

Supplier Creation Through FBDI

<https://docs.oracle.com/en/cloud/saas/procurement/25b/oefbp/importsuppliersites-3015.html>

1. First we have to download the FBDI Template from Oracle for the Supplier and unblock the excel sheet

The screenshot shows the Oracle Fusion Procurement interface. On the left, a sidebar lists various import categories under 'SELL SERVICE PROCUREMENT'. The 'Import Suppliers' option is highlighted. The main content area is titled 'Import Suppliers' and describes importing suppliers from external sources into the Oracle Fusion Supplier Model. It includes sections for 'Details' (object owner: Procurement:Supplier Model:Supplier, UCM account: prc supplier/import) and 'File Links' (listing 'SupplierImportTemplate.xlsx' and 'Supplier Import Control File'). Below this is a 'Job and Table Links' section. At the bottom, a file browser window shows a file named 'SupplierImportTemplate.xlsx' in the 'Downloads' folder. A separate 'SupplierImportTemplate Properties' dialog box is open, showing details like type (Microsoft Excel Macro-Enabled Worksheet), location (C:\Users\meets\Desktop\FBDI_BPA\Suppliers FBDI\SupplierImportTemplate.xlsx), and security information (file came from another computer, Unblock button).

2. Enter the Required details in the template

The screenshot shows the 'SupplierImportTemplate.xlsx' spreadsheet in Excel. The first sheet is titled 'Suppliers Interface'. It has columns for 'Batch ID' (containing 'Test_9886'), 'Import Action' (containing 'CREATE'), and several supplier details: 'Supplier Name' (containing 'MNC Company'), 'Supplier Number', 'Alternate Name', and 'Tax Organization' (containing 'Corporation'). The 'Supplier Name' cell is highlighted with a yellow background.

The image contains two side-by-side screenshots of Microsoft Excel. Both screenshots show the 'SupplierImportTemplate' workbook. The top screenshot displays a table with the following columns: Supplier Type (Supplier), Inactive Date, Business Relationship (SPEND_AUTHORIZED), Parent Supplier, Alias, D-U-N-S Number (789012345), One-time supplier, and Customer. The bottom screenshot shows a different table with columns: Taxpayer Code (US), Taxpayer ID (410417881), Federal reportable, Federal Income Tax Type, State reportable, Tax Reporting Name, and Name Control.

- After entering all the details, go to first tab, Click on Generate csv file.

The image shows a Microsoft Excel spreadsheet titled 'SupplierImportTemplate'. It features several sections: 'Overview' (describing the process), 'Preparing the Table Data' (with instructions for data preparation), 'Loading the Data' (instructions for generating CSV files), and 'Excel Template Format' (guidelines for the template structure). A prominent yellow box highlights the 'Generate CSV File' button. Below the template, a preview of the generated CSV file is displayed, showing a single row with data for a 'NC Company'. The CSV file contains columns for CREATE, NC Company, Corporation, Supplier, SPEND_AUTHORIZED, and values 7.89E+08 and 4.1E+08. A Microsoft Excel dialog box is visible at the bottom center, stating 'CSV and ZIP file have been created.' with an 'OK' button.

Save the csv and zip files in the required folders and you will get the notifications shown above.

4. Goto tools> Schedule process> Run the ESS Job
 Load interface file for import

The screenshot shows two overlapping windows. The top window is titled 'Schedule New Process' and contains fields for 'Name' (Load Interface File for Import) and 'Description' (Transfers setup or transaction data files from a user-specified location to the interface tables). The bottom window is titled 'Process Details' and shows the selected parameters: 'Import Process' set to 'Import Suppliers' and 'Data File' set to 'ProzSupplmnt.zip'. Both windows have 'OK' and 'Cancel' buttons at the bottom.

Select the required parameters and submit it.

The screenshot shows the 'Overview' page with a table of submitted processes. The table includes columns for Name, Process ID, Status, Scheduled Time, Submission Time, and Submitted By. One row is highlighted with a yellow background, showing 'Load Interface File for Import' with Process ID 2966701, Status 'Succeeded', and Submitted By 'Anakala_Sumalatha'.

Name	Process ID	Status	Scheduled Time	Submission Time	Submitted By
Load File to Interface	2966703	Succeeded	2025/03/03 14:26 JST	2025/03/03 14:26 JST	Anakala_Sumalatha
Transfer File	2966702	Succeeded	2025/03/03 14:26 JST	2025/03/03 14:26 JST	Anakala_Sumalatha
Load Interface File for Import	2966701	Succeeded	2025/03/03 14:26 JST	2025/03/03 14:26 JST	Anakala_Sumalatha
Resubmit Undelivered Signals	2966697	Wait	2025/03/03 14:34 JST	2025/03/03 14:25 JST	FUSION_APPS_CRM...

This program got succeeded.

5. Run the ESS job: Import suppliers

fa-elv-dev2-saasfaproduct1fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=lyvssbfwae_5&fnd=%3B%3B%3Bfalse%3B256%3B%3B&_afrLoop=34093675305...

Schedule New Process

Type: Job

Name: Import Suppliers

Description: Creates and updates suppliers from data in the Suppliers open interface table.

OK Cancel

Scheduled Time	Submission Time	Submitted By
2025/02/28 20:26 JST	2025/02/28 20:26 JST	Anakala_Sumalatha
2025/02/28 20:26 JST	2025/02/28 20:26 JST	Anakala_Sumalatha
2025/02/28 20:26 JST	2025/02/28 20:26 JST	Anakala_Sumalatha
2025/02/28 20:34 JST	2025/02/28 20:25 JST	FUSION_APPS_CRM...

fa-elv-dev2-saasfaproduct1fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=343349302489674248_afrWindowMode=0&_afrWindowId=up38wivcq8_afctrl-state=15ya...

Process Details

This process will be queued up for submission at position 1

Name: Import Suppliers

Description: Creates and updates suppliers from data in the ... Notify me when this process ends

Schedule: As soon as possible Submission Notes:

Basic Options

Import Options: New

Report Exceptions Only: No

Batch ID: Test_9886

OK Cancel

Scheduled Time	Submission Time	Submitted By
14:41 JST	2025/03/03 14:41 JST	Anakala_Sumalatha
14:41 JST	2025/03/03 14:41 JST	Anakala_Sumalatha
14:41 JST	2025/03/03 14:41 JST	Anakala_Sumalatha
14:38 JST	2025/03/03 14:38 JST	Anakala_Sumalatha

fa-elv-dev2-saasfaproduct1fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=15yanfla8d_157

Overview

Search

Search Results

View: Flat List

Schedule New Process

Name	Process ID	Status	Scheduled Time	Submission Time	Submitted By
Update Supplier Keyword Search Index and Source to Settle Counts	2966877	Succeeded	2025/03/03 14:54 JST	2025/03/03 14:54 JST	Anakala_Sumalatha
Import Suppliers	2966876	Succeeded	2025/03/03 14:53 JST	2025/03/03 14:53 JST	Anakala_Sumalatha
Load File to Interface	2966851	Succeeded	2025/03/03 14:52 JST	2025/03/03 14:52 JST	Anakala_Sumalatha
Transfer File	2966849	Succeeded	2025/03/03 14:52 JST	2025/03/03 14:52 JST	Anakala_Sumalatha

Report_2966876.pdf

Suppliers Import Report

Report Date: 2025/03/03 5:54 GMT+00:00
Page: 3 of 3
Request ID: 2966876

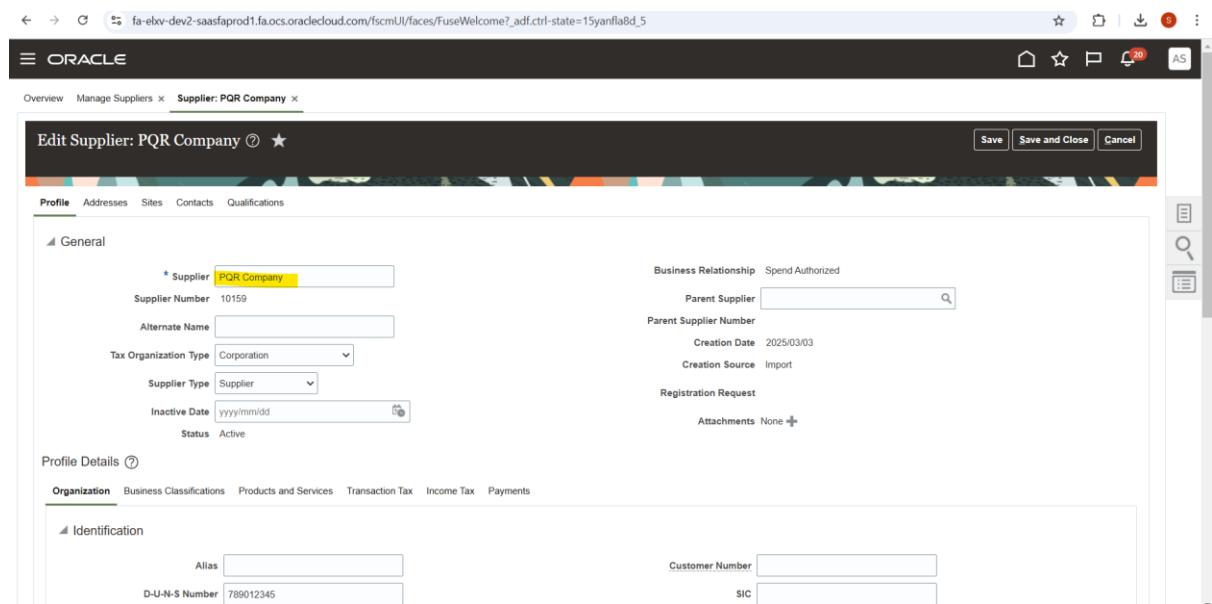
Import Details

Import Action	Supplier	Supplier Number
CREATE	POR Company	10159
Total Suppliers Imported		

End of Report

The import program succeeded, so supplier successfully imported.

6. Go and verify the supplier in Manage suppliers from Procurement> suppliers



The screenshot shows the Oracle Procurement interface for managing suppliers. The page title is "Edit Supplier: PQR Company". The "Supplier" field is highlighted with a yellow background. Other visible fields include "Supplier Number" (10159), "Tax Organization Type" (Corporation), "Supplier Type" (Supplier), "Inactive Date" (yyyy/mm/dd), "Status" (Active), "Parent Supplier" (Search bar), "Creation Date" (2025/03/03), "Creation Source" (Import), and "Attachments" (None). Below the main form, there is a "Profile Details" section with tabs for "Organization", "Business Classifications", "Products and Services", "Transaction Tax", "Income Tax", and "Payments". The "Organization" tab is selected.

Conclusion: we have successfully created Supplier through FBDI process.