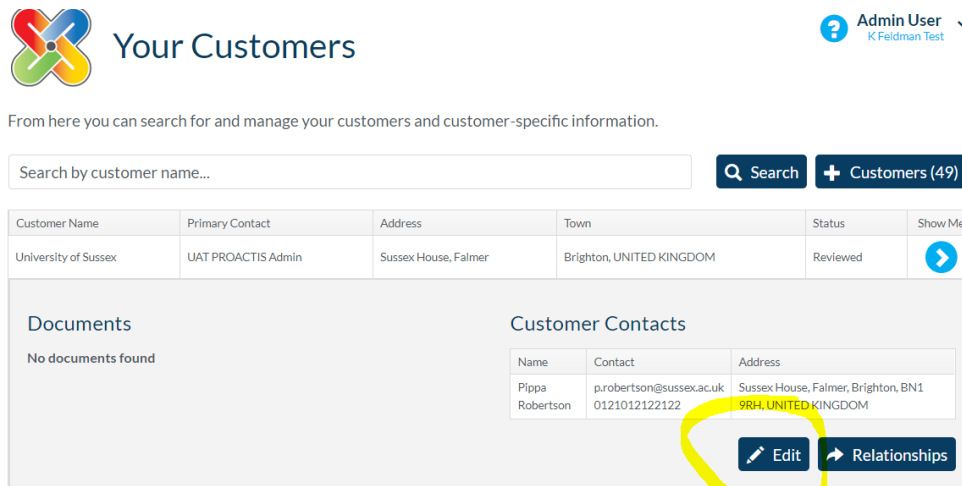


How to: Amending Bank details

- Log into the Proactis Supplier Portal using your username (email address) and Password. <https://supplierlive.proactisp2p.com/Account/Login>
- On the taskbar on the left hand side select “Customers” (single head icon – as in image to the left, highlighted light blue).

- Please see Click Edit. (As in image below, circled Yellow)



Your Customers Admin User K Feldman Test

From here you can search for and manage your customers and customer-specific information.

Search by customer name...

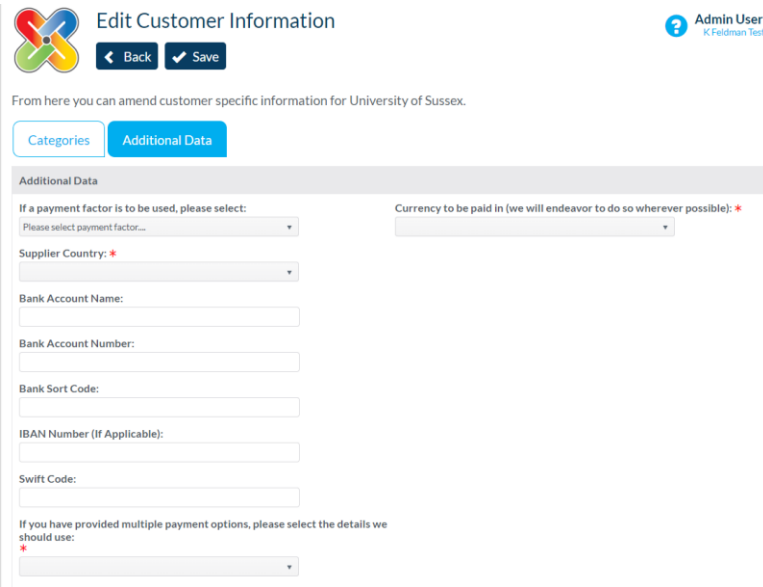
Customer Name	Primary Contact	Address	Town	Status	Show Me
University of Sussex	UAT PROACTIS Admin	Sussex House, Falmer	Brighton, UNITED KINGDOM	Reviewed	<input type="button" value="Show Me"/>

Documents
No documents found

Customer Contacts

Name	Contact	Address
Pippa Robertson	p.robertson@sussex.ac.uk 0121012122122	Sussex House, Falmer, Brighton, BN1 9RH, UNITED KINGDOM

- Click on “Additional Data” tab.



Edit Customer Information Admin User K Feldman Test

From here you can amend customer specific information for University of Sussex.

Additional Data

If a payment factor is to be used, please select: Currency to be paid in (we will endeavor to do so wherever possible): *

Supplier Country: *

Bank Account Name:

Bank Account Number:

Bank Sort Code:

IBAN Number (If Applicable):

Swift Code:

If you have provided multiple payment options, please select the details we should use: *

- Please ensure there are **no spaces or symbols** in the fields, e.g. hyphens, dots, dashes, slashes or brackets
- UK bank sort-codes should be in the following format: 123456 (no spaces or symbols)
- If you wish to be paid in GBP via UK BACS, please **do not add** an IBAN or Swift.

DON'T FORGET TO CLICK SAVE!!