Supplier Dashboard Page
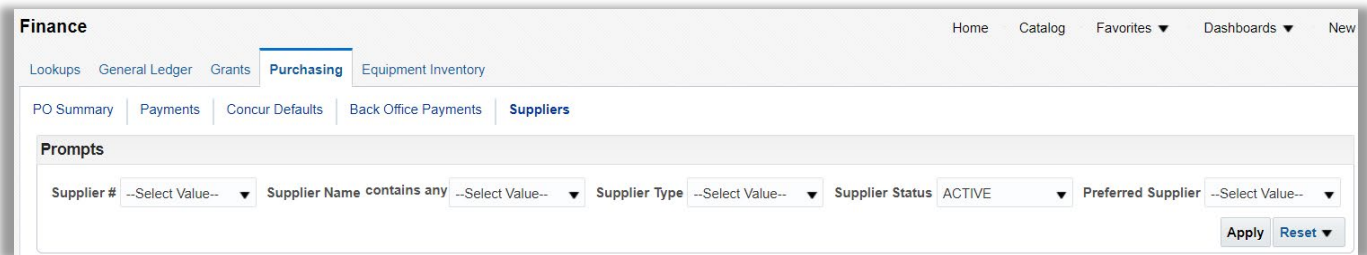
The Supplier dashboard page is located on the purchasing tab in the OBI finance dashboards. It allows you to view all suppliers in the University's financial system, Oracle eBusiness Suite.

Use the Payments Dashboard to:

- Determine whether the supplier that you would like to use is active in Oracle or BCB.
- Determine which supplier number to use in when setting up purchase orders or making payments.
- Search all university-wide preferred suppliers.
- Determine if the current purchasing or remittance addresses are in the University's system.

Dashboard Prompts

There are five prompt options available in this dashboard. The Supplier Status prompt is defaulted to show only Active University suppliers. You must select one other prompt to see results.

Prompt Definitions

Term	Definition
Supplier Number	Supplier number that has been assigned to the supplier in Oracle. This number can also be found by clicking on the supplier's name in Bobcat*BUY* (BCB).
Supplier Name	Name of the supplier. You may enter a partial name, full name, or select a supplier name from the drop-down menu. (This prompt is not case sensitive.)
Supplier Type	The type of supplier • BCB Catalog Supplier – a supplier that has a catalog available in BCB to purchase. • BCB Supplier – a supplier that is available in BCB to purchase from but does not have a catalog available. This is the most common supplier type. PLEASE NOTE – All suppliers in BCB are NOT preferred suppliers. • Employee – Active Ohio University employees. These records can only be used for reimbursements. Using these suppliers for business would be considered a conflict of interest. • Oracle Only Supplier – a supplier who is only set up in Oracle. This could be a supplier used for a reimbursement, refund, honorarium, research subject, standardized patient, or other limited use supplier. If you see a supplier that you believe should be in BCB, please email financecustomercare@ohio.edu.

Term	Definition
	• Student – Active Ohio University students. These records are set up without a W-9 on file, if you plan to do business with a student documentation must be collected to set up a standard BCB Supplier. • Tax Authority – a supplier that is used to pay applicable taxes ONLY. These suppliers are used for Payroll use ONLY.
Supplier Status	The status of the supplier. • Active – The supplier is available for use. • Inactive – The supplier has been deactivated and supplier documentation must be collected before the supplier can be used. Suppliers are deactivated when no payment has been made to the supplier for over two years.
Preferred Supplier	Whether the supplier is considered a preferred supplier. • Y – The supplier is a university wide preferred supplier. • N – The supplier is not a preferred supplier.

Dashboard Results/Columns

All columns are shown on the screen in this dashboard. There are no additional columns to be added.

Supplier Name	Alternate Supplier Name	Supplier #	Supplier Type	Supplier Status	SUP Inactive Date	Preferred Supplier	Preferred Supplier Start	Preferred Supplier End	One Time	All Business Classifications	Masked Address Y/N
(MARY) SHARMON SOLLITTO		131755	Oracle Only Supplier	ACTIVE		N			N		Yes
10 PACKS LLC	LAMP APPAREL/ MOBY DICK UNLIMITED	127674	BCB Supplier	ACTIVE		N			N	SMALL_BUSINESS, OHIO_BASED_SUPPLIERS	No

Column Definitions

Term	Definition
Supplier Name	*See prompts definitions table above.*
Alternate Supplier Name	The DBA name of the supplier.
Supplier Number	*See prompts definitions table above.* This column drills down to supplier address information. See address drilldown section below for details.
Supplier Type	*See prompts definitions table above.*
Supplier Status	*See prompts definitions table above.*
Supplier Inactive Date	Date that the supplier was inactivated in Oracle. Dates only show on inactive suppliers.
Preferred Supplier Start	Date that the supplier became a university preferred supplier. *Suppliers that became preferred suppliers prior to the establishment of this dashboard may have a generic date entered in this field.*
Preferred Supplier End	Date that a past preferred supplier's contract ended.
One Time	Shows whether the supplier was set up as one time only in Oracle. • Y – one time supplier, updated supplier documentation must be collected before using this supplier in the future.

Term	Definition
	• N – supplier was set up for recurring payments.
All Business Classifications	The University is committed to promoting the inclusion of diverse suppliers. This column shows any supplier that is registered by the state or federal government as a diverse supplier.
Masked Address Y/N	Shows if the supplier is a protected supplier. • Yes – Supplier falls under a protected status and personal information cannot be reported. These suppliers will not have address/contact information available to campus users. Protected classes: o FERPA – Students o HIPAA – Standardized Patients o IRB Protocols – Human Subjects o Peace Officers • No – Supplier is not a protected supplier, and contact information is available to campus users.

Address Drilldown

All suppliers that are marked as No under the Masked Address column have a drill down to see all addresses on the record. Each of these suppliers will have a link on the Supplier # field (shown in blue text) that will allow you to drill down to all purchasing and remittance addresses on the record.

Address Drilldown Results

The address drilldown page will display all addresses on the supplier record, as well as the contact information associated with each site. If a supplier gives a campus user an address that is not on the record, new supplier documentation must be received from the supplier prior to doing business with them.

Term	Definition
Site Name	Each address on the record has a unique site name which is 15 characters.
Purchasing Site Flag	Shows whether the site is a purchasing site.

Term	Definition
	• Y – The address can be used to create purchase orders. • N – The address can only be used for payment.
Pay Site Flag	Shows whether the site is a payment site. • Y – This address must be shown on the invoice for payment. • N – This address can only be used to set up purchase orders.
Site Pay Group	Payment method associated with the supplier site. • Standard-No Remittance – payment will be made by check. All purchasing sites are defaulted to this pay method. • NACHA Payment Process – payment will be paid electronically to the supplier. This is the University's preferred payment method.
Address Line 1	First line of supplier's address
Address Line 2	Second line of supplier's address
Address Line 3	Third line of the supplier's address
City	City
State	State
Postal Code	Postal Code
Country	Country
Site Status	Status of site • Active – site is available for use on the supplier record. • Inactive – site must be updated by the supplier to reactivate for use.
Site Inactive Date	Date that the site became inactive.
Phone Area Code	Area code given for the phone number associated with the supplier site.
Phone #	Phone number associated with the supplier site.
Email Address	Email address associated with the supplier site.
Remit Email	Email that is used to notify the supplier when a NACHA file is sent to the bank for payment.

TIP: To return to the supplier dashboard from the drilldown page, click on return in the lower left corner. For additional OBI navigation tips, please refer to OBI Navigation and OBI Reporting Fundamentals courses available in Blackboard through the Professional Development Program.