

## How to display Descriptive Flexfields on External Supplier Registration pages

Supplier Descriptive Flexfields (DFFs) can be configured to be displayed on the Company Details, Contacts and Addresses train stops of the External Supplier Registration pages. The task group: Define Supplier Registration Descriptive Flexfields Configuration contains a list of FSM setup tasks that can be used to configure DFFs at these 3 levels. For quick reference here is the list of these tasks:

1. Manage Supplier Registration Descriptive Flexfields task (for DFFs on Company Details train stop)
2. Manage Trading Community Person Descriptive Flexfields task (for DFFs on Contacts train stop)
3. Manage Trading Community Organization Site Descriptive Flexfields task (for DFFs on Addresses train stop)

In general, DFFs are displayed in the Additional Information section of a given page. The steps below describe how to use customization to render this section which in turn will allow the DFFs to be displayed.

1. Invoke the External Supplier Registration URL and navigate to the customization UI. *NOTE: Refer to the topic: [How to customize External Supplier Registration pages](#) for the exact details.*

2. Navigate to the Select tab on the Customization UI.

The screenshot shows the Oracle Customization UI. At the top, there is a navigation bar with the following items: 'View', 'Editing: User Interface', 'Edit Layer: Site - SITE', and 'Manage Customizations'. Below this is a secondary navigation bar with 'Add Content', 'Select' (highlighted with a red box), and 'Structure'. The main content area has a blue header with the Oracle logo and a navigation bar with 'Company Details' (selected) and 'Contacts'. The main content is titled 'Register Supplier: Company Details' and includes a sub-header: 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.' The form contains the following fields: '\* Company' (text input with 'Tessier Corp'), '\* Tax Organization Type' (dropdown menu with 'Corporation'), 'Supplier Type' (dropdown menu), 'Corporate Web Site' (text input), and 'Attachments None +'.

View   **Editing: User Interface**   **Edit Layer: Site - SITE**   Manage Customizations

Add Content   **Select**   Structure

ORACLE

Company Details   Contacts

### 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 +

### Your Contact Information

Enter the contact information for communications regarding this registration.

3. Additional Information section if rendered is displayed above the Your Contact Information section. Highlight above the Your Contact Information section while on the Select tab. *NOTE: Ensure that you select the first row highlighted as shown in the screenshot below.*

Add Content **Select** Structure

ORACLE

Company Details **Contacts**

### 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 +

**Corresponds to Additional Information section**

---

---

---

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

4. On highlighting the section, the 'Edit Component' link becomes visible on the right side of the page. Click on the link.

The screenshot shows a web application interface. At the top, there is a blue navigation bar with a home icon, a search bar, a magnifying glass icon, a star icon, a flag icon, a bell icon with a red '4' notification, a user profile icon, and a question mark icon. The user name 'Clare Furey' is visible on the right. Below the navigation bar, there is a progress indicator with two steps: 'Questionnaire' and 'Review'. The 'Review' step is currently active. In the center, there are four buttons: 'Back', 'Next', 'Save for Later', and 'Edit Component'. The 'Edit Component' button is highlighted with a red rectangular box. Below the buttons, there is a form with the following fields: 'D-U-N-S Number' with the value '551151115', 'Tax Country' with a dropdown arrow, 'Taxpayer ID' with a greyed-out input field, 'Registration Number' with a greyed-out input field, and 'Note to Approver' with a text area.

5. On clicking the Edit Component link, the Component Properties: default dialog opens. Navigate to the Children tab and check the checkbox corresponding to Additional Information. This will make the Additional Information section visible on the External


Registration page.

The screenshot shows the Oracle registration page with the 'Component Properties: default' dialog box open. The dialog has two tabs: 'Properties' and 'Children'. The 'Children' tab is selected and highlighted with a red box, with a red arrow pointing to it and the text 'Navigate to Children tab'. Below the tabs, there is a list of properties with checkboxes. The 'Additional Information' checkbox is checked and highlighted with a red box, with a red arrow pointing to it and the text 'Check Additional Information'. The background shows the 'Register Supplier: Company Details' page with the Oracle logo and navigation tabs 'Add Content', 'Select', and 'Structure'.

6. Leave Customization UI by taking the Close action available on the top of the page.

- 7. Verify the Additional Information section is displayed on the UI.

Sandbox [AppCoreLongSB\\_ShowAdditionalInformation](#)



**Company Details**

### 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

Insurance Provider

#### Your Contact Information

Enter the contact information for communications regarding this registration.

8. Navigate to the Contacts train stop.
9. Take the Edit action and open the Edit Contact popup for the contact created above on the Company Details train stop.
10. Additional Information section if rendered is displayed above the User Account section. Highlight above the User Account section while on the Select tab and click on the Edit Component link that appears on the right.

View | **Editing: User Interface** | Edit Layer: Site - SITE | Manage Customizations

Add Content | **Select** | Structure

ORACLE

### Register Supplier: Contacts

Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create Edit Delete

Name
Brown, Tom

Columns Hidden 7

#### Edit Contact: Tom Brown

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Create user account

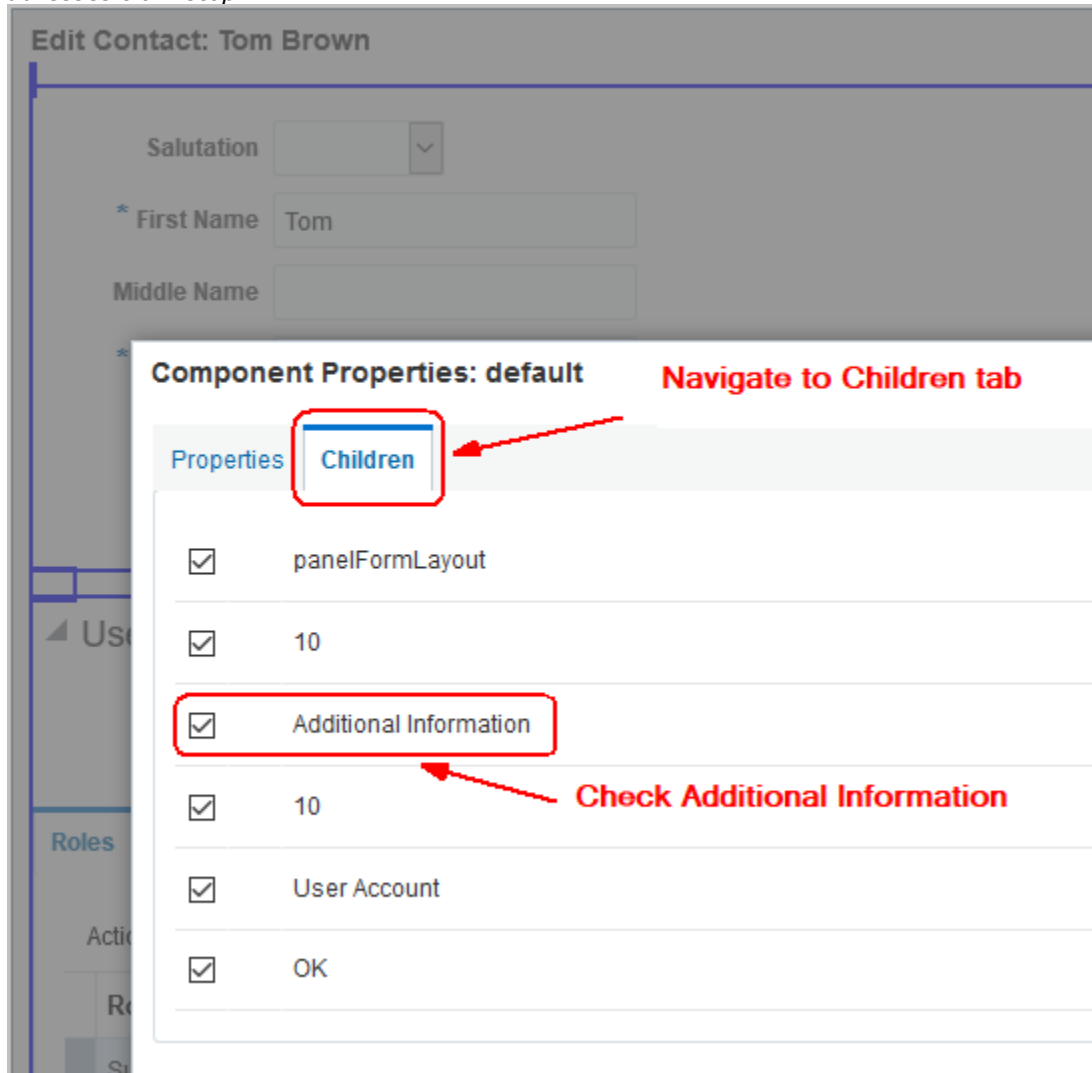
#### Roles

Actions ▾ View ▾ Format ▾ X [icon] Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the s
Supplier Administrator	Manages supplier profile and user provis
Supplier Bidder	Sales representative from a potential sup



11. On clicking the Edit Component link, the Component Properties: default dialog opens. Navigate to the Children tab and check the checkbox corresponding to Additional Information. This will make the Additional Information section visible on the Edit Contact or Create Contact popup of the Contacts train stop. *NOTE: Similar steps can be followed to render the Additional Information section on the Addresses train stop.*



12. Publish the sandbox if you are satisfied with the customization. *NOTE: This will make the Additional Information sections visible on both the External Supplier Registration pages: Prospective Supplier Registration, Spend Authorized Supplier Registration and the Internal Supplier Registration pages (accessed via the Suppliers, Negotiations, Requisitions workareas).*