

Place Supplier on Hold

Distribution

AP Accountant

Related Procedures

Refer to *Adding Suppliers [../FND/@PRO1506Y]*

Ownership

The Payables Manager [xxx@yourcompany.com?Subject=NAV2508Y Place Supplier on Hold] is responsible for ensuring that this document is necessary and reflects actual practice.

Place Supplier on Hold

AP Manager, AP Accountant

1. Perform a search for the supplier to be placed on hold.

Oracle Payables

N > Suppliers > Entry

Suppliers

Supplier Name Supplier Number

Alternate Name

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

- 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
2. Place the supplier on hold.
 - Select the **Control** tab

The screenshot shows the Oracle Suppliers form with the Control tab selected. The form contains the following fields and options:

- Supplier Name: BECKMAN COULTER INC.
- Supplier Number: 7009
- Alternate Name: BECKM03
- Taxpayer ID: [Empty]
- Tax Registration Number: [Empty]
- Inactive On: [Empty]

Navigation tabs: General, Classification, Accounting, Control (selected), Payment, Bank Acc..., EDI, Invoi..., Withh..., Tax R...

Control tab options:

- Invoice Amount Limit: [Empty]
- Invoice Match Option: Purchase Order (dropdown menu)
- Hold All Payments
- Hold Unmatched Invoices
- Hold Unvalidated Invoices
- Payment Hold Reason: [Empty]

Buttons: Sites

- Mark the **Hold All Payments** checkbox
- **Save** your work

End of activity.

