How to create a supplier in Oracle Fusion

This guide shows you how to create a supplier in Oracle Fusion Procurement. You add the supplier's profile, address, and contact, then submit the profile change request and confirm its approval. After approval, you create a site for the supplier, configure its purchasing and receiving settings, and assign site locations. The example uses a supplier named Dell Supplier.

Prerequisites

Before you begin, make sure you have:

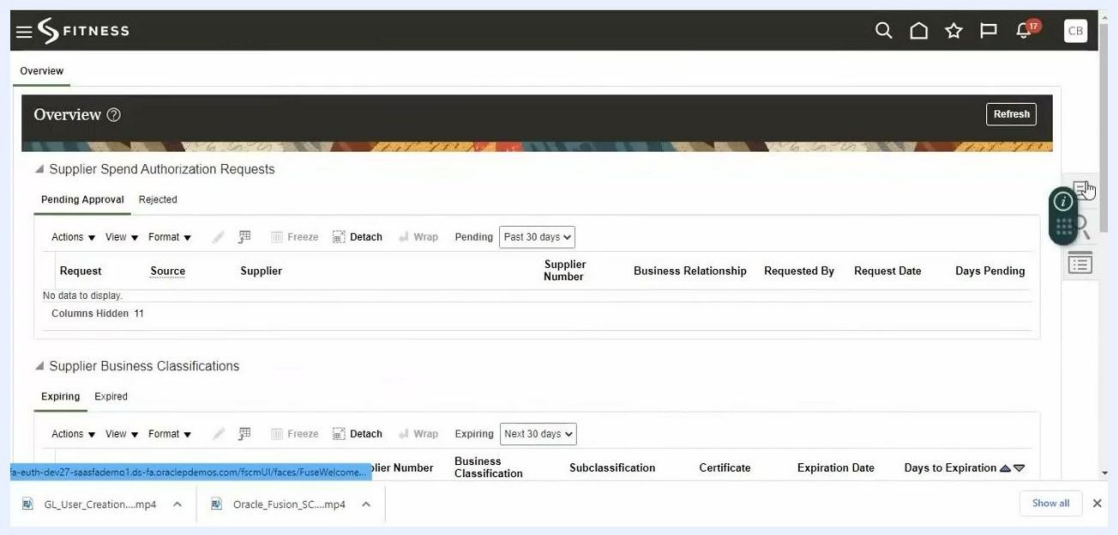
- Access to the Oracle Fusion application and its **Procurement** module.
- The supplier's name, business relationship, and tax organization type.
- The address and contact details you want to add to the supplier.

Create the supplier profile

Step 1: Open the Procurement module

1. Log in to the Oracle Fusion application.
2. On the main dashboard, click the menu icon (three horizontal lines) in the upper left corner.
3. Select **Procurement**.

The Procurement dashboard shows widgets such as In Process, Expired, Recent Activity, and Requiring Attention. The right sidebar lists actions under Requisitions, Orders, Agreements, Deliverables, and Supply Base.

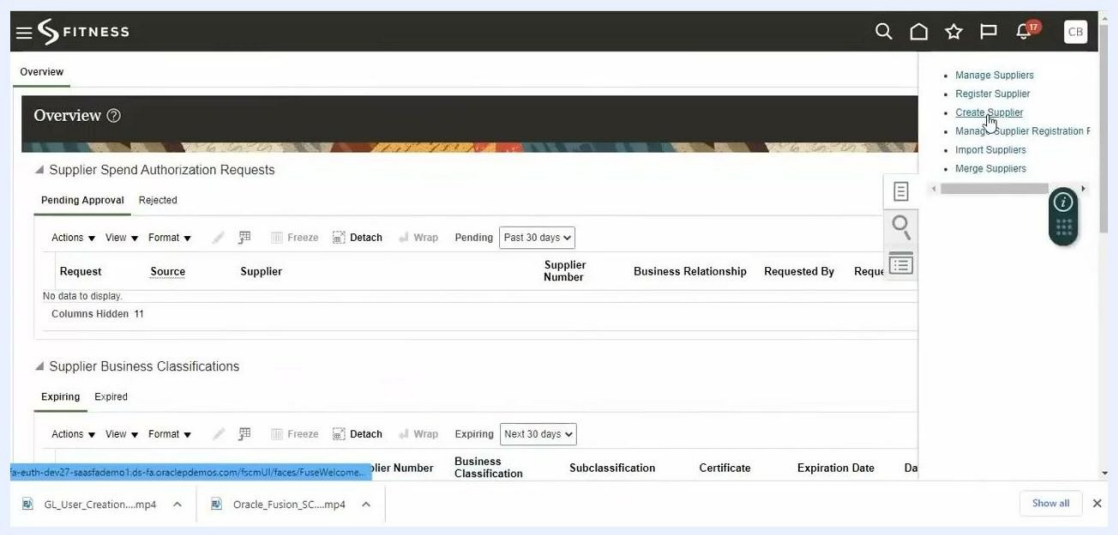


The Oracle Fusion Procurement dashboard with the procurement widgets and the sidebar of actions

Step 2: Select Create Supplier

1. In the right sidebar, open the menu under **Supply Base**.
2. Select **Create Supplier**.

The other options in this menu are Manage Suppliers, Register Supplier, Manage Supplier Registration, Import Suppliers, and Merge Suppliers.



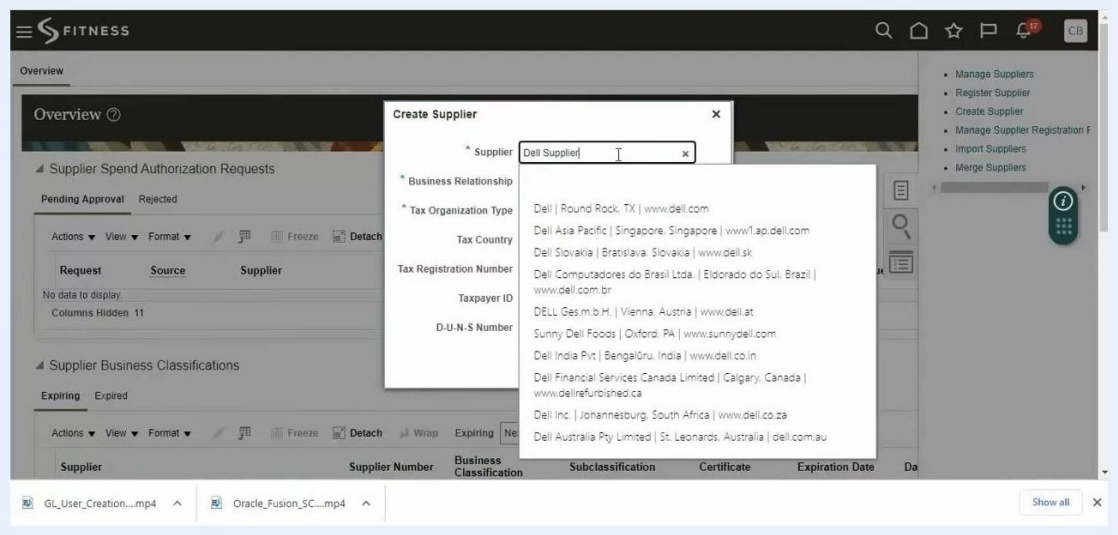
The Supply Base menu with the pointer on Create Supplier

Step 3: Enter the supplier details

In the **Create Supplier** dialog box, enter the following:

- **Supplier:** Dell Supplier
- **Business Relationship:** Spend Authorized
- **Tax Organization Type:** Corporation

As you type the supplier name, a list of matching supplier names and locations may appear. Select the appropriate entry if needed.

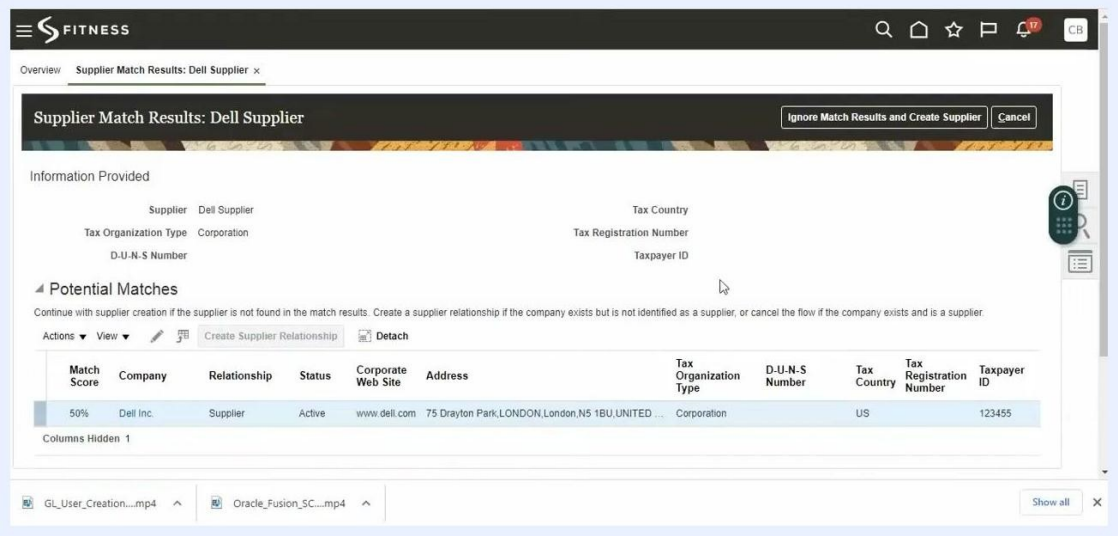


The Create Supplier dialog box with Dell Supplier entered and the Tax Organization Type list open

Step 4: Confirm the required fields and create the supplier

1. In the **Tax Organization Type** list, select **Corporation**.
2. Check that Supplier is Dell Supplier, Business Relationship is Spend Authorized, and Tax Organization Type is Corporation.

3. Click **Create**.

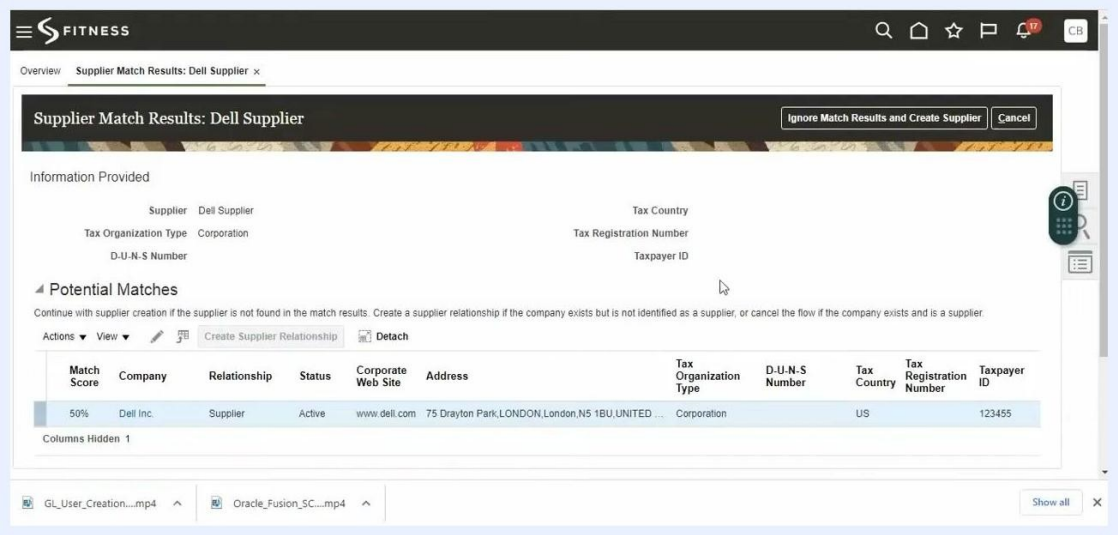


The Create Supplier dialog box with all required fields filled and the Create button highlighted

Step 5: Handle potential duplicate suppliers

If the system finds a possible match, the **Supplier Match Results** screen appears. In this example, an existing supplier named Dell Inc. matches. It is Active, uses www.dell.com, is a Corporation in the US, and has Taxpayer ID 123455.

Review the **Potential Matches** section. If you are certain the supplier is new and not a duplicate, click **Ignore Match Results and Create Supplier**.



The Supplier Match Results screen showing the supplier information, the potential match for Dell Inc., and the Ignore Match Results and Create Supplier button

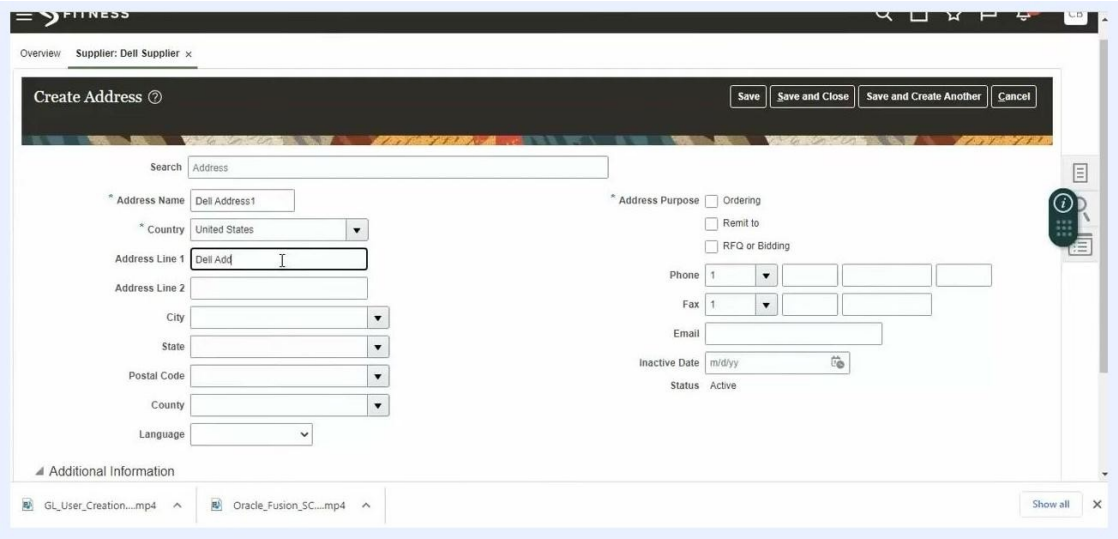
Add an address and a contact

Step 6: Start the supplier address

On the **Create Address** screen, enter:

- **Address Name:** Dell Address1
- **Country:** United States

Leave Address Line 1, Address Line 2, City, State, Postal Code, County, and Language blank for now. The right side of the form has Address Purpose checkboxes (Ordering, Remit to, RFQ or Bidding) and fields for Phone, Fax, Email, Inactive Date, and Status (Active). The buttons at the top right are **Save**, **Save and Close**, **Save and Create Another**, and **Cancel**.

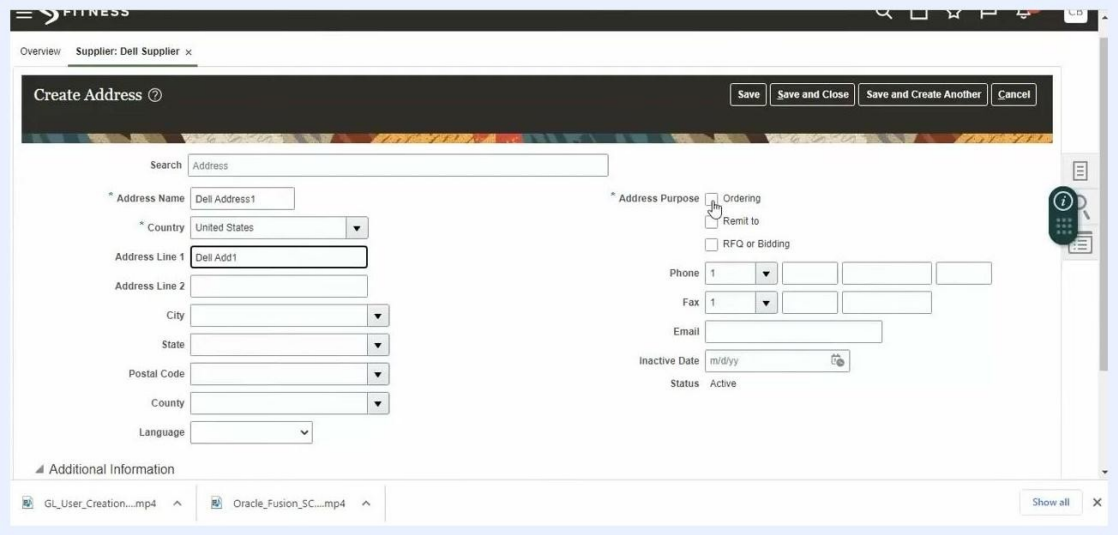


The Create Address screen with Address Name and Country entered and the other fields blank

Step 7: Complete the address details and save

1. In **Address Line 1**, enter Dell Add1.
2. Under **Address Purpose**, select **Ordering**.
3. Check that Address Name is Dell Address1 and Country is United States.
4. Leave the other fields blank unless you need to add information.

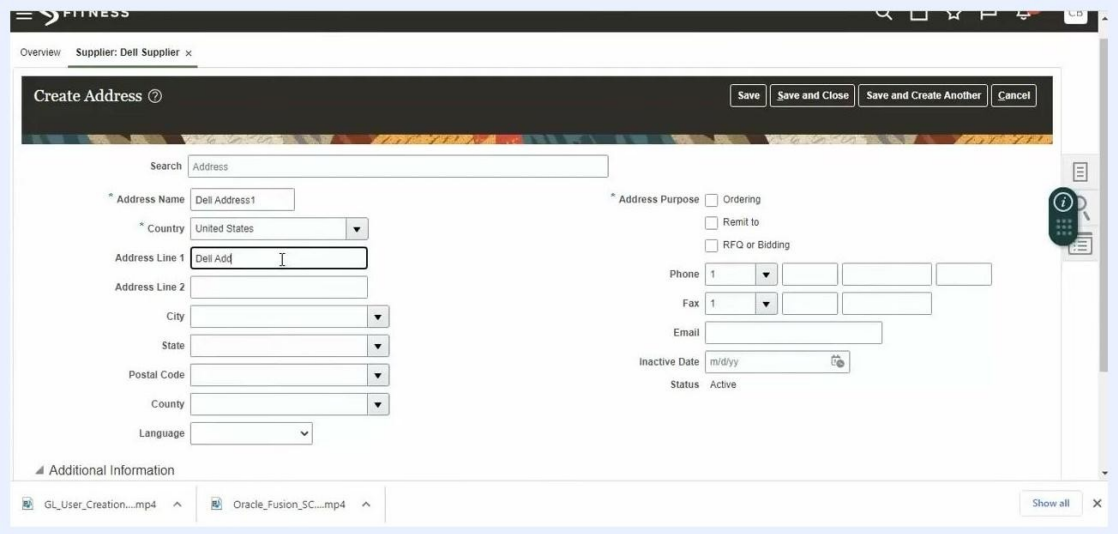
5. Click **Save and Close** to save the address and return to the supplier profile.



The Create Address screen with the address name, country, Address Line 1, and Ordering purpose filled in

Step 8: Open the Contacts tab

1. On the **Edit Supplier: Dell Supplier** screen, go to the **Contacts** tab.
2. Click the **+** (Add) icon to create a new contact.



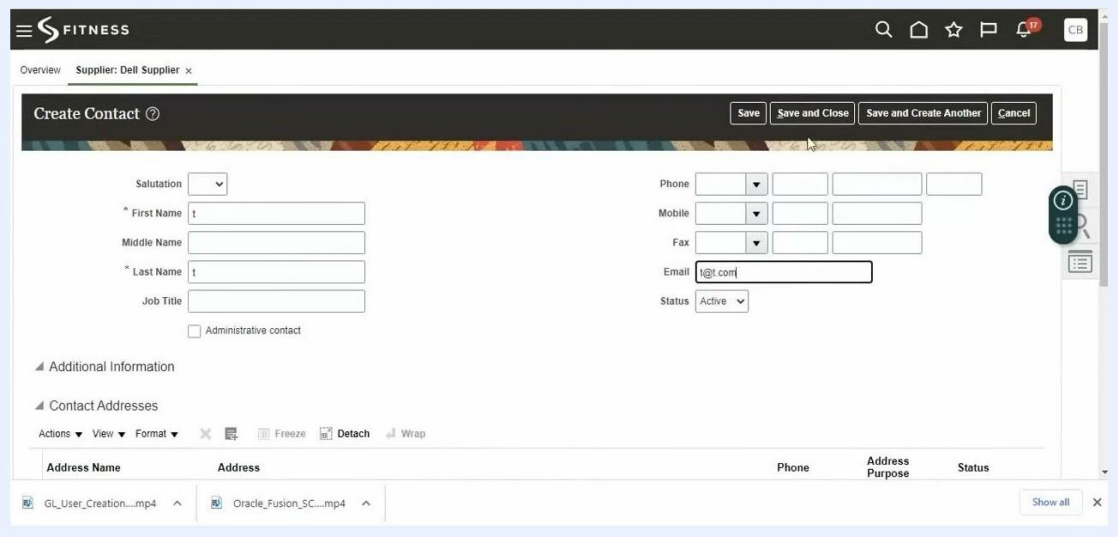
The Contacts tab of the Edit Supplier screen with no contacts listed and the pointer on the Add icon

Step 9: Enter the contact details

In the **Create Contact** form, enter:

- **First Name:** t
- **Last Name:** t
- **Email:** @t.com

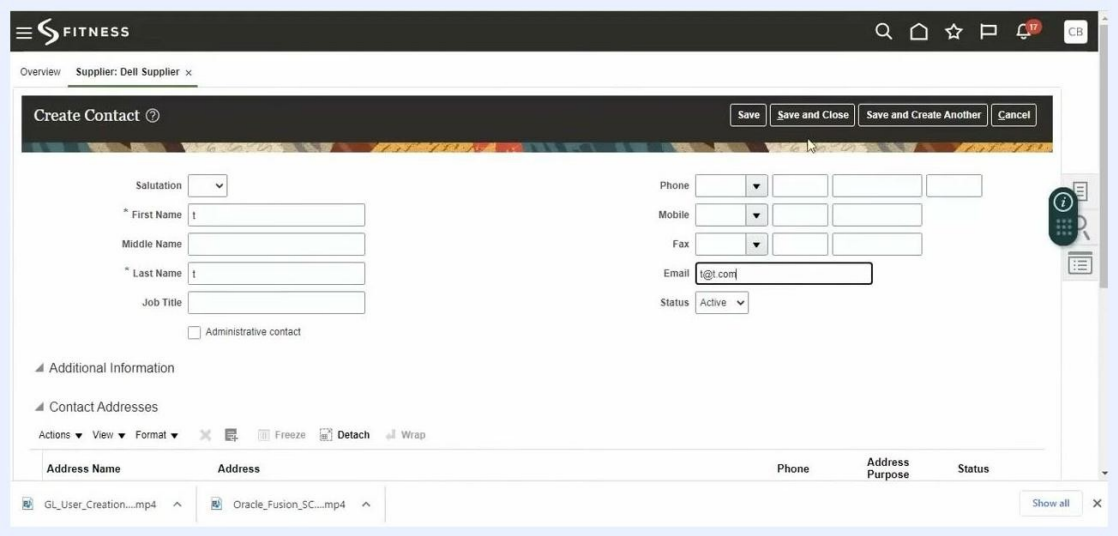
Leave Middle Name and Job Title blank. Status is **Active** by default. You can leave the phone, mobile, fax, and administrative contact fields blank unless you need them. Click **Save and Close**.



The Create Contact screen with the sample name and email entered and the status set to Active

Step 10: Confirm the contact was saved

A dialog box states "Your changes were saved." Click **OK**. The new contact (t, t, @t.com, Active) now appears on the **Contacts** tab.

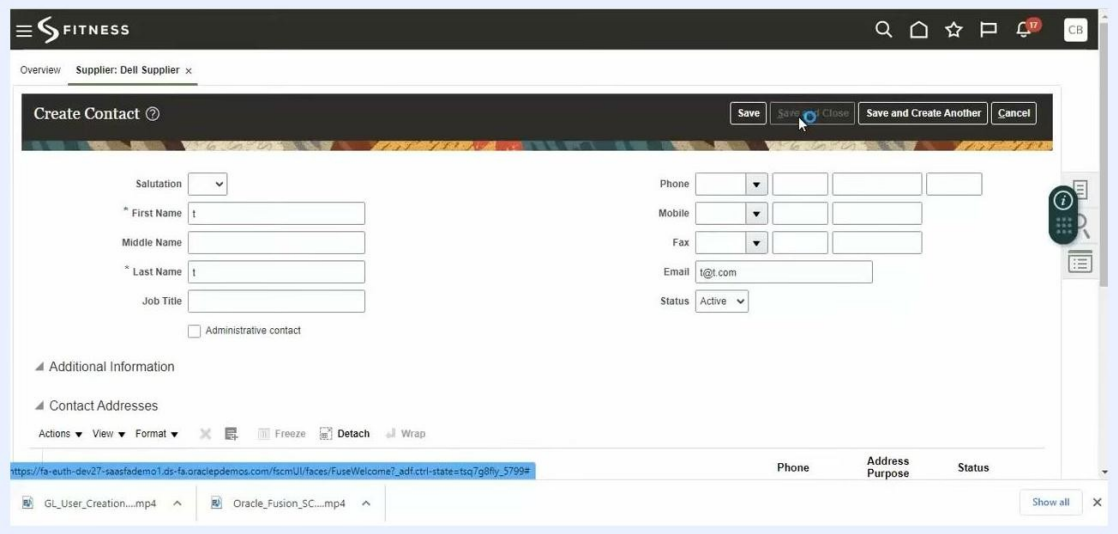


The confirmation dialog "Your changes were saved" over the Contacts tab with the new contact listed

Step 11: Finish and exit the supplier editing screen

1. Review the contact information on the **Contacts** tab to make sure it is correct.
2. Click **Cancel** to exit the supplier editing screen. You can also use Save or Submit, depending on your organization's process.

Always verify address and contact details before saving.

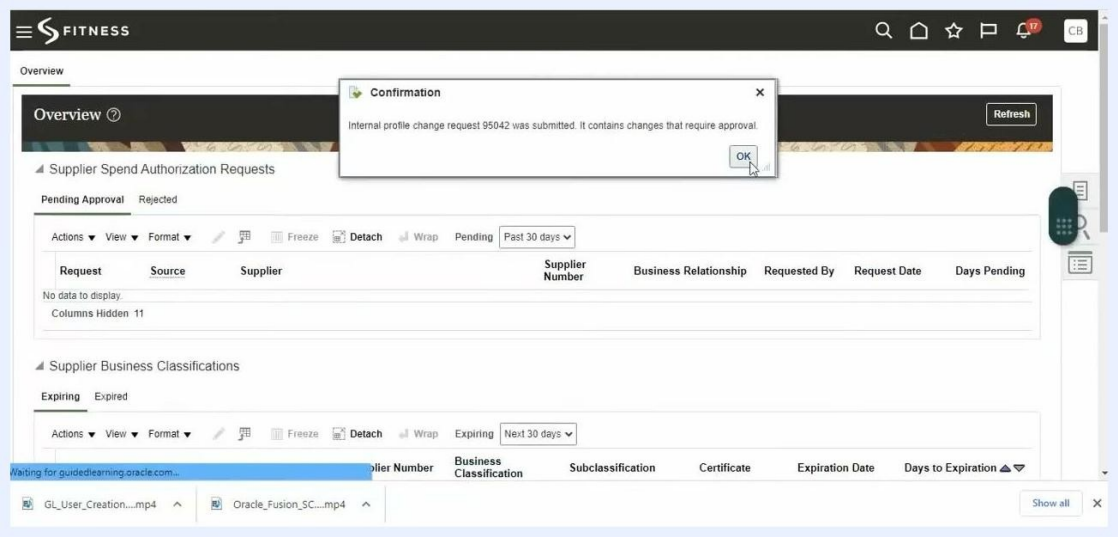


The Contacts tab showing the saved contact, with the pointer on the Cancel button

Submit and approve the supplier profile changes

Step 12: Acknowledge the profile change request

After you finalize the address and contact details, a confirmation dialog appears. It reads: "Internal profile change request 95042 was submitted. It contains changes that require approval." Click **OK**.

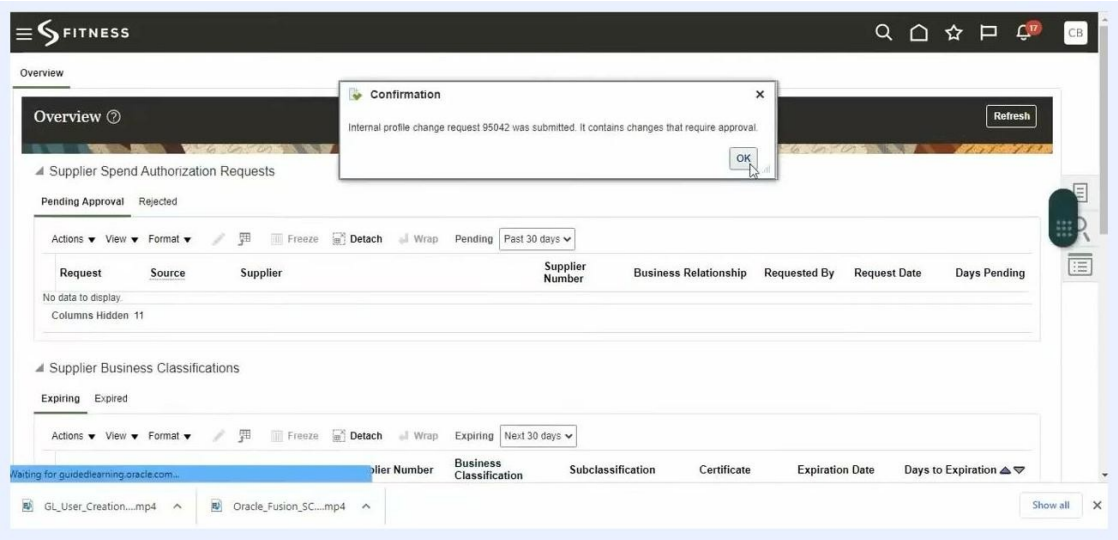


The confirmation dialog for internal profile change request 95042 with the OK button highlighted

Step 13: Open Manage Suppliers

1. From the main navigation, open the supplier management options.
2. Click **Manage Suppliers** in the right-side menu to view all suppliers.

The **Supplier Spend Authorization Requests** and **Supplier Business Classifications** sections are visible, but no pending requests are listed.

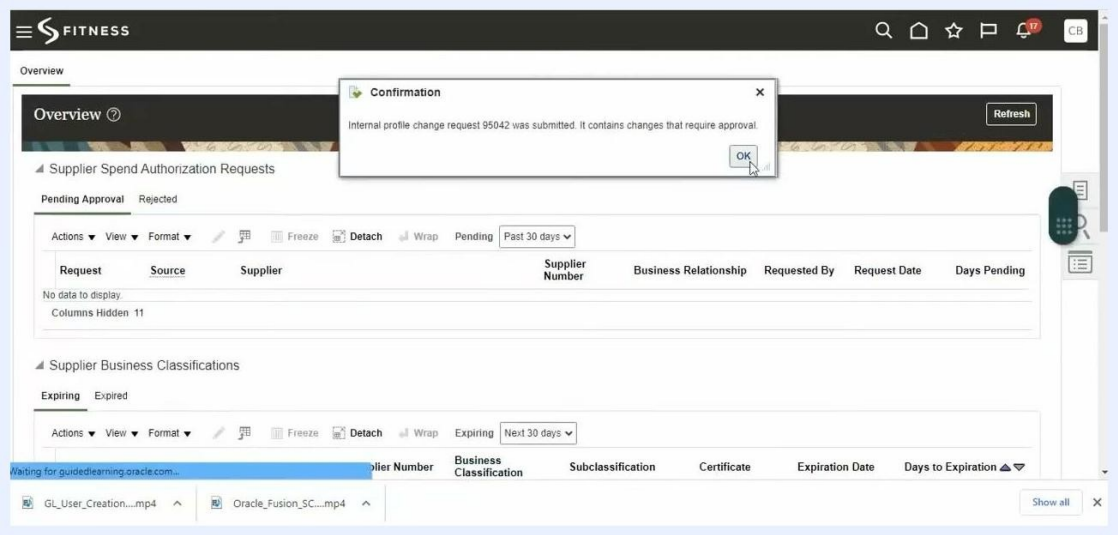


The overview screen with the Manage Suppliers menu expanded

Step 14: Search for the supplier

1. On the **Manage Suppliers** screen, enter Dell Supplier in the **Keywords** field.
2. Click **Search**.
3. In the results, find Dell Supplier (Supplier Number 1544).

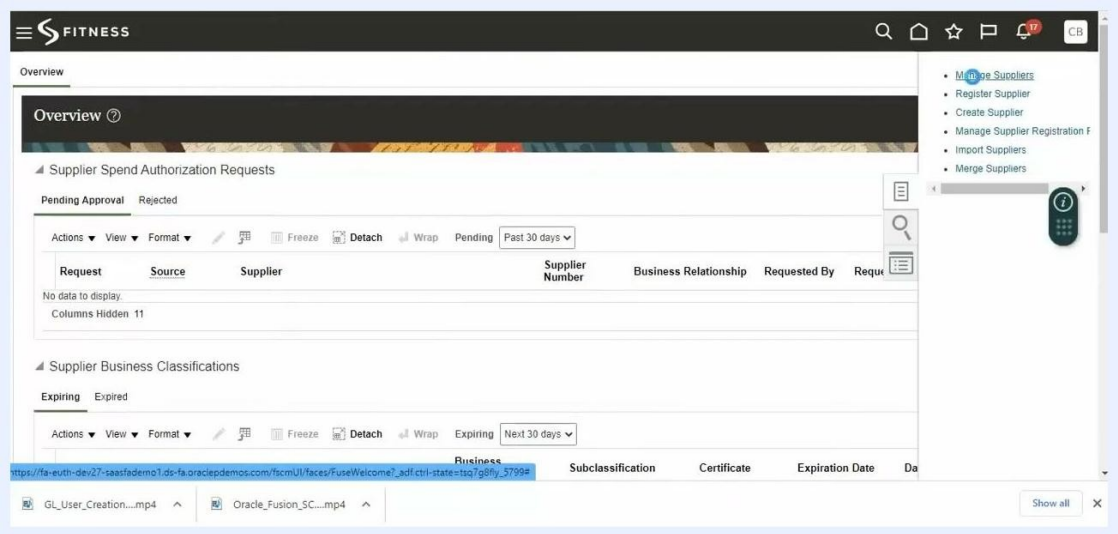
4. Hover over the supplier name to see the tooltip "A profile change request is pending for this supplier."



The Manage Suppliers search results for Dell Supplier showing a pending profile change request

Step 15: Open the supplier for editing

1. Select **Dell Supplier** in the search results.
2. Click the **Edit** icon (pencil) to open the supplier profile.



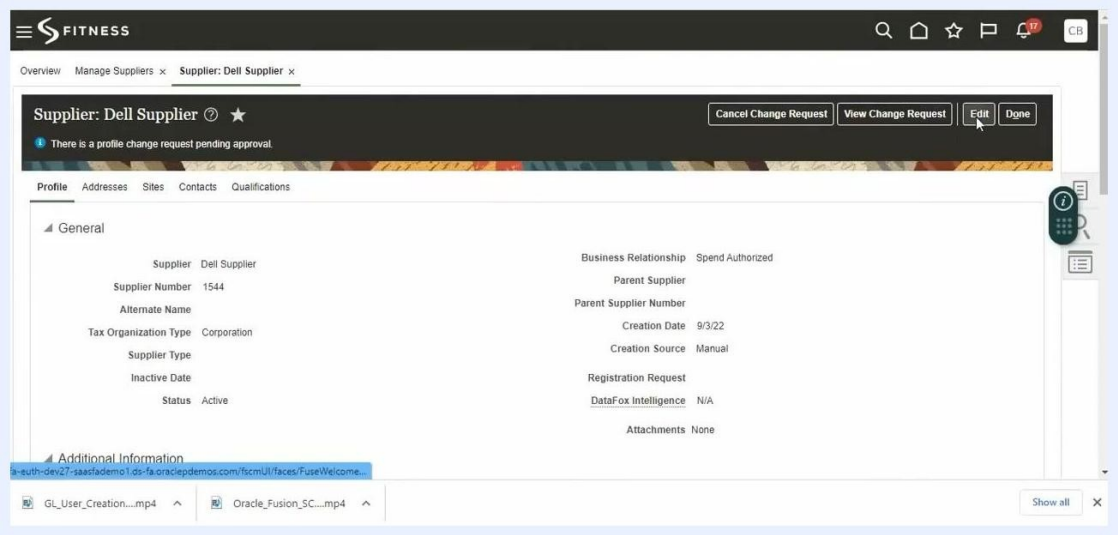
The search results with the pointer on the Edit icon for Dell Supplier

Step 16: Review the supplier profile and click Edit

The **Supplier: Dell Supplier** page opens. A banner at the top reads "There is a profile change request pending approval." The general information shows:

- Supplier Name: Dell Supplier
- Supplier Number: 1544
- Business Relationship: Spend Authorized
- Status: Active
- Creation Date: 9/3/22

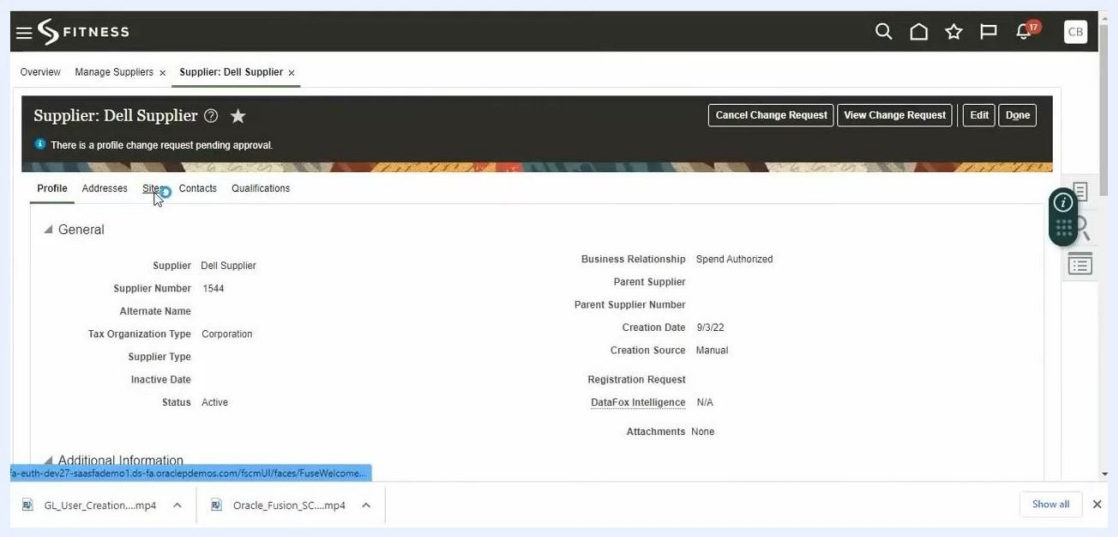
Click **Edit** in the top right to enter edit mode.



The Supplier: Dell Supplier profile page with the Edit button highlighted and the pending approval banner

Step 17: Check the Sites tab

Click the **Sites** tab. It shows columns for Procurement BU, Site, Address, Site Purpose, Alternate Pay Site, Attachments, and Status. No sites are listed for this supplier yet.

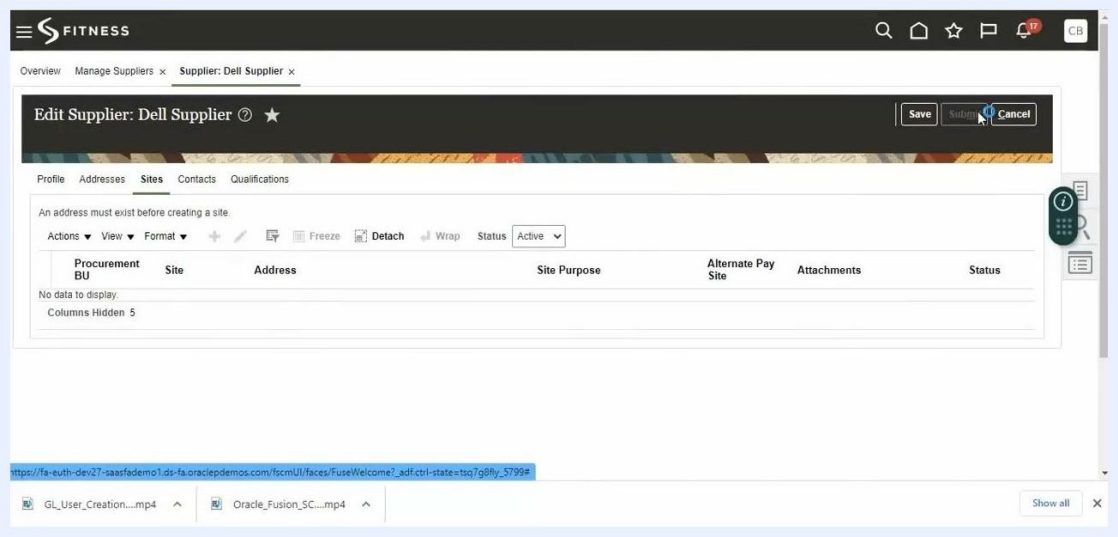


The Sites tab of the supplier profile with no sites listed

Step 18: Enter edit mode and submit the changes

1. Click **Edit** in the top right. The **Edit Supplier: Dell Supplier** screen opens.
2. Notice that the Sites tab is still empty and shows the note "An address must exist before creating a site."
3. After you verify all information, click **Submit** to send the profile changes for approval.

The top right of this screen offers **Save**, **Submit**, and **Cancel**. If **Submit** is disabled, make sure all required fields are completed. Wait for the system to process the submission.

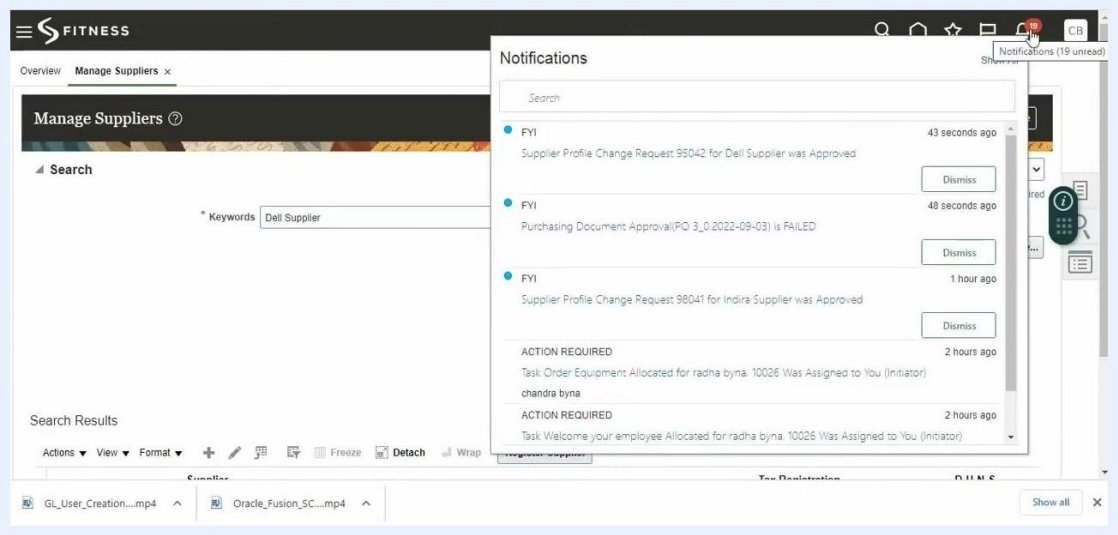


The Edit Supplier screen on the Sites tab with Submit disabled and Cancel highlighted

Step 19: Monitor the approval status

1. Return to the **Manage Suppliers** screen.
2. Click the **Notifications** icon (bell) in the top right.
3. Look for the notification "Supplier Profile Change Request: 95042 for Dell Supplier was Approved."

Confirm that the request is approved before you continue. Only proceed with additional supplier setup, such as creating sites, after approval.



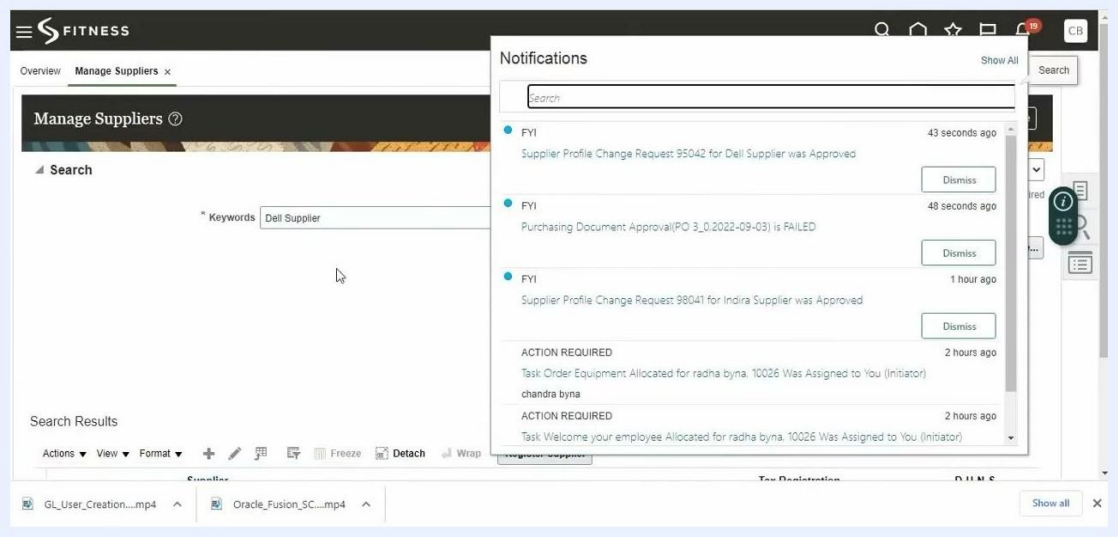
The Notifications panel showing that Supplier Profile Change Request 95042 for Dell Supplier was approved

Step 20: Open the approval notification

In the **Notifications** panel, find the FYI entry "Supplier Profile Change Request 95042 for Dell Supplier was Approved." Other notifications may also appear, such as:

- "Purchasing Document Approval (PO 3_0, 2022-09-03) is FAILED"
- "Supplier Profile Change Request 98041 for Indira Supplier was Approved"
- Action required tasks for equipment allocation and employee onboarding

Click the Dell Supplier notification to open and review its details. Check the full details to make sure no additional actions are required. You can dismiss notifications to keep the panel organized.



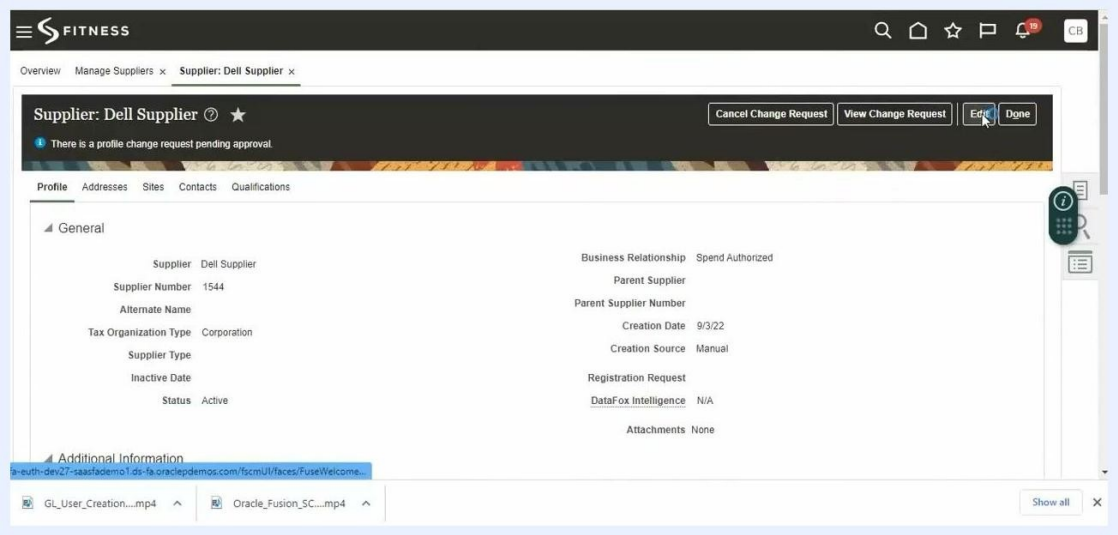
The Notifications panel listing the Dell Supplier approval notification and other notifications

Create a site for the supplier

Step 21: Return to the supplier profile and click Edit

1. Confirm you are on the **Supplier: Dell Supplier** screen.
2. Review the supplier details: Supplier Number 1544, Status Active, and Business Relationship Spend Authorized.

3. The action buttons at the top right are **Cancel Change Request**, **View Change Request**, **Edit**, and **Done**. Click **Edit**.

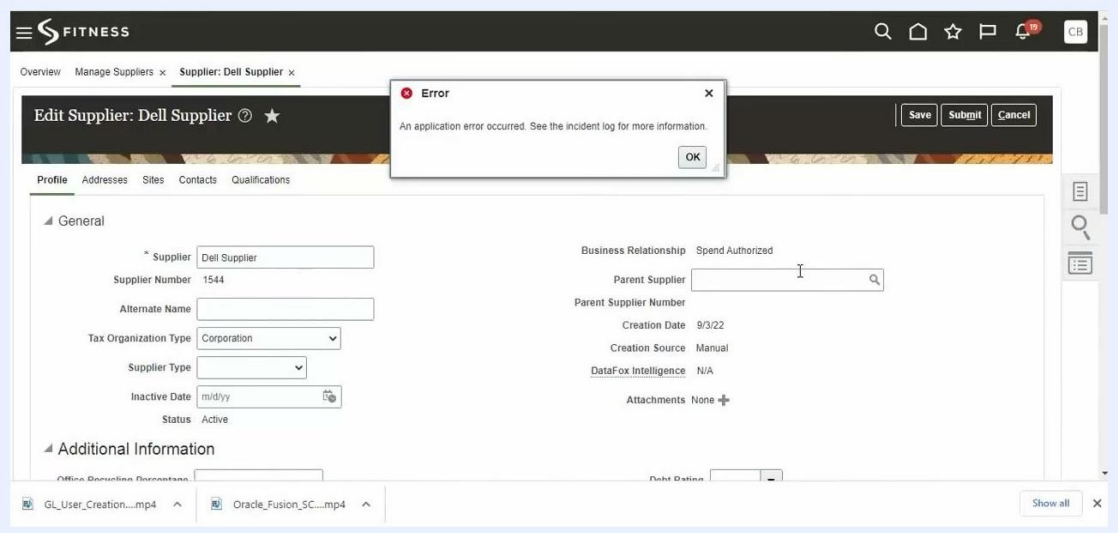


The Dell Supplier profile page with the Edit button highlighted

Step 22: Dismiss any application error

If an error dialog says "An application error occurred. See the incident log for more information," click **OK**.

You should then be on the **Edit Supplier: Dell Supplier** screen, where fields such as Supplier, Supplier Number, and Tax Organization Type are editable.



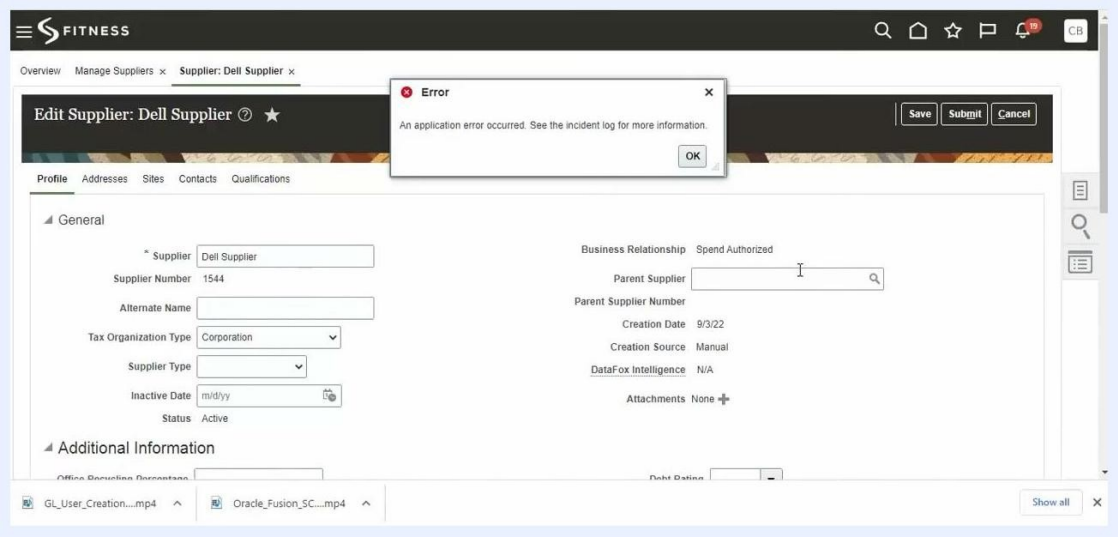
An application error dialog on the Edit Supplier screen

Step 23: Enter the site details

Go to the **Sites** tab and click **Create Site**. On the **Create Site** screen, enter:

- **Procurement BU:** T Business Unit1
- **Address Name:** Dell Address1
- **Address:** Dell Add1
- **Site:** Dell Address1
- **Inactive Date:** Leave blank if the site is active.
- **Status:** Active
- **Site Purpose:** Select **Purchasing** and **Pay**. Leave **Sourcing only**, **Procurement card**, and **Primary pay** unselected.

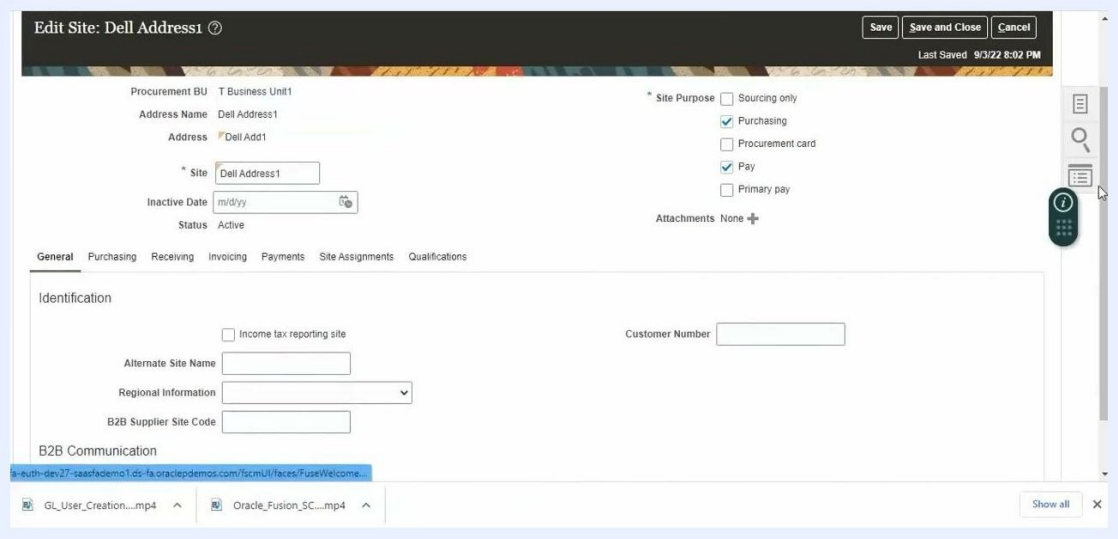
The available buttons are **Save**, **Save and Close**, **Save and Create Another**, and **Cancel**.



The Create Site screen with the site details filled in

Step 24: Save the site

Click **Save**. If you want to finish and exit the site creation screen, click **Save and Close** instead. After you save, the site details remain visible and editable.

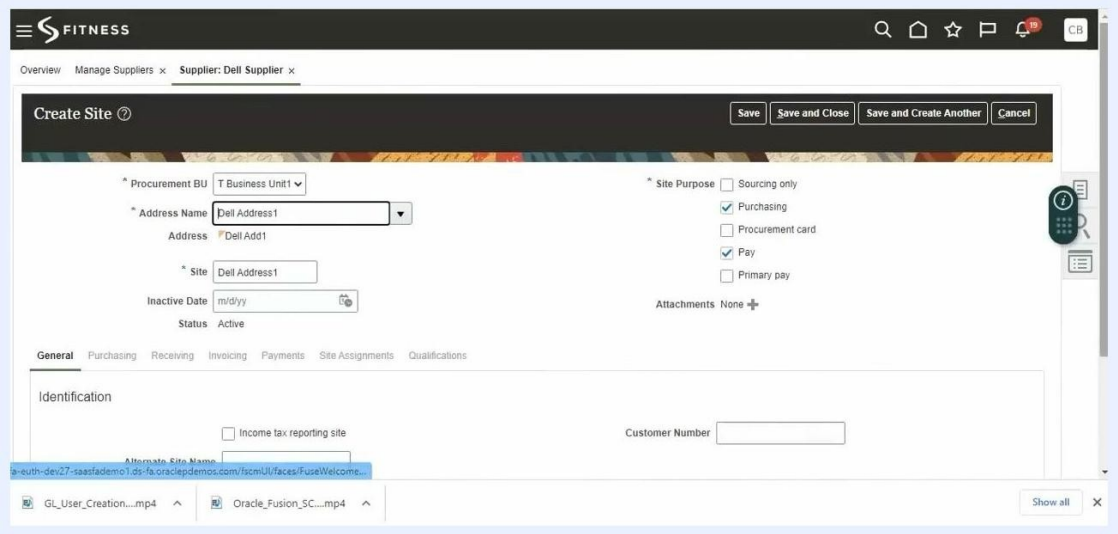


The Create Site screen after saving with Save and Close highlighted

Step 25: Set the shipping method on the Purchasing tab

1. Click the **Purchasing** tab to configure purchasing settings for the site.
2. Under **Freight**, open the **Shipping Method** list.
3. Select the option you need: FedEx, Air, or FedEx 2day.

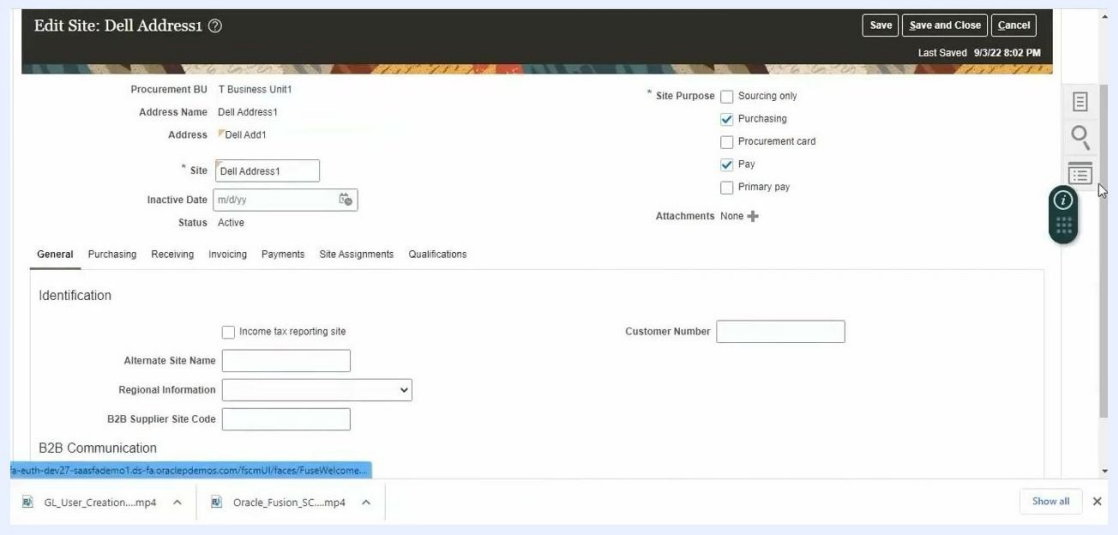
The tab also includes a **Communication Method** list and other controls.



The Purchasing tab with the Shipping Method list open showing FedEx options

Step 26: Set the FOB terms

In the **Freight** section, open the **FOB** list and select **Origin**. The list also includes Destination, Shipping Point, EXW, FCA, and others.



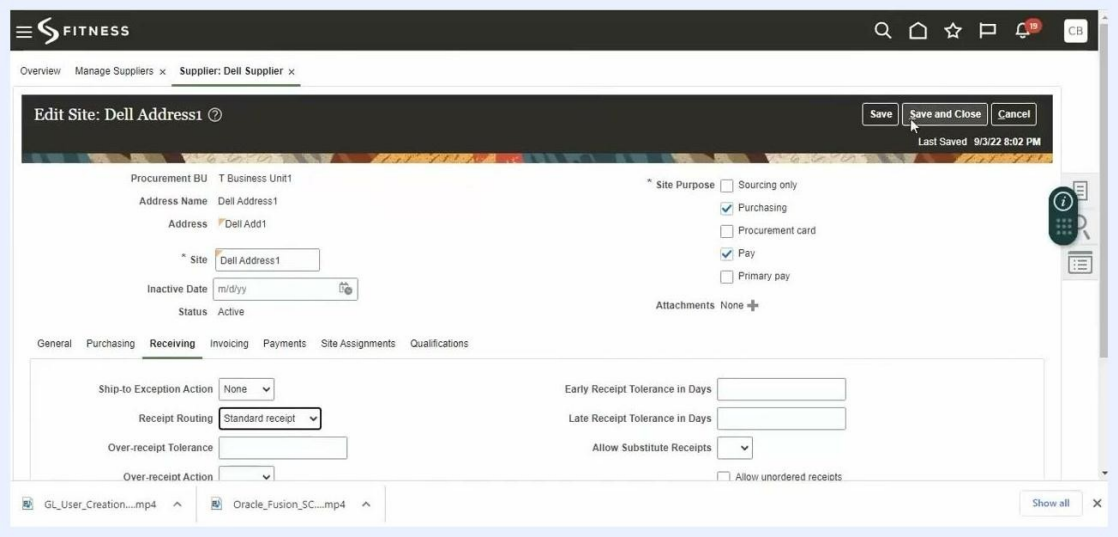
The FOB list open with Origin highlighted

Step 27: Configure the Receiving tab

Click the **Receiving** tab and set the following fields as needed:

- **Ship-to Exception Action:** Select the appropriate action, for example None.

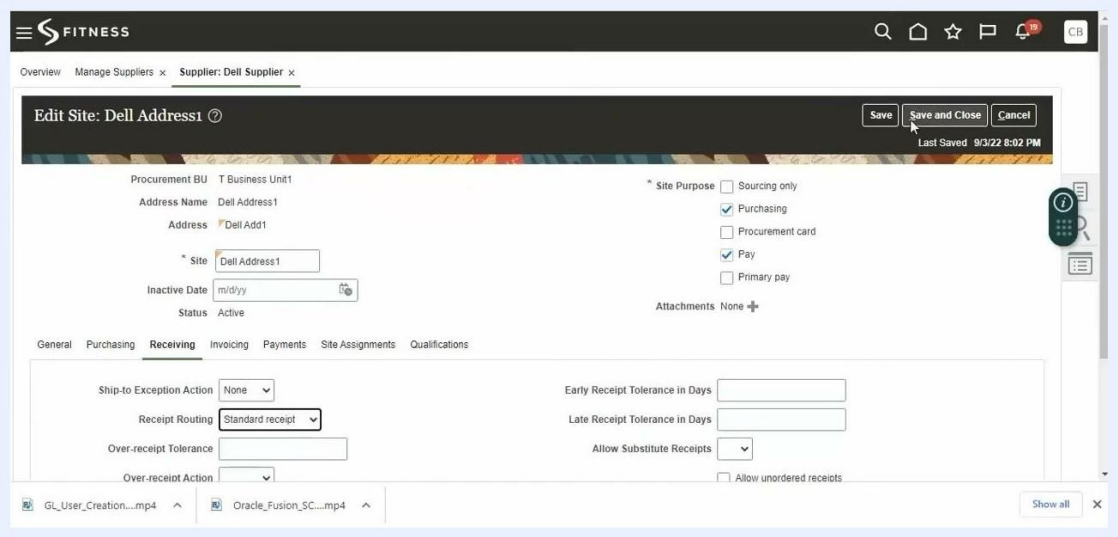
- **Receipt Routing:** Select **Standard receipt**.
- **Over-receipt Tolerance:** Enter a value if required.
- **Over-receipt Action:** Select an action if needed.
- **Early Receipt Tolerance in Days:** Enter a value if required.
- **Late Receipt Tolerance in Days:** Enter a value if required.
- **Allow Substitute Receipts:** Select as needed.
- **Allow unordered receipts:** Select if applicable.
- **Receipt Date Exception:** Select an option if required.



The Receiving tab with the receipt routing and tolerance fields

Step 28: Open the Site Assignments tab

Click the **Site Assignments** tab to continue configuring the site.

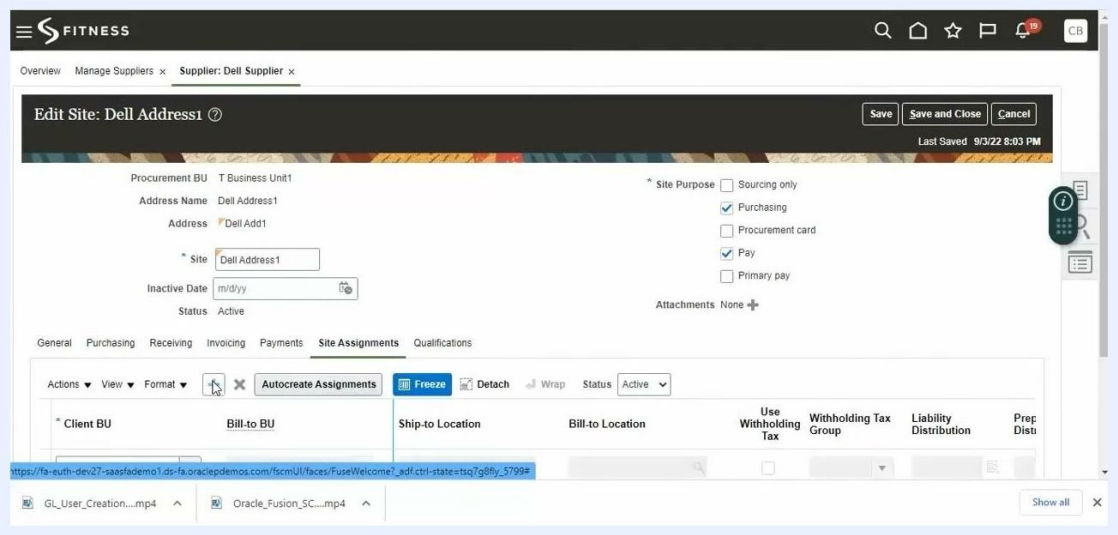


The Receiving tab with Save and Close highlighted, before you move to Site Assignments

Step 29: Review the site and its assignments

1. On the **Edit Site: Dell Address1** screen, make sure the **Site Assignments** tab is selected.
2. Confirm the site fields: Procurement BU is T Business Unit1, Address Name is Dell Address1, Address is Dell Add1, Site is Dell Address1, and Status is Active.
3. Confirm that **Purchasing** and **Pay** are selected, and that **Sourcing only**, **Procurement card**, and **Primary pay** are not.
4. In the **Site Assignments** section, find the table with columns for Client BU, Bill-to BU, Ship-to Location, Bill-to Location, Use Withholding Tax, Withholding Tax Group, Liability Distribution, and others.

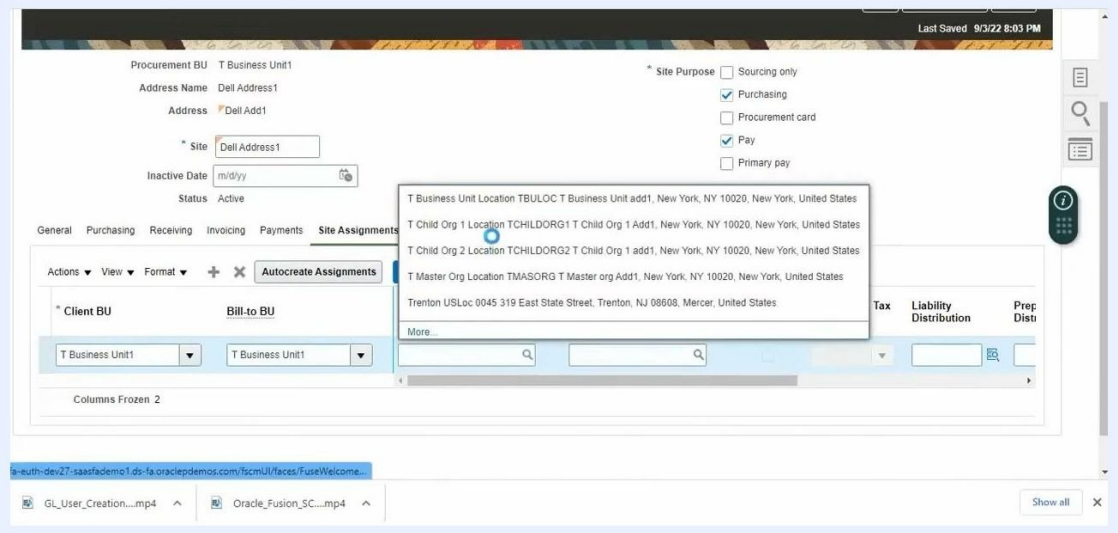
5. Click the **Format** button (flash icon) to adjust the table or paste copied data as needed.



The Edit Site: Dell Address1 screen on the Site Assignments tab with the Format button highlighted

Step 30: Select the ship-to location

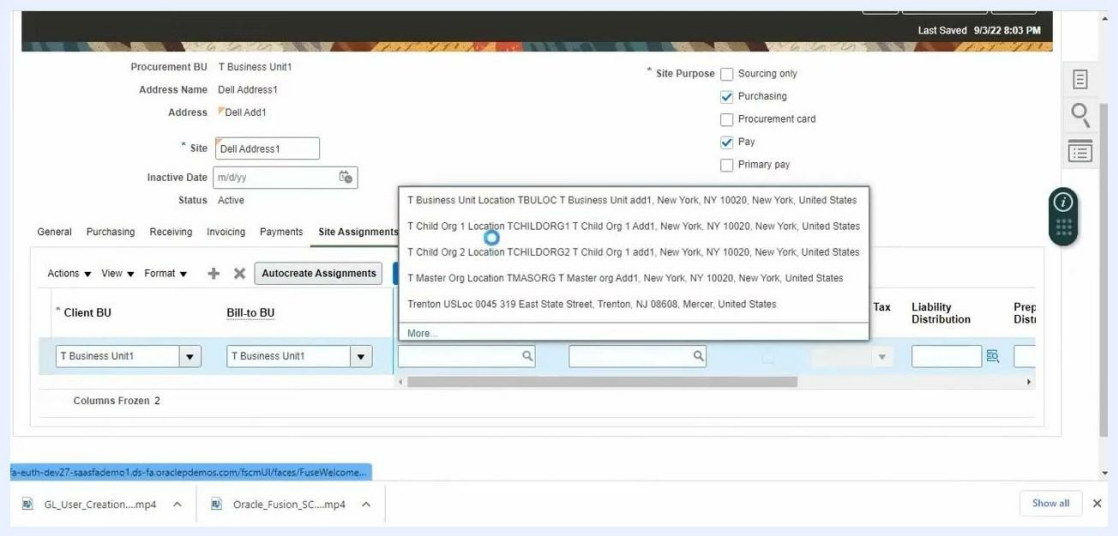
1. In the **Ship-to Location** field, click the search icon or list.
2. Select **T Child Org 1 Location** (TCHILDORG1 T Child Org 1 Add1, New York, NY 10020, New York, United States).



The Ship-to Location list open showing the available locations

Step 31: Copy the ship-to location value

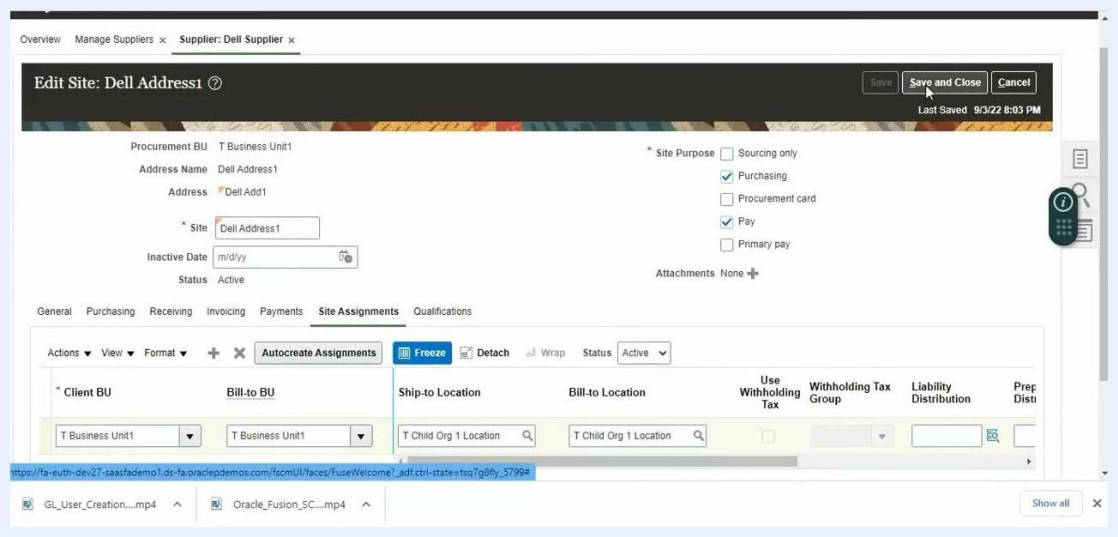
With **T Child Org 1 Location** selected in **Ship-to Location**, right-click or use a keyboard shortcut to copy the value.



The Ship-to Location field populated with T Child Org 1 Location and the pointer on the copy action

Step 32: Paste the value into Bill-to Location

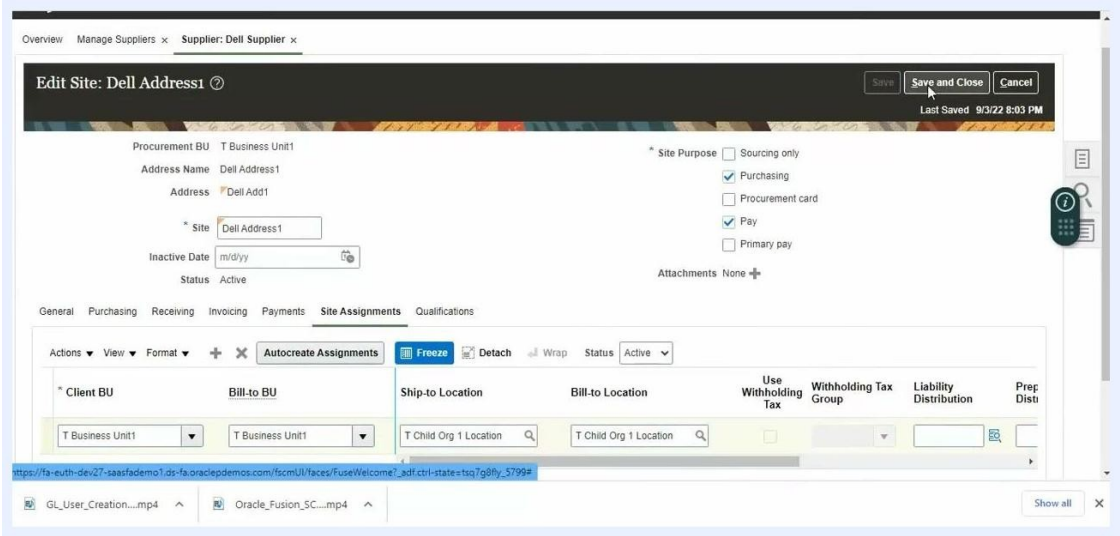
1. Click the empty **Bill-to Location** field.
2. Paste T Child Org 1 Location into the field.



The Bill-to Location field ready for pasting with Ship-to Location already filled

Step 33: Save and close the site

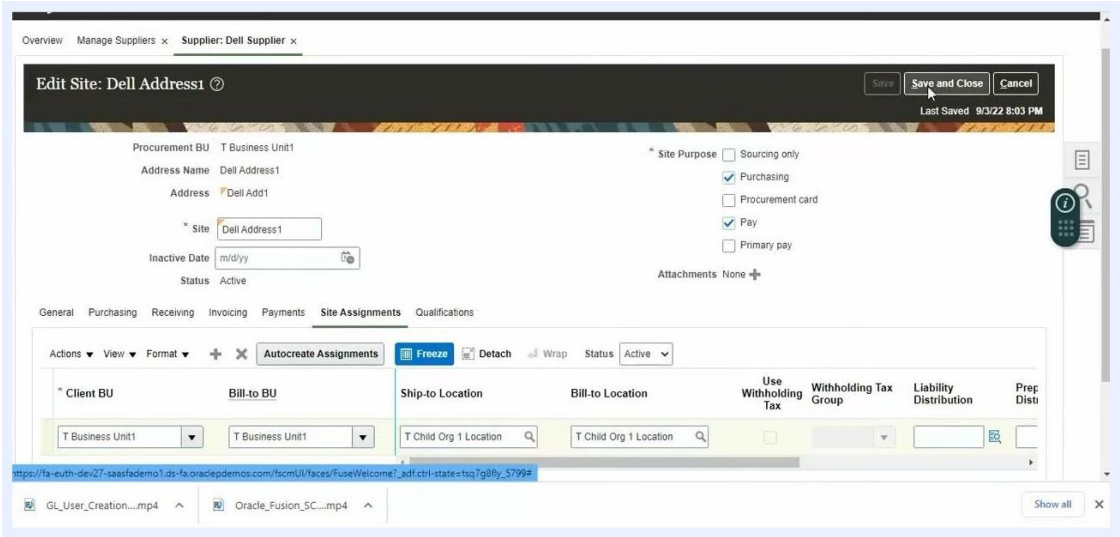
Click **Save and Close** at the top right of the **Edit Site: Dell Address1** screen. This saves your changes and exits site edit mode.



The Save and Close button highlighted on the Edit Site: Dell Address1 screen

Step 34: Confirm the changes were saved

1. When the dialog "Your changes were saved" appears, click **OK**.
2. On the supplier's **Sites** tab, verify that the new site, Dell Address1, is listed with the status **Active**.



The confirmation dialog "Your changes were saved" with the OK button

Summary

You now know how to create a supplier in Oracle Fusion. You created Dell Supplier, added an address and a contact, submitted the profile change request, and confirmed its approval in your notifications. You then created a site, set its purchasing and receiving options, assigned its ship-to and bill-to locations, and saved your changes.

Follow your organization's procurement process for any steps that come after this setup.