

Add Supplier / Supplier Site Information

Distribution

AP Manager

AP Accountant*

Related Procedures

Refer to *Adding Suppliers [../FND/@PRO1506Y]*

Ownership

The Payables Manager [xxx@yourcompany.com?Subject=NAV2506Y Add Supplier / Supplier Site Information] is responsible for ensuring that this document is necessary and reflects actual practice.

Add Supplier / Supplier Site Information

AP Accountant

1. Query Supplier to verify the supplier does not already exist prior to setting them up

Oracle Payables

N > Suppliers > Entry

Suppliers

The screenshot shows the Oracle Payables 'Add Supplier' form. The 'Supplier Name' field is highlighted in yellow. The form includes the following fields and tabs:

- Supplier Name (highlighted)
- Supplier Number
- Alternate Name
- Taxpayer ID
- Tax Registration Number
- Inactive On
- Tabs: General, Classification, Accounting, Control, Payment, Bank Acc..., EDI, Invoi..., Withh..., Tax R...
- Parent Supplier Name
- Number
- Customer Number
- Sites button

- Within the Supplier Name field hit the F-11 key to enable 'Query' mode (box turns light blue).

- Enter part of the Suppliers name preceded and followed by % characters (e.g., %Fed%)
- Hit the Ctrl + F-11 keys to perform search.

If supplier name is not identified, goto task #3. Otherwise, goto task #2.

2. Do not enter Supplier and return form to Requester.

End of activity.

3. Hit the F-4 key to cancel search mode
4. Enter the supplier header information.

Oracle Payables

N > Suppliers > Entry

Suppliers

Supplier Name Supplier Number
Alternate Name
Taxpayer ID Tax Registration Number
Inactive On

General Classification Accounting Control Payment Bank Acc... EDI Invoi... Withh... Tax R... ▶

Parent Supplier Name Number
Customer Number

Sites

- Enter the **Supplier Name**

Adhere to Company Supplier Naming Convention

- Using Capitals and Lower Case Letters
- No 'The' at the Beginning of any Supplier Name. This should be enter at the end of the name
- No punctuation, except for the use of a Comma between the Supplier Name and 'The' at the end of the name.

Supplier Name
Alternate Name
Taxpayer ID
Inactive On

- Optionally, enter an **Alternate Name**
- **Supplier Number** will populate upon saving the record.

The *Supplier Number Entry* option is set to “Automatic”

- Enter the **Taxpayer ID**

There is a list of tabs that can store additional information on the supplier. To the far right of these tabs is a box that contains 2 arrows. Click this box to see a list of all the tabs.

The screenshot shows the Oracle Supplier form interface. The 'General' tab is selected, displaying the following fields:

- Supplier Name: **Federal Express (Memphis/ILS)**
- Supplier Number: **7074**
- Alternate Name: **FEDER00**
- Taxpayer ID: [Empty]
- Tax Registration Number: [Empty]
- Inactive On: [Empty]

Below the tabs, the following fields are visible:

- Parent Supplier Name: [Empty]
- Number: [Empty]
- Customer Number: [Empty]

A 'Sites' button is located at the bottom right of the form.

- Within the Tax Reporting tab
 - Mark the Reportable - **Federal** flag
 - Enter the **Income Tax Type** E.g.,:
 - MISC1 = Rent
 - MISC6 = Medical and health care payments
 - MISC7 = Non-employee compensation
 - MISC14 = Gross proceeds paid to attorney
 - Enter the **Verification Date**, as the date the **1099** was verified
 - Enter the [Insert Site] as the Federal **Reporting Site**

- Select the **Sites** button and the **Tax Re...** tab to select the *Income Tax Reporting Site* box to enable saving the tax info.
- **Save** your work.

5. Enter the **Supplier Site** information.

The screenshot shows the Oracle Supplier Sites form. The 'Site Name' field is highlighted in yellow and contains 'MEMPHIS'. The 'Address' field contains 'P.O. Box 1140'. The 'City' field contains 'Memphis', the 'State' field contains 'TN', and the 'Postal Code' field contains '38101-1140'. The 'Site Uses' section has checkboxes for 'Pay' (checked), 'Purchasing' (checked), 'Primary Pay' (unchecked), 'BFG Only' (unchecked), and 'Procurement Card' (unchecked). The 'Communication' section has fields for 'Voice' (901), 'Area Code' (901), 'Number' (3954649), 'Telex', and 'E-mail' (Dana Allen).

- Within the Suppliers window, click the **Sites** button to enter supplier site information
- Enter supplier site information.
 - Enter the **Site Name** – First Line of the Address
 - Enter **Address**
 - Enter **General Information** (Purchasing related information)
 - Site Uses defaults to **Pay** or **Purchase** for each site. Deselect a box if indicated on the Supplier Maintenance Form

Each site should be either Pay or Purchase, or maybe both. Employees should only have one pay site.

The **Primary Pay** box should be checked for ACH suppliers only.

- Select the **Supplier Notification Method** and change to a blank field (under the E-mail value)
- Enter **Contact Information**
- Enter **Account Information**
 - Setup Invoice **Distribution Set** for recurring invoices only
 - Do **NOT** modify **GL Accounts**
- Enter **Control Information**
 - For Supplier who will not have Purchase Orders or Receipts (e.g., utilities) de-select the *Hold Unmatched Invoices* check box
- Enter **Payment Information**
 - Enter **Payment Terms**
 - Enter **Pay Group**

Non-standard and/or unfavorable payment terms must be approved by the Treasury Manager prior to entry into Oracle.

- Enter **Payment Method**
 - Electronic
 - Wire
 - Check
 - **Payment Priority** defaults to 99,verride
 - **Terms Date Basis** ('Invoice') and **Pay Date Basis** ('Due' –consider Discount) should only be changed if instructed
 - **Payment Method** defaults to 'Check'
 - Enter supplier **Bank Account**
 - Enter **EDI** information, if applicable
 - **Save** your work
6. Repeat previous site-specific steps for each site listed on the Supplier Maintenance Form.

Descriptions of the Supplier and Supplier Site Tabs are as follows:

Note: Because many regions of the same name share many of the same fields, we have combined the region references when possible.

Accounting Region of Supplier and Supplier Site Windows

- Supplier accounting values default to all new supplier sites entered for the supplier. Supplier site accounting values default to all new invoices for the supplier site. You can override any accounting defaults during supplier site entry and invoice entry.

Bank Accounts Region of the Supplier Sites Windows

- This tab, within the Supplier Site, is used to record the supplier bank accounts that your suppliers and supplier sites use for electronic payment transactions.
- If you want to view detailed information or update a bank account listed in this window, double click on the current record indicator to navigate to the Banks window.
- **Note:** Do **Not** Assign Any Bank Accounts at the Supplier Header Level.

Classification Region of the Suppliers Window

- This tab contains, the Employee Name and Number linked to the supplier, the type of supplier and if the supplier is woman or minority owned, is a business with small enterprises, or a one-time entry.

Contacts region of the Supplier Sites

- Contact information is for your reference only and is not used by the system.

Control Region of the Suppliers and Supplier Sites Window

- Indicates holds on a supplier or supplier site.

EDI Region of the Supplier and Supplier Sites Windows

- If you pay this supplier with electronic payments, enter the information in this tab for your supplier.

General region of the Suppliers Window

- This tab identifies the Customer Number your supplier uses to identify your enterprise, the parent supplier Number, and the Parent Supplier Name.

Invoice Tax Region of the Suppliers and Suppliers Sites Window

- This tab identifies the Invoice Tax Code, the Use Offset Taxes, the Calculation Level, the Calculation Level Override, the Rounding Rule, and the Distribution Amounts Include Tax.

Note: The **Invoice Tax Code** should be left blank and the **Use Offset Taxes** box should be checked.

Payment Region of the Suppliers and Suppliers Sites Window

- All supplier payment values default to new supplier sites entered. Supplier site values default to invoices. You can override any payment defaults during supplier site entry, except Allow Interest Invoices, which does not display in the Supplier Sites window.

- The defaults in the Supplier Payment region come from the defaults entered in the Financials Options window, except the default for Pay Group and Allow Interest Invoices, which come from the Payables Options window, and the default for Exclude Freight From Discount, which is always No.

Purchasing region of the Suppliers and Supplier Sites Windows

- Indicates purchasing information for the supplier. Supplier purchasing values default to supplier sites entered.

Receiving Region of the Suppliers Window

- Indicates receiving information from the supplier. All supplier receiving values default to new purchase orders entered for a supplier.

General Region of the Supplier Sites Window

- General information about the supplier such as; Customer Number, Shipping Network Location, Supplier Notification Method, Pay Site, Purchasing Site, Procurement Card for credit cards, and E-mail address.

Tax Reporting Region of the Suppliers Window

- Supplier tax reporting information. Types of tax information indicated are Federal, Income Tax Type, Reporting Site, Verification Date, Name Control, and Organization Type.

Withholding Tax Region of the Suppliers and Suppliers Site Windows

- Withholding tax information for a supplier and supplier site. If the Use Withholding Tax Payables option is not enabled, you will not be able to navigate to this region.

End of activity.

