

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		



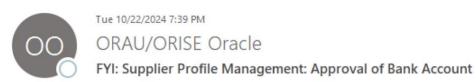
1.11 Click the 'Save' button

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.