TMSD Work Management System
Permanent Partner Creation Quick Card

A. Create a New Organization

1. Use transaction VD01 (account group = "TMSD") and click on "Continue" (green check).
2. On the "Address" tab, enter only the organization or company information (telephone and fax numbers should be main/switchboard numbers, etc.).

Use the "PO Box" field for courier or MSC number

Use the "Supplemental" field for Suite number/letter

Use dashes to separate digits in the phone numbers (no spaces and no parentheses)

3. Click on the "Save" button

B. Create a New Contact Person

1. Use transaction VD02 and search for the desired organization/company by either the 5-digit customer number (A) or one of the search items (1 or 2) previously defined (B) or (C) such as "Internal" or "External".

Customer Number (A)

Search Items (B) from "binoculars"

Search Items (C) from "bubble" button

2. Click on the "Contact Person" tab and enter the last name ("Name" column – include any suffixes, PE, etc., as appropriate) and first name ("First Name" column – include middle name/initial and/or nickname, as appropriate) of the contact person to be added, and double-click on the line.

3. Enter the contact person's specific individual information and click on the "Back" button ( ).

Use the "Function" field for position

4. Repeat Steps 2 and 3 for additional contact persons within the same organization/company or go to Step 5.
5. Click on the "Save" button ( ).

NOTE 1 – User must have administrative privileges to use either transaction VD01 or VD02.

NOTE 2 – organization and/or contact person information can always be updated using transaction VD02.