Supplier Interface Process (Trade)

1. **Purpose**
   1.1. To have a standard navigational instruction to IT in the **Supplier Interface Process.**
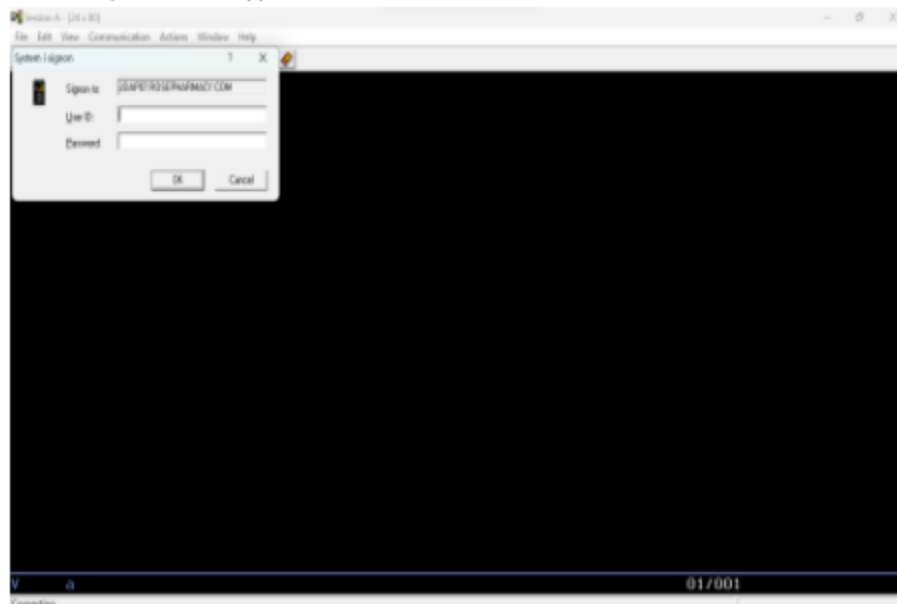2. **Scope**
   2.1. IT
3. **Implementing Guidelines**
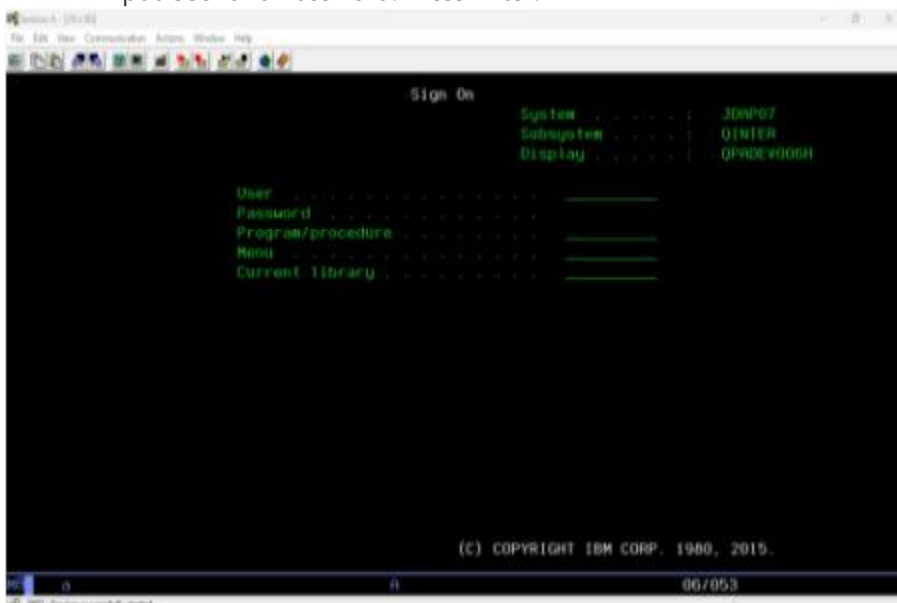   **3.1.** Refer accounting manual for detailed policy.
4. **Navigation Procedures**

<u>VENDOR - TRADE</u>

   4.1. Open JDA MMS application. Enter credentials for USER ID and Password.
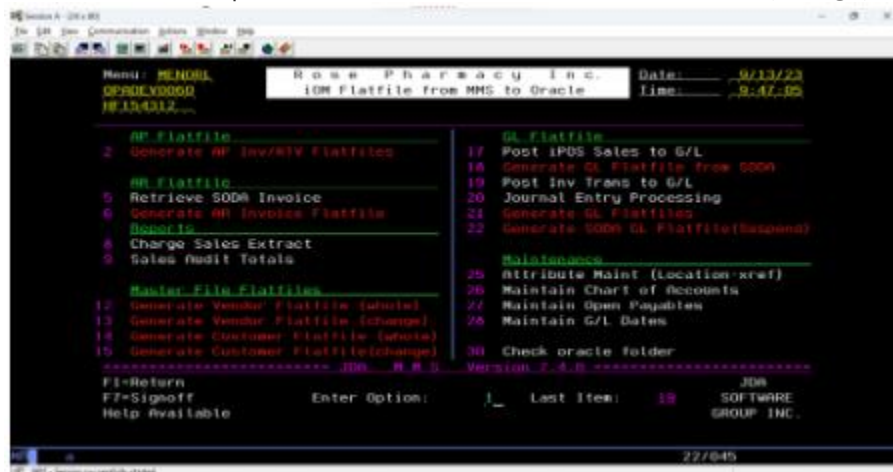

- Input User and Password. Press Enter.

*System name: JDAP07.ROSEPHARMACY.COM

**4.2.** Under Environment, input RPI. Press Enter.

4.3. Under Enter Option, choose **13** to Generate Vendor Flatfile (change)


Note: User may opt to use the .201 flat file generated when MFT team creates a new vendor in JDA instead, which can be found in the ORACLEIOM folder.
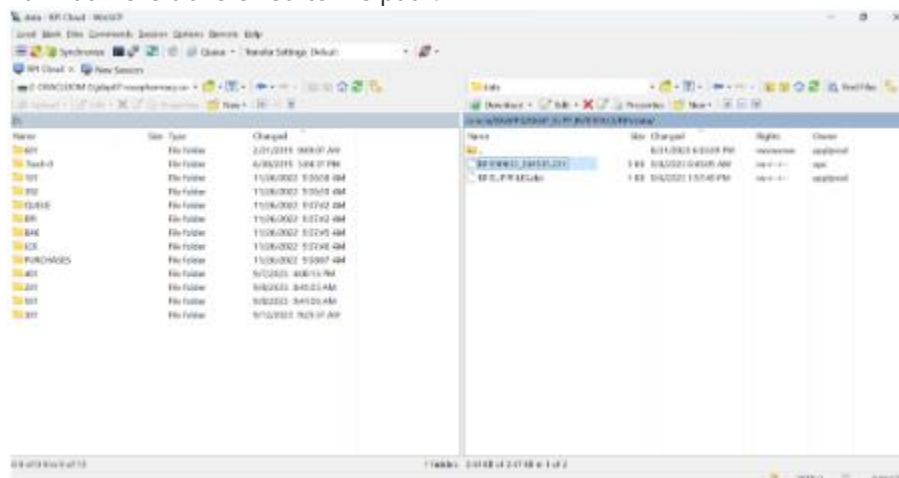
4.4. Go to WinSCP and open ORACLEIOM (\\jdap07.rosepharmacy.com) directory to access the generated .201 flat file. Wait for 30 mins before transferring flat file to ensure completeness of data.
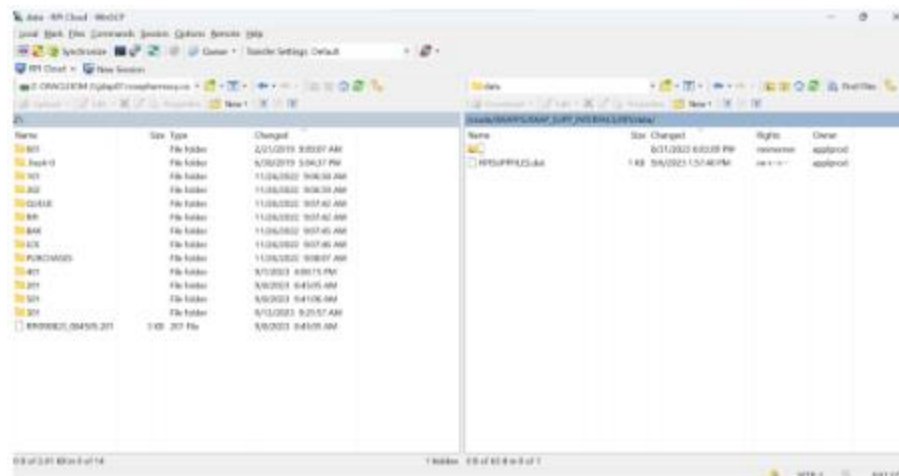
4.5. Transfer .201 flat file to file path /oracle/XXAPPS/XXAP_SUPP_INTERFACE/RPI/data/ by clicking F6 in keyboard. Click OK.
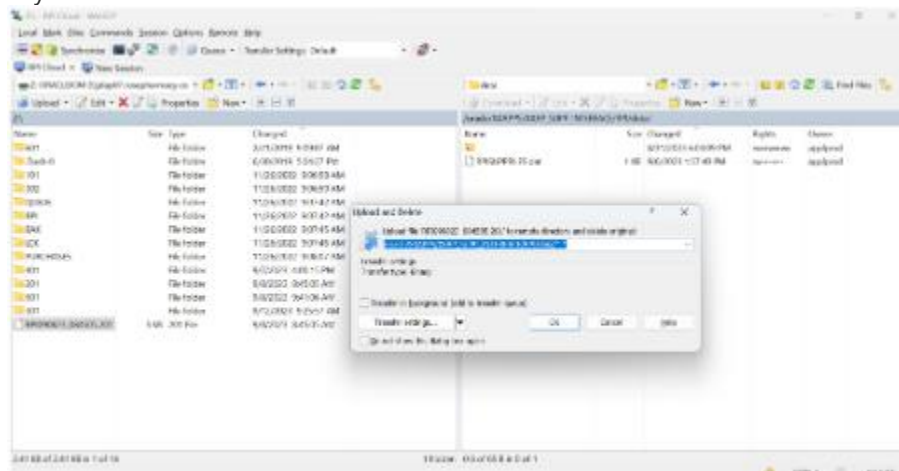
201 flat file is transferred to file path:

4.6. Transfer .201 flat file to local folder by clicking F5 in keyboard. Click OK.

201 flat file has been transferred to local folder:

4.7. Copy the content of the .201 flat file to the supplier template Excel file and validate if the data follows the documents provided by MFT team (e.g. BIR 2303, vendor master maintenance form).

4.7.a. Ensure that the requested vendor has not been set up in Oracle yet. Check in RPI Supplier Listing New or query in Payables SuperUser, RPI > Suppliers.
Query Supplier Name, Supplier Number and Taxpayer ID.

*If vendor is existing, same TIN with new vendor, then inform MFT team of the existing vendor and do not interface or set up the new vendor.

**If vendor is existing, but different TIN with new vendor, then inform MFT team, and ask them to verify with AP team if there are active transactions with the existing vendor. If none, then request for vendor update form from MFT team for deactivation of existing vendor, and then set up the new vendor.

      4.7.b. Revise data based on the BIR 2303 -

Refer HDR_SUPPLIER_NAME from BIR 2303's Name of Taxpayer. Remove text like [5803] in HDR_SUPPLIER_NAME. In HDR_SUPPLIER_TYPE, replace TRADE with either CORPORATE or SOLE PROPRIETOR. Supplier code is set by MFT team.

In HDR_PAYMENT_METHOD_CODE, replace CHECK with BILLS_PAYABLE. For the GL account combination, input 88 (company), 210101 (account code - Trade), 00000000 (location), 0000 (department), 00 (employee), and 0000 (future).

Change DTL_SITE_CODE from Head Office to HEAD OFFICE. Revise DTL_ADDRESS_LINE1 based on BIR 2303. Move city and postal code to POSTAL_CODE and CITY columns. If there is a comma (,) in the address in the 2303, this serves as reference to break the address from LINE1 to LINE2, etc,

Change DTL_PAYMENT_METHOD_CODE from CHECK to BILLS_PAYABLE.

Input TIN from BIR 2303 to DTL_TIN and Supplier TIN. For the GL account combination, input 88 (company), 210101 (account code - Trade), 00000000 (location), 0000 (department), 00 (employee), and 0000 (future).

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	DTL_TIN	DTL_ACCTS_PAY_CODE_COMPANY	DTL_ACCTS_PAY_CODE_ACCOUNT	DTL_ACCTS_PAY_C
Supplier Name	Supplier Code	Supplier Type		Supplier Liability Account – Company	Supplier Liability Account – Account	Supplier Liability Ac
existing	AGAINST THE TIDE CORPORATION [4320]	5400	TRADE		00	
should be	AGAINST THE TIDE CORPORATION	5400	CORPORATE	422-571-718-0000	00	215001	00000

Remove data from DTL2_CONT_FIRST_NAME, DTL2_CONT_MIDDLE_NAME.

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	DTL2_CONT_FIRST_NAME	DTL2_CONT_MIDDLE_NAME	DTL2_CONT_LAST_NAME	DTL2_CONT_PREFIX	DTL2_CO
Supplier Name	Supplier Code	Supplier Type	Site Contact First Name	Site Contact Middle Name	Site Contact Last Name	Site Contact Prefix	Site Cont
existing	AGAINST THE TIDE CORPORATION [5400]	5400	TRADE		AGAINST THE TIDE COR		
should be	AGAINST THE TIDE CORPORATION	5400	CORPORATE				

Refer DTL_ADDRESS_LINE1 for POSTAL_CODE and CITY. Transfer TIN in STATE to Supplier TIN. For Check Name, refer Trade Name in BIR 2303. Transfer file name from Distribution Set to FILENAME. Copy concatenate formula from previous set ups in the Excel file.

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	POSTAL_CODE (for US Suppliers)	CITY (for US Suppliers)	COUNTY (for US Suppliers)	STATE (For US Suppliers)
Supplier Name	Supplier Code	Supplier Type	Supplier Postal Code	Supplier City Address	Supplier County Address	Supplier State Address
existing	AGAINST THE TIDE CORPORATION [5400]	5400	TRADE				422571718001
should be	AGAINST THE TIDE CORPORATION	5400	CORPORATE	1000	MANILA, NCR CITY OF MANILA		FIRST DISTRICT

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	STATE (for US Suppliers)	Supplier TIN	Check Name	1099 Election field
Supplier Name	Supplier Code	Supplier Type	Supplier State Address	Supplier TIN	Check Name/Payee Name	1099 Tax Reporting
existing	AGAINST THE TIDE CORPORATION [5400]	5400	TRADE				WHOLESALE CORPORATE
should be	AGAINST THE TIDE CORPORATION	5400	CORPORATE	FIRST DISTRICT	422-571-718-0000	AGAINST THE TIDE CORPORATION	

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	FILENAME
Supplier Name	Supplier Code	Supplier Type	This column will identify the grouping of data or source text file of data
existing	AGAINST THE TIDE CORPORATION [5400]	5400	TRADE	
should be	AGAINST THE TIDE CORPORATION	5400	CORPORATE	APD0406_VND00201	AGAINST THE TIDE CORPORATION [5400] CORP

4.7.c. For HDR_TERMS_NAME and DTL_TERMS_NAME, refer to Payment Terms in vendor master maintenance form (VMMF). 30 Days = 30D NET; 15 Days = 15D NET; If blank = IMMEDIATE.


4.7.d. For HDR_VAT_CODE and HDR_AWT_GROUP_NAME, refer to Tax Classification under TAX INFORMATION in vendor master maintenance form (VMMF). If vatable (IVAT12, IVAT_SERVICES, IVAT_CAPITAL_GOODS, etc), then HDR_AUTO_TAX_CALC_FLAG is Y. If NONVAT, IVAT_SERVICES, NO_TAX_CLASS, or IMPORTATION, then it is N. Same rule followed for DTL columns.

4.7.e. For HDR_AWT_GROUP_NAME, refer to Alphanumeric Tax Code (ATC) in TAX INFORMATION in vendor master maintenance form (VMMF). If business under sole proprietor, then ATC begins with WI; if corporate, then WC. If ATC is WC158, WC160, etc, then HDR_ALLOW_AWT_FLAG is Y. If ATC is NOWTAX or blank, it is N. Same rule followed for DTL columns.


4.8. Copy the concatenated data from the Excel file to the .201 flat file. Save a copy in the local folder. *Ensure that there are no special characters like Ñ, double space ( ), long dash (—), or space before vertical bar (|).
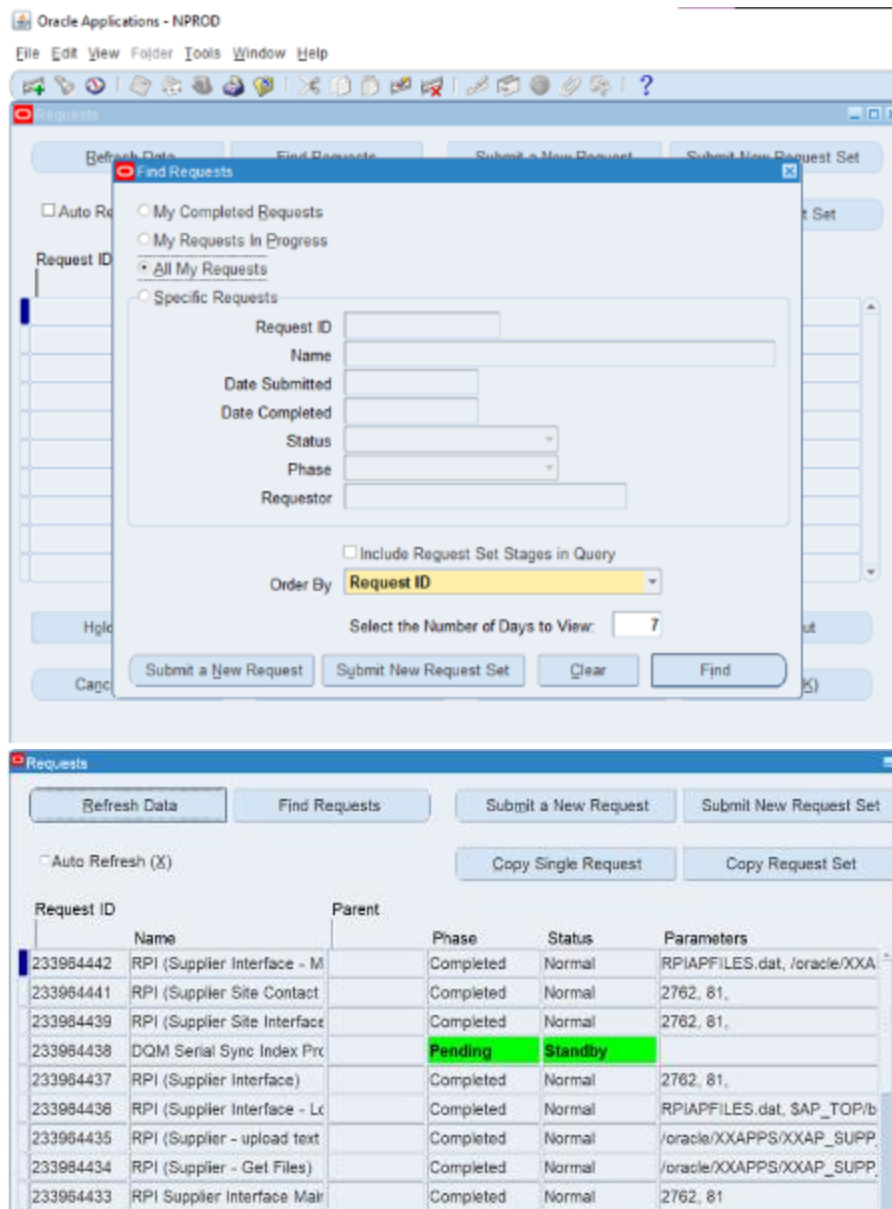
4.9. In WinSCP, click the Refresh button.

4.10. In Oracle, under the Payables module, click View, then Requests. Click Submit a New Request.
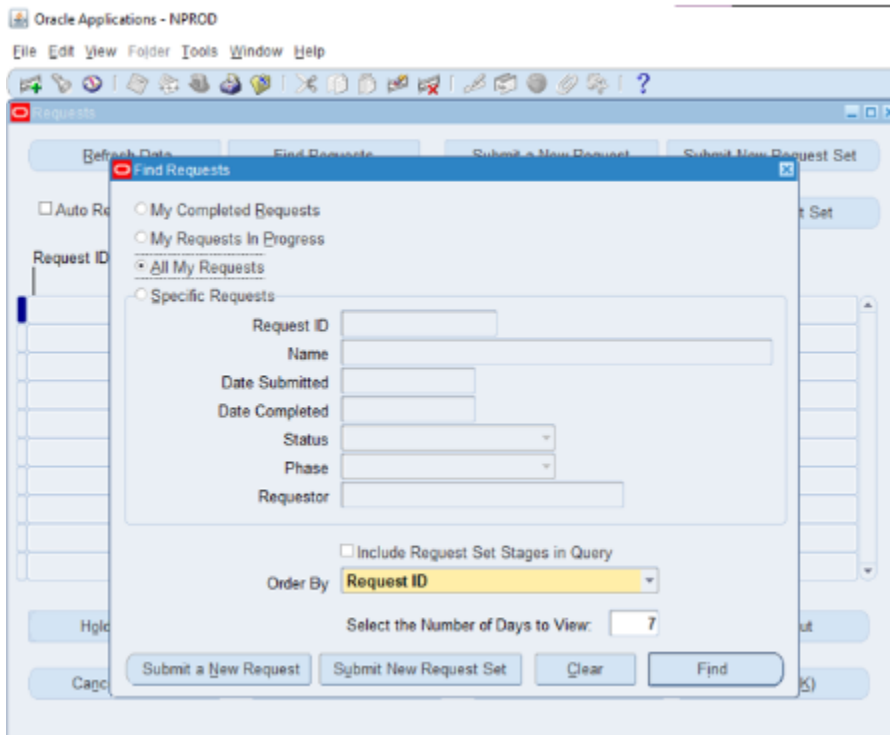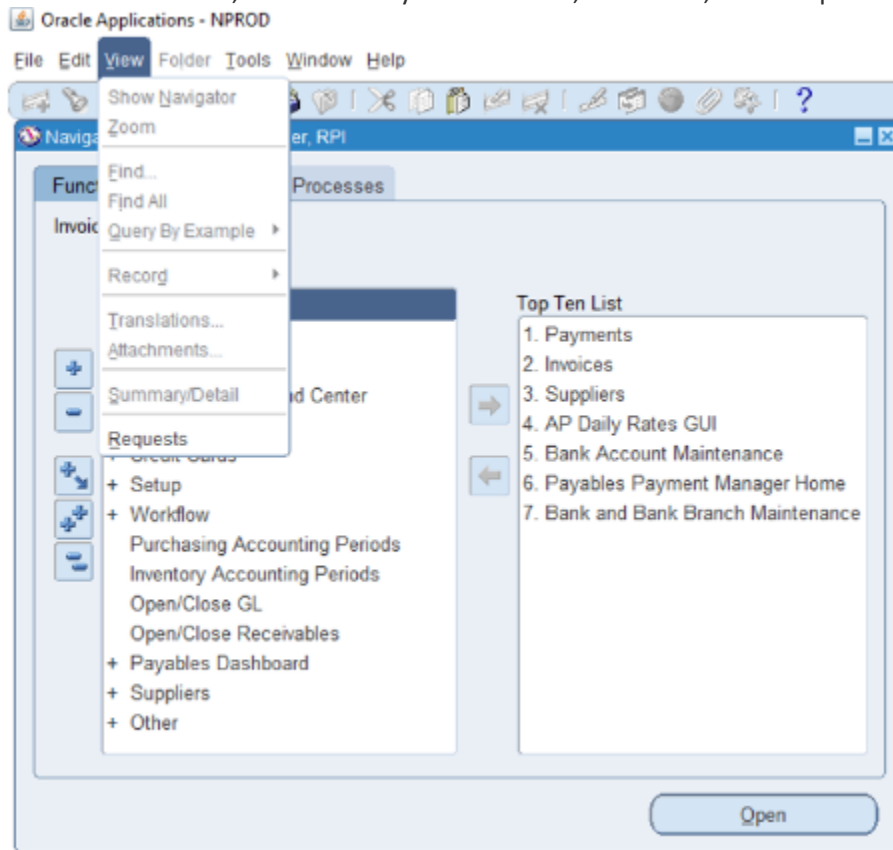
4.11. Under Submit Request, type RPI Supplier Interface Main. Click Submit and OK. Choose No for Submit another request.
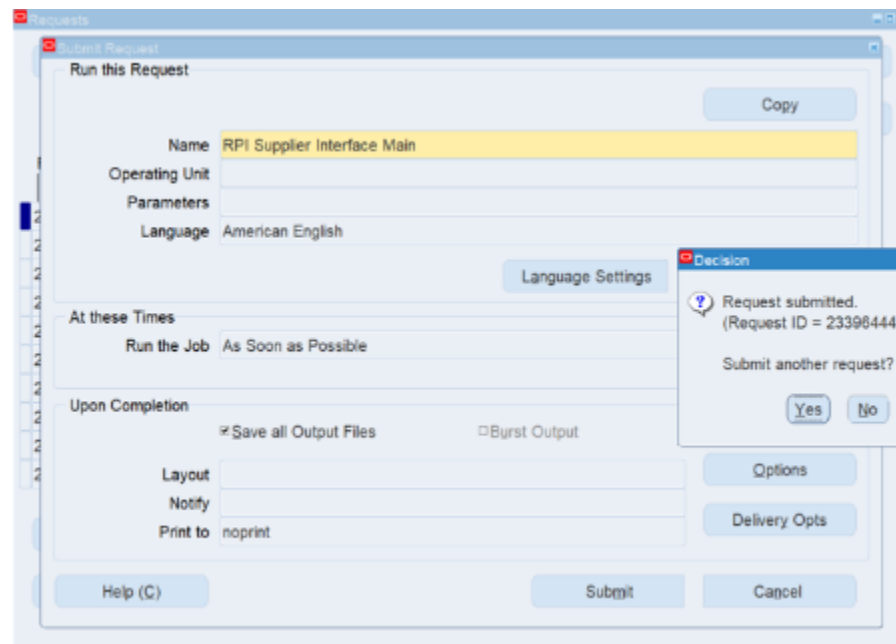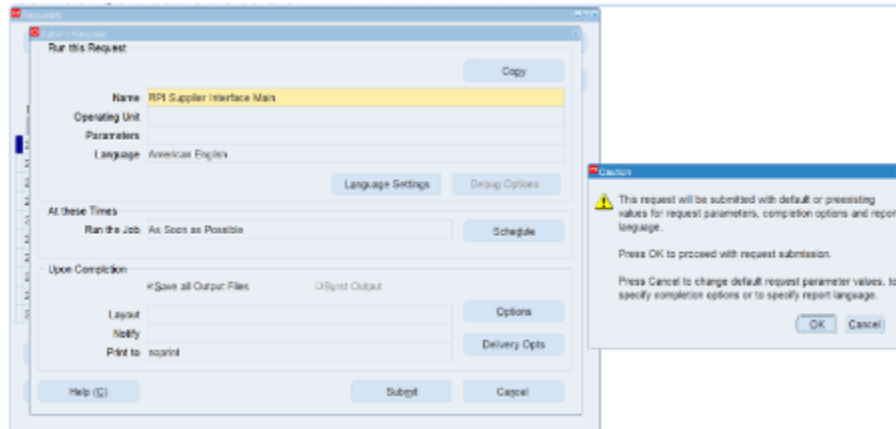
4.12. Click Find to view the running request.

4.13. Once the program has finished running (Completed – Normal), click Submit a New Request to extract the uploaded data.

4.14. Submit request for RPI Supplier Listing New. Click OK, then Submit.

4.15. Click View Output.

Redirected to browser, click Open.
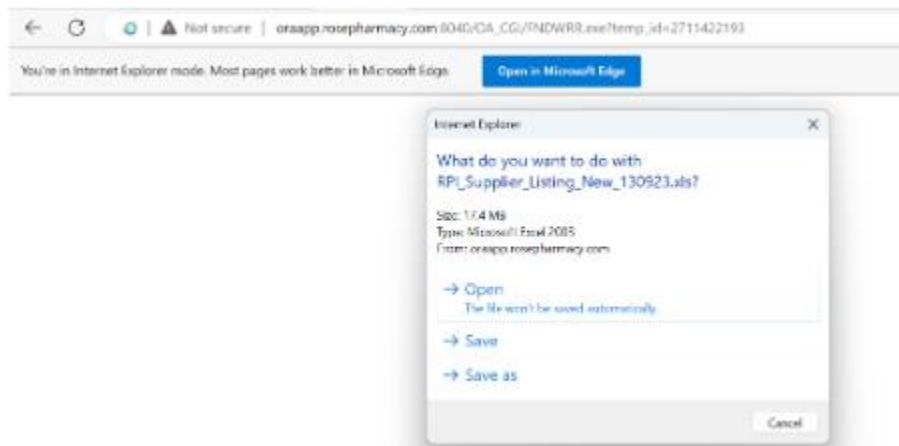
4.16. Check if the vendor can be found in the report.
4.17. In Oracle, go to Suppliers. Click Open.
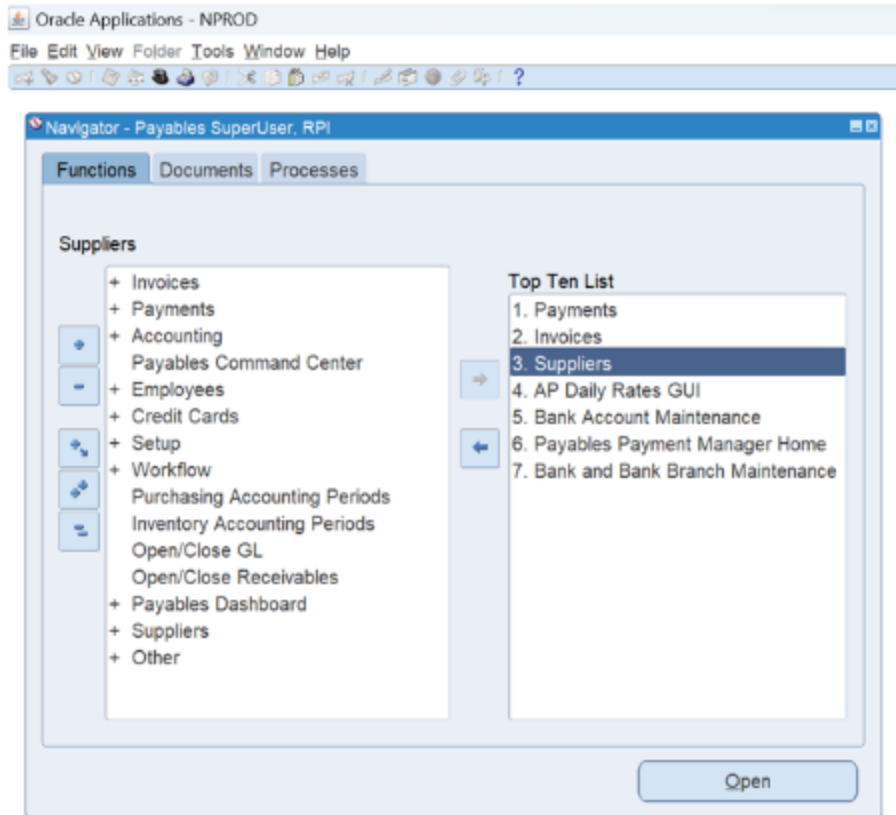
To redirect to browser:
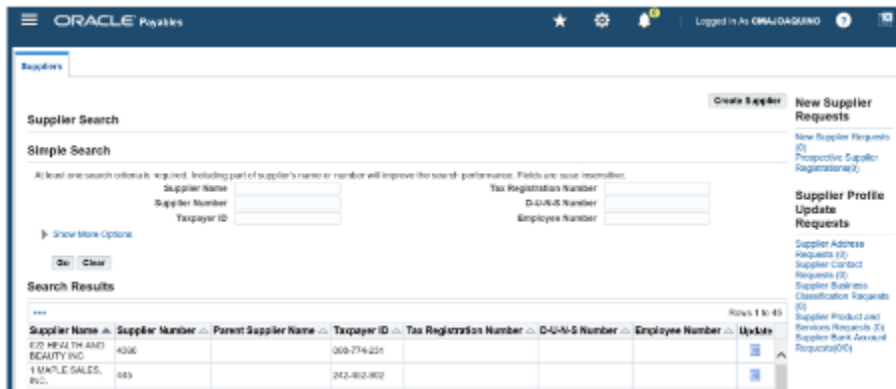
Enter vendor number under Supplier Number field.

4.18. Go to Tax Details and type in the Taxpayer ID.
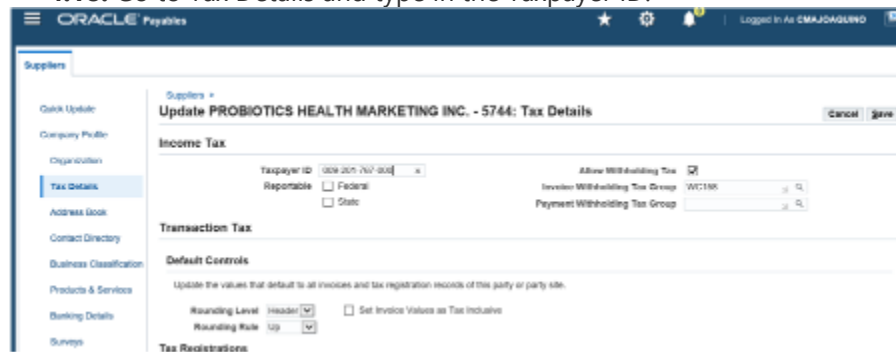
4.19. Send email to MFT team to notify of successful vendor set up.
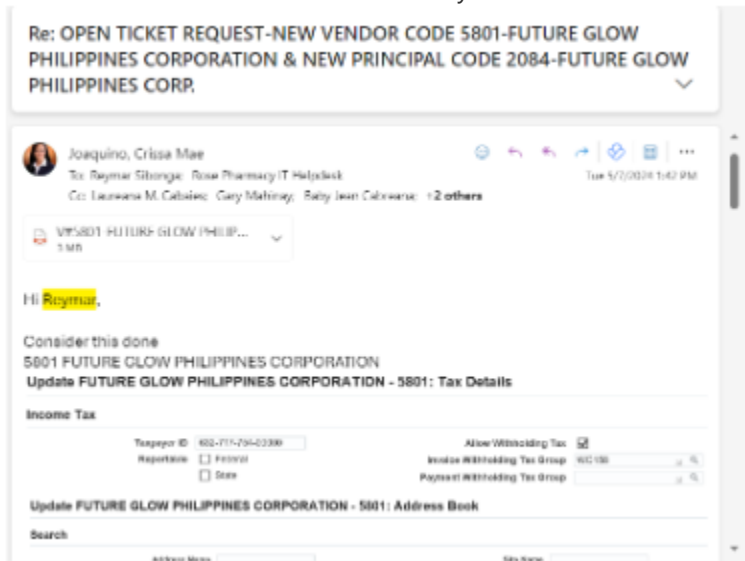
Note: MFT team sends vendor set up request via open ticket. Reply to ticket to notify team.

5. Access Permissions

> **5.1.** JDA MMS credentials (user and password) are provided by IT Helpdesk team.

> **5.2.** To access the generated flat files in ORACLEIOM (\\jdap07.rosepharmacy.com) directory, user must map this directory:

>> **5.2.a.** Go to Run

>> **5.2.b.** Input \\jdap07.rosepharmacy.com in field. Click OK.
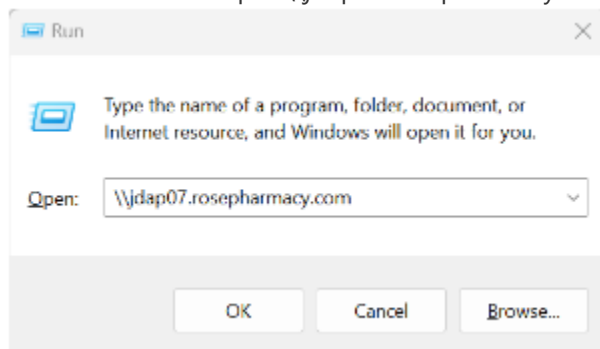
>> **5.2.c.** Enter JDA credentials then click OK.
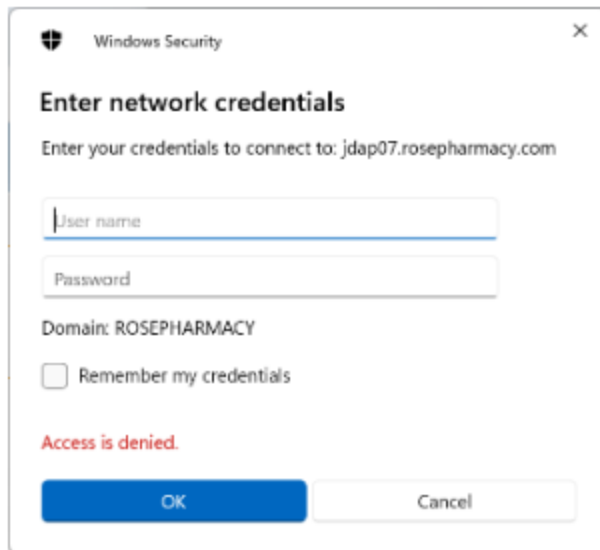
5.2.d. Right click on ORACLEIOM folder then click Map network drive...
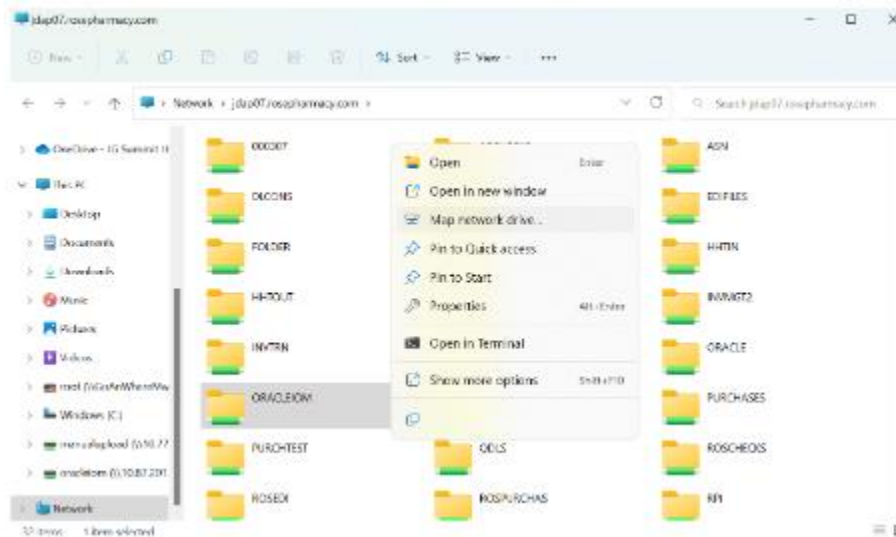
5.2.e. Check the details for the drive and folder then click Finish.
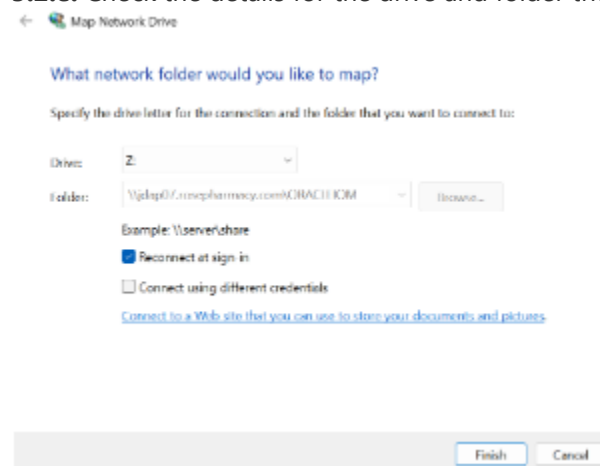
5.2.f. The OracleIOM folder shall open. Close this window and check WinSCP if the directory can be accessed.
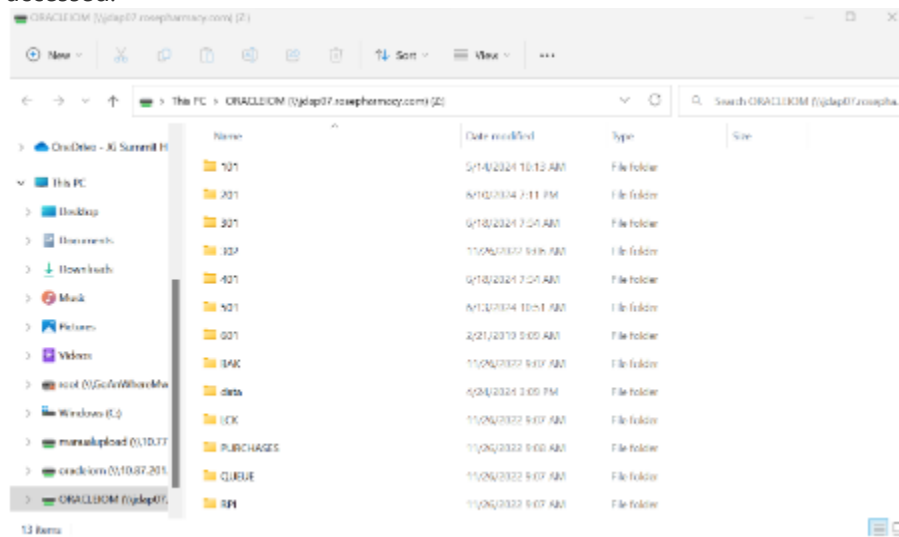
WinSCP:
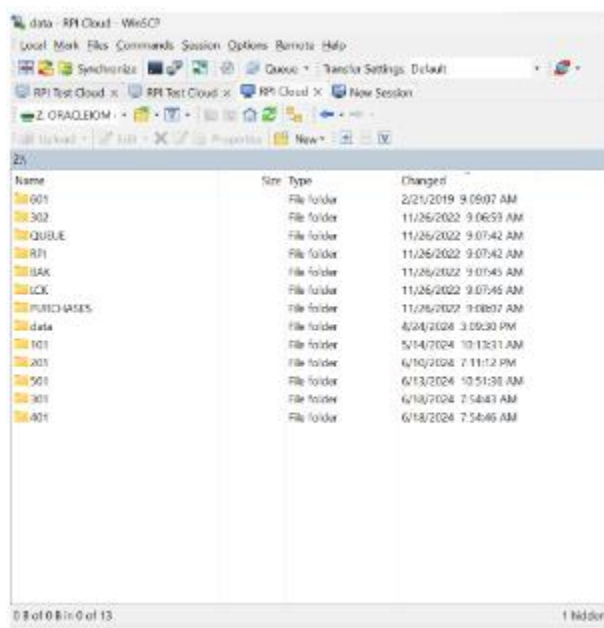
5.3. If an error is encountered when trying to access the ORACLEIOM (\\jdap07.rosepharmacy.com) directory, send a ticket to IT Helpdesk.

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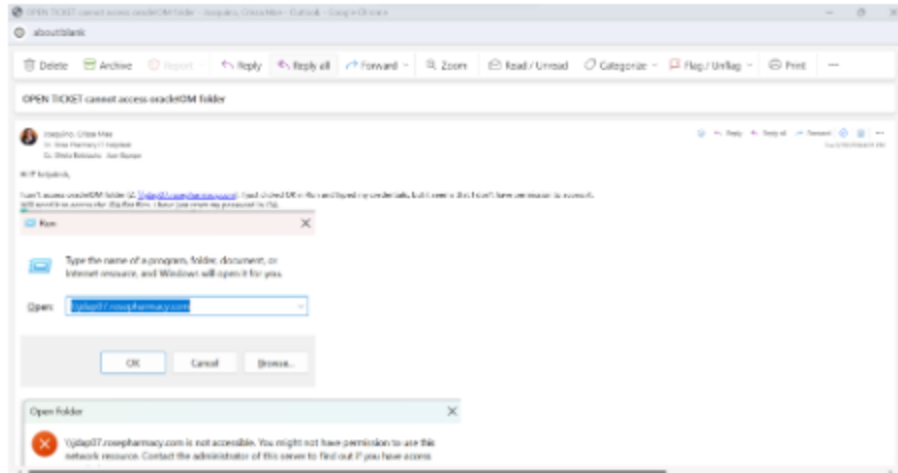
5.4. Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

5.5. User must have access to the Payables SuperUser, RPI responsibility to be able to interface the .201 flat files. This is assigned by IT - Oracle Applications team.
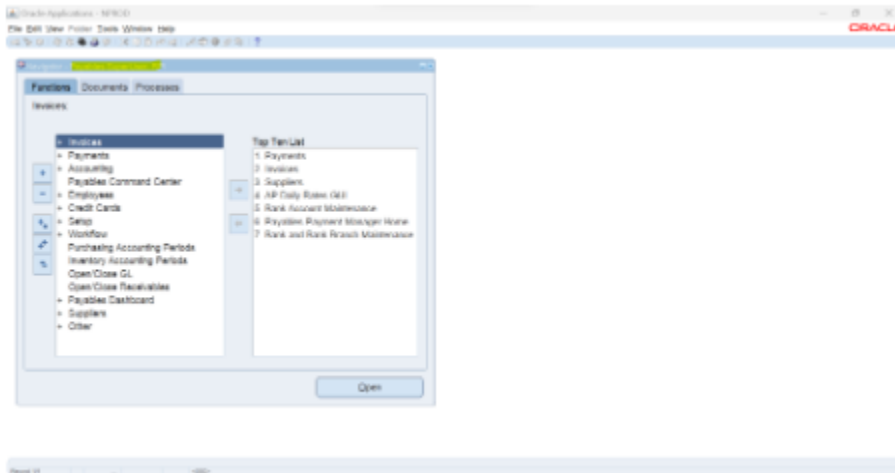
6. File Structure

6.1. .201 flat file

No	Column Name	Description	Data Type	Req?
1	HDR_SUPPLIER_NAME	Supplier Name	VARCHAR2(240)	Y
2	HDR_SUPPLIER_CODE	Supplier Code	VARCHAR2(30)	Y
3	HDR_SUPPLIER_TYPE	Supplier Type	VARCHAR2(30)	Y
4	HDR_TERMS_NAME	Supplier Payment Terms	VARCHAR2(50)	Y
5	HDR_PAY_DATE_BASIS_LOOKUP_CODE	Supplier Payment Date - Basis. Default = "DUE"	VARCHAR2(25)	N
6	HDR_INVOICE_CURR_CODE	Supplier Invoice Currency Code	VARCHAR2(15)	Y
7	HDR_PAYMENT_CURR_CODE	Supplier Payment Invoice Code	VARCHAR2(15)	Y
8	HDR_VAT_CODE	Supplier VAT Code	VARCHAR2(15)	Y
9	HDR_TERMS_DATE_BASIS	Supplier Terms Date Basis(Options: Invoice Date, System Date, Goods Received Date)	VARCHAR2(25)	N
10	HDR_AUTO_TAX_CALC_FLAG	Supplier Auto Tax Calculate Flag	VARCHAR2(1)	Y
11	HDR_AMOUNT_INCLUDES_TAX_FLAG	Supplier Invoice Include Tax Flag	VARCHAR2(1)	N
12	HDR_ALLOW_AWT_FLAG	Supplier Allow AWT Flag	VARCHAR2(1)	Y
13	HDR_AWT_GROUP_NAME	Supplier AWT Group Name. (withholding tax code)	VARCHAR2(25)	N
14	HDR_PAYMENT_METHOD_CODE	Supplier Payment Method Code	VARCHAR2(30)	Y
15	HDR_ACCTS_PAY_CODE_COMPANY	Supplier Liability Account - Company	VARCHAR2(30)	N
16	HDR_ACCTS_PAY_CODE_ACCOUNT	Supplier Liability Account - Account	VARCHAR2(30)	N
17	HDR_ACCTS_PAY_CODE_LOCATION	Supplier Liability Account - Location (Includes Region, District and Store)	VARCHAR2(30)	N
18	HDR_ACCTS_PAY_CODE_DEPARTMENT	Supplier Liability Account - Department	VARCHAR2(15)	N
19	HDR_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Section	VARCHAR2(1)	N
20	HDR_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Future	VARCHAR2(240)	N
21	DTL_SITE_CODE	Unique Supplier Site Code = 'Head Office' or 'HO'	VARCHAR2(240)	Y
22	DTL_PAY_SITE_FLAG	Pay Site Flag - Default value 'Y'	VARCHAR2(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.	VARCHAR2(25)	Y
24	DTL_ADDRESS_LINE2		VARCHAR2(10)	N
25	DTL_ADDRESS_LINE3		VARCHAR2(20)	N
26	DTL_COUNTRY	Site Country	VARCHAR2(10)	Y
27	DTL_PHONE_AREA_CODE	Site Phone Area Code	VARCHAR2(20)	N
28	DTL_PHONE_NUMBER	Site Phone Number	VARCHAR2(25)	N
29	DTL_FAX_AREA_CODE	Site Fax Area Code	VARCHAR2(20)	N
30	DTL_FAX_NUMBER	Site Fax Number	VARCHAR2(50)	N
31	DTL_TERMS_DATE_BASS	Site Terms Data Basis	VARCHAR2(25)	N
32	DTL_VAT_CODE	Site VAT Code	VARCHAR2(15)	Y
33	DTL_TERMS_NAME	Site Terms Name	VARCHAR2(15)	Y
34	DTL_PAY_DATE_BASIS_LOOKUP_CODE	Site Payment Date Basis. Default = "DUE"	VARCHAR2(1)	N
35	DTL_INVOICE_CURR_CODE	Site Invoice Currency Code	VARCHAR2(1)	Y
36	DTL_PAYMENT_CURR_CODE	Site Payment Invoice Code	VARCHAR2(1)	Y
37	DTL_AUTO_TAX_CALC_FLAG	Site Auto Tax Calculate Flag	VARCHAR2(30)	N
38	DTL_AMOUNT_INCLUDES_TAX_FLAG	Site Invoice Include Tax Flag	VARCHAR2(1)	N
39	DTL_PRIMARY_PAY_SITE_FLAG	Site Primary Pay Site Flag	VARCHAR2(25)	N
40	DTL_PAYMENT_METHOD_CODE	Site Payment Method Code	VARCHAR2(2000)	Y
41	DTL_ALLOW_AWT_FLAG	Site Allow AWT Flag	VARCHAR2(30)	Y
42	DTL_AWT_GROUP_NAME	Site AWT Group Name	VARCHAR2(30)	N
43	DTL_EMAIL_ADDRESS	Site Email Address	VARCHAR2(30)	N
44	DTL_TIN			
45	DTL_ACCTS_PAY_CODE_COMPANY	Supplier Liability Account - Company	VARCHAR2(30)	N
46	DTL_ACCTS_PAY_CODE_ACCOUNT	Supplier Liability Account - Account	VARCHAR2(30)	N
47	DTL_ACCTS_PAY_CODE_LOCATION	Supplier Liability Account - Location	VARCHAR2(30)	N
48	DTL_ACCTS_PAY_CODE_DEPARTMENT	Supplier Liability Account - Department	VARCHAR2(15)	N
49	DTL_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Section	VARCHAR2(15)	N
50	DTL_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Future	VARCHAR2(20)	N
51	DTL2_CONT_FIRST_NAME	Site Contact First Name	VARCHAR2(5)	Y
52	DTL2_CONT_MIDDLE_NAME	Site Contact Middle Name	VARCHAR2(30)	Y
53	DTL2_CONT_LAST_NAME	Site Contact Last Name	VARCHAR2(10)	Y
54	DTL2_CONT_PREFIX	Site Contact Prefix	VARCHAR2(20)	N
55	DTL2_CONT_TITLE	Site Contact Title	VARCHAR2(10)	N
56	DTL2_CONT_PHONE_AREA_CODE	Site Contact Phone Area Code	VARCHAR2(20)	N
57	DTL2_CONT_PHONE_NUMBER	Site Contact Phone Number	VARCHAR2(50)	N
58	DTL2_CONT_FAX_AREA_CODE	Site Contact Fax Area Code	VARCHAR2(50)	N
59	DTL2_CONT_FAX_NUMBER	Site Contact Fax Number	VARCHAR2(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 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>