

Supplier creation: -

Roles:

Supplier manager

Supplier administrator

Buyer

Procurement agent access also required

Prospective supplier: only negotiations can process through this supplier

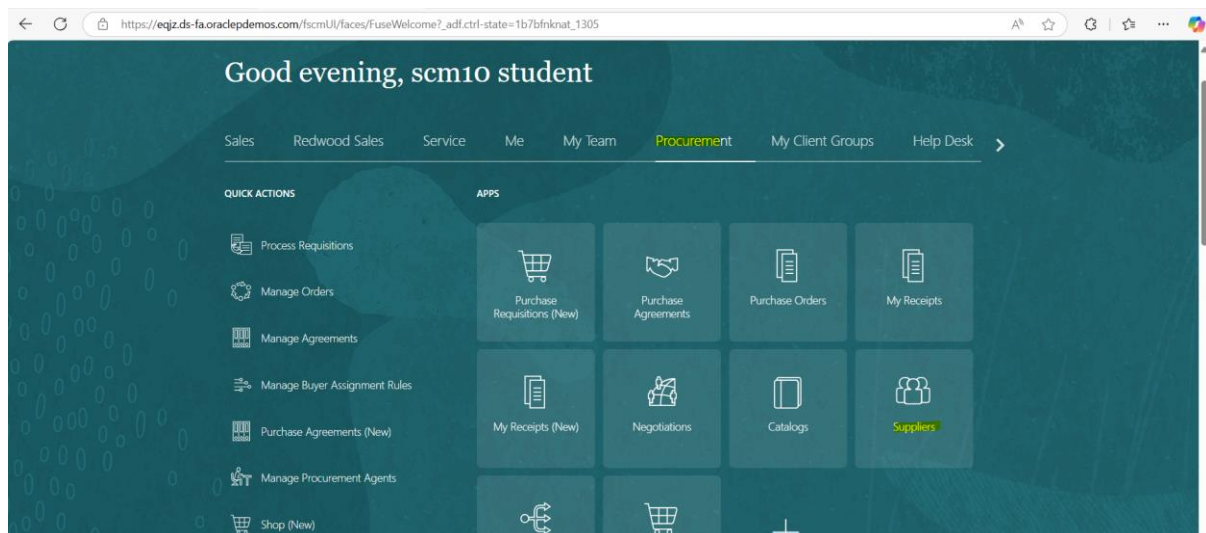
Spend-authorized supplier: Negotiation, purchases, invoices everything is possible with this supplier

- **Prospective suppliers**

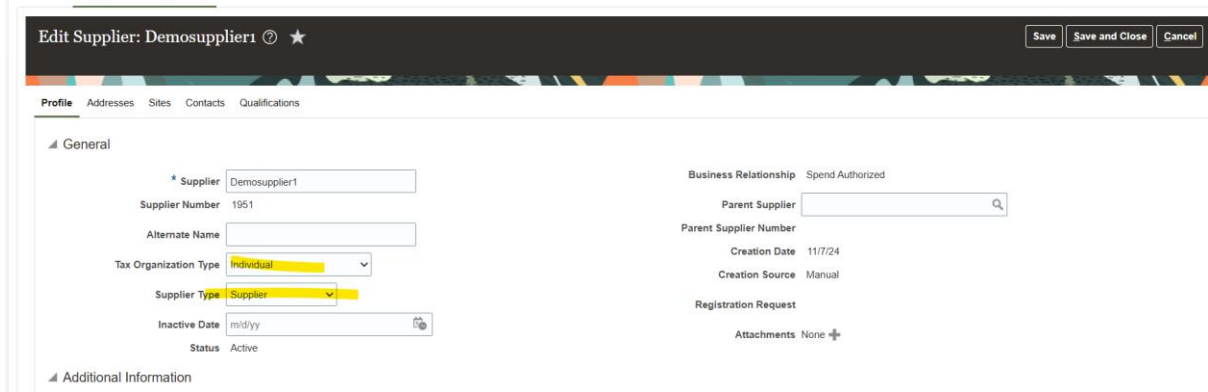
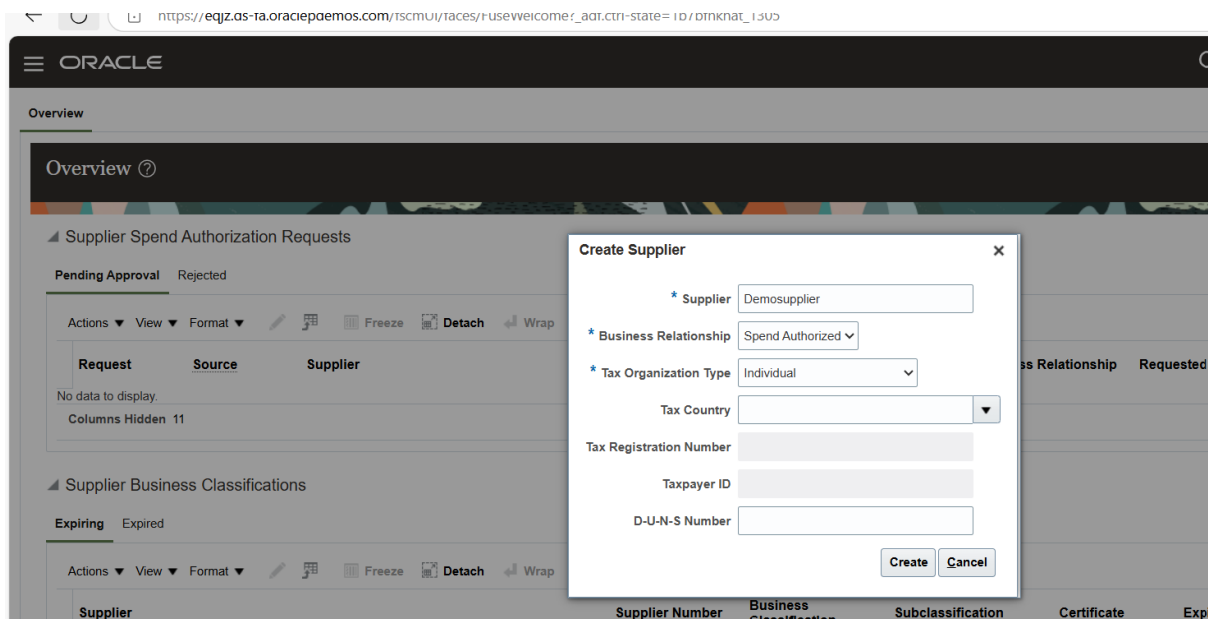
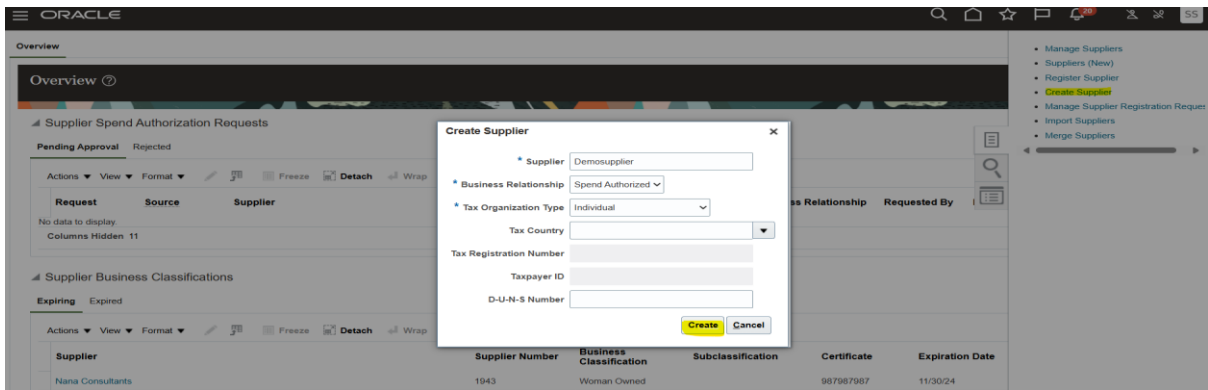
These suppliers are newly registered and can participate in sourcing negotiations and supplier qualifications, but they can't order or invoice. They have a limited level of access.

- **Spend authorized suppliers**

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



Create Supplier:



Year establishment year: we can add

Organization

Business Classifications

Products and Services

Transaction Tax

Income Tax

Payments

Identification

Alias

D-U-N-S Number

One-time supplier

Registry ID

Relationships

Customer Number

SIC

National Insurance Number

Corporate Web Site

Regional Information

Regional Information

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Click on Addresses tab

Overview

Supplier: Demosupplier1

Edit Supplier: Demosupplier1

Save

Save and Close

Cancel

Last Saved: 11/7/24 3:52 PM

Profile

Addresses

Sites

Contacts

Qualifications

Actions

View

Format

+

Freeze

Wrap

Status

Active

Address Name

Address

Phone

Address Purpose

Status

No data to display.

Columns Hidden: 5

Create Address

Save

Save and Close

Save and Create Another

Cancel

Search

Address

Address Name

Country

Address Line 1

Address Line 2

City

State

Postal Code

County

Language

Address Purpose

Identifying

Relevant to

RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status

Additional Information

Address Details

Sites

Transaction Tax

Contacts

Payments

Actions

View

Format

+

Freeze

Detach

Wrap

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

Language | American English

Additional Information

Address Details

Sites Transaction Tax Contacts Payments

Actions View Format Freeze Detach Wrap

* Procurement BU	* Site	* Site Purpose					Attachments	Status
		Sourcing Only	Purchasing	Procurement Card	Pay	Primary Pay		
DS_Business Unit	demosupplier2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	Active

Columns Hidden: 6

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

Save it

vision

Overview Supplier: Demosupplier

Edit Supplier: Demosupplier

Save Save and Close Cancel

Last Saved: 11/8/24 8:13 AM

Profile Addresses Sites Contacts Qualifications

Actions View Format Freeze Wrap Status: Active

Address Name	Address	Phone	Address Purpose	Status
demosupplier2	SOUTH BAY, FL 33493 Palm Beach		Ordering, Remit to	Active

Columns Hidden: 5

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.

VISION

Overview Supplier: Demosupplier x

Edit Supplier: Demosupplier ? ★

Save Save and Close Cancel

Last Saved 11/8/24 8:13 AM

Profile Addresses **Sites** Contacts Qualifications

Actions View Format + Freeze Detach Wrap Status Active

Procurement BU	Site	Address	Site Purpose	Alternate Pay Site	Attachments	Status
⚠ DS_Business unit	🔥 demosupplier2	🔥 SOUTH BAY, FL 33493 Palm Beach	Purchasing, Pay		None	Active

Columns Hidden 5

Under Sites, Purchasing tab

Select

Shipping method

Required acknowledgment document within 7 days.

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

Status Active Attachments None

General **Purchasing** Receiving Invoicing Payments Site Assignments Qualifications

Communication

Communication Method Language American English

Controls

☐ Hold all new purchasing documents

Hold Reason

Required Acknowledgment Document

* Acknowledge Within Days 7

Freight

Shipping Method DHL-Air-Next day air

Freight Terms

☐ Pay on receipt

FOB

Country of Origin

Buyer Managed Transportation Yes

Save it.

Under Site assignment Tab,

Click on Auto create Assignments, Assignments will come automatically.

Inactive Date Invoicing

Status Active Attachments None

General Purchasing Receiving Invoicing Payments **Site Assignments** Qualifications

Actions View Format + Autocreate Assignments Freeze Detach Wrap Status Active

* Client BU	Bill-to BU	Ship-to Location	Bill-to Location	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Pay: Distribu
-------------	------------	------------------	------------------	---------------------	-----------------------	------------------------	-------------------------	--------------------

Columns Frozen 2

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

Create Order [X]

* 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

We can able to see the new Supplier.