

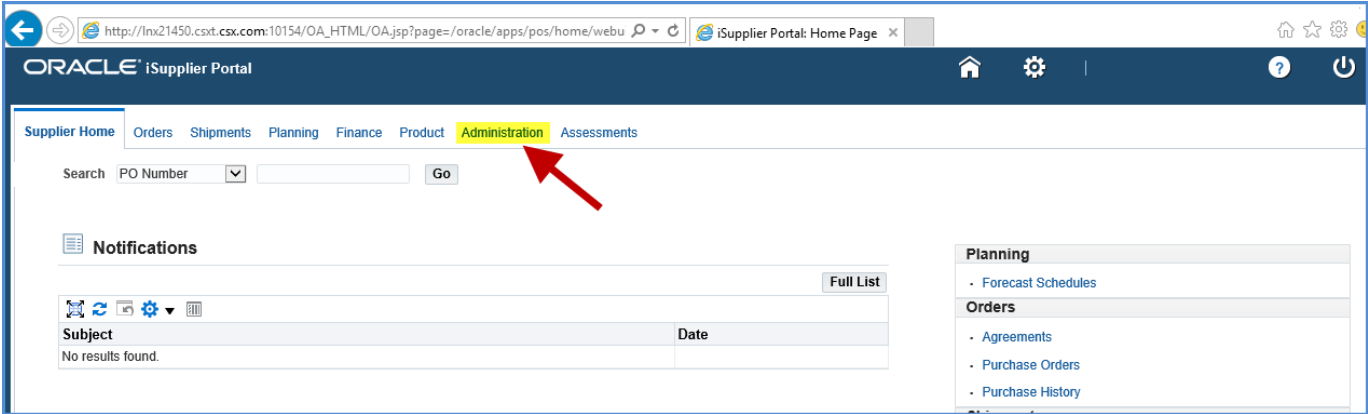
iSupplier Portal was created to be used with Internet Explorer

If unable to use Internet Explorer, please use Chrome

iSupplier Portal does not always function as intended using Microsoft Edge

Use link [https://suppliers.csx.com/OA\\_HTML/AppsLocalLogin.jsp](https://suppliers.csx.com/OA_HTML/AppsLocalLogin.jsp) to login

Click on Administration tab



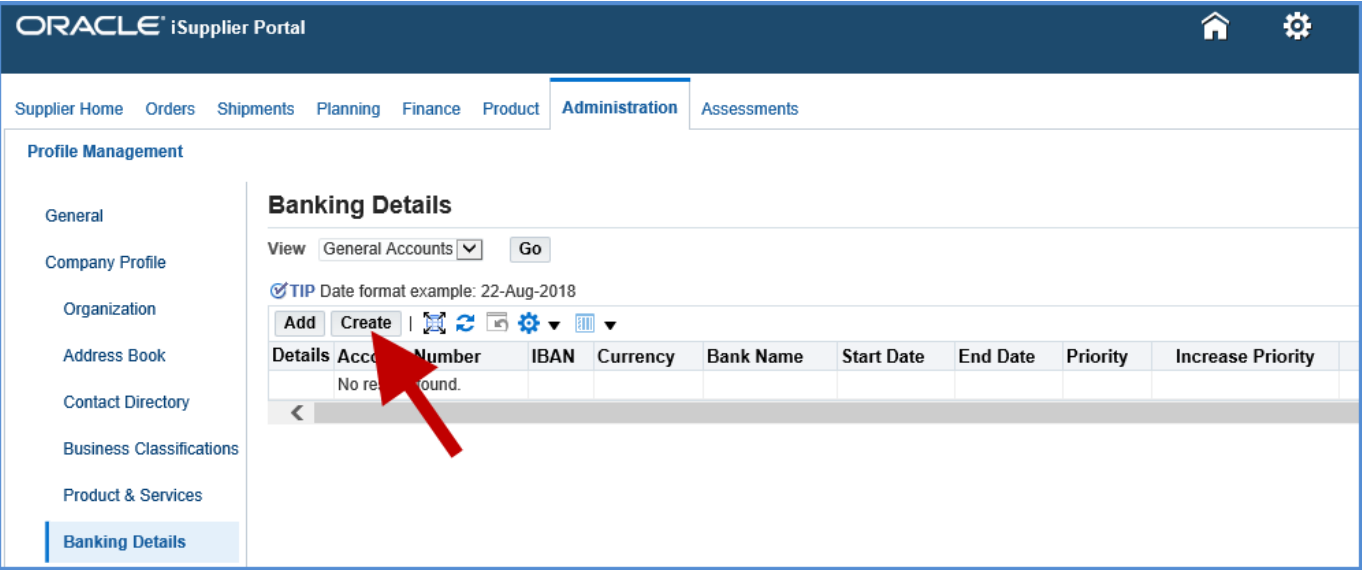
Click on Banking Details on left hand side of the screen



If supplier is creating a bank in iSupplier portal for the first time  
Go to PAGE 2 of instructions

If supplier has existing banking in iSupplier portal  
Go to PAGE 3 of instructions

Click on Create button



Enter United States or Canada in the Country field. We do not allow any other foreign banks.

If selecting Canada, check box under Country field "Account is used for foreign payments"

Select Existing Bank as shown by the red arrows in the screenshot below.

Existing Bank does not mean your bank already exists in your supplier record but that it exists in Oracle.

If bank does not exist in Oracle, pop-up will say bank does not exist and then you can select New Bank.

Enter your NINE digit Routing Number in the Routing Number fields. It should be entered FOUR times.

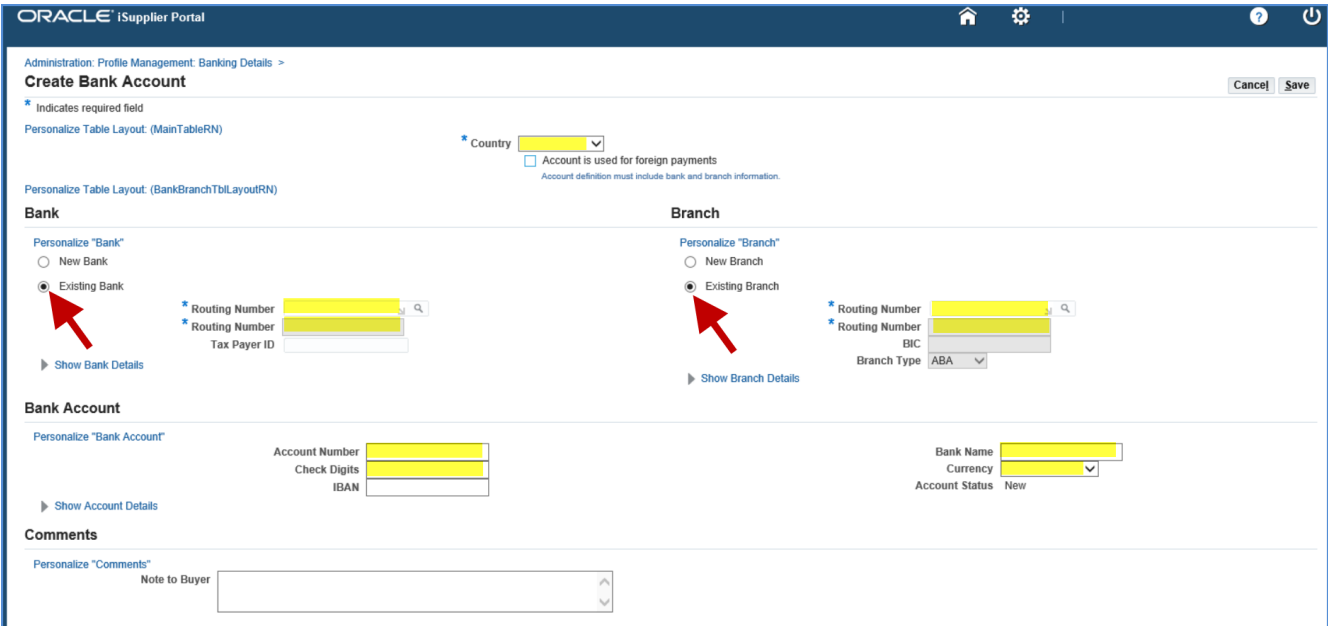
Enter Account Number.

Enter Bank Name - this is the name of your bank (i.e. Bank of America)

In the Check Digits field, enter only the last number of your Routing Number.

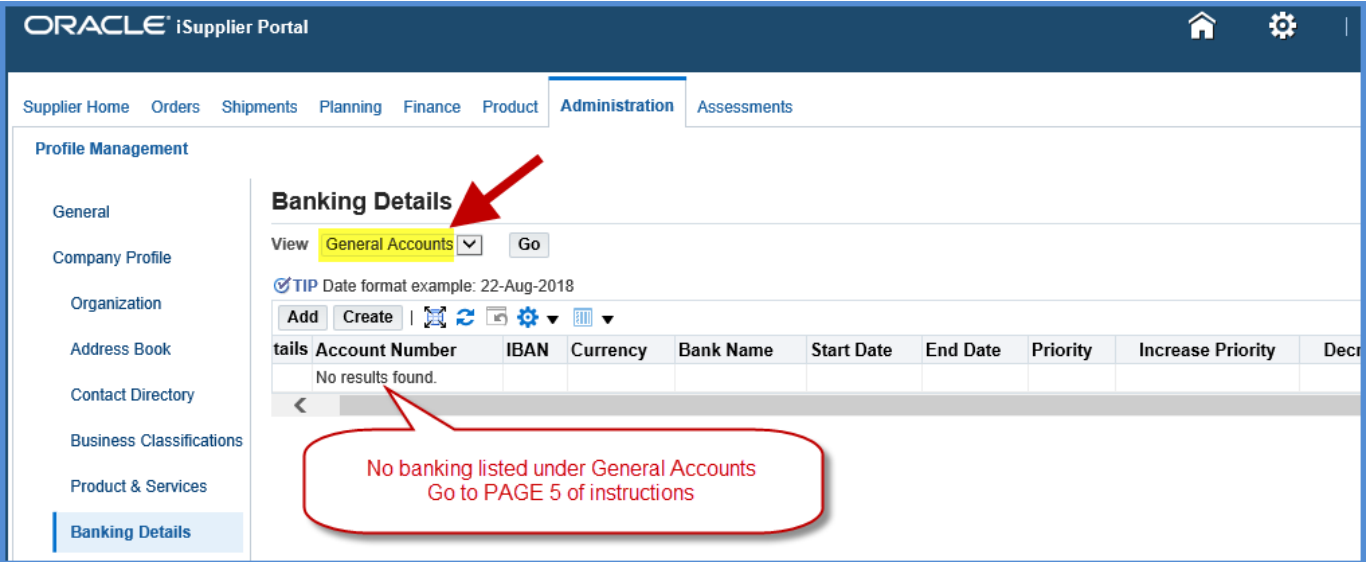
In the Currency field select US Dollar from the drop down menu.

Click on Save and it will be sent to us for review



If bank accounts are not visible under the View "General Accounts"  
Go to PAGE 5 of instructions

If bank accounts are visible under the View "General Accounts"  
Go to PAGE 4 of instructions



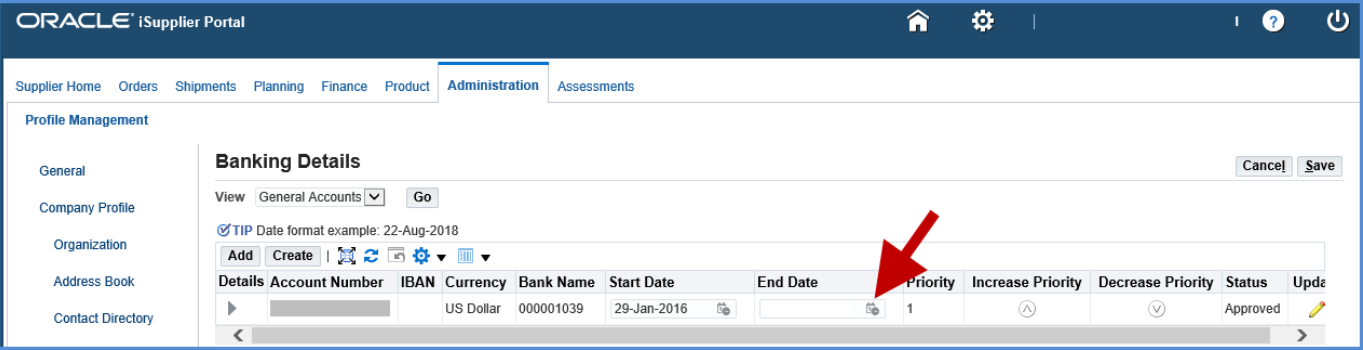
If bank accounts are visible under "General Accounts"

To change to a new bank:

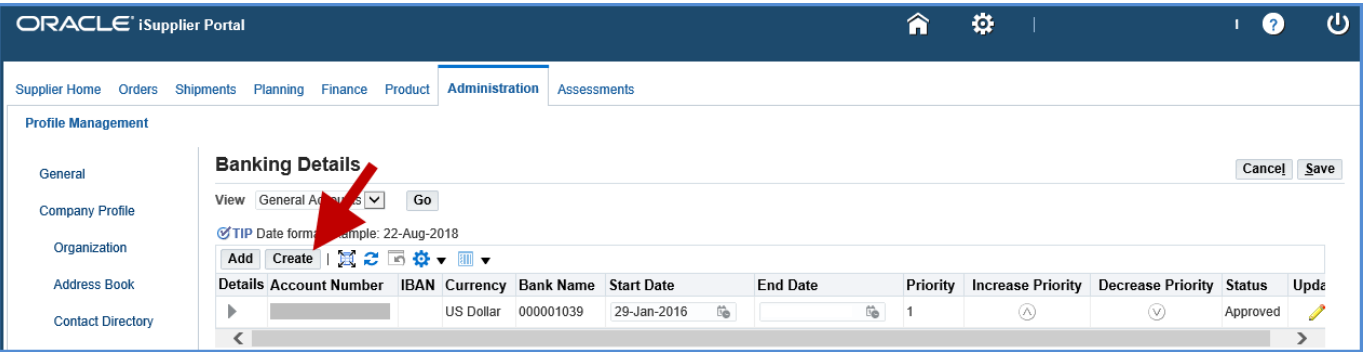
Click on calendar icon in the End Date field of the bank account you want to end.

Select current date.

Click on Save



Click on Create button to enter new bank information



Enter United States in the Country. We do not allow foreign EFT so this must be United States.

Select Existing Bank as shown by the red arrows in the screenshot below.

Existing Bank does not mean your bank already exists in your supplier record but that it exists in Oracle.

If bank does not exist in Oracle, pop-up will say bank does not exist and then you can select New Bank.

Enter your NINE digit Routing Number in the Routing Number fields. It should be entered FOUR times.

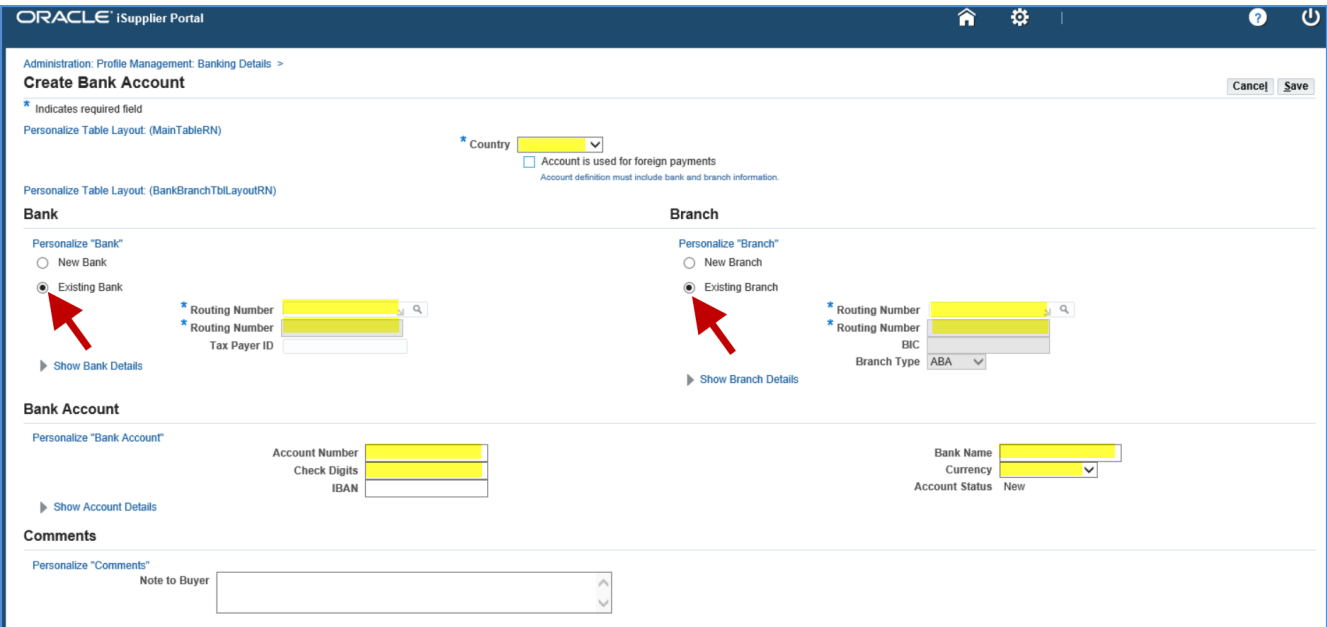
Enter Account Number.

Enter Bank Name - this is the name of your bank (i.e. Bank of America)

In the Check Digits field, enter only the last number of your Routing Number.

In the Currency field select US Dollar from the drop down menu.

Click on Save and it will be sent to us for review.



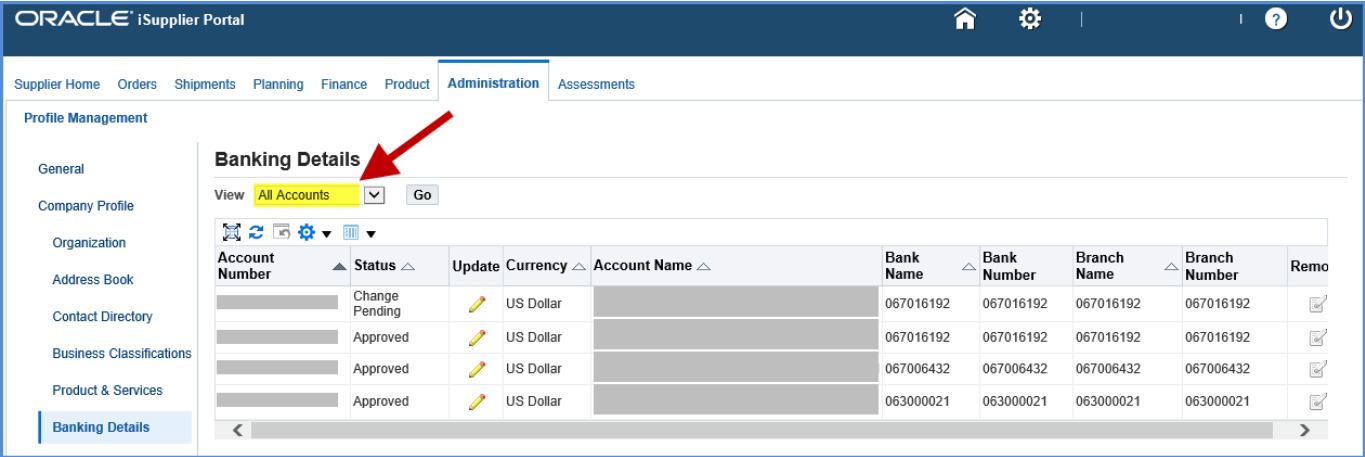
If bank accounts **are not** visible under the **View** "General Accounts"

Click on drop-down arrow beside of "General Accounts"

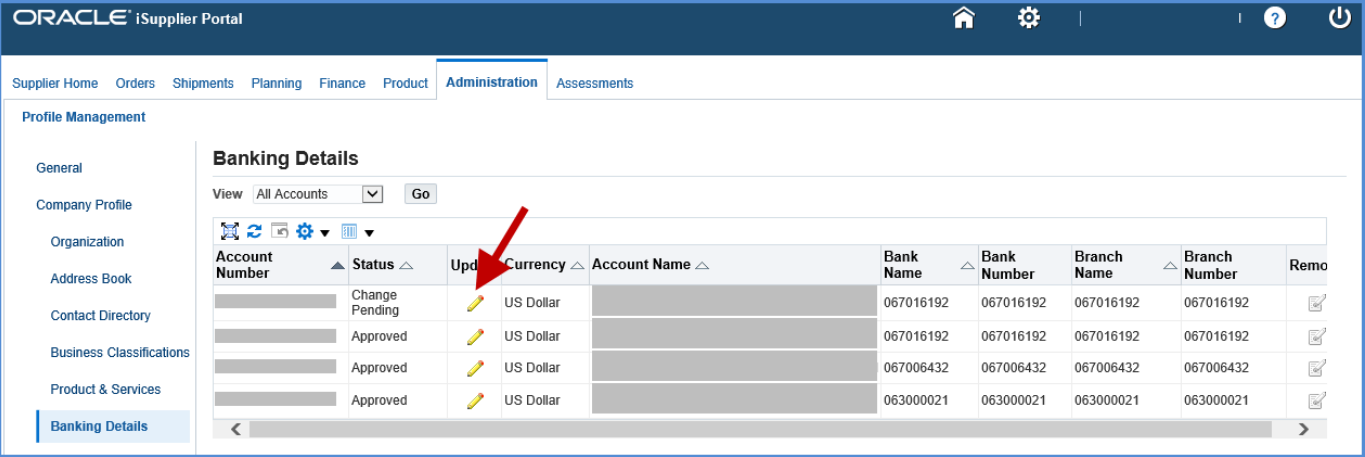
Select All Accounts

Click on Go

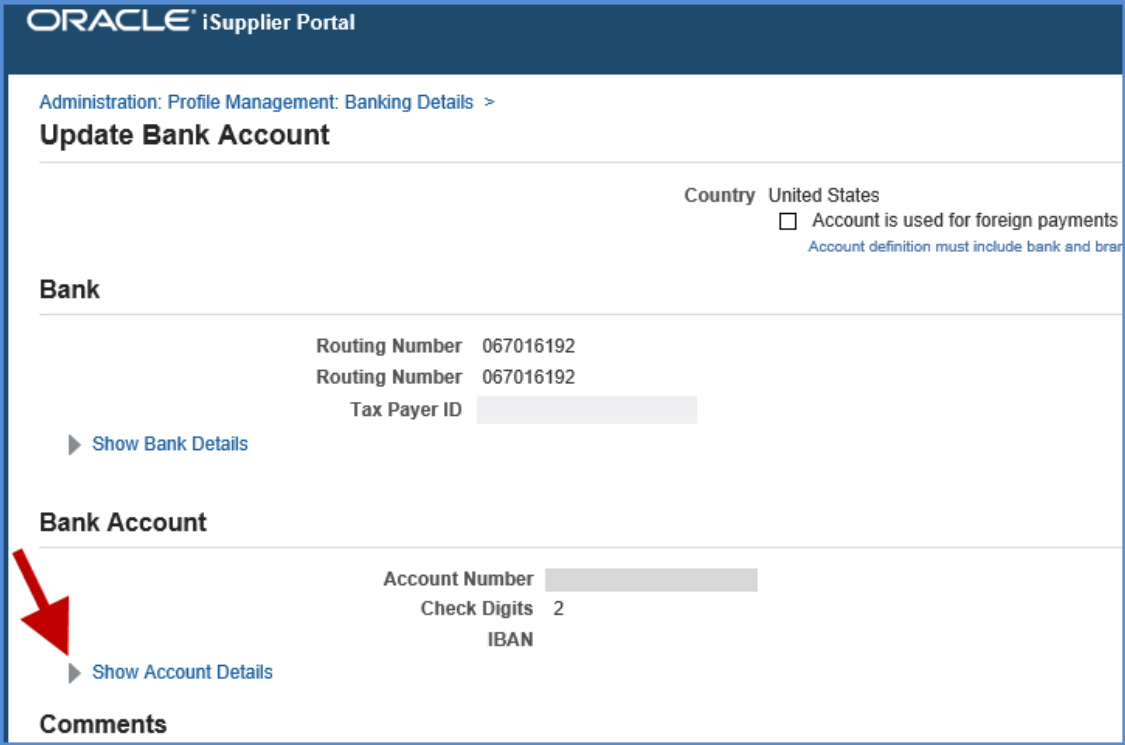
View should now say "All Accounts"  
Bank accounts should be visible



Click on pencil to end an existing bank account



Click on arrow beside of Show Account Details on left side of screen



Click on calendar icon in the End Date field on bottom, right side of screen

Select current date as the end date

Click on Save at top, right side of screen

ORACLE iSupplier Portal

Administration: Profile Management: Banking Details >

Update Bank Account

Cancel Save

Country United States

☐ Account is used for foreign payments

Account definition must include bank and branch information.

Bank

Branch

Routing Number 067016192

Routing Number 067016192

Tax Payer ID

Routing Number 067016192

Routing Number 067016192

BIC

Branch Type ABA

Show Bank Details

Show Branch Details

Bank Account

Details

Account Number

Check Digits 2

IBAN

Bank Name

Currency US Dollar

Account Status Approved

Hide Account Details

Alternate Account Name

Account Suffix

Agency Location Code

Account Type Checking

Description

End Date (22-Aug-2018)

Comments

Note from Buyer None

Note to Buyer

To enter a new bank account:

Click on drop-down arrow beside of "All Accounts" Select General Accounts

Click on Go

View should now say "General Accounts"

Go to middle of PAGE 4 where instructions say:

Click on Create button to enter new bank information

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments

Profile Management

Banking Details

Cancel Save

General

Company Profile

Organization

Address Book

Contact Directory

View General Accounts

Go

TIP Date format example: 22-Aug-2018

Add Create

IBAN

Currency

Bank Name

Start Date

End Date

Priority

Increase Priority

Decrease Priority

Status

Update

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
			US Dollar	000001039	29-Jan-2016		1			Approved	