

- Payment is processed by International Wire Transfer from our bank account with AIB, Ireland. <u>Please note this is the only payment method available.</u>
- Due to company policy we can only accept banking details that are held in your name and in your country of residence; your name must be on the bank account that you supply us with.
- Please only use characters from the English Alphabet when entering the account holder name.
- New/updated bank details must be updated at least 4 working days before a scheduled payment date to ensure that payments are made to these new details.
- To ensure successful processing of payment, it is important that your bank details are correct.

Vendor Maste	er Bank Update Bank List 🗡	Step 1				
Bank country: City: Bank name: SWIFT code: Cutotic Bank			Country Hel	p Page		
Enter Account	t Details					
Bank Account N	-				Step 3	
Account Holder		Step 5			Step 4	

Entering bank details using a valid IBAN:

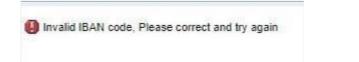
- + **Step 1:** Select Bank Country
- + Step 2: Click IBAN

- + Step 3: Enter Account Holder Name
- + **Step 4:** Enter valid IBAN without spaces between numbers and letters
- + **Step 5:** Click Update Vendor Master

After **Step 5**, if the IBAN is correct you will receive the message "Vendor was updated". Please see screen-shot below:

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Bank country:	France	-	Country Help Page	
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If you receive the following error "Invalid IBAN Code" below:



Please fill out a <u>Vendor Account Form</u> and upload it on the Supplier portal as follows:

- 1. Click on the 'Home' function which will bring you to the home page.
- 2. Click on upload document.
- 3. Browse for your document.

4. Upload document.

Once you have uploaded your Vendor Account Form, we will be able to set your Bank up on our system, so you can proceed with uploading your Banking details to the Supplier Portal.

Should you have any issues updating your details, please contact us by email.