



# Cleveland Clinic

## Using Oracle: Supplier Portal Bank Change

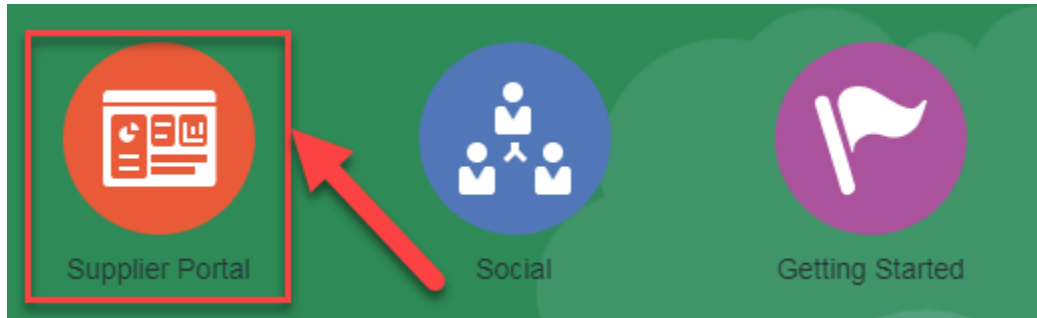
### *Quick Reference Guide*

[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.

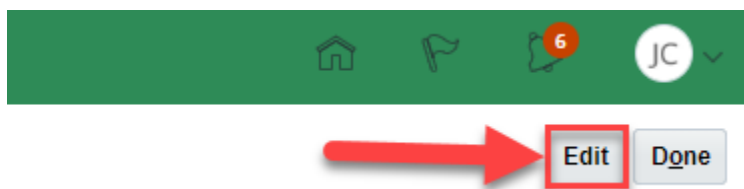


2. Select **“Manage Profile”** under Company Profile.

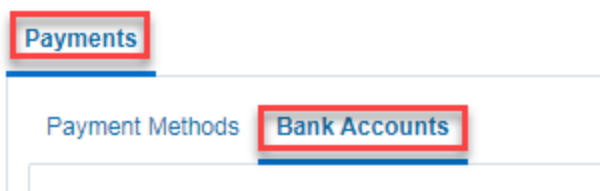
#### Company Profile

- **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.



- 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  Cancel

- Under Payments select “Payment Methods”.

Payments

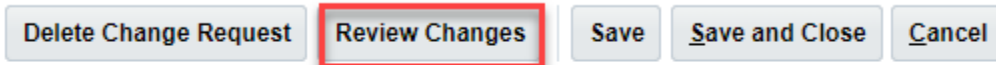
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Payment Methods Bank Accounts

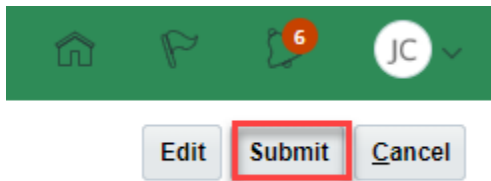
- Highlight the row for the appropriate payment method, then select the “Check” mark.

Default	Payment Method
<input checked="" type="checkbox"/>	Check
<input type="checkbox"/>	Electronic
<input type="checkbox"/>	Outsourced Check
<input type="checkbox"/>	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”.

