

DIFS Supplier Portal Registration via Registration Link

The District of Columbia has implemented a new financial system, DIFS – District Integrated Financial System, effective October 3, 2022. This requires registration of suppliers into the system. Once registered, suppliers will have the option to make updates to contact, address, banking, and business classification information as needed. This job aid shows step-by-step the instructions for suppliers to register in the system and update their banking information for payment.

Instructions

Thank you for your interest in doing business with the District. In order to process your invoices and payments, you must register your name or business entity via the DIFS Supplier Portal. To register, please go to https://cfo.dc.gov/supplier_portal and click on the **New Supplier Registration** button. For any questions, email us at suppliers@dc.gov, or call us at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.

Before registering your name or business entity information, please have all the required forms filled out and completed, see the [Forms to Complete for Submission](#) section on the following page. Not submitting this information will delay your registration.

Registering to become a District of Columbia Supplier

This document provides step-by-step instructions for registering your supplier profile. There are six (6) sections to be completed in the registration process

1. [Company Details - Page 3](#)
2. [Contacts Section - Page 8](#)
3. [Addresses Section - Page 12](#)
4. [Business Classifications Section - Page 16](#)
5. [Bank Accounts Section - Page 20](#)
6. [Review Section - Page 23](#)

- Within the DIFS Supplier Portal, required fields are indicated by an asterisk (*).
- **There are some fields in DIFS that are not required; however, they are required in the DIFS Supplier Process – these fields are highlighted in yellow and bolded. Please be sure to enter information in these fields, or this can delay your account being approved.**



- This symbol will indicate an important note.
- It is mandatory to complete the required forms to submit prior to starting the registration process. See the [Forms to Complete for Submission](#) section on the next page for requirements.
- If the submitted profile is rejected, the Supplier must create a new profile and re-submit for approval.

System Requirements

- Default Browser: For best performance of Oracle Fusion Applications, use the latest browser version of Mozilla Firefox. Other browsers that can be used include Apple Safari, Google Chrome, Internet Explorer to be the fastest, in that order.
- Blocked Pop-ups: Fusion Application Notifications are opened as pop-ups. If you have the Pop-ups disabled by default as per your security policies, the browser will block the notifications from Fusion Applications.
- Site Exceptions: Here are the URLs for all Fusion Applications notifications in order to add them as exceptions (e.g., Chrome):
 1. Navigate within the browser, e.g., Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions
 2. Add these exceptions:
 - [\[*.\]oracle.com](#)
 - [\[*.\]oraclecloud.com](#)
 - [\[*.\]oracleoutsourcing.com](#)

Forms to Complete for Submission

Below is an explanation of the forms to submit prior to starting the registration process.

- A tax form from the Internal Revenue Service (IRS) must be submitted. Select the appropriate tax form to submit.
- Payment via Direct Deposit is not required but recommended. To receive payment via Direct Deposit, please provide a voided check or submit a letter from the bank. If the voided check or a bank letter is not submitted with the registration, the default payment method will be via a paper check.



Note: A voided check or bank letter can be submitted in the future, when payment via Direct Deposit is desired.

All forms must be fully completed and signed. Not submitting this information with your registration will delay the process.

These forms can be downloaded via the https://cfo.dc.gov/supplier_portal and click on the **Resources** button.

1. IRS Form W-9, Request for Taxpayer Identification Number and Certification – for U.S. based individuals or business entities.
2. IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) or Form W-8 BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) – for Foreign based individuals or business entities.



Note: The letter from the bank must contain the following:

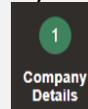
1. Must be on bank letterhead certifying ownership of the bank account
2. Date of Letter – No less than 60 days old from the time of submission
3. Name and address of the Bank – U.S. based banks only. No foreign banks will be accepted
4. Individual's name, Business or Company Name
5. Business Address
6. Business Tax ID
7. Type of Account – Checking or Savings

Register Supplier: Company Details



Register Supplier Company Details page

- Go to the Supplier Portal Registration webpage at https://cfo.dc.gov/supplier_portal and click on the **New Supplier Registration** button.
- The **Register Supplier: Company Details** page will display
- Each grouping below in the **Company Details section 1** is explained in the following pages



is explained in

1
Company
Details

2

Company Details: Basic Company Details – Enter the information in the following fields:

- A. **Company (required)** – Enter the individual’s name or business name
- B. **Tax Organization Type (required)** – Select a corresponding value from the list
- C. **Supplier Type (required)** - Select a corresponding value from the list
- D. Corporate Web Site (optional) – Enter the individual’s or company website URL address
- E. **Attachments (required)** – Attach the corresponding following forms:
 1. Domestic Company - Must provide a completed and signed IRS Form W-9, Request for Taxpayer Identification Number and Certification
 2. Foreign Entity - Must provide a completed and signed IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) or Form W-8 BEN-E, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
 3. Voided Check – To receive Direct Deposit Payment, please upload an image of a voided check. If no voided check is attached, the default payment will be disbursed via paper check.
 4. Letter from the Bank (optional) - Only U.S. banks are eligible for Direct Deposit Payment. No foreign bank accounts are accepted. If no voided check or a bank letter is attached, the default payment will be made via paper check.

1
Company
Details

3

Company Details: Adding Attachments – Follow the steps below to add the required attachments.



A. **Attachments (required)** - Click on the **Attachments +** button. Accepted File types include Word, Excel, PowerPoint, PDF, Zip files, Image files (png, jpg). Maximum file size is 2GB.

Note: All attachments, including those required for Direct Deposit Payment must be attached here.

The **Attachments** window will open

B. **File Name or URL (required)** - click on the **Choose File** button

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			anonymous

C. A file window will open on your computer

D. Find and select the file to upload

E. Click on the **Open** button

1
Company
Details

3

Company Details: Adding Attachments (continued) – provide a description for the file.

- F. Title (optional) – Click on the field, and the information for this field will auto-populate with the file name of the uploaded file
- G. Description (optional) – Provide an explanation about the uploaded file
- H. Click the **OK** button to save the information

The screenshot shows the 'Attachments' dialog box with a table containing one row. The columns are Type, Category, File Name or URL, Title, Description, and Attached By. A red circle 'F' is over the Title field, 'G' is over the Description field, and 'H' is over the OK button. A hand cursor is clicking the OK button.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	fw9.pdf	fw9.pdf	W9 Form	anonymous



Note: To add additional files, follow the steps A-H in this section. Once all the files are loaded, click the **OK** button to save the information.

The screenshot shows the 'Attachments' dialog box with a table containing three rows. The columns are Type, Category, File Name or URL, Title, Description, and Attached By. A red circle 'H' is over the OK button. A hand cursor is clicking the OK button.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	BANK LETTER - SUNTRUST BANK FOR SHINE COMP?	BANK LETTER - SUNTRI	iter for Sunshine company]	anonymous
File	From Supplier	ACH FORM - SUNSHINE COMPANY.docx	ACH FORM - SUNSHINE	ACH form for Sunshine co	anonymous
File	From Supplier	fw9.pdf	fw9.pdf	W9 for Sunshine company]	anonymous

1
Company
Details

4 **Company Details: Company Tax Information – Enter a value for at least one of the fields below:**

A. D-U-N-S Number (optional) – Enter the company’s Dun & Bradstreet Data Universal Numbering System (D-U-N-S) number

B. **Tax Country (required)** - Select a corresponding value from the list

Select one option below. Either Taxpayer ID (US based individual/company) OR Tax Registration Number (Foreign individual/company).

C. **Taxpayer ID (required)** – Required for U.S. based individuals or companies, enter Taxpayer ID. Enter the Tax ID with no dashes, for example: instead of entering 12-3456789 enter 123456789

Note: Must select a Tax Country for this field to be made available.

D. **Tax Registration Number (required)** – Required for Foreign based individuals or companies, enter Tax Registration Number. *Note: Must select a Tax Country for this field to be made available.*

E. Note to Approver (optional) – Enter a note to the Approver

A screenshot of a web form titled 'Company Tax Information'. It contains five fields: 'D-U-N-S Number' (text input), 'Tax Country' (dropdown menu), 'Taxpayer ID' (text input), 'Tax Registration Number' (text input), and 'Note to Approver' (text area). Red circles with letters A through E are overlaid on the form to identify each field.

1
Company
Details

5 **Company Details: Contact Information – Enter the contact information for communications regarding the registration in the following fields:**

Note: The contact information entered here becomes the Administrative contact by default.

A. **First Name (required)** – Enter the contact’s first name

B. **Last Name (required)** – Enter the contact’s last name

C. **Email (required)** - Enter the contact’s email address

D. **Confirm Email (required)** – Re-enter the contact’s email address

A screenshot of a web form titled 'Your Contact Information'. It includes the instruction 'Enter the contact information for communications regarding this registration.' and four required fields: '* First Name', '* Last Name', '* Email', and '* Confirm Email'. Red circles with letters A through D are overlaid on the form to identify each field.

1
Company
Details

6

Complete Company Details: Verify all information is entered correctly.

A. Click on the **Next** button to move to the **Contacts section 2**

Contacts Section

2
Contacts

7

Contacts Section – The contact person’s name entered in Step 5 will appear in the Name field.

A. Click on the **Edit** button to add a supplier role to the contact

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Traveler, Mary		fun4travel2@gmail.com	✓	✓	A	

7

Contacts Section (continued) – The *Edit Contact*: window opens. Add additional information.

- B. Salutation (optional) – Select from the list of values a salutation of Mr., Mrs., or Ms.
- C. **First Name (required)** – The contact’s first name defaults as entered from [Step 5](#)
- D. Middle Name (optional) - Enter the contact’s middle name
- E. **Last Name (required)** – The contact’s last name defaults as entered from Step 5
- F. Job Title (optional) – Enter the contact’s job title
- G. Administrative contact (defaults) – By default, this box will be checked for the contact entered from Step 5 to become an Admin contact. Optionally, additional contacts can be added as either Admin or Non-Admin contacts – see [Step 7N](#) to create additional contacts
- H. **Phone or Mobile Number (required)** – Must enter a phone number. Select the country code and enter either a Phone or Mobile telephone number
- I. Fax (optional) – Enter the contact’s fax number
- J. **Email (required)** - The contact’s email address defaults as entered from Step 5
- K. Request user account (defaults) – By default, this box will be checked for the contact entered from Step 5 to receive a user account to the email address provided
- L. Role (defaults) – The role defaults to ‘DIFS Supplier Portal Self Service JR - Provides access to supplier portal overview and manage supplier profile.’



Note: Leave the default role information as is, Do Not Remove!

M. Click the **OK** button to save the information

Edit Contact: Mary Traveler

Annotations: A (Salutation), B (First Name), C (Middle Name), D (Last Name), E (Job Title), F (Administrative contact), G (Phone), H (Mobile), I (Fax), J (Email), K (Request user account), L (Roles table), M (OK button).

Role	Description
DIFS Supplier Portal Self Service JR	Provides access to access supplier portal overview and manage supplier profile.

2
Contacts

7

Contacts Section (continued): add additional contacts

N. To add additional contacts, click on the **Create +** button

ORACLE

Company Details — **2** — 3 — 4 — 5 — 6
Contacts — Addresses — Business Classifications — Bank Accounts — Review

Register Supplier: Contacts ⓘ

Enter at least one contact.

Back Next Save for Later Register Cancel

Actions View Format **N Create** Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Traveler, Mary		fun4utravel2@gmail.com	✓	✓		

Columns Hidden 7

2
Contacts

7

Contacts Section (continued) – The **Create Contact:** window opens. Add information for the new contact.

- O. Salutation (optional) – Select from the list of values a salutation of Mr., Mrs., or Ms.
 - P. **First Name (required)** – Enter the contact’s first name
 - Q. Middle Name (optional) - Enter the contact’s middle name
 - R. **Last Name (required)** – Enter the contact’s last name
 - S. Job Title (optional) – Enter the contact’s job title
 - T. Administrative contact (optional) – Select the checkbox to indicate the contact is an administrative contact who will be notified of the registration review outcome.
-  **Note:** Leave the box unchecked for Non-Administrative contacts who will perform other duties such as submit invoices
- U. **Phone or Mobile Number (required)** – Must enter a phone number. Select the country code and enter either a Phone or Mobile telephone number.
 - V. Fax (optional) – Enter the contact’s fax number
 - W. **Email (required)** - Enter the contact’s email address
 - X. Request user account (optional) – Check this box for the contact to receive a user account to the email address provided
 - Y. Role (defaults) – If ‘Request user account’ box is checked, the role defaults to ‘DIFS Supplier Portal Self Service JR - Provides access to supplier portal overview and manage supplier profile.’
 - Z. Click the **OK** button to save the information

The screenshot shows the 'Create Contact' form with the following fields and annotations:

- O:** Salutation dropdown menu
- P:** First Name text input field
- Q:** Middle Name text input field
- R:** Last Name text input field
- S:** Job Title text input field
- T:** Administrative contact checkbox
- U:** Phone text input field
- V:** Mobile text input field
- W:** Email text input field
- X:** Create user account checkbox
- Y:** Role selection area (table with columns Role and Description)
- Z:** OK button at the bottom right of the form

2
Contacts

7
Contacts Section (continued)

AA. The contact entered in the previous step will display

BB. Click on the **Next** button to move to the **Addresses section 3**

ORACLE

Company Details **2** Contacts **3** Addresses **4** Business Classifications **5** Bank Accounts **6** Review

Register Supplier: Contacts ②

Enter at least one contact.

Back **Next** Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
AA Smith, Tommy	Billing Specialist	TSmith@fun4travel2.com	—	—		
Traveler, Mary		fun4travel2@gmail.com	✓	✓		

Columns Hidden 7

Addresses Section

3
Addresses

8
Addresses: Enter address information (required)

A. Click the **Create** button to enter the address information

ORACLE

Company Details **3** Addresses **4** Business Classifications **5** Bank Accounts **6** Review

Register Supplier: Addresses

Enter at least one address for remit to and ordering address purposes.

Back Next Save for Later Register Cancel

A + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
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Columns Hidden 3

3
Addresses

8

Create Address (continued): The **Create Address** window opens. Enter the address information.

- B. Address Name (required)** – Enter the name of the address using one of the following names in **ALL CAPS**:
 1. HEADQUARTERS – this is the address on the IRS Form W-9 or IRS Form W-8BEN
 2. REMIT TO - if entering multiple REMIT TO addresses, include a dash in the REMIT name, i.e., REMIT TO-1
 3. ORDERING
- C. Country (required)** – This defaults to *United States*. Select the correct country name if the default does not apply
- D. Address Line 1 (required)** – Enter the first address line information. Headquarters address cannot be a P.O. Box address
- E. Address Line 2 (optional)** – Enter the second address line information (i.e., Suite or Apartment number, building name)
- F. City (required)** – Enter the name of the city
- G. State (required)** – Select the state name from the dropdown list of values
- H. Postal Code (required)** – Enter the zip code
- I. Address Purpose (required)** – Select one or more options below.
 - Ordering – Select if receiving Purchase Orders to this address
 - Remit to – Select if receiving Payments to this address
- J. Phone (required)** – Enter phone number, starting with the country code
- K. Email (required)** – Enter email for a contact for this address

Create Address

B * Address Name

C * Country

D Address Line 1

E Address Line 2

F City

G State

H Postal Code

I * Address Purpose Ordering
 Remit to
 RFQ or Bidding

J Phone 1

Fax 1

K Email

▲ Address Contacts

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

3
Addresses

8

Create Address: Address Contacts (continued) – optional step. After filling out the address information, you can select previously entered contacts and associate them to the newly created address.

L. To associate an existing contact, click on **Actions**

M. Then click on **Select and Add**

Create Address

* Address Name: HEADQUARTERS

* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

* Country: United States

Address Line 1: 123 GOLDEN SUN LANE

Address Line 2: SUITE 300

City: San Diego

State: CA

Postal Code: 92117

Phone: 1 800 123-4567

Fax: 1

Email:

Address Contacts
Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

	Job Title	Email	Administrative Contact	User Account
Remove				
Select and Add				
Columns Hidden				

Create Another OK Cancel

3
Addresses

8

Create Address: Address Contacts (continued) – the **Select and Add: Contacts** window opens, and the names of available contacts will display.

N. Select a name of a contact, the name will be highlighted in blue

O. Click on the **OK** button

Select and Add: Contacts

Search

Name: Job Title:

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Traveler, Mary		fun4travel2@g.	

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

3
Addresses

8

Create Address: Address Contacts (continued) – the selected contact name displays under the Address Contacts section.

P. When finished entering the contact and address information, click the **OK** button

Create Address

* Address Name: HEADQUARTERS

* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

* Country: United States

Address Line 1: 123 GOLDEN SUN LANE

Address Line 2: SUITE 300

City: San Diego

State: CA

Postal Code: 92117

Phone: 1 800 123-4567

Fax: 1

Email:

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach

Name	Job Title	Email	Administrative Contact	User Account
Traveler, Mary		fun4travel2@g...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another **OK** Cancel

The selected Contact displays under the Address Contacts section

3
Addresses

8

Addresses Section (continued) – The Address Name and information name entered in Step 8 B-O will appear.

Q. Click on the **Next** button to move to the **Business Classifications section 4**



Note: To enter another address, repeat step 8

ORACLE

Company Details Contacts **Addresses** Business Classifications Bank Accounts Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Back **Next** Save for Later Register Cancel

Address Name	Address	Phone	Address Purpose	Edit	Delete
HEADQUARTERS	123 GOLDEN SUN LANE, SUITE 300, SAN DIEGO, CA 92117	+1 (800) 123-4567	Ordering; Remit to	<input type="text"/>	<input type="text"/>

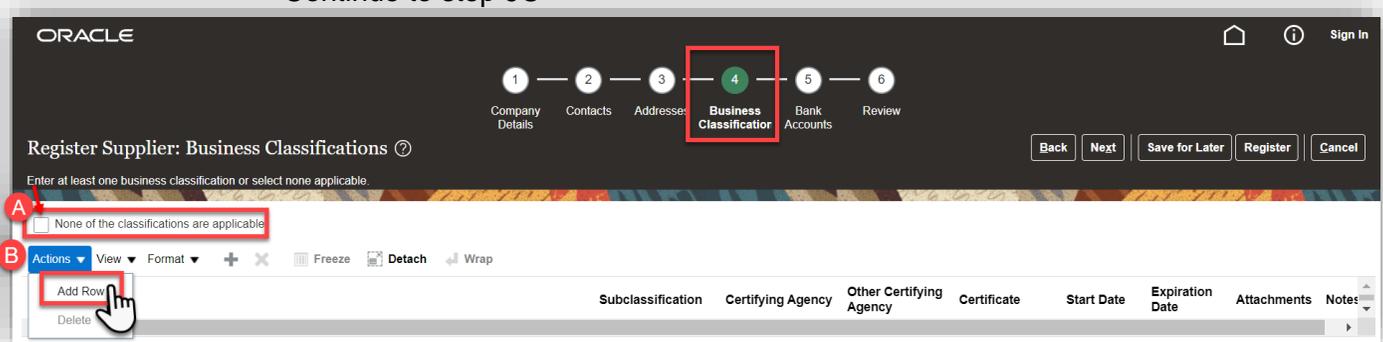
Columns Hidden 3

Business Classifications Section

4
Business Classifications

9 Business Classifications: Add the Business classification, such as SBE (Small Business Enterprise), CBE (Certified Business Enterprise), DSLBD (Department of Small and Local Business Development), etc.

- A. If no classifications are held, then click on the box for 'None of the classifications are applicable.' Skip ahead to [Step 9R](#) - click on the Next button to move to the **Bank Accounts section 5**
- B. If classifications are held, click on the **Actions** button, and select 'Add Row'. Continue to step 9C



4
Business Classifications

9 Business Classifications (continued): Select the Classification

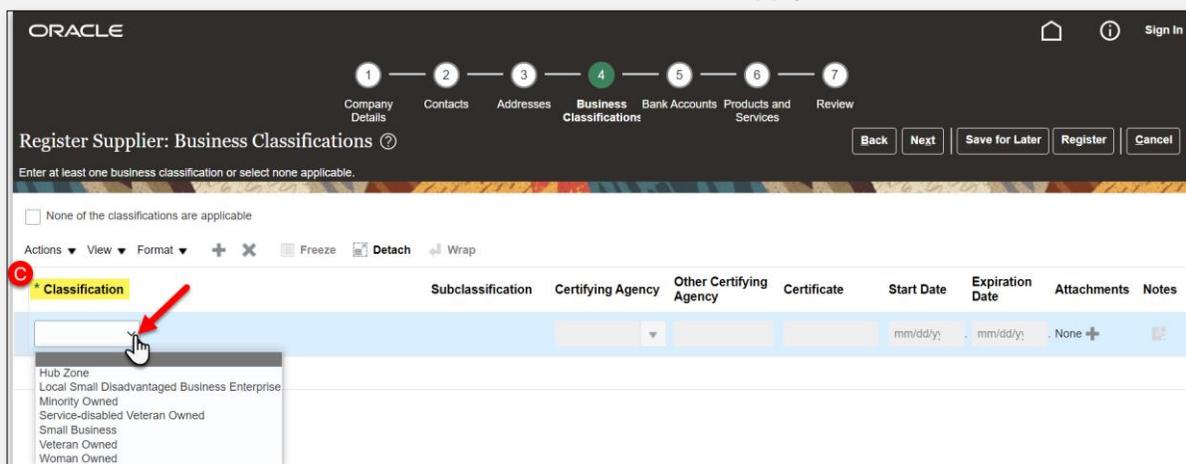


Note: The corresponding business agency certifies these classifications. If claiming a Business Classification, you must submit a certification. See [Step 9F](#) for instructions on providing certification information.

C. **Classification (required)** - Click on the list of values and select one of the following options:

- Hud Zone
- Local Small Disadvantaged Business Enterprise
- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned

Note: Leave the field blank if none of the above apply



4
Business Classifications

9

Business Classifications (continued): Select the Subclassification

D. Subclassification (optional) - Click on the list of values and select one of the following options:

- African American
- American Indian
- Asian
- Hispanic

ORACLE

1 — 2 — 3 — 4 — 5 — 6 — 7
Company Details — Contacts — Addresses — **Business Classifications** — Bank Accounts — Products and Services — Review

Register Supplier: Business Classifications ? [Back] [Next] [Save for Later] [Register] [Cancel]

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	[Dropdown]	[Dropdown]	[Dropdown]	[Text]	mm/dd/yy	mm/dd/yy	None +	[Icon]

[Dropdown menu for Subclassification: African American, American Indian, Asian, Hispanic]

4
Business Classifications

9

Business Classifications (continued): Select the Certifying Agency

E. Certifying Agency (optional) - Click on the list of values and select 'Other'

ORACLE

1 — 2 — 3 — 4 — 5 — 6 — 7
Company Details — Contacts — Addresses — **Business Classifications** — Bank Accounts — Products and Services — Review

Register Supplier: Business Classifications ? [Back] [Next] [Save for Later] [Register] [Cancel]

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	[Dropdown]	[Dropdown]	[Text]	mm/dd/yy	mm/dd/yy	None +	[Icon]

[Dropdown menu for Certifying Agency: Other, Search...]

4 Business Classifications

9

Business Classifications (continued): Enter additional information

F. **Other Certifying Agency (required)** – Enter the certifying Agency for the business classification. For example, DSLBD (Department of Small and Local Business Development), SBE (Small Business Enterprise), etc.

G. Certificate (optional) – Enter the certification number.



Note: Must include certification from DSLBD site, <https://dslbd.dc.gov/getcertified>, to claim CBE (Certified Business Enterprise) status.

H. **Start Date (required)** – Enter the certification start date

I. **Expiration Date (required)** - Enter the certification end date

J. **Attachments (required)** – Upload the Agency certification by clicking on the + icon

ORACLE Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	Other			mm/dd/yy	mm/dd/yy	None +	

The **Attachments** window will open

K. File Name or URL (required) - click on the **Choose File** button

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			anonymous

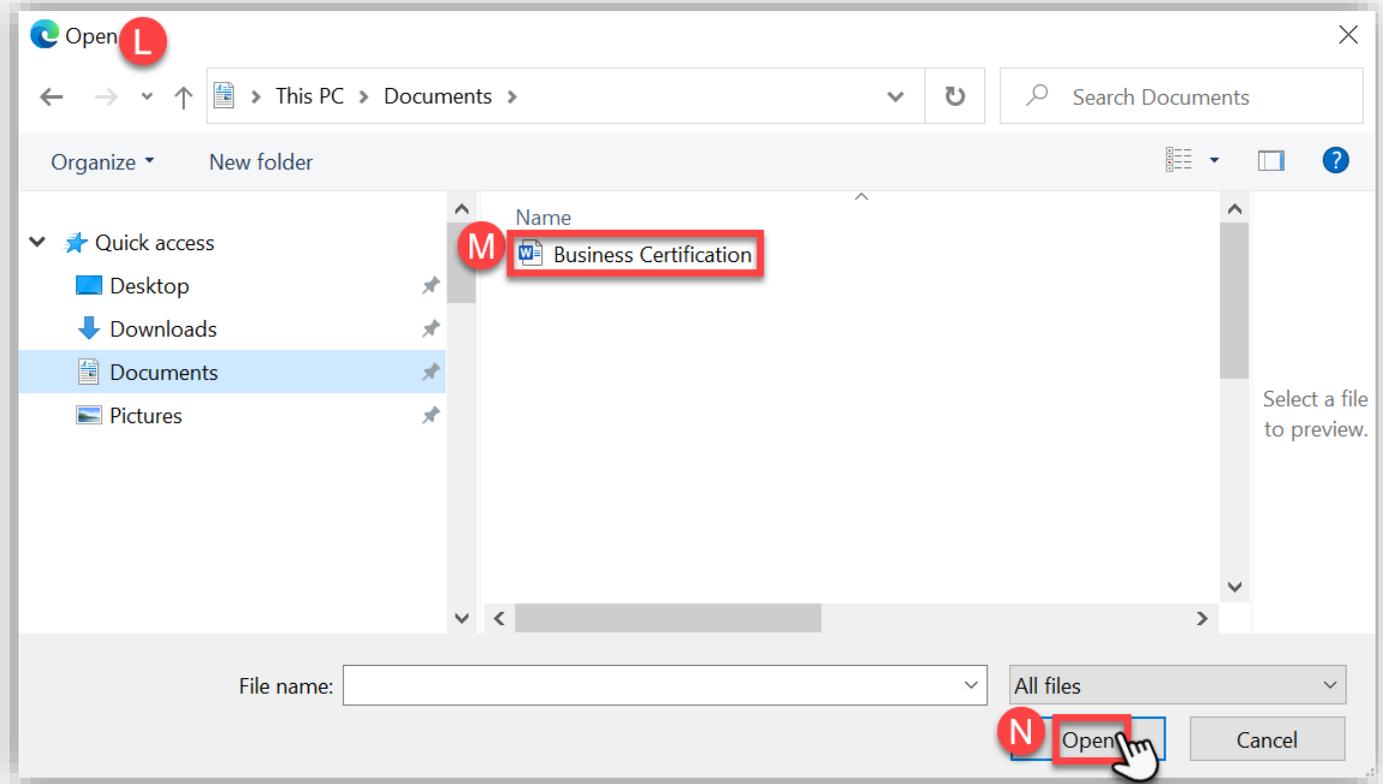
Rows Selected 1

OK Cancel

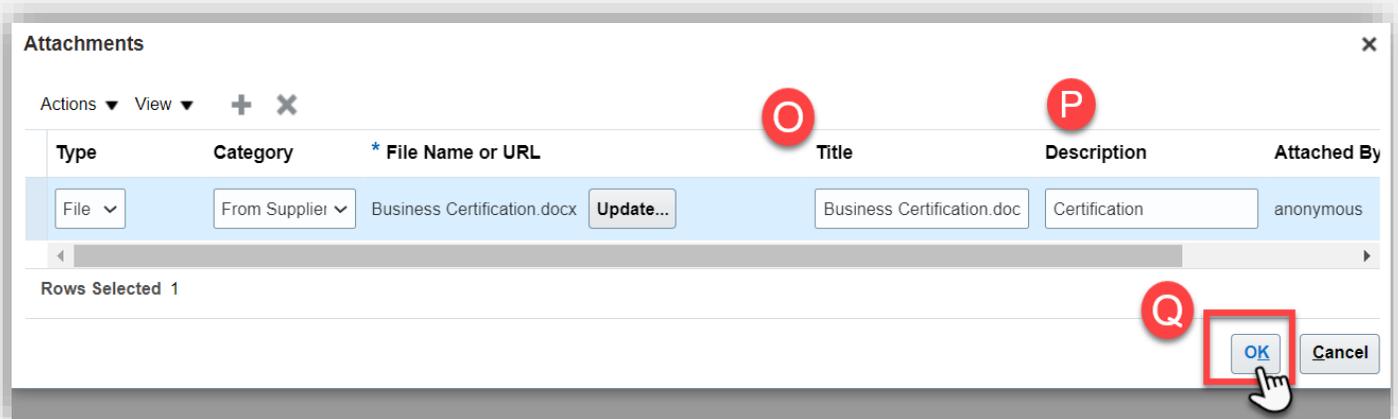
4
Business
Classifications

9 **Business Classifications (continued):** add attachments (continued)

- L. A file window will open on your device
- M. Find and select the file to upload. Accepted File types include Word, Excel, PowerPoint, PDF, Zip files, Image files (png, jpg). Maximum file size is 2GB.
- N. Click on the **Open** button



- O. Title (optional) – Defaults from file uploaded on **Step 9M**, the File name can be updated
- P. Description (optional) – Provide a description of the file
- Q. Click the **OK** button to save the information



4
Business
Classifications

9 **Business Classifications (continued):** complete section

R. Click on the **Next** button to move to the **Bank Accounts** section 5

ORACLE

1 — 2 — 3 — 4 — 5 — 6
Company Details — Contacts — Addresses — Business Classifier — Bank Accounts — Review

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	Other	SBA	12345	01/01/20	12/31/20	tion.docx + X	

Buttons: Back, Next, Save for Later, Register, Cancel

Bank Accounts Section

5
Bank
Accounts

10 **Bank Accounts:** Enter bank account information if applicable (optional).

To receive Direct Deposit Payments from the District, proceed to creating the bank account details below.

A. Click the **Create** button to enter banking information

ORACLE

Company Details — Contacts — Addresses — Business Classifications — 5 — 6
Bank Accounts — Review

Register Supplier: Bank Accounts

Buttons: Back, Next, Save for Later, Register, Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
Columns Hidden 8					



Note: A voided check or a bank letter must be attached to receive Direct Deposit disbursements.

If no bank information is created, then payment will be issued by paper check – skip ahead to [Step 10P](#) and proceed to the next section.

5
Bank Accounts

10

Bank Accounts (continued) – The **Create Bank Account** window opens. Enter bank account details.

- A. **Country (required)** – Type or select from the drop-down list ‘United States’
- B. **Bank (required)** – Search and select the bank name from the list of values
- C. **Branch (required)** – Search and select the bank branch name from the list of values, based on the bank name selected on step B above
- D. **Account Number (required)** – Enter the bank account number
- E. IBAN (not applicable) – The District does not allow for foreign bank accounts. This field is not applicable
- F. **Currency (required)** – Select ‘USD’ from the list of values. Payments are only made in USD.

Additional Information section

- G. **Account Name (required)** – Enter the name of the bank account
- H. Alternate Account Name (optional) – If applicable, provide an alternate account name
- I. Account Suffix (optional) – If applicable, an account suffix is added to the end of an account number so that numerous account types can be maintained under the same account number
- J. Check Digits (optional) – Not applicable in most cases. A check digit is a digit added to a string of numbers for error detection purposes.
- K. Agency Location Code (optional) – Applicable for Government Agencies. The number issued to the Agency by the Department of the Treasury for the On-Line Payment and Collection Billing System
- L. **Account Type (required)** – Select an option from the drop-down list of values: Checking, Savings, Unknown
- M. Description (optional) – Enter a description about the bank account

Comments Section

- N. Note to Approver (optional) – Enter any comments for approval of the bank account information provided

The screenshot shows the 'Create Bank Account' form with the following fields and callouts:

- A**: Country (dropdown)
- B**: Bank (dropdown)
- C**: Branch (dropdown)
- D**: Account Number (text input)
- E**: IBAN (text input)
- F**: Currency (dropdown)
- G**: Account Name (text input)
- H**: Alternate Account Name (text input)
- I**: Account Suffix (text input)
- J**: Check Digits (text input)
- K**: Agency Location Code (text input)
- L**: Account Type (dropdown)
- M**: Description (text input)
- N**: Note to Approver (text area)

Buttons at the bottom: Create Another, OK, Cancel.



Note: If the Bank and/or the Branch name is not available in the dropdown list, please send an email to Suppliers@dc.gov

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Bank Accounts

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Bank Accounts (continued) – Save the bank account information

O. When finished entering the bank details information, click the **OK** button

Create Bank Account

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

* **Country** United States **IBAN**

Bank SUNTRUST BANK **Currency**

Branch SUNTRUST BANK - 051000020

* **Account Number** 0012345678

Additional Information

Account Name Fun 2 Travel Compnay **Agency Location Code**

Alternate Account Name **Account Type** Checking

Account Suffix **Description**

Check Digits

Comments

Note to Approver

Create Another **OK** **Cancel**

P. Click on the **Next** button to move to the **Review** section 6

ORACLE Sign In

Company Details Contacts Addresses Business Classifications **Bank Accounts** Review

Register Supplier: Bank Accounts

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXX5678			SUNTRUST BANK	<input type="text"/>	<input type="text"/>

Columns Hidden 8

Review Section

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Review

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Review – This page displays all the information entered during the registration process. Review and verify the information before submitting the registration.

A. When finished reviewing all the information, click the **Register** button

Review Supplier Registration: Fun 2 Travel Company

Company Details

Company	Fun 2 Travel Company	D-U-N-S Number	
Tax Organization Type	Sole Ownership	Tax Country	United States
Supplier Type	Vendor-Individual	Taxpayer ID	123-45-6789
Corporate Web Site		Tax Registration Number	
		Note to Approver	

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	fw9.pdf	fw9.pdf	W9 Form	anonymous	07/29/2022 09:27
File	From Supplier	ACH FORM for Company.docx	ACH FORM for Company...	ACH Form	anonymous	07/29/2022 09:25
File	From Supplier	BANK LETTER - SUNTRUST BANK.docx	BANK LETTER - SUNTR...	Bank Letter	anonymous	07/29/2022 09:24

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Traveler, Mary		fun4travel2@gmail.com	✓	✓	

Addresses

Address Name	Address	Phone	Address Purpose	Details
HEADQUARTERS	123 GOLDEN SUN LANE,SUITE 300,SAN DIEGO, CA 96765	+1 (800) 123-4567	Ordering; Remit to	

Business Classifications

— None of the classifications are applicable

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Minority Owned	African American	Other	SBA	12345	01/01/2020	12/31/2025	Business Certif	

Bank Accounts

Account Number	IBAN	Currency	Bank
XXXXXXXX5678			SUNTRUST BANK

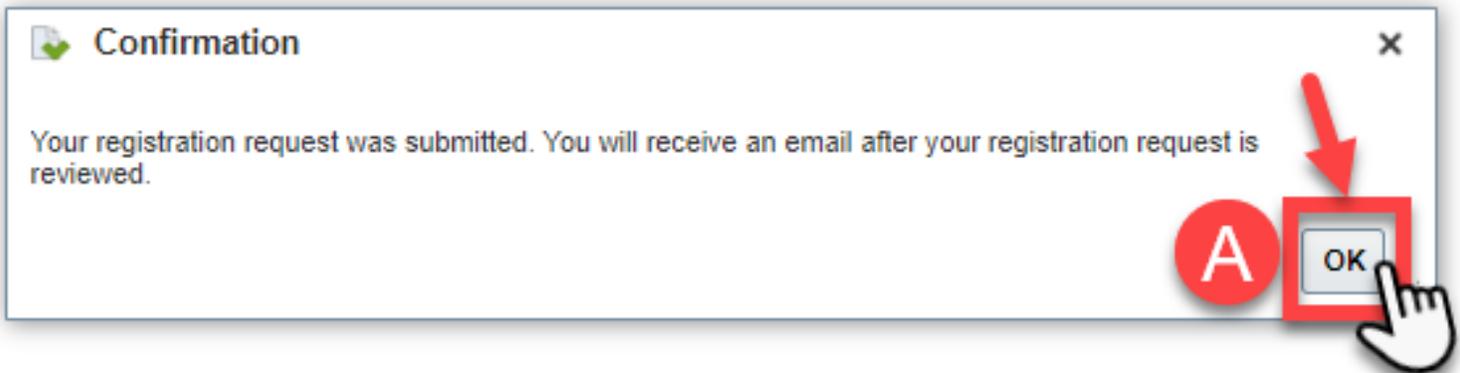
Confirmation – Registration Submitted

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Confirmation – A confirmation message appears stating:

Your registration request was submitted. You will receive an email after your registration request is reviewed.

A. Click the **OK** button to close the message



- Close your browser window.
- You will receive an email with additional instructions once your registration has been reviewed and approved.