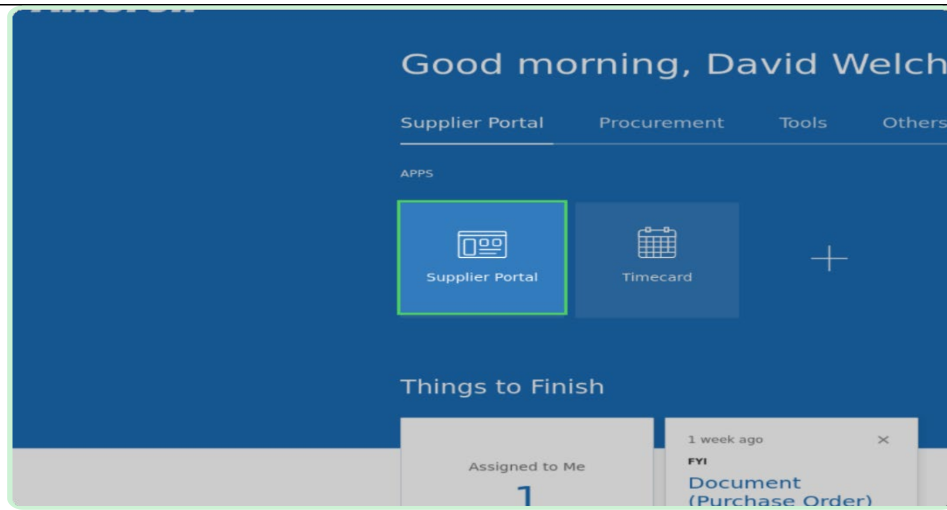
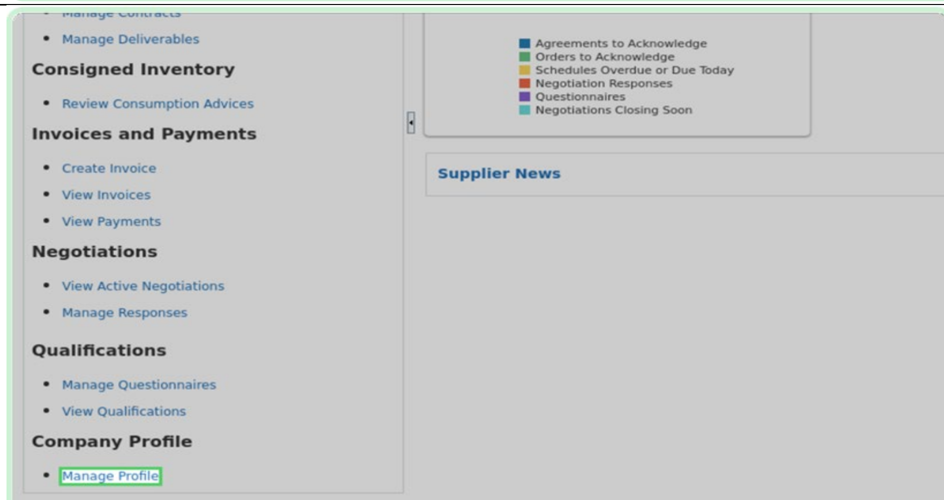
Add Banking Details - Quick Reference Guide (QRG)

Applies to:	Suppliers
Description:	Add banking details in the Supplier Portal
Prerequisites	None
Estimated Time to Completion	6 Minutes

Introduction

This QRG can be used by SC Co-Workers to assist suppliers and suppliers to learn how to add banking details.

Complete these steps:

<table>
<tr><th>Step</th><th>Illustration</th></tr>
<tr><td>1. Select Supplier Portal.</td><td>
</td></tr>
<tr><td>2. Select Manage Profile.</td><td>
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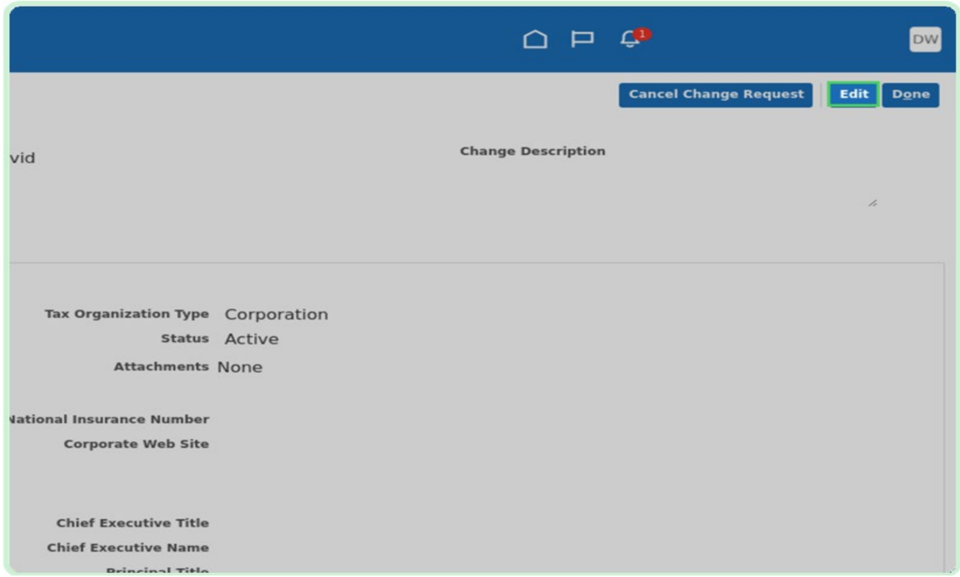
<tr>
<td>3. In the top right-hand corner of the page, select Edit.</td>
<td>
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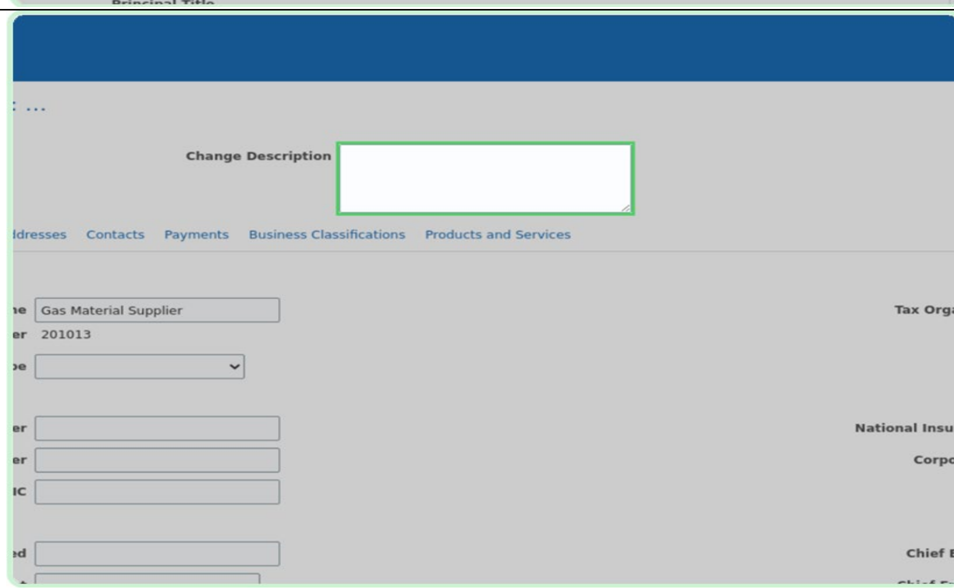
<tr>
<td>4. In the Change Description field, type Bank Update Details.</td>
<td>
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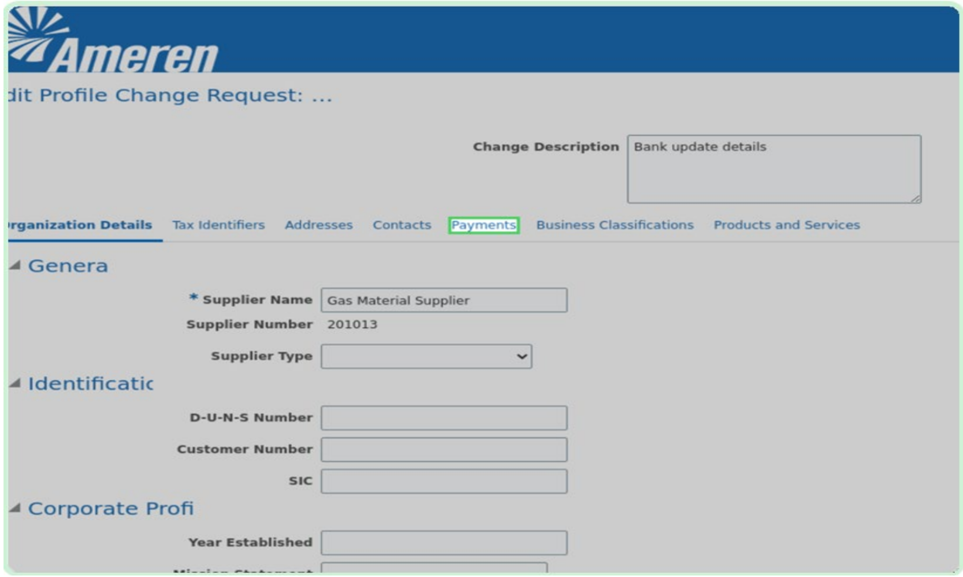
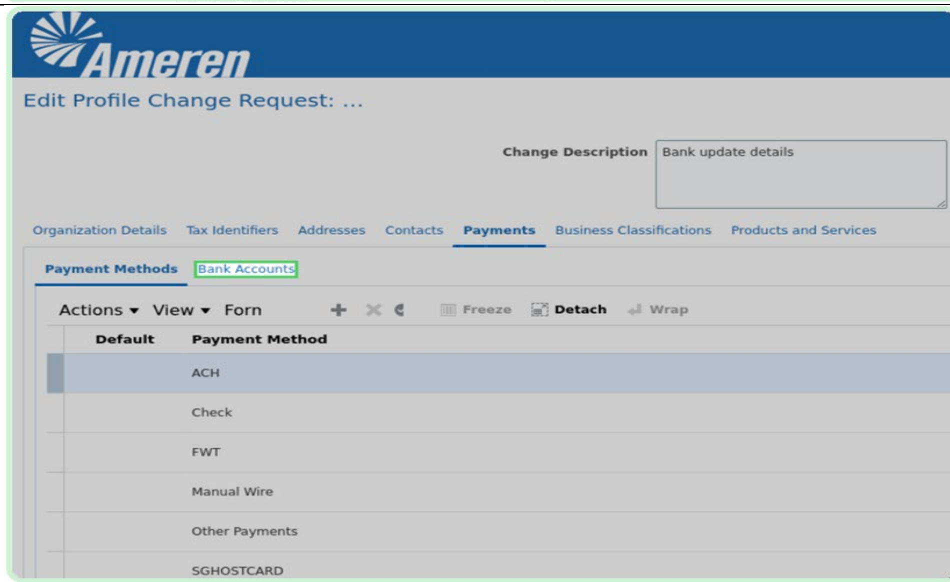
<table>
<tr><td>5. Select Payments.</td><td>
</td></tr>
<tr><td>6. In the Bank Accounts.</td><td>
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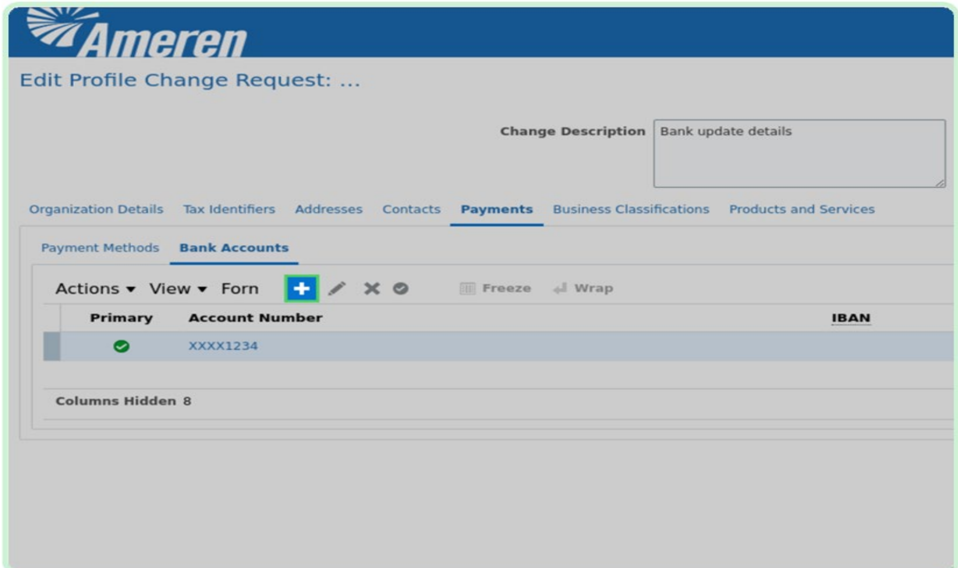
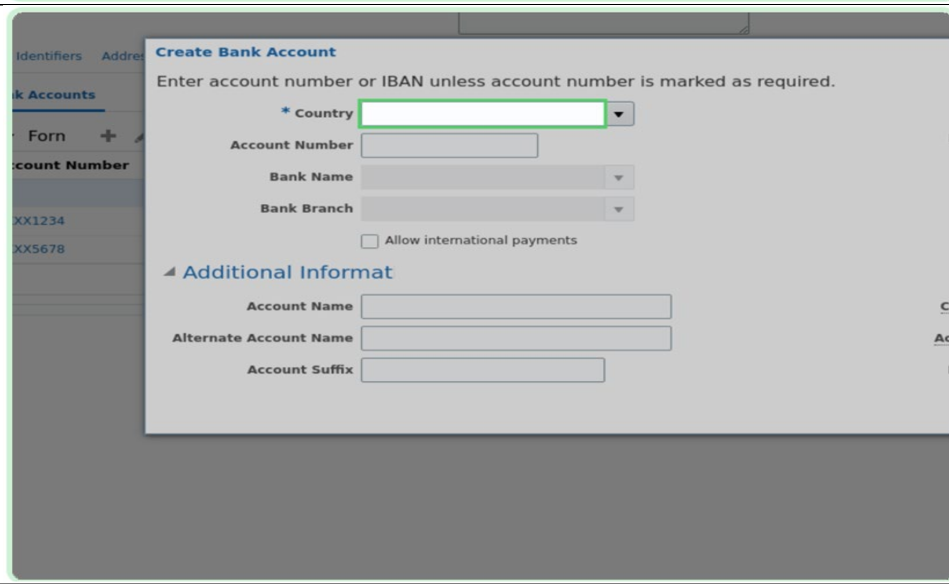
<tr>
<td>7. Select Create.</td>
<td>
</td>
</tr>
<tr>
<td>8. In the Country field type United States.

⍰ Note:
In the live environment, depending on which Country you select, the IBAN field may also be required.</td>
<td>
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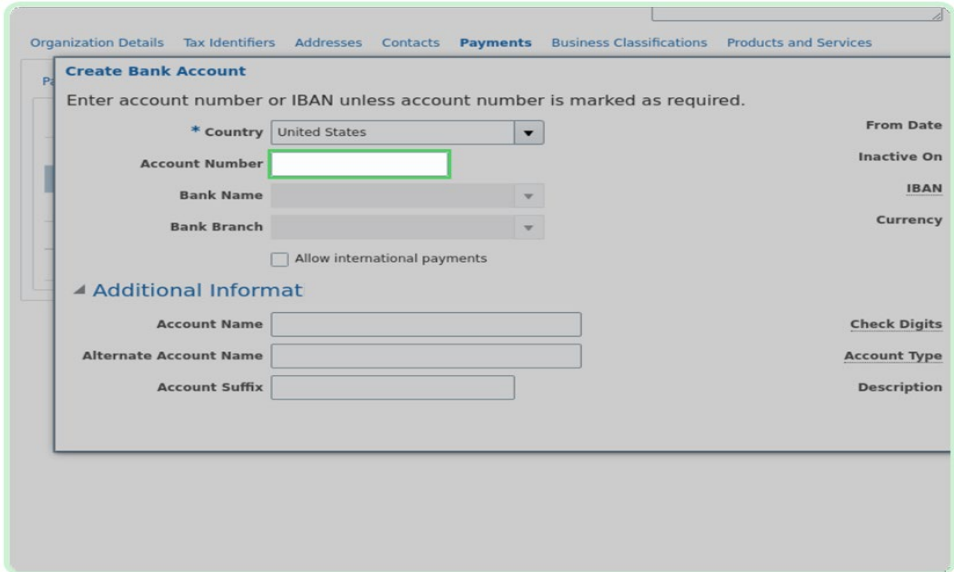
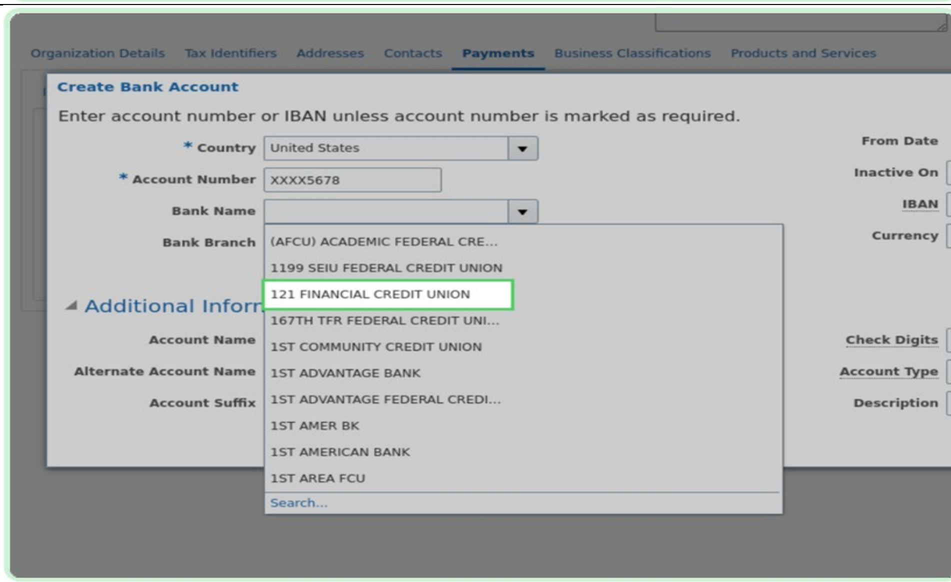
9. In the **Account Number** field, enter your account number.



10. In the **Bank Name** drop-down list, select your bank's name.

Note:
If the option you want to select is not present, you may select the Search link at the lower portion of the Bank Name drop-down list.



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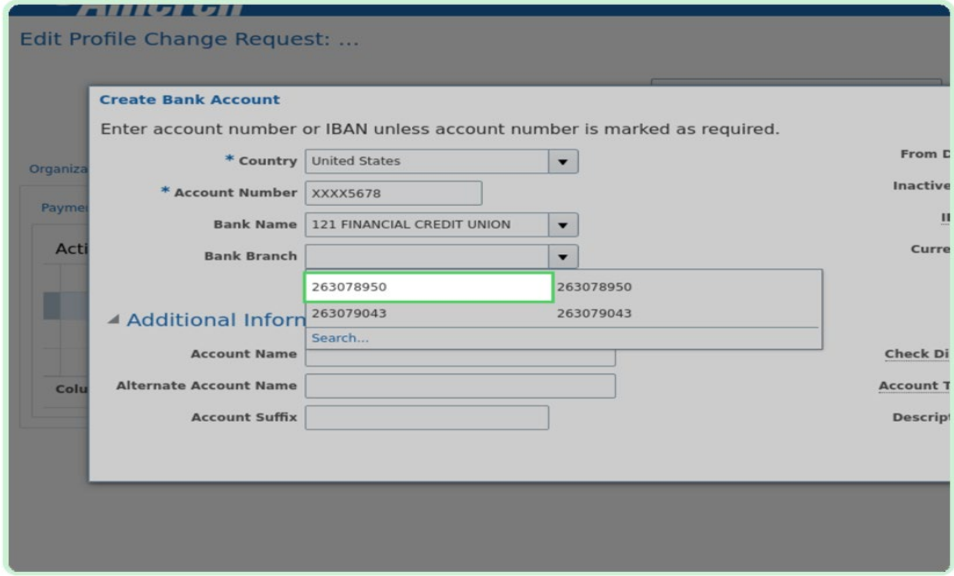
<tr>
<td>11. Select Bank Branch.

? Note:
The Bank Branch field is the routing number for that branch.</td>
<td>
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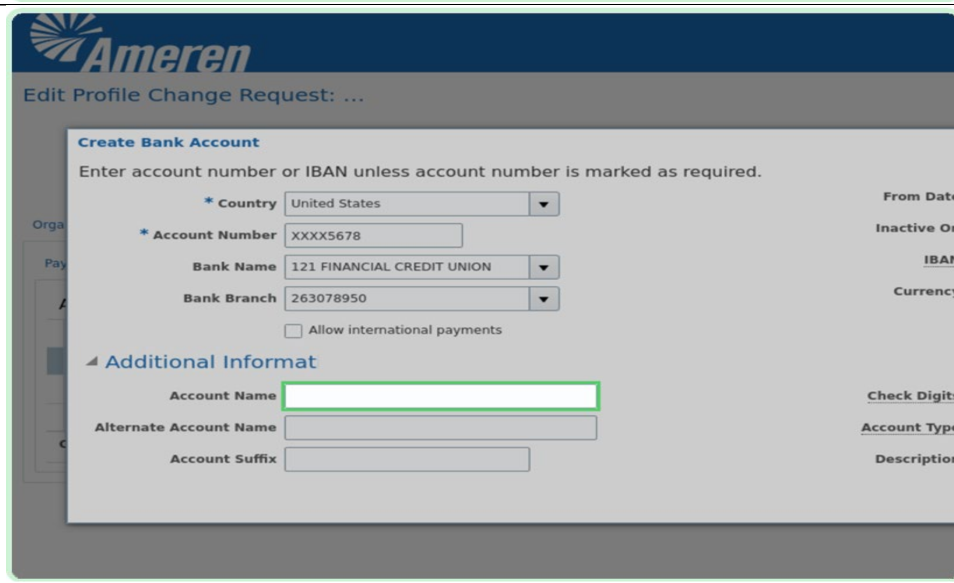
</tr>
<tr>
<td>12. In the Account Name field, type in the Account Name.</td>
<td>
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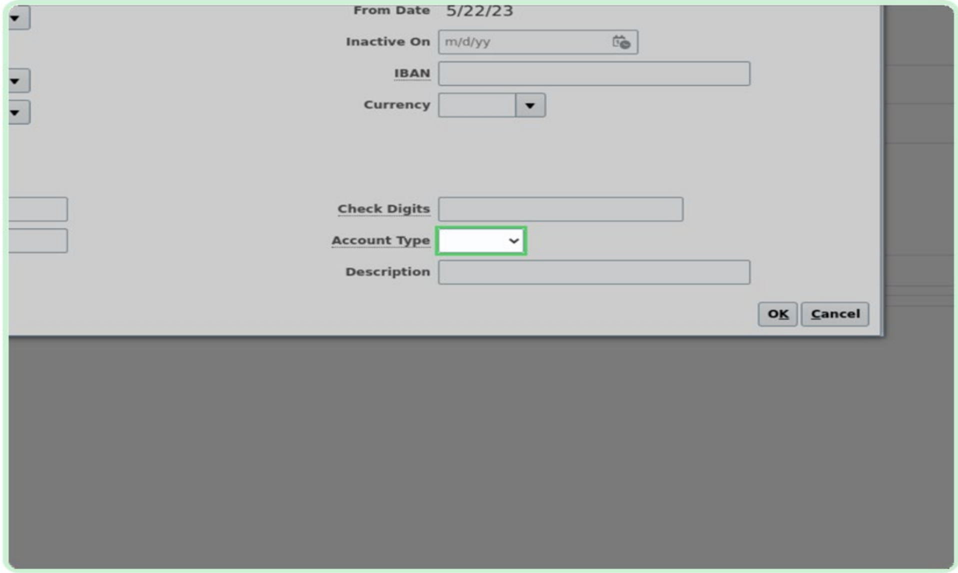
<tr>
<td>13. In the Account Type drop-down list, select Checking.</td>
<td>


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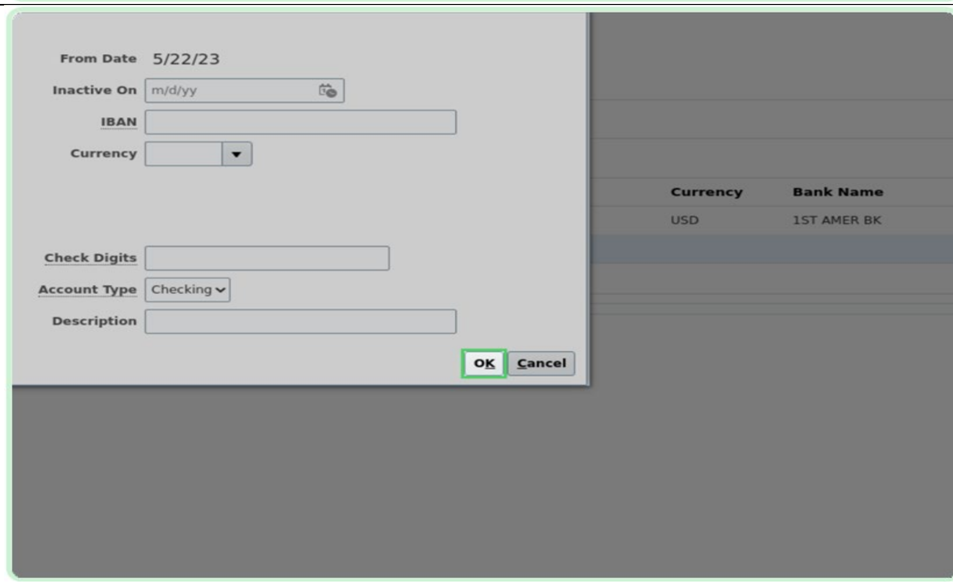
<tr>
<td>14. Select OK.</td>
<td>


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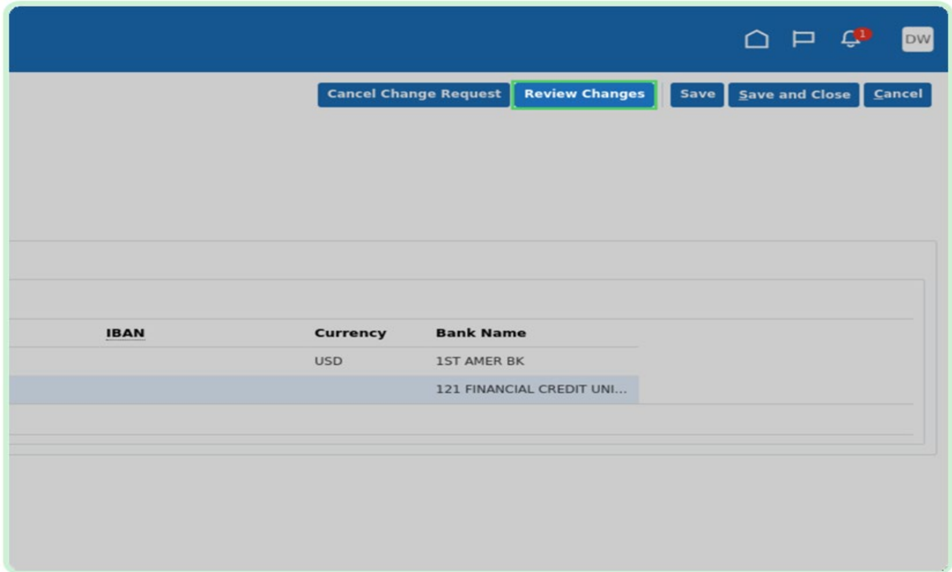
<tr>
<td>15. Select Review Changes.</td>
<td>
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</tr>
<tr>
<td>16. View Bank Accounts.

In the <u>Bank Accounts</u> section, the new account number that was created will display in the Account Number column.</td>
<td>
</td>
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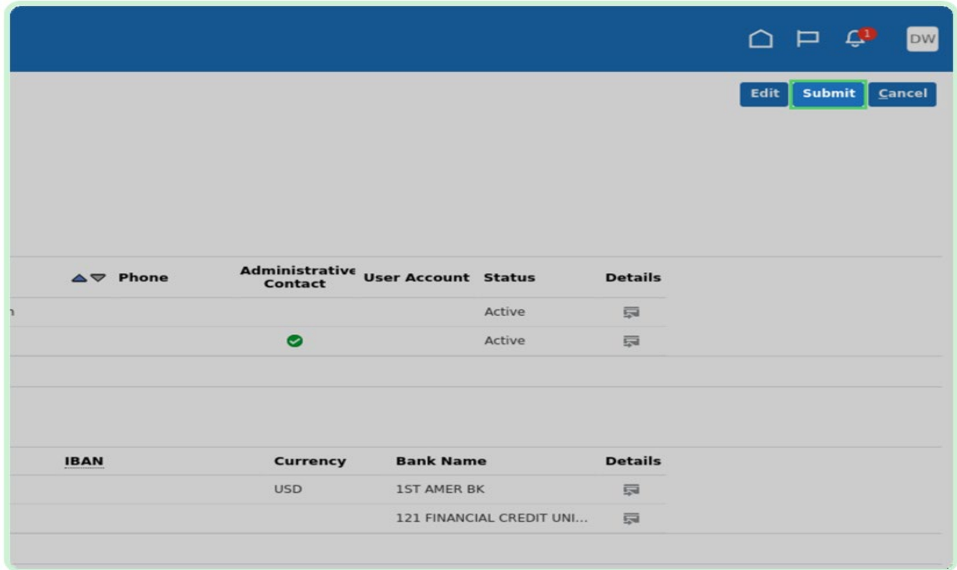
<table>
<tr>
<td>17. Select Submit.</td>
<td>


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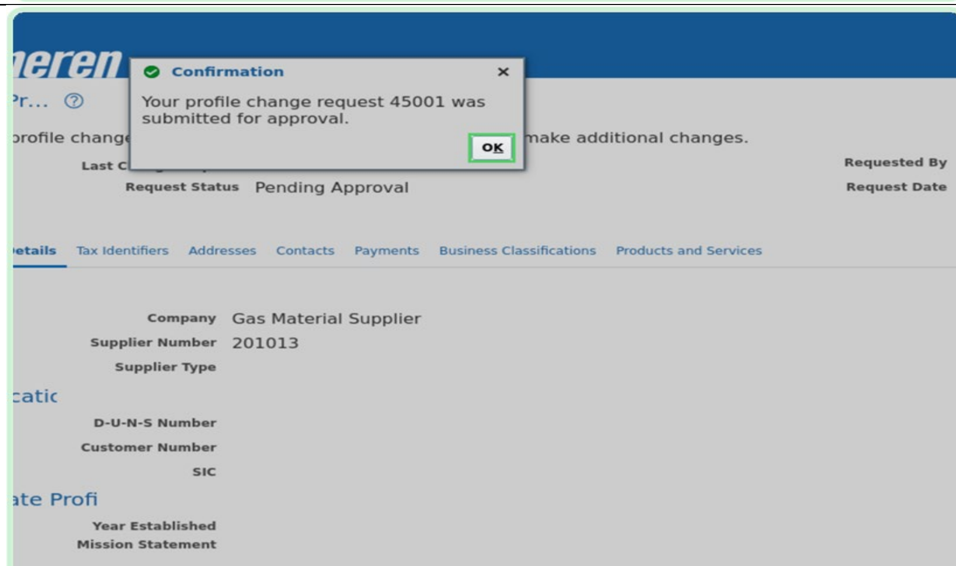
<tr>
<td>18. Once submitted, the supplier should receive a confirmation, select OK.</td>
<td>


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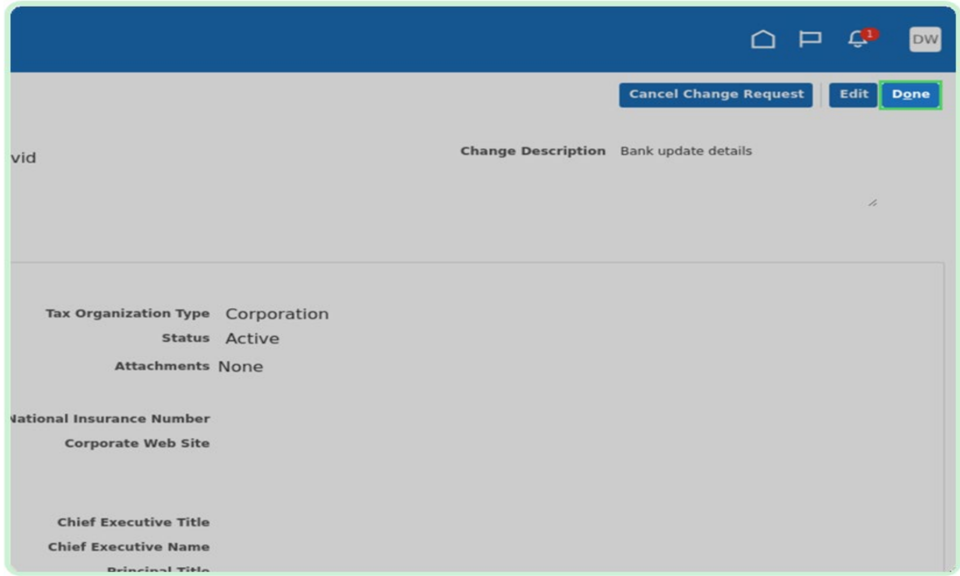
19. Select **Done**.



Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	6/28/23	Document Creation	Aaron Young