

## Supplier Contact Creation Through FBDI

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 Supplier Model interface for 'Import Supplier Contacts'. The left sidebar lists various procurement tasks, with 'Import Supplier Contacts' highlighted. The main content area provides details about the import process, including object owner and UCM account. Below this, there are sections for 'File Links' and 'Job and Table Links'. The 'File Links' section lists the 'XLSM template' as 'SupplierContactImportTemplate.xlsx' and provides links for control files. The 'Job and Table Links' section lists the 'Scheduled process' as 'Import Supplier Contacts' and the 'Tables' as 'POZ\_SUP\_CONTACTS\_INT' and 'POZ\_SUP\_CONTACT\_ADDRESSES\_INT'.

Below the Oracle page, a file explorer window shows the 'SupplierContactImportTemplate.xlsx' file downloaded to the desktop. The file properties dialog box is open, showing the file is a 'Microsoft Excel Macro-Enabled Worksheet (.xlsm)' and is located at 'C:\Users\meets\Desktop\FBDI\_BPA\Suppliers FBDI\Si...'. The file size is 202 KB (2,07,705 bytes) and the size on disk is 204 KB (2,08,896 bytes). The file was created on 28 February 2025 at 16:36:53 and modified on 28 February 2025 at 11:04:02. The 'Attributes' section shows 'Read-only' and 'Hidden' options.

Download if it is blocked, unblock it, it looks good

2. Enter the Required details in the template

The screenshot shows the 'SupplierContactImportTemplate.xlsx' Excel spreadsheet. The 'Supplier Contacts Interface' table is visible, with columns for 'Batch ID', 'Import Action', 'Supplier Name', 'Prefix', 'First Name', 'First Name New', 'Middle Name', 'Last Name', 'Last Name New', 'Job Title', and 'Administrative Conts'. The table contains one row of sample data: 'Test\_4567', 'CREATE', 'PQR Company', 'Test', 'User', and 'Y'.

SupplierContactImportTemplate

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Supplier Contacts Interface

Hide Additional Attributes

Batch ID	Import Action *	Supplier Name*	Prefix	First Name	First Name New	Middle Name	Administrative Contact	E-Mail	E-Mail New	Phone
Test_4567	CREATE	PQR Company		Test			Y	Testsupplier@gmail.com		

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Supplier Contact Addresses Interface

Batch ID	Import Action *	Supplier Name*	Address Name	First Name	Last Name	E-Mail
Test_4567	CREATE	PQR Company	New_address1	Test	User	Testsupplier@gmail.com

Instructions and CSV Generation POZ\_SUP\_CONTACTS POZ\_SUPP\_CONTACT\_ADDRESSES\_INT

ORA\_POS\_SUPPLIER\_SALES\_REPRESENTATIVE\_JOB

Supplier Contacts Interface

Hide Additional Attributes

Batch ID	Import Action *	Supplier Name*	Prefix	First Name	First Name Middle	Role 1	Role 2	Role 3	Role 4
Test_4567	CREATE	PQR Company		Test		ORA_POS_SUPPLIER_SALES_REPRESENTATIVE_JOB	ORA_POS_SUPPLIER_CUSTOMER_SERVICE_REPRESENTATIVE_JOB	ORA_POS_SUPPLIER_DEMAND_PLANNER_JOB	

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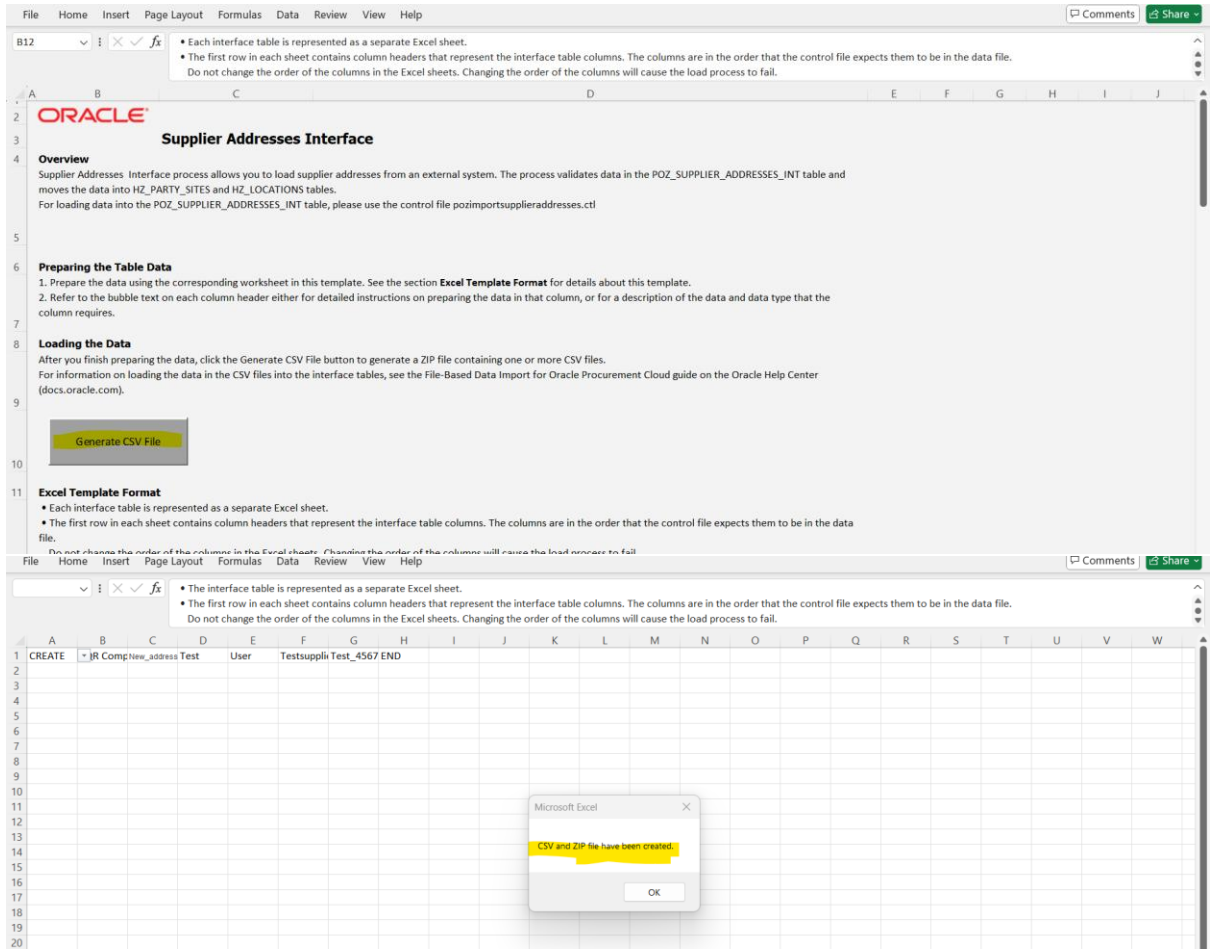
ORA\_POS\_SUPPLIER\_SALES\_REPRESENTATIVE\_JOB

Supplier Contacts Interface

Hide Additional Attributes

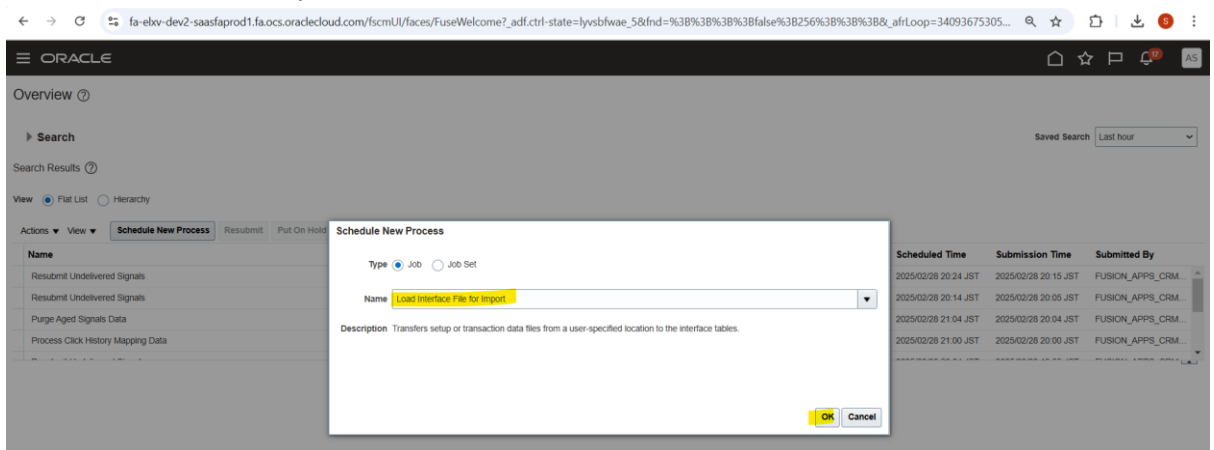
Batch ID	Import Action *	Supplier Name*	Prefix	First Name	First Name Middle	Role 2	Role 3	Role 4
Test_4567	CREATE	PQR Company		Test		ORA_POS_SUPPLIER_CUSTOMER_SERVICE_REPRESENTATIVE_JOB	ORA_POS_SUPPLIER_DEMAND_PLANNER_JOB	

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

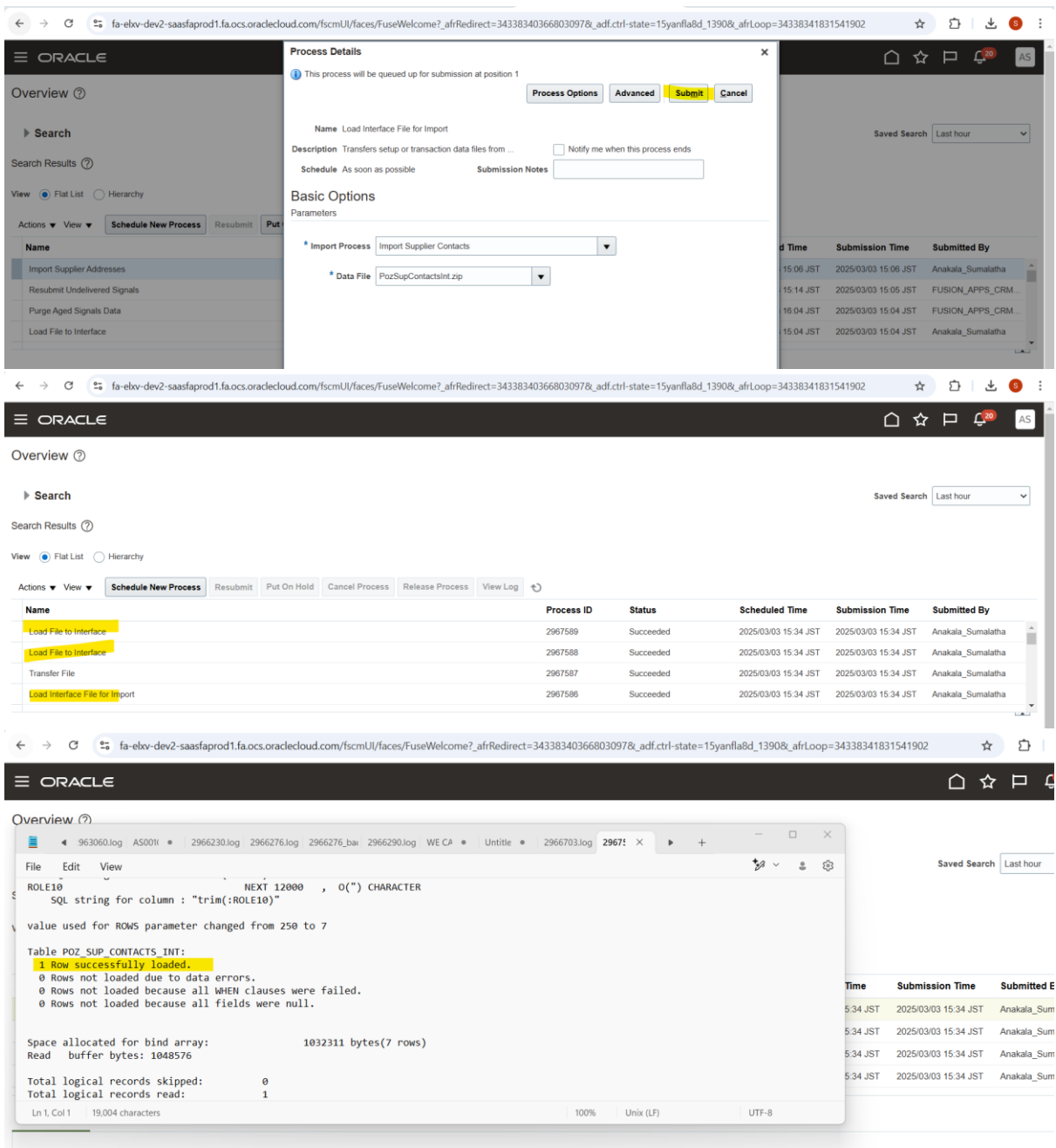


Save the csv and zip files in the required folders and you will get the notifications shown above.

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

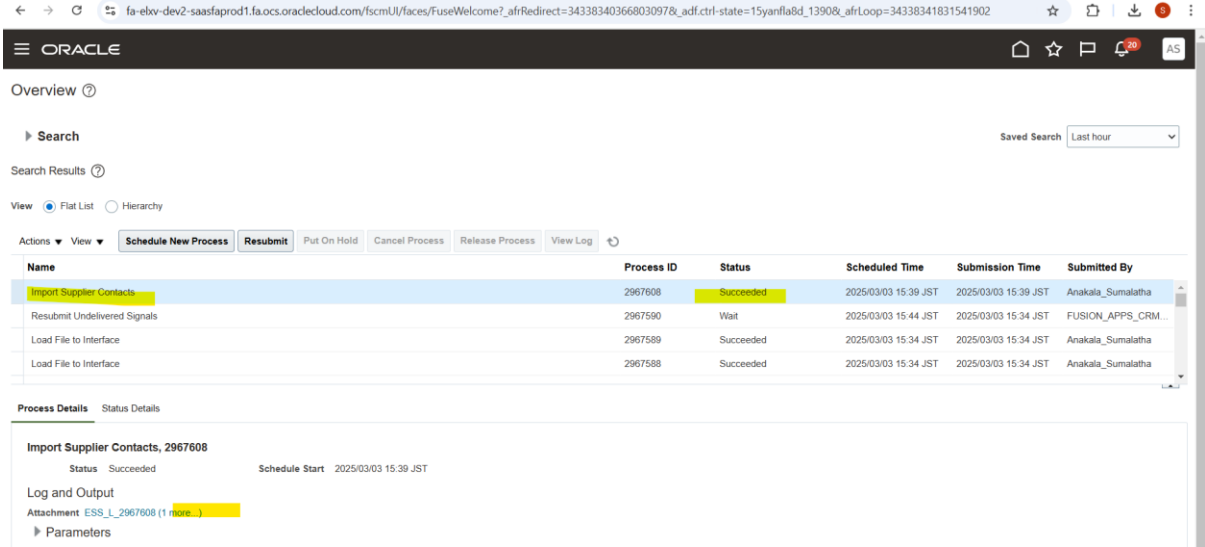
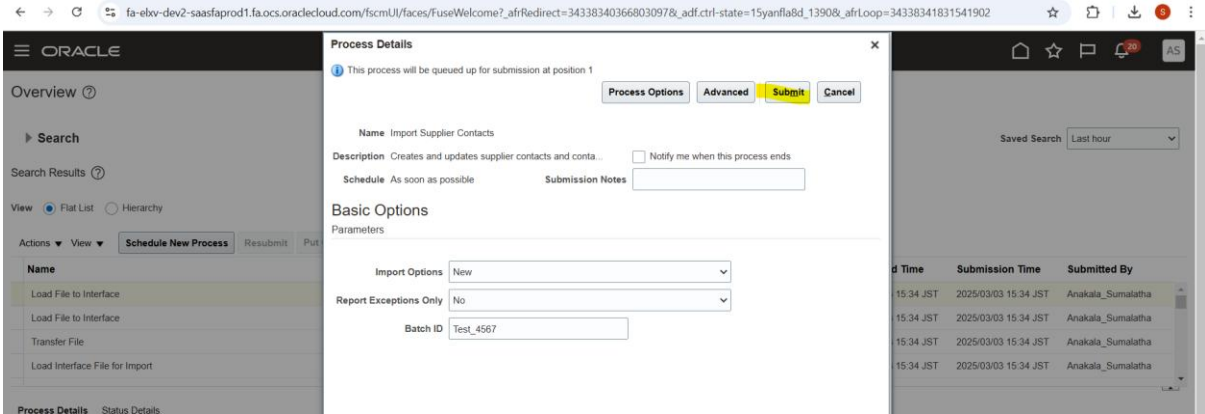
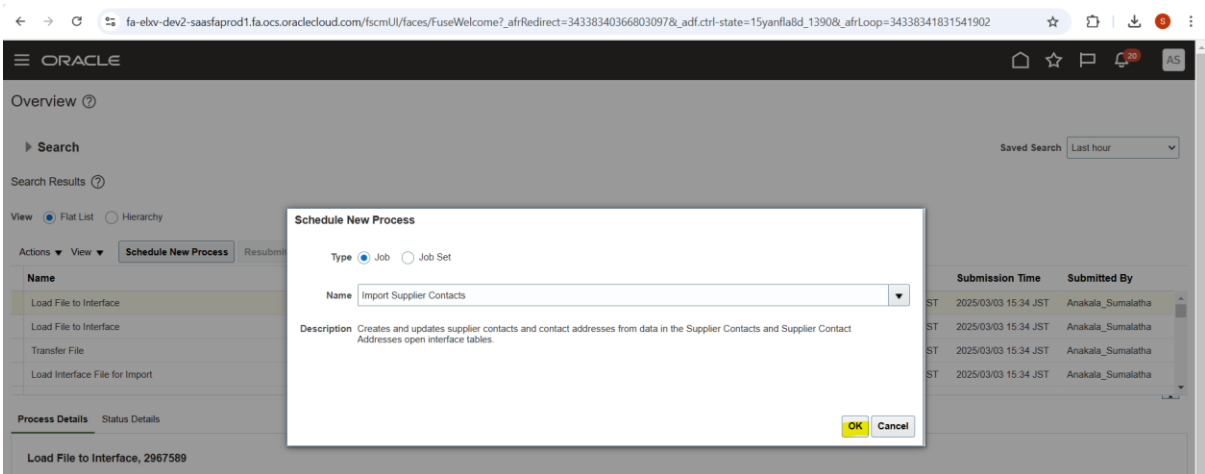


Select the required parameters and submit it.

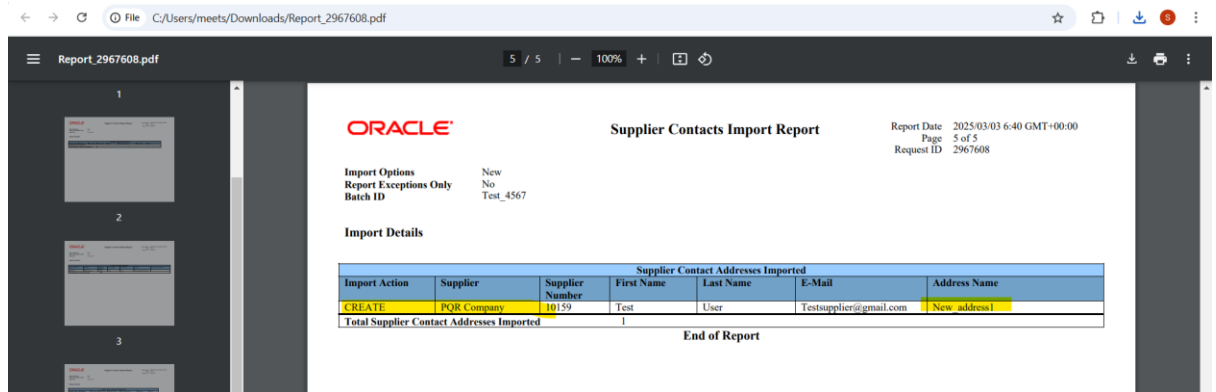


This program got succeeded.

5. Run the ESS job: Import Supplier Contacts



It got succeeded



The import program succeeded, so supplier successfully imported.

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

The address has been created successfully from the FBDI template

**Edit Contact: Test User**

Salutation: [v]

\* First Name: [Test]

Middle Name: [ ]

\* Last Name: [User]

Job Title: [ ]

☒ Administrative contact

Phone: [v] [ ] [ ] [ ]

Mobile: [v] [ ] [ ]

Fax: [v] [ ] [ ]

Email: [Testsupplier@gmail.com]

Status: Active [v]

E-mail Notification: [ ] [v]

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
New_address1	f7689 Hitech city,Madapur,HYDERABAD-500081,Telangana,INDIA		Ordering, Remit ...	Active

**Conclusion:** we have successfully created Supplier contact through FBDI process.

