Cleveland Clinic

Using Oracle: Supplier Portal Bank Change

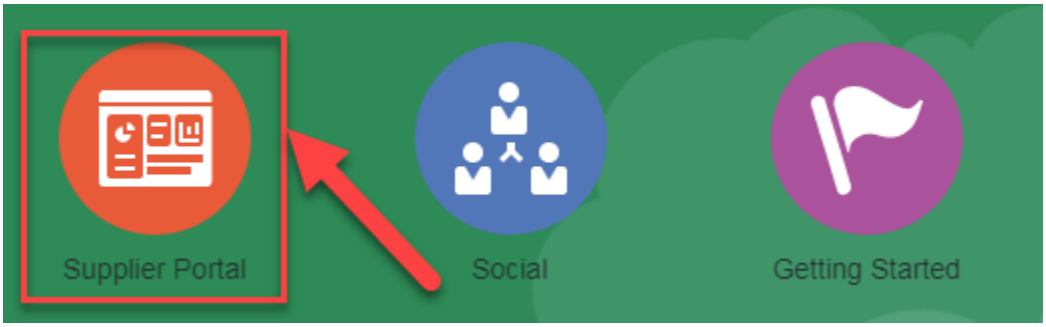
Quick Reference Guide

GLOBAL BUSINESS TRANSFORMATION

August 4, 2020

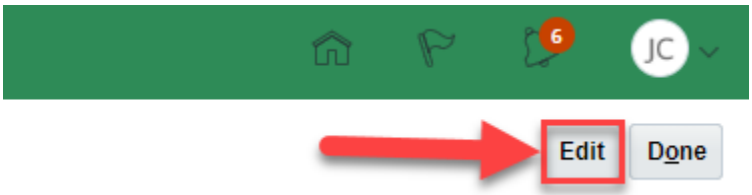
Purpose: *The purpose of this document is to provide Suppliers training on the process for supplier portal bank change.*

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

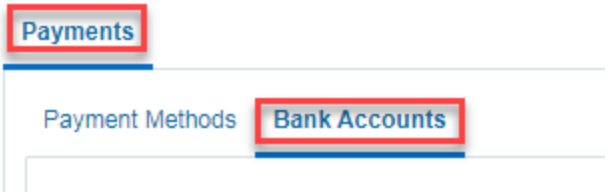


2. Select "**Manage Profile**" under Company Profile.

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



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

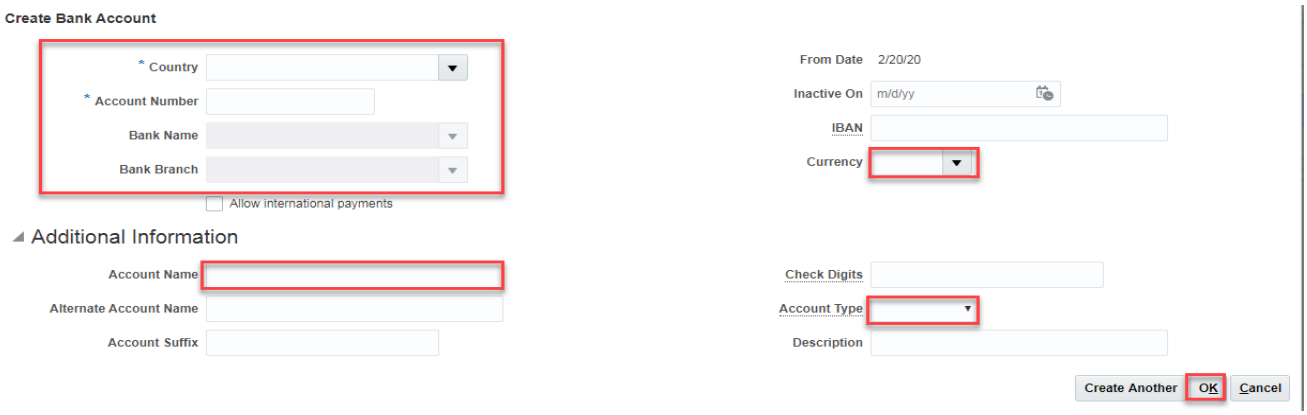


5. Select the "**+**" icon.

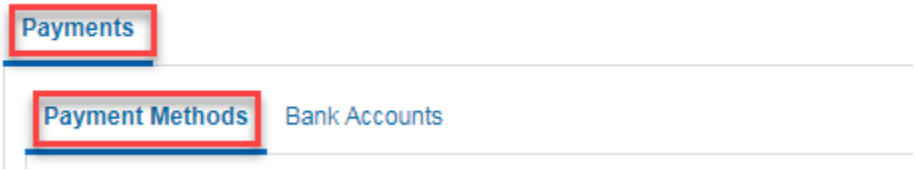
6. Enter "**Country**, **Account Number**, **Bank Name**, **Bank Branch**, **Account Name**, **Account Type (UK standard account type is Checking)**, **IBAN (when appropriate), Currency, select Allow International payments when necessary** then select "**OK**".

   Note: Bank Branch equivalent:

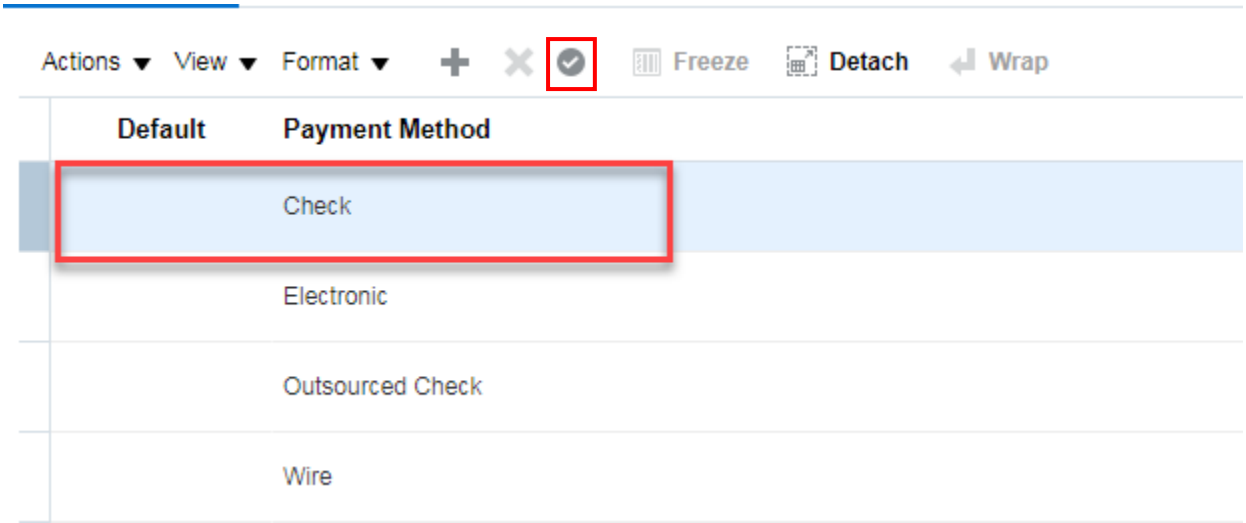
- US and Canada = Routing number
- UK = Sort Code
- Europe/International = Swift Code



7. Under Payments select "**Payment Methods**".

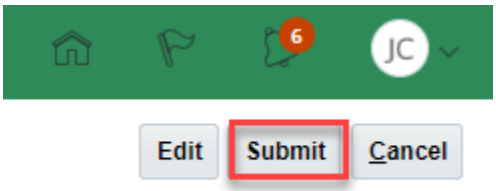


8. Highlight the row for the appropriate payment method, then select the "**Check**" mark.

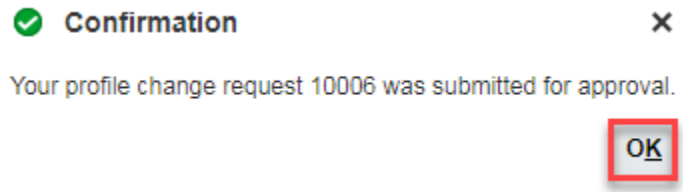
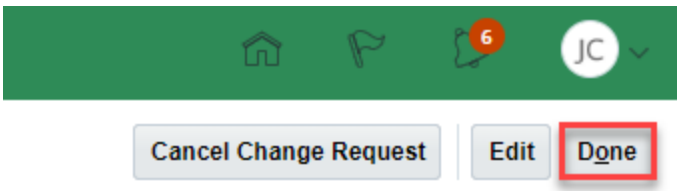


9. Select "**Review Changes**" in the top right.

10. Select "**Submit**".



11. Acknowledge the confirmation that this request was submitted for approval by selecting "**OK**".



12. Select "**Done**".