

iSupplier 现有供应商的银行详细信息变更



1. 如何更新新的银行详细信息?

• 登录 iSupplier 后,单击"管理"选项卡。

				n̂ ★ ☆ ♦ ⁰ Logged in As	ሳ
Supplier Home Orders Finance Administration					
Search PO Number V Go					
Notifications			Full List	Contact Us Orders - Purchase Orders	
				Purchase History	
Subject		Date		Invoices	
No results found.				Invoices	
				Payments	
				Payments	
Purchase Orders At A Glance				TIP Important documents are placed on Admin tab.	
			Full List		
•••					
PO Number	Description	Order Date			
No search conducted.					

• 在侧面菜单中,选择常规,然后单击添加附件按钮。

Supplier Home Orders Finance Administration									
Profile Management									
General	General								
Company Profile Organization Address Book		Organization Na Supplier Num A Parent Supplier Na Parent Supplier Num	me ber Ilas me ber			DUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration			
Contact Directory	Attachments								
Business Classifications	Search								
Banking Details	Note that the search is case insensitive Title Ge Show More Search Options								
	Add Attachment								
	Title 🛆	Type 🛆 De	scription 🛆	Category 🛆	Last Updated By 🛆	Last Updated 🗠	Usage 🛆	Update	Delete
	Default URL added on portal(Web Page Def	ault URL added on portal	To Supplier	ANONYMOUS	17-Sep-2019	One-Time	/	1

- 在标题中,您可以输入新银行详细信息。单击选择文件并附加您的 PDF 文档。请在您的公司信头或银行信函上附上您的新银行详细信息的副本。对于美国供应商,此处的附件是银行信函/作废支票和 ACH。单击应用。
- 附上 PDF 支持文件后, 留在管理页面并选择银行详细信息选项卡。单击"GO"按钮.

Organization			Supplier Number 11034				
Address Book		Add Attachment X					
Contact Directory	Atta	Attachment Type	File 🗸				
Business Classifications	,	Title Description	New Bank Details				
Banking Details	Sear				11		
Payment & Invoicing	Note Tit	Category	From Supplier				
Surveys	▶ S	File	Choose File No file chosen	Add Another	Apply		
	Ad	a Attacnment					

• 点击**地址栏**的铅笔图标.

Supplier Home Orders Finance Administration								
Profile Management								
General	Bank	ing Detai	ls					
Company Profile	View 4	View All Assignments 🗸 🛛 😡						
Organization	STIP "Please never create any account at General level. Always create the same at Address level.							
Address Book	Details	Type 🐨	Name 🛆	Details		Update		
Contact Directory	F	General		General accounts used at all suppli	er addresses.	1		
	F	Address			3,Australia	1		
Business Classifications	F	Address			Frenchs Forest, Sydney, 2086, Australia	1		
Banking Details	F	Address			DRIVE, FRENCHS FOREST, SYDNEY, NSW, 2006, Australia	1		
						· ·		

注意:

- 请不要点击第一行(常规).
- 如果您看到多个地址行,您可以点击与您的发票汇款地址相匹配的行上的铅笔图标
- 如果您仍然不确定要选择哪一行,请联系 Globalsuppliermaintenance@experian.com 寻求支持。
 - 点击创建(新建)按钮。

Administration: Profile Management: Banking Details > Manage Bank Account Assignments Can										Cancel Save	
	Adi Add	dress Nar ress Deta	ne il s								
Add (EXISTING)	Create (NEW)										
Details Account N	umber	IBA	N Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results fi	ound.										
IP Click Add (EXI	STING) to add exi	sting bank	k account or click Create	(NEW) to create new b	ank account						

• 在屏幕顶部,使用下拉列表选择您的银行账户所在的国家/地区。

Country	China	~			
	Accoun	t is used for	foreign pay	ments	
	Account	definition must	include bank a	and branch inf	ormation

在屏幕左侧的"银行"部分下,选择"现有银行"选项,从我们现有的数据库中进行搜索。
 单击"银行名称"字段旁边的放大镜图标,这将提示出现一个弹出窗口。(提示:确保您的
 弹出窗口拦截器已关闭或暂时允许弹出窗口)。

Bank			
Existing Bank			
Now Bank			
	*		-
	Bank Name	2	٩
	Bank Number		
	Tax Payer ID		

- 在搜索栏中输入银行全名,然后点击"GO"。在正确的银行名称行中,点击"快速选择".
- 注意银行全名必须是中文

Search a	Search and Select: Bank Name Cancel Se							
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	Bank Name		Go					
Results								
Select	Quick Select	Bank Name	Bank Numb	er				
0		\$						

• 在屏幕右侧的"分支"部分下,选择"现有分支"选项。单击"分支名称"字段旁边的放大 镜图标。

Branch	
Existing Branch	
O New Branch	
Branch Name) Q
* Branch Number	
* BIC	
Branch Type	ABA 🗸
Show Branch Details	
在弹出窗口中,将下拉列表更改为"分行	名"。输入您帐户的分行名,然后单击
单击"快速选择"以选择与您的帐户匹配	/最近的分行。

在弹出窗口中,将下拉列表更改为"分行名"。输入您帐户的分行名,然后单击"GO"。
 单击"快速选择"以选择与您的帐户匹配/最近的分行。
 注意:
 英国供应商:这是您的6位数排序代码
 美国供应商:这是您的9位数路由/ABA号码

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.

Results

Search By Branch Name

~

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
0	B	;		1.00.00.00.0			ABA

Go

• 在银行账户部分下,输入您的账号。

Bank Account

* Account Number	123456789
Check Digits	
IBAN	

• 输入帐户名称并选择开具发票和付款的货币。

* Account	Name	北京
* Cur	rency	Yuan Renminbi 🗸
Account S	Status	New

• 点击右上角的"保存",提交内容将等待 Experian 管理员审核。