

Oracle EBS 12.2 Upgrade
IACS Financials
USER MANUAL

<Vendor Creation>



ORACLE®

DOCUMENT RELEASE NOTICE	
USER MANUAL DOCUMENT	
DRAFT RELEASE V1.0	
DATE OF RELEASE:	
Author(s): Akash Kundu	Date: 10
Reviewer(s):	Date:

REVISION HISTORY			
Document No:		Document Title:	
Release No.	Release Date	Change Details	Reviewed by
1.0		Initial Version	
1.1			

1 Introduction

1.1 Document Structure

This document describes step by step procedure to be followed for Vendor Creation process of IACS in Oracle Applications. The document is organized in the following manner:

Section 1 covers the document structure along with key business processes of Vendor Creation

Section 2 covers the details of key business process flows in Oracle.

1.2 Key Business Processes

SL.	BUSINESS SCENARIOS	DESCRIPTION
1.	Vendor Creation	
1.1	Creation of a new vendor in the master	New Supplier creation with all the relevant and mandatory information.
1.2	India Localization Information of Vendors in India	Vendors Tax related information for India.

2 Vendor Creation

2.1 Creation of a new vendor in the master

Screen: Supplier Screen

Purpose: To create a new Vendor in the Vendor Master.

Navigation: Payables Responsibility> Oracle Payables>Suppliers> Entry

ebstestsvr.iacs.res.in:8020/OA_HTML/RF.jsp?function_id=1348&resp_id=50367&resp_appl_id=7000&security_group_id=0&lang. Search

Customized corporate branding image for Oracle Applications Payables

Star Settings 95 Logged In As PWC_USER2 ?

Suppliers

Supplier Search

Create Supplier

New Supplier Requests

New Supplier Requests(0)
Prospective Supplier Registrations(0)

Simple 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

Show More Options

Go Clear

Supplier Profile Update Requests

Supplier Address Requests (0)
Supplier Contact Requests (0)
Supplier Business Classification Requests (0)
Supplier Product and Services Requests (0)
Supplier Bank Account Requests(0/0)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Table Diagnostics

Activate Windows
Go to Settings to activate Windows.

Step1: Click on “Create Supplier” for creating a new supplier in the Vendor Master.

ebstestsvr.iacs.res.in:8020/OA_HTML/RF.jsp?function_id=1348&resp_id=50367&resp_appl_id=7000&security_group_id=0&lang_

Search

☆📅📧⬇️🏠😊☰

Customized corporate branding image for Oracle Applications

Payables

★⚙️🔔95 | Logged In As PWC_USER2 ? 📧

Suppliers

Create Supplier

Supplier Search

Simple 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

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

▶ Show More Options

Go Clear

Search Results

...

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Table Diagnostics

New Supplier Requests

New Supplier Requests(0)

Prospective Supplier Registrations(0)

Supplier Profile Update Requests

Supplier Address Requests (0)

Supplier Contact Requests (0)

Supplier Business Classification Requests (0)

Supplier Product and Services Requests (0)

Supplier Bank Account Requests(0/0)

Activate Windows
Go to Settings to activate Windows.

Step 2: Enter Supplier Name in the “Organization name” field, Alias (optional),and the Supplier Number and “Supplier Type”. Press **Apply** after filling

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppSummPG&OAH=POS_HT_SP_HI Search

Customized corporate branding image for Oracle Applications Payables

Suppliers > **Create Supplier** Cancel Apply

* Indicates required field

Supplier Type Standard supplier

* Organization Name TEST SUPPLIER 1

Alias

Alternate Supplier Name

D-U-N-S Number

URL

Context Value Must include: http://

Tax Country

Tax Registration Number

Taxpayer ID

Context

RBI GEN REF CODE

TSA E-BULK DISPLAY

Activate Windows
Go to Settings to activate Windows.

Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved. About this Page Privacy Statement

Step 4: Go to Company Profile> Organization tab to select the “Supplier Type” from the LOV, Enter RBI GEN REF CODE – If any,
Step 5: Click on Save.

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/OrganizationPG&retainAM=Y&OASF=PO\$ Search

Customized corporate branding image for Oracle Applications Payables

Suppliers

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

Update TEST SUPPLIER 1 - 5963: Organization

Cancel Save

* Indicates required field

* Supplier Name TEST SUPPLIER 1
Supplier Number 5963
Alternate Supplier Name
SIC
National Insurance Number
Type

Parent Supplier Name
Parent Supplier Number
Customer Number
One Time
Inactive Date (23-Mar-2024)

Global Details

Context Value

Additional Information

RBI GEN REF CODE RBI00123456789
TSA E-BULK DISPLAY

Organization

D-U-N-S Number
Legal Structure
Principal Name
Year Established
Incorporation Year
Control Year
Mission Statement

Chief Executive Name
Chief Executive Title
Principal Title

Activate Windows
Go to Settings to activate Windows.

Customized corporate branding image for Oracle Applications

Payables

☆ ⚙️ 🔔95

Logged In As PWC_USER2

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Update TEST SUPPLIER 1 - 5963: Organization

Cancel Save

* Indicates required field

* Supplier Name

TEST SUPPLIER 1

Supplier Number

5963

Alternate Supplier Name

SIC

National Insurance Number

Type

Supplier

Parent Supplier Name

Parent Supplier Number

Customer Number

☐ One Time

Inactive Date

(23-Mar-2024)

Global Details

Context Value

Additional Information

Context

RBI GEN REF CODE

RBI00123456789

TSA E-BULK DISPLAY

Organization

D-U-N-S Number

Chief Executive Name

Legal Structure

Chief Executive Title

Principal Name

Principal Title

Year Established

Incorporation Year

Control Year

Mission Statement

Activate Windows

Go to Settings to activate Windows.

Step 6: Supplier “Alternate Name” can be entered (optional) and save the record.

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/OrganizationPG&retainAM=Y&OASF=PO

Customized corporate branding image for Oracle Applications

Payables

★ ⚙️ 🔔 95 | Logged In As PWC_USER2

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Update TEST SUPPLIER 1 - 5963: Organization

Cancel **Save**

* Indicates required field

* Supplier Name TEST SUPPLIER 1

Supplier Number 5963

Alternate Supplier Name

SIC

National Insurance Number

Type Supplier

Parent Supplier Name

Parent Supplier Number

Customer Number

☐ One Time

Inactive Date (23-Mar-2024)

Global Details

Context Value

Additional Information

Context

RBI GEN REF CODE RBI00123456789

TSA E-BULK DISPLAY

Organization

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement

Chief Executive Name

Chief Executive Title

Principal Title

Activate Windows
Go to Settings to activate Windows.

Step 7: Go to Company Profile> Address Book and click on “Create” to create a new supplier site.

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/ByrAddrBkPG&retainAM=Y&_ti=12283773

Search

Customized corporate branding image for Oracle Applications

Payables

★ ⚙️ 🔔⁹⁵ | Logged In As PWC_USER2

Suppliers

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

Update TEST SUPPLIER 1 - 5963: Address Book

Search

Address Name
Address Details
Site Name
Purpose

Go Clear

Create | ...

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
No results found.									

Table Diagnostics

► Inactive Addresses

Activate Windows
Go to Settings to activate Windows.

Step 8: Select the “Country” and enter the “Address Line” in the respective fields. Fields with (*) indicates mandatory fields.

Step 9: Enter the Site name in the “Address Name” field.

Step 10: Check the checkboxes “Purchasing” and “Payment” under “Address Purpose” in order to make the supplier available for raising purchase orders and making payments. Click on “Continue”.

The screenshot shows the Oracle Payables 'Create Address: Confirm Details' form. The form is titled 'Suppliers > Update Test Supplier - 000: Address Book > Create Address: Confirm Details'. It shows fields for 'Country' (India), 'Address Line 1' (Ballygunge, Kolkata), 'Address Name' (Kolkata), and 'Address Purpose' (Purchasing and Payment checked). A red box highlights the 'Continue' button.

Suppliers > Update Test Supplier - 000: Address Book >
Create Address: Confirm Details
* Indicates required field

Supplier Name **Test Supplier** Supplier Number **000**

Address Details

* Country India
* Address Line 1 Ballygunge, Kolkata
Address Line 2
Address Line 3
Address Line 4
City
County
State
Province
Postal Code
* Address Name Kolkata
Addressee
Language

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

Buttons: Cancel, Continue

Step 11: Select the Operating Units to which the Suppliers will be attached. Click on “Apply”.

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/ByrAddrPG&PosEvent=CREATE&PosVendc

Customized corporate branding image for Oracle Applications

Payables

95

Logged In As PWC_USER2

Suppliers: Address Book > Create Address: Confirm Details >

Create Address: Site Creation

Cancel Back **Apply**

Address Name KOLKATA Supplier Name TEST SUPPLIER 1
Address Details KOLKATA, KOLKATA, INDIA, WEST BENGAL, IN, 700001 Supplier Number 5963
Purpose Payment, Purchasing

Operating Units

Site Name	Operating Unit	Tax Reportable
☒ KOLKATA	IACS Corporate OU (NEW)	☐
☒ KOLKATA	IACS Project OU (NEW)	☐

Table Diagnostics
Operating Units for which sites should be created.

Site Attributes

Communication Details ☐ Update to all new sites created for this address
☐ Override default site attributes

Activate Windows
Go to Settings to activate Windows.

Customized corporate branding image for Oracle Applications

Payables

★

⚙️

🔔 95

Logged In As PWC_USER2

✖

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Confirmation

KOLKATA has been added to the Address Book for TEST SUPPLIER 1.

Update TEST SUPPLIER 1 - 5963: Address Book

Search

Address Name

Address Details

Site Name

Purpose

Go

Clear

Create | ...

Details	Name ▲	Address	Country ▲	Communication	Purpose ▲	Status ▲	Update	Manage Sites	Remove
▶	KOLKATA	KOLKATA KOLKATA, INDIA, WEST BENGAL 700001	India		Pay, Purchasing	Current			

Table Diagnostics

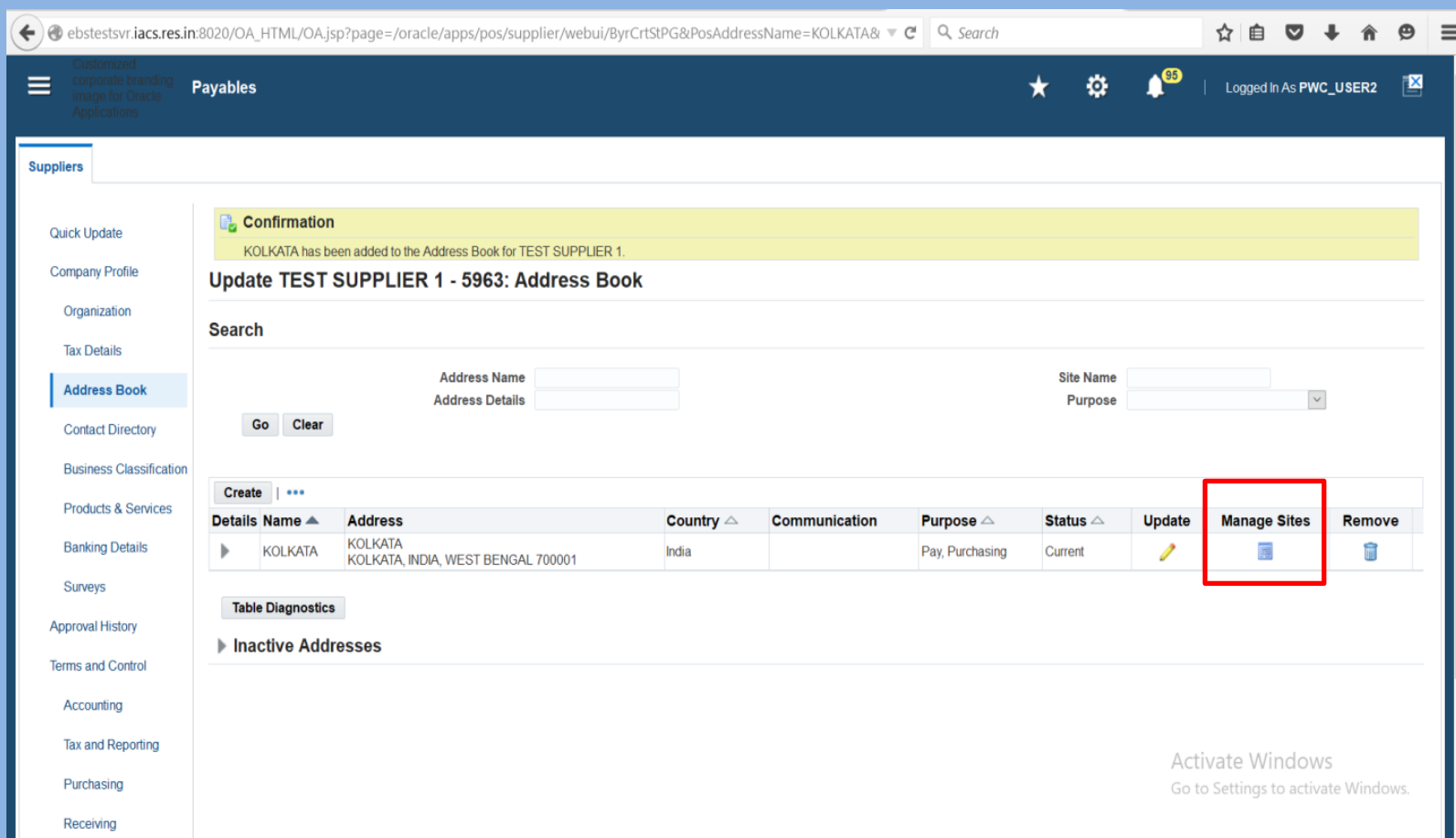
▶ Inactive Addresses

Activate Windows

Go to Settings to activate Windows.

User Manual

Page 15 of 24



Confirmation
KOLKATA has been added to the Address Book for TEST SUPPLIER 1.

Update TEST SUPPLIER 1 - 5963: Address Book

Search

Address Name Site Name
 Address Details Purpose

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
	KOLKATA	KOLKATA KOLKATA, INDIA, WEST BENGAL 700001	India		Pay, Purchasing	Current			

Table Diagnostics
Inactive Addresses

Click on manage site .

Suppliers: Address Book > **Manage Sites**

Address Name: KOLKATA
 Address Detail: KOLKATA, KOLKATA, INDIA, WEST BENGAL, IN, 700001
 Purpose: Payment, Purchasing

Supplier Name: TEST SUPPLIER 1
 Supplier Number: 5963

Supplier Sites

Uses | Communication | Identification

Create | ...

Site Name	Operating Unit	Inactive Date	Purchasing	Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
KOLKATA	IACS Corporate OU (NEW)		☒	☒	☐	☐	☐		
KOLKATA	IACS Project OU (NEW)		☒	☒	☐	☐	☐		

Table Diagnostics

Click Descriptive flex field

Activate Windows
Go to Settings to activate Windows.

Now click on Descriptive Flex fields and put the bank information.

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/ByrMngSitesPG&PosVendorId=409641&Gl

Suppliers: Address Book > Manage Sites > **Descriptive Flexfields**

Descriptive Flexfields

Vendor Banking Information

Bank Name

Branch Name

Branch Code

Account Number

IFSC Code

MICR No.

Swift Code

Cancel Apply

Step 14: Go to Terms and Control > Purchasing, enter the Ship-To and Bill-To locations. Click on Save.

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/ByrPurchPG&retainAM=Y&_ti=122837731

Customized corporate branding image for Oracle Applications

Payables

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Update TEST SUPPLIER 1 - 5963: Purchasing

Cancel Save

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

Supplier Sites

Site Status Active Site Name Operating Unit Go

Purchasing Self Billing Freight

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Acknowledgment Lead Time (Days)
KOLKATA	IACS Corporate OU (NEW)	Jadavpur	Jadavpur		
KOLKATA	IACS Project OU (NEW)	Jadavpur	Jadavpur		

Table Diagnostics

Purchasing

Activate Windows
Go to Settings to activate Windows.

Step 15: Go to Terms and Control > Payment Details, check the default Payment method applicable for the Supplier. Click on Save.

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Update TEST SUPPLIER 1 - 5963: 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

...

Rows 1 to 11

Payment Method	Default	End Date
Cash	☐ Default	
Check	☐ Default	
Comcheck Payment method	☐ Default	
Demand Draft - SBI	☐ Default	
Demand Draft - Union	☐ Default	
Direct Payment	☐ Default	
Electronic	☒ Default	
Letter Payment	☐ Default	
Outsourced Check	☐ Default	
RTGS/NEFT	☐ Default	

Payment Methods Table

Table Diagnostics

Activate Windows
Go to Settings to activate Windows.

2.2 India Localization Information of Vendors in India

Screen: Supplier Tax Information India Localization Screen

Purpose: To enter the Tax Information of the vendors for India.

Navigation: Oracle Financial India > Party Registration > Define Third Party Registration> Enter Party Type – Supplier > Party Name – name of the Supplier earlier Created > New

The screenshot displays the Oracle Applications - UAT interface. The main window is titled 'Oracle Applications - UAT' and has a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Party Registrations: Define Third Party Registration'. On the left, there is a tree view with the following items: '+ Tax Configuration', '+ Recovery Management', '+ Item Definition', '- Party Registrations' (expanded), '+ Reporting', '+ Transactions', '+ Settlement Management', and '+ Withholding Tax Setup Asia/Pacific Lookups'. The 'Define Third Party Registration' item is selected. A dialog box titled 'Find Third Party Registrations' is open in the foreground. It contains the following fields: 'Operating Unit' (empty), 'Party Type' (Supplier), 'Party Name' (TEST SUPPLIER 1), 'Party Number' (5963), 'Party Site Name' (empty), 'Regime Code' (empty), and 'Registration Number' (empty). At the bottom of the dialog box are three buttons: 'Clear', 'New', and 'Find'. Below the dialog box, in the main window, is an 'Open' button.

For TDS : We have to create a Null Site.

In Registration Section - Regime Code : TDS > Primary Registration Name : PAN Number > Primary Registration Numer : PAN Number > Enter the start date > Save

Oracle Applications - UAT

File Edit View Folder Tools Window Help

Third Party Registrations

Operating Unit Legal Name

Party Type Party Name

Party Number Party Site Name

Item Category Default Tax Category for Standalone Invoice

Address

Registrations Exemptions Reporting Codes

Regime Code	Primary Registration Name	Primary Registration Number	Secondary Registration Name	Secondary Registration Number
TDS	PAN Number	SDFGE2280L		

In Reporting Code Section – Regime Code : TDS > Reporting Type Name : Vendor type (Select From LOV), Reporting Code : Select from LOV > Enter Start Date > Save

Oracle Applications - UAT

File Edit View Folder Tools Window Help

Third Party Registrations

Operating Unit Legal Name

Party Type Party Name

Party Number Party Site Name

Item Category Default Tax Category for Standalone Invoice

Address

Registrations Exemptions **Reporting Codes**

Regime Code	Reporting Type Name	Reporting Code	Reporting Code Description	Start Date	End Date
TDS	Vendor Type	COMPANY-IND	COMPANY-IND	07-APR-2024	

For GST : We have to create a Site with Org Id.

In Registration Section - Regime Code : GST - India > Primary Registration Name : GSTIN > Primary Registration Number : GST Number > Enter the start date > Save

Oracle Applications - UAT

File Edit View Folder Tools Window Help

Third Party Registrations

Operating Unit: IACS Corporate OU (NEW) Legal Name:

Party Type: Supplier Party Name: TEST SUPPLIER 1

Party Number: 5963 Party Site Name: KOLKATA

Item Category: Default Tax Category for Standalone Invoice:

Address: KOLKATA KOLKATA INDIA WEST BENGAL 700001

Registrations Exemptions Reporting Codes

Regime Code	Primary Registration Name	Primary Registration Number	Secondary Registration Name	Secondary Registration Number
TDS	PAN Number	SDFGE2280L		
GST - India	GSTIN	19SDFGE2280L1ZQ		

In Reporting Code Section – Regime Code : GST - India > Reporting Type Name : JAI_IN_PARTY_STATE (Select From LOV), Reporting Code : State Code (Select from LOV) > Enter Start Date > Save

File Edit View Folder Tools Window Help

Third Party Registrations

Operating Unit: IACS Corporate OU (NEW) Legal Name:

Party Type: Supplier Party Name: TEST SUPPLIER 1

Party Number: 5963 Party Site Name: KOLKATA

Item Category: Default Tax Category for Standalone Invoice:

Address: KOLKATA KOLKATA INDIA WEST BENGAL 700001

Registrations Exemptions Reporting Codes

Regime Code	Reporting Type Name	Reporting Code	Reporting Code Description	Start Date	End Date
TDS	Vendor Type	COMPANY-IND	COMPANY-IND	01-APR-2018	
GST - India	JAI_IN_PARTY_STATE	19	West Bengal	01-APR-2018	