

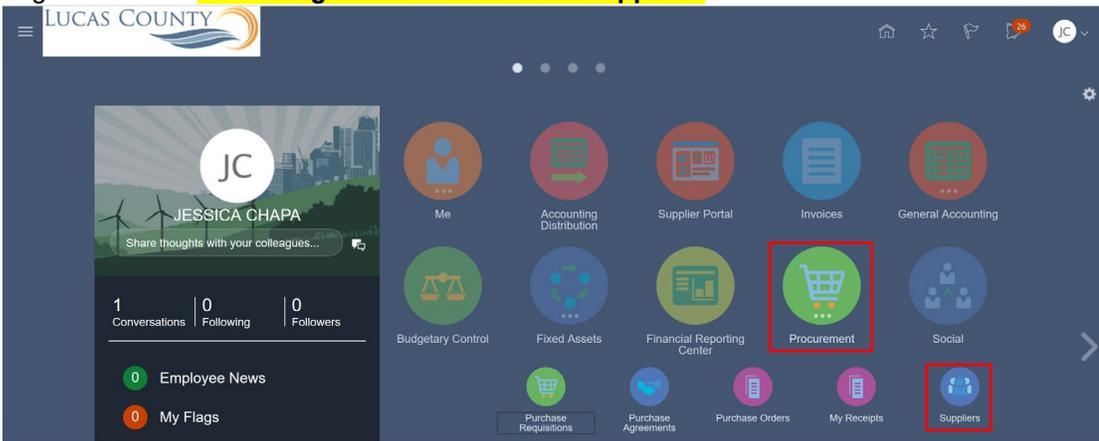
Re-activate a Supplier or Site that has been Inactivated

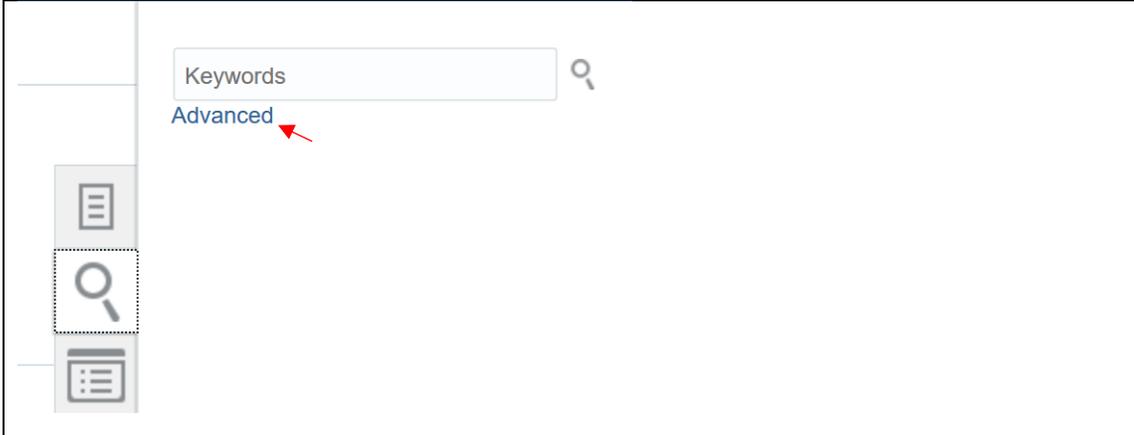
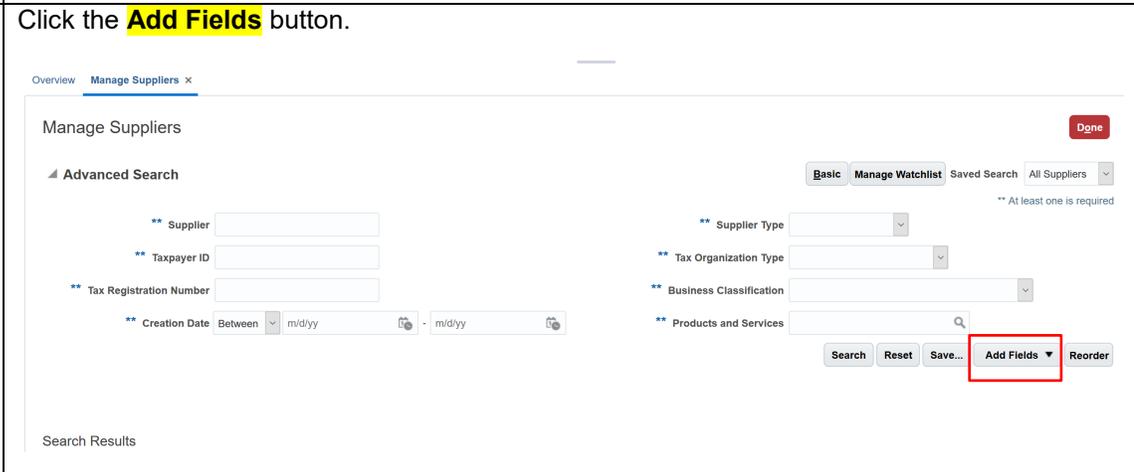
Audience: Supplier Manager, Supplier Administrator

Purpose: Suppliers must meet criteria in order to qualify to do business. In the event suppliers are missing important profile information, the Supplier Manager or Supplier Administrator can inactivate suppliers.

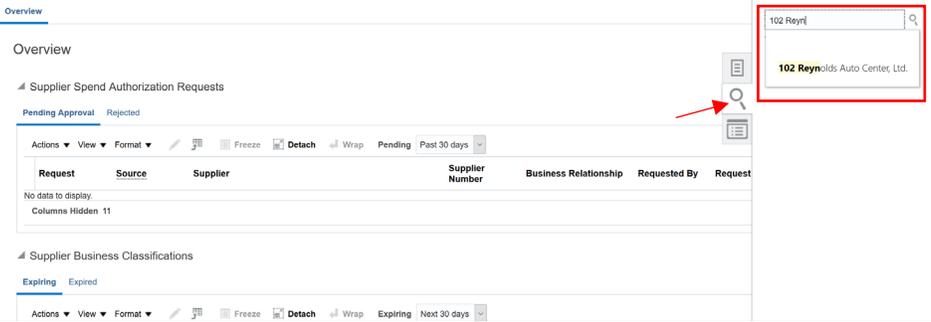
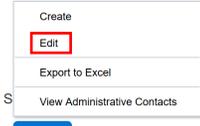
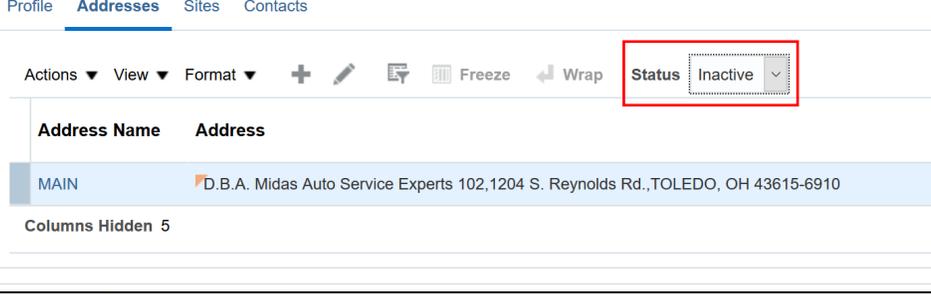
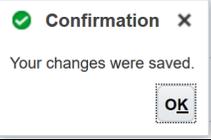
The site represents a business relationship between a procurement business unit (BU) and a supplier. Sites are created in a procurement BU. A procurement BU represents a specific purchasing or sourcing organization that is responsible for establishing and maintaining supplier relationships. The site allows a specific procurement BU to set terms, controls, and policies which govern how procure to pay transactions are executed between its client BUs and the supplier. Many of these site attributes are optional must be set only when there is a need to deviate from a BU level policy. For example, the supplier might require more restrictive receipt and invoice tolerances. Procurement policy terms and controls that are defined for a supplier are maintained at the supplier site level. Suppliers and sites can be inactivated.

Every supplier site must have an active assignment to create transactions against the site, such as purchase orders or invoices. In other words, if a site assignment does not exist or is inactive, you cannot create transactions for that supplier site. This job aid will assist you with marking a supplier or site as inactive, then reactivating the supplier or site.

Step	Action
1	Log into Oracle. Home Page -> Procurement -> Suppliers 
2	Click the Search icon on the right. Click the Advanced link.

	
<p>3</p>	<p>Click the Add Fields button.</p> 
<p>4</p>	<p>Select Status.</p> <ul style="list-style-type: none"> Relationships Spend Authorization Review Status State Reportable Status Supplier Supplier Number Supplier Type Tax Organization Type
<p>5</p>	<p>In the Status drop down select 'Inactive'.</p> 
<p>6</p>	<p>Select another search criteria field and either select a value or enter a partial value. For this example, a partial supplier name was entered.</p>

7	<p>Highlight search result and click Actions and select Edit.</p>
8	<p>The Profile tab displays by default.</p>
9	<p>If a Supplier is Inactive, the status will display as Inactive and an Inactive Date will be displayed.</p> <p>Inactive Date 8/15/19</p> <p>Status Inactive</p>
10	<p>To Reactivate the entire supplier, remove the Inactive Date.</p> <p>Inactive Date m/d/yy</p>
11	<p>Click the Save and then Submit buttons.</p>
12	<p>End of Procedure for Supplier Header.</p>

13	<p>Find the supplier again. Search or pick from search results.</p> 
14	<p>Highlight the supplier and click Actions and select Edit.</p>  
15	<p>Steps to Reactivate a specific Site or Address Click the Address tab.</p>
16	<p>Change the search Status to Inactive (dropdown) to display inactive addresses.</p> 
17	<p>Click the Address Name link to add update the Address details for the highlighted Site.</p>
18	<p>To Reactivate the address, remove the Inactive Date.</p> 
19	<p>Click the Save and Close button.</p>
20	<p>Click OK.</p> 
21	<p>To verify, change the search Status to Active (dropdown) to display reactivated addresses.</p>

	<p>Profile Addresses Sites Contacts</p> <p>Actions View Format + [Icons] Freeze Wrap Status Active</p> <table border="1"> <thead> <tr> <th>Address Name</th> <th>Address</th> <th>Phone</th> <th>Address Purpose</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>MAIN</td> <td>D.B.A. Midas Auto Service Experts 102,1204 S. Reynolds Rd.,TOLEDO, OH 43615-6910</td> <td></td> <td>Ordering; Remit to</td> <td>Active</td> </tr> </tbody> </table> <p>Columns Hidden 5</p>	Address Name	Address	Phone	Address Purpose	Status	MAIN	D.B.A. Midas Auto Service Experts 102,1204 S. Reynolds Rd.,TOLEDO, OH 43615-6910		Ordering; Remit to	Active
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