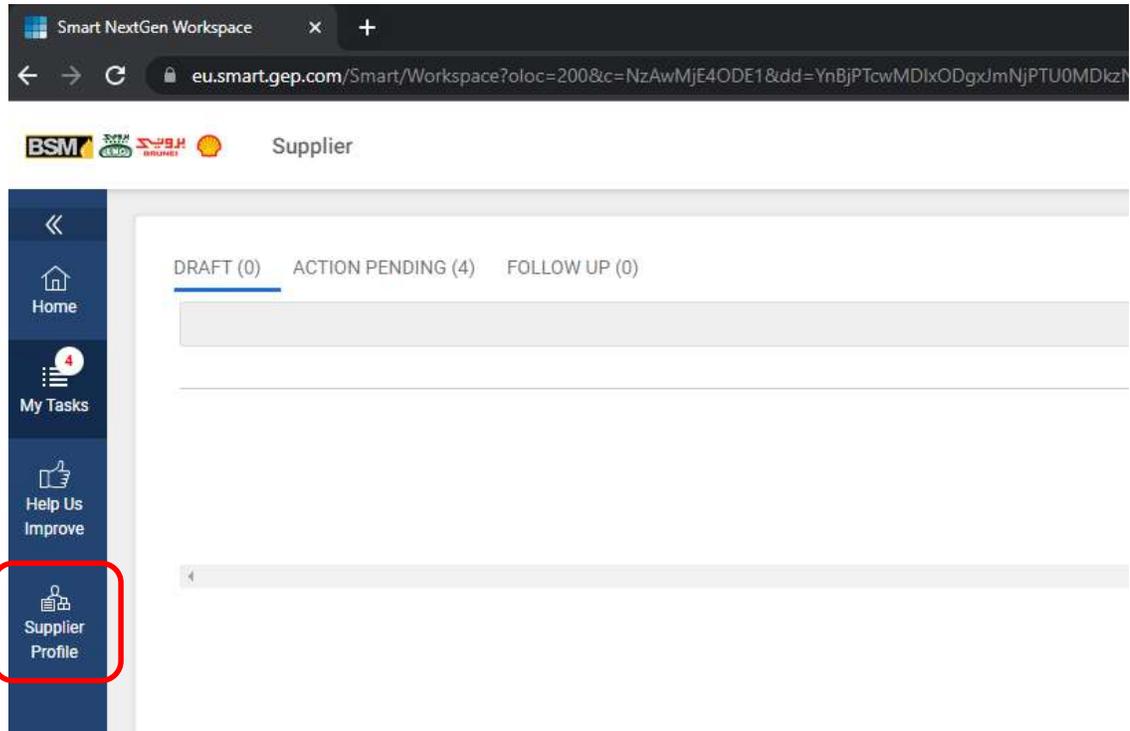
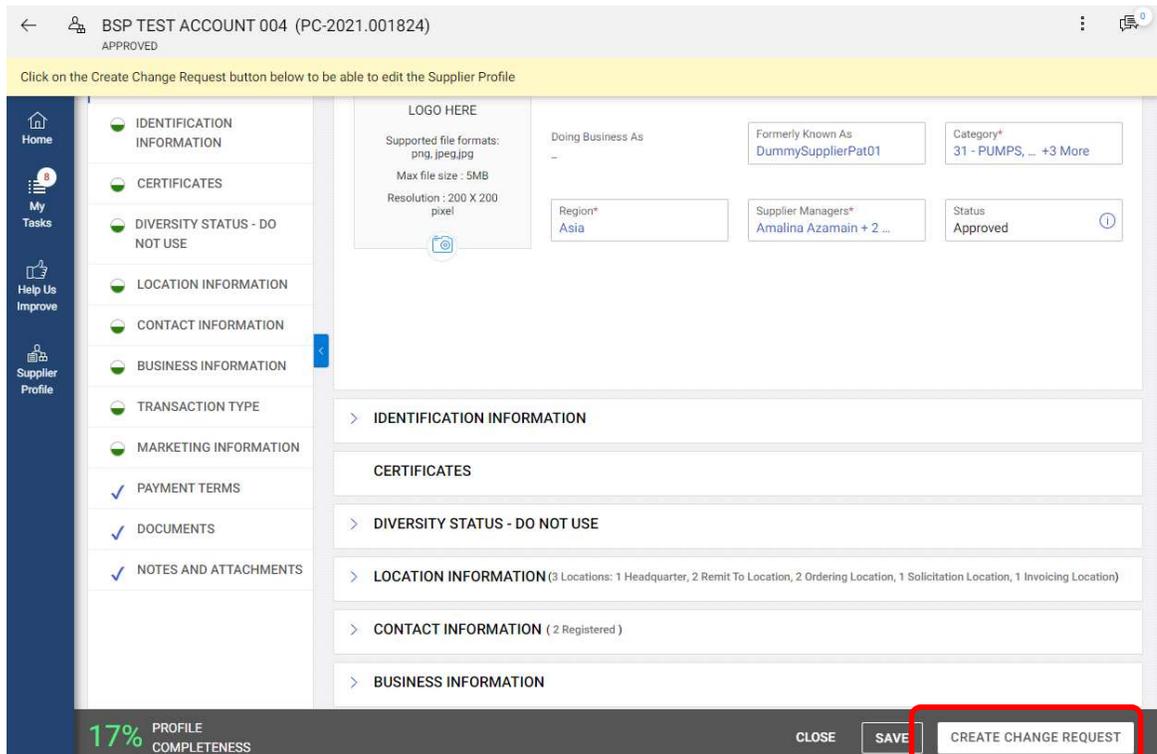


# HOW TO UPDATE/ADD 'LOCATION INFORMATION' AND 'BANKING DETAILS' IN SMART SUPPLIER PROFILE.

**Step 1:** Click on 'Supplier Profile' icon on the left side of the homescreen (shown below)



**Step 2:** Click on 'Create Change Request'



**Step 3: Go to 'Location Information' section and Click on '+ Add New Location'**

Change request is in progress

Max file size : 5MB  
Resolution : 200 X 200 pixel

Region\*  
Asia

Supplier Managers\*  
Amalina Azamain + 2 More

Status  
Approved

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS - DO NOT USE

**LOCATION INFORMATION**

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION

PAYMENT TERMS

DOCUMENTS

NOTES AND ATTACHMENTS

IDENTIFICATION INFORMATION

CERTIFICATES [+ Add New Certificate](#)

DIVERSITY STATUS - DO NOT USE

**LOCATION INFORMATION ( 1 Location: 1 Headquarter )** [+ Add New Location](#)

\*indicates required fields

Location Name	Type	Phone Nos.	Roles & Contacts
Kuala Belait	Headquarter	Pri : 3372559 Sec :	

CONTACT INFORMATION ( 2 Registered ) [+ Add New Contact](#)

17% PROFILE COMPLETENESS

DELETE SUBMIT SAVE AND EXIT CLOSE SAVE

**Step 4: Complete all mandatory fields.**

In 'Choose location Type' field, click on 'Show Lookup'.

BSM Supplier

Search

LOCATION

LOCATION INFORMATION

\*indicates required fields

Location Name\* Location Code(Leave blank to auto generate)

Country\* Please Select Address Line 1\* Address Line 2

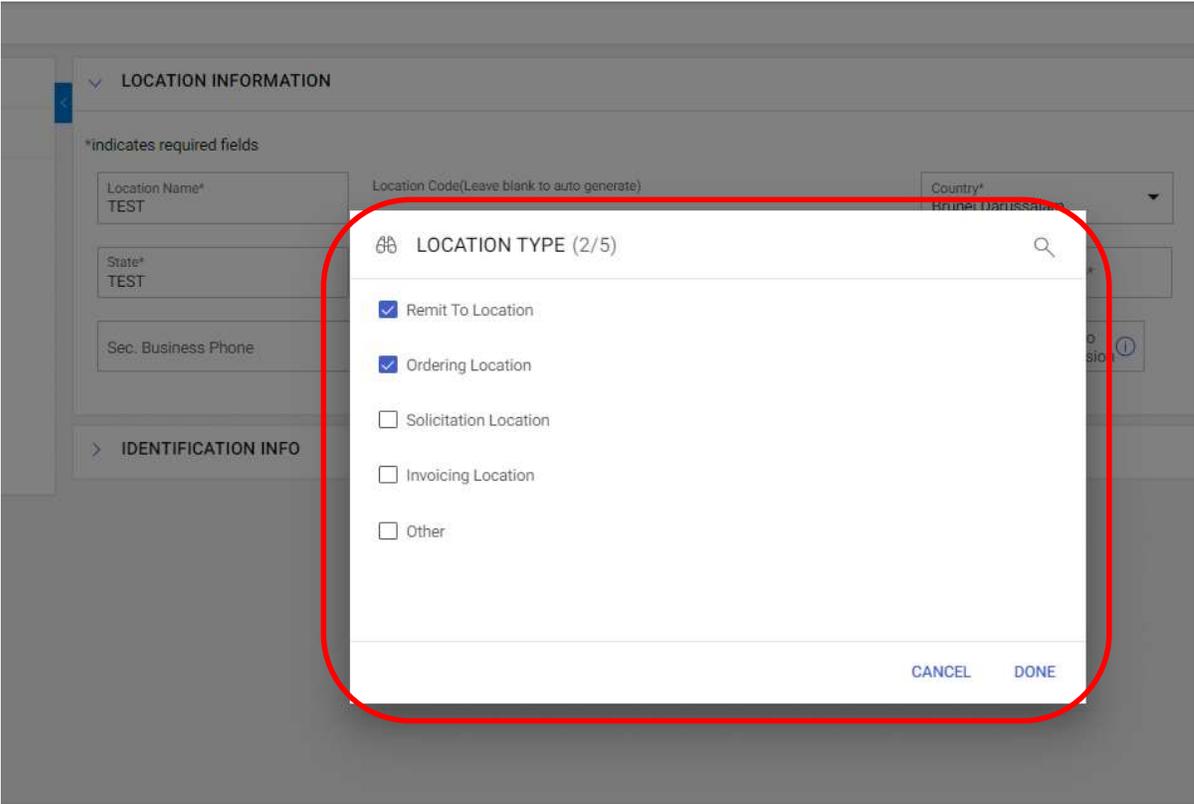
State\* City\* Zip Code\*

**Choose Location Type\*** Primary Business Phone Extn

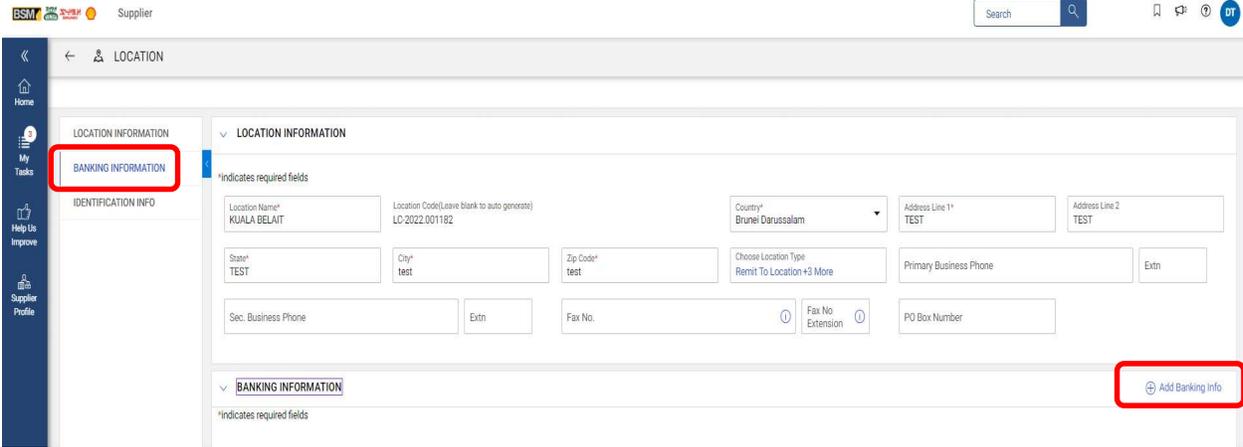
Sec. Business Phone Extn

Fax No. Fax No Extensio(1) PO Box Number

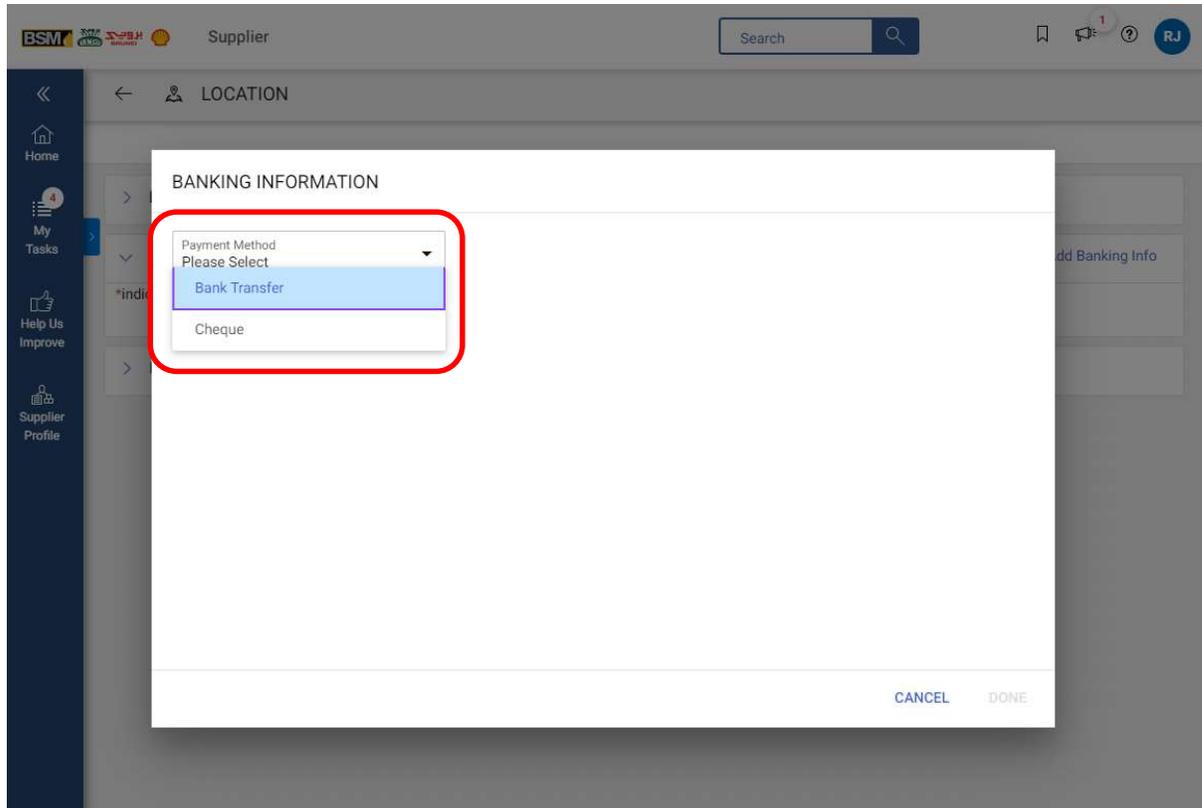
**Step 5:** Select the following 2 location types ('Remit to Location' and 'Ordering Location'). Click on 'Done' and 'Save'



**Step 6:** Once saved, the **Banking Information** section will appear as shown below. Click on 'Add banking info'



**Step 7:** Choose your applicable 'Payment Method' from drop down.



**Step 8:** Fill in all mandatory fields as required (use "N/A" if not applicable).  
Click on 'Done' and 'Save and close'. Click on 'Submit'.

A screenshot of a mobile application form titled 'BANKING INFORMATION'. The form contains several input fields for banking details. The 'Payment Method' dropdown is set to 'Bank Transfer'. Other fields include 'Bank Key/ABA/Institution ID & Transit number\*', 'Sort Code (UK) / BSB No. (AU) / Fed Wire Routing No. (US)\*', 'Chip UID\*', 'IBAN (EURO Country)\*', 'Bank Account Number\*', 'Verify Bank Account Number\*', 'Alternate Payee\*', 'Currency\*', 'Authorized Signatories\*' (with a help icon), 'Client Bank Reference Number\*', and 'Email address\*'. At the bottom right, there are 'CANCEL' and 'DONE' buttons, with the 'DONE' button highlighted by a red box.

\*\*\*END\*\*\*