Oracle Release 12

Purchasing and Accounts Payable
Supplier Management
February 2, 2011
Suppliers Management Overview

Supplier Creation
  - R11i
  - R12

Employee Suppliers
  - Review Site Info Address

Tax Exempt Suppliers

Q&A
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.
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.
Navigation:
Create New Supplier Record: It is best to search first to ensure that duplicate suppliers are not being created.
Create New Supplier: enter the supplier organization information as displayed below. Fields with an asterisk (*) are required.
**Create New Supplier. CIT additional details in the DFF.**

<table>
<thead>
<tr>
<th>Supplier Type</th>
<th>Standard supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Country</td>
<td></td>
</tr>
<tr>
<td>Tax Registration Number</td>
<td></td>
</tr>
<tr>
<td>Taxpayer ID</td>
<td></td>
</tr>
<tr>
<td>Supplier URL</td>
<td></td>
</tr>
<tr>
<td>Taxpayer ID</td>
<td></td>
</tr>
<tr>
<td>* 1042S Supplier</td>
<td>No</td>
</tr>
<tr>
<td>* 1042S Tax Exempt</td>
<td>NA</td>
</tr>
<tr>
<td>* 592B Supplier</td>
<td>No</td>
</tr>
<tr>
<td>* 594 Supplier</td>
<td>No</td>
</tr>
<tr>
<td>* Sustainable Business</td>
<td>Yes</td>
</tr>
<tr>
<td>Multiple Business Concerns</td>
<td>No</td>
</tr>
<tr>
<td>Registered With CA State</td>
<td>No</td>
</tr>
<tr>
<td>Resale Permit Number</td>
<td></td>
</tr>
<tr>
<td>NAICS Code</td>
<td></td>
</tr>
</tbody>
</table>
Create Supplier - Organization Region

**Update NOVA UNIVERSITY - 67366: Organization**

- **Supplier Name**: NOVA UNIVERSITY
- **Supplier Number**: 67366
- **Alternate Supplier Name**: 
- **SIC**: 
- **National Insurance Number**: 
- **Type**: Educational

**Additional Information**
- **Supplier URL**: 
- **Taxpayer ID**: 
- *** 1042S Supplier No**: 

**Fields**:
- Parent Supplier Name
- Parent Supplier Number
- Customer Number
- Inactive Date

**Options**:
- Close Window
- Preferences
- Personalize Page
R12 Supplier Creation

Create Supplier - Organization Region <additional optional fields>
Create Supplier - Organization Region <can add attachments if needed>
Create Supplier – Address Book Region to add supplier sites
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

- Country: United States
- Address Line 1: 123 S Clark Street
- City: Chicago
- County: Cook
- State: IL
- Postal Code: 60603
- Address Name: CHICAGO - MAIN
- Addressee: Business Office
- Geography Code Override
- Language
Create Supplier – Address Book Region to add supplier sites
Create Supplier – Add site to Operating Unit

[Image of a software interface showing the creation of a supplier with details and the selection of an operating unit.]
Create Supplier – Contact Directory region – Add supplier contact

[Image of a screenshot from Oracle Payables showing the Create Supplier contact directory page]
Create Supplier – Contact Directory region – Add supplier contact
Create Supplier – Business Classification region – Add designation if applicable

### Certification

**Personalize "Certification"**

Last Certified By

[TIP Date format example: 27-Jan-2011]

<table>
<thead>
<tr>
<th>Classification</th>
<th>Applicable</th>
<th>Minority Type</th>
<th>Certificate Number</th>
<th>Certifying Agency</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hub Zone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Owned</td>
<td></td>
<td>Minority Owned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service-disabled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veteran Owned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create Supplier – Banking Details region – Add/Create bank accounts. This is a change from R11i.
Create Supplier – Banking Details region – Add/Create bank accounts

Create Bank Account
* Indicates required field

Personalize Table Layout: (MainTableRN)
Payee Name: NOVA UNIVERSITY
Payee Site: *
Country: United States
Supplier Site Name: *
Allow International Payments

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank

Personalize "Bank"
- Select Existing Bank
- Create New Bank

Bank Name: BANK OF NOVA SCOTIA
Bank Number: 056009039
Tax Payer ID:

Branch

Personalize "Branch"
- Select Existing Branch
- Create New Branch

Branch Name: NOVA SCOTIA BRANCH
Branch Number: 056009039
BIC:
Branch Type: ABA

Bank Account

Personalize "Bank Account"
* Account Number: 003094433212
Check Digits:
Account Name: SCOTIA
Currency: US Dollar
Create Supplier – Banking Details region – Add/Create bank accounts
Create Supplier – Tax and reporting region captures the transaction tax information for the supplier.

![Image of Oracle Payables interface for updating NOVA UNIVERSITY - 67366: Tax and Reporting]
Create Supplier – Tax Details captures Federal & State reporting requirements for the supplier.
Create Supplier – Purchasing region
R12 Supplier Creation

Create Supplier – Receiving region

[Image of the Oracle Payables interface with highlighted fields: Enforce Ship-To Location, Receipt Routing, Match Approval Level, Days Early Receipt Allowed, Days Late Receipt Allowed, Allow Substitute Receipts, Allow Unordered receipts, Quantity Received Tolerance, Quantity Received Exception, Receipt Date Exception.]

IMSS - Information Management System and Services
Create Supplier – Payment Details region identifies default payment methods.
Create Supplier – Payment Details region - add remit email
Create Supplier – Relationship region

<table>
<thead>
<tr>
<th>Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Quick Update</td>
</tr>
<tr>
<td>• Company Profile</td>
</tr>
<tr>
<td>o Organization</td>
</tr>
<tr>
<td>o Tax Details</td>
</tr>
<tr>
<td>o Address Book</td>
</tr>
<tr>
<td>o Contact Directory</td>
</tr>
<tr>
<td>o Business Classification</td>
</tr>
<tr>
<td>o Products &amp; Services</td>
</tr>
<tr>
<td>o Banking Details</td>
</tr>
<tr>
<td>o Surveys</td>
</tr>
<tr>
<td>• Terms and Control</td>
</tr>
<tr>
<td>o Accounting</td>
</tr>
<tr>
<td>o Tax and Reporting</td>
</tr>
<tr>
<td>o Purchasing</td>
</tr>
<tr>
<td>o Receiving</td>
</tr>
<tr>
<td>o Payment Details</td>
</tr>
<tr>
<td>o Relationship</td>
</tr>
<tr>
<td>o Invoice Management</td>
</tr>
</tbody>
</table>

### Relationship

**Relationship**

**Relationship Assignment Level - Site**

<table>
<thead>
<tr>
<th>Status</th>
<th>Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

**Relationship Details**

<table>
<thead>
<tr>
<th>Supplier Site</th>
<th>Remit To Supplier Name</th>
<th>Remit To Supplier Site</th>
<th>From Date</th>
<th>To Date</th>
<th>Additional Primary Information</th>
<th>Update</th>
<th>Inactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>No search conducted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create Supplier – Invoice management region identifies terms and invoice match options.
Create Supplier – Invoice management region
Create Supplier – Invoice management region
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.
Supplier: Add site. Note: Employee address maintained in HR and not visible from Payables.
Supplier: only the Provisional site will be available to add for employee suppliers.
Supplier: Select the site purpose by checking the boxes, then save the record.

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Operating Unit</th>
<th>Inactive Date</th>
<th>Purchasing Pay</th>
<th>Primary Pay</th>
<th>RFQ Only</th>
<th>Procurement Card</th>
<th>Descriptive Flexfields</th>
<th>Global Descriptive Flexfields</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECT DEPOSIT</td>
<td>Caltech</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOME</td>
<td>Caltech</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAILCODE</td>
<td>Caltech</td>
<td>22-Mar-2005 (example: 17-Jan-2011)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCARD</td>
<td>Caltech</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROVISIONAL</td>
<td>Caltech</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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

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

**Income Tax**
- Taxpayer ID
- Reportable
  - Federal
  - State
- Allow Withholding Tax

**Associated Fiscal Classifications**
- Indicates required field
  - TIP
  - Personalize Advanced Table: (ZxAssocFiscalClassfTableRN)

<table>
<thead>
<tr>
<th>Fiscal Classification Type Code</th>
<th>*Fiscal Classification Code</th>
<th>Fiscal Classification Name</th>
<th>*Effective From</th>
<th>Effective To</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLIER_TAX_CLASSIFICAT</td>
<td>Tax Not Applicable</td>
<td>Tax Not Applicable</td>
<td>01-Feb-2011</td>
<td></td>
</tr>
</tbody>
</table>

**Add Another Row**
Create New Supplier
- Create External Supplier
- Specify Supplier as Tax Exempt

Query Employee Supplier
- Update Employee Supplier Record
Q&A