

**Supplier creation: -**

**Roles:**

Supplier manager

Supplier administrator

Buyer

Procurement agent access also required

**Prospective supplier:** only negotiations can process through this supplier

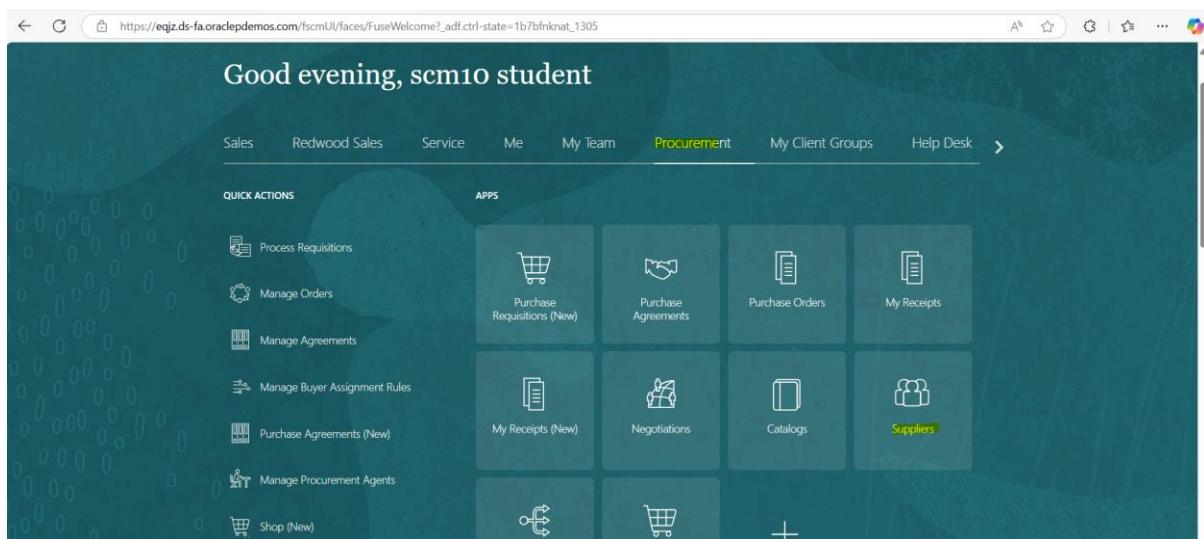
**Spend-authorized supplier:** Negotiation, purchases, invoices everything is possible with this supplier

- **Prospective suppliers**

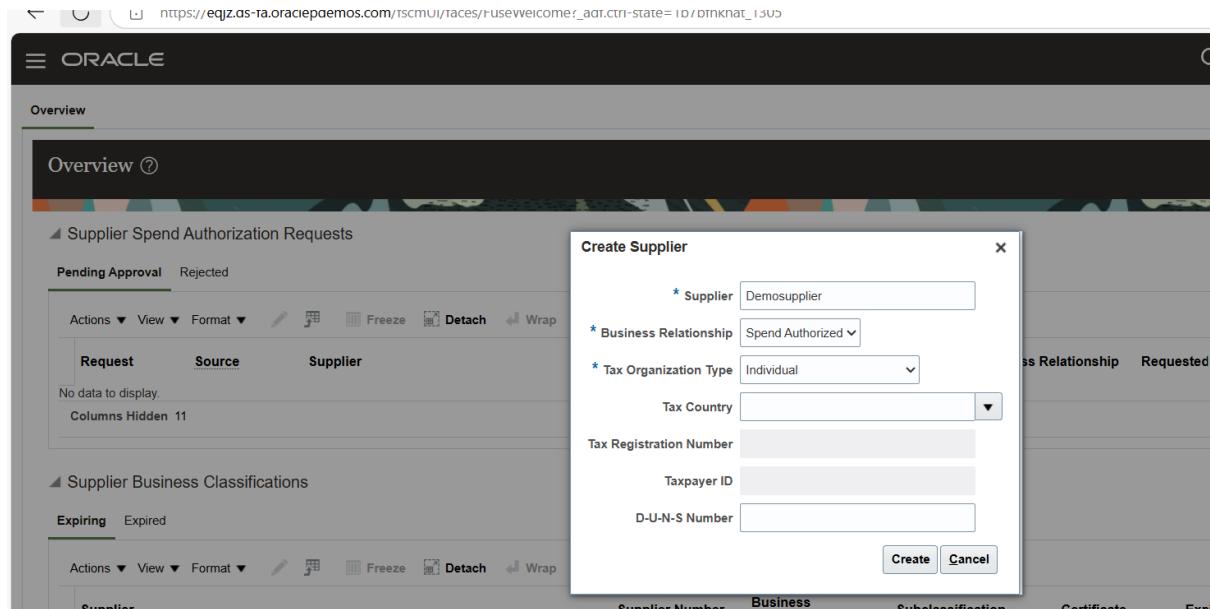
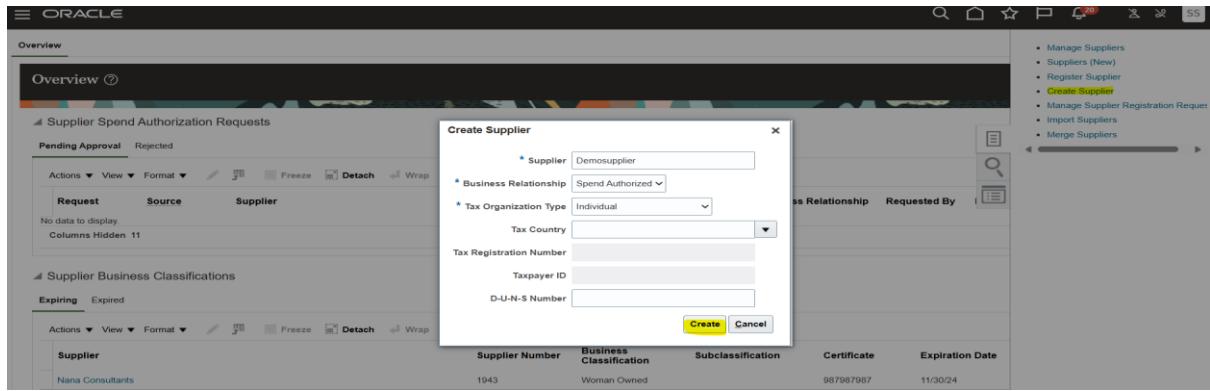
These suppliers are newly registered and can participate in sourcing negotiations and supplier qualifications, but they can't order or invoice. They have a limited level of access.

- **Spend authorized suppliers**

These suppliers are ready to order and invoice. They have access to all the normal capabilities of the application.



Create Supplier:



Edit Supplier: Demosupplier1

Profile		Addresses		Sites		Contacts		Qualifications	
<b>General</b>	Demosupplier1	<b>Business Relationship</b>	Spend Authorized	<b>Parent Supplier</b>					
Supplier Number	1951	Parent Supplier Number						Save	Save and Close
Alternate Name		Creation Date	11/7/24	Creation Source	Manual				
Tax Organization Type	Individual	Registration Request						Cancel	
Supplier Type	Supplier	Attachments	None						
Inactive Date	m/d/yy								
Status	Active								
<b>Additional Information</b>									

Year establishment year: we can add

This screenshot shows the 'Organization' tab of a supplier profile. It includes sections for Identification, Regional Information, Corporate Profile, and Financial Profile. The Identification section contains fields for Alias, Customer Number, D-U-N-S Number, SIC, One-time supplier checkbox, Registry ID (1055010), National Insurance Number, Relationships (Supplier), and Corporate Web Site. The Regional Information section has a dropdown for Regional Information. The Corporate Profile section includes fields for Year Established (2024), Mission Statement, Chief Executive Title, Chief Executive Name, Principal Title, and Principal Name. The Financial Profile section is partially visible.

Click on Addresses tab

This screenshot shows the 'Addresses' tab for the supplier 'Demosupplier1'. The top bar includes 'Save', 'Save and Close', and 'Cancel' buttons, along with a 'Last Saved' timestamp of 11/7/24 3:52 PM. The main area displays a table with columns for Address Name, Address, Phone, Address Purpose, and Status. A message indicates 'No data to display.' and 'Columns Hidden 5'.

This screenshot shows the 'Create Address' tab. It features a search bar and fields for Address Name (demosupplier2), Country (United States), Address Line 1, Address Line 2, City (South Bay), State (FL), Postal Code (33493), County (Palm Beach), Language (American English), and Address Purpose (Ordering, Rent to, RFQ or Bidding). It also includes fields for Phone, Fax, Email (demosupplier@gmail.com), and Inactive Date (mid/yy). The bottom navigation bar includes 'Sites', 'Transaction Tax', 'Contacts', and 'Payments'.

Enter address details and save it. Now Go to sites, Click on + symbol.

The screenshot shows a procurement software interface. At the top, there is a language dropdown set to "American English". Below it, a section titled "Additional Information" contains "Address Details". Under "Address Details", there are tabs for "Sites", "Transaction Tax", "Contacts", and "Payments", with "Sites" being the active tab. A toolbar below these tabs includes "Actions", "View", "Format", "Freeze", "Detach", and "Wrap". The main content area displays a table with columns: "Procurement BU", "Site", "Sourcing Only", "Purchasing", "Procurement Card", "Pay", "Primary Pay", "Attachments", and "Status". The "Site" column has dropdown menus for "Procurement BU" (selected as "DS\_Business unit") and "Site" (selected as "demosupplier2"). The "Procurement Card" and "Pay" columns have checked checkboxes. The "Status" column shows "None" and "Active". A red box highlights the "Procurement BU" dropdown.

Select the Procurement BU and also site Purpose and save it and click on save and close.

Save it

The screenshot shows the "vision" software interface. The title bar says "vision". The top navigation bar includes "Overview", "Supplier: Demosupplier", and other icons. The main title is "Edit Supplier: Demosupplier". Below it, there are tabs for "Profile", "Addresses", "Sites", "Contacts", and "Qualifications", with "Addresses" being the active tab. A toolbar below these tabs includes "Actions", "View", "Format", "Freeze", "Detach", and "Wrap". The main content area displays a table with columns: "Address Name", "Address", "Phone", "Address Purpose", and "Status". There is one row for "demosupplier2" with the address "SOUTH BAY, FL 33493 Palm Beach". The "Status" column shows "Ordering: Remit to" and "Active". A red box highlights the "Address Name" column header.

Now Go to Contacts, Click on + symbol

Enter first name, last name, e-mail save it.

Now Click on select and add symbol

Select the address, apply ok . save it

Now enable **create user account**. → we are providing supplier portal access. Supplier can communicate directly with the fusion environment. Supplier can respond to our PO's Directly.

Save and Close.

Goto sites, edit it.

Under Sites, Purchasing tab

Select

Shipping method

Required acknowledgment document within 7 days.

Buyer managed transportation Yes .(if buyer is providing vehicle)

Save it.

Under Site assignment Tab,

Click on Auto create Assignments, Assignments will come automatically.

Enter ship-to and bill-to locations. Save it

**Now the supplier creation has been done.**

Name of the supplier: Demosupplier

→ Cross check whether we can able to see the new supplier in PO creations

Goto Procurements> Purchase orders>create Order

Orders in Process

No data to display

0

Create Order

\* Style Purchase Order

\* Procurement BU DS\_Business unit

\* Requisitioning BU DS\_Business unit

Supplier Demosupplier

Supplier Site demosupplier2

Supplier Contact supplier, demo

Default Ship-to Location SM Maadi

Sold-to Legal Entity US1 Legal Entity

\* Currency USD

\* Buyer IMPL, SCM\_

Create Cancel

0 to 3 Days  
4 to 7 Days

0

We can able to see the new Supplier.