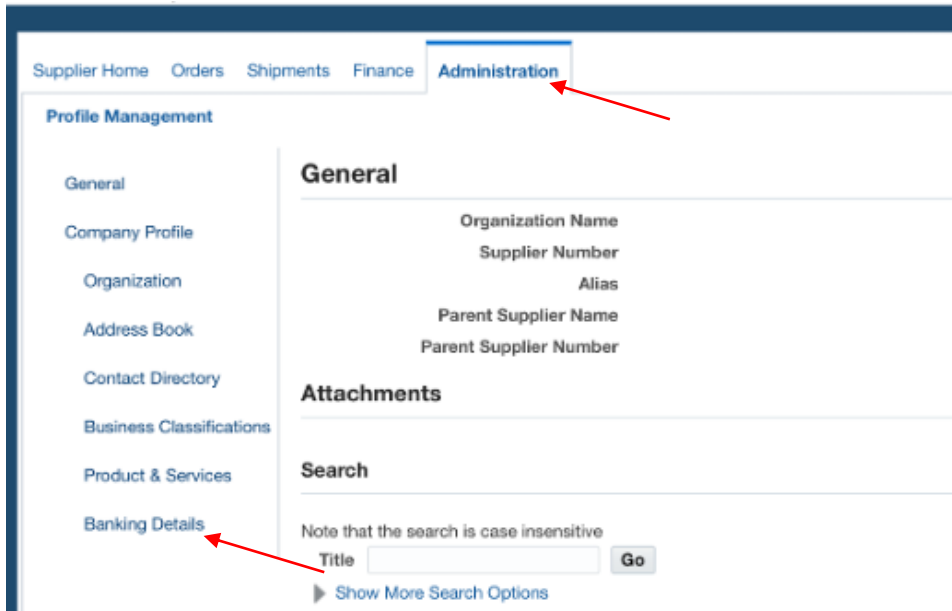
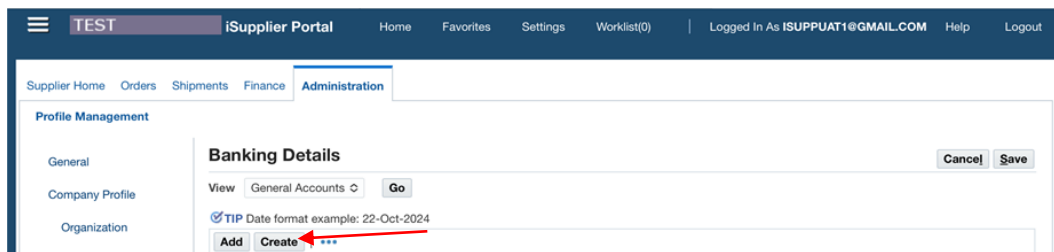


## 1. Adding Bank Account

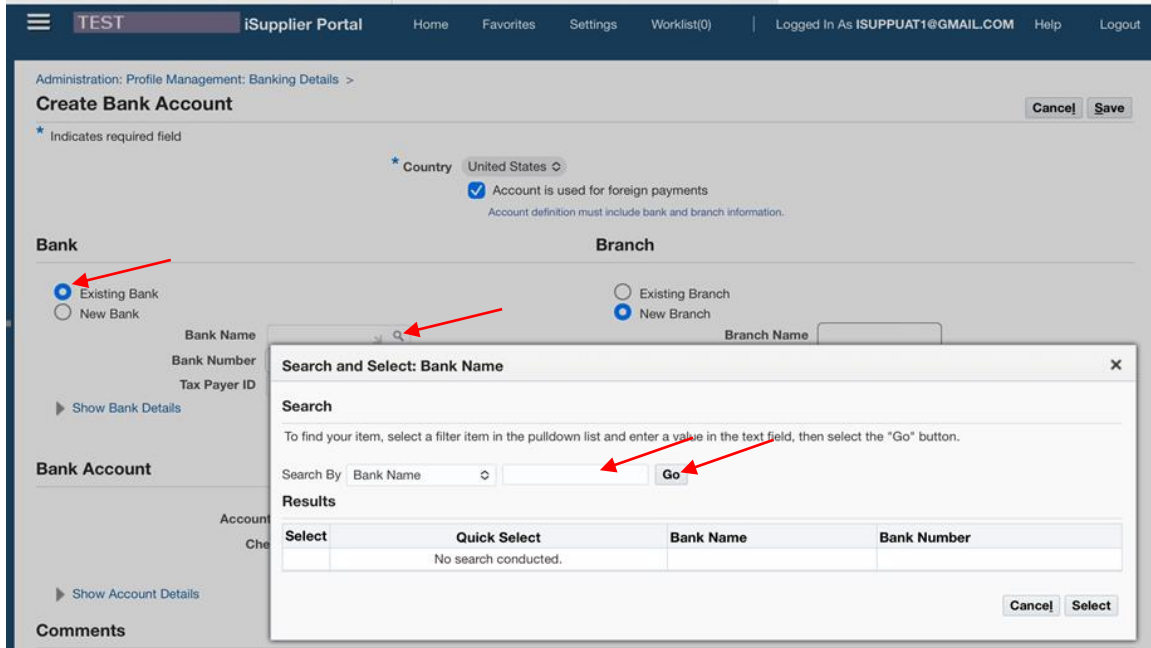
### 1.1 Click the 'Administration' tab, then click 'Banking Details'



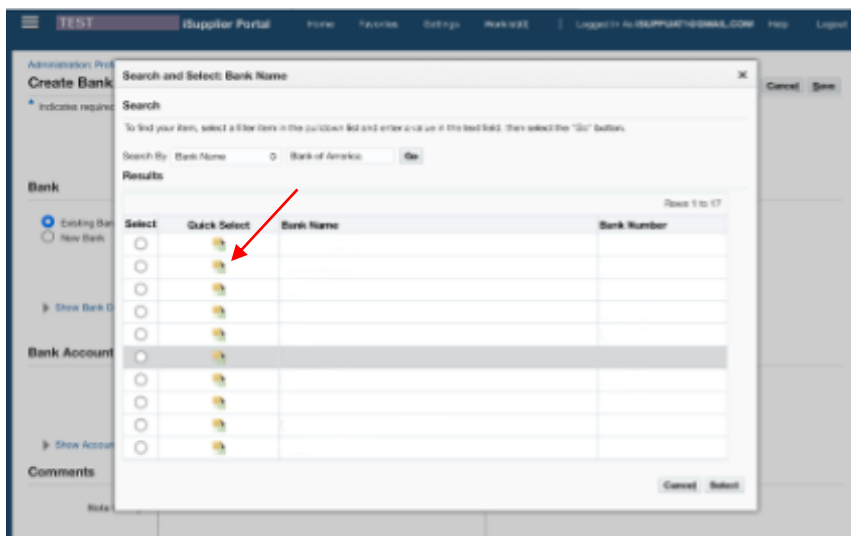
### 1.2 Click the Create button



**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'**



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



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

Administration: Profile Management: Banking Details >

**Create Bank Account** Cancel Save

\* Indicates required field

\* Country United States

Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank**

Existing Bank  
 New Bank

Bank Name  🔍

Bank Number

Tax Payer ID

Show Bank Details

**Branch**

Existing Branch  
 New Branch

Branch Name  🔍

Branch Number

BIC

Branch Type ABA

Show Branch Details

**Bank Account**

Account Number

Check Digits

IBAN

Show Account Details

Account Name

Currency 📄

Account Status New

## 1.6 Click 'Go'

Administration: Profile Management: Banking Details >

**Create Bank Account** Cancel Save

\* Indicates required field

\* Country United States

Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank**

Existing Bank  
 New Bank

Show Bank D

**Bank Account**

**Search and Select: Branch Name** ×

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

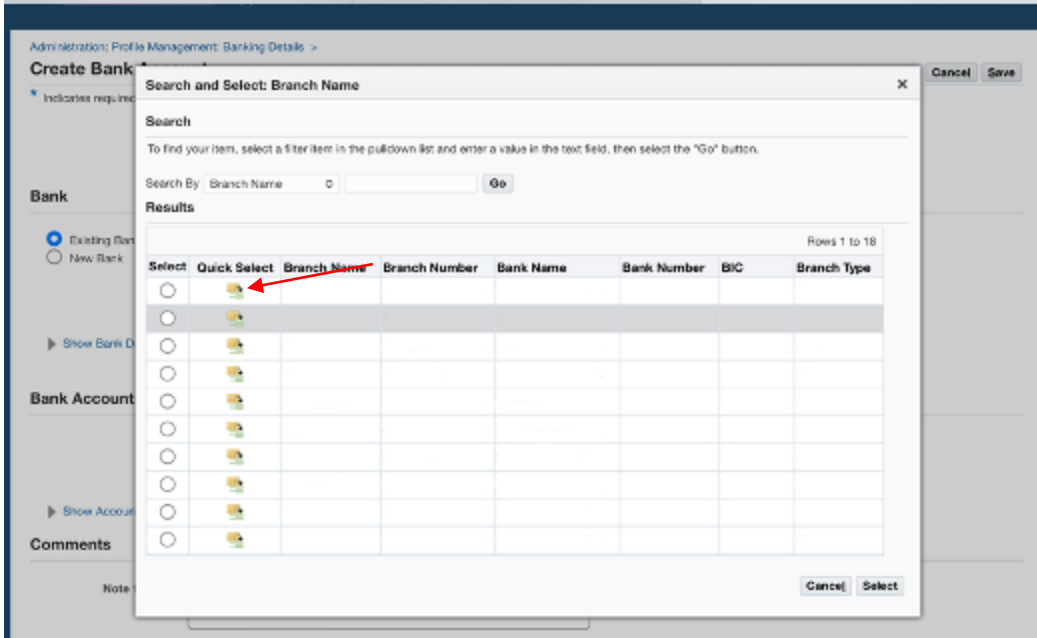
Search By Branch Name  Go

**Results**

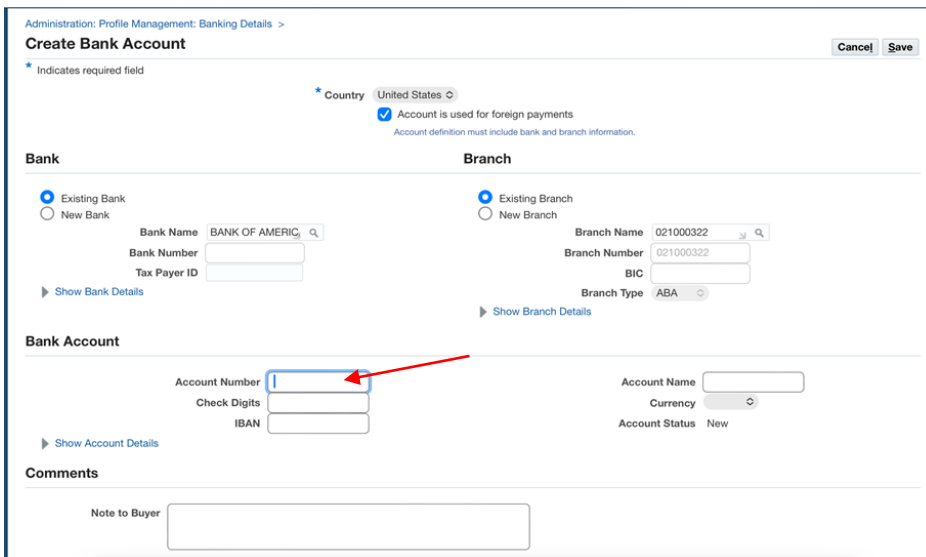
Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
	No search conducted.						

Cancel Select

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



## 1.8 Enter Account Number



## 1.9 Click 'Show Account Details'

Administration: Profile Management: Banking Details >  
**Update Bank Account** Cancel Save

\* Indicates required field

Country: United States  Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank** **Branch**

Existing Bank  Existing Branch  
 New Bank  New Branch

Bank Name: BANK OF AMERICA   
 Bank Number:   
 Tax Payer ID:   
 ▶ Show Bank Details ▶ Show Branch Details

Branch Name: 021000322   
 Branch Number: 021000322   
 BIC:   
 Branch Type: ABA

**Bank Account**

Account Number: 1234567   
 Check Digits:   
 IBAN:   
 ▶ Show Account Details Account Name:   
 Currency:   
 Account Status: New

**Comments**

Note from Buyer: None  
 Note to Buyer:

## 1.10 Enter 'Account Type' as either Checking or Savings, then hit 'Enter, then Click Quick Select button

Administration: Profile Management: Banking Details >  
**Update Bank Account** Cancel Save

\* Indicates required field

Country: United States  Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank** **Branch**

Existing Bank  Existing Branch  
 New Bank  New Branch

Bank Name: BANK OF AMERICA   
 Branch Name: 021000322

**Search and Select: Account Type** X

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Advanced Search

Search By: Account Type  Checking

**Results**

Select	Quick Select	Account Type
<input type="radio"/>	<input checked="" type="radio"/>	Checking

Alternate Account Name:   
 Account Suffix:   
 Agency Location Code:   
 Account Type: Checking   
 Description:   
 End Date: 22-Oct-20

**Comments**

Note from Buyer: None

## 1.11 Click the 'Save' button

Administration: Profile Management: Banking Details >  
**Update Bank Account** Cancel Save

\* Indicates required field

\* Country United States

Account is used for foreign payments  
Account definition must include bank and branch information.

Bank  Branch

## 1.12 You'll receive the below message.

TEST iSupplier Portal Home Favorites Settings Worklist(0) Logged In As ISUPPUAT1@GMAIL.COM Help Logout

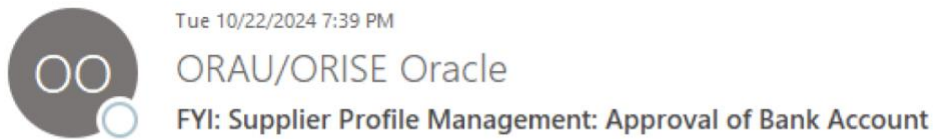
Supplier Home Orders Shipments Finance Administration

Profile Management

General

**Confirmation**  
Bank account 1234567 has been modified. These changes will be routed to an administrator 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.