Oracle EBS 12.2 Upgrade
IACS Financials

USER MANUAL

<Vendor Creation>

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.

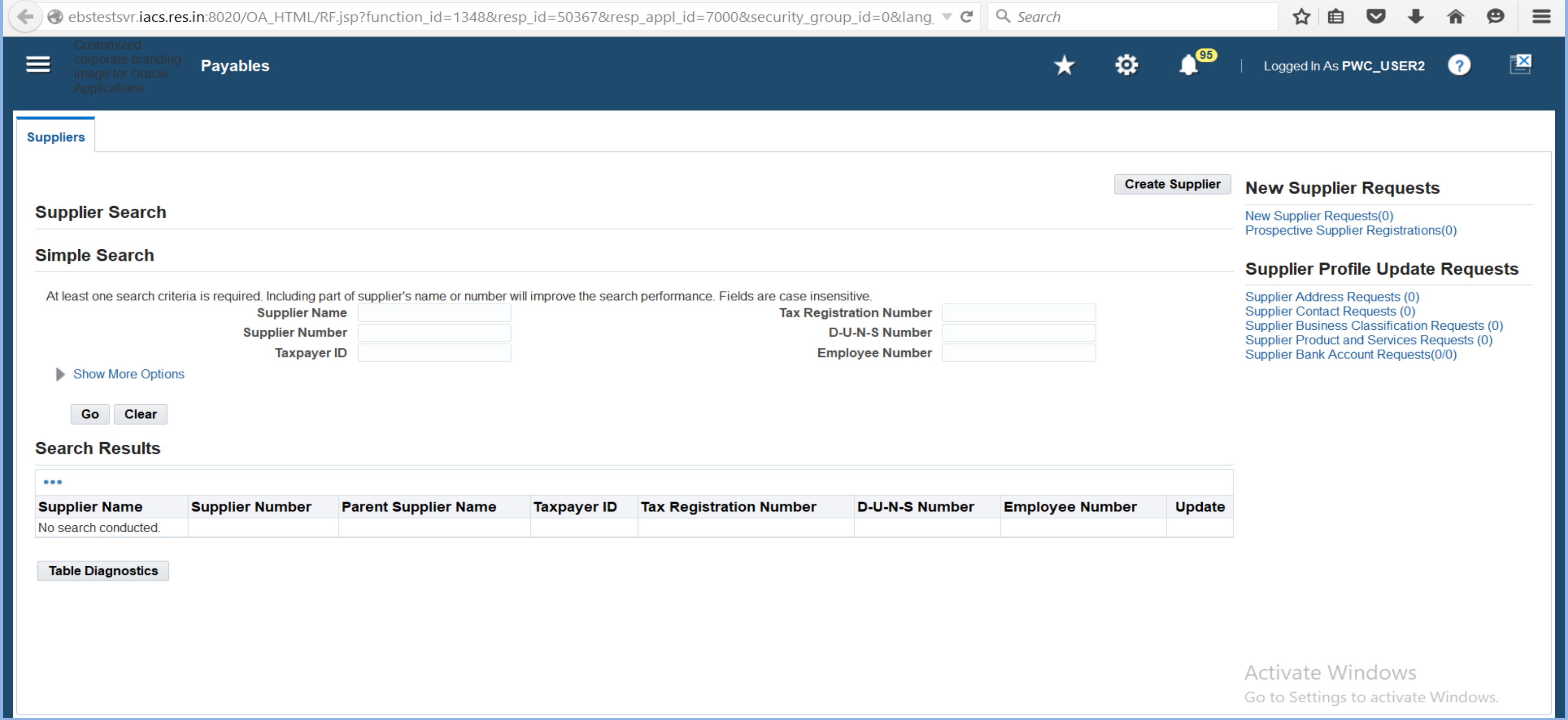
1.2 Key Business Processes

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.

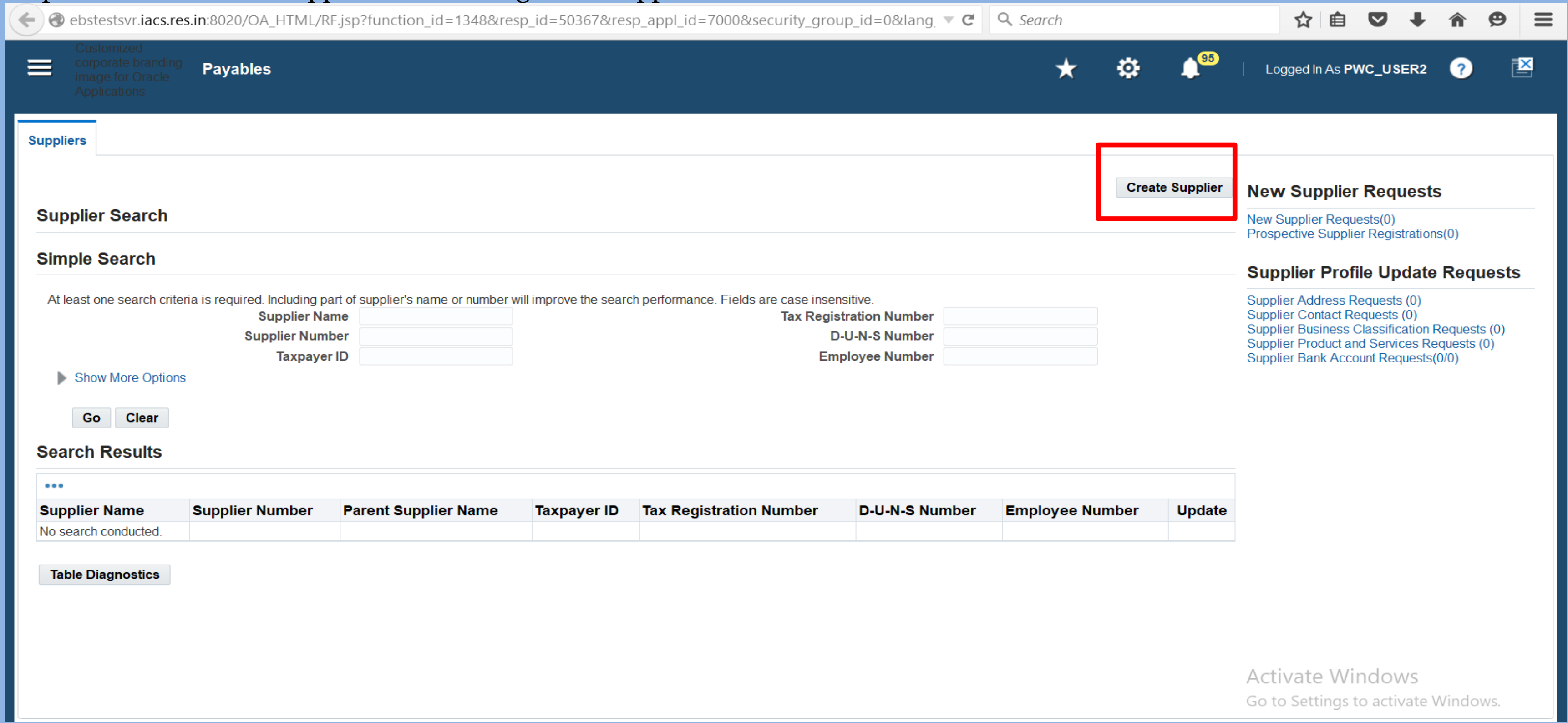
2 Vendor Creation

2.1 Creation of a new vendor in the master

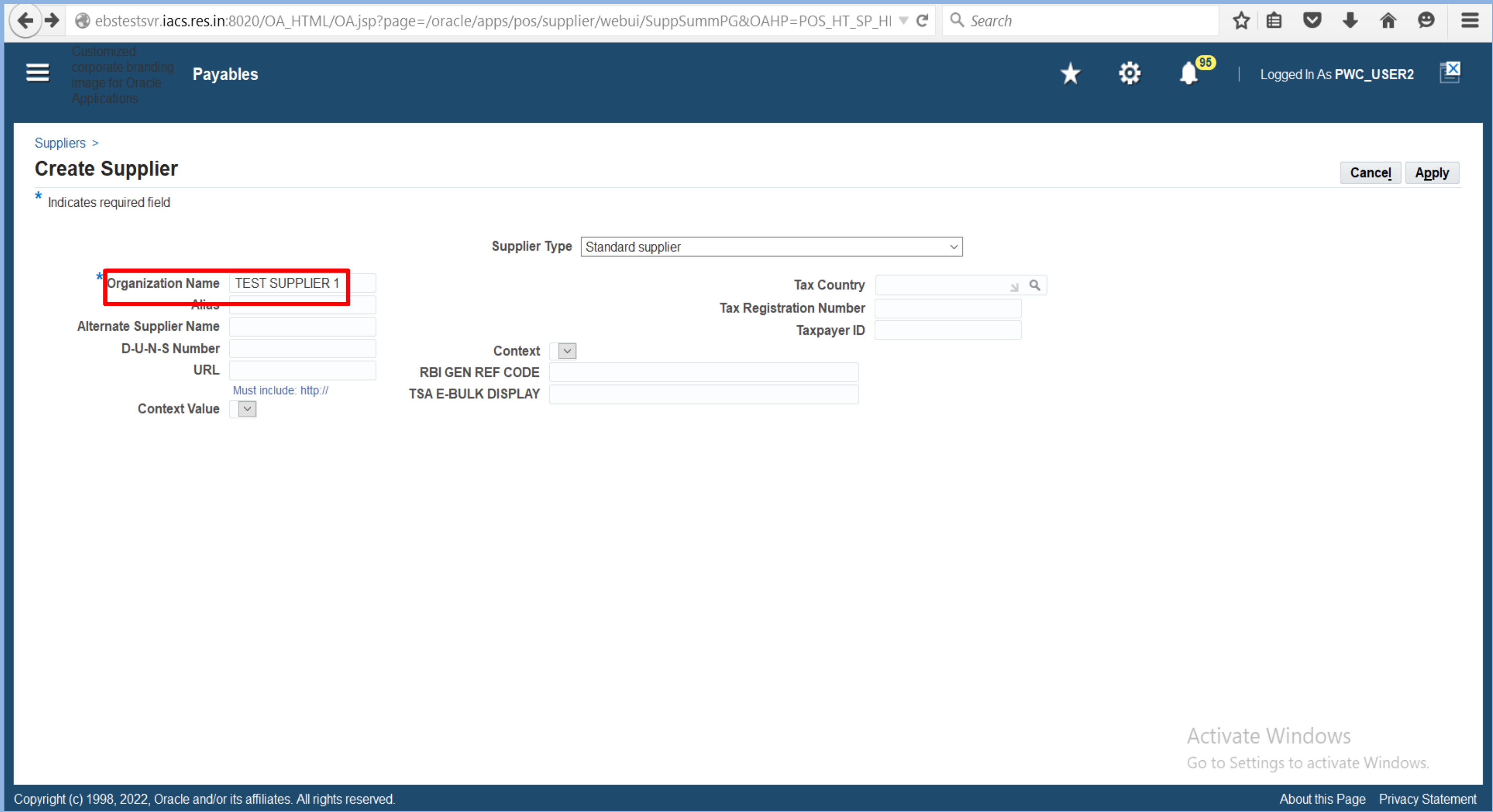
Screen: Supplier Screen
Purpose: To create a new Vendor in the Vendor Master.
Navigation: Payables Responsibility> Oracle Payables>Suppliers> Entry



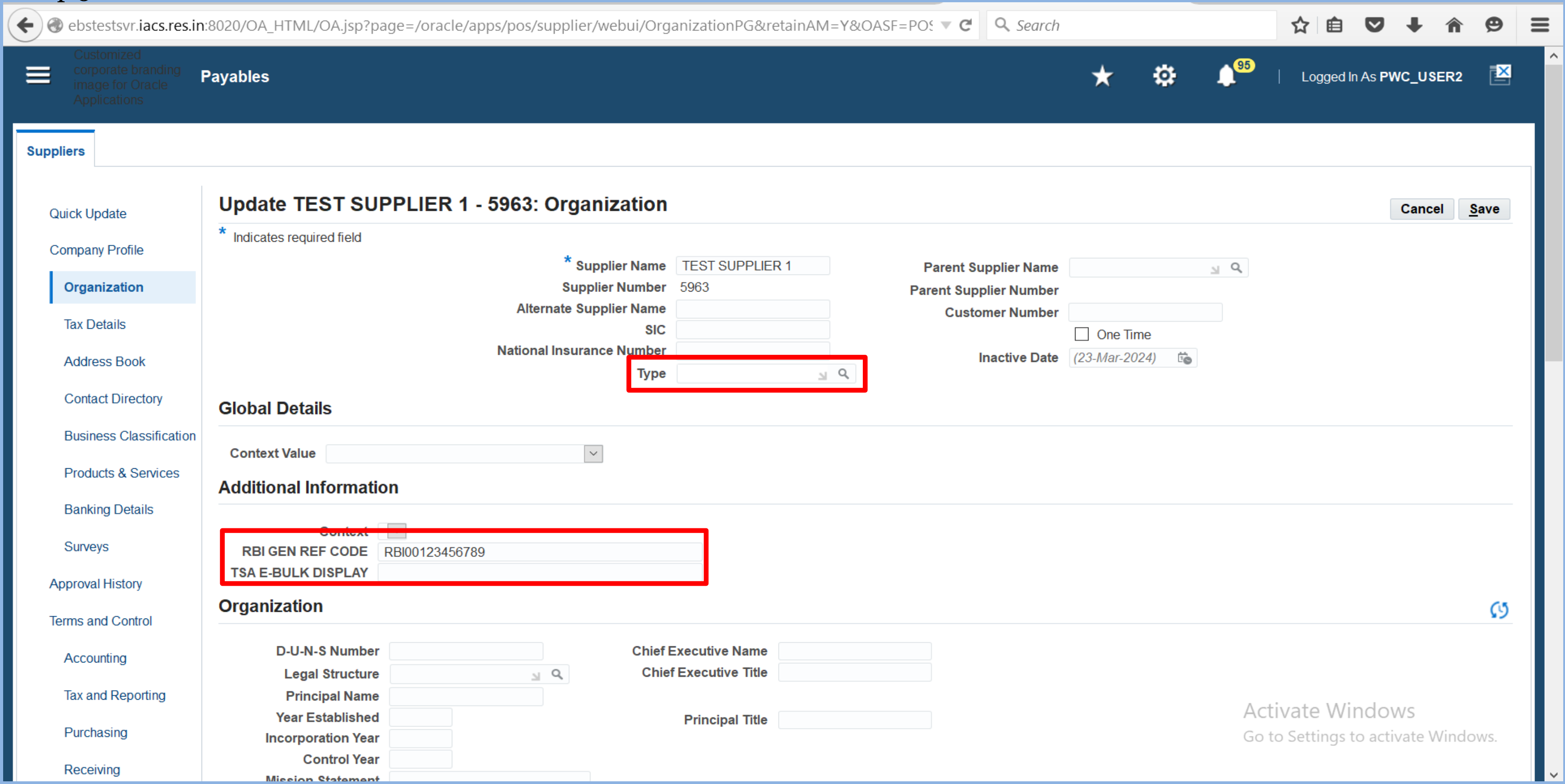
Step1: Click on “Create Supplier” for creating a new supplier in the Vendor Master.

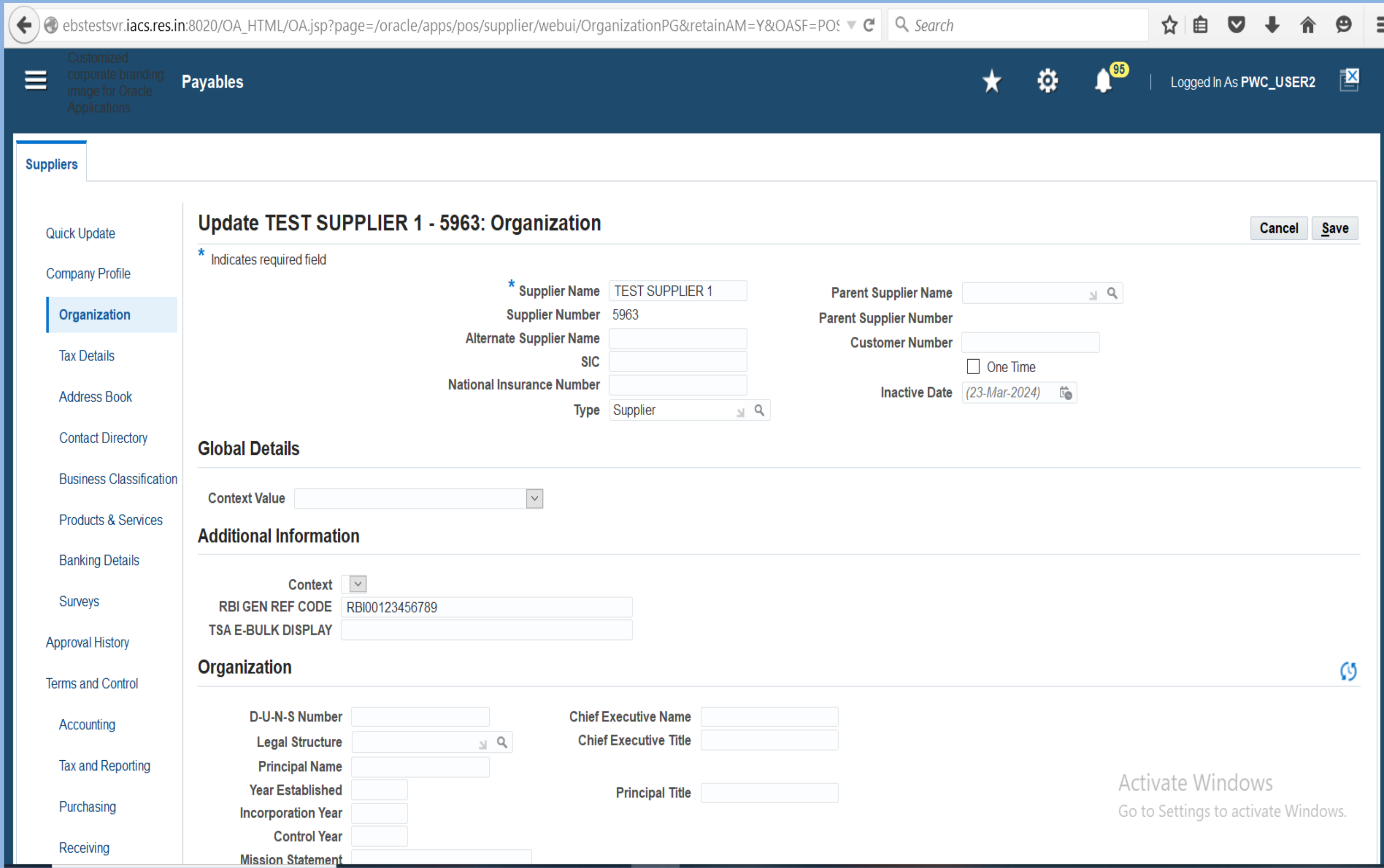


Step 2: Enter Supplier Name in the “Organization name” field, Alias (optional),and the Supplier Number and “Supplier Type”. Press **Apply** after filling

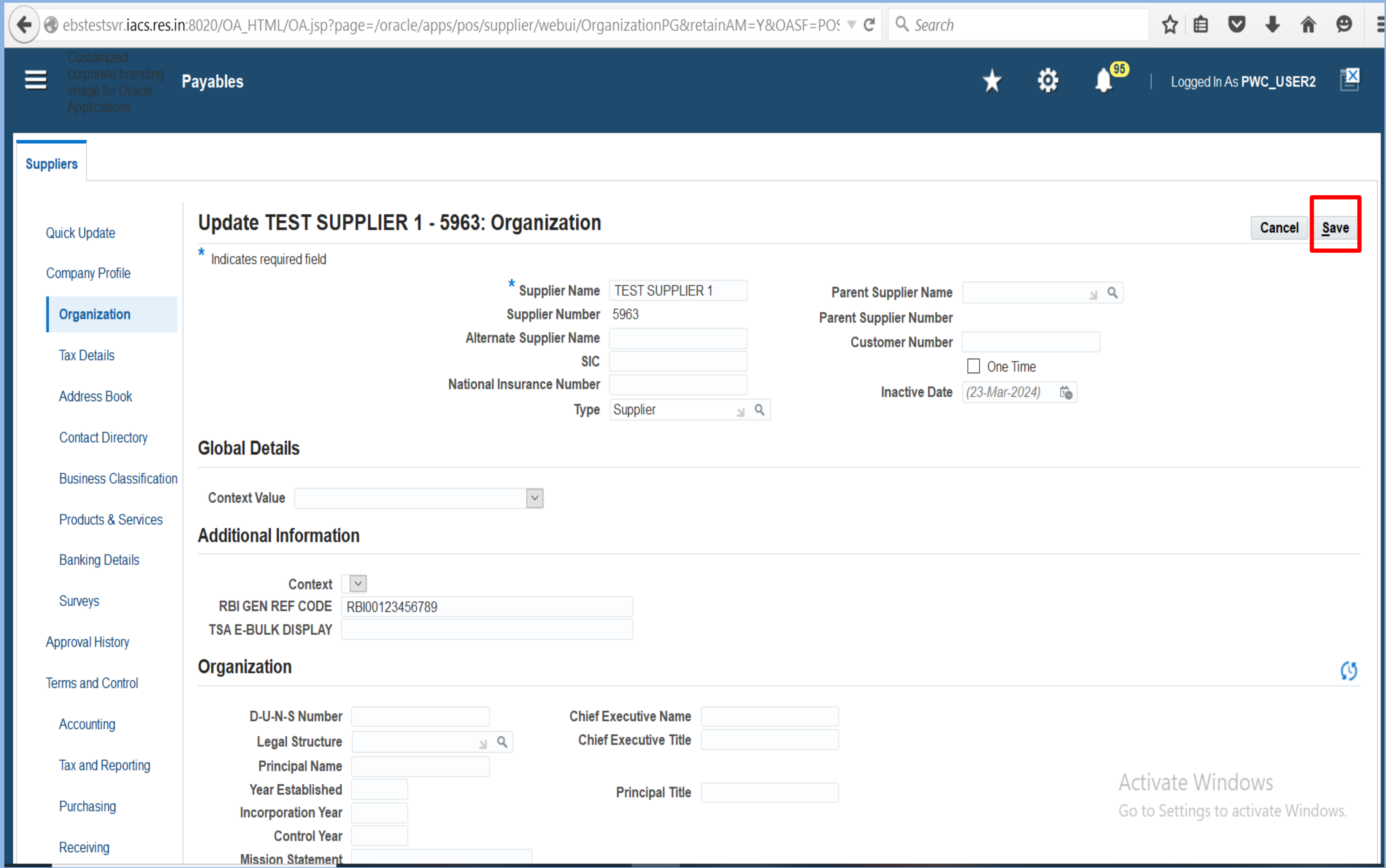


Step 4: Go to Company Profile> Organization tab to select the "Supplier Type" from the LOV, Enter RBI GEN REF CODE – If any,
Step 5: Click on Save.

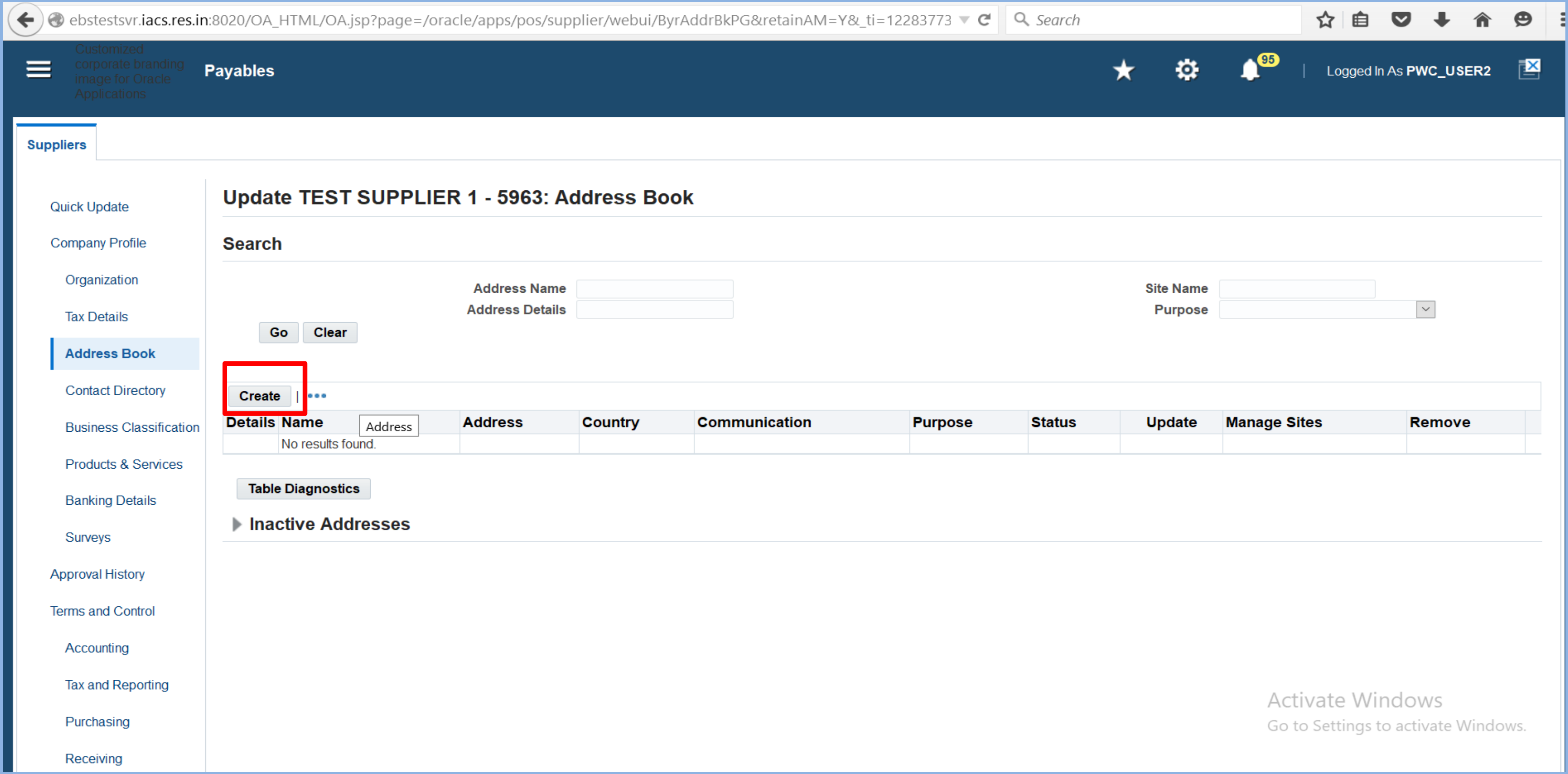


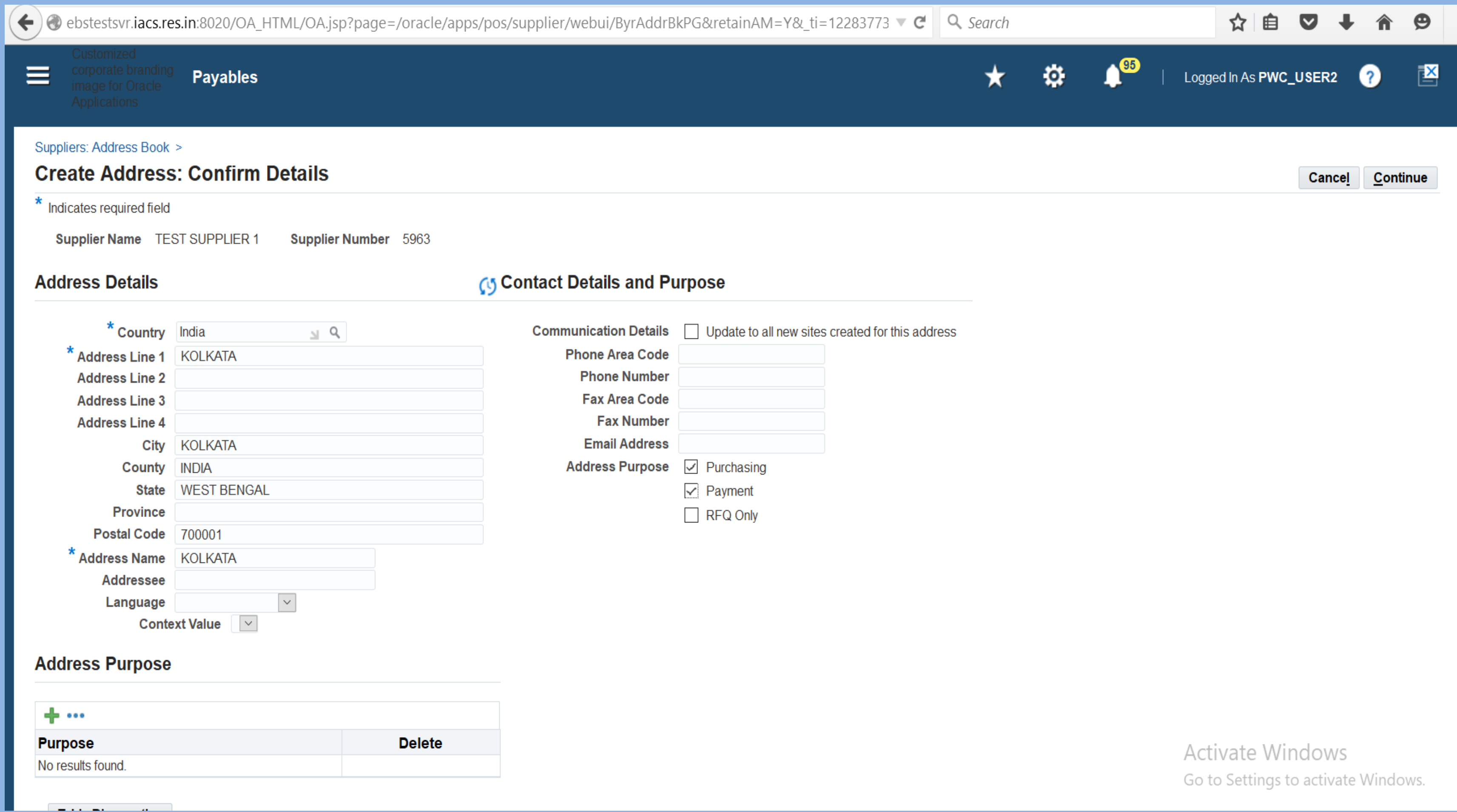

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/OrganizationPG&retainAM=Y&OASF=POS
Search
Payables
95
Logged In As PWC_USER2
Suppliers
Quick Update
Company Profile
Organization
Tax Details
Address Book
Contact Directory
Business Classification
Products & Services
Banking 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 6: Supplier "Alternate Name" can be entered (optional) and save the record.

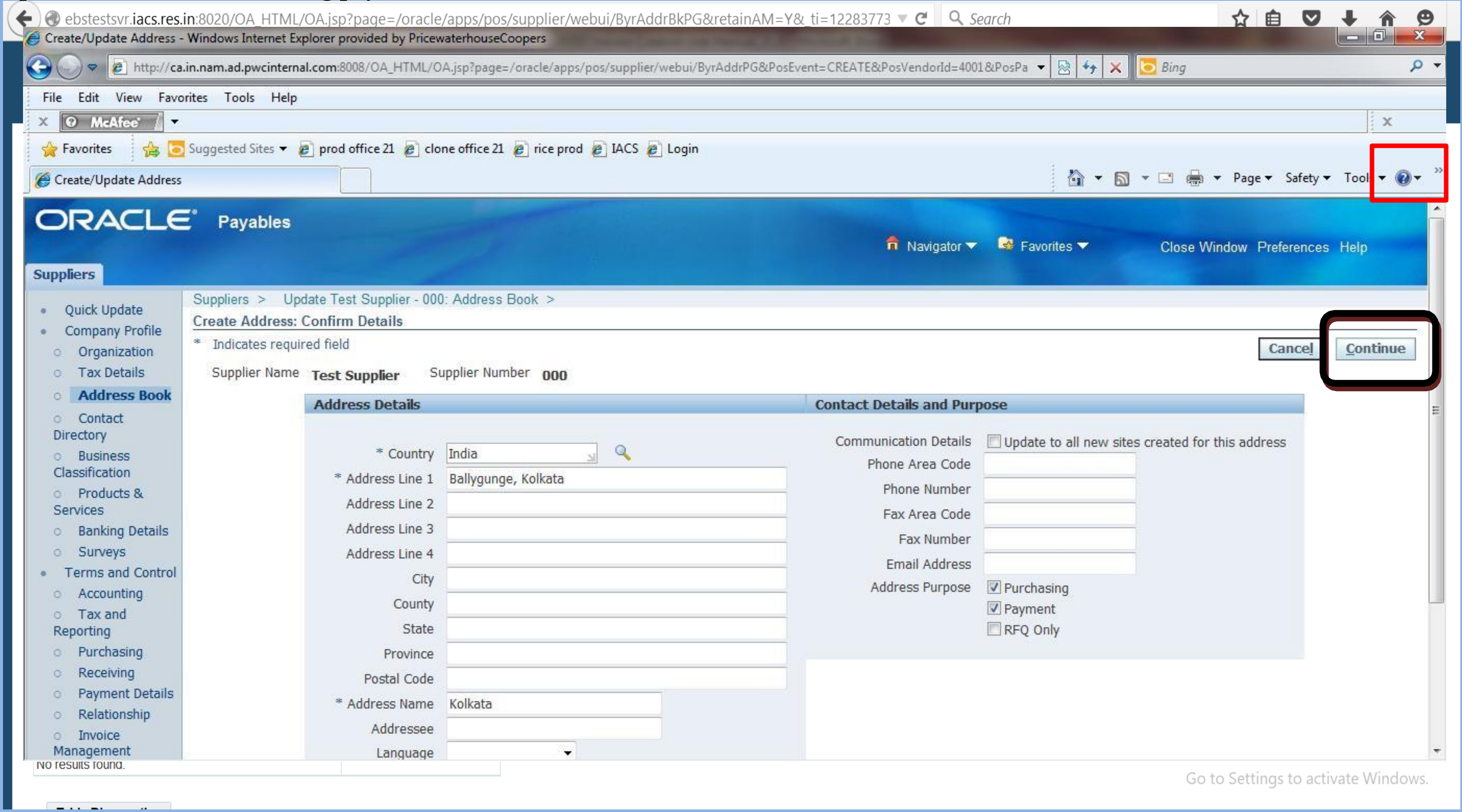


Step 7: Go to Company Profile> Address Book and click on “Create” to create a new supplier site.

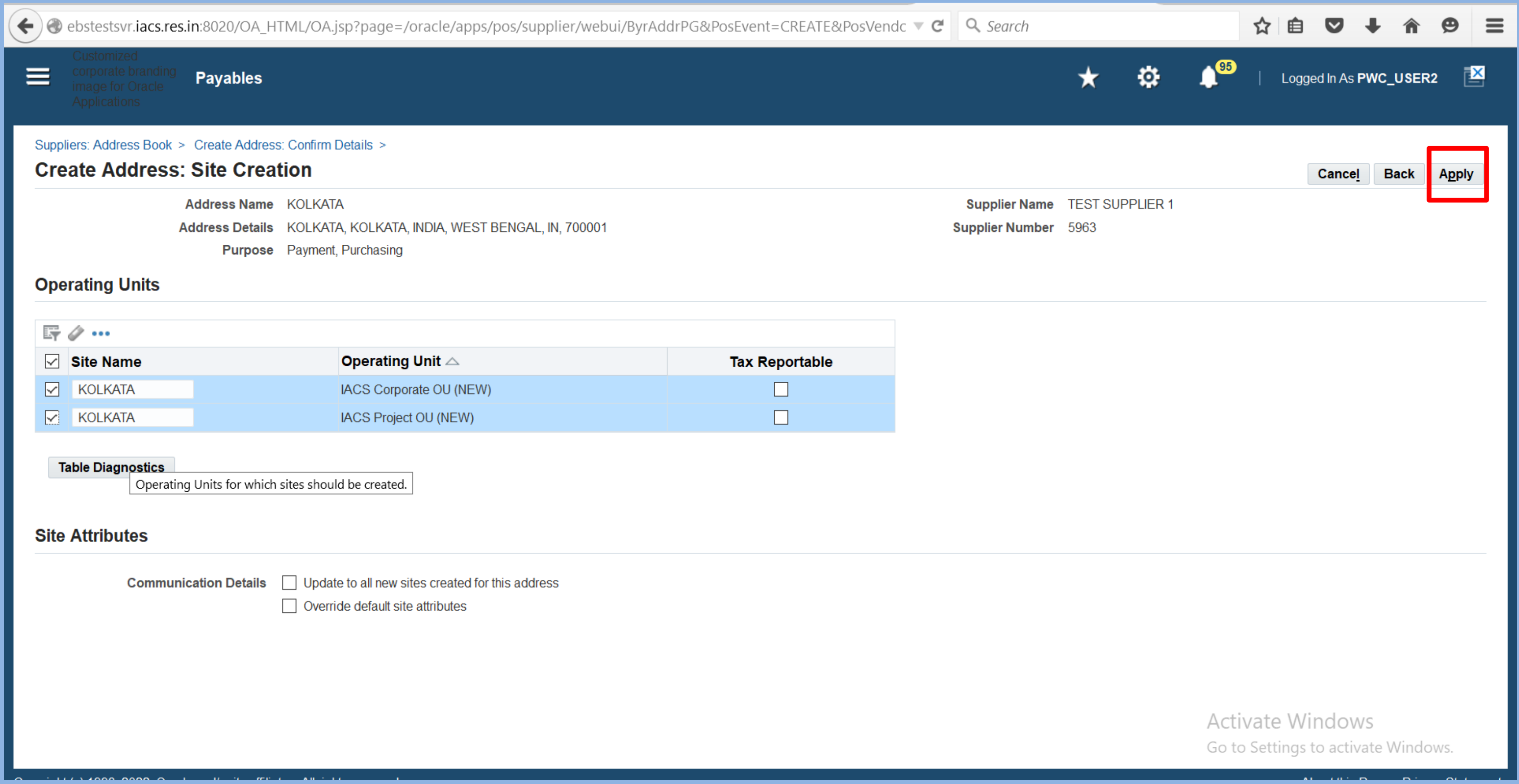


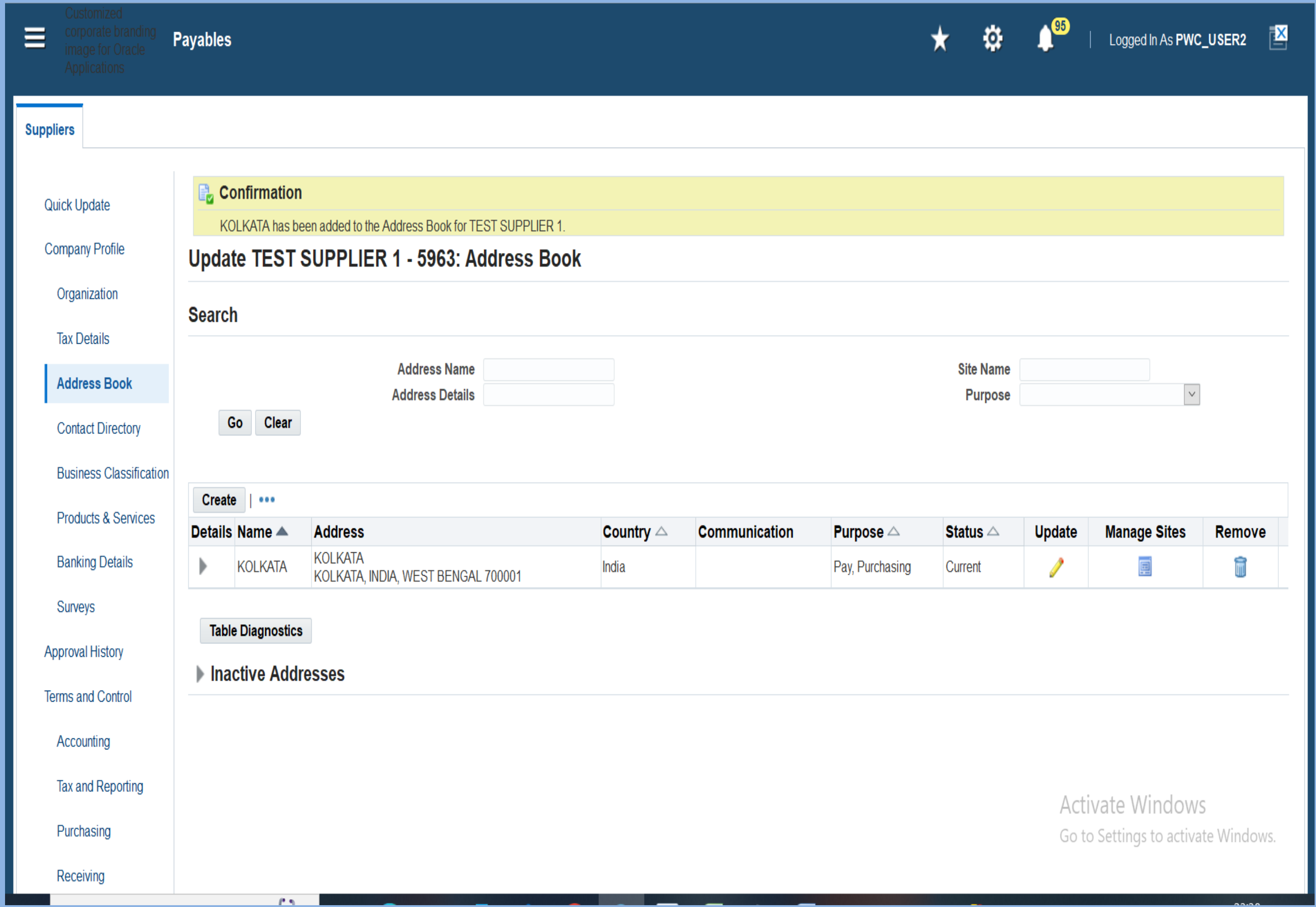

ebstestsvr.iacs.res.in:8020/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/ByrAddrBkPG&retainAM=Y&_ti=12283773
Search
Customized corporate branding image for Oracle Applications
Payables
95
Logged In As PWC_USER2
Suppliers: Address Book >
Create Address: Confirm Details
Cancel
Continue
* Indicates required field
Supplier Name TEST SUPPLIER 1
Supplier Number 5963
Address Details
* Country India
* Address Line 1 KOLKATA
Address Line 2
Address Line 3
Address Line 4
City KOLKATA
County INDIA
State WEST BENGAL
Province
Postal Code 700001
* Address Name KOLKATA
Addressee
Language
Context Value
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
Address Purpose
Purpose
Delete
No results found.
Activate Windows
Go to Settings to activate Windows.

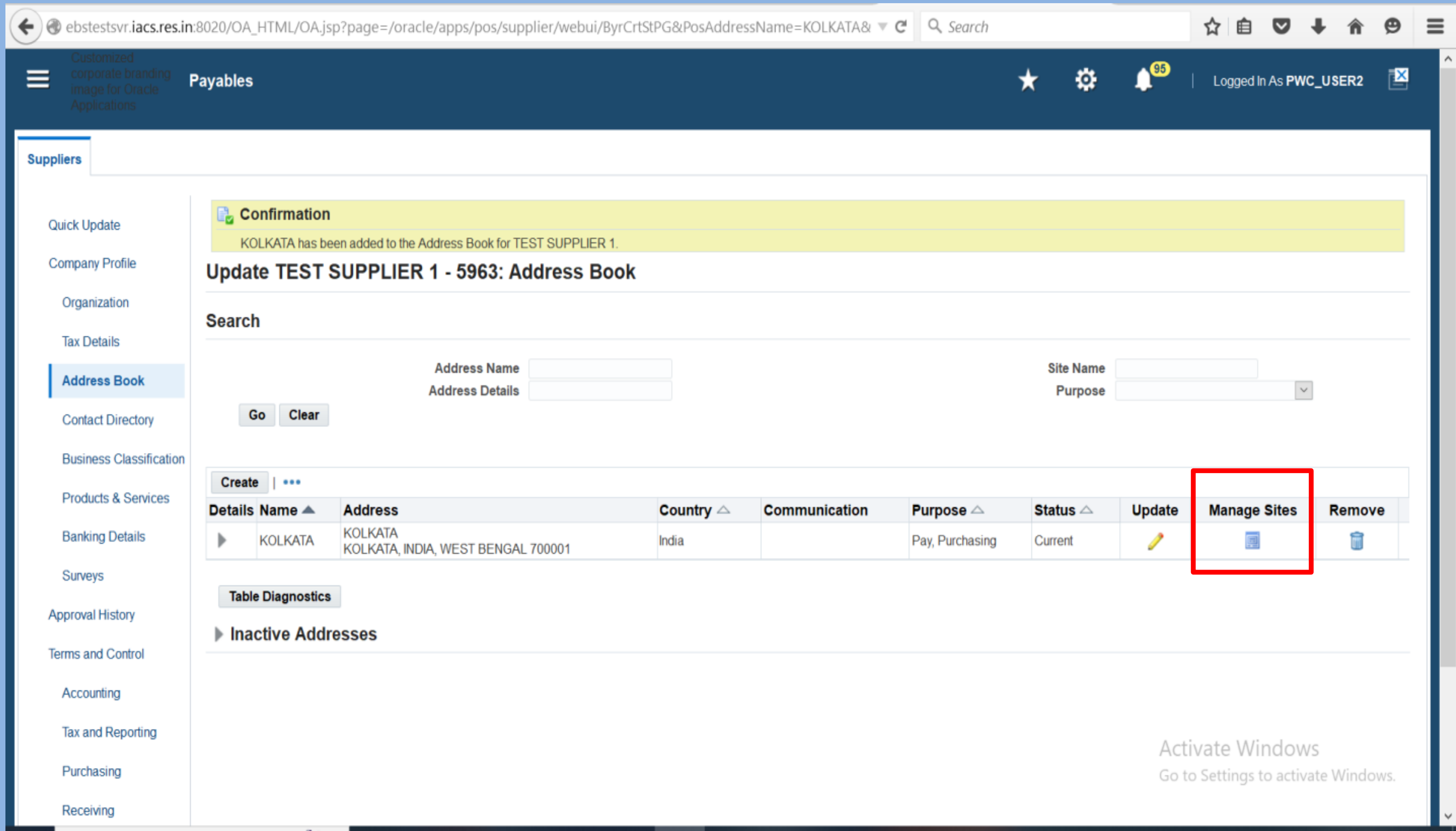
Step 8: Select the “Country” and enter the “Address Line” in the respective fields. Fields with (*) indicates mandatory fields.
Step 9: Enter the Site name in the “Address Name” field.
Step 10: Check the checkboxes “Purchasing” and “Payment” under “Address Purpose” in order to make the supplier available for raising purchase orders and making payments. Click on “Continue”.



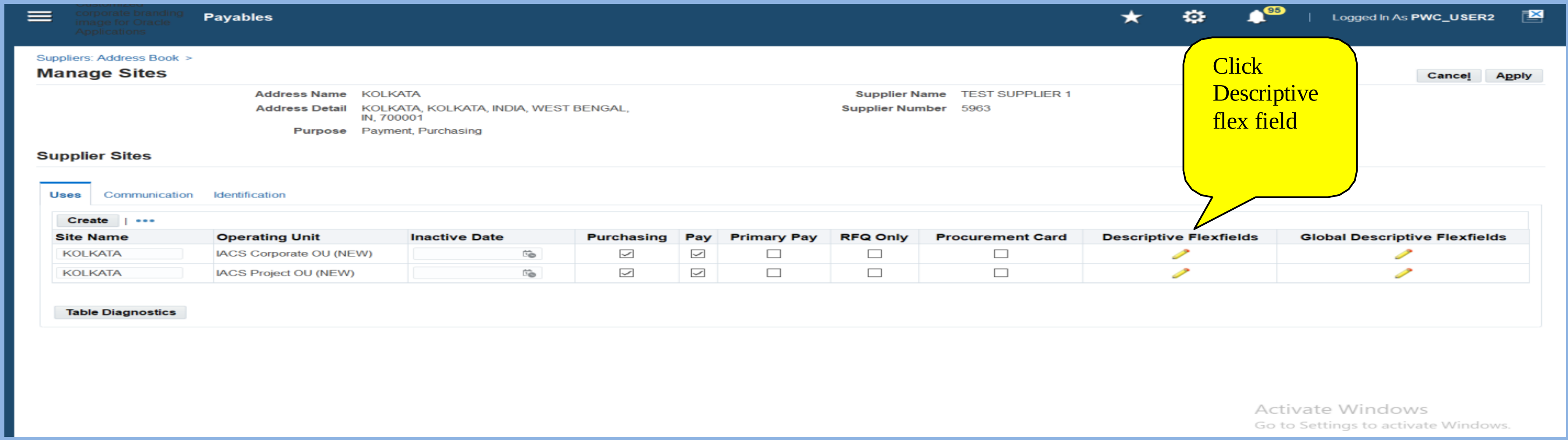
Step 11: Select the Operating Units to which the Suppliers will be attached. Click on “Apply”.



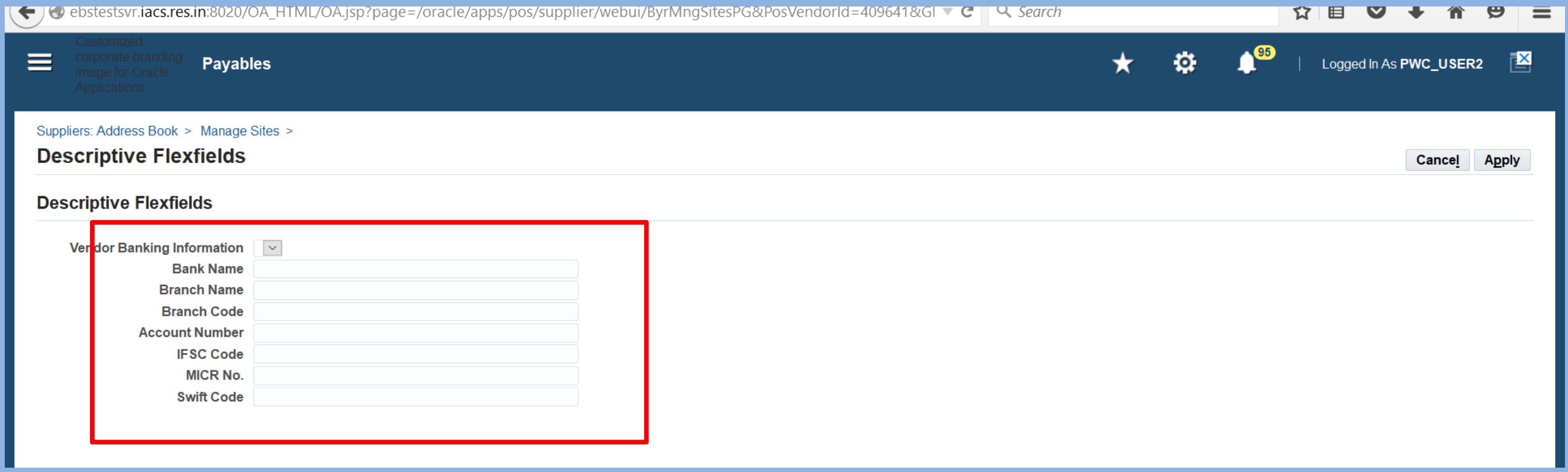

Customized corporate branding image for Oracle Applications
Payables
Logged In As PWC_USER2
Suppliers
Quick Update
Company Profile
Organization
Tax Details
Address Book
Contact Directory
Business Classification
Products & Services
Banking Details
Surveys
Approval History
Terms and Control
Accounting
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.



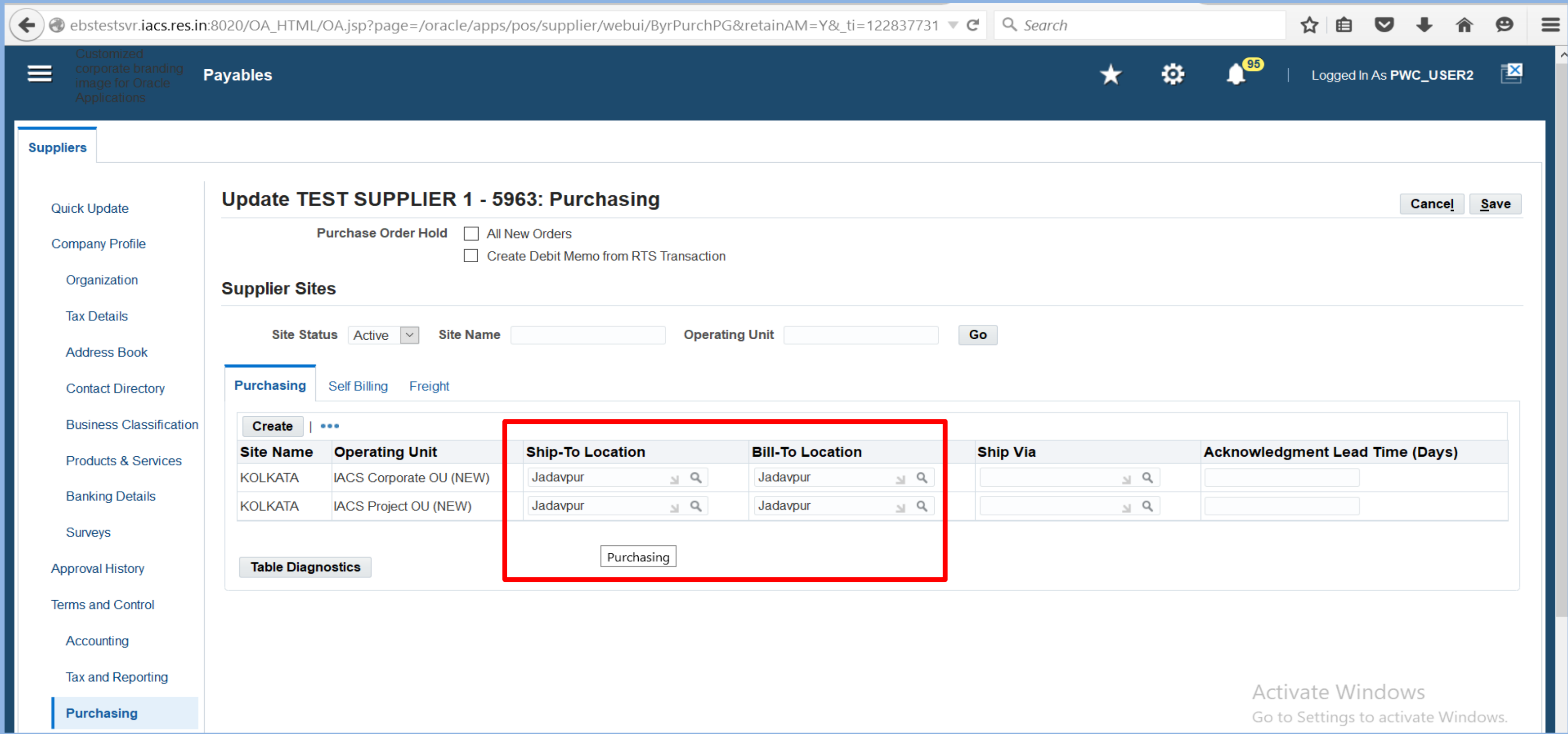
Click on manage site .



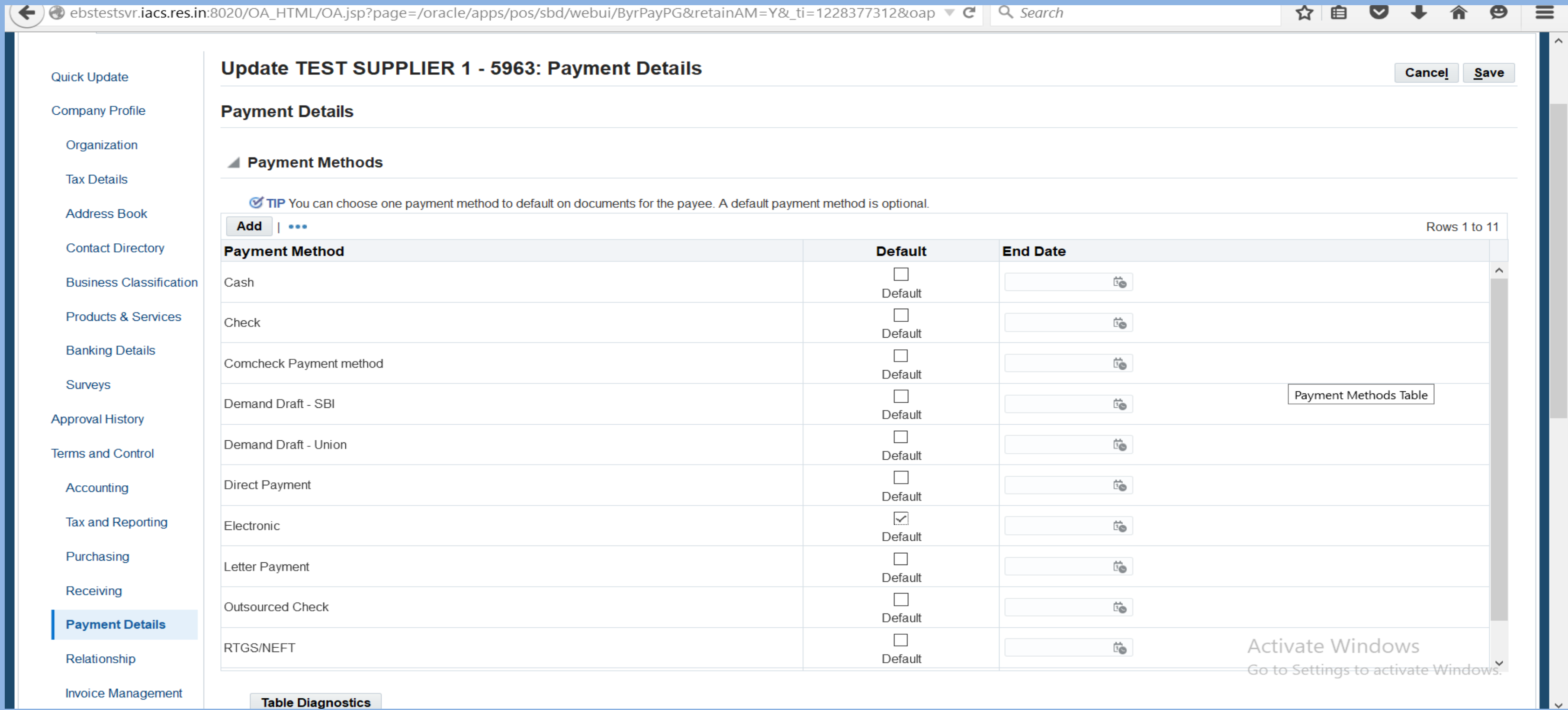
Now click on Descriptive Flex fields and put the bank information.



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

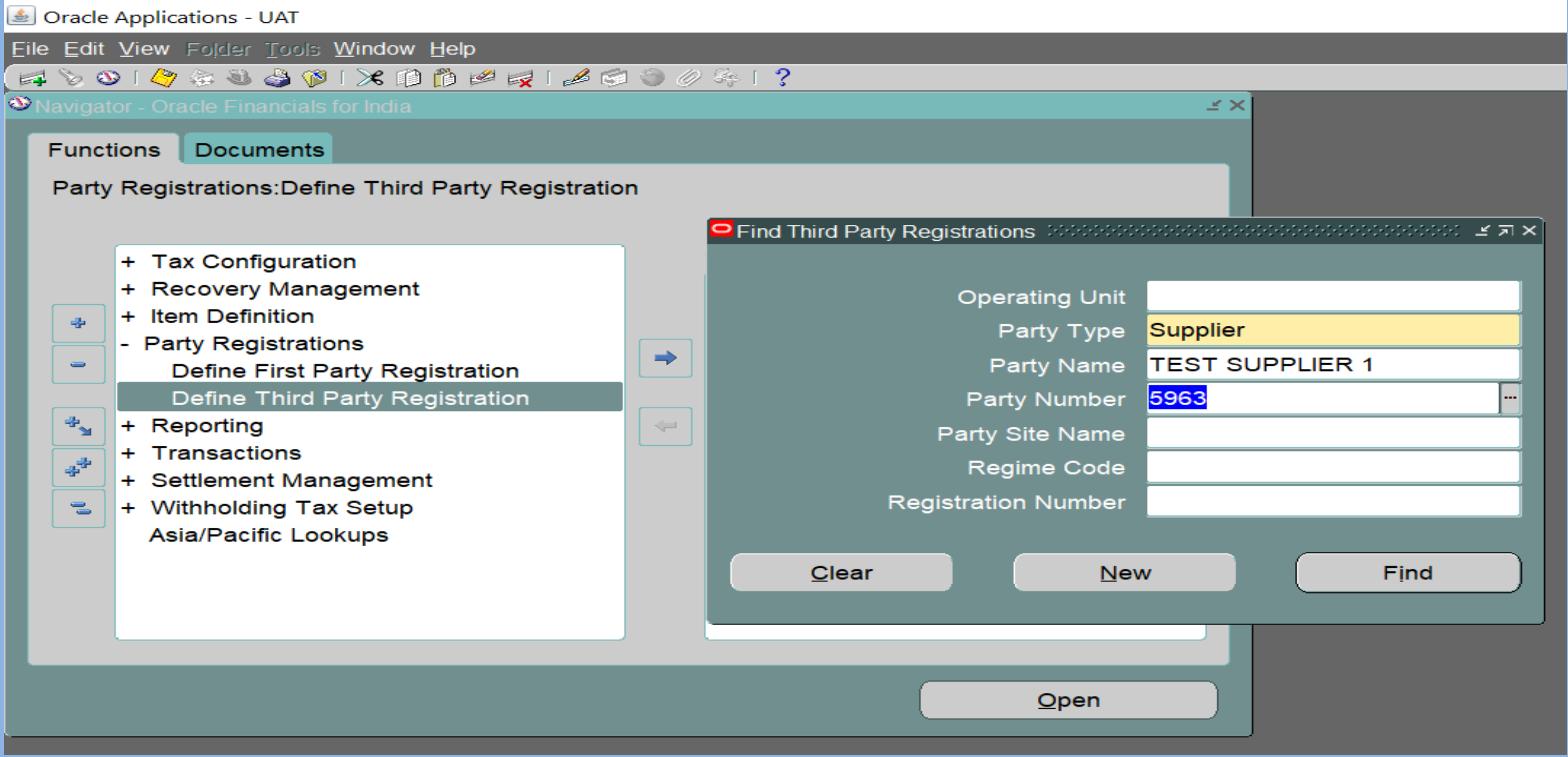


Step 15: Go to Terms and Control > Payment Details, check the default Payment method applicable for the Supplier. Click on Save.



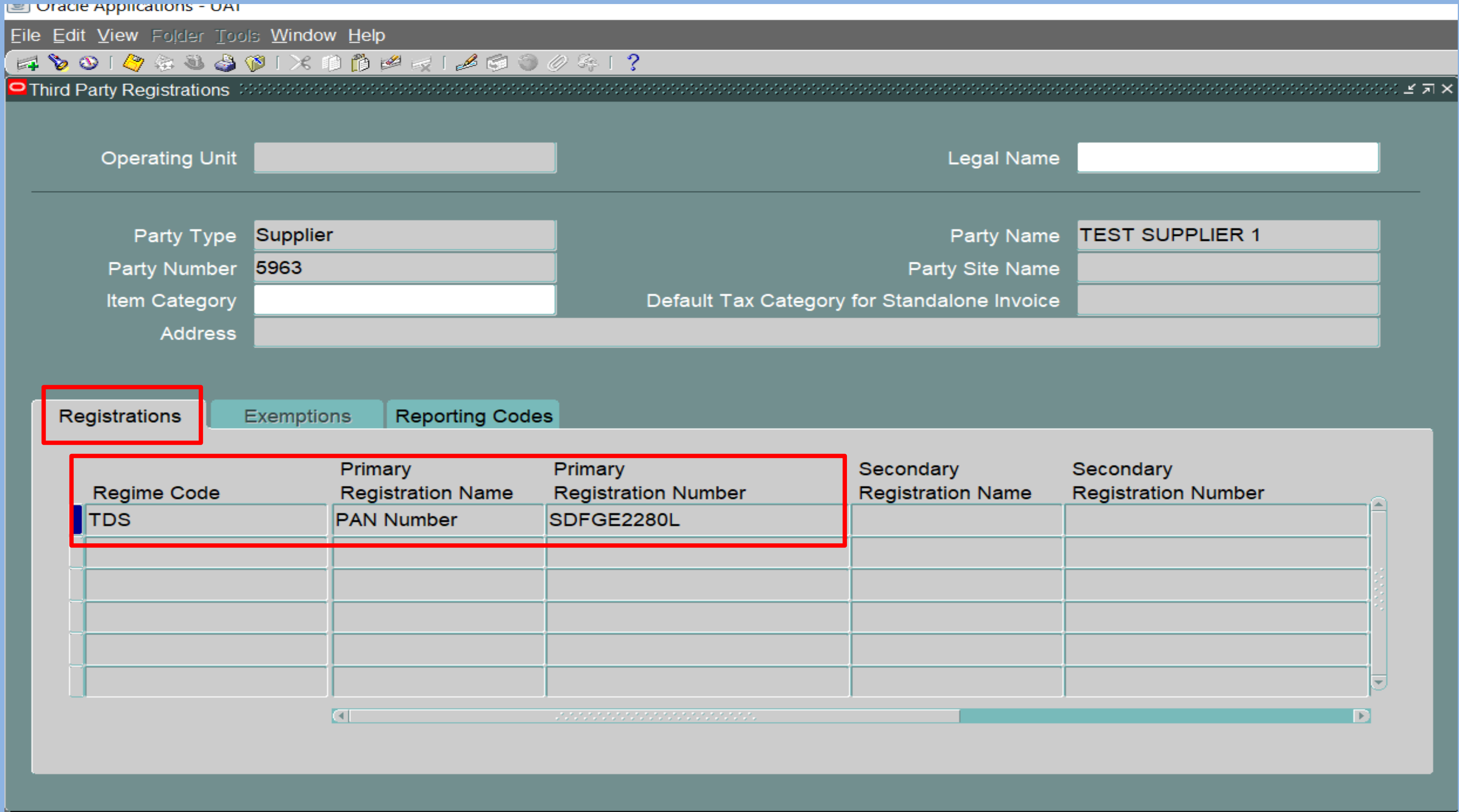
2.2 India Localization Information of Vendors in India

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

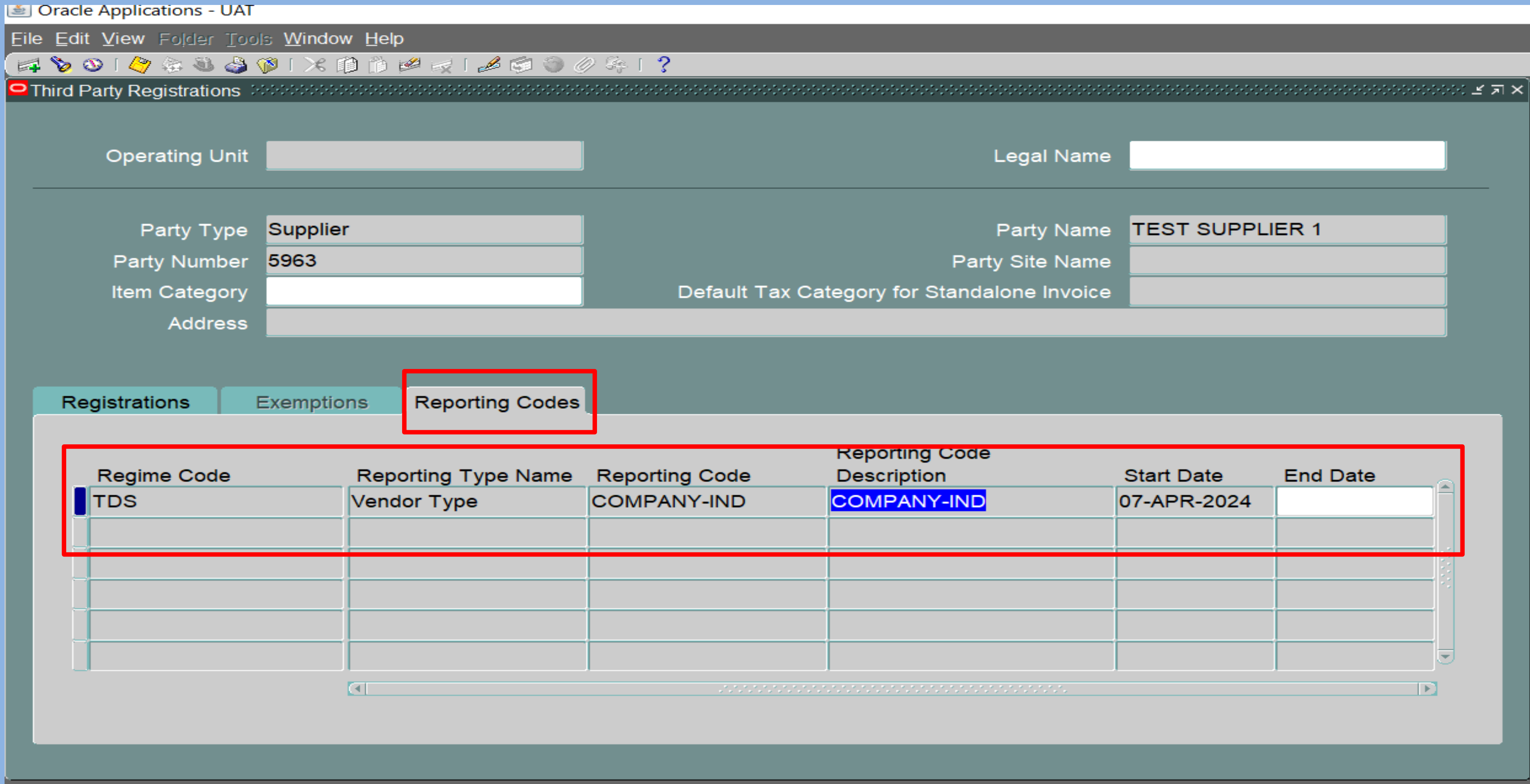


For TDS : We have to create a Null Site.

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

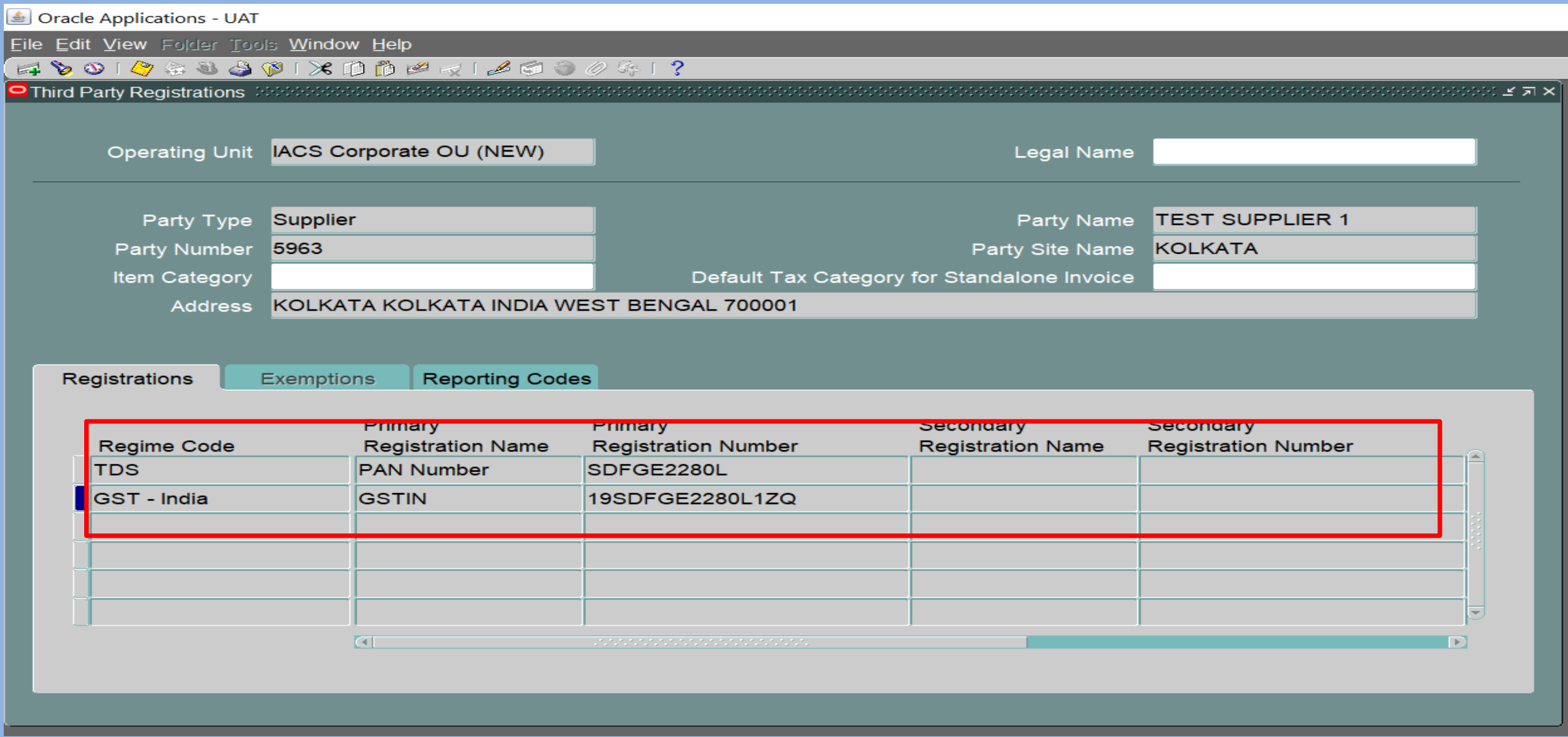


In Reporting Code Section – Regime Code : TDS > Reporting Type Name : Vendor type (Select From LOV), Reporting Code : Select from LOV > Enter Start Date > Save



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

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



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