



Payment Methods

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Overview

This document provides you details on the different methods of payment, and the details to be filled in iSupplier and EBS for each payment method.

Contents

- Overview of Payment Methods 3**
- Payment by EFT (Electronic Fund Transfer) 3**
- Payment by Wire Transfer 6**
- Payment by ACH (Automated Clearing House) 7**
- Changing Preferred Payment Method 9**
 - How to Change Payment Method by Vendors..... 9

Overview of Payment Methods

At Metrolinx, there are four payment methods that the Vendor can opt for:

- Payment by EFT (Electronic Fund Transfer)
- Payment by Wire transfer
- Payment by ACH (Automated Clearing House)
- Payment by Cheque

The following sections provide details about how to enter bank details for each of these payment methods.

Payment by EFT (Electronic Fund Transfer)

If you have chosen the mode of payment as EFT, enter the following details on the **Create Bank Account** page of iSupplier:

1. Enter the name of the bank in the **Bank Name** field (e.g., State Bank of Canada).
Note: If the bank/branch you want to add is not mentioned in the list of existing banks/branches, you can select the **New Bank/New Branch** option and add the bank/branch.
2. Enter the bank number in the **Bank Number** field.
3. Enter the relevant details in the **Branch Name** and **Branch Number** fields.
4. In the **Branch Type** field, enter **ABA** for EFT.
5. Enter the details in **Account Number** and **Account Name** fields.

Supplier Administration: Profile Management: Banking Details >

Create Bank Account Cancel Save

* Indicates required field

* Country Canada Account is used for foreign payments
Account definition must include bank and branch information.

Bank **Branch**

New Bank New Branch
 Existing Bank Existing Branch

Bank Name **Branch Name**
 State Bank of Canada Main Branch
Bank Number **Branch Number**
 004 00029
Tax Payer ID **BIC**
Branch Type
ABA

Bank Account

Account Number **Account Name**
 123456789 ACME Learning Ltd.
Check Digits **Currency**
 IBAN New
Account Status New

Attachments* +

TIP *Please upload Attachment. Attachment is mandatory*

6. Once you have added a new bank account, click the **Plus** icon in the **Attachments** section to attach the relevant supporting documents such as a void cheque.

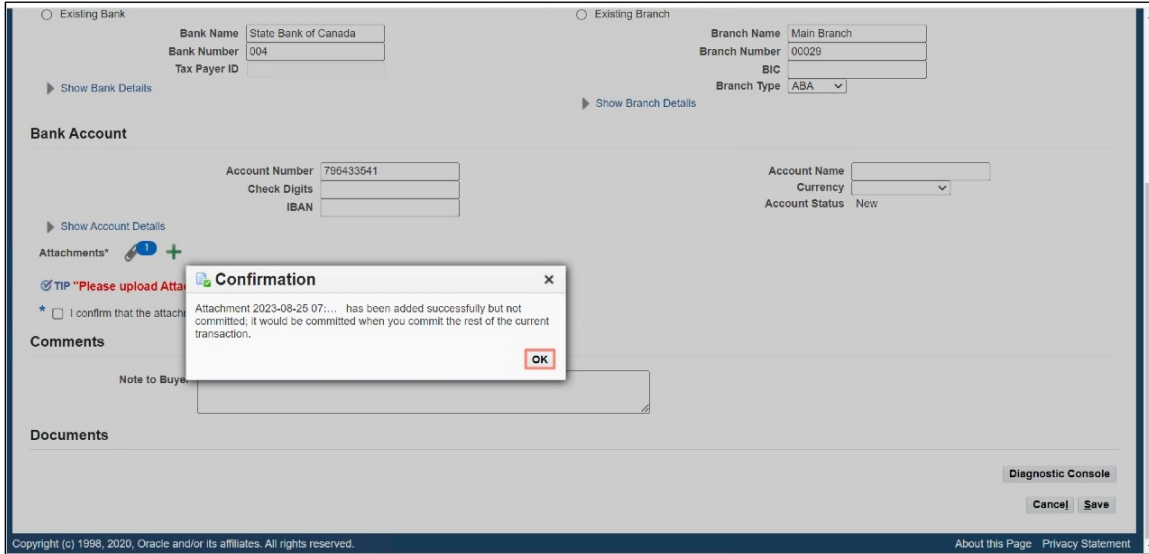
Note: Metrolinx requires the supporting documents to be uploaded to approve the newly added bank account.

The screenshot shows a web form for adding a new bank account. The form is divided into sections: Existing Bank, Existing Branch, Bank Account, Attachments, Comments, and Documents. The Attachments section is highlighted with a red box around the plus icon. A red tip message reads: "Please upload Attachment. Attachment is mandatory". Below the tip is a checkbox for confirming that attachments have been uploaded. The form also includes fields for Bank Name, Bank Number, Tax Payer ID, Branch Name, Branch Number, BIC, Branch Type, Account Number, Check Digits, IBAN, Account Name, Currency, and Account Status. A 'Note to Buyer' field is also present. At the bottom right, there are buttons for 'Diagnostic Console', 'Cancel', and 'Save'.

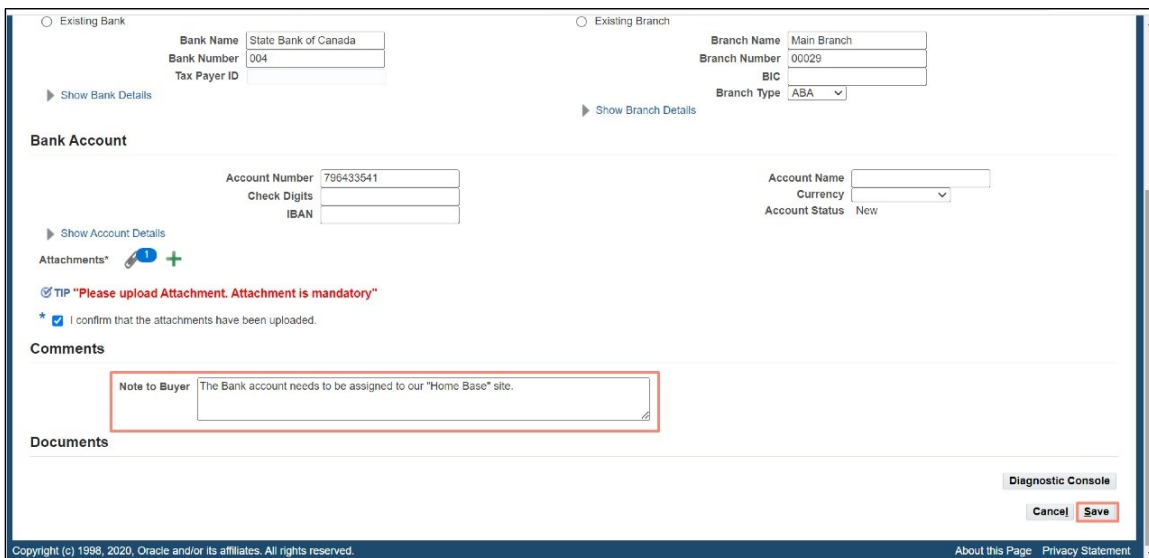
7. Once the **Add Attachment** pop-up window displays, click the **Choose File** button to add the relevant document and click the **Apply** button.

The screenshot shows the same web form as above, but with the 'Add Attachment' pop-up window open. The pop-up window has a title bar 'Add Attachment' and a close button 'X'. It contains the following fields: Attachment Type (File), Title (2023-08-25 07:36:55 DOCUMENT.docx), Description (2023-08-18 17:20:04 DOCUMENT.docx (Size : 11383)), Category (From Supplier), and File (Choose File DOCUMENT.docx). The 'Choose File' button is highlighted with a red box. At the bottom of the pop-up window are buttons for 'Cancel', 'Add Another', and 'Apply'. The background form is dimmed.

8. A **Confirmation** pop-up box displays confirming that the attachment has been added successfully. Click the **OK** button to continue.



9. Enter any notes in the **Note to Buyer** field, if required, and click the **Save** button.
Note: As part of the process of adding a new bank account, please ensure that you enter a note to the buyer specifying to which site you would prefer to assign the bank account.



Payment by Wire Transfer

If you have chosen the mode of payment as Wire Transfer, enter the following details in the **Create Bank Account** page:

1. Enter the name of the bank in the **Bank Name** field (e.g., Bank of America) and leave the **Bank Number** and **Tax Payer ID** fields blank.
2. Enter the SWIFT code (e.g., BOFAUS035 SWIFT) in the **Branch Name** and SWIFT number (e.g., BOFAUS035) in the **BIC** fields.
3. Select the **SWIFT** option from the dropdown in the **Branch Type** field.

The screenshot shows a web form for creating a bank account. It is divided into several sections: 'Bank', 'Branch', 'Bank Account', 'Attachments', 'Comments', and 'Documents'. In the 'Bank' section, 'New Bank' is selected, and 'Bank Name' is 'Bank of America'. In the 'Branch' section, 'New Branch' is selected, and 'Branch Name' is 'BOFAUS035 SWIFT', 'Branch Number' is 'BOFAUS035', and 'Branch Type' is 'SWIFT'. In the 'Bank Account' section, 'Account Number' is '123456789', 'Account Name' is 'ACME Learning Ltd.', and 'Account Status' is 'New'. A red box highlights the 'Bank Name', 'Branch Name', 'Branch Number', and 'Branch Type' fields.

4. Enter the account number in the **Account Number** field.
5. In the **Account Name** field, enter the legal business name under which the account is registered.
6. The **IBAN** field will be applicable for Wire transfers to international vendors if they have an IBAN number.

Existing Bank: Bank Name: Bank of America, Bank Number: , Tax Payer ID: , Show Bank Details

Existing Branch: Branch Name: BOFAUS035 SWIFT, Branch Number: , BIC: BOFAUS035, Branch Type: SWIFT, Show Branch Details

Bank Account: Account Number: 123456789, Account Name: ACME Learning Ltd., Check Digits: , Currency: , Account Status: New, IBAN: , Show Account Details

Attachments: +

TIP: Please upload Attachment. Attachment is mandatory

* I confirm that the attachments have been uploaded.

Comments: Note to Buyer: , Documents: , Diagnostic Console, Cancel, Save

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Note: Refer to **steps 7 to 12** of the 'Payment by EFT (Electronic Fund Transfer)' section for the remaining steps to add banking details.

Payment by ACH (Automated Clearing House)

If you have chosen the mode of payment as ACH, enter the following details in the **Create Bank Account** page:

1. Enter the name of the bank in the **Bank Name** field (e.g., Bank of America) and leave the **Bank Number** and **Tax Payer ID** fields blank.
2. Enter the ABA routing number (e.g., 121000098 ABA) in the **Branch Name** and **Branch Number** fields.

3. In the **Branch Type** field, select **ABA**.

The screenshot shows a web form with two main sections: 'Bank' and 'Branch'.
Bank Section: Radio buttons for 'New Bank' (selected) and 'Existing Bank'. Fields for 'Bank Name' (Bank of America), 'Bank Number', and 'Tax Payer ID'.
Branch Section: Radio buttons for 'New Branch' (selected) and 'Existing Branch'. Fields for 'Branch Name' (121000098 ABA), 'Branch Number' (121000098), 'BIC', and 'Branch Type' (ABA).
Bank Account Section: Fields for 'Account Number' (123456789), 'Check Digits', 'IBAN', 'Account Name' (ACME Learning Ltd.), 'Currency', and 'Account Status' (New).
Attachments: A plus sign icon and a tip: "Please upload Attachment. Attachment is mandatory".
Comments: A text area labeled 'Note to Buyer'.
Documents: A section for document uploads.
 A 'Diagnostic Console' button is located at the bottom right.

4. In the **Account Name** field, enter the legal business name under which the account is registered.

5. Enter the account number in the **Account Number** field.

This screenshot is similar to the previous one but focuses on the 'Bank Account' section. The 'Account Name' field (ACME Learning Ltd.) and the 'Account Number' field (123456789) are highlighted with red boxes to indicate where the user should enter information. The 'Branch' section remains visible at the top.

Note: Refer to **steps 7 to 12** of the 'Payment by EFT (Electronic Fund Transfer)' section for the remaining steps to add banking details.

Changing Preferred Payment Method

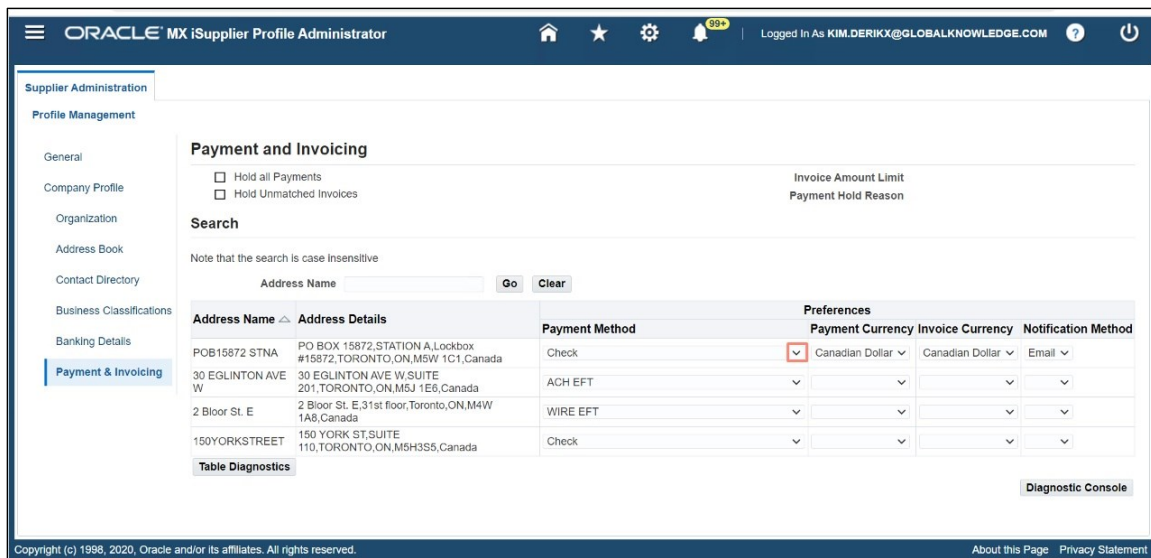
The Payment Method can be updated for each Vendor site (address) by both the Vendors and the MX users.

How to Change Payment Method by Vendors

The vendors can change the Payment Method by navigating to www.isupplier.metrolinx.com > Log in using iSupplier Broker credentials > MX iSupplier Broker.

Click the **Payment & Invoicing** option. In this tab, you will see the addresses added to the bank site and payment methods associated with each address. Follow the steps below to change the payment method:

1. Click the dropdown arrow under the **Payment Method**.



- Select the required payment method from the dropdown options. In this example, the **Wire** option is selected.

The screenshot shows the Oracle MX iSupplier Profile Administrator interface. The 'Payment and Invoicing' section is active, displaying a list of addresses and their corresponding payment methods. The 'Wire' option is highlighted in the dropdown menu for the first address.

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
POB15872 STNA	PO BOX 15872, STATION A, Lockbox #15872, TORONTO, ON, M5W 1C1, Canada	Wire	Canadian Dollar	Canadian Dollar	Email
30 EGLINTON AVE W	30 EGLINTON AVE W, SUITE 201, TORONTO, ON, M5J 1E6, Canada	ACH EFT			
2 Bloor St. E	2 Bloor St. E, 31st floor, Toronto, ON, M4W 1A8, Canada	WIRE EFT			
150 YORK STREET	150 YORK ST, SUITE 110, TORONTO, ON, M5H3S5, Canada	Check			

The **Payment Method** is now changed to **Wire**.

The screenshot shows the Oracle MX iSupplier Profile Administrator interface. The 'Payment and Invoicing' section is active, displaying a list of addresses and their corresponding payment methods. The 'Wire' option is now selected in the dropdown menu for the first address.

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
POB15872 STNA	PO BOX 15872, STATION A, Lockbox #15872, TORONTO, ON, M5W 1C1, Canada	Wire	Canadian Dollar	Canadian Dollar	Email
30 EGLINTON AVE W	30 EGLINTON AVE W, SUITE 201, TORONTO, ON, M5J 1E6, Canada	ACH EFT			
2 Bloor St. E	2 Bloor St. E, 31st floor, Toronto, ON, M4W 1A8, Canada	WIRE EFT			
150 YORK STREET	150 YORK ST, SUITE 110, TORONTO, ON, M5H3S5, Canada	Check			