

SOP – Supplier ACH update (changing your direct deposit information) - Existing Suppliers

The following instructions will allow you to update or change your ACH information to receive direct deposit payments from the City of Jacksonville for invoices submitted.

Log into City of Jacksonville's Supplier Portal

1. Open an internet browser and go to COJ.net - Supplier Portal (www.coj.net/departments/finance/procurement/supplier-portal)
2. Click on **If you are already registered, Click here to access the 1Cloud Supplier Portal**

City Of Jacksonville's Supplier Portal Information

The City of Jacksonville's 1Cloud system is now live!

[If you are already registered, Click here to access the 1Cloud Supplier Portal](#)

3. You will be redirected to the following web page. Enter your **username** and **password**, then click **Sign In**. Username is typically your email, Use the **Forgot Password** link if you can't remember your password to reset it.

Sign In
Oracle Applications Cloud

bradfamer@comcast.net

[Forgot Password](#)

Sign In

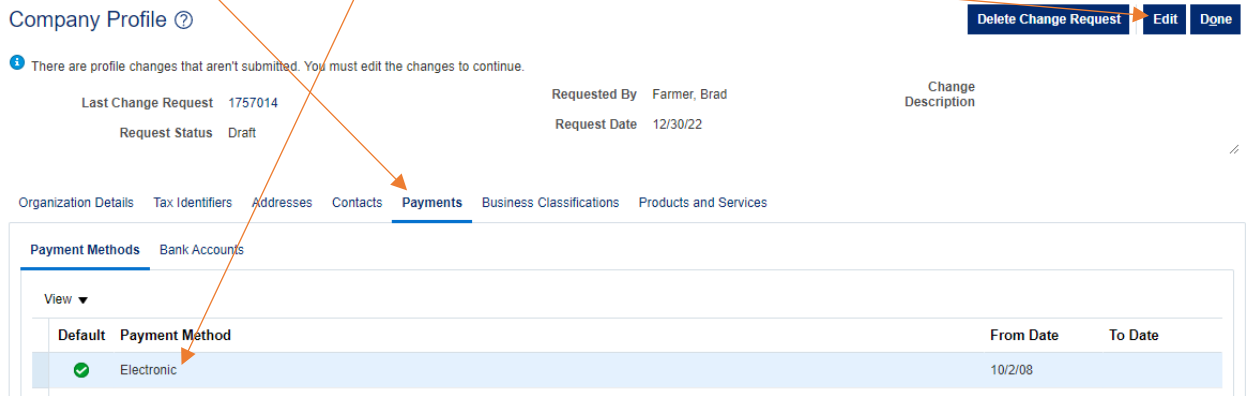
English

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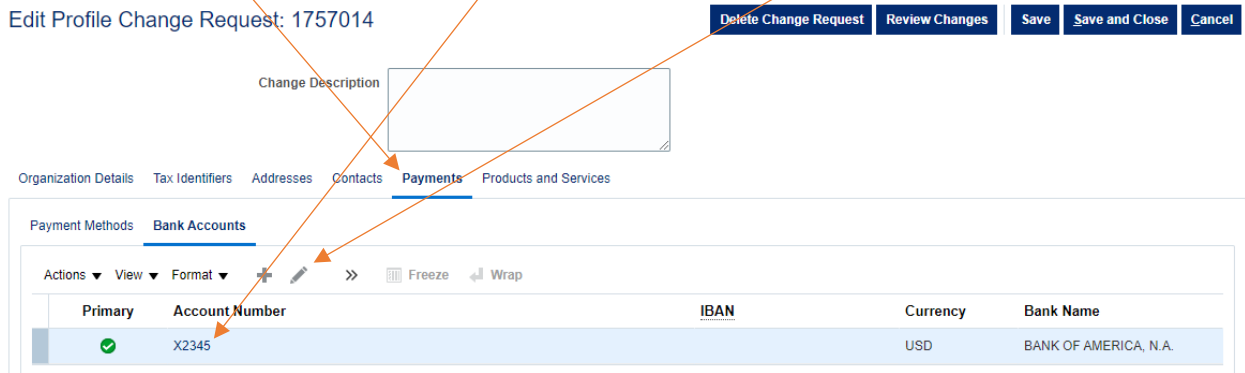
4. Click on **Manage Profile**



5. Click on **Payments**, click on **Electronic** to highlight row, click **Edit**



6. Click on **Payments**, click on your **account number**, click on the **pencil** to edit bank information.



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7. Enter all Banking information – **Be careful to follow these instructions precisely to set up your bank account for payment. Successful direct deposits from the City depends on accurate information here!**

- Use the tab key on your keyboard to move from one field to another.
- If you are changing accounts, delete the existing information.
- Enter your new bank **Account Number**
- **VERY IMPORTANT** – Delete **Bank Name**, tab past Bank Name and enter your **Bank Branch/Routing Number**. The Bank Name will self-populate after you enter your Bank Branch/Routing Number.
- Enter your business name in the **Account Name** field.
 - If your name is new or has changed, you will need to submit a new W-9 to Accounting.
- For **Account Type** choose **Checking or Savings** only from drop down menu.
- Leave the remaining blank boxes below empty!
- Click **OK**.

Edit Bank Account X2345

Enter account number or IBAN unless account number is marked as required.

* Country: United States

* Account Number: X2345

Bank Name: BANK OF AMERICA, N.A.

Bank Branch/Routing Number: 121000044 - BANK OF AMERICA, N.A.

Allow international payments

From Date: 12/30/22

To edit, enter the complete IBAN number.

IBAN: []

Currency: USD

Additional Information

Account Name: BVF Enterprises

Alternate Account Name: []

Account Suffix: []

Check Digits: []

Account Type: Checking

Description: []

OK Cancel

8. You will be brought back to the Edit Profile Change Request page and should see the **last four numbers of the new bank account**. Click on **Review Changes**

Edit Profile Change Request: 1757014

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: []

Organization Details Tax Identifiers Addresses Contacts **Payments** Products and Services

Payment Methods **Bank Accounts**

Actions View Format + - Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	X2345		USD	BANK OF AMERICA, N.A.

Columns Hidden: 8

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9. Click **Submit**

Review Changes

Change Description

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
<input checked="" type="checkbox"/>	X2345		USD	BANK OF AMERICA, N.A.	

Columns Hidden 8

[Edit](#) [Submit](#) [Cancel](#)

10. You will get a **confirmation** with a **profile change request number**, click **ok**, click **Done**

Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 1757014 Requested By Farmer, Brad Request Date 1/10/23 Request Status Pending Approval Change Description

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

Payment Methods Bank Accounts

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Electronic	10/2/08	
<input type="checkbox"/>	AP/AR Netting	1/1/51	

Confirmation: Your profile change request 1757014 was submitted for approval. OK

[Cancel Change Request](#) [Edit](#) [Done](#)

Congratulations, you have completed your portion and it has been submitted to the City for approval!

You will receive a conformation email letting you know once the change is approved. Sample below.

FYI: Supplier Profile Change Request 1757014 was Approved by City of Jacksonville

eims.fa.sender@workflow.mail.us2.cloud.oracle.com 8:53 AM E
To bradf farmer@comcast.net
Reply Forward Delete

Supplier Profile Change Request 1757014 was Approved by City of Jacksonville

Details

Assignee	Brad Farmer	Request	1757014	Supplier	BVF Enterprises
From	Beatrice Plummer	Request Date	1/10/23	Supplier Number	37143
Assigned Date	1/10/23 11:53 AM	Requested By	Farmer, Brad		
Expiration Date	2/9/23 11:53 AM	Change Description			
Task Number	2912634				

Action Details

Action	Approved
Action Date	1/10/23 11:53 AM