

Viewing Suppliers

Distribution

AP Accountant*

AP Distribution Specialist

AP Manager

AP Senior

AP Specialist

AP Supervisor

Buyer

Purchasing Manager

Related Procedures

[Adding Suppliers \[../FND/@PRO1506Y\]](#)

[Entering Check Request \[../FND/@PRO1526Y\]](#)

[Unidentified Invoices \[../FND/@PRO1538Y\]](#)

Ownership

The [Payables Manager \[xxx@yourcompany.com?Subject=NAV2504Y Viewing Suppliers\]](#) is responsible for ensuring that this document is necessary and reflects actual practice.

Viewing Suppliers

AP Accountant

1. Find the supplier.

Oracle Payables

N > Suppliers > Inquiry

Find Suppliers

Find Suppliers

Supplier Name	BECKMAN COULTER INC.	Supplier Number	7009
Alternate Name			
Taxpayer ID		Tax Registration Number	
Inactive Dates		One Time	
Supplier Type			
Employee Name		Employee Number	
Parent Supplier		Parent Number	
Payment Priorities			
Reporting Name			
Payment Terms			
Pay Group			

Reportable

Federal	
Income Tax Type	
State	

Clear New Find

- Enter the search criteria into the fields, such as the **Supplier Name** from the List of Values (LOV)
- Click the **Find** button. The **Suppliers** form appears

Supplier Name **BECKMAN COULTER INC.** Supplier Number **7009**

Alternate Name **BECKM03**

Taxpayer ID Tax Registration Number

Inactive On []

General Classification Accounting Control Payment Bank Acc... EDI Invoi... Withh... Tax R...

Parent Supplier Name Number

Customer Number

Sites

Note: All tabs are available for viewing information. Navigate through the tabs to find the requested information.

2. View the supplier site information.
 - Click the **Sites** button. The **Supplier Sites** form appears

Note: All tabs are available for viewing information. Navigate through the tabs to find the requested information.

3. View additional supplier sites:

- Choose the Up Arrow or Down Arrow key
- Choose the Page Up or Page Down key
- Choose **Record** from the **View** menu from the Menu Bar and then choose either **First** or **Last**

Note: Supplier Sites will appear in alphabetical order.

4. View additional supplier and/or supplier site information.

- Click each tab to move through the forms

Descriptions of the Supplier and Supplier Site Tabs are as follows:

Note: Because many regions of the same name share many of the same fields, we have combined the region references when possible.

General region of the Suppliers Window

- This tab identifies the Customer Number your supplier uses to identify your enterprise, the parent supplier Number, and the Parent Supplier Name.

General Region of the Supplier Sites Window

- General information about the supplier such as; Customer Number, Shipping Network Location, Supplier Notification Method, Pay Site, Purchasing Site, Procurement Card for credit cards, and E-mail address.

Contacts region of the Supplier Sites

- Contact information is for your reference only and is not used by the system.

Classification Region of the Suppliers Window

- This tab contains, the Employee Name and Number linked to the supplier, the type of supplier and if the supplier is woman or minority owned, is a business with small enterprises, or a one-time entry.

Accounting Region of Supplier and Supplier Site Windows

- Supplier accounting values default to all new supplier sites entered for the supplier. Supplier site accounting values default to all new invoices for the supplier site. You can override any accounting defaults during supplier site entry and invoice entry.

Control Region of the Suppliers and Supplier Sites Window

- Indicates holds on a supplier or supplier site.

Payment Region of the Suppliers and Suppliers Sites Window

- All supplier payment values default to new supplier sites entered. Supplier site values default to invoices. You can override any payment defaults during supplier site entry, except Allow Interest Invoices, which does not display in the Supplier Sites window.
- The defaults in the Supplier Payment region come from the defaults entered in the Financials Options window, except the default for Pay Group and Allow Interest Invoices, which come from the Payables Options window, and the default for Exclude Freight From Discount, which is always No.

Bank Accounts Region of the Suppliers and Supplier Sites Windows

- This tab is used to record the supplier bank accounts that your suppliers and supplier sites use for electronic payment transactions.
- If you want to view detailed information or update a bank account listed in this window, double click on the current record indicator to navigate to the Banks window.

EDI Region of the Supplier and Supplier Sites Windows

- If you pay this supplier with electronic payments, enter the information in this tab for your supplier.

Invoice Tax Region of the Suppliers and Suppliers Sites Window

- This tab identifies the Invoice Tax Code, the Use Offset Taxes, the Calculation Level, the Calculation Level Override, the Rounding Rule, and the Distribution Amounts Include Tax.

Withholding Tax Region of the Suppliers and Suppliers Site Windows

- Withholding tax information for a supplier and supplier site. If the Use Withholding Tax Payables option is not enabled, you will not be able to navigate to this region.

Tax Reporting Region of the Suppliers Window

- Supplier tax reporting information. Types of tax information indicated are Federal, Income Tax Type, Reporting Site, Verification Date, Name Control, and Organization Type.

Purchasing region of the Suppliers and Supplier Sites Windows

- Indicates purchasing information for the supplier. Supplier purchasing values default to supplier sites entered.

Receiving Region of the Suppliers Window

- Indicates receiving information from the supplier. All supplier receiving values default to new purchase orders entered for a supplier.

End of activity.

