

## OBJECTIVE

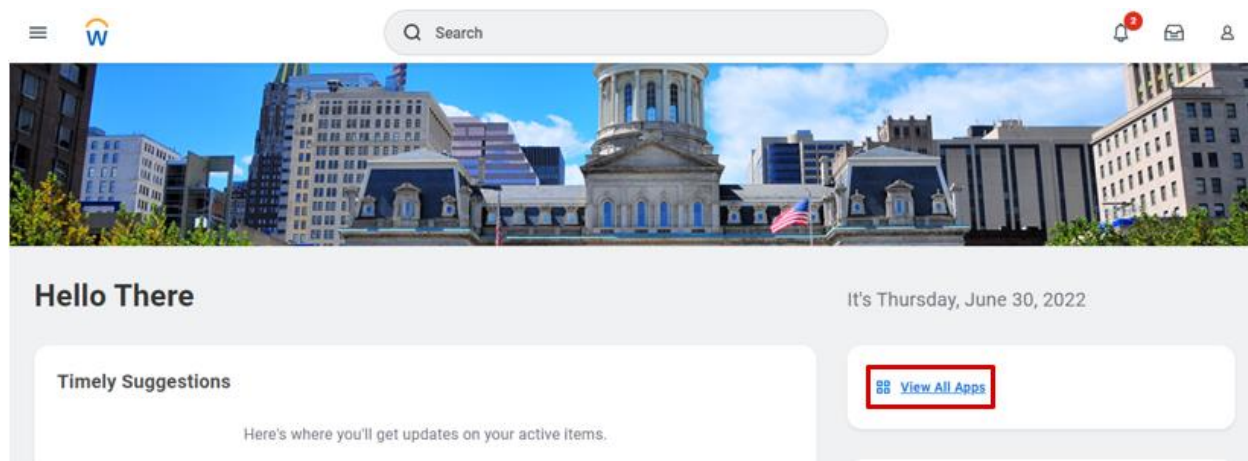
Follow the steps below to navigate the contact and banking application and view and maintain supplier information.

## ACCESS CONTACT AND BANKING INFORMATION

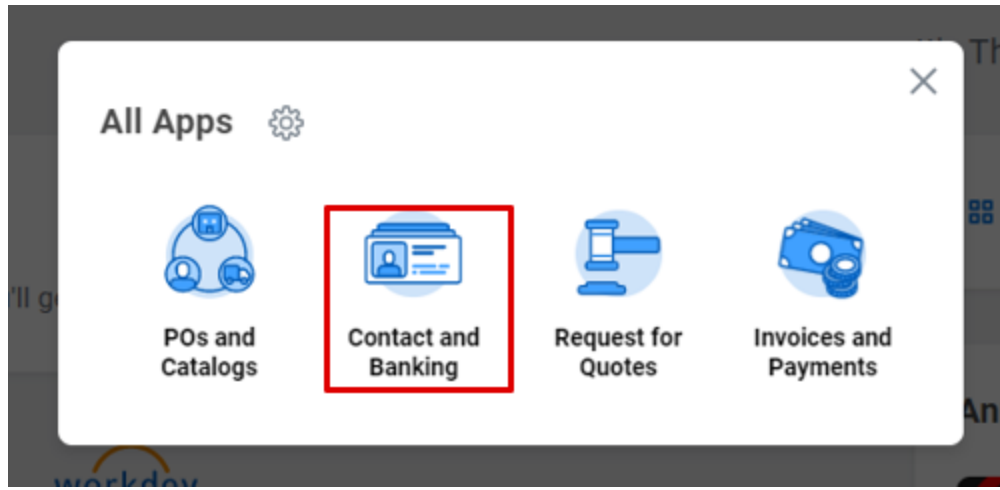
Use the steps below to view or maintain supplier data, such as addresses, banking information and classifications.

From the Supplier Portal home page:

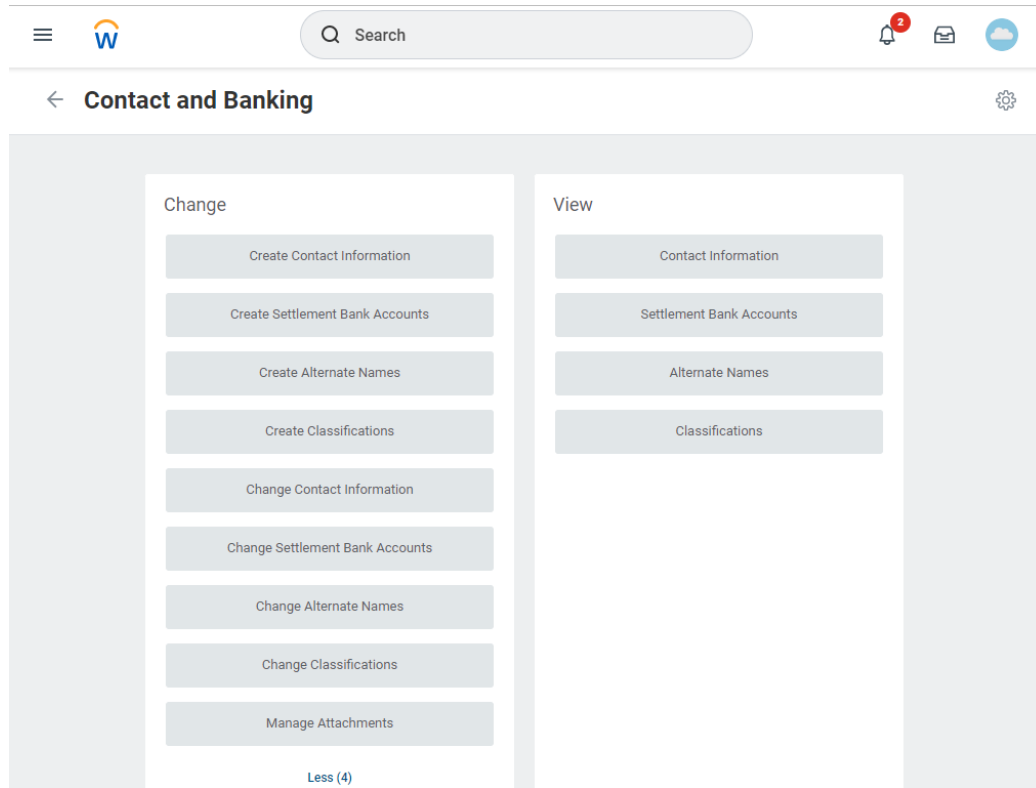
1. Click on **View All Apps**.



2. Click on the **Contact and Banking** application.



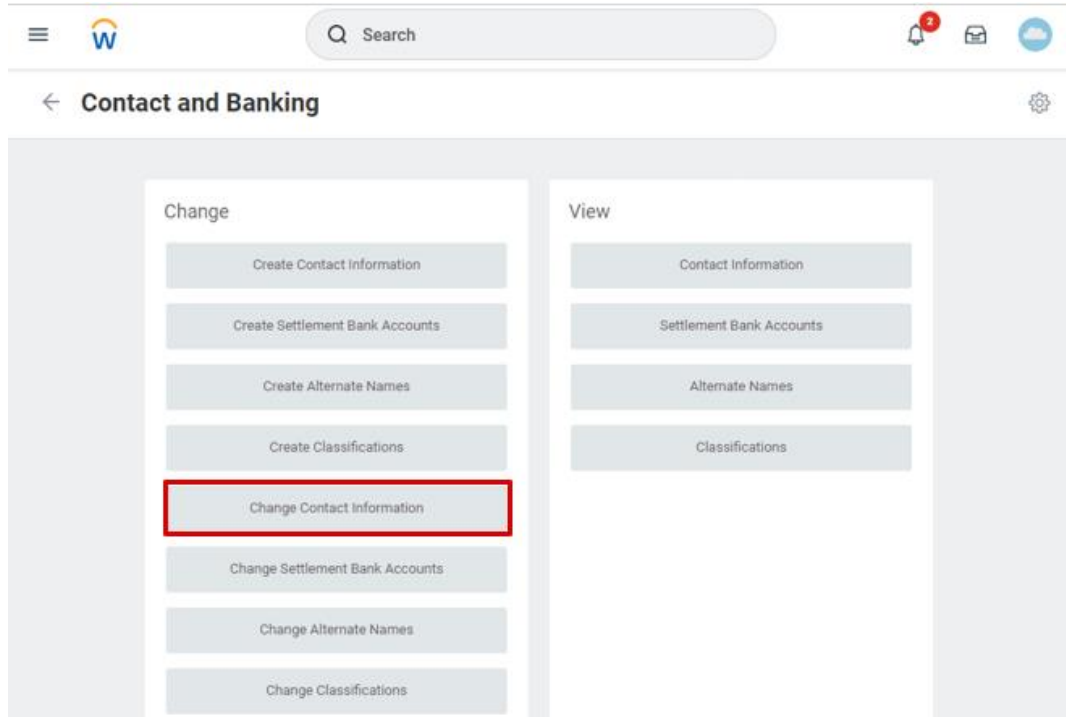
3. The Contact and Banking page will open. The page is divided into two sections:
  - a. **Change** will allow you to maintain and update your company information. An internal approval process will be triggered if you initiate and submit a change of information.
  - b. **View** will allow the supplier contact to see the existing data on 'view mode'.



### CHANGE CONTACT INFORMATION

From the Contact and Banking application:

1. Select **Change Contact Information**.



2. A Draft Change Request page appears. Click **OK** to move to the Change Contact Information page.

**Change Contact Information**

Click OK to create a draft change request.

Supplier Test Supplier X

Turn off the new tables view

Phone 1 item

Phone Number	Phone Type	Usage	Visibility
	Mobile - Personal	Business (Primary) Billing Remit To Shipping	Public

Turn off the new tables view

Address 2 items

Address	Usage	Visibility	Effective Date
Baltimore, MD 21202 United States of America	Business (Primary)	Public	06/03/2022

**OK** Cancel

3. The Change Contact Information page will open where you can edit **phone numbers, addresses, email, etc.**



Note: All fields marked with an asterisk are required. You will not be able to move forward if they are left blank.

4. Once you have made your changes, click **Submit**.

**Change Contact Information**

Change Event Contact Information Change for Test Supplier X - created by Story Two on 06/30/2022

Status Draft

Contact Information Attachments

**Phone**

Delete

Country Phone Code \*

Phone Number \*

Phone Extension

Phone Device \*

Type \* Business

Primary

Use For

Visibility  Public



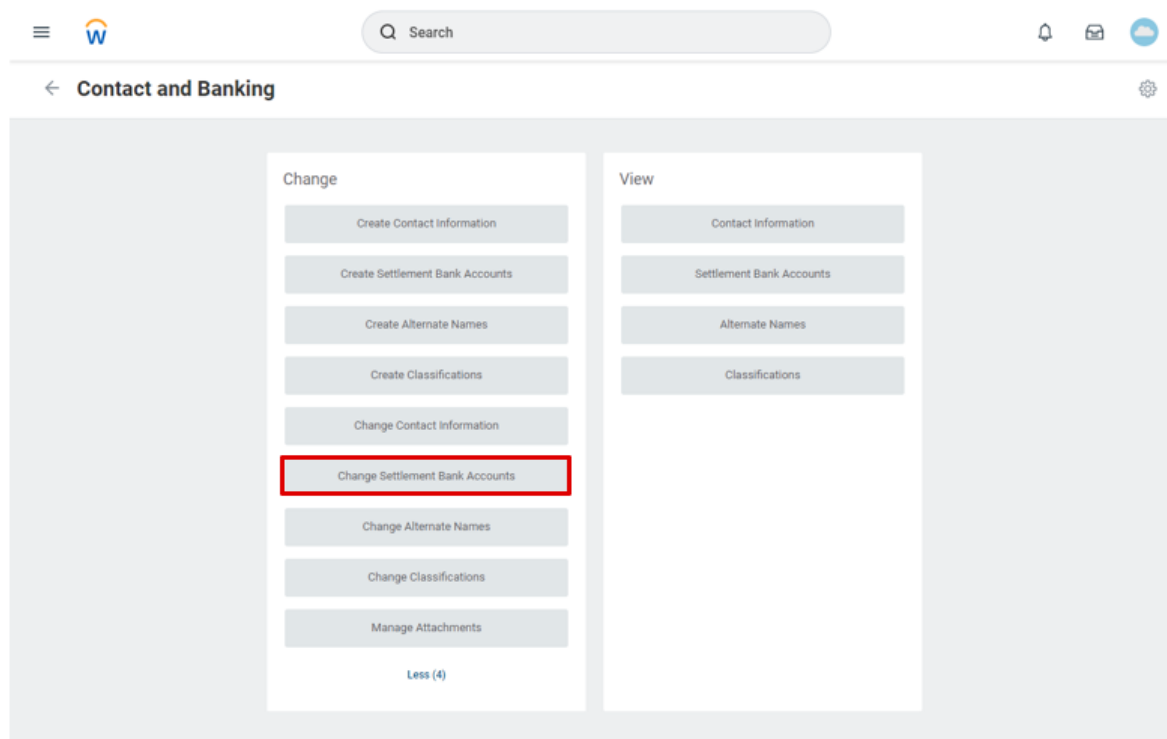
Note: When you change contact information, it is a draft until approved by a City of Baltimore clerk. You will receive a notification in your Workday account when the change has been approved.

## CHANGE BANK ACCOUNT INFORMATION

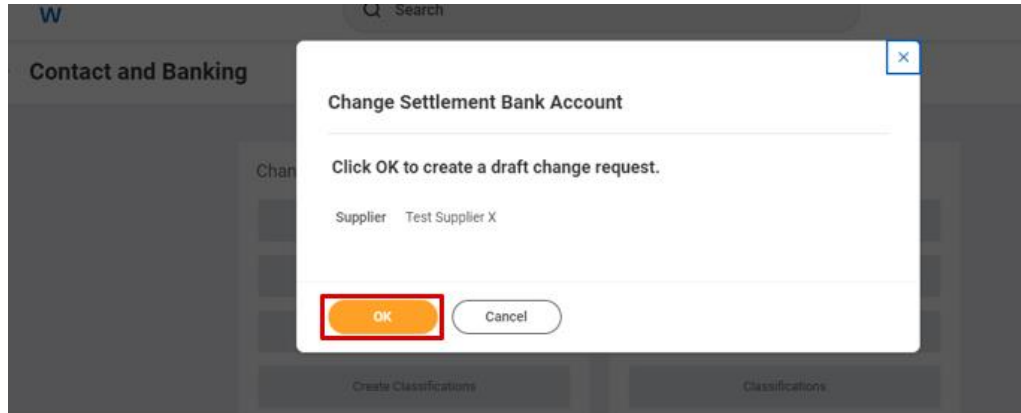
Follow the steps below to change your bank account information.

From the Contact and Banking application:

1. Select **Change Settlement Bank Account**.



2. A Draft Change Request page appears. Click **OK** to move to the Change Settlement Bank Account page.



3. The Change Settlement Bank Account page will open where you can edit your bank account information.
4. Make all necessary edits.

#### Change Settlement Bank Account

Change Event Settlement Account Change for Test Supplier X - created by Story Two on 06/30/2022 Status Draft

Supplier Test Supplier X

Settlement Bank Accounts Attachments

Settlement Bank Accounts 1 Item

*Account Information	Account Details	Intermediary Bank Accounts
<p>Account Nickname</p> <input type="text"/>	<p>Country *</p> <input type="text"/>	<p>0</p>
<p>Account Type *</p> <p><input type="radio"/> Checking</p> <p><input type="radio"/> Savings</p>	<p>Bank Code</p> <input type="text"/>	
<p>Supplier Connection Payment Types</p> <input type="text"/>	<p>Bank Name</p> <input type="text"/>	
<p>Payment Types</p> <input type="text"/>	<p>Branch Code</p> <input type="text"/>	
<p>For Supplier Connections Only</p> <input type="checkbox"/>	<p>Branch Name</p> <input type="text"/>	
	<p>Bank Identification Code</p> <input type="text"/>	

Submit Save for Later Cancel





Note: All fields marked with an asterisk are required. You will not be able to move forward if they are left blank.

5. Click on the **Attachments** tab to add your verification for the bank account change.

#### Change Settlement Bank Account

Change Event Settlement Account Change for Test Supplier X - created by Story Two on 06/30/2022 Status Draft

Supplier Test Supplier X

Settlement Bank Accounts

Attachments

#### Attachments

Drop files here

or

Select files



Note: Your change will not be approved if there is no attachment that verifies the bank account change. Your attachment can either be a voided check or a letter from the bank on official bank letterhead that describes the change.

6. Once you have made your changes, click **Submit**.



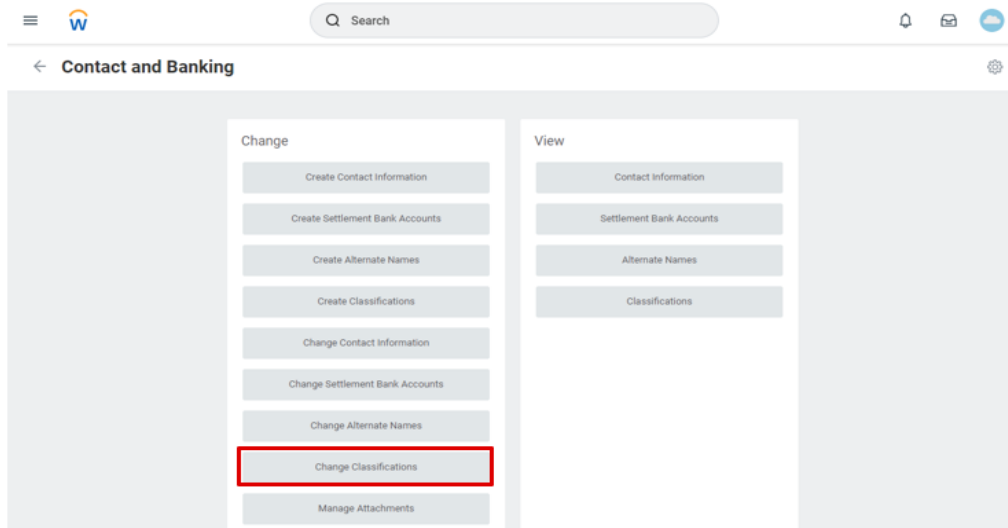
Note: When you change banking information, it is a draft until approved by a City of Baltimore Accounts Payable clerk. You will receive a notification in your Workday account when the change has been approved.

## CHANGE CLASSIFICATION

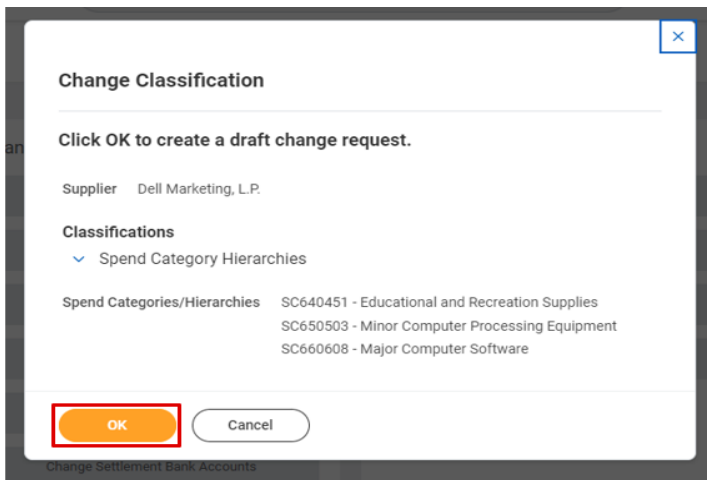
Follow the steps below to change your supplier classification. Classification types indicate a supplier's official business ownership certification as identified in their supplier enrollment application.

From the Contact and Banking application:

### 1. Select **Change Classifications**.



### 2. A Draft Change Request page appears. Click **OK** to move to the Change Classification page.



- The Change Classification page appears. Select a Spend **Category/Hierarchy**.

**Change Classification**

Change Event Classification Change for Dell Marketing, L.P. - created by Dell Contact on 06/30/2022 Status Draft

Supplier Dell Marketing, L.P.

**Classifications**

▼ Spend Category Hierarchies

Spend Categories/Hierarchies

- SC640451 - Educational and Recreation Supplies
- SC650503 - Minor Computer Processing Equipment
- SC660608 - Major Computer Software

▼ Supplier Classifications

Supplier Classification  Minority Business

Country United States of America

Certification Expiration Date - MM/DD/YYYY

Certification Number -

Attachement(s)

- Select a **Supplier Classification**.
- Enter the **Certification Expiration Date**.
- Enter the **Certification Number**.
- Add an **Attachment**.



**Note:** The supplier self-certifies that it possesses any claimed federal and/or state certification(s) and must attach supporting evidence.

Supplier Classifications

Supplier Classification \*

Country United States of America

Certification Expiration Date -

Certification Number -

Attachement(s)

Drop files here

or

8. Click **Submit**.

Result: Your change has been submitted for approval.



**Note:** When you change classification information, it is a draft until approved. You will receive a notification in your Workday account when the change has been approved.