



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.

The screenshot shows the Oracle R12 Supplier File Home page. The page has a blue header with the word "Suppliers" and a sub-header "Suppliers". A "Search" button is circled in red. A "Create Supplier" button is highlighted with a red box. The search form includes fields for Supplier Name, Supplier Number, Taxpayer ID, Tax Registration Number, D-U-N-S Number, and Employee Number. There are "Go" and "Clear" buttons. A "Show More Options" link is also present. The search results table is empty, showing "No search conducted.".

The search function is the main part of the window.

Use this button when you are ready to create a supplier.

Expand for more search options.

Results display on the Home page.

Supplier Name	Supplier Number	Taxpayer ID	D-U-N-S Number	Employee Number	Update	End Date
No search conducted.						

Search for a Supplier

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

Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name Tax Registration Number

Supplier Number D-U-N-S Number

Taxpayer ID Employee Number

[Hide More Options](#)

Alternate Supplier Name

Inactive Date From To

(example: 17-Dec-2013) (example: 17-Dec-2013)

One Time

Supplier Type

Parent Supplier Number

Payment Priorities From To

Reporting Name

Payment Terms

Pay Group

Federal Reportable

Income Tax Type

State Reportable

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, title, 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 non-citizens, 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.

You must create a site when creating a new supplier record.

Quick Links

	<p>Quick Update: Initial form after “creating a supplier.” Sites and key purchasing and payment setups are maintained from this form.</p>
	<p>Company Profile, <i>Organization</i>: Additional supplier information can be entered here. All attachments are added on this form.</p>
	<p>Company Profile, <i>Tax Details</i>: Another tab to add supplier sites. Tax withholding settings are assigned on this form.</p>
	<p>Company Profile, <i>Address Book</i>: The company address is here, at the header level above the sites.</p>
	<p>Company Profile, <i>Contact Directory</i>: Add company contacts here.</p>
	<p>Company Profile, <i>Business Classification</i>: Designation of special vendors, such as MWSB or veteran owned businesses are noted on this tab with certification information.</p>
	<p>Company Profile, <i>Banking Details</i>: Banking details are maintained by central office for all suppliers.</p>
	<p>Terms and Control, <i>Tax and Reporting</i>: Identify Organization type on this form.</p>
	<p>Terms and Control, <i>Purchasing</i>: Use this form to enter purchasing and freight site information as well as PO hold information.</p>
	<p>Terms and Control, <i>Payment Details</i>: This form identifies payment methods (check, electronic, etc.)</p>
<p>Terms and Control, <i>Invoice Management</i>: Identify invoice payment terms and hold information here.</p>	

See also

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