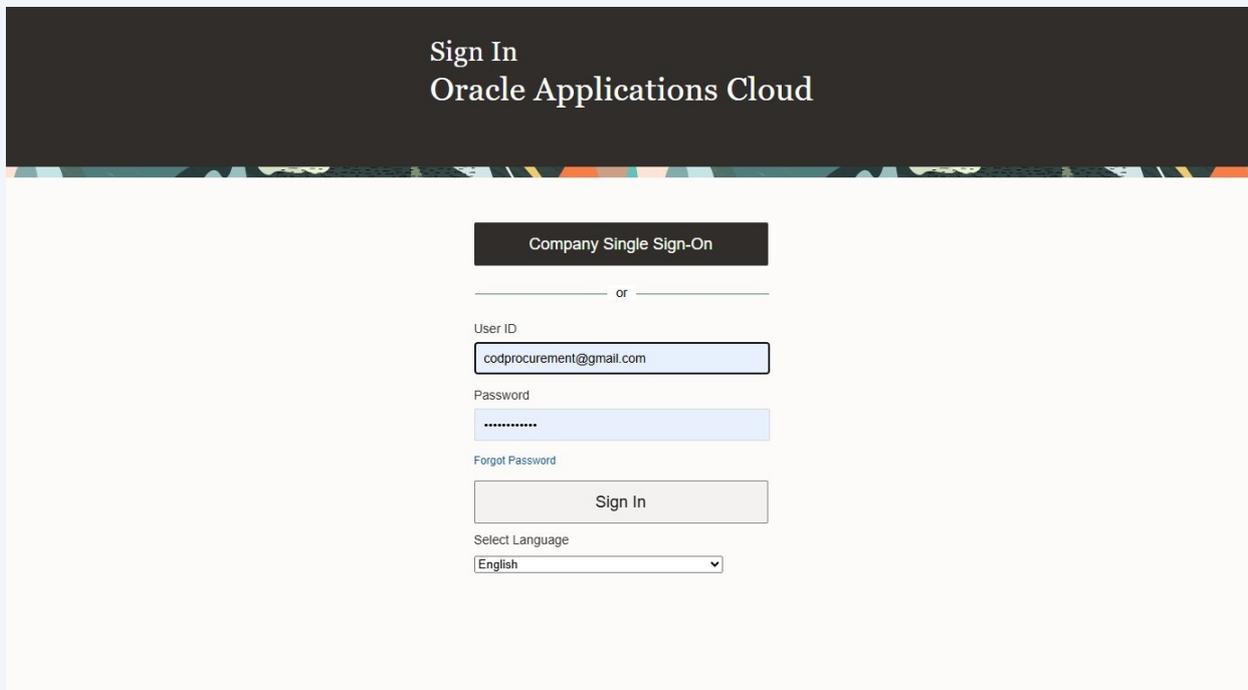


How to Change Your Bank Account Information



This guide provides the steps to add a bank account to your supplier profile in Oracle. The only step you need to take is adding the account. The City's Office of Procurement and Contracts will inactivate the account used previously.

- 1 Navigate to <https://ebkk.login.us8.oraclecloud.com>



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
codprocurement@gmail.com

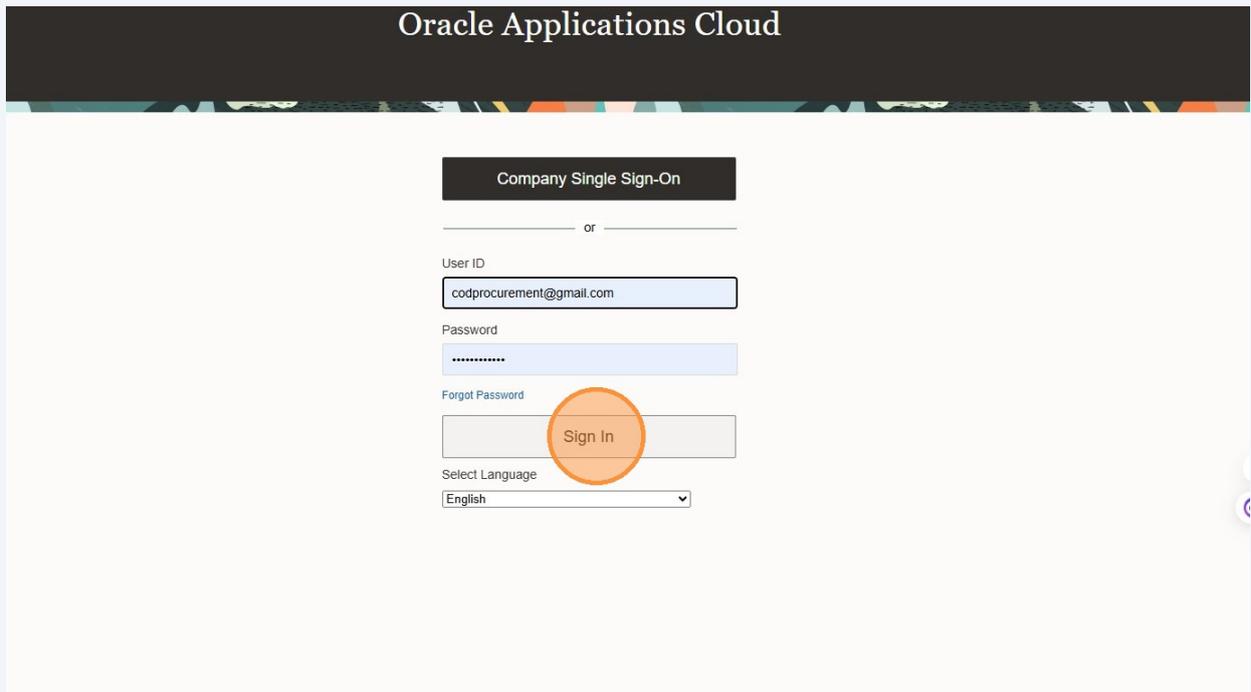
Password

Forgot Password

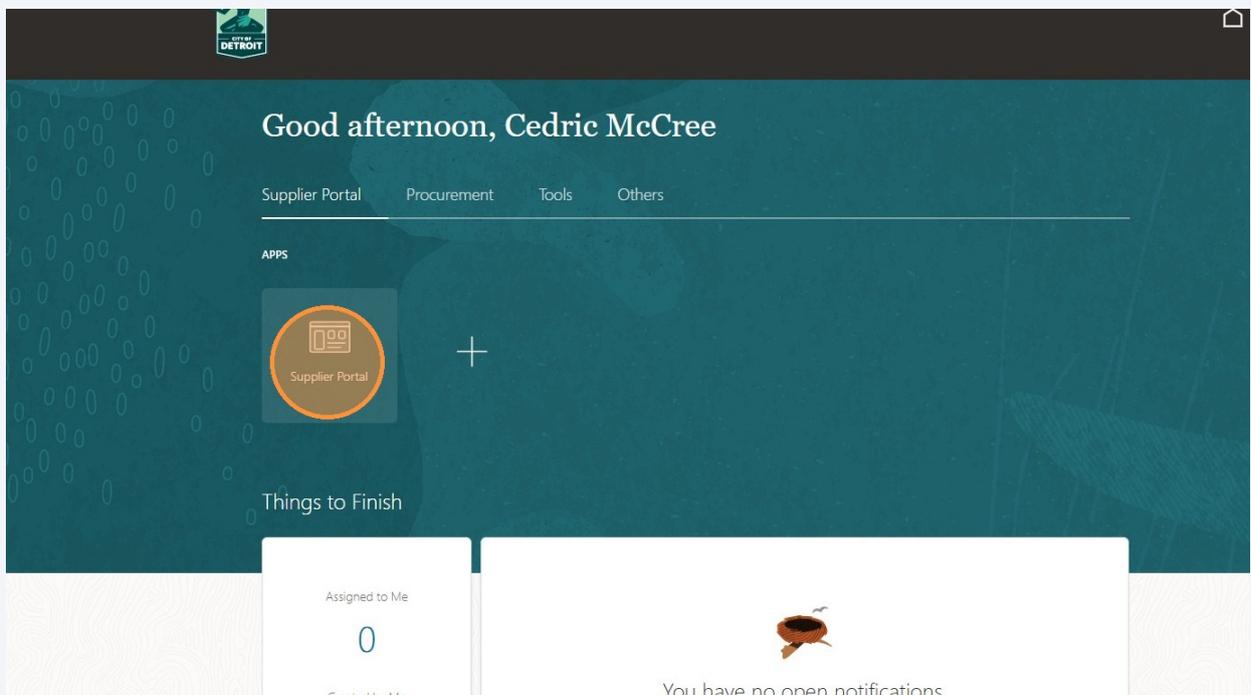
Sign In

Select Language
English

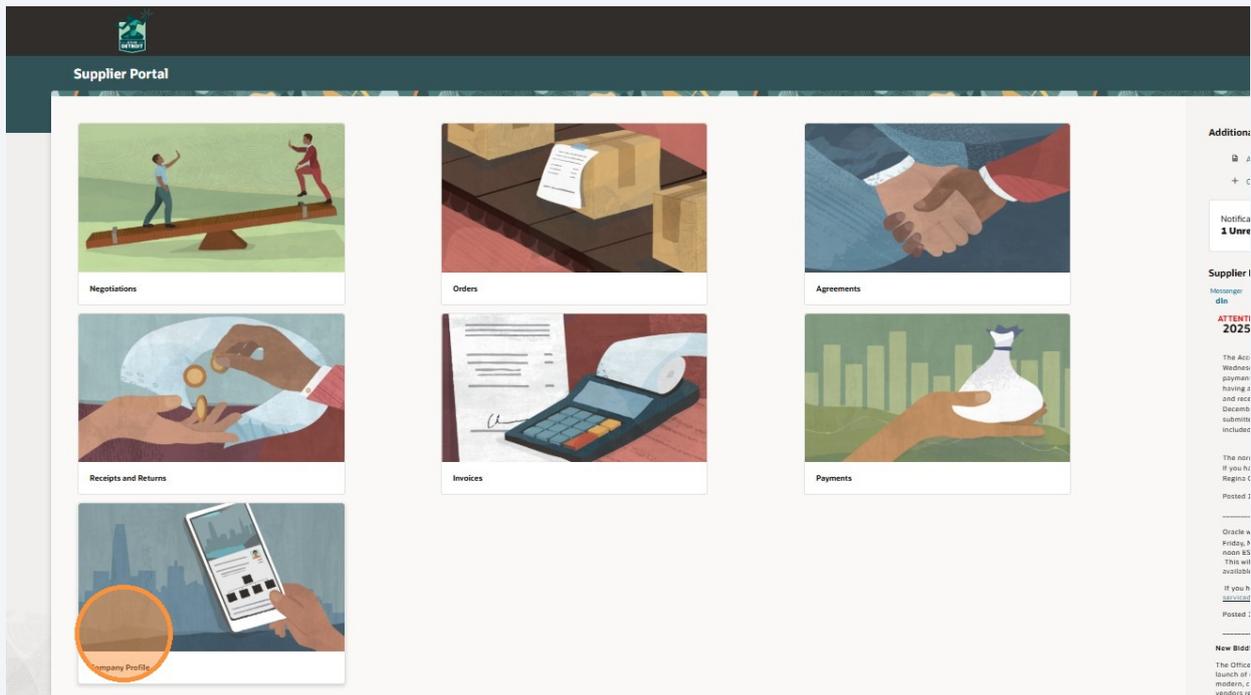
2 Click "Sign In".



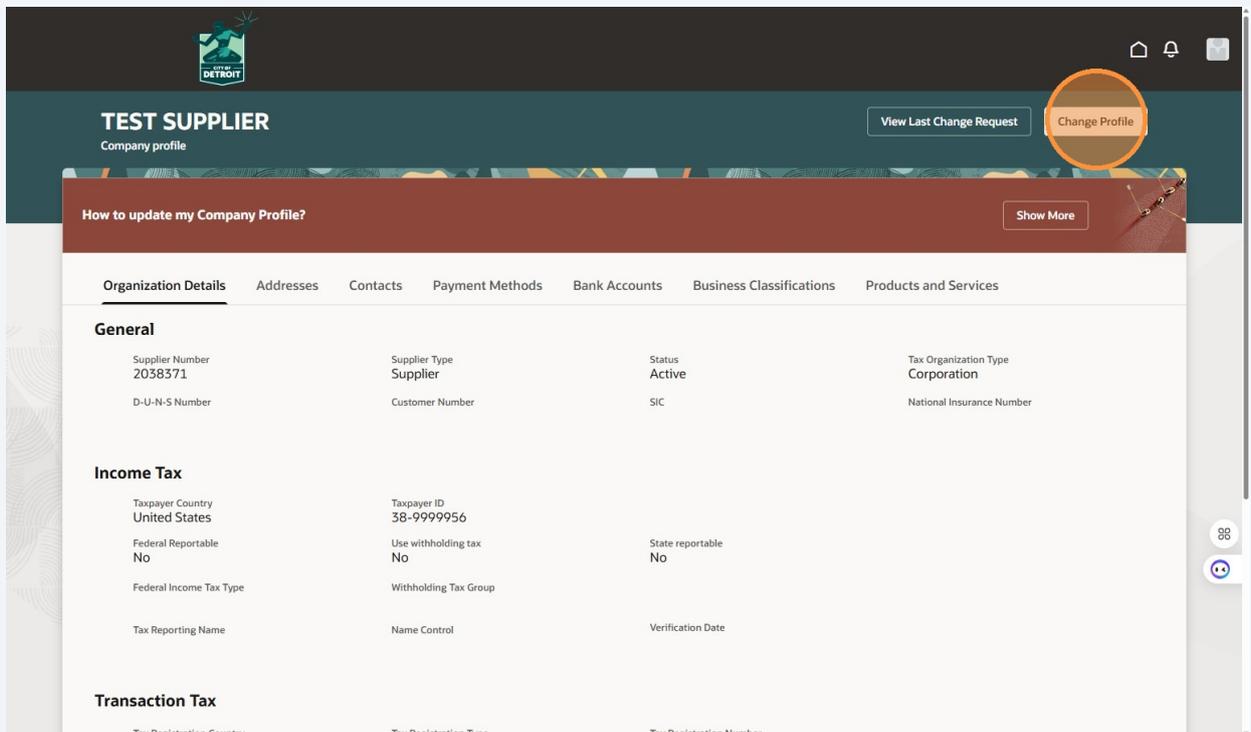
3 Click the Supplier Portal icon.



4 Click the "Company Profile" picture icon on the Supplier Portal page.



5 Click "Change Profile" in the upper right hand corner.



6 Click "Bank Accounts" from the headings across the top of the screen.

The screenshot shows the 'Change Request 2590325' page for a 'TEST SUPPLIER'. The page is in 'Draft' status. The 'Bank Accounts' tab is highlighted with an orange circle. Below the tabs, there are 10 items listed. The first item is 'Electronic' with a 'Default' status and an edit icon. The second item is 'BOFA Check Payment Method' with an edit icon. The third item is 'BOFA EFT Payment Method' with an edit icon. The 'Add Payment Method' button is also visible.

Item Name	From Date	To Date	Status	Action
Electronic	10/2/08		Default	Edit
BOFA Check Payment Method	2/20/25			Edit
BOFA EFT Payment Method				Edit

7 Click "+ Add Bank Account".

The screenshot shows the 'Change Request 2590325' page for a 'TEST SUPPLIER'. The page is in 'Draft' status. The 'Bank Accounts' tab is selected. The '+ Add Bank Account' button is highlighted with an orange circle. Below the button, there are 3 items listed. The first item is 'XXXX4736 United States' with a 'Primary' status. The second item is 'XXXX6789 United States'. The 'Add Bank Account' button is also visible.

Item Name	Bank	Branch	Currency	Status
XXXX4736 United States	JP MORGAN CHASE BANK NA	DETROIT-MI	USD	Primary
XXXX6789 United States	COMERICA BANK	DETROIT-MI	USD	

8

Click "Account Number". Enter the new bank account number with numbers only (no letters, spaces, or special characters). When you complete and submit this form, your bank account number will be masked. Only the last 4 digits of your account number will be visible.

The screenshot shows a 'New bank account' form. The 'Account Number' field is highlighted with an orange circle. The form includes fields for Country (United States), Currency, Routing Number, Bank, Bank Branch, Account Type, Account Holder, and From Date (1/21/2026). There are also checkboxes for 'Allow international payments' and 'Primary', and an 'Inactive Date' field. The 'Attach supporting documents' section shows 'ACH Request Form' as the selected category. The form has 'Cancel' and 'Create' buttons at the bottom right.

9

Type "USD" in the "Currency" field and select the "US Dollar" option.

The screenshot shows the 'New bank account' form with the 'Currency' dropdown menu open. The 'Account Number' field is now filled with '222222222'. The 'Currency' dropdown menu is open, showing 'USD' and 'US Dollar' as options, with 'US Dollar' selected and highlighted by an orange circle. The 'From Date' is now '2/24/2026'. The form has 'Cancel' and 'Create' buttons at the bottom right.

10

Enter your bank name in the "Bank" field and select your bank from the list of options that appears.

If your bank is not listed, send an email to eprocurement@detroitmi.gov and select "Cancel" on the bottom right side of the screen. The Procurement office will follow up with you on the next steps.

New bank account

Country: United States

Account Number: 2222222222

Currency: USD

Routing Number: [Required]

Bank Branch: [Required]

Bank: COMERICA BANK

Account Holder: [Required]

Allow international payments

Primary

From Date: 2/24/2026

Inactive Date: [Calendar icon]

11

Begin typing the routing number for your account in the "Routing Number" field. Select the routing number provided by your bank. For a check, this number is on the bottom of your check.

Requested By otoewyvv boelewhc Requested On 2/24/26

Organization Details Addresses Contacts Paym

4 items + Add Bank Account

XXXXXXXX7043
United States
Bank
COMERICA BANK
From Date
1/20/26

XXXXXXXX2837
United States
Bank
COMERICA BANK
From Date
12/13/23

XXXXXXXX4714
United States
Bank
JP MORGAN CHASE BANK NA
From Date

Country
United States

Account Number
222222222

Currency
USD

Routing Number
072000096

Bank
COMERICA BANK

Routing Number	Bank	Bank Branch
072000096	COMERICA BANK	COMERICA TOWER
072000096	COMERICA BANK	DETROIT-MI
072000096	COMERICA BANK	LIVONIA-MI
072000096	COMERICA BANK	STERLING HTS-MI
072000096	COMERICA BANK	BIRMINGHAM-MI
072000096	COMERICA BANK	CANTON-MI
072000096	COMERICA BANK	LANSING-MI

12

Click "Account Type" and select the bank account type (Checking, Money market, or Savings).

Requested By otoewyvv boelewhc Requested On 2/24/26

Organization Details Addresses Contacts Paym

+ Add Bank Account

XXXX7043
States
ERICA BANK
ate
26

XXXX2837
States
ERICA BANK
ate
3/23

XXXX4714
States
RGAN CHASE BANK NA
ate

Country
United States

Account Number
222222222

Currency
USD

Routing Number
072000096

Bank
COMERICA BANK

Bank Branch
DETROIT-MI

Account Type
Checking
Money market
Savings

Account Holder

Allow international payments

From Date
2/24/2026

Inactive Date

13

Check "Primary". The Primary account is the default account Oracle will use for payment processing.

Note: Do not attach any documents.

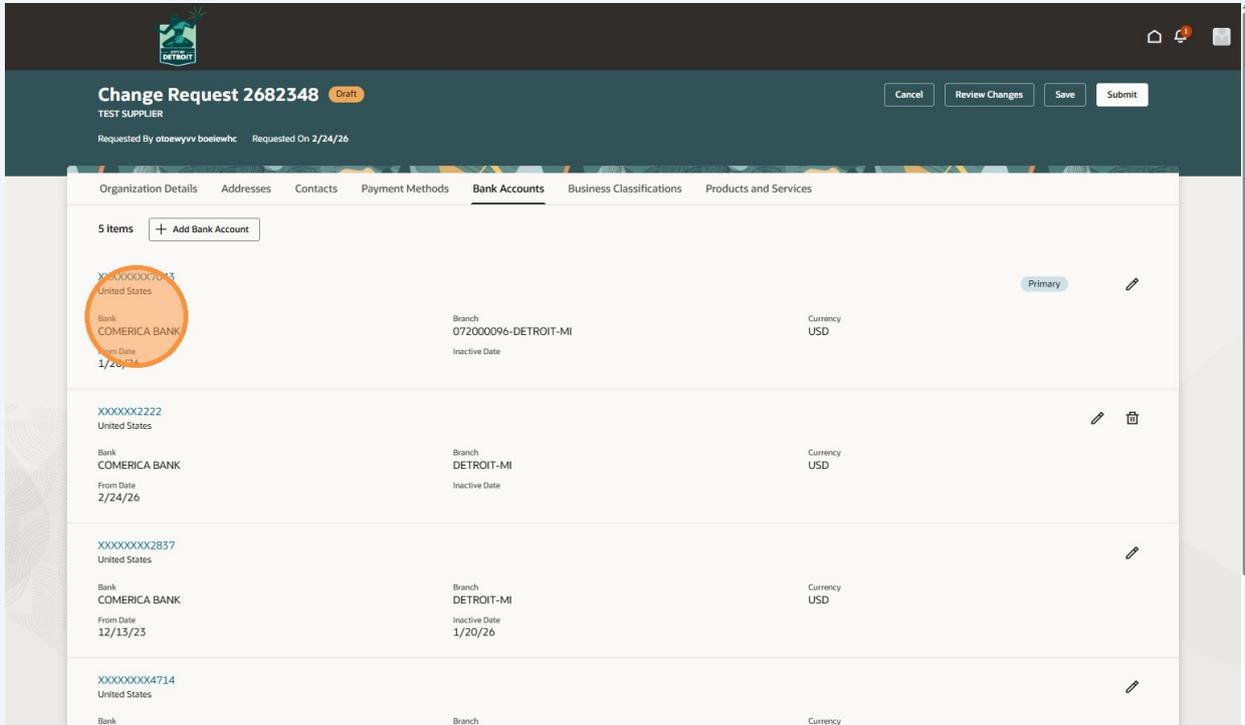
The screenshot shows the 'New bank account' form in a web application. The form is titled 'New bank account' and contains several fields: 'Routing Number' (072000096), 'Bank' (COMERICA BANK), 'Bank Branch' (DETROIT-MI), and 'Account Type' (Checking). There is an 'Account Holder' field, a checkbox for 'Allow international payments', and a 'From Date' field (1/21/2026). The 'Primary' checkbox is highlighted with an orange circle. Below the form, there is a section for 'Attach supporting documents' with a 'Category' dropdown (ACH Request Form) and a 'Drag and Drop' area. At the bottom right, there are 'Cancel' and 'Create' buttons.

14

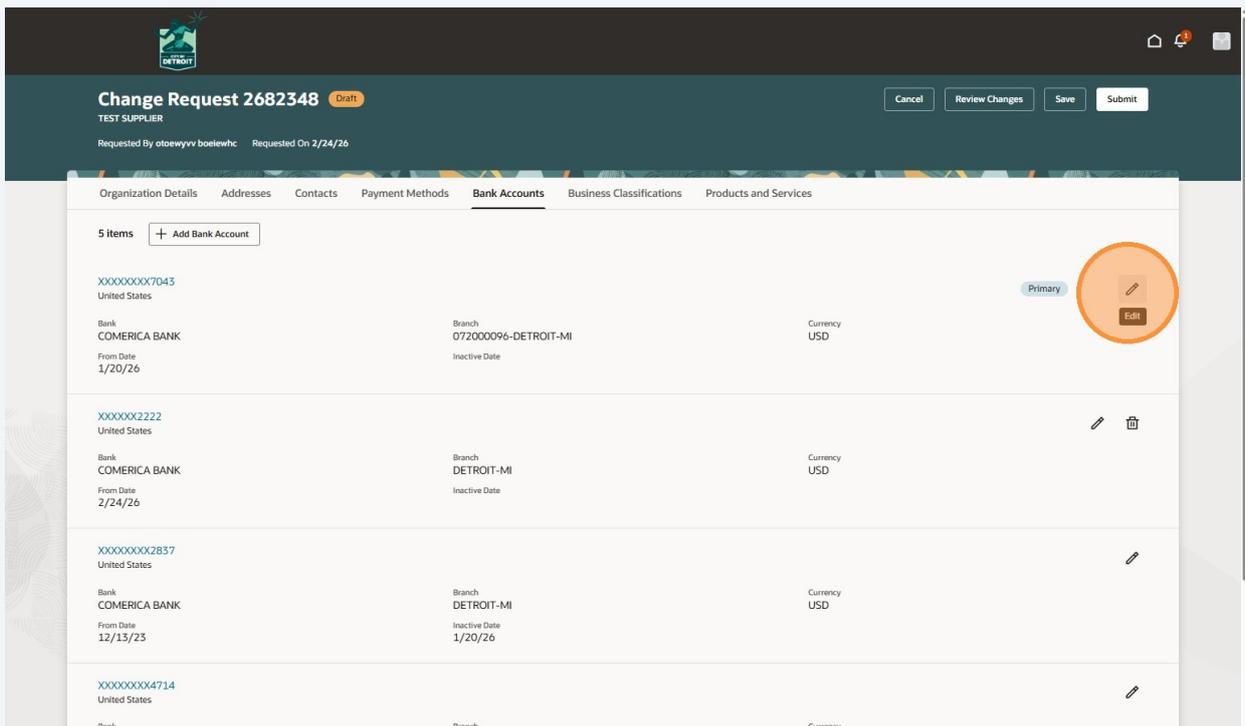
Click the "Create" button on the bottom right of the screen.

The screenshot shows the 'New bank account' form in a web application, identical to the previous one. The 'Primary' checkbox is now checked. At the bottom right, the 'Create' button is highlighted with an orange circle. The 'Cancel' button is also visible next to it.

15 Review the bank account information you entered.



16 If there are any changes needed, select the pencil icon. Otherwise go to the section named "Submit Change Request"

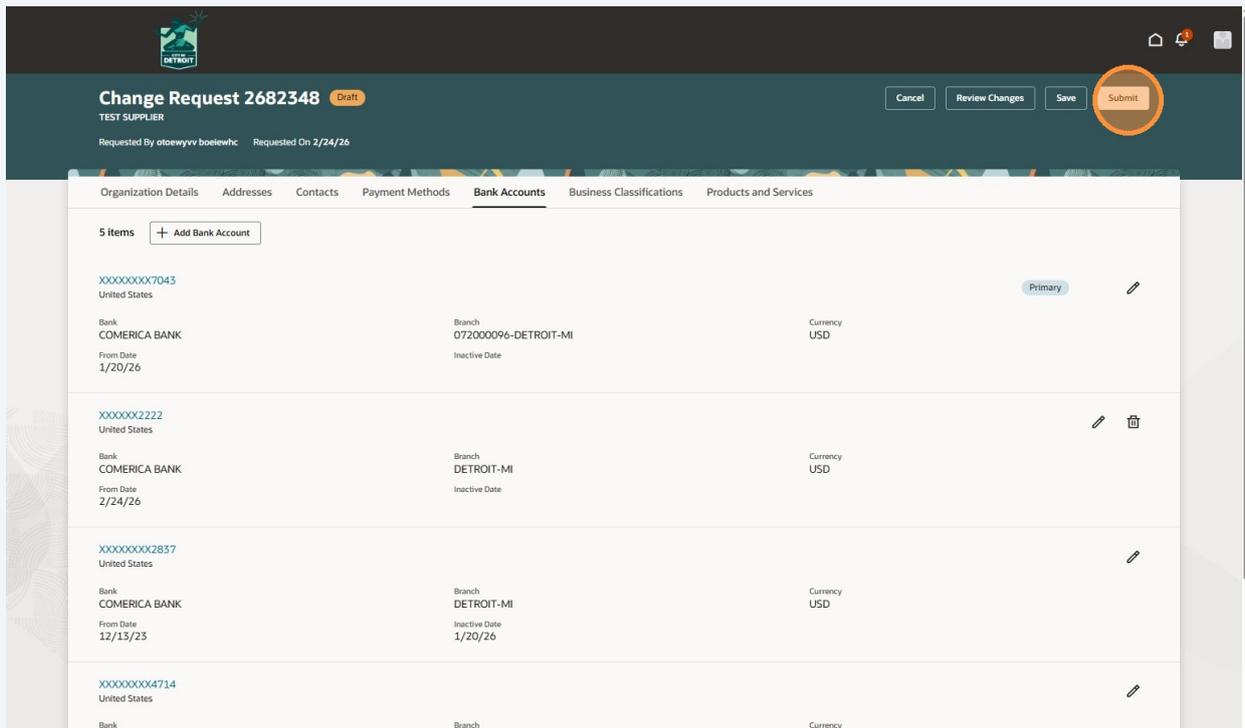


17 Make any changes needed to the account information and click "Update".

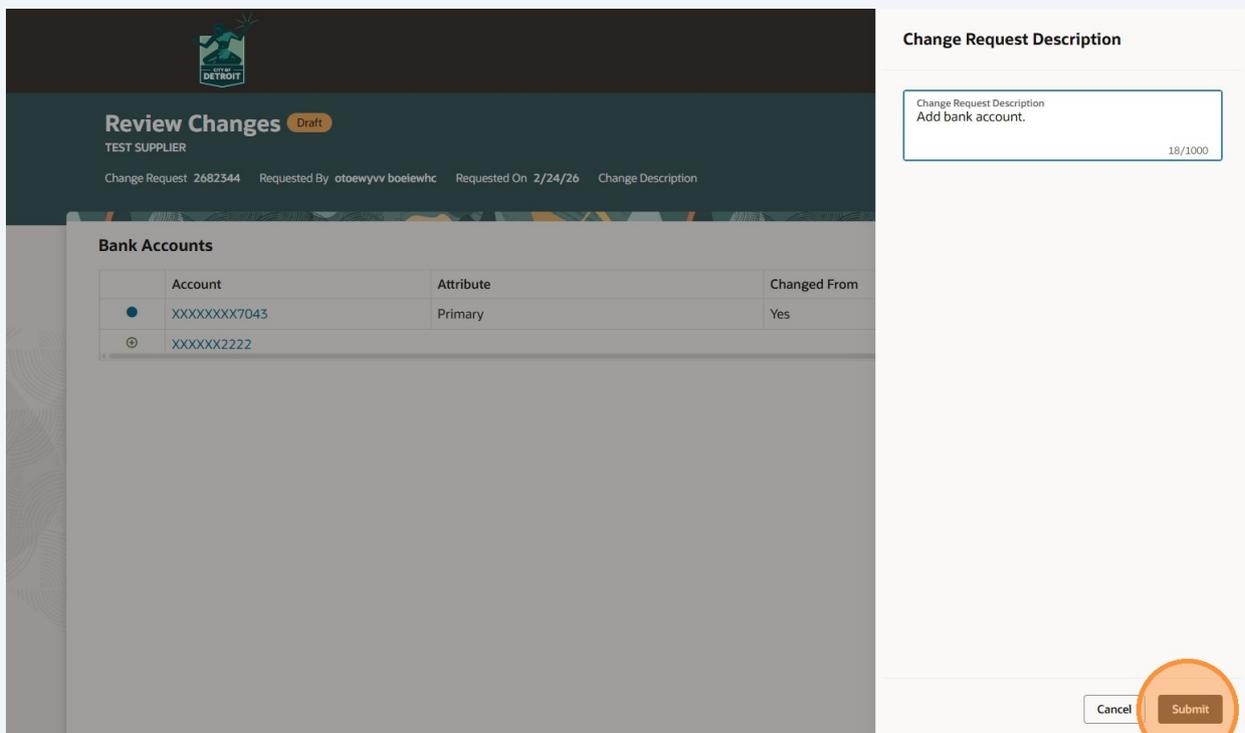
Branch 072000096-DETROIT-MI Inactive Date	Bank Branch 072000096-DETROIT-MI	Account Type Checking
Branch DETROIT-MI Inactive Date	Account Holder TEST Supplier	
Branch DETROIT-MI Inactive Date 1/20/26	<input type="checkbox"/> Allow international payments	<input checked="" type="checkbox"/> Primary
Branch DETROIT-MI	From Date 1/16/2026	Inactive Date
		<input type="button" value="Cancel"/> <input checked="" type="button" value="Update"/>

Submit Change Request

18 Click "Submit" in the upper right hand corner of the screen.



19 Type "Add bank account" in the "Change Request Description" field. Click "Submit"



20

You will receive the message that the "Change request *number* is pending approval." You will be contacted by the Procurement office when your account has been added and is ready to use.

The screenshot shows the 'TEST SUPPLIER' profile page. At the top right, there are navigation buttons for 'View Change Request' and 'Withdraw and Edit Change Request'. Below the header is a section titled 'How to Manage Company Profile' with a 'Show More' button. A yellow notification banner states: 'Change request 2682348 is pending approval. Requested by oteewyvv boeiewhc on 2/24/26. View change request Withdraw and edit change request'. Below this is a navigation menu with 'Organization Details' selected. The main content area is divided into sections: 'General', 'Income Tax', 'Transaction Tax', and 'Corporate Profile'. The 'General' section contains the following data:

Supplier Number 2038371	Supplier Type Supplier	Status Active	Tax Organization Type Corporation
D-U-N-S Number	Customer Number	SIC	National Insurance Number

The 'Income Tax' section contains the following data:

Taxpayer Country United States	Taxpayer ID 68624723540	State reportable No
Federal Reportable No	Use withholding tax No	Withholding Tax Group
Federal Income Tax Type	Name Control	Verification Date

The 'Transaction Tax' section contains the following data:

Tax Registration Country	Tax Registration Type	Tax Registration Number
--------------------------	-----------------------	-------------------------

21

Click "Home" on the top right of the screen.

This screenshot is identical to the one above, but with an orange circle highlighting the 'Home' icon in the top right corner of the page header. The notification banner now shows: 'Change request 2682344 is pending approval. Requested by oteewyvv boeiewhc on 2/24/26. View change request Withdraw and edit change request'. The 'General' section data is the same as in the previous screenshot, but the 'SIC' field is now an empty text box.

22

You will be returned to the the "Supplier Portal" home page.

