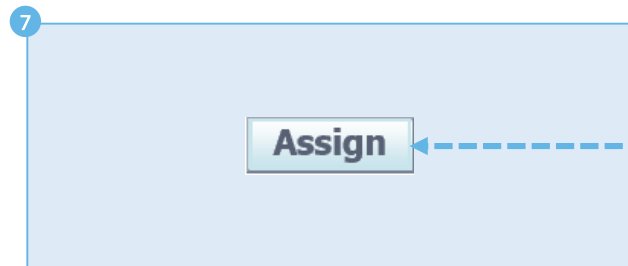


BANKING DETAILS (1 of 2)

The Banking Details page displays information on any bank accounts defined for your company. Here you can **create, modify and link existing accounts** to other banks as needed.



CREATE A NEW BANK ACCOUNT & LINK TO AN EXISTING BANK



Click the **Assign** button if no additional details are required.

1 CREATE A NEW BANK ACCOUNT & LINK TO AN EXISTING BANK

Banking Details

Create Clear Update

Tip By Change to Other Bank, Current bank account will be replaced and all open payable documents will be re-linked to the new bank account

Details Unit	Business Address Name	Payment Currency	Bank Num	Account Num	Change Bank To	Additional Details	Requested Effective Date
Cisco Systems Inc US	1SANJOSEUSD	XYZ BANK NAME	88888888				

Supplier Notes

* Notes

On the Banking Details Home Page, click the **Create** button.

Bank Assignment Page

Cancel Assign

Next

Click the **Next** button when complete.

On the Bank Assignment page, check the **Change To New Bank** box next to the bank you want to link your newly created account to.

Bank Assignment Page

Cancel Assign

Bank Name: 123 Bank Name
Account Number: 123456789

Tip By Change to Other Bank, Current bank account will be replaced and all open payable documents will be re-linked to the new bank account

Details Unit	Business Address Name	Payment Currency	Bank Name	Bank Currency	Account Num	Change To New Bank	Additional Details	Requested Effective Date
Cisco Systems Inc US	1SANJOSEUSD	XYZ BANK NAME	USD	88888888		<input checked="" type="checkbox"/>		03-Aug-2017

Next, click the **Additional Details** icon to confirm whether additional information is required to link the newly created account to the existing bank.

Banking Details

Clear Update

Confirmation

Bank Account Reassignment request(s) is submitted successfully. The reassignment information will be routed to an administrator who will review the details and carry out any verification that is required. You will be notified once the review is complete.

Details Unit	Business Address Name	Payment Currency	Bank Num	Account Num	Change Bank To	Additional Details	Requested Effective Date
Cisco Systems Inc US	1SANJOSEUSD	XYZ BANK NAME	88888888				

Supplier Notes

* Notes

A **Confirmation Window** will be displayed at the top of the Banking Details Home Page indicating your bank account reassignment was successfully submitted and is under review.

Create Bank Account

Cancel Next

Country

Account is used for foreign payments

Bank **Branch**

Bank Name:
Branch Number:
Branch Name:
Branch Type:

Bank Account

Account Number:
Check Digits:
Account Name:
Currency:
Account Status:

On the Create Bank Account Page, enter the required information for the new **Bank**, **Branch** and **Bank Account**. Including Bank Name, Routing # (US + Canada only), Account #, Currency and Account Type.

Comments

* Note to Buyer

In the **Comments** section, enter a note to the buyer, indicating what action you're taking (e.g. creating new bank account).

Bank Assignment Page

Cancel Assign

Error

Additional Information is not required for the given combination.

Details Unit	Business Address Name	Payment Currency	Bank Name	Bank Currency	Account Num	Change To New Bank	Additional Details	Requested Effective Date
Cisco Systems Inc US	1SANJOSEUSD	XYZ BANK NAME	USD	88888888		<input checked="" type="checkbox"/>		03-Aug-2017

A **Notification Window** will be displayed indicating whether or not additional information is required to link the newly created account to the existing bank.

WHERE TO GO FOR ADDITIONAL HELP

iSUPPLIER HELP DESK

Available to answer specific questions related to portal functionality.

isupplier-onboarding@cisco.com

iSUPPLIER HELP PAGE

Provides additional reference materials, general iSupplier support and targeted video guides for Supplier Management functionality.

[Hyperlink here](#)