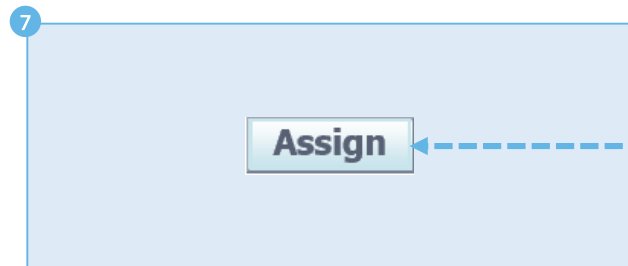The Banking Details page displays information on any bank accounts defined for your company. Here you can **create, modify and link existing accounts** to other banks as needed.

CREATE A NEW BANK ACCOUNT & LINK TO AN EXISTING BANK

CREATE A NEW BANK ACCOUNT & LINK TO AN EXISTING BANK

1

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

2

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.

3

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

4

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.

5

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

6

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

7

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

8

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.

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