**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”.

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