



Atef Abd El Megeed

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Uploading Suppliers Using FBDI Templates

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File-Based Data Import (FBDI) for procurement

The screenshot shows the Oracle Cloud Applications Help Center. The title bar says "File-Based Data Import (FBDI) for Procurement". The left sidebar has a "Contents" section with links to various topics like "External Data Integration Services for Oracle Cloud", "Blanket Purchase Agreements Import", etc. The main content area has a "Contents" heading and a list of sections: 1 Overview, 2 Purchasing, 3 Self Service Procurement, 4 Sourcing, 5 Spend Classification, 6 Supplier Model, and 7 Sustainability. The "6 Supplier Model" section is highlighted with a red box.

1. Search for **File-Based Data Import (FBDI) for procurement**.

This screenshot is similar to the previous one, showing the "File-Based Data Import (FBDI) for Procurement" topic. However, the "6 Supplier Model" section is now highlighted with a red box. The rest of the content and sidebar are identical to the first screenshot.

2. Scroll down to reach **Supplier Model**.

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Import Suppliers Template

Download Import Suppliers Sheet

The screenshot shows a web browser displaying the Oracle documentation for Spend Classification. The URL is docs.oracle.com/en/cloud/saas/procurement/24b/oefbp/toc.htm#Spend-Classification. The page content includes sections for Import Negotiation Lines, 5 Spend Classification (with a Data Set Import link), 6 Supplier Model (listing various import categories like Addresses, Attachments, Business Classifications, Contacts, Products and Services Categories, Site Assignments, and Sites, with Import Suppliers highlighted), and 7 Supply Chain Healthcare (with an External Purchase Prices Import link). A red box highlights the 'Import Suppliers' link under the Supplier Model section.

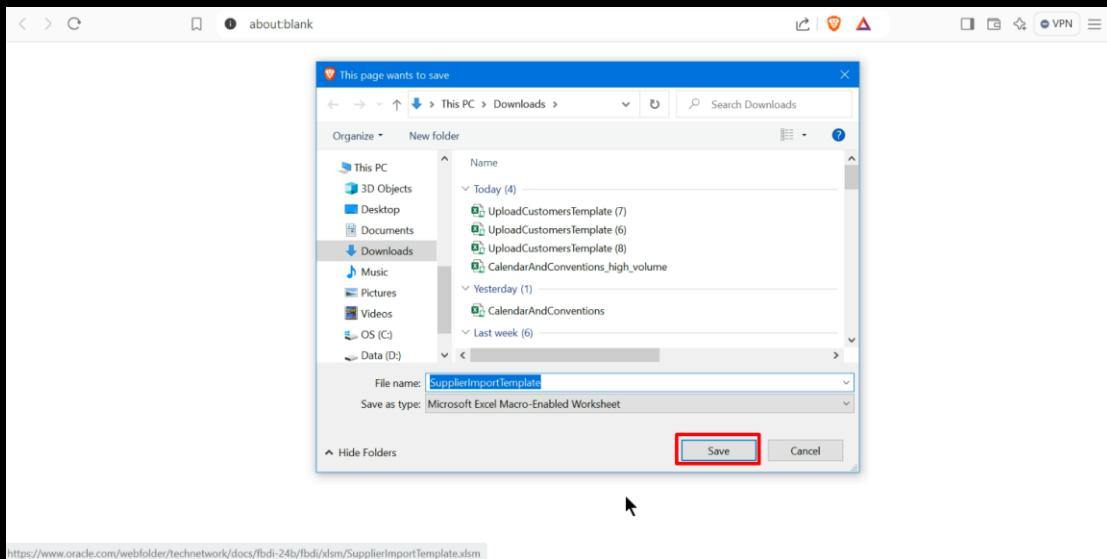
1. Download **Import Suppliers Sheet**.

The screenshot shows a detailed view of the Import Suppliers sheet on the Oracle documentation site. It includes a 'Details' section with object owner and UCM account information, a 'File Links' table, and a 'Job and Table Links' table. In the 'File Links' table, the 'Link' column for the XLSM template row contains a hyperlink labeled 'SupplierImportTemplate.xlsm', which is highlighted with a red box. The 'Job and Table Links' table shows a scheduled process named 'Import Suppliers' and a table named 'POZ_SUPPLIERS_INT'. A red box highlights the 'Import Suppliers' link in the 'Name' column of the 'Tables' row.

2. Click on the **Hyperlink** to download the sheet.

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3. Click on **Save**.

https://www.oracle.com/webfolder/technetwork/docs/fbd1-24b/fbd1/13n/SupplierImportTemplate.xhtml

Details

- Object owner: Procurement:Supplier Model:Supplier
- UCM account: prc supplier import

File Links

File	Link
XLSM template	SupplierImportTemplate.xlsx
Control files	<ul style="list-style-type: none">Supplier Import Control File

Job and Table Links

Name	Link
Scheduled process	Import Suppliers
Tables	<ul style="list-style-type: none">POZ_SUPPLIERS_INT

Related Topics

4. Open the **Excel file**.

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Enter Suppliers Details

Suppliers Interface		Show Additional Attributes									
* Required	Batch ID	Import Action *	Supplier Name*	Tax Organization Type	Supplier Type	Business Relationship*	D-U-N-S Number				
	Batch A12345	CREATE	SYE Supplier	Corporation	Supplier	SPEND AUTHORIZED					

5. Enter the **Batch ID**, **Import Action**, **Supplier Name**, **Tax Organization Type**, **Supplier Type**, and **Business Relationship**.

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Generate CSV File

The screenshot shows the Microsoft Excel interface with the 'SupplierImportTemplate (1)' workbook open. The 'Home' tab is selected. In the bottom-left corner of the worksheet, there is a button labeled 'Generate CSV File'. This button is highlighted with a red box. The rest of the worksheet contains various instructions and notes related to generating CSV files from the template.

6. Generate CSV File.

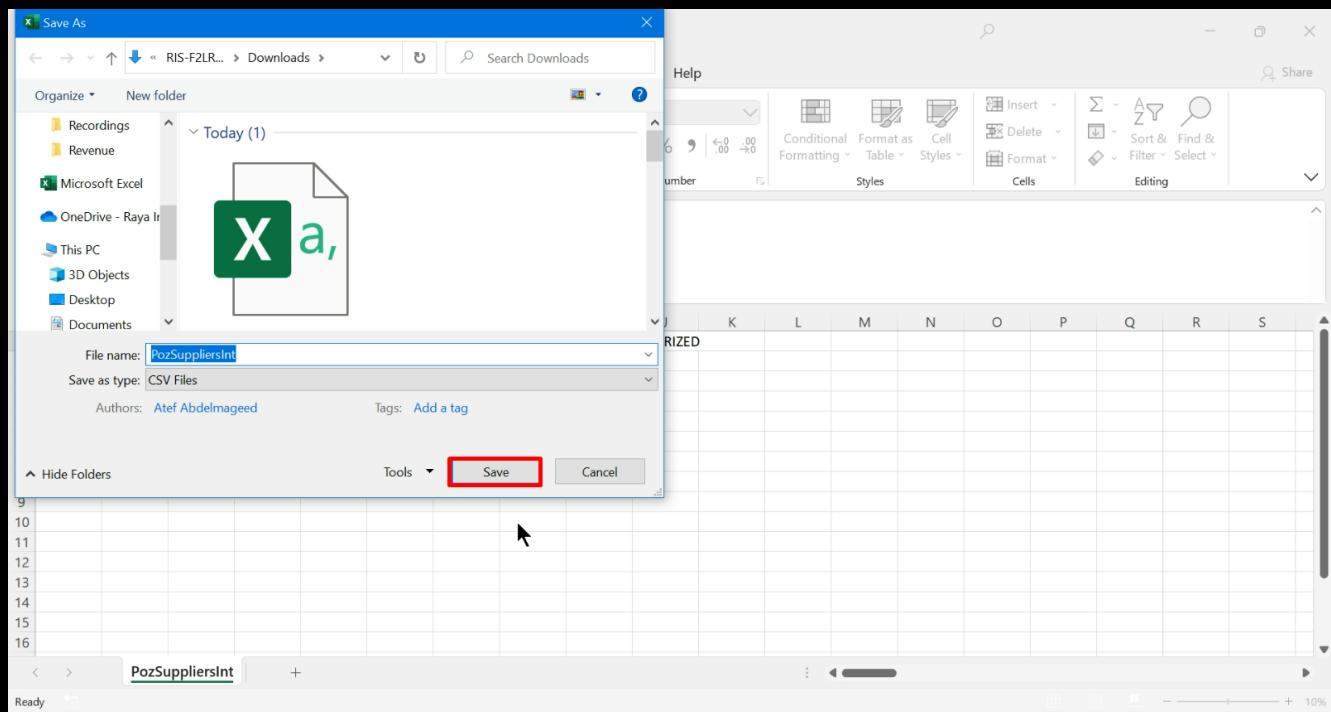
The screenshot shows the Microsoft Excel interface with the 'SupplierImportTemplate (1)' workbook open. A 'Save As' dialog box is displayed over the Excel window. The dialog box shows the file name 'PozSuppliersInt' and the save type 'Zip Files'. The 'Save' button at the bottom of the dialog box is highlighted with a red box. The background shows the Excel spreadsheet with some data and formulas.

7. Click on Save.



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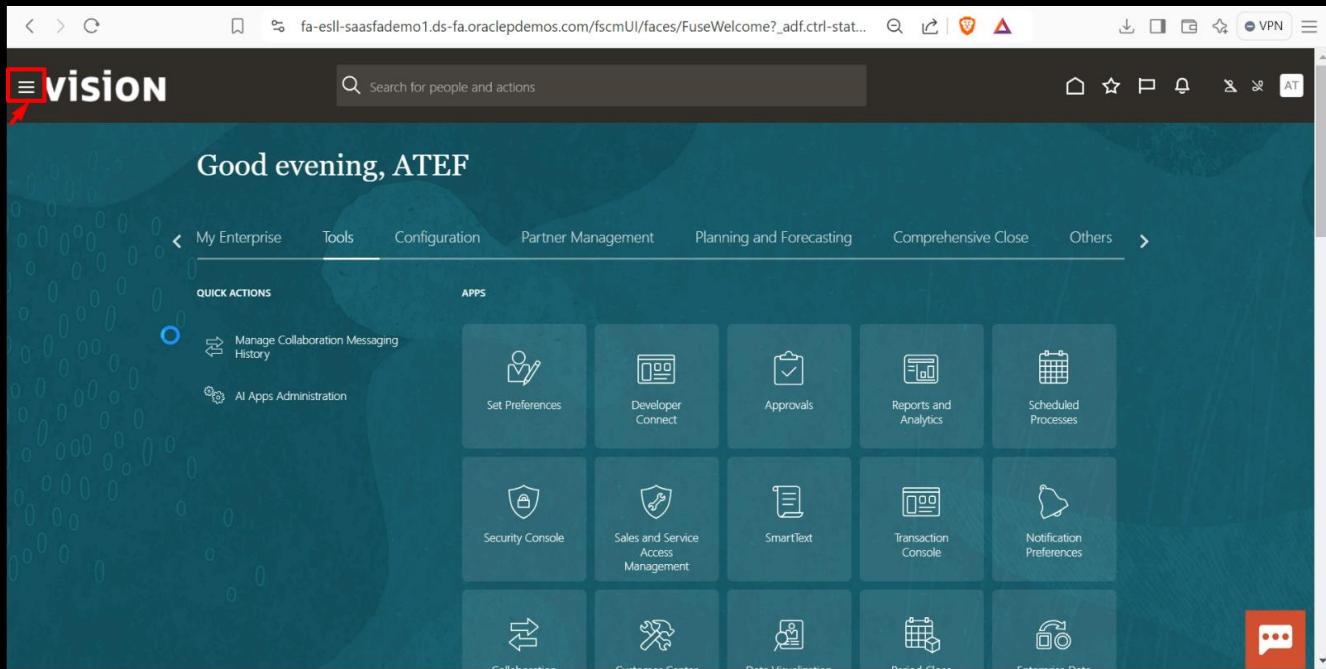


8. Click on **Save**.

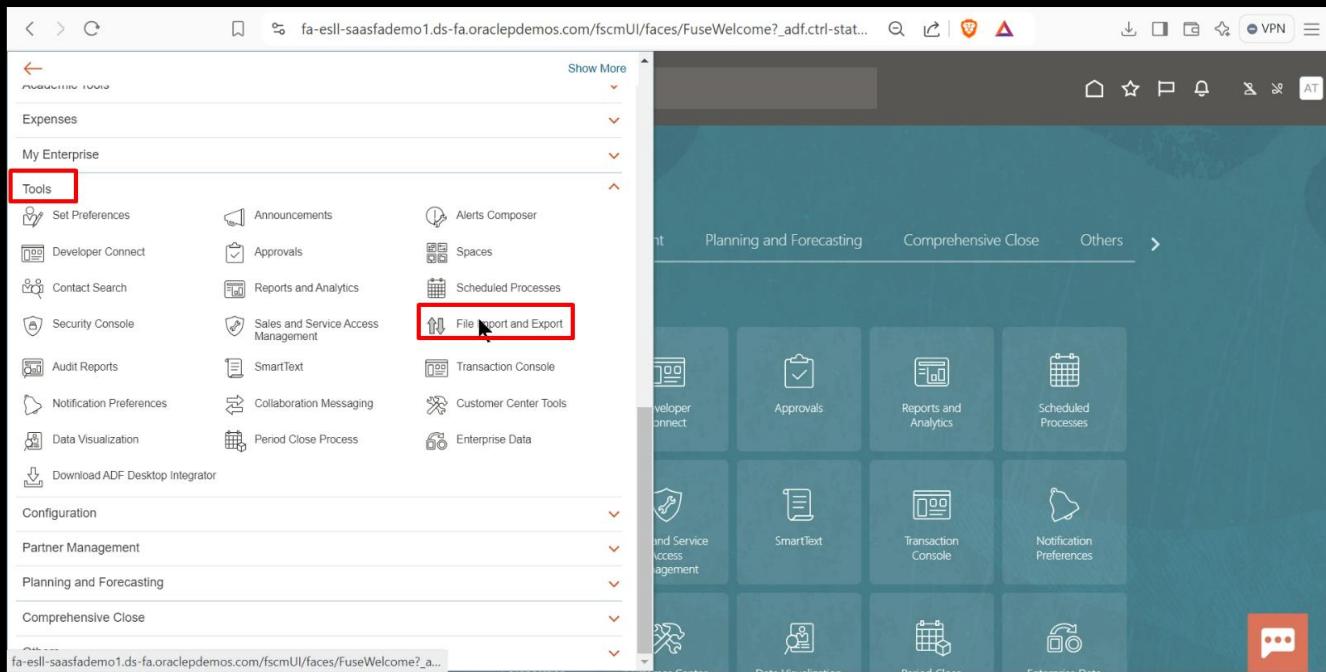
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File Import and Export



9. Click on the **selected Sign**.



10. From **Tools** click on **File Import and Export**.

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The screenshot shows the 'vision' application interface. At the top, there is a search bar with various filters: File, Account, Processed, Process ID, Owner, Upload Date Later Than, and Last Updated Date Later Than. Below the search bar are 'Search' and 'Reset' buttons. Underneath the search bar, there is a section titled 'Search Results'. In the 'Actions' dropdown menu, the '+' sign icon is highlighted with a red box. The table below has columns: File, Account, Owner, Upload Date, and Process ID. A message at the bottom says 'No search conducted.' and 'Columns Hidden 5'.

11. Click on the **Plus** sign.

The screenshot shows the 'vision' application interface with an 'Upload File' dialog box overlaid. The dialog box has two fields: 'File' (containing 'Choose File PozSuppliersInt.zip') and 'Account' (containing 'prc/supplier/import'). Both fields are highlighted with a red box. At the bottom of the dialog are 'Save and Close' and 'Cancel' buttons. The background of the application shows the search interface from the previous step.

12. Select the **File** and the **Account**.

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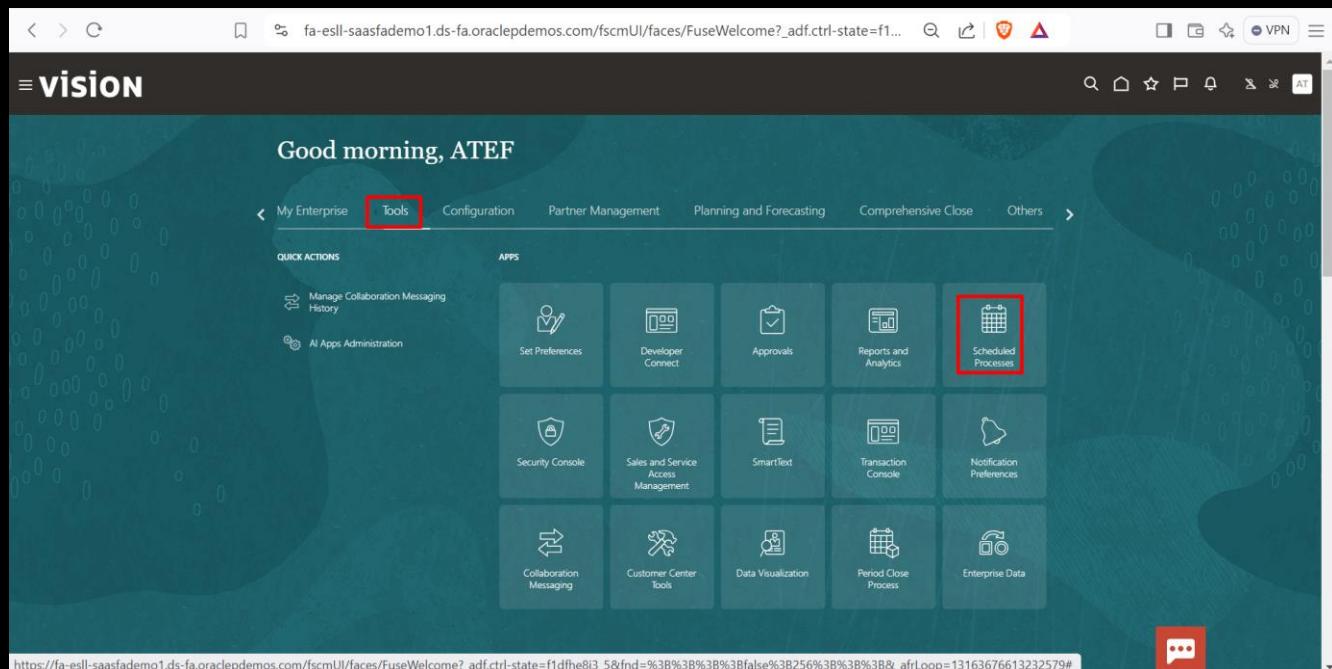
The screenshot shows a web-based application interface for managing supplier imports. On the left, there is a search form with fields for File, Account, Processed, Process ID, Owner, Upload Date Later Than, and Last Updated Date Later Than. Below the search form is a table with columns: File, Account, Owner, Upload Date, and Process ID. A red box highlights the 'Save and Close' button in a modal dialog titled 'Upload File'. The dialog also contains a 'Choose File' input field set to 'PozSuppliersInt.zip' and an 'Account' dropdown set to 'prc/supplier/import'. The main interface has a dark theme with some light-colored UI elements.

13. Click on **Save and Close**.

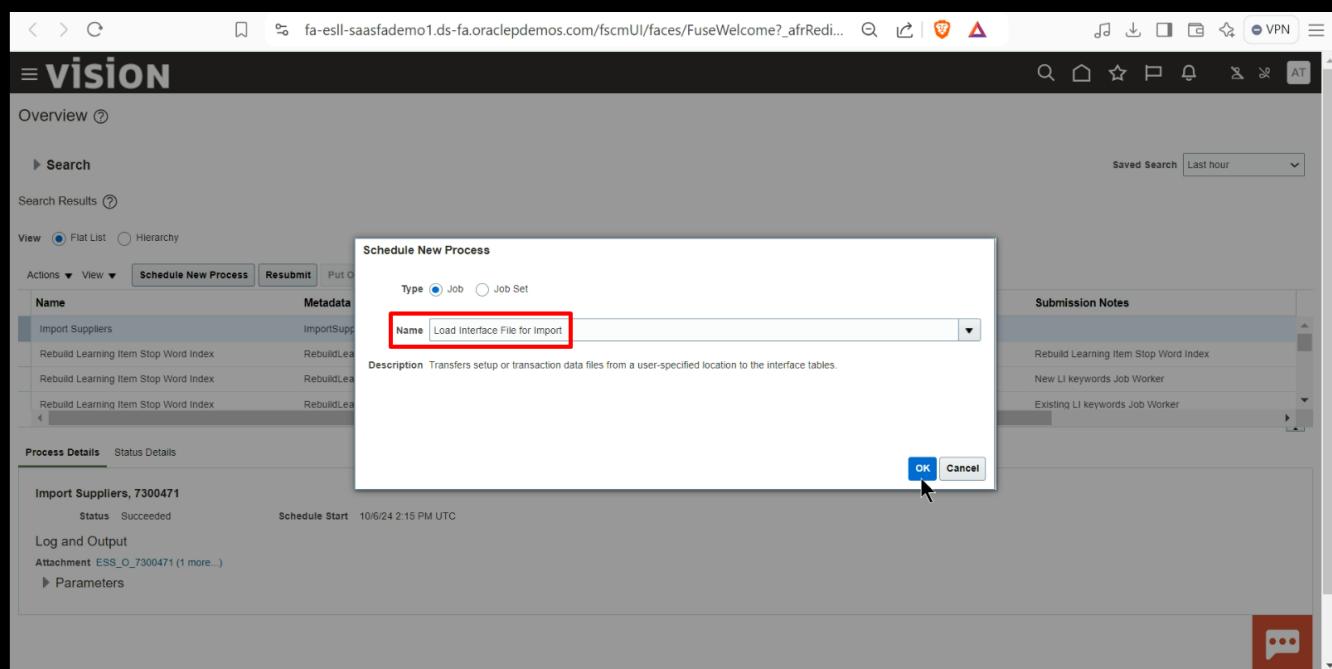
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Load Interface File for Import



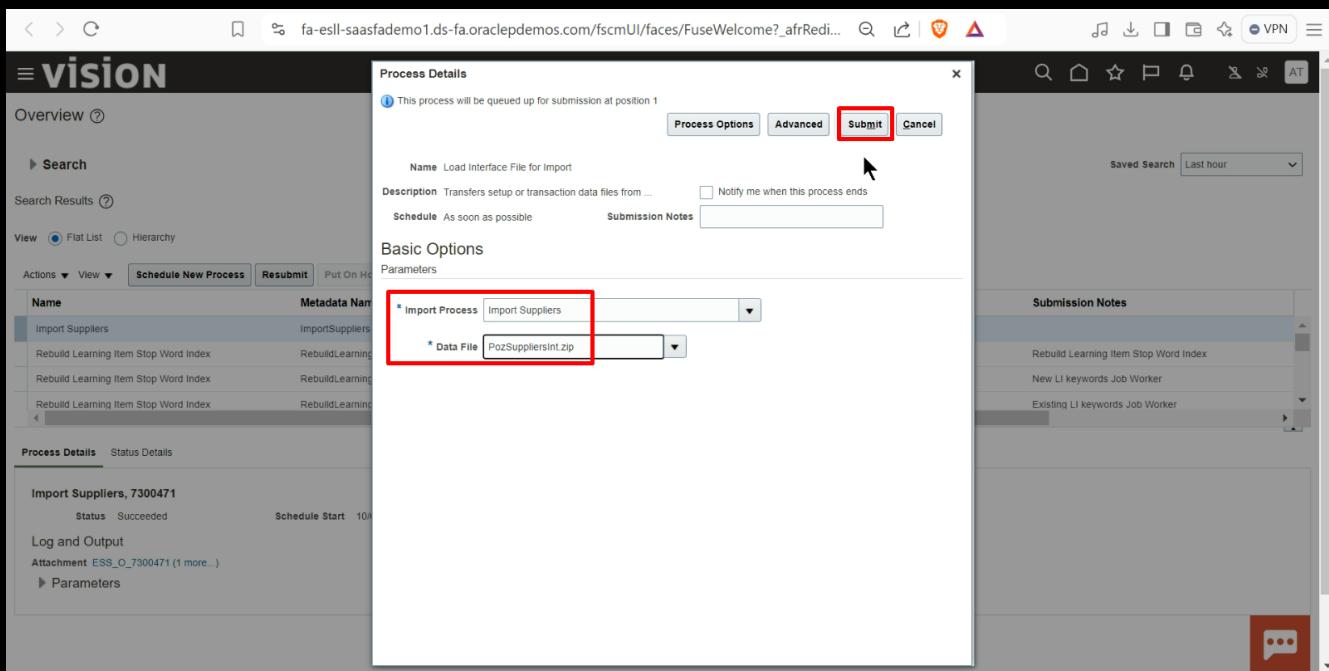
14. From **Tools** click on **Scheduled Processes**.



15. Search for **Load Interface File for Import**.

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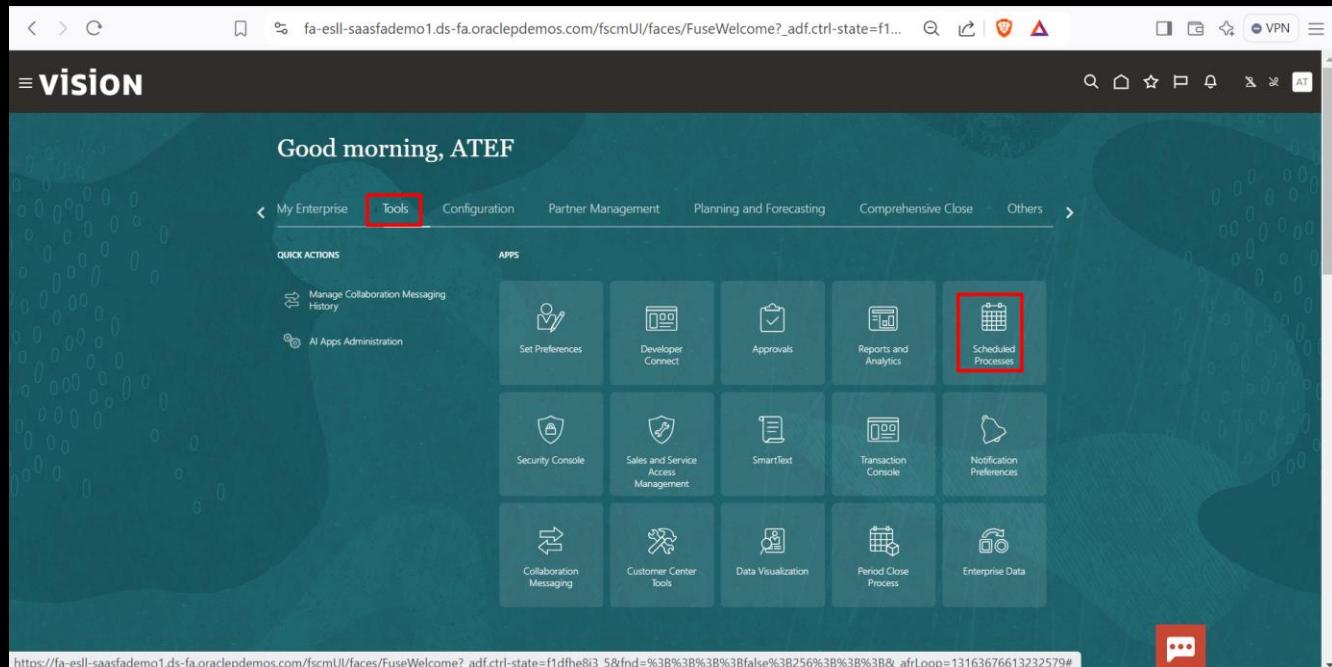
16. Select the **Import Process** and the **Data File**.

17. Click on **Submit**.

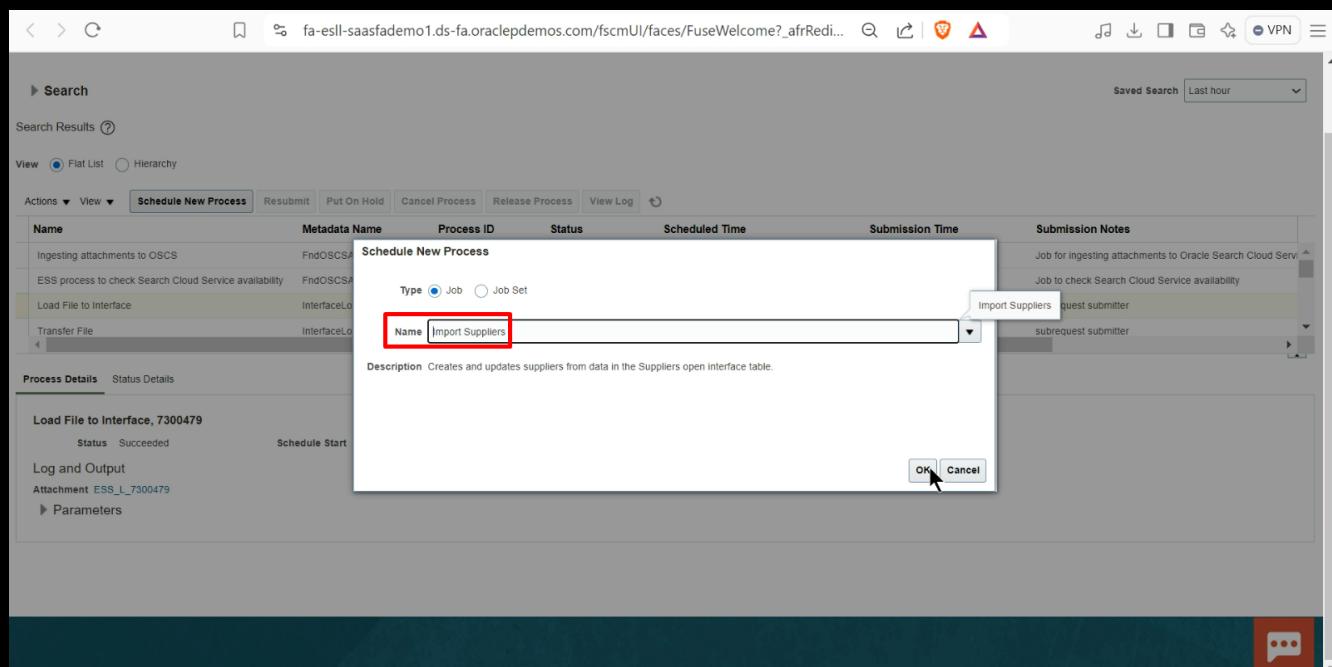
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Import Suppliers Process



18. From **Tools** click on **Scheduled Processes**.



19. Search for **Import Suppliers**.

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The screenshot shows the 'Process Details' dialog box for the 'Import Suppliers' process. The 'Submit' button is highlighted with a red box. The 'Import Options' dropdown is set to 'New'. The 'Report Exceptions Only' checkbox is checked. The 'Batch ID' field contains 'Batch_A12345'. A tooltip for the 'Batch ID' field states: 'If no value is provided, only records without a batch ID will be processed.'

20. Enter the **Import Options**, **Report Exceptions only** option, and the **Batch ID**.

21. Click on **Submit**.

The screenshot shows the 'Process List' page. The 'Import Suppliers' process (Process ID 7300482) is highlighted with a red box and has a status of 'Succeeded'. A red box also highlights the 'more' link next to the attachment 'ESS_I_7300482'.

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Submission Notes
Update Supplier Keyword Search Index and Source to...	SuppliersRecurringJobsS...	7300483	Succeeded	10/6/24 2:22 PM UTC	10/6/24 2:22 PM UTC	Refresh Suggestions after Import Suppliers
Import Suppliers	ImportSuppliers	7300482	Succeeded	10/6/24 2:22 PM UTC	10/6/24 2:22 PM UTC	
Ingesting attachments to OSCS	FndSCSAttachmentinge...	7300481	Wait	10/6/24 2:30 PM UTC	10/6/24 2:21 PM UTC	Job for ingesting attachments to Oracle Search Cloud Service
ESS process to check Search Cloud Service availability	FndSCSAvailabilityJob	7300480	Wait	10/6/24 2:25 PM UTC	10/6/24 2:21 PM UTC	Job to check Search Cloud Service availability

22. Select the **Import Suppliers** Request and click on **more**.

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The screenshot shows the Oracle Fusion Middleware interface. A modal dialog titled "Attachments" is open over a process details page. The dialog lists two attachments: "7300482.log" and "Report_7300482.pdf". The "Report_7300482.pdf" file is highlighted with a red box and has a red arrow pointing to it from below. The process details page shows the status as "Succeeded".

23. Open the Report.

The screenshot shows a PDF document titled "Report_7300482.pdf". The report header includes the Oracle logo and the title "Suppliers Import Report". It shows import options: "Import Options: New", "Report Exceptions Only: No", and "Batch ID: Batch_A12345". The "Import Summary" section contains a table:

Import Outcome	Record Count
Suppliers Not Imported	0
Suppliers Imported	1

On the left side of the PDF, there are three small thumbnail images labeled 1, 2, and 3, corresponding to the pages of the report.

24. The Supplier has been imported Successfully.

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Import Supplier Addresses Template

[Download Import Supplier Addresses Sheet](#)

The screenshot shows the Oracle Procurement Import Requisitions page. The main content area is divided into sections: 4 Sourcing, 5 Spend Classification, and 6 Supplier Model. Under the 6 Supplier Model section, there is a list of import tasks. The first item, "Import Supplier Addresses", is highlighted with a red box and a red arrow pointing to it from the left.

1. Download **Import Supplier Addresses** Sheet.

The screenshot shows the "Import Supplier Addresses" page. It includes a "Details" section with object owner and UCM account information, and a "File Links" section. In the "File Links" section, there is a table with two rows. The first row has "XLSM template" in the "File" column and a link labeled "SupplierAddressImportTemplate.xls" in the "Link" column, which is highlighted with a red box and a red arrow pointing to it from the left. The second row has "Control files" in the "File" column and a link labeled "Supplier Address Import Control File" in the "Link" column.

2. Click on the **Hyperlink** to download the sheet.

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Enter Suppliers Details

The screenshot shows an Excel spreadsheet titled "SupplierAddressImportTemplate - Excel". The spreadsheet has a header row with columns for Batch ID, Import Action, Supplier Name, Address Name, Country, Address Line 1, City, and State. Row 5 contains the data: Batch ID is "Batch_A12345", Import Action is "CREATE", Supplier Name is "SYE Supplier", Address Name is "SYE Address", Country is "SYE Country", Address Line 1 is "SYE Address line 1", City is "SYE City", and State is "SYE State". The entire row is highlighted with a red border.

Batch ID	Import Action *	Supplier Name *	Address Name *	Country	Address Line 1	City	State
Batch_A12345	CREATE	SYE Supplier	SYE Address	SYE Country	SYE Address line 1	SYE City	SYE State

3. Enter the **Batch ID**, **Import Action**, **Supplier Name**, **Address Name**, **Country**, **Address line 1**, **City**, and **State**.

The screenshot shows an Excel spreadsheet titled "SupplierAddressImportTemplate - Excel". The spreadsheet has a header row with columns for Batch ID, Import Action, Supplier Name, Phone, RFQ Or Bidding, Ordering, Pay, and E-Mail. Row 5 contains the data: Batch ID is "Batch_A12345", Import Action is "CREATE", Supplier Name is "SYE Supplier", Phone is blank, RFQ Or Bidding is "Y", Ordering is "Y", Pay is "Y", and E-Mail is blank. The entire row is highlighted with a red border.

Batch ID	Import Action *	Supplier Name *	Phone	RFQ Or Bidding	Ordering	Pay	E-Mail
Batch_A12345	CREATE	SYE Supplier		Y	Y	Y	

4. Select the **RFQ**, **Ordering**, and **Pay** options.

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Generate CSV File

Excel Template Format

- Each interface table is represented as a separate Excel sheet.
- The first row in each sheet contains column headers that represent the interface table columns. The columns are in the order that the control file expects them to be in the data file.
Do not change the order of the columns in the Excel sheets. Changing the order of the columns will cause the load process to fail.
You can hide columns that you do not intend to use, but you cannot delete columns. Deleting columns will cause the load process to fail.
- Each column header contains bubble text about the expected data type and, in some cases, instruction text.
- You must enter data that conforms to what the control file can accept and process for the associated database column.
 - Date fields must be entered in YYYY/MM/DD format.
 - Amount columns must not contain a thousands separator and must use a period (.) as the decimal separator.
 - Columns that must be whole numbers have data validation to allow only whole numbers

5. Generate CSV File.

Please select a location and file name for ZIP File

File name: PozSupplierAddressesInt

Save as type: Zip Files

Authors: RIS-F2LRS3

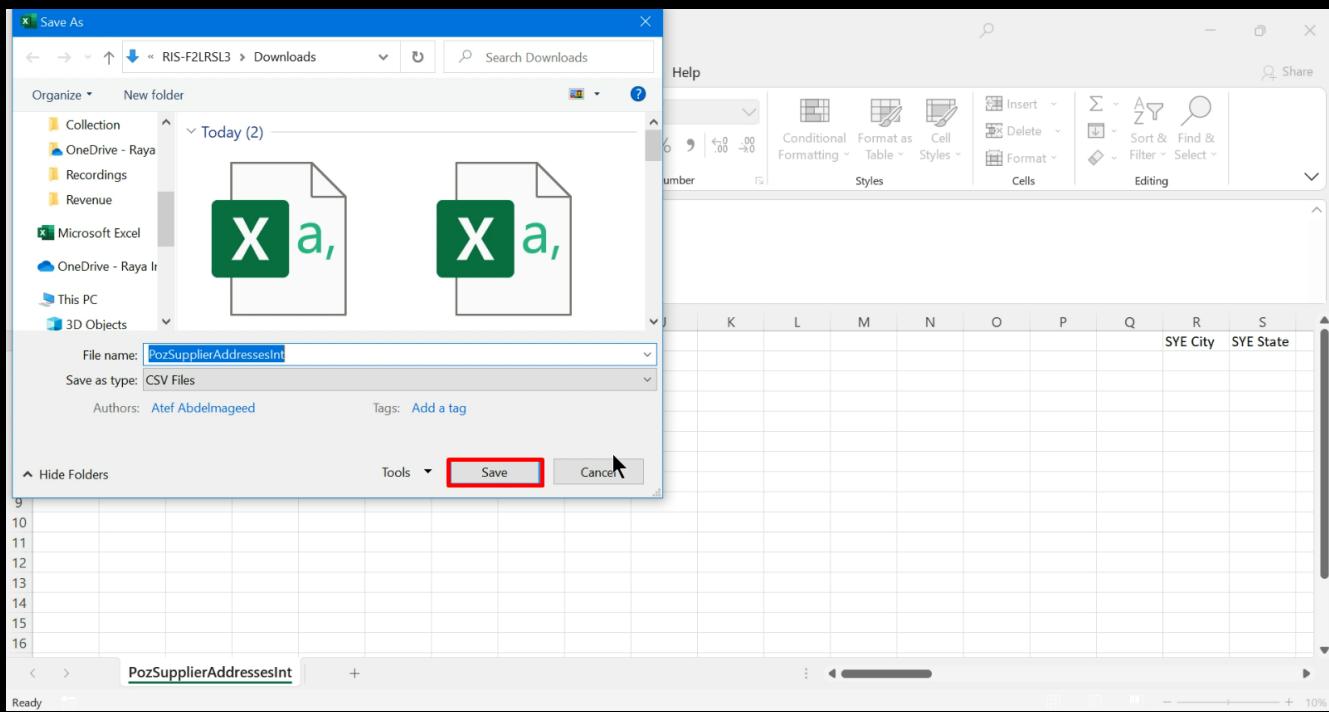
Tags: Add a tag

Tools Save Cancel

6. Click on Save.

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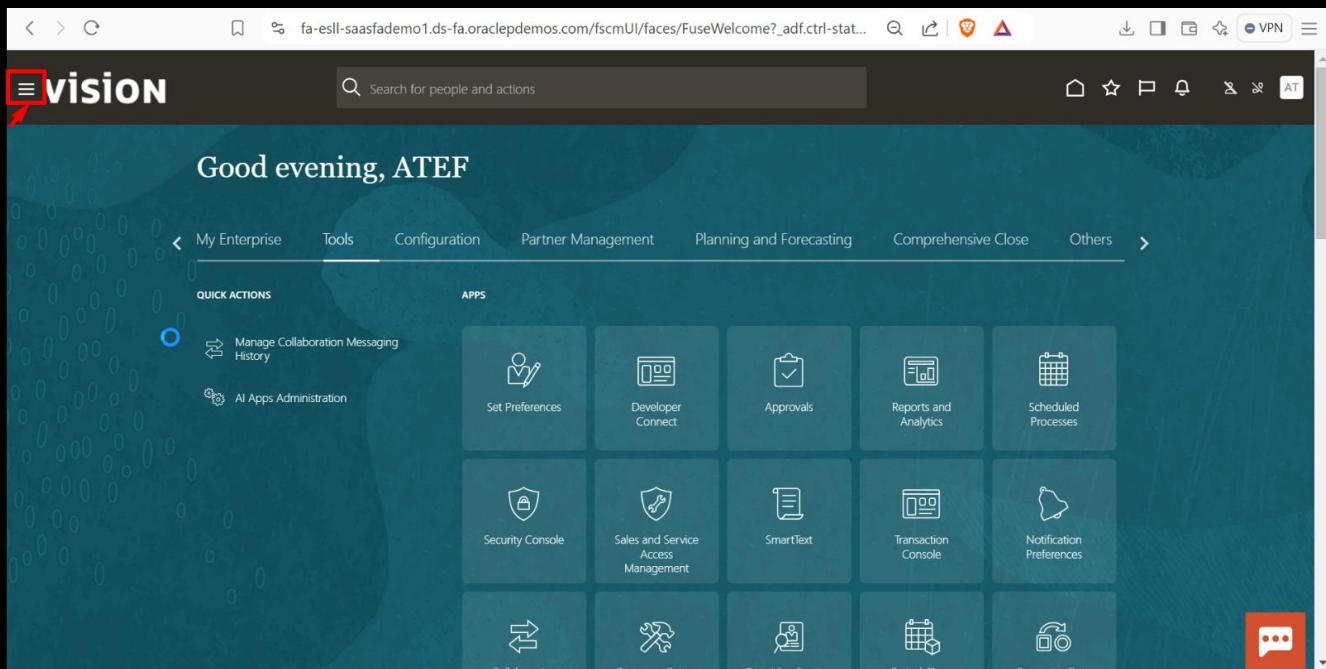


7. Click on **Save**.

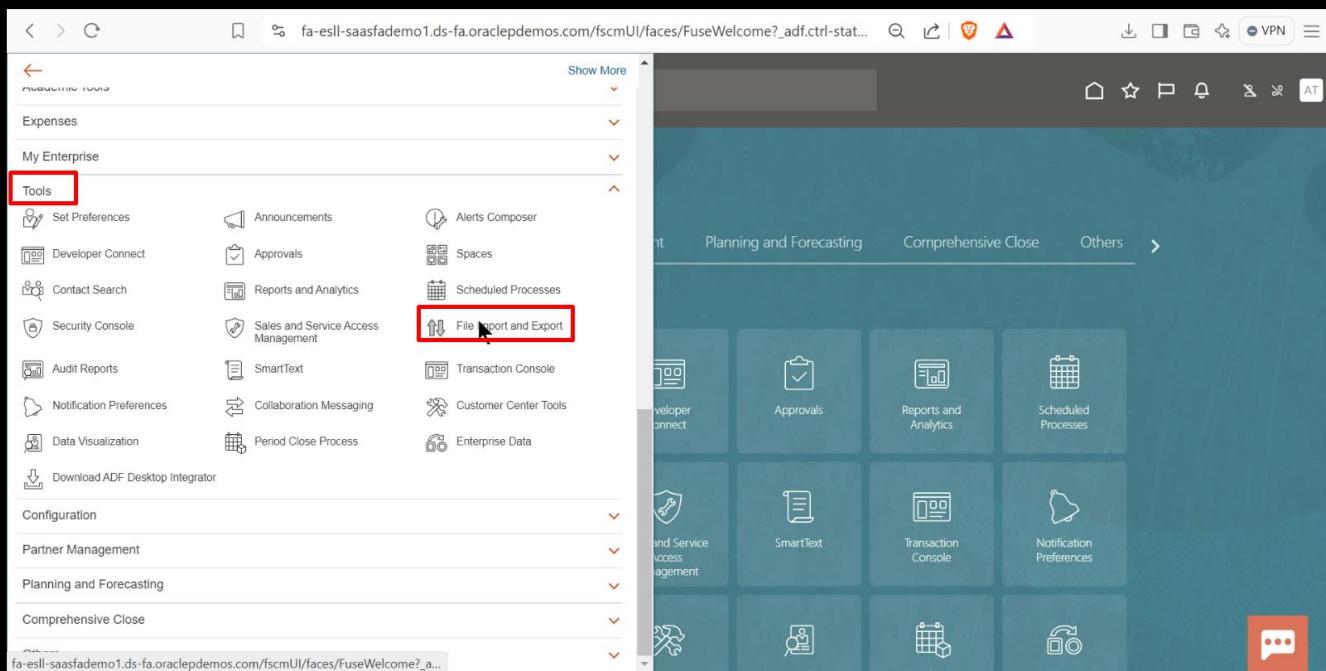
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File Import and Export



8. Click on the selected **Sign**.



9. From **Tools** click on **File Import and Export**.

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The screenshot shows the 'Search' section of the application. It includes fields for 'File', 'Account', 'Processed', 'Process ID', 'Owner', 'Upload Date Later Than', and 'Last Updated Date Later Than'. Below these are 'Search' and 'Reset' buttons. Underneath the search form is a table header with columns: File, Account, Owner, Upload Date, and Process ID. A 'Actions' dropdown menu is open, showing 'View', '+', and 'X'. The '+' icon is highlighted with a red box.

10. Click on the **Plus sign**.

The screenshot shows the 'Search' section with the same fields and layout as the previous screenshot. A modal dialog titled 'Upload File' is displayed over the search results table. The dialog contains fields for 'File' (with 'Choose File' button) and 'Account' (with dropdown menu). Both the 'File' and 'Account' fields are highlighted with red boxes.

11. Select the **File** and the **Account**.

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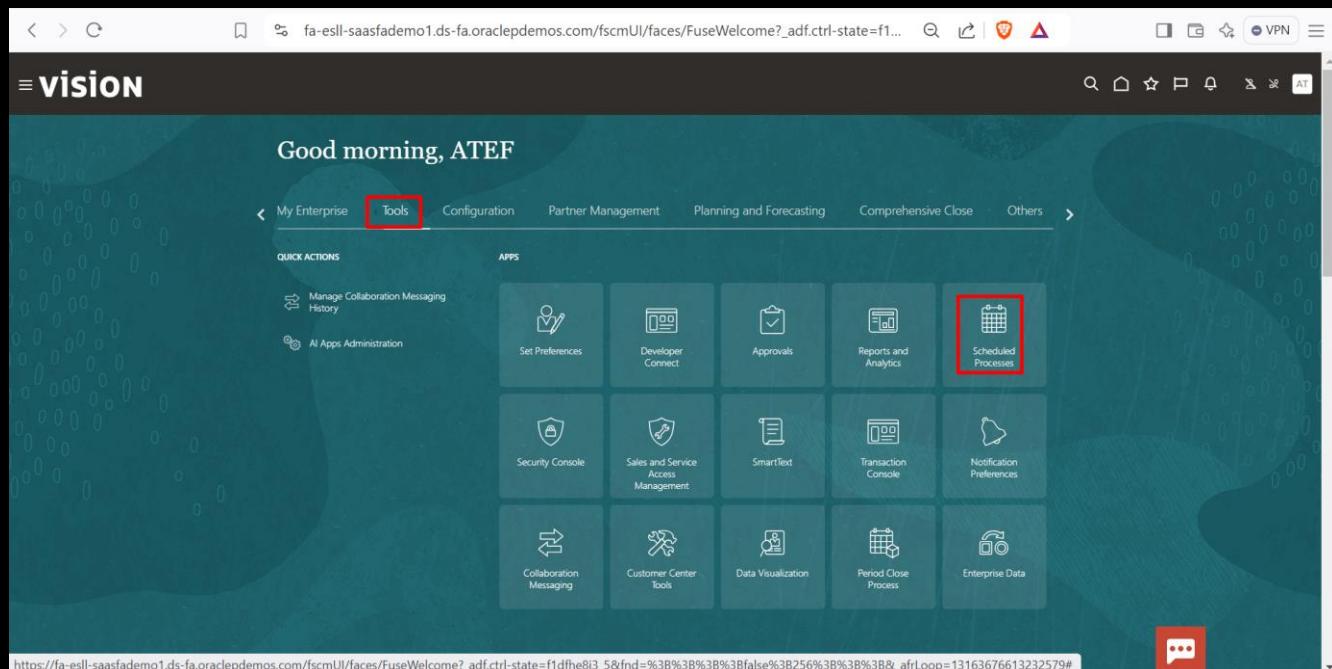
The screenshot shows a web-based application interface for managing file uploads. At the top, there's a search bar with fields for 'File', 'Account', 'Processed', 'Process ID', 'Owner', 'Upload Date Later Than', and 'Last Updated Date Later Than'. Below the search bar is a table titled 'Search Results' with columns: File, Account, Owner, Upload Date, and Process ID. Two rows of data are visible: 'PozSupplierAddresses... prc suppl...' and 'PozSuppliersInt.zip prc suppl... ATEF'. A modal dialog box titled 'Upload File' is displayed in the center. It contains fields for 'File' (with 'Choose File' and 'PozSupplier...ressesInt.zip' selected), 'Account' (set to 'prc/supplier/import'), and two buttons: 'Save and Close' (highlighted with a red box) and 'Cancel'. The background shows a dark-themed navigation bar with various icons.

12. Click on **Save and Close**.

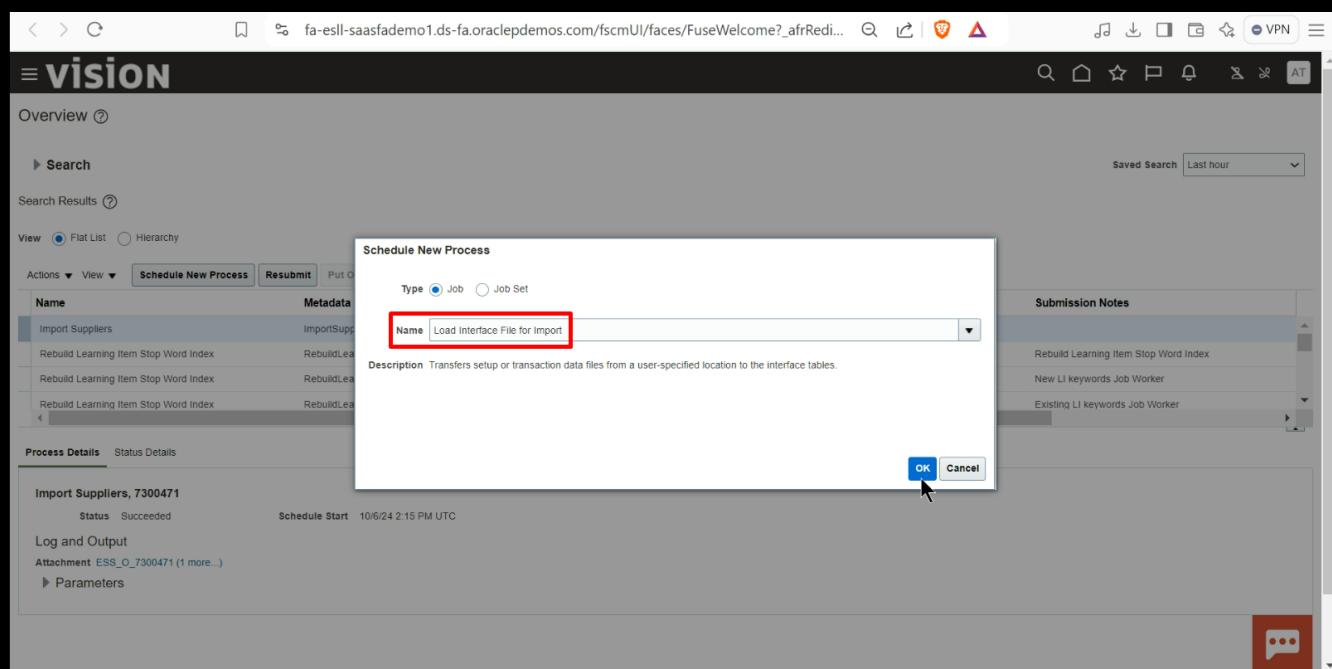
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Load Interface File for Import



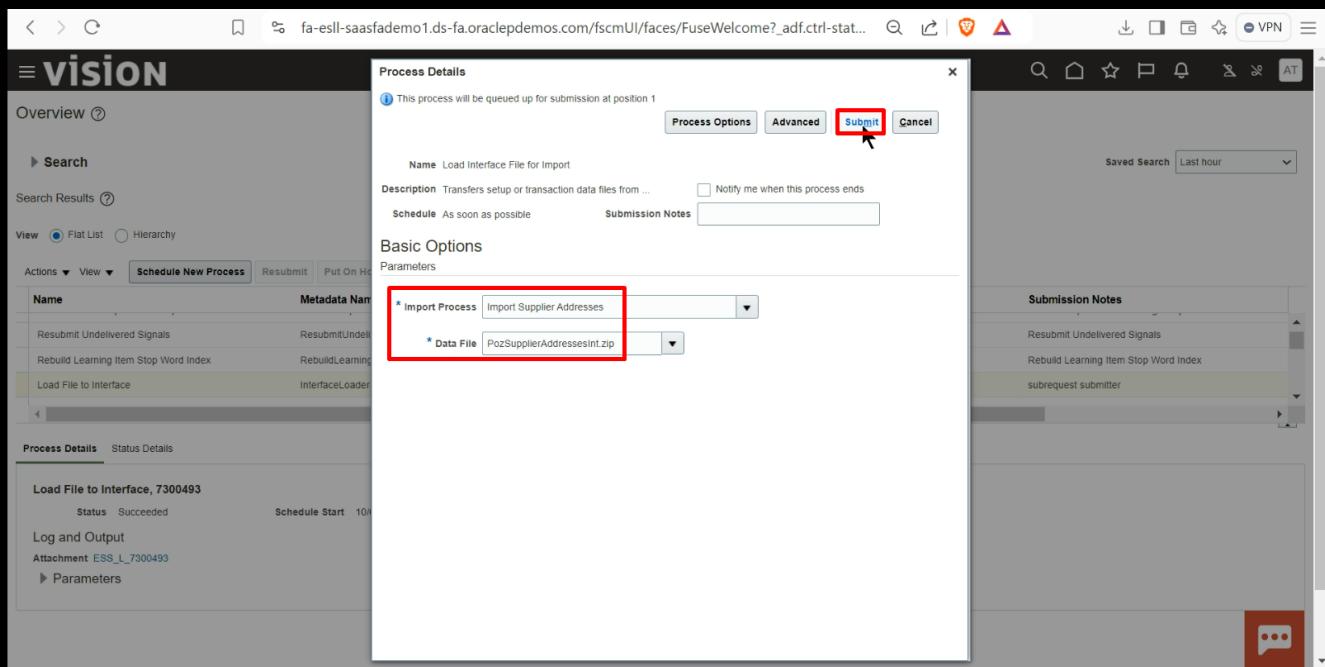
13. From **Tools** click on **Scheduled Processes**.



14. Search for **Load Interface File for Import**.

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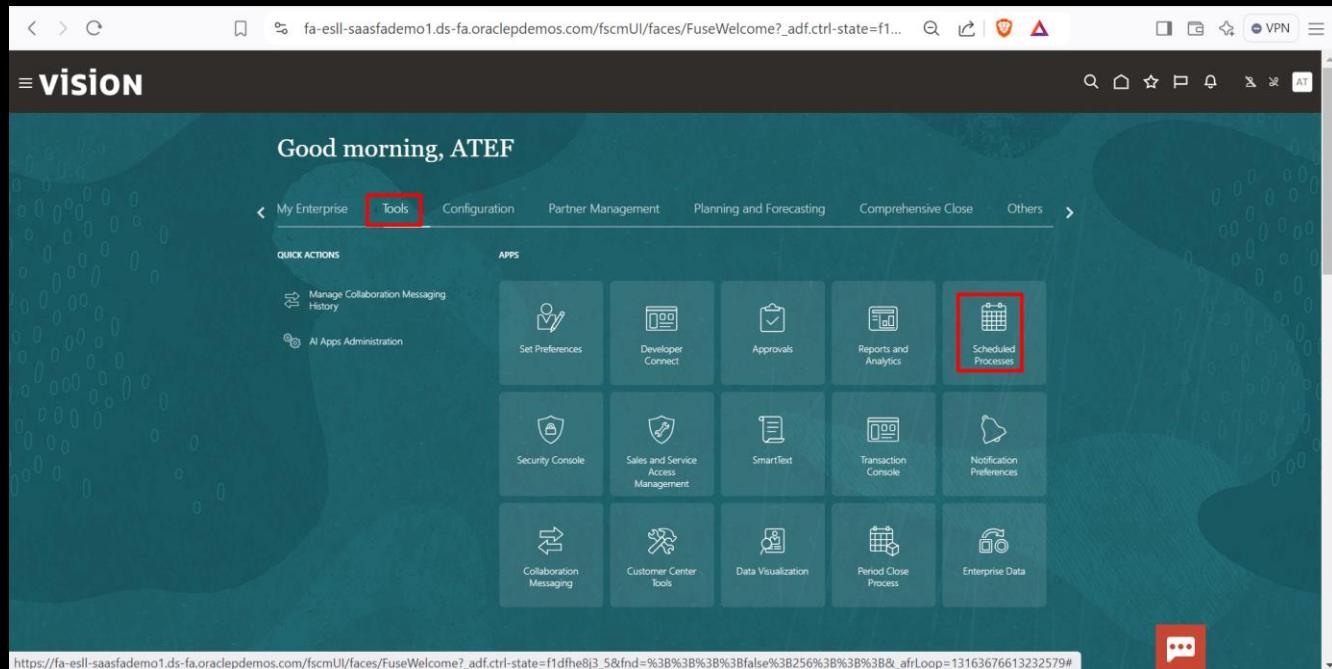
15. Select the **Import Process** and the **Data File**.

16. Click on **Submit**.

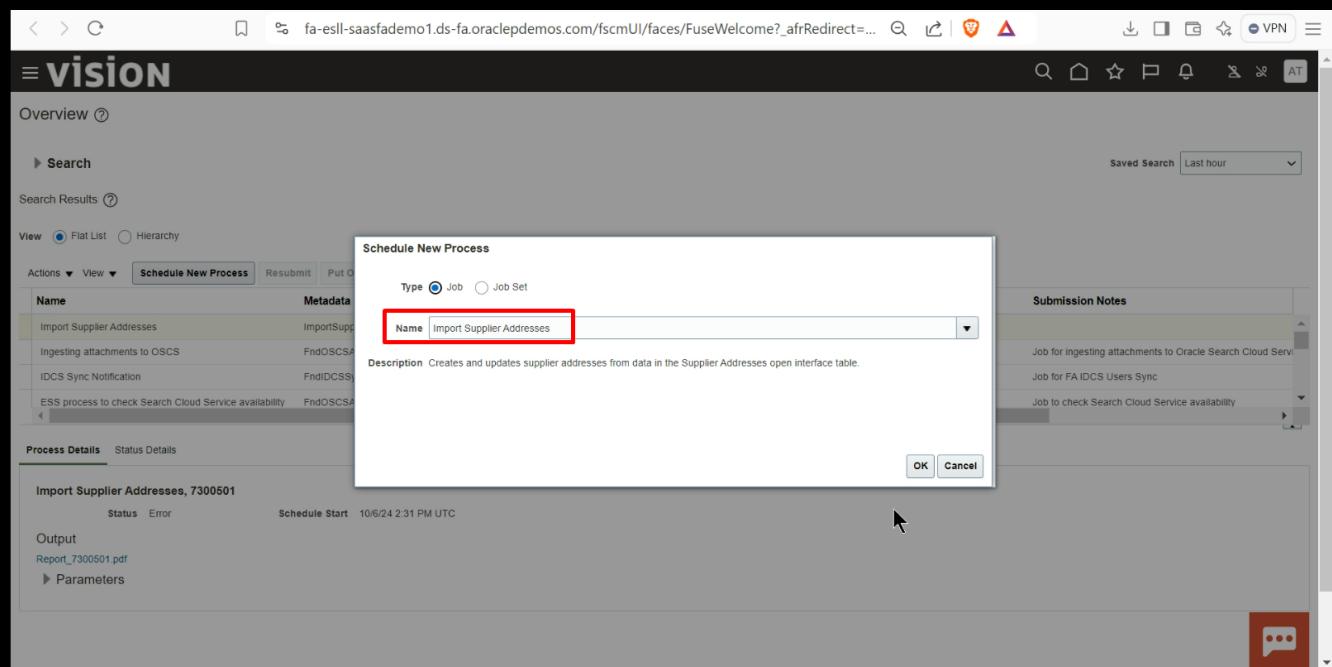
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Import Supplier Addresses Process



17. From **Tools** click on **Scheduled Processes**.



18. Search for **Import Supplier Addresses**.

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Process Details

This process will be queued up for submission at position 1

Submit

Name Import Supplier Addresses

Description Creates and updates supplier addresses from data... Notify me when this process ends

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

Import Options New

Report Exceptions Only No

Batch ID Batch_A12345

If no value is provided, only records without a batch ID will be processed.

19. Enter the **Import Options**, **Report Exceptions only** option, and the **Batch ID**.

20. Click on **Submit**.

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Submission Notes
Import Supplier Addresses	ImportSupplierAddresses	7300517	Succeeded	10/6/24 2:40 PM UTC	10/6/24 2:40 PM UTC	
Resubmit Undelivered Signals	ResubmitUndeliveredSign...	7300516	Wait	10/6/24 2:50 PM UTC	10/6/24 2:40 PM UTC	Resubmit Undelivered Signals
Rebuild Learning Item Stop Word Index	RebuildLearningItemSear...	7300515	Wait	10/6/24 2:45 PM UTC	10/6/24 2:40 PM UTC	Rebuild Learning Item Stop Word Index

Import Supplier Addresses, 7300517

Status Succeeded

Schedule Start 10/6/24 2:40 PM UTC

Log and Output

Attachment ESS_L_730051 (more...)

Parameters

21. Select the **Import Supplier Addresses** Request and click on **more**.

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The screenshot shows the Oracle Fusion Cloud Service interface. A modal dialog box titled "Attachments" is open, listing two attachments: "7300517.log" and "Report_7300517.pdf". The "Report_7300517.pdf" file is highlighted with a red box. The background shows a process overview for "Import Supplier Addresses" with status "Succeeded".

22. Open the Report.

The screenshot shows a PDF document titled "Report_7300517.pdf". The document contains the following information:

- Import Options:** New, No, Batch_ID: A12345
- Supplier Addresses Import Report**
- Report Date:** 10/6/24 2:40 PM GMT+00:00
Page: 1 of 3
Request ID: 7300517
- Import Summary:** A table showing the import outcome and record count:

Import Outcome	Record Count
Supplier Addresses Not Imported	0
Supplier Addresses Imported	1

23. The **Supplier Address** has been imported Successfully.

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Import Supplier Sites Template

[Download Import Supplier Sites Sheet](#)

The screenshot shows a web browser displaying the Oracle Procurement documentation. The page is titled "5 Spend Classification" and "6 Supplier Model". Under "6 Supplier Model", there is a list of import tasks, with "Import Supplier Sites" highlighted by a red box. The URL in the address bar is docs.oracle.com/en/cloud/saas/procurement/24b/oefbp/toc.htm#5-Spend-Classification.

1. Download **Import Supplier Sites** Sheet.

The screenshot shows the "Details" and "File Links" sections of the documentation. The "File Links" table includes a row for "XLSM template" with a link labeled "SupplierSiteImportTemplate.xlsx" (also highlighted by a red box). The "Job and Table Links" section lists a "Scheduled process" named "Import Supplier Sites" and two tables: "POZ_SUPPLIER_SITES_INT" and "POZ_SUP_THIRDPARTY_INT". The URL in the address bar is docs.oracle.com/en/cloud/saas/procurement/24b/oefbp/importsuppliersites-3015.html.

File	Link
XLSM template	SupplierSiteImportTemplate.xlsx
Control files	<ul style="list-style-type: none">Supplier Site Import Control FileSupplier Import Third Party Payment Control File

Name	Link
Scheduled process	Import Supplier Sites
Tables	<ul style="list-style-type: none">POZ_SUPPLIER_SITES_INTPOZ_SUP_THIRDPARTY_INT

2. Click on the **Hyperlink** to download the sheet.

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Enter Suppliers Details

Batch ID	Import Action	Supplier Name*	Procurement BU*	Address Name	Supplier Site*	Sourcing	Purchasing	Procurement card Pay	Primary Pay
Batch_A12345	CREATE	SYE Supplier	US1 Business Unit	SYE Address	SYE Site	Y		Y	Y
10									
11									
12									
13									
14									
15									
16									

3. Enter the **Batch ID**, **Import Action**, **Supplier Name**, **Procurement BU**, **Address Name**, **Supplier Site**, **Purchasing** option, **Pay** option, and **Primary Pay** option.

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Generate CSV File

The screenshot shows the 'SupplierSiteImportTemplate' sheet in Excel. Cell B5 contains the text: "Supplier Sites Interface process allows you to load supplier sites and the third party payment relationships from an external system. The process validates data in the POZ_SUPPLIER_SITES_INT and POZ_SUP_THIRDPARTY_INT table and moves the data into POZ_SUPPLIER_SITES_ALL_M and POZ_SUP_THIRDPARTY_PAYMENT_REL tables respectively. For loading data into the POZ_SUPPLIER_SITES_INT table, please use the control file PozSupplierSitesInt.ctl. For loading data into the POZ_SUP_THIRDPARTY_INT table, please use the control file PozSupThirdPartyInt.ctl". Below this text, there is a button labeled "Generate CSV File" with a red box around it.

4. Generate CSV File.

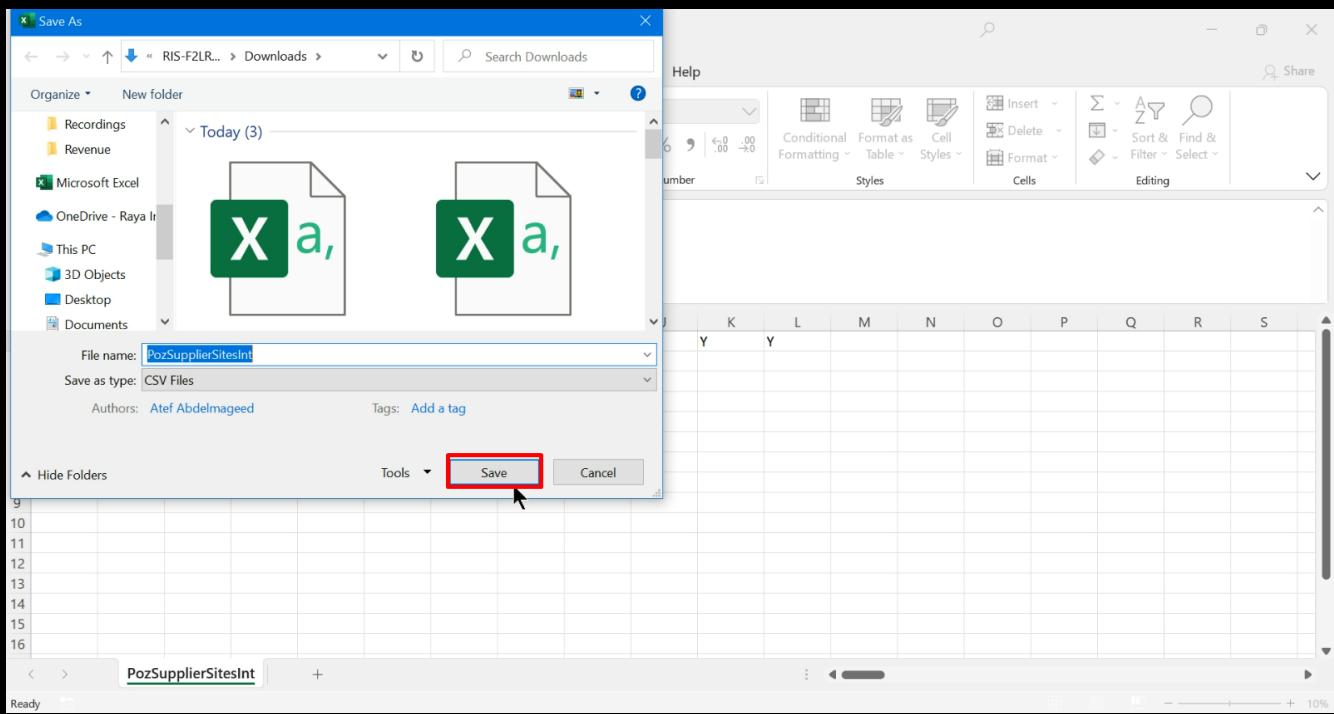
The screenshot shows the 'SupplierSiteImportTemplate' sheet in Excel. A save dialog box is overlaid on the screen, titled "Please select a location and file name for ZIP File". The "File name:" field contains "PozSupplierSitesInt". The "Save as type:" dropdown is set to "Zip Files". At the bottom right of the dialog box, the "Save" button is highlighted with a red box.

5. Click on Save.



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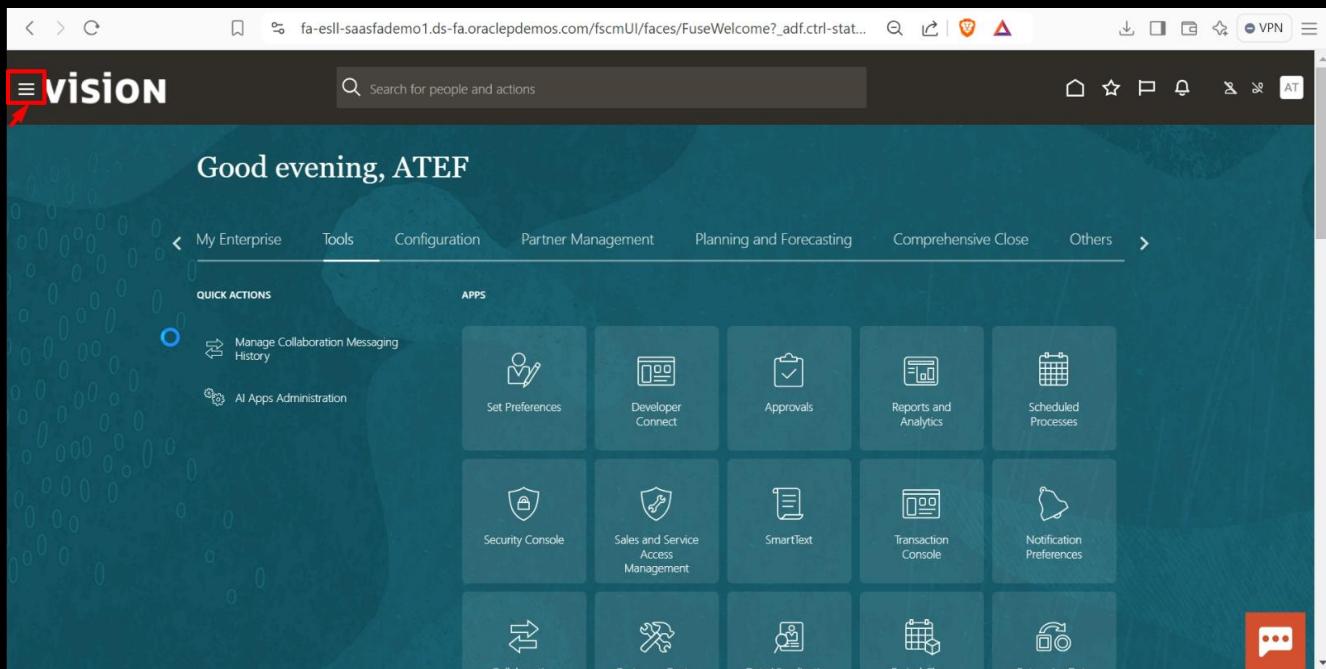


6. Click on **Save**.

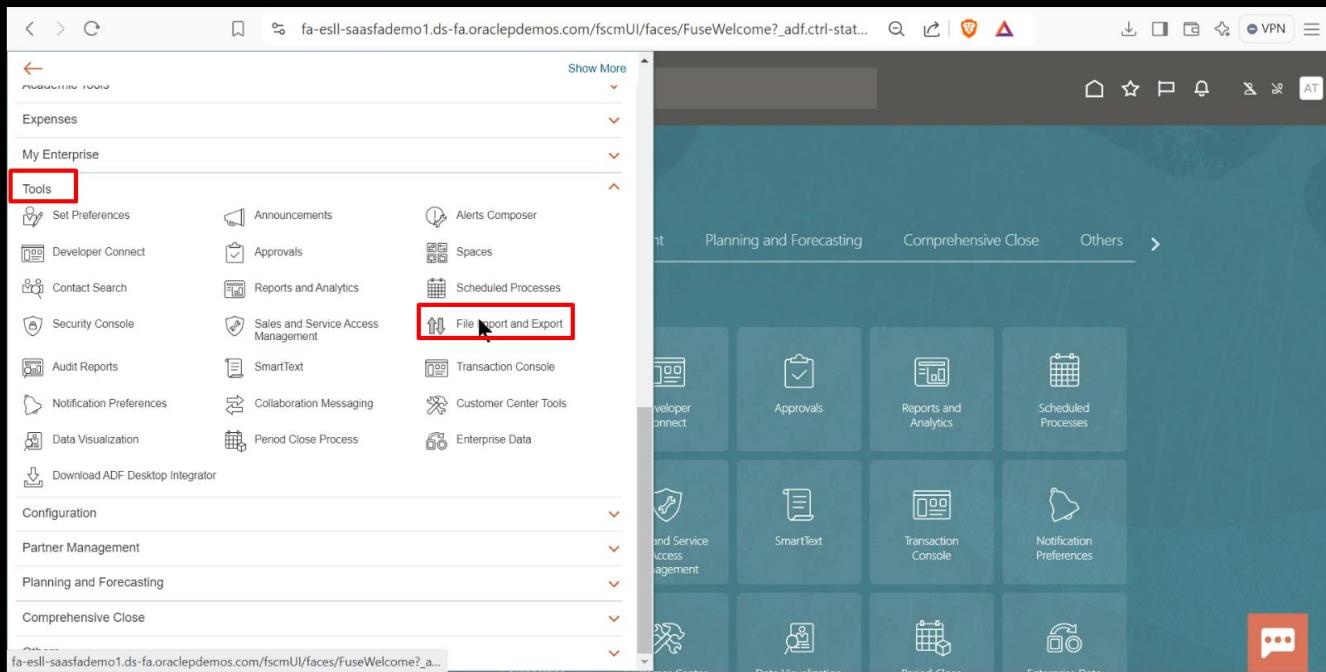
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File Import and Export



7. Click on the selected **Sign**.



8. From **Tools** click on **File Import and Export**.

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The screenshot shows the Oracle Fusion Middleware interface with the title bar "≡ vision". The main content area is titled "Overview". It features a "Search" section with various filters like "File", "Account", "Processed", "Process ID", "Owner", "Upload Date Later Than", and "Last Updated Date Later Than". Below the search is a table of search results with columns: File, Account, Owner, Upload Date, and Process ID. The results show four entries: "PozSupplierAddresses... prc/suppl... ATEF 10/6/24 2:37 PM", "PozSupplierAddresses... prc/suppl... ATEF 10/6/24 2:33 PM", "PozSupplierAddresses... prc/suppl... ATEF 10/6/24 2:28 PM", and "PozSuppliersInt.zip prc/suppl... ATEF 10/6/24 2:14 PM". At the bottom left is a "Actions" dropdown with a plus sign icon highlighted with a red box.

9. Click on the **Plus** sign.

The screenshot shows the same Oracle Fusion Middleware interface as the previous one, but with a modal dialog box titled "Upload File" overlaid. The dialog has fields for "File" (with "Choose File" button) and "Account" (set to "prc/supplier/import"). The "Save and Close" button at the bottom right of the dialog is highlighted with a red box. The background search results table is partially visible.

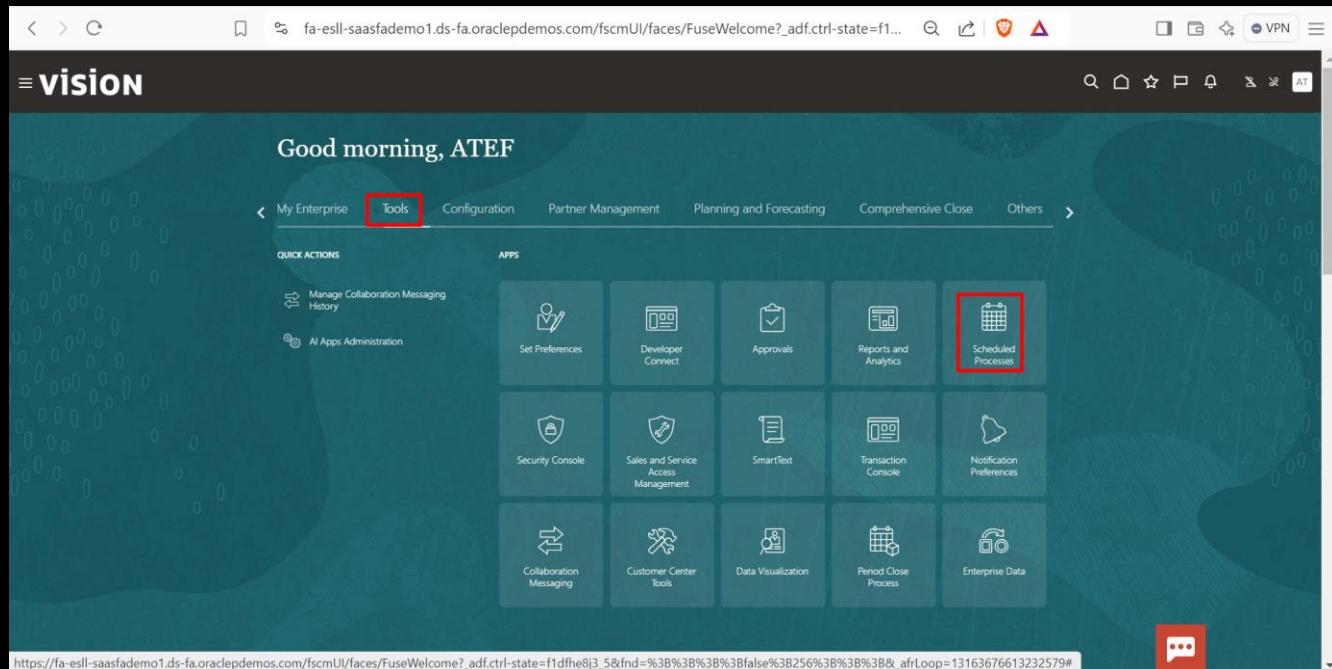
10. Select the **File** and the **Account**.

11. Click on **Save and Close**.

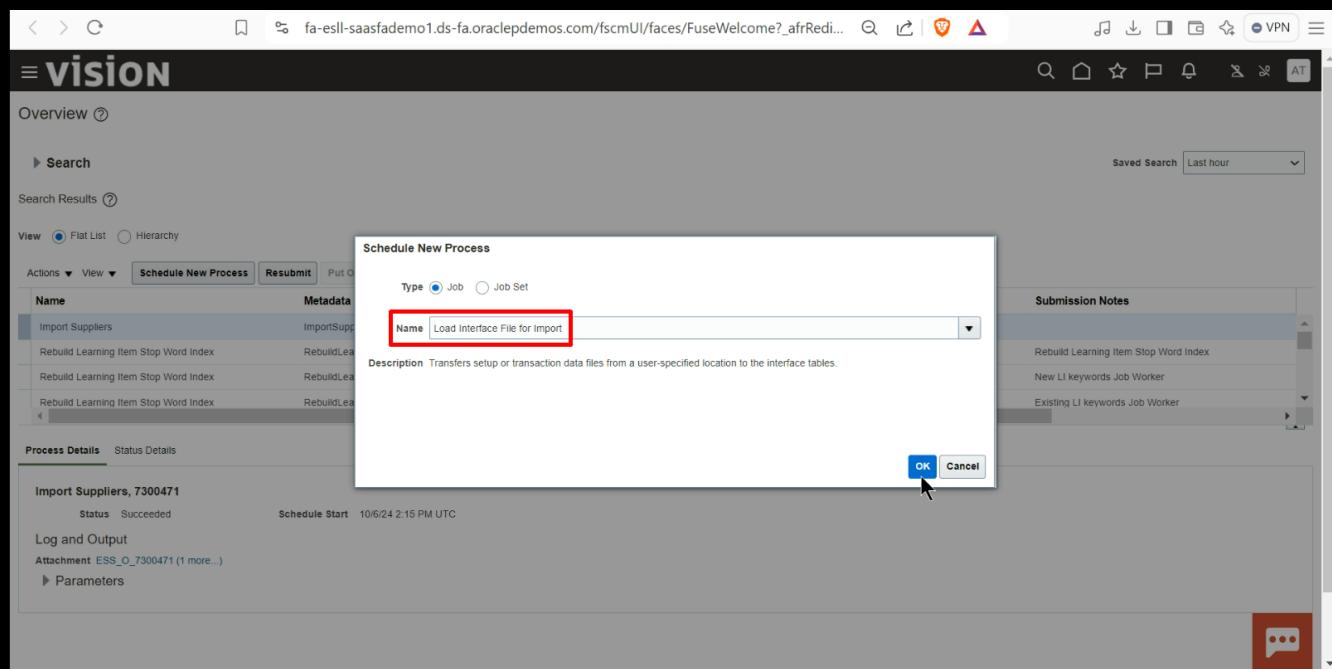
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Load Interface File for Import



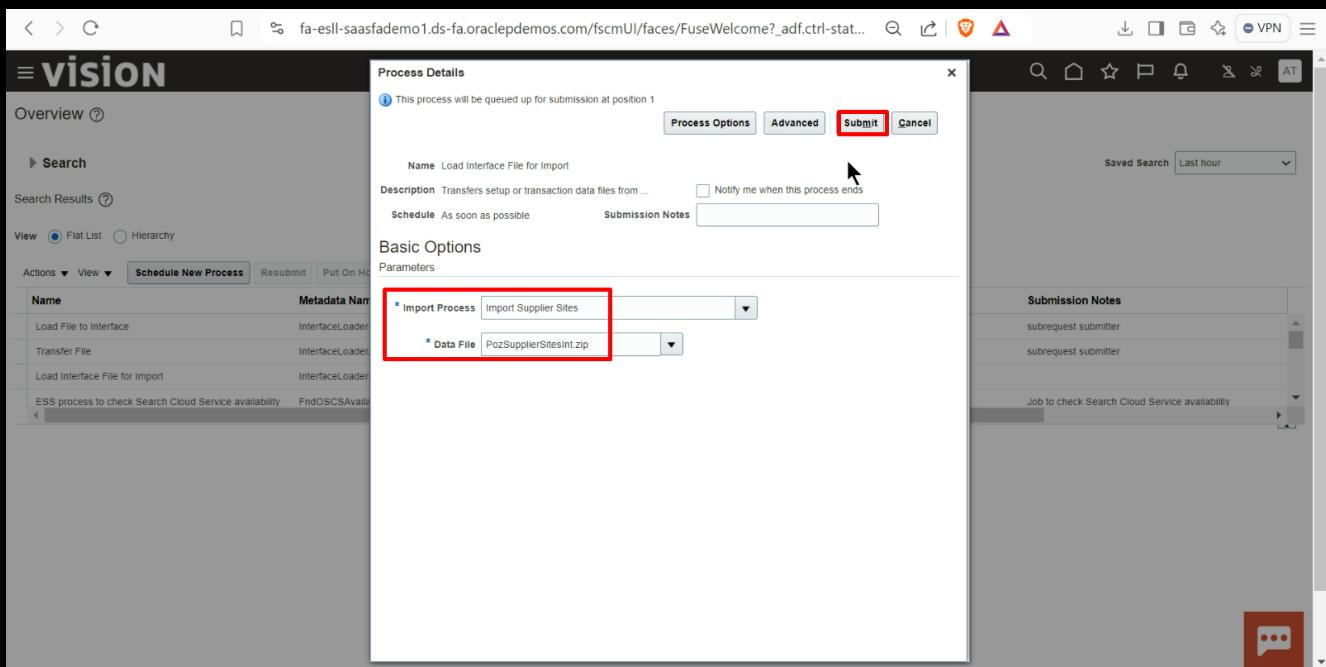
12. From **Tools** click on **Scheduled Processes**.



13. Search for **Load Interface File for Import**.

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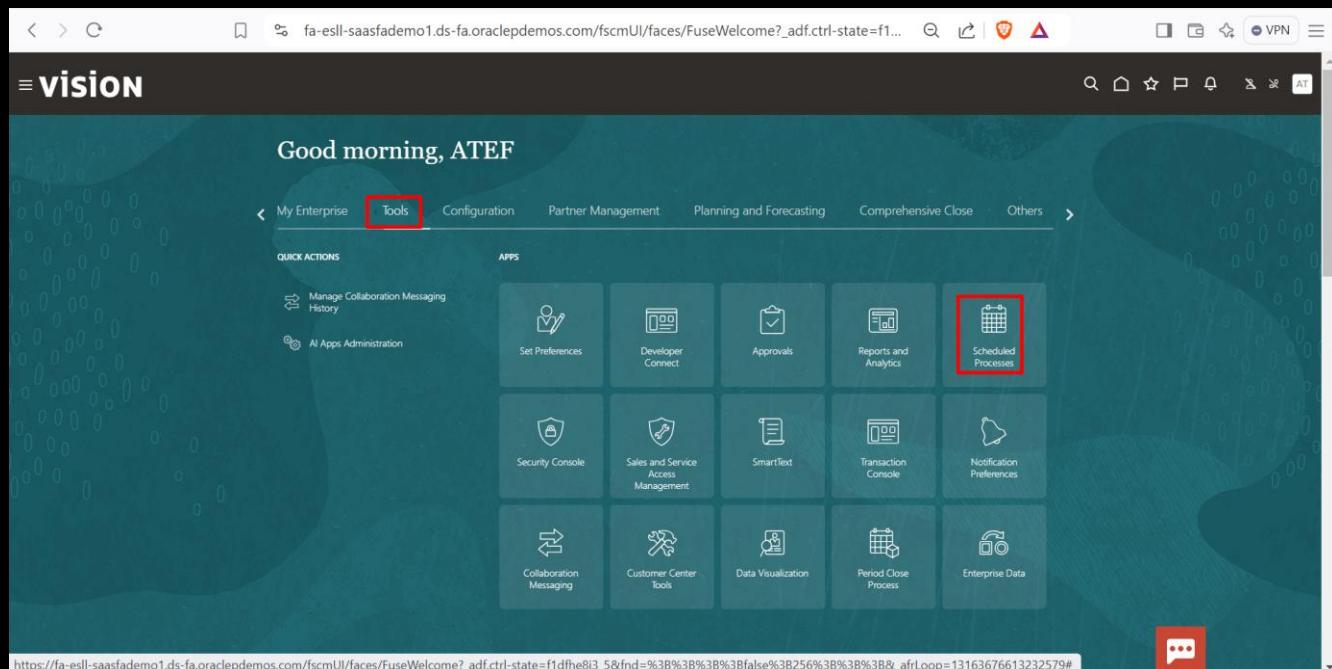
14. Select the **Import Process** and the **Data File**.

15. Click on **Submit**.

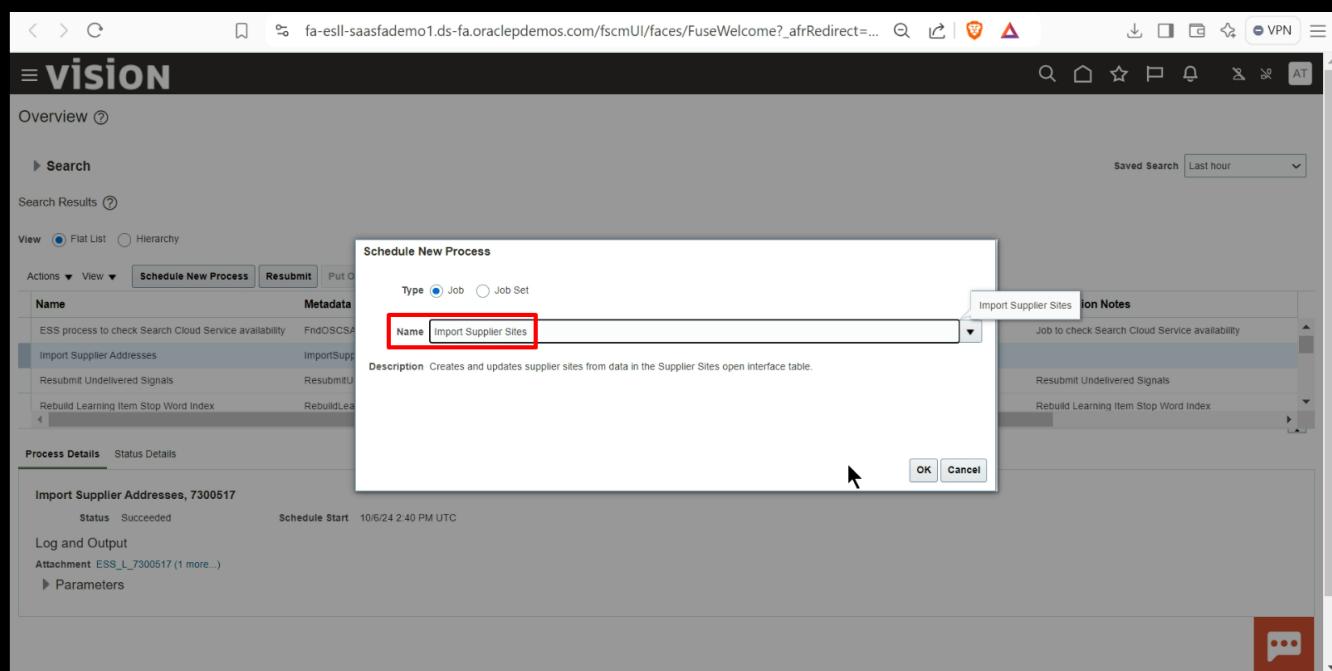
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Import Supplier Sites Process



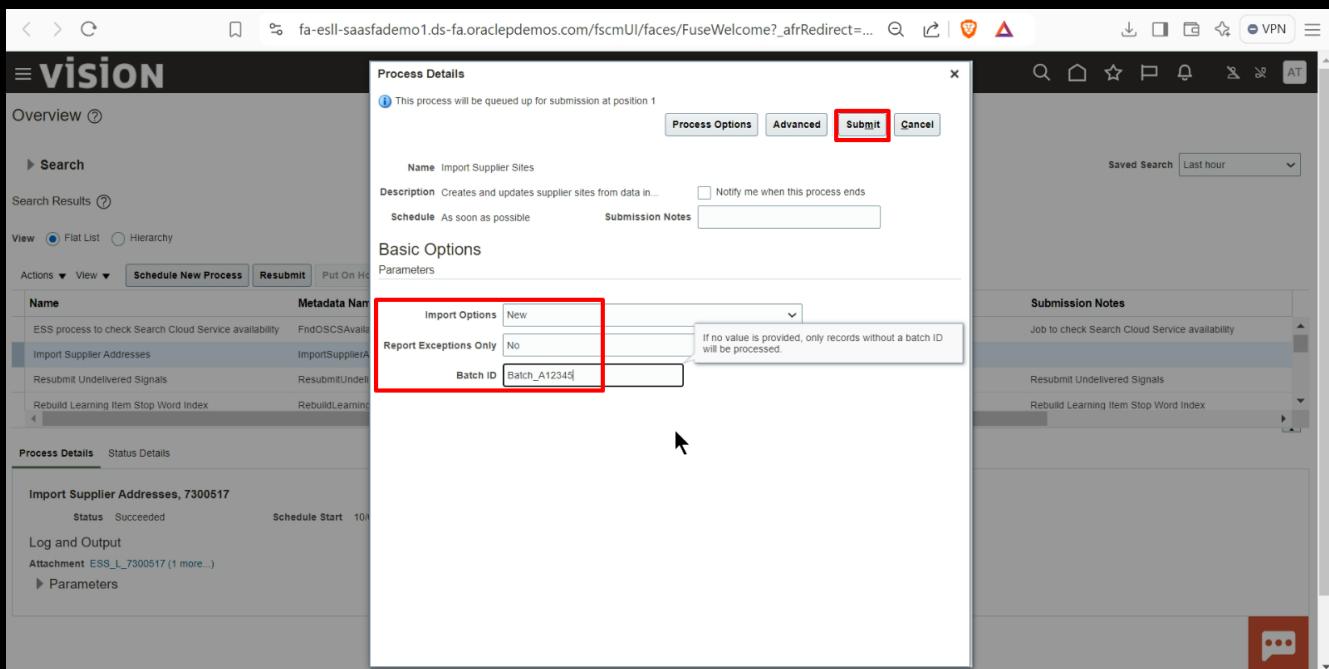
16. From **Tools** click on **Scheduled Processes**.



17. Search for **Import Supplier Sites**.

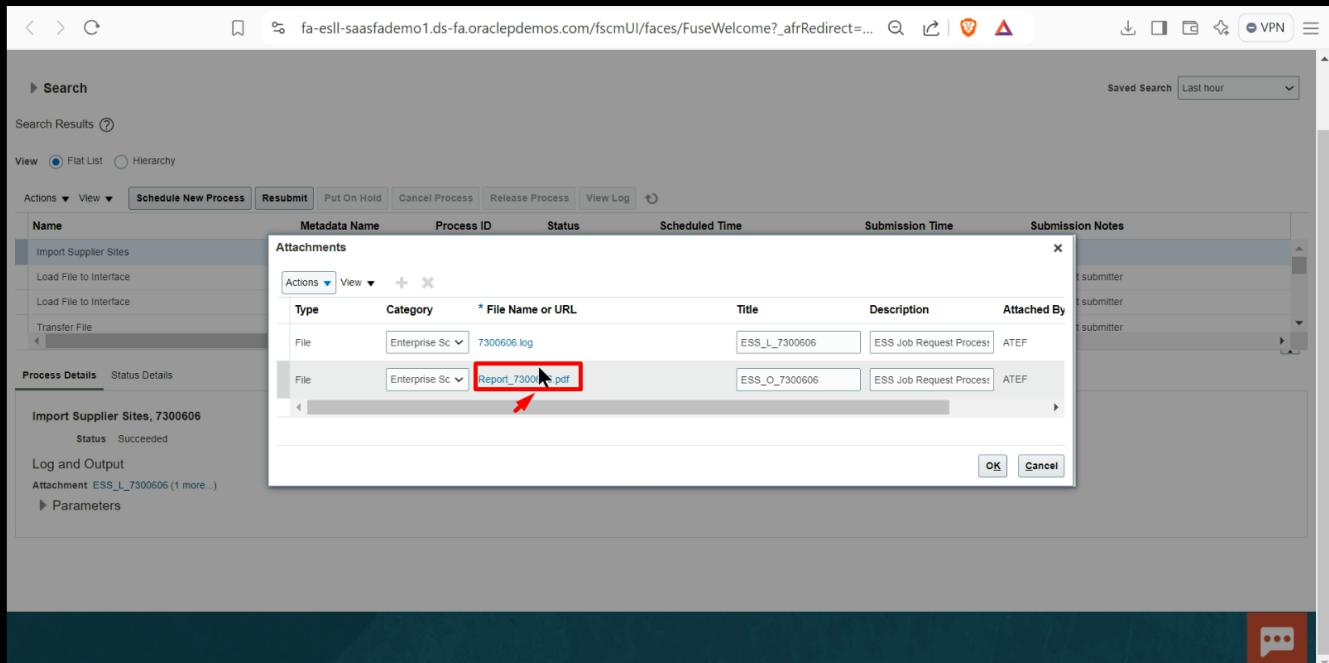
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18. Enter the **Import Options**, **Report Exceptions only** option, and the **Batch ID**.

19. Click on **Submit**.



20. Select the **Import Supplier Sites** Request and click on **more**.

21. Open the **Report**.

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The screenshot shows a PDF document titled "Supplier Sites Import Report" from Oracle. The report details the import process for supplier sites. It includes sections for "Import Options" (Report Exceptions Only, New, Batch ID: Batch_A12345), "Import Summary", and a table showing the outcome of the import. The table has columns for "Import Outcome" and "Record Count". The rows show: Supplier Sites Not Imported (0 records), Supplier Sites Imported (1 record, highlighted with a red border), Third-Party Payment Relationships Not Imported (0 records), and Third-Party Payment Relationships Imported (0 records). The PDF also features a sidebar with four numbered sections (1, 2, 3, 4) corresponding to different parts of the report.

Import Outcome	Record Count
Supplier Sites Not Imported	0
Supplier Sites Imported	1
Third-Party Payment Relationships Not Imported	0
Third-Party Payment Relationships Imported	0

22. The **Supplier Site** has been imported Successfully.

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Import Supplier Sites Assignment Template

[Download Import Supplier Sites Assignment Sheet](#)

The screenshot shows a web browser displaying the Oracle documentation for Spend Classification. The page lists various import categories under '6 Supplier Model'. One item, 'Import Supplier Site Assignments', is highlighted with a red box.

- Import Negotiation Lines
- Data Set Import

5 Spend Classification

- Import Supplier Addresses
- Import Supplier Attachments
- Import Supplier Business Classifications
- Import Supplier Contacts
- Import Supplier Products and Services Categories
- **Import Supplier Site Assignments**
- Import Supplier Sites
- Import Suppliers

7 Supply Chain Healthcare

- External Purchase Prices Import

1. Download **Import Supplier Site Assignments** Sheet.

The screenshot shows the 'Details' section of the documentation for the Import Supplier Site Assignments sheet. It includes information about the object owner and UCM account, and a table of file links.

Details

- Object owner: Procurement:Supplier Model:Supplier
- UCM account: prc/supplier/import

File Links

File	Link
XLSM template	SupplierSiteAssignmentImportTemplate.xlsm
Control files	• Supplier Site Assignments Import Control File

Job and Table Links

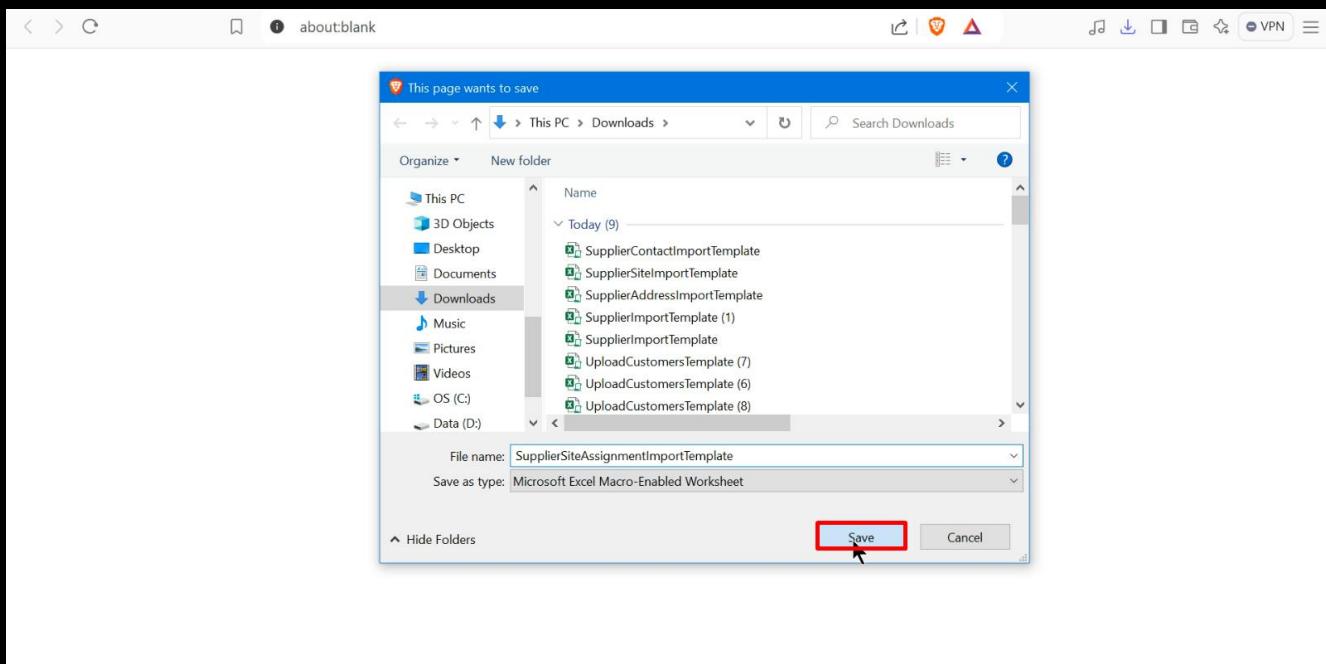
Name	Link
Scheduled process	Import Supplier Site Assignments
Tables	• POZ_SITE_ASSIGNMENTS_INT

Related Topics

2. Click on the **Hyperlink** to download the sheet.

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3. Click on **Save**.

This screenshot shows a detailed view of an Oracle documentation page for a procurement process. The top section displays 'Details' with two bullet points: 'Object owner: Procurement:Supplier Model:Supplier' and 'UCM account: prc/supplier/import'. Below this is a 'File Links' section containing a table:

File	Link
XLSM template	SupplierSiteAssignmentImportTemplate.xlsx
Control files	<ul style="list-style-type: none">Supplier Site Assignments Import Control File

Further down the page is a 'Job and Table Links' section with another table:

Name	Link
Scheduled process	Import Supplier Site Assignments
Tables	<ul style="list-style-type: none">POZ_SITE_ASSIGNMENTS_INT

At the bottom left, there is a 'Related Topics' section with a 'Like' button icon.

4. Open the **Excel** file.

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Enter Suppliers Details

SupplierSiteAssignmentImportTemplate - Excel

File Home Insert Page Layout Formulas Data Review View Developer Smart View Help

Clipboard Font Alignment Number Styles Cells Editing

F10 : X ✓ fx

Supplier Site Assignments Interface						
* Required						
Batch ID	Import Action*	Supplier Name*	Supplier Site*	Procurement BU*	Client BU*	Bill-to BU
Batch_A12345	CREATE	SYE Supplier	SYE Site	US1 Business Unit	US1 Business Unit	US1 Business Unit
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Instructions and CSV Generation POZ_SITE_ASSIGNMENTS_INT + Select destination and press ENTER or choose Paste 100%

5. Enter the **Batch ID, Import Action, Supplier Name, Supplier Site, Procurement BU, Client BU, and Bill-to BU.**

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Generate CSV File

SupplierSiteAssignmentImportTemplate - Excel

File Home Insert Page Layout Formulas Data Review View Developer Smart View Help

B12 • Each interface table is represented as a separate Excel sheet.
• The first row in each sheet contains column headers that represent the interface table columns. The columns are in the order that the control file expects them to be in the data file.
Do not change the order of the columns in the Excel sheets. Changing the order of the columns will cause the load process to fail.
You can hide columns that you do not intend to use, but you cannot delete columns. Deleting columns will cause the load process to fail.

1. Prepare the data for each interface table using the corresponding worksheet in this template. See the section **Excel Template Format** for details about this template.
2. Refer to the bubble text on each column header either for detailed instructions on preparing the data in that column, or for a description of the data and data type that the column requires.

7

8 **Loading the Data**
After you finish preparing the data, click the Generate CSV File button to generate a ZIP file containing one or more CSV files.
For information on loading the data in the CSV files into the interface tables, see the File-Based Data Import for Oracle Procurement Cloud guide on the Oracle Help Center ([docs.oracle.com](#)).

9

10

11 **Excel Template Format**

Instructions and CSV Generation POZ_SITE_ASSIGNMENTS_INT +

Ready 100%

6. Generate CSV File.

SupplierSiteAssignmentImportTemplate - Excel

File Home Insert Page Layout Formulas Data Review View Developer Smart View Help

Please select a location and file name for ZIP File

Organize New folder

Today (5)

File name: **PozSiteAssignmentsInt**

Save as type: Zip Files

Authors: RIS-F2LRSLS Tags: Add a tag

Tools Save Cancel

K L M N O P Q R S

Batch_A12END

POZ_SITE_ASSIGNMENTS_INT PozSiteAssignmentsInt +

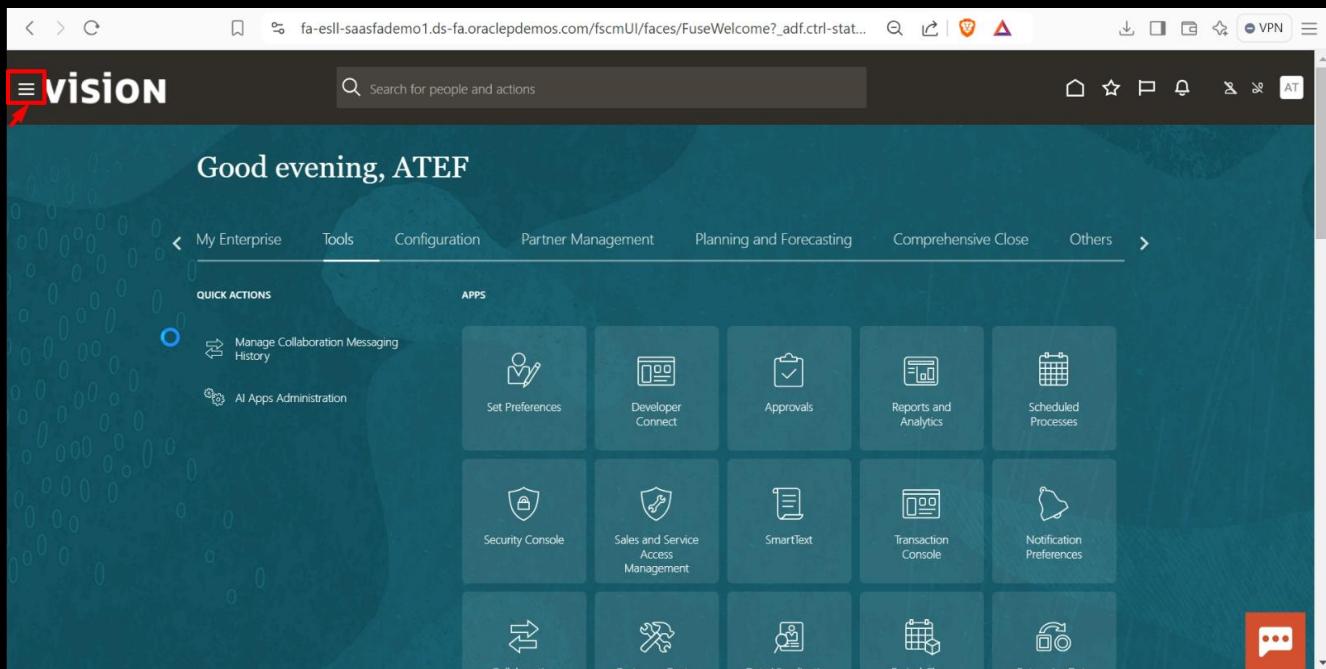
Ready 100%

7. Click on Save.

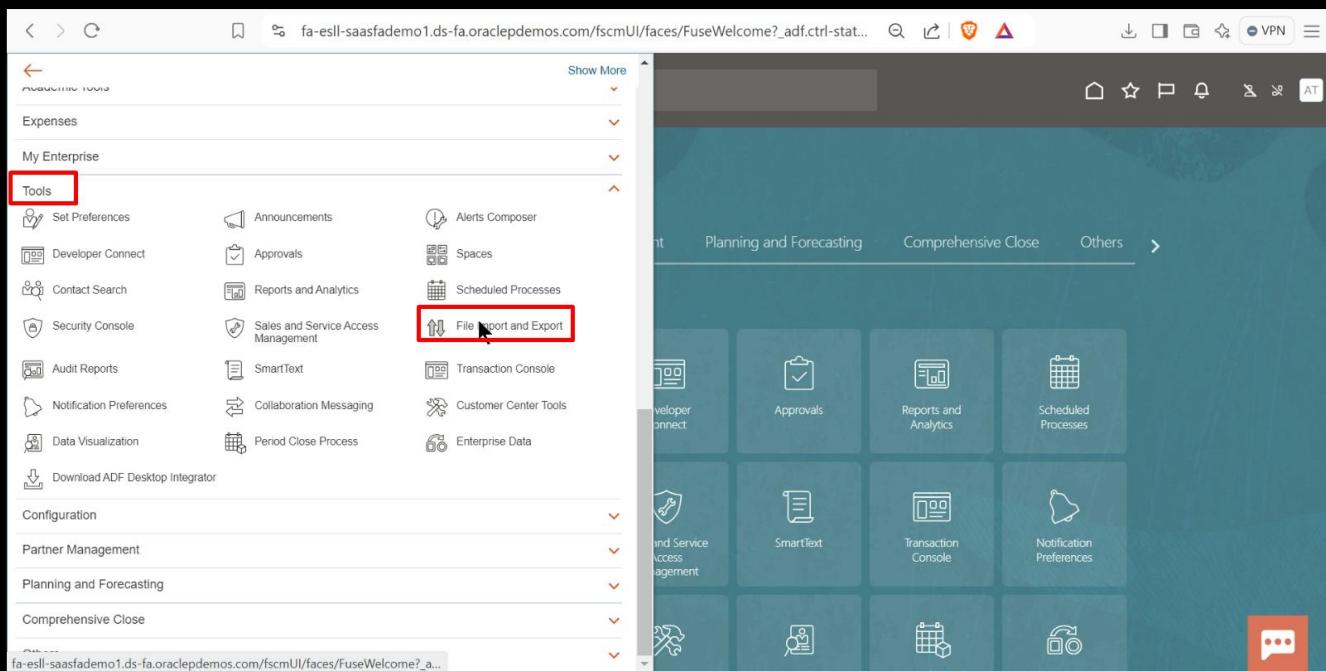
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File Import and Export



8. Click on the selected **Sign**.



9. From **Tools** click on **File Import and Export**.

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The screenshot shows the 'vision' application interface. At the top, there's a search bar with various filters like 'File', 'Account', 'Processed', 'Process ID', 'Owner', 'Upload Date Later Than', and 'Last Updated Date Later Than'. Below the search bar are 'Search' and 'Reset' buttons. Underneath, there's a section titled 'Search Results' with a header row containing 'Actions', 'View', '+', 'Account', 'Owner', 'Upload Date', and 'Process ID'. A message says 'No search conducted.' and 'Columns Hidden 5'. The main area is currently empty.

10. Click on the **Plus sign**.

The screenshot shows the 'vision' application interface with the search results table visible. A modal dialog box titled 'Upload File' is open in the center. It contains fields for 'File' (with 'Choose File' and 'PozSiteAssignmentsInt.zip' selected) and 'Account' (set to 'prc/supplier/import'). At the bottom right of the dialog is a 'Save and Close' button, which is highlighted with a red box. The background table shows several uploaded files with their details.

File	Account	Owner	Upload Date	Process ID
PozSupContactInt.zip	prc/suppl...	ATEF	10/6/24 3:19 PM	
PozSupplierSitesInt.zip	prc/suppl...	ATEF	10/6/24 3:12 PM	
PozSupplierAddressesInt...	prc/suppl...	ATEF	10/6/24 2:37 PM	
PozSupplierAddressesInt...	prc/suppl...	ATEF	10/6/24 2:33 PM	
PozSupplierAddressesInt...	prc/suppl...	ATEF	10/6/24 2:26 PM	
PozSuppliersInt.zip	prc/suppl...	ATEF	10/6/24 2:14 PM	

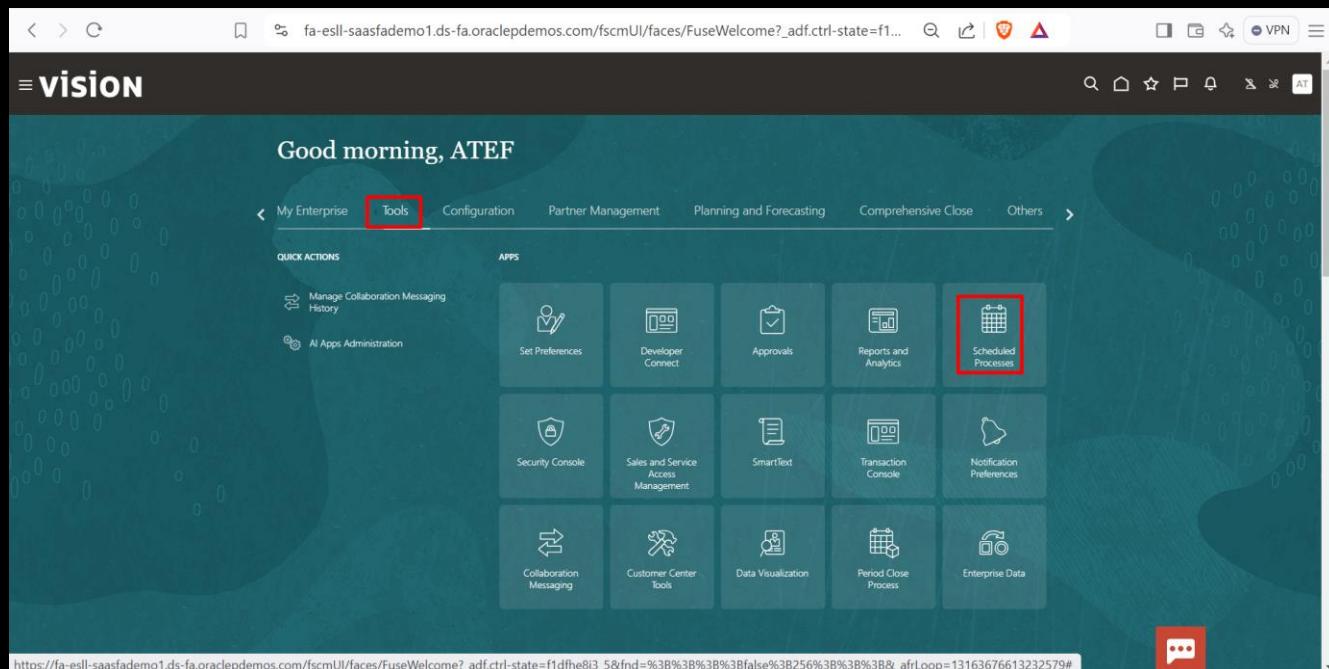
11. Select the **File** and the **Account**.

12. Click on **Save and Close**.

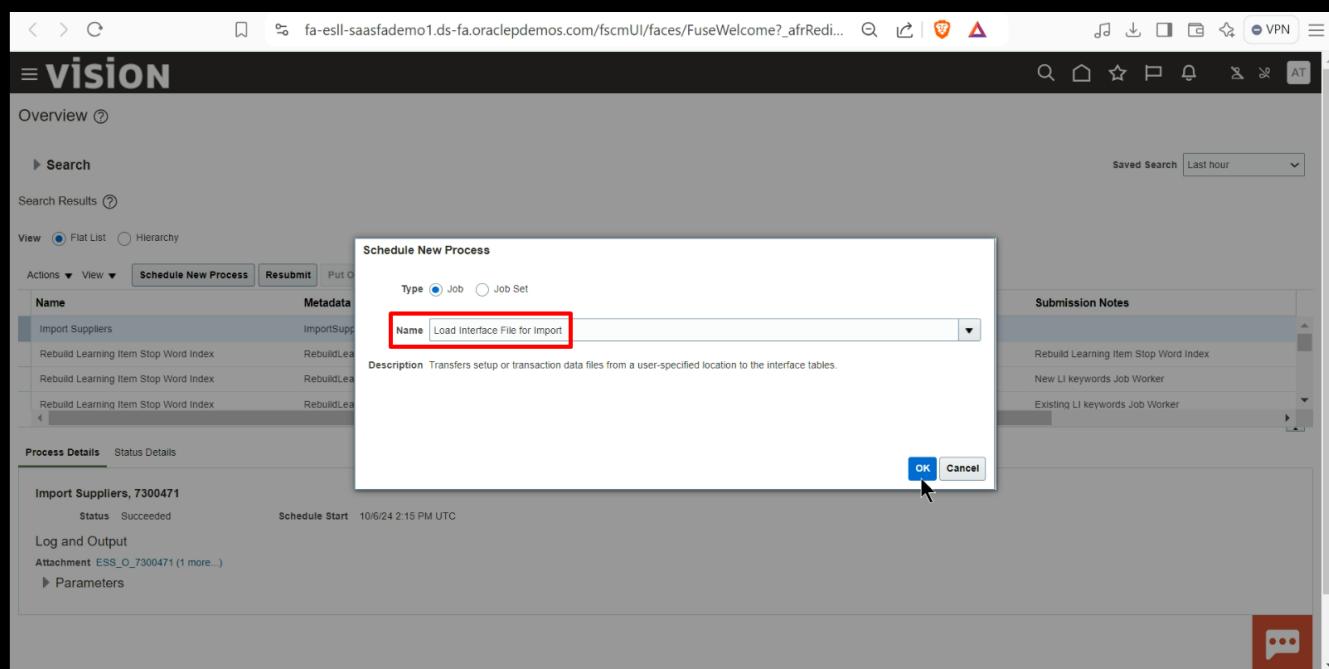
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Load Interface File for Import



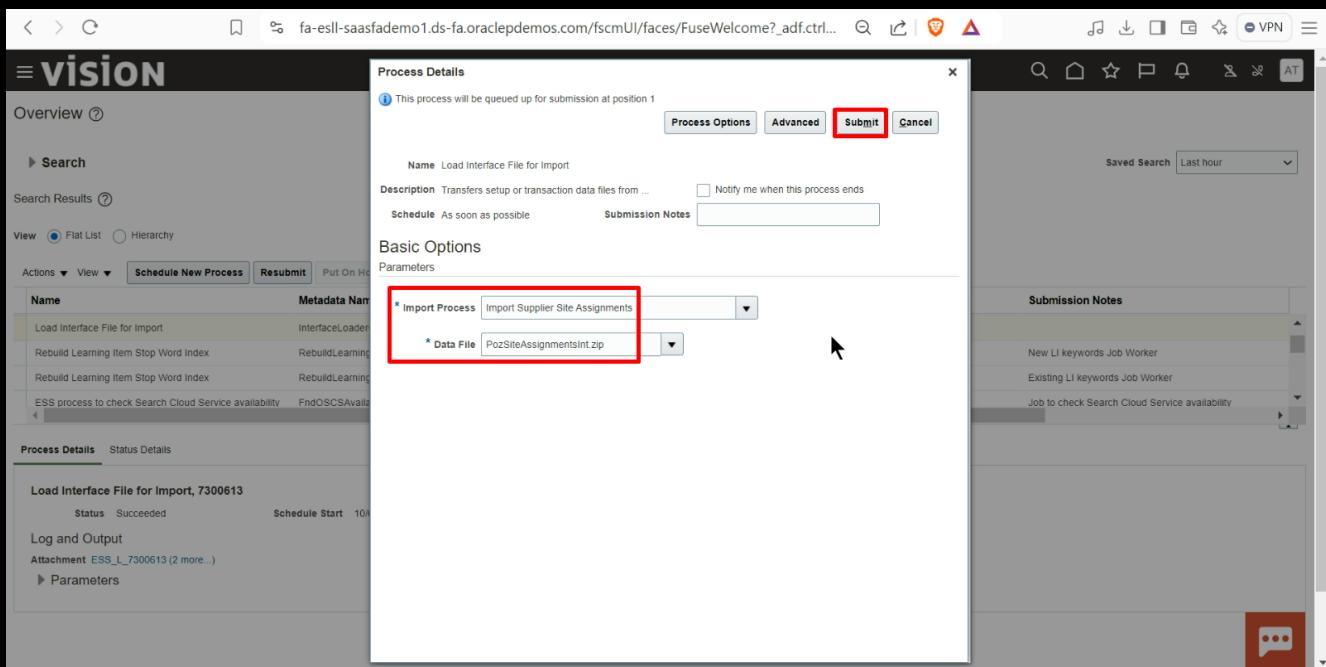
13. From **Tools** click on **Scheduled Processes**.



14. Search for **Load Interface File for Import**.

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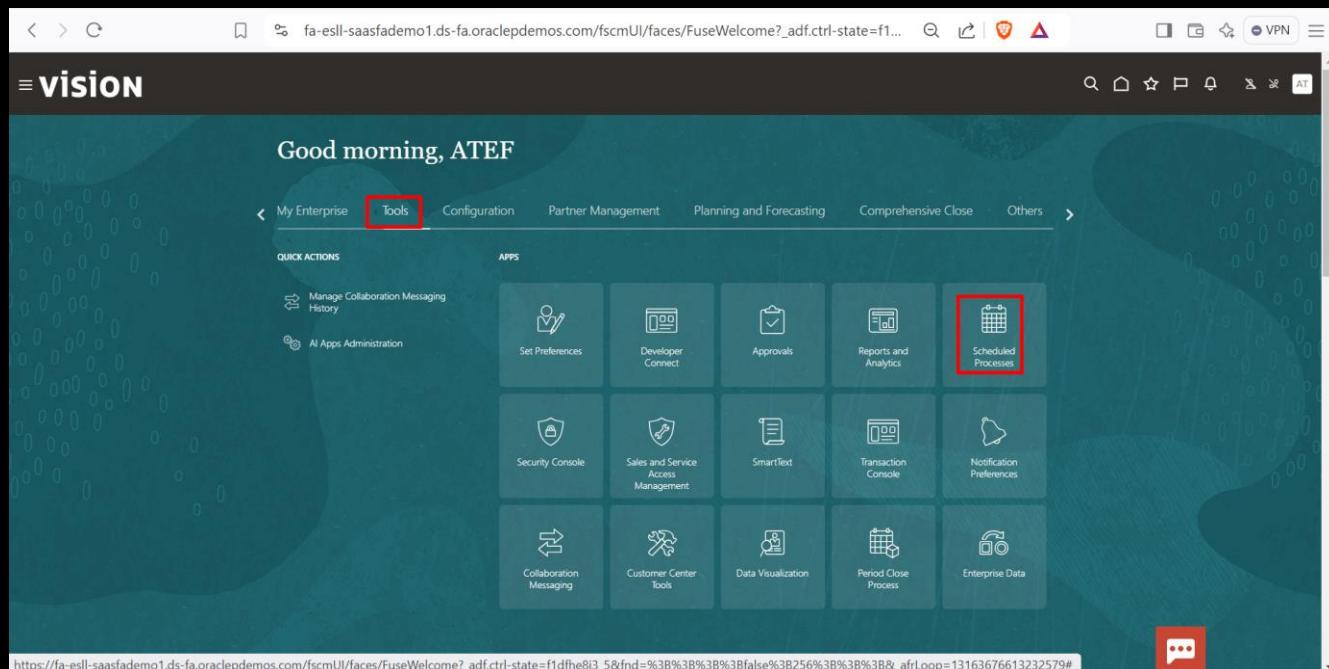
15. Select the **Import Process** and the **Data File**.

16. Click on **Submit**.

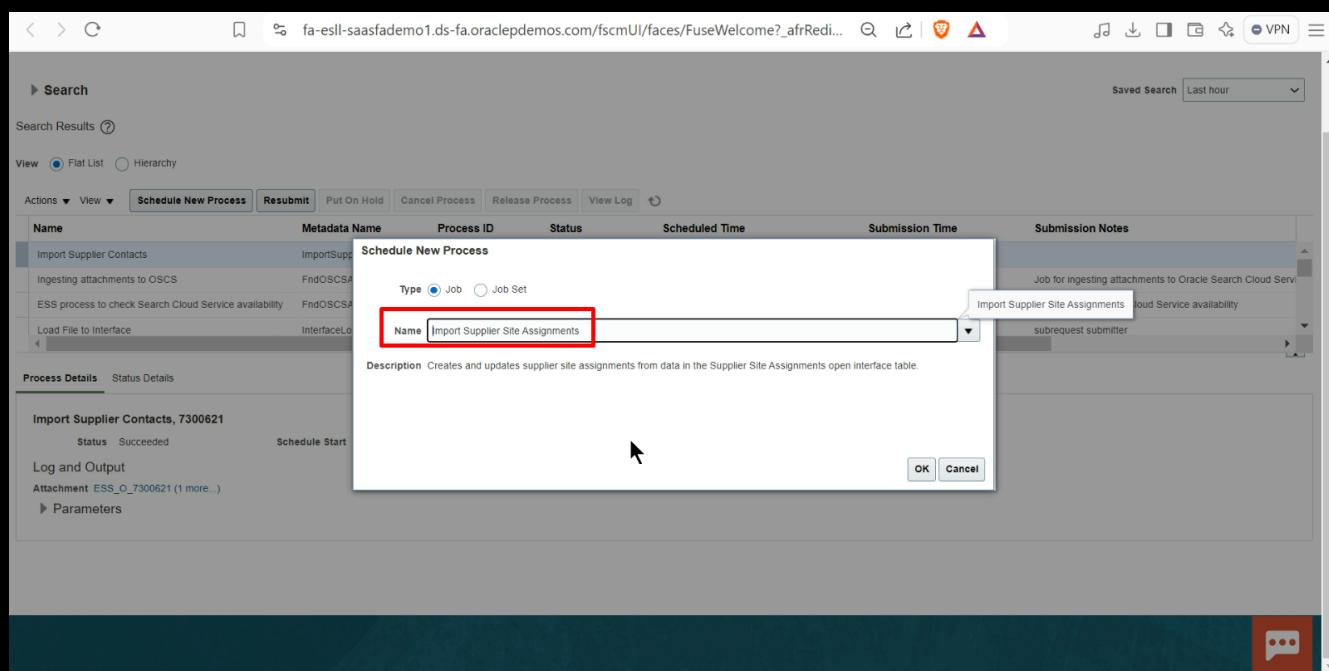
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Import Supplier Sites Assignment Process



17. From **Tools** click on **Scheduled Processes**.



18. Search for **Import Supplier Site Assignments**.

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Process Details
This process will be queued up for submission at position 1

Name: Import Supplier Site Assignments
Description: Creates and updates supplier site assignments f...
Schedule: As soon as possible
Submission Notes:

Basic Options
Parameters

Import Options: New
Report Exceptions Only: No
Batch ID: Batch_A12345

19. Enter the **Import Options**, **Report Exceptions only** option, and the **Batch ID**.

20. Click on **Submit**.

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Submission Notes
Import Supplier Site Assignments	ImportSupplierSiteAssign	7300629	Succeeded	10/6/24 3:26 PM UTC	10/6/24 3:26 PM UTC	
Load File to Interface	InterfaceLoaderSqlImport	7300628	Succeeded	10/6/24 3:26 PM UTC	10/6/24 3:26 PM UTC	subrequest submitter
ESS process to check Search Cloud Service availability	FndOSSCAvailabilityJob	7300627	Wait	10/6/24 3:30 PM UTC	10/6/24 3:26 PM UTC	Job to check Search Cloud Service availability
Transfer File	InterfaceLoaderAsyncJob	7300626	Succeeded	10/6/24 3:26 PM UTC	10/6/24 3:26 PM UTC	subrequest submitter

Process Details Status Details

Import Supplier Site Assignments, 7300629
Status: Succeeded Schedule Start: 10/6/24 3:26 PM UTC

Log and Output
Attachment ESS_O_7300629 (1 more...)

21. Select the **Import Supplier Site Assignment** Request and click on **more**.

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The screenshot shows the Oracle Financial Services Cloud Management (FSCM) application interface. A modal dialog titled 'Attachments' is open over a list of processes. The list includes 'Import Supplier Site Assignments', 'Load File to Interface', 'ESS process to check Search Cloud Service availability', and 'Transfer File'. The 'Import Supplier Site Assignments' row is selected. The 'Attachments' dialog contains two entries: 'Report_7300629.pdf' and '7300629.log'. The 'Report_7300629.pdf' entry is highlighted with a red box. The dialog has 'OK' and 'Cancel' buttons at the bottom.

22. Open the Report.

The screenshot shows a PDF document titled 'Supplier Site Assignments Import Report'. The document header includes the Oracle logo and the report date: 10/6/24 3:26 PM GMT+00:00. The page number is 1 of 3, and the request ID is 7300629. The 'Import Options' section shows 'Report Exceptions Only' and 'Batch ID: Batch_A12345'. The 'Import Summary' table has two rows:

Import Outcome	Record Count
Supplier Site Assignments Not Imported	0
Supplier Site Assignments Imported	1

23. The **Supplier Site Assignment** has been imported Successfully.

24. The **supplier** has been created with its **address**, **Site**, and **Site Assignment**.