Bank of England

Oracle Procurement

S2C08 Supplier Portal

Entering Bank Account Details

Contents

Introduction

Learner Guidance

This step-by-step guide has been designed to help provide you with the confidence and system skills required to fulfil your role.

Prerequisites

- Navigation Video
- Procurement Overview Video

Objectives

After completing this exercise workbook, you will be able to:

- Enter Bank Account details

Note

Please remember that every effort has been taken to make the service and training documents as accurate and up to date as possible, but software, hardware and their related information do change, therefore the documents are living documents, and will be subject to updates over time to match system changes.

Remember to always check for any current releases of software, such as patches or new versions.

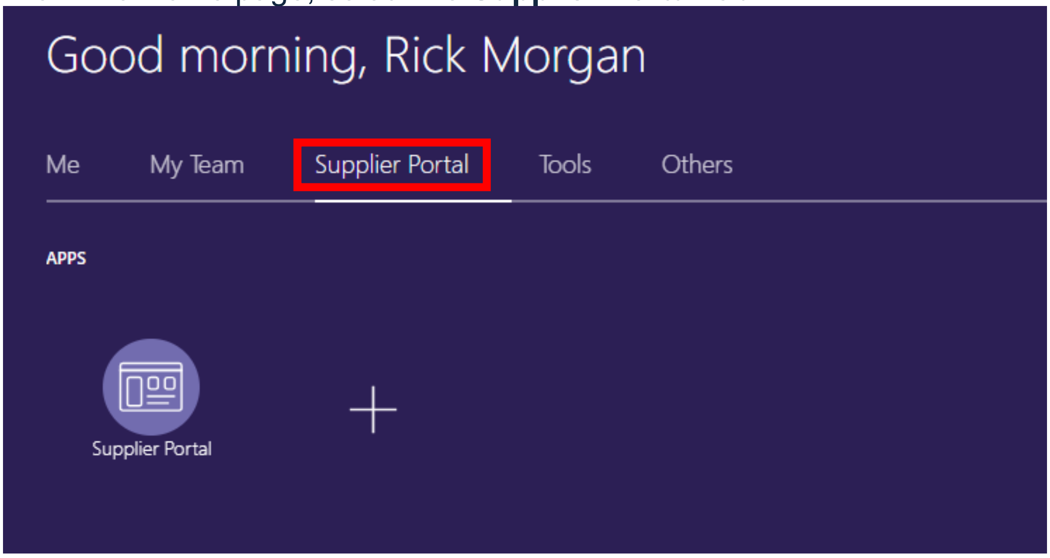
The images within these training documents may differ slightly from the actual Oracle screens used as it is possible to save custom searches and amend page layouts (adding, removing, reordering columns of data).

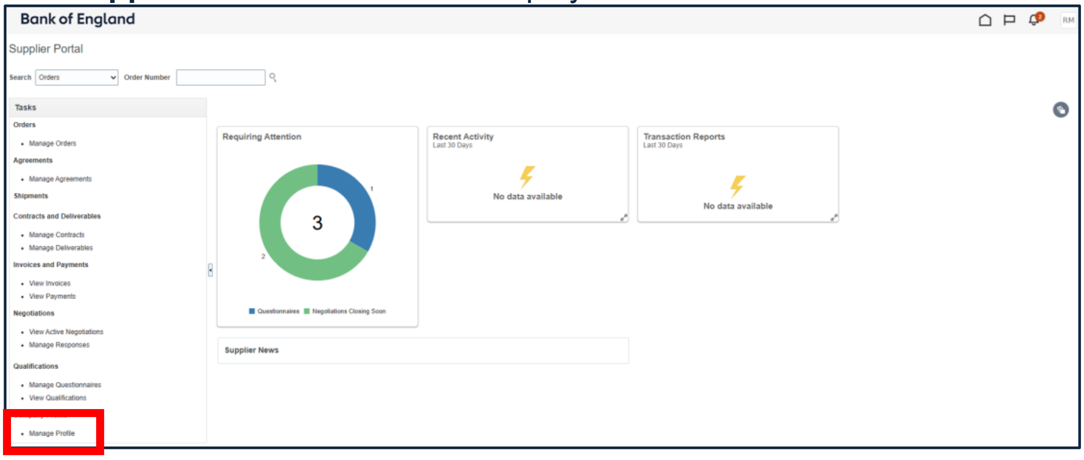
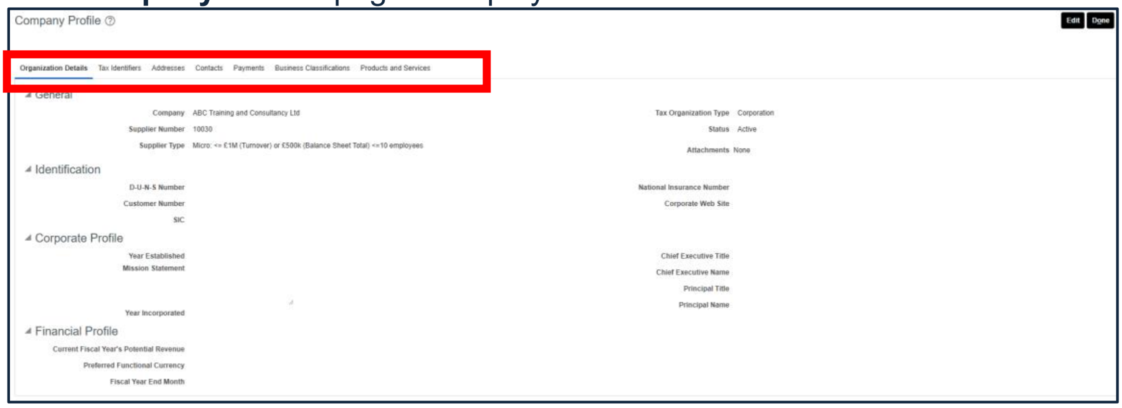
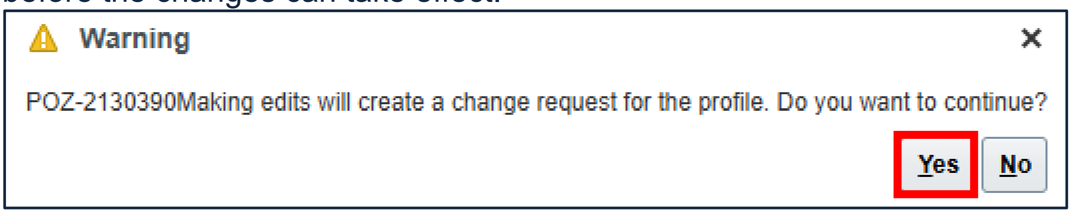
Entering Bank Account Details

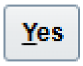
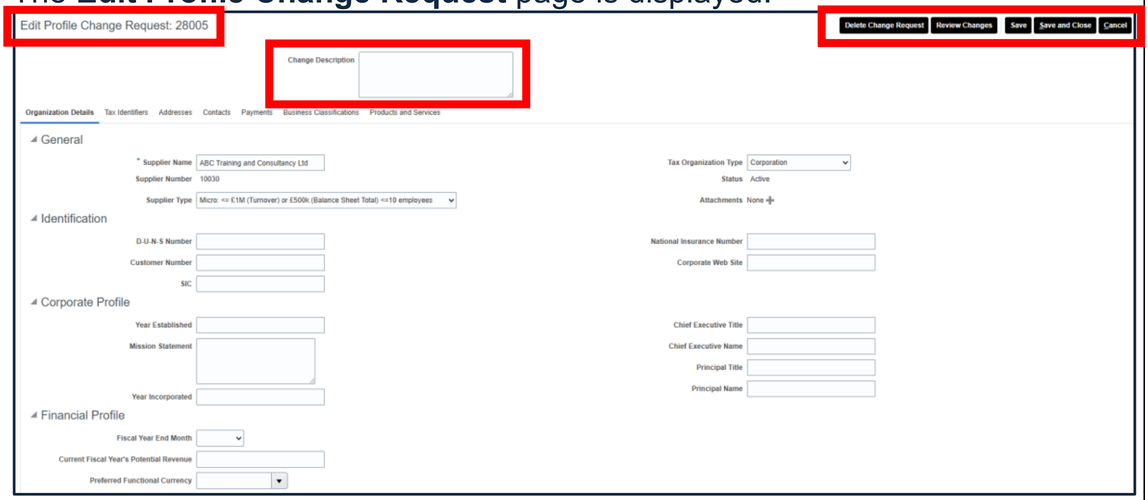
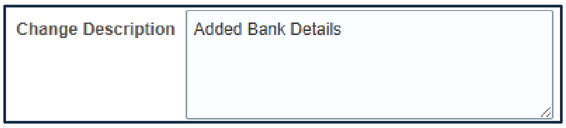
Introduction

Once checks have been carried out by the Bank, they promote a Supplier to the status of ‘Spend Authorised’. A Supplier can then input their bank account details.

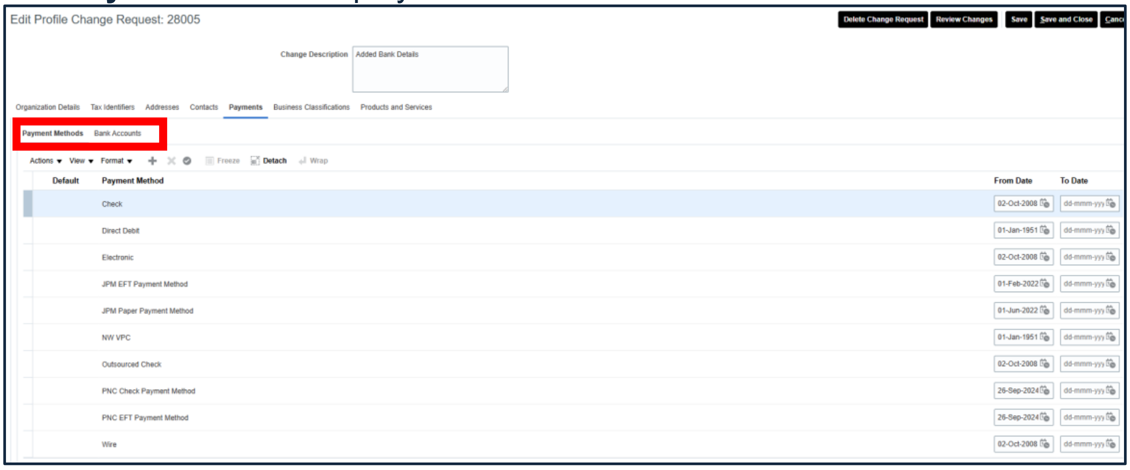
Steps

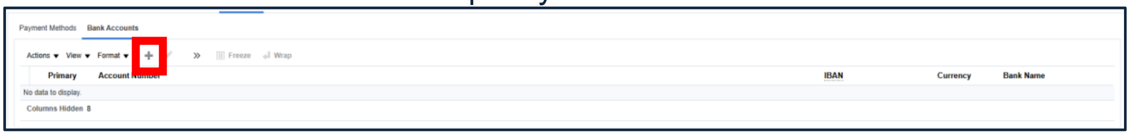
Step	Action	
1.	From the Home page, select the **Supplier Portal** tab. 	
2.	Select the **Supplier Portal** tile to access the **Supplier Portal** work area.	

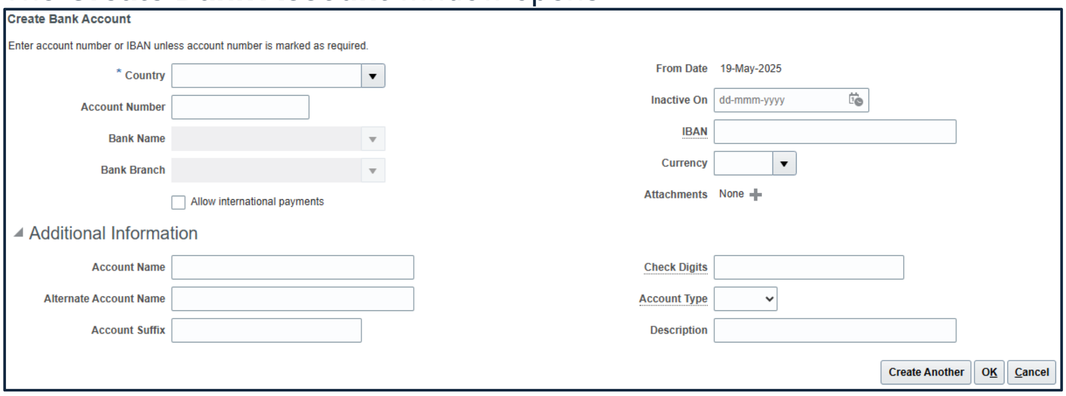
Step	Action	
3.	The **Supplier Portal** work area is displayed. 	
4.	Under **Tasks**, select **Manage Profile** at the bottom left of the page.	
5.	The **Company Profile** page is displayed. 	
	Note: This page contains seven tabs. The tab displayed will be the one you viewed when you last accessed this page.	
6.	Select **Edit**.	
7.	A **Warning** is displayed informing you that editing the account will create a change request. This change request requires approval by a Bank employee before the changes can take effect. 	

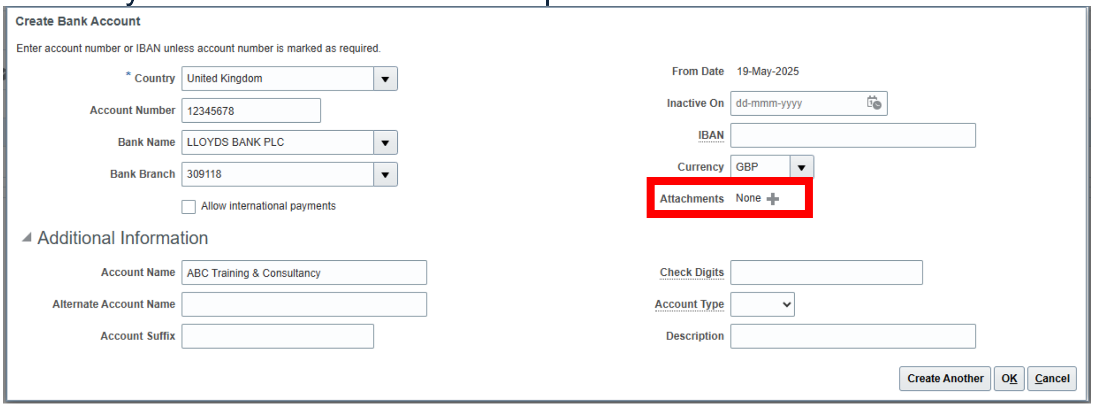
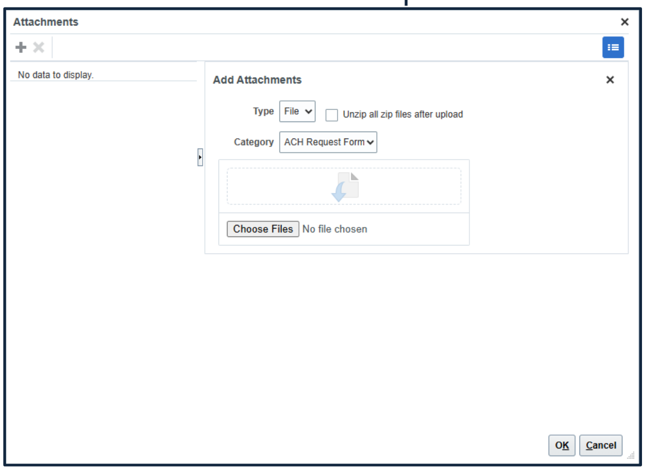
Step	Action	
8.	Select **Yes**.	
9.	The **Edit Profile Change Request** page is displayed. 	
	Note: The fields are now available for entry / update and additional option buttons are seen at the top right of the page. A change request number is generated and can be seen at the top left of the page. A **Change Description** field is also now visible.	
10.	Enter a description of the change in the **Change Description** field.	
11.	Select the **Payments** tab. 	

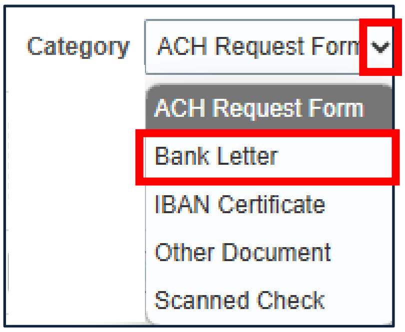
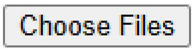
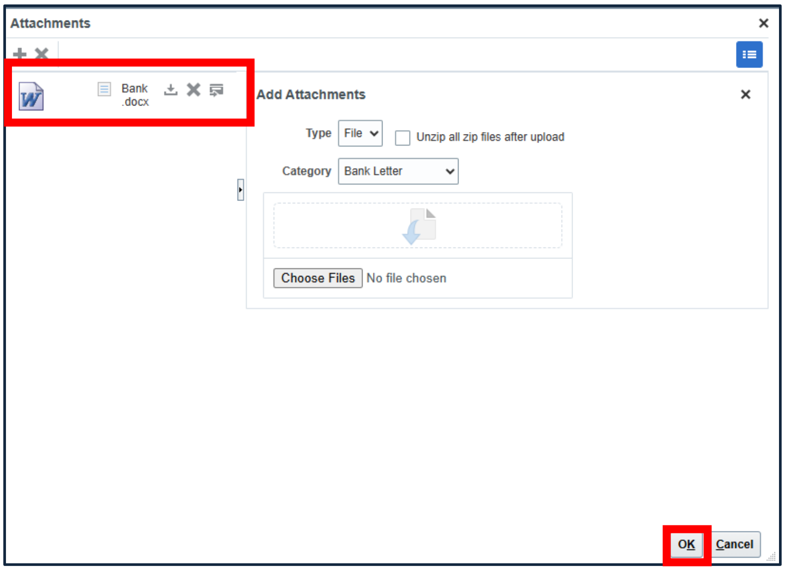
<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>12.</td><td colspan="2">The Payments tab is displayed.

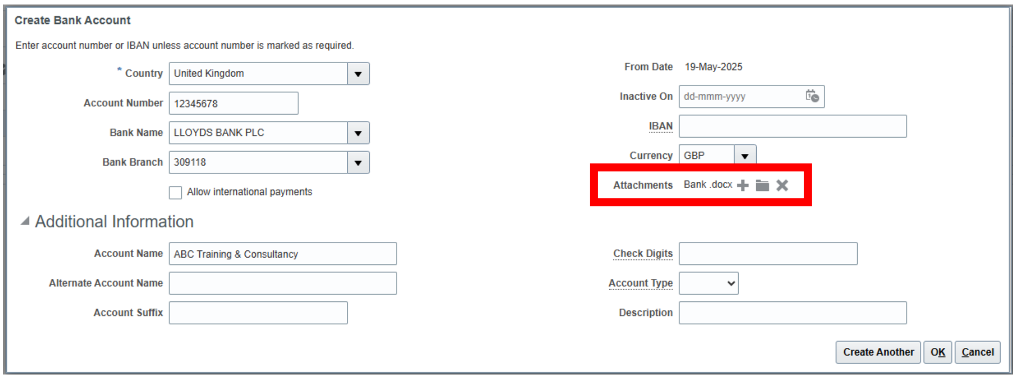

</td></tr>
<tr><td></td><td colspan="2">Note: The Payments tab itself consists of two tabs: Payment Methods and Bank Accounts. The tab displayed will be the one you viewed when you last accessed this page.</td></tr>
<tr><td>13.</td><td>Select the Bank Accounts tab.</td><td>
</td></tr>
<tr><td>14.</td><td colspan="2">The tab is displayed and any existing bank accounts are listed. In this example there are no bank accounts set up as yet.

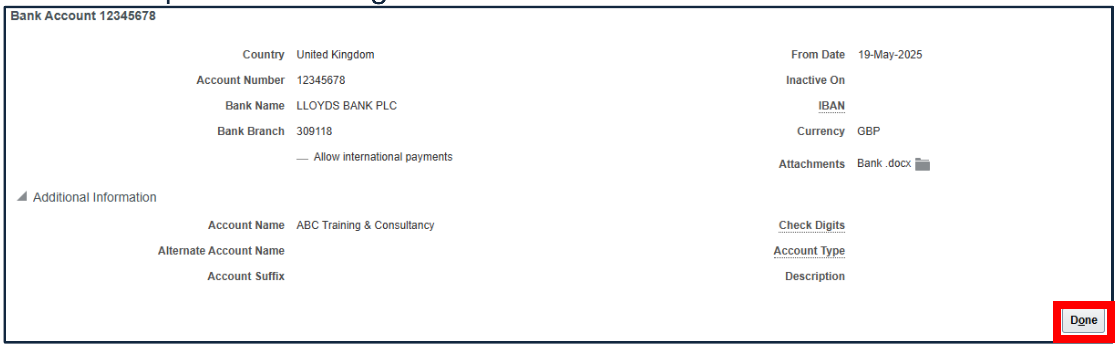
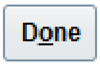

</td></tr>
<tr><td>15.</td><td>Select the Create icon.</td><td></td></tr>
<tr><td>16.</td><td colspan="2">The Create Bank Account window opens.


</td></tr>
</table>

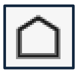
Step	Action	
	Note: An asterisk (*) against a field indicates that it is mandatory. Many fields contain a drop-down list of valid entries. You can either select from the list or start typing in a field to reduce the list.	
17.	Enter your bank account details into the following fields: **Country**, **Account Number**, **Bank Name**, **Bank Branch** and **Currency**. Enter any additional information as required. 	
	Note: Once all details have been added, add an attachment to upload an official document, e.g. a scanned letter on official letter head containing bank details.	
18.	Select the **Add Attachment** icon	
19.	The **Attachments** window opens. 	
	Note: There are three types of attachment: text, a URL or a file attachment. In this example, a file is attached.	

Step	Action	
20.	Select the type of attachment in the **Type** field.	
21.	Select the required category from the **Category** drop-down list.	
22.	Select **Choose Files**.	
23.	A window now opens to browse your computer for the required file. Select and confirm the correct file. The **Attachments** window is again displayed with any attachments listed on the left. 	
24.	Select **OK**.	

Step	Action	
25.	The **Create Bank Account** window now shows the added attachment. 	
26.	Select **OK**.	
27.	The **Edit Profile Change Request** page is displayed with the new bank account listed. 	
28.	Select **Save**.	
	Note: The bank account details have now been saved. The next step is to submit the change request for approval.	
29.	Select **Review Changes**	
30.	The **Review Changes** page is displayed listing the changes made to the account. 	
	Note: A green plus sign is visible against the bank account to show that this has been added.	

<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>31.</td><td>To view further details for a change, select the Details icon on the right-hand side of the page.</td><td></td></tr>
<tr><td>32.</td><td colspan="2">A window opens containing further detail.

</td></tr>
<tr><td>33.</td><td>Select Done.</td><td>
</td></tr>
<tr><td>34.</td><td>Select Submit.</td><td>
</td></tr>
<tr><td>35.</td><td colspan="2">A Confirmation is displayed that the profile change request has been submitted for approval.

</td></tr>
<tr><td>36.</td><td>Select OK.</td><td>
</td></tr>
</table>

Step	Action	
37.	The **Company Profile** page is displayed.  Note the message at the top left of the window informing you that a profile change request is pending approval.	
38.	Select **Done**.	
39.	The **Supplier Portal** work area is displayed.  	
40.	Select the **Home** icon to return to the Home page.	

Change History

Date	Version	Notes
19/05/25	v1 – File created	Initial file created.
19/05/25	v2 - Internal QA Updates / Submitted for first review	Internal QA updates made. Submitted for review.
06/06/25	v3 – 1st Edit / Submitted for second review	Agreed updates made following Bank review.
	v4 – 2nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by