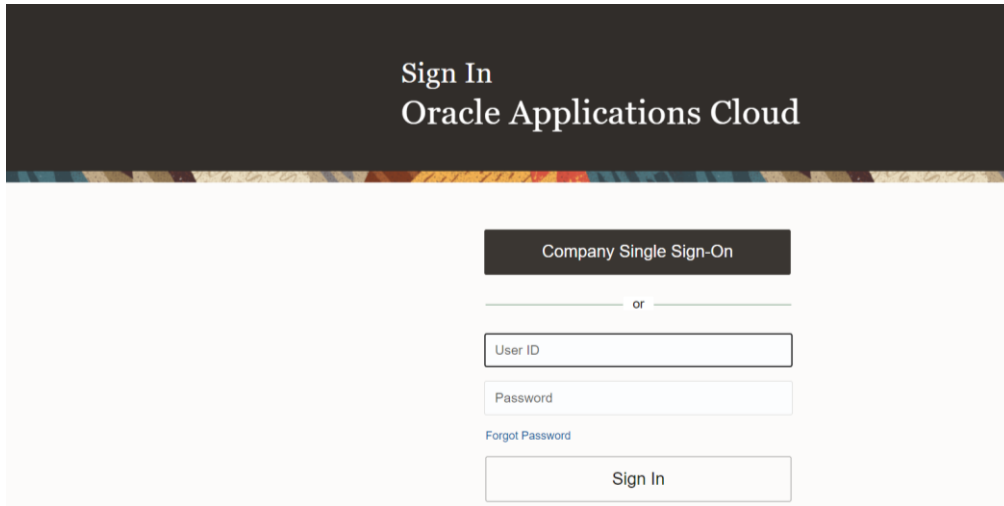




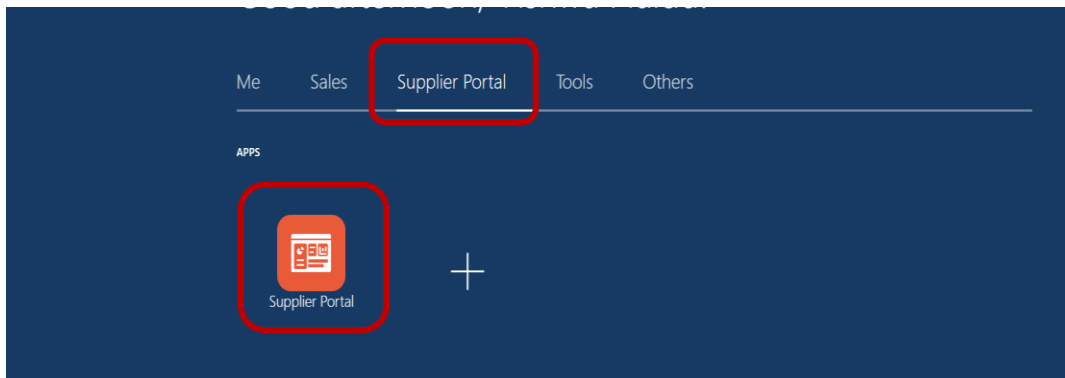
## **Supplier Portal User Guide - Update New/Existing Bank Account (Oracle Fusion)**

## Update New/Existing Bank Account in Supplier Portal

- Log into the portal with supplier credentials <https://ehpv.fa.em2.oraclecloud.com>



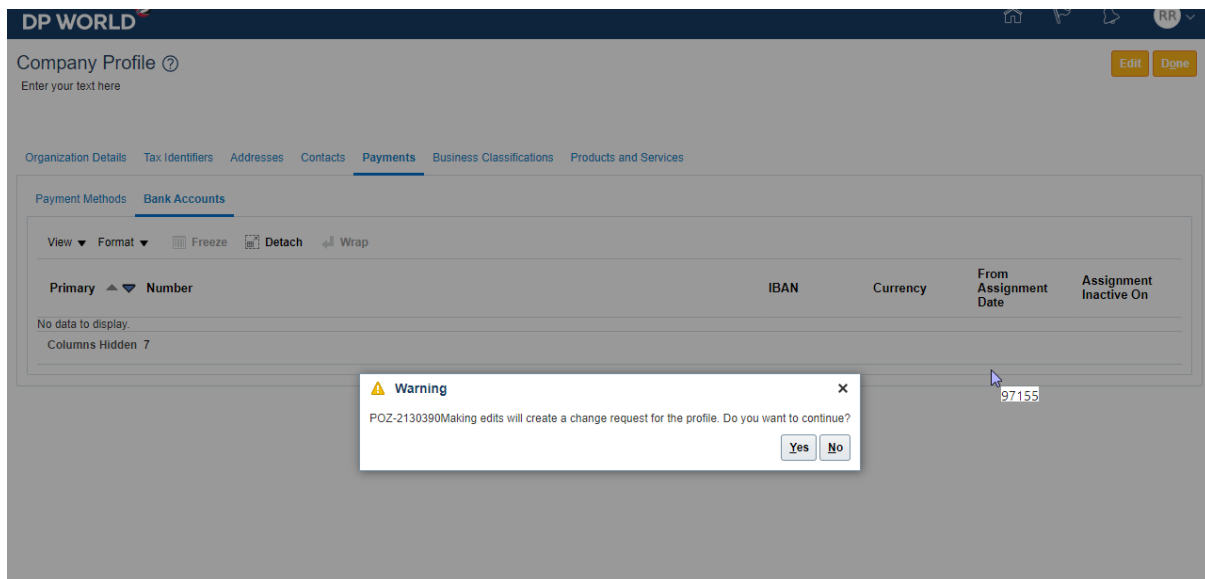
- Click Supplier Portal



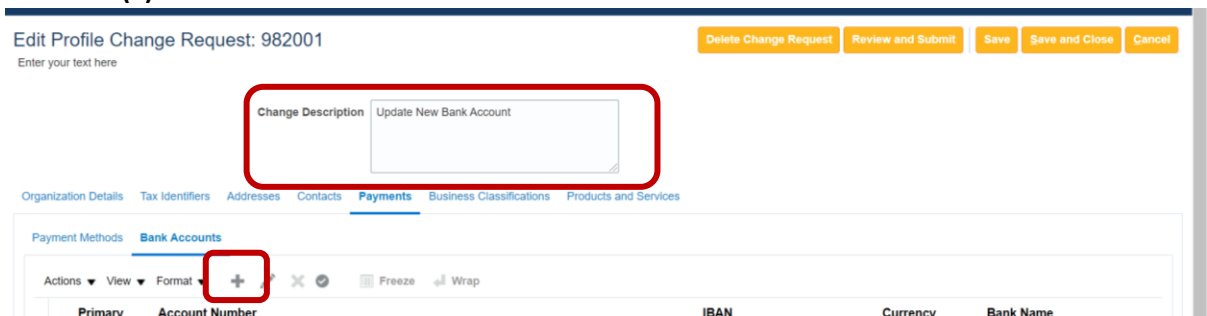
➤ Click Manage Profile

➤ Click Edit> Payments>Bank Accounts

➤ Click yes to continue



➤ Provide Change Description  
 ➤ Click Add (+) icon



- Update the Bank Details: (Below are mandatory)
1. Country
  2. Account number
  3. Bank Name
  4. Branch
  5. IBAN
  6. Currency
  7. Account Name
  8. Allow international Payments (For suppliers outside UAE)

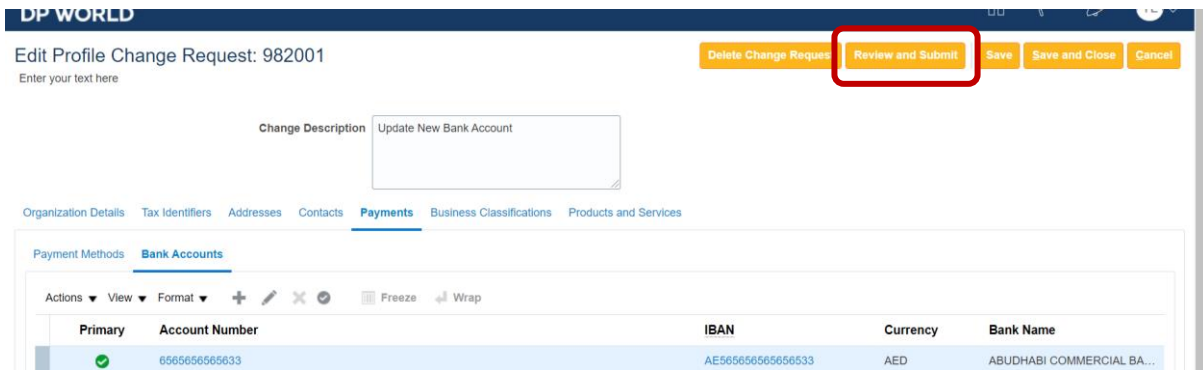
And Click OK

- Click Organization Details and Click on Attachment (+)

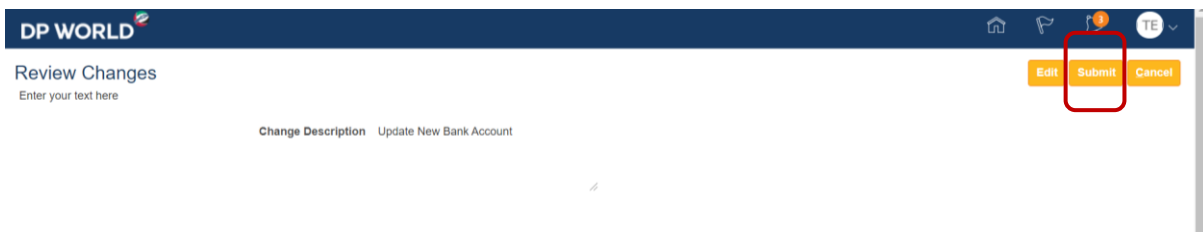
- Attach Bank details in supplier’s letter head signed by authorised signatory
- Click OK

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	Bank Account Details - TEST.pdf	Bank Account Details - IE		TEST EMAIL	31-Aug-2021

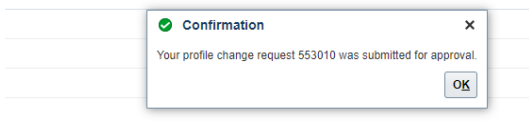
➤ Click Review and submit



➤ Click Submit



➤ Click Ok



Please note Bank Account updated by the supplier would require Finance Team’s (Respective Business Unit of DP World) Approval.

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