

## How to selectively hide individual Supplier DFFs on Supplier Registration pages

A step by step guide to hide individual Supplier DFFs on Supplier Registration pages, while keeping them visible on the Edit Supplier page.

Supplier Descriptive Flexfields (DFFs) are shared between the Edit Supplier page (accessed from Suppliers workarea), Company Profile page (accessed from Supplier Portal) and Supplier Registration pages. Supplier DFFs can be configured via Manage Supplier Descriptive Flexfields or the Manage Supplier Registration Descriptive Flexfields setup task. Both these tasks point to same DFF entity and the DFFs are shared between these flows. *NOTE: DFFs once configured and deployed are displayed in the Additional Information section. Additional Information section is visible by default on the Edit Supplier page, but needs to be made visible via customization when profile is accessed from Supplier Portal and on the Supplier Registration pages.*

In the example below we will use customization to hide one DFF on the Supplier Registration UI, but still keep it visible on all the other pages that share this DFF.

Let's assume the Procurement Application Administrator has configured 2 DFFs: Insurance Provider and Policy Number. The steps below illustrate how one of these DFFs (Insurance Provider to be specific) can be hidden selectively on the External Supplier Registration page.

1. Invoke the External Supplier Registration URL, activate a sandbox and access the Customize Supplier Registration pages menu option available under the user menu. Refer to the topic: [How to customize External Supplier Registration Pages](#) for exact steps.
2. Provide values for the mandatory fields: Company, Tax Organization Type, D-U-N-S Number, Contact Information.
3. Assuming the Additional Information section (which contains the DFFs) is already visible, navigate to the 'Structure' tab and expand the section that shows the hierarchical structure:

Add Content Select **Structure**

ORACLE

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services

### Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

**Additional Information**

Insurance Provider

Policy Number

**Your Contact Information**

Enter the contact information for communications regarding this registration.

**Expand to show structure**

4. Highlight the Additional Information section. This action will bring focus to the corresponding node in the section showing the structure.

## Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

D-U-N-S Number

\* Tax Organization Type

Tax Country

Supplier Type

Taxpayer ID

Corporate Web Site

Tax Registration Number

Attachments None +

Note to Approver

**Highlight Additional Information**

### Additional Information

Insurance Provider

Policy Number

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

5. Select the descriptiveFlexfield node as shown in screenshot below:

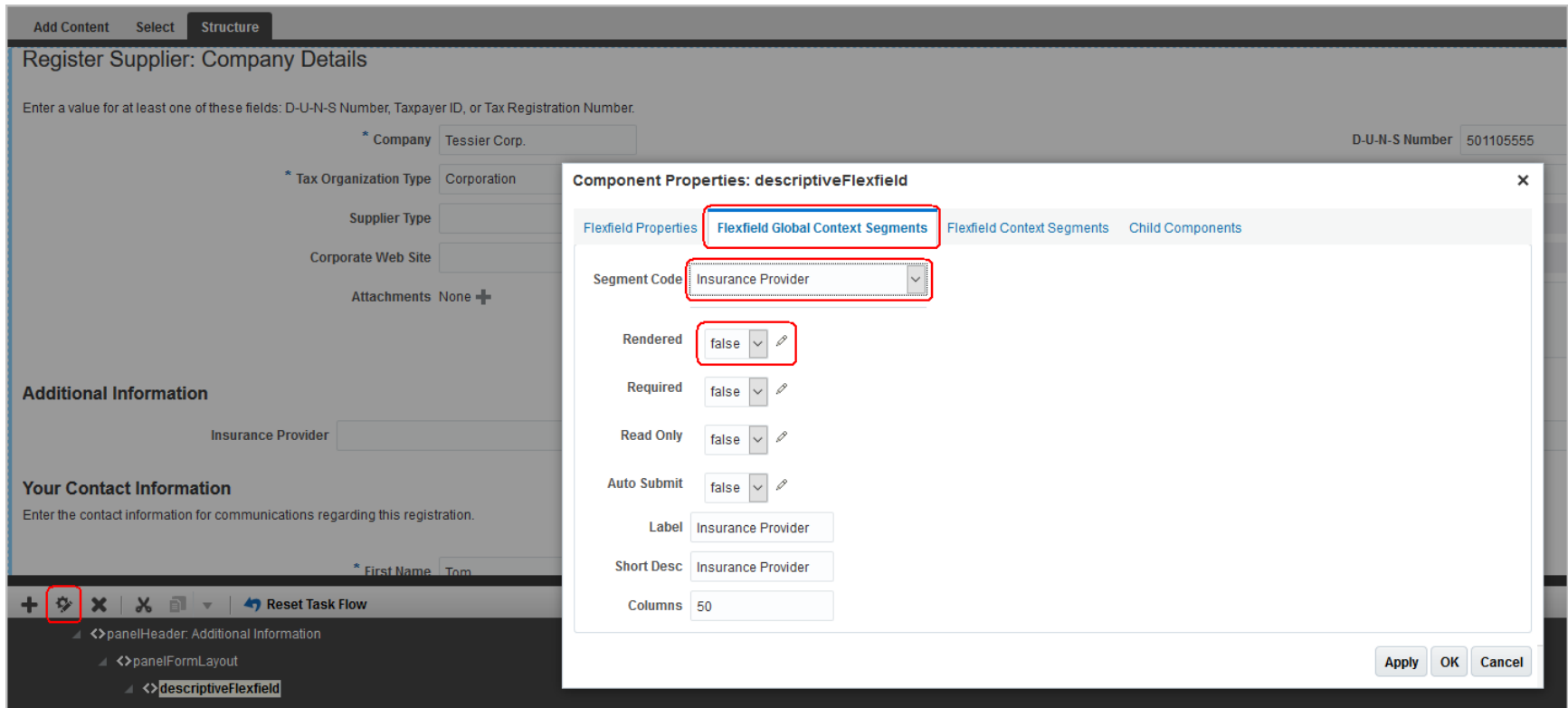
The screenshot shows a web form titled "Register Supplier: Company Details" with a navigation bar at the top containing "Add Content", "Select", and "Structure". The form is divided into several sections:

- Register Supplier: Company Details**
  - Instruction: "Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number."
  - Fields: \* Company (Tessier Corp.), \* Tax Organization Type (Corporation), Supplier Type, Corporate Web Site, Attachments (None +), D-U-N-S Number (501105555), Tax Country, Taxpayer ID, Tax Registration Number, Note to Approver.
- Additional Information**
  - Fields: Insurance Provider, Policy Number.
- Your Contact Information**
  - Instruction: "Enter the contact information for communications regarding this registration."
  - Field: \* First Name (Tom).

At the bottom, a structure pane shows a tree view of the form's components:

- panelHeader: Additional Information
  - panelFormLayout
    - descriptiveFlexfield** (highlighted with a red box)
      - FlexRichInputText

6. Select the Edit action. This would open the Component Properties: descriptiveFlexfield popup. Navigate to the tab: Flexfield Global Context Segments tab. Select the DFF you want to hide on the Supplier Registration page in the Segment Code. Set the value to false in the Rendered dropdown menu.



7. Publish the sandbox.
8. Notice that the DFF is now hidden on the Supplier Registration page. *NOTE: This change will be reflected on both the External Supplier Registration pages: Prospective Supplier Registration, Spend Authorized Supplier Registration but not on the Internal Supplier Registration pages (accessed via the Suppliers, Negotiations, Requisitions workareas).*

### Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type  ▼

Supplier Type  ▼

Corporate Web Site

Attachments None +

#### Additional Information

Policy Number

#### Your Contact Information

Enter the contact information for communications regarding this registration.

9. The DFF is still visible on the Edit Supplier page.

Edit Supplier: Acme Corporation ★

- Profile
- Addresses
- Sites
- Contacts
- Qualifications

▲ General

* Supplier	Acme Corporation	Business Relationship	Spend Authorized
Supplier Number	1523413315	Parent Supplier	<input type="text"/>
Alternate Name	<input type="text"/>	Parent Supplier Number	
Tax Organization Type	Corporation	Creation Date	6/22/18
Supplier Type	<input type="text"/>	Creation Source	Manual
Inactive Date	<input type="text"/>	Registration Request	
Status	Active	Attachments	None +

▲ Additional Information

Insurance Provider	<input type="text"/>	Policy Number	<input type="text"/>
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Profile Details

- Organization
- Business Classifications
- Products and Services
- Transaction Tax
- Income Tax
- Payments