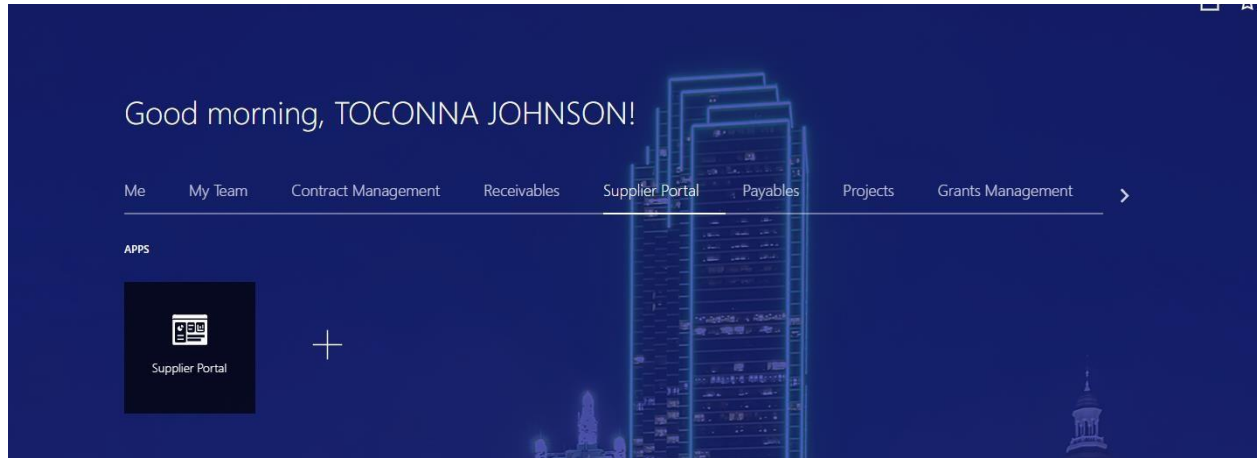


ADDING BANKING INFORMATION IN FUSION

Once the supplier is logged in, they should see this on their home screen.



1. Click on the supplier portal tab which is the black box beside the plus sign. A new page will populate and then you should scroll down to the bottom of the page on the left-hand side, under company profile click on **MANAGE PROFILE.**

Supplier Portal

Search Order Number 

Tasks

Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)

Company Profile

- [Manage Profile](#)

Requiring Attention



No data available

Supplier News

2. Next, click the edit button to the right side of the screen and you will be prompted to enter GENDER and ETHNICITY. Afterwards, click the save button.
3. Click on the payments tab then right beneath it, click on payment method. Select the circle with the check mark inside and click in the area in front of electronic until the circle is in front of electronic. Be sure to click save.

View ▼ + ✕ ✓ 📄

Default	* Payment Method
✓	Electronic

4. Click on the bank accounts tab and the screen below will appear. The only four fields **REQUIRED** are highlighted below. After this is entered be sure to click save and done.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	<input type="text"/>	<input type="checkbox"/> Allow international payments
Account Number	<input type="text"/>	From Date 05/18/2023
Bank Name	<input type="text"/>	Inactive On mm/dd/yyyy
Bank Branch	<input type="text"/>	IBAN
* Update Unpaid Invoices	<input type="text"/>	Currency
<p>Additional Information</p> <p>Account Name <input type="text"/></p> <p>Alternate Account Name <input type="text"/></p> <p>Account Suffix <input type="text"/></p> <p>Conversion Rate Agreement Type <input type="text"/></p> <p>Conversion Rate <input type="text"/></p> <p>Conversion Rate Agreement Number <input type="text"/></p> <p>Check Digits <input type="text"/></p> <p>Secondary Account Reference <input type="text"/></p> <p>Agency Location Code <input type="text"/></p> <p>Account Type <input type="text"/></p> <p>Description <input type="text"/></p> <p><input type="checkbox"/> Factor Account</p>		

5. Click on the review changes tab then review that all information is correct, then click on submit. After the supplier clicks submit, we should get a bell notification within a few minutes to "approve" the supplier changes on our side.

Organization Details

View Format Freeze Detach Wrap

	Attribute	Changed From	Changed To
	Ethnicity		Hispanic
	Gender		Male

Payment Methods

View Format Freeze Detach Wrap

	Default	Payment Method	From Date	To Date	Details
		Electronic	10/02/2008		
		Check	02/25/2023		

Bank Accounts

View Format Freeze Wrap

	Primary	Account Number	IBAN	Currency	Bank Name	Details
					BANK OF AMERICA	

Columns Hidden 8