

Overview

UCR recently updated our campus financial system. To improve the security and confidentiality of individuals and others receiving payment from UCR (i.e., payees), payees are asked to securely provide the information required to issue a payment. This guide offers detailed instructions. Please keep in mind that all data and values presented in this guide are for training purposes only. When using the guide, for security and confidentiality purposes, payees are asked to update their profile with their company information in all relevant fields. The Supplier Name must exactly match the name associated with the tax identification number (payments must be to legal name, tax withholding and reporting (if applicable) must be against legal name, ensuring unique supplier records, etc.).

Steps to Take

Topic 1: How to access the Oracle Supplier Portal

This process outlines the steps required for a user that is not part of the UCR organization to log in to Oracle. When a UCR campus department needs to initiate a payment to you, they will request your email contact information and initiate a request to UCR's Accounting Office. Next, an email will be sent from UC Riverside to you, the Payee. From there, several subsequent steps need to be completed to create a user account and password to successfully access the Oracle system and update your payee information.

Steps	Action		
1.	To register as a supplier, the proposed p "FYI: Supplier Contact User Account for click on the Access the application link process.	payee (you) will be sent an e UCR Enterprise was Created provided within. This will gu	mail invitation with the subject d." Please open this email and uide you through the registration
	From: <u>exbt fa sender@workflow.mail.us2.cloud.oracle.com</u> < <u>evbz fa sender@workflow.mail.us2.clo</u> Sent: Friday, July 21, 2023 10:43 AM To: Subject: FVI: Supplier Contact User Account for UCR Enterprise was Created	ud.orade.com>	
	Supplier Contact User Account for UCR Enterp Details	orise was Created	
	Assignee TEST TEST TEST		Supplier TEST TEST TEST
	Assigned Date 07/21/2023 10:43 AM		Supplier Number 2000001075
	Expiration Date 08/20/2023 10.43 AM		
	Recommended Actions <u>You use granded access</u> to the supplier application for UCR Enterprise. A separate email will be sent to you with <u>Access the application</u> User Account Details	the instruction to access the application.	
2.	You will be directed to the Oracle appli	cation:	
	 Click the Forgot Password link Click Forgot user name, then Submit 	Sign In Oracle Applications Cloud	Sign In Oracle Application Forgot Password



3.	You will soon receive an email contai	ning vour Oracle User ID. For	instance, this supplier's User Name		
	is "TEST TEST TEST. TEST" (Please om	it the last period at the end).	Your User ID might resemble		
	something like "JOHN.SMITH".				
			<i>← "← →</i> …		
	To: You	cioud.oracie.com	Fri 7/21/2023 11:02 AN		
	Dear TEST TEST TEST,				
	You had requested your user name	from Oracle Fusion Applications Self Servic	e Portal.		
	Your User Name is TEST TEST.TEST.				
	If you did not request this information or have any questions, contact your system administrator.				
	Thank You.				
	Oracle Fusion Applications				
4.	In the Oracle application:	Sign In	Sign In		
	Click the Earget Bassword link	Oracle Applications Cloud	Oracle Application		
	Enter your User Name		oracie Application		
	 Click Forgot password, then 	Company Single Sign-On			
	Submit	or	Forgot Password		
		User ID	TEST TEST TEST. TEST		
		Password	Forgot user name		
		Forgot Password	Forgot password		
		Sign In Select Language	Submit		
		English 🗸			

ORACLE FINANCIALS *Update Payee Information in UCR Supplier Portal - PO*



	-		
5.	An email will be sent to you to initiate the password reset process. Please click the link provided in		
	From: workflow.mail.us2.cloud.oracle.com Sent: Friday, July 21, 2023 10:51 AM		
	To: Subject: Oracle Fusion Applications-Password Reset Information		
	Dear TEST TEST TEST,		
	You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.		
	Please follow the link below to reset your password.		
	https://fa-evbz-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=052d3bfa94324257be1833d2618782da		
	If you did not request this information or have any question, contact your system administrator.		
	Thank You, Oracle Fusion Applications		
	the email to proceed with resetting your password.		
6	You are all set to access the Oracle Supplier Portal, Just enter your User ID and Password , and then		
	click on Sign In . For future logins, be sure to save your User ID and Password in a secure location.		
	Sign In Oracle Applications Cloud		
	Company Single Sign-On		
	or		
	Password		
	XXXXXXXXX		
	Forgot Password		
	Sign In		
	onor ranjargo		



Topic 2: How to register as a Supplier in Oracle

By following these instructions, you will be able to navigate through the portal and address the questionnaire accurately and efficiently.

Steps	Action				
1.	To close the pop-up box in Ora applicable to individuals/paye entirely disabled.	acle, simply click the es. It may be neces	e "X" button. Please ssary to close the po	e note that this guid op-up on multiple so	ance is not creens before it is
	Cood or Rood or Arrs Entirement Set Printerson Things to F	Inish	ew Oracle Financials doit in place to holy you as you ar some: Choch the Widgort to see. The Widgort wid to there holds: Cache in the Holy Poreit (Shown prize: Cache in the Holy Poreit (Shown)		
2.	Click Supplier Portal.	0	P		
	Good mo Tools Config APS Set Preferences	Drning, TEST TES	T TEST TEST!		
3.	Under Qualifications, click Ma	nage Questionnair	es.		
	Supplier Portal Beach Orders Corder Number Tasks Order	् २		ф म ф	
	Manage Chains Manage Scheider Administer Administer Administer Scheider im Spreichheet Missemmen Veran Recognit Veran Recognit	Requiring Attention	Recent Activity Last 20 Days No data available	Transaction Reports Last 50 Days No data available	
	Outifications Manage Constrainments Very Qualifications Company Profile				
	Manage Profile	Supplier News			



Managa Quasting	niros @		
Manage Questionna	aires (7		
⊿ Search		Adv	vanced Manage Watchlist Saved Search Requiring Attention
** .	Questionnaire Title	** Stz	atus Not started;Draft;Resubmis 💌
	** Questionnaire	** Response Due D	Date mm/dd/yyyy
	** Supplier Site	▼ ** Supplier Cont	rtact 🔹
			Search Reset S
Search Results			
Actions View View Format	T T T Freeze Detach of Wrap	lespond	Response
Questionnaire Qu			Supplier Site Status Due Date View PDF
Columns Hidden 6			NUI States (C)
Complete the a	uestions in the UCR Su	polier Onboarding Questionnair	e. Make sure to complete all
questions refere	enced below.		
Perpend to Ow	vostionnairo: TECT TECT TECT TECT @		Save
Respond to Que			
Questionnaire			
	Title TEST TEST TEST TEST	Supplier TEST TEST TEST	Status Draft
Procur	urement BU UCR BU	Supplier Site	Due Date
Key	duasted by valetie Davis	Responden rearreamentear	Attachments None
Questions		Progress	Section 🚽 1. UCR
UCR Supplier Onboardin	ing Questionnaire		
Please att	and tax classification (must select one) attach the appropriate Federal Tax Form (eg. W9, W8BEN, W8BEN-	I-E, etc.)	
	suarsole proprietor or single-member LLC		
	poration		
d Batha	poration		
0 a. Partier	Fetato		
) e. huster	d Linhähu II C		
	(Maniny LLC		
G. Other (r	(Mention in comments)		
O1 Select E	Federal Tax Classificatio	n: Select a Individual/sele prop	riator or single-member UC
		malete ene of the energy sole prop	Fictor of Single-Includer LLC.
• fou	a <u>inust</u> uowinoau anu cu	Simplete one of the appropriate r	euerar lax Forms.
	Select if		
Form	You are an individu	al or antity who is required to file a	n information roturn with the
Form	tou are an mulviu	al of entity who is required to me an	rial socurity number (SSN)
Form <u>W-9</u>	IPS Drovido a tayna	iyer identification number (mi), soc	
Form <u>W-9</u>	IRS. Provide a taxpa	identification number (ITIN) adapti	ion taxpayor identification
Form <u>W-9</u>	IRS. Provide a taxpa individual taxpayer	identification number (ITIN), adopti	ion taxpayer identification
Form <u>W-9</u>	IRS. Provide a taxpa individual taxpayer number (ATIN), or e	identification number (ITIN), adopti mployer identification number (EIN	ion taxpayer identification I).
Form <u>W-9</u> <u>W-8BEN</u>	IRS. Provide a taxpa individual taxpayer number (ATIN), or e You are a foreign in	identification number (ITIN), adopti mployer identification number (EIN dividual receiving a payment.	ion taxpayer identification I).
Form <u>W-9</u> <u>W-8BEN</u> <u>W-8BEN-E</u>	IRS. Provide a taxpa individual taxpayer number (ATIN), or e You are a foreign in You are a foreign en	identification number (ITIN), adopti employer identification number (EIN dividual receiving a payment. Itity receiving payment.	ion taxpayer identification I).
Form <u>W-9</u> <u>W-8BEN</u> <u>W-8BEN-E</u>	IRS. Provide a taxpa individual taxpayer number (ATIN), or e You are a foreign in You are a foreign en	identification number (ITIN), adopti mployer identification number (EIN dividual receiving a payment. ntity receiving payment.	ion taxpayer identification I).
Form <u>W-9</u> <u>W-8BEN</u> <u>W-8BEN-E</u> • Onc	IRS. Provide a taxpa individual taxpayer number (ATIN), or e You are a foreign in You are a foreign en ce you have completed	identification number (ITIN), adopti mployer identification number (EIN dividual receiving a payment. ntity receiving payment. the form, click the None + butto	n.
Form W-9 W-8BEN W-8BEN-E • Ond • In t	IRS. Provide a taxpa individual taxpayer number (ATIN), or e You are a foreign in You are a foreign en ce you have completed the pop-up window, clic	identification number (ITIN), adopti employer identification number (EIN dividual receiving a payment. ntity receiving payment. the form, click the None + butto k Actions, then Add, then Choos	n.

ORACLE FINANCIALS	
Update Payee Information in UCR Supplier Portal - PO	



be required to upload it later during the registration process.
Once you have completed the questionnaire, click on the Submit button in the screen's upper right corner. You will receive a confirmation, click OK .
Respond to Questionnaire: TEST TEST TEST TEST @ Save and Close Submit Gancel Time Zone Pacific Standard Time
3. What is your mailing address for non payment related correspondence? ♥ Please enter Ordering Address N/A
Comments
 A re you providing Goods & Services? If the answer is Services, they then are required to attach a completed and signed Franchise Tax Board form 587 Non-Resident Withholding Allocation a. Goods

Once your questionnaire has been submitted to UC Riverside, you can now manage your profile in the Oracle Supplier Portal.

Topic 3: How to manage your profile in the Oracle Supplier Portal

By following these instructions, you will be able to navigate through the portal and update your profile accurately and efficiently.

Steps Action



1.	Go to https://fa-evbz-saasfa	prod1.fa.ocs.oraclecl	oud.com/ if vou need	I to log back into the Oracle	
	Supplier Portal				
	Supplier Portal.				
	Good mor	ning, TEST TEST	' TEST TEST!		
	0				
	Tools Configurat	tion Supplier Portal			
	APPS			and the second	
		رکم			
	Set Preferences	Worklist			
	0 0				
				. C. C. OSCIERA	
2	Under Qualifications, click	Janago Profilo			
۷.	Under Qualifications, click k	Manage Prome.			
	Oracle Financials				
	Supplier Portal				
	Search Orders V Order Number	9			
	Tasks				
	Orders	Demulsion Attention	Descent Astholes		
	Manage Orders Manage Schedules	Requiring Attention	Last 30 Days	Last 30 Days	
	Acknowledge Schedules in Spreadsheet				
	Shipments View Receipts				
	View Returns	a 🖉		** ***********************************	
	Involces and Payments View Involces	No data available			
	View Payments	NO Gata available			
	Qualifications				
	Manage Questionnaires View Qualifications				
	Company Profile	Sumplier Naws			
	Manage Profile	оцрин нена			
2	Calast Edit hutters - Olish Vas	t = th = \A/=			
3.	Select Ealt button. Click Yes	to the warning pop-	up stating "Making ed	alts will create a changeD	o you
	want to continue?"				
	Company Profile 2			Frii	
	Organization Details Tax Identifiers Addresses Contacts Busin	ness Classifications Products and Services			
	⊿ General				
	Company TEST TEST TEST Supplier Number 2000001075		Tax Organization Type Status Active		
	Supplier Type		Attachments None	\bigcirc	
	▲ Identification				
	D-U-N-S Number		National Insurance Number		
	Customer Number SIC		Corporate Web Site		
	Corporate Profile			L ₂	
	Year Established Mission Statement		Chief Executive Title		
			Principal Title		
	Year Incorporated	4	Principal Name		
	Financial Profile				
	Current Fiscal Year's Potential Revenue Preferrent Functional Currency				



4.	Enter Creating profile in the Change Description field. Next, click the Organization Details tab and
	choose PO as the Supplier Type.
	The Supplier Name must exactly match the name associated with the tax identification number
	(payments must be to legal name, tax withholding and reporting (if applicable) must be against legal
	name, ensuring unique supplier records, etc.).
	Edit Profile Change Request: 23005
	Change Description Creating poster
	Organization Ontaria) Tax Netmetries Advesses Contacts Business Destinates Devices
	4 General
	Supplier Name 200001075 Supplier Name 200001075 Supplier Name
	Supplier Type PO Attachments None th
	OUTHINGARON OUT OUTHINGARON OUTHING AND O
	Customer Number Exclusion
	A Corporate Profile
	Vear Established Chief Executive Title
	Mission Statement Chief Executive Name Principal Tife
5	Select the appropriate Tax Organization Type from the drop down and click None + to upload your
5.	completed Federal Tax Form (e.g. W-9 W-8BEN etc.)
	completed redefal fax rorm (e.g., w 5, w obelv, etc.).
	Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services
	✓ General
	* Supplier Number 2000011075 Status Active
	Supplier Type Non-PO V D Attachments None -
	Identification
	Customer Number Corporate Web Site
	sic
	Corporate Profile
	Year Established Chief Executive Title Chief Executive Title Chief Executive Title
	Principal Title
	Year Incorporated Principal Name
	Financial Profile
	Fiscal Year End Month
6.	Click the Tax Identifiers tab and complete all fields referenced below. Including the Tax Reporting
	Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services
	Income Tax
	Taxpayer Country United States 🔹
	Taxpayer ID 123120482 Name Control
	Verification Date mm/dd/yyy
	* Federal Income Tax Type MISC7
	✓ State reportable Withholding Tax Group ▼
	Tax Country Tax Registration Type
	Tax Registration Number
	• Taxpayer Country: Enter Country.
	 Taxpaver ID: Enter your Social Security Number or Federal Tax ID.



	 Federal Reportable: Check box. Federal Income Tax Type: Enter MISC7 Non-Employee Compensation. State Reportable: Check box.
7.	Click the Addresses tab, then the + Create icon, and complete all fields referenced below.
8.	 Address Name: Enter the name of the city for this address, such as "RIVERSIDE" and add the details. Address Purpose: Check the appropriate box: Check Remit to box if this is where payment should be sent, Ordering if this is the address to send Purchase Orders or check box both boxes if this address is to be used for purchase orders and payments. Click the OK button once complete. Click Create Another if you wish to add another address.
9.	Click Save and select Review Changes . (Do not click Save and Close). Next, you will receive the option to click Submit. Your UC Riverside profile is now complete!