

### Overview

The Supplier Import Programs can be used to import Supplier's information from external systems into Oracle Fusion Applications using Open Interface tables. An organization may need to use the Import Suppliers process under different circumstances:

- Acquisitions or mergers that necessitate importing suppliers into the organization.
- Migrating suppliers from legacy systems into Fusion Applications

It is first important to understand the setup of Business Units related to suppliers, as this affects the way the import process works. Oracle Fusion Applications allows users to define client - service provider relationships between procurement business units. A Procurement Business Unit may act as a service provider offering procurement services for one or more client requisitioning Business Units. Supplier Sites are always setup to be Procurement Business Unit specific. Site Assignments are created to associate the Supplier Site with client Business Units. These include both requisitioning business units and sold-to (payables) business units

### Programs and Interface Tables

The following are the four processes that are used to import Supplier information:

- ü Suppliers
- ü Supplier Address
- ü Supplier Sites
- ü Supplier Site Assignments
- ü Supplier Contacts
- ü Supplier Business Classifications
- ü Supplier Products and Services Categories

Supplier Import functionality validates and imports the information loaded into the Supplier Interface table and reports on any errors for suppliers that cannot be imported. The names of these tables are given below:

- ü POZ\_SUPPLIERS\_INT
- ü POZ\_SUP\_ADDRESSES\_INT
- ü POZ\_SUPPLIER\_SITES\_INT
- ü POZ\_SITE\_ASSIGNMENTS\_INT
- ü POZ\_SUP\_CONTACTS\_INT
- ü POZ\_SUP\_CONTACT\_ADDRESSES\_INT
- ü POZ\_SUP\_BUS\_CLASS\_INT
- ü POZ\_SUP\_PROD\_SERV\_INT

### Process Flow

Basically there are 3 steps involved if suppliers imports

- ü Download the xlsx template from Repository and prepare the data based on instruction provided.
- ü Upload the data files to respective UCM folder.
- ü Run the Import Process

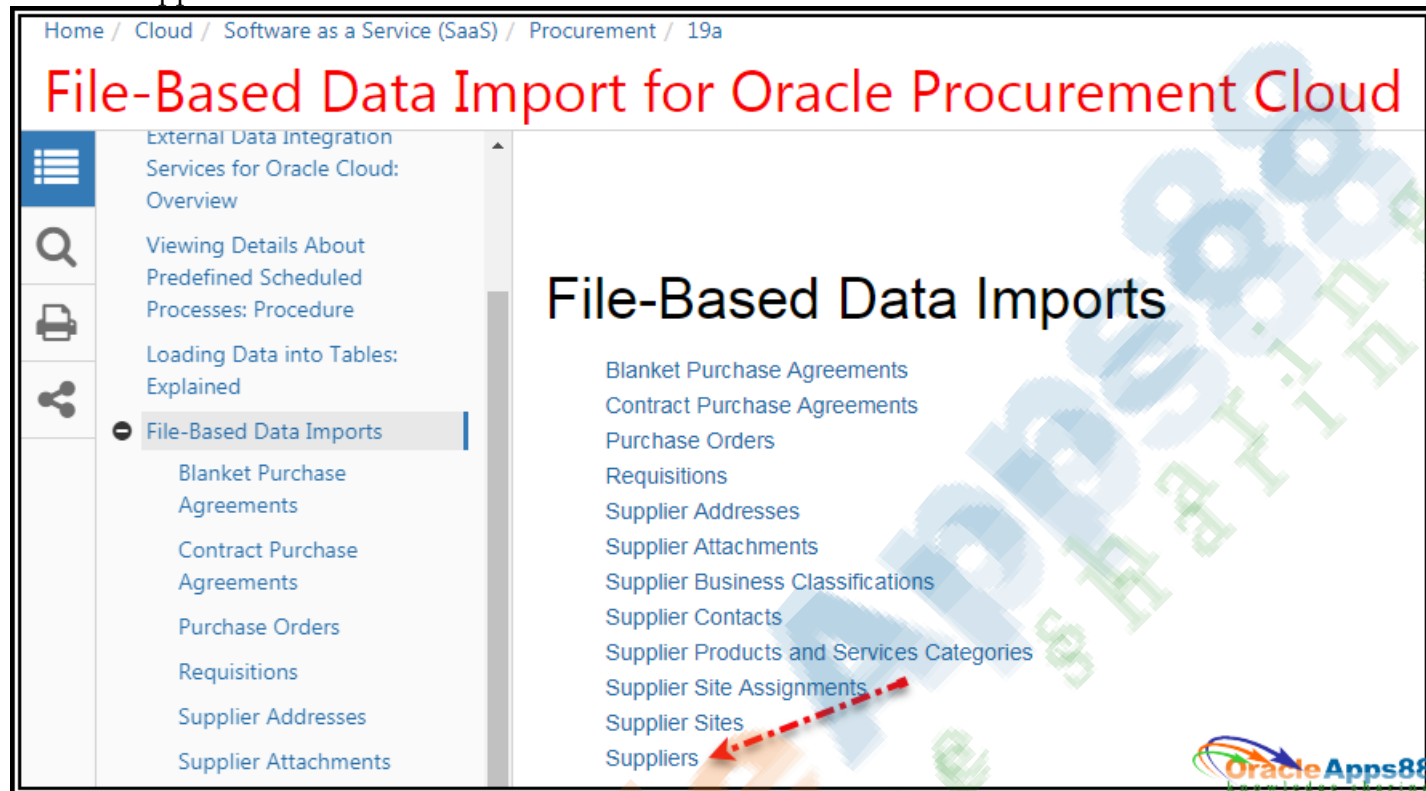
### Suppliers Import

**Step 1:** Download the file based data loader (FBDL) template from oracle fusion repository. You can access the repository by using below link

<https://docs.oracle.com/en/cloud/saas/procurement/19a/oefbp/FBDIOverview.html>

Click on the procurement **File-Based Data Imports**. It will list out all file based data imports for supplier related imports. Please see below screen shot.

Click on Suppliers link



**Step 2:** Click on the “SupplierImportTemplate.xlsm” and save the file in to local system.

UCM Account : **prc/supplier/import**

XLSM Template: **SupplierImportTemplate.xlsm**

# Suppliers

Imports suppliers from external sources into Oracle Fusion Supplier Model.

## Details

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

## File Links

File	Link
XLSM template	<a href="#">SupplierImportTemplate.xlsm</a>
Control files	<a href="#">Supplier Import Control File</a>

## Job and Table Links

Name	Link
Scheduled process	<a href="#">Import Suppliers</a>
Table	<a href="#">POZ_SUPPLIERS_INT</a>

## Related Topics

- [Supplier Import Process: Explained](#)



**Step 3:** Open the XLSM template from your local machine. DON'T make any changes to the first tab. Follow the instruction and feed data into **POZ\_SUPPLIERS\_INT** tab.

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## Suppliers Interface

**Overview**

Suppliers Interface process allows you to load suppliers from an external system. The process validates data in the POZ\_SUPPLIERS\_INT table and moves the data into POZ\_SUPPLIERS table and a few other tables(HZ\_PARTIES,HZ\_ORGANIZATION\_PROFILES and HZ\_PARTY\_USG\_ASSIGNMENTS). For loading data into the POZ\_SUPPLIERS\_INT table, please use the control file PozSuppliersInt.ctf

**Preparing the Table Data**

1. Prepare the data 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.

**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).

Generate CSV File

Instructions and CSV Generation POZ\_SUPPLIERS\_INT

Batch ID	Import Action *	Supplier Name*	Supplier Name New	Supplier Number	Alternate Name	Tax Organization Type	Supplier Ty
XXA1_10001	CREATE	XXA1_AT and T			AT and T	Corporation	Supplier
XXA1_10001	CREATE	XXA1_Barnhart Deborah			Barnhart Deborah	Corporation	Supplier
XXA1_10001	CREATE	XXA1_Terrier			Terrier	Corporation	Supplier
XXA1_10001	CREATE	XXA1_Amada Inc			Amada Inc	Corporation	Supplier
XXA1_10001	CREATE	XXA1_State of California			State of California	Corporation	Supplier
XXA1_10001	CREATE	XXA1_Alps Lab			Alps Lab	Corporation	Supplier

Instructions and CSV Generation POZ\_SUPPLIERS\_INT

**Note: While preparing the data make sure verify below**

- ü Provide the date format mentioned in instruction sheet for date columns.
- ü Few columns are lookup based, pick the value from them. See below

**Suppliers Interface**

\* Required

Batch ID	Import Action *
XXA1_10001	CREATE
XXA1_10001	CREATE
	UPDATE

- ü Verify the comment associated for each column to find the actual values accepted by the import process. See below for Supplier Type column.



Supplier Number	Column Name: SEGMENT1
	Data Type: VARCHAR2(30 CHAR)
	Description: Supplier number. If you plan to use automatic supplier numbering then no value need be provided here.

**Step 4:** After entering the data points for the required fields and any additional fields which you want to import, go to Instructions tab and click on Generate CSV File button.

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## Suppliers Interface

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**Generate CSV File**

Instructions and CSV Generation POZ\_SUPPLIERS\_INT

This generates the csv file and zip into a folder. See below

**PozSuppliersInt.zip**

**PozSuppliersInt.csv**

Click on Ok

**Note:** The filenames generated by the FBDI template (SupplierImportTemplate.xlsm) should NOT be changed for csv files.

Filenames are of the following format:

- ü Interface table names in bookcase format. For example: POZ\_SUPPLIERS\_INT will have a csv file with name PozSuppliersInt.csv

- ü You will get below errors if any changes .csv files

Invalid data format

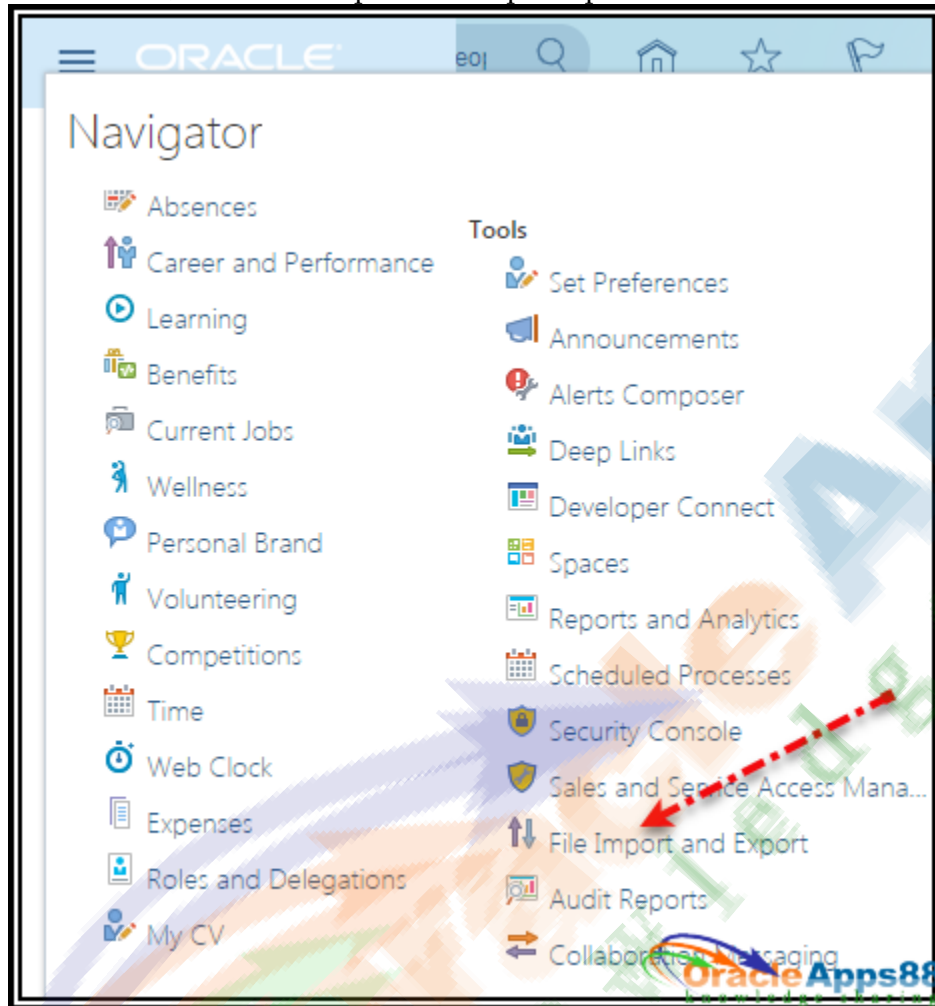
No metadata found

This issue is because of wrong file names of csv files or incorrect contents in the csv files.

**Step 5:** Use any user related to procurement area to login Fusion application For suppliers import I have used "Calvin.Roth".

**Step 6:** Click on navigator as shown below.

Under Tools, select File Import and Export option.



It will open below screen.

Click on upload option to add the zip file to content management server.

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### Overview

#### Search

File

Account

Processed

Process ID

Owner

Upload Date Later Than

Last Updated Date Later Than

#### Search Results

Actions

File	Account	Owner	Upload Date	Process ID
No search conducted.				
Columns Hidden 5				

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It will prompt for File and Account.

Select the zip file generated by previous step and use account “**prc/supplier/import**” from LOV. The zip file will be placed on content management server in the specified folder.

**Overview**

Search

File

Account

Processed

Process ID

**Upload File** [X]

\* File  PozSuppliersInt.zip

\* Account

Search Results

Actions View + X

File	Account	Owner	Upload Date	Process ID
------	---------	-------	-------------	------------

**Note:** Make sure you select the correct folder. This information is provided on Overview tab of repository. See below



# Suppliers

Imports suppliers from external sources into Oracle Fusion Supplier Model.

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Control files	<a href="#">Supplier Import Control File</a>

## Job and Table Links

Name	Link
Scheduled process	<a href="#">Import Suppliers</a>
Table	<a href="#">POZ_SUPPLIERS_INT</a>

## Related Topics

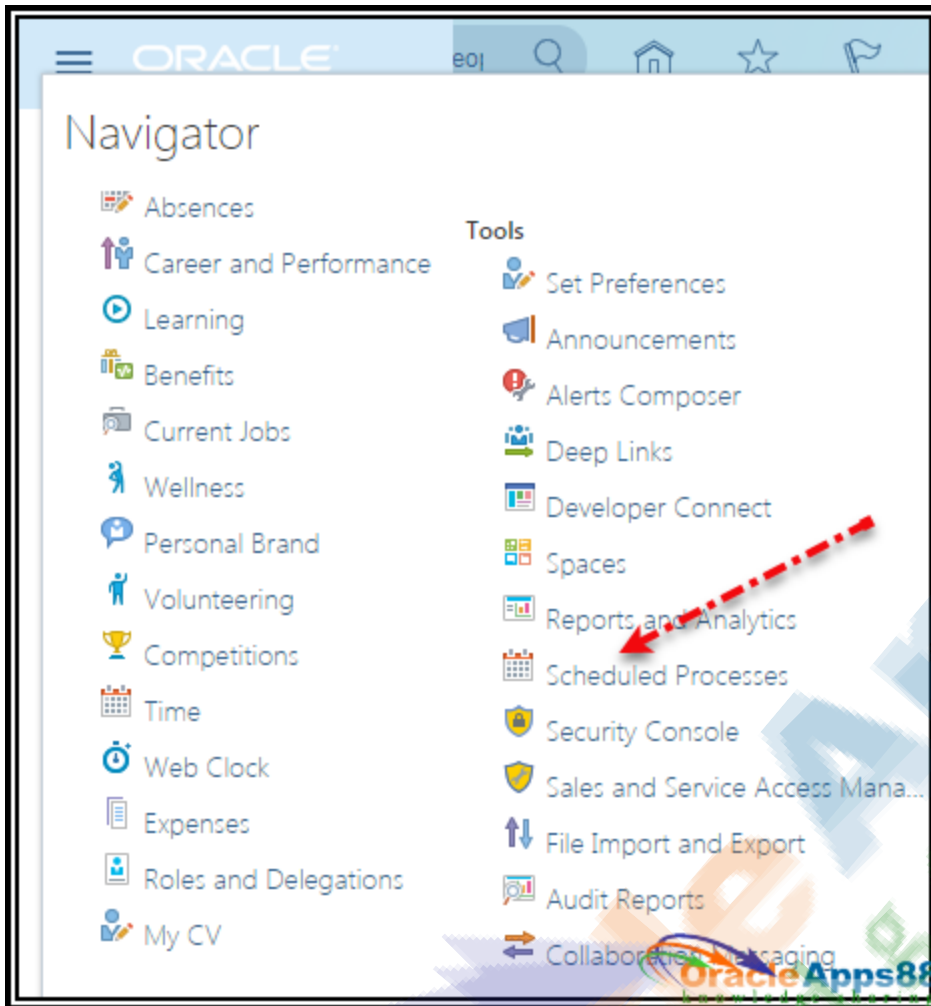
- [Supplier Import Process: Explained](#)



Click on Save and Close.

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Overview				
Search Results				
Actions ▼	View ▼	+	×	
File	Account	Owner	Upload Date	Process ID
PozSuppliersInt.zip	prc/supplier/import	OracleApps	3/25/19 10:25 AM	

**Step 7:** Load the data into respective interface tables using "Load Interface File for Import" ESS job. Click on Navigator -> Tools -> **Scheduled Process** as shown below.



It will open below screen. Click on Schedule New Process as shown below.

It will open Schedule New Process Dialog box. Select Job and expand the LOV and click on the Search link  
Enter "Load%Interface%" and hit search button. Select Load Interface File For Import and click OK button.

**Overview**

► **Search** Saved Search | La

**Search Results**

View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↺

Name	Process ID	Status	Scheduled Time
No data to display.			

**Schedule New Process**

Type ☒ Job ☐ Job Set

Name Load Interface File for Import

Description Transfers setup or transaction data files from a user-specified location to the interface tables.

OK Cancel

Select the Import Process “**Import Supplier**” and your zip file uploaded in the previous step in Data File Lov.  
Click on Submit Button.  
Click on Ok

**Process Details** ✕

i This process will be queued up for submission at position 20

Process Options Advanced **Submit** Cancel

Name Load Interface File for Import

Description Transfers setup or transaction data files from ... ☐ Notify me when this process ends


Schedule As soon as possible Submission Notes


**Basic Options**

Parameters

\* Import Process Import Suppliers ▼

\* Data File PozSuppliersInt.zip ▼



It will submit 2 Child ESS jobs as shown below. Click on the refresh  button to check newly submitted requests

- 1) Transfer File
- 2) Load File to Interface

Make sure all 3 ESS jobs should complete normal if there are no errors in your data file. In case of any errors, click on error job and check for Log and Out files for errors and fix it. Repeat the above process for uploading and loading the revised data file. See below example

Double click on the **Load File to Interface** job and click on the log file

The screenshot displays the Oracle Cloud/Fusion interface for the FBDI process. At the top, there are action buttons: 'Schedule New Process', 'Resubmit', 'Put On Hold', 'Cancel Process', 'Release Process', and 'View Log'. Below these is a table with the following data:

Name	Process ID	Status	Scheduled Time	Submission Time
Load File to Interface	1496995	Succeeded	3/25/19 10:39 AM UTC	3/25/19 10:39 AM UTC
Transfer File	1496994	Succeeded	3/25/19 10:39 AM UTC	3/25/19 10:39 AM UTC
Load Interface File for Import	1496993	Succeeded	3/25/19 10:39 AM UTC	3/25/19 10:39 AM UTC

Below the table, the details for the 'Load File to Interface' job (Process ID 1496995) are shown. The status is 'Succeeded', the schedule start time is '3/25/19 10:39 AM UTC', and the parent ID is '1496993'. A red dashed arrow points to the 'Log and Output' section, which shows an attachment named 'ESS\_L\_1496995'. There is also a 'Parameters' section with a right-pointing arrow.

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```

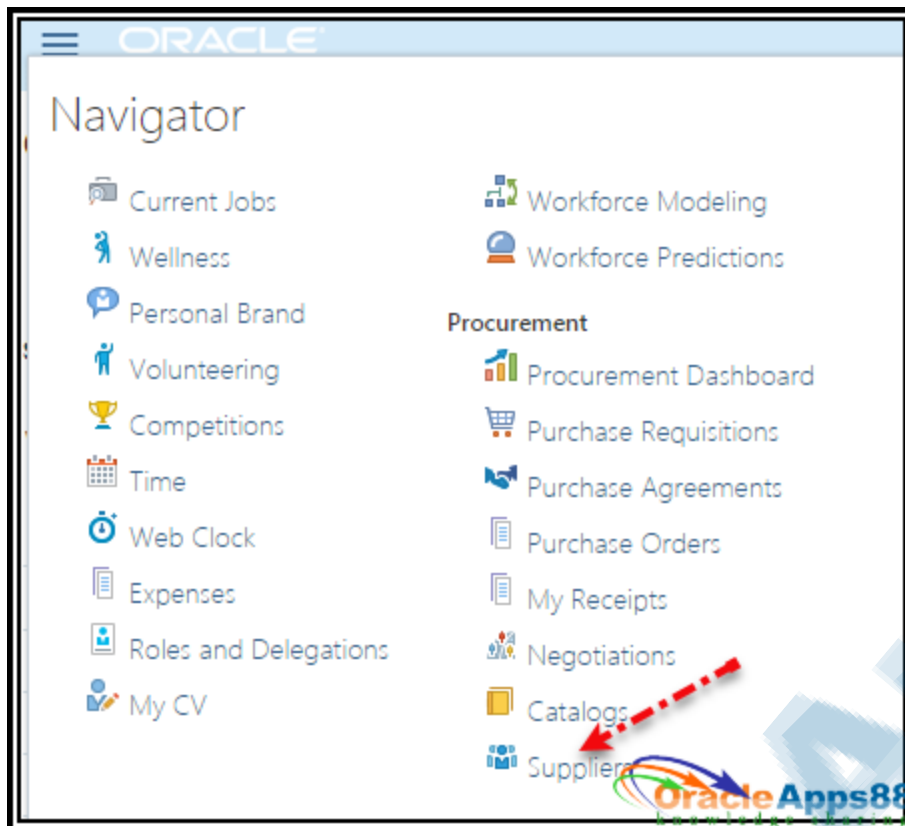
340     SQL string for column : "trim(:BATCH_ID)"
341 PARTY_NUMBER                NEXT      *      , O(") CHARACTER
342     SQL string for column : "decode(:PARTY_NUMBER, '#NULL', POZ_UTIL.
343 SERVICE_LEVEL_CODE          NEXT      *      , O(") CHARACTER
344     SQL string for column : "decode(:SERVICE_LEVEL_CODE, '#NULL', POZ
345 EXCLUSIVE_PAYMENT_FLAG      NEXT      *      , O(") CHARACTER
346     SQL string for column : "decode(:EXCLUSIVE_PAYMENT_FLAG, '#NULL',
347 REMIT_ADVICE_DELIVERY_METHOD NEXT      *      , O(") CHARACTER
348     SQL string for column : "decode(:REMIT_ADVICE_DELIVERY_METHOD, '#
349 REMIT_ADVICE_EMAIL          NEXT      *      , O(") CHARACTER
350     SQL string for column : "decode(:REMIT_ADVICE_EMAIL, '#NULL', POZ
351 REMIT_ADVICE_FAX            NEXT      *      , O(") CHARACTER
352     SQL string for column : "decode(:REMIT_ADVICE_FAX, '#NULL', POZ_U
353
354 value used for ROWS parameter changed from 64 to 6
355
356 Table POZ_SUPPLIERS_INT:
357   6 Rows successfully loaded.
358   0 Rows not loaded due to data errors.
359   0 Rows not loaded because all WHEN clauses were failed.
360   0 Rows not loaded because all fields were null.
361
362
363 Space allocated for bind array:                243474 bytes(6 rows)
364 Read   buffer bytes: 1048576
365
366 Total logical records skipped:                  0
367 Total logical records read:                    6
368 Total logical records rejected:                 0
369 Total logical records discarded:                0
370
371 Run began on Mon Mar 25 10:39:19 2019
372 Run ended on Mon Mar 25 10:39:20 2019
373
374 Elapsed time was:          00:00:00.72
375 CPU time was:              00:00:00.13
376

```

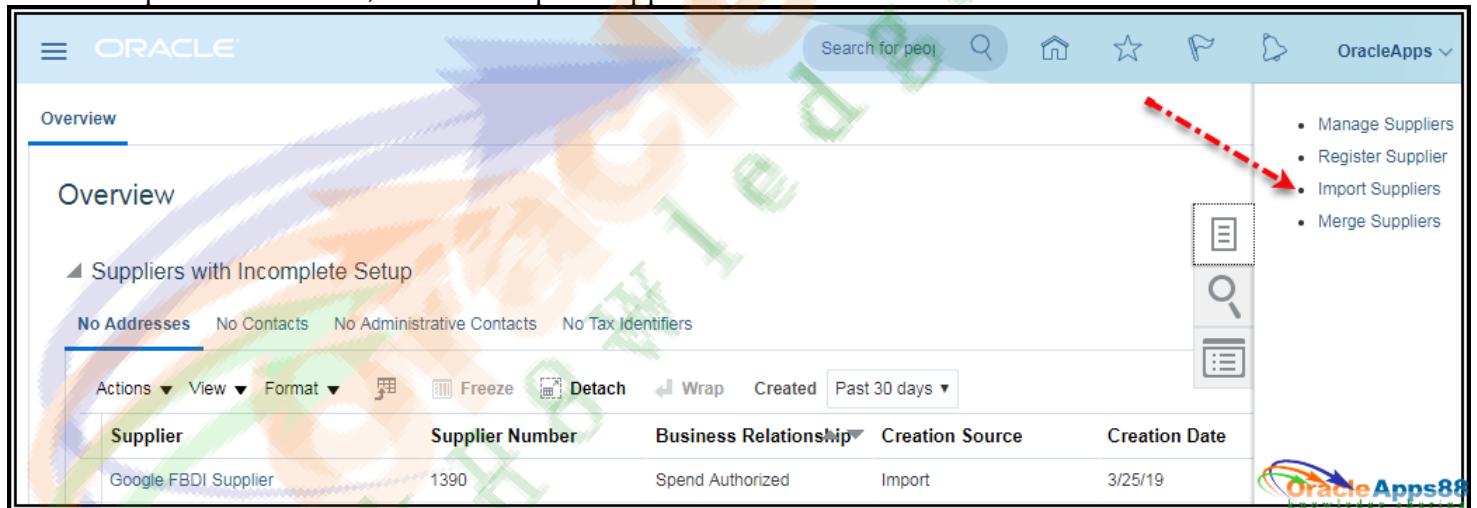
**Step 8:** After successfully loading the data file into interface table submit the "Import Supplier" ESS Job. This job will validate the interface data and imports into base tables.

Navigator -> Procurement -> Suppliers

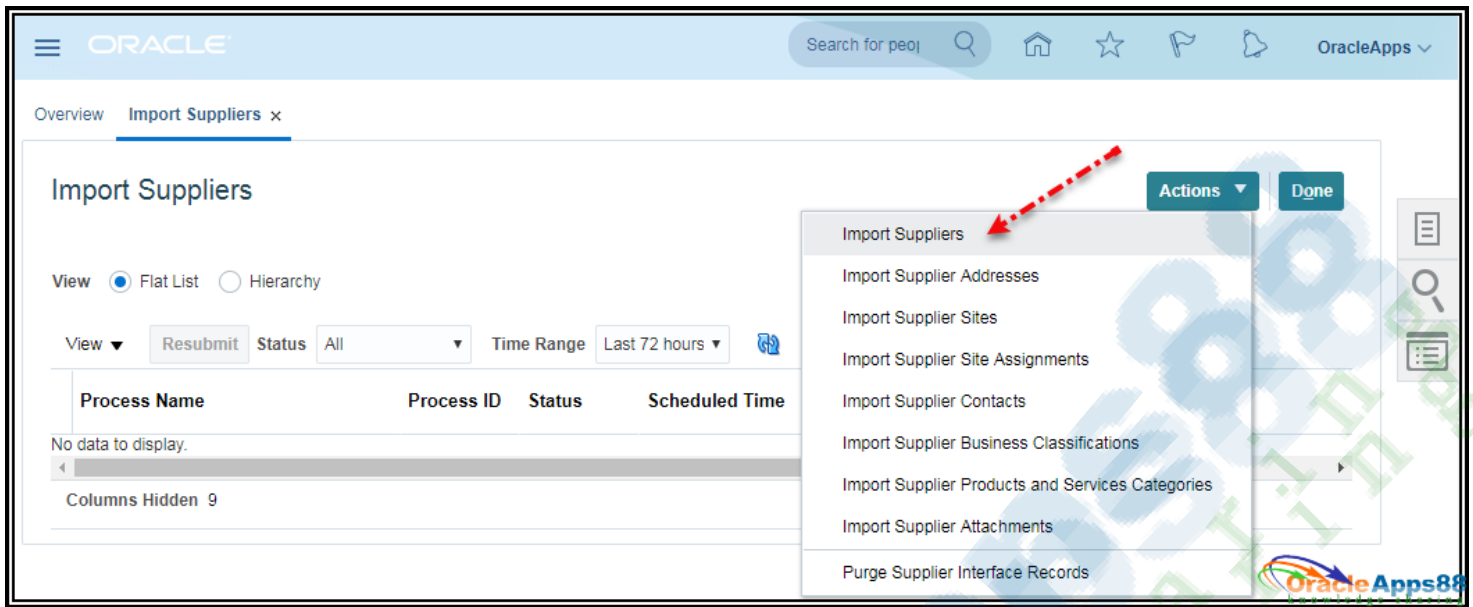




This will open below screen, Click on Import Suppliers under Tasks.

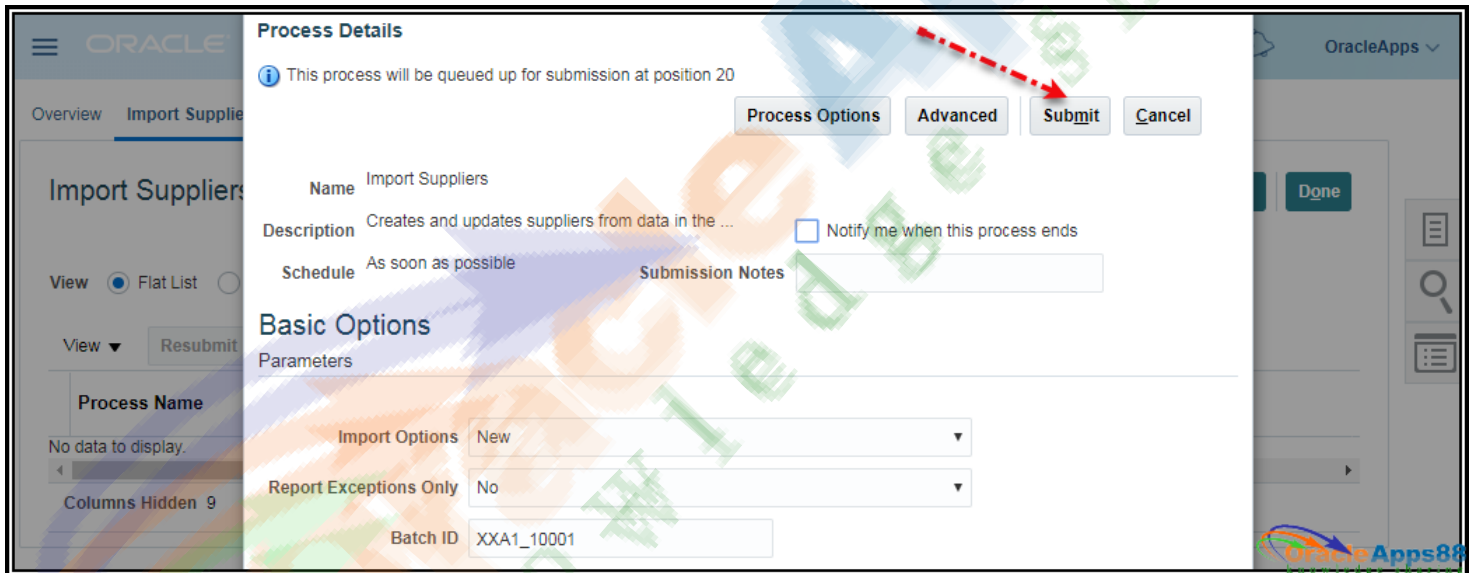


Click on the Actions click on the **Import Suppliers** task page.



The screenshot shows the Oracle Cloud interface for the 'Import Suppliers' process. The 'Actions' dropdown menu is open, displaying a list of options. A red dashed arrow points to the 'Import Suppliers' option at the top of the list. The background shows the 'Import Suppliers' page with a table that currently has 'No data to display'.

It launches the “Import Suppliers” Ess Job. Select the parameters as New and Batch ID as XXA1\_100001 and click on the submit.



The screenshot shows the 'Process Details' dialog box for the 'Import Suppliers' process. The 'Submit' button is highlighted with a red dashed arrow. The 'Basic Options' section shows the following parameters:

- Import Options: New
- Report Exceptions Only: No
- Batch ID: XXA1\_10001

The 'Advanced' tab is selected, and the 'Submit' button is visible. The background shows the 'Import Suppliers' page with a table that currently has 'No data to display'.

Monitor the Job and make sure the job is successfully completed in order to import the supplier to the base tables. If any error verify the out/log files and fix them.

Click on the View Output.

Overview Import Suppliers x

Import Suppliers

View ☒ Flat List ☐ Hierarchy

View  Status  Time Range

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters
Import Suppliers	1497004	Succeeded	3/25/19 10:48 AM...		NEW, N, XXA1_10001

Import Suppliers, 1497004, Output

ESS O\_1497004

Output file gives you the summary of the suppliers import and not import.

**ORACLE** Suppliers Import Report

Report Date 3/25/19 10:49 AM GMT+00:00  
Page 1 of 3  
Request ID 1497004

Import Options New  
Report Exceptions Only No  
Batch ID XXA1\_10001

Import Summary

Import Outcome	Record Count
Suppliers Not Imported	0
Suppliers Imported	1

**ORACLE** Suppliers Import Report

Report Date 3/25/19 10:49 AM GMT+00:00  
Page 2 of 3  
Request ID 1497004

Import Options New  
Report Exceptions Only No  
Batch ID XXA1\_10001

Import Details

Suppliers Not Imported						
Interface ID	Import Action	Supplier	Supplier Number	Rejection Reason	Attribute	Value
No data exists for this report.						
Total Suppliers Not Imported 0						


**ORACLE** **Suppliers Import Report** Report Date 3/25/19 10:49 AM GMT+00:00  
Page 3 of 3  
Request ID 1497004

Import Options: New  
Report Exceptions: Only No  
Batch ID: XXA1\_10001

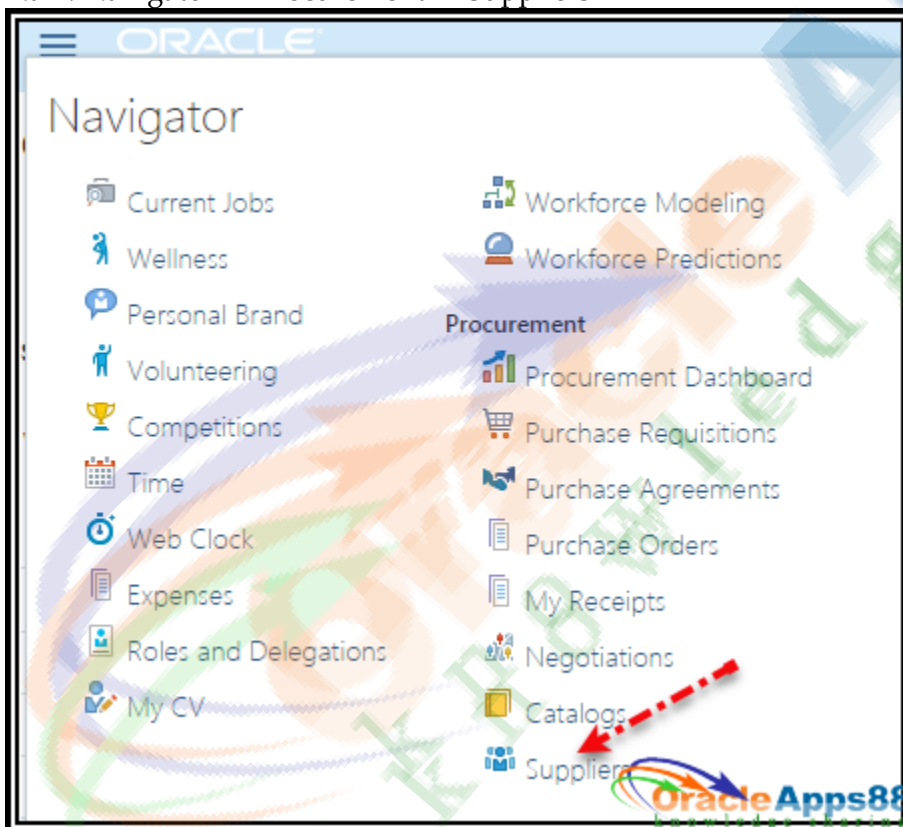
**Import Details**

Suppliers Imported		
Import Action	Supplier	Supplier Number
CREATE	XXA1_AT and T	1391
CREATE	XXA1_Alps Lab	1396
CREATE	XXA1_Amada Inc	1394
CREATE	XXA1_Barnhart Deborah	1392
CREATE	XXA1_State of California	1395
CREATE	XXA1_Terrier	1393
Total Suppliers Imported 6		

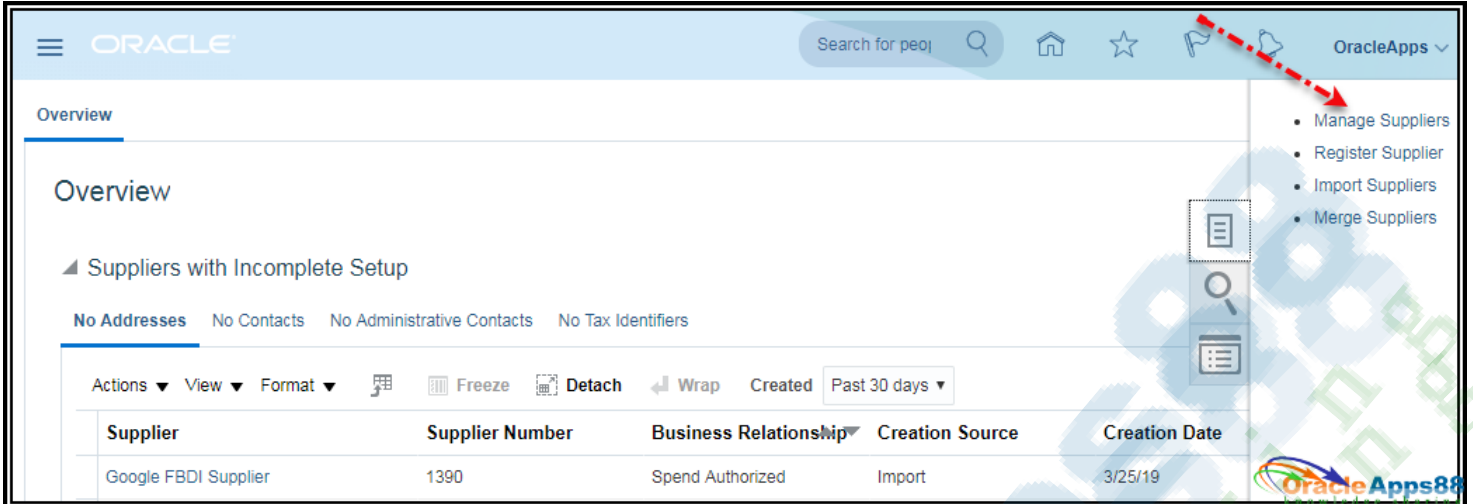
End of Report



**Step 9:** After successfully loading the data verify the supplier details from application  
Nav : Navigator -> Procurement -> Suppliers



Click on Manage Suppliers



Overview

Suppliers with Incomplete Setup

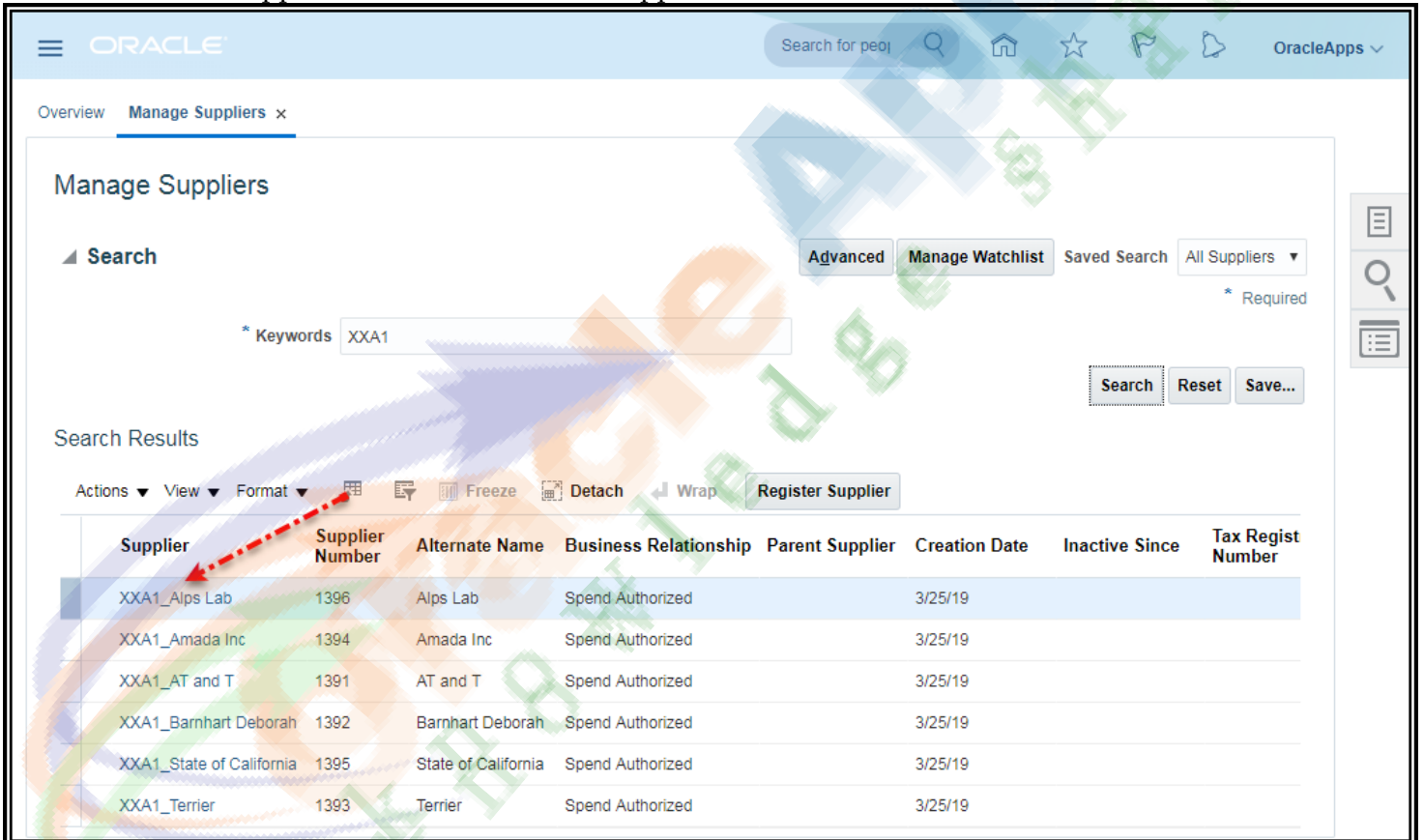
No Addresses No Contacts No Administrative Contacts No Tax Identifiers

Actions View Format Freeze Detach Wrap Created Past 30 days

Supplier	Supplier Number	Business Relationship	Creation Source	Creation Date
Google FBDI Supplier	1390	Spend Authorized	Import	3/25/19

- Manage Suppliers
- Register Supplier
- Import Suppliers
- Merge Suppliers

Search the loaded supplier Records and click on supplier



Manage Suppliers

Search

Advanced Manage Watchlist Saved Search All Suppliers

\* Keywords XXA1

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Register Supplier

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Regist Number
XXA1_Alps Lab	1396	Alps Lab	Spend Authorized		3/25/19		
XXA1_Amada Inc	1394	Amada Inc	Spend Authorized		3/25/19		
XXA1_AT and T	1391	AT and T	Spend Authorized		3/25/19		
XXA1_Barnhart Deborah	1392	Barnhart Deborah	Spend Authorized		3/25/19		
XXA1_State of California	1395	State of California	Spend Authorized		3/25/19		
XXA1_Terrier	1393	Terrier	Spend Authorized		3/25/19		



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Search for people

Home

Star

Flag

Bell

OracleApps

OverviewManage Suppliers xSupplier: XXA1\_Alps Lab x

Supplier: XXA1\_Alps Lab

SocialDone

ProfileAddressesSitesContactsQualifications

General

SupplierXXA1\_Alps Lab

Supplier Number1396

Alternate NameAlps Lab

Tax Organization TypeCorporation

Supplier TypeSupplier

Inactive Date

StatusActive

Business RelationshipSpend Authorized

Parent Supplier

Parent Supplier Number

Creation Date3/25/19

Creation SourceImport

Registration Request

AttachmentsNone

Profile Details

Organization

Business Classifications

Products and Services

Transaction Tax

Income Tax

Payments

Identification

AliasAlps Lab

D-U-N-S Number

One-time supplier

Registry ID686300

RelationshipsSupplier

Customer Number

SIC

National Insurance Number

Corporate Web SiteOracleApps88@Yahoo.com

Regional Information

Regional Information

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Follow the Step 1 to Step 7 for importing Supplier Addresses, Sites, Site Assignments and Supplier Contacts. The only difference is xlsx templates, Import Processes and respective data files.

Please refer the below table for your reference.

No	XLSM Template Name	Import Process	Navigation
1	SupplierAddressImportTemplate.xlsx	Import Supplier Addresses	Navigator -> Procurement -> Suppliers
			Click on Import Supplier on Tasks(It opens Import Supplier Page)
			Import -> Supplier Addresses
2	SupplierSiteImportTemplate.xlsx	Import Supplier Sites	Navigator -> Procurement -> Suppliers
			Click on Import Supplier on Tasks(It opens Import Supplier Page)
			Import -> Supplier Sites
3	SupplierSiteAssignmentImportTemplate.xlsx	Import Supplier Site Assignments	Navigator -> Procurement -> Suppliers
			Click on Import Supplier on Tasks(It opens Import Supplier Page)
			Import -> Supplier Site Assignments
4	SupplierContactImportTemplate.xlsx	Import Supplier Contacts	Navigator -> Procurement -> Suppliers
			Click on Import Supplier on Tasks(It opens Import Supplier Page)
			Import -> Supplier Contacts
5	SupplierBusinessClassificationImportTemplate.xlsx	Import Supplier Business Classifications	Navigator -> Procurement -> Suppliers
			Click on Import Supplier on Tasks(It opens Import Supplier Page)
			Import -> Supplier Business Classifications
6	SupplierProductsandServicesCategoryImportTemplate.xlsx	Import Supplier Products and Services Categories	Navigator -> Procurement -> Suppliers
			Click on Import Supplier on Tasks(It opens Import Supplier Page)
			Import -> Supplier Products and Services Categories

Please see below screen shot for your reference for navigation of supplier imports.

