**Supplier Merge functionality in Oracle:**

Use Supplier Merge to combine two or more suppliers that you identify as duplicates. You can update purchase orders and invoices for the old supplier to refer to the new supplier. The Supplier Merge window also allows you to merge supplier sites so that any sites assigned to an old supplier can be reassigned to the new supplier.

When you merge suppliers you transfer invoices, purchase orders, or both from one supplier and site to another supplier and site. **You can transfer to a new supplier and site unpaid invoices only, or all invoices (including paid and partially paid invoices).** Payables will not transfer invoices if the merge would create a duplicate invoice for a supplier.

For best results, transfer both paid and unpaid invoices to a new supplier and site so you can identify duplicate payments easily. Also, transfer both purchase orders and invoices to a new supplier and site, so all invoice and purchase order information refers to the same supplier.

After you have merged suppliers, Payables automatically prints the Purchase Order Header Updates Report and the Supplier Merge Report as an audit trail of your supplier merge activity. The Supplier Merge Report also lists duplicate invoices that it did not merge, if you had any. You can then update the invoice number if the invoice has not been paid or posted.

**Prerequisites**

- Identify duplicate suppliers.
- If you transfer invoices, the New Supplier Site must be a pay site.
- If you transfer purchase orders, the New Supplier Site must be a purchasing site.
Steps:

To merge suppliers sites using Supplier Merge:

1. In the Supplier Merge window, select which invoices to transfer from the Old Supplier to the New Supplier: All, Unpaid, or None.

2. If you want to transfer all purchase orders from the Old Supplier to the New Supplier, select PO.

3. Enter the Old Supplier Name and Site and the New Supplier Name. Payables will transfer information from the Old Supplier to the New Supplier.

4. If you want to reassign the Old Supplier Site to the new Supplier, select Copy Site and do not enter a New Supplier Site. During the Merge, Payables enters the merge date as the inactive date for the Old Supplier Site and creates a new site for the New Supplier with the information you selected to transfer.

5. If you want to merge the Old Supplier Site information with the New Supplier Site information, do not select Copy Site, and enter one of the New Supplier's existing sites in the Site field. During the merge, Payables enters the merge date as the inactive date for the Old Supplier site and combines all of the information you selected with the New Supplier Site information.
6. Choose Merge. Payables submit a concurrent request to run the Supplier Merge Program, which transfers the information from the Old Supplier to the New Supplier, and also runs the Purchase Order Header Updates Report and the Supplier Merge Report.
7. Review the log file and reports after the request completes.

Report Date: 29-NOV-2011 16:30

Supplier Merge Report

Operating Unit: NH-Hospitals and Care Centres
New Supplier: 3 M INDIA LIMITED - JAIPUR-1501
Old Supplier: 3 M INDIA LIMITED - KOLKATA-1751

<table>
<thead>
<tr>
<th>Duplicate</th>
<th>Currency</th>
<th>Invoice Number</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>INR</td>
<td>INR 34767</td>
<td>25-NOV-11</td>
<td></td>
<td>100,000.00</td>
</tr>
<tr>
<td>No</td>
<td>INR</td>
<td>741258</td>
<td>01-AUG-11</td>
<td></td>
<td>10,000.00</td>
</tr>
<tr>
<td>No</td>
<td>INR</td>
<td>1030</td>
<td>24-NOV-11</td>
<td></td>
<td>60,000.00</td>
</tr>
</tbody>
</table>

Total for INR: 178,400.00

---

4 Invoices merged
0 Duplicate Invoices
0 Recurring Invoices merged
0 Duplicate Recurring Invoices

---

4 Total Invoices merged
0 Total Duplicate Invoices
0 Total Recurring Invoices merged
0 Total Duplicate Recurring Invoices

---

Purchase Order Header Updates

Operating Unit: NH-Hospitals and Care Centres
New Supplier: 3 M INDIA LIMITED - JAIPUR-1501
Old Supplier: 3 M INDIA LIMITED - KOLKATA-1751

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Name of Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>473</td>
<td>HEBBAR, GURURAJ</td>
</tr>
<tr>
<td>489</td>
<td>Das, Sikha</td>
</tr>
</tbody>
</table>

Total POs merged: 2
Grand Total POs changed: 2

*** End of Report ***
Cross: After merger; if you see in AP workbench you will not find the Kolkata site for 3M vendor.