

# Supplier Interface Process (Non 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

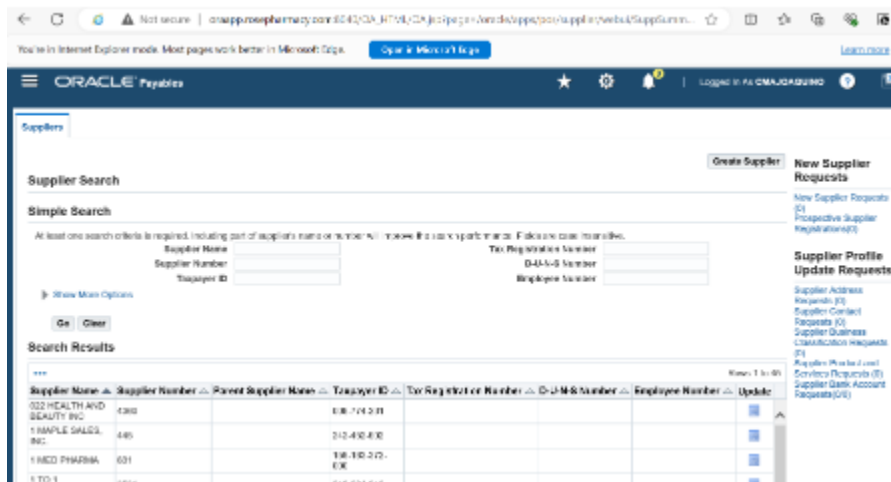
### VENDOR - NON TRADE

4.1. In the supplier template Excel file, input vendor details following the documents provided by requestor (e.g. BIR 2303, vendor master maintenance form).



HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	HDR_TERM_NAME	HDR_PAY_DATE_BASIC_LOOKUP_CODE	HDR_INVOICE_CURR_CODE	HDR_PNAME
Supplier Name	Supplier Code	Supplier Type	Supplier Payment Terms	Supplier Payment Date - Basic (Default = "TERM")	Supplier Invoice Currency Code	Supplier Pname
VENDOR0000000000	VENDOR0000000000	CORPORATE	30 DAYS	30	USD	0000

4.1.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.



Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-M-S Number	Employee Number	Update
022 HEALTH AND BEAUTY INC	4380		000-774-2-01				
1 MAPLE GALLS INC	440		010-410-4100				
1 MED PHARMIA	601		000-110-2-02				
1 TO 1	0000		000-410-4100				

\*If vendor is existing, same TIN with new vendor, then inform requestor 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 requestor, 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.

4.1.b. Input data based on the BIR 2303 -

Refer HDR\_SUPPLIER\_NAME from BIR 2303's Name of Taxpayer. In HDR\_SUPPLIER\_TYPE, input either CORPORATE or SOLE PROPRIETOR. Supplier code is set by IT and follows series that begins with 9.

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	HDR_TERMS_NAME	HDR_PAY_DATE_DAYS_LOOKING_CODE	HDR_INVOICE_CODE_CODE	HDR_PAYMENT_CODE
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Supplier Payment Terms VARCHAR(30)	Supplier Payment Date - Days Left = "000" VARCHAR(3)	Supplier Invoice Calendar Code VARCHAR(30)	Supplier Payment Method VARCHAR(10)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	IMMEDIATE IMMEDIATE	8	210 210	880 880

In HDR\_PAYMENT\_METHOD\_CODE, input BILLS\_PAYABLE. For the GL account combination, input 88 (company), 210102 (account code - Non Trade), 00000000 (location), 0000 (department), 00 (employee), and 0000 (future).

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	HDR_ALLOW_AMT_FLAG	HDR_AMT_GROUP_NAME	HDR_PAYMENT_METHOD_CODE	HDR_ACCTS_PAY_CODE_F
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Supplier Allow AMT Flag VARCHAR(1)	AMT Group Name, Identifying VARCHAR(24)	Supplier Payment Method Code VARCHAR(30)	Supplier Ldr by Account - VARCHAR(240)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	F F	88 88000	BILLS_PAYABLE BILLS_PAYABLE	88 88

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	HDR_ACCTS_PAY_CODE_ACCOUNT	HDR_ACCTS_PAY_CODE_LOCATION	HDR_ACCTS_PAY_CODE_DEPARTMENT
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Supplier Ldr by Account - Account VARCHAR(240)	Supplier Ldr by Location - Location VARCHAR(240)	Supplier Ldr by Department - Department VARCHAR(240)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	210102 210102	00000000 00000000	0000 0000

Input HEAD OFFICE in DTL\_SITE\_CODE.

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	HDR_ACCTS_PAY_CODE_FUTURE	HDR_ACCTS_PAY_CODE_FUTURE	DTL_SITE_CODE	DTL_PAY_SITE_FLAG
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Supplier Ldr by Account - Future VARCHAR(240)	Supplier Ldr by Location - Future VARCHAR(240)	Site Code - 100 only Site Flag - To look value VARCHAR(240)	Site Flag VARCHAR(1)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	88 88	8800 8800	HEAD OFFICE HEAD OFFICE	Y Y

Input address in DTL\_ADDRESS\_LINE1 based on BIR 2303. If there is a comma (,) in the address in the 2303, this serves as reference to break the address from LINE1 to LINE2, etc.

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	DTL_ADDRESS_LINE1	DTL_ADDRESS_LINE2	DTL_ADDRESS_LINE3	DTL_COUNTRY	DTL_PHONE_AREA
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Address in these columns. Use comma as separator between lines of address VARCHAR(240)	Address in these columns. Use comma as separator between lines of address VARCHAR(240)	Address in these columns. Use comma as separator between lines of address VARCHAR(240)	For Country VARCHAR(30)	For Phone Area VARCHAR(30)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	AMRI HEALTH CORPORATION 10000 RICHMOND AVENUE RICHMOND, VA 23162-2170			US	703

Input TIN from BIR 2303 to DTL\_TIN and Supplier TIN. For the GL account combination, input 88 (company), 210102 (account code - Non 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_CODE
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Supplier Tax ID Number VARCHAR(15)	Supplier Ldr by Account - Company VARCHAR(240)	Supplier Ldr by Account - Account VARCHAR(240)	Supplier Ldr by Account VARCHAR(240)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	535-237-652-30000 535-237-652-30000	88 88	210102 210102	00000 00000

Input contact information in DTL2\_CONT\_FIRST\_NAME, DTL2\_CONT\_MIDDLE\_NAME, etc if needed.

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	DTL2_CONT_FIRST_NAME	DTL2_CONT_MIDDLE_NAME	DTL2_CONT_LAST_NAME	DTL2_CONT_PHONE	DTL2_CO
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Site Contact - First Name VARCHAR(30)	Site Contact - Middle Name VARCHAR(30)	Site Contact - Last Name VARCHAR(30)	Site Contact - Phone VARCHAR(30)	Site Code VARCHAR(30)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR					

Refer BIR 2303 for POSTAL\_CODE and CITY.

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 VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Supplier Postal Code VARCHAR(10)	Supplier City Address VARCHAR(30)	Supplier County Address VARCHAR(30)	Supplier State Address VARCHAR(30)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	23062 23062	RICHMOND RICHMOND	RICHHAMPTON	VA

For Check Name, refer Trade Name in BIR 2303. Create FILENAME based on RPI+date today (mmddyy)+time (hrmmss).201. 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 VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	Supplier Postal Code VARCHAR(10)	Supplier City Address VARCHAR(30)	Supplier County Address VARCHAR(30)	Supplier State Address VARCHAR(30)
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	23062 23062	RICHMOND RICHMOND	RICHHAMPTON	VA

HDR_SUPPLIER_NAME	HDR_SUPPLIER_CODE	HDR_SUPPLIER_TYPE	FILENAME
Supplier Name VARCHAR(240)	Supplier Code VARCHAR(30)	Supplier Type VARCHAR(30)	This column will identify the grouping of data on an invoice file name.
AMRI HEALTH CORPORATION RICHMOND, VA 23162-2170	92775 92776	CORPORATE SOLE PROPRIETOR	AMRIHEALTHCORP092775092776

**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

[illegible]

**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.

EDR SUPPLIER NAME	EDR SUPPLIER CODE	EDR SUPPLIER TYPE	EDR VAT CODE	EDR TERMS DATE BASE	EDR AUTO TAX CALC FLAG	EDR AMOUNT INCLUDES TAX FLAG
Supplier Name (name required)	Supplier Code (name required)	Supplier Type (name required)	Supplier VAT Code (name required)	Contract / Invoice Date System (name required)	Supplier Auto Tax Calculation Flag (name required)	Supplier Invoice Include Tax Flag (name required)
AMPA ITALIA CORPORATION RUCAPCO, S.p.A. MILANO/IT	0070	CONSIGNEE SOLE REPRESENTATION	0437_0200002 (name required)	Contract Invoice Date Contract Invoice Date	Y	Y

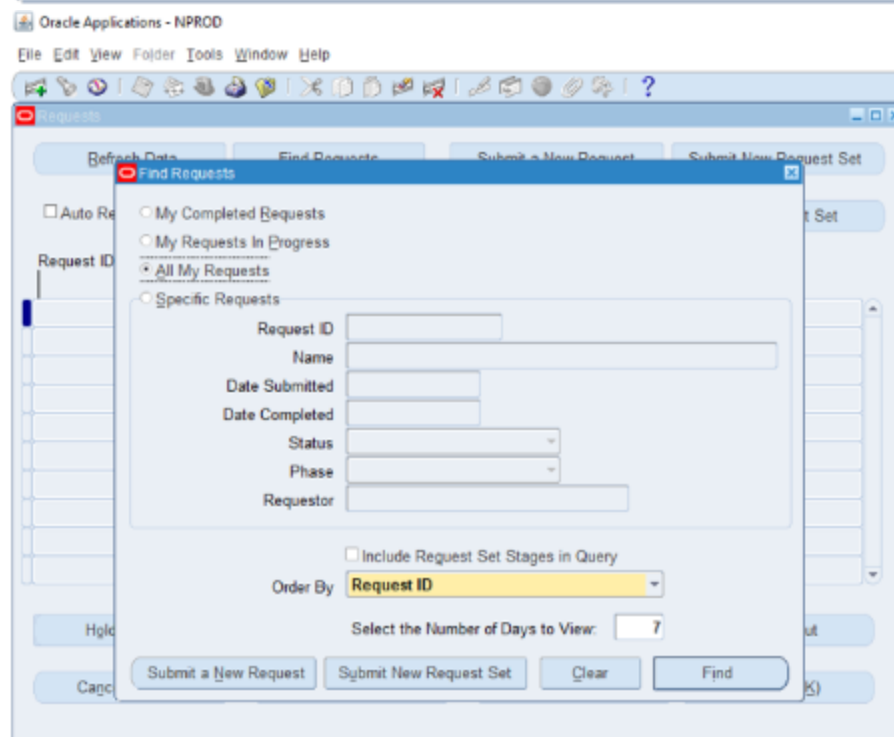
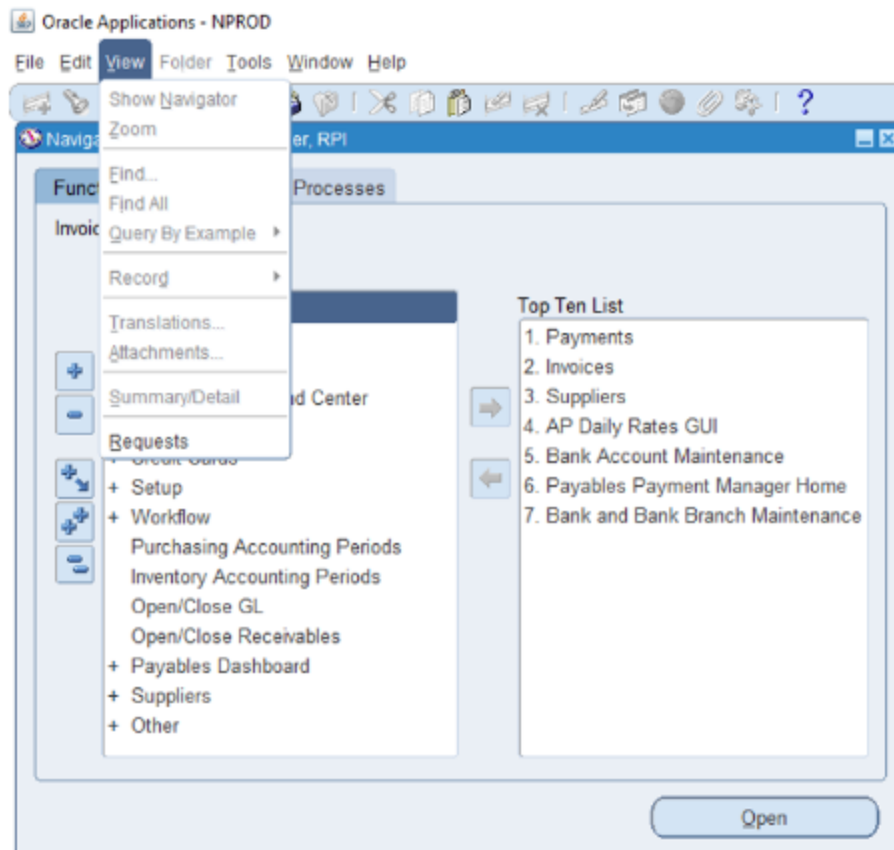
**4.2.** Copy the concatenated data from the Excel file to a .201 flat file in WinSCP. Save a copy in the local folder.

ROWID: 1 ELECTRIC COOPERATIVE, INC. (93699) (COMPANIES) (DWSB) (CATE) (PAP) (PAP) (EVAL) (SERVICES) (Goods Received Date) (Y) (Y) (H) (100) (STILLS) (P) (00) (2100) (02) (00000000) (0000) (00) (00)

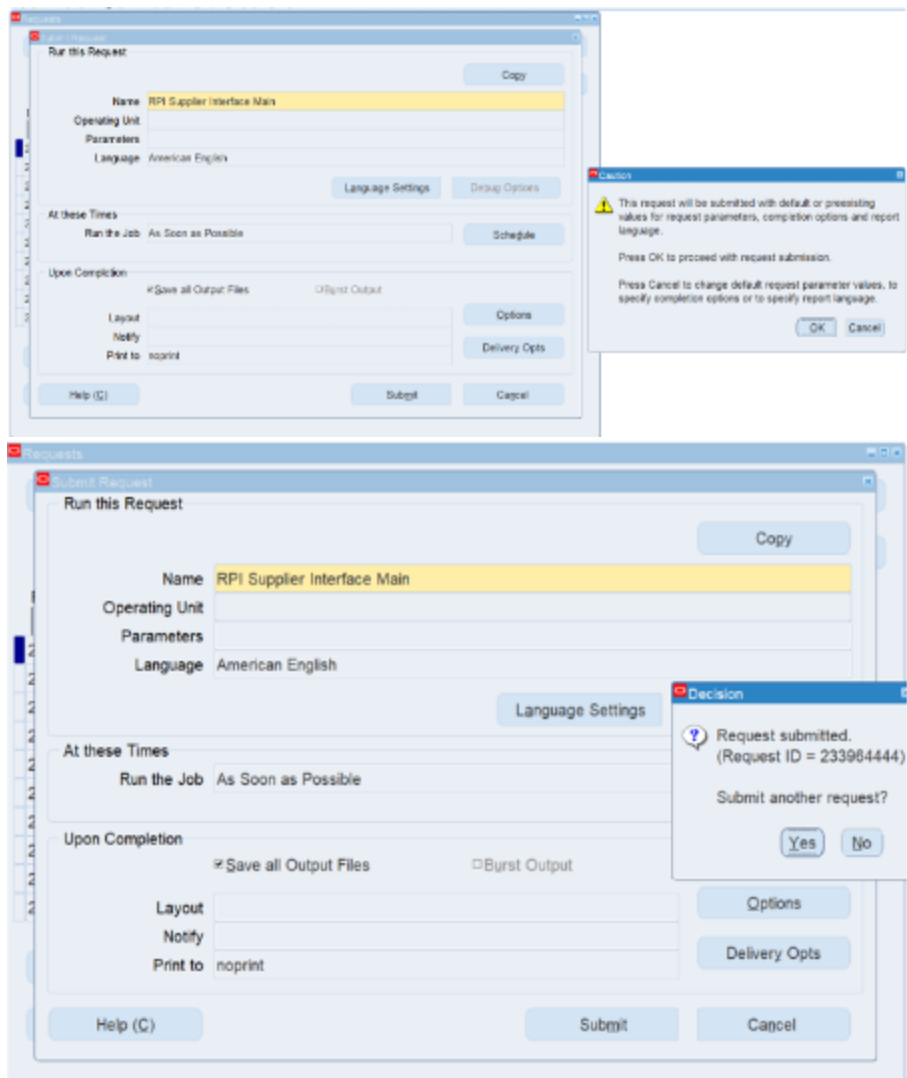
\*Ensure that there are no special characters like Ñ, double space ( ), long dash (—), or space before vertical bar (|).

**4.3.** Transfer .201 flat file to file path /oracle/XXAPPS/XXAP\_SUPP\_INTERFACE/RPI/data/ by clicking F5 in keyboard. Click OK.





4.6. Under Submit Request, type RPI Supplier Interface Main. Click Submit and OK. Choose No for Submit another request.



4.7. Click Find to view the running request.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X)

Request ID

Find Requests

☐ My Completed Requests  
☐ My Requests In Progress  
☒ All My Requests  
☐ Specific Requests

Request ID  
 Name  
 Date Submitted  
 Date Completed  
 Status  
 Phase  
 Requestor

☐ Include Request Set Stages in Query

Order By Request ID

Select the Number of Days to View: 7

Submit a New Request Submit New Request Set Clear Find

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X)

Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
233964442	RPI (Supplier Interface - M		Completed	Normal	RPIAPFILES.dat, /oracle/XXA
233964441	RPI (Supplier Site Contact		Completed	Normal	2762, 81,
233964439	RPI (Supplier Site Interface		Completed	Normal	2762, 81,
233964438	DQM Serial Sync Index Prr		Pending	Standby	
233964437	RPI (Supplier Interface)		Completed	Normal	2762, 81,
233964436	RPI (Supplier Interface - Lc		Completed	Normal	RPIAPFILES.dat, \$AP_TOP/b
233964435	RPI (Supplier - upload text		Completed	Normal	/oracle/XXAPPS/XXAP_SUPP
233964434	RPI (Supplier - Get Files)		Completed	Normal	/oracle/XXAPPS/XXAP_SUPP
233964433	RPI Supplier Interface Mai		Completed	Normal	2762, 81

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



Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
233964441	RPI (Supplier Site Contact		Completed	Normal	2762, 81,
233964439	RPI (Supplier Site Interface		Completed	Normal	2762, 81,
233964438	DOM Serial Sync Index Pro		Completed	Normal	
233964437	RPI (Supplier Interface)		Completed	Normal	2762, 81,
233964436	RPI (Supplier Interface - Lc		Completed	Normal	RPIAPFILES.dat, \$AP_TOP/b
233964435	RPI (Supplier - upload text		Completed	Normal	/oracle/XXAPPS/XXAP_SUPP
233964434	RPI (Supplier - Get Files)		Completed	Normal	/oracle/XXAPPS/XXAP_SUPP
233964433	RPI Supplier Interface Mak		Completed	Normal	2762, 81
233964411	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, /oracle/XXAF
233964403	Child request 1 (Invoice Va		Completed	Normal	New, . . . 715315, . . . N, 233

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

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

Run this Request

Name: RPI Supplier Listing New

Operating Unit:

Parameters:

Language: American English

Language Settings Debug Options

At These Times:

Run the Job: As Soon as Possible

Schedule

Upon Completion:

Save all Output Files

Output Output

Layout: RPI\_SUP\_NEW

Notify:

Print to: noprint

Options

Delivery Opt

Help (G) Submit Cancel

Caution

This request will be submitted with default or prevailing values for request parameters, completion options and report language.

Press OK to proceed with request submission.

Press Cancel to change default request parameter values, to specify completion options or to specify report language.

OK Cancel

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
233964449	RPI Supplier Listing New		Pending	Normal	

4.10. Click View Output.

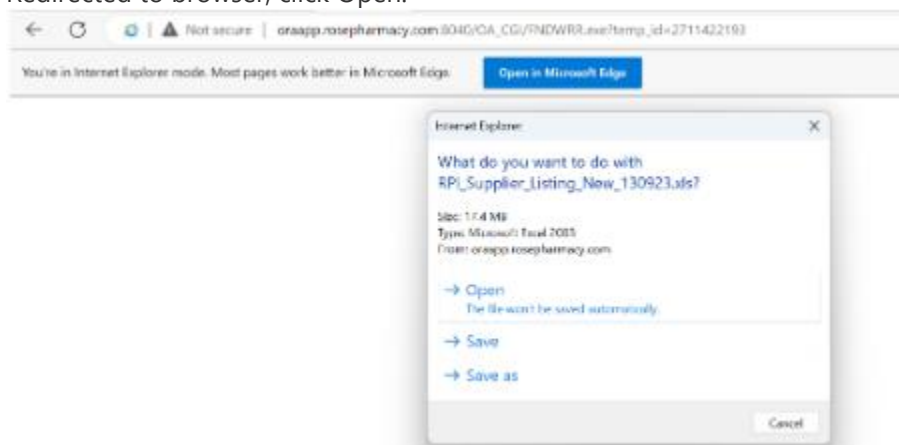


**Requests**

☐ Auto Refresh (X)

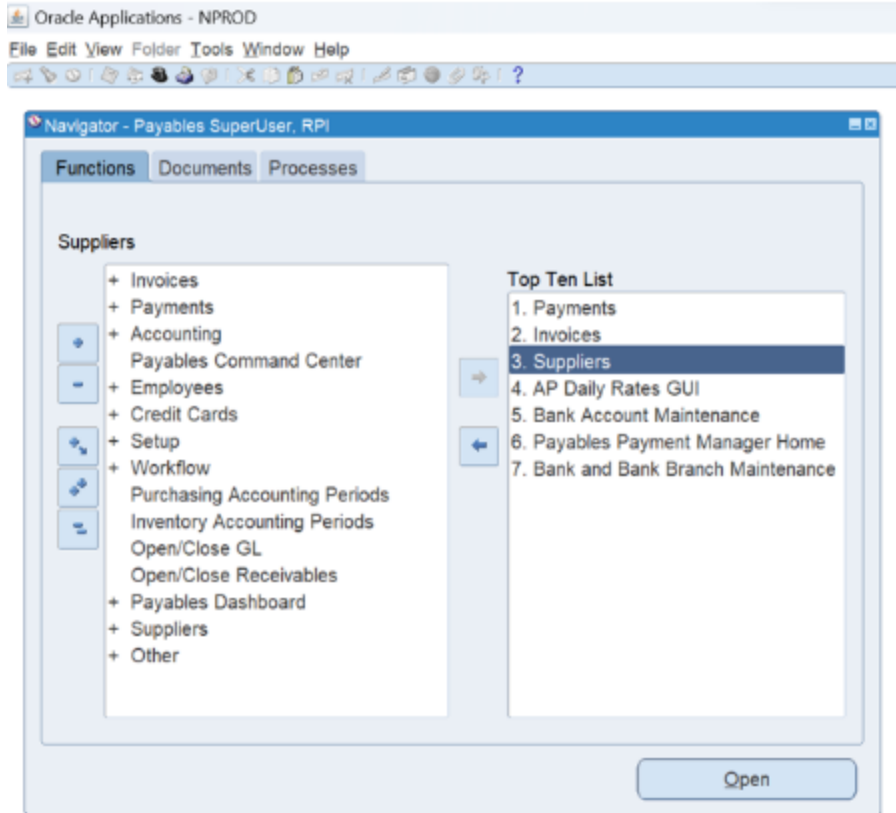
Request ID	Name	Parent	Phase	Status	Parameters
233957104	RPI Supplier Listing New		Completed	Normal	
233957103	RPI (Supplier Interface - M		Completed	Normal	RPIAPFILES.dat, /oracle/XXA
233957102	RPI (Supplier Site Contact		Completed	Normal	2762, 81,
233957100	RPI (Supplier Site Interface		Completed	Normal	2762, 81,
233957098	DQM Serial Sync Index Prc		Completed	Normal	
233957097	RPI (Supplier Interface)		Completed	Normal	2762, 81,
233957096	RPI (Supplier Interface - Lt		Completed	Normal	RPIAPFILES.dat, \$AP_TOP/b
233957095	RPI (Supplier - upload text		Completed	Normal	/oracle/XXAPPS/XXAP_SUPP
233957094	RPI (Supplier - Get Files)		Completed	Normal	/oracle/XXAPPS/XXAP_SUPP
233957093	RPI Supplier Interface Main		Completed	Normal	2762, 81

Redirected to browser, click Open.

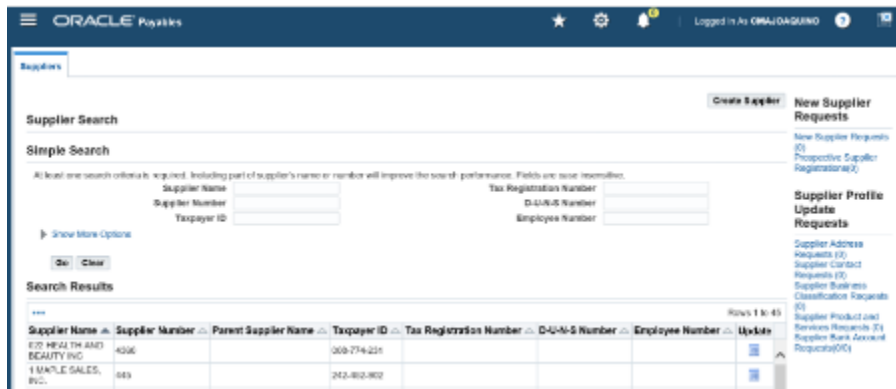


4.11. Check if the vendor can be found in the report.

4.12. In Oracle, go to Suppliers. Click Open.



To redirect to browser:



Enter vendor number under Supplier Number field.

**4.13.** Go to Tax Details and type in the Taxpayer ID.



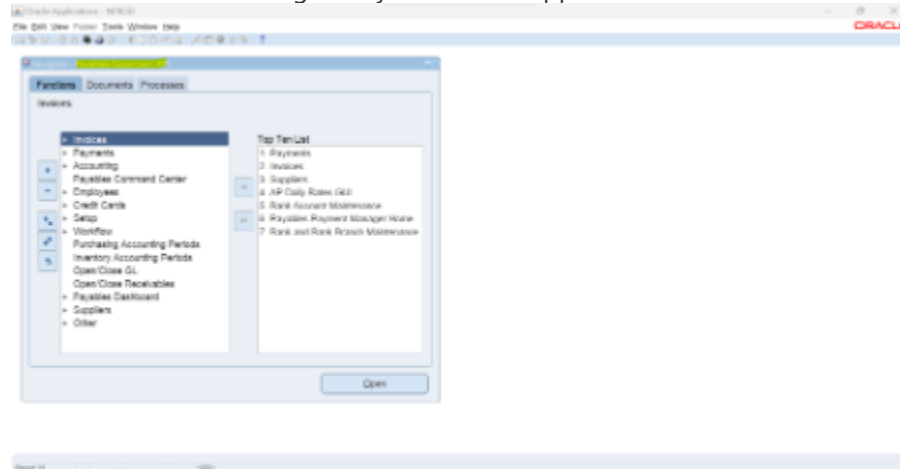
**4.14.** Send email to requestor to notify of successful vendor set up.

Note: Requestor sends vendor set up request via open ticket. Reply to ticket to notify them.

## 5. Access Permissions

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

**5.2.** 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_AINV_FLAG	Supplier Allow AINV 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(21)	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 'HQ'	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_BASIS	Site Terms Date 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

35	DTL_AMOUNT_INCLUDES_TAX_FLAG	Site Invoice Includes Tax Flag	VARCHAR2(1)	N
36	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	VARCHAR(50)	N
58	DTL2_CONT_FAX_AREA_CODE	Site Contact Fax Area Code	VARCHAR(50)	N
59	DTL2_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 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)>