

## Quick Reference Guide

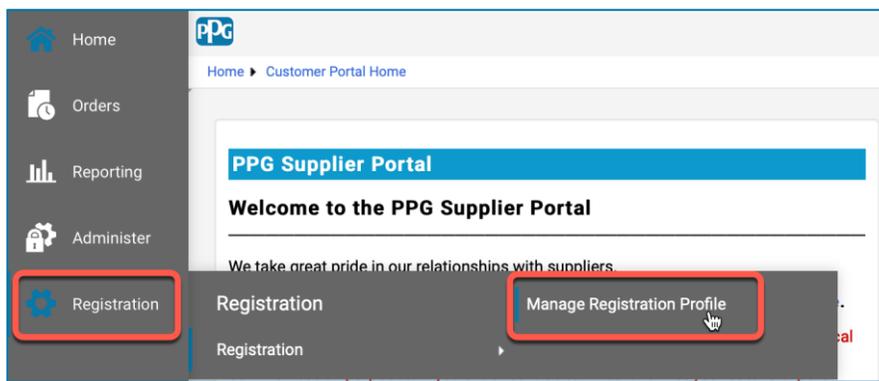
### Updating Banking Information

Suppliers should log into their ePro / Jaggaer account when changes need to be made to banking information. To update banking information, the individual making the change must have the correct permissions in the system.

- Check with your account administrator to determine if your permissions are set up correctly.
- If you do not know who your account administrator is, please contact [Jaggaer support](#).

#### Updating banking information

From the PPG home screen, use the navigation menu on the left and select **Registration – Registration – Manage Registration Profile**



This selection will open the registration checklist. Select **Payment Information** to make any changes to banking information.

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

Registration **Complete** for:  
PPG Supplier Portal

Welcome

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

[Add Payment 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> <a href="#">Edit</a>
Check	Check	USD	Yes	<a href="#">Edit</a>

1. Click **Edit** to mark the current bank account inactive.

**IMPORTANT!** Do not modify the existing payment method / account. Mark the old account Inactive and [Add Payment Information](#) to create a record for the new / updated information.

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#### 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 2

#### Bank Account

Country \*

Bank Name \*

\* Required to Complete Registration 3

2. In the **Edit Payment Information** section, switch the **Active** designation from Yes to **"No"**.
3. Click **Save Changes**.

Accounts marked inactive appear grayed out in the payment information listing.

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

Now you are ready to add the updated payment information. If the **Add Payment Information** button is not visible, you do not have the system permissions to update banking (see above).

Add Payment Information 4

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

4. Click **Add Payment Information** and select the applicable account type.

Each account type will require specific information. Complete all the required fields (indicated with★).

When all required field are completed, click **Save Changes**.

\* Required to Complete Registration

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The new payment information is now active in the payment listing.

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

All banking additions / changes will be verified by PPG and the required supporting documentation must be attached before you can save your changes.

#### 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.

As stated in the screen instructions, attach two documents that validate the banking information. This includes:

- Bank statement/confirmation/certificate (not older than 3 months)
- Invoice showing bank details
- Official letter with signature on company letterhead
- Voided check

Save Changes

Once the required verification files are uploaded, click **Save Changes**.