

Adding or Updating Supplier EFT Information

Review Supplier Forms

Verify the following documents have been received and are complete.

- [Authorization Agreement for Direct Deposit of EFT Payments](#)
- Banking verification (e.g., voided check or communication on banking bank letterhead including account holder's name, account number, routing number, and bank signature).

In the event a supplier provides multiple pieces of documentation (SIF, W9, EFT) and the zip codes do not match each other on the forms and/or vary within the OAKS system, verify which zip code is accurate by using USPS and make the necessary updates.

A new EFT can be processed if the address on the Supplier Information Form and W9 have an apartment, suite number, etc. and it is not on EFT form.

Sole Proprietors: If the name on the "Authorization Agreement for Direct Deposit of EFT Payments" and bank verification are different, but both are reflected on the Identifying Information Tab the form(s) can be processed.

SSR Forms for EFT, W-9 form, and banking verification.

Search for Supplier Record

Refer to the search instructions in the [Reviewing Supplier Information](#) topic to determine if the supplier already has a Supplier ID in OAKS FIN. If supplier is not found, proceed to "[Adding a New Supplier](#)."

3. From the "CHK" **Location**, click the [Procurement](#) icon.
4. Select [Additional Procurement Options](#) to expand the collapsible region.
5. Take note of the [Payment Terms Options](#) and [Payment Term ID](#).

No action is taken with this field - take note of it for step 28.

6. Click [OK](#).
 - The **Location** tab displays.

the corresponding addresses on the **Address** tab.

27. Select [Additional Procurement Options](#) to expand the collapsible region.
28. Select the [Payment Terms Options](#) dropdown as it was listed for the "CHK" location (noted from step 6).
29. Select the [Look Up Payment Term ID](#) icon.
30. Select the [Payment Term ID](#) from the dropdown list that was listed for the "CHK" location (noted from step 6).
31. Click [OK](#).

Once all updates have been made to the supplier record, review the **Summary** tab to verify that the record was modified.