AP Supplier Approval & Edit – Section 2.0a

The following processes will be utilized in this reference guide:
1. Supplier Approval
2. Supplier Edit

AP/Finance Process: Register (request) ➔ Approval

Audience: Accounts Payable

Additional Resources:
- https://www.gmhec.org/procurement-knowledge-base/
- cheryl.foster@gmhec.org

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
</table>
| Approvers will receive approval request both in email and in Oracle. | ✓ Approve via Email
✓ Approve via Oracle |

Accounts Payable must reference the AP checklist when approving and editing a supplier.

To approve by email, simply click "Approve", "Reject", or "Request More Info"
- Approve – validates supplier. Notification sent to requester. You will still need to edit supplier information. Supplier will be able to do business with institution.
- Reject – supplier rejected. Notification sent to requester. Supplier will not be able to do business with institution.
- Request More Info – supplier neither approved nor rejected. Approver is asking for more information before making a decision. Ex. – W-9 not supplied. Approver is asking requester to attach the W-9.

2.1a Approving a Supplier

Supplier Registration Request 17001 for Training Purposes Supplier

Details

- Assignee: Cheryl Foster
- Registration Request: 17001
- Approval Status: Pending Approval
- Source: Internal Request
- New Business Relationship: Training Purposes Supplier
- Taxpayer ID: 80120203
- Tax Registration Number:

Company Details

- Company: Training Purposes Supplier
- Tax Organization Type: Corporation
- Tax Country: United States

Attachments

- No attachments requested.
Approving via Oracle:

Go to your home page, and click on notifications:

**Quick Tip!**
Remember to enable your pop-ups for use in Oracle.

A pop-up will appear:

Options:

1. Click on the approve button as show in the pop-up. Here, you can approve immediately from the notifications window:

2. Review the document by clicking on the supplier link in the pop-up:
Click on the Approve or Reject button in the top right corner of the screen when ready.

If a decision was made, the requester will receive notice that their supplier has been approved or rejected.

Similar to “Request More Info” in requisitions, you can “Request to Resubmit” if any information is missing or needs to be corrected.

The following pop-up will appear:

Fill in the Reason field and click “OK”. A notification will be sent to the requester, and they can resubmit request.
End users only add basic information. There are pieces in the supplier file that we need completed by a professional in Finance/AP in order to have a complete record.

Search for your supplier:
1. Go to the Supplier module
2. Click the search icon in the Supplier module
3. Search in the search field or click “Advanced” for an advanced search

Quick Tip! You only need to use one field with a double asterisk to search.
Find your supplier and click on vendor record.

Navigation Path:
➢ Procurement ➔ Suppliers ➔ Edit Supplier

When you click on the supplier’s record, you are now able to edit your supplier’s information.

For AP/Finance Review:
1. Confirm W-9 is attached. If so, it would show under the attachments area. In the above case, the W-9 has not been attached.
2. Rename Site
3. Add Bank Account (ACH)/Payment Information
4. Verify Site Assignment
5. Add “Alternate Name” if needed

Quick Tip!
For individuals, search by last name

2.3a Editing Supplier Information
2.4a Confirm W-9 & Change Site Name

Navigation Path:
➢ Procurement ➔ Suppliers ➔ Edit Supplier

Click on the “Sites” tab

<table>
<thead>
<tr>
<th>Procurement BU</th>
<th>Site</th>
<th>Address</th>
<th>Site Purpose</th>
<th>Alternate Pay Site</th>
<th>Attachments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMHEC BU</td>
<td>Sparks-1</td>
<td>5 Washoe Road, SPARKS, NV 89434</td>
<td>Purchasing Pay</td>
<td>None</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Click on the Site name defaulted to “City-1” – in the case above it has been defaulted to “Sparks-1”. Maximum character limit is 15 spaces.

Change the Site name (depending on institution)

Site Name Formula:
- CC-City-1 (Champlain)
- GM-City-1 (Consortium)
- MD-City-1 (Middlebury)
- SM-City-1 (Saint Michael’s)
2.5a Add Bank Account Information

Navigation Path:
➢ Procurement → Suppliers → Edit Supplier

In the profile page of the supplier, scroll down to “Profile Details” and click on the Payments tab. Under Payments, then click on the Bank Accounts tab.

Under “Bank Accounts” click on the “Create External Bank Account” icon

The “Create Bank Account” pop-up will appear

In the “Create Bank Account” page:
1. Select Country
2. Enter Account Number
3. Under Bank Name choose “External”
4. Choose the Currency – if you do not choose a currency you may encounter an error
Under “Branch” search and choose your routing number

Quick Tip! If you can’t find the routing number right away, add a 0 to the front of the number.

If you cannot find the routing number at all, contact your local Oracle Cash Manager to have it added.
2.6a Verify Site Assignment

Navigation Path:
➢ Procurement → Suppliers → Edit Supplier

On the Edit Supplier page, scroll down and choose the “Site Assignments” tab.

The Client BU should be defaulted to your Business Unit. If not, choose your Business Unit under the “Bill-to-Bu” dropdown.

Sometimes the bill-to location is not added. If needed, add the bill-to location.

Scroll back up and click “Save and Close”.

2.7a Adding Alternate Name

Navigation Path:
➢ Procurement → Suppliers → Edit Supplier

In order for the correct name to be printed on the check, you will need to add an “Alternate Name.”

Alternate Name used if:
• Supplier is an individual; their “Company” name is Last Name, First Name. You will need to add their alternate name so the check would print as First Name Last Name.
• DBA is used and using parent company name.

On the profile tab of your supplier add in the name to be printed on the check in the Alternate Name” field:

Click “Save and Close”. The following pop-up appears confirming your changes.
Navigation Path:
➢ Procurement → Suppliers → Tasks → Manage Registration Requests

One way you can manage registration requests is by using this task. Go to the suppliers module, click the tasks icon, and choose “Manage Registration Requests”:

Choose a Procurement BU and select “Pending Approval”:

Click search and all of your pending approval vendors will appear.

Under “Approval Status” you can also find vendors with the following status:

Quick Tip! Use Manage Registration Requests when troubleshooting suppliers that can’t be found via normal supplier search.
Under “Supplier Creation Status” you can also find vendors with the following status:

- Canceled
- Completed
- Error

The status of the supplier can be a helpful troubleshooting tool should you have issues in locating your newly created supplier.