



Add or Update a Bank Account in the Supplier Portal

Quick Reference Guide (QRG)

Purpose

This Quick Reference Guide (QRG) provides step-by-step instructions and process considerations on how to add or update a bank account within the Oracle Supplier portal.

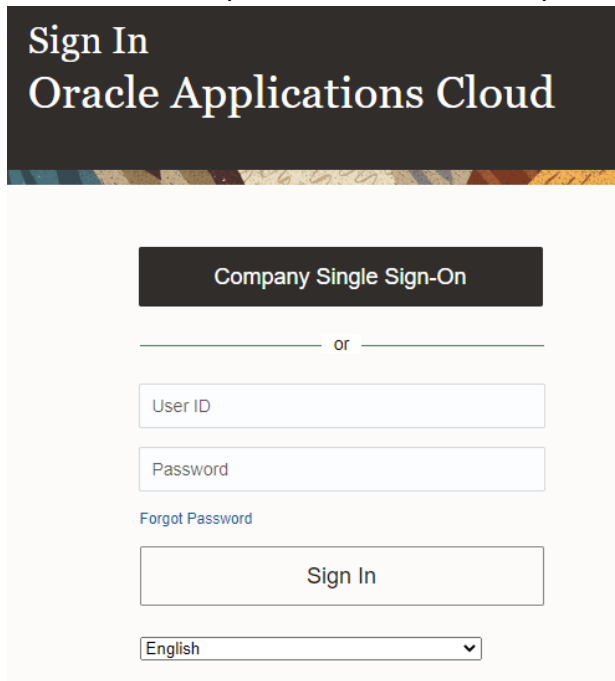
Table of Contents

- **Purpose** 1
- **Table of Contents**..... 1
- **Step-by-Step Instructions:** 2
 - Adding or Updating a Bank Account in the Supplier Portal 2
- **Step-by-Step Instructions:** 5
 - Steps to Modify or Add Banking: 5

Step-by-Step Instructions:

Adding or Updating a Bank Account in the Supplier Portal

1. Navigate to the following website: <https://esuk.fa.us2.oraclecloud.com/>
2. Log into the application with your username and password. Do not utilize the company's single sign on as it will not work for external vendors.
 - a. User ID: email address
 - b. Password: password that was set up with the initial Welcome Email was received

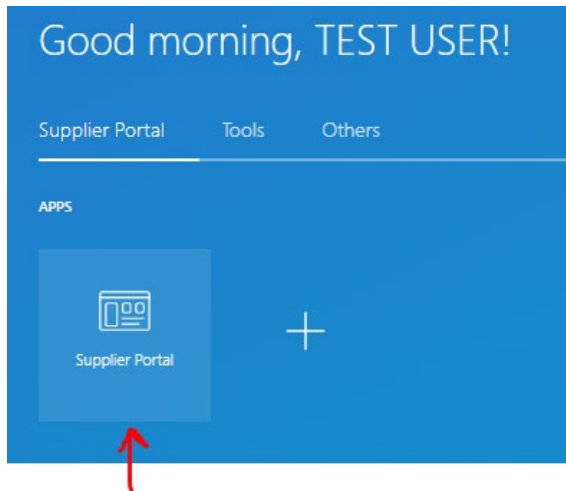


3. Select the **House icon** on the upper right part of the page

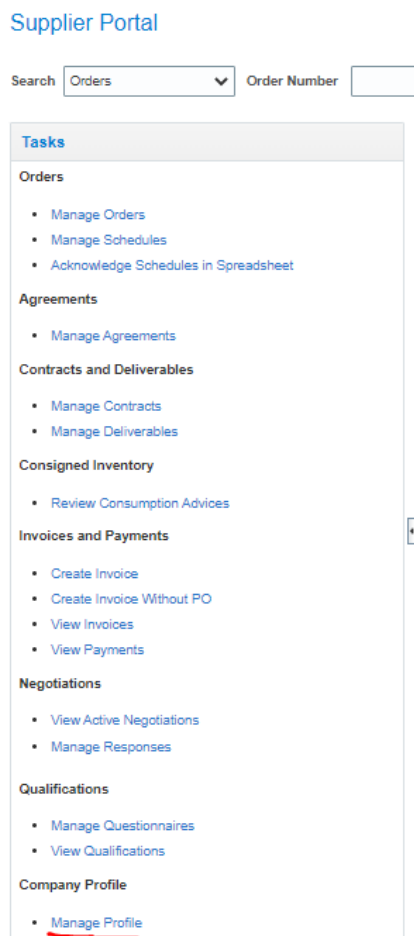




4. Select the **Supplier Portal icon** shown in the middle of the page



5. Select **“Manage Profile”** on the left side of the page

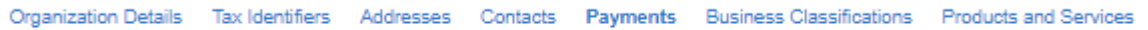




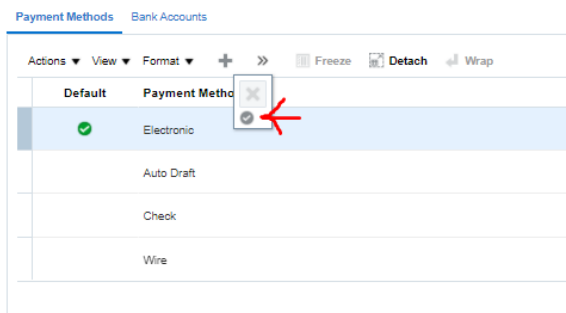
6. Select **“Edit”** on the upper right corner



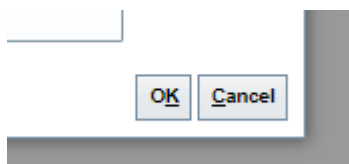
7. Select the **“Payments”** Tab



8. On the Payments Methods tab, choose your default payment method by highlighting the row and then choosing the **“Set Default”** checkbox.



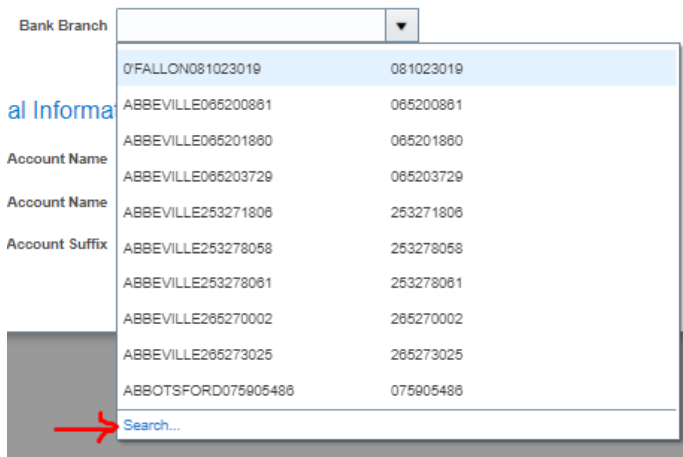
9. Once complete, select the **Bank Accounts** tab.
10. To modify an existing bank account, select the bank account hyperlink and change the details as needed.
11. To add a different bank account, select the **+** button.
12. Once the banking information is updated or added, select **“OK”** on the bottom right side of the pop-up.



Step-by-Step Instructions:

Steps to Modify or Add Banking:

1. Ensure the **Country** is set to United States.
2. Input your bank account number in the **Account Number** field.
3. Leave the **Bank Name** field blank.
4. Select the **Bank Branch drop down** and then choose the **Search** hyperlink.

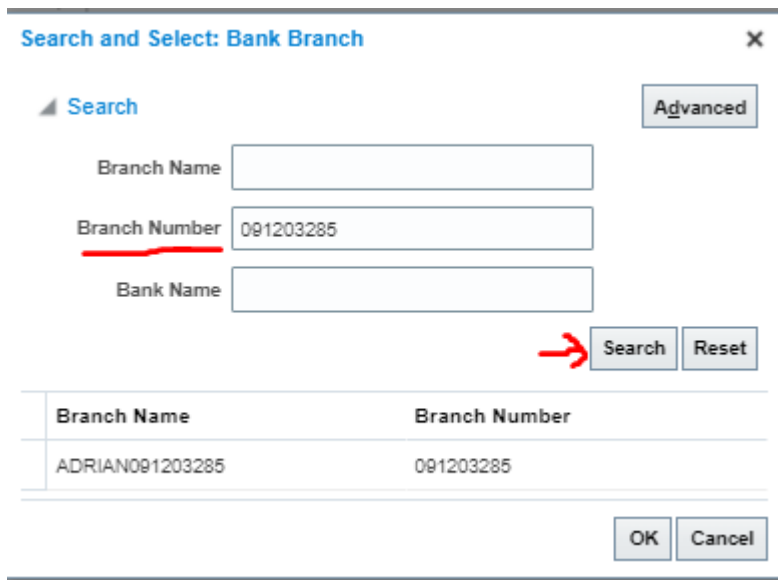


Bank Branch

	0'FALLON081023019	081023019
al Informa	ABBEVILLE065200861	065200861
	ABBEVILLE065201860	065201860
Account Name	ABBEVILLE065203729	065203729
Account Name	ABBEVILLE253271806	253271806
Account Suffix	ABBEVILLE253278058	253278058
	ABBEVILLE253278061	253278061
	ABBEVILLE266270002	266270002
	ABBEVILLE266273026	266273026
	ABBOTSFORD075905486	075905486

[Search...](#)

5. Input your routing number in the **Branch Number** field. Select "**Search**" once complete.



Search and Select: Bank Branch

Search Advanced

Branch Name

Branch Number

Bank Name

[Search](#) [Reset](#)

Branch Name	Branch Number
ADRIAN091203285	091203285

[OK](#) [Cancel](#)



6. After you select “Search”, you will notice a result appear under the Branch Name and Branch Number.
7. Select the row that appears and then choose “OK”.

Search and Select: Bank Branch

Search Advanced

Branch Name

Branch Number

Bank Name

Search Reset

Branch Name	Branch Number
ADRIAN091203285	091203285

OK Cancel

8. Notice the Bank Name field that was previously blank is now populated with the proper bank.
9. Select “OK” once complete.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

* Account Number

Bank Name →

Bank Branch

Allow international payments

From Date

Inactive On

IBAN

Currency

Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Create Another OK Cancel

10. To submit the changes, select “Review Changes” on the upper right.

Delete Change Request Review Changes Save Cancel

Currency	Bank Name
	ADRIAN STATE BANK
USD	BANK OF NEW YORK MELLON



11. Select "Submit".

