

Update Supplier Information

Distribution

AP Manager

AP Accountant

Related Procedures

Refer to *Changing Supplier Data [../FND/@PRO1508Y]*

Ownership

The Payables Manager [xxx@yourcompany.com?Subject=NAV2510Y Update Supplier Information] is responsible for ensuring that this document is necessary and reflects actual practice.

Update Supplier Information

AP Accountant

1. Find the supplier and/or supplier site to be updated.

Oracle Payables

N > Suppliers > Entry

Suppliers

The screenshot shows the 'Find Suppliers' dialog box in Oracle Payables. The 'Supplier Name' field contains 'BECKMAN COULTER INC.' and the 'Supplier Number' field contains '7009'. Other fields include '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', and 'Reportable' (with sub-fields for 'Federal', 'Income Tax Type', and 'State'). Buttons for 'Clear', 'New', 'Find', and 'Sites' are visible at the bottom.

- 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

Suppliers [REDACTED]

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.

- Click the **Sites** button. The **Supplier Sites** form appears

Supplier Sites: BECKMAN COULTER INC., 7009

Site Name: BREA

Country: []

Address: P O BOX 550

City: BREA

State: CA

Postal Code: 92822-0550

Site Uses:

- Pay
- Purchasing
- Primary Pay
- BFG Only
- Procurement Card

Communication:

Voice: [] []

Fax: [] []

Area Code: []

Number: []

Telex: []

E-mail: []

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

2. Update the supplier and/or supplier site information.

Remove supplier hold

- Within the Control tab, uncheck *Hold All Payments*

Update supplier site information

- Update Site address, as necessary
- Update Contact information, as necessary
- Update other Site specific information, as necessary
- **Save** your work

3. Repeat previous site-specific steps for each change listed on the Supplier Maintenance Form.

End of activity.

