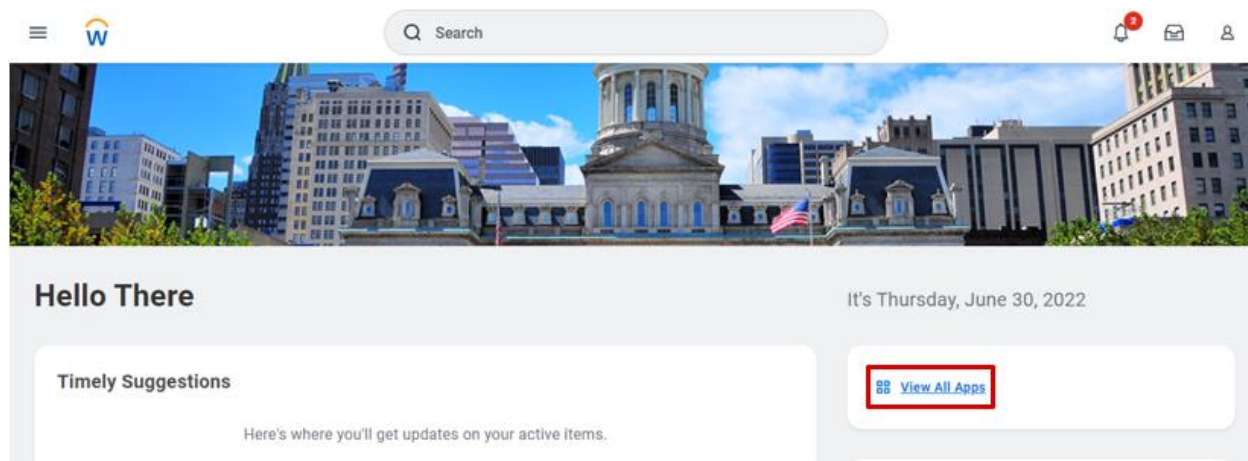## OBJECTIVE

Follow the steps below to navigate the contact and banking application and view and maintain supplier information.
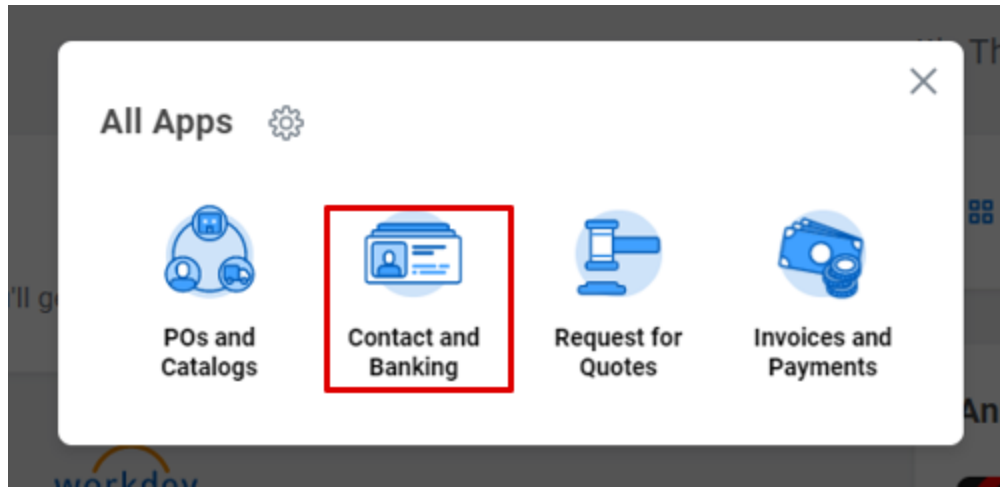
ACCESS CONTACT AND BANKING INFORMATION

Use the steps below to view or maintain supplier data, such as addresses, banking information and classifications.
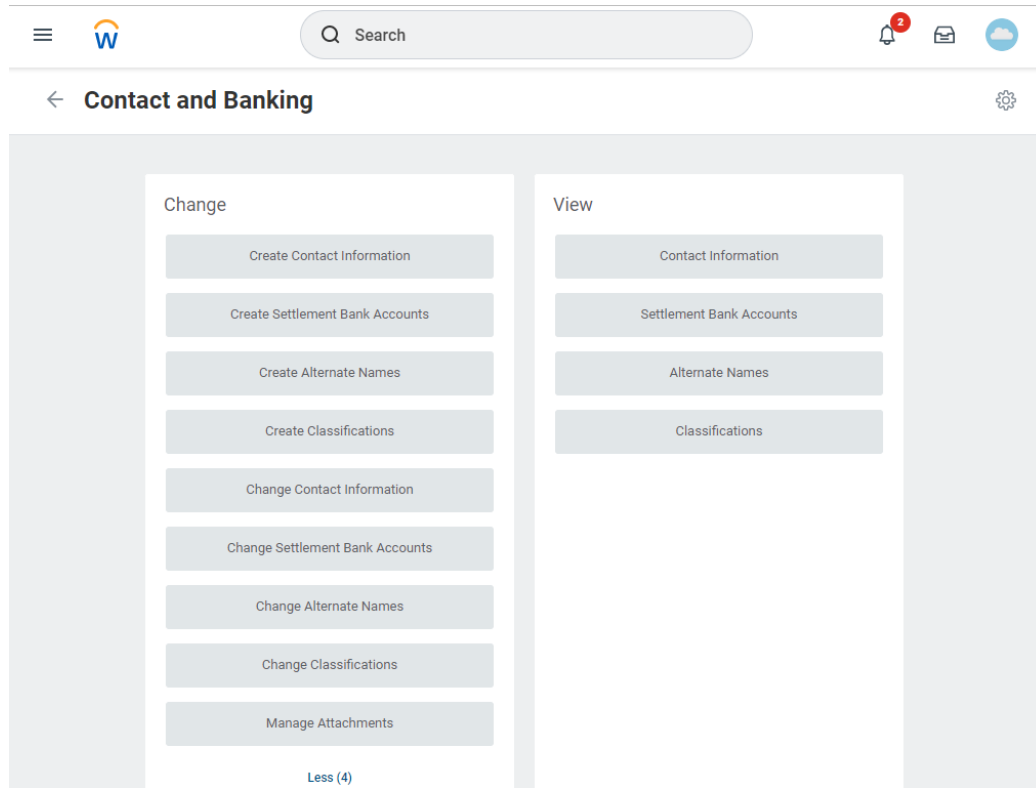
From the Supplier Portal home page:

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

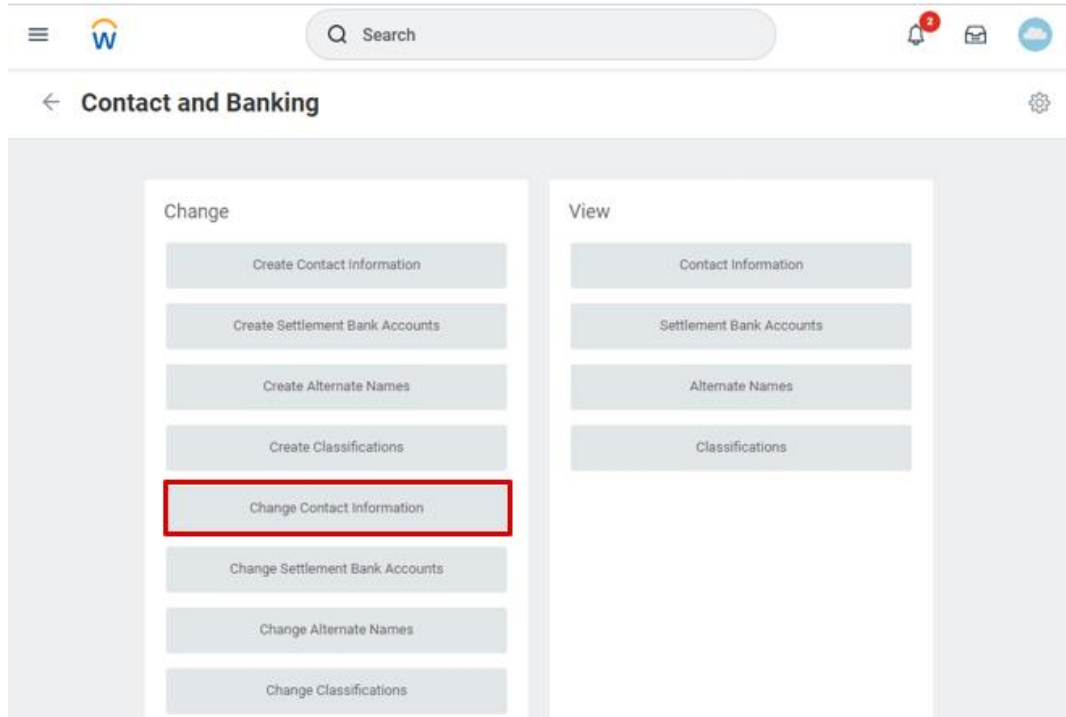2. Click on the **Contact and Banking** application.

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.

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 *	✕ United States of America (+1)
Phone Number *	
Phone Extension	
Phone Device *	Mobile - Personal ▾
Type	* Business
Primary	☑
Use For	✕ Billing
	✕ Remit To
	✕ Shipping
Visibility	☑ Public

[Submit] (Save for Later) (Cancel)

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.

Your screen shots may vary in color from this document; however, processes are correct as of revision date.

Confidential ©2020 Workday, Inc. | 6
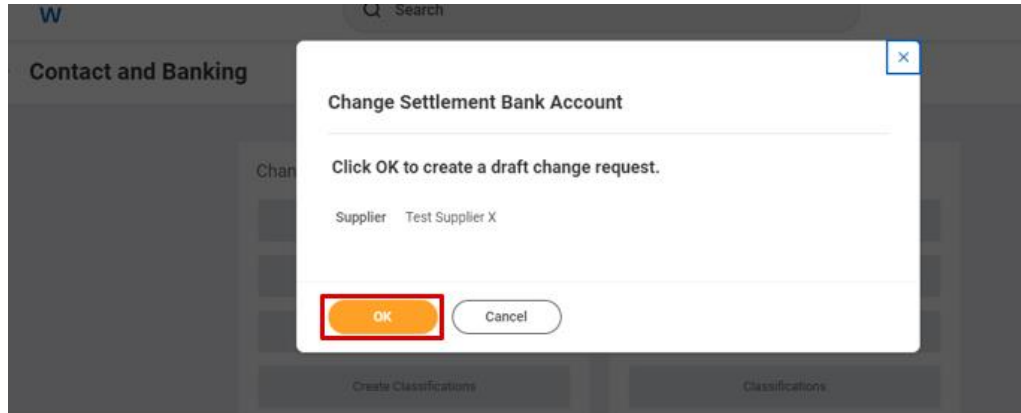
CHANGE BANK ACCOUNT INFORMATION

Follow the steps below to change your bank account information.

From the Contact and Banking application:

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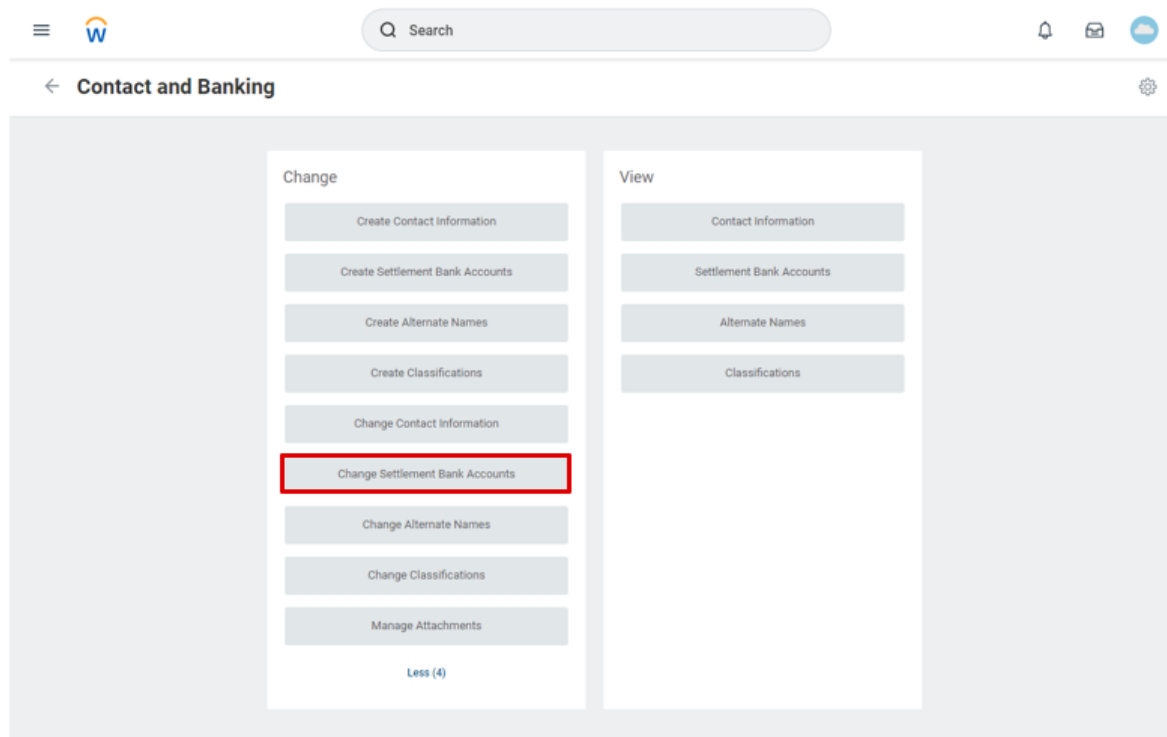
2. A Draft Change Request page appears. Click **OK** to move to the Change Settlement Bank Account page.

3. The Change Settlement Bank Account page will open where you can edit your bank account information.

4. Make all necessary edits.

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.
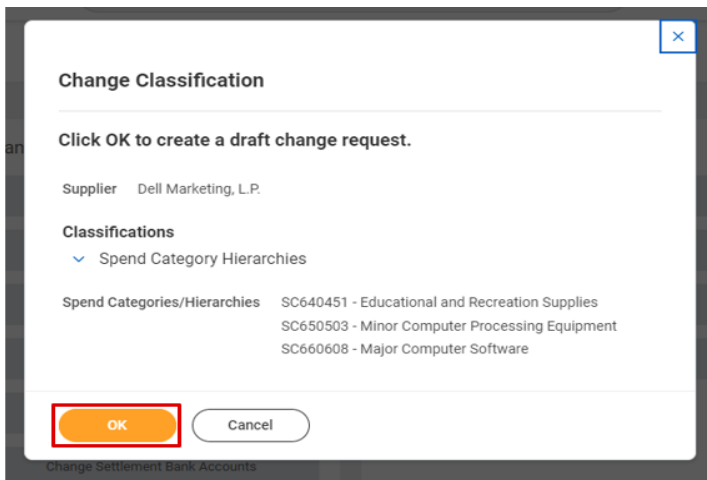
CHANGE CLASSIFICATION

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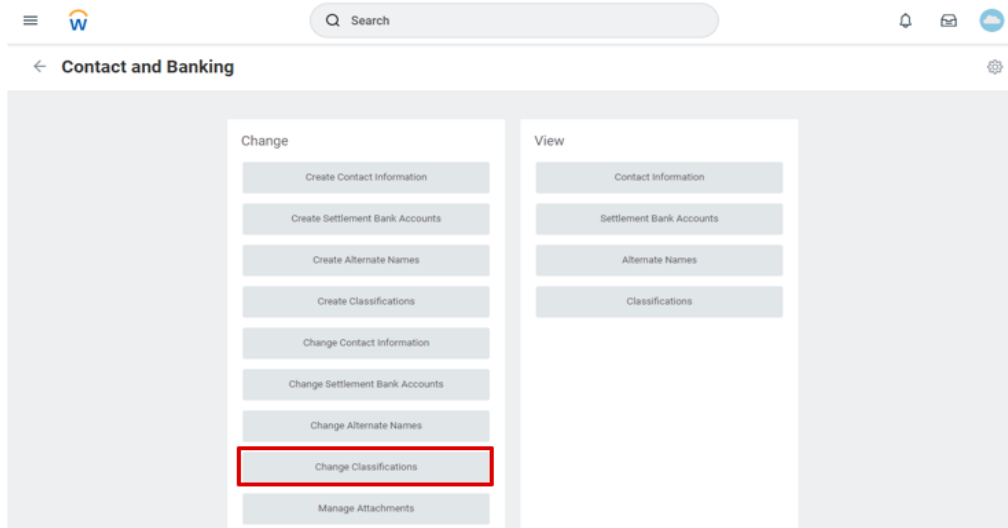
2. A Draft Change Request page appears. Click **OK** to move to the Change Classification page.

3. 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)

4. Select a **Supplier Classification**.

5. Enter the **Certification Expiration Date.**

6. Enter the **Certification Number.**

7. Add an **Attachment**.

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

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.