



# **iSupplier Bank Details Changes for Existing Suppliers**

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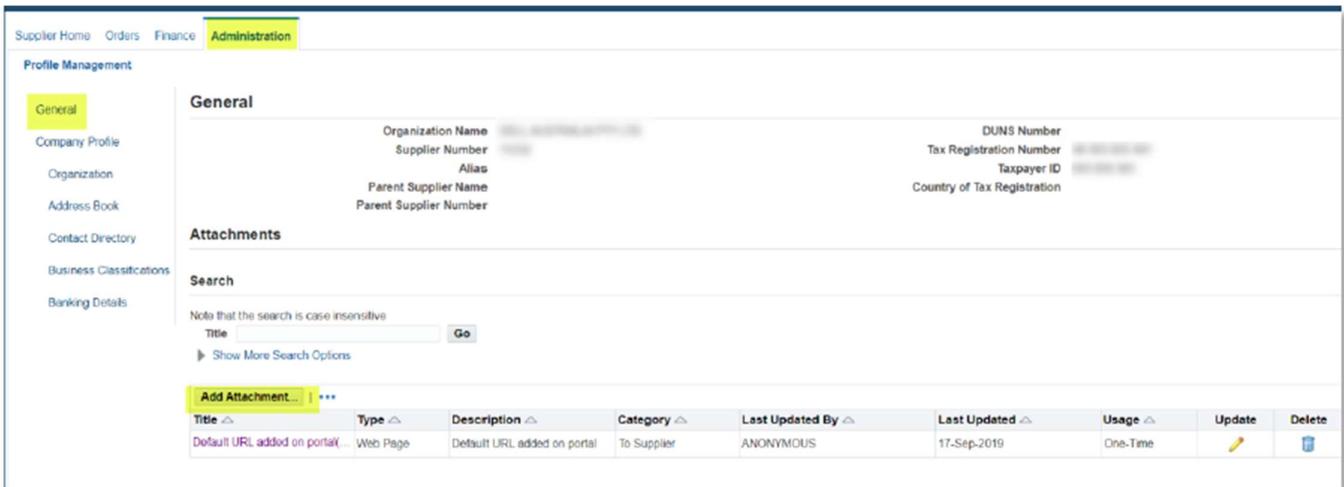
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# 1. How to update new bank details?

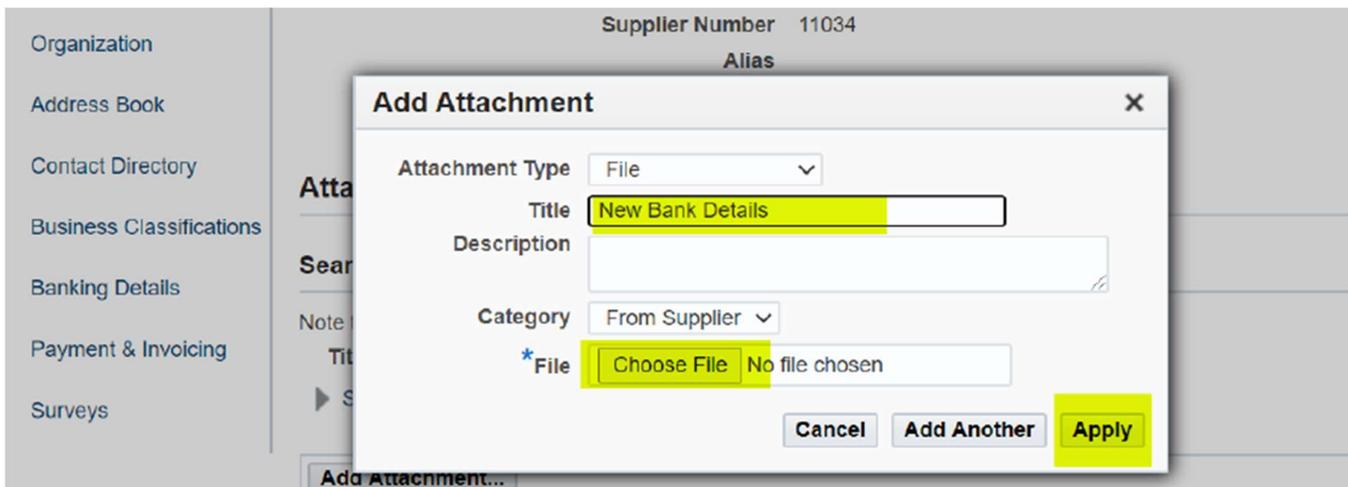
- Upon login to iSupplier, click on Administration tab.



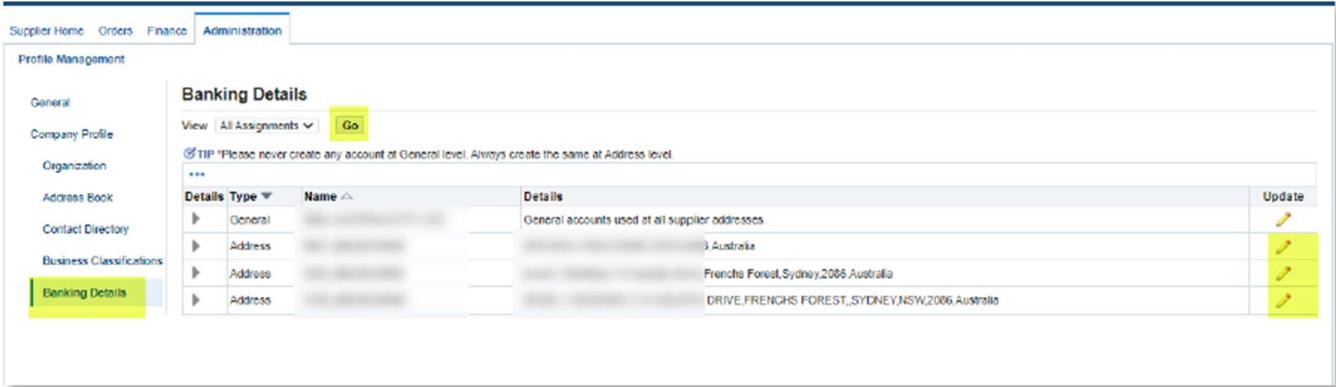
- On the side menu, select General and click on ADD ATTACHMENT button.



- On Title, you may input New Bank Details. Click CHOOSE FILE and attach your PDF document. Please attach a copy of your new bank details on your company letterhead or a bank letter. For US suppliers, the attachment here is bank letter/voided cheque and ACH. Click APPLY.



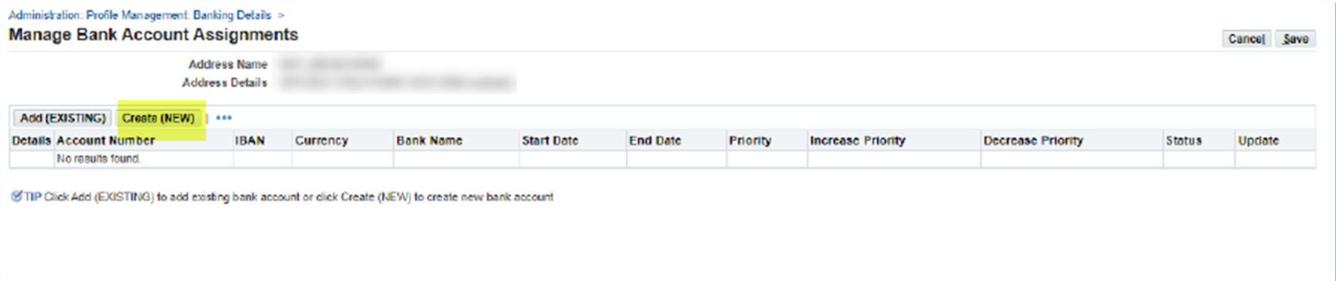
- After attaching your PDF supporting, stay in the Administration page and select Banking Details tab. Click on GO button.
- Click on the pencil icon at **Address** line.



**NOTE:**

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

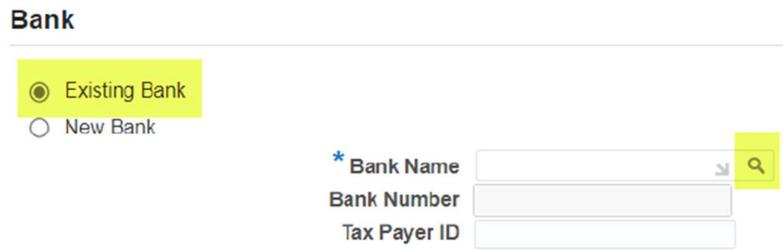
- Click CREATE (NEW) button.



- At the top of the screen, choose the country of your bank account by using the drop-down list.



- At the left-side of the screen under Bank section, choose the option for Existing Bank to search from our existing database. Click on the magnifying glass icon next to Bank Name field, this will prompt a pop-up window to appear. (TIP: Make sure your pop-up blocker is switched off or allow pop-ups temporarily)



- Enter the full name of your bank in the search field (e.g. HSBC, Llyods, Barclays etc.) and click GO. On the correct bank name line, click on 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	

- At the right-side of the screen under Branch section, choose the option for Existing Branch. Click on the magnifying glass icon next to Branch Name field.

#### Branch

Existing Branch

New Branch

Branch Name

\* Branch Number

\* BIC

Branch Type

[▶ Show Branch Details](#)

- In the pop-up window, change the drop-down list to 'Branch number'. Enter the branch number for your account and click GO. Click on Quick Select for the branch that matches/nearest to your account.

NOTE:

UK based supplier: This is your 6-digit sort code

US based supplier: This is your 9-digit routing/ABA number

### 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	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

- Under Bank Account section, enter your Account Number.

NOTE:

For most of EMEA only: Enter IBAN and Check Digits without spaces or special characters.

## Bank Account

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* Account Number	123456789
Check Digits	
IBAN	

- Enter Account Name and select currency that the invoice and payment will be issued in.

* Account Name	TEST
* Currency	Australian Dollar ▼
Account Status	New

- Click SAVE at the top right and the submission will be pending Experian Administrator's review.