

## 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 in the 'Downloads' folder. The file properties dialog 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 it was created on 28 February 2025, 16:36:53.

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' section is highlighted, showing a table 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 first row of data contains the following values: 'Test\_4567', 'CREATE', 'PQR Company', 'Test', 'User', and 'Y'.

SupplierContactImportTemplate

File Home Insert Page Layout Formulas Data Review View Help

J6

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		

SupplierContactImportTemplate

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E19

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	

SupplierContactImportTemplate

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CCS

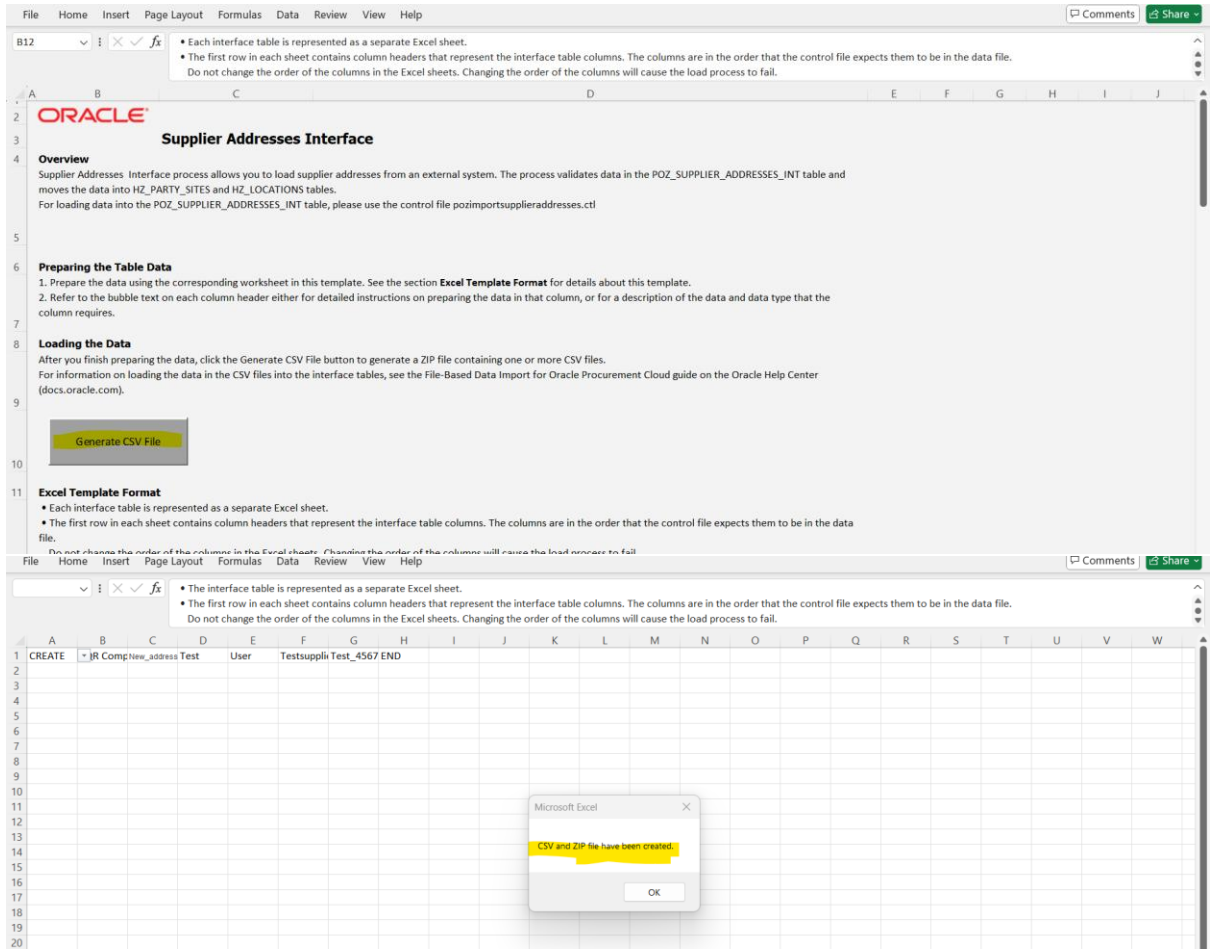
ORA\_POS\_SUPPLIER\_SALES\_REPRESENTATIVE\_JOB

Supplier Contacts Interface

Hide Additional Attributes

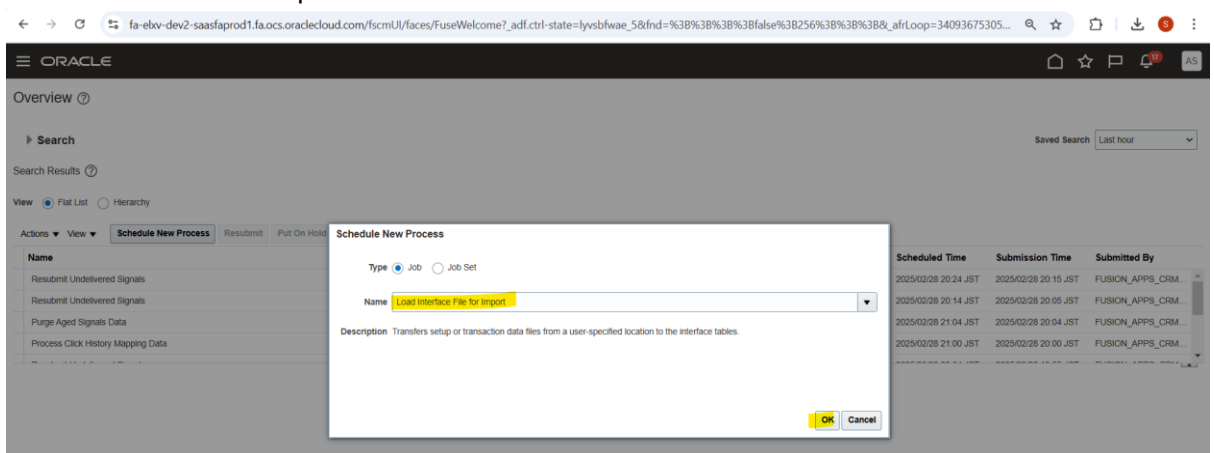
Batch ID	Import Action *	Supplier Name*	Prefix	First Name	First Name Middle	Role 2	Role 3	Role 4
Test_4567	CREATE	PQR Company		Test		ORA_POS_SUPPLIER_CUSTOMER_SERVICE_REPRESENTATIVE_JOB	ORA_POS_SUPPLIER_DEMAND_PLANNER_JOB	

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

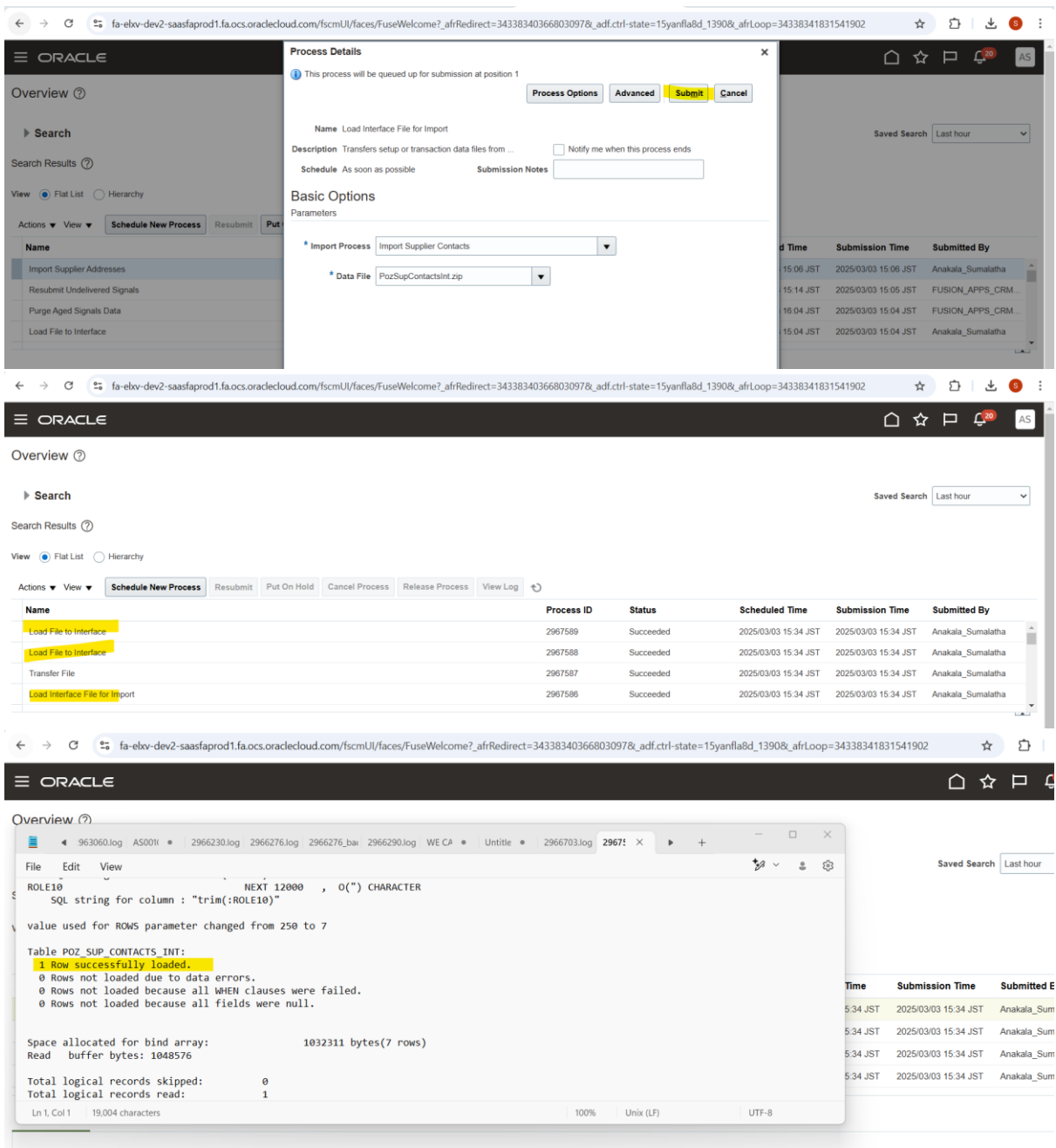


Save the csv and zip files in the required folders and you will get the notifications shown above.

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

Overview

Search

Search Results

View

Actions

Process Details

Load File to Interface, 2967589

Schedule New Process

Type

Name

Description

OK

Cancel

Submission Time

Submitted By

ST

2025/03/03 15:34 JST

Anakala\_Sumalatha

Process Details

This process will be queued up for submission at position 1

Process Options

Advanced

Submit

Cancel

Name

Description

Schedule

Submission Notes

Basic Options

Parameters

Import Options

Report Exceptions Only

Batch ID

Submission Time

Submitted By

15:34 JST

2025/03/03 15:34 JST

Anakala\_Sumalatha

Overview

Search

Search Results

View

Actions

Process Details

Import Supplier Contacts, 2967608

Status

Schedule Start

Log and Output

Attachment

Parameters

Name

Process ID

Status

Scheduled Time

Submission Time

Submitted By

Import Supplier Contacts

2967608

Succeeded

2025/03/03 15:39 JST

2025/03/03 15:39 JST

Anakala\_Sumalatha

Name

Process ID

Status

Scheduled Time

Submission Time

Submitted By

Resubmit Undelivered Signals

2967590

Wait

2025/03/03 15:44 JST

2025/03/03 15:34 JST

FUSION\_APPS\_CRM...

Name

Process ID

Status

Scheduled Time

Submission Time

Submitted By

Load File to Interface

2967589

Succeeded

2025/03/03 15:34 JST

2025/03/03 15:34 JST

Anakala\_Sumalatha

Name

Process ID

Status

Scheduled Time

Submission Time

Submitted By

Load File to Interface

2967588

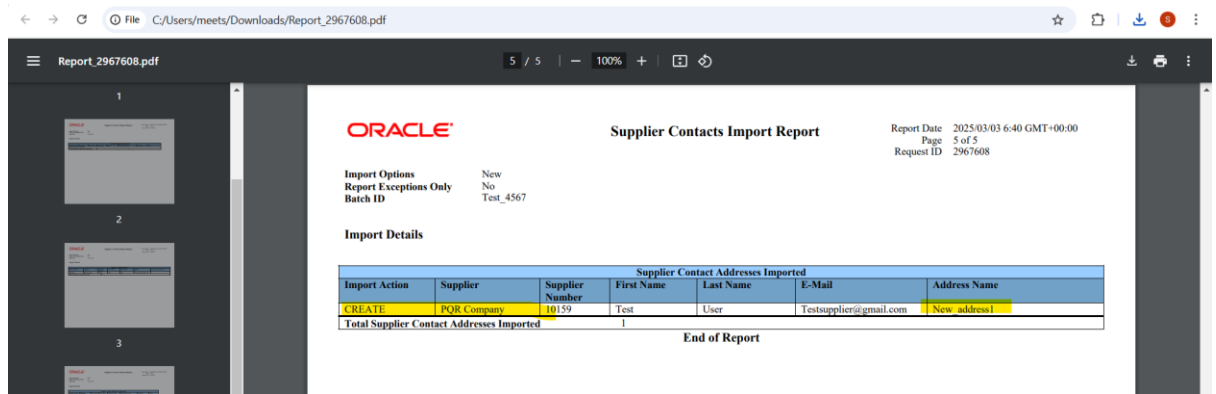
Succeeded

2025/03/03 15:34 JST

2025/03/03 15:34 JST

Anakala\_Sumalatha

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:

\* First Name:

Middle Name:

\* Last Name:

Job Title:

☒ Administrative contact

Phone:

Mobile:

Fax:

Email:

Status:

Additional Information

E-mail Notification:

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
New_address1	7689 Hitech city,Madapur,HYDERABAD-500081,Telangana,INDIA		Ordering, Remit ...	Active

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

