AP.02 – Merge Supplier Data

- Suppliers/sites may need to merge to correct duplicate creation or to address an acquisition

Sourcing Officer

Need to merge suppliers/sites → Send request to AP to merge suppliers/supplier sites

Supplier Maintenance Specialist

Audit findings require merge → Populate from and to suppliers and/or supplier sites → Select the data to merge → Submit supplier merge process → End

- Options exist to select types of transactions, i.e. PO, invoice to update as part of the merge

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