Add or Update Supplier Bank Account
Work Instruction

Add or Update Supplier Bank Account

Purpose:

This procedure is used to add or update Supplier Bank Account.

Prerequisites:

Registered as a Supplier

Menu Path:

Oracle > Main Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change

On the *Supplier Information* page complete the following actions

1. **Click** [Payment Profile] to update bank information.

2. To add a bank account, **click** the Edit 🖉 by the remit address the bank account is associated with.

3. **Click** [Add Bank Account]

Field	Description
Description	Please enter the bank's name
Country	Defaults to USA
Bank Name	Bank's name
Bank ID Qualifier	001
Bank ID	Bank Account's Routing Number
Bank Account Number	Bank Account Number
DFI Qualifier	01
Account Type	Check Account – only checking accounts are accepted
DFI ID	Bank Account's Routing Number

4. **Click** [OK] then **Click** [OK] again.

5. To edit a current bank account, **Click** the Edit 🖉 button.

6. **Click** the Add Bank Account [Add Bank Account]

Field	Description
Description	Please enter the bank's name
Country	Defaults to USA
Bank Name	Bank's name
Bank ID Qualifier	001
Bank ID	Bank Account's Routing Number
Bank Account Number	Bank Account Number

DFI Qualifier	01
Account Type	Check Account – only checking accounts are accepted
DFI ID	Bank Account's Routing Number
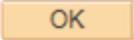
7. **Click** [OK] when completed**.**

8. **Check** [✓] **Default** default next to the bank account that is valid

9. **Click** [OK]
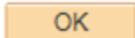
10. **Click** the [Submit] when completed.

11. **Click** the drop-down to select the Audit Reason Code for changes made. This should describe the change you are requesting.

*Audit Reason Code [▼]

12. Please add comments if you need your banking information removed or have need to further explain your change request.

13. **Click** the checkbox to confirm the changes made ☐ Confirm Changes

14. **Click** [Review] to verify data entered or [Submit] once completed.

15. You should receive an e-mail to the e-mail address provided on the submit panel when your changes have been approved, denied, or if further information is needed.

Results

Message received once Supplier Change Request has been submitted.

Supplier Change Request Submit Confirmation

Pending Approval

✔ You have successfully submitted your Supplier Change Request

Your Change Request ID 000000000000018

Any email regarding the request status will be sent to:

Supplier has successfully submitted requested changes to their profile.