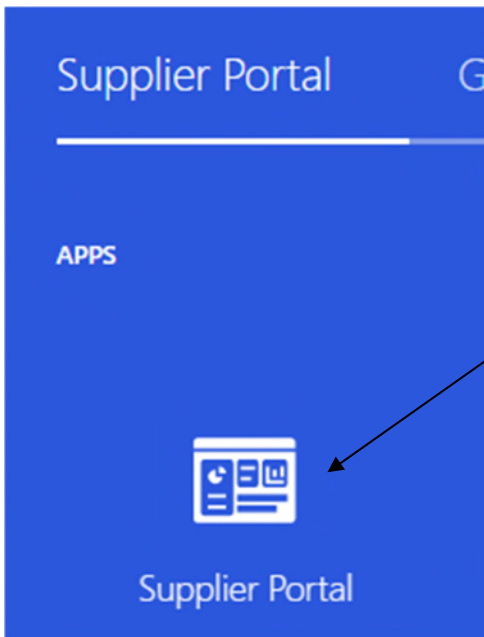# Thurrock Council – Oracle supplier guide

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**'.

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

Edit   D<u>o</u>ne
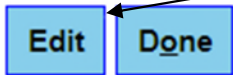
You will be given a warning and asked whether you want to continue – select '**Yes**'.

⚠ **Warning**   ✕

POZ-2130390Making edits will create a change request for the profile. Do you want to continue?

<u>Y</u>es   <u>N</u>o
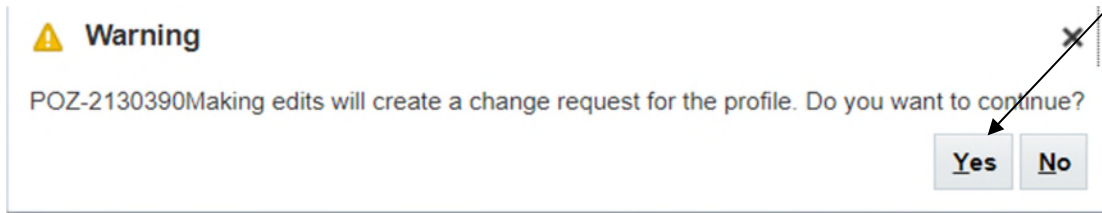
Next select the '**Payments**' tab.

Change Description

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   Business Classifications   Products and Services
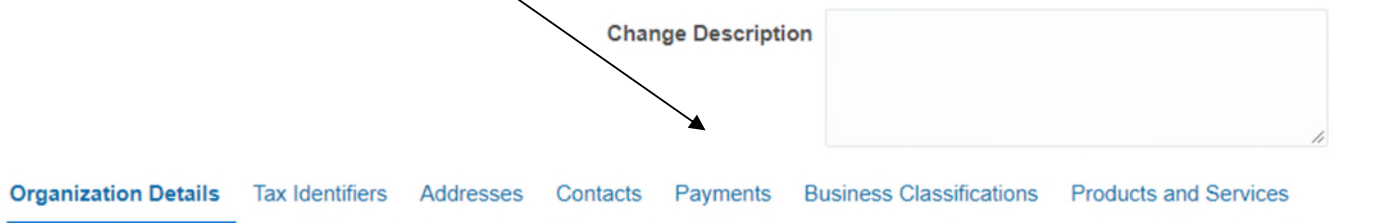
Within the Payments tab, select the '**Bank Accounts**' option.

Organization Details   Tax Identifiers   Addresses   Contacts   **Payments**   B

Payment Methods   **Bank Accounts**

Actions ▼   View ▼   Format ▼   ✚   ✏   ✖   ✔   ⊞ Freeze

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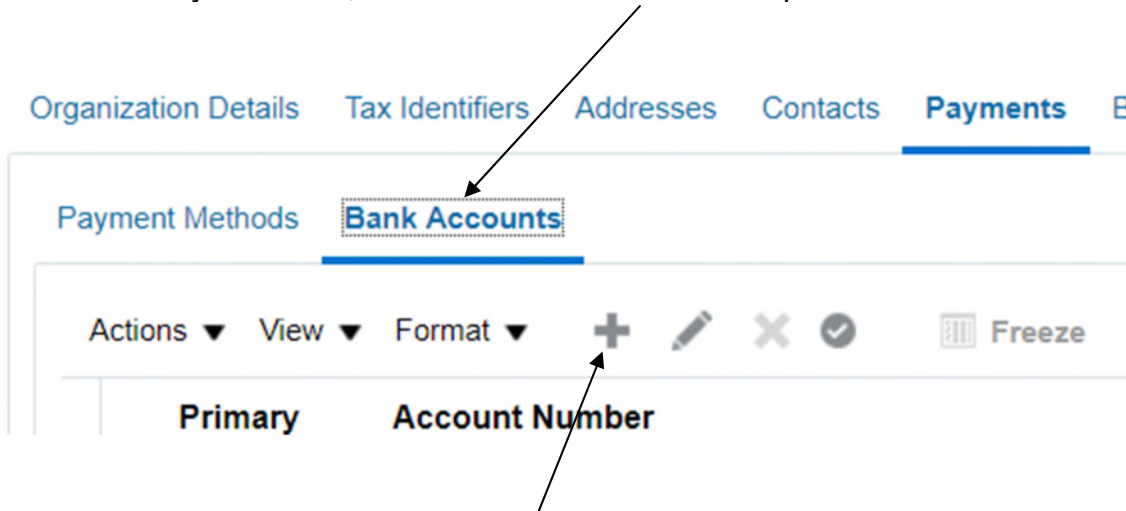
To create a new account, select the '**+**' icon (a 'plus' sign).

This will open the screen below.

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

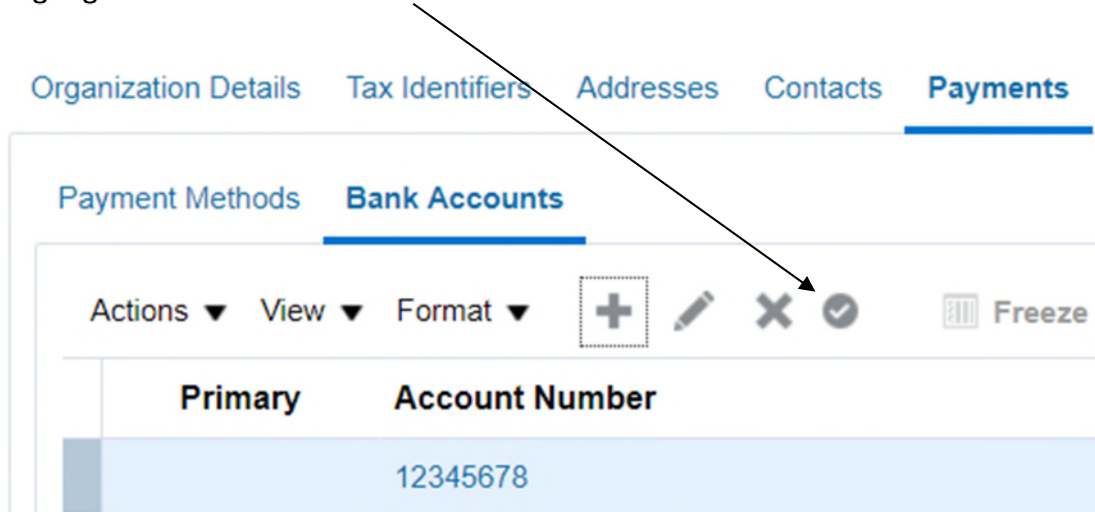6. **Currency** – select '**GBP**'

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.

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.