

Supplier Registration: Bank Information Ticket

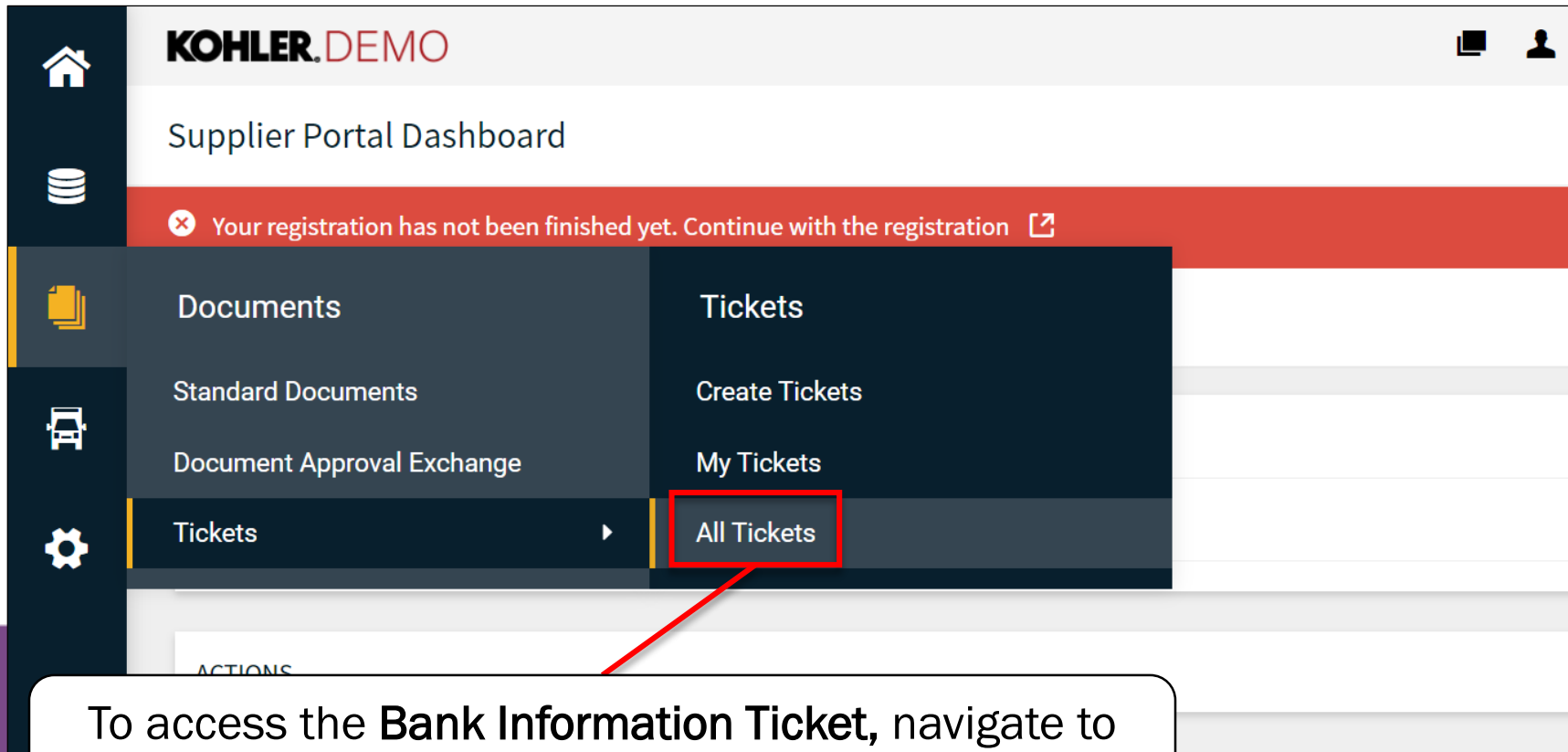
KOHLER[®]

Supplier Management Platform

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Getting Started

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



The screenshot shows the Kohler Supplier Portal Dashboard. The header includes the logo 'KOHLER.DEMO' and a user profile icon. Below the header, there is a notification bar with a red background and a white 'x' icon, stating 'Your registration has not been finished yet. Continue with the registration' with an external link icon. The main navigation menu is on the left, with a dark blue background and white text. The menu items are: Home (house icon), Documents (stack of papers icon), Standard Documents, Document Approval Exchange, Tickets (gear icon), and Tickets (arrow icon). The 'Tickets' menu item is expanded, showing a sub-menu with 'Tickets', 'Create Tickets', 'My Tickets', and 'All Tickets'. The 'All Tickets' option is highlighted with a red box, and a red arrow points from this box to the text in the callout below.

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 “*”)

Bank Account Information -

Account Information

Account Number*:
If Account Number exceeds 18 characters, please enter remaining characters in overflow field below.

Account Number Overflow:

Confirm Account Number*:
Please re-enter the account number for confirmation. If Account Number exceeds 18 characters, please enter remaining characters in overflow field below.

Confirm Account Number Overflow:

IBAN:
Required for companies located in Europe

Currency*: [Please Select]

Account Type: [Please Select]

Payment Type*: [Please Select]

Remit Information

Is company address same as remit address?*: [Please Select]

Alternative Payee*: [Please Select]

Bank Information (English)

Name*:

Address:

City:

State/Province:

Follow help text boxes to ensure you input accurate information

Submitting the Ticket

Optional Approver 3:	<input type="text"/>
Comment for Approver:	<input type="text"/>
<input type="button" value="Save"/>	
<small>Draft Auto-Saved @ 2020-01-29 16:55</small>	

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

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



This completes the guide on: Bank Information Ticket

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