# Supplier Registration: Bank Information Ticket
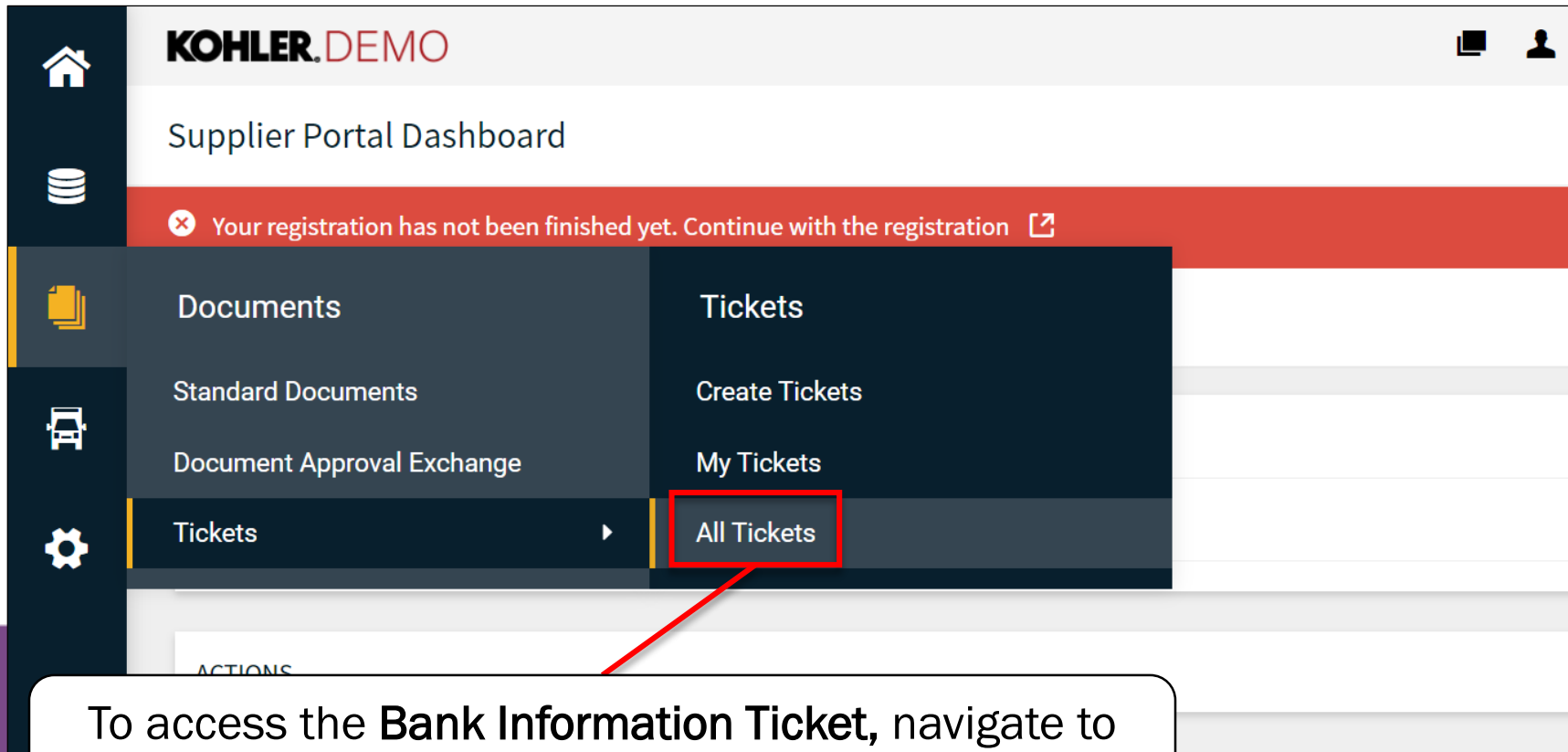
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# Getting Started

After completing your registration, Kohler may request information on your Company's bank details



**KOHLER.**DEMO

Supplier Portal Dashboard

⊗ Your registration has not been finished yet. Continue with the registration ↗

| Documents | Tickets |
|---|---|
| Standard Documents | Create Tickets |
| Document Approval Exchange | My Tickets |
| Tickets ▶ | All Tickets |

ACTIONS

To access the **Bank Information Ticket,** navigate to the tickets section on your Supplier Portal Dashboard

From here, you should find a list of open tickets. Find the correct ticket & click on the link to open it

# Completing the Ticket

Complete the ticket as complete as you can.

Make sure to fill out all mandatory information
*(marked with "*")*



Follow **help text boxes** to ensure you input accurate information

# Submitting the Ticket

Once you have finished filling out the Ticket, click **Save** to finish and submit the ticket

Save

*Draft Auto-Saved @ 2020-01-29 16:55*

From here, the ticket will go through the rest of the **Supplier Onboarding Process Workflow**

Supplier Completes Bank Information → Vendor Master Data Team Approval → Vendor Master Created in SAP

# This completes the guide on: Bank Information Ticket

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