

1. Adding Bank Account

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

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs: Supplier Home, Orders, Shipments, Finance, and Administration. The Administration tab is selected and highlighted with a red arrow. Below the navigation bar, there is a sidebar on the left labeled 'Profile Management' with a list of links: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, and Banking Details. The Banking Details link is highlighted with a red arrow. The main content area is titled 'General' and contains fields for Organization Name, Supplier Number, Alias, Parent Supplier Name, and Parent Supplier Number. Below this, there is a section for Attachments and a Search section with a text input field and a Go button. A note states: 'Note that the search is case insensitive'. Below the search field, there is a link to 'Show More Search Options'.

1.2 Click the Create button

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs: Supplier Home, Orders, Shipments, Finance, and Administration. The Administration tab is selected. Below the navigation bar, there is a sidebar on the left labeled 'Profile Management' with a list of links: General, Company Profile, and Organization. The main content area is titled 'Banking Details' and contains a 'View' dropdown menu set to 'General Accounts' and a Go button. Below this, there is a section for adding new accounts with a 'TIP' icon and text: 'Date format example: 22-Oct-2024'. There are two buttons: 'Add' and 'Create'. The 'Create' button is highlighted with a red arrow. To the right of the 'Create' button, there are three asterisks '***'. At the top right of the main content area, there are 'Cancel' and 'Save' buttons.

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'

The screenshot shows the 'Create Bank Account' form in the iSupplier Portal. The 'Existing Bank' radio button is selected. A search modal is open for 'Bank Name' with 'Go' button highlighted.

Bank

☒ Existing Bank
☐ New Bank

Bank Name

Bank Number

Tax Payer ID

Branch

☐ Existing Branch
☒ New Branch

Branch Name

Bank Account

Account

Che

Comments

Search and Select: Bank 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

Results

Select	Quick Select	Bank Name	Bank Number
		No search conducted.	

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

The screenshot shows the 'Search and Select: Bank Name' modal. The search results table is visible, showing a list of banks. The 'Quick Select' button is highlighted next to the first result.

Search and Select: Bank 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

Results

Select	Quick Select	Bank Name	Bank Number
<input type="radio"/>	<input type="button" value="Quick Select"/>	Bank of America	
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		
<input type="radio"/>	<input type="button" value="Quick Select"/>		

1.5 Click 'Existing Branch' button, then click the magnifying glass by 'Branch Name' and enter your **ABA routing number**

Administration: Profile Management: Banking Details >

Create Bank Account

* 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 OF AMERICA

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

* 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 OF AMERICA

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

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

Administration: Profile Management: Banking Details >

Create Bank Account Cancel Save

* Indicates required field

Bank

☒ Existing Bank
☐ New Bank

[Show Bank Details](#)

Bank Account

[Show Account Details](#)

Comments

Note to Buyer

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

Rows 1 to 18

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							

Cancel Select

1.8 Enter Account Number

Administration: Profile Management: Banking Details >

Create Bank Account Cancel Save

* Indicates required field

Country Account is used for foreign payments

Bank

☒ Existing Bank
☐ New Bank

Bank Name [Show Bank Details](#)

Bank Number

Tax Payer ID

Branch

☒ Existing Branch
☐ New Branch

Branch Name [Show Branch Details](#)

Branch Number

BIC

Branch Type

Bank Account

Account Number [Show Account Details](#)

Check Digits

IBAN

Account Name

Currency

Account Status

Comments

Note to Buyer

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

☒ Existing Bank
☐ New Bank

Bank Name BANK OF AMERICA

Bank Number

Tax Payer ID

[Show Bank Details](#)

Branch

☒ Existing Branch
☐ New Branch

Branch Name 021000322

Branch Number 021000322

BIC

Branch Type ABA

[Show Branch Details](#)

Bank Account

Account Number 1234567

Check Digits

IBAN

Account Name

Currency

Account Status New

[Show Account Details](#)

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

☒ Existing Bank
☐ New Bank

Bank Name BANK OF AMERICA

Branch

☒ Existing Branch
☐ New Branch

Branch Name 021000322

Search and Select: Account Type

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 Go

Results

Select

☐ Quick Select Account Type
Checking

Cancel Select

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

* Indicates required field

* Country United States

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

Bank Branch

Cancel Save

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

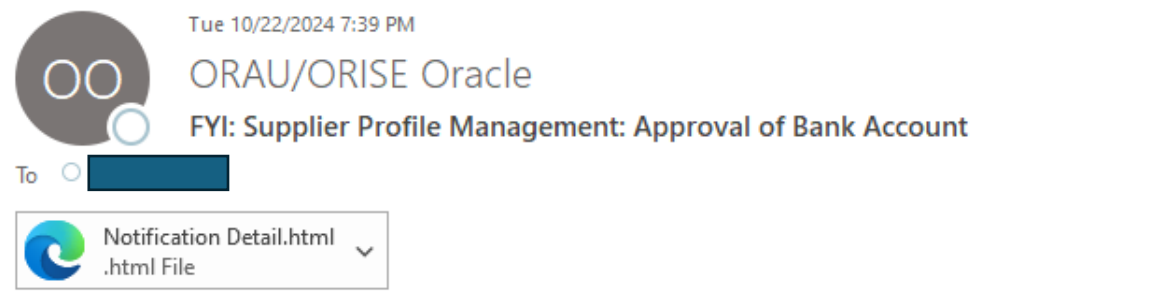
Profile Management

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



*** THIS IS AN AUTO NOTIFICATION EMAIL. PLEASE DO NOT REPLY TO THE SENDER OF THIS EMAIL. ***

To: [Redacted]
Sent: 22-OCT-2024 19:38:08
ID: 13268419

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

Thank you.

