

## 快速参考指南

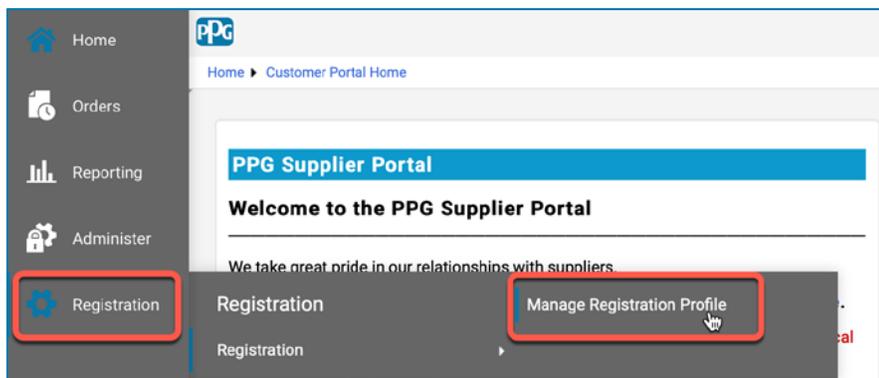
### 更新银行信息

需要更改银行信息时，供应商应登录其 ePro / Jaggaer 账号。如需更新银行信息，进行更改的人员必须具备正确的系统权限。

- 请联系您的账号管理员，确认您的权限设置是否正确。
- 如果您不知道谁是您的账号管理员，请联系 [Jaggaer 支持](#)。

### 更新银行信息

在 PPG 主页，使用左侧的导航菜单并选择 **Registration - Registration - Manage Registration Profile**（注册 - 注册 - 管理注册资料）



此选项将打开注册清单。选择 **Payment Information**（支付信息）更改银行信息。

Supplier Number: JA\_266872  
[Change Supplier](#)

Registration Complete for:  
**PPG Supplier Portal**

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Payment Information** ✓
- Tax Information ✓

#### Payment Information ?

Information on this page is used to determine how and where you will receive payment. PPG's preferred payment method is Direct Deposit (ACH), and, therefore, banking information is required. Any other payment method should be approved in advance by PPG before completing your registration. Otherwise, the registration may be returned, which will delay the setup process. Please be sure to enter an Electronic Remittance Email if you wish to receive email notifications regarding payments including invoice, date, and amount.

If you need to change existing banking information, please add new payment information and mark the old information inactive instead of overwriting the existing information. Please do not mark duplicate payment information or payment information that appears to have the "wrong" payment type as inactive without discussing with your PPG Procurement contact first. These provide specific functionality within PPG systems, and deactivating them could prevent or delay payments.

Title	Payment Type	Currency	Active	
Business Bank Account	Direct Deposit (ACH)	USD	Yes	<b>1</b> <input type="button" value="Edit"/>
Check	Check	USD	Yes	<input type="button" value="Edit"/>

[Add Payment Information](#)

1. 点击 **Edit**（编辑）将当前银行账号标记为停用。

**重要提示！** 请勿修改现有付款方式/账号。请将旧账号标记为停用并 [Add Payment Information](#)（添加付款信息）创建新/更新信息记录。

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### 更新银行信息

#### Edit Payment Information

Only associated countries are displayed.

Payment Title \*

Country \*

Payment Type \*

Direct Deposit Format

Remittance Address \*

Electronic Remittance Email

Currency \*

Contact Name

Purpose

Active  Yes  No

#### Bank Account

Country \*

Bank Name \*

\* Required to Complete Registration

- 在 **Edit Payment Information**（编辑付款信息）部分，将 **Active**（启用）指定从 Yes（是）改为“**No**（否）”。
- 点击 **Save Changes**（保存更改）。

标记为停用的账号在付款信息列表中显示为灰色。

Title	Payment Type	Currency	Active
Check	Check	USD	Yes
Business Bank Account	Direct Deposit (ACH)	USD	No

现在您可以添加更新付款信息。 如果看不到 **Add Payment Information**（添加付款信息）按钮，说明您没有更新银行信息的系统权限（见上文）。

**Add Payment Information**

- Direct Deposit (ACH)
- Credit Card
- Check
- Wire Transfer

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- 点击 **Add Payment Information**（添加付款信息）并选择适用的账号类型。

每种账号类型都需要特定信息。 填写所有必填字段（标志为 ★）。

填写所有必填字段后，单击 **Save Changes**（保存更改）。

\* Required to Complete Registration

## 快速参考指南

### 更新银行信息

新的付款信息在付款列表中显示启用状态。

Title ▾	Payment Type	Currency	Active
Check	Check	USD	Yes
New Chase Bank Details	Direct Deposit (ACH)	USD	Yes
Business Bank Account	Direct Deposit (ACH)	USD	No

所有银行信息的添加/更改都需 PPG 验证，并且必须随附所需证明文件，才能保存更改。

#### Additional Questions

##### Banking/Payment Documents

Please attach documentation with bank details in non-rewritable format (preferably PDF). Acceptable documents include: bank statement/confirmation/certificate (not older than 3 months), invoice showing bank details, official letter with signature on company letterhead or voided check.

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Two (2) banking/payment documents at minimum are required.

Banking Document 1



Select file Drop file to attach, or browse.

Banking Document 2

Select file Drop file to attach, or browse.

如画面说明所述，随附两份验证银行信息的文件。这包括：

- 银行对账单/确认书/证书（不超过 3 个月）
- 显示银行详细信息的发票
- 在公司信笺签名的正式信函
- 作废支票

Save Changes

上传所需验证文件后，单击 **Save Changes**（保存更改）。