



Supplier Portal

How to Change Payment Method

ATLcloud

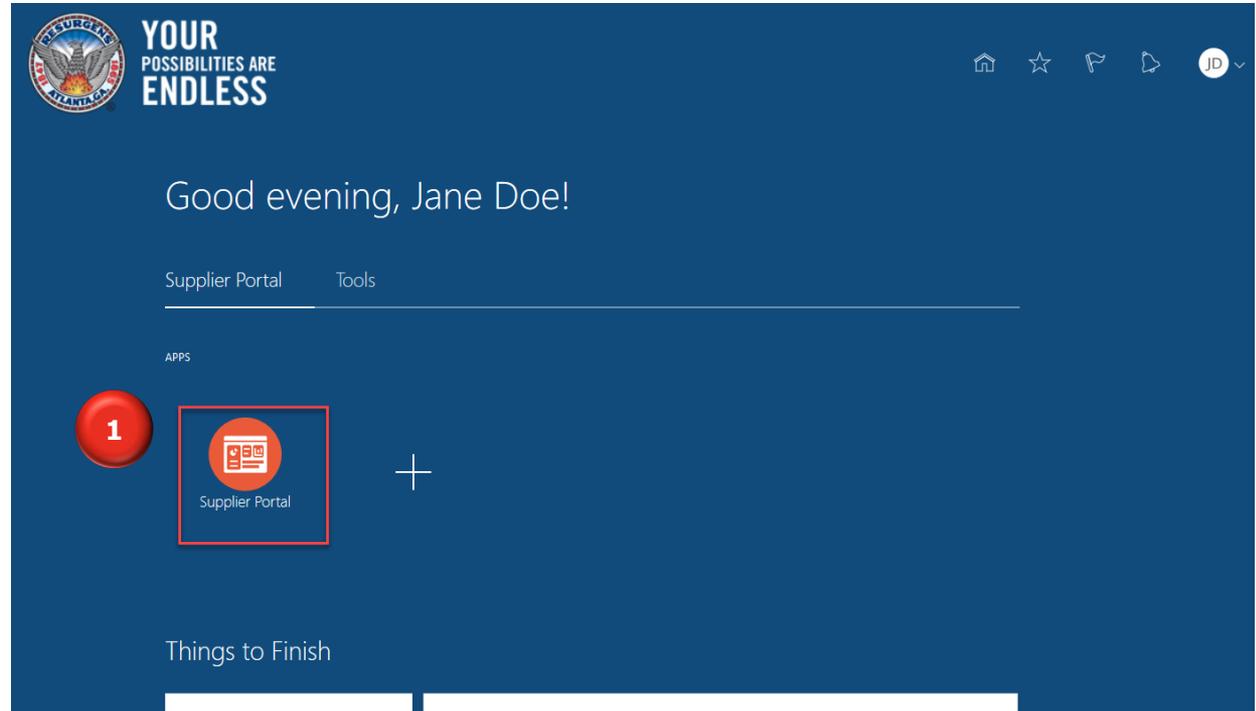
Edit Profile



Navigate to ATLcloud home page



Click **Supplier Portal**.



Edit Profile

2

Click **Manage Profile**.

3

Company Profile screen is displayed. Click **Edit**.

Supplier Portal

Search Orders Order Number

Tasks

Solicitations

- View Active Solicitations
- Manage Responses

Orders

- Manage Orders

Agreements

- Manage Agreements

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Supplier Profile

- Manage Profile

Requiring Attention

4

2 2

Schedules Overdue or Due Today
Negotiations Closing Soon

Recent Activity
Last 30 Days

Agreements opened	1
Orders opened	2
Receipts	1

Transaction Reports
Last 30 Days

Invoice Amount	15806	USD
Invoice Price Variance Amount		USD

Supplier News
Welcome to ATLCloud!

Company Profile

Cancel Change Request Edit Done

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request	370002	Requested By	Doe, Jane	Change Description	test
Request Status	Withdrawn	Request Date	11/6/19		

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company	Tax Organization Type	Corporation	
Supplier Number	Status	Active	
Supplier Type	Supplier	Attachments	None

Identification

Edit Payments

4

Click **Payments** Tab

5

To change the **default payment method to ACH**, click the row of **"Electronic"** to make that the chosen **Payment Method**.

6

Click **Actions > Set Default**.

Default	Payment Method	From Date	Example: 11/29/14
<input checked="" type="checkbox"/>	Electronic	10/2/08	
<input type="checkbox"/>	COA Retainage	1/1/51	
<input type="checkbox"/>	Check	7/4/18	
<input type="checkbox"/>	Credit Card	1/1/51	
<input type="checkbox"/>	Outsourced Check	10/2/08	
<input type="checkbox"/>	Wire	10/2/08	

6

Organization Details Tax Identifiers Addresses

Payment Methods Bank Accounts

Actions View Format + X

- Add Row
- Remove
- Set Default**

Payment Method

- Check
- COA Retainage
- Giro Inpayment Form, Typ
- Credit Card

How to add a Bank Account



7

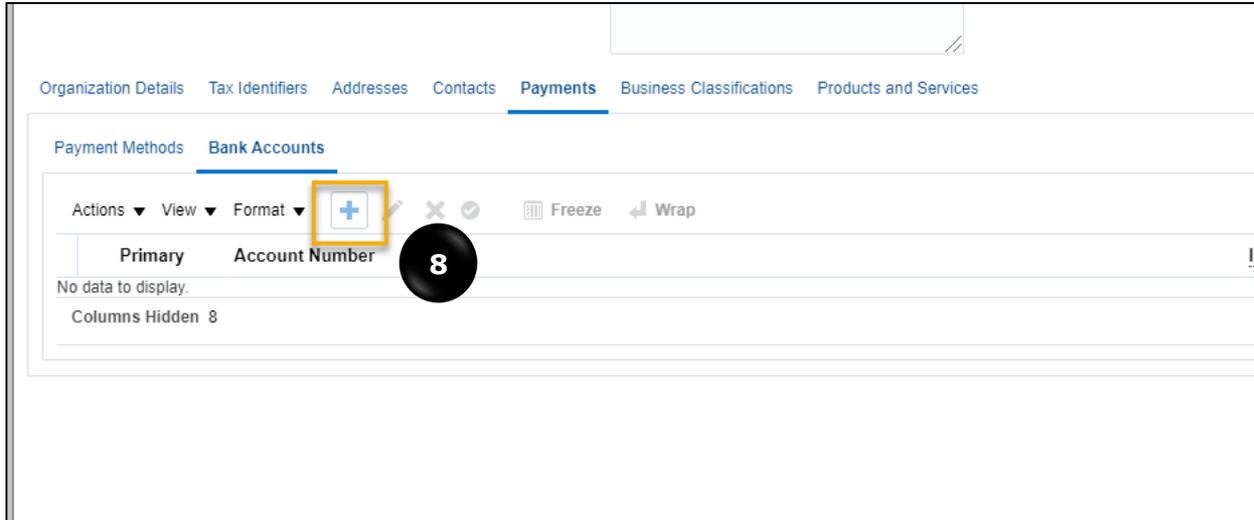
Under the **Payments** tab, click **Bank Accounts**

The screenshot shows a web interface for editing a profile change request. At the top, it says "Edit Profile Change Request: 564005" and has buttons for "Delete Change Request", "Review and Submit Changes", "Save", "Save and Close", and "Cancel". Below this is a "Change Description" text area. A navigation bar contains tabs for "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Payments" tab is selected and highlighted with an orange box. Under "Payments", there is a sub-tab for "Bank Accounts", also highlighted with an orange box. A large orange circle with the number "7" is overlaid on the "Bank Accounts" sub-tab. Below the sub-tab is a table with columns: "Primary", "Account Number", "IBAN", "Currency", and "Bank Name". The table is currently empty, showing "No data to display." and "Columns Hidden 8".

Edit Bank Accounts

8

Click the **+ Create** button to open the **Create Bank Account** pop-up window.



The screenshot shows a software interface with a navigation bar at the top containing tabs: Organization Details, Tax Identifiers, Addresses, Contacts, **Payments**, Business Classifications, and Products and Services. Below the navigation bar, there are two sub-tabs: Payment Methods and **Bank Accounts**. The main content area displays a table with the following structure:

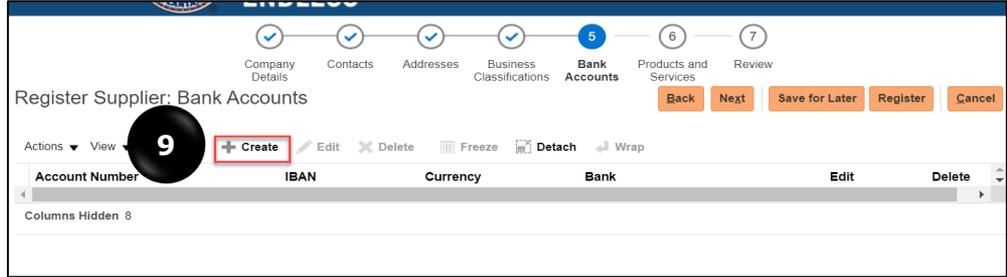
Actions	View	Format	+ Create	✖	🔒 Freeze	↩ Wrap

Below the table, the text "No data to display." and "Columns Hidden 8" are visible. A black circle with the number "8" is overlaid on the table area, and a yellow box highlights the "+ Create" button.

Edit Bank Accounts

9 After you click "Create" the **Create Bank Account** window will pop-up.

10 Enter the bank account details on the **Create Bank Account** pop-up window.



Bank Name
If you **do not see** your **Bank Name** in the drop down menu, please contact **City of Atlanta Treasury** to get your **Bank added**
(dof-treasury@atlantaga.gov)

Bank Name is mandatory!

Routing Number
If you **do not see** your **Routing Number**, please contact **City of Atlanta Treasury** to get **Routing Number added**
(dof-treasury@atlantaga.gov)

Routing Number is mandatory!

10 Create Bank Account

* Country: United States

* Account Number: 11111111111111

Bank Name: BANK OF AMERICA, N.A.

Routing Number: 021200339

Allow international payments

Additional Information

Account Name: _____

Alternate Account Name: _____

Account Suffix: _____

From Date: 4/20/20

Inactive On: m/d/yy

IBAN: _____

Currency: _____

Check Digits: _____

Account Type: _____

Description: _____

Buttons: Create Another, OK, Cancel

Review and Submit Changes



11

Click **Save** and **Review and Submit Changes**.

Edit Profile Change Request: 564004

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + X Freeze Detach Wrap

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Check	12/28/18	m/d/yy
<input type="checkbox"/>	COA Retainage	1/1/51	m/d/yy
<input type="checkbox"/>	Credit Card	1/1/51	m/d/yy
<input type="checkbox"/>	Electronic	10/2/08	m/d/yy
<input type="checkbox"/>	Outsourced Check	10/2/08	m/d/yy
<input type="checkbox"/>	Wire	10/2/08	m/d/yy

Buttons: Delete Change Request, **Review and Submit Changes**, Save, Save and Close, Cancel

11

Submit



12

Click **Submit**. Changes submitted for approval.

Review Changes

Change Description

Buttons: Edit, **Submit**, Cancel

12

Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
● ATLANTA-00	144 AUBURN AVE, NE, ATLANTA, GA 30303		Ordering; Remit to	6594988	Active	

Columns Hidden 3

Payment Methods

View Format Freeze Detach Wrap

Default	Payment Method	From Date	To Date	Details
● <input checked="" type="checkbox"/>	Outsourced Check	10/2/08		
● <input type="checkbox"/>	Check	7/4/18		

Questions



- For any questions regarding **Supplier Registration**, please contact supplierregistration@atlantaga.gov
- For any questions regarding **Invoices and Payments**, please contact apmailbox@atlantaga.gov
- For any questions regarding adding **Bank Accounts or Bank Branches**, please contact doftreasury@atlantaga.gov