



Update Banking Information Vendor Actions

Training Guide
2025

Overview of Steps – *Update Banking Information*

Purpose: Vendor 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 / Banking Forms

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 search icon next to “Bank Name.”

Steps – Add Banking Information

12a	Select “Existing Branch.”
12b	Create a “New Branch.”
13	Select “Save.”
14	Review the Confirmation message.

Steps – Check Approval of Banking Information and W9 Form

15	Select “Administration.”
16	Select “Bank Details.”
17	Review “Status” to check for approval of W9 Form and Bank Details.

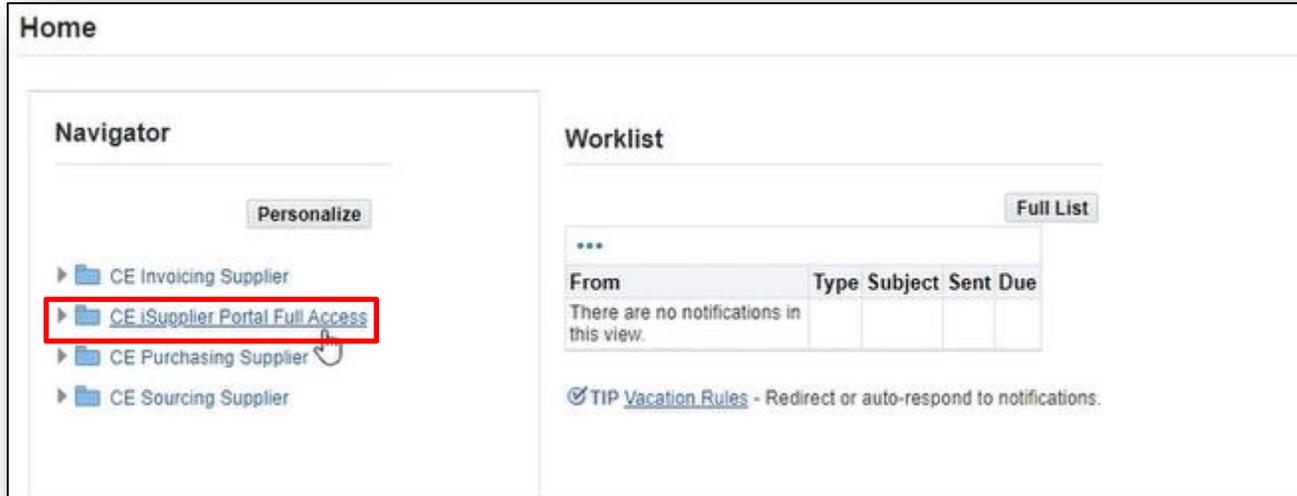
Attach W9 / Banking Forms

Important Reminders

- Use all capital letters for updates.
- When updating banking information, attach a bank letter and/or voided check.
- When making any update, attach the most recent version of your W-9 form.

(For instructions on how to fill out a W-9 form, review the [W-9 form](#) training guide)

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



Step 2: Select “Administration”

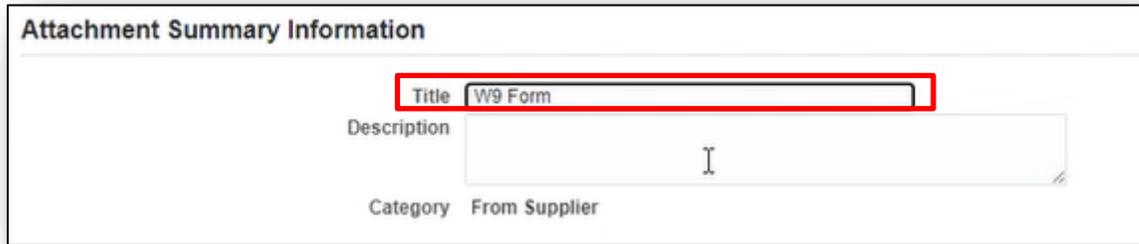


Step 3: Select “Add Attachment”



The screenshot shows a web interface titled "Attachments". It features a search section with a text input field labeled "Title" and a "Go" button. Below the search field is a note: "Note that the search is case insensitive" and a link "Show More Search Options". At the bottom of the search section, there is a button labeled "Add Attachment" with three dots to its right, which is highlighted with a red rectangular box. Below the search section, there is a table header with columns: "Title", "Type", and "Description".

Step 4: Enter the name of the file on the “Title” box



Attachment Summary Information

Title

Description

Category From Supplier

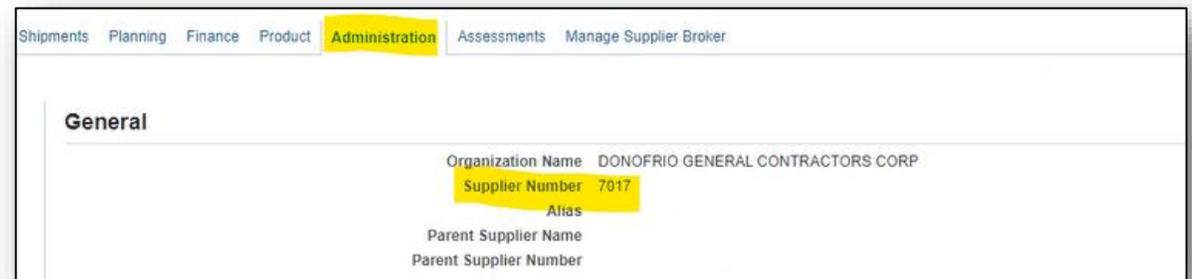
Note: Ideal format would be "W9 | (Supplier number*)" – See job aid for locating your supplier number



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



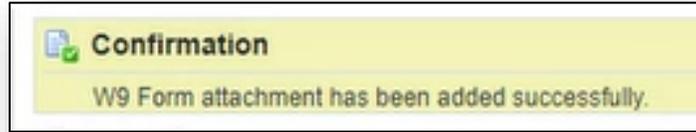
The image shows a file upload interface. On the left, there are radio buttons for 'File' (selected), 'URL', and 'Short Text'. In the center, there is a 'Choose File' button highlighted with a red box, followed by a text input field containing 'No file chosen'. Below these elements is a large, empty rectangular area for the file content.

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

Step 6: Select “Apply”



Step 7: Confirmation message will appear



Add Banking Information

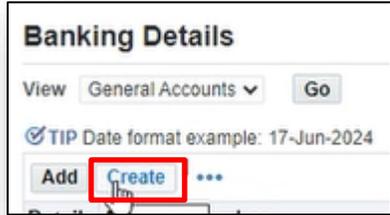
Step 8: Select “Administration”



Step 9: Select “Banking Details”



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.
Branch

* Country
 Account is used for foreign payments
Account definition must include bank and branch information.

Branch
 New Branch

* Country

Search and Select: Country

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

Results

Quick Select	Name	Code
No search conducted.		

* Country

Search and Select: Country

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

Results

Quick Select	Name ▲	Code
<input checked="" type="radio"/>	United States	US
<input type="radio"/>	United States Minor Outlying Islands	UM

Currency

Step 12: Select search icon next to “Bank Name”



The screenshot shows a form titled "Bank" with two radio buttons: "New Bank" (unselected) and "Existing Bank" (selected). Below the radio buttons are three input fields: "Bank Name", "Bank Number", and "Tax Payer ID". A red square highlights a search icon (magnifying glass) located at the end of the "Bank Name" input field. A mouse cursor is positioned over the "Bank Number" field. A blue link labeled "Show Bank Details" is located at the bottom left of the form.

Step 12a: Select Existing Branch

Account is used for foreign payments
Account definition must include bank and branch information.

Branch

New Branch
 Existing Branch

Bank Name consolidated ed
Bank Number
Tax Payer ID

Search and Select: Bank Name

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 consolidated ed Go

Results

Quick Select	Bank Name	Bank Number
<input checked="" type="radio"/>	Consolidated Edison Supplier Bank	
<input type="radio"/>	CONSOLIDATED EDISON	

Cancel Select

***DO NOT COPY AND PASTE NUMBERS INTO ORACLE:
PLEASE ENTER MANUALLY***

- Enter Bank Name: "Consolidated Edison Supplier Bank" or use the "Magnifying Glass" to search for "Consolidated Edison Supplier Bank". Then select it.
- Enter "Branch Name", which is the **Routing Number** (no hyphens or spaces) or use the "Magnifying Glass" to search for it. "Branch Number" or the **Routing Number** will auto populate.
- Enter "Account Number" (no hyphens or spaces).
- Enter "Account Name" (**Routing Number**).

Note: If you cannot locate your routing number in the "Branch Name". See creating "New Branch" (following page).

Administration Profile Management Banking Details >
Create Bank Account Cancel Save

* Indicates required field

* Country United States
 Account is used for foreign payments
Account definition must include bank and branch information.

Bank **Branch**

New Bank
 Existing Bank

Bank Name Consolidated Edison Supplie
Bank Number
Tax Payer ID

Show Bank Details

New Branch
 Existing Branch

Branch Name
Branch Number
BIC
Branch Type ABA

Show Branch Details

Bank Account

Account Number Account Number
Check Digits
IBAN

Account Name Routing Number
Currency
Account Status New

Show Account Details

Comments

Note to Buyer

Step 12b: Create a “New Branch”

***DO NOT COPY AND PASTE NUMBERS INTO ORACLE:
PLEASE ENTER MANUALLY***

If your routing number is not located under the “Existing Branch”, please select “New Branch”.

- Enter Bank Name: “Consolidated Edison Supplier Bank” or use the “Magnifying Glass” to search for “Consolidated Edison Supplier Bank”. Then select it.
- Manually Enter “Branch Name” (**Routing Number** with no hyphens or spaces).
- Manually Enter “Branch Number” (**Routing Number** with no hyphens or spaces).
- Enter “Account Number” (no hyphens or spaces).
- Enter “Account Name” (**Routing Number**).

Administration: Profile Management: Banking Details >
Create Bank Account Cancel Save

* Indicates required field

* Country Account is used for foreign payments
Account definition must include bank and branch information.

Bank

New Bank
 Existing Bank

Bank Name Consolidated Edison Suppli
Bank Number
Tax Payer ID

[Show Bank Details](#)

Branch

New Branch
 Existing Branch

Branch Name Routing Number
Branch Number Routing Number
BIC
Branch Type

[Show Branch Details](#)

Bank Account

Account Number Account Number
Check Digits
IBAN

[Show Account Details](#)

Comments

Step 13: Select “Save”

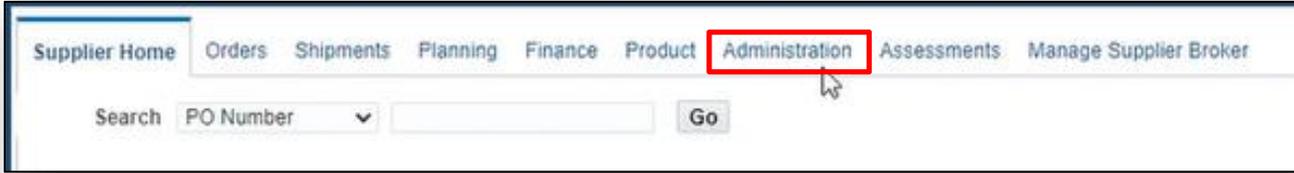


Step 14: Confirmation message will appear

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 15: To review status, Select “Administration”



Step 16: Select “Bank Details”



Step 17: 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	✎