

# Requesting a Non-Employee Supplier Be Created in Concur

*When reimbursing a non-UCOP employee in Concur, the non-employee will first need to be set up as a supplier in Oracle. A new supplier can be set up by submitting a ServiceNow request to the BRC Compliance, Accounting, Audit and Policy Team (the CAAP Team). The steps to do this are listed below.*

1. Complete the [BRC Non-Employee Reimbursement Supplier Request Form](#).
2. In the ServiceNow Self-Service landing page, click on the **Request Service** link.



Request Service  
Request Services, software, or hardware.

3. Click the **Business Resource Center** link in the service menu and Select the **Compliance, Accounting, Audit and Policy (CAAP)** link to find the **Supplier Request** form.

1 **Business Resource Center**  
General Requests for Non-Payroll Services

2 **Compliance, Accounting, Audit and Policy (CAAP)**

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Quick  
Reference  
Guide

## Compliance, Accounting, Audit and Policy (CAAP)

### Items

☐ **Chart of Account Maintenance** ⓘ

Use this form to submit a request to create or change a chart of account (COA) segment. Please attach the approved COA Segment Request Form to this ServiceNow ticket.

☐ **Cost Transfer** ⓘ

Submit your NPEARS, journals and recharges

☐ **Interlocation Transfer of Funds** ⓘ

Submit your approved Interlocation transfer of funds (ILTF)

☐ **Signature Delegations** ⓘ

Submit your approved signature delegation to be added to the UCOP delegation repository and updated in ServiceNow

**3** ☐ **Supplier Request form** ⓘ

Please provide the name and contact information related to the new supplier you are requesting. If you have additional information and/or a W-9, please include that as well.

## 4. Complete the ServiceNow request form.

- ☐ Attach the **BRC Non-Employee Reimbursement Supplier Request Form** to the ServiceNow request form
- ☐ Enter your name as **Request on behalf of**
- ☐ Enter a brief **Request Description** (eg, new non-employee supplier request, or request to change/update existing non-employee supplier)
- ☐ Provide a brief description of your request in the **Business Justification** field.
- ☐ Enter your Financial Unit # (the Fin Unit Name will automatically populate)
- ☐ Click **Submit** to send your request to the BRC
- ☐ See the next page for what the completed form should look like.

# Requesting a Supplier in Oracle

Quick  
Reference  
Guide

Don't forget to  
attach the Non-  
employee  
Reimbursement  
Supplier  
Request Form

## Requestor Info

Name

Amy Vrizuella

Phone

(510)987-9135

## Request Information

1

\* Requested on behalf of (yourself or someone else)

Amy Vrizuella

2

\* Request description

Request for New Non-Employee Supplier

3

\* Business justification (purpose)

► More information

Please set up a new non-employee supplier in Concur per the attached request form.

4

\* Financial Unit #

3027050



Rush

No



Search catalog

5

Submit Request Item

Submit

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*Quick  
Reference  
Guide*

5. The BRC CAAP team will set up the non-employee supplier in Oracle.
6. The new supplier will be imported into Concur the day after it was created in Oracle (an overnight refresh is required).
7. A confirmation email will be sent to the requestor letting them know that the new supplier is now available in Oracle.