

How to Update your Banking in the Portal

Step 1: Williams Portal Link:

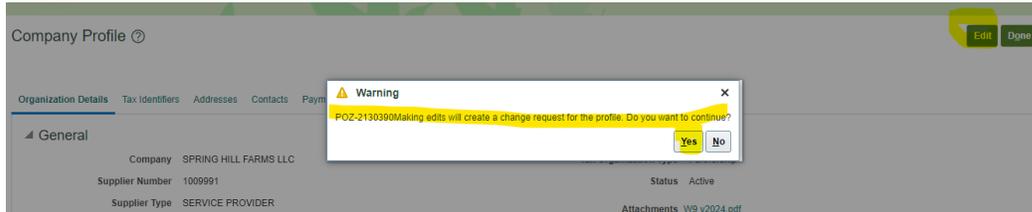
https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemId=itemNode_supplier_portal_supplier_portal

Step 2: Scroll to the bottom of the page to Company Profile. Click on **Manage Profile**.

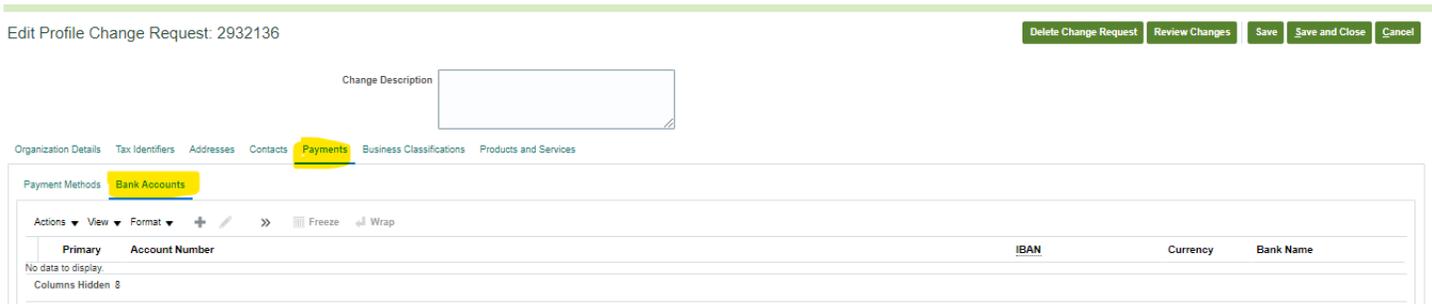
Company Profile

• Manage Profile

Step 3. Select **Edit**. You will receive a warning that a change order will be created. Click **Yes**.



Step 4. Select the **Payments** tab > **Bank Accounts**.



Step 5. Select **Actions** > **Create** (or the '+' icon).



Step 6. Complete the bank account information. Select **OK** or **Create Another**.

The screenshot shows the 'Create Bank Account' form. It includes the following fields and options:

- Country: United States
- Account Number: AA1234567
- Bank Name: BANK FIRST NATIONAL
- Bank Branch: 075601134
- From Date: 6/24/24
- Inactive On: m/d/yy
- IBAN: (empty field)
- Currency: (dropdown menu)
- Additional Information:
 - Account Name: Test Name International
 - Alternate Account Name: (empty field)
 - Account Suffix: (empty field)
 - Check Digits: (empty field)
 - Account Type: Checking
 - Description: (empty field)

At the bottom right, there are buttons for 'Create Another', 'OK', and 'Cancel'. The 'OK' button is highlighted in yellow.

Step 7. For all banking changes, it is required to attach a copy of your banking information on either company or bank letterhead. Go to **Organization Details**, click the '+' sign next to Attachments, and add the document. **Click OK.**

Edit Profile Change Request: 3041184

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name: SPRING HILL FARMS LLC
Supplier Number: 1010974
Supplier Type: SERVICE PROVIDER

Tax Organization Type: Partnership
Status: Active

Attachments: None +

Edit Profile Change Request: 3041184

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name: SPRING HILL FARMS LLC
Supplier Number: 1010974
Supplier Type: SERVICE PROVIDER

Tax Organization Type: Partnership

Identification

D-U-N-S Number
Customer Number
SIC
Year Established

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Dt
File	Banking Update - Company Letterhead.docx	Update...	Banking Update - Company Letterhead.docx	LISA SHONAKT...	9/17/24 1:32 P

Rows Selected: 1 Columns Hidden: 1

OK Cancel

Step 8. Include clear change description and select **Review Changes**.

Edit Profile Change Request: 2932136

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Added new ACH Bank Acct

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Payment Methods Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name
+	AA1234567			BANK FIRST NATIONAL

Columns Hidden: 8

Step 9. Confirm proposed changes are correct and select **Submit**.

Review Changes

Change Description: Added new ACH Bank Acct

Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name	Details
+	AA1234567			BANK FIRST NATIONAL	

Columns Hidden: 8

Edit Submit Cancel

Note: If you do not Review Changes and Submit, the change order will be incomplete, and Williams will not be notified of the request. Do not just SAVE the change.