

Uploading Documents in Supplier Portal

Job Aid

Purpose

This document outlines the steps to upload documents to your Supplier Portal profile. Examples of documents which may need to be uploaded are, W8 and W9 tax forms, Certificates of Insurance, Women-owned and Minority owned Business Enterprise (WMBE) certificates which are called “business classification certificates” in our system, Proof of Charitable Designation and/or Banking information.

Uploading these certificates is a crucial step in ensuring compliance and verifying the qualifications of suppliers.

Documents you upload are restricted to limited viewing to protect your PII. Only you, other user(s) in your company with access to the company profile and the limited number of members of Constellation’s Supplier Master Team have access to view attachments.

Terms and Definitions

Sl. No:	Term:	Definition
1.	Business Classification:	It is the Oracle term for identifying Women-owned and Minority owned Business Enterprise (WMBE) classes
2.	PII/ Personally Identifiable Information:	It is a set of data that can identify an individual uniquely or indirectly. PI may include social security number, federal employer identification number, tax registration number or bank account information.
3.	W8:	Form W-8 must be received by our company if you are a nonresident alien who is the beneficial owner of an amount subject to withholding, or if you are an account holder of an FFI documenting yourself as a nonresident alien. If you are the single owner of a disregarded entity, you are considered the beneficial owner of income received by the disregarded entity. Submit Form W-8BEN when requested by the withholding agent, payer, or FFI whether you are claiming a reduced rate of, or exemption from, withholding. We also accept W-8BENE, W-8ECI, W-8EXP and W-8IMY.
4.	W9:	Form W-9 must be received by our company to provide your correct Taxpayer Identification Number (TIN) to allow us to determine if we need to file an information return with the IRS to report payments made to you.

W-9 and W-9 forms must be dated and signed

other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶ <i>[Handwritten Signature]</i> Date ▶ 1/2/2020
General Instructions • Form 1099-DIV (dividends, including those from stocks or mutual funds)	

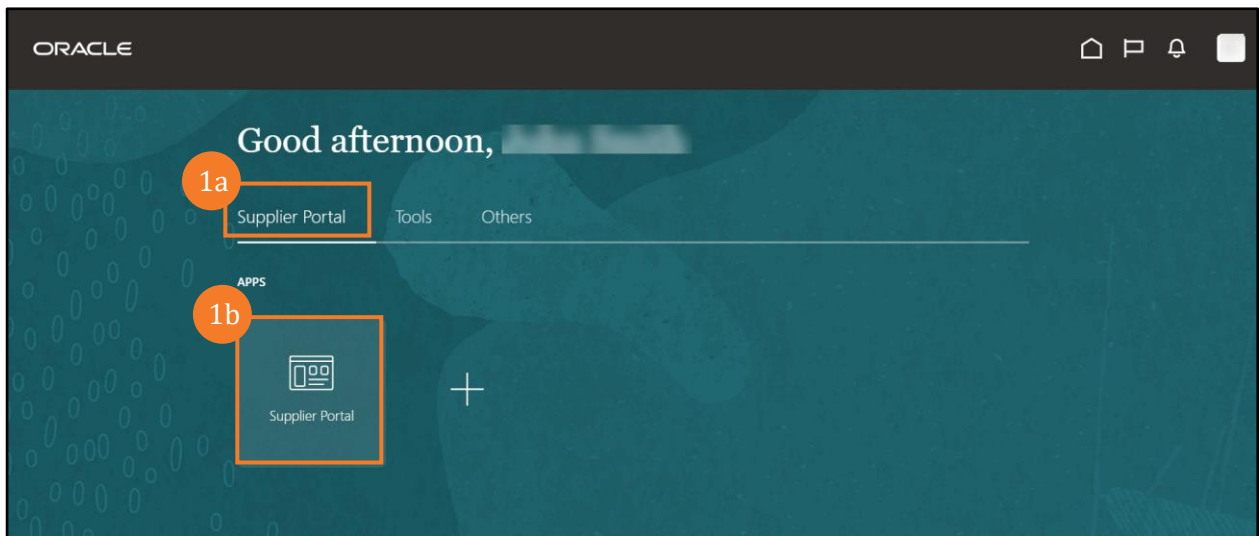
Process

To upload attachments to your profile:

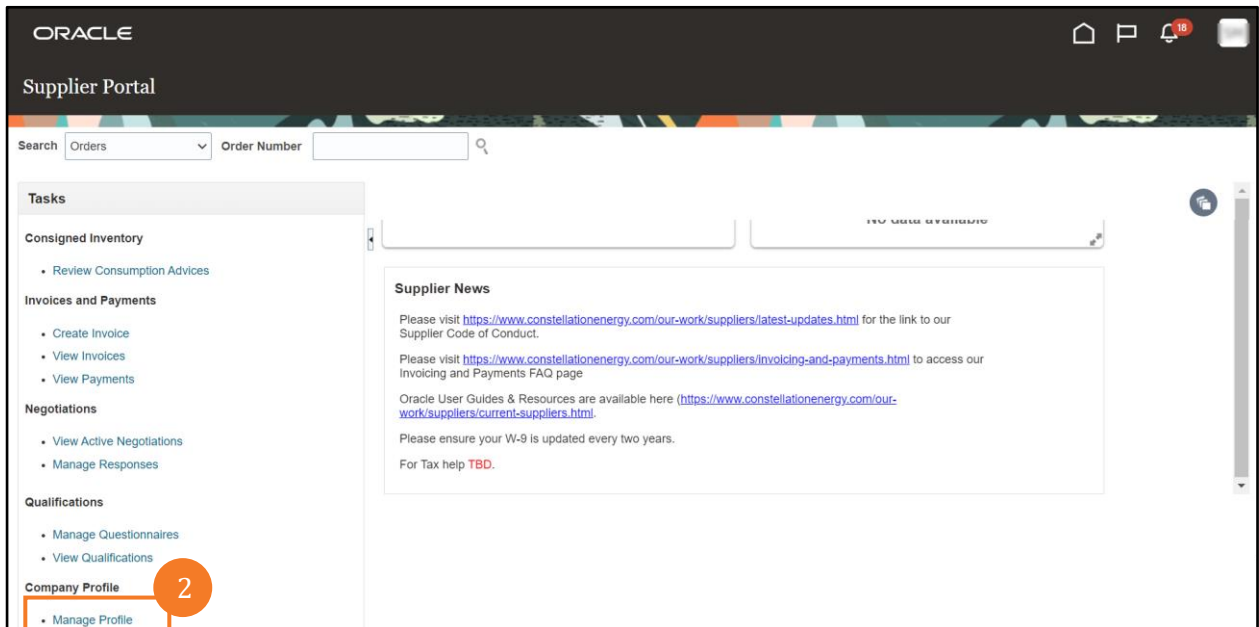
1. Log into Oracle.

The Oracle Cloud Home page is displayed.

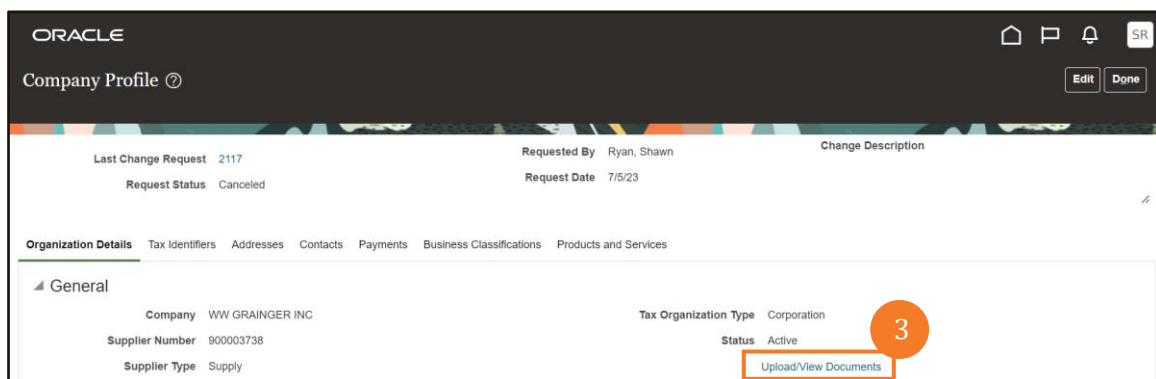
- a. Click the Supplier Portal tab.
- b. Click the Supplier Portal info-tile.



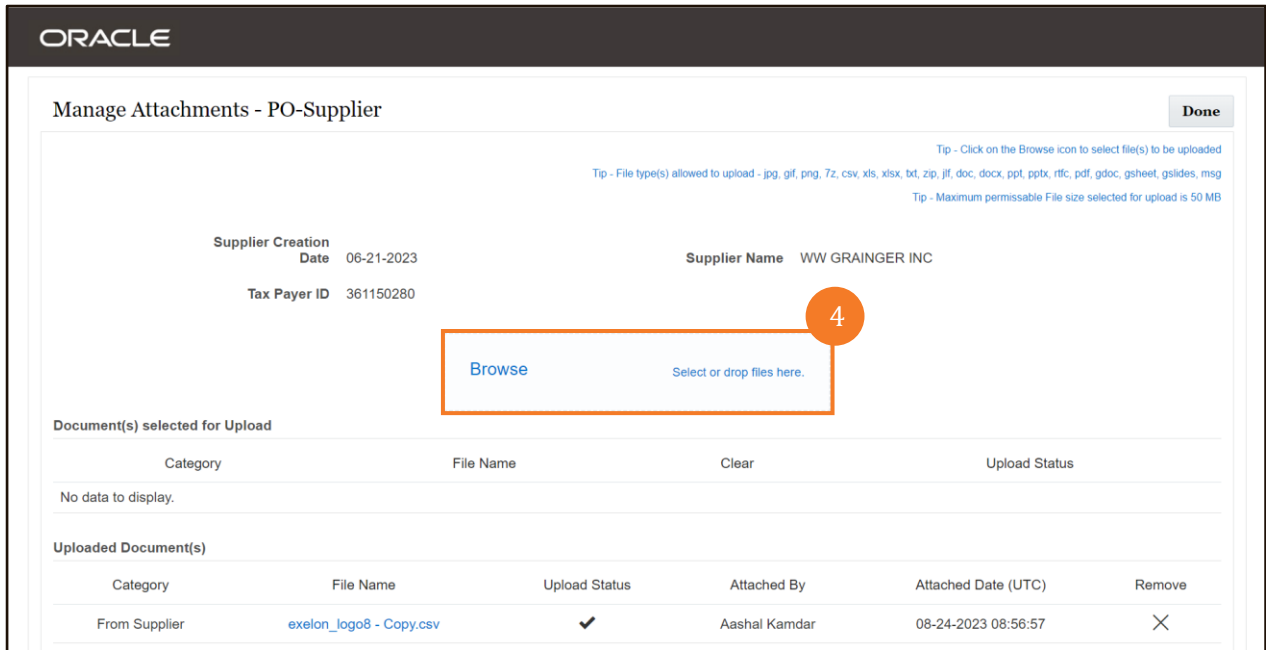
- The Supplier Portal page is displayed. Scroll to the bottom of the page, and from the Tasks list, click the Manage Profile hyperlink under the Company Profile section.



- On the Organization Details tab of the Company Profile page, click the Upload/View Documents hyperlink.



- The Manage Attachments page is displayed.
Here, you can upload the necessary documents and also view existing documents.
To upload a new document, Click the Browse hyperlink to browse for the required document on your computer.



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Manage Attachments - PO-Supplier Done

Tip - Click on the Browse icon to select file(s) to be uploaded
Tip - File type(s) allowed to upload - jpg, gif, png, 7z, csv, xls, xlsx, txt, zip, jif, doc, docx, ppt, pptx, pdf, gdoc, gsheets, gslides, msg
Tip - Maximum permissible File size selected for upload is 50 MB

Supplier Creation Date: 06-21-2023 Supplier Name: WW GRAINGER INC
Tax Payer ID: 361150280

[Browse](#) Select or drop files here.

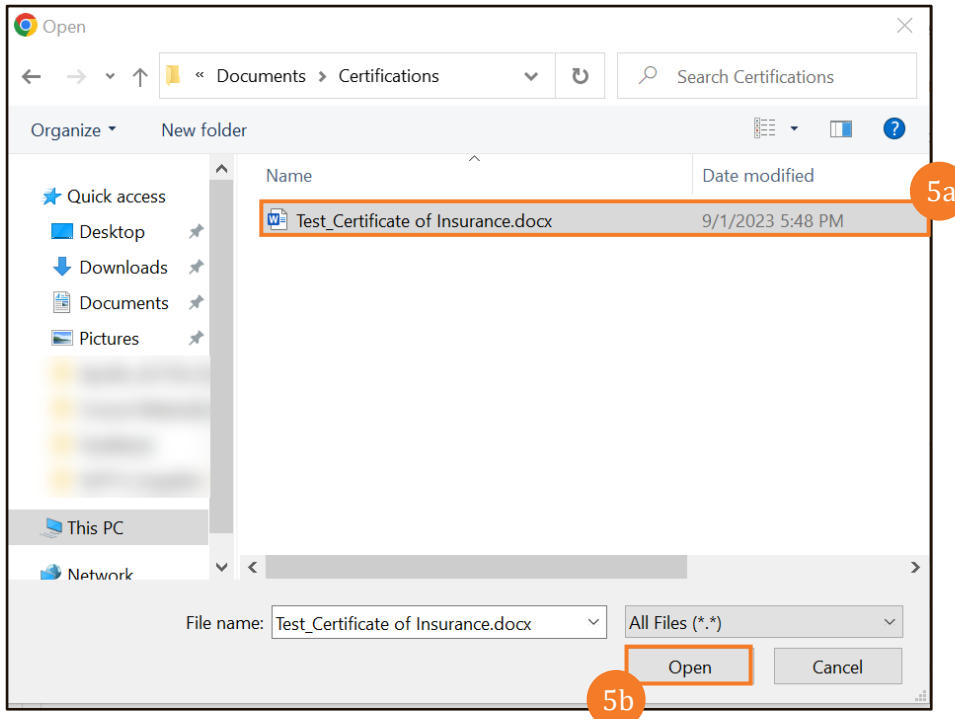
Document(s) selected for Upload

Category	File Name	Clear	Upload Status
No data to display.			

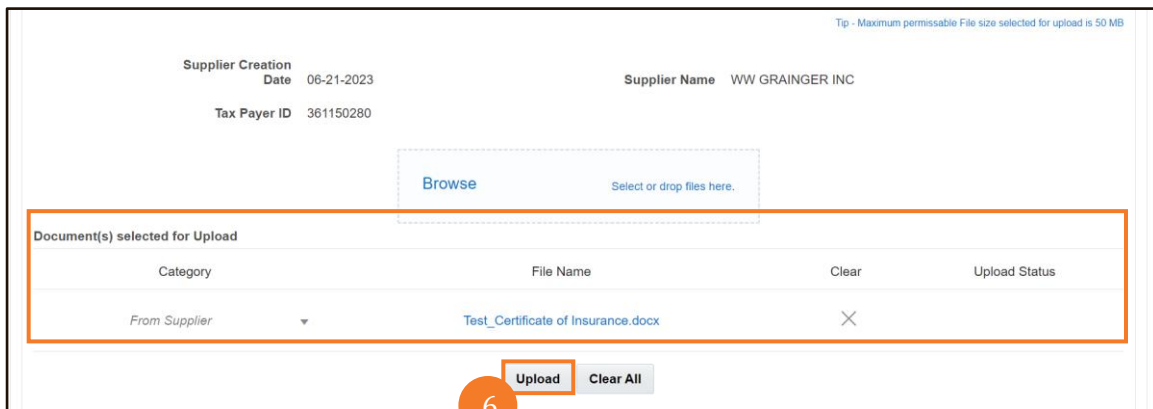
Uploaded Document(s)

Category	File Name	Upload Status	Attached By	Attached Date (UTC)	Remove
From Supplier	exelon_logo8 - Copy.csv	✓	Aashal Karndar	08-24-2023 08:56:57	✕

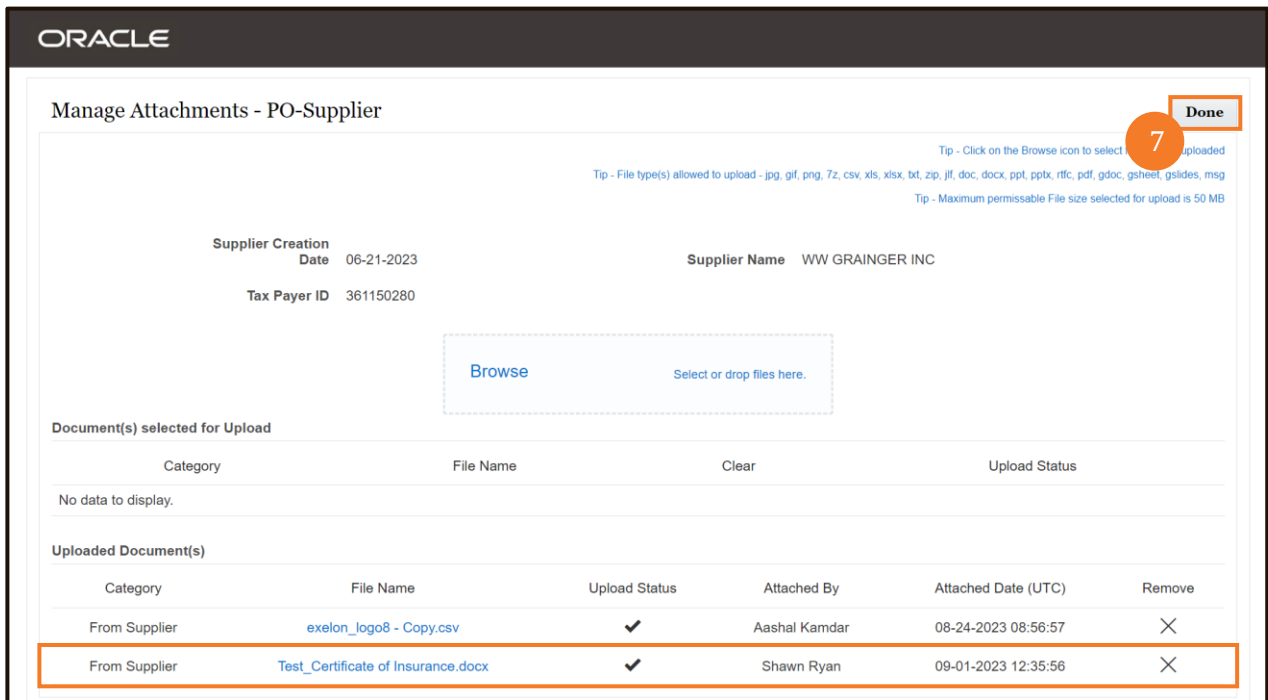
5. The Open pop-up window is displayed to for you to browse your computer for the required document.
 - a. Select the required document from the list.
 - b. Click the Open button.



6. The Document selected for Upload section displays the selected file Click the Upload button.



- The newly uploaded document is displayed under the Uploaded Document(s) section. Click the Done button to return to the Company Profile page.



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Manage Attachments - PO-Supplier

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Document(s) selected for Upload

Category	File Name	Clear	Upload Status
No data to display.			

Uploaded Document(s)

Category	File Name	Upload Status	Attached By	Attached Date (UTC)	Remove
From Supplier	exelon_logo8 - Copy.csv	✓	Aashal Kamdar	08-24-2023 08:56:57	✕
From Supplier	Test_Certificate of Insurance.docx	✓	Shawn Ryan	09-01-2023 12:35:56	✕

Done

You have successfully completed the steps to upload and attach documents to your profile.