**Introduction/ Issue:**

We will discuss basic knowledge related to supplier. Which is more important before creating the supplier

IN EBS –-> Anybody can create the supplier

But in Fusion –> only buyers can create the supplier nothing but a Procurement Agent. Whoever working in purchasing team. Only those employees to create the PO and maintain the supplier

Here Yes, anybody can create supplier but not supplier site, supplier contact, supplier addresses all those site information only maintain by the Buyer Only , Buyer here nothing but a procurement agent. Only procurement agent can create. But if you  are having access ..yes you can go to create supplier only

Coming to supplier model it is similar to EBS

Supplier Model is a global entity. It’s not related to BU. You are not going to configure or restrict to BU level or LE level or ledger level.

IN Fusion Application in built system will use DQM process (Data quality management) this is the inbuilt process application will use what it will do is .it will update your supplier record that means to avoid creation of duplicate supplier.

**Why we need to do / Cause of the issue:**

Types of Supplier in Oracle Fusion

1. Prospective Supplier

2. Spend authorized suppliers

1. Prospective Supplier:

A.         If supplier is prospective, your supplier can only involve in negotiation process that means we cannot do any business and financial transaction.

B.         if supplier is prospective that means you cannot create PO are may be an INVOICE

2.         Spend authorized:  Spend authorized then only you can did financially, that means you can create PO as well as we can create AP invoices are payment

Mainly Two types of suppliers

1. Externally   2. Internally
2. Externally: They can directly login your portal and they can registered themselves that is externally
3. Internally: Internally means may be a requester, may be your buyer or may be your sourcing manager

**Creating a Supplier in Oracle Fusion**

Creating a supplier in Oracle Fusion involves several key steps to ensure accurate setup and integration within your procurement processes. Here's a consolidated guide:

**1. Assign Necessary Roles**

* Ensure that the user responsible for creating suppliers has the appropriate roles assigned:
  + **Supplier Administrator**: Code: ORA\_POZ\_SUPPLIER\_ADMINISTRATOR\_ABSTRACT
  + **Supplier Manager**: Code: ORA\_POZ\_SUPPLIER\_MANAGER\_ABSTRACT
* These roles can be assigned via the Security Console.

**2. Configure Supplier Numbering**

* Navigate to: Setup and Maintenance > Procurement > Suppliers > Specify Supplier Numbering.
* Decide whether supplier numbers are generated automatically or manually assigned.

**3. Define Supplier Types**

* Go to: Setup and Maintenance > Procurement > Suppliers > Manage Supplier Type Lookup.
* Specify different supplier types (e.g., contractor, manufacturer) to categorize suppliers effectively.

**4. Set Up Tax Organization Types**

* Access: Setup and Maintenance > Procurement > Suppliers > Manage Tax Organization Type Lookup.
* This setup helps in segregating data based on tax classifications.

**5. Configure Supplier Registration and Profile Change Requests**

* Navigate to: Setup and Maintenance > Procurement > Suppliers > Configure Supplier Registration and Profile Change Request.
* Determine the information required from suppliers during registration and any subsequent profile updates.

**6. Manage Supplier Registration Approvals**

* **For internal supplier registrations**:
  + Setup and Maintenance > Procurement > Approval Management > Manage Internal Supplier Registration Approvals.
* **For external supplier registrations**:
  + Setup and Maintenance > Procurement > Approval Management > Manage Supplier Registration Approvals.
* Define approval hierarchies and workflows as per organizational requirements.

**7. Create the Supplier**

* Navigate to the Suppliers module:
  + Navigator > Procurement > Suppliers.
* Click on Create Supplier.
* Fill in the necessary details:
  + **Business Relationship**: Choose between 'Prospective' (for negotiation purposes only) or 'Spend Authorized' (allows financial transactions).
  + **Supplier Name**: Enter the official name of the supplier.
  + **Tax Details**: Provide relevant tax information as required.
* After entering the details, click Create to finalize the supplier setup.

**8. Add Supplier Address**

* Within the supplier profile, navigate to the Addresses tab.
* Click on Create and input the address details:
  + **Address Name**: A unique identifier for the address.
  + **Country**: Select the country from the list.
  + **Address Line 1**: Street address.
  + **City, State, Postal Code**: Enter the respective details.
* Specify the Address Purpose (e.g., Purchasing) to define the function of the address.

**9. Create Supplier Site**

* In the supplier profile, go to the Sites tab.
* Click on Create and provide:
  + **Address Name**: Select from previously entered addresses.
  + **Site Name**: A unique name for the site.
  + **Procurement BU**: Choose the business unit responsible for procurement.
  + **Site Purpose**: Define the purpose(s) of the site (e.g., Purchasing, Payables).
* Save the site details to establish the supplier-site relationship.

**10. Assign Supplier Site to Business Units**

* Navigate to the Site Assignments section within the supplier profile.
* Assign the supplier site to relevant client business units (BUs) and specify the Bill-to BU responsible for invoice processing.

By following these steps, you can effectively set up a supplier in Oracle Fusion, ensuring all necessary configurations are in place for seamless procurement operations.

**Note: Post the blog in SharePoint. After your manager’s review, you can post it in our website.**