

## Supplier Set up

## 1. Purpose

**1.1.** To have a standard navigational instruction to IT in the ticketing for **Supplier Set up**.

## 2. Scope

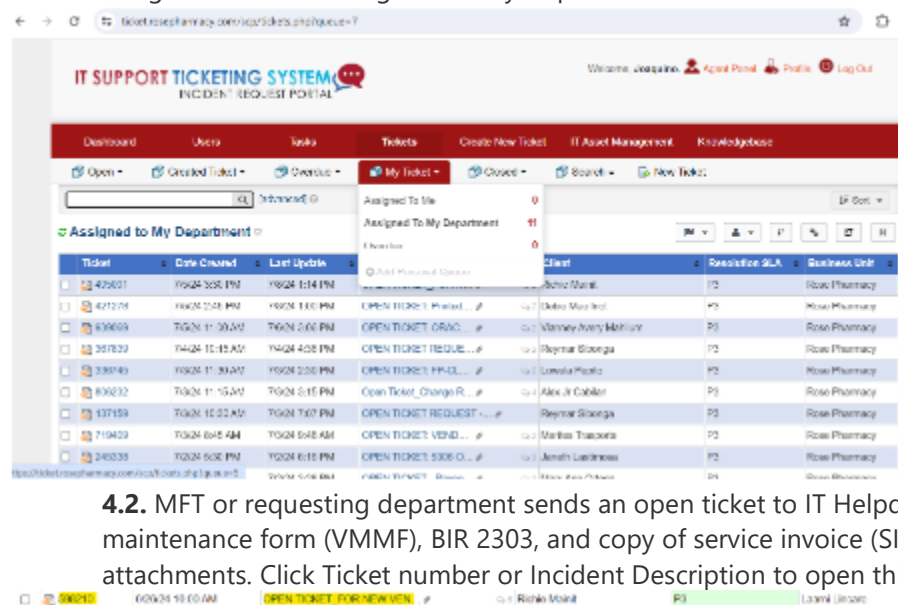
## 2.1. IT users

### 3. Implementing Guidelines

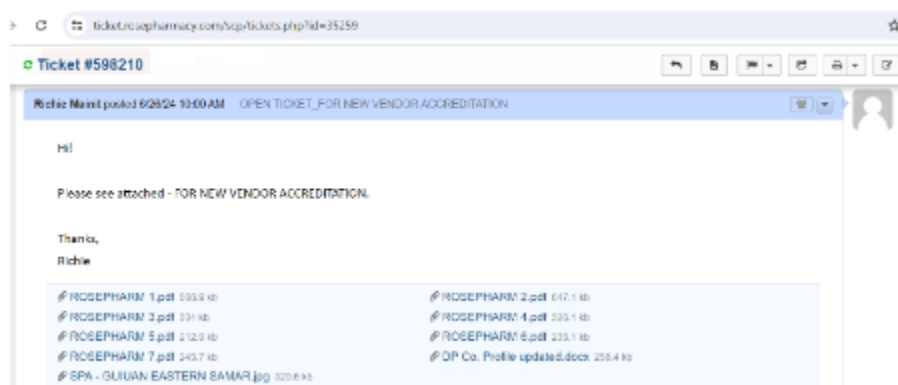
**3.1.** Refer accounting manual for detailed policy.

## 4. Navigation Procedures

**4.1.** Go to IT Support Ticketing System Incident Request Portal for IT agents. Go to My Ticket > Assigned To Me or Assigned To My Department



**4.2.** MFT or requesting department sends an open ticket to IT Helpdesk with the vendor master maintenance form (VMMF), BIR 2303, and copy of service invoice (SI) or receipt as attachments. Click Ticket number or Incident Description to open this ticket.

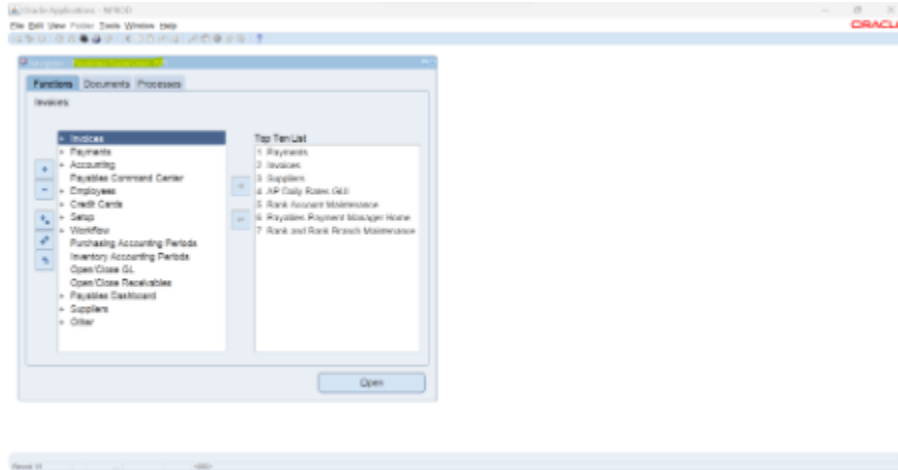


\*Ensure that VMMF includes signature of Tax and Finance Head.

4.3. Refer [ORA-AP 000 SUPPLIER INTERFACE PROCESS \(TRADE\).aspx](#) & [ORA-AP 000 SUPPLIER INTERFACE PROCESS \(NON TRADE\).aspx](#) for Supplier Interface process.

#### 4.4. For manual supplier set up of employees as suppliers (under N)...

- Go to Oracle > Payables SuperUser, RP



- Choose Suppliers. Click Open.
- Go to browser. Click Create Supplier.



- Under Create Supplier...
  - Supplier Type - Standard supplier
  - Organization Name - employee name; format LAST NAME, FIRST NAME MIDDLE NAME
  - Supplier Number - N&employee ID
  - Click Apply to save

**Oracle Payables**

Supplier: **Create Supplier**

Supplier Type: **Standard Supplier**

Organization Name: **ROSEPHARMACY**

Supplier Number: **000001**

Tax Country: **PH**

Account Number to Credit:

Bank Name:

Swift Code:

Beneficiary Name:

Beneficiary Address:

Trade Name:

Beneficiary Bank Country: **PH**

Payee Classification: **Individual**

File Format: **CSV**

Beneficiary Bank Address: **CEBU**

- Under Organization, input the bank account information provided by HR.
  - Account number to credit - employee bank account number
  - Bank name - ROBINSONS BANK or METROBANK
  - Swift code - bank swift code = ROBPPHMQXXX or MBTCPHMMXXX
  - Beneficiary name - employee bank account name; format LAST NAME, FIRST NAME MIDDLE NAME
  - Beneficiary address - Rose Pharmacy SSC or employee address (up to 3 lines; should not exceed max character of 35 per vertical bar |)
  - Trade name - employee name; format LAST NAME, FIRST NAME MIDDLE NAME
  - Beneficiary Bank Country - PH
  - Payee Classification - Individual
  - File Format - CSV
  - Beneficiary bank address - CEBU

**Update SEPRADO, MARY JANE ASTRONOMO - N151795: Organization**

Supplier Number: **N151795**

Bank Name: **ROBINSONS BANK**

Swift Code: **ROBPPHMQXXX**

Beneficiary Name: **SEPRADO, MARY JANE ASTRONOMO**

Beneficiary Address: **Rose Pharmacy SSC**

Beneficiary Bank Country: **PH**

Payee Classification: **Individual**

File Format: **CSV**

Beneficiary Bank Address: **CEBU**

- Under Contact Directory, input email address for notification.
  - Click Create.
  - Update Contact
    - Last name - RPI
    - Department - Pesonet
    - Email address - AllROSETreasuryDept@rosepharmacy.com.ph

- Click Apply to save.
- Click Create.
- Update Contact
  - Last name - RPI
  - Department - Pesonet
  - Email address
    - AllROSEAccountsPayableNonTrade@rosepharmacy.com.ph
  - Click Apply to save.

\*If there is an employee email address, you may add (same steps as above).

**Suppliers**

**Update SEPRADO, MARY JANE ASTRONOMO - N151795: Contact Directory**

**Search**

First Name:  Last Name:  State:  Has User Account: ☐

**Create**

First Name	Last Name	Phone Number	Email Address	Purpose	Has User Account	Status	Update
RPI			dave.xc@rosepharmacy.com.ph			Current	<input type="button" value="Update"/>
RPI			AURECSETreasuryDesk@rosepharmacy.com.ph			Current	<input type="button" value="Update"/>
RPI			AURECSEAAccountsPayableNonTrade@rosepharmacy.com.ph			Current	<input type="button" value="Update"/>

**Suppliers** > Update SEPRADO, MARY JANE ASTRONOMO - N151795: Contact Directory >

**Update Contact**

☒ Indicate required field

**Contact Title**

**First Name**

**Middle Name**

**Last Name**

**Alternate Name**

**Job Title**

**Department**

**Email Address**

**Phone Area Code**

**Phone Number**

**Phone Extension**

**Alternate Phone Area Code**

**Alternate Phone Number**

**Fax Area Code**

**Fax Number**

**Inactive Date**

**Contact Purpose**

- Under Payment Details...
  - Check Bills Payable. Click Save.

**Company Profile**

**Payment Details**

**Payment Methods**

**Payment Method** **Default** **End Date**

Bills Payable	<input checked="" type="checkbox"/> Default	<input type="text"/>
Check	<input type="checkbox"/> Default	<input type="text"/>
Conchick Payment method	<input type="checkbox"/> Default	<input type="text"/>
Electronic	<input type="checkbox"/> Default	<input type="text"/>
Electronic Funds	<input type="checkbox"/> Default	<input type="text"/>
POC1	<input type="checkbox"/> Default	<input type="text"/>
POC2	<input type="checkbox"/> Default	<input type="text"/>
POC3	<input type="checkbox"/> Default	<input type="text"/>
POC4	<input type="checkbox"/> Default	<input type="text"/>
Wire	<input type="checkbox"/> Default	<input type="text"/>

**Payment Attributes**

**Payment Delivery Attributes** **Payment Specifications** **Separate Remittance Advice Delivery**

- Go down. Under Supplier Details, click Update Payment Details pencil icon.

**Supplier Sites**

Site Status:  Site Name:  Operating Unit:

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**Create** | **+++**

Site Name	Operating Unit	Update Payment Details
HEAD OFFICE	Rose Pharmacy, Incorporated	

- Check Bills Payable. Click Save.

**Supplier Payment Details**

**Payment Details: HEAD OFFICE (Rose Pharmacy, Incorporated)**

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**Payment Details**

Payee Name: ROSEPHARMACY, INCORPORATED  
Payee Site: HEAD OFFICE

Interest Origin: Rose Pharmacy, Incorporated  
Supplier Site Name: HEAD OFFICE

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**Payment Methods**

IF YIP Inc. can choose one payment method to debit on documents for the payee. A default payment method is optional.

**Add** | **+++**

Payment Method	Default	End Date
Bill Payable	<input checked="" type="checkbox"/> Default	<input type="text" value=""/>
Check	<input type="checkbox"/> Default	<input type="text" value=""/>
Overdraft Payment Method	<input type="checkbox"/> Default	<input type="text" value=""/>
Electronic	<input type="checkbox"/> Default	<input type="text" value=""/>
Outstanding Check	<input type="checkbox"/> Default	<input type="text" value=""/>
POC1	<input type="checkbox"/> Default	<input type="text" value=""/>
POC2	<input type="checkbox"/> Default	<input type="text" value=""/>
POC3	<input type="checkbox"/> Default	<input type="text" value=""/>

- Under Invoice Management...
  - Input IMMEDIATE in Terms (in both Invoice Payment Terms and Supplier Sites)

**Tax Details**

**Address Book**

**Contact Directory**

**Business Classification**

**Products & Services**

**Banking Details**

**Surveys**

**Approval History**

**Items and Control**

**Accounting**

**Tax and Reporting**

**Purchasing**

**Receiving**

**Payment Details**

**Relationship**

**Invoice Management**

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**Invoice Payment Terms**

Payment Currency:  Pay Group:

Payment Priority:

Terms: IMMEDIATE

Terms Date Basis:

Pay Date Basis:

Pay Group:

☐ Always Take Discount

☐ Exclude Freight From Discount

☐ Create Inland Invoice

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**Supplier Sites**

Site Status:  Site Name:  Operating Unit:

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**Invoice** | **Payment** | **Terms** | **Supplier Preferences**

**Create** | **+++**

Site Name	Operating Unit	Terms	Terms Date Basis	Pay Date Basis	Retainage Rate (%)	Always Take Discount	Exclude Freight
HEAD OFFICE	Rose Pharmacy, Incorporated	IMMEDIATE	Invoice	Discount		<input type="checkbox"/>	<input type="checkbox"/>

- Click Suppliers to exit and set up another employee under N.

ORACLE Payables

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Logged In As CMAJAGQWMO

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Working Details

Summary

Approval History

Terms and Control

Accounting

Update SEPRADO, MARY JANE ASTRONOMO - N151795: Invoice Management

Cancel Save

Invoice Currency: USD

Invoice Amount Limit:

Invoice Match Option: Receipt

Multi-Tax Payment:

☐ All Invoices  
☐ Unmatched Invoices  
☐ Unvalidated Invoices

Invoice Payment Terms

Payment Currency: USD

Payment Priority: 10

Terms: Net 30

Terms Date Basis: Invoice

Pay Date Basis: Discount

Pay Group:

☐ Apply Take Discount  
☐ Exclude Freight from Discount  
☐ Create Interest Invoice

Supplier Sites

Site Status: Active

Site Name:

Operating Unit:

OK

Invoicing

Payment

Terms

Supplier Preferences

Create

Site Name

Operating Unit

Terms

Terms Date Basis

Pay Date Basis

Retainage Rate (%)

Always Take Discount

Exclude Freight

#### 4.5.b. The close message with the survey link shall appear.

#### 4.5.c. Input Resolution Code.

ticket.rosepharmacy.com/scp/tickets.php?id=35514

Dashboard Users Tools Tickets Create New Ticket Agent Management Account Settings

Open Ticket #939069

OPEN TICKET: ORACLE ENROLLMENT: ALLYSA CRISHA MAE BALEOS

<b>Status:</b> <span>Open</span> <b>Priority:</b> P3 <b>Department:</b> ITN Oracle Support Group <b>Created Date:</b> 7/23/11 11:55 AM <b>Ticket Number:</b> 939069 <b>Business Unit:</b> Oracle Pharmacy <b>Department:</b>	<b>User:</b> Allysa Crisha Mae Baleos (939069)   Internal Collaboration <b>Email:</b> allysa.crisha.mae.baleos@rosepharmacy.com.ph <b>Phone Number:</b> <b>Address:</b> <b>Work Email:</b> <b>Work Phone:</b>
<b>Assigned To:</b> Liza Linares <b>Escalation:</b> P3 <b>SLA:</b> <b>Due Date:</b> 11/03/2013 11:55 PM	<b>Assigned Date:</b> 7/23/11 11:55 AM <b>Last Message:</b> 7/23/11 11:55 AM <b>Last Response:</b> 7/23/11 11:55 AM
<b>Help Topics:</b> Instant Request Ticket Business Applications <b>Last Message:</b> 7/23/11 11:55 AM <b>Last Response:</b> 7/23/11 11:55 AM	
<b>Ticket Details:</b> Help Topic: 3rd Level Help Topic: 3rd Level Resolution Code: <span>Business Applications - Access Error</span> Resolution Details: <span>Business Applications - Access Error</span> 3rd Party Ticket: <span>Group</span>	

Click Select Resolution Code.

**Ticket #939069: Update Resolution Code**

Resolution Code:

— Select Resolution Code —

Optional reason for the update

Cancel Update

Choose Business Application. Click Update.

**Ticket #939069: Update Resolution Code**

Resolution Code:

— Select Resolution Code —

- Business Application
- Cloud Server Issue
- Computer Hardware
- Computer OS
- End User
- Network Device Issue
- Network ISP Issue
- Network Link Issue
- O365
- Peripheral
- Physical Server Issue
- Printer
- Process
- Server OS Issue
- Server OS Service Issue
- Third Party Application / Website
- Virtual Machine

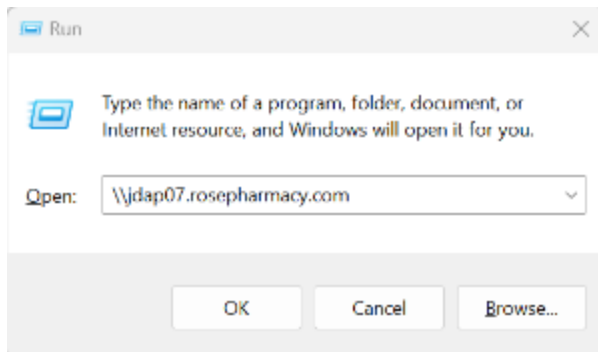
Update

Last Response: 7/6/24 3:06 PM

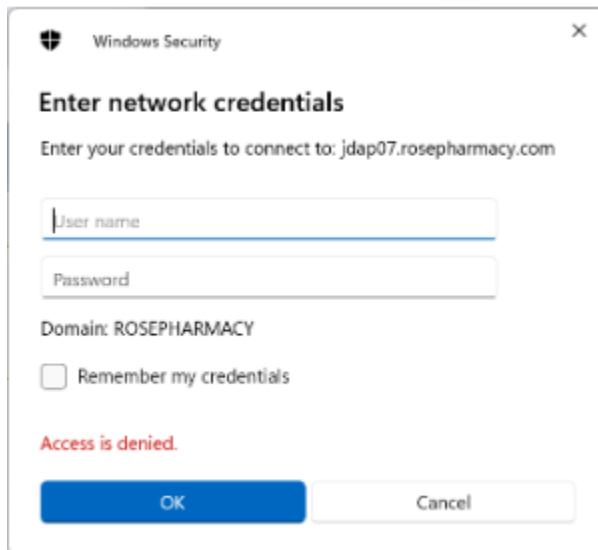
4.5.d. Input Resolution Details - the steps to close/fulfill the user request.



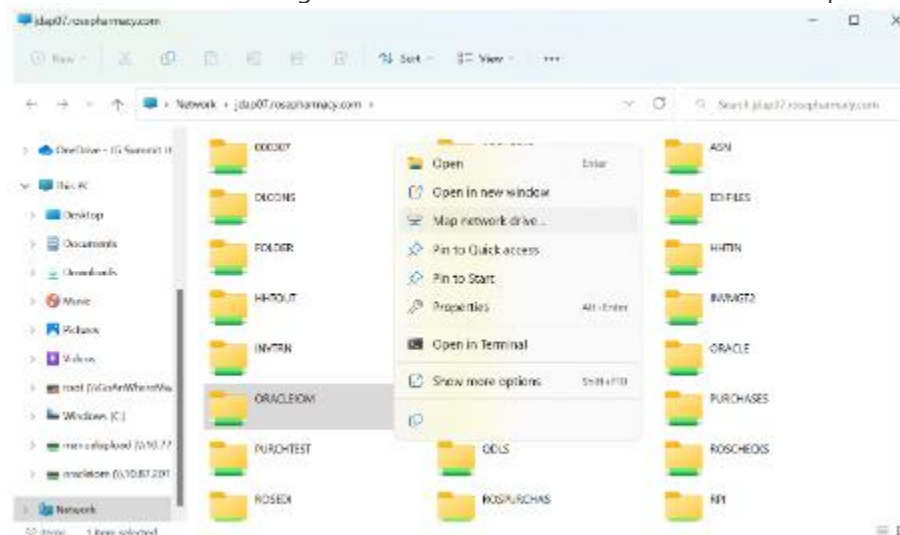




5.3.c. Enter JDA credentials then click OK.

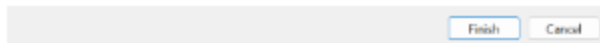
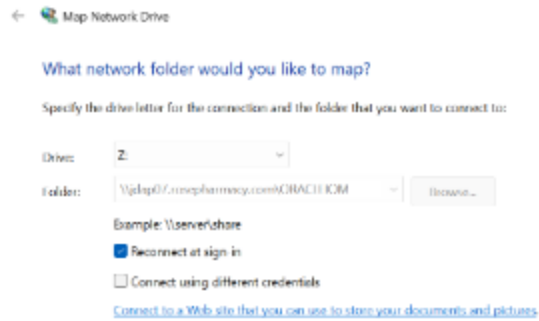


5.3.d. Right click on ORACLEIOM folder then click Map network drive...

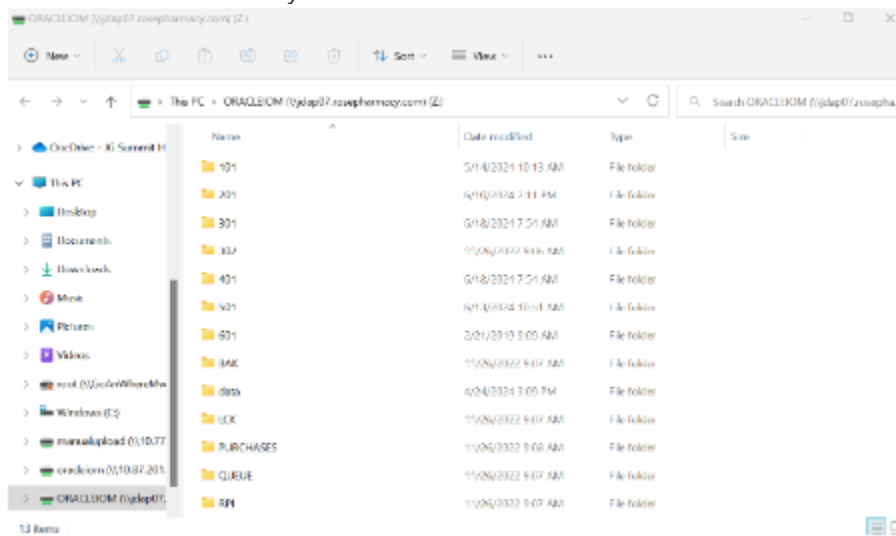


5.3.e. Check the details for the drive and folder then click Finish

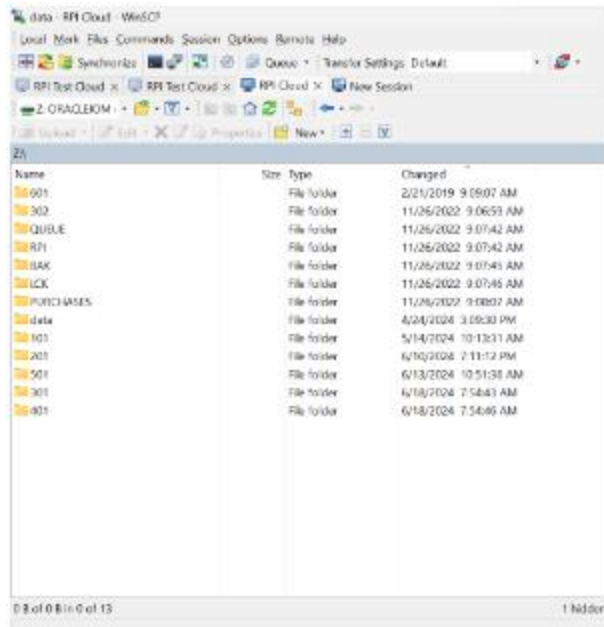
5.3.e. Check the details for the drive and folder then click Finish.



**5.3.f.** The OracleIOM folder shall open. Close this window and check WinSCP if the directory can be accessed.



WinSCP:

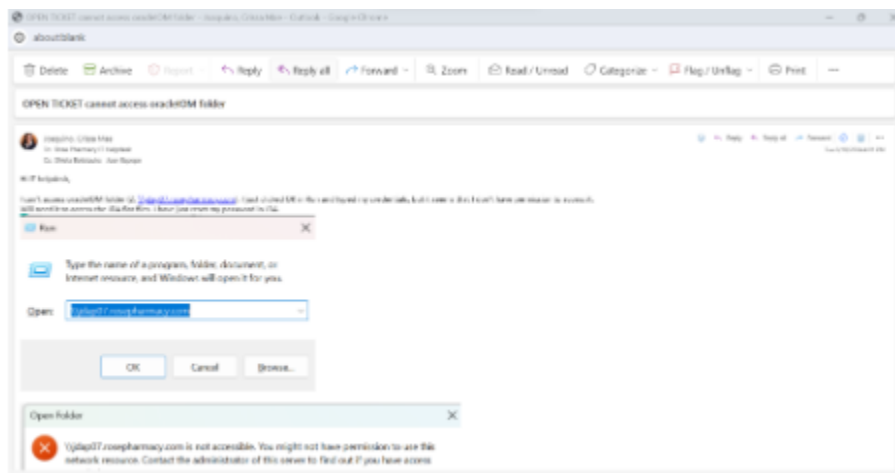


**5.4.** If an error is encountered when trying to access the ORACLEIOM ([\\vdap07.rosepharmacy.com](http://vdap07.rosepharmacy.com)) directory, send a ticket to IT Helpdesk.

**Subject:** OPEN TICKET: cannot access oracleIOM folder

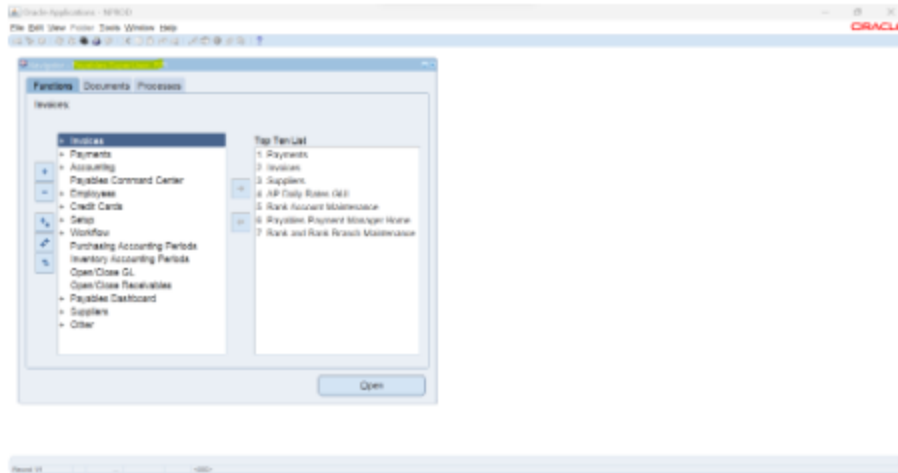
**To:** Rose Pharmacy IT Helpdesk <ithelpdesk@rosepharmacy.com.ph>

**cc:** Shiela Bolotaulo <shiela.bolotaulo@rosepharmacy.com.ph> ; Joan Espepe <joan.espepe@rosepharmacy.com.ph>



**5.5.** Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

**5.6.** User must have access to the Payables SuperUser, RPI responsibility to be able to interface customer. This is assigned by IT - Oracle Applications team.



## 6. File Structure

### 6.1. .201 flat file

No	Column Name	Description	Data Type	Req?
1	HOR_SUPPLIER_NAME	Supplier Name	VARCHAR(240)	Y
2	HOR_SUPPLIER_CODE	Supplier Code	VARCHAR(30)	Y
3	HOR_SUPPLIER_TYPE	Supplier Type	VARCHAR(30)	Y
4	HOR_TERMS_NAME	Supplier Payment Terms	VARCHAR(50)	Y
5	HOR_PAY_DATE_BASIS_LOOKUP_CODE	Supplier Payment Date - Basis. Default = "DUE"	VARCHAR(25)	N
6	HOR_INVOICE_CURR_CODE	Supplier Invoice Currency Code	VARCHAR(15)	Y
7	HOR_PAYMENT_CURR_CODE	Supplier Payment Invoice Code	VARCHAR(15)	Y
8	HOR_VAT_CODE	Supplier VAT Code	VARCHAR(15)	Y
9	HOR_TERMS_DATE_BASIS	Supplier Terms Date Basis (Options: Invoice Date, System Date, Goods Received Date)	VARCHAR(25)	N
10	HOR_AUTO_TAX_CALC_FLAG	Supplier Auto Tax Calculate Flag	VARCHAR(1)	Y
11	HOR_AMOUNT_INCLUDES_TAX_FLAG	Supplier Invoice Include Tax Flag	VARCHAR(1)	N
12	HOR_ALLOW_AWT_FLAG	Supplier Allow AWT Flag	VARCHAR(1)	Y
13	HOR_AWT_GROUP_NAME	Supplier AWT Group Name. (withholding tax code)	VARCHAR(25)	N
14	HOR_PAYMENT_METHOD_CODE	Supplier Payment Method Code	VARCHAR(30)	Y
15	HOR_ACCTS_PAY_CODE_COMPANY	Supplier Liability Account - Company	VARCHAR(30)	N
16	HOR_ACCTS_PAY_CODE_ACCOUNT	Supplier Liability Account - Account	VARCHAR(30)	N
17	HOR_ACCTS_PAY_CODE_LOCATION	Supplier Liability Account - Location (Includes Region, District and Store)	VARCHAR(30)	N
18	HOR_ACCTS_PAY_CODE_DEPARTMENT	Supplier Liability Account - Department	VARCHAR(15)	N
19	HOR_ACCTS_PAY_CODE_SECTION	Supplier Liability Account - Section	VARCHAR(1)	N
20	HOR_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Future	VARCHAR(240)	N
21	DTL_SITE_CODE	Unique Supplier Site Code = 'Head Office' or 'HO'	VARCHAR(240)	Y
22	DTL_PAY_SITE_FLAG	Pay Site Flag - Default value 'Y'	VARCHAR(240)	Y
23	DTL_ADDRESS_LINE1	Enter the address for your customer in these columns. You can enter up to three lines of an address.	VARCHAR(25)	Y
24	DTL_ADDRESS_LINE2		VARCHAR(10)	N
25	DTL_ADDRESS_LINE3		VARCHAR(20)	N
26	DTL_COUNTRY	Site Country	VARCHAR(10)	Y
27	DTL_PHONE_AREA_CODE	Site Phone Area Code	VARCHAR(20)	N
28	DTL_PHONE_NUMBER	Site Phone Number	VARCHAR(25)	N
29	DTL_FAX_AREA_CODE	Site Fax Area Code	VARCHAR(20)	N
30	DTL_FAX_NUMBER	Site Fax Number	VARCHAR(50)	N
31	DTL_TERMS_DATE_BASIS	Site Terms Date Basis	VARCHAR(25)	N
32	DTL_VAT_CODE	Site VAT Code	VARCHAR(15)	Y
33	DTL_TERMS_NAME	Site Terms Name	VARCHAR(15)	Y
34	DTL_PAY_DATE_BASIS_LOOKUP_CODE	Site Payment Date Basis. Default = "DUE"	VARCHAR(1)	N
35	DTL_INVOICE_CURR_CODE	Site Invoice Currency Code	VARCHAR(1)	Y
36	DTL_PAYMENT_CURR_CODE	Site Payment Invoice Code	VARCHAR(1)	Y
37	DTL_AUTO_TAX_CALC_FLAG	Site Auto Tax Calculate Flag	VARCHAR(30)	N

38	OTL_AMOUNT_INCLUDES_TAX_FLAG	Site Invoice Include Tax Flag	VARCHAR2(1)	N
39	OTL_PRIMARY_PAY_SITE_FLAG	Site Primary Pay Site Flag	VARCHAR2(25)	N
40	OTL_PAYMENT_METHOD_CODE	Site Payment Method Code	VARCHAR2(2000)	Y
41	OTL_ALLOW_AWT_FLAG	Site Allow AWT Flag	VARCHAR2(50)	Y
42	OTL_AWT_GROUP_NAME	Site AWT Group Name	VARCHAR2(50)	N
43	OTL_EMAIL_ADDRESS	Site Email Address	VARCHAR2(50)	N
44	OTL_TIN			
45	OTL_ACCTS_PAY_CODE_COMPANY	Supplier Liability Account - Company	VARCHAR2(50)	N
46	OTL_ACCTS_PAY_CODE_ACCOUNT	Supplier Liability Account - Account	VARCHAR2(50)	N
47	OTL_ACCTS_PAY_CODE_LOCATION	Supplier Liability Account - Location	VARCHAR2(50)	N
48	OTL_ACCTS_PAY_CODE_DEPARTMENT	Supplier Liability Account - Department	VARCHAR2(15)	N
49	OTL_ACCTS_PAY_CODE_SECTION	Supplier Liability Account - Section	VARCHAR2(15)	N
50	OTL_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Future	VARCHAR2(20)	N
51	OTL2_CONT_FIRST_NAME	Site Contact First Name	VARCHAR2(6)	Y
52	OTL2_CONT_MIDDLE_NAME	Site Contact Middle Name	VARCHAR2(30)	Y
53	OTL2_CONT_LAST_NAME	Site Contact Last Name	VARCHAR2(10)	Y
54	OTL2_CONT_PREFIX	Site Contact Prefix	VARCHAR2(20)	N
55	OTL2_CONT_TITLE	Site Contact Title	VARCHAR2(10)	N
56	OTL2_CONT_PHONE_AREA_CODE	Site Contact Phone Area Code	VARCHAR2(20)	N
57	OTL2_CONT_PHONE_NUMBER	Site Contact Phone Number	VARCHAR(50)	N
58	OTL2_CONT_FAX_AREA_CODE	Site Contact Fax Area Code	VARCHAR(50)	N
59	OTL2_CONT_FAX_NUMBER	Site Contact Fax Number	VARCHAR(50)	N
60	POSTAL_CODE (For US Suppliers)	Supplier Postal Code	VARCHAR (50)	N
61	CITY (For US Suppliers)	Supplier City Address	VARCHAR	N
62	COUNTY (For US Suppliers)	Supplier County Address	VARCHAR (100)	N
63	STATE (For US Suppliers)	Supplier State Address	VARCHAR (30)	N
64	Supplier TIN	Supplier TIN	VARCHAR2(100)	Y
65	Check Name	Check Name/Payee Name		N
66	Distribution Set	For fixed recurring entries		N
67	FILENAME	This column will identify the grouping of data or source text file of data.		Y

Y = required field

## 7. Schedule

**7.1.** Supplier Interface is performed **per request (open ticket)**.

**7.2.** Generation of .201 flat files is done after receiving ticket from MFT team. IT uploads the .201 flat files. Email notification of successful upload on the same day. SLA = P3 (turnaround time = within 3 days)

## 8. Troubleshooting

**8.1.** For issues like the RPI Supplier Interface Main program taking time to upload (>1 hr) and other technical issues, contact IOM for support by submitting a ticket to iOM Help in <https://support.iomphilippines.com/help/135183837> and sending an email to Oracle EBS Support <[ebs.support@iomphilippines.com](mailto:ebs.support@iomphilippines.com)>