

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 documentation page for Import Suppliers. The left sidebar lists various procurement tasks, with 'Import Suppliers' highlighted. The main content area shows the 'Import Suppliers' details, including the object owner (Procurement:Supplier Model:Supplier) and UCM account (prc/supplier/import). The 'File Links' section contains a table with the following data:

File	Link
XLSM template	SupplierImportTemplate.xslm
Control files	Supplier Import Control File

The 'Job and Table Links' section contains a table with the following data:

Name	Link
Scheduled process	Import Suppliers
Tables	POZ_SUPPLIERS_INT

Below the documentation, a file explorer window shows the downloaded file 'SupplierImportTemplate' in the 'Downloads' folder. The file is a Microsoft Excel Macro-Enabled Worksheet (xlsm) of 870 KB, dated 28-02-2025 11:04.

A 'SupplierImportTemplate Properties' dialog box is open, showing the 'General' tab. The file name is 'SupplierImportTemplate'. The type is 'Microsoft Excel Macro-Enabled Worksheet (xlsm)'. The location is 'C:\Users\meethi\Desktop\FBDI_BPA\Suppliers FBDI\SupplierImportTemplate.xlsm'. The size is 869 KB (890,640 bytes). The created date is 28 February 2025, 16:37:48. The modified date is 28 February 2025, 11:04:29. The accessed date is 28 February 2025, 16:40:04. The 'Security' section shows a message: 'This file came from another computer and might be blocked to help protect this computer.' The 'Unblock' button is highlighted.

2. Enter the Required details in the template

The screenshot shows the Excel template 'SupplierImportTemplate' open in Microsoft Excel. The 'Suppliers Interface' table is visible, with columns for Batch ID, Import Action, Supplier Name, Supplier Name New, Supplier Number, Alternate Name, and Tax Organization. The first row of data is as follows:

Batch ID	Import Action	Supplier Name	Supplier Name New	Supplier Number	Alternate Name	Tax Organization
Test_9886	CREATE	MNC Company				Corporation

The top screenshot shows the first tab of the Suppliers Interface Excel template. The columns are: Batch ID, Import Action, Supplier Type, Inactive Date, Business Relationship, Parent Supplier, Alias, D-B-B-S Number, One-time supplier, and Customer. The bottom screenshot shows the second tab of the Suppliers Interface Excel template. The columns are: Batch ID, Import Action, Taxpayer Code, Taxpayer ID, 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 screenshot shows the 'Instructions and CSV Generation' tab of the Suppliers Interface Excel template. It includes an overview of the process, instructions for preparing data, and a 'Generate CSV File' button. Below the instructions, there is a table with columns: CREATE, NC Company, Corporation, Supplier, SPEND_AUTHORIZED, and 7.89E+08. A Microsoft Excel notification box is shown at the bottom, stating 'CSV and ZIP file have been created.'

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 first screenshot shows the 'Schedule New Process' dialog box. The 'Name' field is set to 'Load Interface File for Import'. The 'Description' is 'Transfers setup or transaction data files from a user-specified location to the interface tables.' The 'Type' is set to 'Job'. The 'OK' button is highlighted.

The second screenshot shows the 'Process Details' dialog box. The 'Name' is 'Load Interface File for Import'. The 'Description' is 'Transfers setup or transaction data files from ...'. The 'Schedule' is set to 'As soon as possible'. The 'Basic Options' section shows 'Import Process' set to 'Import Suppliers' and 'Data File' set to 'ProcSuppWkst.zip'. The 'Submit' button is highlighted.

Select the required parameters and submit it.

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

Oracle Fusion SCM Overview page. A modal window titled "Schedule New Process" is displayed. The modal contains the following fields:

- Type: ☒ Job, ☐ Job Set
- Name:
- Description: Creates and updates suppliers from data in the Suppliers open interface table.

Buttons: OK, Cancel

Oracle Fusion SCM Overview page. A modal window titled "Process Details" is displayed. The modal contains the following fields:

- Name: Import Suppliers
- Description: Creates and updates suppliers from data in the ...
- Schedule: As soon as possible
- Submission Notes:
- Notify me when this process ends: ☐
- Basic Options: Parameters
 - Import Options:
 - Report Exceptions Only:
 - Batch ID:

Buttons: Process Options, Advanced, Submit, Cancel

Oracle Fusion SCM Overview page. A table titled "Process Details" is displayed.

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

Oracle Fusion SCM Suppliers Import Report. The report displays the following information:

- Report Date: 2025/03/03 5:54 GMT+00:00
- Page: 3 of 3
- Request ID: 2966876
- Import Options: New
- Report Exceptions Only: No
- Batch ID: Test_9887
- Import Details:

Import Action	Supplier	Supplier Number
CREATE	FOR Company	10159
Total Suppliers Imported	1	

End of Report

The import program succeeded, so supplier successfully imported.

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

Oracle
Overview Manage Suppliers x Supplier: PQR Company x

Edit Supplier: PQR Company

Save Save and Close Cancel

Profile Addresses Sites Contacts Qualifications

General

* Supplier

Supplier Number

Alternate Name

Tax Organization Type

Supplier Type

Inactive Date

Status

Business Relationship

Parent Supplier

Parent Supplier Number

Creation Date

Creation Source

Registration Request

Attachments

Profile Details

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Identification

Alias

Customer Number

D-U-N-S Number

SIC

Conclusion: we have successfully created Supplier through FBDI process.