How to Add Banking Detail

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the home page Select the <strong>Metro iSupplier Portal Access</strong> in the Navigator box.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Image" /> Click Here</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Image" /> Click Here</td>
</tr>
<tr>
<td></td>
<td><img src="image3.png" alt="Image" /> Click Here</td>
</tr>
<tr>
<td>2.</td>
<td>Select the <strong>Home Page</strong> option</td>
</tr>
<tr>
<td></td>
<td><img src="image4.png" alt="Image" /> Click Here</td>
</tr>
<tr>
<td>3.</td>
<td>Navigate to the <strong>Administration</strong> Tab</td>
</tr>
<tr>
<td></td>
<td><img src="image5.png" alt="Image" /> Click Here</td>
</tr>
</tbody>
</table>
4. Select the **Banking Details** option from the **Profile Management** toolbar
5. Under the **Banking Details** section, Select the **Create** option

6. Use the drop down box to Select the **Country**

7. Select the **More** option
8. **Search for the Country**

Search and Select: Country

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the “Go” button.

Search By Name: United States

Results

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
</tbody>
</table>

About this Page

Inspect MDS Contents

9. **Click the GO option**

Search and Select: Country

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the “Go” button.

Search By Name: United States

Results

<table>
<thead>
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<th>Quick Select</th>
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<td></td>
<td>United States</td>
<td></td>
</tr>
</tbody>
</table>

About this Page

Inspect MDS Contents

The results will populate under the Results section

10. **Use the Quick Select option to select the Country**

Search and Select: Country

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the “Go” button.

Search By Name: United States

Results

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>United States</td>
<td>US</td>
</tr>
<tr>
<td></td>
<td>United States Minor Outlying Islands</td>
<td>UM</td>
</tr>
</tbody>
</table>

About this Page

Inspect MDS Contents

The Country will then autofill on the Create Bank Account page
11. Under the **Bank** Section Select the radial icon for **Existing Bank** option

12. Use the **Magnifying Glass** to Search for the **Bank Name**

13. **Search for Bank Name**

- **Search**
  
  To find your item, select a filter item in the pull-down list and enter a value in the search field.

  **Search By Bank Name** ▼

  - **Bank of America**

  **Go**

- **Results**
  
  No items were found matching your request.
14. **Click the GO option**

The results will populate under the *Results* section.

15. **Use the Quick Select option to select the Bank**

The *Bank Name* will then autofill on the Create Bank Account page.

16. **Select the radial icon for Existing Bank option**
17. Use the Magnifying Glass to Search for the Branch Name (routing number)

The Search and Select: Branch Name page will open

18. Search for the Branch Name (routing number)

The results will populate under the Results section

19. Click the GO option

The results will populate under the Results section
20. Use the **Quick Select** option to select the **Branch Name (routing number)**

**Search and Select: Branch Name**

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

*Search By Branch Name* ▼ 125000024  Go

**Results**

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Branch Name</th>
<th>Bank Name</th>
<th>Bank Number</th>
<th>BIC</th>
<th>Branch Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>125000024</td>
<td>BANK OF AMERICA</td>
<td>125000024</td>
<td></td>
<td>ABN</td>
</tr>
</tbody>
</table>

The **Branch Name (routing number)** will then autofill on the Create Bank Account page.

21. Under the **Bank Account** Section, locate the **Account Number** field. **Type in the Account Number** in the **Account Number** field.

22. In the **Top Right Side** of the screen, use the **Save** option to submit the banking information.

The **Banking Details** have been submitted for **Approval**