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# Oracle Release 12

Purchasing and Accounts Payable  
Supplier Management  
February 2, 2011



# Agenda

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- ◉ Suppliers Management Overview
- ◉ Supplier Creation
  - R11i
  - R12
- ◉ Employee Suppliers
  - Review Site Info Address
- ◉ Tax Exempt Suppliers
- ◉ Q&A



# R12 Suppliers

## ○ Supplier Management Overview

- Full Web-based Forms
- Additional fields to capture more information
- Supplier bank information moved to supplier form
- Enhanced privacy feature does not display employee supplier address
- Supplier management is now part of a new Oracle module: **Trading Community Architecture (TCA)**
  - Oracle Trading Community Architecture (TCA) is a module/ data model that allows you to centrally manage complex information about the parties, or customers, who belong to your commercial community, including organizations, locations, and the network of hierarchical relationships among them.



# R12 Supplier Creation

**ORACLE Payables**

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Conditions
  - Accounting
  - Tax and Reporting
  - Purchasing
  - Receiving
  - Payment Details
  - Relationship
  - Invoice Management

Suppliers >  
**Update NOVA SOUTHEASTERN UNIVERSITY**  
\* Indicates required field

**Supplier Sites**

Site Status: Active Site Name: [ ]

**Key Purchasing Setups** **Key Payment Setups**

Create

Site Name	Operating Unit	Ship-To Location
MAILING LABEL	Caltech	CALTECH
PO-FORT LAUDERD	Caltech	CALTECH
REMIT-FORT	Caltech	CALTECH

■ In R12, high level navigation region will be on the left of the form.

■ In R12, high level regions are navigated from top to bottom.

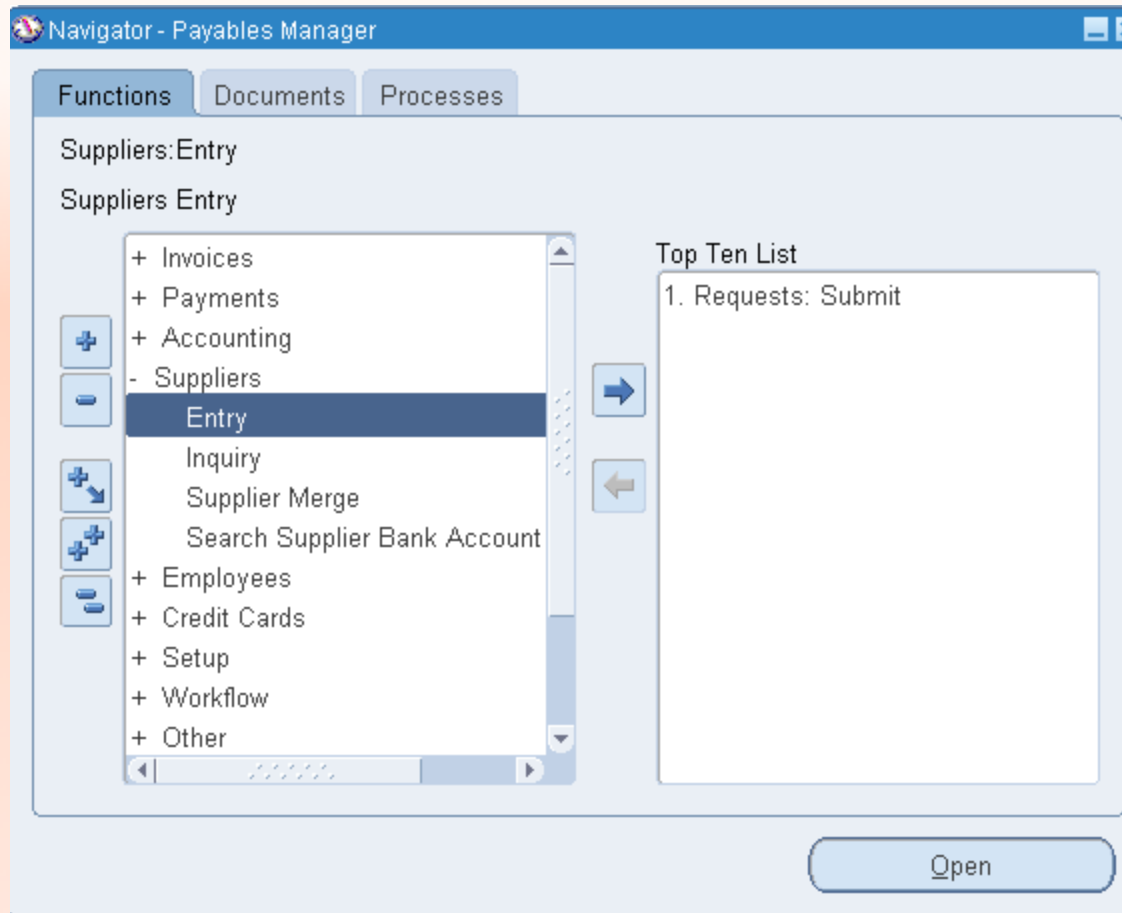
■ In R12, there are lower level navigation regions that contain folders



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# R12 Supplier Creation

Navigation:





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# R12 Supplier Creation

Create New Supplier Record: It is best to search first to ensure that duplicate suppliers are not being created.

A screenshot of the Oracle Payables 'Suppliers' search form. The form has a blue header with the 'ORACLE' logo and 'Payables' text. Below the header, there's a 'Suppliers' tab. A red rectangle highlights a 'Create Supplier' button in the top right corner. The main section is titled 'Search' and contains a link to 'Personalize "Search"'. Below this, a note states: 'At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.' There are six input fields arranged in two columns: 'Supplier Name', 'Supplier Number', 'Taxpayer ID' on the left, and 'Tax Registration Number', 'D-U-N-S Number', 'Employee Number' on the right. At the bottom left, there is a '+ Show More Options' link and two buttons labeled 'Go' and 'Clear'.





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# R12 Supplier Creation

Create New Supplier: enter the supplier organization information as displayed below. Fields with an asterisk (\*) are required.

**ORACLE® Payables** Close Window Preferences Personalize Page

Suppliers >

**Create Supplier**

\* Indicates required field Cancel! Apply

Supplier Type **Standard supplier**

* Organization Name	NOVA UNIVERSITY	Tax Country	
Alias		Tax Registration Number	
Name Pronunciation		Taxpayer ID	
D-U-N-S Number		Supplier URL	
URL		Taxpayer ID	
Context Value	<small>Must include: http://</small>	* 1042S Supplier	No
		No	
		* 1042S Tax Exempt	NA



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# R12 Supplier Creation

Create New Supplier. CIT additional details in the DFF.

Supplier Type

Standard supplier

Tax Country

Tax Registration Number

Taxpayer ID

Supplier URL

Taxpayer ID

\* 1042S Supplier

No

No

\* 1042S Tax Exempt

NA

Not Applicable

\* 592B Supplier

No

No

\* 594 Supplier

No

No

\* Sustainable Business

Yes

Yes

Multiple Business Concerns

No

Registered With CA State

No

No

Resale Permit Number

NAICS Code





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# R12 Supplier Creation

## Create Supplier - Organization Region

**ORACLE® Payables**

Close Window Preferences Personalize Page

**Suppliers**

- Quick Update
- Company Profile
  - Organization**
  - Tax Details
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
- Accounting

**Update NOVA UNIVERSITY - 67366: Organization**

\* Indicates required field

\* Supplier Name NOVA UNIVERSITY

Supplier Number 67366

Alternate Supplier Name

SIC

National Insurance Number

Type Educational

Parent Supplier Name

Parent Supplier Number

Customer Number

☐ One Time

Inactive Date (example: 27-Jan-2011)

**Additional Information**

Supplier URL

Taxpayer ID

\* 1042S Supplier No

**Cancel Save**



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# R12 Supplier Creation

Create Supplier - Organization Region <additional optional fields>

## Organization

D-U-N-S Number	<input type="text"/>	Chief Executive Name	<input type="text"/>
Legal Structure	<input type="text"/>	Chief Executive Title	<input type="text"/>
Principal Name	<input type="text"/>		
Year Established	<input type="text"/>	Principal Title	<input type="text"/>
Incorporation Year	<input type="text"/>		
Control Year	<input type="text"/>		
Mission Statement	<input type="text"/>		

## Total Employees

Organization Total	<input type="text"/>	Corporate Total	<input type="text"/>
Organization Total Type	<input type="text"/>	Corporate Total Type	<input type="text"/>

## Tax and Financial Information

Taxpayer ID	<input type="text"/>	Analysis Year	<input type="text"/>
Tax Registration Num	<input type="text"/>	Currency Preference	<input type="text"/>
VAT Number.		Annual Revenue	<input type="text"/>
Fiscal Year End	<input type="text"/>	Potential Revenue	<input type="text"/>
<input type="checkbox"/> Federal Agency			

For next fiscal year.



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# R12 Supplier Creation

Create Supplier - Organization Region <can add attachments if needed>

**Basic Information**

[+ Show Additional Basic Information](#)  
Context Value

**Attachments**

**Search**  
Note that the search is case insensitive  
Title    
[+ Show More Search Options](#)

Title	Type	Description	Category	Last Updated By
No results found.				



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# R12 Supplier Creation

Create Supplier – Address Book Region to add supplier sites

**ORACLE® Payables** Close Window Preferences Personalize Page

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book**
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting

**Update NOVA UNIVERSITY - 67366: Address Book**

**Supplier Site**

Personalize "Search"

Address Name  Site Name

Address Details

	Details	Name	Address	Country	Communication	Purpose	Status	Update	Sites	Remove
	No	results								



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# R12 Supplier Creation

Create Supplier – Address Book Region to add supplier sites

Suppliers: Address Book >

Create Address: Confirm Details

\* Indicates required field

Supplier Name **NOVA UNIVERSITY** Supplier Number **67366**

## Address Details

[Personalize "Address Details"](#)

[Personalize Stack Layout: \(extndRegion.AddrDet1.addressCreateUpdateStack\)](#)

* Country	<input type="text" value="United States"/>
* Address Line 1	<input type="text" value="123 S Clark Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
City	<input type="text" value="Chicago"/>
County	<input type="text" value="Cook"/>
State	<input type="text" value="IL"/>
Postal Code	<input type="text" value="60603"/>
* Address Name	<input type="text" value="CHICAGO - MAIN"/>
Addressee	<input type="text" value="Business Office"/>
Geography Code Override	<input type="text"/>
Language	<input type="text"/>



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# R12 Supplier Creation

Create Supplier – Address Book Region to add supplier sites

Cancel

Continue

Contact Details and Purpose

Communication Details

☐ Update to all new sites created for this address

Phone Area Code

312

Phone Number

415-8756

Fax Area Code

Fax Number

Email Address

business@nova.edu

Address Purpose

☒ Purchasing

☒ Payment

☐ RFQ Only





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# R12 Supplier Creation

Create Supplier – Add site to Operating Unit

**Payables** [Close Window](#) [Preferences](#) [Personalize Page](#)

[Suppliers: Address Book](#) > [Create Address: Confirm Details](#) >

**Create Address: Site Creation**

[Cancel](#) [Back](#) [Apply](#)

Address Name **CHICAGO - MAIN**  
Address Details **123 S Clark Street,  
Chicago, IL, US**  
Purpose **Payment, Purchasing**

Supplier Name **NOVA UNIVERSITY**  
Supplier Number **67366**

**Operating Units**

[Select All](#) | [Select None](#)

Select	Site Name	Operating Unit
<input checked="" type="checkbox"/>	CHICAGO - MAIN	Caltech



# R12 Supplier Creation

Create Supplier – Contact Directory region – Add supplier contact

**ORACLE® Payables** [Close Window](#) [Preferences](#) [Personalize Page](#)

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - **Contact Directory**
    - Business Classification
    - Products & Services

**Update NOVA UNIVERSITY - 67366: Contact Directory**

**Create**

First Name	Last Name	Phone Number	Email Address	Has User Account	Status	Update
No results found.						



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# R12 Supplier Creation

Create Supplier – Contact Directory region – Add supplier contact

**ORACLE Payables** Close Window Preferences Help Personalize Page

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact Directory**
  - Business Classification
  - Products & Services
  - Banking Details

Suppliers: Contact Directory >

**Add Contact**

\* Indicates required field

Contact Title	Mr. ▼	Phone Area Code	312	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
First Name	John	Phone Number	556-8978		
Middle Name		Phone Extension			
* Last Name	Doe	Fax Area Code			
Job Title		Fax Number			
Department	Business Office	Inactive Date			
Email Address	business@nova.edu				(example: 27-Jan-2011)



# R12 Supplier Creation

Create Supplier – Business Classification region – Add designation if applicable

- Address Book
- Contact Directory
- **Business Classification**
- Products & Services
- Banking Details
- Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting
  - Purchasing
  - Receiving
  - Payment Details

### Certification

[Personalize "Certification"](#)

Last Certified By

✓TIP Date format example: 27-Jan-2011

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration
Hub Zone	<input type="checkbox"/>				
Minority Owned	<input checked="" type="checkbox"/>	Minority Owned ▼			
Service-disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				



# R12 Supplier Creation

Create Supplier – Banking Details region – Add/Create bank accounts. This is a change from R11i.

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact
- Directory
  - Business Classification
  - Products & Services
  - **Banking**
- **Details**
  - Surveys

**Update NOVA UNIVERSITY - 67366: Banking Details** Cancel

**Bank Account and Assignment Details**

Select Account Assignment Level Supplier Go

**Payment Details**

☐ **Bank Accounts**

Add **Create** Create Factor Account

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Update D
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# R12 Supplier Creation

## Create Supplier – Banking Details region – Add/Create bank accounts

Company Profile

o Organization

o Tax Details

o Address Book

o Contact

Directory

o Business Classification

o Products & Services

**o Banking Details**

o Surveys

Terms and Control

o Accounting

o Tax and Reporting

o Purchasing

o Receiving

o Payment Details

o Relationship

o Invoice Management

**Create Bank Account**

\* Indicates required field

Cancel

Apply

[Personalize Table Layout: \(MainTableRN\)](#)

Payee Name **NOVA UNIVERSITY** Internal Organization

Payee Site Supplier Site Name

\* Country **United States**

☐ Allow International Payments

[Personalize Table Layout: \(BankBranchTblLayoutRN\)](#)

Bank	Branch
<a href="#">Personalize "Bank"</a>	<a href="#">Personalize "Branch"</a>
<input type="radio"/> Select Existing Bank	<input type="radio"/> Select Existing Branch
<input checked="" type="radio"/> Create New Bank	<input checked="" type="radio"/> Create New Branch
Bank Name <b>BANK OF NOVA SCOTIA</b>	Branch Name <b>NOVA SCOTIA BRANCH</b>
Bank Number <b>056009039</b>	Branch Number <b>056009039</b>
Tax Payer ID	BIC
<a href="#">+ Show Bank Details</a>	Branch Type <b>ABA</b>
	<a href="#">+ Show Branch Details</a>

**Bank Account**

[Personalize "Bank Account"](#)

\* Account Number **003094433212** Account Name **SCOTIA**

Check Digits Currency **US Dollar**





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# R12 Supplier Creation

Create Supplier – Banking Details region – Add/Create bank accounts

Update NOVA UNIVERSITY - 67366: Banking Details

[Cancel](#) [Save](#)

**Bank Account and Assignment Details**

Select Account Assignment Level  [Go](#)

**Payment Details**

☐ Bank Accounts

[Add](#) [Create](#) [Create Factor Account](#)

[Show All Details](#) | [Hide All Details](#)

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Update	Additional Details
<a href="#">+ Show</a>	<a href="#">123456789</a>		USD	NOVA BANK	<input type="text" value="27-Jan-2011"/>		1				



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# R12 Supplier Creation

Create Supplier – Tax and reporting region captures the transaction tax information for the supplier.

**ORACLE Payables** Close Window Preferences Personalize Page

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting**
  - Purchasing
  - Receiving
  - Payment Details

**Update NOVA UNIVERSITY - 67366: Tax and Reporting** Cancel Save

Reporting Name  Verification Date    
 Name Control  (example: 27-Jan-2011)  
 Organization Type

**Transaction Tax**

**Main Information**

[Personalize "Main Information"](#)

☐ Allow Tax Applicability ☐ Allow Offset Taxes

☐ Set for Self Assessment / Reverse Charge Tax Classification

**Tax Reporting Codes**

\* Indicates required field  
 TIP Date format example: 27-Jan-2011

*Tax Reporting Type	Code	Data Type	*Reporting Code	Description	*Effective From	To	Effective	Remove
No results found.								



# R12 Supplier Creation

Create Supplier – Tax Details captures Federal & State reporting requirements for the supplier.

The screenshot shows the 'Suppliers' menu on the left with 'Tax Details' highlighted. The main content area is titled 'Update NOVA UNIVERSITY - 67366: Tax Details'. Under the 'Income Tax' section, there are links for 'Personalize "Income Tax"' and 'Personalize Table Layout: (SuppTaxDTRN)'. A red box highlights the 'Taxpayer ID' field containing '24-6733612' and the 'Reportable' checkboxes for 'Federal' and 'State'. The 'Transaction Tax' section is partially visible at the bottom.

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - **Tax Details**
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting

Suppliers >

**Update NOVA UNIVERSITY - 67366: Tax Details**

**Income Tax**

[Personalize "Income Tax"](#)  
[Personalize Table Layout: \(SuppTaxDTRN\)](#)

Taxpayer ID 24-6733612

Reportable ☐ Federal ☐ State

**Transaction Tax**

[Personalize "Transaction Tax"](#)  
[Personalize "Default Control"](#)



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# R12 Supplier Creation

## Create Supplier – Purchasing region

**ORACLE® Payables** Close Window Preferences Personalize Page

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting
  - Purchasing**
  - Receiving

**Update NOVA UNIVERSITY - 67366: Purchasing** Cancel Save

Purchase Order Hold ☐ All New Orders  
☐ Create Debit Memo from RTS Transaction

**Supplier Sites**

Site Status Active Site Name  Operating Unit  Go

**Purchasing** **Self Billing** **Freight**

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via
CHICAGO - MAIN	Caltech	CALTECH	FIN-PAY <span>▼</span>	UPS STANDARD



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# R12 Supplier Creation

## Create Supplier – Receiving region

**ORACLE® Payables**

Close Window Preferences Personalize Page

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact
  - Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting
  - Purchasing
  - Receiving**
  - Payment Details
  - Relationship

**Update NOVA UNIVERSITY - 67366: Receiving**

Enforce Ship-To Location

Receipt Routing

**Match Approval Level** 2-Way

Quantity Received Tolerance

Quantity Received Exception

Days Early Receipt Allowed

Days Late Receipt Allowed

☐ Allow Substitute Receipts

☐ Allow Unordered receipts

Receipt Date Exception

**Cancel Save**

**Cancel Save**





# R12 Supplier Creation

Create Supplier – Payment Details region identifies default payment methods.

Quick Update

Company Profile

○ Organization

○ Tax Details

○ Address Book

○ Contact

Directory

○ Business

Classification

○ Products & Services

○ Banking Details

○ Surveys

Terms and Control

○ Accounting

○ Tax and Reporting

○ Purchasing

○ Receiving

**Payment Details**

○ Relationship

○ Invoice Management

Update NOVA UNIVERSITY - 67366: Payment Details

Cancel Save

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

Add

Previous1-10 of 14Next 4

Payment Method	Default	End Date
Check	<input type="checkbox"/> Default	<input type="text"/>
CIT PETTY CASH	<input type="checkbox"/> Default	<input type="text"/>
CIT-ACH	<input type="checkbox"/> Default	<input type="text"/>
CIT-Check	<input checked="" type="checkbox"/> Default	<input type="text"/>
CIT-EFT	<input type="checkbox"/> Default	<input type="text"/>
CIT-Electronic	<input type="checkbox"/> Default	<input type="text"/>
CIT-Quick Cash	<input type="checkbox"/> Default	<input type="text"/>
CIT-WIRE	<input type="checkbox"/> Default	<input type="text"/>
Comcheck Payment method	<input type="checkbox"/> Default	<input type="text"/>
Cost Transfer	<input type="checkbox"/> Default	<input type="text"/>

IMSS - Information Management System and Services





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# R12 Supplier Creation

Create Supplier – Payment Details region - add remit email

**Payment Details**

- Relationship
- Invoice Management

CIT-Check	<input checked="" type="checkbox"/> Default	<input type="text"/>	
CIT-EFT	<input type="checkbox"/> Default	<input type="text"/>	
CIT-Electronic	<input type="checkbox"/> Default	<input type="text"/>	
CIT-Quick Cash	<input type="checkbox"/> Default	<input type="text"/>	
CIT-WIRE	<input type="checkbox"/> Default	<input type="text"/>	
Comcheck Payment method	<input type="checkbox"/> Default	<input type="text"/>	
Cost Transfer	<input type="checkbox"/> Default	<input type="text"/>	

**Add**Previous 1-10

[Personalize Default Single Column: \(HiddenFieldRN\)](#)

**Payment Attributes**

[Personalize "Payment Attributes"](#)

**Payment Delivery Attributes****Payment Specifications****Separate Remittance Advice Delivery**

Delivery Method

E-mail

E-Mail

Fax



# R12 Supplier Creation

## Create Supplier – Relationship region

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact
- Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting
  - Purchasing
  - Receiving
  - Payment Details
  - Relationship**
  - Invoice Management

**Update Relationship: NOVA UNIVERSITY - 67366**

**Relationship**

**Relationship**

Relationship Assignment Level - Site  Status **Active**

**Relationship Details**

Supplier Site	Remit To Supplier Name	Remit To Supplier Site	From Date	To Date	Additional Primary Information	Update	Inactivate
No search conducted.							



# R12 Supplier Creation

Create Supplier – Invoice management region identifies terms and invoice match options.

**ORACLE Payables** Close Window Preferences

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting
  - Purchasing
  - Receiving
  - Payment Details
  - Relationship
  - **Invoice Management**

**Update NOVA UNIVERSITY - 67366: Invoice Management**

Invoice Currency: US Dollar  
Invoice Amount Limit:   
Invoice Match Option: Purchase Order

**Invoice Payment Terms**

[Personalize "Invoice Payment Terms"](#)

Payment Currency: US Dollar  
Payment Priority: 99  
**Terms: 30 NET**  
Terms Date Basis: Invoice  
Pay Date Basis: Discount

**Supplier Sites**

Site Status: Active Site Name:

**Invoicing** **Payment** **Terms** **Supplier Preferences**

Create



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# R12 Supplier Creation

Create Supplier – Invoice management region

The screenshot shows a web-based form for creating a supplier in the R12 system. At the top, there is a blue header bar with the text "Close Window", "Preferences", and "Personalize Page". Below this, a red speech bubble with the text "Hold at all levels" points to the "Hold from Payment" section. The "Hold from Payment" section contains three checkboxes: "All Invoices", "Unmatched Invoices", and "Unvalidated Invoices". To the right of these checkboxes are "Cancel" and "Save" buttons. Below the "Hold from Payment" section, there is a "Pay Group" section. The "Pay Group" section contains a dropdown menu with "Standard" selected, a magnifying glass icon, and three checkboxes: "Always Take Discount" (checked), "Exclude Freight From Discount", and "Create Interest Invoice". The "Pay Group" section is highlighted with a red rectangular box.

Close Window Preferences Personalize Page

**Hold at all levels**

Cancel Save

Hold from Payment ☐ All Invoices  
☐ Unmatched Invoices  
☐ Unvalidated Invoices

Pay Group Standard ☒ Always Take Discount  
☐ Exclude Freight From Discount  
☐ Create Interest Invoice



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# R12 Supplier Creation

Create Supplier – Invoice management region

**Supplier Sites**

Site Status: Active Site Name: Operating Unit: Go

**Invoicing** Payment Terms Supplier Preferences

Create

Site Name	Operating Unit	Invoice Amount Limit	Invoice Tolerance	Invoice Match Option	Invoice Currency	Hold from Payment			Payment Hold Reason	Services Tolerance
						All Invoices	Unmatched Invoices	Unvalidated Invoices		
CHICAGO - MATN	Caltech		Caltech - Tolerance	Purchase Order	US Dollar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Holds at the site level



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# R12 Employee Suppliers

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## ○ Employee Supplier Address

- Employee Supplier Address will not be maintained by Supplier Management separately from HR. One of the HR addresses will be used for expense reimbursement.





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# R12 Employee Suppliers

Supplier: Add site. Note: Employee address maintained in HR and not visible from Payables

**ORACLE Payables**

Close Window Preferences Personalize Page

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book**
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting

**Confirmation**  
Site creation has been cancelled.

Update DOLLAR, SUSAN D - 18381: Address Book

Cancel Save

**Expense Payment Sites**

Uses Communication Identification

Create

Site Name	Operating Unit	Inactive Date	Purchasing Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
DIRECT DEPOSIT	Caltech	<input type="text"/> (example: 17-Jan-2011)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HOME	Caltech	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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# R12 Employee Suppliers

Supplier: only the Provisional site will be available to add for employee suppliers.

**Payables**Close Window Preferences Personalize Page

Suppliers: Address Book >

Create Address: Site Creation

Expense Payment Site Name 

Provisional

Go

Cancel

Apply

**Operating Units**

Select Site Name	Operating Unit
No results found.	

**Site Attributes**



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# R12 Employee Suppliers

Supplier: Select the site purpose by checking the boxes, then save the record.

**Address Book**

- Contact Directory
- Business Classification
- Products & Services
- Banking Details
- Surveys
- Terms and Control
- Accounting
- Tax and Reporting
- Purchasing
- Receiving
- Payment Details
- Relationship
- Invoice Management

**Expense Payment Sites**

**Uses** **Communication** **Identification**

**Create**

Site Name	Operating Unit	Inactive Date	Purchasing	Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
DIRECT DEPOSIT	Caltech	<input type="text"/> (example: 17-Jan-2011)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HOME	Caltech	<input type="text"/> (example: 17-Jan-2011)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
MAILCODE	Caltech	22-Mar-2005 (example: 17-Jan-2011)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PCARD	Caltech	<input type="text"/> (example: 17-Jan-2011)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PO-ALTADENA	Caltech	25-Oct-2000 (example: 17-Jan-2011)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PROVISIONAL	Caltech	<input type="text"/> (example: 17-Jan-2011)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Cancel** **Save**



# R12 New Processes

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## ○ Tax Exempt Suppliers

- Since one of the R12 eB Tax rules is based on the tax exempt status of suppliers, Supplier Management will need to track the tax status when setting up new suppliers.
- To specify a supplier as tax exempt, update the tax details region as displayed on the next slide.



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# R12 Supplier Creation

Create Supplier – Specify Supplier as Tax Exempt – if applicable

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details**
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services

Suppliers >  
**Update NOVA UNIVERSITY - 67366: Tax Details**

**Income Tax**

[Personalize "Income Tax"](#)  
[Personalize Table Layout: \(SuppTaxDtRN\)](#)

Taxpayer ID

Reportable ☐ Federal ☐ State

Allow Withholding Tax ☐

**Associated Fiscal Classifications**

\* Indicates required field  
✓ TIP

[Personalize Advanced Table: \(ZxAssocFiscalClassifTableRN\)](#)

Fiscal Classification Type Code	*Fiscal Classification Code	Fiscal Classification Name	*Effective From	Effective To
SUPPLIER_TAX_CLASSIFICAT	<input type="text" value="Tax Not Applicable"/>	Tax Not Applicable	<input type="text" value="01-Feb-2011"/>	<input type="text"/>



# R12 Demo

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- Create New Supplier
  - Create External Supplier
  - Specify Supplier as Tax Exempt
  
- Query Employee Supplier
  - Update Employee Supplier Record





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# Q&A