

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

The screenshot shows the 'Administration' section of a supplier profile. The 'General' tab is selected, displaying fields for Organization Name, Supplier Number, Alias, Parent Supplier Name, Parent Supplier Number, DUNS Number, Tax Registration Number, Taxpayer ID, and Country of Tax Registration. Below this is the 'Attachments' section, which includes a search bar and a table of existing attachments.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Default URL added on portal...	Web Page	Default URL added on portal	To Supplier	ANONYMOUS	17-Sep-2019	One-Time		

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

The 'Add Attachment' dialog box is shown, allowing a user to add a new attachment. The 'Attachment Type' is set to 'File'. The 'Title' field contains 'New Bank Details'. The 'Description' field is empty. The 'Category' is set to 'From Supplier'. The 'File' field shows a 'Choose File' button and 'No file chosen'. The 'Apply' button is highlighted.

Supplier Number 11034
Alias

Add Attachment

Attachment Type: File

Title: New Bank Details

Description:

Category: From Supplier

*File: Choose File No file chosen

Buttons: Cancel, Add Another, 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

Supplier Home Orders Finance Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Banking Details

Banking Details

View All Assignments Go

TIP *Please never create any account at General level. Always create the same at Address level.

Details	Type	Name	Details	Update
▶	General		General accounts used at all supplier addresses.	
▶	Address			
▶	Address		Frenchs Forest,Sydney,2086,Australia	
▶	Address		DRIVE,FRENCHS FOREST, SYDNEY,NSW,2086,Australia	

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)

Administration: Profile Management: Banking Details >

Manage Bank Account Assignments

Address Name

Address Details

Add (EXISTING) Create (NEW)

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.											

TIP Click Add (EXISTING) to add existing bank account or click Create (NEW) to create new bank account

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

* Country

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

- 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).

Bank

Existing Bank
 New Bank

* Bank Name

Bank Number

Tax Payer ID

- 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

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

	Quick Select	Bank Name	Bank Number
<input type="radio"/>		HSBC Bank USA NA	

- 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'.

Branch

Existing Branch
 New Branch

Branch Name

* Branch Number

* BIC

Branch Type

[▶ Show Branch Details](#)

- 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

Results

	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>		(Main) Branch	021001088	HSBC Bank USA NA			OTHER
<input type="radio"/>		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
 Check Digits
 IBAN

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

* Account Name
 * Currency
 Account Status

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