

1. Adding Bank Account

1.1 Click the 'Administration' tab, then click 'Banking Details'

| Supplier Home Orders Ship | ments Finance Administration |
|---------------------------|--|
| Profile Management | |
| General | General |
| Company Profile | Organization Name Supplier Number |
| Organization | Alias |
| Address Book | Parent Supplier Name Parent Supplier Number |
| Contact Directory | Attachments |
| Business Classifications | |
| Product & Services | Search |
| Banking Details | Note that the search is case insensitive Title Go |
| | Title Go Show More Search Options |

1.2 Click the Create button

| E TEST | iSupplier Portal | Home | Favorites | Settings | Worklist(0) | I | Logged In As ISUPPUAT1@GMAIL.COM | Help | Logout |
|---|--|-------------------|-----------|----------|-------------|---|----------------------------------|--------|--------|
| Supplier Home Orders Profile Management | Shipments Finance Administrat | tion | | | | | | | |
| General | Banking Details | | | | | | | Cancel | Save |
| Company Profile Organization | View General Accounts ≎ © TIP Date format example: Add Create | Go 22-Oct-2024 | 4 | | | | | | |



1.3 Click 'Existing Bank', then click the magnifying glass by 'Bank Name' and enter

your Bank Name in the box that appears, then click 'Go'

| E TEST is | upplier Port | al Home | Favorites | Settings | Worklist(0) | Logged In A | As ISUPPUAT1@GMAIL.COM | Help | Logo |
|--|----------------|----------------------|--------------------|--------------------|---------------------|-----------------------|------------------------|----------|-------|
| Administration: Profile Management: Baccount | inking Details | | | | | | | Cancel | Save |
| * Indicates required field | | | | | | | | | |
| | | * Country | United States | 0 | | | | | |
| | | | Account is | s used for forei | gn payments | | | | |
| | | | Account defi | nition must includ | e bank and branch i | nformation. | | | |
| Bank | | | | Bran | ch | | | | |
| Existing Bank New Bank Bank Name | | | | 0 | Horr branon | Branch Name | | | |
| Bank Number | Search an | nd Select: Bank | Name | | | | | _ | × |
| Tax Payer ID Show Bank Details | Search | | | | | | | | |
| | To find you | item, select a filte | r item in the pull | down list and e | enter a value in th | e text field, then se | lect the "Go" button. | | |
| Bank Account | Search By | Bank Name | 0 | - | Go | | | | |
| | Results | | | | | | | | |
| Accou | Coloct | | Quick Select | | Bank Nar | ne | Bank Number | | |
| U. | | No | search conducte | d. | | | | | |
| Show Account Details | | | | | | | | Cancel S | elect |
| Comments | | | | | | | | | |

1.4 Click the 'Quick Select' button next to your Bank name

| Administration Prof. Create Bank | Search a | nd Select: Bank Na | me | | | | × | Cancel Br | |
|-------------------------------------|-------------|----------------------------|---------------------------|--------------------|---------------------|---------------------|----------------|-----------|--|
| * Indicative required | Search | | | | | | | | |
| | To find you | r item, select a liter ite | n in the pulkban list and | enteravalue in the | kod lisid. Den seks | of the "Su" button. | | | |
| | Search By | Bark None | 0 Bank of America | Gas | | | | | |
| Bank | Results | | | | | | | | |
| | | | / | | | | Reve 1 to 17 | | |
| Existing Ban New Bank | | Guick Select | Bank Name | | | Bank Number | , | | |
| O NEW DAW | 0 | | | | | | | | |
| | 0 | - | | | | | | | |
| | 0 | - | | | | | | | |
| Stev Back D | 0 | - | | | | | | | |
| | 0 | - | | | | | | | |
| Bank Account | | - | | | | | | | |
| | 0 | - | | | | | | | |
| | 0 | - | | | | | | | |
| | 0 | - | | | | | | | |
| Show Account | 0 | - | | | | | | | |
| Comments | | | | | | | Cancel Balant | | |
| | | | | | | | Career Bullett | | |



1.5 Click 'Existing Branch' button, then click the magnifying glass by 'Branch Name'

| reate Bank Account | | | | Cancel | Save |
|--------------------------|------------------|--|---------------|--------|------|
| Indicates required field | | | | | |
| | * Country | United States © | | | |
| | | Account is used for foreign payments | | | |
| | | Account definition must include bank and branch information. | | | |
| ank | | Branch | | | |
| Existing Bank | | Existing Branch | | | |
| New Bank | | New Branch | | | - |
| Bank Name | BANK OF AMERIC Q | Branch Name | ی در اد | | |
| Bank Number | | Branch Number | | | |
| Tax Payer ID | | BIC | | | |
| Show Bank Details | | Branch Type | ABA O | | |
| | | Show Branch Details | | | |
| ank Account | | | | | |
| Accou | Int Number | Account | int Name | | |
| | heck Digits | | Currency O | | |
| 0 | IBAN | < | nt Status New | | |

1.6 Click 'Go'

| | | | | | | | | | | Cancel | 2 |
|------------------|-------------|-------------------------------|----------------------|-----------------------------|------------------------|----------------------|-----|--------|------|--------|---|
| dicates required | field | | | | | | | | | | |
| | | | * Country Un | ted States O | | | | | | | |
| | | | Sector 100 (1998) | Account is used for fo | reign payments | | | | | | |
| | | | | Account definition must inc | lude bank and branch | information. | | | | | |
| ık | | | | Brand | :h | | | | | | |
| Existing Ban | Search a | nd Select: Branch N | ame | | | | | | × | | |
| New Bank | Search | | | | | | | | | | |
| | To find you | ur item, select a filter item | in the pulldown list | and enter a value in the | e text field, then sel | ect the "Go" button. | | | | | |
| | Search By | Branch Name 🗘 | | Go | | | | | | | |
| Show Bank D | Results | | | | | | | | | | |
| | Select | Quick Select | Branch Name | Branch Number | Bank Name | Bank Number | BIC | Branch | Туре | | |
| k Account | | No search conducted. | | | | | | | | | |



1.7 Click the 'Quick Select' button next to your Branch (routing) number

| ate Bank | Search | and Select: E | Branch Name | | | | | | × | Cancel |
|--------------|-----------|--------------------|-----------------------|------------------------|----------------------------|------------------------|---------|--------------|-----|--------|
| | Search | | | | | | | | - 1 | |
| | To find y | our item, select a | a fiter item in the p | aliclown list and ente | r a value in the text fiel | d, then select the "Ga | button. | | - 1 | |
| | Search B | Branch Name | e 0 | | 80 | | | | - 1 | |
| k | Results | a | | | | | | | - 8 | |
| Existing Ban | | | | | | | | Rows 1 to 18 | - 1 | |
| New Bank | Select | Quick Select | Branch Name | Branch Number | Bank Name | Bank Number | BIC | Branch Type | - 1 | |
| | 0 | | | | | | | | - 1 | |
| | 0 | - | | | | | | | - 1 | |
| Show Bank D | 0 | - | | | | | | | - 1 | |
| | 0 | - | | | | | | | - 1 | |
| k Account | 0 | | | | | | | | - 1 | |
| | 0 | - | | | | | | | - 1 | |
| | 0 | - | | | | | | | - 1 | |
| | 0 | | | | | | | | - 1 | |
| Show Accourt | 0 | | | | | | | | - 1 | |
| ments | 0 | - | | | | | | | - 1 | |
| Notes | | | | | | | | Cancel Sale | - 1 | |

1.8 Enter Account Number

| * Indicates required field | | | | |
|--|------------------------|--|----------------|--|
| | * Country United State | es 🗢 | | |
| | | t is used for foreign payments | | |
| | Account of | definition must include bank and branch information. | | |
| Bank | | Branch | | |
| O Existing Bank | | Existing Branch | | |
| New Bank Bank Name BANK OF AMERI | | New Branch Branch Name | 001000000 | |
| Bank Number | e 4 | Branch Number | 021000322 J Q | |
| Tax Payer ID | | BIC | 021000022 | |
| Show Bank Details | | | ABA O | |
| | | Show Branch Details | | |
| Bank Account | | | | |
| Account Number | | Acco | unt Name | |
| Check Digits | | | Currency 0 | |
| IBAN | | Accou | int Status New | |
| Show Account Details | | | | |
| Comments | | | | |
| Note to Buyer | | | | |
| Note to Buyer | | | | |



1.9 Click 'Show Account Details'

| = | TEST | iSupplier Portal | Home | Favorites | Settings | Worklist(0) | | ogged In As ISUPPUAT1@GMAIL.COM | Help | Logout |
|-------|---|-----------------------|-----------|---------------|--------------------|---------------------|----------------------------|---------------------------------|--------|--------|
| Admi | inistration: Profile Manageme | nt: Banking Details > | | | | | | | | |
| Upo | date Bank Accoun | t | | | | | | | Cancel | Save |
| * Inc | dicates required field | | | | | | | | | |
| | | | * Country | United States | 0 | | | | | |
| | | | | Account is | s used for forei | gn payments | | | | |
| | | | | Account defi | nition must includ | e bank and branch i | nformation. | | | |
| Ban | ık | | | | Branch | | | | | |
| C | Existing Bank New Bank Bank Nar Bank Numt Tax Payer | Her | ٩ | | | | nch Nam ch Numbe BIO | r 021000322 | | |
| ► | Show Bank Details | | | | | Br | anch Typ | e ABA O | | |
| | | | | | Sho | w Branch Details | | | | |
| Ban | k Account | | | | | | | | | |
| | Ad | Check Digits | 7 | | | | | Currency O ount Status New | | |
| ► | Show Account Details < | | | | | | | | | |
| Cor | nments | | | | | | | | | |
| | Note from Buyer No Note to Buyer | ne | | | | | | | | |

1.10 Enter 'Account Type' as either Checking or Savings, then hit 'Enter, then Click

Quick Select button

| * Indicates required fir | ald . | | | | | | |
|--|--|--|---|-------------------------------------|--------------------|---|--|
| | | Country United States C | | | | | |
| | | Account is used f | or foreign payments | | | | |
| | | | st include bank and branch information. | | | | |
| Bank | | Pr | anch | | | | |
| Dalik | | DI | anch | | | | |
| Existing Bank | | | Existing Branch | | | | |
| O New Bank | | | O New Branch | | | | |
| | Bank Name BANK OF AMERIC | | Branch Name | 02100032 | 2 ₃₁ Q, | | |
| earch and Select: A | an and Time | | | × | | | |
| earch and select: A | count type | | | | | | |
| | | | | | | | |
| earch | | | | | | | |
| earch | filter item in the nulldown list and enter | s value in the text field, then caler | the "Go" button | | | | |
| | filter item in the pulldown list and enter | a value in the text field, then select | t the "Go" button. Advanced | d Search | | | |
| o find your item, select a | | a value in the text field, then select | t the "Go" button. Advanced | d Search | | | |
| | | a value in the text field, then select | t the "Go" button. Advanced | d Search | | | |
| io find your item, select a learch By Account Type tesults | 0 Checking Go | | t the "Go" button. Advanced | 1 Search | 0 | 2 | |
| to find your item, select a eearch By Account Type Results | | Account Type | t the "Go" button. Advanced | d Search | O | 2 | |
| io find your item, select a learch By Account Type tesults | 0 Checking Go | | t the "Ge" button. Advanced | 1 Search | | | |
| to find your item, select a eearch By Account Type Results | 0 Checking Go | Account Type | | | |] | |
| to find your item, select a eearch By Account Type Results | 0 Checking Go | Account Type | | d Search Select | | | |
| to find your item, select a eearch By Account Type Results | 0 Checking Go | Account Type | Cance | Select | | | |
| to find your item, select a eearch By Account Type Results | Checking Go Quick Select | Account Type | Cancel | Select | New | | |
| to find your item, select a eearch By Account Type Results | Checking Go | Account Type | Cancel | Select count Type Description | New | | |
| to find your item, select a eearch By Account Type Results | C Checking Go Quick Select | Account Type | Cancel | Select count Type Description | New Checking | | |



1.11 Click the 'Save' button

| Administration: Profile Management: Banking Details > Update Bank Account | | | Cancel Save |
|---|---------|--|-------------|
| * Indicates required field | | | |
| | Country | United States O | |
| | | Account is used for foreign payments | |
| | | Account definition must include bank and branch information. | |
| Bank | | Branch | |

1.12 You'll receive the below message.

| E TEST | iSupplier Portal | Home | Favorites | Settings | Worklist(0) | I | Logged In As ISUPPUAT1@GMAIL.COM | Help | Logout |
|---|-----------------------------|------------|-----------------|----------------|------------------|--------|----------------------------------|------|--------|
| Supplier Home Orders S Profile Management | hipments Finance Administra | tion | | | | | | | |
| General | Bank account 1234567 | has been r | nodified. These | changes will t | e routed to an a | dminis | trator for approval. | | |

1.13 Once approved you'll receive an email like the below



Your request to create BANK OF AMERICA account has been approved.

Thank you.