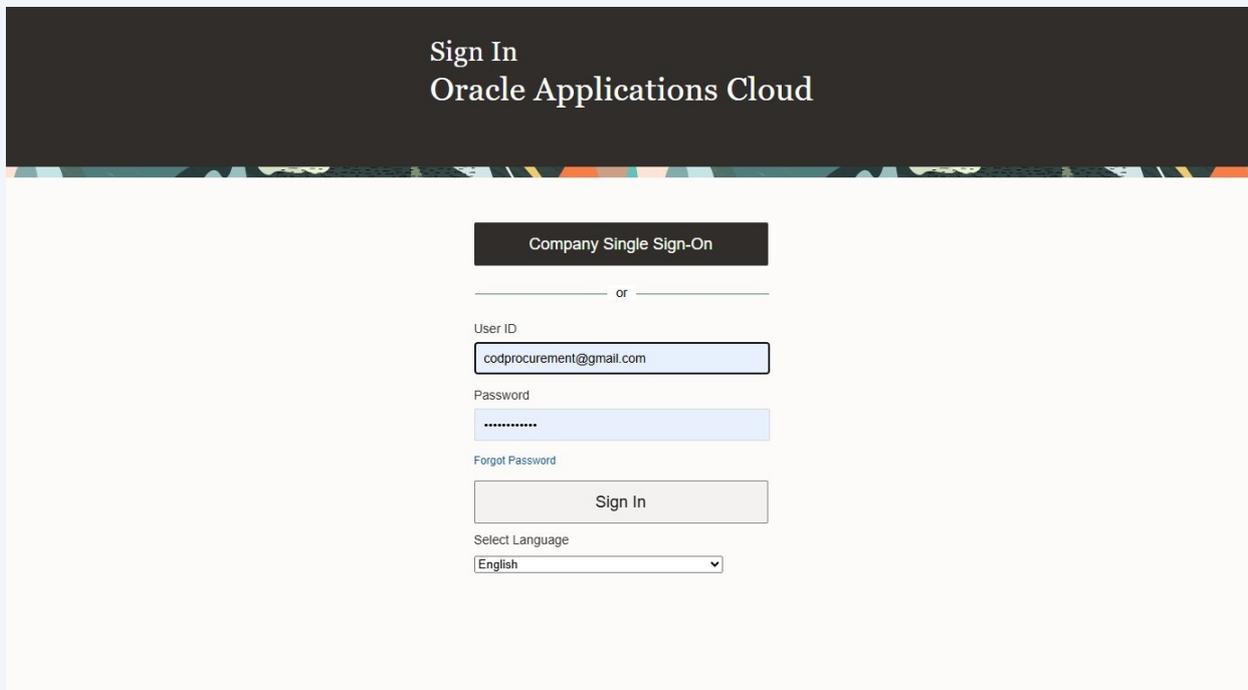# How to Change Your Bank Account Information

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
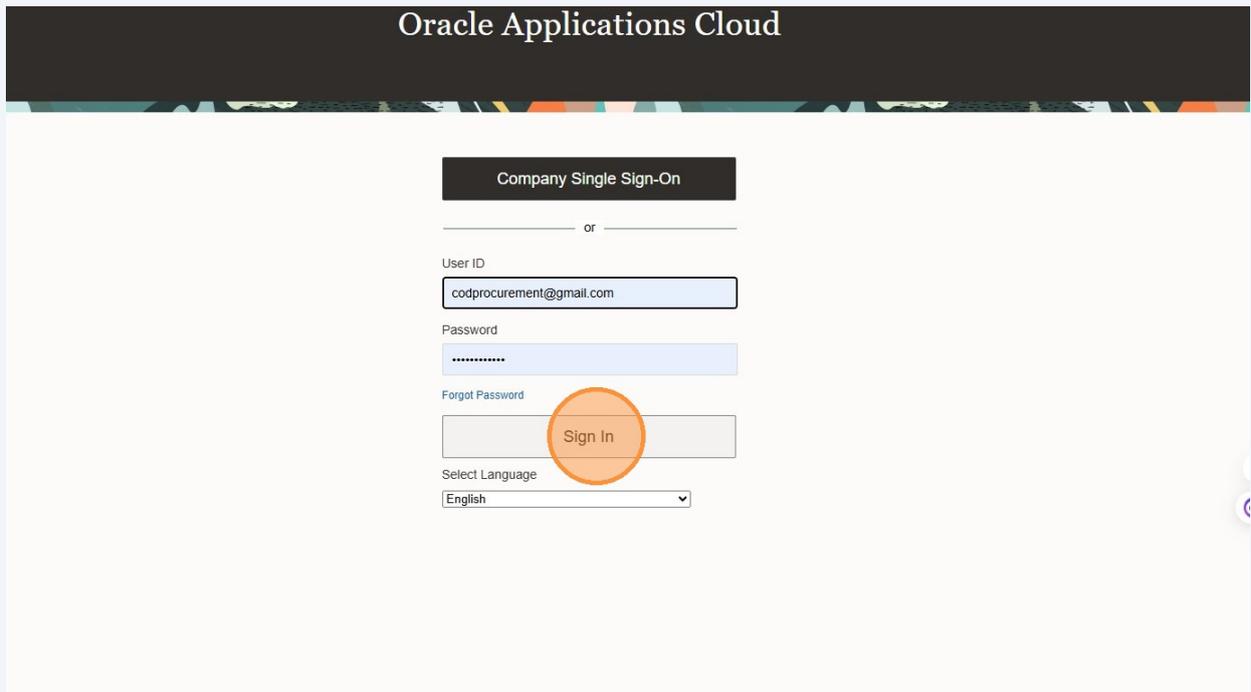
or

User ID
codprocurement@gmail.com

Password
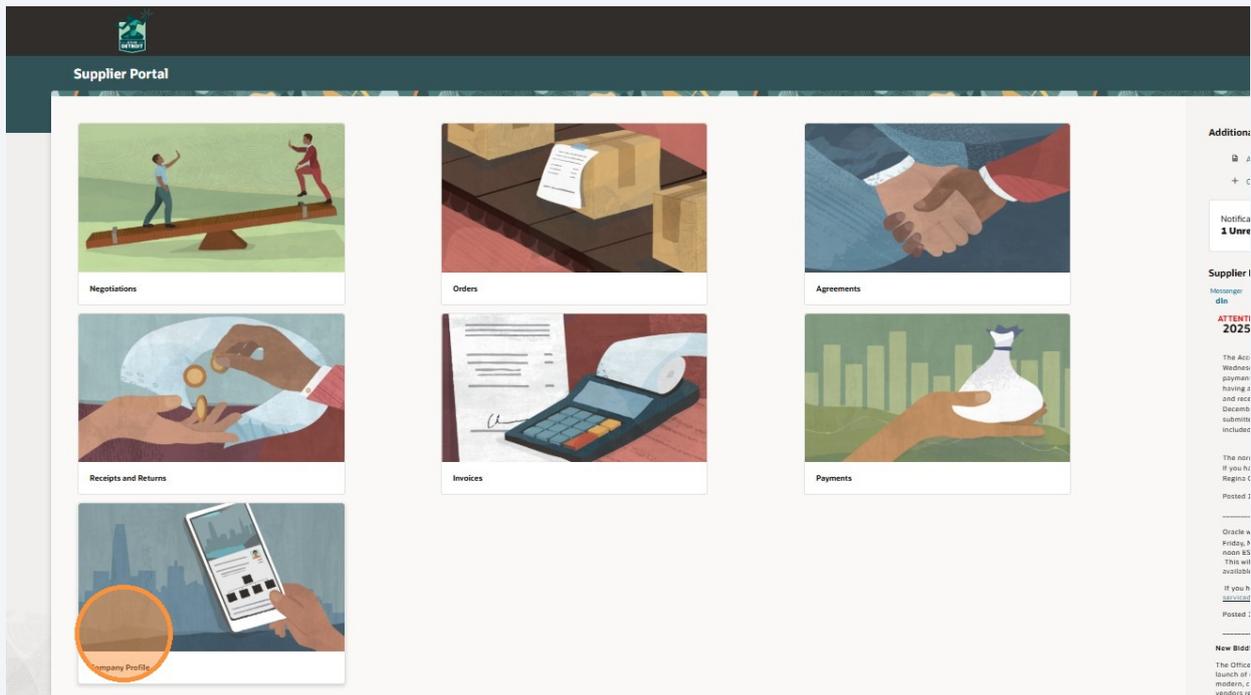••••••••••••

Forgot Password

Sign In

Select Language
English

2 Click "Sign In".

Oracle Applications Cloud

Company Single Sign-On

or

User ID

codprocurement@gmail.com

Password

••••••••••••

Forgot Password

Sign In

Select Language

English

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3 Click the Supplier Portal icon.

Good afternoon, Cedric McCree

Supplier Portal   Procurement   Tools   Others

APPS

Supplier Portal   +

Things to Finish

Assigned to Me

0

Created by Me

You have no open notifications.
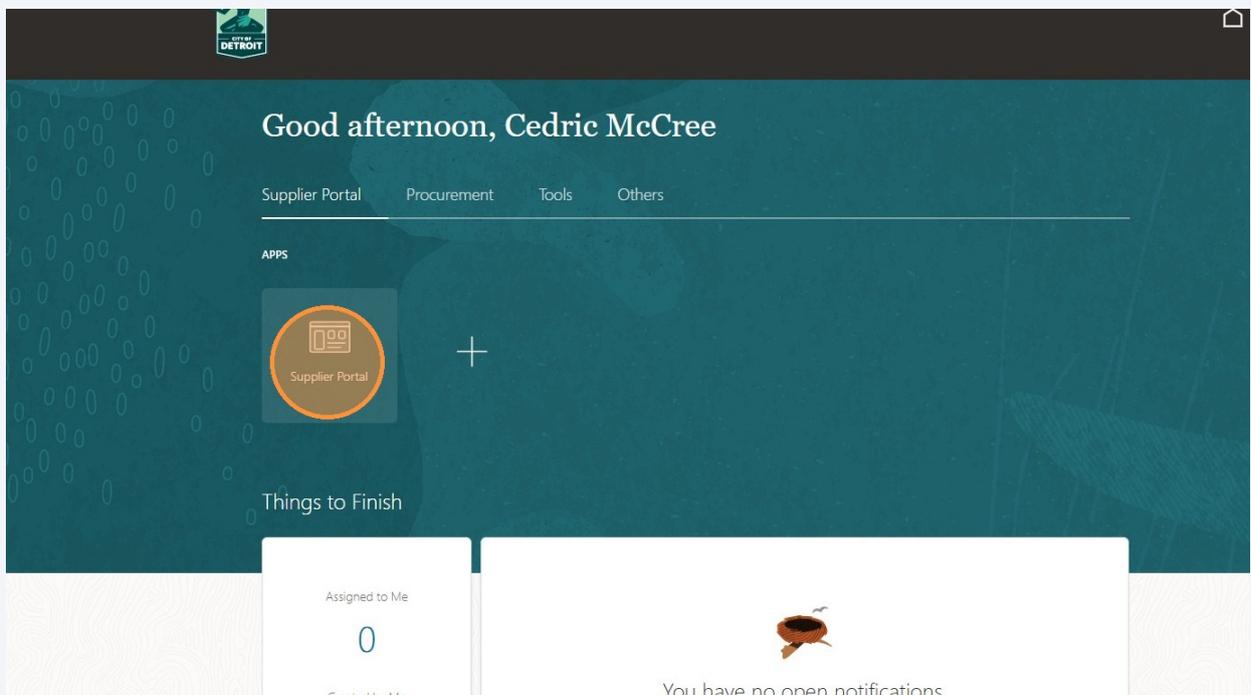
4   Click the "Company Profile" picture icon on the Supplier Portal page.

5   Click "Change Profile" in the upper right hand corner.
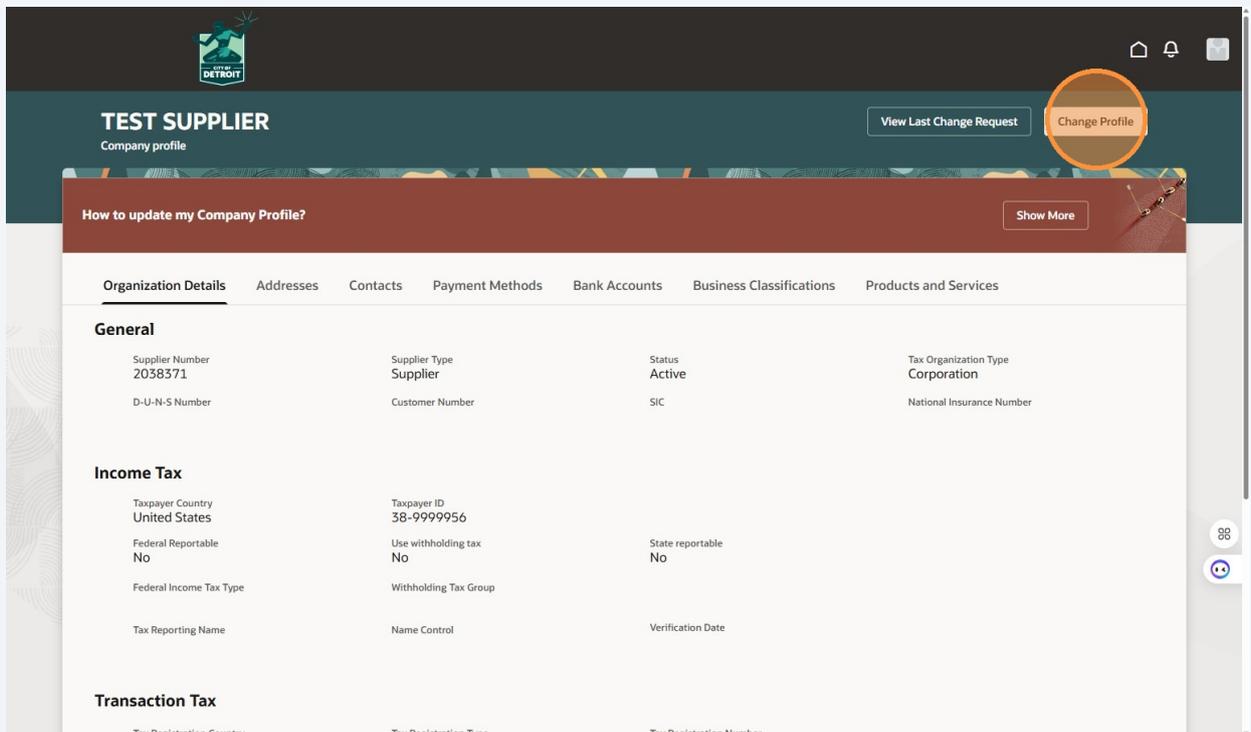
6 Click "Bank Accounts" from the headings across the top of the screen.

7 Click "+ Add Bank Account".

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.

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

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.

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.

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

13 Check "Primary". The Primary account is the default account Oracle will use for payment processing.
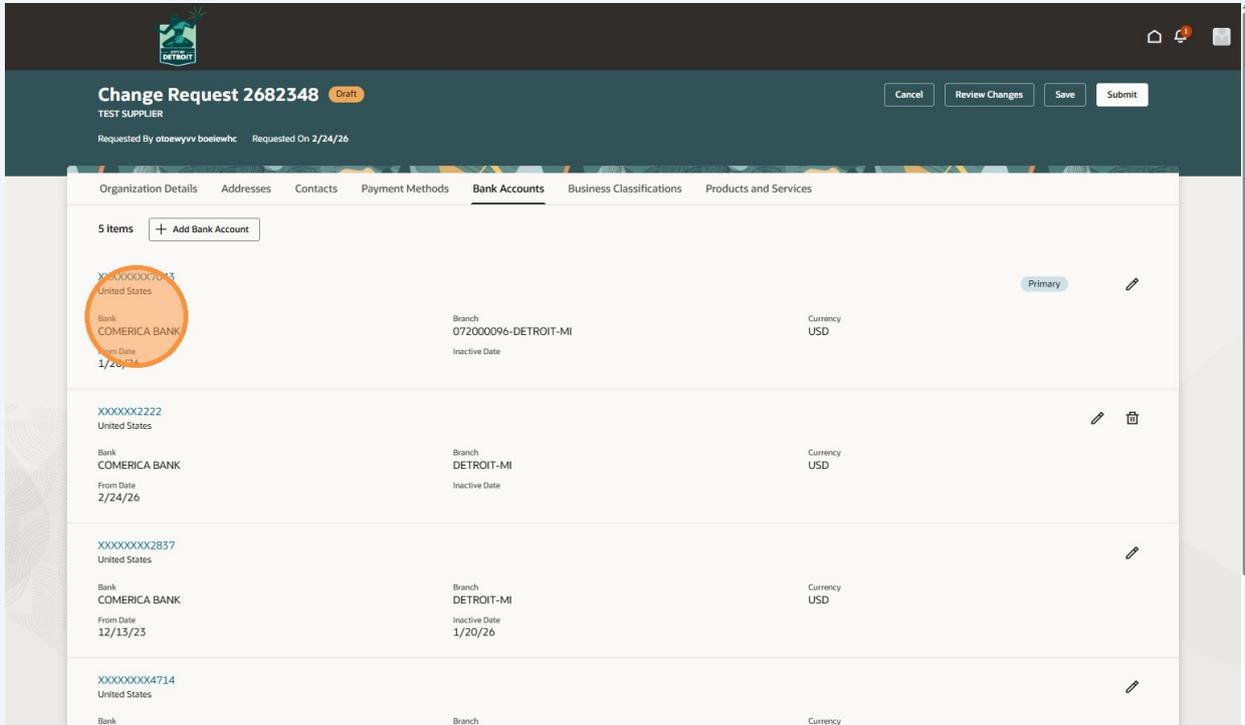
Note: Do not attach any documents.

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

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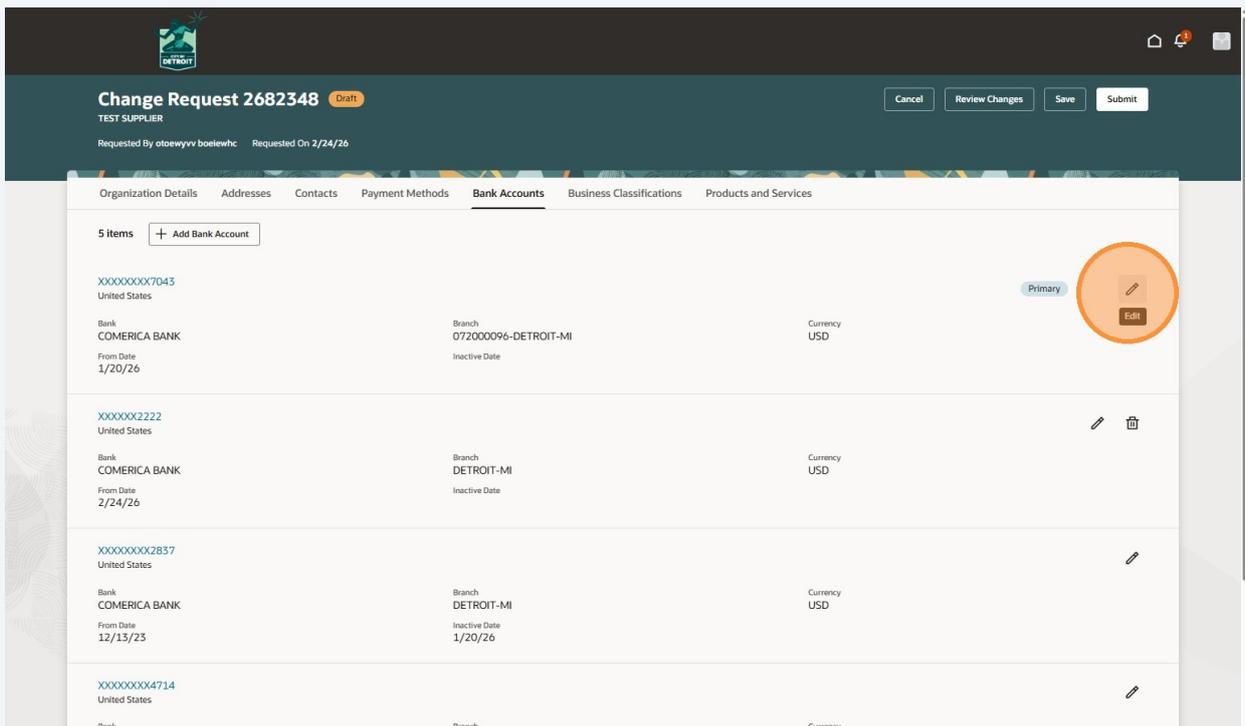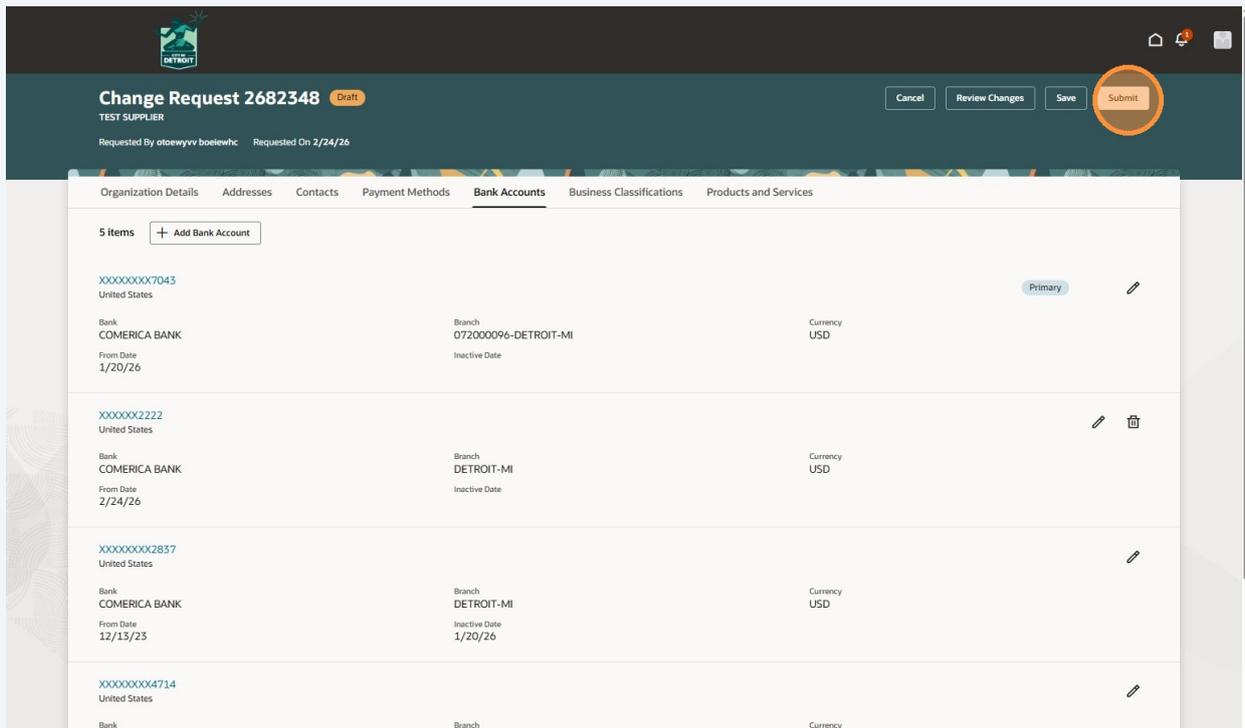
17 Make any changes needed to the account information and click "Update".
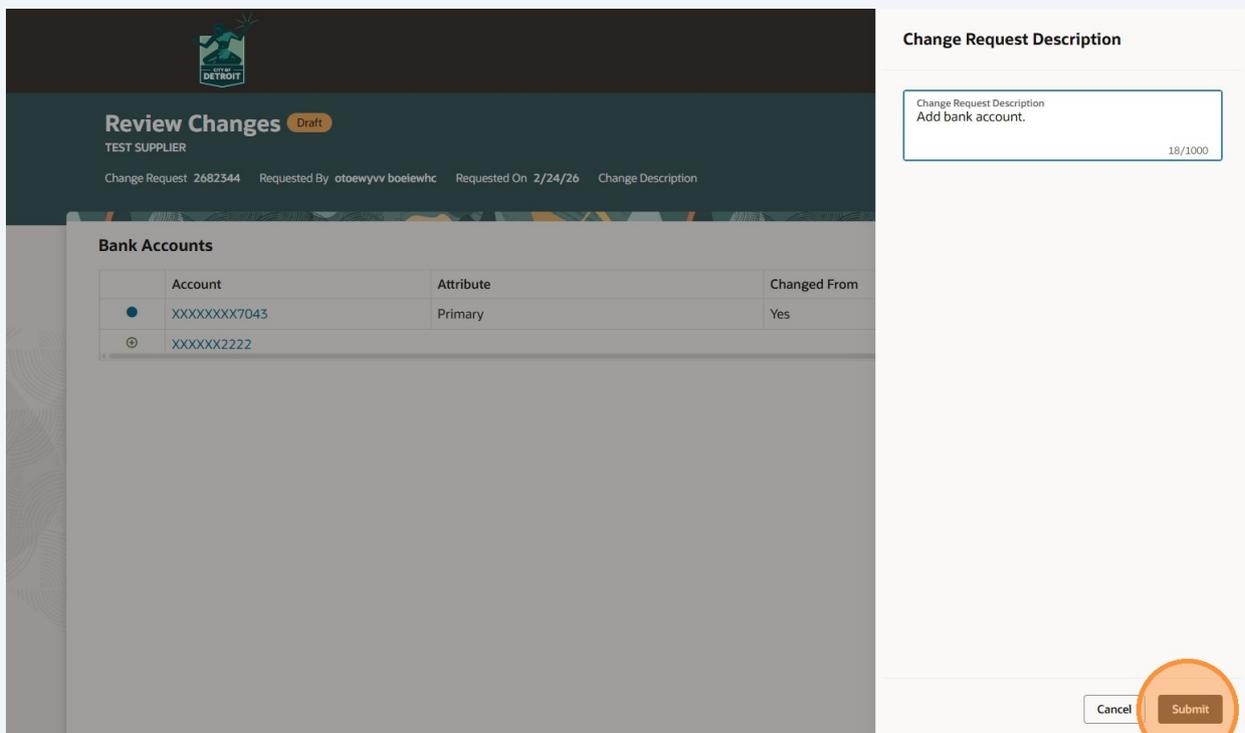

Submit Change Request

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.

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

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