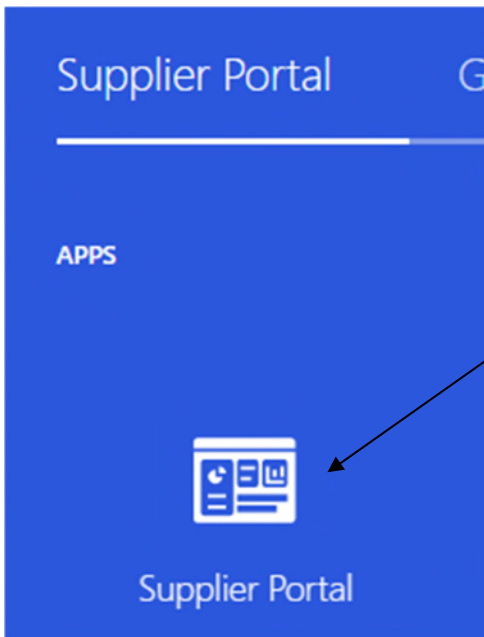


Thurrock Council – Oracle supplier guide

Updating bank details

Login to your Oracle Cloud Supplier Portal account and select '**Supplier Portal**'.



On the left-side, under '**Company Profile**', select '**Manage Profile**'.

Supplier Portal

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
- Agreements**
 - Manage Agreements
- Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments
- Tenders**
 - View Active Tenders
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

Requiring Attention

254

215

- Schedules Overdue or Due Today
- Questionnaires
- Negotiations Closing Soon
- Negotiation Messages
- Invoices Overdue

Recent Activity
Last 30 Days

Orders changed or canceled	3
Orders opened	72
Payments	8

Transaction Repc
Last 30 Days

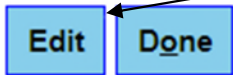
Invoice Amount
Invoice Price Variance

Supplier News

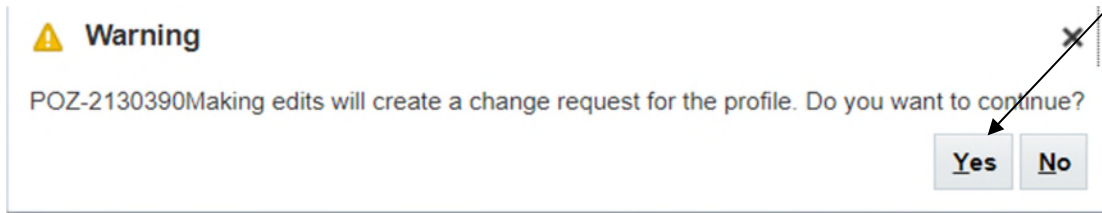
To ensure you can access all the functions of the supplier portal easily, please make sure you log on using Google Chrome

Supplier Portal User Guides Link - www.thurrock.gov.uk/isupplier

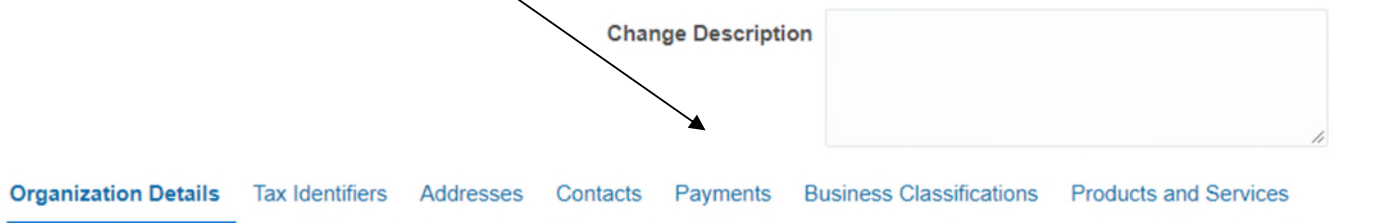
In the top-right corner, select **'Edit'**.



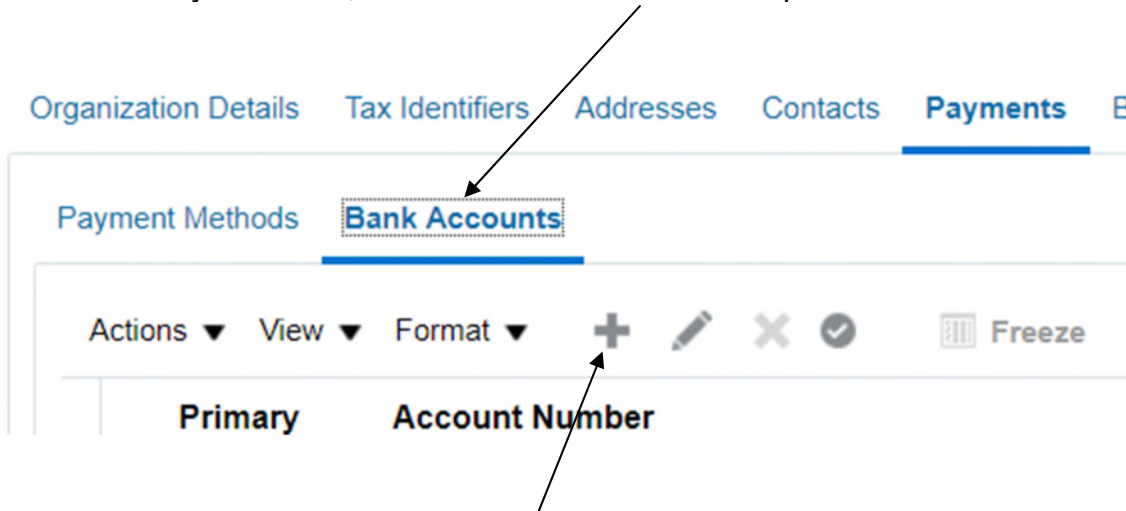
You will be given a warning and asked whether you want to continue – select **'Yes'**.



Next select the **'Payments'** tab.



Within the Payments tab, select the **'Bank Accounts'** option.



To create a new account, select the '+' icon (a 'plus' sign).

This will open the screen below.

Create Bank Account

* Country	United Kingdom	From Date	08/08/19
* Account Number	12345678	Inactive On	dd/mm/yy
Bank Name	Natwest Bank	IBAN	
Bank Branch	500000	Currency	GBP
<input type="checkbox"/> Allow international payments			

Additional Information

Account Name	Joe Bloggs Ltd	Check Digits	
Alternate Account Name		Account Type	
Account Suffix		Description	

Create Another OK Cancel

Enter your details in the following fields:

1. **Country** – select '**United Kingdom**'
2. **Account Number** – enter your 8-digit bank account number
3. **Bank Name** – select your bank's name from the drop-down menu; if you can't find your bank, email p2p@thurrock.gov.uk
4. **Bank Branch** – either enter your bank sort code without hyphens or spaces, or select your sort code from the drop-down menu; if you can't find your sort code, email p2p@thurrock.gov.uk
5. **Account Name** – enter your bank account name
6. **Currency** – select '**GBP**'

Once completed, select '**OK**'.

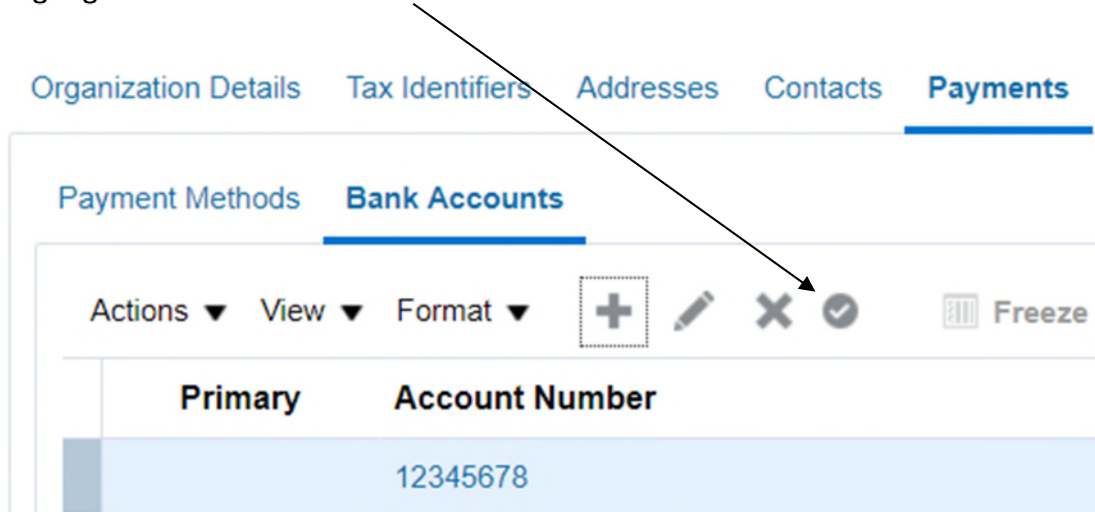
To make this your primary account, make sure the new account details you've added are highlighted and select the '**tick**' icon.

Organization Details Tax Identifiers Addresses Contacts **Payments**

Payment Methods **Bank Accounts**

Actions ▾ View ▾ Format ▾ + ✎ ✕ ✓ Freeze

Primary	Account Number
	12345678



You must now submit your changes.

First, review your changes by selecting the **'Review Changes'** button in the top-right corner.

Edit Profile Change Request: 308001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

You will now see any changes you have made.

If you are satisfied that all details are correct, select the **'Submit'** button.

Review Changes

Edit Submit Cancel

Change Description

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
		12345678	GBP	Natwest Bank	

Your bank details change request will be sent to Thurrock Council's Purchasing team for approval.