



Caltech

Oracle Release 12

Purchasing and Accounts Payable
Supplier Management
February 2, 2011



Agenda

- Suppliers Management Overview
- Supplier Creation
 - R11i
 - R12
- Employee Suppliers
 - Review Site Info Address
- Tax Exempt Suppliers
- Q&A



R12 Suppliers

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.



R12 Supplier Creation

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact
- Directory
 - Business Classification
 - Products & Services
- Banking Details
- Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers >
Update NOVA SOUTHEASTERN UNIVERSITY
* Indicates required field

Supplier Sites

Site Status: Active Site Name: []

Key Purchasing Setups **Key Payment Setups**

Create

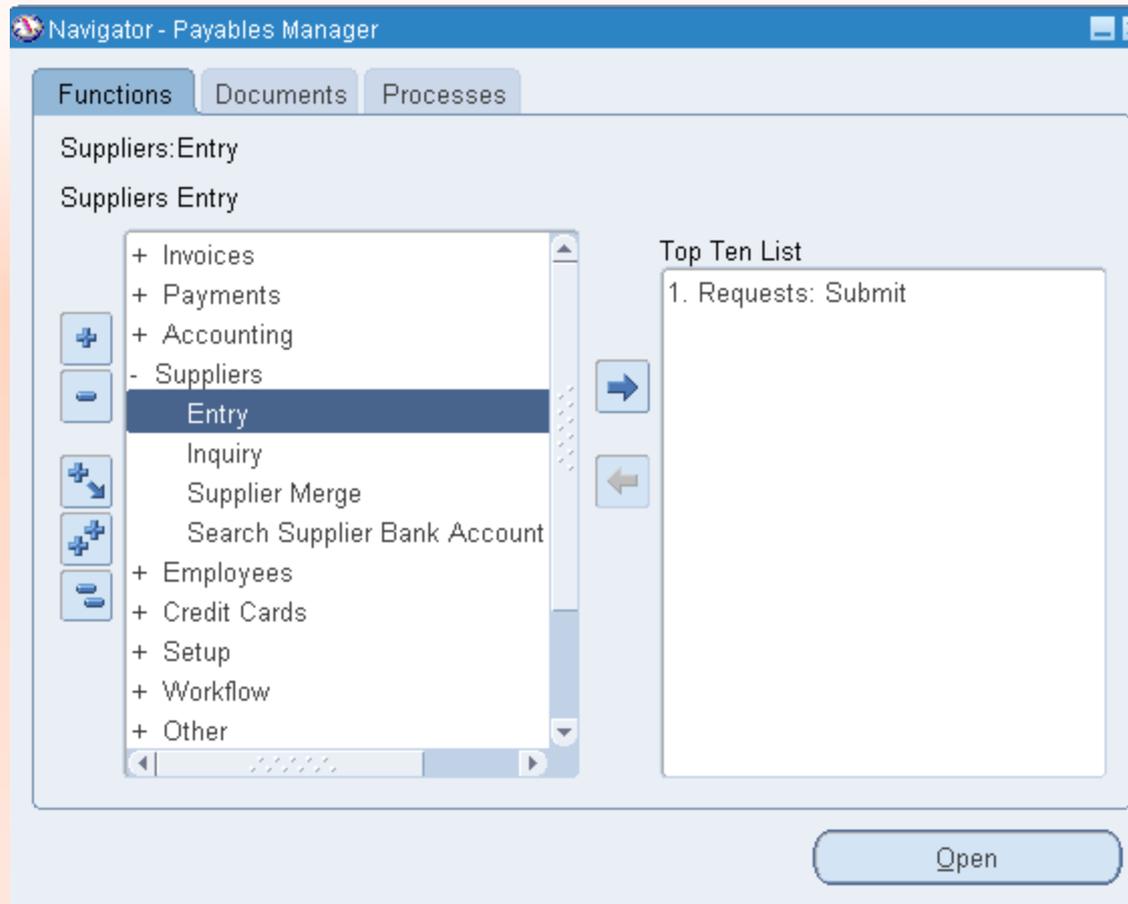
Site Name	Operating Unit	Ship-To Location
MAILING LABEL	Caltech	CALTECH
PO-FORT LAUDERD	Caltech	CALTECH
REMIT-FORT	Caltech	CALTECH

- 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



R12 Supplier Creation

Navigation:





R12 Supplier Creation

Create New Supplier Record: It is best to search first to ensure that duplicate suppliers are not being created.

The screenshot shows the Oracle Payables interface for creating a new supplier. At the top, the Oracle logo and "Payables" are displayed, along with "Close Window" and "Preferences" links. A "Suppliers" tab is active. A "Suppliers" header bar contains a "Create Supplier" button, which is highlighted with a red rectangular box. Below this is a "Search" section with a link to "Personalize 'Search'". A note states: "At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive." There are six input fields: "Supplier Name", "Supplier Number", "Taxpayer ID", "Tax Registration Number", "D-U-N-S Number", and "Employee Number". A "Show More Options" link with a plus icon is located below the input fields. At the bottom of the search section are "Go" and "Clear" buttons.



R12 Supplier Creation

Create New Supplier: enter the supplier organization information as displayed below. Fields with an asterisk (*) are required.

The screenshot shows the Oracle Payables 'Create Supplier' form. The header includes the Oracle logo and 'Payables' text, with navigation links for 'Close Window', 'Preferences', and 'Personalize Page'. Below the header, there is a breadcrumb 'Suppliers >' and the title 'Create Supplier'. A note states '* Indicates required field'. There are 'Cancel' and 'Apply' buttons. The 'Supplier Type' dropdown is set to 'Standard supplier'. The 'Organization Name' field is required and contains 'NOVA UNIVERSITY'. Other fields include 'Alias', 'Name Pronunciation', 'D-U-N-S Number', 'URL', 'Context Value', 'Tax Country', 'Tax Registration Number', 'Taxpayer ID', 'Supplier URL', 'Taxpayer ID', '* 1042S Supplier' (set to 'No'), and '* 1042S Tax Exempt' (set to 'NA').

ORACLE® Payables		Close Window Preferences Personalize Page	
Suppliers >			
Create Supplier			
* Indicates required field			
		Supplier Type Standard supplier	
* Organization Name	NOVA UNIVERSITY	Tax Country	
Alias		Tax Registration Number	
Name Pronunciation		Taxpayer ID	
D-U-N-S Number		Supplier URL	
URL		Taxpayer ID	
Context Value	Must include: http://	* 1042S Supplier	No
			No
		* 1042S Tax Exempt	NA



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R12 Supplier Creation

Create New Supplier. CIT additional details in the DFF.

Supplier Type **Standard supplier**

Tax Country

Tax Registration Number

Taxpayer ID

Supplier URL

Taxpayer ID

* 1042S Supplier
No

* 1042S Tax Exempt
Not Applicable

* 592B Supplier
No

* 594 Supplier
No

* Sustainable Business
Yes

Multiple Business Concerns

Registered With CA State
No

Resale Permit Number

NAICS Code



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R12 Supplier Creation

Create Supplier - Organization Region

ORACLE® Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization**
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting

Update NOVA UNIVERSITY - 67366: Organization

* Indicates required field

* Supplier Name	<input type="text" value="NOVA UNIVERSITY"/>	Parent Supplier Name	<input type="text"/>
Supplier Number	<input type="text" value="67366"/>	Parent Supplier Number	<input type="text"/>
Alternate Supplier Name	<input type="text"/>	Customer Number	<input type="text"/>
SIC	<input type="text"/>	<input type="checkbox"/> One Time	
National Insurance Number	<input type="text"/>	Inactive Date	<input type="text"/>
	<input type="text" value="Educational"/>	(example: 27-Jan-2011)	

Additional Information

Supplier URL	<input type="text"/>
Taxpayer ID	<input type="text"/>
* 1042S Supplier No	<input type="text"/>



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R12 Supplier Creation

Create Supplier - Organization Region <additional optional fields>

Organization

D-U-N-S Number	<input type="text"/>	Chief Executive Name	<input type="text"/>
Legal Structure	<input type="text"/>	Chief Executive Title	<input type="text"/>
Principal Name	<input type="text"/>		
Year Established	<input type="text"/>	Principal Title	<input type="text"/>
Incorporation Year	<input type="text"/>		
Control Year	<input type="text"/>		
Mission Statement	<input type="text"/>		

Total Employees

Organization Total	<input type="text"/>	Corporate Total	<input type="text"/>
Organization Total Type	<input type="text"/>	Corporate Total Type	<input type="text"/>

Tax and Financial Information

Taxpayer ID	<input type="text"/>	Analysis Year	<input type="text"/>
Tax Registration Num	<input type="text"/>	Currency Preference	<input type="text"/>
VAT Number.		Annual Revenue	<input type="text"/>
Fiscal Year End	<input type="text"/>	Potential Revenue	<input type="text"/>
<input type="checkbox"/> Federal Agency			For next fiscal year.



R12 Supplier Creation

Create Supplier - Organization Region <can add attachments if needed>

Basic Information

[+ Show Additional Basic Information](#)

Context Value

Attachments

Search

Note that the search is case insensitive

Title

[+ Show More Search Options](#)

Title	Type	Description	Category	Last Updated By
No results found.				



R12 Supplier Creation

Create Supplier – Address Book Region to add supplier sites

The screenshot shows the Oracle Payables 'Suppliers' page for 'Update NOVA UNIVERSITY - 67366: Address Book'. The left sidebar contains a navigation menu with 'Address Book' selected. The main area features a search section with fields for 'Address Name', 'Address Details', and 'Site Name', along with 'Go' and 'Clear' buttons. A 'Create' button is highlighted with a red box. Below the search section is a table with columns: Details, Name, Address, Country, Communication, Purpose, Status, Update, Manage Sites, and Remove. The table currently displays 'No results'.



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

[Personalize "Address Details"](#)

[Personalize Stack Layout: \(extndRegion.AddrDet1.addressCreateUpdateStack\)](#)

* Country	<input type="text" value="United States"/>	
* Address Line 1	<input type="text" value="123 S Clark Street"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text"/>	
City	<input type="text" value="Chicago"/>	
County	<input type="text" value="Cook"/>	
State	<input type="text" value="IL"/>	
Postal Code	<input type="text" value="60603"/>	
* Address Name	<input type="text" value="CHICAGO - MAIN"/>	
Addressee	<input type="text" value="Business Office"/>	
Geography Code Override	<input type="text"/>	
Language	<input type="text"/>	



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R12 Supplier Creation

Create Supplier – Address Book Region to add supplier sites

Contact Details and Purpose

Communication Details Update to all new sites created for this address

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Address Purpose Purchasing
 Payment
 RFQ Only



R12 Supplier Creation

Create Supplier – Add site to Operating Unit

Payables Close Window Preferences Personalize Page

Suppliers: Address Book > Create Address: Confirm Details >

Create Address: Site Creation

Address Name **CHICAGO - MAIN** Supplier Name **NOVA UNIVERSITY**
 Address Details **123 S Clark Street,** Supplier Number **67366**
Chicago, IL, US
 Purpose **Payment, Purchasing**

Operating Units

[Select All](#) | [Select None](#)

Select	Site Name	Operating Unit
<input checked="" type="checkbox"/>	CHICAGO - MAIN	Caltech



R12 Supplier Creation

Create Supplier – Contact Directory region – Add supplier contact

ORACLE® Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - **Contact Directory**
 - Business Classification
 - Products & Services

Update NOVA UNIVERSITY - 67366: Contact Directory

Create

First Name	Last Name	Phone Number	Email Address	Has User Account	Status Update
No results found.					



R12 Supplier Creation

Create Supplier – Contact Directory region – Add supplier contact

ORACLE Payables Close Window Preferences Help Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - **Contact Directory**
 - Business Classification
 - Products & Services
 - Banking Details

Suppliers: Contact Directory >

Add Contact

* Indicates required field

Contact Title	Mr. <input type="button" value="v"/>	Phone Area Code	<input type="text" value="312"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
First Name	<input type="text" value="John"/>	Phone Number	<input type="text" value="556-8978"/>		
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>		
* Last Name	<input type="text" value="Doe"/>	Fax Area Code	<input type="text"/>		
Job Title	<input type="text"/>	Fax Number	<input type="text"/>		
Department	<input type="text" value="Business Office"/>	Inactive Date	<input type="text"/>	<input type="button" value="Calendar"/>	
Email Address	<input type="text" value="business@nova.edu"/>				(example: 27-Jan-2011)



R12 Supplier Creation

Create Supplier – Business Classification region – Add designation if applicable

- Address Book
- Contact Directory
- **Business Classification**
- Products & Services
- Banking Details
- Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details

Certification

[Personalize "Certification"](#)

Last Certified _____ By _____

✓ TIP Date format example: 27-Jan-2011

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expirati
Hub Zone	<input type="checkbox"/>				
Minority Owned	<input checked="" type="checkbox"/>	Minority Owned ▼			
Service-disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				



R12 Supplier Creation

Create Supplier – Banking Details region – Add/Create bank accounts. This is a change from R11i.

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact
- Directory
 - Business Classification
 - Products & Services
 - **Banking**
- Details**
 - Surveys

Update NOVA UNIVERSITY - 67366: Banking Details Cancel

Bank Account and Assignment Details

Select Account Assignment Level: Go

Payment Details

Bank Accounts

Add **Create** Create Factor Account

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Update D
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R12 Supplier Creation

Create Supplier – Banking Details region – Add/Create bank accounts

- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact
- Directory
 - Business Classification
 - Products & Services
 - Banking Details**
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Create Bank Account

* Indicates required field

Personalize Table Layout: (MainTableRN)

Payee Name **NOVA UNIVERSITY** Internal Organization
 Payee Site Supplier Site Name

* Country United States

Allow International Payments

Personalize Table Layout: (BankBranchTblLayoutRN)

Bank	Branch
<p>Personalize "Bank"</p> <p><input type="radio"/> Select Existing Bank</p> <p><input checked="" type="radio"/> Create New Bank</p> <p>Bank Name <input type="text" value="BANK OF NOVA SCOTIA"/></p> <p>Bank Number <input type="text" value="056009039"/></p> <p>Tax Payer ID <input type="text"/></p> <p>+ Show Bank Details</p>	<p>Personalize "Branch"</p> <p><input type="radio"/> Select Existing Branch</p> <p><input checked="" type="radio"/> Create New Branch</p> <p>Branch Name <input type="text" value="NOVA SCOTIA BRANCH"/></p> <p>Branch Number <input type="text" value="056009039"/></p> <p>BIC <input type="text"/></p> <p>Branch Type <input style="border: 1px solid #ccc; border-bottom: none; padding: 2px 5px;" type="text" value="ABA"/> </p> <p>+ Show Branch Details</p>

Bank Account

Personalize "Bank Account"

* Account Number Account Name

Check Digits Currency



R12 Supplier Creation

Create Supplier – Banking Details region – Add/Create bank accounts

Update NOVA UNIVERSITY - 67366: Banking Details

Bank Account and Assignment Details

Select Account Assignment Level

Payment Details

Bank Accounts

[Show All Details](#) | [Hide All Details](#)

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Update	Additional Details
<input type="checkbox"/> Show	123456789		USD	NOVA BANK	<input type="text" value="27-Jan-2011"/> <input type="button" value="Calendar"/>	<input type="button" value="Pencil"/>	1	<input type="button" value="Up Arrow"/>	<input type="button" value="Down Arrow"/>	<input type="button" value="Pencil"/>	<input type="button" value="Pencil"/>



R12 Supplier Creation

Create Supplier – Tax and reporting region captures the transaction tax information for the supplier.

ORACLE Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - **Tax and Reporting**
 - Purchasing
 - Receiving
 - Payment Details

Update NOVA UNIVERSITY - 67366: Tax and Reporting

Reporting Name Verification Date
(example: 27-Jan-2011)

Name Control Organization Type

Transaction Tax

Main Information

[Personalize "Main Information"](#)

Allow Tax Applicability Allow Offset Taxes
 Set for Self Assessment / Reverse Charge Tax Classification

Tax Reporting Codes

* Indicates required field
 ✓ TIP Date format example: 27-Jan-2011

*Tax Reporting Type	Code	Data Type	*Reporting Code	Description	*Effective From	To	Effective	Remove
No results found.								



R12 Supplier Creation

Create Supplier – Tax Details captures Federal & State reporting requirements for the supplier.

Suppliers

- Quick Update
- Company Profile
 - Organization
 - **Tax Details**
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting

Suppliers >
Update NOVA UNIVERSITY - 67366: Tax Details

Income Tax

[Personalize "Income Tax"](#)
[Personalize Table Layout: \(SuppTaxDRN\)](#)

Taxpayer ID

Reportable Federal
 State

Transaction Tax

[Personalize "Transaction Tax"](#)
[Personalize "Default Control"](#)



R12 Supplier Creation

Create Supplier – Purchasing region

ORACLE Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - **Purchasing**
 - Receiving

Update NOVA UNIVERSITY - 67366: Purchasing

Purchase Order Hold All New Orders
 Create Debit Memo from RTS Transaction

Supplier Sites

Site Status Site Name Operating Unit

Purchasing **Self Billing** **Freight**

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via
CHICAGO - MAIN	Caltech	CALTECH	FIN-PAY	UPS STANDARD



R12 Supplier Creation

Create Supplier – Receiving region

ORACLE Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - **Receiving**
 - Payment Details
 - Relationship

Update NOVA UNIVERSITY - 67366: Receiving

Enforce Ship-To Location

Receipt Routing

Match Approval Level

Quantity Received Tolerance

Quantity Received Exception

Days Early Receipt Allowed

Days Late Receipt Allowed

Allow Substitute Receipts

Allow Unordered receipts

Receipt Date Exception



R12 Supplier Creation

Create Supplier – Payment Details region identifies default payment methods.

Quick Update

Company Profile

- Organization
- Tax Details
- Address Book
- Contact

Directory

- Business

Classification

- Products & Services
- Banking Details
- Surveys

Terms and Control

- Accounting
- Tax and Reporting
- Purchasing
- Receiving
- Payment Details**
- Relationship
- Invoice Management

Update NOVA UNIVERSITY - 67366: Payment Details

[Cancel!](#) [Save](#)

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

[Add](#) ⏪ Previous 1-10 of 14 [Next 4](#) ⏩

Payment Method	Default	End Date
Check	<input type="checkbox"/> Default	<input type="text"/>
CIT PETTY CASH	<input type="checkbox"/> Default	<input type="text"/>
CIT-ACH	<input type="checkbox"/> Default	<input type="text"/>
CIT-Check	<input checked="" type="checkbox"/> Default	<input type="text"/>
CIT-EFT	<input type="checkbox"/> Default	<input type="text"/>
CIT-Electronic	<input type="checkbox"/> Default	<input type="text"/>
CIT-Quick Cash	<input type="checkbox"/> Default	<input type="text"/>
CIT-WIRE	<input type="checkbox"/> Default	<input type="text"/>
Comcheck Payment method	<input type="checkbox"/> Default	<input type="text"/>
Cost Transfer	<input type="checkbox"/> Default	<input type="text"/>



R12 Supplier Creation

Create Supplier – Payment Details region - add remit email

Payment Details

- Relationship
- Invoice Management

CIT-Check	<input checked="" type="checkbox"/> Default	<input type="text"/>	
CIT-EFT	<input type="checkbox"/> Default	<input type="text"/>	
CIT-Electronic	<input type="checkbox"/> Default	<input type="text"/>	
CIT-Quick Cash	<input type="checkbox"/> Default	<input type="text"/>	
CIT-WIRE	<input type="checkbox"/> Default	<input type="text"/>	
Comcheck Payment method	<input type="checkbox"/> Default	<input type="text"/>	
Cost Transfer	<input type="checkbox"/> Default	<input type="text"/>	

[Personalize Default Single Column: \(HiddenFieldRN\)](#)

Payment Attributes

[Personalize "Payment Attributes"](#)

Payment Delivery Attributes
Payment Specifications
Separate Remittance Advice Delivery

Delivery Method

E-Mail

Fax



R12 Supplier Creation

Create Supplier – Relationship region

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship**
 - Invoice Management

Update Relationship: NOVA UNIVERSITY - 67366

Relationship

Relationship Assignment Level - Site Status **Active**

Relationship Details

Supplier Site	Remit To Supplier Name	Remit To Supplier Site	From Date	To Date	Additional Primary Information	Update	Inactivate
No search conducted.							



R12 Supplier Creation

Create Supplier – Invoice management region identifies terms and invoice match options.

ORACLE Payables Close Window Preferences

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact
- Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management**

Update NOVA UNIVERSITY - 67366: Invoice Management

Invoice Currency: US Dollar
Invoice Amount Limit:
Invoice Match Option: Purchase Order

Invoice Payment Terms

Personalize "Invoice Payment Terms"

Payment Currency: US Dollar
Payment Priority: 99
Terms: 30 NET
Terms Date Basis: Invoice
Pay Date Basis: Discount

Supplier Sites

Site Status: Active Site Name:

Invoicing Payment Terms Supplier Preferences

Create



R12 Supplier Creation

Create Supplier – Invoice management region

Close Window Preferences Personalize Page

Hold at all levels

Cancel Save

Hold from Payment All Invoices
 Unmatched Invoices
 Unvalidated Invoices

Pay Group Standard Always Take Discount
 Exclude Freight From Discount
 Create Interest Invoice



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R12 Supplier Creation

Create Supplier – Invoice management region

Supplier Sites

Site Status: Active | Site Name: | Operating Unit: | Go

Invoicing | Payment | Terms | Supplier Preferences

Create

Site Name	Operating Unit	Invoice Amount Limit	Invoice Tolerance	Invoice Match Option	Invoice Currency	Hold from Payment			Payment Hold Reason	Services Tolerance
						All Invoices	Unmatched Invoices	Unvalidated Invoices		
CHICAGO - MATN	Caltech		Caltech - Tolerance	Purchase Order	US Dollar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Hold from Payment (boxed area) holds at the site level (callout bubble).



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R12 Employee Suppliers

○ 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.



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R12 Employee Suppliers

Supplier: Add site. Note: Employee address maintained in HR and not visible from Payables

ORACLE Payables Close Window Preferences Personalize Page

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book**
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Terms and Control
 - Accounting
 - Tax and Reporting

Confirmation
Site creation has been cancelled.

Update DOLLAR, SUSAN D - 18381: Address Book Cancel Save

Expense Payment Sites

Uses Communication Identification

Create

Site Name	Operating Unit	Inactive Date	Purchasing Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
DIRECT DEPOSIT	Caltech	<input type="text"/> <small>(example: 17-Jan-2011)</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HOME	Caltech	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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R12 Employee Suppliers

Supplier: only the Provisional site will be available to add for employee suppliers.

Payables Close Window Preferences Personalize Page

Suppliers: Address Book >

Create Address: Site Creation

Expense Payment Site Name

Operating Units

Select Site Name	Operating Unit
No results found.	

Site Attributes



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R12 Employee Suppliers

Supplier: Select the site purpose by checking the boxes, then save the record.

Address Book
 Contact Directory
 Business Classification
 Products & Services
 Banking Details
 Surveys
 Terms and Control
 Accounting
 Tax and Reporting
 Purchasing
 Receiving
 Payment Details
 Relationship
 Invoice Management

Expense Payment Sites

Site Name	Operating Unit	Inactive Date	Purchasing	Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
DIRECT DEPOSIT	Caltech	<input type="text"/> <small>(example: 17-Jan-2011)</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HOME	Caltech	<input type="text"/> <small>(example: 17-Jan-2011)</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
MAILCODE	Caltech	22-Mar-2005 <small>(example: 17-Jan-2011)</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PCARD	Caltech	<input type="text"/> <small>(example: 17-Jan-2011)</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PO-ALTADENA	Caltech	25-Oct-2000 <small>(example: 17-Jan-2011)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PROVISIONAL	Caltech	<input type="text"/> <small>(example: 17-Jan-2011)</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



R12 New Processes

○ 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.



R12 Supplier Creation

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

Suppliers >
Update NOVA UNIVERSITY - 67366: Tax Details

Income Tax

[Personalize "Income Tax"](#)
[Personalize Table Layout: \(SuppTaxDtrN\)](#)

Taxpayer ID

Reportable Federal State

Allow Withholding Tax

Associated Fiscal Classifications

* Indicates required field
✔ TIP

[Personalize Advanced Table: \(ZxAssocFiscalClassifTableRN\)](#)

Fiscal Classification Type Code	*Fiscal Classification Code	Fiscal Classification Name	*Effective From	Effective To
SUPPLIER_TAX_CLASSIFICAT	Tax Not Applicable	Tax Not Applicable	01-Feb-2011	



R12 Demo

- Create New Supplier
 - Create External Supplier
 - Specify Supplier as Tax Exempt

- Query Employee Supplier
 - Update Employee Supplier Record



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Q&A