



# Add Banking Details - Quick Reference Guide (QRG)

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

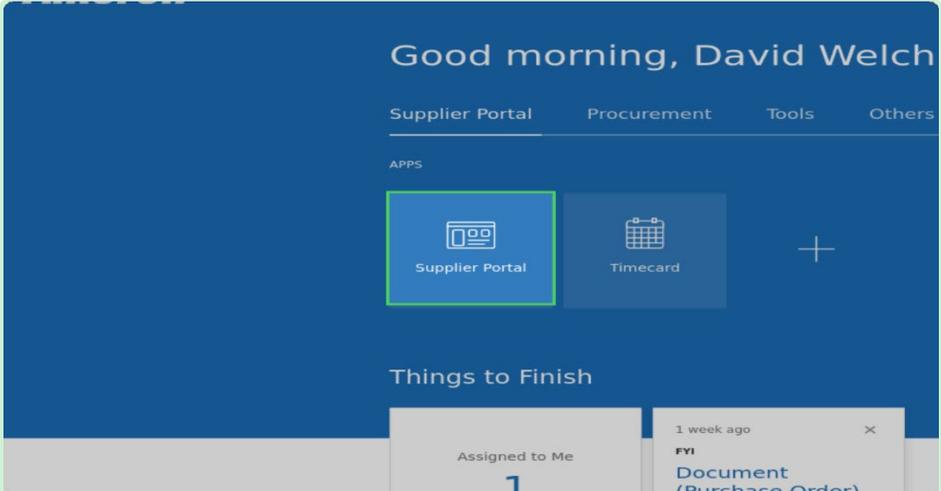
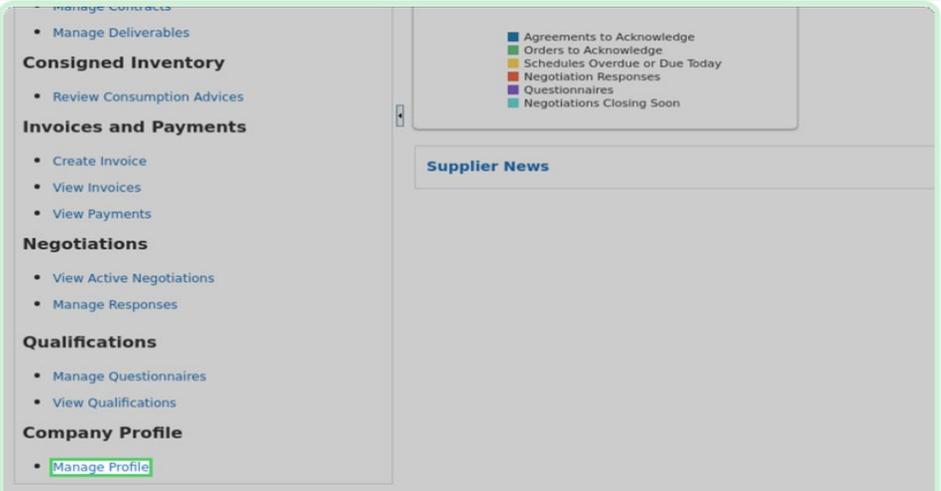
## Introduction

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



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Complete these steps:

Step	Illustration
1. Select <b>Supplier Portal</b> .	 <p>The screenshot shows a dashboard for a user named David Welch. At the top, there are navigation tabs for 'Supplier Portal', 'Procurement', 'Tools', and 'Others'. Below this, there is a section for 'APPS' with two main tiles: 'Supplier Portal' (highlighted with a green box) and 'Timecard'. A plus sign is visible to the right of these tiles. Below the apps, there is a 'Things to Finish' section with a card that says 'Assigned to Me' and a large number '1'. To the right of this card, there is a notification for 'FYI Document (Purchase Order)' dated '1 week ago'.</p>
2. Select <b>Manage Profile</b> .	 <p>The screenshot shows a detailed view of the 'Manage Profile' page. On the left side, there is a sidebar menu with several sections: 'Manage Contracts', 'Consigned Inventory', 'Invoices and Payments', 'Negotiations', 'Qualifications', and 'Company Profile'. Under 'Company Profile', the 'Manage Profile' link is highlighted with a green box. On the right side, there is a legend for various items: 'Agreements to Acknowledge', 'Orders to Acknowledge', 'Schedules Overdue or Due Today', 'Negotiation Responses', 'Questionnaires', and 'Negotiations Closing Soon'. Below the legend, there is a 'Supplier News' section.</p>



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3. In the top right-hand corner of the page, select **Edit**.

The screenshot shows the top right corner of a web application interface. A blue header bar contains navigation icons (home, flag, notification) and a user profile icon labeled 'DW'. Below the header, there are three buttons: 'Cancel Change Request', 'Edit' (highlighted in green), and 'Done'. The main content area is titled 'Change Description' and contains several fields with labels and values: 'Tax Organization Type' (Corporation), 'Status' (Active), 'Attachments' (None), 'National Insurance Number', 'Corporate Web Site', 'Chief Executive Title', 'Chief Executive Name', and 'Business Title'.

4. In the **Change Description** field, type **Bank Update Details**.

The screenshot shows the same web application interface as above, but with the 'Change Description' field highlighted in green. Below the 'Change Description' field, there are several tabs: 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Below the tabs, there are several input fields: 'Gas Material Supplier', '201013', a dropdown menu, and several empty text boxes. On the right side, there are labels for 'Tax Orga', 'National Insur', 'Corpo', and 'Chief E'.



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5. Select **Payments**.

Ameren  
Edit Profile Change Request: ...

Change Description: Bank update details

Organization Details | Tax Identifiers | Addresses | Contacts | **Payments** | Business Classifications | Products and Services

Genera

\* Supplier Name: Gas Material Supplier  
Supplier Number: 201013  
Supplier Type: [Dropdown]

Identificatio

D-U-N-S Number: [Text Box]  
Customer Number: [Text Box]  
SIC: [Text Box]

Corporate Profi

Year Established: [Text Box]

6. In the **Bank Accounts**.

Ameren  
Edit Profile Change Request: ...

Change Description: Bank update details

Organization Details | Tax Identifiers | Addresses | Contacts | **Payments** | Business Classifications | Products and Services

Payment Methods | **Bank Accounts**

Actions View Form + X Freeze Detach Wrap

Default	Payment Method
	ACH
	Check
	FWT
	Manual Wire
	Other Payments
	SGHOSTCARD



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7. Select **Create**.

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.*



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9. In the **Account Number** field, enter your account number.

The screenshot shows the 'Create Bank Account' form in a web application. The form is titled 'Create Bank Account' and has a sub-header 'Enter account number or IBAN unless account number is marked as required.' The form includes several fields: 'Country' (set to 'United States'), 'Account Number' (highlighted with a green box), 'Bank Name', 'Bank Branch', and 'Allow international payments' (checkbox). There is also an 'Additional Information' section with fields for 'Account Name', 'Alternate Account Name', and 'Account Suffix'. On the right side, there are labels for 'From Date', 'Inactive On', 'IBAN', 'Currency', 'Check Digits', 'Account Type', and 'Description'.

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.*

The screenshot shows the 'Create Bank Account' form with the 'Bank Name' drop-down list open. The list contains several options, with '121 FINANCIAL CREDIT UNION' highlighted in green. The other options include '(AFCU) ACADEMIC FEDERAL CRE...', '1199 SEIU FEDERAL CREDIT UNION', '167TH TFR FEDERAL CREDIT UNI...', '1ST COMMUNITY CREDIT UNION', '1ST ADVANTAGE BANK', '1ST ADVANTAGE FEDERAL CREDI...', '1ST AMER BK', '1ST AMERICAN BANK', and '1ST AREA FCU'. There is a 'Search...' link at the bottom of the list. The rest of the form is the same as in the previous screenshot.



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11. Select **Bank Branch**.

**Note:**

*The Bank Branch field is the routing number for that branch.*

The screenshot shows the 'Create Bank Account' form with the following fields filled: Country (United States), Account Number (XXXX5678), Bank Name (121 FINANCIAL CREDIT UNION), and Bank Branch (263078950). The 'Additional Information' section is partially visible with fields for Account Name, Alternate Account Name, and Account Suffix. A search box for the Bank Branch dropdown is also visible.

12. In the **Account Name** field, type in the Account Name.

The screenshot shows the 'Create Bank Account' form with the following fields filled: Country (United States), Account Number (XXXX5678), Bank Name (121 FINANCIAL CREDIT UNION), and Bank Branch (263078950). The 'Additional Information' section is fully visible with fields for Account Name, Alternate Account Name, and Account Suffix. The 'Account Name' field is highlighted with a green border.



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13. In the **Account Type** drop-down list, select **Checking**.

The screenshot shows a form with the following fields: From Date (5/22/23), Inactive On (m/d/yy), IBAN, Currency, Check Digits, Account Type (dropdown menu highlighted with a green box), and Description. There are OK and Cancel buttons at the bottom right.

14. Select **OK**.

The screenshot shows the same form as above, but with the Account Type dropdown menu set to 'Checking' and the OK button highlighted with a green box. A table is visible on the right side of the form:

Currency	Bank Name
USD	1ST AMER BK



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15. Select **Review Changes**.

The screenshot shows a modal dialog box titled "Review Changes". At the top, there are navigation icons (home, flag, notification with '1', and user 'DW') and a set of buttons: "Cancel Change Request", "Review Changes" (highlighted with a green box), "Save", "Save and Close", and "Cancel". Below the buttons is a table with the following data:

IBAN	Currency	Bank Name
	USD	1ST AMER BK
		121 FINANCIAL CREDIT UNI...

16. View **Bank Accounts**.

In the Bank Accounts section, the new account number that was created will display in the **Account Number** column.

The screenshot shows the "Bank Accounts" section. It features a table with columns for "Job Title", "Email", "Phone", and "Administrative Contact". Below this is a table with columns for "IBAN" and "Currency". At the bottom, there is a table with columns for "Certifying Agency", "Other Certifying Agency", "Certificate", "Start Date", "Expiration Date", "Attachments", and "Notes".

Job Title	Email	Phone	Administrative Contact
	jane.doe@test.com		
CEO	JDOE@gms.com		✓

IBAN	Currency
	USD

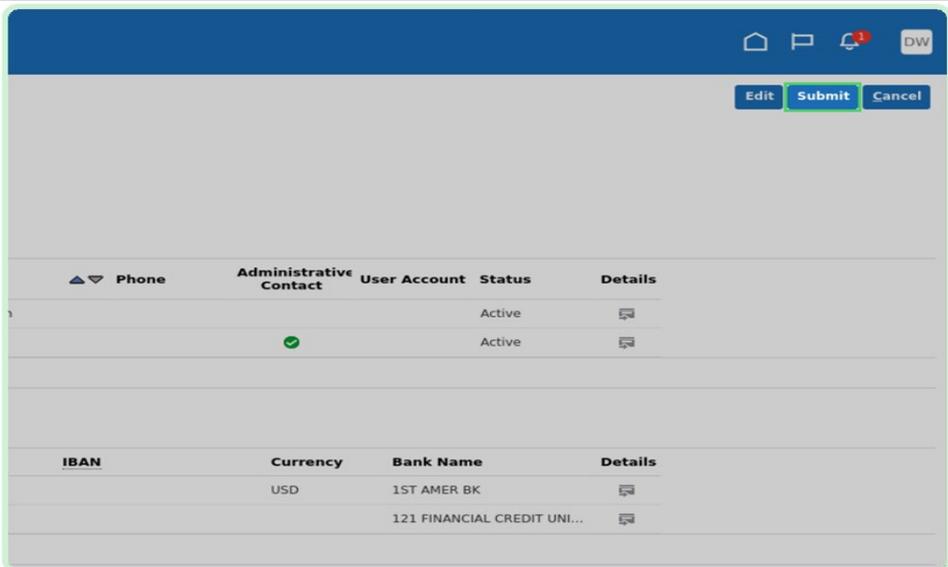
  

Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Other	National Associati...	Verified			None	

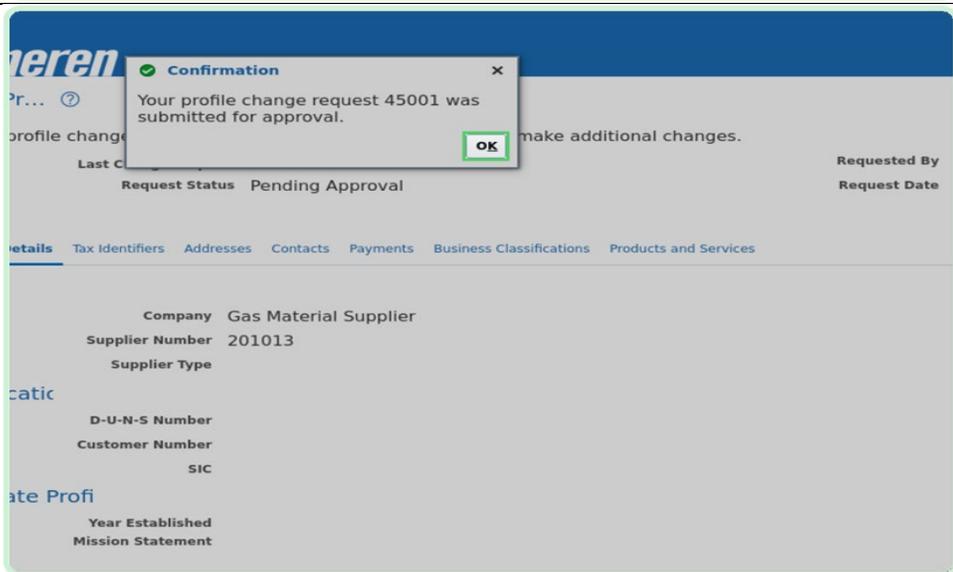


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17. Select **Submit**.



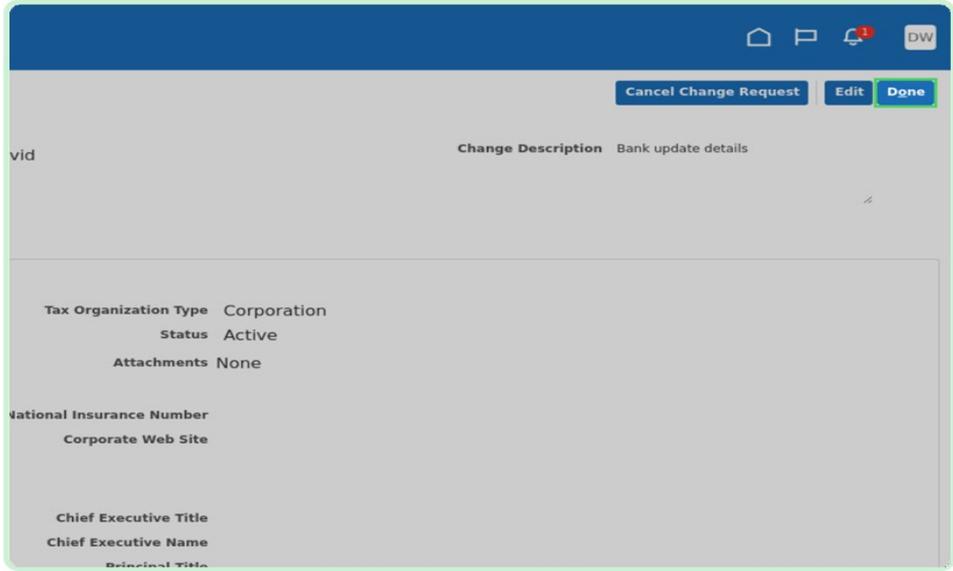
18. Once submitted, the supplier should receive a confirmation, select **OK**.





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19. Select **Done**.



## Version Control

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