Apply/Remove Supplier Hold

**Audience:** Buyer, Procurement Manager

Purpose: Some holds are placed on invoices automatically by the invoice validation process. Here are some of the other ways in which manually-releasable holds can be placed.

- You manually place a hold on the Create or Edit Invoice pages.
- You select the **Place hold on invoice** action when voiding a payment.
- You submit the Import Payables Invoices process and specify to place a hold on all imported invoices.

This table describes each supplier site hold.

Hold	Description	Manually Releasable?
Invoice amount limit	If an invoice amount exceeds the specified limit, the invoice validation process places an **Amount** hold on the invoice.	Yes
All invoices	You can't select the supplier site for payment in a payment process request or in a Quick payment. ✎ **Note:** You can view suppliers with this hold in the Supplier Sites on Payment Hold section on the Payments landing page.	No
Unmatched invoices	If an invoice isn't matched to a purchase order, receipt, or consumption advice, the invoice validation process places a **Matching required** hold on the invoice.	Yes
Unvalidated invoices	The invoice validation process places a **Supplier** hold on invoices that are created after you enable this option. You can still pay invoices that were previously created and validated.	Yes

This job aid will assist you with applying or removing a supplier PO hold or invoice hold.

Step	Action
1	Log into Oracle. **Home Page -> Procurement -> Suppliers**
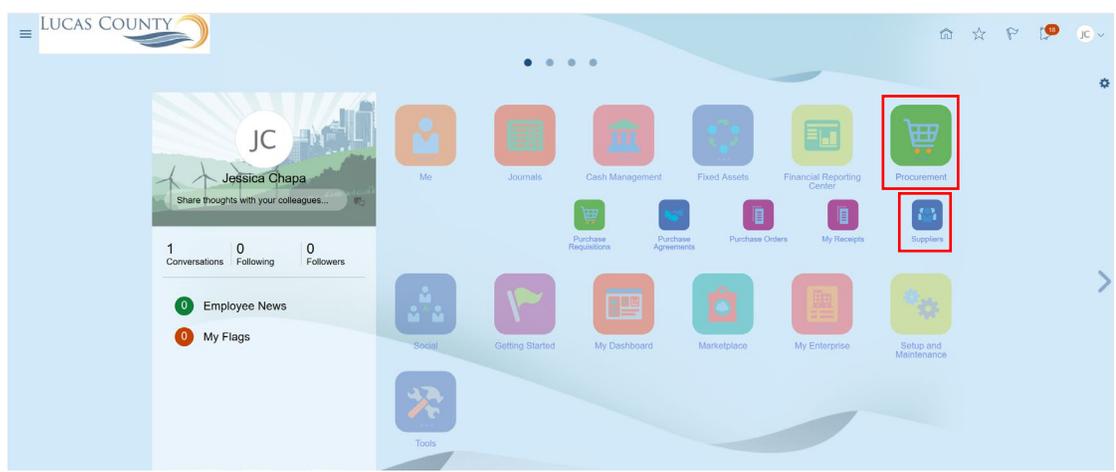
2	Click the **Search Icon** on the right. Enter the **Supplier Name** (or pick from the larger list) to be edited and click the arrow to the right. Enter the **Supplier Name** or **Supplier Number** and click search.
3	Defaults to the **Profile** tab.
4	Click the **Sites** tab.
5	Click the **Edit** button to add update to the site details for the highlighted site
6	Highlight the Site that will be edited and click the ✏ icon to edit the site.

LUCAS COUNTY
OHIO

Edit Supplier: Compass Rose Solutions, Inc. ⭐ Social Save Submit Cancel

Profile Addresses **Sites** Contacts

An address must exist before creating a site.

Actions ▾ View ▾ Format ▾ + ✏ ⬚ ☐ Freeze ⬚ Detach ⬚ Wrap Status Active ▾

Procurement BU	Site	Address	Site Purpose	Alternate Pay Site	Attachments	Status
Lucas County	Main	123 Main Street,BLOOMINGDALE, MICHIGAN 49026	Purchasing; Pay	None	Active
Lucas County	Purchasing	123 Main Street,BLOOMINGDALE, MICHIGAN 49026	Purchasing	None	Active

Columns Hidden 5

7	Click the **Purchasing** link.
	General **Purchasing** Receiving Invoicing Payments Site Assignments
	Communication
	Communication Method E-Mail ▾ Language
	* Email marath@outlook.com
	Controls
	☐ Hold all new purchasing documents Required Acknowledgment ▾
	Hold Reason [ ] Acknowledge Within Days [ ]
	Freight
	Shipping Method [▾] FOB [▾]
	Freight Terms [▾] Country of Origin [▾]
8	View Purchasing Hold details to add or remove hold. To add hold: **Check the Hold all new purchasing documents** checkbox and enter a reason into the **Hold Reason** field. To remove a hold: delete the reason from the **Hold Reason** field, and then uncheck the **Check the Hold all new purchasing documents** checkbox.
9	Select the checkbox for **Hold all new purchasing documents**.
10	Enter a **Hold Reason** comment.
11	Click the **Save** button.
12	Click the **Invoicing** sub-tab.
	General Purchasing Receiving **Invoicing** Payments Site Assignments
	Controls
	Invoice Currency [▾] Payment Currency [▾]
	Invoice Amount Limit [ ] Payment Priority [ ]
	Invoice Match Option [▾] Pay Group [▾]
	Match Approval Level [▾]
	Quantity Tolerances [▾]
	Amount Tolerances [▾]
	Payment Hold Controls
	Hold All Invoices No ▾ Payment Hold Reason [ ]
	Hold Unmatched Invoices Default from Payables Options ▾
	Hold Unvalidated Invoices No ▾
13	Under the Payment Hold Controls section, view invoicing Hold details to add or remove hold.
	Payment Hold Controls
	Hold All Invoices No ▾ Payment Hold Reason [ ]
	Hold Unmatched Invoices Default from Payables Options ▾
	Hold Unvalidated Invoices No ▾
14	Select the **Hold All Invoices** option: Yes or No to apply Invoice Hold or remove Invoice Hold.
15	Select the **Hold Unmatched Invoices** option.
16	Select the **Hold Unvalidated Invoices** option.
17	Enter a **Payment Hold Reason**.
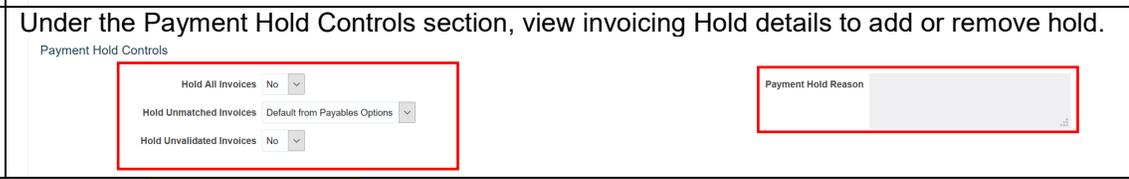
18	Click the **Save and Close** button.
19	Click the **OK** button for confirmation.