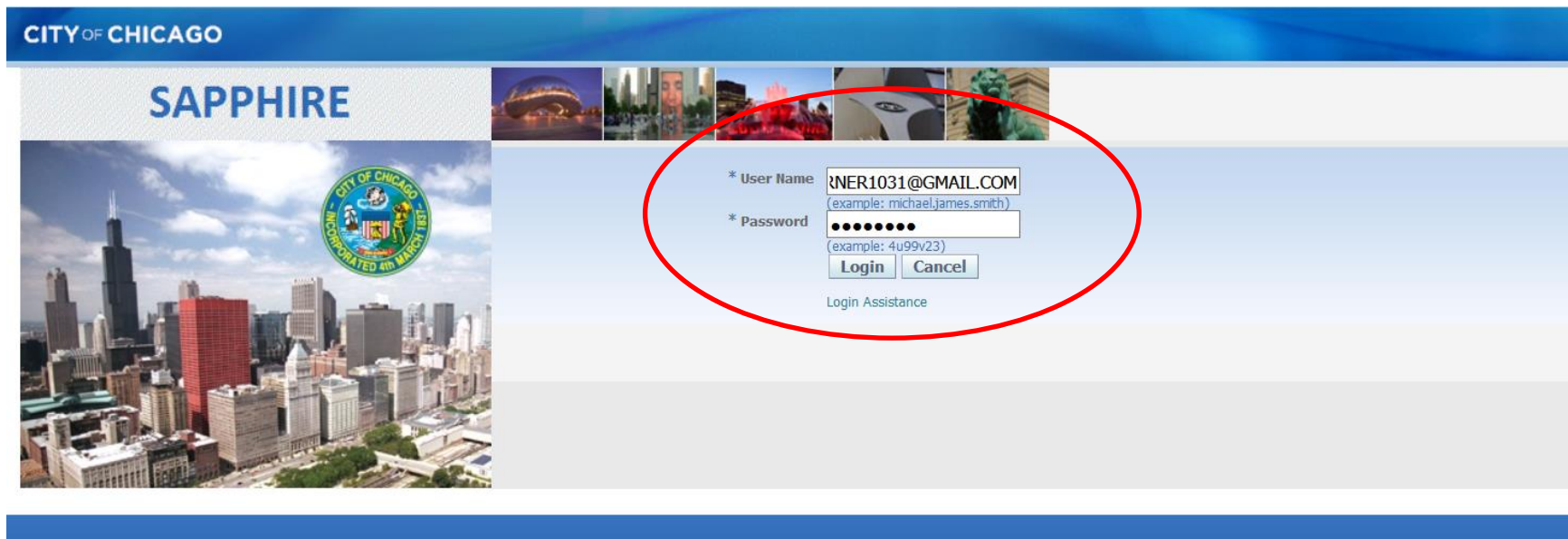


## Attaching an EFT or VCP form in iSupplier

If you want to upload an electronic funds transfer (EFT) or virtual card program (VCP) form to your iSupplier account at the City of Chicago, please follow the instruction below.

Login or register for iSupplier here: <https://www.chicago.gov/city/en/depts/dps/isupplier/login-register.html>

Once registered, use your email address and password to **login**.



CITY OF CHICAGO

SAPPHIRE

\* User Name   
(example: michael.james.smith)

\* Password   
(example: 4u99v23)

[Login Assistance](#)

Once logged in, view the menu on the left side of the page and select “City of Chicago iSupplier Portal with Invoice Creation” → “Home Page.”

**CITY OF CHICAGO E-Business Suite: SAPPHIRE**

Enterprise Search All  Go Search Results Display Preference Standard

**Oracle Applications Home Page**

**Main Menu** Personalize

- [City of Chicago iSupplier Portal with Invoice Creation](#)
- [Home Page](#)
- [City of Chicago Online Bidding](#)

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	- Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	- Specify which users can view and act upon your notifications.		

From the "Home Page" select the **Admin** tab at the top. NOTE: Only users designated as "administrators" for the iSupplier account will have access to this tab. The original user account/email that registered will be an admin as well as any other users that they have created and designated as an administrator.

**CITY OF CHICAGO iSupplier Portal**

Home Orders Shipments **Admin** Finance

Search PO Number  Go

**Notifications** [Full List](#)

Subject	Date
No results found.	

Home Orders Shipments Admin Finance Home Logout Help Pref

On the Admin tab in the section labeled "Attachments," click the button labeled "Add Attachment."

**CITY OF CHICAGO iSupplier Portal**

Home Orders Shipments **Admin** Finance

**Profile Management**

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Banking Details

**General**

Organization Name **B & J Consulting Services, Inc.**  
Supplier Number **10515605**  
Alias  
Parent Supplier Name  
Parent Supplier Number

**Attachments**

**Search**

Note that the search is case insensitive

Title

[+ Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Upd
No results found.					

Type a title and short description for the attachment you are adding. Click the **“Browse”** button to search for and select the attachment you would like to upload. NOTE: You must upload multiple files individually and each file must be less than 200 MB in size.

**CITY OF CHICAGO iSupplier Portal**

Home Orders Shipments Admin Finance

Profile Management

Add Attachment

Add Desktop File/ Text/ URL

**Attachment Summary Information**

Title	EFT Form
Description	Direct Deposit Banking Information
Category	From Supplier

**Upload each file attachment separately (maximum of 200 MB each)**

Type  File  URL  Text

**Browse...** No file selected.

Home Orders Shipments Admin Finance Home Logout Help Preferences

Once you have added a title, added a description and selected the file that you want to upload, select **“Add Another”** to add additional files or click **“Apply”** when you are ready to upload the file(s).

**CITY OF CHICAGO iSupplier Portal** Navigator ▾ Favorites ▾ Home Logout Help Preferences

Home Orders Shipments Admin Finance

Profile Management

Add Attachment Cancel Add Another Apply

Add Desktop File/ Text/ URL ▾

**Attachment Summary Information**

Title EFT Form  
Description Direct Deposit Banking Information  
Category From Supplier

**Upload each file attachment separately (maximum of 200 MB each)**

Type  File  URL  Text

City Vendor Direct Deposit Form - Capitol Cement.pdf

Cancel Add Another Apply

Home Orders Shipments Admin Finance Home Logout Help Preferences

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You should receive a confirmation message that the attachment has been added successfully. You will see all the attachments added to your organization's iSupplier account in this section on the Admin tab.

The screenshot shows the City of Chicago iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Admin, and Finance. Below this is the 'Profile Management' section, which includes a sidebar menu with options like General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, and Banking Details. The main content area is divided into sections: 'Confirmation' (highlighted with a red box), 'General' (showing organization details for B & J Consulting Services, Inc.), 'Attachments' (empty), 'Search' (with a search input field and a 'Go' button), and 'Add Attachment...' (with a table of existing attachments). The footer contains links for Home, Orders, Shipments, Admin, Finance, Home, Logout, and Preferences.

**CITY OF CHICAGO iSupplier Portal**

Home Orders Shipments Admin Finance

**Profile Management**

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Banking Details

**Confirmation**  
EFT Form attachment has been added successfully.

**General**

Organization Name **B & J Consulting Services, Inc.**  
Supplier Number **10515605**  
Alias  
Parent Supplier Name  
Parent Supplier Number

**Attachments**

**Search**

Note that the search is case insensitive  
Title    
[+ Show More Search Options](#)

**Add Attachment...**

Title	Type	Description	Category	Last Updated By
<a href="#">EFT Form</a>	File	Direct Deposit Banking Information	From Supplier	l031@GMAIL.COM

Home Orders Shipments Admin Finance Home Logout Preferences

- END OF HOW TO ATTACH EFT OR VCP FORM IN ISUPPLIER -