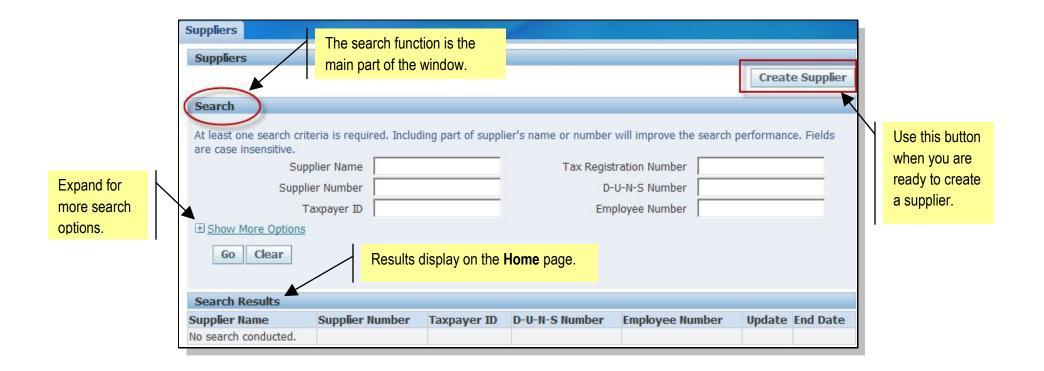


Oracle R12 Supplier File

The Oracle R12 Supplier File access for both *Inquiry* and *Entry* start from one *Supplier File Home* page. Always search on suppliers before creating a new one. Use the images below to navigate the *Home Page* and search criteria options.



Search for a Supplier

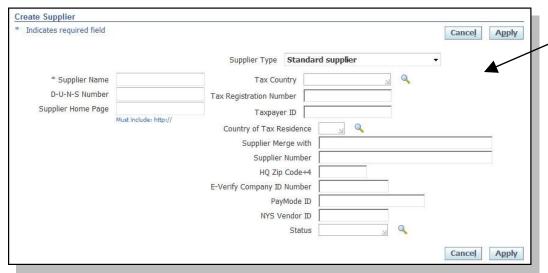
The more criteria entered, the more specific the results returned by Oracle.



Keep in mind when searching:

Wildcards (%)	The percent symbol is the Oracle wildcard. It can be placed before, between, or after full and/or partial names for various search methods. You should search on supplier name and TIN as a best practice.
Employee Names	Employee names appear in two formats in the Supplier File. Employee Supplier File records created after May 5, 2014 appears as <i>last name</i> , <i>title</i> , <i>first name</i> . Employee Supplier File records created before May 5, 2014 appears as <i>first name last name</i> .
Punctuation and Symbols	Adhere to the Naming Standards for exceptions to using punctuation and/or symbols in supplier names.

Create a Supplier



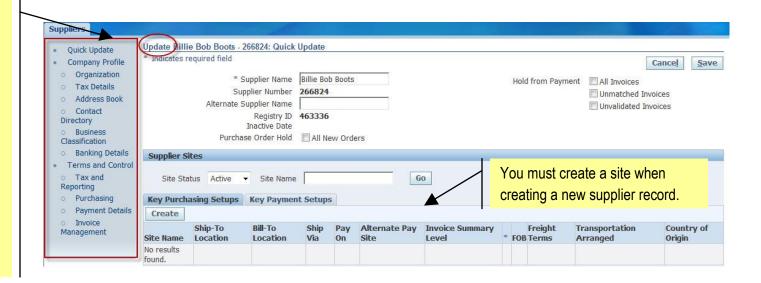
Required fields on the initial screen include:

- Supplier Name
- Supplier Type
- Taxpayer ID (for non-employees)
- Country of Tax Residence (for noncitizens, individual supplier types)

Once initial supplier entries are applied, Oracle transitions from "Create" to "Update."

The left navigation bar contains quick links to forms on specific information to complete the supplier record.

Add all additional required and known information.



Quick Links

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact
 Directory
 - Business
 Classification
 - Banking Details
- Terms and Control
 - Tax and Reporting
 - Purchasing
 - Payment Details
 - Invoice
 Management

Quick Update: Initial form after "creating a supplier." Sites and key purchasing and payment setups are maintained from this form.

Company Profile, *Organization:* Additional supplier information can be entered here. All attachments are added on this form.

Company Profile, *Tax Details:* Another tab to add supplier sites. Tax withholding settings are assigned on this form.

Company Profile, Address Book: The company address is here, at the header level above the sites.

Company Profile, Contact Directory: Add company contacts here.

Company Profile, *Business Classification:* Designation of special vendors, such as MWSB or veteran owned businesses are noted on this tab with certification information.

Company Profile, Banking Details: Banking details are maintained by central office for all suppliers.

Terms and Control, *Tax and Reporting:* Identify Organization type on this form.

Terms and Control, *Purchasing:* Use this form to enter purchasing and freight site information as well as PO hold information.

Terms and Control, Payment Details: This form identifies payment methods (check, electronic, etc.)

Terms and Control, *Invoice Management:* Identify invoice payment terms and hold information here.

See also

- Supplier File Naming Standards
- Supplier File Reference Guide
- Supplier File Naming Standards Appendix
- Oracle R12 Supplier File Process Help (log in required).