

Overview

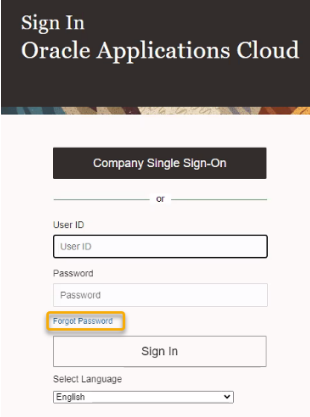
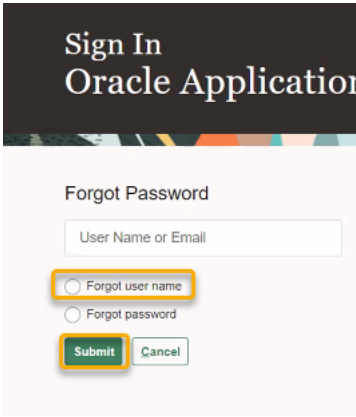

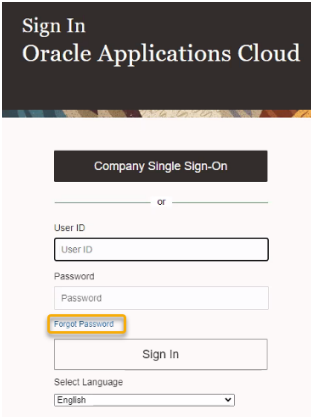
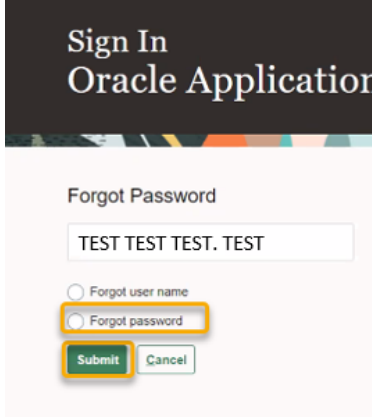
UCR recently updated our campus financial system. To improve security and confidentiality of individuals and others receiving payment from UCR (i.e., payees), payees are asked to securely provide information required to issue a payment. This guide offers detailed instructions on how to create and manage profile information for a payee that is not providing procurement related commodities (also known as a non-purchase order (PO) suppliers) nor employment related services, such as non-employee payees receiving stipends, refunds, reimbursements, etc. 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 personal 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.).

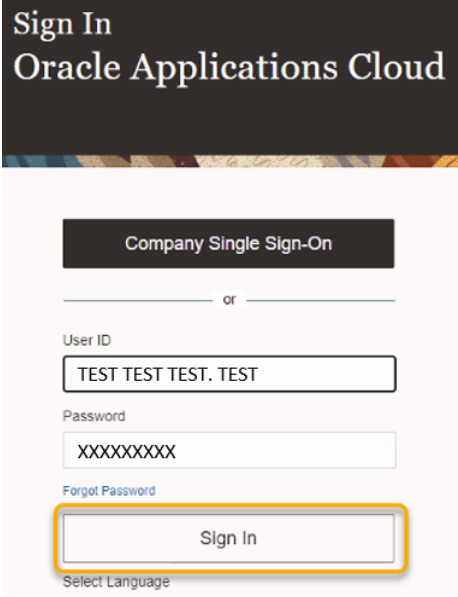
Steps to Take

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.

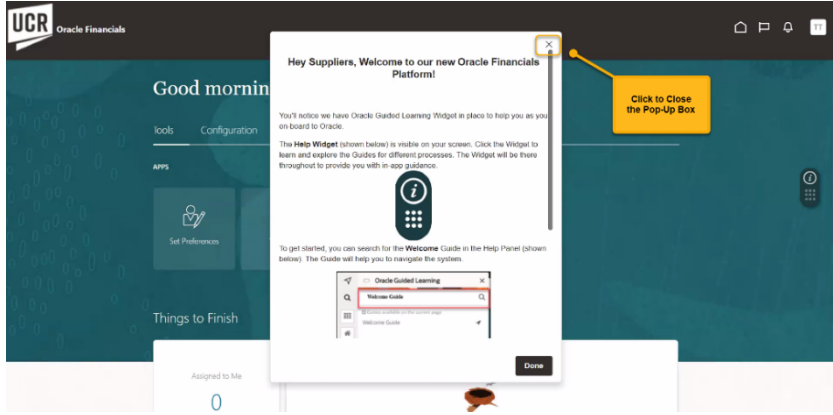
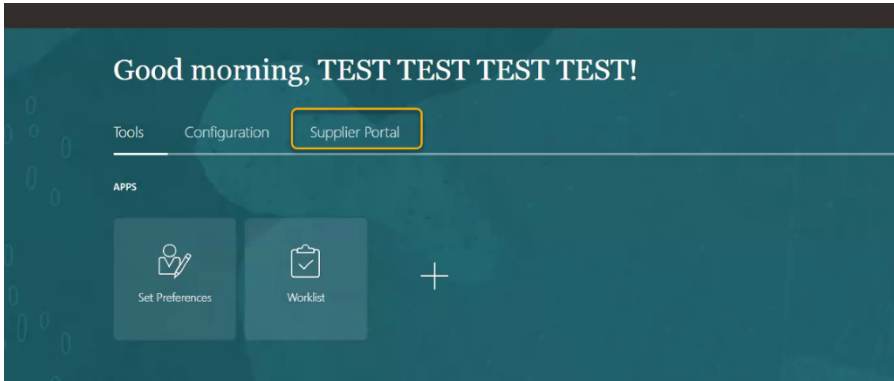
Steps	Action								
1.	<p>To register as a supplier, the proposed payee (you) will be sent an email invitation with the subject "FYI: Supplier Contact User Account for UCR Enterprise was Created." Please open this email and click on the Access the application link provided within. This will guide you through the registration process.</p> <hr/> <p>From: evbz_fa.sender@workflow.mail.us2.cloud.oracle.com <evbz_fa.sender@workflow.mail.us2.cloud.oracle.com> Sent: Friday, July 21, 2023 10:43 AM To: Subject: FYI: Supplier Contact User Account for UCR Enterprise was Created</p> <p>Supplier Contact User Account for UCR Enterprise was Created</p> <p>Details</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Assignee: TEST TEST TEST TEST</td> <td style="text-align: right;">Supplier: TEST TEST TEST</td> </tr> <tr> <td style="text-align: center;">Assigned Date: 07/21/2023 10:43 AM</td> <td style="text-align: right;">Supplier Number: 200001075</td> </tr> <tr> <td style="text-align: center;">Expiration Date: 08/20/2023 10:43 AM</td> <td></td> </tr> <tr> <td style="text-align: center;">Task Number: 249155</td> <td></td> </tr> </table> <p>Recommended Actions</p> <p>You were granted access to the supplier application for UCR Enterprise. A separate email will be sent to you with the instruction to access the application.</p> <p>Access the application</p> <p>User Account Details</p>	Assignee: TEST TEST TEST TEST	Supplier: TEST TEST TEST	Assigned Date: 07/21/2023 10:43 AM	Supplier Number: 200001075	Expiration Date: 08/20/2023 10:43 AM		Task Number: 249155	
Assignee: TEST TEST TEST TEST	Supplier: TEST TEST TEST								
Assigned Date: 07/21/2023 10:43 AM	Supplier Number: 200001075								
Expiration Date: 08/20/2023 10:43 AM									
Task Number: 249155									

<p>2.</p>	<p>You will be directed to the Oracle application:</p> <ul style="list-style-type: none"> • Click the Forgot Password link • Click Forgot user name, then Submit <div style="display: flex; justify-content: space-around;">   </div>
<p>3.</p>	<p>You will soon receive an email containing your Oracle User ID. For instance, this supplier's User Name is "TEST TEST TEST. TEST" (Please omit the last period at the end). Your User ID might resemble something like "JOHN.SMITH".</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> evbz.fa.sender@workflow.mail.us2.cloud.oracle.com To: You</p> <p style="text-align: right;">Fri 7/21/2023 11:02 AM</p> <p>Dear TEST TEST TEST TEST,</p> <p>You had requested your user name from Oracle Fusion Applications Self Service Portal.</p> <p>Your User Name is TEST TEST TEST.TEST.</p> <p>If you did not request this information or have any questions, contact your system administrator.</p> <p>Thank You, Oracle Fusion Applications</p> </div>
<p>4.</p>	<p>In the Oracle application:</p> <ul style="list-style-type: none"> • Click the Forgot Password link • Enter your User Name • Click Forgot password, then Submit <div style="display: flex; justify-content: space-around;">   </div>

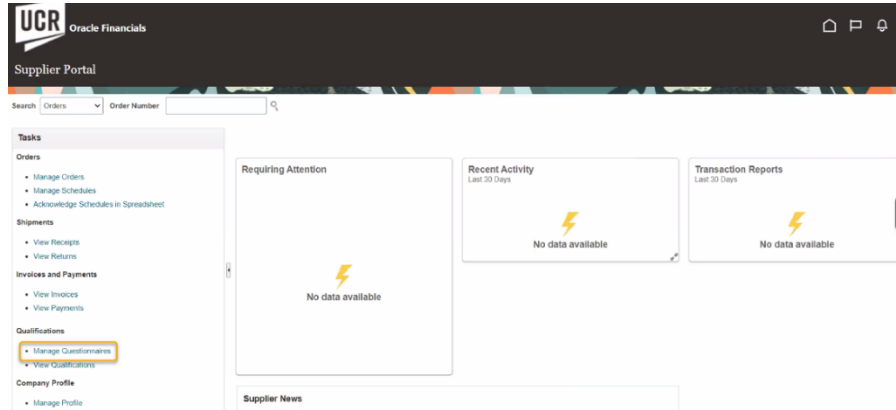
5.	<p>An email will be sent to you to initiate the password reset process. Please click the link provided in</p> <p>From: evbz.fa.sender@workflow.mail.us2.cloud.oracle.com <evbz.fa.sender@workflow.mail.us2.cloud.oracle.com> Sent: Friday, July 21, 2023 10:51 AM To: Subject: Oracle Fusion Applications-Password Reset Information</p> <p>Dear TEST TEST TEST TEST,</p> <p>You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.</p> <p>Please follow the link below to reset your password.</p> <p>https://fa-evbz-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=052d3bfa94324257be1833d2618782da</p> <p>If you did not request this information or have any question, contact your system administrator.</p> <p>Thank You, Oracle Fusion Applications</p> <p>the email to proceed with resetting your password.</p>
6.	<p>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.</p> 

Topic 2: How to register as a Supplier in Oracle

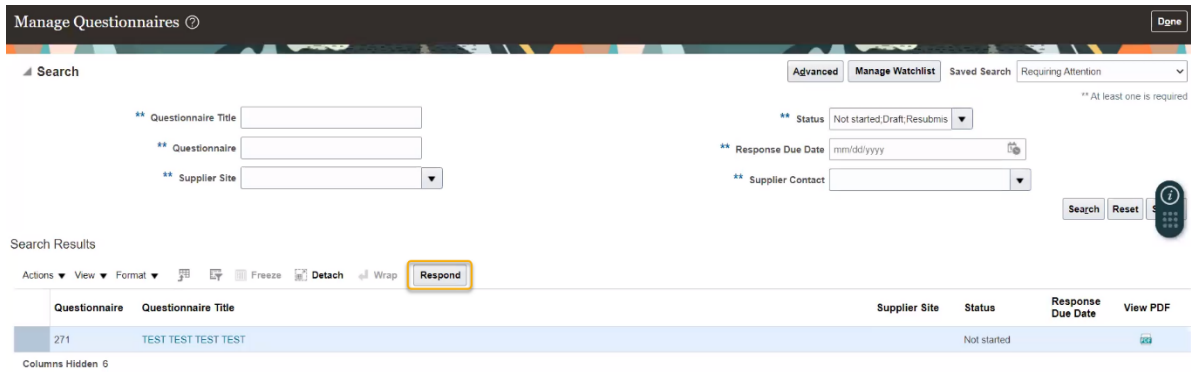
By following these instructions, you will be able to navigate through the portal and address the questionnaire accurately and efficiently.

Steps	Action
1.	<p>To close the pop-up box in Oracle, simply click the "X" button. Please note that this guidance is not applicable to individuals/payees. It may be necessary to close the pop-up on multiple screens before it is entirely disabled.</p> 
2.	<p>Click Supplier Portal.</p> 

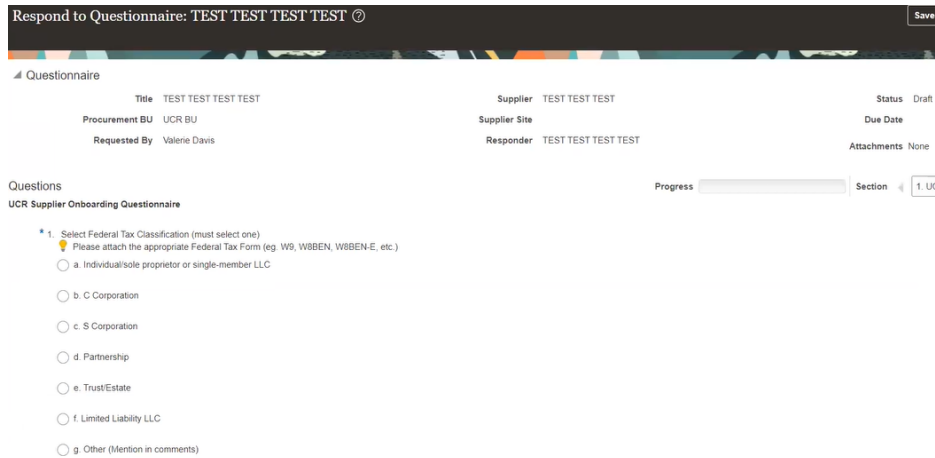
3. Under Qualifications, click **Manage Questionnaires**.



4. Click the **Respond** button.



5. Complete the questions in the **UCR Supplier Onboarding Questionnaire**. Make sure to complete all questions referenced below.



Q1. *Select Federal Tax Classification:* Select **a. Individual/sole proprietor or single-member LLC**.

- You **must** download and complete one of the appropriate Federal Tax Forms:

Form	Select if...
W-9	You are an individual or entity who is required to file an information return with the IRS. Provide a taxpayer identification number (TIN), social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN).
W-8BEN	You are a foreign individual receiving a payment.
W-8BEN-E	You are a foreign entity receiving payment.

- Once you have completed the form, click the **None +** button.
- In the pop-up window, click **Actions**, then **Add**, then **Choose File**, upload your completed Federal Tax Form, and click **OK**. Make sure to keep the completed Federal Tax Form as you will be required to upload it later during the registration process.

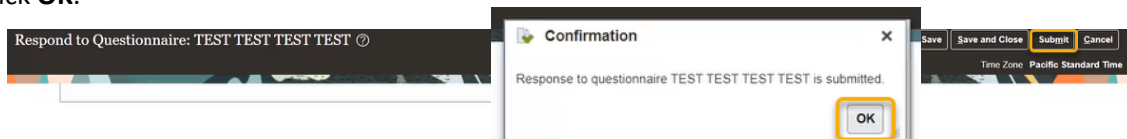
Q2. *Where do we send payment?:* This is typically your mailing address.

Q3. *Are you a California Resident?:* Select **a. Yes** or **b. No**, and attach the corresponding form.

- If you live in California, you are required to complete and attach the Franchise Board form [590 Withholding Exemption Certificate](#).
- If you do not live in California, you are required to complete and attach the [587 Nonresident Withholding Allocation Worksheet](#).

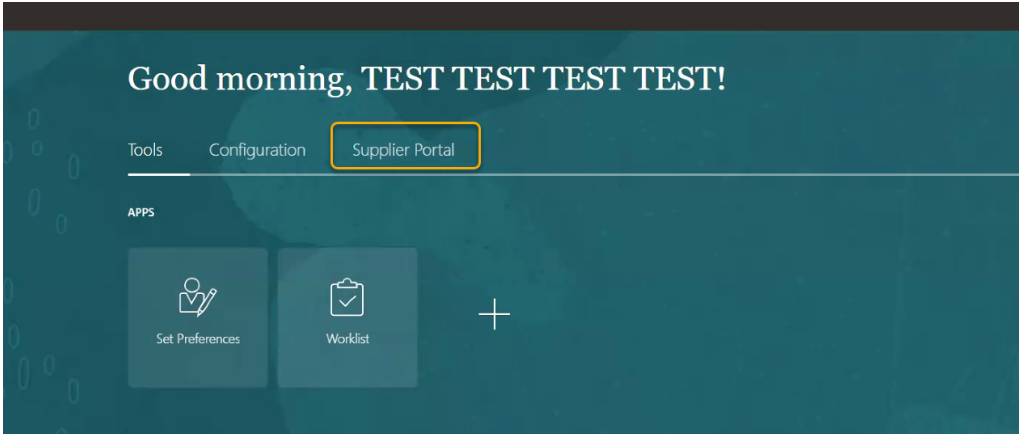
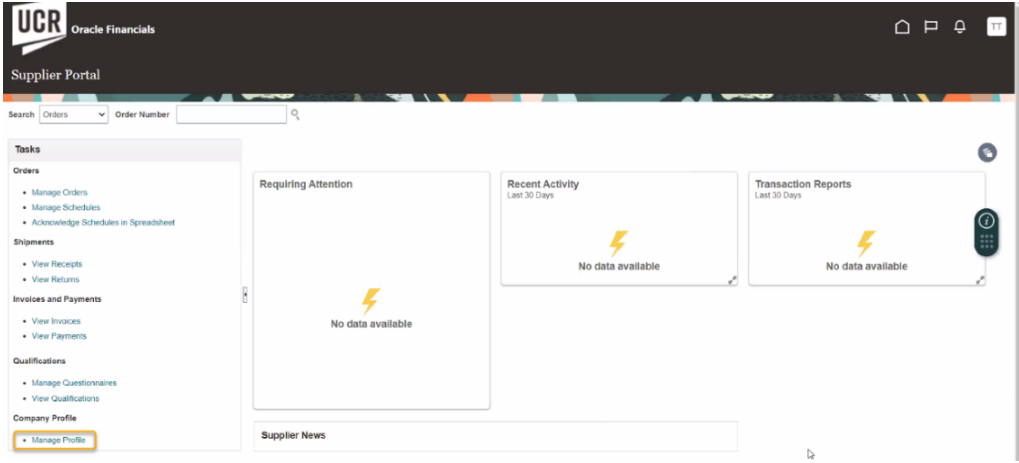
Q4. *Please confirm whether all below...:* Select **a. Profile**, **b. Addresses**, and **c. Tax Identifier** (together referred to as your profile), then follow the instructions in Topic 3 (found below) to finalize and complete your profile!!

Now click on the **Submit** button in the screen's upper right corner. You will receive a confirmation, and click **OK**.



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

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

Steps	Action
1.	<p>Go to https://fa-evbz-saasfaprod1.fa.ocs.oraclecloud.com/ if you need to log back into the Oracle Supplier Portal.</p> 
2.	<p>Under Qualifications, click Manage Profile.</p> 

- 3. Select **Edit** button. Click **Yes** to the Warning pop-up stating “Making edits will create a change....Do you want to continue?”

- 4. Enter **Creating profile** in the **Change Description** field. Next, click the **Organization Details** tab and choose **Non 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.).

5. Select **Individual** as the **Tax Organization Type**, and click **None +** to upload your completed Federal Tax Form (e.g., W-9, W-8BEN, etc.).

6. Click the **Tax Identifiers** tab and complete all fields referenced below.

- **Taxpayer Country:** Enter Country.
- **Taxpayer 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.
- **Tax Reporting Name:** Enter name as shown on your income tax return.

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.



Important: To activate your supplier profile and process payments, it's necessary to provide a full address.

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!