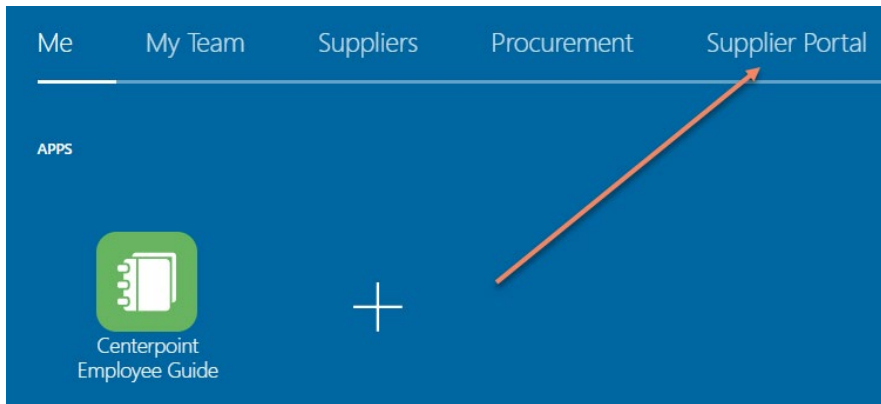


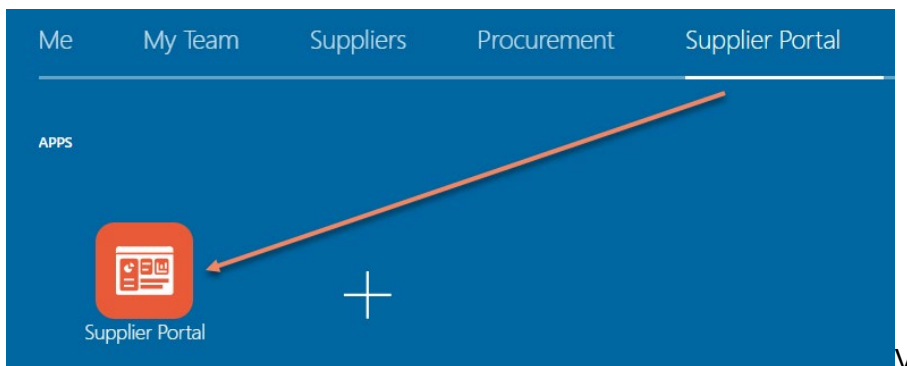
Supplier Portal – Electronic Payment Set Up

Accessing the Supplier Portal

1. Log in to Centerpoint from the Citizens [Vendors](#) page under *Vendor Login*.
2. Select **Supplier Portal**.



3. Select the *Supplier Portal* icon.



4. Scroll down the left frame until you reach *Company Profile*, then select **Manage Profile**.

Centerpoint

Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

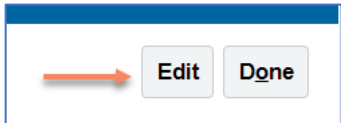
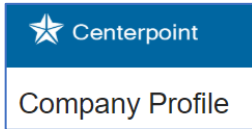
- Manage Questionnaires
- View Qualifications

Company Profile

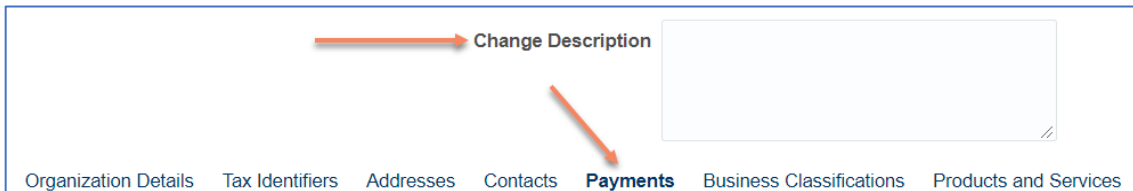
- Manage Profile

Electronic Payment Set-Up

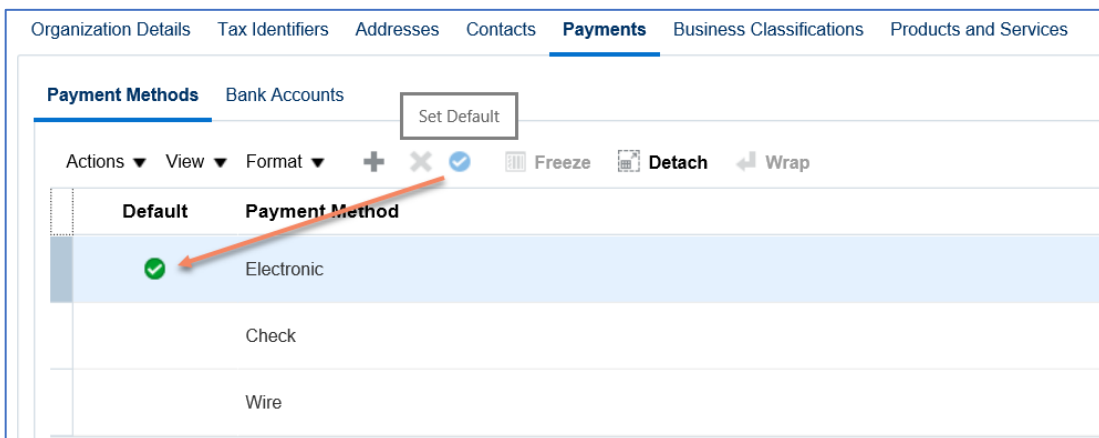
- Once in the *Manage Profile* section of the Supplier Portal, select *Edit* in the top far-right corner.



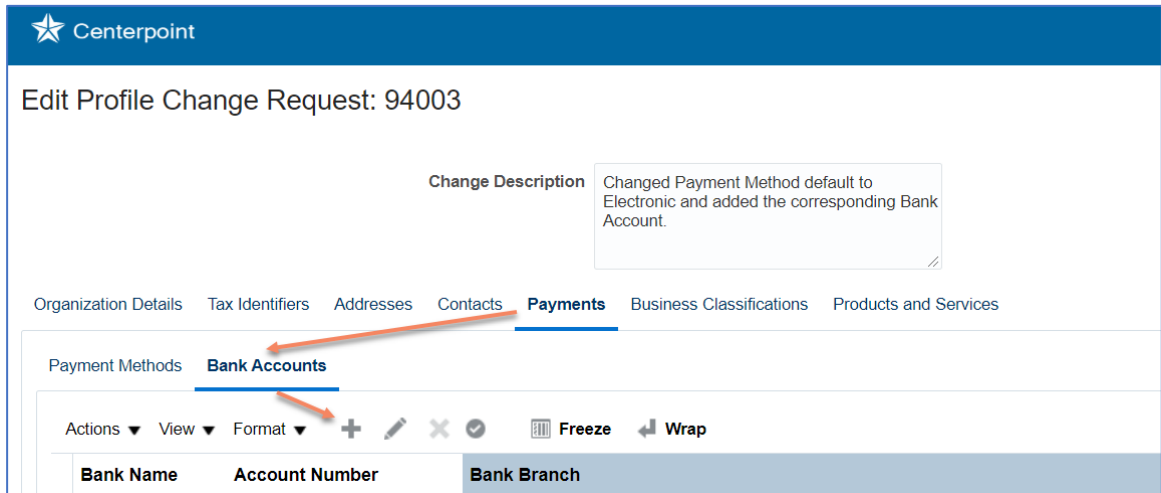
- Select *Payments*, then add a free-form comment in the *Change Description* box.



- Select **Payment Methods**, then choose the *Electronic* default payment method.
 - Click the *Electronic* row, then click the *Set Default* icon (circle with check mark).
 - A green circle with a check mark will appear in the *Default* column.



8. Select **Bank Accounts**.
 - Select **+** to create a new bank account.
 - Select the pencil icon to edit an existing bank account.



9. Fill in the *Create Bank Account* fields:
 - *Country* – Select from the drop-down that matches your country.
 - *Account Number* – Enter your bank account number.
 - *Account Name* – Enter your bank account name.
 - *Bank Name* – Select from the drop-down that matches your bank.
 - *Bank Branch* – Select from the drop-down that matches your branch.
 - If your specific branch (routing/transit number) is missing, cancel the change request and send an email detailing the missing bank branch to vendor.inquiry@citizensfla.com.

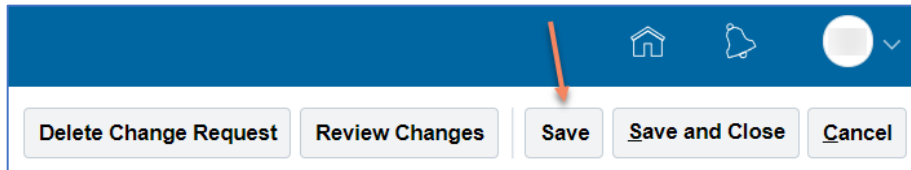
The screenshot shows the 'Create Bank Account' form. The form includes the following fields and options:

- Country**: A required dropdown menu (indicated by a red arrow).
- Account Number**: A text input field (indicated by a red arrow).
- Bank Name**: A dropdown menu (indicated by a red arrow).
- Bank Branch**: A dropdown menu (indicated by a red arrow).
- Allow international payments
- Additional Information** (expanded):
 - Account Name**: A text input field (indicated by a red arrow).
 - Alternate Account Name**: A text input field.
 - Account Suffix**: A text input field.

10. Select **OK** to save changes to your bank account.

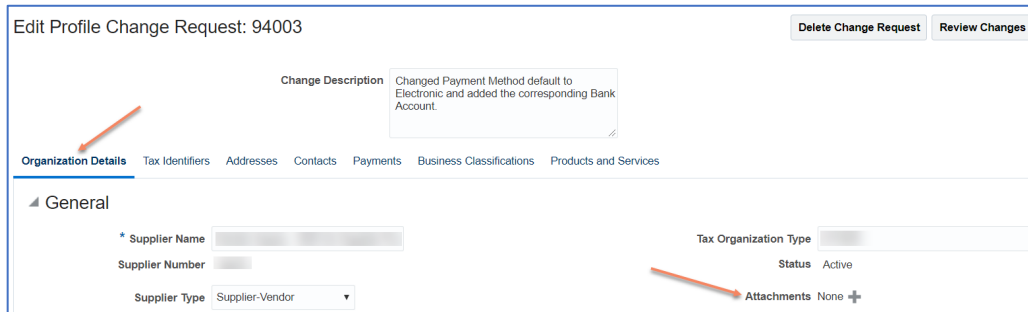


11. Select **Save** in the in the upper-right corner.

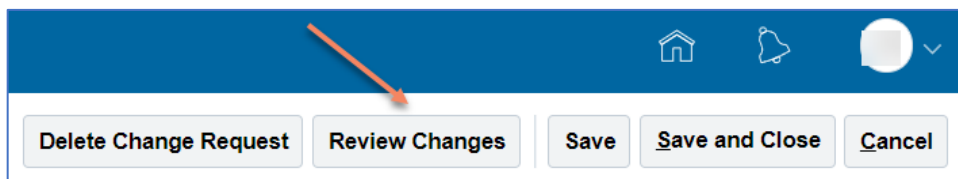


12. Select **Organization Details**, then select **+** next to the *Attachments* field.

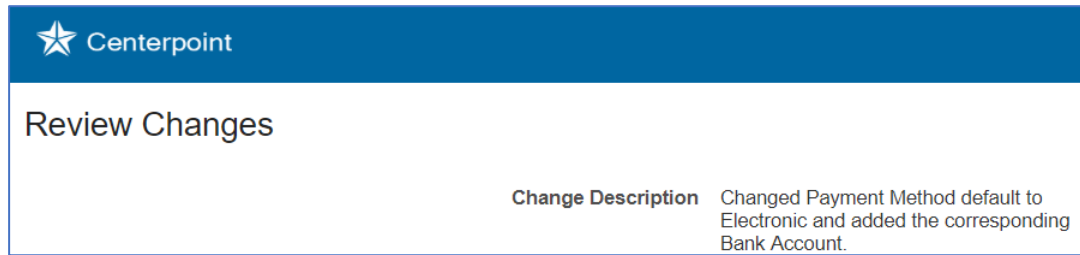
- Attach a notarized [ACH Electronic Payment Authorization form](#) (available on the Citizens website [Vendors](#) page), or attach a notarized letter on your company's letterhead.
- Provide an appropriate accounting email that will be used to receive information for each ACH remittance advice.



13. Select **Review Changes** in the upper-right corner.



14. Inspect your supplier profile changes. Once you are sure all information has been entered correctly, select **Submit** in the upper-right corner.



15. Citizens will review your electronic payment changes. If any clarification are necessary, you will be emailed from Centerpoint.