# 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'

		LOGO HERE							
ie Ie	IDENTIFICATION INFORMATION	Supported file formats: png, jpeg,jpg Max file size : 5MB Resolution : 200 X 200	Doing Business As	Formerly Known As DummySupplierPat01	Category* 31 - PUMPS, +3 More				
	CERTIFICATES								
) \$3	DIVERSITY STATUS - DO NOT USE	pixel	Region* Asia	Supplier Managers* Amalina Azamain + 2	Status Approved				
Is	LOCATION INFORMATION								
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	✓ PAYMENT TERMS	CERTIFICATES							
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	✓ NOTES AND ATTACHMENTS	> LOCATION INFORMATION (3 Locations: 1 Headquarter, 2 Remit To Location, 2 Ordering Location, 1 Solicitation Location, 1							
		> CONTACT INFORMATION (2 Registered)							
		> BUSINESS INFORMATI	ON						

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		Kuala Belait	Headquarter	Pri : 3372559 Sec :		60			
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## Step 3: Go to 'Location Information' section and Click on '+ Add New Location'

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

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

← & 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	

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

"indicates required fields		
Location Name* TEST	Location Code(Leave blank to auto generate)	Country* Bruner Darussaure
State*	AB LOCATION TYPE (2/5)	Q
TEST	Remit To Location	
Sec. Business Phone	✓ Ordering Location	
	Solicitation Location	
> IDENTIFICATION INFO	Invoicing Location	
	C Other	
		CANCEL DONE

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

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My Tasks	BANKING INFORMATION	*indicates required fields					
Lij Help Us	IDENTIFICATION INFO	Location Name* KUALA BELAIT	Location Code(Leave blank to auto generat LC-2022.001182	e)	Country <sup>a</sup> Brunei Darussalam	Address Line 1* TEST	Address Line 2 TEST
Improve		State <sup>4</sup> TEST	City* test	Zip Code* test	Choose Location Type Remit To Location +3 More	Primary Business Phone	Extra
Supplier Profile		Sec. Business Phone	Extn	Fax No.	Fax No Extension	PO Box Number	
		BANKING INFORMATION					Add Banking Info
		*indicates required fields					-

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## **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'**.

Payment Method 👻		
Bank Key/ABA/Institution ID & Transit number*	Sort Code (UK) / BSB No. ( AU) / Fed Wire Routing No. (US)*	Сыр ШО+
IBAN (EURO Country)*	Bank Account Number*	Venfy Bank Account Number*
Alternate Payee*	Currency*	Authorized Signatories*
Client Bank Reference Number*	Email address*	