Purpose and Description

Purpose
This document explains how a supplier can add or edit banking information.

Description
The key topics involved in the CMD Participation process are:
- Topic 1: Log into the Supplier Portal
- Topic 2: Navigate the WorkCenter
- Topic 3: Add Banking Information
TOPIC 1: LOG INTO THE SUPPLIER PORTAL

Procedure Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click Sign In.</td>
</tr>
</tbody>
</table>

Click Sign In.
### Step 3

After you log into the portal the first time, you will have to create 5 security questions. These security questions are randomly chosen for you to answer when you are doing a task that requires dual factor authorization, such as making changes to address/contacts or adding banking information.

When logging in after your initial security questions have been set, you should see the following screen.

![Image of the City & County of San Francisco identity and access management platform]

For issues logging in, retrieving your password, or setting up and accessing your IAM profile, please contact Service Desk at 415-503-2100 or sfcsd@sf菅府.org.

### Step 4

After logging in, you should be on the landing page. If you are not on the landing page, click on the “Suppliers” tab. Then click the link that says “Click here to go to the Supplier WorkCenter”.

![Image of the Supplier WorkCenter page]

Click here to go to the Supplier WorkCenter.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Below is a representation of a company's homepage.</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>For any questions regarding logging into the Supplier Portal, please contact the Supplier Support Desk at 415-944-2442 or <a href="mailto:sfcitypartnerssupport@sfgov.org">sfcitypartnerssupport@sfgov.org</a>.</td>
</tr>
</tbody>
</table>
### TOPIC 2: NAVIGATE THE WORKCENTER

#### Procedure Steps

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click Sign In.</td>
</tr>
</tbody>
</table>

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**Click Sign In.**

![Link to City and County of San Francisco Supplier Portal](https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT)

**Login**

- **Sign In**
  - Sign into your Account.

**Forgot Password / Identity Management**

Click the above link to change your password, update your personal information, or register a new email address.

**Register as a Sourcing Bidder**

Click here to register as a bidder and be able to bid on events.

If you are already a vendor with the City and County of San Francisco, do not register as a sourcing bidder. Instead, contact a supplier's account by contacting [supplieraccount@sfgov.org](mailto:supplieraccount@sfgov.org).

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**Contact Us**

- **Login Issues**
  - Contact the Department of Technology Help Desk if you are unable to connect to the system.

- **Registration Issues**
  - For assistance with bidder registration, please contact [supplieraccount@sfgov.org](mailto:supplieraccount@sfgov.org) or visit the website at [https://sfsupplierportal.sfgov.org](https://sfsupplierportal.sfgov.org).

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**Welcome to the City and County of San Francisco**

Welcome to the City and County of San Francisco Supplier Portal. To view valuable information required by our suppliers, business partners, and the public, access the City's current procurement information.

Registration is required in order to view any of the City's databases by using the City's current procurement information.

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**Sourcing Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEM, Omnibus Information Management System (OIMS)</td>
<td>Multiple Phase I</td>
</tr>
<tr>
<td>DCA, Tier Contract, EPO</td>
<td>Epoxy for GPO</td>
</tr>
<tr>
<td>DCA/TCS 0195 Fire Hazards</td>
<td>Multiple Phase I</td>
</tr>
<tr>
<td>DCA/TCS 0195</td>
<td>Disposal of Contaminated Materials</td>
</tr>
<tr>
<td>DCA/TCS 0195</td>
<td>Fresh Paints and Epoxy-G</td>
</tr>
</tbody>
</table>
Navigate to the Supplier WorkCenter. There are two types of navigation on this page: Menu navigation (top) and WorkCenter navigation (left).

The Menu navigation includes several pages that can only be accessed from here because of additional security requirements (aka dual authentication). These pages are Initiate Supplier Change (Supplier Change Request, or SCR), User Profiles, and Addresses.

For all other tasks, the WorkCenter navigation can be used. For example, you can track your payments (as of July 3, 2017) and view purchase orders. If you are an eSettlements supplier, you can utilize the self-service invoice feature.

If you need to complete a 12B Declaration or a 14B Application, go to CCSF Certifications.
# TOPIC 3: ADD BANKING INFORMATION

## Procedure Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Using Menu navigation, go to the Main Menu &gt; Maintain Supplier Information &gt; Supplier Change Request &gt; Initiate Supplier Change. You will be directed to the Identity and Access Management (IAM) page, where you will have to answer a security question or, if you have set up an email address/mobile phone number, you can receive a verification code and input this.</td>
</tr>
<tr>
<td>3.</td>
<td>After authenticating, you should be on the Supplier Change Request Company Profile page. Click on the Payment Profile tab to access your banking information. Alternatively, you can click on the Next button until you arrive at the Payment Profile page.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 4.   | On the Payment Profile page, click the Edit button to add or change your banking information. To set up ACH (electronic payments), you must attach the following:  
• A completed ACH form that can be requested from supplier.management@sfgov.org  
• A copy of a bank statement with routing number and account number  
• A voided check with routing number and account number  
• A completed, signed IRS form W-9 |

<p>| 5.   | A payment profile page pops up where you can select invoicing and remit to addresses, select ACH as a payment method, enable email payment advices, and add or edit your banking information. Click the Attachments hyperlink to attach the required documents. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click Add Attachment in the Payment Attachments pop-up window.</td>
</tr>
<tr>
<td></td>
<td><strong>MAIN - DEFAULT MAIN</strong></td>
</tr>
<tr>
<td></td>
<td>![Add Attachment Button]</td>
</tr>
<tr>
<td>7.</td>
<td>Click Browse, then select the document you wish to upload. Click Upload.</td>
</tr>
<tr>
<td></td>
<td>![Select Document]</td>
</tr>
<tr>
<td></td>
<td>![Upload Button]</td>
</tr>
</tbody>
</table>
Click the pencil icon to add or edit your banking information.

## Payment Profile for 1 - EATON ASSOCIATES

### Invoicing

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Select a Different Address</th>
</tr>
</thead>
</table>

### Remitting

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Select a Different Address</th>
</tr>
</thead>
</table>

#### Payment Preferences

<table>
<thead>
<tr>
<th>Payment Terms ID</th>
<th>120</th>
<th>190</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method</td>
<td>Automated Clearing House</td>
<td></td>
</tr>
</tbody>
</table>

#### Payment Notification Preferences

- **Enable Email Payment Advice**
- **Email ID**
  - **Payment Method**
  - **Automated Clearing House**
  - **Add Email Payment Method**

### Attachments

- **Click the Attachments link to add the required documents**

### Bank Accounts

<table>
<thead>
<tr>
<th>Default Beneficiary Bank</th>
<th>Bank ID Number</th>
<th>Branch Name</th>
<th>Bank Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>456</td>
<td>789</td>
<td>012345</td>
</tr>
</tbody>
</table>

- **Add Bank Account**

### Additional ID Numbers

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Credit Card</th>
<th>DRBS Number</th>
</tr>
</thead>
</table>

- **Add ID Number**

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Select your invoicing address

Select your remitting address

Select Automated Clearing House

If you wish to receive email payment advice, check the box and enter your email address

If you have already set up your bank information, you will see some values here

Click the pencil icon to add or change banking information
### Enter or select values for the following fields:

- Description
- Country (USA)
- Bank Name
- Bank ID Qualifier (001)
- Account Type
- Bank ID
- Bank Account Number
- DFI Qualifier (01)
- DFI ID (always the same as the Bank ID Qualifier)

It is not necessary to enter the bank address or bank phone information, but you can if you wish.

**Click OK.**
10. You should be back on the original pop-up payment profile window. Click OK.

You should be back on the Payment Profile landing page. Click Save for Later if you are not finished and want to return at a later time, or click Submit at the top of the page if you are ready to submit your change request.

Payment Profile for 

To set up ACH, you must attach:
1. Completed ACH form; request form suppliermanagement@sf.gov
2. Copy of bank statement with routing number and account number
3. Voided check with signature and account number
4. Completed signed SF Form WF-3

Change Effective Date
01/01/1901

*Required Field

11. Enter or select values on the Submit page, then click Submit when you are finished.

Review and Submit Changes for 

Use the “review” button to review the changes after saving the request.
Use the “submit” button to submit your change request.

Email communication regarding this request will be sent to:
change_req@oracle.com

Select “Update Banking Info”

Enter your email address

Check the Confirm Changes box

Enter any comments, if necessary

Review your changes, if you wish

Click Submit when you are finished

These instructions were adapted 8/15/17 from the City and County of San Francisco SF Employee Portal Financials Job Aid, eSettlements: Supplier Onboarding, “Supplier Portal: Adding Banking Information,” Version 1.0