

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

The screenshot shows the Oracle ERP Cloud interface. The top navigation bar has 'Procurement' selected. The left sidebar shows a list of actions: 'Manage Suppliers', 'Suppliers (New)', 'Register Supplier' (which is highlighted in yellow), 'Create Supplier', 'Manage Supplier Registration Re...', 'Import Suppliers', and 'Merge Suppliers'. The main content area displays a table titled 'Supplier Spend Authorization Requests'. The table has columns: 'Approval' (with 'Rejected' selected), 'View', 'Format', 'Edit', 'Freeze', 'Detach', 'Wrap', 'Pending', and a date range 'Past 30 days'. The table rows include 'Test', 'Source', 'Supplier', 'Supplier Number', 'Business Relationship', 'Requested By', and 'Req'. A search icon is also present in the table header.

Enter the Required Details

The screenshot shows the 'Register Supplier' form. At the top, there are tabs for 'Overview' and 'Register Supplier' (which is active). Below the tabs are buttons for 'Register' and 'Cancel'. The form is divided into several sections: 'Registration Details' (Company: ABC Company, Request Reason: New Supply Source, Justification: blank), 'Company Details' (Tax Organization Type: Individual, Supplier Type: Supplier, Corporate Web Site: blank, D-U-N-S Number: 123456787, Tax Country: India, Taxpayer ID: 123456, Tax Registration Number: 890789), and an 'Attachments' section (None). There are also sections for 'Procurement BU' (US1 Business Unit) and 'Business Relationship' (Prospective).

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

The screenshot shows the 'Contacts' list page. At the top, there are tabs for 'Overview' and 'Contacts' (which is active). Below the tabs are buttons for 'Actions', 'View', 'Format', and a '+' sign for adding new contacts. The main content area has sections for 'Name' (No data to display), 'Address Name' (No data to display), and 'Addresses' (No data to display). The table headers for 'Name', 'Address Name', 'Job Title', 'Email', 'Administrative Contact', and 'Request User Account' are visible.

Create Contact

Company Details

Salutation: * First Name: Sreenu
Middle Name:
* Last Name: Chekuri
Job Title: Administrative contact

Phone:
Mobile:
Fax:
* Email: sreenuchekuri@gmail.com

Contacts
Enter at least one contact.
Actions ▾ View ▾ Format

User Account
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

Contacts
Enter at least one contact.
Actions ▾ View ▾ Format

Name
Name: Chekuri, Sreenu
Address Name: Internal_address
Address Line 1: Postal Colony
Address Line 2:
Address Line 3:
City or Town: Tirupati
Pin Code: 517501
State: Andhra Pradesh

Address Purpose Ordering Remit to RFQ or Bidding
Phone: 91
Fax: 91
Email: sreenuchekuri@gmail.com

Address Contacts
Select the contacts that are associated with this address.

User Account

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

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

Address purpose also needs to be enter.

The screenshot shows the Oracle Fusion ERP Cloud interface for managing internal supplier details. It includes sections for:

- Contact:** Shows a table with columns: Name, Job Title, Email, Administrative Contact, and Request User Account. One row is present: Chekuri, Sreeni with email sreenuchekuri@gmail.com.
- Address:** Shows a table with columns: Address Name, Address, Phone, and Address Purpose. One row is present: Internal_address with address Postal Colony,TIRUPATI-517501,Andhra Pradesh,INDIA and purpose Ordering, Remit to, RFQ or Bidding.
- Business Classifications:** Shows a table with columns: * Classification, Subclassification, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachments, and Notes. One row is present: ISO 14001 with Subclassification Other, Certifying Agency Other, and Certificate m/d/yy.

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

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- Business Classifications:** Shows a table with columns: * Classification, Subclassification, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachments, and Notes. One row is present: ISO 14001 with Subclassification Other, Certifying Agency Other, and Certificate m/d/yy.
- Bank Accounts:** Shows a table with columns: Account Number, IBAN, Currency, and Bank. No data to display.
- Products and Services Categories:** Shows a table with columns: Category Name and Description. One row is present: CGT Laptop Service with Description 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.

The screenshot shows the 'Register Supplier' form in the Oracle Fusion ERP Cloud. The 'Register Supplier' tab is selected. The form contains two main sections:

- Registration Details:** Fields include:
 - * Company: ABC Company
 - * Request Reason: New Supply Source
 - Justification: (empty text area)
 - Procurement BU: US1 Business Unit
 - * Business Relationship: Prospective
- Company Details:** Fields include:
 - * Tax Organization Type: Individual
 - Supplier Type: Supplier
 - D-U-N-S Number: 123456787
 - Tax Country: India

Click on Register, now internal supplier will be created.

The screenshot shows the 'Register Supplier' dialog box. It includes fields for Company (ABC Company), Request Reason (New Supply Source), Justification, Procurement BU (US1 Business Unit), Business Relationship (Prospective), and a 'Confirmation' message box stating 'Your registration request was submitted.' with an 'OK' button.

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

The screenshot shows the 'Manage Suppliers' search results page. A search was performed for 'ABC Company', resulting in one record being displayed in a table. The table columns include Supplier, Supplier Number, Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, Tax Registration Number, Taxpayer ID, and D-U-N-S Number. The record for 'ABC Company' has a Supplier Number of 1189, an Alternate Name of Prospective, a Creation Date of 3/8/25, and a Tax Registration Number of 890789.

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