

Supplier Onboarding Guide

Supplier Guide to Onboarding with Oracle

Oracle works with a variety of suppliers to procure all of our products and services necessary for our business operations. We are committed to working with our suppliers on innovative and proficient methods of obtaining lower costs for the highest quality goods and services. We strive to build strong global and regional supplier partnerships to obtain these goals.

In addition to low cost and other business considerations, Oracle strives to create a diverse supplier base by identifying and encouraging diverse suppliers to compete for the products and services we purchase for the organization. Oracle endeavors, on a good faith efforts basis, to award contracts to suppliers that are small, HUBZone small, small disadvantaged, woman-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns (collectively, "small business concerns"). Oracle seeks diverse suppliers that can deliver creative, high quality product and service solutions at competitive prices. Contact us at supplierdiversity_us@oracle.com

DOWNLOADS

Oracle Supplier Code of Ethics and Business Conduct ([PDF](#)).

Oracle Supplier Information and Physical Security Standards ([PDF](#))

How to Register as a Prospective Supplier

Step 1 – Read the Oracle Supplier Code of Ethics and Business Conduct [\[link\]](#).

Step 2 – Read the Oracle Supplier Information and Physical Security Standards [\[link\]](#).

Step 3 – Gather Pre-Requisite Information

- At least one of the following is required on the first page of registration form: Tax Registration Number, Taxpayer ID, or DUNS Number
- Business Classification (United States only) is displayed on the second page of the registration form – select the respective classification(s) and provide the certificate number, certifying agency, and expiration date (where applicable)
- Tax forms must be attached to the bottom of the second page of registration form

Oracle Corporation and its U.S. affiliates ("Oracle") are required to obtain and maintain complete, up-to-date, and accurate tax documentation from its suppliers to comply with U.S. tax withholding and reporting obligations as directed by the U.S. Internal Revenue Service ("IRS").

Each organization that serves as a supplier of Oracle must provide Oracle with appropriate tax documentation. You must provide Oracle an appropriate IRS form based on your residency and tax status for U.S. tax purposes (Form [W-8BEN](#), [W-8ECI](#), [W-8EXP](#), or [W-8IMY](#) for foreign suppliers, [Form 8233](#) for foreign individuals providing services, or Form W-9 for US suppliers).

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- W9 [\[link\]](#) to IRS form] - fax form to (650) 607-5050 and attach to the form
Mail original signed IRS forms to Oracle America, Inc. 1001 Sunset Blvd. Attn: Accounts Payable Rocklin, CA 95765

- Banking Details must be entered on the second page of the registration form
 - Depository Name, Branch, Routing Number, and Account Number
 - Bank Name, SWIFT Code¹, IBAN Number², Bank Contact
- Contact Directory – additional locations may be added on the second page of registration form
 - An example is the location where Purchase Orders must be sent to
- Supplier Profile Attribute page – click on the pencil icon to provide the following:
 - If a U.S. supplier with 3 W-2 employees or less, a business compliance evaluation is mandatory prior to becoming an Oracle supplier. For more information, contact Oracle's partner at iccm@randstadsourceright.com.

Step 4 – Respond to Invitation to Register as a Supplier OR

- This is the Oracle-initiated invitation to register. Please have the pre-requisite information prepared.

Step 5 – Submit a Supplier-initiated request

- Follow this [link](#) to submit a request to become a supplier with Oracle.

CONTACT US

supplier-data-request_ww@oracle.com



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