

Supplier Updates Guide

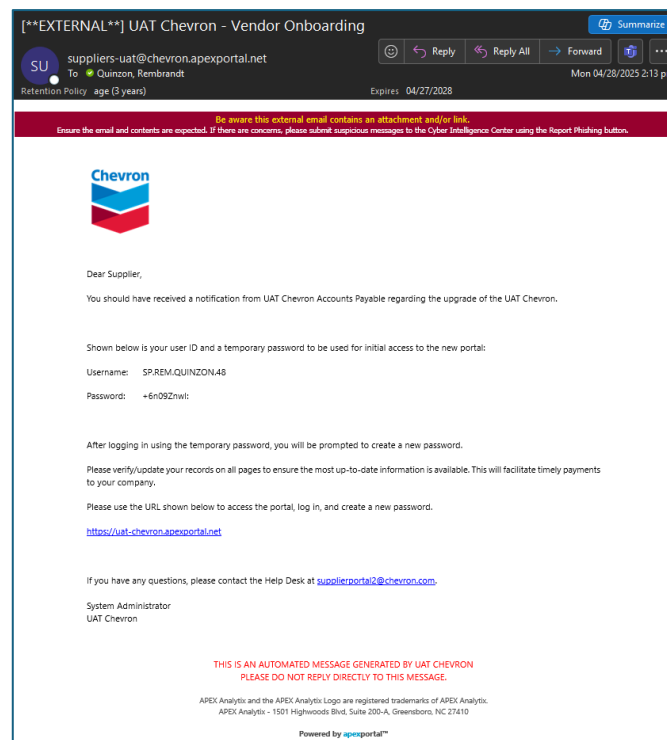
Welcome to this basic navigation training material for Supplier Updates using the Supplier Portal Tool. As the Supplier Contact, you will be responsible in editing your records within the Tool when you have updates on your information.

By the end of this material, you should be capable of completing and submitting the updates within the Tool.

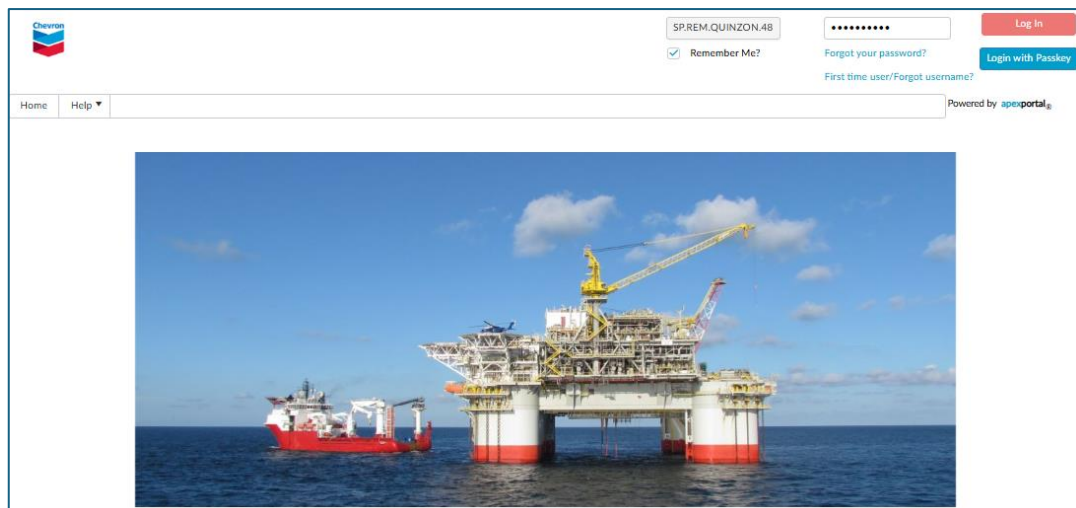
Before you begin:

If your update is on Tax ID, please connect with your authorized Chevron contact. This kind of update shall be treated as new record creation. Please **do not update your Tax ID** in your existing record.

1. The update process begins when you receive a “Vendor Onboarding” email. This email contains your initial log-in credentials and some instructions. Just click the link in the email to access the Tool.



2. In the log-in page, input the username and temporary password from the invitation email. Click “Log In”.



3. Upon log-in, you will be asked for the authentication code.

The image shows two screenshots. On the left is a screenshot of the login portal's authentication step. It has two sections: 'Step 1: Please enter authentication code received in your email' with a text box containing '125838' and a 'Send Authentication Code' button; and 'Step 2: Please configure the Security Questions' with five dropdown menus for questions and corresponding text boxes for answers. On the right is a screenshot of an email titled '[**EXTERNAL**] UAT Chevron Login Authentication Code'. The email is from 'suppliers-uat@chevron.apexportal.net' to 'Quinson, Rembrandt'. It contains the Chevron logo, a greeting, the authentication code '125838', and instructions to contact the Help Desk at 'suppliersportal2@chevron.com'. It also includes a disclaimer about the automated message and is signed by the System Administrator, UAT Chevron.

Check your inbox. You will receive another email for the “Login Authentication Code”. Copy the code and paste into the authentication code text box. Then, set the 5 security questions and answers. Click “Submit”.

4. You will be presented with an option to setup a passkey. It is up to you if you want to set this up or not. If you want to setup a passkey, simply follow the instruction shown on the right side of the screen.

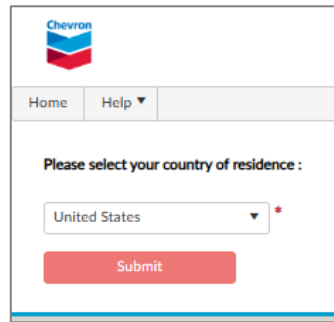
The screenshot shows a screen titled 'We recommend setting up a passkey'. It explains that passkeys are a substitute for passwords and are more secure. Below the text is a form to 'Enter Passkey Device Name' with a dropdown for 'Device Name' (set to 'mobile'), a 'Created Date' field (set to '3/17/2025 4:08:40 PM'), and a 'Register Device' button. There are also 'Submit' and 'Skip' buttons at the bottom. To the right of the form is a 'How to Setup Passkeys' section with instructions on how to use a passkey on various devices.

Once your preferred device(s) are added, click Submit. Both Submit and Skip buttons will take you to the screen to change your temporary password.

5. Update your password then click “Change Password”.

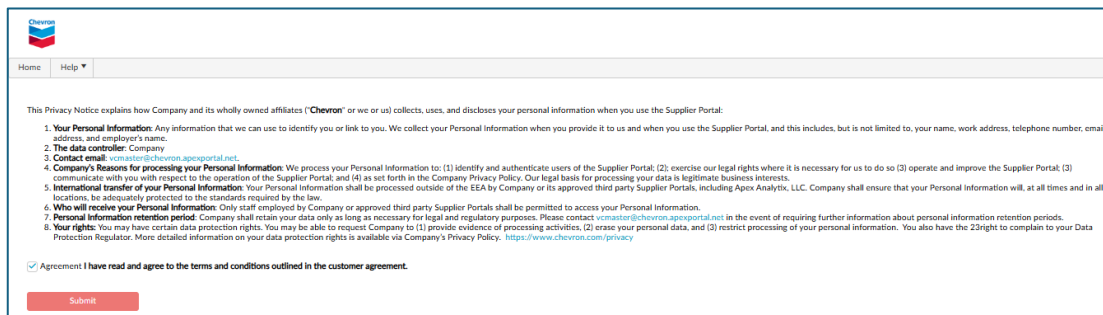
The screenshot shows a 'Change Password' screen. It has a message: 'For account security, the administrator has requested you to update your password before continuing.' Below this is a section titled 'Strong Password requirements' with a list of rules: 'Must be between 8 and 20 character(s) long with no space(s)', 'Must contain at least 1 numeric character(s)', 'Must contain at least 1 upper case character(s)', 'Must contain at least 1 lower case character(s)', 'Must not be the same as the Username', and 'Must contain at least 1 of the following special character(s) (no other special characters are allowed): ~ ! @ # % ^ & * () _ + = { } | ; ' , . : < > [] \ / ~'. Below the requirements are three password fields: 'Current Password', 'New Password', and 'Re-enter Password', each with a strength indicator. At the bottom are 'Change Password' and 'Cancel' buttons.

6. Select your country of residence then click “Submit”.



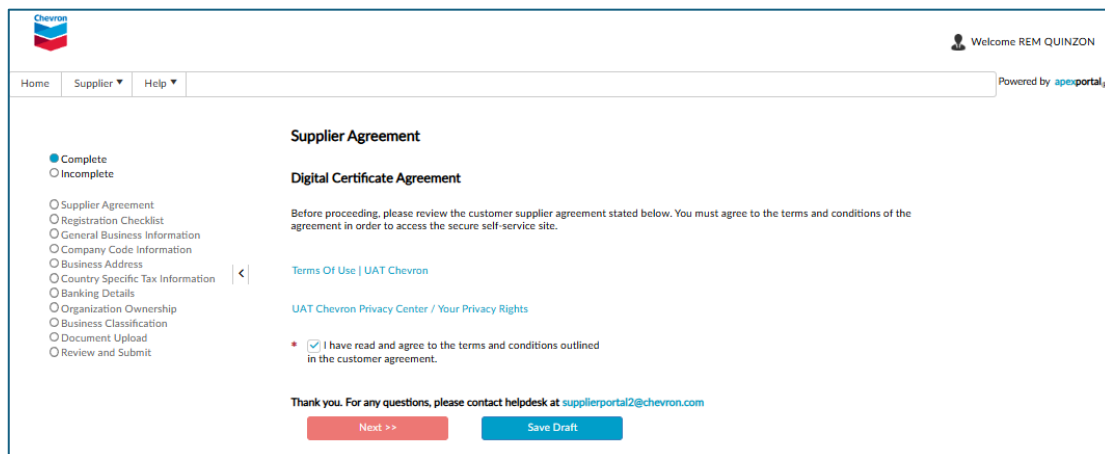
The screenshot shows the top of the Chevron Supplier Portal. The Chevron logo is in the top left. Below it is a navigation bar with 'Home' and 'Help' links. The main content area has the heading 'Please select your country of residence :'. Below this is a dropdown menu currently showing 'United States' with a red asterisk to its right. At the bottom of the form is a red 'Submit' button.

7. The next page will show the Privacy Notice. Review the items then put a check mark in the “Agreement” tick box. Click “Submit”.



This screenshot displays the Privacy Notice page. It includes the Chevron logo and navigation links. The main text explains how personal information is collected and used. Below the text is a list of eight numbered items detailing data collection, processing, and retention policies. At the bottom, there is a checkbox labeled 'Agreement I have read and agree to the terms and conditions outlined in the customer agreement.' which is checked. A red 'Submit' button is located at the bottom center.

8. On the Supplier Agreement page, click on the links on Terms of Use and Privacy Rights. After reviewing them, check on the box to agree, and then click “Next”.



The screenshot shows the 'Supplier Agreement' page. The top navigation bar includes 'Home', 'Supplier', and 'Help' links. A user profile 'Welcome REM QUINZON' is in the top right. A sidebar on the left lists various steps in the registration process, with 'Supplier Agreement' marked as 'Complete'. The main content area is titled 'Supplier Agreement' and 'Digital Certificate Agreement'. It contains a paragraph about reviewing the agreement, links for 'Terms Of Use | UAT Chevron' and 'UAT Chevron Privacy Center / Your Privacy Rights', and a checkbox labeled 'I have read and agree to the terms and conditions outlined in the customer agreement.' which is checked. At the bottom, there are two buttons: 'Next >>' and 'Save Draft'.

9. On the left side of the screen, you'll see a navigation list showing the grids/pages for the update process. As you complete each grid/page, the buttons will turn blue.

The Registration Checklist grid provides reminders of the information needed throughout the registration.

Please be informed that even if you only have to update a single detail from your record, the Tool will still require you to go through **ALL** the grids/pages up until submission. You may encounter **required fields that are blank**. Kindly input the details to those fields to proceed. This is to facilitate the validations embedded within the Tool.

Click “Next” to proceed.

The screenshot shows the 'Registration Checklist' page in the Chevron Supplier Portal. The page has a header with the Chevron logo, a user welcome message 'Welcome REM QUINZON', and navigation links for 'Home', 'Supplier', and 'Help'. A sidebar on the left lists the registration steps: Complete, Incomplete, Supplier Agreement, Registration Checklist, General Business Information, Company Code Information, Business Address, Country Specific Tax Information, Banking Details, Organization Ownership, Business Classification, Document Upload, and Review and Submit. The main content area is titled 'Registration Checklist' and includes a list of items to be provided: 1. Company contact information, 2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable), 3. Banking Information, 4. Business classification, 5. Government and diversity certifications, and a checkbox for 'I have read and agree to the terms and conditions outlined in the customer agreement.' At the bottom, there is a 'Next >>' button and a 'Save Draft' button.

10. In the General Business Information grid, you will see your Vendor Country, Registered Name, and Doing Business As (DBA) Name.

You may edit the details if you have updated your company name.

Click “Next” to proceed.

The screenshot shows the 'General Business Information' page in the Chevron Supplier Portal. The page has the same header and sidebar as the previous screenshot. The main content area is titled 'General Business Information' and includes fields for 'Vendor #', 'Vendor Country', 'Vendor Registered Name', and 'Doing Business As Name'. The 'Vendor #' field contains '00 97'. The 'Vendor Country' dropdown is set to 'United States'. The 'Vendor Registered Name' field contains 'ACI LLC'. The 'Doing Business As Name' field contains 'SERVICES LLC'. At the bottom, there are three buttons: '<< Previous', 'Next >>', and 'Save Draft'.

11. Company Code Information grid will list the Chevron location(s) who does business with your company. Click “Next” to proceed.



Welcome REM QUINZON

HomeSupplier▼Help▼

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● Complete

○ Incomplete

● Supplier Agreement

● Registration Checklist

● General Business Information

○ Company Code Information

○ Business Address

○ Country Specific Tax Information

○ Banking Details

○ Organization Ownership

○ Business Classification

○ Document Upload

○ Review and Submit

Company Code Information

Add New Company Code

	Company Code	Purchasing Organization	Payment Terms	Payment Method	Delete
	0064 - Chv NA Expl'n Prod Co	UCPD - CTEP	04 - Within 60 days Due net	M - ACH-CTX (Corp Trade Exch)	
	9201 - Chevron Midcontinent, LP	UCPD - CTEP	04 - Within 60 days Due net	M - ACH-CTX (Corp Trade Exch)	
	9411 - Noble Energy Inc	UCPD - CTEP	04 - Within 60 days Due net	M - ACH-CTX (Corp Trade Exch)	

1

Page size: 103 items in 1 pages

<< Previous

Next >>

Save Draft

12. In the Business Address grid, click “Edit” for Remit address type.



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● Complete

○ Incomplete

● Supplier Agreement

● Registration Checklist

● General Business Information

● Company Code Information

○ Business Address

○ Country Specific Tax Information

○ Banking Details

○ Organization Ownership

○ Business Classification

○ Document Upload

○ Review and Submit

Business Address

In order to edit your Registered Address, please click the Edit button associated with the Registered address.

	Address Type	Address	City	State	Country
	Physical	PO BOX		Texas	United States
	Remit	PO BOX		Texas	United States

Supplier Contact Information

Add new record

	First Name	Last Name	Contact Type	Email		Resend
	MIKE	DE GUZMAN	Secondary	MDEGUZMAN@CHEVRON.COM		
	BERYL	TOLENTINO	Secondary	BERYLTOLENTINO@CHEVRON.COM		
	REM	QUINZON	Primary	REMBRANDTQUINZON@CHEVRON.COM		

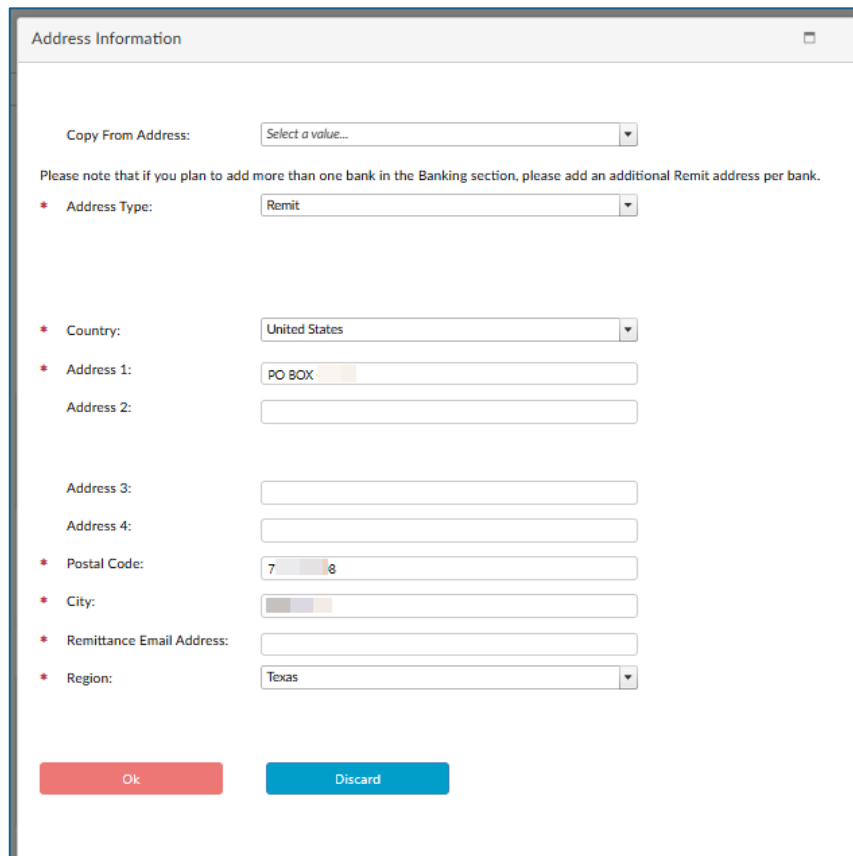
<< Previous

Next >>

Save Draft

An address information window will appear.

In the “Remittance Email Address” field, input the email address of the primary contact of your company.



Address Information

Copy From Address:

Please note that if you plan to add more than one bank in the Banking section, please add an additional Remit address per bank.

* Address Type:

* Country:

* Address 1:

Address 2:

Address 3:

Address 4:

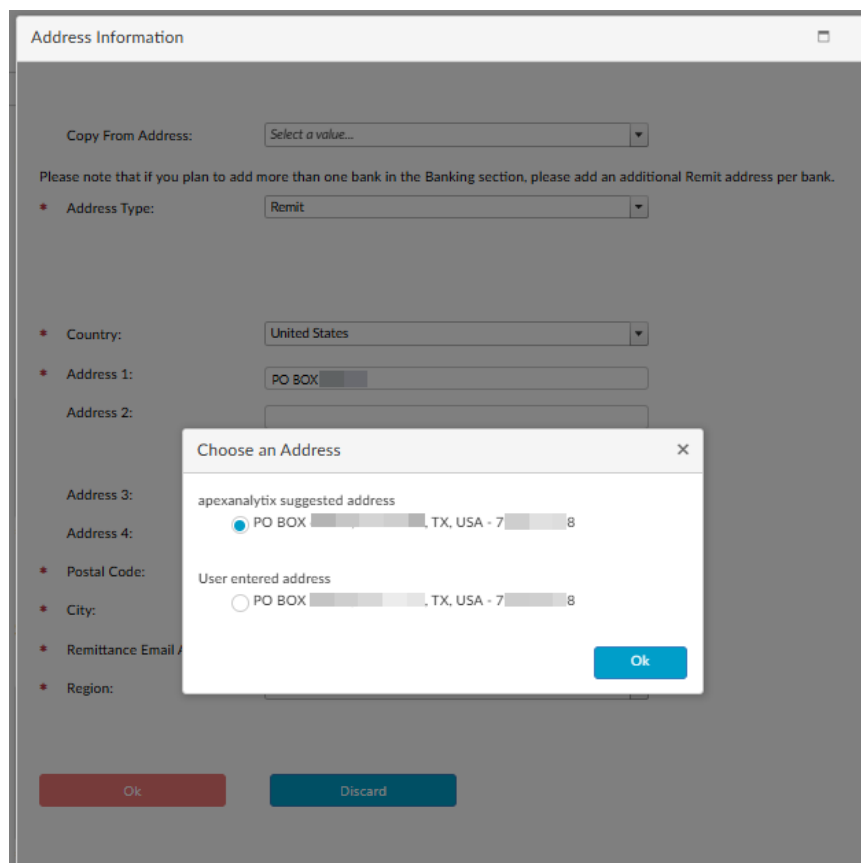
* Postal Code:

* City:

* Remittance Email Address:

* Region:

A pop-up window will appear showing apexanalytix suggested address and a user entered address.



Address Information

Copy From Address:

Please note that if you plan to add more than one bank in the Banking section, please add an additional Remit address per bank.

* Address Type:

* Country:

* Address 1:

Address 2:

Address 3:

Address 4:

* Postal Code:

* City:

* Remittance Email Address:

* Region:

Choose an Address

apexanalytix suggested address

☒ PO BOX , TX, USA - 7 8

User entered address

☐ PO BOX , TX, USA - 7 8

Review closely if the suggested address is correct.
 If correct, select the suggested address then click “Ok”.
 If it is far off, then select the user entered address then click “Ok”.
 Click “Next”.

If you have an update for either your Physical or Remit addresses, simply click on the “Edit” button beside the address type, edit the required details, then click “Ok”.

13. Under Business Address is the Supplier Contact Information section.

The screenshot displays the Chevron Supplier Portal interface. At the top, there's a navigation bar with 'Home', 'Supplier', and 'Help' links, and a user welcome message 'Welcome REM QUINZON'. Below the navigation bar, the 'Business Address' section is active, showing a list of address types (Physical and Remit) with 'Edit' buttons. A red message states: 'In order to edit your Registered Address, please click the Edit button associated with the Registered address.' Below this, the 'Supplier Contact Information' section is visible, featuring a table with columns for First Name, Last Name, Contact Type, Email, and actions (Delete, Resend). The table lists three contacts: MIKE DE GUZMAN (Secondary), BERYL TOLENTINO (Secondary), and REM QUINZON (Primary). At the bottom, there are navigation buttons: '<< Previous', 'Next >>', and 'Save Draft'.

Address Type	Address	City	State	Country
Physical	PO BOX		Texas	United States
Remit	PO BOX		Texas	United States

First Name	Last Name	Contact Type	Email	Actions
MIKE	DE GUZMAN	Secondary	MDEGUZMAN@CHEVRON.COM	[Delete] [Resend]
BERYL	TOLENTINO	Secondary	BERYLTOLENTINO@CHEVRON.COM	[Delete] [Resend]
REM	QUINZON	Primary	REMBRANDTQUINZON@CHEVRON.COM	[Delete] [Resend]

If you need to add a new contact for your company, click “Add new record”.
 Input all required fields accordingly.
 Click “Edit” beside Telephone to add the phone number. Click “Update”.
 Then click “Ok”.

Supplier Contact Information

* Address:
REMIT - PO BOX

* Contact Type:
Secondary

* Roles:
Supplier Admin

* First Name:
MIKE

* Last Name:
DE GUZMAN

* Contact's Title:
INDIVIDUAL

* E-mail Id:
MDEGUZMAN@CHEVRON.COM

* Confirm E-mail Id:
MDEGUZMAN@CHEVRON.COM

Preferred Language:
English

Add new record

	Type	Number	Extension	Delete
Edit	Telephone			×

* Phone Type:
Telephone

* Vendor Phone Number:
(999)-999-9999

Extension:

Update
Discard

Ok
Discard

You may also edit existing contact information by clicking the “Edit” button beside the contact’s name. Proceed with the updates, then click “Ok”.

Click “Next” to proceed.

In the Country Specific Tax Information grid, input the required details. Some fields and requirements depend on your selection.

If the “Tax Reporting Country” selected is “United States”, then the “Tax Document Type” field will display “W9 Form”.

The Tax Type(s) listed in the table will depend on the “Tax Reporting Country”.

A few more W9 optional fields, and the “States Where Services will be Performed” section are visible.


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Country Specific Tax Information

☒ Complete

☐ Incomplete

- ☒ Supplier Agreement
- ☒ Registration Checklist
- ☒ General Business Information
- ☒ Company Code Information
- ☐ Business Address
- ☐ Country Specific Tax Information
- ☐ Banking Details
- ☐ Organization Ownership
- ☐ Business Classification
- ☐ Document Upload
- ☐ Review and Submit

W9/W8

- * Tax Reporting Country:
- * Business Entity Type:
- * Tax Classification:
- * Tax Document Type:

Add New Tax Information
If Your Tax Identification Failed Validation

	Country	Tax Type	Tax Id Number	Validation	
	United States	EMPLOYER IDENTIFICATION NUMBER		OK	Delete

W9 Fields Optional

Exemption from FATCA reporting code (if any):
 Exempt payee code (if any):
 List account number(s) here (optional):
 Others (See Instructions):

States Where Services Will Be Performed

- * Please select the states with special tax requirements where your company does business:

☒ California
☐ Nebraska
☐ Pennsylvania
☐ Not Applicable

If the “Tax Reporting Country” is non-US, for example “Australia” or “India”, then the “Tax Document Type” field will display “W8 Form”.

The Tax Type(s) listed in the table will also depend on this selection.

The “States Where Services will be Performed” section is visible.

The screenshot shows the 'Country Specific Tax Information' section of the Chevron W9/W8 form. The 'Tax Reporting Country' is set to 'Australia'. The 'Business Entity Type' is 'Select a value...'. The 'Tax Document Type' is 'W8 Form'. A table lists tax types for Australia: AUSTRALIAN BUSINESS NUMBER, AUSTRALIAN COMPANY NUMBER, and AUSTRALIAN TAX FILE NUMBER. The 'States Where Services Will be Performed' section is visible, with a dropdown set to 'Not Applicable'. Navigation buttons include '<< Previous', 'Next >>', and 'Save Draft'.

	Country	Tax Type	Tax Id Number	Validation
Edit	United States	EMPLOYER IDENTIFICATION NUMBER		OK
Edit	Australia	AUSTRALIAN BUSINESS NUMBER		
Edit	Australia	AUSTRALIAN COMPANY NUMBER		
Edit	Australia	AUSTRALIAN TAX FILE NUMBER		

The screenshot shows the 'Country Specific Tax Information' section of the Chevron W9/W8 form. The 'Tax Reporting Country' is set to 'India'. The 'Business Entity Type' is 'Select a value...'. The 'Tax Document Type' is 'W8 Form'. A table lists tax types for India: PERMANENT ACCOUNT NUMBER (PAN) and GST. The 'States Where Services Will be Performed' section is visible, with a dropdown set to 'Not Applicable'. Navigation buttons include '<< Previous', 'Next >>', and 'Save Draft'.

	Country	Tax Type	Tax Id Number	Validation
Edit	United States	EMPLOYER IDENTIFICATION NUMBER		OK
Edit	India	PERMANENT ACCOUNT NUMBER (PAN)		
Edit	India	GST		

If your “Tax Reporting Country” is non-US, say “India”, and you are going to transact with Chevron that is also not located in US, then you will not see the “States Where Services Will be Performed” section.

The screenshot shows the 'Country Specific Tax Information' section of the Chevron W9/W8 form. The 'Tax Reporting Country' is set to 'India'. The 'Business Entity Type' is 'One-person company'. The 'Tax Document Type' is 'W8 Form'. A table lists tax types for India: PERMANENT ACCOUNT NUMBER (PAN) and GST. The 'States Where Services Will be Performed' section is absent. Navigation buttons include '<< Previous', 'Next >>', and 'Save Draft'.

	Country	Tax Type	Tax Id Number	Validation
Edit	India	PERMANENT ACCOUNT NUMBER (PAN)		OK
Edit	India	GST		

When you select “Limited Liability Company (LLC)” as Business Entity Type, a new field right below it named “Tax Classification” will display.

When you select “Corporation”, the “Tax Classification” field will not display.

The screenshot shows the 'Country Specific Tax Information' form in the Chevron Supplier portal. The form is for a Limited Liability Company (LLC) and includes the following sections:

- W9/W8:** Tax Reporting Country (United States), Business Entity Type (Limited Liability Company (LLC)), Tax Classification (Select a value...), and Tax Document Type (W9 Form).
- Add New Tax Information:** A table with columns for Country, Tax Type, Tax Id Number, and Validation. The table contains one entry for United States with Tax Type EMPLOYER IDENTIFICATION NUMBER.
- W9 Fields Optional:** Exemption from FATCA reporting code (if any), Exempt payee code (if any), List account number(s) here (optional), and Others (See Instructions).
- States Where Services Will be Performed:** A dropdown menu for selecting states with special tax requirements.

Navigation buttons at the bottom include '<< Previous', 'Next >>', and 'Save Draft'.

The screenshot shows the 'Country Specific Tax Information' form in the Chevron Supplier portal for a C-Corporation. The form is for a C-Corporation and includes the following sections:

- W9/W8:** Tax Reporting Country (United States), Business Entity Type (C-Corporation), Tax Document Type (W9 Form), and Tax Classification (not displayed).
- Add New Tax Information:** A table with columns for Country, Tax Type, Tax Id Number, and Validation. The table contains one entry for United States with Tax Type EMPLOYER IDENTIFICATION NUMBER.
- W9 Fields Optional:** Exemption from FATCA reporting code (if any), Exempt payee code (if any), List account number(s) here (optional), and Others (See Instructions).
- States Where Services Will be Performed:** A dropdown menu for selecting states with special tax requirements.

Navigation buttons at the bottom include '<< Previous', 'Next >>', and 'Save Draft'.

Under the “States Where Services Will be Performed” section, select the states with special tax requirements where your company does business.

If you selected any or either of the 3 states, additional questions would display based on your selection. Answer all required questions then click “Next”.

The screenshot shows the 'States Where Services Will be Performed' section. It includes a dropdown menu for selecting states with special tax requirements. The selected states are California, Nebraska, and Pennsylvania. Navigation buttons at the bottom include '<< Previous', 'Next >>', and 'Save Draft'.

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Country Specific Tax Information

State Withholding Tax

Banking Details

Organization Ownership

Business Classification

Document Upload

Review and Submit

State Withholding Tax

California Withholding Questions

1. Have you or will you provide services rendered in California?

Select a value...

2. Have you or will you receive rent for property located in California?

Select a value...

3. Have you or will you receive royalties for services originally rendered in California?

Select a value...

4. Have you or will you provide rentals of tangible property to be used in California?

Select a value...

5. Does your company have a permanent place of business in California or is it registered with the secretary of state in California?

Select a value...

Pennsylvania Withholding Tax

Are funds being paid to a non-resident individual, or non-resident disregarded entity owned by an individual, or PA sourced non-employee compensation or services?

Select a value...

Are funds being paid for the lease of non-residential real estate paid to an individual or to a disregarded entity owned by an individual?

Select a value...

Is Supplier Subjected to Pennsylvania 1099-MISC Withholding Allowance Certificate or form

NO

Nebraska Withholding Tax

Is 80% or more of the ownership or profit interests of a partnership or LLC held by the partners or members who performs the personal services for the entity?

Select a value...

Subjected to Employee's Nebraska Withholding Allowance Certificate or form ?

<< Previous

Next >>

Save Draft

If this does not apply to your company, select “Not Applicable”.

States Where Services Will be Performed

Please select the states with special tax requirements where your company does business:

Not Applicable

<< Previous

Next >>

Save Draft

Click “Next” to proceed.

15. In the Banking Details grid, click on “Edit”.

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Banking Details

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Country Specific Tax Information

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Banking Information

Terms & Conditions Clause:

I authorize UAT Chevron to credit my account with the depository named below. If UAT Chevron erroneously deposits funds into my account, I authorize UAT Chevron to initiate the necessary correcting entries, not to exceed the total of the original amount credited. This authorization will remain in effect until UAT Chevron has received written notification from an authorized company representative that it is to be terminated in such time and manner for UAT Chevron to act on it.

Please use the 'Add New Record' button to add bank accounts. At least one bank account is required.

Add Bank Account

	Bank Name	Country	Currency Type	Account Type	Delete
		United States	USD - United States Dollar	Checking	

<< Previous

Next >>

Save Draft

If you **do not have updates** on your Banking Information, input your **current banking details** to all the required fields with red asterisks.

When you input the “ABA Routing Number” field, otherwise known as Bank Key, several of the required bank details will auto-populate.

The screenshot shows a 'Banking Information' form with the following fields and values:

- Please select the document that will be uploaded to support the banking details.** Bank Document
- Address:** All items checked
- Bank Country:** United States
- Payment Currency:** USD - United States Dollar
- ABA Routing Number:** (Highlighted with a red box and a red arrow pointing to it)
- SWIFT Code:**
- Account Number:** ***4717
- Payee Name:** SERVICES LLC
- Bank Name:** SOUTHWEST BANK
- Bank Street Name:** PO BOX 12277
- Bank City:** ODESSA
- State/Region:** Texas
- Bank Postal Code:** 79768-2277
- Account Type:** Checking
- Further Credit To:**
- Do you require Intermediary Banking?:** Select a value...

Buttons at the bottom: Ok, Discard

If you **have updates** on your Banking Information, input your **updated banking details** instead to all the required details to fields with red asterisks.

When your bank requires FFC (For Further Credit) instructions to receive a wire transfer, you can provide these as specified by your bank. FFC may be an account number or account name on file with your bank. Input these instructions and details in the “Further Credit To” text box.

Click “Ok”.

Then click “Next” to proceed.

16. Update the Organization Ownership grid.

The first question asks if your company is a publicly held entity or is listed in the Stock Exchange.

The screenshot shows the 'Organization Ownership' form with the following details:

- Header:** Chevron logo, Welcome REM QUINZON, Home, Supplier, Help, Powered by apexportal.
- Form Title:** Organization Ownership
- Legend:** Complete (blue dot), Incomplete (grey dot).
- Question:** Is your organization a publicly-held entity? (Select a value...)
- Buttons:** << Previous, Next >>, Save Draft
- Progress List:** Supplier Agreement, Registration Checklist, General Business Information, Company Code Information, Business Address, Country Specific Tax Information, Banking Details, Organization Ownership, Business Classification, Document Upload, Review and Submit.

If you answered “Yes” to the first question, a document will be required for you to upload later. Click “Next” to proceed.

The screenshot shows the 'Organization Ownership' section of a registration portal. The left sidebar lists various steps, with 'Organization Ownership' currently selected. The main content area contains a question: 'Is your organization a publicly-held entity?' with a dropdown menu set to 'Yes'. Below this, a note states: 'Please upload a copy of your most recent public filing or equivalent documentation in the Document Upload section at the end of this registration.' Navigation buttons include '<< Previous', 'Next >>', and 'Save Draft'.

If you answered “No”, a second question will display. If you answered “No” to the second question, you could proceed to the next grid by clicking “Next”.

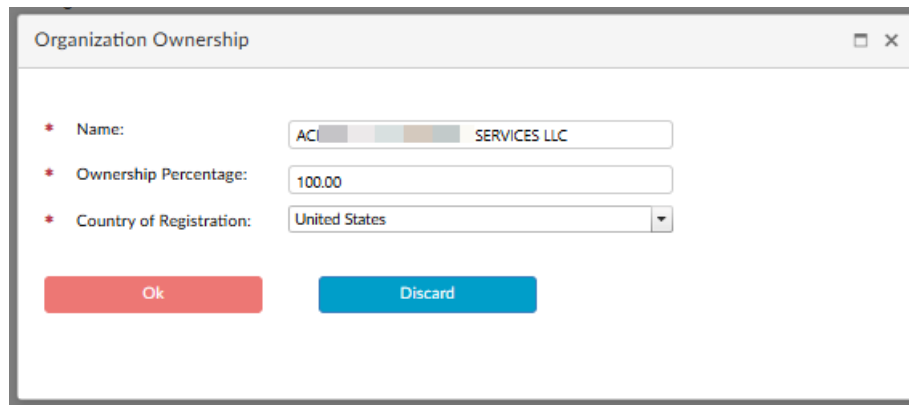
This screenshot shows the 'Organization Ownership' section after answering 'No' to the first question. A second question is now visible: 'Do any of your owners control at least twenty percent of the organization?' with a dropdown menu set to 'No'. The navigation buttons remain the same: '<< Previous', 'Next >>', and 'Save Draft'.

If you answered “Yes” to the second question, a table would display for you to update. Click on “Add New Ownership”.

This screenshot shows the 'Organization Ownership' section after answering 'Yes' to the second question. A table for adding new ownership records is displayed. The table has columns for 'Name', 'Ownership Percentage', 'Country of Registration', and 'Delete'. Above the table is an 'Add New Ownership' button. Below the table, it says 'No records to display.' Navigation buttons include '<< Previous', 'Next >>', and 'Save Draft'.

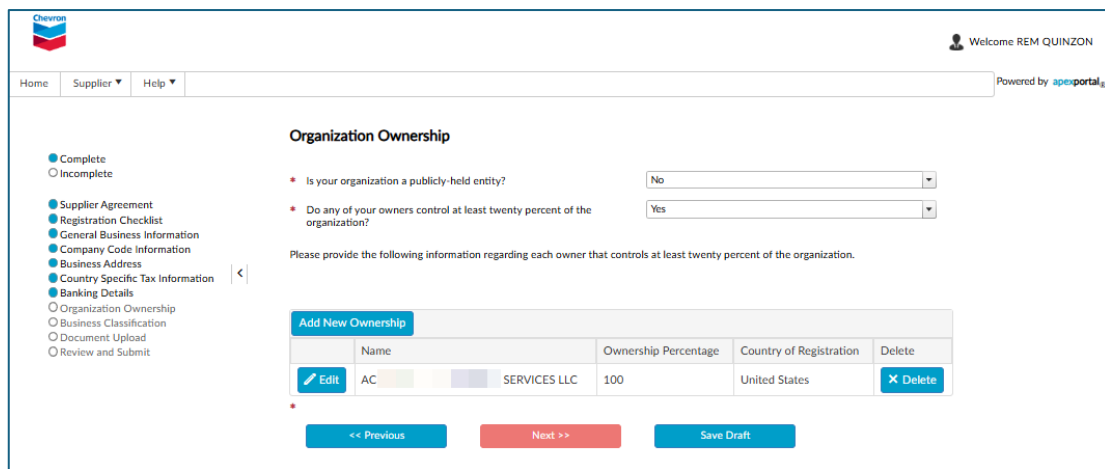
Name	Ownership Percentage	Country of Registration	Delete
No records to display.			

Input the required details then click “Ok”.



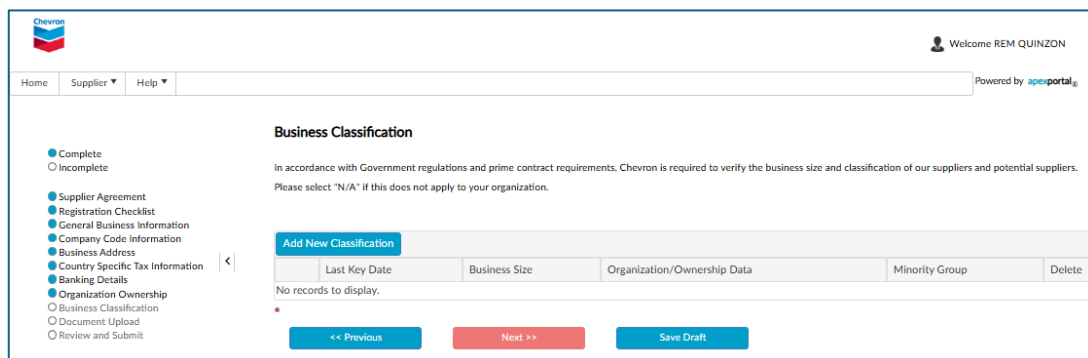
A modal window titled "Organization Ownership" with a close button in the top right corner. It contains three required fields, each marked with a red asterisk: "Name:" with a text input containing "ACI SERVICES LLC", "Ownership Percentage:" with a text input containing "100.00", and "Country of Registration:" with a dropdown menu showing "United States". At the bottom are two buttons: "Ok" (red) and "Discard" (blue).

Then click “Next” to proceed.



The main "Organization Ownership" form within the application. It features a sidebar on the left with a progress indicator showing "Complete" for "Organization Ownership" and "Incomplete" for others. The main area has two dropdown questions: "Is your organization a publicly-held entity?" (set to "No") and "Do any of your owners control at least twenty percent of the organization?" (set to "Yes"). Below these is a table with one row for "ACI SERVICES LLC" with an ownership percentage of 100 and country of "United States". The table has columns for Name, Ownership Percentage, Country of Registration, and Delete. Navigation buttons at the bottom include "<< Previous", "Next >>", and "Save Draft".

17. In the Business Classification grid, click on “Add New Classification”.

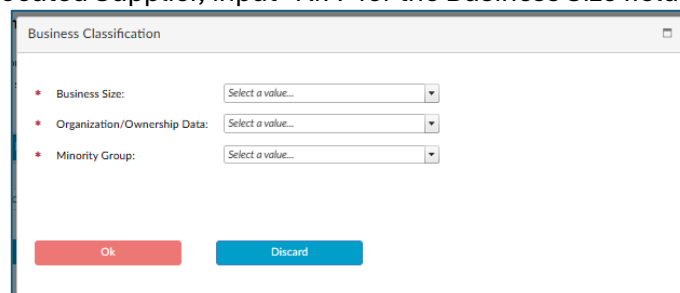


The main "Business Classification" form. It includes a sidebar with a progress indicator. The main area contains a table with columns: Last Key Date, Business Size, Organization/Ownership Data, Minority Group, and Delete. A message states "No records to display." Below the table are navigation buttons: "<< Previous", "Next >>", and "Save Draft".

Input the required details.

If you are a US located Supplier, input details as you see fit for these fields. Then click “Ok”.

If you are a non-US located Supplier, input “N/A” for the Business Size field, then click “Ok”.



A modal window titled "Business Classification". It contains three required fields, each marked with a red asterisk: "Business Size:" with a dropdown menu showing "Select a value...", "Organization/Ownership Data:" with a dropdown menu showing "Select a value...", and "Minority Group:" with a dropdown menu showing "Select a value...". At the bottom are two buttons: "Ok" (red) and "Discard" (blue).

Click “Next” to proceed.

Welcome REM QUINZON

Home

Supplier

Help

Powered by

● Complete

○ Incomplete

● Supplier Agreement

● Registration Checklist

● General Business Information

● Company Code Information

● Business Address

● Country Specific Tax Information

● Banking Details

● Organization Ownership

○ Business Classification

○ Document Upload

○ Review and Submit

Business Classification

In accordance with Government regulations and prime contract requirements, Chevron is required to verify the business size and classification of our suppliers and potential suppliers. Please select "N/A" if this does not apply to your organization.

Add New Classification

Last Key Date	Business Size	Organization/Ownership Data	Minority Group	Delete
Edit	Large Business	N/A	N/A	X Delete

<< Previous

Next >>

Save Draft

18. The Document Upload grid lists all required documents based on the selections you’ve made from the previous grids throughout the process.

If you are a non-US supplier, you are required a W-8 form.
This form is not yet available for e-signature in this Tool. You need to upload this form.

If you are a US supplier, you are required a W-9 form.
The Portal has a built-in W-9 form available for e-signature.
Click on the “Click here to eSign” link under the Electronic Signature column of the summary table.

Welcome REM QUINZON

Home

Supplier

Help

Powered by

● Complete

○ Incomplete

● Supplier Agreement

● Registration Checklist

● General Business Information

● Company Code Information

● Business Address

● Country Specific Tax Information

● Banking Details

● Organization Ownership

● Business Classification

○ Document Upload

○ Review and Submit

Document Upload

To download the required documents listed, please click the [Document Repository](#) link.

Upload either Doc,Docx,PDF File Types(10MB max)

Add New Record

	Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
	AC SERVICES LLC W-9	W-9		4/28/2025	Supplier	Click here to eSign	X	
Upload		Bank Document						
Upload		Vendor Taxability Assessment Form						

<< 1 >>

Page size: 10

3 items in 1 pages

<< Previous

Next >>

Save Draft

To electronically sign, review the details in the W-9 form then scroll down.
There are 2 tick boxes that will identify if you Agree to the statements beside.
Click on those 2 tick boxes then click “Submit”.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
AC SERVICES LLC

2 Business name/disregarded entity name, if different from above.
DBA ACID TECH SERVICES LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.
☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate
☒ LLC. Enter the tax classification (LC = C corporation, SC = S corporation, P = Partnership).

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt owner code (if any):

Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is correct taxpayer identification number (or) I am waiting for a number to be issued to me.
AND
2. I am not subject to backup withholding because:
a. I am exempt from backup withholding, or
b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends or
c. The IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. citizen or other U.S. person (defined below).
Definition of a U.S. Person. For federal tax purposes, you are considered a U.S. person if you are:
a. An individual who is a U.S. citizen or U.S. Resident alien.
b. A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
c. An estate (other than a foreign estate), or
d. A domestic trust (as defined in regulations section 301.7701-7)

Electronic System Submission:
Under penalties of perjury I certify that:

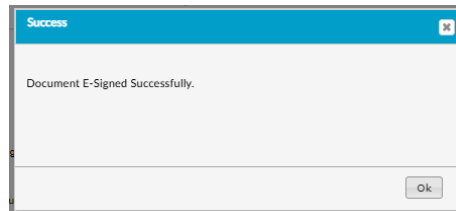
* I am the same person (or payee agent) accessing the system and submitting this form as identified on the Substitute Form W-9. ☒ Agree

* By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9. ☒ Agree

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Submit

A pop-up message will confirm that the W-9 has been successfully e-signed. Click “Ok”.



Upload the rest of the required documents.
Click on the “Upload” button next to the file type listed.

Welcome REM QUINZON

Home Supplier Help

Powered by

Document Upload
To download the required documents listed, please click the [Document Repository](#) link.
Upload either Doc,Docx,PDF File Types(10MB max)

● Complete
○ Incomplete

● Supplier Agreement

● Registration Checklist

● General Business Information

● Company Code Information

● Business Address

● Country Specific Tax Information

● Banking Details

● Organization Ownership

● Business Classification

○ Document Upload

○ Review and Submit

Add New Record

	Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
	AC SERVICES LLC W-9	W-9		4/29/2025	Supplier	REM QUINZON	✗	
Upload		Bank Document						
Upload		Vendor Taxability Assessment Form						

Page size: 10 3 items in 1 pages

<< Previous Next >> Save Draft

After uploading all required documents, click “Next” to proceed.

The screenshot shows the 'Document Upload' section of the portal. On the left, a sidebar lists various document types with radio buttons for selection: Complete, Incomplete, Supplier Agreement, Registration Checklist, General Business Information, Company Code Information, Business Address, Country Specific Tax Information, Banking Details, Organization Ownership, Business Classification, Document Upload, and Review and Submit. The 'Document Upload' option is selected. The main area displays a table of uploaded documents. The table has columns for Document Name, File Type, Expiration Date, Uploaded Date, Linked To, Electronic Signature, Remove, and Regenerate Document. Three documents are listed: 'ACI SERVICES LLC W-9', 'Bank Document', and 'Vendor Taxability Assessment Form'. Each document is linked to 'Supplier' and has an electronic signature from 'REM QUINZON'. The 'Remove' column shows a red 'X' for each document. Below the table, there are navigation buttons: '<< Previous', 'Next >>', and 'Save Draft'. The page also indicates '3 items in 1 pages'.

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
ACI SERVICES LLC W-9	W-9		4/29/2025	Supplier	REM QUINZON	X	
Bank Document	Bank Document		4/29/2025	Supplier		X	
Vendor Taxability Assessment Form	Vendor Taxability Assessment Form		4/29/2025	Supplier		X	

19. The final page is the Review and Submit.

You can review all information you have provided so far by clicking the grid name listed on the left side panel.

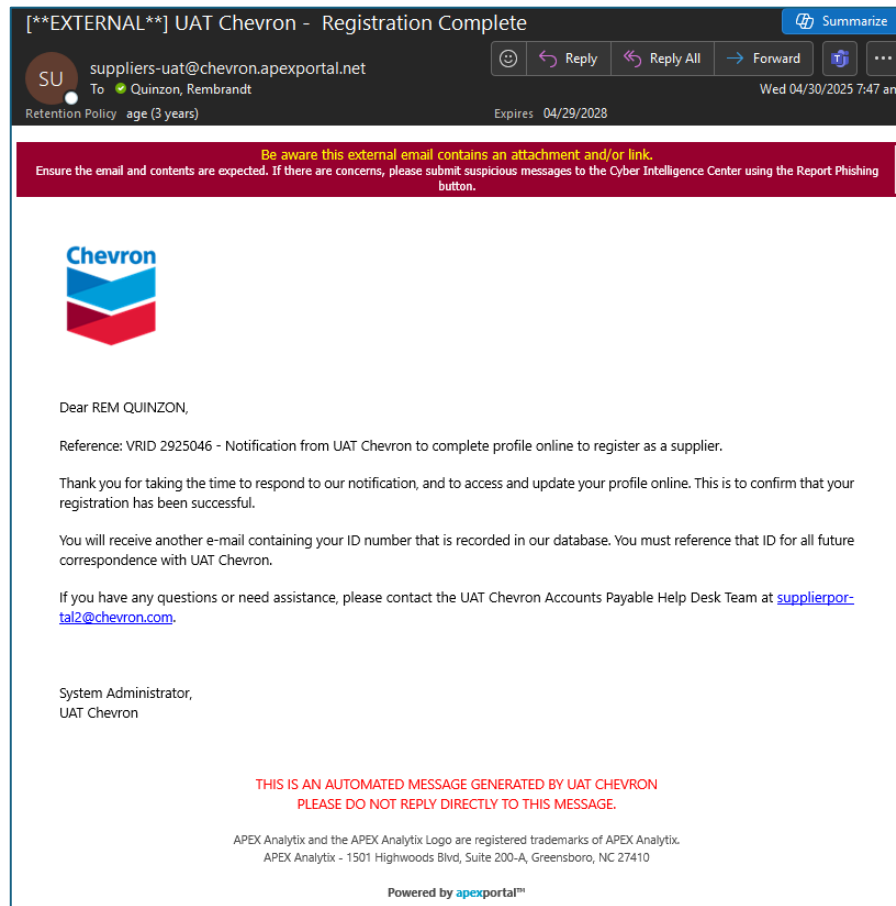
To finalize your updates, click on “Submit”.

The screenshot shows the 'Review and Submit' section of the portal. The left sidebar is identical to the previous page, with 'Review and Submit' now selected. The main area contains instructions: 'Please hit the SUBMIT button to finalize your information for approval.' and 'Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with UAT Chevron, and its affiliates.' Below this, there is a contact information line: 'For any questions please contact UAT Chevron support at or email us at supplierportal2@chevron.com'. At the bottom, there are three buttons: '<< Previous', 'Save Draft', and 'Submit'.

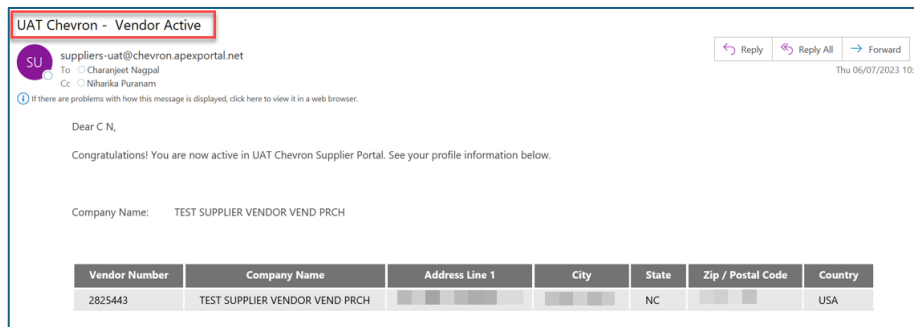
20. After submission, you will be directed back to your homepage.

The screenshot shows the homepage of the UAT Chevron Supplier Management Portal. The top navigation bar includes the Chevron logo, 'Home', 'Supplier', and 'Help' links, and a 'Welcome REM QUINZON' message. Below the navigation bar, there is a welcome message: 'Welcome to the UAT Chevron Supplier Management Portal website!! This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week. For further assistance, please contact UAT Chevron support at supplierportal2@chevron.com.' The main content area features a 'Quick Apps' section with four icons: 'Update Profile', 'My Communication', 'Update Contact', and 'Update Banking and Document'.

You will receive an email notification confirming that your updates have been recorded.



After some time, you will receive another email notification once your updates have been approved, and your updated account is now Active in the Supplier Portal Tool.



Here ends the basic navigation training material for Supplier Updates using the Supplier Portal Tool. Congratulations! You have successfully completed and submitted your updates using the Tool.