



Update Banking Information Training Guide Con Edison Actions

Training Guide
2024

Con Edison: Update Banking Information Training Guide

Overview of Steps – *Update Banking Information*

Purpose: Supplier will go directly to Oracle to upload their banking information and W-9 form, so that TPO can review/approve/reject Vendor’s request.

Steps – Attach W9 Form

1	Supplier Log into Oracle and select “CE iSupplier Portal Full Access.”
2	Select “Administration.”
3	Select “Add Attachment.”
4	Enter correct “Title” of attachment. Example "W9 form" or "Supplier Bank Letter"
5	Select “Choose File” and attach the W9 Form as well as your Supplier Bank Letter or Voided check
6	Select “Apply.”
7	Review the Confirmation message to confirm the attachment of W9 Form.

Steps – Add Banking Information

8	Select “Administration.”
9	Select “Banking Details”
10	Select “Create.”
11	Select “United States” for Country.
12	Select “Existing Bank.”
13	Select search icon next to “Bank Name.”

Steps – Add Banking Information

14	Enter “Consolidated Edison Supplier Bank” and select “Go.”
15	Select “Quick Select” for “Consolidated Edison Supplier Bank.”
16	Select “Existing Branch.”
17	Select search icon next to “Branch Name.”
18	Select “Go.”
19	Select “Quick Select” for appropriate the Branch Name.
20	Copy “Branch Name” to “Account Name.”
21	Enter the 9 digits Account Number.
22	Select “Save.”
23	Review the Confirmation message to confirm correct Bank Information.

Steps – Check Approval of Banking Information and W9 Form

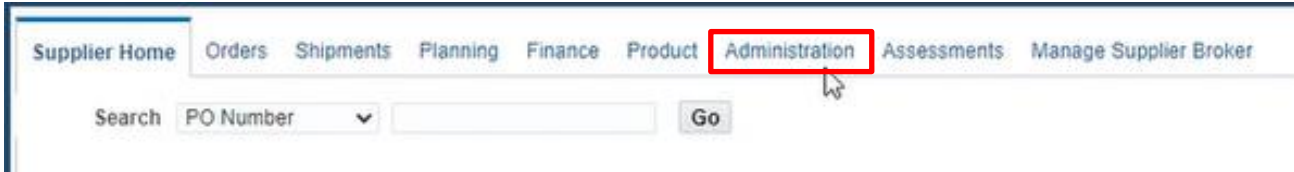
24	Select “Administration.”
25	Select “Bank Details.”
26	Review “Status” to check for approval of W9 Form and Bank Details.

Step 1: Supplier log into Oracle and select “CE iSupplier Portal Full Access.”

Home

The screenshot shows the Oracle iSupplier Portal home page. On the left is the 'Navigator' section with a 'Personalize' button and a list of folders: 'CE Invoicing Supplier', 'CE iSupplier Portal Full Access' (highlighted with a red box), 'CE Purchasing Supplier', and 'CE Sourcing Supplier'. On the right is the 'Worklist' section with a 'Full List' button, a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due', and a message 'There are no notifications in this view.' Below the table is a link for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

Step 2: Select “Administration.”



Step 3: Select “Add Attachment”

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

Title ▲	Type ▲	Description ▲
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Step 4: Enter the name of the file on the “Title” box.

Attachment Summary Information

Title

Description

Category From Supplier

Note: Ideal format would be "W9 | (Supplier number*)"

ADD ATTACHMENT

Title ▲	Type ▲
LEGAL HOLD RELEASE	File
LEGAL HOLD	File
LEGAL HOLD RELEASE	File
SUPPLIER SITE MAINTENANCE	File
CALL BACK PROCEDURE	File
W9 7017	File

Example highlighted →

Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

General

Organization Name DONOFRIO GENERAL CONTRACTORS CORP

Supplier Number 7017

Alias

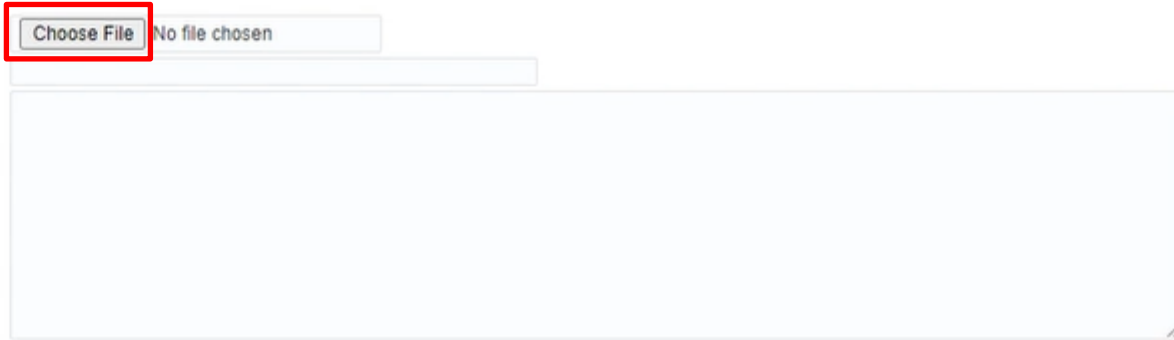
Parent Supplier Name

Parent Supplier Number

* You can find supplier number under “General” on your “Administration” page

Step 5: Select “Choose File” and attach the W9 Form. Repeat Step 4 and this Step by attaching a Bank Letter **and/or** Voided Check in addition to the W9 form

Type File
 URL
 Short Text



Choose File No file chosen

(Note: For instructions on how to fill out a W9 form, review W9 training guide)

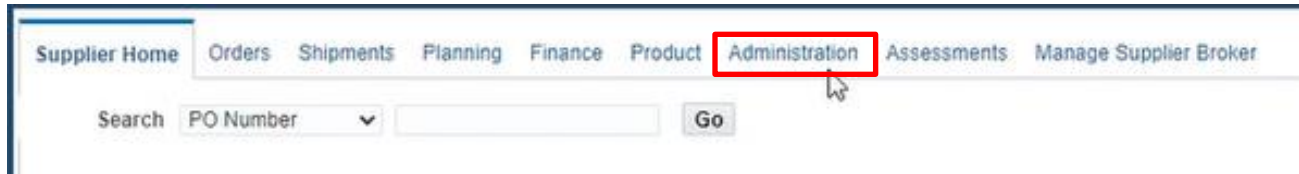
Step 6: Select “Apply.”

Cancel Add Another **Apply**

Step 7: Confirmation message will appear



Step 8: Select “Administration.”



Step 9: Select “Banking Details.”

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

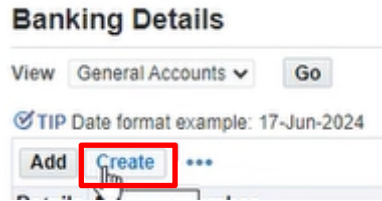
Product & Services

Banking Details

Payment & Invoicing

Surveys

Step 10: Select “Create.”



As you begin to fill out Bank Information, please note:

- The Bank Branch Name is the Routing Number.
- The Bank Branch Number is the Routing Number.
- The Account Name is the Routing Number.
- The Account Number is your bank account number

Step 11: Select “United States” for Country.

* Country

Account is used for foreign payments

Account definition must include bank and branch information.

Step 12: Select “Existing Bank.”

Bank

New Bank

Existing Bank

Step 13: Select search icon next to “Bank Name.”

Bank

- New Bank
- Existing Bank

Bank Name 

Bank Number

Tax Payer ID

▶ [Show Bank Details](#)

Step 14: Select “Go.”

Search and Select: Bank Name

Cancel Select


Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the “Go” button.

Search By Bank Name Go



Step 15: Select “Quick Select” for “Consolidated Edison Supplier Bank.”


	Quick Select	Bank Name	Bank Number
<input type="radio"/>		CEI Netting Bank	
<input type="radio"/>		O&R Netting Bank	
<input type="radio"/>		GERMAN AMERICAN BANK	
<input type="radio"/>		Bank of New York	
<input type="radio"/>		CECONY Netting Bank	
<input type="radio"/>		Bank of New York Mellon	
<input type="radio"/>		Consolidated Edison Supplier Bank	

Step 16: Select “Existing Branch.”

Branch

- New Branch
- Existing Branch

Step 17: Select search icon next to “Branch Name.”

Branch Name 

Branch Number

As you begin to fill out Bank Information, please note:

The Bank Branch Name is the Routing Number.

The Bank Branch Number is the Routing Number.

The Account Name is the Routing Number.

The Account Number is your bank account number

Step 18: Select “Go.”






Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the “Go” button.

Search By

Step 19: Select “Quick Select” for appropriate the Branch Name.

Results

								Rows 81 to 110
	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type	
<input type="radio"/>		221476688	221476688	Consolidated Edison Supplier Bank			ABA	▲
<input type="radio"/>		021201503	021201503	Consolidated Edison Supplier Bank			ABA	
<input type="radio"/>	 Quick Select	122000661	122000661	Consolidated Edison Supplier Bank			ABA	
<input type="radio"/>		255074111	255074111	Consolidated Edison Supplier Bank			ABA	
<input type="radio"/>		322280333	322280333	Consolidated Edison Supplier Bank			ABA	

Step 20: Copy “Branch Name” to “Account Name.”

Branch

New Branch
 Existing Branch

▶ Show Branch Details

Branch Name 122000661

Branch Number 122000661

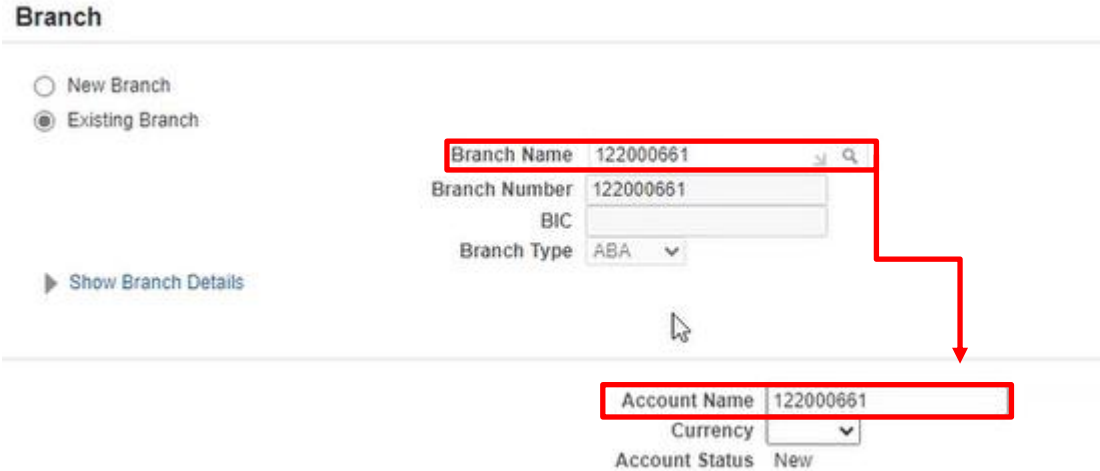
BIC

Branch Type ABA

Account Name 122000661

Currency

Account Status New



As you begin to fill out Bank Information, please note:

The Bank Branch Name is the Routing Number.

The Bank Branch Number is the Routing Number.

The Account Name is the Routing Number.

The Account Number is your bank account number

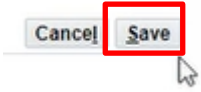
Step 21: Enter the 9 digits Account Number.

Bank Account

Account Number	123456789
Check Digits	
IBAN	

▶ Show Account Details

Step 22: Select “Save.”

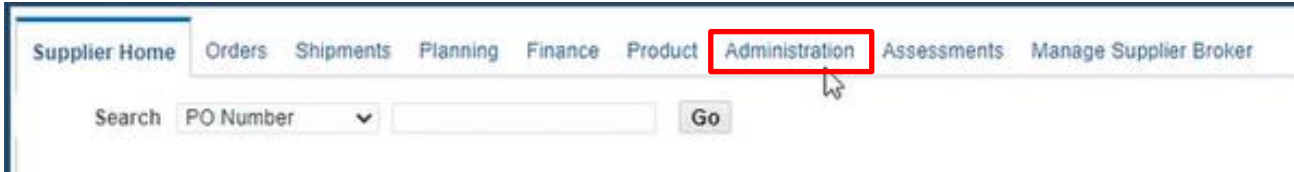


Step 23: Confirmation message will appear

Confirmation

Bank account 123456789 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Step 23: To review status, Select “Administration.”



Step 24: Select “Bank Details.”

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Step 25: Review “Status” to check for approval of Updated Bank Details.

Banking Details Cancel Save

View General Accounts Go

TIP Date format example: 17-Jun-2024

Add Create ...

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
▶	██████			██████	██████		1	⬆	⬇	New	✎
▶	XXXXX6789			Consolidated Edison Supplier Bank	02-Jul-2024		2	⬆	⬇	Approved	✎