Electronic Payment Program

Getting Started With ACH

To request an ACH Enrollment Form contact us at **accounting@bgky.org** or go to **www.bgky.org/forms.php**. Email the completed form along with a voided check or savings deposit slip to **accounting@bgky.org** or mail to: Accounting Div, 1017 College Street, Bowling Green, KY 42101.

Getting Started With Supplier Portal

► Go to **https://esuites.bgky.org/eSuite.Supplier** and create a new account.

► You will need your individual or company's Tax ID number (EIN or SSN) and recent payment information to validate your account.

► If you receive payments from the City under your individual name, enter your last name in the vendor name box.

► Forward any problems or questions to **accounting@bgky.org** or call 393-3000.

Benefits of Supplier Portal

• History of all purchase orders, invoices and payments from the City of Bowling Green dating back to 7/1/07

• Detail of current outstanding purchase orders and invoices

• View individual/vendor account information for accuracy

The Benefits of Electronic/ACH Payments

• Eliminate mail and handling delays

• Immediate availability of funds

• Eliminate lost, stolen or misplaced checks

• Reduce possibility of fraud

• Reduce government operation costs

• Reduce paper consumption

It's fast, free, secure and easy!

Accounting Division
Department of Finance
1017 College Street - Bowling Green, KY
270.393.3000

About Electronic Payments

Automated Clearing House (ACH) electronic payments are a secure, reliable, low-cost alternative to printing and mailing checks. These electronic payments are made through electronic funds transfer.

The City of Bowling Green uses an authorized bank to process ACH payments to contractors, merchants, and other business partners for a wide range of goods and services. The City also uses ACH payments for City employees who regularly receive reimbursement for approved expenses while traveling on City business.

The ACH electronic payments process is completely separate from the City's payroll system. Changes in one system do not affect the other.

How it Works

1 When a department approves a payment to a contractor, merchant or employee, staff enters the payment in the City's financial software. The Finance department processes payment to the City's bank. The bank then transfers the funds to the appropriate financial institutions.

2 Payment order information, in addition to purchasing and vendor account information is accessible online at: **https://esuites.bgky.org/eSuite.Supplier** or on the City's website through the Supplier Portal link.

3 On the settlement day, the bank posts a credit to the account. Total transit time is two business days; payment will be available on Friday

4 If an account is closed or incorrectly identified, the funds return through ACH to the City's bank. If this happens, the City mails the payment.

5 The initial set up and routing verification takes one check run. In the meantime, if a payee is owed a payment, the City issues a paper check.