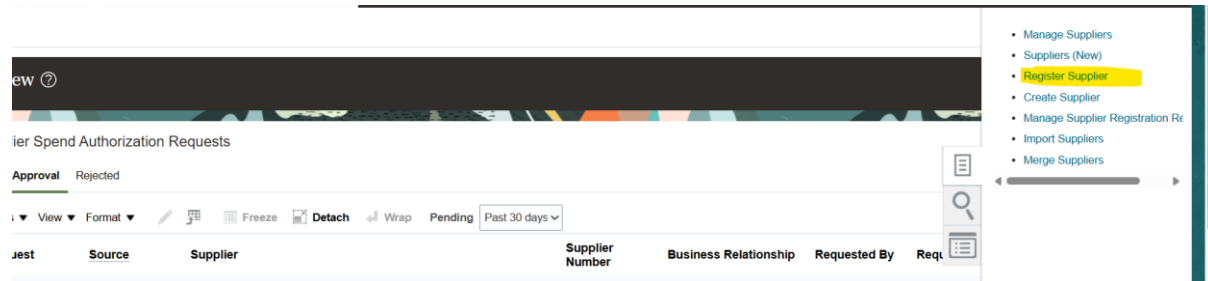


Supplier Creation- Internal Supplier: -

An **internal supplier** is a supplier who is part of the same company as its customer. They provide products, services, or other resources to their coworkers within the organization. These suppliers are considered "in-house" suppliers

Navigation: Procurement> Suppliers>Register Supplier



Enter the Required Details

The screenshot shows the 'Register Supplier' form in SAP. The form is divided into two main sections: 'Registration Details' and 'Company Details'. In the 'Registration Details' section, the 'Company' field is set to 'ABC Company', 'Request Reason' is 'New Supply Source', 'Justification' is empty, 'Procurement BU' is 'US1 Business Unit', and 'Business Relationship' is 'Prospective'. In the 'Company Details' section, 'Tax Organization Type' is 'Individual', 'Supplier Type' is 'Supplier', 'Corporate Web Site' is empty, 'D-U-N-S Number' is '123456787', 'Tax Country' is 'India', 'Taxpayer ID' is '123456', and 'Tax Registration Number' is '890789'. The 'Attachments' field shows 'None'.

Goto Contacts> Click on +: Add the contact details of the employee

The screenshot shows the 'Contacts' and 'Addresses' sections in SAP. The 'Contacts' section has a table with columns: Name, Job Title, Email, Administrative Contact, and Request User Account. The table is currently empty, and the 'Add' button (+) is highlighted. The 'Addresses' section has a table with columns: Address Name, Address, Phone, and Address Purpose. The table is also currently empty, and the 'Add' button (+) is highlighted.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title Indicate this contact is an administrative contact who will be notified of the registration review outcome

☒ Administrative contact

Phone

Mobile

Fax

* Email

☒ Create user account

Roles

Role	Description
Supplier Self Service Clerk	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...

Enter the first name, last name, e-mail, enable as administrative contact.

Supplier required roles are added automatically.

Click on ok

Address:

Create Address

Search

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* City or Town

* Pin Code

State

* Address Purpose ☒ Ordering ☒ Remit to ☒ RFQ or Bidding

Phone

Fax

* Email

Address Contacts

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
Chekuri, Sreenu		sreenuchekuri@...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another Cancel

Enter the address details and Click on select all, add the contact details.

Address purpose also needs to be enter.

fa-eqne-dev26-saasfadem01.ds-fa.oraclepdemos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=g0w1d880_5&fnd=%38%38%38%38false%38256%38%38%38&_afLoop=27272192922...

Enter at least one contact.

Name	Job Title	Email	Administrative Contact	Request User Account
Chekuri, Sreenu		sreenuchekuri@gmail.com	✓	✓

Columns Hidden 7

Addresses

Enter at least one address.

Address Name	Address	Phone	Address Purpose
Internal_address	Postal Colony,TIRUPATI-517501,Andhra Pradesh,INDIA		Ordering, Remit to, RFQ or Bidding

Columns Hidden 3

Business Classifications

☐ None of the classifications are applicable

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Test_India_owne	Other				m/d/yy	m/d/yy	None	

Business classification and payment details are needs to be entered as per the requirement.

Business Classifications

☐ None of the classifications are applicable

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
ISO 14001					m/d/yy	m/d/yy	None	

Bank Accounts

Account Number	IBAN	Currency	Bank
No data to display.			

Columns Hidden 8

Products and Services Categories

Category Name	Description
CGT Laptop Service	CGT Laptop Service

Enter the product and service categories: it means we have to enter the Category name, what type of item that are supplied by the internal supplier.

Overview Register Supplier x

Register Supplier ?

Registration Details

* Company: ABC Company

* Request Reason: New Supply Source

Justification:

Procurement BU: US1 Business Unit

* Business Relationship: Prospective

Company Details

* Tax Organization Type: Individual

D-U-N-S Number: 123456787

Supplier Type: Supplier

Tax Country: India

Register Cancel

Click on Register, now internal supplier will be created.

Register Supplier

Registration Details

* Company: ABC Company

* Request Reason: New Supply Source

Justification:

Procurement BU: US1 Business Unit

Business Relationship: Prospective

Company Details

* Tax Organization Type: Individual

Supplier Type: Supplier

D-U-N-S Number: 123456787

Tax Country: India

Confirmation
Your registration request was submitted.
OK

After some time go to manage supplier, search with supplier name, you can be able to find the internal supplier.

Manage Suppliers

Search

* Keywords: ABC Company

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Register Supplier

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
ABC Company	1189		Prospective		3/8/25		890789	123456	123456787

Columns Hidden 19