University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial answers to common questions. As a host of other frequently asked questions from campus Concur users, a Q Concur instructions on how to properly submit the request. With the security and protection of personal information. Read the new approved and will be returned to the requester. This process change is to align As of April 1st, card requests in Concur with a home address listed will NOT be Cardholder’s home address using the UC San Diego Services & Support New Card Request via Concur, you must submit a request ticket with the Please be advised that the requester should no longer include the cardholder’s Card to be delivered to your home address? We have made a BIG change. Looking to request a brand new Procurement Card or Travel & Entertainment Concur New Card Request. As of April 1st, you may cancel the PO via a change order. If the PO has been partially invoiced, you may lift them by a supplier by doing the following: View Supplier Addresses in Request Forms Oracle Financials Cloud

Tips & Tricks

Oracle Procurement

How to Add an Address in Request Forms

In Oracle Procurement, you can add an address in a request form. There are situations, where you will need to add the address to the person who will use the PO and/or a supplier who is not associated or involved with a supplier who is associated with the PO. 

1. In Oracle Procurement, go to the Supplier Information form. 

2. Select “Add Address” Link. 

3. In “New Address” form, add the address and click “Save.”

How to Add an Address to a Supplier

Exciting news! You can add the supplier’s address to an existing supplier in Oracle Procurement! To add an address, please follow the instructions below: 

1. Log into Oracle Procurement and go to the “Supplier” page. 

2. Click “Update” for the supplier you want to add an address. 

3. Click on “Address” tab. 

4. Click “Add New Address” button. 

5. Enter the address and click save. 

How to Add the Email Address of a Supplier

you may take a look at the PO for the email information. You will need to request an email through Concur. Click the “Contact Supplier” link to request an email address. 

Dematic Financial Cloud

New Videos on the Travel Process: Travel Request & Expense Report

What is the difference between a Concur Expense Type and a PPM Expense Type? What is the difference between a Concur Expense Type and a PPM Expense Type? In Concur, expenses are categorized by expense type for spend management and reporting purposes. In PPM, expenses are categorized by expense type for financial management purposes. The expense type definitions in Concur and PPM are not the same. This is due to the different purposes of each system. Concur is used for spend management and reporting purposes, while PPM is used for financial management purposes.

About the Weekly Digest

Weekly Digest is a new email series that is sent out weekly to provide information on upcoming events, training opportunities, and helpful Covid resources. It is offered by our Finance team and the Finance team at Balboa Travel.

How to sign up:

To sign up for the Weekly Digest, please visit the Finance & Procurement section of the UC San Diego Services & Support website and select “Subscribe to our email list.” After signing up, you will receive a welcome email confirming your subscription. You can also unsubscribe at any time by clicking the “Unsubscribe” link at the bottom of any email you receive.