



Cleveland Clinic

Using Oracle: Supplier Portal Bank Change

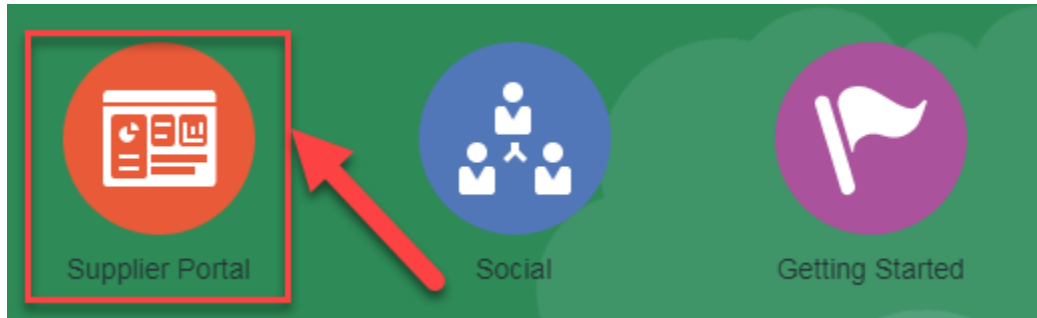
Quick Reference Guide

[GLOBAL BUSINESS TRANSFORMATION](#)

August 4, 2020

Purpose: The purpose of this document is to provide Suppliers training on the process for supplier portal bank change.

1. Log into Oracle and as a supplier and **select** Supplier Portal.

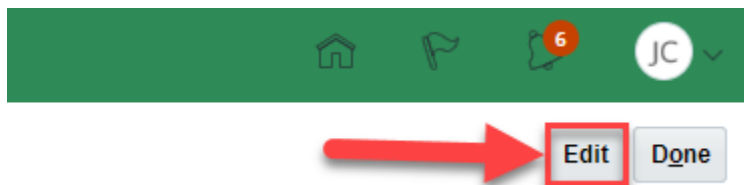


2. Select **"Manage Profile"** under Company Profile.

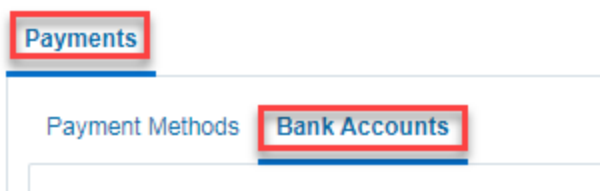
Company Profile

- **Manage Profile**

3. Select **"Edit"** in the top right and acknowledge "Warning Message" that appears by clicking **"Yes"**.



4. Under the **"Payments"** tab select **"Bank Accounts"**.



5. Select the **"+"** icon.



6. Enter “Country, Account Number, Bank Name, Bank Branch, Account Name, Account Type (UK standard account type is Checking), IBAN (when appropriate), Currency, select Allow International payments when necessary then select “OK”.

Note: Bank Branch equivalent:

- US and Canada = Routing number
- UK = Sort Code
- Europe/International = Swift Code

Create Bank Account

* Country

* Account Number

Bank Name

Bank Branch

☐ Allow International payments

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date 2/20/20

Inactive On m/d/yy

IBAN

Currency

Check Digits

Account Type

Description

Create Another

OK

Cancel

7. Under Payments select “Payment Methods”.

Payments

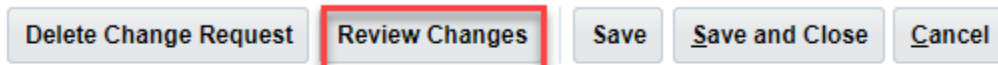
Payment Methods

Bank Accounts

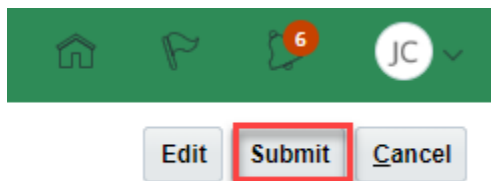
8. Highlight the row for the appropriate payment method, then select the “Check” mark.

Actions ▼ View ▼ Format ▼ + × ✓		Freeze	Detach	Wrap
Default	Payment Method			
	Check			
	Electronic			
	Outsourced Check			
	Wire			

9. Select “Review Changes” in the top right.



10. Select “Submit”.



11. Acknowledge the confirmation that this request was submitted for approval by selecting “OK”.



12. Select “Done”.

