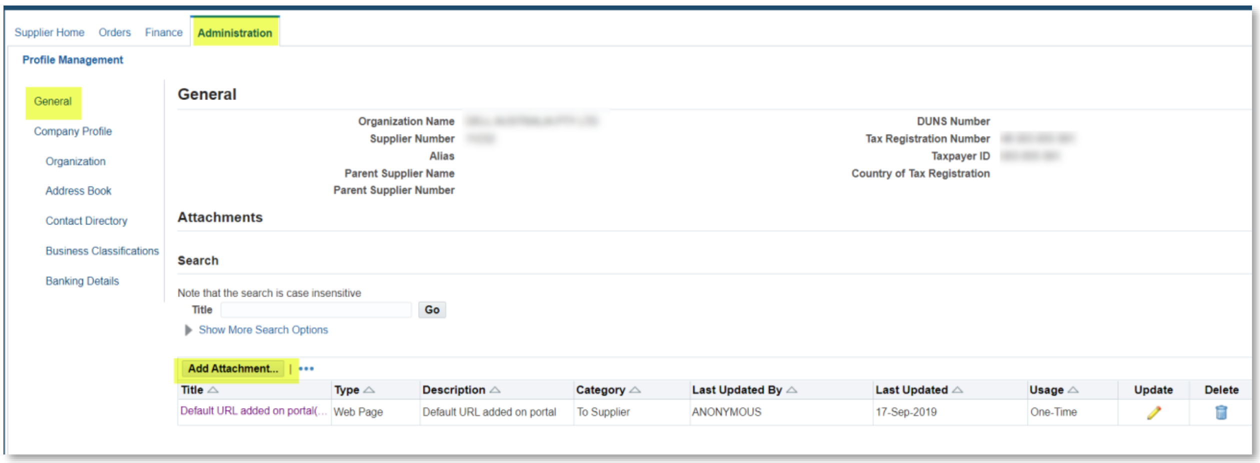
I-Supplier Bank Details Creation Guide for Existing Supplier

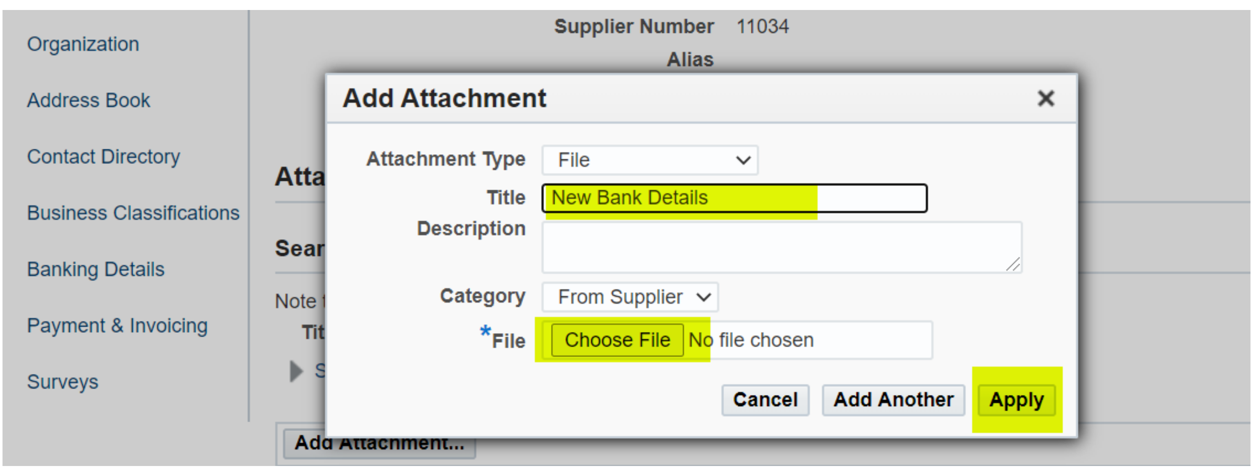
STEP 1: PDF Attachment

Please attach a copy of your bank details on your company letter headed paper/a bank letter. For US supplier, the attachment here is bank letter/voided check and ACH.

- Step 1.1: Click Administration
- Step 1.2: Click General
- Step 1.3: Click Add Attachment



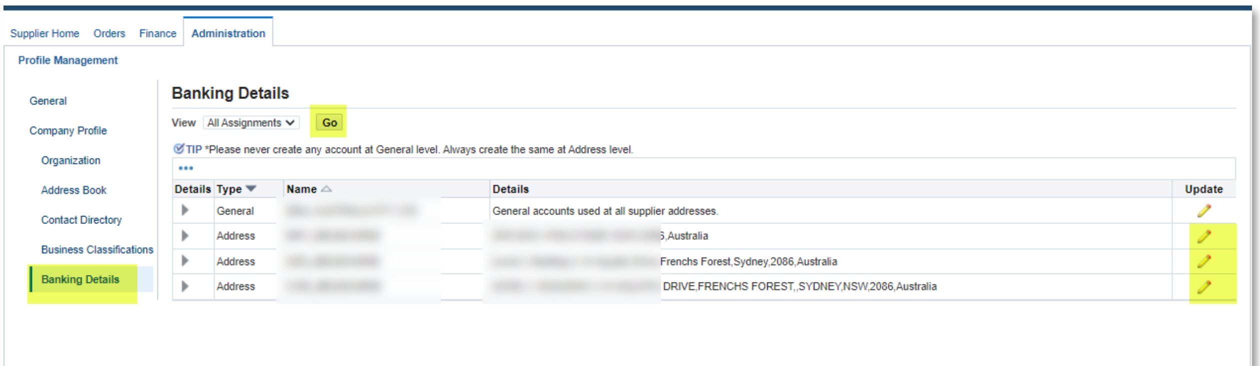
On “title”, you may type New Bank Details. Click choose file and attached your PDF document. Click Apply.



STEP 2: Fill in the E-Form

After attaching your PDF supporting in Step 1, stay on same Administration page and proceed as below;

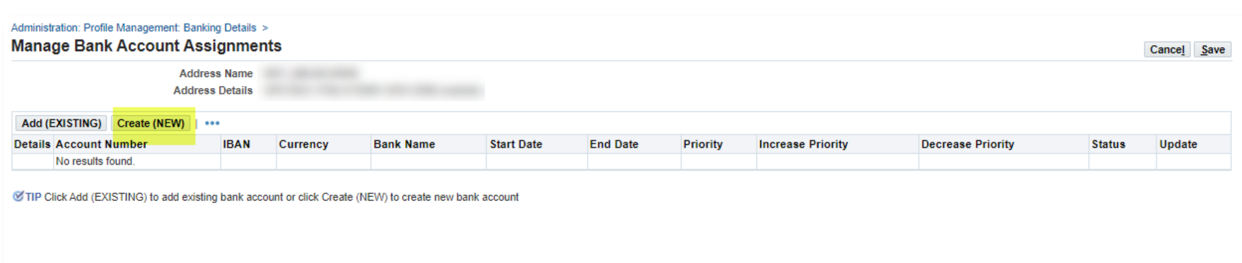
- Step 2.1: Click Banking Details
- Step 2.2: Click Go
- Step 2.3: Click Pencil Icon at **Address** line



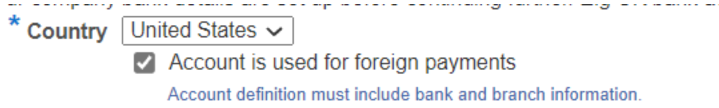
To Explain Step 2.3:

- Please do not click on first line (General)
- If you see multiple address line, you can click the pencil icon on the line that matches to your invoice remittance address
- If you are still not sure which line to select, please contact Globalsuppliermaintenance@experian.com for further details

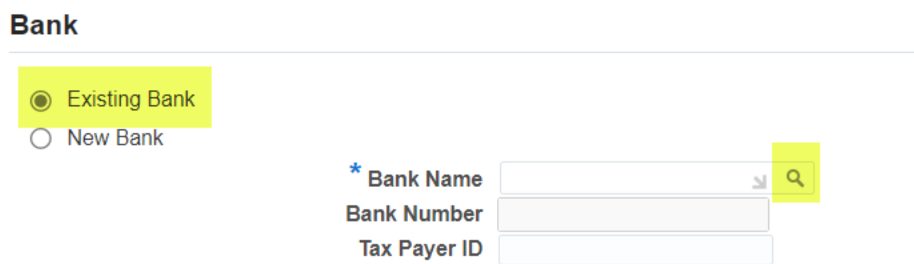
- Step 2.4: Click Create (NEW)



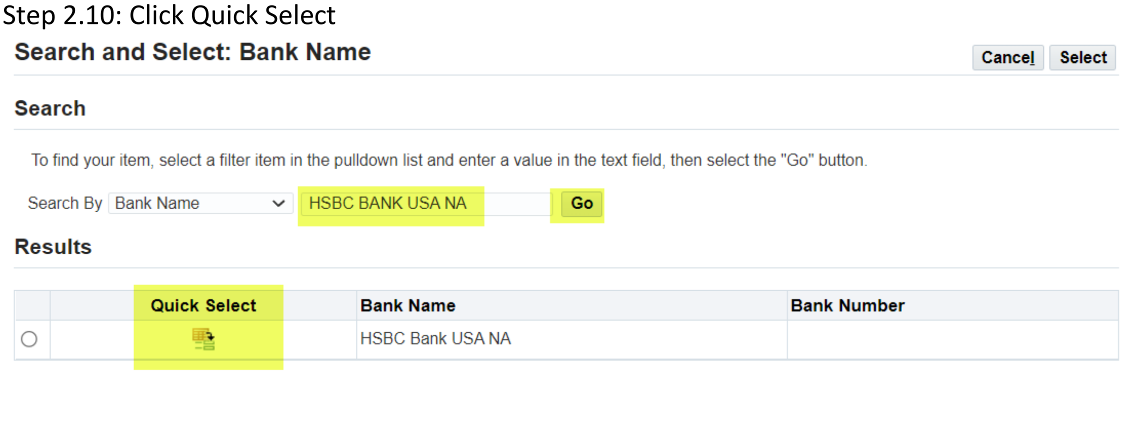
- Step 2.5: At the top of the screen, choose the country of your bank account using the drop-down list



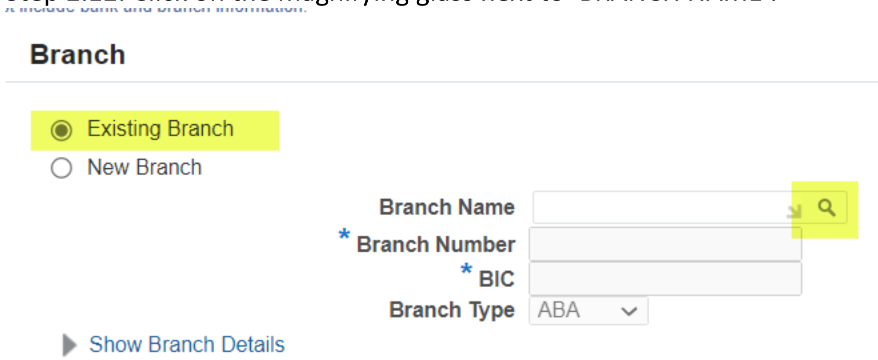
- Step 2.6: At the left-hand side of the screen under the bank section choose the option for Existing bank to search from our existing database.
- Step 2.7: Click on the magnifying glass icon next to the 'BANK NAME' Field, this will prompt a pop up box to appear (TIP: make sure your pop up blocker is switched off or allow pop ups temporarily).



- Step 2.8: Enter the full name of your bank in the search field (E.g. HSBC, Lloyds, Barclays etc.).
- Step 2.9: Click Go
- Step 2.10: Click Quick Select



- Step 2.11: To the right-hand side of the screen under the branch section. Choose the option for Existing Branch.
- Step 2.12: Click on the magnifying glass next to 'BRANCH NAME'.



- Step 2.13: In the pop-up window change the drop-down list to “branch number”
- Step 2.14: Enter the branch number for your account.
  UK supplier based – This is your 6-digit sort code
  US supplier based – This is your 9-digit routing/ABA number.
- Step 2.15: Click Go.
- Step 2.16: Click Quick Select on the branch matches/nearest to your account

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 Number 021001088 Go

Results

	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
○		(Main) Branch	021001088	HSBC Bank USA NA			OTHER
○		NEW JERSEY	021001088	HSBC Bank USA NA		MRMDUS33	ABA

- Step 2.17: Under the Bank Account section enter your ACCOUNT NUMBER.
  Enter IBAN & check digits for most of **EMEA countries only** without spaces or special characters.

Bank Account

* Account Number 123456789
Check Digits
IBAN

- Step 2.18: Enter the Account name and select currency the invoice and payment will be issued in.

* Account Name TEST
* Currency Australian Dollar
Account Status New

- Step 2.19: Click Save at the top right and the submission will be pending Experian administrator review.