a table of items:

#	Item No.	BP Catalog No.	Item Description	Whse	Quantity	In Stock
1	1001-K12	AMB-1/2BBL	Amber Ale - Keg 1/2 BBL	A1	1	38
2						

The foreground window is 'Form Settings - Sales Order'. The 'Table Format' tab is active, showing a list of columns with checkboxes for 'Visible' and 'Active'. The 'BP Catalog No.' column is highlighted with a red box, indicating it is selected for display.

Once you have switched on Business Partner Catalogue numbers and have added the column to your order screen, you can use these identifiers to search for your item codes when adding information to SAP. Simply move to the Catalogue numbers column and select an item number from the list that has already been entered. In this way, your customer can order by their product number.