

## **MANAGE COMPANY DATA**

To update the name, business type, e-mail, phone number and/or fax (generic e-mail is acceptable here).

## **ADD/UPDATE BANKING:**

1. Click on Manage Company Data

	ider				
	Vendor Administrator > Administrator > Webome Vendor Administrator				
<ul> <li>Welcome V end or Administrator</li> </ul>					
Oreate Additional Users	WELCOME VENDOR ADMINISTRATOR				
• Manage User Data	As an Administrative User for your company in the PA Supplier Portal you have the authority to:				
• Man age My Data					
• Man age Compan y Data	Create Additional Users				
<ul> <li>Maintain Addresses</li> </ul>	Manage Company Data     Manage Supplier Addresses				
Supplier Service Center	Manage Bank Data & Product Categories				
	To access the Administrative User options, refer to the links located on the left navigation bar. If you would like t left comer of the screen.				
	The "Supplier Service Center" link located on the left navigation bar contains helpful tools to provide assistance				
	The "Help" link located on the upper right corner contains common supplier questions and contact information.				

2. Select Change to open the fields so they can be edited.



3. Scroll down to Bank Details

*Country       *Bank Key       *Bank Account       Control key       *Account Holder         US       1       2       3       Checking       4       5	Bank details				
	Delete				
	*Country	*Bank Key	*Bank Account	Control key	* Account Holder
		2	3	Checking 4	5



2 – Bank Key is the nine (9) digit Routing Number of the account

3 – Bank Account is the account number (double check with the bank and use exact numbers)

- 4 Control Key drop down for checking or savings
- 5 Account Holder is the name the account is what's on the top left of the check

\*Scroll to the top and select save!

Company Data					
Change					
Business Partner Number: 000					
Changes Saved					

**\*\*NOTE\*\***Want to view payment remittance information at the same time a direct deposit payment is received?

- 1. <u>Electronic Addenda</u>. This form provides the ability to view the remittance information via the bank statement or online banking.
- E-<u>Remittance</u> provides an email with payment remittance information up to three
   (3) days in advance of the actual invoice pay date.

Please see these choices and how to sign up by clicking the blue block entitled "Direct Deposit & e-Remittance".