

快速參考指南

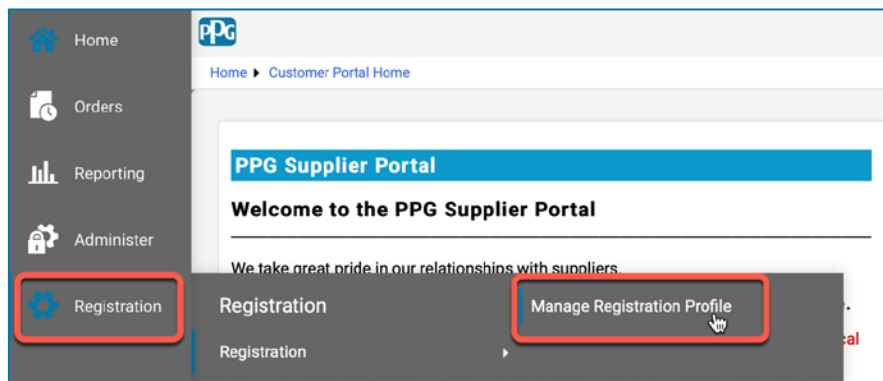
更新銀行資訊

當需要更改銀行資訊時，供應商應登入其 ePro / Jaggaer 帳號。要更新銀行資訊，進行更改的人員必須在系統具備適當的權限。

- 請聯絡您的帳號管理員，以確定您的權限設定是否正確。
- 如果您不知道誰是帳號管理員，請聯絡 [Jaggaer 客服](#)。

更新銀行資訊

在 PPG 主畫面中，使用左側的導覽功能表並選擇 **Registration – Registration – Manage Registration Profile**（註冊 - 註冊 - 管理註冊資料）



此選擇將開☑註冊檢☑表 選擇 **Payment Information**（付款資訊）變更銀行資訊。

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	1 Edit
Check	Check	USD	Yes	Edit

[Add Payment Information](#)

1. 點擊 **Edit**（編輯）將目前銀行帳號標記為停用。

重要資訊！ 不要修改既有付款方式／帳號。將舊帳號標記為停用並 [Add Payment Information](#)（**新增付款資訊**） 建立新／更新資訊紀錄。

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更新銀行資訊

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

2. 在 **Edit Payment Information**（編輯付款資訊）部分切換 **Active**（用）指定 **Yes**（是）至「**No**（否）」。
3. 點擊 **Save Changes**（儲存變更）。

標記為停用的帳號在付款資訊清單中顯示為灰色。

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

您已準備新增更新的付款資訊。如果看不到 **Add Payment Information**（新增付款資訊）按鈕，表示您沒有更新銀行資訊的系統權限（參閱上文）。

Add Payment Information

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

4. 點擊 **Add Payment Information**（新增付款資訊）並選擇適用的帳號類型。

每種帳號類型都需要特定資訊。填寫所有必填欄位（標示為★）。

填寫所有必填欄位後，點擊 **Save Changes**（儲存變更）。

* Required to Complete Registration

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更新銀行資訊

新付款資訊已付款清單中顯示為☑用。

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

所有銀行新增／變更都需 PPG 驗證，並且必須隨附所需的支援文件，然後才能儲存變更。

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.

如畫面說明所述，隨附兩份驗證銀行資訊的文件。這包括：

- 銀行對帳單／確認書／證書（不超過 3 個月）
- 顯示銀行詳細資訊的發票
- 在公司信箋簽名的正式信函
- 作廢支票

Save Changes

上傳所需的驗證文件後，點擊 **Save Changes**（儲存變更）。