

Supplier Address 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 Help Center page for "File-Based Data Import (FBDI) for Procurement". The left sidebar lists navigation options, with "Import Supplier Addresses" highlighted. The main content area shows details for "Import Supplier Addresses", including object owner and UCM account. The "File Links" section contains a table with the following data:

File	Link
XLSM template	SupplierAddressImportTemplate.xlsm
Control files	<ul style="list-style-type: none"> Supplier Address Import Control File

Below the table, the "Job and Table Links" section is visible. In the Windows File Explorer, the file "SupplierAddressImportTemplate" is selected. The "Properties" dialog box is open, showing the "General" tab. The "Type of file" is "Microsoft Excel Macro-Enabled Worksheet (.xlsm)". The "Security" section shows a warning: "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 "SupplierAddressImportTemplate" Excel spreadsheet. The spreadsheet is divided into two sections. The top section, titled "Supplier Addresses Interface", contains a table with columns: Batch ID, Import Action, Supplier Name, Address Name, Address Name new, Country, Address Line 1, and Address. The bottom section, titled "Supplier Addresses Interface", contains a table with columns: Batch ID, Import Action, Supplier Name, City, State, Province, Country, Postal code, and Post. The data entered in the bottom section is as follows:

Batch ID	Import Action	Supplier Name	City	State	Province	Country	Postal code	Post
TEST_004	CREATE	PQR Company	Hyderabad	Telangana	Province	IN	500081	

The screenshot shows the 'Supplier Addresses Interface' Excel template. The data entry tab is active, displaying a table with the following columns: Batch ID, Import Action, Supplier Name, RFQ Or Bidding, Ordering, Pay, ATTRIBUTE_CATEGORY, ATTRIBUTE1, and ATTRIBUTE2. The first row of data contains: TEST_004, CREATE, PQR Company, Y, Y, Y, and empty cells for the remaining columns.

Batch ID	Import Action	Supplier Name	RFQ Or Bidding	Ordering	Pay	ATTRIBUTE_CATEGORY	ATTRIBUTE1	ATTRIBUTE2
TEST_004	CREATE	PQR Company	Y	Y	Y			

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

The screenshot shows the 'Supplier Addresses Interface' Excel template with the Overview and Instructions tabs. The Overview tab contains the following text:

Supplier Addresses Interface

Overview

Supplier Addresses Interface process allows you to load supplier addresses from an external system. The process validates data in the POZ_SUPPLIER_ADDRESSES_INT table and moves the data into HZ_PARTY_SITES and HZ_LOCATIONS tables.

For loading data into the POZ_SUPPLIER_ADDRESSES_INT table, please use the control file pozimportsupplieraddresses.ctf

Preparing the Table Data

1. Prepare the data using the corresponding worksheet in this template. See the section **Excel Template Format** for details about this template.

2. Refer to the bubble text on each column header either for detailed instructions on preparing the data in that column, or for a description of the data and data type that the column requires.

Loading the Data

After you finish preparing the data, click the Generate CSV File button to generate a ZIP file containing one or more CSV files.

For information on loading the data in the CSV files into the interface tables, see the File-Based Data Import for Oracle Procurement Cloud guide on the Oracle Help Center (docs.oracle.com).

Excel Template Format

- Each interface table is represented as a separate Excel sheet.
- The first row in each sheet contains column headers that represent the interface table columns. The columns are in the order that the control file expects them to be in the data file.
- Do not change the order of the columns in the Excel sheets. Changing the order of the columns will cause the load process to fail.

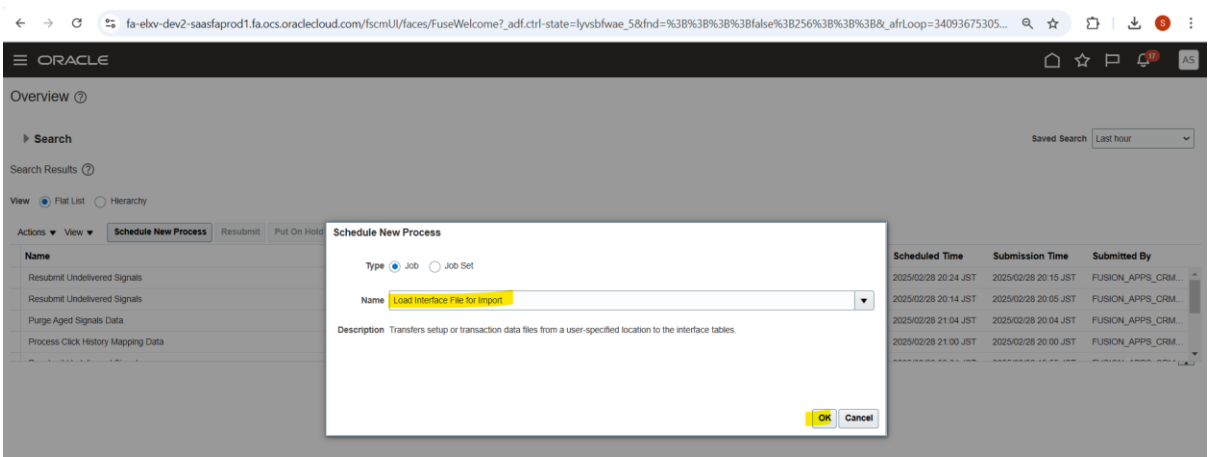
The 'Generate CSV File' button is visible at the bottom of the Overview tab.

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

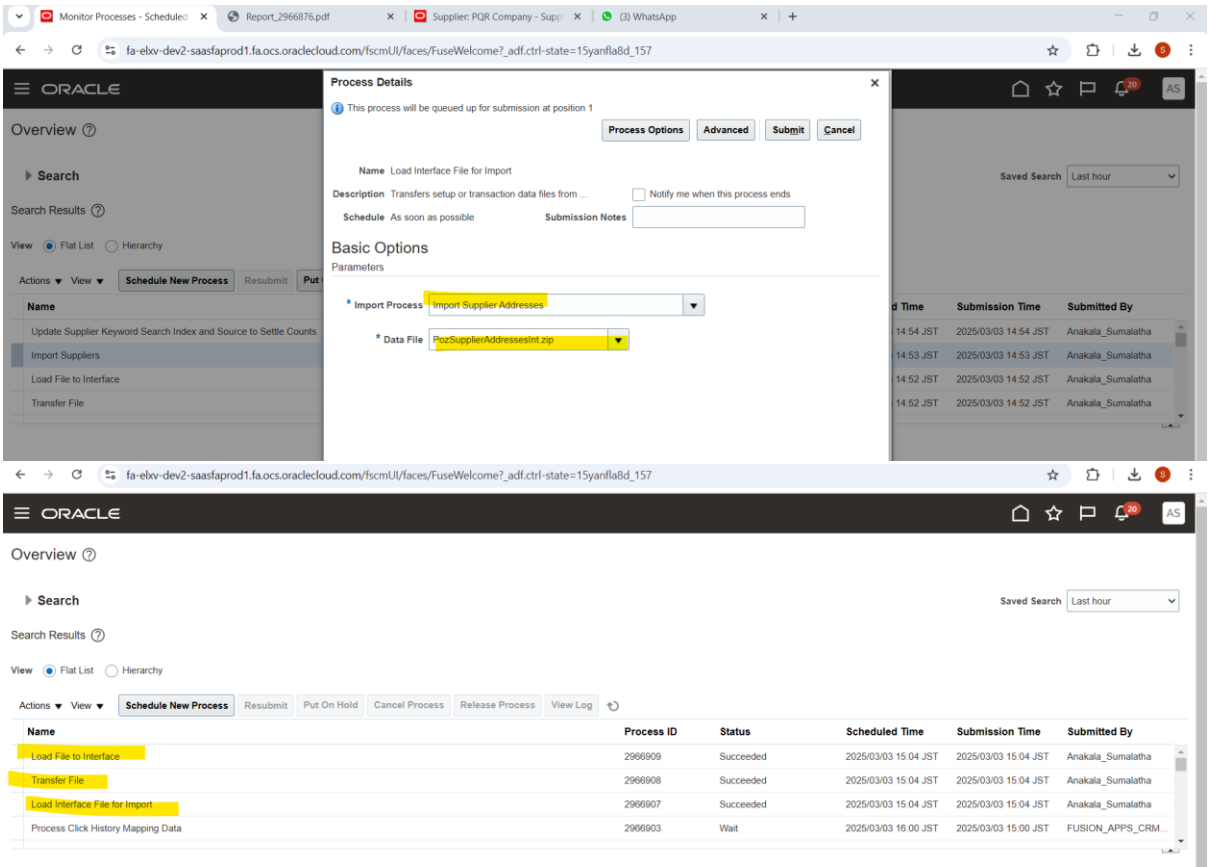
The screenshot shows the 'Supplier Addresses Interface' Excel template with the data entry tab. The first row of data contains: CREATE, JR Comp New_address1, IN, 6789 Hitech city Madapur, and empty cells for the remaining columns. A notification dialog box is displayed in the center of the screen, stating: 'Microsoft Excel' and 'CSV and ZIP file have been created.' with an 'OK' button.

Batch ID	Import Action	Supplier Name	RFQ Or Bidding	Ordering	Pay	ATTRIBUTE_CATEGORY	ATTRIBUTE1	ATTRIBUTE2
CREATE	JR Comp New_address1	IN	6789 Hitech city Madapur					

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

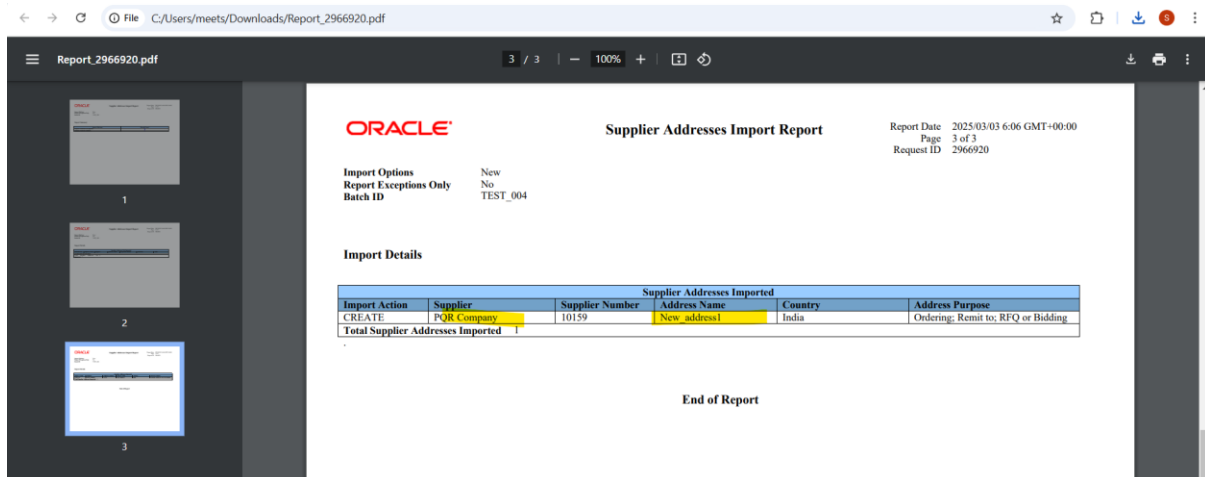
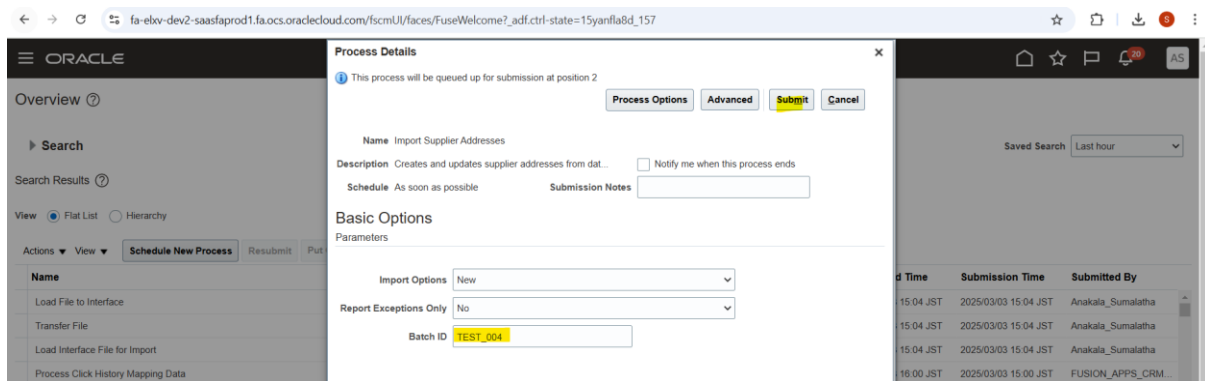
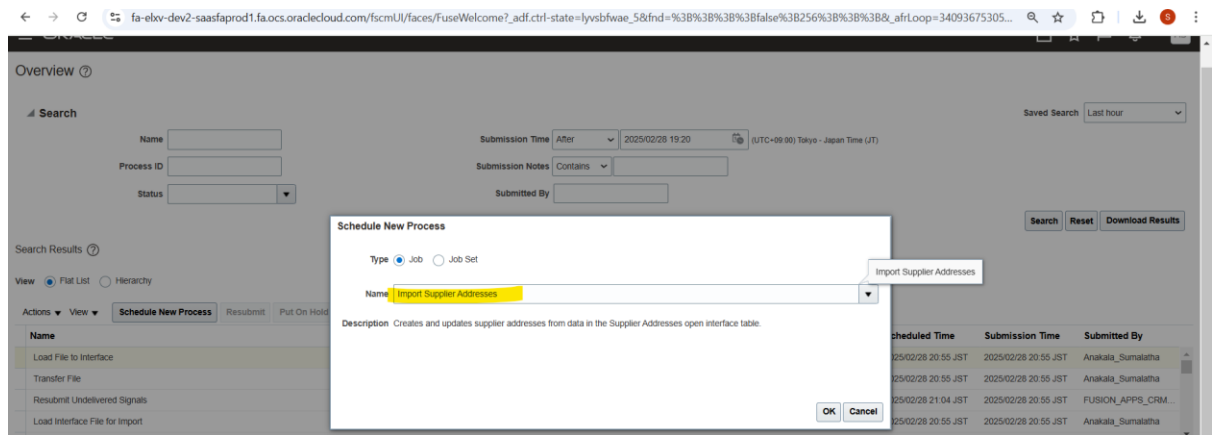


Select the required parameters and submit it.



This program got succeeded.

5. Run the ESS job: Import Supplier Addresses



The import program succeeded, so supplier successfully imported.

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

The screenshot shows the Oracle FBDI template for creating a new supplier address. The browser address bar shows the URL: fa-ekv-dev2-saasaprod1.fa.ocs.oraclecloud.com/fscmlUI/faces/fuseWelcome?_adf.ctrl-state=15yanfla8d_157. The Oracle logo is visible in the top left corner. The page title is "Edit Address: New_address1". The form is divided into two main sections: "Address Details" and "Additional Information".

Address Details:

- Address Name:** New_address1
- Country:** India
- Address Line 1:** 6789
- Address Line 2:** Hitech city
- Address Line 3:** Madapur
- City or Town:** Hyderabad
- Pin Code:** 500081
- State:** Telangana
- Language:** American English

Additional Information:

- Address Purpose:** ☒ Ordering, ☒ Remit to, ☒ RFQ or Bidding
- Phone:** [Empty field]
- Fax:** [Empty field]
- Email:** sreenu.chekuri@gmail.com
- Inactive Date:** yyyy/mm/dd
- Status:** Active

Buttons: Save, Save and Close, Cancel

The address has been created successfully from the FBDI template

Conclusion: we have successfully created Supplier address through FBDI process.